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BABERGH CABINET	
DATE:	THURSDAY, 7 MARCH 2019 9.30 AM
VENUE:	KING EDMUND CHAMBER - ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH

Members	
Simon Barrett Tina Campbell Derek Davis Kathryn Grandon Frank Lawrenson	Margaret Maybury Jan Osborne (Vice-Chair) Nick Ridley John Ward (Chair)

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AGENDA

PART 1

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT

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7 FORTHCOMING DECISIONS LIST

Please note the most up to date version can be found via the website:

<https://www.babergh.gov.uk/the-council/forthcoming-decisions-list/>

Paper copies will be available at the meeting.

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Cabinet Member for Finance

- 17 **EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)**

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 these items, it is likely that 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 2 of the Agenda are satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PART 2

- 18 **BCa/18/79 BUSINESS RATES RETENTION PILOT - SUDBURY TOWN CENTRE PROJECTS - PART 2 (Exempt information by virtue of Paragraph 3 of Part 1)** 305 - 312

Cabinet Member for Finance

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Cabinet Member for Assets and Investments

- 20 **BCa/18/81 TO CONFIRM THE CONFIDENTIAL MINUTES OF 6 FEBRUARY 2019 MEETING** 331 - 332

Date and Time of next meeting

Please note that the next meeting is scheduled for Thursday, 13 June 2019 at 9.30 am.

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact the Committee Officer on: 01473 296472 or Email: Committees@baberghmidsuffolk.gov.uk

Introduction to Public Meetings

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Agenda Item 3

BABERGH DISTRICT COUNCIL

Minutes of the meeting of the **BABERGH CABINET** held in the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on Wednesday, 6 February 2019

PRESENT:

Councillor: John Ward (Chair)
Jan Osborne (Vice-Chair)

Councillors: Kathryn Grandon Tina Campbell
Margaret Maybury Nick Ridley
Derek Davis Simon Barrett

In attendance:

Councillor(s): Clive Arthey
Sue Carpendale
John Hinton
David Busby

Officers: Chief Executive (AC)
Strategic Director (KN)
Strategic Director (JS)
Assistant Director – Environment and Commercial Partnerships (CF)
Assistant Director – Corporate Resources (KS)
Corporate Manager – Financial Services (ME)
Corporate Manager – Democratic Services (JR)

Apologies:

Frank Lawrenson

110 DECLARATION OF INTERESTS BY COUNCILLORS

110.1 There were no declarations of interest.

111 BCA/18/61 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 10 JANUARY 2019

It was Resolved:-

That the Minutes of the meeting held on 10th January 2019 be signed as a true record.

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

112.1 There were no petitions received.

113 QUESTIONS BY COUNCILLORS

113.1 There were no questions received.

114 MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY COMMITTEE

114.1 There were no matters referred by the Overview and Scrutiny Committee.

115 FORTHCOMING DECISIONS LIST

115.1 Councillor Ward requested that the Conservation Area reports were added onto the Forthcoming Decisions List.

115.2 Councillor Jan Osborne also sought clarification on whether the Housing Strategy was going to Cabinet or Full Council?

115.3 In response the Corporate Manager for Democratic Services confirmed that the Strategy was going to both Cabinet and Council.

115.4 The Forthcoming Decisions List was noted.

116 BCA/18/62 GENERAL FUND BUDGET 2019/20 AND FOUR-YEAR OUTLOOK

116.1 Councillor Ward introduced the report and informed Cabinet that this was the first year that the General Fund and Housing Revenue Account (HRA) were being taken as separate reports, to allow for the HRA to be examined and debated separately.

116.2 Councillor Ward highlighted that the setting of the General Fund should never be seen as just a short-term exercise, rather, that it was part of producing a four-year medium-term outlook that was sensible and sustainable. The projections for this were detailed in section 8 of the report. The accumulative deficit to the end of this period was predicted to be £954K if all the New Homes Bonus was used and £2.97m excluding these receipts.

116.3 Given the uncertainty surrounding the New Homes Bonus, Councillor Ward stressed the importance of maximising income streams and the continued need to make efficiencies and savings.

116.4 Councillor Ward informed Cabinet that there was a compelling case for the need to increase council tax. This year the intention was to increase council tax to the maximum level that was allowed without requiring a referendum (i.e £5 per year for a Band D property) for the next two years and 3% for the following two years. This should be taken in the context of an average CPI inflation rate of 2.5% for 2018 along with a 1.64% growth rate of the Band D equivalent number of properties for 2019/20 and 1.5% per annum thereafter. This would ensure that the Council could grow its council tax revenues to help offset the ongoing cost pressures.

116.5 Councillor Ward also stated that the Council would need to take action during 2019/20 to replace reserves with more sustainable funding as the reserves were declining rapidly. To this end there was a need for greater self sufficiency and that was why the recommendations included a further £25m investment in CIFCO. The details of the projected income from this investment were detailed in the report.

116.6 Finally, Councillor Ward drew attention to the proposal to introduce a discretionary Care Leavers council tax discount of up to 100% to be introduced from the 1st April 2019 as set out in Section 11 of the report.

116.7 Councillor Davis raised concerns about the burden to the council tax payer with regard to the proposal to increase council tax to the maximum amount, however he welcomed the proposal for care leavers to be able to claim up to a 100% discretionary council tax discount. He also queried the proposals for a year on year council tax increase for the next four years and asked whether this was an aspiration as he believed the Council could only agree council tax rates yearly?

116.8 In response the Leader confirmed that this was an aspiration, however who ever would be responsible for setting next year's budget could still make changes.

116.9 Councillor Ridley asked whether the "Stress Test" that was recommended by Overview and Scrutiny had been carried out and whether it would be available for the Council meeting.

116.10 In response the Section 151 Officer confirmed that the "Stress Test" was currently being worked on and would be available for full Council.

116.11 Councillor Hinton asked if the proposal to invest a further £25m in CIFCO was "pushing things" a bit too far, he also queried why there was no predicted increase in business rates growth?

116.12 In response the Leader stated that the Council had received very good investment advice. The Council was making very sound investments which were bringing in much needed income. In terms of business rates -this was an unpredictable part of the Council's income. Following the pilot that was undertaken last year and the new pilot that was taking place this year, eventually there would be an increase in business growth that would come to the Council on a long-term basis. However currently it was not possible to make those predictions.

116.13 The Section 151 Officer also added that the Council was also being cautious because of the proposed government changes that were coming in 2021 as it was not known what the impact of those changes would be.

