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COMMITTEE: **BABERGH CABINET**

VENUE: **ROSE ROOM - ENDEAVOUR
HOUSE, 8 RUSSELL ROAD,
IPSWICH**

DATE: **THURSDAY, 13 SEPTEMBER
2018 AT 4.30 PM**

Conservative	Independent Conservative	Independent	Liberal Democrat	Labour	Babergh Unionists
Cllr J Ward – C Cllr J Osborne – VC Cllr S Barrett Cllr T Campbell Cllr K Grandon Cllr F Lawrenson Cllr M Maybury Cllr N Ridley		Cllr D Davis			

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AGENDA

PART 1

ITEM	BUSINESS	
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1	<u>APOLOGIES FOR ABSENCE</u>	
2	<u>DECLARATION OF INTERESTS BY COUNCILLORS</u> <i>Please note if any Members have been involved in the application for funding or who have supported an application in respect of the Community Infrastructure Levy (CIL) Expenditure Business Plan they should declare a local non-pecuniary interest.</i>	
3	<u>BCa/18/27 - TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9 AUGUST 2018</u>	1 - 8
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5	<u>QUESTIONS BY COUNCILLORS</u>	

ITEM	BUSINESS	<u>Page(s)</u>
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7	<u>MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY OR JOINT AUDIT AND STANDARDS COMMITTEES</u>	
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15	<u>BCa/18/36 - LOCAL TOURISM STRATEGY (BABERGH VISITOR INFORMATION OPTIONS) - PART 1</u>	173 - 176
16	<u>EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)</u> To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information as indicated against the item. The author of the report proposed to be considered in Part 2 of the Agenda is satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	
17	<u>BCa/18/36 - LOCAL TOURISM STRATEGY (BABERGH VISITOR INFORMATION OPTIONS) - PART 2</u>	177 - 180

DATE AND TIME OF NEXT MEETING

Please note that the next meeting is scheduled for Thursday 11 October 2018 commencing at 5:30pm in the King Edmund Chamber, Second Floor, Endeavour House.

Introduction to Public Meetings

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Agenda Item 3

BABERGH DISTRICT COUNCIL

BABERGH CABINET

MINUTES OF THE MEETING OF THE BABERGH CABINET HELD IN KING EDMUND CHAMBER - ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH ON THURSDAY, 9 AUGUST 2018

PRESENT: John Ward – Chair
Jan Osborne – Vice Chair

Kathryn Grandon
Simon Barrett

Tina Campbell
Derek Davis

IN ATTENDANCE:

Councillor Clive Arthey
Councillor Sue Ayres
Councillor Sue Carpendale
Councillor Alastair McCraw

Chief Executive (AC)
Senior Finance Business Partner (SB)
Corporate Manager – Business Improvement (KC)
Corporate Manager – Finance (ME)
Assistant Director for Housing (GF)
Corporate Business Coordinator (SM - Notes)
Corporate Manager - Democratic Services (JR)
Assistant Director for Finance (KS)
Corporate Manager – Property Services (HW)
Assistant Director for Law and Governance (EY)

30 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Lawrenson, Councillor Maybury and Councillor Ridley.

31 DECLARATION OF INTERESTS BY COUNCILLORS

None received.

32 BCA/18/18 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 12 JULY 2018

The minutes of the meeting held on 12 July 2018 were confirmed as a correct record.

33 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME

None received.

34 QUESTIONS BY COUNCILLORS

None received.

35 BCA/18/19 FORTHCOMING DECISIONS LIST

The Forthcoming Decisions list was noted and the following comments were made:

- For both the Belle Vue and Hamilton Road items it was felt prudent that the Economy and Assets and Investments Cabinet Members worked together.
- CNL15 – Belle Vue item, it was confirmed this would be going to Council only as it was a financial decision.

36 MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY OR JOINT AUDIT AND STANDARDS COMMITTEES

a BCa/18/20 JOINT OVERVIEW AND SCRUTINY COMMITTEE RECOMMENDATION TO CABINET IN RELATION TO THE JOINT COMPLIMENT, COMMENTS AND COMPLAINTS POLICY

It was agreed this item would be deferred until Item 10 when the proposed amendments to the Joint Compliments, Comments and Complaints Policy would be discussed.

b BCa/18/21 JOINT OVERVIEW AND SCRUTINY RECOMMENDATION TO CABINET IN RELATION TO BMBS

36b.1 Councillor Osborne, the Cabinet Member with responsibility for Housing explained that BMBS would be reviewed in six months, following this it was hoped it would then move to a longer period before conducting another review.

36b.2 Cabinet wished to adopt the recommendations made from the Overview and Scrutiny Committee.

By a unanimous vote

It was RESOLVED:

- (1) That the Babergh and Mid Suffolk Building Service continue to monitor and should any issues be identified the matter be referred back to the Babergh Overview and Scrutiny Committee for review.
- (2) That a review of the Babergh and Mid Suffolk Building Service be presented to the Babergh Overview and Scrutiny Committee in six months' time.

Reason for Decision:

The Babergh Overview and Scrutiny Committee were concerned that issues relating to the BMBS should be raised with the appropriate Members and referred back to Babergh Overview and Scrutiny Committee.

37 BCA/18/22 GENERAL FUND FINANCIAL MONITORING 2018/19 - QUARTER ONE

- 37.1 Councillor Ward, the Cabinet Member for Finance, introduced report BCa/18/22 and moved the recommendation, this was seconded by Councillor Osborne.
- 37.2 Clarification was given that within Appendix C in respect of the Kingfisher Contract that there was a surplus rather than a spend.
- 37.3 The Shared Revenue Partnership overspend of £15,000 was questioned. The Cabinet Member for Finance explained that a £70,000 provision had been made but this had been allocated before the full details were known from the Independent Remuneration Panel, however, this small adverse variance should not have a significant impact on the overall budget and a balanced budget is expected at the year end.
- 37.4 In terms of the Car Park Business Rates it was queried what happened to those people who do not pay? The Assistant Director for Finance explained the Shared Revenue Partnership pursued any outstanding debts to ensure the Council received any income due. Details were still being finalised with the Legal team in terms of issuing fines for those people who still refused to pay.
- 37.5 The New Homes Bonus forecast was based on the minimal amount which was deemed sensible. It was noted further work was being done with the Growth team but it was hoped, however, that if the Council continued to deliver new homes this would translate into real time figures. It was noted New Homes Bonus was always one year out of date, these were determined in October but would mean the Council would not get any income until the subsequent year.
- 37.6 It was questioned how much was the backdating element of the pension contribution? It was agreed these figures would be reported back to Members.
- 37.7 It was questioned whether in the future a Locality Budget would be provided. Members felt this was a reasonable request and as such should be reviewed. This would be discussed and debated at a future meeting.

By a unanimous vote

It was RESOLVED:-

- (1) That, subject to any further budget variations that arise during the rest of the financial year, the shortfall in funds of £223k, referred to in section 5.8 of the report, be noted.
- (2) That the revised 2018/19 Capital Programme referred to in Appendix C and section 5.15 be approved.

Reason for Decision: To ensure that Members are kept informed of the current budgetary position for both General Fund Revenue and Capital.

38 BCA/18/23 HRA FINANCIAL MONITORING 2018/19 - QUARTER ONE

- 38.1 Councillor Osborne, the Cabinet Member for Housing, introduced report BCa/18/23 and moved the recommendation which was seconded by Councillor Barrett.
- 38.2 It was noted in the future these figures would be reported on a quarterly basis.

Therefore, it would go into September Cabinet meetings in 2019 which would also be in line with the Performance report.

- 38.3 A figure of £699,000 was questioned which had been recently quoted in a newspaper article relating to both Babergh and Mid Suffolk District Councils shortfall on extra works to cover voids and what Babergh District Council's share was from that? The Cabinet Member for Housing confirmed that £252,000 was Babergh District Council's share but members had been clear they wanted the number of void properties reduced. The number of void properties had now reduced to 17 days with the target being 7-10 days. The additional financial costs in this was a one-off and would now mean rent and Council tax would be paid sooner and as such would be income generating.
- 38.4 Members questioned that rather than a "one off" cost it was in fact a diminishing one and as such was a process in place to monitor how quickly the adverse impact dropped? Also whether the use of external contractors had been reduced?
- 38.5 The Assistant Director for Housing explained the reliance on contractors had drastically reduced and BMBS had found the process more manageable. It was key to prevent void numbers becoming unmanageable again. A phase 2 approach was currently being developed.
- 38.6 The Cabinet Member for Housing explained the Council was fortunate in that they had a healthy Housing Revenue Account, however, this was not a reason to get complacent and as such the housing stock would continue to be effectively used
- 38.7 The Cabinet Member for Housing explained BMBS had been scrutinised and also Cabinet Members for Housing for both Mid Suffolk and Babergh District Council had regular briefings. Also internal audit had reviewed the business plan. The revised Business Plan would be brought back to Cabinet in October 2018.

By a unanimous vote

It was RESOLVED:-

- (1) The potential or likely variations in relation to the HRA both Revenue and Capital compared to the Budget be noted.
- (2) That, subject to any further budget variations that arise during the rest of the financial year, the shortfall in funds of £252k, referred to in section 5.5 of the report, be noted.
- (3) The revised 2018/19 Capital Programme referred to in Appendix A and section 5.9 be approved.

Reason for Decision: To ensure that Members are kept informed of the current budgetary position for both the HRA and Capital.

39 BCA/18/24 PROPOSED AMENDMENTS TO THE JOINT COMPLIMENTS, COMMENTS AND COMPLAINTS POLICY

- 39.1 Councillor Davis, the Cabinet Member for Organisational Delivery, introduced report

BCa/18/24 and moved the recommendation which was seconded by Councillor Barrett.

39.2 Councillor Davis explained that an amended report had been circulated and updated Members on the amendments which Mid Suffolk Cabinet had made which were:

- Recommendation 1.7 had been amended to include the words “in accordance with paragraph 11.7 of the policy”.
- Paragraph 11.7 of the Policy had been amended to read “The requirement for additional information to be supplied would be introduced as part of a phased approach, that included training for all complaint responders and evidence being seen that the training has resulted in fewer complaints made and fewer progressing to a stage 2 investigation”.
- The policy contained a number of exclusions at paragraph 9.3, page 61 of the report, and these would be expanded in order for complainants to be aware that the complaints process could not be used to complain about formal decisions taken by committee, or those delegated to officers, but it could be used to complain about the process in reaching the decisions. The process could also be used if a contractor or the Council failed to meet the standard set in addition to any complaint made directly to the contractor.
- That the policy be reviewed in six months, following training, assessing whether a reduction in the number of complaints had been achieved as well as identifying any impact of training on the numbers and types of complaint received. This would be in advance of any decision to bring the revised Policy into force.
- That a report on “lessons learnt” be brought to a future meeting. This report would also try to capture process changes which Members identified as part of their Ward role in helping to resolve issues or informal complaints.
- That separate hard copy forms be made available for making a comment, compliment or complaint, alongside the online version. Also that the comments form be amended to clarify that it could be used to comment on the Council or on behaviours.
- That guidance was currently being prepared on how to deal with vexatious and persistent complainers to support the policy and as such would form part of Member development and induction training.

39.3 It was felt it was a good thing that the introduction of the Policy would be on a phased basis and it was key to keep the flexibility. The Cabinet Member for Organisational Delivery explained the whole point was to make the process easier as most complaints should be dealt with at the first stage.

39.4 It was questioned whether any compliments were received, and the Cabinet Member for Organisational Delivery felt this message should be publicised as many Officers did a great job. This would also include any compliments Members receive. The Corporate Manager for Business Improvement agreed that Officers were not good at recording compliments and as such it would be part of the training, to encourage to

send these forward.

By a unanimous vote:

It was RESOLVED:-

- (1) The revised Joint Compliments, Comments and Complaints Policy be agreed.
- (2) Withdraw the need for customers who wish to complain to the Ombudsman having to request a stage 2 complaint, once the phased approach has been delivered.
- (3) That in consultation with the Council Leader and Cabinet member, minor amendments to the policy be delegated to the Senior Leadership Team.

Reason for Decision: To improve the Joint Corporate Comments, Compliments and Complaints Policy so that the customer is at the heart of the process with complaints being dealt with effectively leading to more customers being satisfied at all stages of the process for the investigation of their complaints.

40 BCA/18/25 - HOUSES IN MULTIPLE OCCUPATION LICENCE FEE POLICY

- 40.1 Councillor Osborne, the Cabinet Member for Housing, introduced report BCa/18/25 and moved the recommendation, this was seconded by Councillor Barrett.
- 40.2 It was questioned whether the Houses in Multiple Occupancy (HMO) License would apply to seasonal workers and it was confirmed it did as they fell within the regulations. Also whether "Tiffers The Bus Shelter, for Homeless People" fell within these regulations. The Corporate Manager for Property Services explained this was a unique situation as such they were not covered as they were not licensable.
- 40.3 It was wondered whether through Council Tax collections any properties which were in multiple occupation could be identified. It was explained Council Tax was unrelated to HMO. However, inspections would be undertaken to include temporary accommodation and Bed and Breakfasts.
- 40.4 In terms of enforcement of the regulations and whether there was the staff capacity to deal with these it was explained the Property team would both inspect and enforce and then the legal team would take on any landlords who still refused to pay as it would be an offence.
- 40.5 It was noted these were Government legislations and as such could not be amended.
- 40.6 The Cabinet Member for Housing explained many properties would be reported through local intelligence and the team would have to manage and review as they went through the process. If Members felt there were any properties within their Wards in which they were concerned about they should report to Officers.
- 40.7 The Corporate Manager for Property Services explained the team also conducted pro-active work with the Fire Service.

By a unanimous vote:

It was RESOLVED:-

(1) That the proposed HMO Licence fee be adopted.

(2) That the fee be reviewed in six months time.

Reason for Decision: To enable Babergh and Mid Suffolk to charge a fee to landlords to issue a HMO Licence. This fee is not for generating income but to cover the cost of the additional staff resource required for implementing the new legislation.

41 EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)

By a unanimous vote

It was RESOLVED:

That pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during these items, it was likely there would be the disclosure to them of exempt information as indicated against each item. The authors of the reports proposed to be considered in Part II of the agenda were satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

42 BCA/18/26 - TO CONFIRM THE CONFIDENTIAL MINUTE OF 12 JULY 2018 MEETING

The confidential minute of the meeting held on 12 July 2018 was confirmed as a correct record.

The business of the meeting was concluded at 6:30pm

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Chair (date)

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Forthcoming Decisions list (KEY, EXEMPT AND OTHER EXECUTIVE DECISIONS)

September to March 2019 (Published 4 September 2018)

Unique Ref No:	Decision Maker & Decision Date	Subject	Summary	Contacts:		Key Decision ?	Confidential?
				Cabinet Member(s)/MSR	Officer(s)		
CAB34	Cabinet 10/13 September	Homelessness Reduction Strategy	To agree the draft strategy prior to wider consultation, in September, before endorsing the final version and its associated action plan in December.	Jill Wilshaw Jan Osborne	Gavin Fisk 01449 724969 Gavin.fisk@babberghmidsuffolk.gov.uk	No	No
	Cabinet 10/13 December	Joint Housing Strategy					
CAB65	Cabinet 10/13 September 2018	Quarter One Performance Update	To seek agreement that the performance report and the performance outcome information adequately reflects the Councils performance	Suzie Morley Derek Davis	Karen Coll 01449 724566 Karen.coll@babberghmidsuffolk.gov.uk	No	No
CAB76	Cabinet 10/13 September 2018	Community Infrastructure Levy (CIL) Collection Allocation and Expenditure Report 2017-18 Financial Year	To request that Regulation 62 on CIL Collection and Expenditure for Babergh and Mid Suffolk for 2017/18 be noted.	Glen Horn Nick Ridley	Christine Thurlow 07702 996261 Christine.thurlow@babberghmidsuffolk.gov.uk	No	No
CAB77	Cabinet 10/13 September 2018	Community Infrastructure Levy (CIL) Business Plan 2018	To secure approval for the Babergh and Mid Suffolk CIL Business Plan	Glen Horn Nick Ridley	Christine Thurlow 07702 996261 Christine.thurlow@babberghmidsuffolk.gov.uk	Yes	No
CAB33	Cabinet 13 September 2018	Hamilton Road	To make a decision to review the developmental appraisal and agree the way forward.	Frank Lawrenson Simon Barrett	Jonathan Stephenson 01449 724704 Jonathan.stephenson@babberghmidsuffolk.gov.uk	Yes	Yes as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act
CAB78	Cabinet 13 September 2018	Strategic Property and Land Investment Fund	To request approval to establish a Strategic property and Land Investment Fund of £3M to enable Council	John Ward	Jonathan Stephenson 01449 724704 Jonathan.stephenson@babberghmidsuffolk.gov.uk	Yes	No

			to act immediately when opportunities are available for strategic purposes				
CAB80	Cabinet 13 September 2018	Local Tourism Strategy (Babergh Visitor Information Options)	To approve terms and conditions relating to disposal of 2 Lady Street, Lavenham	Simon Barrett	Lee Carvell 01449 724685 lee.carvell@babberghmidsuffolk.gov.uk	Yes	In Part. <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
CNL04	Council 25/27 September 2018	Localism Act 2011 – Appointment of Independent Persons	To approve the appointment of Independent Persons in respect of the Code of Conduct Complaints process.	Nick Gowrley John Ward	Emily Yule 01449 724694 Emily.yule@babberghmidsuffolk.gov.uk	N/A	No
CNL15	Council 25 September 2018	Belle Vue Development	Subject to Cabinet Decision to agree to the funding of the development	Frank Lawrenson Simon Barrett	Jonathan Stephenson/ Ian Winslett 01449 724704 Jonathan.stephenson@babberghmidsuffolk.gov.uk	N/A	Yes <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
CNL16	Council September/ October 2018	Regeneration Proposal – Former Mid Suffolk District Council Headquarters site, Hurstlea Road, Needham Market	To discuss options and recommendation, for the delivery vehicle for developing the former HQ Sites for housing and retail	Nick Gowrley	Jonathan Stephenson 01449 724704 Jonathan.stephenson@babberghmidsuffolk.gov.uk	N/A	No
CNL17	Council September/ October 2018	Regeneration Proposal – Former Babergh District Council Headquarters site, Corks Lane, Hadleigh	To discuss options and recommendation, for the delivery vehicle for developing the former HQ Sites for housing	Frank Lawrenson	Jonathan Stephenson 01449 724704 Jonathan.stephenson@babberghmidsuffolk.gov.uk	N/A	No
CAB72	Cabinet 8/11 October 2018	Developing a Suffolk Chamber of Commerce in Central Suffolk	To approve the support needed to develop the scheme and a linked delegation, including funding approval. To agree support for Suffolk Chamber Branch in Central Suffolk	Gerard Brewster Simon Barrett	Lee Carvell 01449 724685 lee.carvell@babberghmidsuffolk.gov.uk	No	No

CAB81	Cabinet 8/11 October 2018	BMBS	To approve the Business Case	Jill Wilshaw Jan Osborne	Justin Wright-Newton 01449 724735 Justin.wright-newton@babberghmidsuffolk.gov.uk	Yes	No
CAB42	Cabinet 8/11 October 2018	Tree Policy (Public Realm Review) Adoption of Policies and Procedures in relation to the management of Council Owned Trees	To agree a new policy and action plan on the management of Council owned trees, including risk management, tree health and planting programmes.	David Burn Margaret Maybury	Kathy Nixon 01449 724964 kathy.nixon@babberghmidsuffolk.gov.uk	No	No
CAB44	Cabinet 8/11 October 2018	Open Space Transfer Policy (Public Realm Review) Agree a New Policy and Procedure with respect to the Council's Adoption and Disposal of Open Space.	To agree new criteria on what open spaces may be adopted through new development. To agree new criteria by which existing land may be transferred into local community and/or third party management.	David Burn Margaret Maybury	Kathy Nixon 01449 724964 kathy.nixon@babberghmidsuffolk.gov.uk	No	No
CAB28	Cabinet 8/11 October 2018	Homelessness Prevention Fund Policy	To ensure the Councils are able to fulfil their new statutory obligations under the Homelessness Reduction Act 2017 to prevent homelessness wherever possible.	Jill Wilshaw Jan Osborne	Heather Sparrow 01449 724767 Heather.sparrow@babberghmidsuffolk.gov.uk	Yes	No
CAB82	Cabinet 8/11 October 2018	Business Rates Retention Pilot	To agree the allocation of funds from the Business Rates Retention Pilot	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.gov.uk	No	No
CAB83	Cabinet 8/11 October 2018	Strategic Property and Land Investment Fund – Acquisition Process Approval	To obtain Cabinets approval for the acquisition process	John Whitehead John Ward	Emily Atack 01449 724741 Emily.atack@babberghmidsuffolk.gov.uk	No	No

CAB54	Cabinet 5 November 2018	Stradbroke Neighbourhood Plan	To seek Cabinet approval for the Stradbroke Neighbourhood Plan to proceed to a local referendum	Glen Horn	Robert Hobbs 01449 724812 robert.hobbs@babberghmidsuffolk.gov.uk	No	No
CAB46	Cabinet 5/8 November 2018	Leisure Centre Redevelopment	For comment and agreement	Julie Flatman Margaret Maybury	Chris Fry 01449 724805 Chris.fry@babberghmidsuffolk.gov.uk	Yes	No
CAB55	Cabinet 5/8 November 2018	General Fund Financial Monitoring 2018/19 – Quarter 2	To ensure that Members are kept informed of the current budgetary position for both General Fund Revenue and Capital.	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.gov.uk	Yes	No
CAB74	Cabinet 5/8 November 2018	HRA Quarterly Monitoring – Quarter 2	To ensure that Members are kept informed of the current budgetary position for both HRA Revenue and Capital.	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.gov.uk	Yes	No
CAB37	Cabinet November/ December 2018	Assets Strategy	To approve the approach set out in the Asset Strategy document	Nick Gowrley Frank Lawrenson	Emily Atack 01449 724741 Emily.atack@babberghmidsuffolk.gov.uk	No	No
CNL19	Council 22/22 November 2018	Draft Joint Local Plan – Regulation 18	To present a Draft Joint Local Plan, which sets out the preferred strategic policies, development management policies and site allocations to guide and support development in the two districts, prior to a Regulation 18 public consultation.	Glen Horn Nick Ridley	Rob Hobbs 01449 724812 Robert.hobbs@babberghmidsuffolk.gov.uk	N/A	No
CAB47	Cabinet 10/13 December 2018	As at Quarter 2 Performance Update	To seek agreement that the performance report and the performance outcome information adequately	Suzie Morley Derek Davis	Karen Coll 01449 724566 Karen.coll@babberghmidsuffolk.gov.uk	No	No

			reflects the Councils performance				
CAB48	Cabinet 10/13 December 2018	A Review of the First Two Quarters of the Homeless Reduction Act	To review how the Councils have managed the roll out of the Homeless Reduction Act 2017 (HRA 2017)	Jill Wilshaw Jan Osborne	Heather Sparrow 01449 724767 Heather.sparrow@baberg-hmidsuffolk.gov.uk	No	No
CAB38	Cabinet 10/13 December 2018	Community Strategy	To agree the draft Community Strategy prior to wider engagement, before endorsing the final version and its associated Action Plan in Spring 2019.	Julie Flatman Margaret Maybury	Tom Barker 01449 724647 Tom.barker@baberg-hmidsuffolk.gov.uk	No	No
CAB39	Cabinet 10/13 December 2018	Joint Parking Policy	To adopt and agree	David Burn Tina Campbell	Chris Fry 01449 724805 Chris.fry@baberg-hmidsuffolk.gov.uk	No	No
CAB56	Cabinet 10/13 December 2018	2019/20 Budget Report	To ensure that Members were aware of the progress being made to set the 2019/20 budgets	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@baberg-hmidsuffolk.gov.uk	Yes	No
CAB69	Cabinet 10/13 December 2018	Gambling Act 2005 – Statement of Principles Statutory Three-Yearly Revision and Simultaneous Fee Review	To endorse the statutory revision and re-adoption of the Policy and Fees	Gerard Brewster Simon Barrett	Lee Carvell 01449 724685 lee.carvell@baberg-hmidsuffolk.gov.uk	Yes	No
CAB70	Cabinet 10/13 December 2018	BMS Invest Half Year Performance and Risk Management	To provide an update across the Council's Investment Portfolio and Commercial Activities for the period of April 2018 to September 2018	Nick Gowrley Nick Ridley	Jonathan Stephenson 01449 724704 Jonathan.stephenson@baberg-hmidsuffolk.gov.uk	No	In Part. as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act

CAB71	Cabinet 10/13 December 2018	End of Term Performance	To agree and share the achievements over the last 4 years.	Suzie Morley Derek Davis	Karen Coll 01449 724566 Karen.coll@babberghmidsuffolk.gov.uk	No	No
CAB60	Cabinet 10/13 December 2018	The Suffolk Waste Partnership Inter Authority Agreement	To discuss and agree the Suffolk Waste Partnership Inter Authority Agreement and to consider the options for extending the waste contract managed by Serco.	Roy Barker (Lead Member) Tina Campbell	Chris Fry 01449 724805 Chris.fry@babberghmidsuffolk.gov.uk	No	No
CNL14	Council 18/20 December 2018	BMS Invest Half Year Performance and Risk Management	To provide an update across the Council's Investment Portfolio and Commercial Activities for the period of April 2018 to September 2018	Nick Gowrley Nick Ridley	Jonathan Stephenson 01449 724704 Jonathan.stephenson@babberghmidsuffolk.gov.uk	N/A	In Part. <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
CNL11	Council 18/20 December 2018	Gambling Act 2005 – Statement of Principles Statutory Three-Yearly Revision and Simultaneous Fee Review	To endorse the statutory revision and re-adoption of the Policy and Fees	Gerard Brewster Simon Barrett	Lee Carvell 01449 724685 lee.carvell@babberghmidsuffolk.gov.uk	N/A	No
CNL18	Council 20 December 2018	Stradbroke Neighbourhood Plan	To seek approval for the Stradbroke Neighbourhood Plan to proceed to a local referendum	Glen Horn	Robert Hobbs 01449 724812 robert.hobbs@babberghmidsuffolk.gov.uk	N/A	No
CAB57	Cabinet 7/10 January 2019	Draft Joint Medium Term Financial Strategy and 2019/20 Budget	Endorse the draft Joint Medium Term Financial Strategy (MTFS) and Budget proposals, subject to further consideration at the February meeting for recommendation to Council.	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.gov.uk	Yes	No
CAB58	Cabinet 4/7 February 2019	Joint Medium Term Financial Strategy and 2019/20 Budget	To ensure that Members approve the budget proposals for 2019/20, Medium Term Financial Strategy and the	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.gov.uk	Yes	No

			Council Tax for 2019/20 recommending to Council.				
CNL08	Council 5/8 February 2019	Joint Medium Term Financial Strategy and 2019/20 Budget	To approve the budget proposals for 2019/20, Medium Term Financial Strategy and the Council Tax for 2019/20.	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@baberghmidsuffolk.gov.uk	N/A	No
CAB40	Cabinet 4/7 February 2019	Environment Strategy	To adopt and agree	David Burn Tina Campbell	Chris Fry 01449 724805 Chris.fry@baberghmidsuffolk.gov.uk	No	No
CAB59	Cabinet 4/7 March 2019	General Fund Financial Monitoring 2018/19 – Quarter 3	To ensure that Members are kept informed of the current budgetary position for both General Fund Revenue and Capital.	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@baberghmidsuffolk.gov.uk	Yes	No
CAB75	Cabinet 4/7 March 2019	HRA Quarterly Monitoring – Quarter 3	To ensure that Members are kept informed of the current budgetary position for both HRA Revenue and Capital	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@baberghmidsuffolk.gov.uk	Yes	No
CAB79	Cabinet 4/7 March 2019	Quarter 3 Performance Update	To seek agreement that the performance report and the performance outcome information adequately reflects the Councils performance	Suzie Morley Derek Davis	Karen Coll 01449 724566 Karen.coll@baberghmidsuffolk.gov.uk	No	No

Key:

 Babergh District Council Only
  Mid Suffolk District Council Only
  Joint – Mid Suffolk and Babergh District Councils

If you have any queries regarding this Forward Plan, please contact Sophie Moy on 01449 724682 or Email: Sophie.moy@baberghmidsuffolk.gov.uk

If you wish to make any representations as to why you feel an item that is marked as an “exempt” or confidential item should instead be open to the public, please contact the Monitoring Officer on 01449 724694 or Email: emily.yule@baberghmidsuffolk.gov.uk. Any such representations must be received at least 10 working days before the expected date of the decision. Arthur Charvonia - Chief Executive.

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Agenda Item 8

BABERGH DISTRICT COUNCIL

TO: BDC Cabinet	REPORT NUMBER: BCa/18/29
FROM: Cabinet Member with responsibility for Housing	DATE OF MEETING: 13 September 2018
OFFICER: Heather Sparrow – Corporate Manager, Housing Solutions	KEY DECISION REF NO. CAB34

HOMELESSNESS REDUCTION STRATEGY 2018-2023

1. PURPOSE OF REPORT

- 1.1 To consider and provide comment on the draft Joint (Babergh and Mid Suffolk) Homelessness Reduction Strategy 2018-2023, prior to being published for consultation with stakeholders.

2. OPTIONS CONSIDERED

- 2.1 The Council is required under the Homelessness Act 2002 to carry out a review of homelessness within its District and formulate and publish a strategy based on the results of that review. As we have a statutory obligation to publish the strategy there are no other options to consider.

3. RECOMMENDATIONS
3.1 That Cabinet approves the Draft Babergh and Mid Suffolk Joint Homelessness Reduction Strategy to go to a formal 30-day consultation period 5 th October 2018 – 2 nd November 2018.
REASON FOR DECISION To ensure that Babergh District Council meets its statutory obligations under the Homelessness Act 2002 to review homelessness within its District and publish the results of that review and a strategy for tackling homelessness over the next five years.

4. KEY INFORMATION

- 4.1 Babergh District Council has an obligation under the Homelessness Act 2002 to carry out a review of homelessness within its District every five years. The review has shown that: -
- Homelessness has been prevented in 1372 cases. This means 1372 households have been able to remain in their home that they were at risk of losing because of the intervention of the Housing Solutions team.
 - Homelessness has been relieved and alternative accommodation secured in 428 cases.

- A full homelessness rehousing duty has been accepted to 405 households.
- It is clear from these figures that prevention and relief of homelessness is the focus for the team as far fewer households have been accepted as being owed a full rehousing duty.
- The main reason for people becoming homeless is the loss of privately rented accommodation or relatives being unable to accommodate them.
- The main reason for households being owed a duty under the *priority need* criteria under homelessness is dependent children.

4.2 The Strategy highlights the key achievements in the 2013-2018 strategy, including being awarded funding through the then DCLG for developing a targeted approach to rough sleeping and funding accommodation within the District for victims of domestic abuse.

4.3 The Strategy has six key priorities: -

- Prevention of Homelessness
- Supporting Vulnerable Households to Secure and Maintain Accommodation
- Mitigating Against the Impact of Welfare Reforms
- Increasing Access to Suitable Accommodation
- Raising Aspirations of Positive Health and Wellbeing amongst Homeless People
- End Rough Sleeping

4.4 Detailed within the Strategy for each of the six key priorities, are five actions (30 in total), which will be the basis of a detailed action plan to ensure we successfully deliver the strategy over five years.

5. LINKS TO JOINT STRATEGIC PLAN

5.1 Being clear about what housing is needed

5.2 Continued support for Health and Wellbeing outcomes that prevent interventions

6. FINANCIAL IMPLICATIONS

Revenue/Capital/ Expenditure/Income Item	Total	2018/19
Cost of developing the strategy including the associated consultation will cost no more than £5,000 in total	£5,000	BDC Contribution 50% £2,500

7. LEGAL IMPLICATIONS

- 7.1 It is a statutory requirement to publish a Homelessness Reduction Strategy. The Ministry for Housing, Communities and Local Government monitor which Councils have published a strategy and will contact us if we fail to publish one during 2018/19.

8. RISK MANAGEMENT

- 8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Without a revised and adopted Homelessness Reduction Strategy, it is unlikely the Councils will reduce homelessness and higher numbers of Babergh and Mid Suffolk residents may be at increased risk. This will impact most on our vulnerable residents and children.	Highly unlikely (1)	Disaster (4)	Dedicated officer resources support the production and inclusion of a reviewed Homelessness Reduction Strategy in accordance with new duties and guidance of the Homelessness Reduction Act 2017, as part of the comprehensive Housing Strategy development process.

9. CONSULTATIONS

- 9.1 April 2018: Housing market stakeholder event to determine areas of strategic focus and begin work on Action Plans.
- 9.2 June 2018: Babergh and Mid Suffolk Councillors workshop event to comment on and refine work so far.
- 9.3 June 2018: Babergh and Mid Suffolk Town and Parish Councils alerted in advance of the consultation period during September / October.
- 9.4 July 2018: Babergh and Mid Suffolk Joint Overview and Scrutiny Committee: to comment on the process and endorse the approach.
- 9.5 September 2018: Babergh and Mid Suffolk Cabinets to agree the draft strategies and actions and authorise a 30-day consultation beginning on the 5th October until 2nd November 2018. During the consultation period copies of the draft strategy will be sent to all key stakeholders including; Parish Councils, Local Borough & District Councils, Third Sector organisations such as the Citizens Advice Bureaux.
- 9.6 October 2018: An event is to be held in Endeavour House Atrium whereby stakeholders can speak to officers regarding the content of the consultation.

9.7 November 2018: Babergh and Mid Suffolk Councillors workshop to consider consultation feedback and offer final amendments to the strategy and associated Action Plans.

9.8 December 2018: Both strategy and associated Action Plans to Full Council to request adoption.

10. EQUALITY ANALYSIS

10.1 See screening Equality Impact Assessment (Appendix B) for the Housing Strategy and the revised Homelessness Reduction Strategy. No further action required at this time.