116.14 Councillor Ward **MOVED** the recommendations in the report which Councillor Simon Barrett **SECONDED**.

It was RESOLVED: -

That Cabinet recommends to Council:-

- (i) That the General Fund Budget proposals for 2019/20 and four year outlook set out in the report be endorsed for recommendation to Council on 19 February 2019.
- (ii) That the General Fund Budget for 2019/20 be based on an increase to Council Tax of £5 per annum (10p per week) for a Band D property, which is equivalent to 3.15%, to support the Council's overall financial position.
- (iii) That a further £25m be invested in CIFCO as set out in paragraph 8.20 of the report.
- (iv) That a discretionary Care Leavers Council Tax discount of up to 100% be introduced from the 1 April 2019 as set out in section 11 of the report.
- (v) That the second empty property premium be increased as per the regulations set out in paragraph 12.9 of the report.

Reason for Decision: To bring together all the relevant information to enable Cabinet Members to review, consider and comment.

117 BCA/18/63 HOUSING REVENUE ACCOUNT (HRA) BUDGET AND FOUR YEAR OUTLOOK

117.1 Councillor Jan Osborne introduced the report and informed Cabinet that since Cabinet had approved the proposed draft HRA Budget plan at its meeting in January the report had been reviewed by the Overview and Scrutiny Committee and had received positive comments and feedback, with no changes being proposed. It was therefore the same report that had come before Cabinet in January. The key recommendations were as follows:-

- Rents to be reduced by 1%
- Garage rents and sheltered housing rents to be kept at the same levels as the current year
- Sheltered housing utility charges to be increased by 5%

117.2 In addition to this the Council was looking to develop 178 new homes over the next three years.

117.3 Councillor Osborne then **MOVED** the recommendations in the report, which Councillor Ridley **SECONDED**.

It was RESOLVED: -

That Cabinet recommends to Council:-

- (i) That the HRA Budget proposals set out in the report be approved.

- (ii) That the Housing Revenue Account (HRA) Capital Programme 2019/20 to 2022/23 and HRA Budget for 2019/20 be agreed.
- (iii) That the mandatory decrease of 1% in Council House rents, equivalent to an average rent reduction of £0.90 a week as required by the Welfare Reform and Work Act, be implemented.
- (iv) That garage rents be kept at the same level as last year.
- (v) That Sheltered Housing Service charges be kept at the same level as last year.
- (vi) That Sheltered Housing utility charges be increased by 5% (average £0.61 increase per week).
- (vii) That in principle, Right to Buy receipts should be retained to enable continued development and acquisition of new council dwellings.
- (viii) That the revised HRA Business Plan in Appendix B of the report be noted.

Reason for Decision: To bring together all the relevant information to enable Cabinet Members to review, consider and comment upon the Council's Housing Revenue Account budget before taking the recommendations to February Council.

118 BCA/18/64 JOINT CAPITAL, INVESTMENT AND TREASURY MANAGEMENT STRATEGIES 2019/20

118.1 Councillor Ward presented the report and informed Cabinet that following consultations last year CIPFA had published its 2017 edition of the Treasury Code of Practice, the Prudential Code and the 2018 Ministry of Housing, Communities and Local Government Investment Guide.

118.2 The Council was now required to determine separate Capital and Investment and Treasury Management Statements and Prudential Indicators annually before the start of each financial year. Therefore both the Capital Strategy and the Investment Strategy are new this year.

118.3 Councillor Ward then detailed the appendices to the report and the content in them.

118.4 Councillor Busby stated that the Council seemed to spend a lot of time and effort on financial money management rather than service delivery and asked if this was a trend that the Council should be careful of?

118.5 In response the Leader confirmed that the Council was not spending any less time on service delivery as this was the primary objective of the Council. However, money management was important because without it the Council would not be able to deliver services.

118.6 Councillor Ward **MOVED** the recommendations in the report which Councillor Simon Barrett **SECONDED**.

It was RESOLVED: -

That the Cabinet recommends to Council:

- (i) The Joint Capital Strategy for 2019/20, including the Prudential Indicators, as set out in Appendix A of the report be approved.**
- (ii) The Joint Investment Strategy for 2019/20, as set out in Appendix B of the report be approved.**
- (iii) The Joint Treasury Management Strategy for 2019/20, including the Joint Annual Investment Strategy as set out in Appendix C of the report be approved.**
- (iv) The Joint Treasury Management Indicators as set out in Appendix D of the report be approved.**
- (v) The Joint Treasury Management Policy Statement as set out in Appendix G of the report be approved.**
- (vi) The Joint Minimum Revenue Provision Statement as set out in Appendix H of the report be approved.**
- (vii) That the key factors and information relating to and affecting treasury management activities set out in Appendices E, F, and I of the report be noted be approved.**

Reason for Decision: Local authorities are required to approve their Treasury Management Strategy (TMS), their Capital Strategy (including an overview of the TMS) and their Investment Strategy annually before the start of the financial year.

119 BCA/18/65 RETAIL DISCOUNT - BUSINESS RATE RELIEF POLICY

119.1 Councillor Ward introduced the report and **MOVED** the recommendations in the report. He went on to inform Cabinet that the report set out proposals to introduce a discretionary retail discount scheme for business rate payers occupying properties with a rateable value of less than £51k for each of the years 2019/20 and 2020/21. This scheme would be simple to introduce and was funded by Central government. The introduction of the scheme would give the Council the opportunity to support local businesses.

119.2 Councillor Barrett **SECONDED** the report and welcomed the proposals.

It was RESOLVED: -

That the introduction of a discretionary retail discount policy for the financial years for 2019/20 and 2021/21 be approved.

Reason for Decision: To provide a discretionary retail discount to support ratepayers in the Babergh District.

120 **BCA/18/66 JOINT AREA PARKING PLAN**

120.1 Councillor Campbell introduced the report and informed Cabinet that the report was seeking approval to go out to consultation with key stakeholders for a period of six weeks. The Joint parking Plan would then return to Cabinet later in the year for adoption following consideration of the comments from consultees.

120.2 Councillor Campbell went on to say that the Joint Area parking Plan had been drafted with the objectives setting out the broad parking policies of both Councils. It contained 8 broad parking policy statements which aimed to set out what the Parking Plan was and what it hoped to achieve. It did not set out specific parking proposals for specific areas.

120.3 Councillor Campbell added that Overview and Scrutiny had considered the plan and their comments had been taken into account.

120.4 Councillor Campbell **MOVED** the recommendations in the report which Councillor Maybury **SECONDED**.

120.5 Councillor Barrett stated that it needed to be communicated clearly that this was not a plan to introduce parking charges, but a plan to manage parking as the plan had already been misinterpreted by some Members.

120.6 Councillor Hinton asked about the financial implication indicated in page 156 of the report and suggested that it would cost a lot more than stated due to the need to change road signs and road markings.

120.7 In response the Assistant Director for Environment and Commercial Partnerships informed Cabinet that there would be costs for new signs and road markings, however the County Council as the highways authority would pick up the cost of these.

120.8 Councillor Arthey raised a point about electric charging points and whether the stations would need to be included in the parking plan?

120.9 In response the Assistant Director for Environment and Commercial Partnerships said that there may be an opportunity to include them in the plan as the plan was an organic document any changes needed could be incorporated.