11. ENVIRONMENTAL IMPLICATIONS

11.1 There are no environmental implications as a result of the Homelessness Reduction Strategy 2018 – 2023.

12. APPENDICES

Title	Location
(a) Draft Copy of the Joint (Babergh and Mid Suffolk) Homelessness Reduction Strategy 2018-2023	Attached
(b) Babergh and Mid Suffolk Housing Strategy Equality Screening Analysis	Attached

13. BACKGROUND DOCUMENTS

Homelessness Reduction Act 2017	http://www.legislation.gov.uk/ukpga/2017/13/contents/enacted
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Joint Homelessness Reduction Strategy

Babergh District Council
and
Mid Suffolk District Council

2018 – 2023

Heather Sparrow
Corporate Manager – Housing Solutions

(Draft – To be formatted / designed once content agreed)

Introduction

Babergh and Mid Suffolk District Councils are required under the Homelessness Act 2002 to carry out a review of homelessness in their Districts and formulate a homelessness strategy based on the results of that review. Babergh and Mid Suffolk are required to publish the strategy and carry out a further review within five years.

Babergh and Mid Suffolk's current homeless strategy 2013-18 has been reviewed and will require significant changes to be made to bring it in line with the Homelessness Reduction Act 2017 (HRA 2017), which was implemented in April 2018.

The HRA 2017 places many new duties on Local Authorities and has brought about the most significant changes in more than 40 years to how those who are homeless, or at risk of becoming so, are dealt with. Preventing homelessness and working together in partnership are central to Babergh and Mid Suffolk meeting their new Statutory duties.

Babergh and Mid Suffolk's Housing Directorate have ambitious plans for the development of the whole housing service, including Housing Solutions, which has responsibility for delivering the homelessness advice and prevention service.

Babergh and Mid Suffolk have a vision for our residents to live in districts where people have access to affordable and high-quality homes that enable them to build settled, safe and healthy lives, within sustainable and thriving communities.

Babergh and Mid Suffolk will need to consider the levels of activity required to achieve the aims set out in the strategy and ensure sufficient resources are made available to meet them.

A homelessness reduction strategy will ensure it has a clear focus on how Babergh and Mid Suffolk can effectively prevent or relieve homelessness. It will also provide a plan on how to ensure that sufficient accommodation, support and advice is and will be made available for residents of the Districts who are at risk of becoming homeless or may already be homeless.

Our Vision – Where will be in 2023?

When we review the effectiveness of this Strategy in 2023, we want to have achieved the following: -

1. To have ended rough sleeping in our Districts
2. To have proactively working with clients at an early stage, prior to the 56 days we have to statutorily
3. We will have significantly reduced the usage of Bed and Breakfast
4. We will have successfully prevented homelessness in the Private Rented Sector
5. Ensure everyone contacting the service receives in depth advice and assistance on their housing rights and housing options

Strategic Context

This part of the Strategy explains the legal, national and local context behind the Homelessness Reduction Strategy.

The Legal Framework

This is the legal framework, which we have to follow in order to meet our statutory obligations to those who are homeless or at risk of becoming so. Below is a summary of the legislation along with a link to the full legislation.

Housing Act 1996

Full legislation:

<https://www.legislation.gov.uk/ukpga/1996/52/contents>

The Housing Act 1996 (HA 1996) came into effect 20 January 1997. Part 7 of the Housing Act 1996 is the overarching piece of legislation that relates to homelessness.

The Act has been amended by the Homelessness Act 2002, the Localism Act 2011 and more recently by the Homelessness Reduction Act 2017.

Homelessness Act 2002

Full legislation:

<https://www.legislation.gov.uk/ukpga/2002/7/contents>

The Homelessness Act 2002 introduced the following amendments to Part 7 of the HA1996:

- Changes to appeals against the suitability of accommodation
- Exclusion from eligibility for assistance of anyone refused housing benefit on eligibility (immigration) grounds
- Provisions relating to Allocations
- Right of Appeal against the refusal by the Local Authority to provide accommodation pending an appeal to the County Court on the homelessness decision
- Cooperation between a local housing authority and a social services authority
- Late appeals to the County Court

Localism Act 2011

Full legislation:

<https://www.legislation.gov.uk/ukpga/2011/20/contents>

The Localism Act 2011 amended Part 7 of the HA1996 with effect from 9 November 2012. It introduced powers for a Local Authority to end the main housing duty, owed to applicants where a homeless duty had been accepted, by arrangement of a suitable offer of accommodation through the private rented sector.

Welfare Reform Act 2012

Full legislation:

<https://www.legislation.gov.uk/ukpga/2012/5/contents>

The Welfare Reform Act 2012 (WRA 2012) came into effect 1 April 2013. Amongst the provisions of the WRA 2012 are the introduction of Universal Credit (UC) and Personal Independence Payments (PIP), the benefit cap, under-occupation reduction in entitlement and changes to the 'Social Fund' now known as Local Welfare Assistance (LWA).

The Care Act 2014

Full legislation:

<https://www.legislation.gov.uk/ukpga/2014/23/contents>

The Care Act 2014 prescribes that local authorities must promote wellbeing when carrying out their care and / or support functions when working with clients. One of the areas, which the Act details is the suitability of living accommodation, therefore, we should consider the suitability of living accommodation in line with this Act.

De-regulation Act 2015

Full legislation:

<https://www.legislation.gov.uk/ukpga/2015/20/contents>

The Deregulation Act 2015 came into effect 1 October 2015. It aims to prevent notices being issued in retaliation for complaints made about the condition of the property. It also introduced more stringent rules around the validity of notice, ensuring notices could only be served, if certain processes had been followed by the landlord at the beginning or during the tenancy.

Housing and Planning Act 2016

Full legislation:

<https://www.legislation.gov.uk/ukpga/2016/22/contents>

The Housing and Planning Act 2016 introduces a number of changes and new initiatives. These include measures to tackle rogue landlords within the private sector, extension of right to buy to include tenants of housing associations and the mandatory use of Fixed Term Tenancies, which we are currently awaiting more detail on when this will come into force.

Homelessness Reduction Act 2017

Full legislation:

<https://www.legislation.gov.uk/ukpga/2017/13/contents>

The Homelessness Reduction Act 2017 is the most significant change to legislation relating to homelessness in over 40 years. It has transformed the way homelessness services are expected to be delivered and introduced new duties.

The definition of homelessness has changed and extends the number of days someone is deemed to be threatened with homelessness from 28 to 56. It also prescribes that when a person receives a valid notice under section 21 of the Housing Act 1988 and it is due to expire within 56 days, then they should be treated as threatened with homelessness.

All Local Authorities are now required to provide or secure services to give people free information and advice on:

- Preventing homelessness
- Securing accommodation if homeless
- Housing Rights
- Help that is available to resolve their housing crisis and how to access that help

Services needs to be designed to meet the needs of specific groups of people who are deemed to be more likely to become homeless. These groups include care leavers, victims of domestic abuse, people leaving the armed forces, people leaving prison or those who suffer with a mental illness or impairment.

There is a new duty to assess all applicants and agree a personal plan, which must be provided to the client in writing and outline the steps that they and the Authority will need to take to ensure accommodation is either retained or alternative accommodation secured.

There are two new duties, the 'prevention' duty for those threatened with homelessness and the 'relief' duty for those who are already homeless. For these duties, the applicant must be 'eligible' and either at risk of becoming homeless within 56 days, or already homeless.

There is no need to satisfy 'priority need' criteria and whether homelessness is threatened or occurred due to the client's own actions (intentionality) is not considered at this stage either.

Local authorities must take 'reasonable steps' to prevent or relieve homelessness and these must be written down in a personalised plan, which must be regularly reviewed and updated.

The duties can be discharged if accommodation is secured and has a reasonable prospect of being available for the next six months.

Applicants will be encouraged to follow the steps set out in their personalised plan as failure to do so could result in the Councils discharging their duties if it is deemed an applicant has 'deliberately and unreasonably refused' to work with them.

There is a new 'Duty to Refer', which comes into effect 1st October 2018. This places new duties on a specified list of agencies to refer someone (with their permission) to a Local Council of their choice for advice if they are at risk of homelessness within 56 days. The agencies with an obligation to refer people are: -

- (a) prisons;
- (b) youth offender institutions;
- (c) secure training centres;
- (d) secure colleges;
- (e) youth offending teams;
- (f) probation services (including community rehabilitation companies);
- (g) Jobcentre Plus;
- (h) social service authorities;
- (i) emergency departments;
- (j) urgent treatment centres; and,
- (k) hospitals in their function of providing inpatient care.

The Secretary of State for Defence is also subject to the duty to refer in relation to members of the regular forces. The regular forces are the Royal Navy, the Royal Marines, the regular army and the Royal Air Force.

Homelessness Code of Guidance for Local Authorities 2018

Full legislation:

https://assets.publishing.service.gov.uk/media/5a969da940f0b67aa5087b93/Homelessness_code_of_guidance.pdf

The Homelessness Code of Guidance 2018 (CoG 2018) was published in February 2018 in readiness for the implementation of the Homelessness Reduction Act 2017.

The CoG 2018 must be considered alongside the legislation when assessing and dealing with applications for assistance under either the Homelessness Reduction Act 2017 or Part 7 of the HA 1996.

National Context

Laying the Foundations: A Housing Strategy for England 2011

Full Strategy: -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7532/2033676.pdf

The housing strategy sets out a package of reforms to:

- get the housing market moving again
- lay the foundations for a more responsive, effective and stable housing market in the future
- support choice and quality for tenants
- improve environmental standards and design quality

The new strategy will address concerns across the housing market making it easier to secure mortgages on new homes, improving fairness in social housing and ensuring homes that have been left empty for years are lived in once again.

Governments Pledge to End Rough Sleeping

In 2011, the No Second Night Out Approach was launched by the Government aimed at engaging with anyone sleeping rough after one night. It had six commitments, which included helping people off the streets, to access healthcare and obtain employment.

Despite many Local Authorities trying to adopt this model, figures obtained from Homeless Link show that 2,181 people were estimated to be sleeping rough in 2011 but that figure has risen significantly to 4,751 in 2017.

On 30th November 2017, Sajid Javid, the Housing Minister at the time announced a new Rough Sleepers Advisory Panel would be developed. The panel would work together to meet the Governments ambitious target of halving rough sleeping by 2022 and ending it completely by 2027.

The panel is made up of a number of representatives including the Local Government Association, Homeless Link, Shelter, St Basils, National Housing Federation, Crisis and the Mayors for London, Manchester and the West Midlands. There will also be a homelessness expert from Finland who has successfully developed and implemented a Housing First model.

The Government has already taken action to tackle rough sleeping including: -

- £1 billion committed until 2020 to tackle homelessness and rough sleeping
- The introduction of the Homelessness Reduction Act 2017
- £28 million committed to a Pilot of the Housing First model in the West Midlands, Manchester and Liverpool City.

Local Context

Gateway to Homechoice Allocations Policy (2018)

Full Policy: -

<http://www.gatewaytohomechoice.org.uk/content/Information/Allocationspolicy>

The Gateway to Homechoice is a housing register and choice based lettings system, which advertises available social housing properties located in Babergh, Braintree, Colchester, Ipswich, Maldon, Mid Suffolk, Suffolk Coastal and Waveney areas.

Applications are prioritised by Band and effective date in line with the Allocations Policy. Once an application is 'active', applicants are able to 'bid' for suitable vacancies.

Greater Haven Gateway Housing Strategy 2010-2015

The Greater Haven Gateway (GHG) Housing Strategy, which was published in 2010, incorporates the future plans for strategic housing across the Babergh, Braintree, Colchester, Ipswich, Maldon, Mid Suffolk, Suffolk Coastal and Tendring areas.

The vision of the GHG Housing Strategy is 'to build on the maturity of the GHG strategic housing partnership to work together on issues that benefit from a collaborative approach'

There are five main objectives of the strategy: -

1. Enable the development of high quality and sustainable affordable housing
2. Improve the condition and use of existing housing
3. Maximise customers housing choices and mobility
4. Provide enhance housing options based on an understanding of links between health, wellbeing, training, employment and housing to help prevent homelessness and support vulnerable people
5. Increase the capacity and skills of the GHG partnership

Joint Health and Wellbeing Strategy for Suffolk 2013

The Joint Health and Wellbeing Strategy was produced by the Suffolk Health and Wellbeing Board.

The vision of the strategy is that people in Suffolk live healthier, happier lives. We also want to narrow the differences in healthy life expectancy between those living in our most deprived communities and those who are more affluent through achieving greater improvements in more disadvantaged communities.

There are four outcomes within the strategy:

- Every child in Suffolk has the best start in life,
- Suffolk residents have access to a healthy environment and take responsibility for their own health and wellbeing,
- Older people in Suffolk have a good quality of life and
- People in Suffolk have the opportunity to improve their mental health and wellbeing.

A refreshed version of the Strategy was published in 2016, which highlighted some of the key achievements so far and embedded four cross cutting themes across all outcomes:

- Stronger / Resilient Communities
- Embedding Prevention
- Addressing Inequalities
- Health and Care Integration.

Strategic Housing Market Assessment (SHMA) 2017

This document covers the Ipswich and Waveney Housing Market Areas. The Ipswich Housing Market Area includes Babergh and Mid Suffolk districts along with Ipswich Borough Council and Suffolk Coastal District Council. The document has been produced to assess and evidence housing mix, tenures and, general and affordable housing need.

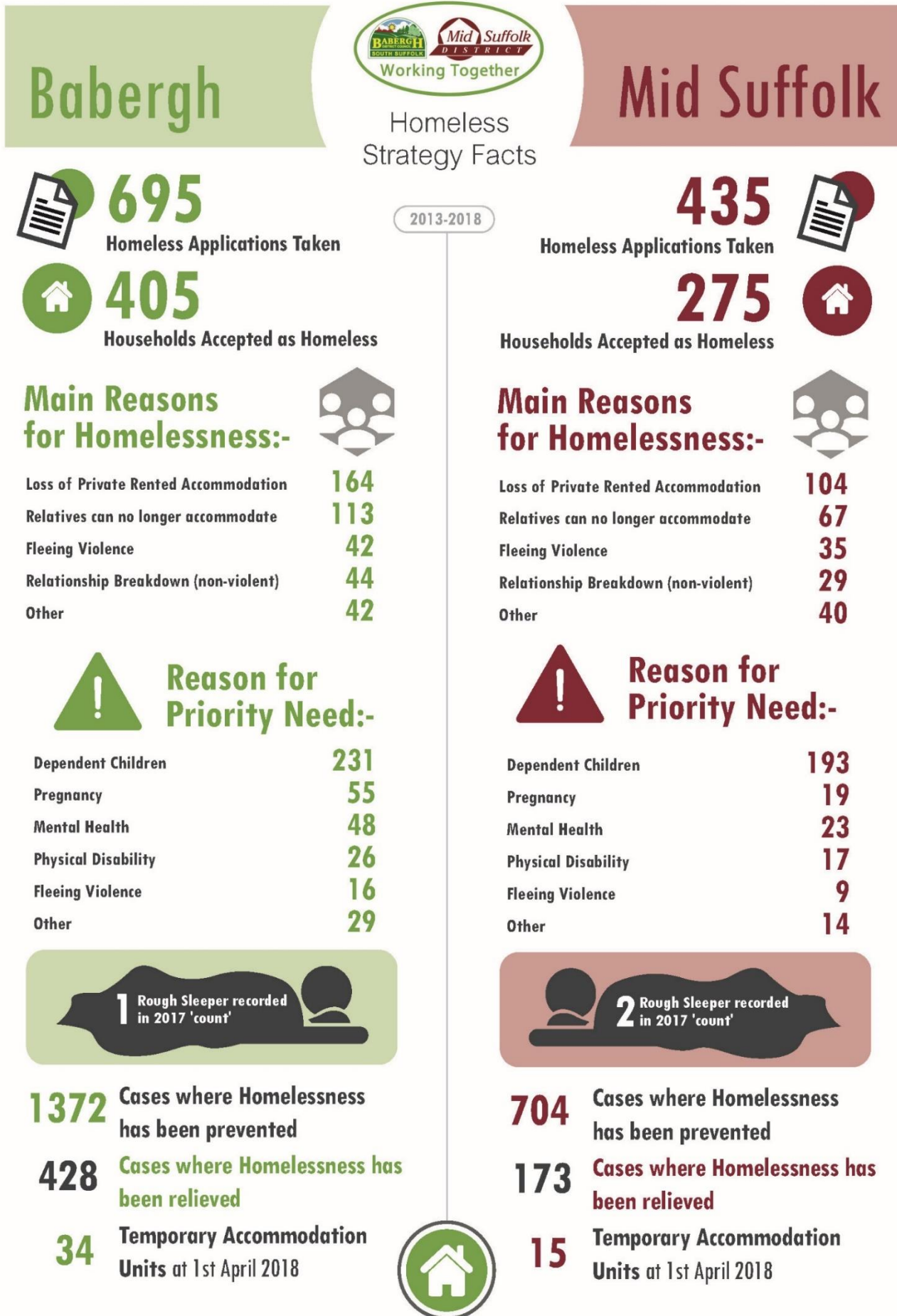
Gypsy, Traveller, Travelling Show People and Boat Dwellers Accommodation Needs Assessment May 2017

This document assesses the accommodation needs of Gypsy, Traveller, Travelling Show People and Boat Dwellers. The areas cover the IHMA and Waveney and includes Babergh and Mid Suffolk District Councils. The document has been used to assess and evidence housing needs for these groups.

What did we achieve in the 2013-2018 Homeless Strategy?

Babergh and Mid Suffolk have successfully continued to prevent homelessness since the last review and strategy, which was published in 2013. These are just some of the key successes over the past five years.

1. Continued to focus on reducing the number of households accommodated in Bed and Breakfast accommodation by regularly monitoring demand and as a result, have acquired an additional seven temporary accommodation units in each District. Mid Suffolk has recently acquired an additional seventeen units of temporary accommodation, which should significantly reduce the reliance on Bed and Breakfast accommodation.
2. Successfully prevented homelessness using the Government's *Mortgage Rescue Scheme* for 11 households in Babergh and 7 in Mid Suffolk. When the previous strategy was published, the Government was funding a *Mortgage Rescue Scheme*, to help those facing financial difficulty as a result of the economic downturn. The scheme aimed to prevent homelessness by a Registered Provider purchasing the property and then renting it back to the household. The scheme ended in 2014 when funding ceased.
3. Successfully prevented homelessness using the Councils Rent Deposit Scheme, which is used to try and assist clients in housing crisis access housing through the Private Rented Sector. Since 2013, Babergh has assisted 72 households and Mid Suffolk 32 to secure an Assured Shorthold Tenancy to prevent them from becoming homeless.
4. Babergh have brought over 140 and Mid Suffolk have brought over 150 empty homes back into use.
5. Babergh and Mid Suffolk have each built 27 new homes and have ambitious plans to build another 300 over the next three years.
6. Babergh and Mid Suffolk have used Right to Buy Receipts to acquire additional properties, which have been made available for affordable rent. Babergh have acquired 32 and Mid Suffolk 43.
7. Successfully awarded funding from the then Department for Communities and Local Government (DCLG) domestic abuse accommodation fund. Funding of £516,244 has been granted to partners to provide accommodation for victims of domestic abuse across Suffolk;
8. Successful in a joint bid with West Suffolk Councils in 2016 to fund a rough sleeper prevention outreach and support worker to work across the areas covered by Babergh, Mid Suffolk and West Suffolk Councils.
9. Integrated our Financial Inclusion Service within the Housing Solutions Team and created capacity to enable the service to be rolled out to be 'tenure neutral' rather than purely focussing on our current tenants.
10. A business case was approved, and additional staff recruited to tackle the new duties set out within the Homelessness Reduction Act 2017.



Key Priorities for the Strategy

Babergh and Mid Suffolk will focus on preventing and relieving homelessness through six key priorities over the next five years. This strategy will cover the period 2018-2023.

These priorities are based on the key priorities set by Elected Members for 2018-19, the Joint Strategic Plan 2016-2020 and new duties as prescribed in the Homelessness Reduction Act 2017, which was enacted in April 2018.

For each priority, there will be a number of actions, which we will shape our service accordingly to ensure we meet.

The Action Plan will be reviewed yearly to monitor progress made and celebrate achievements.

The Action Plan will be a working document and as the landscape around us changes, additional actions may be added to ensure we meet the needs of our residents.



1. Prevention of Homelessness

Preventing and relieving homelessness underpins the work carried out by the Housing Solutions Service. We will continue to build on the successful preventions, which have taken place over the last five years. Prevention is and will continue to be better than cure. Not only does it provide a more positive outcome for those facing a housing crisis, but it is also more cost effective.

We are proud of the achievements made over the past five years and the successful number of cases where homelessness has been prevented or relieved. However, we cannot be complacent, we face a number of challenges when accessing prevention options due to demand, cost and availability.

Although we have delivered a prevention focussed service for several years, following the introduction of the Homelessness Reduction Act 2017, prevention and relief work is now a statutory (legal) duty.

Homelessness cannot be solved alone, it is imperative that we work collaboratively with partners, both statutory and non-statutory across the Suffolk system.

We want to support people facing housing difficulties to access our services earlier. The Homelessness Reduction Act allows us to take an application at an earlier stage. Previously, someone could only apply for homelessness assistance when they were at risk of homelessness within 28 days, but under the new legislation, they can apply within 56 days. This additional time gives us more opportunities to prevent homelessness because the earlier we can intervene, the higher the chance of success.

The new Act requires action plans, known as *Personal Housing Plans* to be produced for every client accessing the housing solutions service. We will ensure these plans are realistic and meaningful. They will set out what actions we will take and what actions we expect the client to take. We will monitor and review these on a regular basis.

There are more people than ever trying to access services through the internet. We want to develop a comprehensive advice section on our website, including downloadable fact sheets on housing advice and options.

Prevention of Homelessness - Actions

1a. Ensure all clients who access the Housing Solutions Service are provided with accurate, comprehensive advice on the housing options available to them

1b. Develop a Homelessness Partnership to work with across Suffolk to raise awareness of our service and to access our offer at an earlier stage

1c. Provide and publish a pathway plan for the most vulnerable client groups to help them access our services at an earlier stage

1d. Produce a comprehensive online advice service for clients to access housing options advice

1e. Ensure that all cases are accurately recorded to inform future strategies and prevention initiatives, so we can effectively target our approach to tackling homelessness

2. Supporting Vulnerable Households to Secure and Maintain Accommodation

Those facing a housing crisis and approaching the Housing Solutions service are often the most vulnerable households within our Districts. We also support a number of marginalised adults who are excluded from society. It is imperative we continue to work with the most vulnerable to try and reduce the incidences of homelessness.

We will ensure the pathway plans, which were referred to in the *Prevention of Homelessness* priority, are targeted and focussed on the most vulnerable client groups.

We already have good working relationships with partners agencies, but we will continue to build on these and develop them further to ensure a joined up, holistic approach for all clients.

We also want to reduce the likelihood of those who have previously faced homelessness from facing it again. This is often known as the 'revolving door' of homelessness.

We want to develop and grow the service we provide to monitor the progress of those where homelessness has been successfully prevented or relieved, to try and identify risk factors at an early stage to prevent them from losing that accommodation and reduce the likelihood of a 'revolving door' issue.

Some of the most vulnerable and marginalised clients we work with are the hardest to find suitable accommodation for. We want to re-introduce a panel of partners who also work with these clients, along with supported housing providers to try and find suitable pathway plans follow in order to access appropriate accommodation.

Supporting Vulnerable Households to Secure and Maintain Accommodation - Actions

2a. Develop a process for offering short term support and then regular 'check ins' to monitor progress in accommodation and reduce the likelihood of repeated homelessness

2b. Adopt a comprehensive recording process for this action, so we can monitor and inform future projected case work and identify gaps in services, which lead to someone being at repeated risk of homelessness

2c. Creation of a multi-agency panel to monitor and find solutions for the hardest to house client group

2d. Introduce tenancy training, initially to those in temporary accommodation or requesting assistance through the Rent Deposit Scheme to understand how to budget effectively, read meters, liaise with utility companies, benefits and council tax. It will also cover other useful information such as repairs, anti-social behaviour and who to contact if you are unable to pay your rent.

2e. Ensure effective transitional support is provided to those moving on from supported housing projects and temporary accommodation to minimise the risk of repeated homelessness

3. Mitigating against the impact of Welfare Reforms

The introduction of the Welfare Reform Act has had a noticeable effect on a number of clients and we want to continue to ensure we minimise any impact and reduce the risk of homelessness occurring.

We are already working closely with partners including the Department of Work and Pensions (DWP) and Citizens Advice Bureaux (CAB), but we want to continue to build upon the foundations we have. Working together, in partnership will ensure the most positive outcome for the client.

We have a small team of Tenancy Support Officers who were initially part of the Financial Inclusion Team, which focussed on financial advice and assistance for Babergh and Mid Suffolk tenants in rent arrears. This work was restructured into the Solutions Team in August 2017 to reflect the synergies between the preventative role they undertake and the preventative approach taken by the Solutions Team.

We have increased the capacity within the role from two posts to three. These roles are now tenure neutral meaning financial inclusion, budgeting advice, accessing discretionary funds and low-level tenancy support is offered to tenants of Councils, Registered Providers, Private Tenants and Mortgagee's.

The Tenancy Support Officers also provide Personal Budgeting Support (PBS) to those claiming Universal Credit in Babergh and Mid Suffolk through the Job Centres at Ipswich, Stowmarket and Sudbury.

We want to build good working relationships with private landlords and be able to offer advice and assistance to those accepting tenants in receipt of Universal Credit.

Mitigating against the impact of Welfare Reforms - Actions

3a. Continue to work closely and meet regularly with the DWP to tackle the impact of Welfare Reforms and the roll out of Universal Credit Full Service

3b. Offer Personal Budgeting Support and Assisted Digital Support to clients in receipt of Universal Credit

3c. Ensure clients income is maximised and debts are addressed to reduce financial pressures and minimise the risk of homelessness occurring.

3d. Build on relationships with CAB's to ensure a joined-up approach to tackling the most complex cases

3e. Development of a landlord's forum, where advice and assistance on Universal Credit, Grants for Home Improvements and Rights and Responsibilities as a Landlord can be given to private landlords and build better working relationships to increase our access to the Private Rented Sector.

4. Increasing access to suitable accommodation

To successfully prevent homelessness, we need to increase the accommodation options available. Babergh and Mid Suffolk District Councils already try to source a number of accommodation options including supported housing, lodgings, private rented, temporary accommodation, shared housing and social housing.

Access to the private rented sector (PRS) has its challenges, which have increased in recent years. The challenges having a significant impact are the Local Housing Allowance 'Cap', which means the amount of Housing Benefit (HB) a client can apply for is restricted to a certain amount, which at present is significantly lower than rents charged across Babergh and Mid Suffolk.

The rollout of Universal Credit (UC) and the statistics released nationally show a significant increase in arrears figures, this often makes landlords more reluctant to accept a tenant who is reliant on UC to pay their rent.

The high house prices across Babergh and Mid Suffolk means that a lot of households are unable to access the housing market. Therefore, the private rented sector is in higher demand.

Therefore, we want to invest time in redeveloping the 'offer' we make to landlords to try and increase the number of successful preventions into the PRS.

We want to improve relationships with private landlords to offer our households more choice over property type and area they wish to live in. We need to balance this against what is affordable though.

We want to continue to work closely with the Housing Related Service at Suffolk County Council to ensure need and demand is considered when commissioning Housing Related Support services.

We want to ensure we continue to invest in housing options for those under 35, who are significantly impacted by the effect of the Welfare Reform Act changes.

Increasing access to suitable accommodation - Actions

4a. Review and redesign the 'Rent Deposit Scheme' to increase access to the Private Rented Sector

4b. Ensure a sufficient supply of suitable temporary accommodation to reduce the usage of Bed and Breakfast accommodation

4c. Ensure continued investment in accommodation options for under 35's, including lodgings schemes

4d. Ensure we continue to work with Suffolk County Council to provide them with need and demand data for Housing Related Support to inform their commissioning decisions

4e. Support the development of a short term Supported Housing Strategy

5. Raise aspirations of positive Health and Wellbeing amongst Homeless People

Homelessness is a complex issue and it is essential that we work closely with partners to improve health outcomes, reduce health inequalities and ensure we accurately inform commissioning decision that lead to better outcomes across the Suffolk system.

Health and Wellbeing amongst homeless people is often low, especially single homeless and rough sleepers. The average age of death for a rough sleeper is 47 years old, compared to 77 years old of those who have no history of sleeping rough.

A report by the Local Government Association on *The Impact of Homelessness on Health* states that 57% of young homeless people are not in education, employment or training (NEET). They are also at higher risk of exploitation, criminal activity or becoming involved in gang culture. They also have high levels of self-reported mental health issues, self-harm and drug and alcohol abuse.

There has been 111% increase in older persons classed as homeless since 2009/10. Age UK estimates that 1.6M older households live in poverty. Living in poverty is likely to significantly affect their health and wellbeing.

We need to ensure all staff are trained effectively to ensure they recognise the linkages between health, wellbeing and homelessness.

Unless we ensure a holistic approach to tackling the causes to homelessness, we are unlikely to deliver a long term successful outcome.

Raise aspirations of positive Health and Wellbeing amongst Homeless People – Actions

5a. Ensure suitable pathway plans are developed and published in partnership with relevant bodies for the most vulnerable groups including those being discharged from hospital and those with mental health issues or learning disabilities

5b. Work with Public Health to provide data as required to ensure services such as Marginalised Adults continue to support the most vulnerable

5c. Ensure workforce development and awareness to the links between health, wellbeing and homelessness by providing adequate training on Mental Health, Drugs and Alcohol, Prevent, Gangs, County Lines, Making Every Contact Count and Domestic Abuse / Violence.

5d. Ensure everyone being accommodated in Temporary Accommodation has access to appropriate health services

5e. Ensure all temporary accommodation including Bed and Breakfast accommodation is regularly inspected to ensure they meet all required standards and ensure there is no detrimental impact on their health and wellbeing as a result of their placement in the accommodation.

6. End Rough Sleeping

The Government has pledged to half rough sleeping by 2022 and eliminate it altogether by 2027.

Babergh and Mid Suffolk take place in the yearly estimated rough sleeper count through the Homeless Link. The estimate is a 'snapshot' on one particular night and is estimated in partnership with other agencies working across the Districts.

The table below shows the number of rough sleepers recorded during the past five years.

Rough Sleeper Count - Estimated (November)					
	2013	2014	2015	2016	2017
Babergh	4	0	2	7	1
Mid Suffolk	0	0	2	1	2

The numbers of people sleeping rough within the Districts is low, but still too many. No one should sleep rough and we need to ensure we have sufficient provision in place to promptly manage anyone sleeping rough.

We were successful in jointly bidding with West Suffolk Councils through the 'Trailblazer' programme in 2016 for a *Rough Sleeper Prevention and Support Worker*. This post is for two years and due to end in May 2019.

We will continue to work closely with partners, including drug and alcohol services, mental health and marginalised adult's services to provide a holistic, rounded service and actively engage at an early stage to minimise the risk of the rough sleeper becoming entrenched.

End Rough Sleeping – Actions

6a. Ensure we provide suitable provision for rough sleepers in extreme weather conditions under Severe Weather Emergency Provision (SWEP)

6b. Ensure we access funding streams when available for additional support to tackle rough sleeping if there is a need

6c. Ensure contact is made with all rough sleepers within 24 hours of being notified of them

6d. Ensure that rough sleepers presenting from another area, where safe to do so are reconnected back to the area they originated from

6e. Work with partners and voluntary organisations to educate them on rough sleeping and the most positive, effective way to support and help the rough sleepers

Equality Impact Assessment (EIA) Initial Screening Form



Screening determines whether the policy has any relevance for equality, ie is there any impact on one or more of the 9 protected characteristics as defined by the Equality Act 2010. These are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership*
- Pregnancy and maternity
- Race
- Religion or belief (including lack of belief)
- Sex
- Sexual orientation

1. Policy/service/function title <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 39</div>	Babergh and Mid Suffolk Housing Strategy 2018 – 2023, to include the Babergh and Mid Suffolk Homelessness Reduction Strategy 2018 – 2023.
2. Lead officers (responsible for the policy/service/function)	Robert Hobbs – Babergh and Mid Suffolk Housing Strategy Heather Sparrow – Babergh and Mid Suffolk Homelessness Reduction Strategy
3. Is this a new or existing policy/service/function?	B&MS Housing Strategy is new. However, the Homelessness Reduction Strategy 2018-2023 is a 5-year review of the previous Homeless Strategy and incorporates a revision ensuring compliance with new Duties under the Homelessness Reduction Act 2017.
4. What exactly is proposed? (Describe the policy/service/ function and the changes that are being planned?)	For both Councils to adopt a Babergh and Mid Suffolk Housing Strategy 2018-2036, in line with the timeline of the new Joint Local Plan 2018 – 2036. Phase 1 Housing Strategy and Action Plans will cover the period 2018 – 2023. The new Housing Strategy will be developed through extensive collaboration and engagement with relevant internal operational teams, external housing market stakeholders – such as developers,

	<p>estate agents, public sector partners, registered social landlords, voluntary organisations – and town and parish councils.</p> <p>The Housing Strategy will set out how the housing needs of the residents of Babergh and Mid Suffolk will be met over the next 5 years by the Council, partners, and stakeholders.</p> <p>The Housing Strategy is a key document used to set the strategic direction in the planning and delivery of new homes, and, the delivery of housing related services. It supports the Strategic Priority outcomes to ensure we have ‘more of the right sort of homes, of the right tenure, in the right places’.</p> <p>The Housing Strategy also supports Government Housing Policy which is ‘helping local councils and developers work with local communities to plan and build better places to live for everyone. This includes building affordable housing, improving the quality of rented housing, helping more people to buy a home, and providing housing support for vulnerable people’.</p> <p>If policy / service or function changes are required as part of the implementation of the new Housing Strategy or revised Homelessness Reduction Strategy, specific Equality Impact Assessment work will be carried out as that programme of work is developed.</p>
<p>5. Why? (Give reasons why these changes are being introduced)</p>	<p>There is currently no legal requirement for local authorities to create and / or publish a Housing Strategy under the deregulation Act 2015. Section 29 ‘Removal of power to require preparation of Housing Strategies’.</p> <p>However, both Councils want to see greater focus on the planning and delivery of new homes and housing related services and an evidenced based Babergh and Mid Suffolk Housing Strategy will be a useful tool to support this ambition. ‘Housing delivery’ is one of the Councils six priorities for 2018 /19.</p> <p>It is intended to benefit all residents of Babergh and Mid Suffolk district council areas.</p> <p>The new Housing Strategy (including the Homelessness Reduction Strategy) will enable the Councils to focus their own resources and those of key stakeholders on:</p> <ul style="list-style-type: none"> • Preventing Homelessness • Stimulating the housing market • Challenging poor quality housing in the private sector, and supporting improvements • Housing acting to support inclusive economic growth

	<ul style="list-style-type: none"> • Commissioning housing support for people with complex needs, via Suffolk County Council • Increasing housing options for our ageing population • Promoting and supporting independent living though the home • Promoting affordable warmth • Supporting regeneration of place including housing to improve quality of place.
<p>6. How will it be implemented? (Describe the decision making process, timescales, process for implementation)</p> <p>Page 41</p>	<p>Summary of Housing Strategy development process</p> <p>a. Scoping / ideas / SLT Nov 2017 – Jan 2018</p> <p>b. Formal decision-making processes:</p> <ul style="list-style-type: none"> • Joint Overview and Scrutiny for process sign-off. July 2018 • Cabinet’s to comment on 1st draft, seek approval for next stage (6-week consultation): Sept 2018 • Full Councils: Request adoption of both strategies: December 2018 <p>c. Additional input from:</p> <ul style="list-style-type: none"> • Initial technical stakeholder workshop April 2018 • All Member briefings / workshops x 2; June and November 2018 • 6-week open consultation period Sept/Oct 2018. The consultation will be presented via a variety of communication channels and in formats to ensure groups are not knowingly excluded.

7. Is there potential for differential impact (negative or positive) on any of the protected characteristics?

Yes, potentially. The Housing Strategy outcomes, the delivery of new homes, will be monitored in line with the Councils existing procedures to ensure fair use of resources.

The 2017 Strategic Housing Market Assessment evidence base clearly defines the future housing needs of residents, often mentioning specifically those households with protected characteristics.

The evidence in the 2017 Ipswich and Waveney Housing Market Area Strategic Housing Market Assessment forms the basis of the programme of work for new homes delivery. In addition evidence generated by local housing needs surveys at parish level, Neighbourhood Plan Housing Policies in settlements where Plans have been made and adopted, and work of other community groups with interests in housing as appropriate.

Good quality housing is recognised as a key factor in promoting health and wellbeing, supporting independent living, and moving towards more integrated services to reduce ill health and promote positive health outcomes. With an ageing population there are likely to be increasing numbers of people with complex health problems and disabilities, who may have different housing and service needs to other age groups. It would be entirely appropriate to address these specific housing needs.

Younger people as individuals or households are finding it increasingly difficult to get on the housing market ladder, no matter what tenure; to buy; to privately rent; or to live in a social affordable home of their own, as homes demand continues to outstrip supply. Therefore, the strategy highlights the need to make provision for younger people to access affordable housing through the offer of more homeownership products.

8. Is there the possibility of **discriminating unlawfully**, directly or indirectly, against people from any protected characteristic?

No; both the Housing Strategy and Homelessness Reduction Strategy are focussed on creating a positive impact on housing availability, current housing stock conditions and housing related services provided by both Councils and other providers.

For example, with an ageing demographic, providing an increase in more suitable housing options for older households who may prefer and be at less risk from slips, trips and falls in single storey accommodation. Additionally, we need to create more fully accessible homes to meet the needs of households where one or more person requires this type of housing solution.

For example, wider doorways, ramps up to front doors, increased light levels, improvements to

	heating systems thus reducing the potential for fuel poverty, level access wet rooms instead of bathrooms, an increase of households in receipt of Disabled Facilities Grants and home improvements / adaptations support independence wellbeing and choice for people living with disabilities or poor mental health. These changes to existing housing stock and building new homes with these features in mind also prevent many residents becoming vulnerable. Many households with children will also reap positive benefit from these types of more accessible, and user-friendly homes.
9. Could there be an effect on relations between certain groups?	No. The B&MS Housing Strategy and B&MS Homelessness Reduction Strategy are intended to enhance relations between certain groups by extending and creating greater choice and options in the local housing markets and additional housing information services.
10. Does the policy explicitly involve, or focus on a particular equalities group, i.e. because they have particular needs? Page 43	Yes. See 7 and 8 above for some examples. Additionally, the housing needs of Gypsy, Traveller, Travelling Showpeople and Boat Dwellers has been assessed (see https://www.babergh.gov.uk/assets/Strategic-Planning/Current-Evidence-Base/Final-ANA-Report-May-2017.pdf) and currently a need has been found across Suffolk for additional Gypsy and Traveller transit sites. At the time of writing (June 2018) final decisions have not been made as to any housing related policy changes, service changes or council functions as we await changes to central Government policy and strategy. However, should B&MS policy / service or function changes be required as part of the implementation of the new Housing Strategy or revised Homelessness Reduction Strategy outcomes, additional specific EQIA work will be carried out as that programme of work is developed to ensure compliance with the Public-Sector Equality Duties.
Proceed to full assessment: No Equalities Lead sign-off: Kate Parum, 9 th July 2018.	
Authors signature: Gill Cook (Housing Strategy Officer).	
Date of completion: 9th July 2018	

* Public sector duty does not apply to marriage and civil partnership.

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Agenda Item 9

BABERGH DISTRICT COUNCIL

TO:	BDC Cabinet	REPORT NUMBER: BCa/18/30
FROM:	Cabinet Member with responsibility for Housing	DATE OF MEETING: 13 September 2018
OFFICER:	Gavin Fisk Assistant Director - Housing	KEY DECISION REF NO. CAB34

JOINT HOUSING STRATEGY 2018-2023

1 PURPOSE OF REPORT

- 1.1 To support the process of developing a Joint Housing Strategy 2018-2023, this report is to inform Cabinet of the proposed timetable for consulting stakeholders on a draft version of the Housing Strategy.
- 1.2 This report requests that Cabinet Members be consulted on the final draft version of the Housing Strategy, prior to the consultation process beginning, and that the Assistant Director for Housing be given delegated authority to finalise the draft version of the strategy, once Cabinet members have been consulted.

2 OPTIONS CONSIDERED

- 2.1 The Council has agreed to publish a Joint five-year Housing Strategy to support the delivery of Housing and to inform future decision making on the Councils aims to deliver Housing services.

3 RECOMMENDATIONS

- 3.1 That the consultation timetable for the Joint Housing Strategy be agreed.
- 3.2 That the Assistant Director for Housing be given delegated authority to finalise the draft Joint Housing Strategy, having consulted with all members of the Cabinet prior to the Strategy going out for consultation

REASON FOR DECISION

- 3.3 To ensure that Babergh District Council meets its expectations and desires to publish a Joint Housing Strategy for the next five years (2018-2023).
- 3.4 To ensure that Babergh and Mid Suffolk together through the Housing Strategy:
 - Systematically review housing related issues in both districts
 - Set out key housing challenges to stimulate the housing market

- Establish priorities for action both by Babergh and Mid Suffolk alone and together with other services providers and stakeholders
- Consider the views of parish and town councils as well as technical stakeholders through a 30-day period of consultation
- Having a published, stakeholder agreed Joint Housing Strategy based on evidence of housing and health needs will enable Babergh and Mid Suffolk to be ready to access any additional funding streams to enhance the local housing market, in turn to support inclusive growth to the benefit of all residents.

4 KEY INFORMATION

- 4.1 The significance of having a ready supply of affordable homes, which are well designed inside and out, makes a huge difference to the health, wellbeing and quality of life our residents can expect.
- 4.2 The Housing Strategy will set out our current housing challenges and how we will tackle them over the short term through to 2023 and set the direction of travel through to 2036. The strategy and action plans will be reviewed annually and the way we work will be flexible enough to incorporate changes as central Government housing, planning, and social care policy around us changes. We are anticipating many such changes in the next 12 months.
- 4.3 There is a current housing shortage that needs to be addressed and the Councils have a key role to play. Existing housing stock and new homes delivery is under strain from several factors, including a growing population and increasing life expectancy. The refreshed Joint Strategic Plan 2016-2020 prioritises delivery of 'more of the right type of homes, of the right tenure in the right place' which forms the focus for this Strategy.
- 4.4 Both Councils support the Suffolk inclusive growth ambition, whereby everyone should feel the social and economic benefits brought to their local area by new homes, new people and enhanced facilities. Getting the housing element of inclusive growth right is fundamental to this, which is why Babergh and Mid Suffolk Councillors are creating these long term strategic housing plans. New homes are important not only in meeting housing need, but also raising housing standards and ensuring communities can thrive, supporting local facilities.
- 4.5 Both Babergh's and Mid Suffolk's vision for housing, is for our residents to live in districts where people have access to affordable and high-quality homes that enable them to build settled, safe and healthy lives, within sustainable and thriving communities.
- 4.6 The Babergh and Mid Suffolk Joint Housing Strategy will contribute to the outcomes and impacts of the wider portfolio of strategies which together support the strategic priorities. These include; *B&MSDC Open for Business Strategy*, *B&MSDC Infrastructure Strategy*, and *B&MSDC Communities Strategy*.

- 4.7 Furthermore, the Babergh and Mid Suffolk Joint Housing Strategy will relate to many Suffolk-wide strategies, policies, evidence and procedures, such as those from Public Health, Adult Services, Children Services, Clinical Commissioning Groups, Community Safety, the Local Enterprise Partnership, and the Greenest County Partnership. Together these focus on creating an enhanced quality of life for individuals, families, the communities in which they live and work and the wider geographical areas of Babergh and Mid Suffolk.
- 4.8 Inclusive growth is being shaped and informed by the development of the new Babergh and Mid Suffolk Joint Local Plan through to 2036. By developing the Babergh and Mid Suffolk Joint Housing Strategy and action plans with partners, their expertise will be incorporated from the start to ensure housing makes a key contribution to the delivery of inclusive growth, whilst protecting and enhancing quality of place.
- 4.9 The Joint Local Plan consultation document (August 2017) sets out a housing requirement for the two districts. This is based upon evidence from the Strategic Housing Market Assessment (May 2017). This housing requirement will be revisited once the publication of a standard methodology for calculating housing need is issued by the Government (expected in September 2018).
- 4.10 To achieve the Babergh and Mid Suffolk housing vision, work will be undertaken to improve the quality, choice, and supply of homes for current and future households. With a projected population increase of 16,600 over the period 2018 to 2036 based on Government projections, many of whom will be over 65 years old, housing of the right type and in the right place is an important part of supporting inclusive growth.
- 4.11 The Babergh and Mid Suffolk Joint Housing Strategy outcomes are about more than simply increasing the supply of new homes to meet identified housing need, maintaining and regenerating our existing social housing stock, or ensuring decent homes are available to all.
- 4.12 Housing plays a significant role in supporting quality of life, health and well-being, access to work, training or education, and much needed leisure time. The quality of housing, its availability, cost, and location are of primary importance to enable everyone to settle and fully participate in their community to enhance quality of place and quality of well-being.
- 4.13 Therefore, we will emphasise the leadership role of each Local Housing Authority, separately and jointly with others, as well as promoting and fostering successful new working partnerships with all parts of the housing market. We will further develop existing working partnerships, for example with other registered providers of social housing, specialist providers of market homes for older households, estate agents and businesses.
- 4.14 Most recently a report 'Development of the Joint Housing Strategy 2018-2036' went to Joint Overview and Scrutiny Committee on 23 July 2018 to seek recommendations and comments about the background and Joint Housing Strategy development process. Issues raised have been incorporated in to the process and commentary within the documents.

5 LINKS TO JOINT STRATEGIC PLAN

- 5.1 The Councils have re-iterated and highlighted priorities, grouped under five strategic themes, in the Babergh and Mid Suffolk 'Annual Report Summary 2017/18' which supports the delivery of the refreshed Joint Strategic Plan 2016-2020. They are part of the vision for the Councils, centred around Economy and Environment, Housing Delivery and Strong and Healthy Communities.
- 5.2 'Housing' is a vital aspect of the Councils sustainable inclusive growth ambition. It will make a significant contribution to achieving the aims and objectives of the Joint Strategic Plan as outlined in the Medium Term Financial Strategy.
- 5.3 A specific outcome 'Housing Strategy to be complete winter 2018-19' forms part of the 'Housing Delivery Priorities' found on page 8 of the Annual Report Summary 2017/18, underlining the continued commitment to better housing outcomes.

6 FINANCIAL IMPLICATIONS

6.1

Revenue/Capital/ Expenditure/Income Item	Total	2018/19
Cost of developing the strategy including the associated consultation will cost no more than £5,000 in total	£5,000	BDC Contribution 50% £2,500

7 LEGAL IMPLICATIONS

- 7.1 There are no legal implications to this report

8 RISK MANAGEMENT

- 8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. Key risks are set out below:
- 8.2 This report is most closely linked with the Council's Corporate / Significant Business Risk No. 1c and 1e – Housing Delivery. 3a – Community Capacity Building and Engagement. 4b – Assets and Investments. 5g – An Enabled and Efficient Organisation.

Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Without the adoption of a comprehensive Babergh and Mid Suffolk Housing Strategy, it is less likely the	Highly unlikely (1)	Bad (3)	Joint Housing Strategy project plan and officer working group in place to create a comprehensive Housing Strategy,

Councils will achieve their vision for housing.			Homelessness Reduction Strategy and action plans.
Without systematic collaboration, it is unlikely the Councils will work most effectively with other housing market stakeholders, and we may not address the identified housing market challenges in a timely manner.	Unlikely (2)	Noticeable (2)	A Communications and Stakeholder Involvement Plan, including a timetable for specific stakeholder engagement activity has been created. A workshop was held in April with housing market stakeholders to invite them to shape and inform the housing strategy and action plans from the outset.
Without effective use of Babergh and Mid Suffolk and public estate assets it is unlikely the Councils will reduce costs to the public purse, and significant opportunities to co-create new and imaginative ways to inform and influence successful housing outcomes may be missed.	Unlikely (2)	Bad (3)	Numerous new opportunities exploited to inform and work with relevant partners in Babergh and Mid Suffolk areas. E.g. Contributed to the 'Housing & Health' 2017 evidence base, being used by the Suffolk Health & Well-Being Board to deliver its Key Priorities.
Without an effective plan for increasing new homes delivery the Councils may increase the risk of a loss of planning control and a potential loss of New Homes Bonus for local authorities in accordance with the new 'Housing Delivery Test' introduced by a revised National Planning Policy Framework (NPPF) in July 2018.	Probable (3)	Bad (3)	<p>Within the new Housing Strategy increasing the delivery of new homes is given highest priority. This means new and additional resources are already on track to support this work as well as preparation of a Housing Delivery Test – Action Plan. E.g. additional staff resources have been allocated within Strategic Planning and Housing Solutions.</p> <p>The Joint Local Plan will allocate sites for housing delivery over the period to 2036 that will be supported by evidence to their delivery.</p>

Without an effective plan to address the changing housing needs of an ageing population, the Councils may see a significant proportion of residents being inadequately housed. Inadequately housed may mean people are: unsafe; insecure; at high risk of premature death.	Probable (3)	Bad (3)	The Councils are actively working with Suffolk County Council colleagues to develop shared understanding and action plans to address the highest priority housing needs of older residents. Also exploring all and every new funding stream to bring in the necessary resources to support this ambition.
Without continuing to ensure current housing stock (approximately 80,000 homes) is fit for 21 st century living, it is unlikely the Councils will make best use of public and private assets and investments.	Probable (3)	Bad (3)	Detailed action plans to support private sector landlords fulfil their duties form part of the Housing Strategy, to include Licensing of relevant Houses of Multiple Occupation. Warm Homes funding bid opportunities constantly monitored to bring in additional funding for to support those households in fuel poverty. Empty Homes project revitalised to bring even more empty homes back in to use. The Housing Revenue Account business plan used to maximum to support Babergh and Mid Suffolk social landlord function, new build work and estate regeneration.

9 CONSULTATIONS

- 9.1 April 2018: Housing market stakeholder event to determine areas of strategic focus and begin work on action plans.
- 9.2 June 2018: Babergh and Mid Suffolk Councillors workshop event to comment on and refine work so far.
- 9.3 June 2018: Babergh and Mid Suffolk Town and Parish Councils alerted in advance of the consultation period during September / October.

- 9.4 July 2018: Babergh and Mid Suffolk Joint Overview and Scrutiny Committee: to comment on the process and endorse the approach.
- 9.5 September 2018: Babergh and Mid Suffolk Cabinets to agree the draft Strategy and actions and authorise a 30-day consultation beginning on the 5 October until 2 November 2018. During the consultation period copies of the draft strategy will be sent to all key stakeholders including; Parish Councils, Local Borough and District Councils, Third Sector organisations such as the Citizens Advice Bureaux. With a request to complete a survey and capture views.
- 9.6 October 2018: An event is to be held in Endeavour House Atrium whereby stakeholders can speak to officers regarding the content of the consultation.
- 9.7 November 2018: Babergh and Mid Suffolk Councillors workshop to consider consultation feedback and offer final amendments to the strategy and associated action plans.
- 9.8 December 2018: Strategy and action plans to Full Council to request adoption.

10 EQUALITY ANALYSIS

- 10.1 See screening Equality Impact Assessment (Appendix B) for the Housing Strategy and the revised Homelessness Reduction Strategy. No further action required at this time.

11 ENVIRONMENTAL IMPLICATIONS

- 11.1 There are no environmental implications as a result of the Joint Housing Strategy 2018 - 2023

12 APPENDICES

None.

13 BACKGROUND DOCUMENTS

None.

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Agenda Item 10

BABERGH DISTRICT COUNCIL

TO:	Babergh Cabinet	REPORT NUMBER: BCa/18/31
FROM:	Cabinet Member for Organisational Delivery	DATE OF MEETING: 13 September 2018
OFFICER:	Karen Coll – Corporate Business Improvement Manager	KEY DECISION REF NO. CAB65

QUARTER 1 PERFORMANCE OUTCOME REPORTING

1. PURPOSE OF REPORT

- 1.1 To provide the Cabinet of Babergh District Council with the first quarter performance outcome report (April – June 2018) in delivering the key outcomes in the Joint Strategic Plan (JSP).

2. OPTIONS CONSIDERED

- 2.1 It is a requirement to report this information to Cabinet, therefore there are no other available options.

3. RECOMMENDATIONS
3.1 That the performance report and the performance outcome information tabled at Appendices A to G be agreed as reflecting Babergh District Council's performance for April – June 2018
3.2 That Cabinet Members identify any priority areas for further action.
REASON FOR DECISION
To provide assurance that the Council is meeting its performance objectives.

4. KEY INFORMATION

- 4.1 This is the first of the revised quarterly performance reports to be submitted to Cabinet. Ongoing development of the performance framework has resulted in a significant amount of work being undertaken by the Assistant Directors and Portfolio Holders, to ensure that the performance measures reflect the outcomes in the Joint Strategic Plan and in particular the agreed priorities. The new Assistant Director for Assets and Investments will be working with the Cabinet Member to agree the performance measures that will be included in future reports to Cabinet.
- 4.2 The appendices are integral to this summary report. They provide detailed information on the individual measures and trends and are designed to provide a robust reporting system to ensure confidence in the Council's progress to achieving the agreed priorities.

- 4.3 In addition, key achievements are summarised in the appendices, providing an overall feel of performance and the difference the Council is making in the community. Work is in progress to provide benchmarking data in future, to enhance our understanding of the Councils performance against both neighbouring districts, and national targets.
- 4.4 Please note that the performance measures have unique numeric identifiers, these may not run concurrently, and this report excludes data for half yearly and annual measures which will be reported at the appropriate points in the year e.g. as evident in Appendix F (Communities).
- 4.5 The following highlights have been lifted from the appendices, through using a 10% tolerance, to identify areas where good performance is demonstrated, or where performance improvement is required. With the latter, the appendices detail the reasons for not meeting the target and the corrective action that is underway:

Planning for Growth

- **GSP01 - % of major planning applications processed 'in time'.** Babergh's quarter one performance on planning applications (as judged by Ministry of Housing Communities and Local Government statistics) is good, with Babergh delivering **80%** of majors in time, which is **better than the target** of 60%. The target set for 2018/19 aligns with the Ministry of Housing Communities and Local Government assessment thresholds.
- **GSP02 - % of non-major planning applications processed 'in time'.** Babergh's quarter one performance on planning applications (as judged by Ministry of Housing Communities and Local Government statistics) is good, with Babergh delivering **83.26%** of non-majors in time, which is **better than the target** of 70%. The target set for 2018/19 aligns with the Ministry of Housing Communities and Local Government assessment thresholds.

Housing

- **BMBS01 % of repairs completed within agreed timescale (by priority/trade)** – It appears that a large number of housing repairs across Babergh and Mid Suffolk are not being completed within the priority or trade timescales, as detailed in the appendices. However, data quality is an issue which is hampering accurate reporting. Resource is being directed to resolve the identified issues.
- **HP01 – No. of households in B & B accommodation for more than 6 weeks.** It is evident that with **10** households in B & B accommodation in Babergh at quarter one, against a government target of 0, that **this is a challenge** for the authority. Property purchases and a review of temporary accommodation in the district is underway.

Law and Governance

- **IM02 – Average number of days taken to complete land searches.** This is a new measure for 2018/19 which is currently **performing worse than the target** of 5 days with a total of **7.84 days** for completion. However, this is an improving picture compared to the last quarter of 2017/18 which recorded the average number of days as 12 days.

Corporate Resources

F06 – Average time taken to process Housing/Council Tax benefit change of circumstance requests. This measure has seen continued improvement over the past two years, which has led to a reduction in the target from 10 days to 7 days for 2018/19. The total number of days for quarter one is **above the amended target** recording an average of **5 days**.

- **F07 – Online housing benefit new claims as a % of all housing benefit new claims.** A target of 85% has been set for 2018/19, performance at quarter has been **better than target at 91%**. Although this is slightly down on the final quarter of last year at 95%, the ambition is to get as close to 100% as possible in the long term.

Customer Services

- **CS07 - % of overall calls abandoned.** Quarter one has seen an increase in the percentage of abandoned calls to **14.31%** against a target of 10%. However, this is the busiest quarter as this coincides with the beginning of the new financial year. Although **performance is worse than the target** for this quarter, this is an improvement on the same period for last year (22.33%).

Environment and Commercial Partnership

- **WS07 – Missed Bins.** This figure is **well below expected performance at 266.6** against a target of 100 per 100,000 collections. Our contractor has reorganised staffing to improve performance.

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 Effective performance management enables our Officers, Councillors and Communities to track progress against the delivery of the JSP to understand our key risks and to share in the celebration of our achievements.

6. FINANCIAL IMPLICATIONS

There are no immediate financial impacts arising from this report. Effective performance monitoring has a positive impact on the Council.

7. LEGAL IMPLICATIONS

- 7.1 There are no immediate legal implications arising from this report.

8. RISK MANAGEMENT

- 8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No.5G06 'If we do not understand and monitor current performance, then we will be unable to deliver the Strategic Plan with possible reputational damage and potential for financial shortfall.' Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Without an effective performance framework, it is unlikely that the Council will deliver its priorities and outcomes and achieve value for money.	Unlikely (2)	Bad (3)	The performance framework is intrinsically linked to the Council's Risk Management Strategy, creating an approach where it is clearly understood what stops effective performance and ensuring remedial actions are in place.

9. CONSULTATIONS

- 9.1 Officers and Councillors continue to develop and refine the outcome performance framework through discussions at Cabinet member briefings and Cabinet meetings.

10. EQUALITY ANALYSIS

There are no equality and diversity implications arising from this report. This report should have a positive impact on equality.

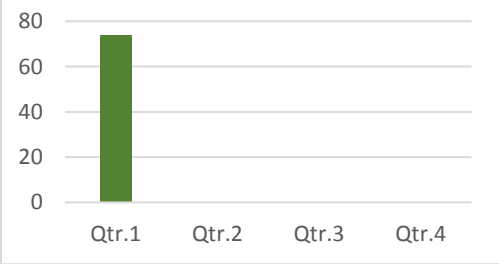
11. ENVIRONMENTAL IMPLICATIONS

- 11.1 There are no environmental implications arising from this report. The Council's performance measures show a positive impact on the environment.

12. APPENDICES

Title	Location
(a) Law and Governance Performance Qtr.1	
(b) Corporate Resources Performance Qtr.1	
(c) Customer Services Performance Qtr.1	
(d) Planning for Growth Performance Qtr.1	
(e) Housing Performance Qtr.1	
(f) Communities Performance Qtr.1	
(g) Environment & Commercial Partnerships Qtr.1	

Law and Governance Assistant Director Emily Yule The Law and Governance teams are predominantly support services and contribute to the delivery of the Joint Strategic Plan by providing professional support and advice to all other service areas. The team have an essential role in maintaining and promoting good governance throughout the organisation.				
	April - June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<p>1. The Council has introduced a new online payments system for those buying homes in their districts. The new system allows those requesting a Local Land Charge Search – which carries with it a search fee – to pay quickly and easily online, via credit or debit card. Most Land Charge Service customers are solicitors and agents delivering conveyancing services to those buying a house although anyone can request this service regarding any property. In addition we have added a new online form and payment system for personal searches, which include only selected parts of the full official search.</p> <p>2. The Council is GDPR compliant. GDPR or General Data Protection Regulations came into effect on the 25 May 2018. We have been training staff, updating privacy notices and introducing new procedure and policies to ensure we are complaint and that we treat people’s personal data accordingly inline with the new regulations.</p>			
Impact on communities / the way we work	<p>1.The new processes is easier and more convenient for our customers and by reducing administration time associated with payment by cheque this will reduce the time required for searches to be completed, giving customers the information they need faster. It will also help control the cost of delivering the service and there have been no increases in the Land Charges search fees this year.</p>			

Key for trend graph: <div><div></div> 2015/16</div> <div><div></div> 2016/17</div> <div><div></div> 2017/18</div> <div><div></div> 2018/19</div> <div>_____ target</div>		Key: n/a not applicable n/av not available highlighted measure, further detail in main report				
Internal Audit Corporate Manager John Snell						
Performance measure	Period	Data	Target	Council	Trend	Comments
IA01 % of 'high priority' Internal Audit recommendations implemented NEW MEASURE Cabinet Member: John Ward Data Owner: John Snell	2018/19	n/a	100%	Both		There have been no 'high priority' recommendations issued during Q1
	Qtr.1					
	Qtr.2					
	Qtr.3					
	Qtr.4					
Democratic Services Corporate Manager Janice Robinson						
Performance measure	Period	Data	Target	Council	Trend	Comments
DS02 No: of members of the public attending formal Council, Cabinet and Committee meetings NEW MEASURE Cabinet Member: John Ward Data Owner: Claire Philpot	2018/19	74	n/a	BDC		Details of meetings where 15 or more members of the public were in attendance. Planning Committee 16/05/2018 - 20 Planning Committee 30/05/2018 - 21
	Qtr.1					
	Qtr.2					
	Qtr.3					
	Qtr.4					

Shared Legal Services Service Manager Teresa Halliday						
Performance measure	Period	Data	Target	Council	Trend	Comments
SLS01 % of legal challenges successfully defended (context of success means the outcome is a ruling in the Council's favour) NEW MEASURE Cabinet Member: John Ward Data Owner: Teresa Halliday	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	100%	n/a	Both		There was one legal challenge in Q1, which was found in the Council's favour.
Information Management Corporate Manager Carl Reeder						
Performance measure	Period	Data	Target	Council	Trend	Comments
IM01 % of Freedom of Information requests responded to in 20 working days NEW MEASURE Cabinet Member: John Ward Data Owner: Martyn Jackson	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	95%	100%	Both		During Q1 we received a total of 207 Freedom of Information requests, as well as 70 Environmental Information requests and 8 Subject Access requests.
Performance measure	Period	Data	Target	Council	Trend	Comments
IM02 Average number of days taken to complete land searches NEW MEASURE Cabinet Member: John Ward Data Owner: Julien Mery	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	7.84	5 days	Both		Data from the previous year 2017/18 Q1 records a turn around time of 9.5 days, and at Q4 2017/18 was 12 days. Data provided for Q1 is based on figures obtained from 16 Mar - 7 June, total number of searches during this period was 1030, following a transfer to a new system there should be a further improvement within the year. We are currently continuing to cleanse and digitise legacy data, this enables us to automate and speed up land search requests further.