It was RESOLVED: -

- (i) **That the content of the Babergh and Mid Suffolk Joint Area Parking Plan be agreed and the commencement of a stakeholder consultation process commencing February 2019 be authorised.**
- (ii) **That the result of the stakeholder consultation and recommendations arising from it be presented to Cabinet later in 2019 for approval.**

Reason for Decision: The Council is required to have a parking policy and to demonstrate that it has reviewed the content. Suffolk County Councils Parking Management Strategy which forms part of the application to the DfT for the granting of CPE powers for the remaining majority of Suffolk requires the district and boroughs to develop Area Parking Plans.

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

It was **RESOLVED:** -

That pursuant to section 100(4) of the Local Government Act 1972 the public be excluded from the meeting for the business specified as if the public were present during those items it is likely that there would be disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act in the paragraph registered against each item:

122 BCA/18/67 LEISURE INVESTMENT PROPOSALS KINGFISHER LEISURE CENTRE AND HADLEIGH POOL AND LEISURE (EXEMPT INFORMATION BY VIRTUE OF PARAGRAPH 3 OF PART 1)

122.1 Councillor Maybury **MOVED** the recommendations in the report which Councillor Ridley **SECONDED**.

It was **RESOLVED:-**

That the revised costs and funding as set out paragraph 6.11 of the report be approved.

Reason for Decision: To meet the outcomes of the adopted Leisure, Sport and Physical Activity Strategy.

123 BCA/18/68 EXEMPTION FROM COMPETITIVE SOURCING FOR AFFORDABLE HOUSING DEVELOPMENT SCHEME - MACKENZIE PLACE, COCKFIELD (EXEMPT INFORMATION BY VIRTUE OF PARAGRAPH 1 OF PART 1)

123.1 Councillor Osborne **MOVED** the recommendations in the report which Councillor Davis **SECONDED**.

It was **RESOLVED:** -

That the recommendation be approved.

Reason for Decision: To secure the most cost-effective delivery of this affordable housing site.

The business of the meeting was concluded at 6.57 pm.

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Chair

Agenda Item 6a

BABERGH DISTRICT COUNCIL

TO: Babergh Cabinet	REPORT NUMBER: BCa/18/70
FROM: Joint Overview and Scrutiny Committee	DATE OF MEETING: 7 March 2019
OFFICER: Henriette Holloway Governance Support Officer	KEY DECISION REF NO. N/A

CABINET ARE ASKED TO CONSIDER THE RECOMMENDATIONS BELOW FROM THE JOINT OVERVIEW AND SCRUTINY COMMITTEE HELD ON THE 14 FEBRUARY 2019

JOS/18/29 INFORMATON BULLETIN – DISABLED FACILITIES GRANT

1. RECOMMENDATIONS
1.1 That the Joint Overview and Scrutiny Committee strongly endorsed the proposed ‘Changes to Disabled Facilities Grant 3.0 to 3.7’ in the Information Bulletin to Cabinet.
1.2 That the Joint Overview and Scrutiny Committee receive a report back after the Cabinet Meeting in March 2019 on the agreed future arrangements for the Disabled Facilities Grant and that the report included the conclusions and the legal implications of the contract with Orbit, to be considered at the Overview and Scrutiny Committee in June 2019.
REASON FOR DECISION
The Joint Overview and Scrutiny Committee finds that the proposed suggestions to improve the service to applicants for the Disabled Facilities Grant are appropriate.

2. APPENDICES

Title	Location
(a) Draft Minute – JOS/18/29 Information Bulletin – Disabled Facilities Grant, Appendix A	Attached

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DRAFT MINUTE RELATING TO THE RECOMMENDATION TO CABINET FROM THE JOINT OVERVIEW AND SCRUTINY COMMITTEE ON 14 FEBRUARY 2019.

Information Bulletin 1 – Disabled Facilities Grant

Jan Osborne, Babergh, Cabinet Member for Housing, introduced the report.

Heather Worton, Corporate Manager-Property Services, and Amanda Todd, Senior Environmental Health Officer were present to answer questions.

A report was being prepared to Cabinet in March with proposed changes to alleviate the current way of working with the Disabled Facilities Grant, as outlined on page 24 bullet point 3.0 to 3.7.

Councillor Hadingham queried if there was a preliminary assessment of applications and the officers responded that this was provided by Orbit. It was the responsibility of Suffolk County Council to conduct the initial referrals and that there were a lot of work being conducted before the referrals were forwarded to Babergh and Mid Suffolk Councils.

The proposed changes would be implemented during the last sixteenth months of the Orbit contract. It was established that Orbit was under-resourced and that the proposed changes would be funded by Councils.

The Council had a statutory obligation to provide support and Orbit was unable to provide further support as the organisation had no additional resources.

Members question the Orbit contract and the Cabinet Member for Housing clarified that the contract was initially for five years and that the implication of pulling out to the contract would have financial implications for all the authorities involved.

Paragraph 1.4 was queried by Members and if the funding would be lost if not allocated before 31 March 2018. It was clarified that it was unlikely that Council would be able to commit to allocate all the funding and that any surplus would be diverted to Suffolk County Council.

Members continued to debate the Orbit contract and some Members were unhappy that contract would continue for another 16 months. Officers and the Cabinet Member for Housing were highly concerned that the penalty clauses within the contract would result in a greater financial loss and a significant pause in any delivery.

Members generally agreed that the proposed recommendations to Cabinet were acceptable, but they would like to receive feed-back from Cabinet once a decision had been made. Both Cabinets would be considering proposed changes to Disabled Facilities Grants in March.

Members also suggested that for the future scrutiny committee a cross county scrutiny function be conducted with Councils with similar issues on the disabled facilities grant. It was clear that recruitment of Occupations therapist was part of some of the issues with the assessment process for the Grant application.

Discussion ensued regarding whether the Committee should receive a report back on the Disabled Facilities Grant or whether a six-month review was required. However, considering the urgency of the issues with Orbit and the implications for the applicants it was agreed to endorse the proposed suggested included in the Information Bulletin.

By a unanimous vote

It was RESOLVED: -

- 1.1 That the Joint Overview and Scrutiny Committee strongly endorsed the proposed 'Changes to Disabled Facilities Grant 3.0 to 3.7' in the Information Bulletin to Cabinet.**
- 1.2 That the Joint Overview and Scrutiny Committee receive a report back after the Cabinet Meeting in March 2019 on the agreed future arrangements for the Disabled Facilities Grant and that the report included the conclusions and the legal implications of the contract with Orbit, to be considered at the Overview and Scrutiny Committee in June 2019.**

DRAFT

Agenda Item 8

BABERGH DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: BCa/18/71
FROM: Councillor John Ward, Cabinet Member for Finance	DATE OF MEETING: 7 March 2019
OFFICER: Melissa Evans, Corporate Manager, Finance	KEY DECISION REF NO. CAB59

GENERAL FUND FINANCIAL MONITORING 2018/19 – APRIL TO DECEMBER 2018

1. PURPOSE OF REPORT

- 1.1 Based on the financial performance of the Council during April to December of this financial year and latest information, a reporting by exception approach has been adopted when reviewing income and expenditure budget variances.