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<p>Corporate Resources Assistant Director Katherine Steel The Corporate Resources teams are predominantly support services and contribute to the delivery of the Joint Strategic Plan by providing professional support and advice to all other services areas.</p>				
	April - June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<p>1. Following the closure of the Staff Survey the results have been analysed in detail and a series of briefing session for staff and members have been held. Following these sessions an action plan is being developed.</p> <p>2. Approximately 1 in 4 people in the UK will experience a mental health problem each year and in England 1 in 6 people report experiencing a common mental health problem (such as anxiety and depression) in any given week. Babergh and Mid Suffolk District Councils have responded to this by holding a series of events to promote positive mental health during Mental Health Awareness week and by providing managers with skills to help promote positive mental health at work and support people with their mental health. They have also trained their first cohort of Mental Health First Aiders with further courses planned. Mental Health First Aiders are trained to identify, understand and help someone who may be experiencing a mental health issue.</p>			
Impact on communities / the way we work	<p>1. The action plan will be monitored by the Senior Leadership Team, to ensure that the survey results in positive actions and change in the organisation.</p> <p>2. Providing these skills can help people talk about mental health more openly, give people tools to help keep themselves and others well, encourage people to access support and enable people with long term mental health issues or disabilities to thrive in work.</p>			

Key for trend graph:

● 2015/16
 ● 2016/17
 ● 2017/18
 ● 2018/19
 _____ target

Key:

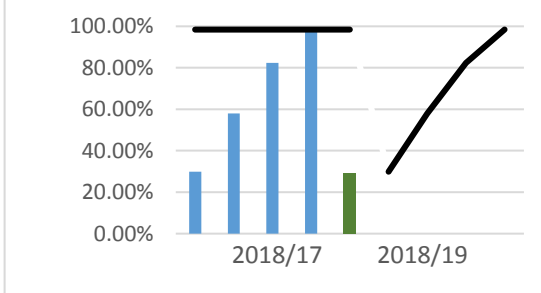
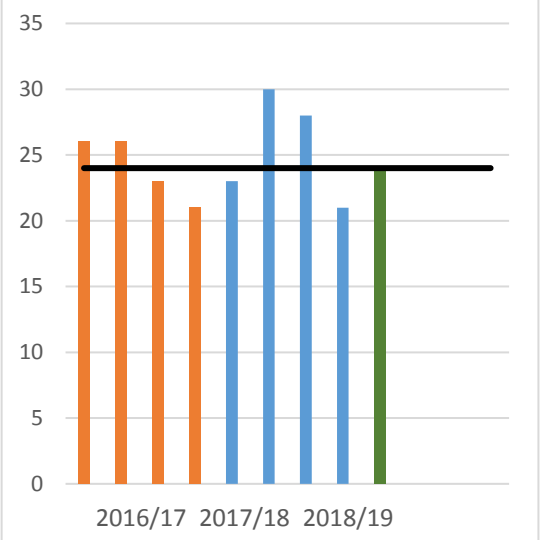
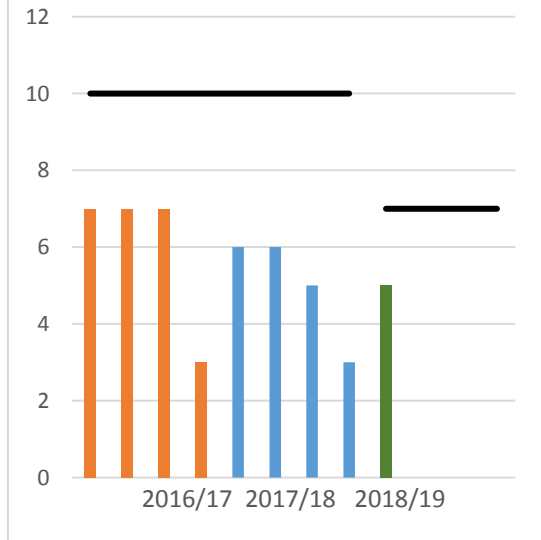
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 n/av not available
 highlighted measure, further detail in
 main report

HR, Organisational Development, Health & Safety

Corporate Manager Anne Conway

Performance measure	Period	Data	Target	Council	Trend	Comments
HR01 No: of days lost to sickness Cabinet Member: John Ward Data Owner: Magda Brauer	2017/18					
	Qtr.1	949				
	Qtr.2	908				
	Qtr.3	1191				
	Qtr.4	1072				
	2018/19		Decrease	Both		
	Qtr. 1	1128				
	Qtr. 2					
	Qtr. 3					
	Qtr. 4					
						Overview and Scrutiny reviewed general staff absence and requested a further update in 6 months. SLT will be reviewing a range of measures covering health and wellbeing on a monthly basis with the identification of a number of actions. One of these actions is HR working with the Corporate Managers to understand underlying trends, sickness absence is subject to fluctuations. In addition a sickness absence lead is being recruited to target sickness and support the Corporate Managers. There are further positions that are being recruited within HR to increase capacity, this will present the opportunity to work on policy development and case work.
Performance measure	Period	Data	Target	Council	Trend	Comments
HR02 No: of staff on long term sickness (Absent for 4 or more weeks) Cabinet Member: John Ward Data Owner: Magda Brauer	2016/17					No comment
	Qtr.3	13				
	Qtr.4	14				
	2017/18					
	Qtr.1	15				
	Qtr.2	16				
	Qtr.3	21				
	Qtr.4	13				
	2018/19		Decrease	Both		
	Qtr. 1	12				
	Qtr. 2					
	Qtr. 3					
	Qtr. 4					

<div>Finance</div> <div>Corporate Manager Melissa Evans</div>						
Performance measure	Period	Data	Target	Council	Trend	Comments
F01 Tax base - No. of Band D equivalent properties AMENDED MEASURE Cabinet Member: John Ward Data Owner: Sue Palmer	2016/17	32,020				This measure has been amended to enable tracking of the target base number on a quarterly basis. There are various factors that can cause a fluctuation in these figures. However, we are seeing a steady increase year on year.
	2017/18	32,627	32,489			
	2018/19		32,822			
	Qtr.1	32,887				
	Qtr.2			BDC		
F02 £ Income generated from investing cash £'000 Cabinet Member: John Ward Data Owner: Edward Banyard	Qtr.3					No comment
	Qtr.4					
	2017/18					
	Qtr. 1	88				
	Qtr. 2	98				
	Qtr. 3	96				
	Qtr. 4	100				
	2017/18		112	BDC		
	Qtr. 1	130				
	Qtr. 2	130				
	Qtr. 3	119				
	Qtr. 4	113				
	2018/19		tbc			
	Qtr. 1	119				
	Qtr. 2					
	Qtr. 3					
	Qtr. 4					
Performance measure	Period	Data	Target	Council	Trend	Comments
F03 % Council tax collected Cabinet Member: John Ward Data Owner: Carl Dersley Operations Manager: Andrew Wilcock	2017/18		98.40%			Slightly down at the same point as last year (approximately £10k). This is down to cashflow rather than non-payment. This is due to a combination of the following - change in circumstances, changes to Council Tax Reduction (all create future instalments) and more customers choosing to pay over 12 monthly instalments (there are now 4,593).
	Qtr1.	30.06%				
	Qtr.2	57.96%				
	Qtr.3	85.97%				
	Qtr.4	98.50%				
	2018/19			BDC		
	Qtr. 1	30.05%	30.06%			
	Qtr. 2		57.96%			
	Qtr. 3		85.97%			
	Qtr. 4		98.50%			

Performance measure	Period	Data	Target	Council	Trend	Comments
F04 % Business rates collected Cabinet Member: John Ward Data Owner: Carl Dersley Operations Manager: Andrew Wilcock	2017/18		98.40%	BDC		The target was missed by approximately £170k. This is due to changes in circumstances (liability/rateable values) recalculating bills and profiling instalments into the future rather than non-payment. As an example of this, at the start of the year there was £2,178,789 due to be paid in June, this reduced to £1,958,577 as changes were processed and instalments reprofiled.
	Qtr. 1	29.88%				
	Qtr. 2	57.95%				
	Qtr. 3	82.36%				
	Qtr. 4	98.47%				
	2018/19					
	Qtr. 1	29.13%	29.88%			
	Qtr. 2		57.95%			
	Qtr. 3		82.36%			
	Qtr.4		98.47%			
Performance measure	Period	Data	Target	Council	Trend	Comments
F05 Average time taken to process new Housing Benefit/Council Tax Reduction claims Cabinet Member: John Ward Data Owner: Carl Dersley Operations Manager: Andrew Wilcock	2016/17		24 days	BDC		No comment
	Qtr. 1	26				
	Qtr. 2	26				
	Qtr. 3	23				
	Qtr. 4	21				
	2017/18		24 days			
	Qtr. 1	23				
	Qtr. 2	30				
	Qtr. 3	28				
	Qtr. 4	21				
	2018/19		24 days			
	Qtr. 1	24				
	Qtr. 2					
	Qtr. 3					
	Qtr.4					
Performance measure	Period	Data	Target	Council	Trend	Comments
F06 Average time taken to process Housing/Council Tax Benefit Change of Circumstance requests Cabinet Member: John Ward Data Owner: Carl Dersley Operations Manager: Andrew Wilcock	2016/17		10 days	BDC		No comment
	Qtr. 1	7				
	Qtr. 2	7				
	Qtr. 3	7				
	Qtr. 4	3				
	2017/18		10 days			
	Qtr. 1	6				
	Qtr. 2	6				
	Qtr. 3	5				
	Qtr. 4	3				
	2018/19		7 days			
	Qtr. 1	5				
	Qtr. 2					
	Qtr. 3					
	Qtr.4					

Performance measure	Period	Data	Target	Council	Trend	Comments
F07 Online housing benefit new claims as a % of all housing benefit new claims Cabinet Member: John Ward Data Owner: Carl Dersley Operations Manager: Andrew Wilcock	2016/17					The target for 2018/19 is a short term measure as the ambition is to get as close to 100% as possible
	Qtr. 1	74%				
	Qtr. 2	66%				
	Qtr. 3	68%				
	Qtr. 4	76%				
	2017/18					
	Qtr. 1	71%				
	Qtr. 2	82%				
	Qtr. 3	86%				
	Qtr. 4	95%				
	2018/19					
	Qtr. 1	91%				
	Qtr. 2					
	Qtr. 3					
	Qtr. 4					
			85%	BDC		
Performance measure	Period	Data	Target	Council	Trend	Comments
F08 % of business rates payers using Direct Debit Cabinet Member: John Ward Data Owner: Carl Dersley Operations Manager: Andrew Wilcock	2017/18					This measure for Q1 currently shows the % of business rate payers using Direct Debit. We are in the process of obtaining the data which will include all digital options. Once this has been received this measure will be updated accordingly.
	Qtr. 1	55%				
	Qtr. 2	55%				
	Qtr.3	55%				
	Qtr.4	54%				
	2018/19					
	Qtr. 1	55.05%				
	Qtr. 2					
	Qtr. 3					
	Qtr.4					
			n/av	BDC		
Performance measure	Period	Data	Target	Council	Trend	Comments
F09 % of council tax payers using Direct Debit Cabinet Member: John Ward Data Owner: Carl Dersley Operations Manager: Andrew Wilcock	2017/18					This measure for Q1 currently shows the % of council tax payers using Direct Debit. We are in the process of obtaining the data which will include all digital options. Once this has been received this measure will be updated accordingly.
	Qtr. 1	79%				
	Qtr. 2	79%				
	Qtr.3	80%				
	Qtr.4	79%				
	2018/19					
	Qtr. 1	80.06%				
	Qtr. 2					
	Qtr. 3					
	Qtr.4					
			n/av	BDC		

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Customer Services

Assistant Director Sara Wilcock

The Customer Services teams work to provide all our customers with flexible and efficient access to services, ensure our most vulnerable customers receive additional support to meet their needs, and drive business improvement across the organisation through tracking performance, utilising insight and intelligence and raising project management standards.

	April - June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<ul style="list-style-type: none"> ♦ Average telephone wait times this quarter 1 min 42s compared to 3 mins for the same period last year. ♦ In April we answered on average 83% of calls, increasing to 86% in May and June. ♦ Continuing with our programme of staff development. The Customer Service team have trained First Aiders, Fire Wardens and a Health and Safety representative on the Health and Safety board. ♦ Piloting a customer satisfaction survey for our in person customers. Initial results are promising with (of those completing the survey), 94% of customers seen within 5 minutes or less, and 100% customers rating us either good, very good or excellent in respect of our staff and their helpfulness, information and advice provided, and taking time to listen and understand their query. ♦ Further development of the performance reporting has now enabled collection and reporting of performance information to Cabinet on a quarterly basis, this is the first of such reports. 			
Impact on communities / the way we work	<ul style="list-style-type: none"> ♦ Increased calls answered leading to less abandoned phone calls by customers ♦ Cross skilling our team enabling them to answer different types of call enquiries leading to improved resilience. ♦ Learning from the pilot will help us develop a telephony satisfaction survey also. 			

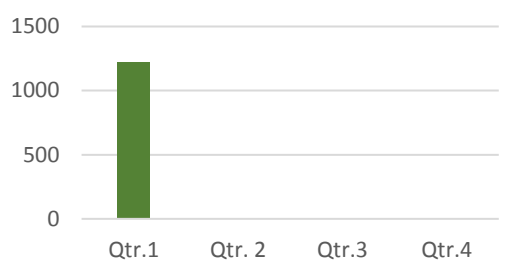
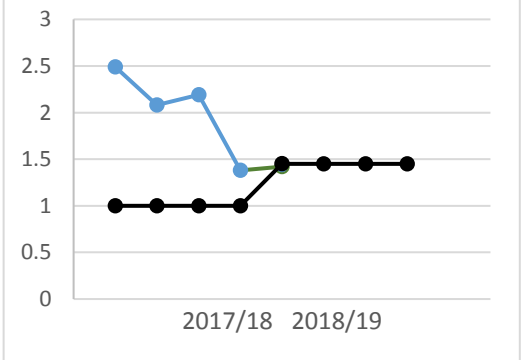
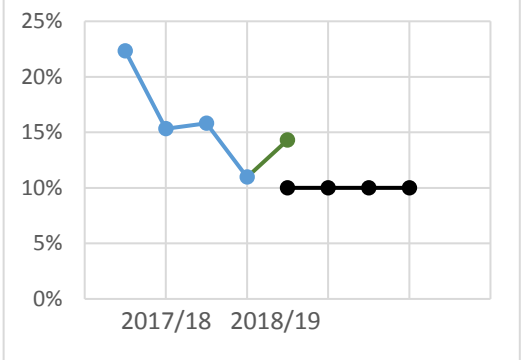
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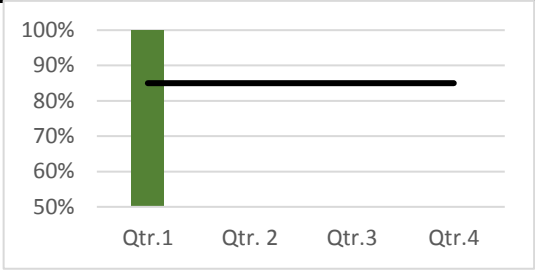
- 2015/16
- 2016/17
- 2017/18
- 2018/19
- target

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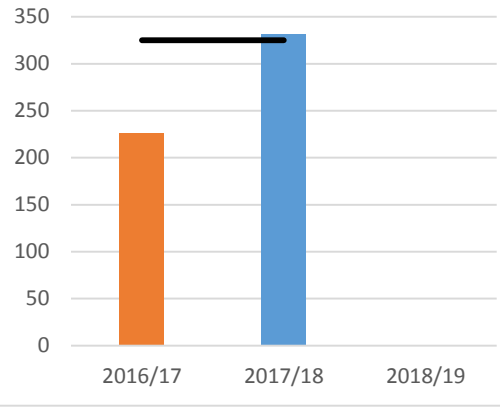
- n/a not applicable
- n/av not available
- highlighted measure, further detail in main report

Customer Services Managers Helen Austin & Claire White						
Performance measure	Period	Data	Target	Council	Trend	Comments
CS01 Average number of daily visitors to joint website Cabinet Member: Derek Davis Data Owner: John Broadwater	2017/18		Increase - No target set as establishing benchmark	Both		The average is 20% higher than the same period in 2017-18, clearly indicating continued steady growth in use of the website. It also confirms that the sharp increase in the previous three months average was driven by use of the website during periods of severe weather.
	Qtr.1	2310				
	Qtr. 2	2397				
	Qtr.3	2432				
	Qtr.4	3147				
	2018/19					
	Qtr.1	2762				
	Qtr. 2					
	Qtr.3					
	Qtr.4					
Performance measure	Period	Data	Target	Council	Trend	Comments
CS02 No: of daily transactions completed via website NEW MEASURE Cabinet Member: Derek Davis Data Owner: John Broadwater	2018/19		Increase - No target set as establishing benchmark	Both		This includes all online forms completed directly from the Council's website. It does not include eforms completed from linked websites such as Shared Revenue Partnership and Planning Portal.
	Qtr.1	174				
	Qtr. 2					
	Qtr.3					
	Qtr.4					
Performance measure	Period	Data	Target	Council	Trend	Comments
CS03 No: of payments collected digitally (automated telephony, web payment) NEW MEASURE Cabinet Member: Derek Davis Data Owner: Marie Fletcher	2018/19		Increase - No target set as establishing benchmark	Both		Q1 figure will need reviewing once further data validation has taken place. Measure includes all Direct Debit, Automated Telephony and Online form payments
	Qtr.1	237,068				
	Qtr. 2					
	Qtr.3					
	Qtr.4					

Performance measure	Period	Data	Target	Council	Trend	Comments
CS04 No: of face to face visitors to customer access point (Sudbury) NEW MEASURE Cabinet Member: Derek Davis Data Owner: Helen Austin	2018/19 Qtr.1 Qtr. 2 Qtr.3 Qtr.4	1219	Decrease No target set as establishing benchmark	BDC		Recording system is manual so some customers may not be captured.
Performance measure	Period	Data	Target	Council	Trend	Comments
CS05 No: of calls answered NEW MEASURE Cabinet Member: Derek Davis Data Owner: Helen Austin	2018/19 Qtr.1 Qtr. 2 Qtr.3 Qtr.4	35014	No target to be set as establishing benchmark	Both		Q1 - covers the busiest time as beginning of the financial year.
Performance measure	Period	Data	Target	Council	Trend	Comments
CS06 Average time taken to answer calls (mins) Cabinet Member: Derek Davis Data Owner: Helen Austin	2017/18 Qtr.1 Qtr. 2 Qtr.3 Qtr.4 2018/19 Qtr.1 Qtr. 2 Qtr.3 Qtr.4	2.49 2.08 2.19 1.38 1.42	1m 0s 1m 45s	Both		Q1 - covers the busiest time as beginning of the financial year. We are continuously working on improving our efficiencies.
Performance measure	Period	Data	Target	Council	Trend	Comments
CS07 % of overall calls abandoned Cabinet Member: Derek Davis Data Owner: Helen Austin	2017/18 Qtr.1 Qtr. 2 Qtr.3 Qtr.4 2018/19 Qtr.1 Qtr. 2 Qtr.3 Qtr.4	22.33% 15.33% 15.81% 10.96% 14.31%	10%	Both		Q1 - covers the busiest time as beginning of the financial year. We are continuously working on improving our efficiencies. Although over the target for this quarter, there is significant improvement from the same quarter last year.

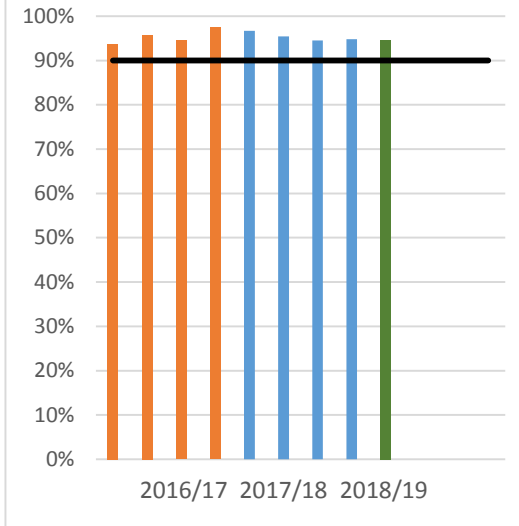
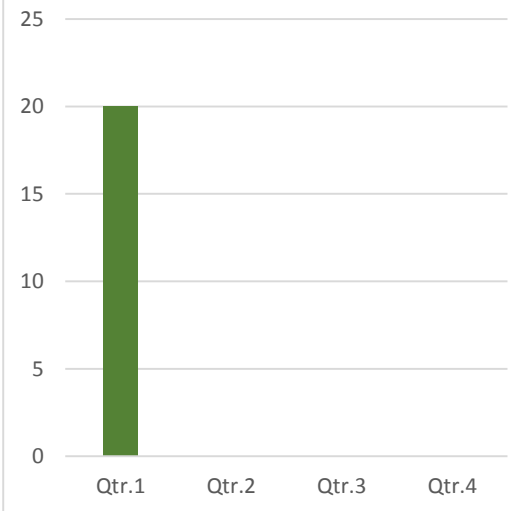
Performance measure	Period	Data	Target	Council	Trend	Comments
CS08 Customer Satisfaction rate, of those measured achieve good, very good or excellent NEW MEASURE Cabinet Member: Derek Davis Data Owner: Helen Austin	2018/19 Qtr.1 Qtr. 2 Qtr.3 Qtr.4	100%	85%	Both		Q1 - represents face to face customers only and not a full quarter as only started in June.
Performance measure	Period	Data	Target	Council	Trend	Comments
CS09 No: of complaints to Ombudsman where Council is at fault NEW MEASURE Cabinet Member: Derek Davis Data Owner: Helen Austin	2018/19 Qtr.1 Qtr. 2 Qtr.3 Qtr.4	0	n/a	BDC		No Comment

Planning for Growth Assistant Director Tom Baker The Planning for growth agenda is supported by a number of teams including Strategic Planning, Development Management and Open for Business. The focus is on delivering more of the right homes, in the right places, creating resilient and well served communities and encouraging and facilitating new employment opportunities.				
	April - June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<p>Performance on planning applications (as judged by Ministry of Housing Communities and Local Government statistics) is good, with 80% of majors and 83% of non-majors delivered on time. Fifteen communities are working towards Neighbourhood Plans, Aldham and Assington have recently designated their plan areas.</p> <p>The Community Infrastructure Levy (CIL) Expenditure Framework was approved by Councillors in April and the first round of bids have been received.</p> <p>Further Member briefings on the Joint Local Plan were delivered in April, with further public consultation expected in the Autumn.</p> <p>The 'Visioning for Prosperity' recommendations for Greater Sudbury were approved by Cabinet in June, final documents were presented at a public open day .</p> <p>Planning permission for infrastructure elements of the Sproughton Enterprise Zone site and permission for the first occupier were achieved in April.</p> <p>The Open for Business Team is working with partners including the New Anglia LEP to develop an options appraisal for the Delphi site, Sudbury.</p>			
Impact on communities / the way we work	<p>The Joint Local Plan will shape how development happens across both Districts. The ongoing consultation provides a meaningful opportunity for communities to engage in the plan-making process and therefore influence the policy backdrop against which planning decisions are made.</p>			

<div><div>Key for trend graph:</div><div><div><div></div>2015/16</div><div><div></div>2016/17</div><div><div></div>2017/18</div><div><div></div>2018/19</div><div>target</div></div><div>Key:</div><div>n/a not applicable</div><div>n/av not available</div><div>highlighted measure, further detail in main report</div></div>						
<div>Strategic Planning</div> <div>Corporate Manager Robert Hobbs</div>						
Performance measure	Period	Data	Target	Council	Trend	Comments
<div>SP01 No: of dwellings completed</div> <div>Cabinet Member: Nick Ridley</div> <div>Data Owner: Matt Deakin</div>	2016/17	226	325	BDC		The benchmarking provides an annual comparison between some of our neighbouring Councils. The recently released data for Babergh for 2017/18 shows 331 completions, which is a significant improvement on 2016/17 and has exceed the target. Following the publication of the new standard methodology for calculating housing need in July, the target for 2018/19 will be confirmed in quarter 2.
	2017/18	331	325			
	2018/19		tbc			
Performance measure	Period	Data	Target	Council	Trend	Comments
<div>SP02 Effective Land Supply</div> <div>Cabinet Member: Nick Ridley</div> <div>Data Owner: Matt Deakin</div>	2016/17	3	6.5	BDC		In quarter 2 of the performance monitoring timeframes, the Annual Monitoring Report which was released in July 2018 demonstrates a Housing Land Supply of 6.7 years. Babergh is now one of the authorities who can demonstrate a five year supply and this will give the Council more room to shape housing delivery within the district and ensure we build the housing our communities need, with local influence over developments within the district.
	2017/18	6.7 see comment				
	2018/19		6.5			

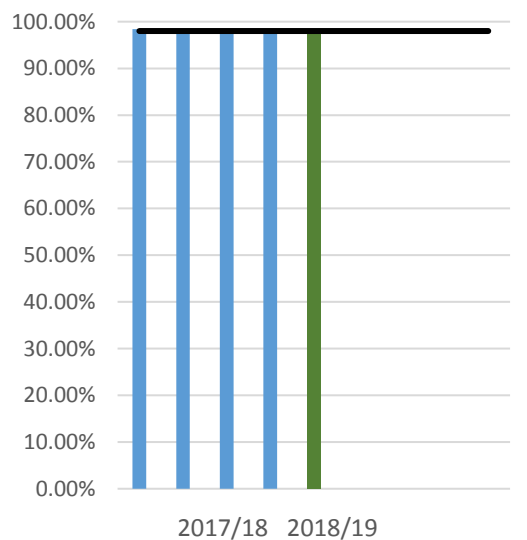
Performance measure	Period	Data	Target	Council	Trend	Comments
SP03 No. of neighbourhood plans at preparation stage (cumulative total) Cabinet Member: Nick Ridley Data Owner: Paul Bryant	2016/17		5	BDC		Neighbourhood Plans continue to be of interest to communities. Aldham and Assington have both recently designated their plan areas.
	Qtr. 1	3				
	Qtr. 2	3				
	Qtr.3	3				
	Qtr.4	4				
	2017/18		5			
	Qtr.1	5				
	Qtr. 2	7				
	Qtr. 3	9				
	Qtr. 4	10				
	2018/19		tbc			
	Qtr.1	14				
	Qtr. 2					
	Qtr. 3					
	Qtr. 4					
Performance measure	Period	Data	Target	Council	Trend	Comments
SP04 No: of neighbourhood plans entering examination stage (cumulative total) Cabinet Member: Nick Ridley Data Owner: Paul Bryant	2016/17		2	BDC		Of the thirteen or so NP's in preparation at the end of Q1 2018/19, none were at a sufficiently advanced enough stage to qualify for this performance measure.
	Qtr. 1	2				
	Qtr. 2	0				
	Qtr.3	0				
	Qtr.4	3				
	2017/18		2			
	Qtr.1	1				
	Qtr. 2	1				
	Qtr. 3	1				
	Qtr. 4	0				
	2018/19		2			
	Qtr.1	0				
	Qtr. 2					
	Qtr. 3					
	Qtr. 4					
Performance measure	Period	Data	Target	Council	Trend	Comments
SP05 No. of neighbourhood plans made (cumulative total) Cabinet Member: Nick Ridley Data Owner: Paul Bryant	2016/17		2	BDC		See also SP04 above. No NP's have been made (adopted) in Babergh since Lawshall's Plan went to a local referendum in Oct 2017.
	Qtr. 1	0				
	Qtr. 2	2				
	Qtr.3	2				
	Qtr.4	2				
	2017/18		2			
	Qtr.1	0				
	Qtr. 2	0				
	Qtr. 3	1				
	Qtr. 4	1				
	2018/19		2			
	Qtr.1	0				
	Qtr. 2					
	Qtr. 3					
	Qtr. 4					

Growth & Sustainable Planning Corporate Manager Philip Isbell						
Performance measure	Period	Data	Target	Council	Trend	Comments
GSP01 % of major applications processed 'in time' (13 wks., 16 wks. or within agreed Extension of Time/ Planning Performance Agreement) Cabinet Member: Nick Ridley Data Owner: John Mawdsley	2016/17		95%	BDC		<p>The benchmarking provides information on the % of major applications completed in time compared to some of our local neighbours. Qtr 1 Performance on planning applications (as judged by MHCLG statistics) is good, with Babergh delivering 80% of majors in time, which is in excess of target.</p> <p>The target set for 2018/19 aligns with the Ministry of Housing, Communities & Local Government assessment thresholds.</p>
	Qtr. 1	94.70%				
	Qtr. 2	100.00%				
	Qtr.3	96.00%				
	Qtr.4	100.00%				
	2017/18		95%			
	Qtr. 1	100.00%				
	Qtr. 2	87.50%				
	Qtr. 3	61.50%				
	Qtr. 4	93.30%				
	2018/19		60%			
	Qtr. 1	80.00%				
	Qtr. 2					
	Qtr. 3					
	Qtr. 4					
Performance measure	Period	Data	Target	Council	Trend	Comments
GSP02 % of non major applications processed 'in time' (8 wks, or within agreed Extension of Time/ Planning Performance Agreement) Cabinet Member: Nick Ridley Data Owner: John Mawdsley	2016/17		85%	BDC		<p>The benchmarking provides information on the % non of major applications completed in time compared to some of our local neighbours. Qtr 1 performance on planning applications (as judged by MHCLG statistics) is good, with Babergh delivering 83% of non-majors in time, which is in excess of target. Work is in progress to develop and customise "Enterprise" application workload management software to operational needs. This will enable officers to track and prioritise their workload with greater efficiency.</p> <p>The target set for 2018/19 aligns with the Ministry of Housing, Communities & Local Government assessment thresholds.</p>
	Qtr. 1	81.00%				
	Qtr. 2	80.00%				
	Qtr.3	84.50%				
	Qtr.4	90.60%				
	2017/18		85%			
	Qtr. 1	86.70%				
	Qtr. 2	75.30%				
	Qtr. 3	77.40%				
	Qtr. 4	85.80%				
	2018/19		70%			
	Qtr. 1	83.26%				
	Qtr. 2					
	Qtr. 3					
	Qtr. 4					

Performance measure	Period		Data	Target	Council	Trend	Comments																				
GSP03 % of the total number of major decisions made by the authority on applications that are then subsequently overturned at appeal NEW MEASURE Cabinet Member: Nick Ridley Data Owner: John Mawdsley	2018/19		1.68%	10%	BDC		Data reflects the position to date. MHCLG allow 9 months following the planning decision for appeals to work their way through the process. They currently measure the Council's 'quality' based on the period 01 April 2016 to 31 Mar 2018. They will then assess performance in early 2019.																				
Performance measure	Period		Data	Target	Council	Trend	Comments																				
GSP06 % of delegation rate Cabinet Member: Nick Ridley Data Owner: John Mawdsley	2016/17 Qtr. 1 Qtr. 2 Qtr.3 Qtr.4 2017/18 Qtr.1 Qtr. 2 Qtr. 3 Qtr. 4 2018/19 Qtr.1 Qtr. 2 Qtr. 3 Qtr. 4		93.70% 95.80% 94.50% 97.40% 96.70% 95.40% 94.50% 94.80% 94.60%	90% 90% 90%	BDC	 <table><caption>% of delegation rate for GSP06</caption><tr><th>Year</th><th>Qtr. 1</th><th>Qtr. 2</th><th>Qtr. 3</th><th>Qtr. 4</th></tr><tr><td>2016/17</td><td>93.70%</td><td>95.80%</td><td>94.50%</td><td>97.40%</td></tr><tr><td>2017/18</td><td>96.70%</td><td>95.40%</td><td>94.50%</td><td>94.80%</td></tr><tr><td>2018/19</td><td>94.60%</td><td></td><td></td><td></td></tr></table>	Year	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	2016/17	93.70%	95.80%	94.50%	97.40%	2017/18	96.70%	95.40%	94.50%	94.80%	2018/19	94.60%				Performance for Qtr 1 for 2018/19 is very similar to the last Qtr and exceeds target. There is not a government set target for this measure.
Year	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4																							
2016/17	93.70%	95.80%	94.50%	97.40%																							
2017/18	96.70%	95.40%	94.50%	94.80%																							
2018/19	94.60%																										
Open for Business Corporate Manager Lee Carvell																											
Performance measure	Period		Data	Target	Council	Trend	Comments																				
OFB01 No: Business Enquiries/Business Assisted directly through the OfB Team/Project Group NEW MEASURE Cabinet Member: Simon Barrett Data Owner: Lee Carvell	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4		20	tbc	BDC	 <table><caption>No: Business Enquiries/Business Assisted directly through the OfB Team/Project Group</caption><tr><th>Quarter</th><th>Value</th></tr><tr><td>Qtr.1</td><td>20</td></tr><tr><td>Qtr.2</td><td></td></tr><tr><td>Qtr.3</td><td></td></tr><tr><td>Qtr.4</td><td></td></tr></table>	Quarter	Value	Qtr.1	20	Qtr.2		Qtr.3		Qtr.4		This measure reflects individual enquiries so does not cover broader activity eg group engagement, project work, business forums etc. Some were direct into the team, some were referred by partners. They are from a variety of different sectors and scales and matters included grant funding, business rate relief enquiries, business support, sites/relocation and growth/export and other including problem/barrier solving requests. This is the first data collection for this measure and provides an initial baseline.										
Quarter	Value																										
Qtr.1	20																										
Qtr.2																											
Qtr.3																											
Qtr.4																											

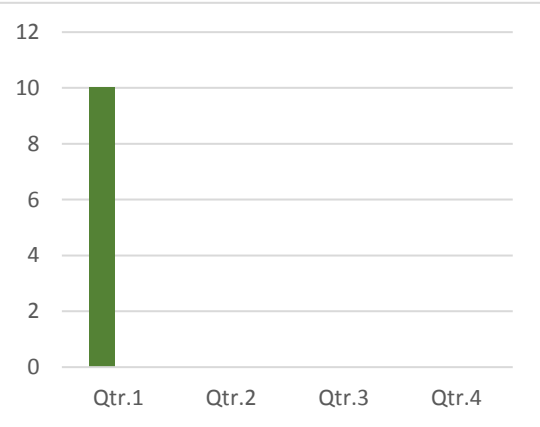
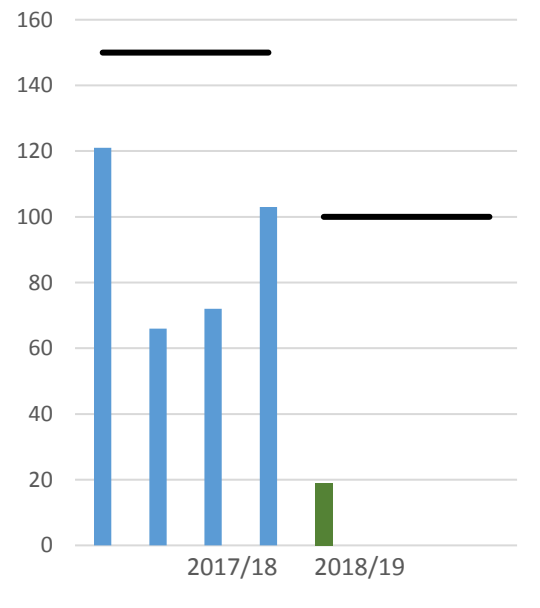
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<div>Housing</div> <div>Assistant Director Gavin Fisk</div> <div>The Housing Service Area includes: Home Ownership, Sheltered Housing, Tenancy Management, Income Collection, Property Services, Building Services (BMBS), Private Sector Housing, Housing Development, Housing Solutions, Choice Based Lettings and HRA Finance. Our Vision is for residents of Babergh & Mid Suffolk to live in districts where people have access to affordable and high-quality homes that enable them to build settled, safe and healthy lives, within sustainable and thriving communities.</div>				
	April - June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<div>1. As at June 2018, standard void times have reduced by 37 Days for BDC and 17 Days for MSDC. This exceeds the 10-day target previously set and a positive downward trend towards the long-term target of 21 days.</div> <div>2. A bid has been submitted to the LGA Housing Advisers Programme to ‘Improve access to the Private Rented Sector’. The bid is requesting specialist adviser support to deliver a project with the Housing Solutions Team to increase access to the private rented sector for those at risk of homelessness.</div>	<div>1. The Government has recently announced the regulations on bidding for additional HRA borrowing, which includes the opportunity to use additional borrowing along with Homes England Grant or Right to Buy Receipts. Babergh & Mid Suffolk both qualify to bid for the additional borrowing, should it be required to support our ambitious plans to build new Council homes.</div>		

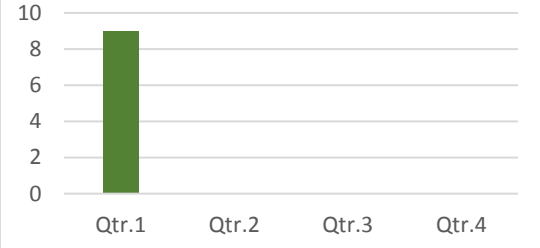
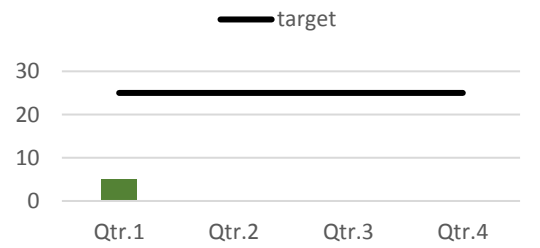
Impact on communities / the way we work	1.Delivering an effective and efficient VOID service means we are making effective use of our assets and maximising our rental income. 3. This is a key focus of the new Homelessness Reduction Act and if successful it would enable the team to bring this project forward and deliver it sooner than currently planned.	1. A project team is working on the development of a bid, should we feel it would assist our current ambitions and support our current Housing Revenue Accounts.				
Key for trend graph: <div><div>●</div> 2015/16</div> <div><div>●</div> 2016/17</div> <div><div>●</div> 2017/18</div> <div><div>●</div> 2018/19</div> <div>—— target</div>	Key: n/a not applicable n/av not available highlighted measure, further detail in main report					
Tenancy Services Corporate Manager Lee Crowdell						
Performance measure	Period	Data	Target	Council	Trend	Comments
TS01 % of local authority housing rent (incl. garages) collected Cabinet Member: Jan Osborne Data Owner: Lee Crowdell/Polly Bearman	2017/18		98%	BDC		The overall performance of the Income Team has only weakened by less than 1%. This has, in part, been the effect of Universal Credit, however changes within the team have already improved performance in the past two months, on an individual officer basis. Performance is being closely monitored and will be supported further by the introduction of an Income Management Policy.
	Qtr. 1	98.39%				
	Qtr. 2	98.33%				
	Qtr. 3	98.17%				
	Qtr. 4	98.11%				
	2018/19		98%			
	Qtr. 1	98.24%				
	Qtr. 2					
	Qtr. 3					
Qtr. 4						

Performance measure	Period	Data	Target	Council	Trend	Comments
TS02 Value/percentage of arrears caused by Universal Credit NEW MEASURE Cabinet Member: Jan Osborne Data Owner: Lee Crowdell/Polly Bearman	2018/19 Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4		tbc	BDC		The report required to produce this data is still under development - further updates will be provided in future reporting.
Performance measure	Period	Data	Target	Council	Trend	Comments
TS03 £Levels of write off against bad debt provision NEW MEASURE Cabinet Member: Jan Osborne Data Owner: Lee Crowdell/Polly Bearman	2018/19 Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	£13,587.25	£65,000 Annual	BDC		Within our business plans and financial accounts we make allowances for 'bad debt' or monies that we are unfortunately unable to recover. We continue to only write off monies that are uneconomical to collect or where every opportunity to recover the debt has been exhausted.
Property Services Corporate Manager Heather Worton						
Performance measure	Period	Data	Target	Council	Trend	Comments
PS03 No: of House in Multiple Occupation licenses issued NEW MEASURE Cabinet Member: Jan Osborne Data Owner:	2018/19 Qtr. 3 Qtr. 4		tbc	BDC		We are working closely with the other Suffolk District and Borough Councils and Suffolk Fire and Rescue to ensure we have a consistent approach to the new HMO legislation. A joint protocol is being produced which details the required standards in all HMO's. All associated documentation e.g. application forms and information material will be the same across all Suffolk authorities. An associated Licence Fee Policy has been discussed at Cabinet. Reporting on PS04 will therefore begin after Q3 when the legislation will be in place.

Performance measure	Period	Data	Target	Council	Trend	Comments
PS04 £ Committed budget for Disabled Facilities Grants (cumulative) NEW MEASURE Cabinet Member: Jan Osborne Data Owner: Theresa Grzedzicki/Christine Ambrose	2018/19 Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	£74597.10 (18% of budget)	tbc	BDC		We are working with Orbit Home Improvement Agency to improve their performance in responding to the incoming demand for DFG's. Their performance is steadily improving, however it remains an area of concern. There have been staff resourcing issues within Property Services and only statutory work (within the Private Sector Housing team) has been undertaken. An additional member of staff starts on Monday 30 July and we will review capacity in 3 months' time
BMBS Housing Maintenance Corporate Manager Justin Wright-Newton						
Performance measure	Period	Data	Target	Council	Trend	Comments
BMBS01 % of repairs completed within agreed timescale (by priority/trade) NEW MEASURE Cabinet Member: Jan Osborne Data Owner: Justin Wright-Newton	2018/19 Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	Job Priority Percentage Completed in time 1 Day 50% 3 Day 59% 5 Day 70% 20 Day 57% 60 Day 25% By Trade Percentage Completed in time Brick Layer 67% Carpenter 60% Day Rate 77% Electrician 50% Plumber 59% Various 59%	93%	Both		Currently figures are combined with Babergh - we will look to provide Mid Suffolk and Babergh split within future reporting arrangements. The target has not been achieved as a result of a lack of resource (needed to close the completed jobs off the system) and the lack of site completions due to the mobile working solution not being functional for all operational staff throughout the first quarter. With the roll out of Total Mobile this should create a more consistent reflection of completed jobs from site with the operatives taking ownership of completing the jobs off the system they have been tasked with. Some temporary resource has been implemented to focus on the closing off of the historic works orders so this may reflect in an overall change of the current percentages.

Homeless Prevention and Financial Inclusion Corporate Manager Heather Sparrow						
Performance measure	Period	Data	Target	Council	Trend	Comments
HP01 No: of households in B&B accommodation more than six weeks AMENDED MEASURE Cabinet Member: Jan Osborne Data Owner: Victoria Stuart	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	10	0	BDC		We are aware we have a challenge with how many households are living within B&B accommodation for more than six weeks. We are confident that with the purchase of The Foyer in Stowmarket, along with a wider review in this financial year of our temporary accommodation, this will help us to deliver against target by increasing the number of temporary accommodation units available across our districts.
Performance measure	Period	Data	Target	Council	Trend	Comments
HP03 No. of households where homelessness has either been prevented or relieved through intervention by the Housing Solutions Officers. AMENDED MEASURE Cabinet Member: Jan Osborne Responsible Officer: Victoria Stuart	2017/18 Qtr. 1 Qtr. 2 Qtr.3 Qtr.4 2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	121 66 72 103 19	150 100	BDC		Target has been reduced by 50 from previous year due to no longer using the P1E recording methodology. The new system, known as H-Clic, is very different therefore we cannot produce a like-for-like report on previous years. To give some idea of what the team (five staff) have dealt with since April 2018 (as well as prevent 19 households from homelessness), they have taken over 200 applications from those either homeless or at risk of becoming so within 56 days. This is more applications than the team took in the whole of the last financial year. There have been 100 cases accepted under the new 'prevention' duty and 30 cases under 'relief' duty.
Performance measure	Period	Data	Target	Council	Trend	Comments
HP04 Movement (-/+) on the housing register (including total divided by bands) NEW MEASURE Cabinet Member: Jan Osborne Data Owner:	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	Band A - 52 Band B - 152 Band C - 250 Band D - 35 Band E – 451 Band F – 0 TOTAL - 940	No Target Information Only	BDC		This is a new measure so the data submitted is a base line for us to measure against in future quarters i.e we can indicate a plus or minus on movement.

Performance measure	Period	Data	Target	Council	Trend	Comments
HP05 £ of Discretionary Housing Grants obtained NEW MEASURE Cabinet Member: Jan Osborne Data Owner:	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	£26,070.64	£106,396	BDC		These grants are administered by Shared Revenues Partnership and they are used to help people in financial difficulty, to top up rent payments, to prevent homelessness and keep people in their current home.
Performance measure	Period	Data	Target	Council	Trend	Comments
HP06 No: of cases in which the Tenancy Support Officers (Financial Inclusion) has likely prevented eviction. NEW MEASURE Cabinet Member: Jan Osborne Data Owner:	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	23	75	BDC	<p>The chart shows a single green bar for Qtr.1 with a value of 23. A horizontal black line representing the target is drawn at the 75 level for the remaining quarters (Qtr.2, Qtr.3, Qtr.4). The y-axis ranges from 0 to 80 in increments of 20.</p>	The work being carried out by the Tenancy Support Officers is essential to minimising the risk of evictions taking place. As you can see from the data, in Q1 they have already prevented 23 cases which is ahead of the target for the year.
Performance measure	Period	Data	Target	Council	Trend	Comments
HP07 No: of Personal Budgeting Support interventions for Universal Credit NEW MEASURE Cabinet Member: Jan Osborne Data Owner:	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	26	No Target Information Only	BDC	<p>The chart shows a single green bar for Qtr.1 with a value of 26. The y-axis ranges from 0 to 30 in increments of 5. No target information is provided for the other quarters.</p>	Almost all post codes within Babergh and Mid Suffolk are now part of Universal Credit Full Service. We have three Tenancy Support Officers who all work one day per week at their nominated Job Centre (Ipswich, Stowmarket or Sudbury), where they carry out personal budgeting support to those claiming UC. We have received really positive feedback on the service we are providing from the Department of Work & Pensions.

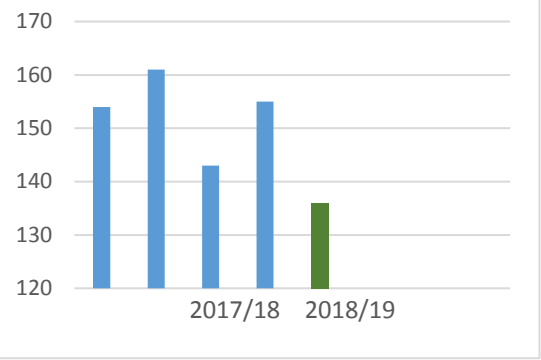
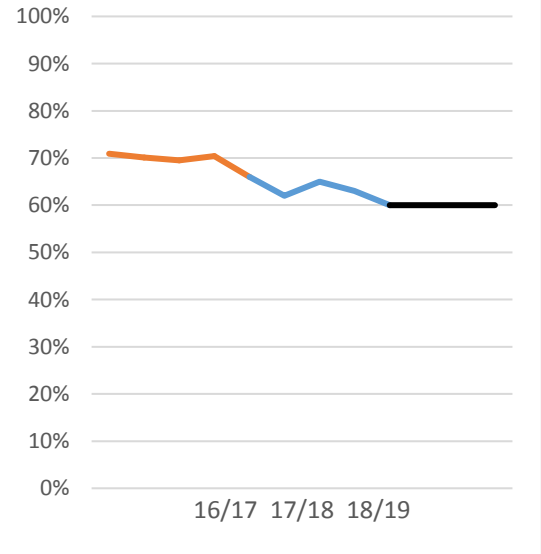
Housing Financials Professional Lead Tricia Anderson						
Performance measure	Period	Data	Target	Council	Trend	Comments
HF03 No: of houses built for HRA NEW MEASURE Cabinet Member: Data Owner: Corporate Manager: Anne Bennett	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	0	Target within the Affordable Housing Strategy for 2018 - 2021 is 210 This is inline with a new development partner being appointed.	BDC		Four schemes currently being progressed with a total of 38 Affordable units - 1-3 Queensland Shotley – 5 Affordable units, 16 Queensland Shotley- 3 Affordable units, 11 and 12 Ipswich Road, Brantham - 9 Affordable units, Angel Court Hadleigh - 21 Affordable units. Angel Court due in to planning Aug/Sept 2018, NB: financial viability still underway so mix subject to change, all schemes being progressed to submit for planning asap.
Performance measure	Period	Data	Target	Council	Trend	Comments
HF04 No: of houses acquired for HRA NEW MEASURE Cabinet Member: Data Owner: Tricia Anderson Corporate Manager:	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	9	Houses acquired are part of the overall target of 210 (see above)	BDC		1 property in Leavenheath, 1 property in Sudbury and 7 shared ownership properties in Holbrook (20 more to be completed in Holbrook across the 18/19 financial year). Meetings with a developer are also due to take place regarding 8 units at Raydon. Both councils have made a commitment to match fund all RTB receipts and to prevent RTB receipts being returned to central government.
Performance measure	Period	Data	Target	Council	Trend	Comments
HF05 No: of houses sold through Right to Buy NEW MEASURE Cabinet Member: Data Owner: Tricia Anderson/Caroline Pearce	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	5	25	BDC		Tenants can apply to buy their homes under Right to Buy and can be liable for up to 70% discount if they meet specific government criteria. Therefore, a house sold under RTB will not give us the same funding as it would if sold on the housing market.

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Communities Assistant Director The Communities Service Area includes: Safe Communities (including community safety, anti-social behaviour, safeguarding and the Community Safety Partnership) Strong Communities (including grants, external funding, community development, and community rights) Healthy Communities and Policy (including health and wellbeing, health interventions and preventative activity) Public Realm (including grounds maintenance, street cleansing, arboriculture and public conveniences)				
	April - June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<p>Mental Health work has included a successful Mental Health Awareness and Dementia Fortnight in the workplace with many activities in partnership with SCC and HR. 11 staff members now trained as Mental Health First Aiders.</p> <p>The Communities team recently completed a full Section 11 Audit which required the Councils' to evidence how well we are meeting our statutory obligations in relation to safeguarding, duty of care, and promoting the welfare of Children and Vulnerable Adults. The audit takes account of the level of Corporate commitment toward safeguarding and how the Councils' ensure that safeguarding measures are implicit in our procurement processes and embedded into our policies. The Audit was validated by a Panel of members from the Local Safeguarding Children's Board. The Panel confirmed that Babergh and Mid Suffolk Councils provided strong evidence of compliance and agreed we demonstrated a high standard of service.</p>			

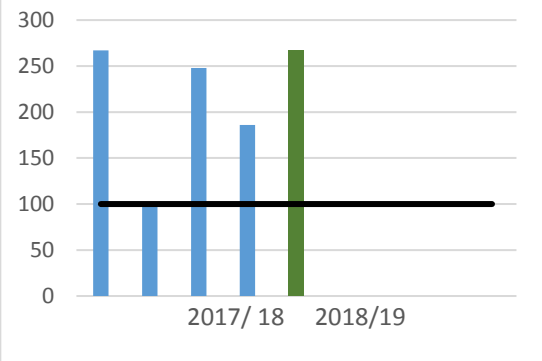
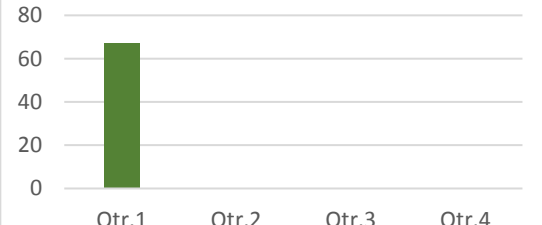
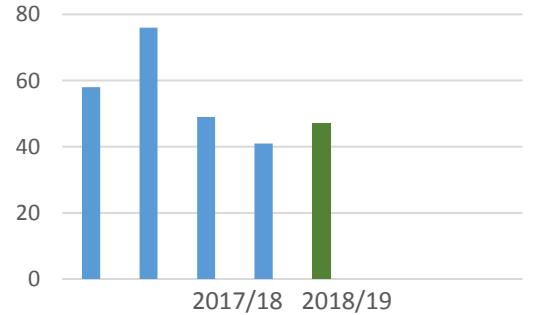
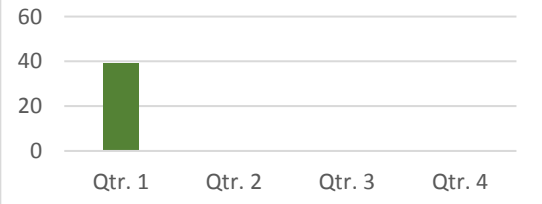
Main Achievements continued	The Health and Wellbeing Team have officially launched a new three-year joint project with Suffolk Sport.			
Impact on communities/ the way we work	Active Wellbeing is a bespoke approach to help people living in rural communities who are physically inactive, into more active lifestyles. The programme will also support the development of new activities, where they are needed, to help older people to become and stay, active. Active Wellbeing will initially work with GP surgeries in Long Melford and Lavenham.			
<div>Key for trend graph:</div> <div><div><div>2015/16</div><div>2016/17</div><div>2017/18</div><div>2018/19</div><div>target</div></div><div><div>Key:</div><div>n/a not applicable</div><div>n/av not available</div></div></div>				

<div> <div> Assistant Director Chris Fry <div>The</div> </div> <div> <div>Environment and Commercial Partnerships</div> <div> The Environment and Commercial Partnerships teams provide the services and expertise to support our communities and businesses to maintain a sustainable environment and meet the highest possible standards of environmental protection, food safety, energy efficiency, built environment, heritage protection and waste management. </div> </div> </div>				
	April - June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<ul style="list-style-type: none"> • Additional 721 Garden Waste customers in the first 3 months exceeding the annual target set. • MRF Procurement documentation completed and advertised • Recycling Officers attended Hadleigh Show • ‘Solar Suffolk Together’ launched • Electric Vehicle point in Hadleigh installed • Suffolk Climate Change Partnership successfully bid for just under £2.8M from the Warm Homes Fund • 1445 Environmental enquiries, complaints and consultations dealt with • Successful bid for £10,000 to the Litter Innovation Fund for Suffolk 			
Main Achievements (continued)	Central Government gave local authorities the opportunity to bid for funding to combat roadside littering. £10,000 funding was secured and the project is supported by all 7 Suffolk local authorities, each authority also put £500 into the budget and agreed to pledge officer time for monitoring.			
Impact on communities / the way we work	Support for local events and continued expansion of garden waste collection service is enabling communities to recycle and compost more waste and by pursuing prosecutions for fly-tipping we are helping to protect communities from illegal and irresponsible behaviours.			

<div><div>Key for trend graph:<div><div>2015/16</div><div>2016/17</div><div>2017/18</div><div>2018/19</div></div><div>target</div></div><div>Key:<div>n/a not applicable</div><div>n/av not available</div><div>highlighted measure, further detail in main report</div></div></div>						
Building Control <div>Corporate Manager Paul Hughes</div>						
Performance measure	Period	Data	Target	Council	Trend	Comments
BC01 No: of live cases for building control Cabinet Member: Tina Campbell Data Owner: Paul Hughes	2017/18					A 'live' case can be anything from an extension to a multiple unit development, there is no distinction as each will result in a single application to building control. A small drop in applications coming in reflects anecdotal evidence from customers of a general slow down in construction activity. We will continue to monitor to see if this trend continues.
	Qtr. 1	154				
	Qtr. 2	161				
	Qtr. 3	143				
	Qtr. 4	155				
	2018/19		tbc	BDC		
	Qtr. 1	136				
	Qtr. 2					
	Qtr. 3					
	Qtr. 4					
Performance measure	Period	Data	Target	Council	Trend	Comments
BC02 % of market share of building control applications Cabinet Member: Tina Campbell Data Owner: Paul Hughes	2016/17					Our competitors for market share continue to market aggressively in our district. Work is underway to stabilise our share however staff resource issues have caused us to focus on maintaining service levels in the short term.
	Qtr.1	70.90%				
	Qtr. 2	70.10%				
	Qtr. 3	69.50%				
	Qtr. 4	70.40%				
	2017/18					
	Qtr. 1	66.00%				
	Qtr. 2	62.00%		BDC		
	Qtr. 3	65.00%				
	Qtr. 4	63.00%				
	2018/19		60%			
	Qtr. 1	60.00%				
	Qtr. 2					
	Qtr. 3					
	Qtr. 4					

Waste Services Corporate Manager Oliver Faiers						
Performance measure	Period	Data	Target	Council	Trend	Comments
WS01 £ Overall income generated through chargeable waste services (including business waste) Cabinet Member: Tina Campbell Data Owner: Laura Sewell	2016/17		1,142,369	BDC		Performance on target
	Qtr.1	934,021				
	Qtr.2	1,071,057				
	Qtr.3	1,157,230				
	Qtr.4	1,234,283				
	2017/18		1,295,997			
	Qtr.1	956,383				
	Qtr.2	1,142,859				
	Qtr.3	1,236,724				
	Qtr.4	1,314,492				
	2018/19		1,380,000			
	Qtr.1	985,090				
	Qtr.2					
	Qtr.3					
	Qtr.4					
Performance measure	Period	Data	Target	Council	Trend	Comments
WS04 £ Income generated through business waste services Cabinet Member: Tina Campbell Data Owner: Laura Sewell	2015/16		575,000	BDC		A strong start influenced by the majority of clients paying either annually or half their invoice during this quarter. Growth from adding services, such as additional bins and some events leading to growth in income compared to last year. Cumulative figure is plotted on graph to show the final total income generated.
	Qtr.1	470,464				
	Qtr.2	4,922				
	Qtr.3	101				
	Qtr.4	2,241				
	2016/17					
	Qtr.1	505,021				
	Qtr.2	20,173				
	Qtr.3	8,792				
	Qtr.4	4,233				
	2017/18					
	Qtr.1	540,982				
	Qtr.2	9,174				
	Qtr.3	7,581				
	Qtr.4	1,083				
	2018/19					
	Qtr.1	551,345				
	Qtr.2					
	Qtr.3					
	Qtr.4					

Performance measure	Period	Data	Target	Council	Trend	Comments
WS05 No: of business waste customers Cabinet Member: Tina Campbell Data Owner: Laura Sewell	2015/16					On Track
	Qtr.1	824				
	Qtr.2	843				
	Qtr.3	840				
	Qtr.4	836				
	2016/17					
	Qtr.1	846				
	Qtr.2	872				
	Qtr.3	871				
	Qtr.4	882				
	2017/18					
	Qtr.1	879				
	Qtr.2	885				
	Qtr.3	881				
	Qtr.4	884				
	2018/19					
	Qtr.1	880				
	Qtr.2					
	Qtr.3					
	Qtr.4					
			900	BDC		
Performance measure	Period	Data	Target	Council	Trend	Comments
WS06 No: of garden waste subscribers Cabinet Member: Tina Campbell Data Owner: Laura Sewell	2015/16					Performance exceeded target.
	Qtr. 1	12,100				
	Qtr. 2	12,257				
	Qtr. 3	12,283				
	Qtr. 4	12,413				
	2016/17					
	Qtr. 1	12,695				
	Qtr. 2	12,985				
	Qtr. 3	12,963				
	Qtr. 4	13,127				
	2017/18					
	Qtr. 1	13,378				
	Qtr. 2	13,567				
	Qtr. 3	13,563				
	Qtr. 4	13,567				
	2018/19					
	Qtr. 1	14,288				
	Qtr. 2					
	Qtr. 3					
	Qtr. 4					
			14,200	BDC		

Performance measure	Period	Data	Target	Council	Trend	Comments	
WS07 Missed Bins - rate/100,000 collections Cabinet Member: Tina Campbell Data Owner: Laura Sewell	2017/18		100	Both		Performance below expected. Higher number of missed bins partly caused by use of agency staff not sure of rounds to cover holiday and sickness of regular employees. Our contractor has reorganised staffing to improve their performance and to improve the number of missed bins reported.	
	Qtr. 1	267					
	Qtr. 2	98					
	Qtr. 3	248					
	Qtr. 4	186					
	2018/19		100				
	Qtr. 1	266.6					
	Qtr. 2						
	Qtr. 3						
	Qtr. 4						
Sustainable Environment Corporate Manager James Buckingham							
Performance measure	Period	Data	Target	Council	Trend	Comments	
SE01 No: of instances of fly tipping NEW MEASURE Cabinet Member: Tina Campbell Data Owner: Joanna Hart	2016/17	313	n/a	BDC		This will now be reported on a quarterly basis	
	2017/18	291					
	2018/19						
	Qtr.1	67					
	Qtr.2						
	Qtr.3						
	Qtr.4						
Performance measure	Period	Data	Target	Council	Trend	Comments	
SE03 No: of planning enforcement cases referred to team Cabinet Member: Tina Campbell Data Owner: Simon Bailey	2017/18		n/a	BDC		No comment	
	Qtr. 1	58					
	Qtr. 2	76					
	Qtr. 3	49					
	Qtr. 4	41					
	2018/19						
	Qtr. 1	47					
	Qtr. 2						
	Qtr. 3						
	Qtr. 4						
Performance measure	Period	Data	Target	Council	Trend	Comments	
SE04 No: of planning enforcement decisions resolved NEW MEASURE Cabinet Member: Tina Campbell Data Owner: Simon Bailey	2018/19		n/a	BDC		No comment	
	Qtr. 1	39					
	Qtr. 2						
	Qtr. 3						
	Qtr. 4						

Performance measure	Period	Data	Target	Council	Trend	Comments
SE05 £Solar PV net income generated Cabinet Member: Tina Campbell Data Owner: Sharon Bayliss	2018/19 Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	£74,277	tbc	BDC		Target to be developed however it should be noted that due to the variables outside of our control, this will impact on target/performance. Variables include Right to Buy, the weather and how dirty a solar panel gets can effect individual performance therefore, impacting on income generated.
Countryside and Public Realm Corporate Manager Peter Garrett						
Performance measure	Period	Data	Target	Council	Trend	Comments
CPR02 The amount of waste collected from community litter picks NEW MEASURE Cabinet Member: Margaret Maybury Data Owner: Peter Garrett	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	bags collected 180	No target, these are new programmes with baselines to be established	BDC		No comment
Performance measure	Period	Data	Target	Council	Trend	Comments
CPR03 No: of community litter picks supported by council NEW MEASURE Cabinet Member: Margaret Maybury Data Owner: Peter Garrett	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	36	No target, these are new programmes with baselines to be established	BDC		Community litter picks take place in Sudbury on a monthly basis, in Hadleigh the group meet twice a week. There are also 22 individuals that regularly pick litter in their areas.
Performance measure	Period	Data	Target	Council	Trend	Comments
CRP04 Average response time for fly tipping from report to collection NEW MEASURE Cabinet Member: Margaret Maybury Data Owner: Peter Garrett	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	1 day	No target these are new programmes with baselines to be established	BDC		This measure is based on number of working days.

Agenda Item 11

BABERGH DISTRICT COUNCIL

TO:	BDC Cabinet	REPORT NUMBER:	BCa/18/32
FROM:	Cabinet Member for Planning	DATE OF MEETING:	13 September 2018
OFFICER:	Nicola Parrish, Senior Infrastructure Officer	KEY DECISION REF NO.	CAB76

BABERGH CIL COLLECTION, ALLOCATION AND EXPENDITURE REPORT 2017-18 FINANCIAL YEAR

1. PURPOSE OF REPORT

- 1.1 The CIL Regulations 2010 (as amended) require that the Council, as a CIL Collecting Authority, produces a Regulation 62 Financial Report for each financial year.
- 1.2 This report sets out the latest position regarding the collection, allocation and expenditure of the councils Community Infrastructure Levy (CIL) for the 2017/18 financial year. It provides CIL collection and allocation related information:
 - From 11 April 2016 to 31 July 2018
 - The Babergh CIL Regulation 62 Monitoring Report for 2017/18

2. OPTIONS CONSIDERED

- 2.1 The Council is required under the CIL Regulations to publish a report for the financial year in which it collects CIL or has CIL collected on its behalf and must also report on any money which has not been spent in that year. The CIL Regulations 62 (4) go on to describe the required content of the report.
- 2.2 To not provide a Regulation 62 Report in the required format would mean the Council is in breach of the CIL legislation.

3. RECOMMENDATIONS
3.1 That the CIL report and Babergh CIL Regulation 62 Monitoring Report be noted for information.
REASON FOR DECISION
3.2 There is a statutory requirement to produce a Regulation 62 CIL Monitoring Report and publish this on the Councils website by 31 December of the following financial year.

4. KEY INFORMATION

- 4.1 CIL is charged at a £m² rate and is charged on most new development granted permission. Its purpose is to contribute some funding towards the provision of new infrastructure needed to support growth.
- 4.2 CIL is collected in accordance with the CIL Regulation 2010 (as amended) and is usually paid in instalments as detailed in Table 1:

Table 1

Amount of calculated CIL	Number of Instalments	Payment periods and amounts
Any amount less than £50,000	2	50% of the chargeable amount within 90 days (3 months) of the commencement date, the remaining 50% of the chargeable amount within 150 days (5 months) of the commencement date
Amounts equal to or greater than £50,000 and less than £100,000	3	25% of the chargeable amount within 90 days (3 months) of the commencement date, 25% of the chargeable amount within 270 days (9 months) of the commencement date, and the remaining 50% of the chargeable amount within 360 days (12 months) of the commencement date
Amounts equal to or greater than £100,000	5	20% of the chargeable amount within 90 days (3 months) of the commencement date with the balance payable in four equal instalments within 270 days (9 months), 360 days(12months), 480 days (16 months) and 730 days (24 months) of the commencement date

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 There is a direct link with the joint strategic priorities of Housing and Strong and Healthy Communities. The purpose of CIL is to provide infrastructure to mitigate the impact of housing growth and to support sustainable development and growth.

6. FINANCIAL IMPLICATIONS

- 6.1 Table 2 below shows the CIL received by year since CIL was adopted on 11 April 2016.

Table 2

CIL received BDC	2016/17	2017/18	1 April 2018 to 31 July 2018
CIL Admin (5%)	4,186.97	25,722.34	31,132.32
Neighbourhood CIL (15% or 25%)	12,560.90	78,738.56	93,396.97
Regulation 123 Fund	66,991.39	409,985.95	498,117.18
TOTAL	83,739.26	514,446.85	622,646.47

CIL ALLOCATIONS

- 6.2 Table 3 below shows the total Neighbourhood CIL payments made to the Town and Parish Councils to date. The two statutory payment dates are as follows:

- Neighbourhood CIL paid 28 October (CIL received between 1 April and 30 September)
- Neighbourhood CIL paid 28 April (CIL received between 1 October and 31 March)

Table 3

Parish Councils	October 2016	April 2017	October 2017	April 2018
Acton Parish Council				85.08
Assington Parish Council		3,221.78		
Bildeston Parish Council			4,332.55	
Brettenham Parish Council				2,199.31
Cockfield Parish Council				2,171.38
Copdock & Washbrook Parish Council				3,928.20
East Bergholt Parish Council			2,236.71	3,928.82
Glemsford Parish Council		4,690.44	5,246.51	
Gt Cornard Parish Council				1,659.47
Gt Waldingfield Parish Council				1,574.94
Hadleigh Town Council		1,152.94	7,834.24	5,553.30
Leavenheath Parish Council			2,782.60	1,235.96
Newton Parish Council			17,373.89	
Polstead Parish Council	2,561.80			
Shimpling Parish Council				5,252.84
Sproughton Parish Council				2,002.84
Stutton Parish Council			304.31	304.31
Sudbury Town Council		933.92	5,984.18	2,747.11
Totals	2,561.80	9,999.08	46,094.99	32,643.56

7. LEGAL IMPLICATIONS

- 7.1 CIL is collected, allocated and reported in accordance with the CIL Regulations 2010 (as amended). The Babergh Regulation 62 Monitoring Report 2017-18 attached as appendix A is reported in compliance with CIL Regulation 62 and will be published on the Councils website by 31 December 2018.

8. RISK MANAGEMENT

- 8.1 This report most closely links with Strategic Risk no. 1d – Housing Delivery: If we do not secure investment in infrastructure (schools, health, broadband, transport etc.), then development is stifled and/or unsustainable

- 8.2 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If we do not secure investment in infrastructure (schools, health, broadband, transport etc.), then development is stifled and/or unsustainable.	Unlikely (2)	Bad (3)	Adopted Community Infrastructure Levy (CIL), secure investment on infrastructure via planning process (e.g. S106). Creating Strategic Planning and Infrastructure framework (SPIF),

CURRENT RISK SCORE: 6			creating Local Plan, Infrastructure Strategy, New Anglia LEP Economic Strategy, draft created.
Failure to produce a Regulation 62 report would result in non-compliance with the CIL Regulations 2010 (as amended) and may mean that members and the public are not aware of CIL income and expenditure activities.	Highly Unlikely (1)	Noticeable /Minor (2)	The Infrastructure Team produces the report which is checked and verified by Financial services/open to review by External Audit. Reminders are set to ensure the report is published by the statutory date. The format of the Regulation 62 Monitoring report is laid out in the CIL Regulations, so there is no risk in relation to the way the information is presented.

9. CONSULTATIONS

- 9.1 Key Stakeholders are consulted/advised when Neighbourhood CIL Payments are made in April and October and CIL Allocation Reports are published on the Councils website by 28 April and 28 October accordingly in compliance with CIL Regulations.
- 9.2 CIL Regulation 62 (5) provides that the Regulation 62 Monitoring Report is published on the Councils website by 31 December following the financial year it relates to.

10. EQUALITY ANALYSIS

- 10.1 Equality Impact Assessment (EIA) is not required. There are no equality and diversity implications arising directly from the content of this report.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 There are no environmental implications arising directly from the content of this report.

12. APPENDICES

Title	Location
(A) Babergh CIL Regulation 62 Monitoring Report 2017-18	Attached

13. REPORT AUTHOR

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Senior Infrastructure Officer

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Community Infrastructure Levy (CIL) Regulation 62 Monitoring Report 2017/2018

Babergh District Council

1.0 Introduction

1.1 The Babergh Community Infrastructure Levy (CIL) Charging Schedule was approved by Full Council on the 20 January 2016 and came into effect on the 11 April 2016. Planning applications decided on or after the 11 April 2016 may be subject to CIL.

1.2 Babergh will use CIL to secure Strategic Infrastructure as shown on the Regulation 123 list.

1.3 Regulation 62 of the CIL Regulations 2010 (as amended) requires a Charging Authority to: "Prepare a report for any financial year ("the reported year") in which:

- a) it collects CIL, or CIL is collected on its behalf; or
- b) an amount of CIL collected by it or by another person on its behalf (whether in the reported year or any other) has not been spent."

2.0 Monitoring

2.1 Table 1 on the following page sets out the CIL Monitoring information as required by Regulation 62 (4) (as amended).

3.0 Further Information

3.1 Further information about the Babergh CIL including the Charging Schedule, Instalment Policy, Regulation 123 List and CIL Financial Reports can be found on our Developer Contributions (CIL) webpages.