2. OPTIONS CONSIDERED

- 2.1 The options that have been considered are;
- a) Transfer of surplus funds of £829k to the Transformation Fund.
 - b) Transfer of surplus funds of £829k to the Business Rates Equalisation Reserve
 - c) Transfer surplus funds of £937k to the Business Rates Equalisation Reserve and net transfers of £108k from specific earmarked reserves as detailed in 3.1 (a) below.
 - d) At this stage in the year, make no recommendations for the transfer of surplus funds to reserves.

3. RECOMMENDATIONS

- 3.1 That subject to any further budget variations that arise during the rest of the financial year, the following net transfers of £829k be noted;
- a) Transfer from reserves of £108k being the net amount, for the following specific earmarked reserves, referred to in section 5.8 and Appendix C of this report;
 - £108k **to** Joint Local Plan (a new earmarked reserve)
 - £31k **to** Waste
 - £10k **to** Elections
 - £115k **from** Commuted Maintenance Payments
 - £59k **from** Planning for appeal costs
 - £58k **from** Homelessness
 - £25k **from** Government Grants (Economic Development)

- b) The remaining balance of the General Fund surplus of £937k be transferred to the Business Rates Equalisation Reserve, as referred to in section 2.1 (c).

REASON FOR DECISION

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

4. KEY INFORMATION

Strategic Context

- 4.1 In February 2018 Babergh District Council approved the Joint Medium Term Financial Strategy (MTFS). This confirms the direction of travel, in that the Council continues to respond to the financial challenges.

The strategic response to those challenges, to ensure long term financial sustainability, is set out in five key actions:

- (1) Aligning resources to the Councils' refreshed strategic plan and essential services.
- (2) Continuation of the shared service agenda, collaboration with others and transformation of service delivery.
- (3) Behaving more commercially, generating additional income and considering new funding models (e.g. acting as an investor).
- (4) Encouraging the use of digital interaction and transforming our approach to customer access.
- (5) Taking advantage of various forms of local government finance (e.g. New Homes Bonus (NHB), Business Rates Retention) by enabling sustainable business and housing growth.

- 4.2 Funding arrangements for councils have changed significantly; Babergh has seen a 65% cumulative cut in revenue support grant over the five years from 2013/14 to 2017/18. As a result of the Business Rates pilot in 2018/19 the revenue support grant of £204k is funded from the 100% Business Rate growth retained. The Council has become reliant on Business Rates income and 'incentivised' funding such as the New Homes Bonus to support the Council's service cost budget. Since New Homes Bonus was introduced in 2011/12 the Council has received in total £7.6m, most of which has been used to balance the budget and the rest transferred to the Transformation Fund or in 2017/18 the Business Rates Equalisation Reserve. For 2018/19 Babergh is part of the Suffolk Business Rates Pilot, for retention of 100% of growth meaning that this source of funding will be even more important. The financial benefits will be shared between the councils in Suffolk and a proportion used to achieve sustainable economic growth. Further details are shown in 5.12 and Appendix A of this report. It is also important that capital resources are used in ways to support the new business model. The Council is looking to use its assets and borrowing capacity to generate income from alternative sources in order to protect key services and with the aim of becoming self-sufficient in relation to income that the Council can generate itself.

4.3 The total estimated core funding for future years is not a fixed guaranteed amount as it is dependent on variations in Business Rates income. This is carefully monitored and the volatility and risks, for example, rate relief for schools converting to academies and the level of appeals, will affect the amount of income received.

5. April to December 2018 Position

5.1 Based upon financial performance and information from April to December (with trends extrapolated to the end of the financial year) and discussions with budget managers, key variations on expenditure and income compared to budget have been identified.

5.2 The report covers:

- The General Fund Revenue Budget
- The General Fund Capital programme.

5.3 Budget monitoring is a key tool and indicator on the delivery of the Council's plans and priorities for the year. There will, of course, always be reasons why there are variances such as:

- Economic conditions and those services that are affected by demand; and
- Uncertainties relating to funding or other changes that were not known at the time the budget was approved e.g. legislative changes.

5.4 Taking each area in turn, the position on key aspects of the 2018/19 budget is summarised below:

General Fund Revenue Account

5.5 In relation to funding:

- (a) Council Tax (£5.2m): at the end of December, collection rates were 85.73%, compared with 85.97% for the same period last year. The collecting of Council Tax remains challenging, especially from those receiving Council Tax reductions under the Local Council Tax Reduction Scheme (LCTR). Recovery Action is varied and is a high priority for the Shared Revenues Partnership (SRP).
- (b) Government Grants: baseline business rates (£2.5m) and New Homes Bonus (£0.9m) were allowed for in the Budget. NHB is fixed but the actual amount of business rates will vary.
- (c) Business Rates: at the end of December, collection rates were 83.9% compared with 82.36% for the same period last year.
- (d) Based on current projections from Suffolk County Council it is estimated that the final Business Rates Pilot position will be £278k. A favourable variance of £25k.

5.6 There are two corporate savings targets as detailed below:

- a) Working alongside Corporate Managers and Assistant Directors, the Finance Team has developed a new monitoring process for employee costs for 2018/19. Based on full year projections, it is currently anticipated that the actual vacancies due to staff turnover will be in line with the budget.
- b) Included within the 2018/19 budget is a generic savings target of £80k for non-pay expenditure, a reduction of £20k since 2017/18. This target will continue to reduce by £20k per year until it is completely removed in 2022/23, as savings are identified and monitored in individual service areas rather than against a corporate target. Further details of the actual non-pay variances are outlined in section 5.8 below.

5.7 The overall net favourable variance of £829k means that the Council will be able to make a number of contributions to the relevant reserves at the year end. Of the total favourable variance £1m is attributable to the Business Rates, £516k of which is one-off as a result of the pilot. As mentioned in 4.3 above, the Business Rates income is volatile and requires close monitoring.

5.8 The table below shows the main items that are included in the overall net favourable variance of £829k. an improvement of £190k since the previous report. The improved favourable position can be attributed to Business Rates (£306k). A number of the forecast variances identified within this report have been taken into consideration when setting the budgets for 2019/20.

Explanation	August 2018 Amount (£,000) (Favourable) / Adverse	December 2018 Amount (£,000) (Favourable) / Adverse	Movement (£,000) (Favourable) / Adverse
<p>Strategic Planning</p> <ul style="list-style-type: none"> • An expected favourable variance of £113k for professional fees and legal costs associated with the Joint Local Plan, an increase of £25k since the previous report. Dependent upon the final outturn position, it will be recommended to transfer £108k of the favourable variance to a new earmarked reserve. • Income for the 5% administrative charge for the operating of CIL is a favourable variance of £68k, an increase of £21k since the previous report. The position is based on actual CIL income received to December 2018 and not a full year forecast. This area is difficult to forecast due to its unpredictable nature. • Community Housing Fund - expenditure is budgeted for and met from the earmarked reserve. 	(113)	(239)	(126)

Explanation	August 2018 Amount (£,000) (Favourable) / Adverse	December 2018 Amount (£,000) (Favourable) / Adverse	Movement (£,000) (Favourable) / Adverse
<p>Anticipated spend for 2018/19 is much lower than expected, resulting in £66k less to be transferred from the earmarked reserve.</p> <ul style="list-style-type: none"> Other items (net) – an adverse variance of £8k. 			
<p>CIFCO</p> <ul style="list-style-type: none"> The favourable position previously reported, has reduced by £67k to a favourable variance of £166k. This can be broken down as follows; <ul style="list-style-type: none"> a) a change in the timing of purchases compared to the budget assumption (assuming full investment by March 2019 not December 2018). b) borrowing costs being higher than expected due to the change from short term to longer term borrowing. The budget assumption was an average borrowing rate of 0.76% (short-term) compared with an average 2.22% (long-term). 	(233)	(166)	67
<p>Building Control</p> <ul style="list-style-type: none"> Income – based on application fees received to date, the service is anticipating a favourable variance of £60k, a small improvement of £7k since the last report. To help improve the performance of the Councils building control service, a Suffolk-wide bid was submitted to the Suffolk TCA fund for a 2-year business development officer post which was successful and has now been recruited to. Other items (net) – a favourable variance of £7k. 	(52)	(67)	(15)

Explanation	August 2018 Amount (£,000) (Favourable) / Adverse	December 2018 Amount (£,000) (Favourable) / Adverse	Movement (£,000) (Favourable) / Adverse
<p>Waste</p> <ul style="list-style-type: none"> A favourable variance for the Material Recycling Facility (MRF) of £31k is anticipated, a nominal increase of £4k since the previous report. Dependent upon the final outturn position, it will be recommended to transfer any favourable variance to the waste earmarked reserve (current balance £119k). Domestic waste – a £52k favourable variance is expected, a nominal reduction (£2k) since the previous report. The favourable variance can be attributed to an increase in the recycling credit due (£19k), lower than expected contract costs (£21k) and a number of other smaller items (£12k). Trade Waste – the number of days that glass recyclate is collected has reduced from 5 days to 3 days resulting in lower contract costs and a favourable variance of £13k, a reduction of £7k since the last report. Garden Waste – a review of contract costs for the collection and disposal of garden waste has resulted in an adverse variance of £11k, no change since the previous report. This is despite an increase in the level of subscriptions and can be offset against the favourable variance highlighted above for Trade Waste. Other items (net) – an adverse variance of £20k. 	(120)	(65)	55
<p>Shared Legal Services</p> <ul style="list-style-type: none"> Legal expenses – a favourable variance of £36k is expected. Expenditure relating to the provision of external legal services is charged directly to the service area in which the work took place meaning the budget is no longer required within the Shared Legal Service. The budget for 2019/20 has been adjusted accordingly. 	(52)	(44)	8

Explanation	August 2018 Amount (£,000) (Favourable) / Adverse	December 2018 Amount (£,000) (Favourable) / Adverse	Movement (£,000) (Favourable) / Adverse
<ul style="list-style-type: none"> Fees for the provision of conveyancing searches is expected to be less than budget resulting in a favourable variance of £8k. 			
<p>Sustainable Environment</p> <ul style="list-style-type: none"> Income received from pre-application advice is expected to result in a favourable variance of £24k. This was not budgeted for in 2018/19 and has been reflected in the budget for 2019/20. A favourable variance of £6k for legal expenses and contracted services is expected. Other items (net) – a favourable variance of £5k. 	(31)	(35)	(4)
<p>Elections</p> <ul style="list-style-type: none"> A favourable variance of £34k is expected following reimbursement from Central Government of election costs that have previously been met by the Council. It is recommended that £10k of the favourable variance be transferred to the elections earmarked reserve for use in future years. 	(34)	(34)	-
<p>Investment Income (net) - CCLA, UBS, Schroeder and Funding Circle</p> <ul style="list-style-type: none"> A net favourable variance of £27k is anticipated, a £1k reduction since the previous report. This can be attributed to an improved base rate position of 0.75% compared to budget (0.5%). which has positively affected UBS and Schroeder. CCLA is performing lower than budget; this is expected to continue as the property sector's upward momentum has all but ceased and growth in the industrial sector has been offset by falling retail rents. The expected favourable positions of Schroeder and UBS continue to help mitigate, the poorer CCLA performance. 	(28)	(27)	1

Explanation	August 2018 Amount (£,000) (Favourable) / Adverse	December 2018 Amount (£,000) (Favourable) / Adverse	Movement (£,000) (Favourable) / Adverse
Capital Financing Costs <ul style="list-style-type: none"> Minimum Revenue Provision (MRP) costs realised in 2018/19 are based on actual spend that took place in 2017/18. Capital expenditure for 2017/18 was lower than anticipated resulting in a small favourable variance of £20k. 	(20)	(20)	-
Other items (net) – a favourable variance £10k.	82	(10)	(92)
Policy Strategy Health and Well-being <ul style="list-style-type: none"> A favourable variance of £3k is expected. This is a reduction of £21k since the previous report and can be attributed to the fact that the carry forward (£35k) to support the delivery of the Joint Leisure, Sport and Physical Activity Strategy action plan and the ongoing development of the Health and Wellbeing Business Partner function will no longer be unspent in 2018/19. This money has now been earmarked for a number of initiatives including; Suffolk Sport, All Together Hadleigh and Suffolk Artlink Mental Health Project. 	(24)	(3)	21
Car Parks <ul style="list-style-type: none"> Business Rates – as reported previously an adverse variance of £120k is expected. Repairs – an adverse variance of £7k is expected, an improvement of £14k since the last report. In April 2018, one-off costs for urgent repairs to the wall at the rear of North Street Car Park were required at a cost of £9k. Based on car parking income received to date, an adverse variance of £3k is anticipated, a reduction of £13k since the previous report. Other items (net) – an adverse variance of £15k. 	171	145	(26)