Infrastructure Team

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Table 1 – Babergh CIL Monitoring Information 2017/18

Regulation 62 Reference	Description	Amount Collected / Project Title	Notes
4 (a)	Total CIL receipts for the reported year	£514,446.85	CIL Income received between 1 April 2017 and 31 March 2018
4 (b)	Total CIL expenditure for the reported year	£74,792.09	This includes the allocations of Neighbourhood CIL made to parish councils between 1 April 2017 and 31 March 2018 that may have been collected in the previous financial year. The expenditure is broken down in detail below within section 4c.
4 (c)	summary details of CIL expenditure during the reported year (other than in relation to CIL to which regulation 59E or 59F applied) including:	-	-
4 (c) (i)	the items of infrastructure to which CIL (including land payments) has been applied	n/a	CIL Bid Round 1 funds will be allocated from 2018-19 financial period onwards
4 (c) (ii)	Amount of CIL expenditure on each item	n/a	CIL Bid Round 1 funds will be allocated from 2018-19 financial period onwards
4 (c) (iii)	Amount of CIL applied to repay money borrowed, including any interest, with details of the infrastructure items which that money was used to provide (wholly or in part)	£0	
4 (c) (iv)	Amount of CIL applied to administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation	£18,698.02 5%	£3,333.02 allocated in April 2017 and £15,365.00 allocated in October 2017
4 (ca)	The amount of CIL passed to:- (i) any local council under regulation 59A or 59B (ii) any person under regulation 59(4)	£56,094.07	A full list of Neighbourhood CIL allocations for April 2017 and October 2017 are detailed on the CIL Reporting webpage
4 (cb)	Summary details of the receipt and expenditure of CIL to which regulation 59E or 59F applied during the reported year including:		Neighbourhood CIL for Parish Meetings has not been retained

	<p>(i) the total CIL receipts that regulations 59E and 59F applied to</p> <p>(ii) the items to which the CIL receipts to which regulations 59E and 59F applied have been applied; and</p> <p>(iii) the amount of expenditure on each item</p>	<p>£0</p> <p>£0</p> <p>£0</p>	
4 (cc)	<p>Summary details of any notices served in accordance with regulation 59E, including:</p> <p>(i) the total value of CIL receipts requested from each local council; and</p> <p>(ii) any funds not yet recovered from each local council at the end of the reported year.</p>	<p>£0</p> <p>£0</p>	No clawback has occurred as 5 year period does not apply until 2021
4 (d)	<p>Total amount of</p> <p>(i) CIL receipts for the reported year retained at the end of the reported year other than those to which regulation 59E or 59F applied;</p> <p>(ii) CIL receipts from previous years retained at the end of the reported year other than those to which regulation 59E or 59F applied;</p> <p>(iii) CIL receipts for the reported year to which regulation 59E or 59F applied retained at the end of the reported year;</p> <p>(iv) CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the reported year;</p>	<p>£439,654.76</p> <p>£66,991.30</p> <p>£0</p> <p>£0</p>	<p>Total CIL receipts for the reported year less Neighbourhood CIL and CIL Admin allocations</p> <p>2016-17 Receipts less 2016-17 Neighbourhood CIL and CIL Admin allocations (in other words Reg 123 Funds)</p> <p>No Parish Meeting funds held for 2017-18</p> <p>No Parish Meeting funds held for 2016-17</p>
4 (e)	<p>The amount in relation to any infrastructure payments accepted by the charging authority—</p> <p>(i) the items of infrastructure to which the infrastructure payments relate,</p> <p>(ii) the amount of CIL to which each item of infrastructure relates</p>	<p>none</p> <p>£0</p>	No infrastructure payments have been received or made

Agenda Item 12

BABERGH DISTRICT COUNCIL

TO: BDC Cabinet	REPORT NUMBER: BCa/18/33
FROM: Cabinet Member for Planning	DATE OF MEETING: 13 SEPTEMBER 2018
OFFICER: Christine Thurlow Professional Lead Key Sites and Infrastructure	KEY DECISION REF NO. CAB77

COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE BUSINESS PLAN

1. PURPOSE OF REPORT

- 1.1 The CIL Expenditure Framework, the CIL Expenditure Framework Communications Strategy and the Timeline for Implementation and Review were all adopted by both Councils on the 24th April 2018 (Babergh) and 26th April 2018 (Mid Suffolk). (Background Documents refer)
- 1.2 The processes and governance around CIL expenditure is set out in these documents and the type of infrastructure that CIL 123 monies can be spent on is set out in each Councils Regulation 123 list. (Background Documents refer).
- 1.3 CIL expenditure operates using a process of twice yearly bid rounds which occur on the 1st- 31st May and 1st - 31st October each year. Once all the Bids have been validated, all valid Bids are then screened for the availability of s106 funds (allowing the opportunity for other funding streams to also be considered). Following this all valid Bids are prioritised using criteria set out in the CIL Expenditure Framework and recommendations on Valid Bids are included within a CIL Business Plan for each District. The CIL Business Plan for that District will be considered by that Councils Cabinet with decisions on all valid Bids either for Cabinet to make or for Cabinet to note (if the valid Bid has been determined using delegated powers).
- 1.4 This report seeks to obtain approval by Cabinet for Babergh' s CIL Business Plan - September 2018 which forms Appendix A to this report. This report also contains the assessment of the Bids including the judgements around the prioritisation criteria. (Appendix B)

2. OPTIONS CONSIDERED

- 2.1 There is a diverse spectrum of approaches to CIL expenditure across the country from Unitary Authorities who have absorbed CIL into their individual Capital Programmes to others who ringfence all funds to be spent locally. A range of different approaches was identified in Appendix A of the Framework for CIL Expenditure report provided to Cabinet's on the 5th and 8th of February 2018 and discussed in full during the workshops with the Joint Member advisory panel. Members however adopted the documents set out in paragraph 1.1 above in April 2018.

<p>3. RECOMMENDATIONS</p> <p>3.1 That the CIL Expenditure Business Plan and accompanying technical assessments of the CIL Bids forming Appendices A and B and which include decisions on valid Bids for Cabinet to make and those for Cabinet to note be approved. (This CIL Business Plan also includes all those valid CIL Bids where offers of other sources of funding have been made for projects as part of the CIL process such that the value of that CIL Bid is reduced).</p> <p>3.2 Cabinet are asked to note that Bid B11-18 has been withdrawn. CIL Bids B01-18, B06-18 and B07-18 are valid but require further work before making any decision or recommendation. All other invalid CIL Bids continue to be worked upon and will be carried forward to the next CIL Bid round 2 for consideration.</p>	<p>REASON FOR DECISION</p> <p>Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL on the 11th April 2016. The CIL Expenditure Framework adopted in April 2018 requires the production of a CIL Business Plan for each District which contains decisions for Cabinet to make or note on CIL Bids for CIL expenditure. These decisions relating to the expenditure of CIL monies form the one of the ways which necessary infrastructure supporting growth is delivered.</p>
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4. KEY INFORMATION

- 4.1 Given the determination of “available monies” for Bid Round 1 - (paragraphs 6.7 and 6.8 below) Members are advised: -
- 11 Bids submitted in total – all acknowledged and given a reference
 - Majority of Bids were initially invalid due to inadequate or erroneous information. Further information on all such Bids has been requested.
 - A list of Valid Bids is published on the Web site (including a recent addition to the list when another Bid became valid due to satisfactory information being received)
 - 6 out of the 11 Bids are collaborative (ie more than one source of anticipated income for the project.)
 - The remaining 5 bids seek 100% CIL monies for funding for the project.
 - 10 of the 11 remaining Bids are from Parish Councils or Community Groups with the remaining Bid from an infrastructure provider (Suffolk County Council).

- The total value of the Bids being made is **£318,892.94** (excluding all withdrawn CIL Bids and those where the proposal was not Regulation 123 compliant. This figure includes invalid and valid Bids except for the proposal at Thorpe Morieux where the value of the Bid and the cost of the project is unknown).
- Not all of the Bids are CIL 123 Regulation compliant. (ie Bids which do not form part of the CIL 123 list) All such Bidders have been made aware these cannot be progressed.

Conclusions of key information

- 4.2 The amount of money sought from Bidders in Bid round 1 is below the figure of “available funds” from the Local Infrastructure fund. Not all Bids have been made valid yet because further clarifying information is required and/or because not all of the necessary formal approvals are yet in place to allow the Bid (and therefore the project to commence on site (ie the grant of planning permission and /or Building Regulation approval for the project). One Bid has also been withdrawn. Three other Bids have been deferred to allow further work on the Bids to occur before any recommendation is made. This has therefore reduced demand on the available funds for expenditure in this Bid round.
- 4.3 The list of CIL Bids for the first round is contained in the CIL Business Plan and includes Valid and Invalid Bids. (Appendix A) The valid Bids have been the subject of Consultation, Screening (for s106 and the opportunity has been taken to consider other potential sources of funding). In addition, where appropriate, these valid Bids have been assessed using the prioritisation criteria in the CIL Expenditure Framework so that a decision can be made. This forms the technical assessment using all the criteria in the CIL Expenditure Framework and comprises Appendix B. (All valid Bids where a decision is being taken will be the subject of a technical assessment.)
- 4.4 Where decisions on Valid Bids are delegated they have been determined and the decision is for Members to note. Where under the governance arrangements Valid Bids have been submitted and these are for Cabinet to decide, a recommendation has been provided (for each valid Bid) for Cabinet to consider and determine.
- 4.5 All those Bids which are currently listed as invalid in the Appendix A will be carried forward to the next Bid round unless otherwise stated. This will allow further discussions to take place, the submission of further information which clarifies/amends the Bid and/or confirms that all the necessary formal approvals for the project have now been secured.

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 The effective spending of CIL Monies will contribute to all the three priority areas that Councillors identified in the Joint Strategic Plan. Economy and Environment Housing and Strong and Healthy Communities.

6. FINANCIAL IMPLICATIONS

- 6.1 The adopted CIL Expenditure Framework is critical to the funding of infrastructure to support inclusive growth and sustainable development.

- 6.2 The CIL Regulations stipulate that CIL monies which are collected must be spent on Infrastructure. Each Council is required to publish a list of infrastructures that they will put the CIL towards. These lists, known as the “Regulation 123 lists”, were adopted and published in January 2016. These documents are different for both Councils; the hyperlink for the 123 List for Babergh is contained at paragraph 12.1.
- 6.3 CIL is collected and allocated in accordance with the CIL Regulations 2010 (as amended). Each Council retains up to 5% of the total CIL income for administration of CIL. From the remainder, 15% is allocated to Parish or Town Councils but where there is a Neighbourhood Plan in place this figure rises to 25%. For those parishes where there is no Parish or Town Council in place the Council retains the monies and spends the CIL Neighbourhood funds through consultation with the Parish
- 6.4 Since the implementation of CIL for both Councils on the 11th April 2016 there have been four payments to Parish Councils, in October 2016, April 2017, and October 2017 and April 2018. At the time that the Parish pay-outs are made, the 20% save for Strategic Infrastructure fund is also undertaken. The Strategic Infrastructure Fund money is stored separately to the Local Infrastructure Fund at this point. As this accounting requires Finance to verify the figures, daily accounting in this way would be too cumbersome and resource hungry to carry out. There is no adverse impact on the Bid Round process or cycle to this method of accounting. Indeed, these dates work well with the Bid round process. (Paragraph 1.3 refers).
- 6.5 The remaining 80% of the CIL 123 monies comprises the Local Infrastructure Fund from which the available funds for expenditure against the Bid round are calculated. Within the CIL Expenditure Framework infrastructure provision for major housing developments is prioritised and ringfenced for spend against these housing projects. In this way housing growth occurring within the Districts is supported by infrastructure provision.
- 6.6 When commencement of these major housing schemes occurs, monies are collected according to the CIL Payment plan in place. If the scale of development is large the CIL Payment Plan could be up to 5 equal payments collected over a two-year timescale. Smaller developments are required to pay the money in less instalments and over a shorter timescale. These monies are held in a separate account from the Strategic and Local Infrastructure fund to ensure the monies are safeguarded for that development. The remaining monies are known as the “**available funds**” and it is these (together with Bids for allocated funds if any are submitted) that can be spent against according to the Bid round process.

Available funds For Strategic and Local Infrastructure Funds – Babergh

- 6.7 These are: -
- Total Amount of Regulation 123 monies available (after 5% CIL admin charge and Parish apportionment pay-out on the 28th April 2018)
 - Strategic Infrastructure Fund £ 95,395.47
 - Local Infrastructure Fund £ 381,581.88

- One major housing schemes where commencement has occurred and CIL monies have been paid before 28th April Parish pay- out date. (Former Brett Works Hadleigh)
- As such the Local Infrastructure pot needs to be reduced by £5,772.47 for ring fenced infrastructure. (see CIL Business Plan)

6.8 The available funds (from the Local Infrastructure Fund) for expenditure on Bid round 1 is **£375,809.41** The total value of the CIL Bids for approval of infrastructure in Bid round 1 is £76,402.95. The amount to be carried forward to the next Bid round is £299,406.46

Expenditure	Total	2017/18	2018/19	2019/20
CIL Expenditure “Available Funds” in Bid Round 1		N/A	£375,809.41	N/A
Total Expenditure in Bid Round 1		N/A	£76,402.95	N/A
Amount carried forward to Bid Round 2		N/A	£299,406.46	N/A

7. LEGAL IMPLICATIONS

- 7.1 The detailed framework for CIL expenditure is legally sound and robust and was designed including a legal representative from the Councils Shared Legal Service (who also attended each of the Joint Member workshop sessions and agreed the adopted CIL Expenditure Framework documents (prior to consideration by Cabinet and Council of both Districts).
- 7.2 This report and the accompanying CIL Business Plan for Babergh District Council-September 2018 (including Appendices A and B) has also been endorsed as being sound and legally compliant by the Councils Shared Legal Service.
- 7.3 Governance arrangements agreed in April 2018 as part of the CIL Expenditure Framework are indicated for each Bid in the list of Bids. The delegation for making Delegated decisions for the Community Infrastructure Levy falls to Assistant Director Growth under the governance arrangements in the CIL Expenditure Framework.
- 7.4 Regulation 62 of the CIL Regulations 2010 (as amended) requires CIL charging authorities to publish monitoring statistics for collection allocations and expenditure of CIL monies by the 31st of December for each year. The 2017 Monitoring Report for both Councils is published on our websites (see below).

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/Babergh-District-Council-CIL-Monitoring-Report-2016-17.pdf>

- 7.5 The Regulation 62 report for the financial year 2017/2018 forms a separate item to Cabinet for consideration.

8. RISK MANAGEMENT

8.1 This report is most closely linked with the Strategic Risk 1d – Housing Delivery. If we do not secure satisfactory investment in infrastructure (schools, health, public transport improvements etc) then development is stifled and /or unsustainable.

8.2 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
<p>Failure to allocate expenditure such that if we do not secure investment in infrastructure (schools, health, public transport improvements etc.), then development is stifled and/or unsustainable.</p> <p>Current Risk Score: 6</p>	Unlikely (2)	Bad (3)	<p>Adopted Community Infrastructure Levy (CIL), secures investment on infrastructure via the planning process (which includes S106). Creating the Infrastructure Delivery Plan as part of the Strategic Plan, Joint Local Plan with associated Infrastructure Strategy and Infrastructure Delivery Plan will ensure that infrastructure across both Councils is addressed, New Anglia LEP Economic Strategy, draft created together with the Councils Open for Business Strategy.</p>
<p>Failure to produce a yearly Regulation 62 report would result in non-compliance with the CIL Regulations 2010 (as amended) and may mean that Members and the public are not aware of CIL income and expenditure activities.</p>	Highly Unlikely (1)	Noticeable /Minor (2)	<p>The Infrastructure Team produces the report which is checked and verified by Financial services/open to review by External Audit. Reminders are set to ensure the report is published by the statutory date. The format of the Regulation 62 Monitoring report is laid out in the CIL Regulations, so there is no risk in relation to the way the information is presented</p>

Failure to monitor expenditure such that CIL expenditure is not effective.	Unlikely (2)	Bad (3)	The software which supports CIL collection will be used to support CIL expenditure. In addition, it is envisaged that a yearly CIL Business plan (with a 6 month update) will be produced which will include details of all allocated and proposed CIL expenditure and this together with the software will be used for effective monitoring.
If too high a value is allocated into the Strategic 123 CIL Fund, there is a risk that there would be insufficient Local 123 CIL Funding available to deliver the infrastructure required to mitigate the harm, thereby ensuring sustainable development.	Unlikely (2)	Bad (3)	The Infrastructure Team will continue to monitor all allocations of Regulation 123 CIL Funds and the CIL Expenditure Framework review will include this risk as a key element of the review to ensure the level set remains appropriate.
If 25% Neighbourhood CIL is automatically allocated to any Parish/Town councils where there is no Neighbourhood Plan in place, there is a risk that there would be insufficient 123 CIL Funding to allocate to the Strategic 123 CIL Fund and also the risk that there would be insufficient Local 123 CIL Funding available to deliver the infrastructure required to mitigate the harm, thereby ensuring sustainable development.	Unlikely (2)	Bad (3)	The Infrastructure Team will continue to monitor all allocations of Neighbourhood CIL and Regulation 123 CIL Funds and the CIL Expenditure Framework review will include this risk as a key element of the review to ensure allocations of CIL remain appropriate and projects to make development sustainable are able to be delivered.
If commencements of major housing developments were not correctly monitored or the incorrect apportionment of CIL 123 monies were to occur such that monies could not be allocated towards major housing developments, inadequate infrastructure provision would result.	Unlikely (2)	Disaster (4)	The Infrastructure Team will continue to monitor all commencements of development through the service of the required Commencement Notice by developers such that correct apportionment of 123 CIL Funds can be undertaken. The CIL Expenditure Framework review will include this risk as a key element of the review to ensure allocations of CIL remain appropriate and projects to make development sustainable are able to be delivered.

Assurances (for collection of CIL monies)

- 8.3 In September 2016 Internal Audit issued a report in relation to CIL governance processes. The Audit Opinion was High Standard and no recommendations for improvement to systems and processes were made. Table 5 provides a definition of this opinion:

Table 5

	Operation of controls	Recommended action
High standard	Systems described offer all necessary controls. Audit tests showed controls examined operating very effectively and where appropriate, in line with best practice.	Further improvement may not be cost effective.
Effective	Systems described offer most necessary controls. Audit tests showed controls examined operating effectively, with some improvements required.	Implementation of recommendations will further improve systems in line with best practice.
Ineffective	Systems described do not offer necessary controls. Audit tests showed key controls examined were operating ineffectively, with a number of improvements required.	Remedial action is required immediately to implement the recommendations made.
Poor	Systems described are largely uncontrolled, with complete absence of important controls. Most controls examined operate ineffectively with a large number of non-compliances and key improvements required.	A total review is urgently required .

- 8.4 On the 18th December 2017 Joint Overview and Scrutiny received a fact sheet on collection and current thinking on CIL expenditure and questions were answered in relation to it. Members of that Committee were advised of the route map towards getting a framework for CIL expenditure formally considered. Members were advised that this would be a key decision for both Councils and would need to go to Cabinet and then full Council. The resulting joint CIL: Expenditure Framework, the CIL Expenditure Communications Strategy and the Timeline for the Expenditure of CIL and its Review were adopted by both Councils on the 24th April 2018 (Babergh) and 26th April 2018 (Mid Suffolk).
- 8.5 In May 2018 the results of an investigation by Internal Audit on behalf of the Assistant Director Growth were produced following complaints regarding the CIL process in place for Babergh and Mid Suffolk. The investigation concluded: -
- “The information provided to the public in relation to the CIL process is superior to that found for some other Councils and the team go over and above the requirements when supporting applicants where resources allow them to do so. It is Internal Audit’s opinion that the Infrastructure team, even though working under challenging conditions with increasing numbers of applications, are providing a good service to customers and also pro-actively looking for ways to improve where possible.”
 - “The audit opinion is therefore high standard” – (paragraph 8.3 defines high standard classification)

Assurances (for collection and expenditure of CIL Monies)

- 8.6 It is likely that a further internal audit of CIL collection and expenditure will occur in quarter three of 2018, commencing September onwards (Audit Workplan 2018) As such Internal Audit have already been invited to be part of the Review process of CIL and have already attended the Joint Member panel meeting on the 10th July 2018.
- 8.7 It is expected that internal audit will continue to regularly audit CIL collection allocation and expenditure processes and actual expenditure once any scheme is developed and implemented.
- 8.8 As Members will recall there is a timeline for implementation of CIL and its review which contains key dates for the remainder of the CIL expenditure year cycle (Background papers refer)
- 8.9 The Review of the CIL Expenditure Framework starts after the first Bid round has been completed in September 2018 and occurs at the same time as the second Bid round is happening such that the Review is completed by April 2019.
- 8.10 Both Councils also agreed in April 2018: -
- That the Review of the CIL Expenditure Framework should be the subject of scrutiny by Overview and Scrutiny after the first Bid round. Dates have been included for this in the forward workplan for Overview and Scrutiny on the 18th and 22nd October 2018.
 - The Joint Member Panel will also inform the Review going forward before its formal consideration.

9. CONSULTATIONS

- 9.1 The CIL Expenditure Communications Strategy contains a requirement for both Councils to consult the following bodies or organisations (for a period of 21 days) where Valid Bids for their Wards or Parish have been submitted: -
- Division County Councillor
 - District Member(s)
 - Parish Council
- 9.2 Where appropriate as part of the CIL process and assessment of the Bids, Officers have also taken advice from other Officers within the Council; including the Communities team and the Strategic Leisure Advisor.
- 9.3 Regular Parish events and Member briefings will continue to be held to familiarise all with the Expenditure Framework and how we can continue to work together to provide infrastructure for the benefit of our communities.

10. EQUALITY ANALYSIS

- 10.1 There are no equality and diversity implications arising directly from this report.

11. ENVIRONMENTAL IMPLICATIONS

It is important that appropriate infrastructure migrates harm which could be caused by new development without its provision. CIL is one way in which infrastructure is provided and the CIL Expenditure Framework requires two bid rounds per year supported by the provision of a Business Plan for each bid round. This CIL Expenditure Framework contains the Bids and outcomes for bid round 1. There is no EIA Assessment required.

12. APPENDICES

Title	Location
A The CIL Business Plan for Babergh -September 2018	ATTACHED
B Appendix B to the CIL Business Plan for Babergh -September 2018	ATTACHED

13. BACKGROUND DOCUMENTS

13.1 The CIL Expenditure Framework, the CIL Expenditure Framework Communications Strategy and the Regulation 123 List for Mid Suffolk District Council together with the Timetable for the implementation of the CIL Expenditure Framework and Review constitute background papers for this report. These were adopted by Mid Suffolk on the 26th April 2018 and are as follows:-

- The CIL Expenditure Framework:

<https://baberghmidsuffolk.moderngov.co.uk/documents/s9921/CIL%20Appendix%20A.pdf>

- The CIL Expenditure Framework Communications Strategy:

<https://baberghmidsuffolk.moderngov.co.uk/documents/s9922/CIL%20Appendix%20B.pdf>

- Regulation 123 List for Babergh District Council:

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/BDC-123-list-Jan-2016.pdf>

- The Timetable for the implementation of the CIL Expenditure Framework and Review

<https://baberghmidsuffolk.moderngov.co.uk/documents/s9925/CIL%20Appendix%20E.pdf>

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The Community Infrastructure Levy (CIL) Expenditure Business Plan

Babergh District Council

September 2018

CIL BUSINESS PLAN - SEPTEMBER 2018

KEY FACTS

- The CIL Expenditure Framework, the CIL Communications Strategy and Timeline for implementation and review were approved on the 24th April 2018. Documentation on website
Babergh - <http://baberghmidsuffolk.moderngov.co.uk/documents/s9846/BC1733%20CIL%20report.pdf>
- First Bid Round (for Infrastructure providers including Officers from BMSDC and Parishes and Community Groups) for funds opened 1st May - 31st May 2018.
- Above documents contain the processes, criteria for consideration and governance of the scheme which includes the production of a CIL Business Plan (twice yearly – after each bi annual Bid Round). This document contains decisions to be made by Cabinet on Bids and for Cabinet to note decisions which have been made under delegated powers (all as detailed in the Governance section of the CIL Expenditure Framework)
- 20% of all CIL collected (after the 5% Admin charge and the Parish apportionment has been deducted) is being saved for Strategic Infrastructure expenditure (definition in the CIL Expenditure Framework)
- Infrastructure for new Housing growth (over ten dwellings) is prioritised in the CIL Expenditure Framework and the CIL monies collected against such schemes are saved in a different fund in order that these monies are available for those housing projects.
- The remaining Regulation 123 monies are available for Local Infrastructure expenditure (definition in the CIL Expenditure Framework) and it is these “**available funds**” (together with prioritised expenditure) that CIL Bids will be spent against.
- The “**available funds**” are stated below together with details of all new starts on new major housing growth projects (within the specified period) so that allocated funds can be understood.
- All CIL expenditure must be in accordance with the CIL 123 list which is on the Web site
Babergh - <http://baberghmidsuffolk.moderngov.co.uk/documents/s9923/CIL%20Appendix%20C.pdf>
- Timetable for consideration of Bids and the review of the CIL Expenditure Framework is on the website
Babergh and Mid Suffolk - <http://baberghmidsuffolk.moderngov.co.uk/documents/s9925/CIL%20Appendix%20E.pdf>

CONSIDERATION OF BIDS

Key Facts

- All received Bids are acknowledged and all missing or outstanding information must be submitted before the Bid can be made valid and progressed to formal determination
- When a Bid is made valid, consultation will occur with the Division County Councillor the Ward District Member(s) and the Parish Council for a period of 21 days.
- All valid Bids will be assessed against the Validation, Screening and Prioritisation criteria set out in the CIL Expenditure Framework. For each Bid there will be a Technical assessment section (Appendix B) accompanying the CIL Business Plan
- The technical assessment of all the Bids contains a conclusion section that the recommendation to Cabinet in the CIL Business Plan is founded upon.
- The CIL Business Plan for each Council contains decisions to be made by the Districts Cabinet on Bids or for Cabinet to note where decisions have already been made under delegated powers (all as detailed in the Governance section of the Councils CIL Expenditure Framework)

PRIORITISATION OF FUNDS

- The CIL Expenditure Framework requires “all planning decisions to approve housing/employment development which carry Infrastructure to be provided by CIL and necessary for an approved growth project (those with planning permission and considered by Planning Committee) shall be supported and considered a priority so that the approved development which is ultimately carried out is sustainable”.
- As such any such planning applications which have been commenced and for which CIL monies have been received shall have the CIL monies kept in a different pot so that the spend against these priority infrastructure projects can be safeguarded for the community receiving the growth. The remaining monies shall be known as the “**available funds**” for expenditure in the Bid round process. Those priority schemes where works have started and are subject to CIL will be listed below in this document together with the amount of CIL collected so far. Infrastructure Officers will work to ensure that Bids are received for these priority schemes.

PRIORITY HOUSING/EMPLOYMENT SCHEMES (commenced since adoption of CIL – 11th April 2016-28th April 2018)

LOCATION	ADDRESS	APPROVED DEVELOPMENT	TOTAL AMOUNT OF CIL TO BE COLLECTED	AMOUNT OF CIL COLLECTED TO DATE	TOTAL INFRASTRUCTURE REQUIREMENTS AT TIME OF THE PLANNING APPLICATION	BIDS SUBMITTED AND TOTAL AMOUNT OF CIL SOUGHT
HADLEIGH	Former Brett Works	B/16/00670	£9,620.78	£9,620.78	Libraries = £14,256.00 Health = £20,580.00	None as yet

AVAILABLE MONIES

Total Amount of Regulation 123 monies available (after 5% CIL admin charge and Parish apportionment pay-out on the 28th April 2018 allowing for the 20% save for Strategic Infrastructure and the prioritisation of funds to meet the infrastructure costs associated with new major housing developments)

- **Strategic Infrastructure Fund £ 95,395.47**
- **Local Infrastructure Fund £ 381,581.88**
- **Prioritisation of funds for major housing growth projects (listed above) following reduction of amount for 5% administration, 15% for Neighbourhood CIL and 20% Strategic 123 Fund = HADLEIGH B/16/00670 = £5,772.47 ringfenced value**
- **AVAILABLE FUNDS FOR BID ROUND 1 = £375,809.41**

CIL BUSINESS PLAN

The following table comprises a list of CIL Bids received in Bid Round One (1st May -31st May 2018). Not all of the Bids are Valid (either missing information, no formal approvals for the proposed infrastructure or further investigation or clarification being sought). All Bids where no decision is being made or where they are invalid will be carried forward to the next Bid round).

The sum total of all the recommendations in this CIL Business Plan result in a spend of £76,402.95 from the available monies leaving the remainder to go back into the pot for Local Infrastructure Fund spend in Bid Round Two. This is as follows:

- **Total Value of Bids being approved through Bid Round 1 (both Delegated and Cabinet) = £76,402.95**
- **Local Infrastructure Fund monies being carried forward to Bid Round 2 = £299,406.46**

LIST OF BIDS RECEIVED FOR BID ROUND ONE (1ST May - 31ST May 2018) FOR BABERGH DISTRICT COUNCIL (including recommendations to Cabinet to make decisions or for Cabinet to note delegated decisions already taken).

This list should be read in conjunction with Appendix B which comprises the technical assessment upon which the recommendations are based)

Bid Number	Location by Parish/ Address	Type of Bid and Bidder	Reg 123 list compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding and amounts	Consultation and expiry date(on valid Bids only)	Valid	Reasons why Bids invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
B01-18	SUDBURY A131 Corner of Walnut Tree Lane	New Bus Stop to directly serve the development (17/03677)	Yes - Public transport improvements	£2,500.00	Yes	Total cost £2,500.00	Start date 19 th July. 21 day period expires 9 th August	Yes	N/A	Following an objection to the proposed infrastructure from Sudbury Town

Bid Number	Location by Parish/ Address	Type of Bid and Bidder	Reg 123 list compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding and amounts	Consultation and expiry date(on valid Bids only)	Valid	Reasons why Bids invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
		Suffolk County Council								Council, Suffolk County Council have asked the Bid determination be deferred to Bid round 2 to resolve the objection,
B02-18	MONKS ELEIGH	Information Technology for the new Village Hall and hearing loop speakers and a screen to show films. Trustee Monks Eleigh Village Hall	Yes Provision of Leisure and Community facilities	£10,750.00	Yes	Total cost £10,750.00	Start date 19 th July. 21 day period expires 9 th August	Yes	N/A	Recommendation to Cabinet to approve CIL Bid for £10,750.00
B03-18	COCKFIELD Field to the northeast of Mackenzie and Crowbrook Place	Provision of recreational land and shelter will secure a long term and strategic legacy for the village and provide joined up	Yes Provision of community facilities	£30,196.58 plus VAT which can be claimed back by the Parish Originally Now £29,028.91	No	Total cost £41,516.00 (excluding VAT which PC will claim back} Existing S106 funding held	Start date 19 th July. 21 day period expires 9 th August.	Yes	N/A	The Screening process has allowed another £1,167.67 to be put into this project from unspent s106 funds. On this basis the recommendation to Cabinet is to

Bid Number	Location by Parish/ Address	Type of Bid and Bidder	Reg 123 list compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding and amounts	Consultation and expiry date(on valid Bids only)	Valid	Reasons why Bids invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
		access to other green spaces Cockfield Parish Council				by the Parish - £11,319.42				approve this CIL Bid subject to upper limit on CIL Bid being £29,028.91 thereby covering 100% of the total cost of the project (excluding VAT (which the PC can claim back))
B04-18	COCKFIELD Triangular shaped piece of land to the northeast of New Barn Farm Lavenham Road Cockfield	Provision of Open space for leisure and recreational purposes Cockfield Parish Council	Yes Provision of community facilities	£22,328.62 (plus VAT to be claimed back via the Parish) Originally Now £21,160.94 due to offer of s106 monies	No	Total cost £38,830.00 (excluding VAT) S106 funding – £2,330.00 Cockfield Parish CIL funds £2,171.38 Parish Council ring fenced amount for purchase of the land £1,0000.00	Start date 19 th July, 21 day period expires 9 th August	Yes	N/A	Recommendation to Cabinet to approve CIL Bid subject to upper limit on CIL Bid being £21,160.94 to allow for use of s106 monies which will be £1,167.68 hereby covering 100% of the total cost of the project (excluding VAT (which the PC can claim back))

Bid Number	Location by Parish/ Address	Type of Bid and Bidder	Reg 123 list compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding and amounts	Consultation and expiry date(on valid Bids only)	Valid	Reasons why Bids invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
						Parish Council Ring fenced monies for legal fees for the purchase of the land £2,000.00				
B05-18	EAST BERGHOLT Flatord Lane	Signage for a Quiet Lane designation – signs mounted on wooden posts at appropriate places along Flatford Lane East Bergholt Parish Council	No these are highway works. Not Regulation 123 list compliant.	£6,955.20 including VAT £1,159.20 and Venue Hire /publicity material /advertising of £1,456.00	Yes	Total cost £6,955.20	N/A	No	N/A	Not Regulation 123 list compliant. The CIL Bid cannot be progressed and has been treated as withdrawn
B06-18	EAST BERGHOLT East Bergholt High School	Tiered seating for Community and School use for Music Drama and Films as well as Public speaking	Yes	£45,000.00	Yes, for seating but part of a larger project	Total Cost 539,220.00 ESFA CIF Award £377,220.00 School Loan from ESFA £100,000.00	Start date 19 th July. 21 day period expires 9 th August	Yes	N/A	Defer consideration of Bid until Bid round 2 to secure Community User Agreement such that the infrastructure is

Bid Number	Location by Parish/ Address	Type of Bid and Bidder	Reg 123 list compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding and amounts	Consultation and expiry date(on valid Bids only)	Valid	Reasons why Bids invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
		conference and training facilities East Bergholt Parish Council and East Bergholt High School				Additional School contribution £10,000.00 Schools association donations and fund raising £7,000.00				capable of being used by both the school and the Community
B07 -18	PRESTON ST MARY Preston St Mary Village Hall	Provision of cooking facilities and inside toilets Preston St Mary Village Hall Committee	Yes Provision of Community facilities	£195000	Yes	Total cost £195,000.00	Start date 19 th July. 21 day period expires 9 th August.	Yes	N/A	That a decision on this CIL Bid be deferred to allow further work to understand exact costings of the project as it is considered that the three quotes for the building works for this CIL Bid are too high. The opportunity is also being taken to investigate and secure external funding and

Bid Number	Location by Parish/ Address	Type of Bid and Bidder	Reg 123 list compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding and amounts	Consultation and expiry date(on valid Bids only)	Valid	Reasons why Bids invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
										Community grant opportunities. It is recommended that this CIL Bid be taken forward to Bid round 2.
B08 -18	THORPE MORIEUX	Seating for a WW1 Commemorative Area in the year of the 100 Armistice which can also be used for other events It will also contain a fire pit depicting horses and soldiers Thorpe Morieux Village Hall Committee	Yes Provision of Community Facilities	To follow once details of donations to the Village Hall have been determined	Unknown	Unknown	N/A	No	Precise cost of the project and amount of CIL Bid is unknown. Land ownership and the need for planning permission also unknown.	Bid invalid as cost of project and therefore CIL Bid is unknown.
B09-18	COCKFIELD	Refurbishment of the kitchens including the installation of a	Yes- Provision of Community Facilities	£9,928.76	No	Total cost £24,990.70 (excluding VAT)	Start date 19 th July. 21 day period expires 9 th August	Yes	N/A	Delegated decision taken on 20th August 2018 Decision for Cabinet to note

Bid Number	Location by Parish/ Address	Type of Bid and Bidder	Reg 123 list compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding and amounts	Consultation and expiry date(on valid Bids only)	Valid	Reasons why Bids invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
		dedicated electric supply Cockfield Village Hall Management Committee				Time offered to the Parish - £300.00 Cockfield Community Council - £10,000.00 Green Links Village Magazine £3,000.00 Village Hall Funds £4,000.00				
B10-18	LINDSEY Village Hall Church Road	Electric Charging Vehicle Points Village Hall Management Committee	Yes Provision of Community Facilities	£5,534.34	Yes	Total cost £5,534.34	Start date 8 th August 21 day period expires on the 29 th August	Yes	N/A	Delegated decision taken on the 20th August 2018. Decision for Cabinet to note
B11-18	GREAT CORNARD The Stevenson Centre	Improvements and extensions to centre	Yes provision of Community facilities	£100,000.00	No	Total cost £568,000 Great Cornard Parish Council £135,000.00	N/A	No	N/A	This Bid has been withdrawn as £25,000.00 has been offered to Great Cornard from Community Grants on the

Bid Number	Location by Parish/ Address	Type of Bid and Bidder	Reg 123 list compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding and amounts	Consultation and expiry date(on valid Bids only)	Valid	Reasons why Bids invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
						Public Works Loan Board - £300,000.00 Great Cornard Town Land Charity £30,000.00 Lord Belstead Trust £2,000.00				basis that the remaining funds have already been secured for the project (thereby meaning that no CIL money is required).

Appendix B - Babergh

Technical Assessment of Bid – Project B02-18 Monks Eleigh Village Hall- Hearing loop speakers projector and a screen

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Improved access to all for talks, drama and film presentations; The whole community would benefit regardless of age, ethnicity or gender.
Delivery /timescales	The Hall hopes to open in October and so the equipment can be procured and installed as soon as funding is available.
Necessary other approvals	n/a for these internal alterations – checked with Building Control
Public or private land	Owned Monks Eleigh Parish Council – village hall has a formal lease
State aid details if any	n/a
Details of future funding maintenance	Maintenance will be built into the yearly maintenance and health and safety time table for the Village Hall, including PAT testing.

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
Must follow the CIL 123 list	Yes – provision of community facilities
Can the infrastructure be provided using s106 funds	No -none collected for Village Halls and Community Centres
Is Bid complete	Yes
Has information be verified	Yes
Is this infrastructure linked to a major housing project which has priority?	No

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	Yes meets the strategic priorities of community engagement and provision of facilities for cohesion.
It represents key infrastructure (essential)	No
Value for money	Unclear as only one professional quote provided
Clear community benefits	The community benefits that this would provide are:- <ul style="list-style-type: none"> • Access to all to talks, drama and film presentations through an excellent sound system through the Hall • The equipment to show presentations and films digitally • To install a hearing loop to aid those with hearing difficulties
Community support (including results of the Consultation exercise)	Yes - A recent survey has identified some 18 areas of activity where a new village hall would provide much benefit to the community. The project has County Divisional Member Support.
Deliverability ("oven ready" schemes)	Yes - project can be delivered upon grant and access of funding and is not dependent on other funding streams being achieved.
Affordability (from CIL Funds)	Yes
Timeliness	Yes - project can be delivered upon grant and access of funding.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	No – no other funding streams for this project have been identified however the wider Village Hall project has achieved collaborative funding.

Supports housing and employment growth	The village hall project will support both current residents and any future growth proposed for the area.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Maintenance will be built into the yearly maintenance and health and safety time table for the Village Hall, including PAT testing.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	No

CONCLUSIONS

- This project has local resident support and also County Division Member support and generally meets the criteria for prioritisation.

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £10,750

Technical Assessment of Bid – Project B03-18 Cockfield field to the northeast of Mackenzie and Crowbrook Place – provision of recreational land and shelter

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Directly serves development ref DC/17/05332 as well providing open space for existing residents. Project will enable access through to other areas of village for residents.

Delivery /timescales	Within 6 months of receiving CIL funding (last piece of puzzle)
Necessary other approvals	No planning permission required
Public or private land	Will be public once purchased
State aid details if any	n/a
Details of future funding maintenance	Existing Parish Council working group will be responsible for maintenance. Also volunteers. Parish Council will pay for any other improvements/costs.

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
Must follow the CIL 123 list	Yes – Provision of Off-site Open Space
Can the infrastructure be provided using s106 funds	Yes – some s106 funding already secured, with a further £1167.67 that could be provided in conjunction with CIL funding
Is Bid complete	Yes
Has information be verified	Yes – site has been visited with photos taken
Is this infrastructure linked to a major housing project which has priority?	No safeguarding for this project but directly serves DC/17/05332

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	Project directly serves DC/17/05332. Open Space is specified in Committee report By BMSDC Landscape as being necessary, but this project is not specified. The Master Plan identifies land adjacent to the Project Land as being “community land” provided by the developer. The Project Land would link this community land to another existing piece of Open Space via the railway path.
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	Open Space provides area for exercise and outdoor activity. Joint Strategic Plan says Babergh will “Shape, influence and provide the leadership to support and facilitate active, healthy and safe communities” Policy SC10 of the Babergh Local Plan says new development should “make provision for open space, amenity, leisure and play through providing, enhancing and contributing to the green infrastructure of the district”

It represents key infrastructure (essential)	no
Value for money	3 quotes obtained for each part of the works – land price £4,798/acre
Clear community benefits	Yes – linking new development with existing facilities in the village, more open space for play and outdoor activity
Community support (including the results of the Consultation exercise)	Yes – letter of support from Ward member, village petition containing 4 pages of comments from a wide range of community members supporting the project, email of support from SCC Division Member
Deliverability (“oven ready” schemes)	Yes – CIL
Affordability (from CIL Funds)	yes
Timeliness	Yes – see above
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	Yes – s106 funds
Supports housing and employment growth	Yes – see above
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes -
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	No

CONCLUSIONS

- This project has wide community support and will mitigate residential development in the area; both existing and proposed. It is an affordable “oven ready” scheme where some s106 monies has been offered towards the cost of the project

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid subject to upper limit on CIL Bid being £29,028.91 to allow for use of s106 monies which will be £1167.67 thereby covering 100% of the total cost of the project (excluding VAT (which the PC can claim back)).

Technical Assessment of Bid – Project B04-18 Cockfield Triangular shaped piece of land to the northwest of new Barn Farm Lavenham Road – Provision of Open Space for leisure and recreational purposes

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Safeguards existing allotments currently owned by the church which are not being used to full potential. Will give Parish Council control over the rental and maintenance of allotments
Delivery /timescales	Within 3 months of receiving CIL funding (last piece of puzzle)
Necessary other approvals	No planning permission required
Public or private land	Accessible to public – will be fully public owned if project goes ahead
State aid details if any	n/a
Details of future funding maintenance	Allotment holders will be responsible for maintenance. Also volunteers. Parish Council will pay for any other improvements/costs.

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
Must follow the CIL 123 list	Yes – Provision of Off-site Open Space
Can the infrastructure be provided using s106 funds	Yes – some s106 funding already secured, with a further £1167.68 that could be provided in conjunction with CIL funding
Is Bid complete	Yes
Has information be verified	Yes – site has been visited with photos taken

Is this infrastructure linked to a major housing project which has priority?	No safeguarding for this project
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PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	Open Space provides area for exercise and outdoor activity. Allotments allow residents to grow healthy food. Joint Strategic Plan says Babergh will “Shape, influence and provide the leadership to support and facilitate active, healthy and safe communities” Policy SC10 of the Babergh Local Plan says new development should “make provision for open space, amenity, leisure and play through providing, enhancing and contributing to the green infrastructure of the district”
It represents key infrastructure (essential)	No – safeguarding of existing infrastructure
Value for money	Commercial rate per acre (£10,200/acre)
Clear community benefits	Yes – allotments will be more accessible to residents. Land restricted to recreation use
Community support (including results of the Consultation exercise)	Letters of support from Ward Member and Division Member.
Deliverability (“oven ready” schemes)	Yes – Project can proceed as soon as CIL monies received.
Affordability (from CIL Funds)	Yes
Timeliness	Yes – 3 months delivery timescale
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	Yes – s106 and CIL
Supports housing and employment growth	Yes – provision of open space supports numerous developments currently ongoing in Cockfield

Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – see above
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	No

CONCLUSIONS

- This proposal represents an affordable “oven ready” scheme with evidence of community support that would provide open space for the community. S106 monies have been offered thereby reducing the value of the CIL Bid.

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid subject to upper limit on CIL Bid being £21,160.94 to allow for use of s106 monies which will be £1167.68 thereby covering 100% of the total cost of the project (excluding VAT (which the PC can claim back)

Technical Assessment of Bid – Project B09-18 Cockfield Village Hall – refurbishment of the kitchen including a dedicated electric supply

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Current Kitchen provision is inadequate and needs improving. Will increase use of hall for large events and allow provision of Luncheon Club for older residents
Delivery /timescales	3 weeks once contractors are engaged
Necessary other approvals	Building Control approval will be required – not yet contacted a BC provider

Public or private land	Public
State aid details if any	Under de minimis level
Details of future funding maintenance	Village Hall Management Committee hire charge revenue

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
Must follow the CIL 123 list	Yes – community facilities
Can the infrastructure be provided using s106 funds	No
Is Bid complete	Yes
Has information be verified	Site has been visited, photos taken
Is this infrastructure linked to a major housing project which has priority?	No

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	Joint Strategic Plan says “ensure we can ... retain and enhance essential community infrastructure and facilities such as schools, health services, village halls, sports facilities and play areas”

It represents key infrastructure (essential)	No
Value for money	Yes – 3 quotes sought, cheapest chosen on basis that company has done previous work for VH that was good
Clear community benefits	Yes – increase in Village Hall Facilities, Luncheon Club would help isolated residents
Community support (including results of Consultation exercise)	12 letters of support from various community groups who use the village hall, letters of support from Division and Ward members, Village Hall survey of residents
Deliverability (“oven ready” schemes)	Yes – CIL funds are last piece of puzzle
Affordability (from CIL Funds)	Yes – delegated decision
Timeliness	Yes – see above
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	Yes – majority of money is from other funding sources
Supports housing and employment growth	Yes – increased provision at village hall
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – see above
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	No

CONCLUSIONS

- This project represents a scheme where other funding to support it has been secured; hence the CIL Bid is collaborative in terms of spend. It is affordable as well as being an “oven ready” scheme that has a large amount of community support and improves existing infrastructure for the community.

RECOMMENDATION

- Delegated decision taken on 20th August 2018. Delegated Decision for Cabinet to note

Technical Assessment of Bid – Project B10-18 Lindsey Village Hall provision of an electrical vehicle charging point

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Yes – sustainable transport in rural areas
Delivery /timescales	Yes – within a month of funding being secured
Necessary other approvals	No – permitted development
Public or private land	Public – Village hall land
State aid details if any	n/a
Details of future funding maintenance	Revenue from charging points will fund maintenance

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
Must follow the CIL 123 list	Yes – community facilities
Can the infrastructure be provided using s106 funds	No
Is Bid complete	Yes
Has information be verified	Yes
Is this infrastructure linked to a major housing project which has priority?	No

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	Yes – green energy and sustainable transport. Have consulted with Council’s own officer in charge of EV charging points in district
It represents key infrastructure (essential)	No
Value for money	Yes – three quotes sought with best package chosen
Clear community benefits	Yes – access to EV charging in rural areas
Community support (including results of Consultation exercise.)	Parish Council support
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes – delegated decision
Timeliness	Yes – can start once funding secured
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	No – 100% CIL bid
Supports housing and employment growth	Yes – encourages people with electric cars into the village
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes

Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	No
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CONCLUSIONS

- This is infrastructure which is green in nature and would benefit members of the community. Although in a rural location it would allow users to “top up” their charge and not result in harm to the pattern of facilities in the area.. It represents an oven ready affordable scheme that meets Council’s sustainable transport aims and objectives..

RECOMMENDATION

- Delegated decision taken on the 20th August 2018. Decision for Cabinet to note

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Agenda Item 13

BABERGH DISTRICT COUNCIL

COMMITTEE: CABINET		REPORT NUMBER: BCa/18/34
FROM:	Cabinet Member for Economy Cabinet Member for Assets & Investments	DATE OF MEETING: 13 SEPTEMBER 2018
OFFICER:	Jonathan Stephenson, Strategic Director	KEY DECISION REF NO. CAB33

HAMILTON ROAD QUARTER (DEVELOPMENT PROSPECTUS)

1. PURPOSE OF REPORT

- 1.1 This report presents information on the opportunity for the Council to develop the Hamilton Road Quarter, a key project within the recently endorsed Sudbury Vision for Prosperity.
- 1.2 The report provides background on the Hamilton Road Quarter and further details on the next steps, with regards to the marketing of the development through a development prospectus.

2. OPTIONS CONSIDERED

- 2.1 Babergh District Council, supported by Carter Jonas and Alan Baxter acting as consultants, undertook two stages of work in 2016 and 2017 to lay the groundwork for the Development Prospectus. The objective of these stages was to create a clear baseline of information about the various economic, environmental and cultural aspects of the Hamilton Road Quarter and its potential future role in the town centre.
- 2.2 From this baseline, various redevelopment options were tested and reviewed by the Council. The plan presented in the prospectus is very much informed by this baseline work and site testing and reflects a realistic but flexible development approach for the regeneration of the area.
- 2.3 This work included a first stage 1 report which provided a review of the planning status of the Hamilton Road area, a “health check” of Sudbury town centre, and a design and transport analysis. It also examined land ownership and potential options for the development of the site.
- 2.4 A workshop took place in December 2016 to help scope and evaluate various development options for the site. The workshop included various councillors and officers from the district and town council.
- 2.5 Three broad options were prepared as part of Stage 2 work, as detailed below, in late 2016/early 2017 by the consultant team, as informed by local stakeholders. At the time of developing the options, a cinema-led scheme (Option 2) was a potential way forward to provide an anchor use within the area. The main difference between the three options was the location of a public open space and the configuration of the proposed cinema.

Option 1: Cinema and mixed-use development (Preferred Option)

- Cinema on-site
- [Borehamgate] with residential/retail
- Quirky residential around Bank Gardens
- Older People housing/high quality
- Spa/healthy living & Leisure

Option 2: Culture/leisure led

- Cinema off-site
- Retail/food & beverage complementary uses on-site
- Bank Gardens remains as is (no new buildings)
- Off-site surface carparking consolidated into a multi-storey

Option 3: Commercial led option

- Large food and beverage offer [and large format retail]
- Large cinema – six screen
- Outdoor space complements active use
- Red route – remove vehicles [along Great Eastern Road]
- Heavy servicing requirements

- 2.6 The Stage 2 work also included high level development options, plans and sketches as well as market feedback around a preferred development option. The preferred option (June 2017), Option 1, put forward recommended a cinema as an anchor use on part of the site alongside residential (townhouses and flats) and ground floor commercial uses.
- 2.7 The preferred option also included a new public space in the form of a new public square at the back of the Borehamgate Centre along with a pedestrian mall connecting the market with Great Eastern Road and the rail station beyond. The market testing feedback revealed that while a cinema could be delivered on part of the site, there was only limited interest at the time to deliver the cinema. However, at this stage no specific use has been ruled out, therefore a cinema may still be an appropriate and viable option, hence the draft prospectus keeps open the potential for a cinema and describes such a use as “leisure” for the purposes of setting out potential land uses.
- 2.8 Other key elements of the work to date includes re-provision of the bus station as well as future changes to the Borehamgate Centre. The prospectus sets out a proposal to re-locate the bus station in the form of two bus laybys within the town. Also, parts of the Borehamgate Centre may have to be removed to facilitate the proposals as set out in prospectus.

3. RECOMMENDATIONS

- 3.1 That the Hamilton Road Quarter (Sudbury) development prospectus (appendix A) be endorsed, to enable the document to be marketed nationally to attract development interest and investment to the scheme.
- 3.2 That delegated authority be given to the Strategic Director, with responsibility for Assets and Investments, in consultation with the Cabinet Members for Economy and Assets and Investments, to make any necessary changes to the prospectus prior to the publication being marketed.

REASON FOR DECISION

This decision will assist the opportunity, within Sudbury, to gain much needed investment to deliver part of the Council's Vision for Sudbury, with the development of the Hamilton Road Quarter.

4. KEY INFORMATION

4.1 The headlines of the development prospectus (Appendix A) that are of most importance in relation to the council's objectives and interests are as follows:

- The prospectus will be marketed nationally to a selected group of parties who are most likely to have the experience and interest to help deliver the proposals;
- Not all land within the boundary of the Hamilton Road Quarter are within the council's ownership, in particular lands owned by Harcourt Williams along the Eastern Road frontage. Hence, delivery of part of the scheme will be dependent on acquisition, or joint venture of some form, with this land owner to enable the realisation of the entire scheme as set out in the prospectus;
- The county council and bus operators are an integral part of the change proposed to relocate the bus station and the timing of the re-provision of the bus bays is being carefully considered;
- Terminating leases and demolition of specific buildings currently forming part of the Borehamgate Centre will be carefully managed. Other remaining tenants in the centre will have to be informed and communications carefully managed as and when any future works are formalised and progressed;
- Redevelopment of the Hamilton Road Quarter will be subject to formal planning approval;
- The exact form of delivery of the Hamilton Road Quarter will be subject to feedback from interested parties and negotiations, which will be explored as part of a full marketing exercise.

4.2 There are several potential delivery options for the transformation of the Hamilton Road Quarter that are available to the Council. At this stage it is best to provide flexibility as to the type of delivery model chosen given the need to still secure a development partner through the development prospectus. The method of delivery is influenced by three matters: the potential risks, the level of control, and the finance/funding options.

4.3 The four delivery options that are being considered include:

- 1) The sale of land either with the benefit of planning consent or conditional on securing; satisfactory planning consent;
- 2) Council led self-development;
- 3) Delivery under a Development Agreement;
- 4) Delivery under a Joint Venture (either with a 'JV Development Partner' or a 'JV Investment Partner')

- 4.4 Each option has pros and cons which will influence the decision as to which should form part of the agreed delivery strategy for the scheme.

Option 1 would take the form of a conditional land sale where offers are invited which oblige the purchaser/ developer to invest in securing planning permission, at risk, that maximises the site's value through using their own design and planning team's expertise. The agreed purchase price (payable on the grant of a satisfactory planning permission) would be based on a specific scheme with an adjustment mechanism to reflect the actual outcome. The alternative approach would see the Council securing satisfactory planning permission in conjunction with known or assumed end occupier requirements with the land disposed of thereafter.

Option 2 (self-development) could be undertaken directly by the Council or through an existing Council development / investment company (unless a new and bespoke company is required for this specific scheme).

Option 3 delivery under a development agreement can take a number of forms, but essentially require a more significant investment by the landowner into the development process in return for greater share of the proceeds of the development. This type of approach can have significant regenerative potential and offer the opportunity to see a greater investment in the quality of scheme delivered.

Option 4 the final delivery option considered (joint venture) will take the principles of a development agreement further by setting up a special purpose vehicle(s) that reflect the investment of land, time and money through revenue and equity-investment share-based structures.

- 4.5 For the benefit of the development prospectus the Council is inviting interest in options 1, 3 and 4, with the Council led self-development, option 2, excluded with this option being considered alongside external bids, prior to making a final decision on the most appropriate development route for the site.
- 4.6 The development prospectus will be finalised and published on the 1st October. The table below (Table 1) provides key milestones to understand the next steps within the process. The intention is that a further paper will come back to Cabinet early in 2019 to provide an update on progress and enable a decision to be taken with regards to the preferred development partner.

4.7 **Table 1**-Development Prospectus - key milestones

ACTION	DATE
Final amendments to prospectus undertaken.	September
Prospectus published and launched to the market (deadline for expressions of interest 12 th November)	October
Summary of responses received prepared	November
Individual meetings / interviews with interested developers to discuss proposed scheme.	December

Soft Market Testing concludes with a preferred development partner identified	Early 2019
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5. LINKS TO JOINT STRATEGIC PLAN

5.1 The Refreshed Joint Strategic Plan developed in 2016 establishes the framework for the Councils priorities: Economy and Environment; Housing and Strong and Healthy Communities. The strategic outcomes which can be effectively supported by the Asset and Investment Strategy include:

- Investment in land and property to generate income and regenerate areas
- Manage our corporate assets effectively
- Making best use of land and buildings across the Suffolk System
- Financially sustainable Councils
- Community led solutions to deliver services and manage assets
- Existing estate regeneration

5.2 The Medium Term Financial Strategy 2016 – 2020 outlines the Councils ambitions to create an investment strategy that maximises incentivised and other funding streams e.g. New Homes Bonus and Business Rates and that delivers additional income and savings in the future e.g. doing things on an 'Invest to Save' or 'Profit for Purpose' basis.

6. FINANCIAL IMPLICATIONS

6.1 There are no additional financial implications at this time as the commitment for Stage 3 (Development Prospectus) has already been agreed as part of the original procurement for this programme. Further financial implications will be considered, following the expression of interest stage, with detailed financing options reviewed.

7. LEGAL IMPLICATIONS

7.1 Wide ranging legal support will be required, commencing with a formal review of any Heads of Terms, Agreements for Sale or Lease, potential support through the planning process, construction contracts support, and finalising commercial lease arrangements post construction.

7.2 The Council will engage further with the legal support team once expressions of interests have been gained. Considerations will also need to be made, subject to expressions of interest options, with regards to the possibility of a Compulsory Purchase Order (CPO) to deliver the development.

8. RISK MANAGEMENT

8.1 This report is most closely linked with the Council's Corporate / Significant Business Risks. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
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4a. Failure to invest in property to generate income and regenerate local areas	3	3	Develop new capital investment strategy; Consideration of commercial opportunities; Alternative investment of cash balances
5f. Failure of the Councils to become financially sustainable in response to funding changes	2	4	Continued development of the strands within the Medium Term Financial Strategy (MTFS) / Alignment of resources to priorities / Use of one-off funding to change the business model and support functions during change / Early identification of initiatives for the 2017/18 budget / Engagement of councillors to understand options / Modelling and analysis to understand impact
Failure to gain an appropriate investment/development partner	2	4	Soft marketing has taken place ahead of the formal marketing of the development prospectus.

9. CONSULTATIONS

9.1 Development of this opportunity has included the following consultation:

- Babergh Cabinet Member Briefings
- Cabinet Member for Economy
- Cabinet Member for Assets and Investments
- Officer consultations including the former MD BMS Invest and the Current Strategic Director

9.2 The final development prospectus is also anticipated to be shared with the local ward councillors, Sudbury Town Council and Suffolk County Council prior to being published.

10. EQUALITY ANALYSIS

10.1 Initial Equality Impact Assessments (EQIA) have identified positive equality impacts associated with all of the options. A full EQIA including consultation with relevant groups with equality expertise will be conducted for the final agreed scheme.

11. ENVIRONMENTAL IMPACT ASSESSMENT

11.1 The development of the Hamilton Road Quarter will consider all environmental impacts. Officers will also ensure any necessary procurement and construction briefs includes the requirement to demonstrate high levels of carbon reduction and that the

buildings construction ensures it is as energy efficient as possible using modern design principles. A full Environmental impact assessment will be undertaken against all the proposed options as part of the evaluation process.

12. APPENDICES

Title	Location
(a) Draft Development Prospectus (Hamilton Road Quarter)	Attached

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DEVELOPMENT PROSPECTUS



HAMILTON ROAD QUARTER

August 2018

1. FOREWORD
2. BABERGH DISTRICT
3. VISION FOR HAMILTON ROAD QUARTER
4. DELIVERY STRATEGY
5. CONTACTS



St Peters

FOREWORD

Sudbury is a vibrant market town with great independent shops, a nationally significant art gallery and some of the finest scenery in Suffolk.

Babergh District Council is seeking to deliver a comprehensive regeneration of the Hamilton Road Quarter in Sudbury to help unlock the value of Council owned assets and to generate wider social, economic and environmental benefits for the town as a whole.

The proposed mixed use development described in this prospectus has been designed to enhance the current offer of the town centre whilst complementing the character and economy of the town.

The council has developed the vision for the Hamilton Road Quarter over the past two years and is committed to bringing to fruition a step change for the area, supporting the development of a dynamic, living town centre for Sudbury.

As part of this investment, the council acquired The Borehamgate Shopping Centre in 2015 and continues to make improvements to the centre.

The potential development set out in this prospectus includes up to 40 dwellings (6,400m²), 44 parking spaces, and around 2,300m² of food & beverage/retail and 2,200m² of office or cinema uses.

We invite you to contact us to discuss how we can work in partnership to deliver this new quarter of Sudbury.



BABERGH DISTRICT: OPEN FOR BUSINESS

Babergh District Councillors endorsed a joint Babergh and Mid Suffolk Open for Business Strategy earlier in 2018 to help communicate a clear approach in support of economic growth for both districts.

Our thinking is very much shaped by our conversations with local businesses, communities and a broad network of partners.

As part of our Open for Business Strategy, we've set out key economic growth and productivity challenges, priorities and actions. Supported by the work of our partners and communities, we are able to make a real difference - not just at a local level but by contributing towards county and regional growth aspirations and priorities and focusing on both shorter term but also longer term objectives.

This prospectus for the Hamilton Road Quarter is underpinned by the Business Strategy.

The five key Strategic outcomes are:

Assets and Investments:

Improved achievement of Strategic priorities and greater income generation through use of new and existing assets

Business Growth:

Encourage development of employment sites and other business growth of the right type, in the right place and encourage investment in skills and innovation in order to increase productivity

Housing Delivery:

More of the right type of homes, of the right tenure, in the right place

Community Capacity Building and Engagement:

All communities are thriving, growing, healthy, active and self-sufficient

An enabled and efficient organisation:

The right people, doing the right things, in the right way, and the right time, for the right reasons



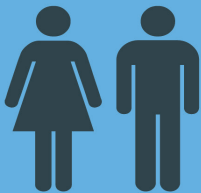




Sudbury - A Snapshot



2017 **RIGHTMOVE**
TOP PROPERTIES
HOTSPOT



22,000
Population
Sudbury



**STRONG
LOCAL
RETAIL SECTOR**



FAMILY FRIENDLY



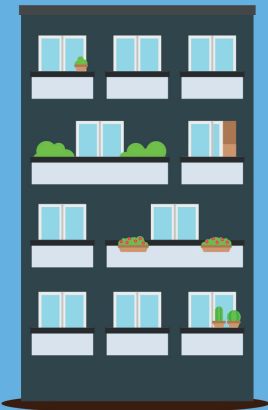
**Growing
Town**



**LEISURE
OPPORTUNITIES**



£233,670
Terraced House
(AVERAGE)



£136,000
Flat Price
(AVERAGE)



£269,664
Semi Detached House
(AVERAGE)



£388,415
Detached House
(AVERAGE)

BABERGH DISTRICT: AN ACTIVE ECONOMY

South Suffolk has a number of advantages to attract businesses and inward investment. The workforce are adaptable and well trained in a variety of industries, from high volume precision engineering to customer services.

Babergh is the home to a number of world renowned businesses ranging from the textile industry to large engineering companies. These include Philips Avent, Mel Aviation, Nestle Purina, and other specialist niche businesses such as Hadleigh Maid Chocolate, Jim Lawrence Traditional Ironworks, British Gaskets and Mauldons Brewery.

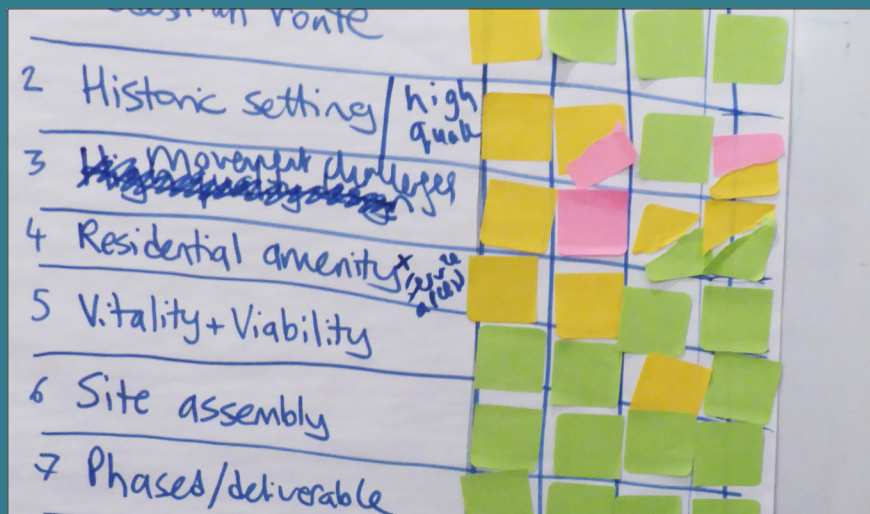
In addition there are some key national brands such as Waitrose and Sainsbury's alongside many great independent restaurants, retailers and specialty shops.

As part of the Babergh and Mid Suffolk Joint Strategic Plan for 2016- 2020, both councils have made a firm commitment to support all businesses in the two districts as well as attracting new businesses to the area. This also means helping smaller and start-up concerns facing issues in terms of access to finance, dealing with legislation and sharing ideas and best practice as they strive to grow.

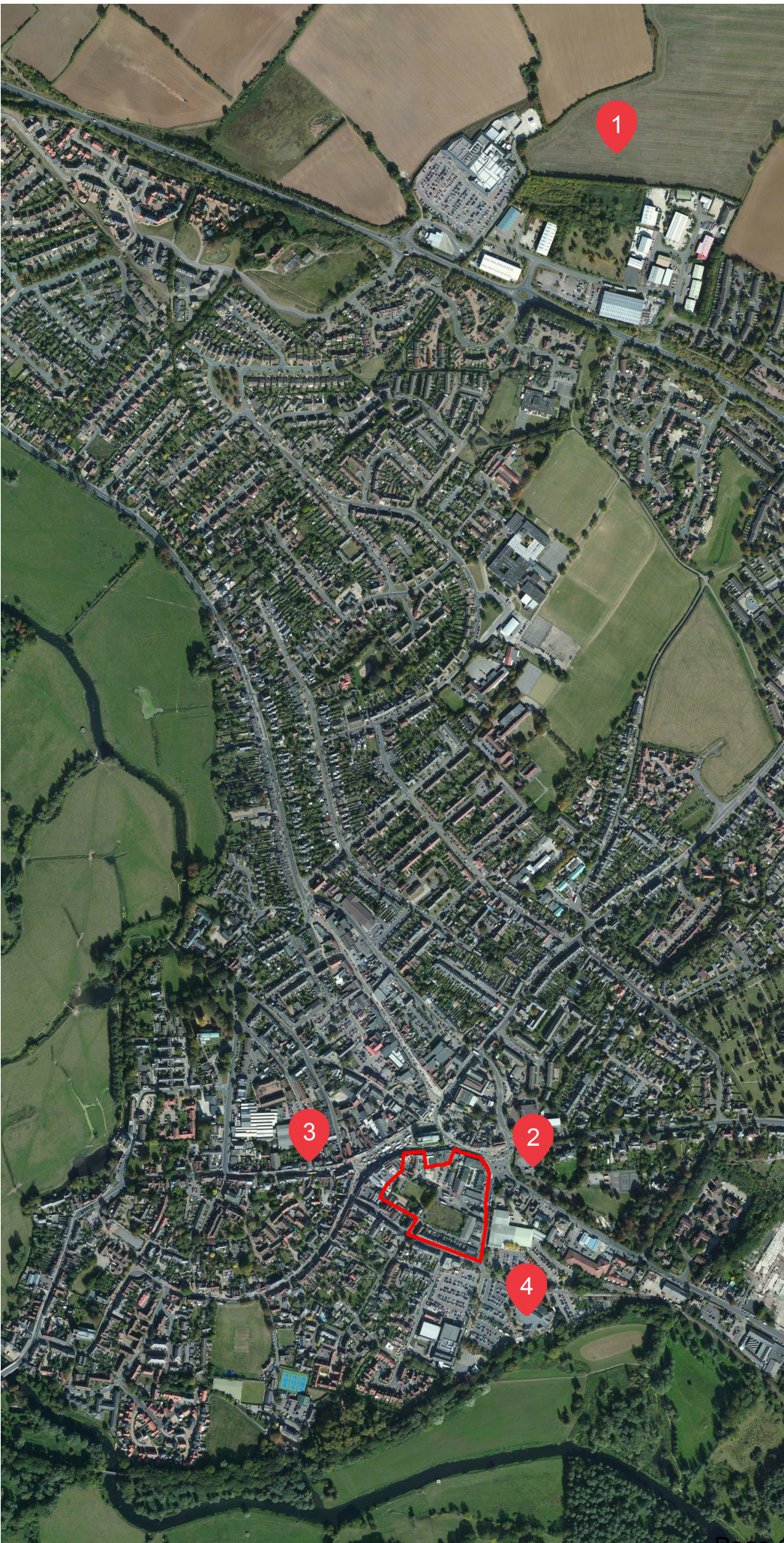


The Waitrose logo, featuring the word "Waitrose" in a green, rounded, sans-serif font.