Explanation	August 2018 Amount (£,000) (Favourable) / Adverse	December 2018 Amount (£,000) (Favourable) / Adverse	Movement (£,000) (Favourable) / Adverse
<p>PV Panels</p> <ul style="list-style-type: none"> • Income generated from PV panels is expected to be lower than budget resulting in an adverse variance of £63k. Additional resource has been made available to help identify any outstanding monies due and to support both accurate budget setting and forecasting of income and expenditure going forward. • Contract costs for the data provision, energy metering and monitoring of the Council's PV panels are expected to result in an adverse variance of £51k. The budget for 2019/20 has been adjusted accordingly. • To enable the Council to maximise its Feed in Tariff income (FiT), there has been a significant amount of time spent inspecting and replacing faulty and / or damaged equipment. This is expected to result in an adverse variance of £17k. • Other items (net) – an adverse variance of £2k. 	63	133	70
<p>Development Management</p> <ul style="list-style-type: none"> • Planning income – a favourable variance of £49k is expected, this is a reduction of £53k since the previous report. • Consultants and Professional Fees – an increase in the need to obtain professional ecology and landscape advice for planning applications is expected to result in an adverse variance of £110k, a reduction of £13k since the last report. • Appeal related costs are expected to increase resulting in an adverse variance of £91k, an increase of £16k since the previous report. It is recommended that £59k of the total £91k adverse variance be funded from the Planning earmarked reserve. • Other items (net) – a favourable variance of £29k. 	112	123	11

Explanation	August 2018 Amount (£,000) (Favourable) / Adverse	December 2018 Amount (£,000) (Favourable) / Adverse	Movement (£,000) (Favourable) / Adverse
<p>ICT costs</p> <ul style="list-style-type: none"> An adverse variance of £58k is expected due to costs associated with Skype not being identified or budgeted for. This is an ongoing pressure which has not been included as part of the 2019/20 budget. Following a review of the BT telephone lines in operation across the Council's various properties an adverse variance of £32k is expected, an increase of £7k since the previous report. It was anticipated that following the move to Endeavour House and the creation of Touchdown Points, a total of 5 photocopiers would be required, but there are 7 in use across the Council. The increase in number of machines as well as an increase in the number and type of items printed or copied is expected to result in an adverse variance of £6k. Other items (net) – an adverse variance of £25k. 	36	121	85
<p>Street and Major Road Cleansing</p> <ul style="list-style-type: none"> Grounds Maintenance Contract – an adverse variance of £115k is expected, an increase of £65k since the last report. The adverse variance is now in line with the cost pressure identified as part of the 2019/20 budget setting process. <p>Dependent on the final outturn position, it is recommended that the commuted sums earmarked reserve balance be utilised to support any adverse variance.</p>	43	115	72
<p>Borehamgate Rental Income</p> <ul style="list-style-type: none"> Despite supplementary to include a vacancy factor in the 2018/19 income budget, a further income shortfall of £40k is anticipated – no change from the previous report. 	58	64	6

Explanation	August 2018 Amount (£,000) (Favourable) / Adverse	December 2018 Amount (£,000) (Favourable) / Adverse	Movement (£,000) (Favourable) / Adverse
<ul style="list-style-type: none"> An adverse variance of £16k is anticipated, this is monies due to tenants in respect of overpaid rents that must be repaid to the management agent Carter Jonas. Other items (net) – an adverse variance of £8k. 			
<p>Housing Solutions (Homelessness)</p> <ul style="list-style-type: none"> Ringfenced grants due to the Council in support of the Homelessness Reduction Act 2017 legislation are expected to be less than budgeted resulting in an adverse variance of £32k. An increase in the demand for B&B services is expected to result in an adverse variance of £25k, an increase of £10k since the previous report. Other items (net) – an adverse variance of £1k. <p>Dependent upon the final outturn position, it will be recommended to utilise the earmarked reserve for any favourable or adverse variances.</p>	54	58	4
<p>Democratic Services</p> <ul style="list-style-type: none"> There has been little change since the previous report, a £6k improvement as a result of other items (net). 	47	41	(6)
<p>Health and Safety</p> <ul style="list-style-type: none"> An adverse variance of £27k is expected, an improvement of £20k since the previous report. The change can be attributed to an expected reduction to the costs associated with Skyguard Lone working (£10k) and occupational health (£10k). 	47	27	(20)
<p>Economic Development</p> <ul style="list-style-type: none"> In 2017/18, the Council received a grant of £25k for growing the visitor economy through Destination Management / Marketing Organisation (DMO) work, which was transferred to an earmarked reserve for spending in 2018/19. 	-	25	25

Explanation	August 2018 Amount (£,000) (Favourable) / Adverse	December 2018 Amount (£,000) (Favourable) / Adverse	Movement (£,000) (Favourable) / Adverse
This work is currently in progress and so a transfer from the reserve of £25k will be required to offset expenditure incurred in 2018/19.			
Finance <ul style="list-style-type: none"> • Payment cards - an adverse variance due to the increase in the volume of payment cards for Council Tax and associated postage costs is anticipated. Remedial action has been taken to sign-post alternative methods of payment, but despite this an adverse variance of £7k is expected, an improvement of £11k since the last report. The budget for 2019/20 has been reviewed and amended accordingly. • Bank Charges – the costs associated with the banking merchant (Global Services) are higher than anticipated resulting in an adverse variance of £14k, a reduction of £6k since the previous report. 	38	21	(17)
Suffolk Office of Data and Analytics <ul style="list-style-type: none"> • Suffolk Chief Officers Leadership Team (SCOLT) agreed in April 2018 to establish and fund for 2 years the Suffolk Office of Data and Analytics (SODA). An adverse variance of £20k is expected, no change since the previous report. The budget for 2019/20 has been amended. 	20	20	-
Business Rates <ul style="list-style-type: none"> • 2018/19 Baseline Business Rates less Government tariff and levy is expected to result in a favourable variance of £72k. This is based on latest intelligence available including the NNDR1 and has resulted in an improvement of £442k since the previous report. 	(695)	(1,001)	(306)

Explanation	August 2018 Amount (£,000) (Favourable) / Adverse	December 2018 Amount (£,000) (Favourable) / Adverse	Movement (£,000) (Favourable) / Adverse
<ul style="list-style-type: none"> • Business Rates Pooling Benefit – an estimated pooling benefit of £278k is anticipated, a favourable variance of £72k which is an improvement of £25k since the previous report. • The impact of the Business Rates Pilot is an additional benefit to the Council over and above the earmarked growth in the form of S31 grants of £857k, a reduction of £161k since the last report. The majority of which (£516k) is one-off for 2018/19. This is a reduction of £161k since the previous report. <p>The favourable variance can be attributed to;</p> <ul style="list-style-type: none"> • the threshold for small business rates relief being lowered, changes to the multiplier cap, growth decline and the percentage for business rates retention increasing from 40% to 80% (£668k). • an increase in Rural Rate Relief (£59k). • receipt of additional discretionary grants (£130k). 			
Sub-total favourable variance	(639)	(829)	(290)

Community Infrastructure Levy (CIL)

5.9 CIL income received by the Council between April and December 2018 is £1,423k. Dependent on the final outturn position for 2018/19, there is a requirement to transfer any surplus variance to the earmarked reserve for spend on infrastructure in accordance with the Regulation 123 list in 2019/20 and beyond.

Transformation Fund

5.10 The table below provides a high-level summary of the anticipated movement in the Transformation Fund during 2018/19. A more detailed breakdown is shown in Appendix B.

5.11 Commitments in 2018/19 continue to be reviewed to ensure the key priorities are supported.

BABERGH	£'000
Balance at 31st March 2018	655
New Homes Bonus Allocation *	866
Business Rates Grant *	797
Total contributions 2018/19	1,663
Revised Balance Available	2,318
LESS;	
New Homes Bonus to balance the budget *	(866)
Transformation Fund to balance the budget *	(329)
Business Rates Grant to balance the budget *	(797)
Delivery Plan projects - Staffing *	(20)
Actual spend - April to December 2018	(122)
Current future commitments - assumes all commitments are spent in 2018/19	(159)
Balance at 31st March 2019	25
<i>* identified in 2018/19 budget</i>	

Business Rates Retention Pilot

5.12 The 8 local authorities in Suffolk collaborated in 2017 to submit a bid to become a pilot area for the retention of 100% business rates growth in 2018/19. The bid was successful, along with 9 other areas across the country, and has been in place since 1 April 2018. The pilot will run for 2018/19 only. A list of schemes developed by officers to support growth initiatives and submitted to SCC for consideration and sign-off was submitted to Cabinet on 11 October 2018 (BCa/18/39). See Appendix A for further details and spend as at August 2018.

Earmarked Reserves

5.13 Earmarked reserve balances total £5.6m as at 1 April 2018. Appendix C outlines the specific earmarked reserve movements detailed in section 3.1(a) and 5.8 of this report as well as the Transformation Fund reserve movements detailed in section 5.11.

Capital

5.14 Use of capital and one-off funds is critical and needs to be linked into our future delivery plans

5.15 With complex capital schemes it is difficult to accurately assess the level of payments that will be made during the financial year. Members should continue to focus on whether overall outcomes are being achieved as a result of the capital investment rather than variances against the plan for a particular year.

5.16 Following approval by Full Council in April 2017 to set up a holding company, activity to invest the £25m for the Capital Investment began with its first purchase in December 2017. During 2017/18, £12.3m of the £25m has been spent, a further £10.4m is expected to be invested by 31 March 2019 and the remainder invested early in the next financial year.

5.17 Capital expenditure for the period April to December 2018 totals £1.5m, against a revised programme (including carry forwards) of £10.4m, excluding the £12.7m for CIFCO, as set out in Appendix D. The anticipated spend for 2018/19 against the £10.4m is £2m resulting in a favourable variance of £8.4m. The main variances that contribute to the £8.4m favourable position are set out below:

- **Land assembly, property acquisition and regeneration opportunities** – although there is little expenditure in 2018/19, a favourable variance of £6,330k is expected. The level of activity to acquire land and property for regeneration and investment opportunities is fast moving, so there likely to be a requirement to carry forward any unspent monies for use in 2019/20 and beyond, but this will be reviewed at year end.
- **Leisure Centres** – a favourable variance of £681k is anticipated. This budget will be carried forward to 2019/20 to support the ongoing work surrounding the Leisure Strategy. When the budget was set for 2018/19 it was not known exactly when expenditure would occur.
- **Grants for Affordable Housing** – a favourable variance of £400k is expected. As self-financing has enabled us to build new homes ourselves, grant funding for housing associations has reduced. The budget for 2018/19 is a carry forward from the previous year, it was agreed as part of the budget setting process that the budget continue to be carried forward year on year until it is fully utilised.
- **ICT costs** – a favourable variance of £253k is expected. A carry forward request will be required to support a number of projects in 2019/20 including a full capital refresh, enabling customer services and data capture.
- **Grants for Empty Homes** – the Council is pro-active in working with home owners to bring empty homes back into use. This includes offering grants to assist with repairs. This area is difficult to predict resulting in an under spend of £229k which will be carried forward for use in 2019/20.
- **Community Grants** – historically, any unspent grant money has been carried forward for use in future years. Following a review of the grants allocation process, only expenditure that is genuinely committed will be carried forward for use in 2019/20 resulting in a favourable variance of £204k.
- **Disabled Facilities Grant (DFG)** – ongoing issues with the service provider of this Countywide contract is expected to result in reduced expenditure for 2018/19 and so an underspend of £172k is anticipated.
- **Other items (net)** – a favourable variance of £117k.

6. LINKS TO JOINT STRATEGIC PLAN

6.1 Ensuring that the Councils make best use of their resources is what underpins the ability to achieve the priorities set out in the Joint Strategic Plan. Specific links are to financially sustainable Councils, managing our corporate assets effectively, and property investment to generate income.

7. FINANCIAL IMPLICATIONS

7.1 These are detailed in the report.

8. LEGAL IMPLICATIONS

8.1 There are no specific legal implications.

9. RISK MANAGEMENT

9.1 This report is closely linked with risk number 5d of the Council's Significant Risk Register – If we do not understand our financial position and respond in a timely and effective way, then we will be unable to deliver the entirety of the Joint Strategic Plan. Other key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If the forecast savings and efficiencies are not delivered, then it will have a detrimental impact on the resources available to deliver services and the strategic priorities	3 - Probable	2 - Noticeable	Monitored throughout the year by Finance Teams, Corporate Managers and Assistant Directors
If economic conditions and other external factors change for the worse then it could have an adverse effect on the Councils financial position	3 - Probable	2 - Noticeable	Focus is on monitoring key income and expenditure streams – but Government changes and economic conditions continue to affect costs and income for a number of services
If the Capital Programme delivery is not on target, then the strategic priorities will not be delivered as anticipated	3 - Probable	2 - Noticeable	Regular monitoring by key officers

10. CONSULTATIONS

10.1 Consultations have taken place with Assistant Directors, Corporate Managers and other Budget Managers as appropriate

11. EQUALITY ANALYSIS

11.1 An equality analysis has not been completed because there is no action to be taken on service delivery as a result of this report.