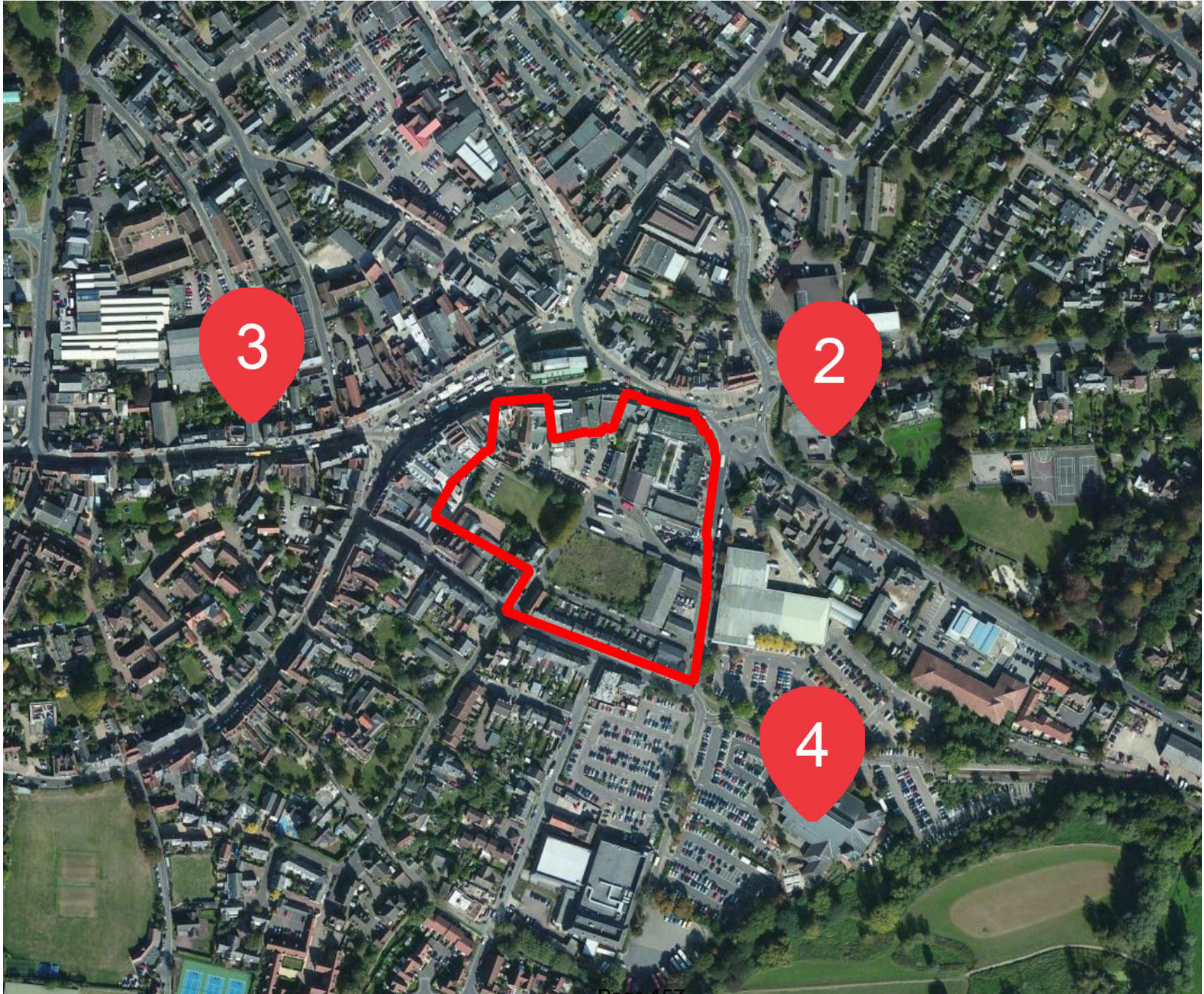
There has been broad public support for improving the Hamilton Road area and the council has held previous workshops to help articulate the potential options for change. Babergh District Council is fully behind the need to create a vibrant, new living and leisure quarter for Hamilton Road.



A number of projects are up and coming across Sudbury including:

1. **Chilton Woods**
A major mixed use development of up to 1,150 dwellings, space for 1,900 new jobs, new village centre and a new primary school
2. **Belle Vue House and Park**
National hotel brand being delivered alongside family pub/restaurant
3. **Gainsborough's House: £8.5m project "Reviving an Artists Birth place"**
Major new arts venue and transformation of the museum and gallery
4. **Kingfisher Leisure Centre**
A £1.8m refurbishment of the leisure facilities will begin in 2018

 **Hamilton Road Quarter**



VISION FOR HAMILTON ROAD QUARTER

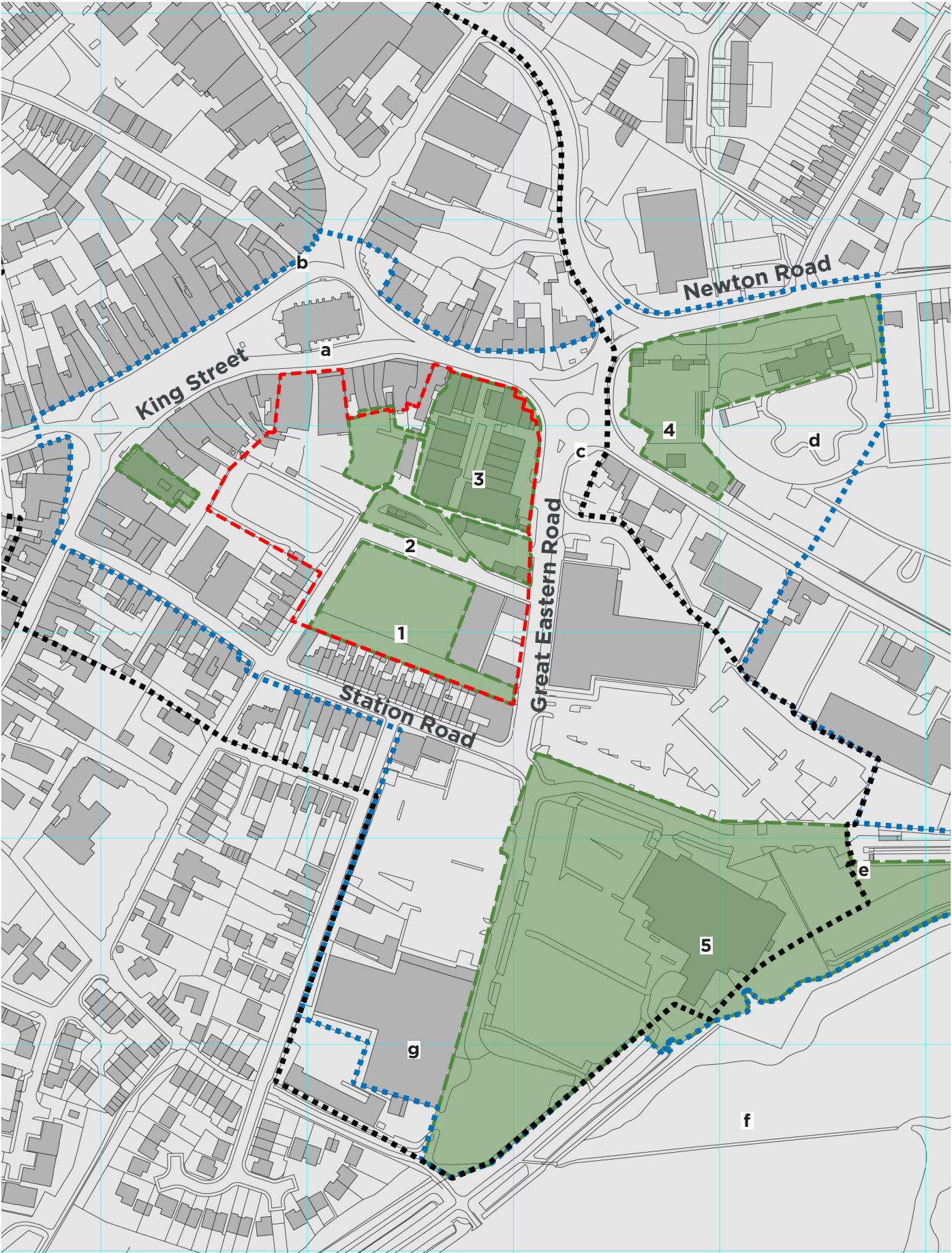
The Hamilton Road Quarter of Sudbury will be recognised as a highly desirable place to live, work and enjoy, attracting high calibre business and inward investment that will help the town's economy to grow and improve its regional competitiveness.

Hamilton Road will be transformed into a vibrant place where people can enjoy a high quality environment that combines the best of this historic market town, a diverse cultural and leisure offer, and modern infrastructure including new bus facilities.

The strategy that follows is based on two stages of previous work undertaken by the council and their agents in 2016 and 2017, including workshops, testing of options, soft market testing and transport review.

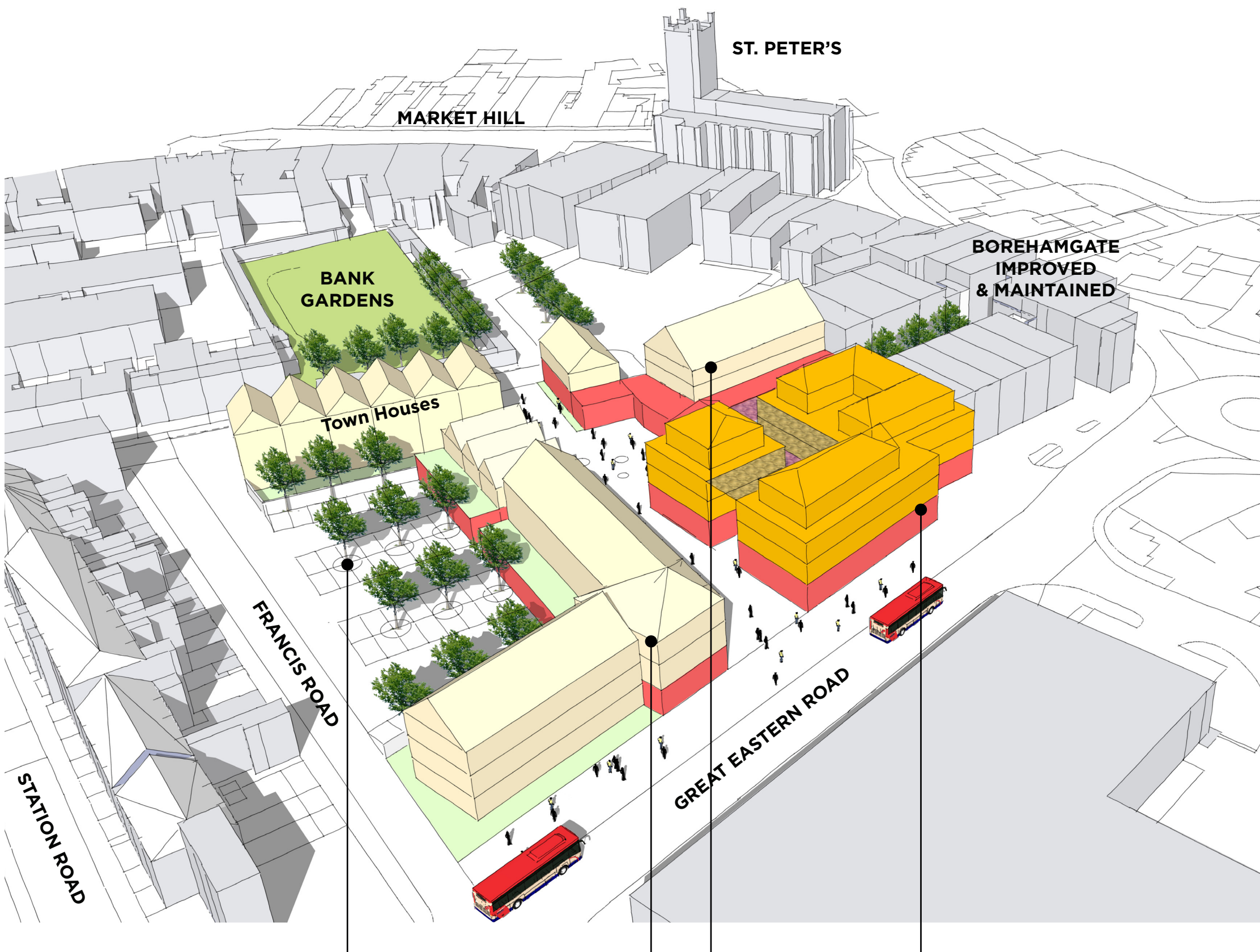
Site, Study Area & Ownership
1:2,500

- Hamilton Road SPD Policy Area
- Wider Study Area
- Town Centre Boundary (from Local Plan)
- Council-owned lands
- 1 Hamilton Road lands
- 2 Bus Station and adjacent lands
- 3 Borehamgate Centre and curtilage
- 4 Belle Vue development site
- 5 Kingfisher Leisure Centre and car parks
- Local landmarks
- a St. Peter's Church
- b Town Hall
- c Belle Vue Roundabout
- d Belle Vue Park
- e Train station
- f Water Meadows
- g Waitrose





Artists impression of Hamilton Road Quarter



Residential and
Commercial car
parking

Ground floor
Commercial with
Flats above

Ground Floor
Commercial with either
leisure or office above

VISION THE DETAIL

The vision for the Hamilton Road Quarter will potentially include.

- Living accommodation
- Leisure
- Retail, food and beverage
- Office

The potential development includes up to 40 dwellings (6,400m²), 44 parking spaces, 2,300m² of food & beverage/retail, and 2,200m² of office or cinema. The plan is flexible and shows what is possible rather than a precise schedule of uses at this stage and we look forward to working with a partner who can help refine and deliver a development of this nature.

The Borehamgate Shopping Centre, located next to the scheme and also in ownership of the district council, will be improved to enhance its appearance and to ensure strong links between the two schemes. To facilitate the development some buildings at the south end of the site will have to be removed

Built form

The proposed built form will respect the surrounding character of this part of Sudbury, including the adjacent Sudbury conservation area. Prevailing building heights vary from between two to four residential stories. Buildings will front onto existing streets, continuing the existing condition found along Hamilton Road, Station Road and other town centre streets. Where Hamilton Road meets the Borehamgate Centre, building frontages will be pushed back to enclose a small public square.

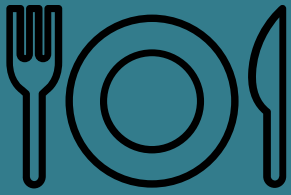
Where the site fronts Hamilton Road and Great Eastern Road there will be an active, attractive built edge to help enliven the street edge.

Public realm

The public realm in the Hamilton Road Quarter will be tailored to ensure pedestrian priority through the creation of a traffic-calmed streetscape and with the addition of new planting. To encourage an attractive and safe night-time environment, public spaces will be well lit and spaces well overlooked from new residential properties.



Mixed Use / Design Flexibility



Food & Drink



Leisure



Retail



Sustainable

Transport

A key part of the scheme is connecting new development to the Borehamgate Centre and facilitating a clear and attractive entrance from its southerly end.

The existing bus station on Hamilton Road will be relocated to form two new laybys along Great Eastern Road. This arrangement ensures that bus stops are closely linked with both the development scheme but also remain very accessible to the centre of Sudbury and with good links the rail station and nearby shopping and leisure uses.



TRANSPORT AND ACCESS

TOWN CENTRE
5 MINUTE WALK

King Street

Newton Road

BELLE VUE
PARK 2 MIN

MAIN
PEDESTRIAN
ROUTE

Great Eastern Road

BUSES SERVICING

84 91 236 716 752 754
F313

Station Road

PARKING
50 FREE CAR PARKING
SPACES - 5 MINUTE
WALK

5 MIN WALK

HOURLY SERVICE TO LONDON

PARKING
50 FREE CAR PARKING
SPACES - 5 MINUTE
WALK

WAITROSE



DELIVERY STRATEGY

ANTICIPATED DELIVERY STRATEGY

To realise the vision set out in this prospectus, it is anticipated that a collaborative approach will be undertaken between the council and a private sector development partner to benefit from experience and expertise in delivering projects of this nature.

The council considers there are three possible delivery options for the Hamilton Road Quarter, which include:

- 1) The sale of land either with the benefit of planning consent or conditional on securing; satisfactory planning consent;
- 2) Development Agreement; and
- 3) Delivery under a Joint Venture (either with a 'JV Development Partner' or a 'JV Investment Partner')

At this stage the council is flexible as to the precise delivery model and is open to exploring different approaches that will help deliver the overall objectives for the area as set out in this prospectus.

We look forward to hearing from interested parties who may be interested in working with the council to deliver this exciting new quarter of Sudbury.

NUMBER 5.

CONTACTS

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Carter Jonas

Agenda Item 14

BABERGH DISTRICT COUNCIL

TO:	BDC CABINET	REPORT NUMBER: BCa/18/35
FROM:	Cabinet Member for Assets and Investments	DATE OF MEETING: 13 September 2018
OFFICER:	Emily Attack (Assistant Director, Assets and Investments)	KEY DECISION REF NO. CAB78

STRATEGIC PROPERTY AND LAND INVESTMENT FUND

1. PURPOSE OF REPORT

- 1.1 This report requests Cabinet's approval to establish a Strategic Property and Land Investment Fund of £3million, to be funded from borrowing as required, to enable the Council to act immediately when opportunities are available for strategic purchases.
- 1.2 The allocation of this dedicated fund will provide the Council with the opportunity to react and secure, when required, strategic properties and land, within the district.
- 1.3 The proposed fund will not require a secondary decision-making process, with the proposed final decision, to purchase, delegated to the Strategic Director (responsible for Assets and Investments) in consultation with the Cabinet Members for Assets and Investments, Finance and Economy. All transactions will have a thorough due-diligence process and will follow the strict criteria detailed within section 4.6 of this report. Acquisitions will be reported, at Cabinet, following the completion of all purchases.

2. OPTIONS CONSIDERED

- 2.1 Other options have been considered:
 - 2.1.1 **Option 1** Not allocating a fund for strategic purchases;
 - 2.1.2 **Option 2** Allocating a fund of £3million;
- 2.2 Both options above have been considered and the recommended option within this report is option 2, to allocate a fund of £3million. The reason the other option has not been recommended is detailed below.
 - 2.2.1 **Option 1** - This does not allow the Council to react and secure strategic assets on a level playing field with the commercial sector.

3. RECOMMENDATION

- 3.1 That Cabinet approves the establishment of a Strategic Property and Land Investment Fund of £3million, to be funded from borrowing as required, and delegates to the Strategic Director, with responsibility for Assets and Investments, in consultation with the Cabinet Members for Assets and Investments, Finance and Economy, the authority to pursue and finalise purchases of strategic property and land as set out within section 4.6 of this report.

REASON FOR DECISION

To enable the Council to react and secure, when required, strategic property and land, as an investment opportunity, and to assist future house building and economic growth within the district.

4. KEY INFORMATION

- 4.1 The Council has in the past approved, through the Strategy Committee process, the purchase of strategic assets, prior to a formal offer being made and accepted. However, the delayed decision-making process could put the Council at risk of not securing strategic properties and not being able to compete with the commercial sector, in a timely way, to gain the best purchase price for the Council.
- 4.2 The proposal is that the Council establishes a Strategic Property and Land Investment Fund and allocates £3million to be funded from borrowing as required. It is an innovative step, that some other councils have also recently adopted, to set up a fund and delegate authority to invest in strategic property and land in this way.
- 4.3 Following benchmarking with other similar councils, £3million is the most appropriate amount to allocate to this type of fund. A review would be proposed after the first year to measure the success of the fund and enable the funding allocation to be reviewed to ensure it is appropriate moving forward.
- 4.4 The nature of negotiating on property and land purchases means that the ability to act quickly and with the relevant authority is often needed. Having to make offers which are subject to Cabinet approval and wait for the next meeting cycle for proposals to be formally approved is not efficient, especially when in competition for strategic property and land with the commercial and housebuilding sectors.
- 4.5 The following criteria will be used to guide such property and land purchases:
- a) The property/land will be within the district of Babergh;
 - b) Both urban and rural opportunities will be considered;
 - c) The purchases of the property/land would represent good value for money given the potential return on investment;
 - d) The property/land will have some development potential, although not necessarily immediate, to allow the Council to be able to take a medium and long-term view;
 - e) No more than £1.5m will be paid for any individual land or property acquisition;
- 4.6 Further checks and balances would be put in place. Before agreeing to purchase any property/land, the Cabinet Members for Assets and Investments, Finance, Economy and local members will always be consulted. Once completed, the details of all property and land purchases will be reported, in full, to Cabinet. The Fund, its operation, and performance will be reviewed annually. The process as outlined in Appendix A will be followed for all purchases.

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 The purchase of the property, highlighted within this report and the opportunity to purchase future properties and land, meets the following key strategic priorities and outcomes:

- 5.1.1 Property investment to generate income and regenerate local areas
- 5.1.2 Ensure there are enough good quality, environmentally efficient and cost-effective homes with the appropriate tenures and in the right locations
- 5.1.3 Making best use of land and buildings across the Suffolk system
- 5.1.4 Further develop the local economy and market towns to thrive.

6. FINANCIAL IMPLICATIONS

Revenue/Capital/ Expenditure/Income Item	
Capital	
Strategic Property and Land Investment Fund (to include all associated purchase costs)	£3m

7. LEGAL IMPLICATIONS

- 7.1 The Local Government Act 1972, Section 120, gives the Council the power to acquire property and land.
- 7.2 The purchase of the property mentioned in this report and future properties/land will be subject to a legal contract. The development of the property/land may also require a planning application to be submitted or change of use.

8. RISK MANAGEMENT

- 8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. 4c. If we do not manage our asset portfolio effectively it may result in: lost opportunity; loss of capital value; increased revenue costs and loss of public confidence. Key risks are set out below:

- 8.2 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Strategic Asset Management Operational Risk 4A07. If we do not have readily accessible funds with appropriate delegations in place to make timely strategic acquisitions, then the council may miss opportunities to add assets to its portfolio which could contribute significantly to its strategic priorities	2 - Unlikely	3 – Bad / Serious	Identify funding and put appropriate delegations in place via BDC Cabinet.

9. CONSULTATIONS

- 9.1 Prior to all purchases, consultation will be made with all local ward members to the land or property
- 9.2 Consultation will also take place with Planning Officers who will be able to provide pre-application planning advice for all properties and sites prior to acquisitions being completed, where appropriate.
- 9.3 Consultation with the public would also take place under the usual planning process in the event of any future redevelopment.

10. EQUALITY ANALYSIS

- 10.1 The content of this report is such that there are no equality issues arising directly from this report and an Equality Impact Assessment (EIA) is not required.

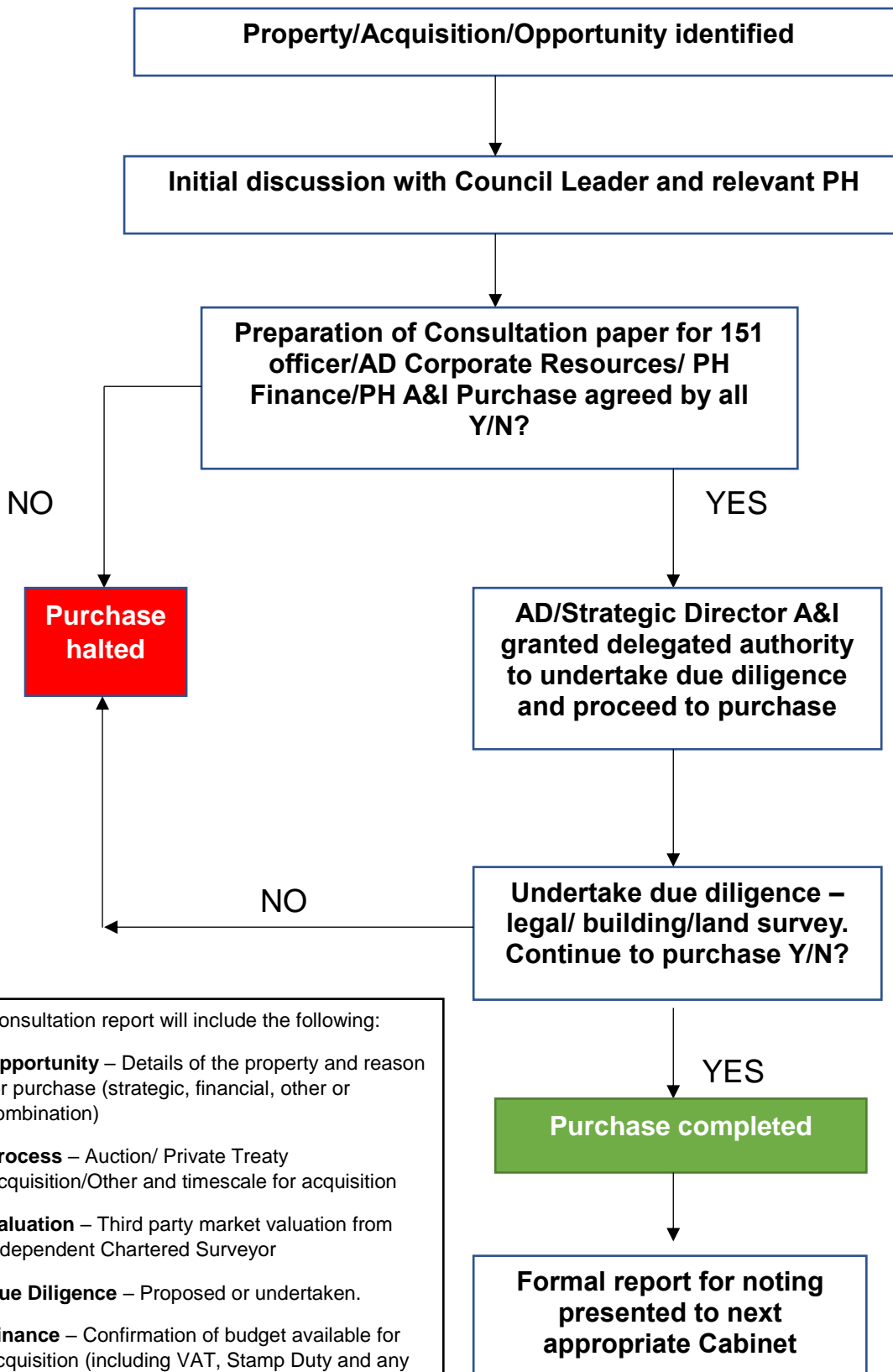
11. ENVIRONMENTAL IMPLICATIONS

- 11.1 Environmental issues will be considered prior to all acquisitions being made, for example as one area of due diligence, energy certificates will be obtained and reviewed.
- 11.2 All acquisitions will be reviewed, post purchase, to enable them to be as energy efficient as possible

12. APPENDICES

Title	Location
(a) Acquisition Indicative Process flowchart	Attached

Opportunity, Land and Property Acquisition Indicative process



Consultation report will include the following:

Opportunity – Details of the property and reason for purchase (strategic, financial, other or combination)

Process – Auction/ Private Treaty Acquisition/Other and timescale for acquisition

Valuation – Third party market valuation from independent Chartered Surveyor

Due Diligence – Proposed or undertaken.

Finance – Confirmation of budget available for acquisition (including VAT, Stamp Duty and any professional fees) and financial impact of acquisition.

Recommendation – To proceed including terms of the acquisition

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Agenda Item 15

BABERGH DISTRICT COUNCIL

COMMITTEE: CABINET	REPORT NUMBER: BCa/18/36
FROM: Cabinet Member for Assets & Investments	DATE OF MEETING: 13 SEPTEMBER 2018
OFFICER: Jonathan Stephenson Strategic Director	KEY DECISION REF NO. CAB80

LOCAL TOURISM STRATEGY (BABERGH VISITOR INFORMATION OPTIONS)-PART 1

1. PURPOSE OF REPORT

- 1.1 To report back to Cabinet, following previous meetings on 08 March 2018 and 12 July 2018, seeking approval on a proposed asset disposal agreement for the transfer of the freehold ownership of the current Tourist Information Centre (TIC) building situated at 2 Lady Street, Lavenham, Suffolk CO10 9RA from Babergh District Council to Lavenham Parish Council (or appropriate responsible body set-up linked to the parish council).

2. OPTIONS CONSIDERED

- 2.1 Following the resolution of 12 July 2018, negotiations have been progressing in terms of the preferred option of either a leasehold or freehold disposal of this Babergh asset to Lavenham Parish Council to facilitate the development of a community hub facility for the village and supporting the broader district – retaining a visitor information point element and potentially adding outreach post office services and other beneficial community uses.
- 2.2 This negotiation has culminated in a provisional preferred agreement acceptable to both parties as outlined in Appendix A (contained within Part 2 of this report), now put forward via this report for Cabinet consideration of approval. This will include an appropriate clawback provision charge placed on the premises in favour of Babergh District Council, should Lavenham Parish Council dispose of their interest.

3. RECOMMENDATIONS

- 3.1 That the disposal of the freehold title of 2 Lady Street, Lavenham CO10 9RA to Lavenham Parish Council (or such appropriate responsible body linked to the Lavenham Parish Council) on the terms and conditions expressed in Appendix A be approved. (contained within Part 2 of this report).

REASON FOR DECISION

To responsively support the community and local economy of Lavenham, bringing potential benefits to broader economy of the district. To continue to strategically support progression of the visitor economy within the Babergh District, and within financial and operational resources for the Authority.

4. KEY INFORMATION

- 4.1 This paper follows on from Papers BCa/17/59 considered by Cabinet in March 2018 and BCa/18/13 considered by Cabinet in July 2018.
- 4.2 Significant discussions have progressed since March 2018 regarding development of a multi-purpose community hub utilising the Lady Street building, with the Lavenham Parish Council and Business Forum taking an active and progressive approach. Whilst the building itself is quite small, it has potential to provide appropriate outreach format Post Office services and other community uses, and would likely retain a visitor information element (not directly delivered by Babergh District Council).
- 4.3 Colleagues in the Communities Team have also had some useful input regarding supporting the community in accessing further funding, once they have acquired the premises, such as through Big Lotteries Awards for All, Plunkett Foundation or Prince's Countryside Trust schemes. The building was also listed as an Asset of Community Value (ACV) in July 2018 - the six week interim moratorium period expires on 24 September 2018 and allows for an eligible Community Interest Group to submit an Expression of Interest to bid for this property.

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 This project aligns with various priorities, including impacts against:
- Priority 2.1 Increased understanding of our local business needs
 - Priority 2.2 Engage and support our businesses to thrive
 - Priority 2.3 Further develop the local economy and market towns to thrive
 - Priority 4.1 Property investment strategy
 - Priority 4.4 Effective corporate asset management strategy
 - Priority 3.6 Community led solutions to deliver services and manage assets
- 5.2 The Council's approved Joint BMS Economic 'Open for Business' Strategy (particularly section 6.8 'Supporting the Visitor Economy') also refers.

6. FINANCIAL IMPLICATIONS

- 6.1 See Appendix A (contained within Part 2 of this report) for full financial appraisal and proposal terms.
- 6.2 The sale of this asset, under value, supports the Council in gaining a revenue saving and provides a capital receipt. It is also provides enabling support to the local community and includes broader district benefits including visitor economy.

7. LEGAL IMPLICATIONS

- 7.1 Legal implications in relation to the asset ownership, transfer and registry, including any relevant clawback clause provision, have been progressed through the negotiation process.
- 7.2 Section 123 of the Local Government Act 1972 requires the Council to obtain the best consideration that can reasonably be obtained when disposing of property, except with consent of the Secretary of State.

- 7.3 Secretary of State consent is subject to the 'undervalue' being no more than £2,000,000 and the disposal helping to secure the improvement of the economic, social or environmental well-being of its area.
- 7.4 The disposal is not outside of the limits set by the Secretary of State and supports the economic and social value of the district, so the Council is able to proceed with this disposal.
- 7.5 'Tourism' is not a statutory function for district councils. Investment and resource decisions in support of the visitor economy are subject to identifying and monitoring positive outcomes, with legal service input and scrutiny on a case-by-case basis and in line with joint strategic priorities.
- 7.6 The affected staff HR process in relation to cessation of tourist information centre operations is being project managed and progressed in accordance with applicable legal and policy obligations, including engagement with the Unions.

8. RISK MANAGEMENT

- 8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. 2AO4 / Visitor Economy support aligned with approved Economy Strategy and Service Plan.
- 8.2 This report is also closely linked with the Council's Corporate / Significant Business Risk No. 3a 'If we do not effectively engage communities about their future needs, then we will not be able to help them become more sustainable' and also 4c 'If we do not manage our asset portfolio effectively it may result in lost opportunity; loss of capital value; increased revenue costs and loss of public confidence'.
- 8.3 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
3a. If we do not effectively engage communities about their future needs, then we will not be able to help them become more sustainable	Unlikely	Bad	Responsively consider and evaluate enabling opportunities to support local communities and encourage self-sufficiency and resilience - including through economy and asset management functions.
4c. If we do not manage our asset portfolio effectively it may result in lost opportunity; loss of capital value; increased revenue costs and loss of public confidence	Unlikely	Bad	Seeking balanced outcomes where broader social and economic benefits are weighted and balanced with securing a commercial return for the Authority

9. CONSULTATIONS

- 9.1 Various officers across the Council have co-ordinated in respect of these issues – which cut across multiple specialisms (including asset management, finance, economic development, communications, public realm, communities).
- 9.2 We have commissioned an independent valuation report and ('lifetime' i.e. 30 year) buildings maintenance report for the Lady Street building. Summary details, financial information and valuation estimates are contained within Appendix A (contained within Part 2 of this report). The Lavenham Parish Council group commissioned their own survey which drew different valuation and maintenance conclusions, and negotiations have proceeded to find an acceptable middle ground position including an acceptable capital receipt generation for Babergh District Council.
- 9.3 Visitor Information Point scheme discussions and support, plus TIC end-of-service arrangements and practicalities have been running parallel to asset negotiations.

10. EQUALITY ANALYSIS

- 10.1 Equality Impact Assessment (EIA) not required directly arising from the matters contained within this report.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 There are no direct environmental implications from the matters contained within this report.

12. APPENDICES

Title	Location
A: Proposed Disposal Terms and Key Financial Summary	Confidential (within Part 2 of this report)

13. BACKGROUND DOCUMENTS

- 13.1 Not applicable

Authorship:

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Agenda Item 17

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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