12. ENVIRONMENTAL IMPLICATIONS

12.1 There are no specific environmental implications.

13. APPENDICES

Title	Location
APPENDIX A – Business Rates Retention Pilot	Attached
APPENDIX B – Transformation Fund	Attached
APPENDIX C – Earmarked Reserves	Attached
APPENDIX D – Capital Programme	Attached

14. BACKGROUND DOCUMENTS

20 February 2018 Budget Report 2018/19 – BC/17/29

9 August 2018 Quarter 1 General Fund Financial Monitoring 2018/19 – BCa/18/22

5 November 2018 General Fund Financial Monitoring 2018/19 (April to August 2018) – BCa/18/43

BABERGH – BUSINESS RATES PILOT

	Scheme Description	Budget £'000	Actual Spend £'000
1	Belle Vue, Hamilton Road and wider Sudbury Town Centre Development	500	61
2	Angel Court Housing Development	200	11
3	Delphi Site / Newton Road (Sudbury) / South Suffolk Business Area	200	22
4	Inclusive Growth Engagement Officer	60	
5	Establishment of a Central Suffolk Chamber of Commerce	30	
	Total	990	94

Transformation Fund

	Project	Responsible Officer	Date of Approval	Budget	Cumulative spend to 2017/18		Apr 18 - Dec 18		Total Spend	Variance - favourable / + adverse	Commitments	
					BDC	MSDC	BDC	MSDC			BDC	MSDC
	CONTINUING PROJECTS											
	Assets & Investments											
1	Strategic Leisure Review - comprehensive condition survey of all 4 leisure facilities to understand future costs requirements. Additional Resources for; Phase 1 - will be informed by the evidence from the strategic review of our built sports facilities and playing pitches (which is due to complete in October 2015), and will allow us to undertake a joint leisure strategy and investment plan for both Councils. Phase 2 - to undertake an independent review of the current contractual arrangements (with SLM and SSL) and deliver future delivery options in line with the strategy. This will involve a review of all existing legal and contractual documentation, leases and management agreements, options appraisal, and our capital investment strategy for these assets and for making recommendations Funding to pay for two Leisure Industry specialists (Project Manager for phase 1, external consultant for phase 2)	Chris Fry	May-16	186,100	58,500	57,910	21,735	21,735	159,880	-26,220	13,110	13,110
2	Capital Investment Strategy (CIS) – external professional advisers to support the development of the Capital Investment Strategy, as well as the associated governance framework and delivery model to support	Emily Atack	Aug-16	136,285	88,658	88,658	123	123	177,562	41,277		
3	To make best use of our corporate assets to include a financial appraisal of the current GF property assets	Jill Pearmain	Aug-16	9,805	4,495	4,495	0	0	8,991	-814	407	407
	Business Growth											
4	To support the installation of one or more Electric Vehicle (EV) charging points - Sudbury. Babergh only - Capital	James Buckingham	Mar-17	44,000	25,225		0	0	25,225	-18,775	18,775	
5	Hadleigh Market - consultancy costs to test whether it is possible to develop and grow Hadleigh Market into a successful town market. BDC Only	Lee Carvell	Apr-16	22,000	11,428	0	5,354	0	16,782	-5,218	5,218	
6	Additional Economic Development capacity to support a number of initiatives aimed at increasing economic growth e.g. key sites, market towns and engaging businesses - 18 month extension	Lee Carvell	Feb-17	427,770	143,395	143,301	20,309	20,309	327,314	-100,456	6,757	6,757
7	Town Visioning Engagement Project - the Open For Business Team will lead the work with local communities to deliver a Vision that can be used to inform later policy-making and decisions that affect the towns. The Vision is intended to establish a high-level aspiration for the towns, setting out the community's key desires and wishes for the town they would like to live in and for businesses to operate from. This is a new way for the communities to be involved in Strategic Planning of the towns (the innovation).	Lee Carvell	May-17	8,500	0	0	0	0	0	-8,500	4,250	4,250
	Community Capacity Building											
8	Delivery of the Public Realm Review which will transform the management and utilisation of our public realm assets which include Open Spaces, Amenity areas, car parks and Countryside assets.	Peter Garrett	Jul-16	60,000	22,880	22,880	0	0	45,761	-14,239	7,120	7,120
9	New engagement post within Communities to support the development of key sites	Ann Hunter	Apr-18	35,000	0	0	16,820	16,820	33,640	-1,360	680	680

Appendix B

Transformation Fund

Project	Responsible Officer	Date of Approval	Budget	Cumulative spend to 2017/18		Apr 18 - Dec 18		Total Spend	Variance - favourable / + adverse	Commitments	
				BDC	MSDC	BDC	MSDC			BDC	MSDC
CONTINUING PROJECTS											
Community Capacity Building											
10	To support delivery of the partnership programme to be delivered by the Mix in Stowmarket including 1) work with local businesses to develop a programme supporting work readiness and experience for young people designed around business need 2) Offer life coaching, employment support and work readiness skills via drop in and outreach work to 16 -24 year olds in Mid Suffolk to support MSDC only	Lee Carvell	Apr-17	36,257	0	0	0	0	0	-36,257	36,257
Environment and Leisure											
11	LED replacement for streetlights/carpark lights, funding of the capital expenditure to install LED fittings. (Capital)	J Buckingham	Dec-16	88,750	0	0	55,409	31,357	86,765	-1,985	
Housing Delivery/Business Growth											
12	Additional resources to enable Senior Planning Officer level to be released to support delivery of the planning transformation programme	Phil Isbell	Oct-16	205,000	47,509	47,551	0	0	95,061	-109,939	54,970
13	Commissioning of external specialist feasibility / viability work on key sites as required, to be able to move them forward for approval and development to support economic and housing growth	Lou Rawsthorne	Jan-15	475,000	194,159	132,050	14,423	50,933	391,565	-83,435	41,717
14	External support to undertake Local Housing Needs Surveys	Robert Hobbs	Feb-16	20,000	2,709	8,449	0	0	11,158	-8,842	4,421
15	Building the evidence base for the Joint Local Plan - the requirement to hold and maintain accurate baseline information within GIS underpins the preparation of the Joint Local Plan and land allocation strategy.	Robert Hobbs	Aug-16	44,000	26,286	27,688	0	0	53,975	9,975	
General Transformation - other projects											
16	- Other	Melissa Evans			16,643	185,271	0	0	201,914	201,914	
17	FISONs Building - dangerous structure. Cost of survey	Paul Hughes		10,000	0	0	0	6,190	6,190	-3,810	3,810
CONTINUING PROJECTS SUB-TOTAL				1,808,467	641,887	718,254	134,173	147,466	1,641,780	-166,686	
COMPLETED PROJECTS SUB-TOTAL				3,267,638	600,359	2,591,416	608	562			
				5,076,105	1,242,246	3,309,670	134,781	148,028	1,641,780	-166,686	157,426

General Fund Earmarked Reserves

Transfers to / from Earmarked Reserves	Balance	Transfers	Transfers	Balance
	01 April 2018	Out	In	31 March 2019
	£'000	£'000	£'000	£'000
General Fund				
Carry Forwards	(224)	224		(0)
Transformation Fund	(655)	2,284	(1,663)	(34)
Business Rates Equalisation Reserve	(788)	1,256	(937)	(469)
Strategic Planning	(339)			(339)
Joint Local Plan	-		(108)	(108)
Government Grants	(248)	25		(223)
Homelessness	(259)	58		(201)
Commuted Maintenance Payments	(232)	115	(707)	(824)
Community Infrastructure Levy (CIL)	(2,496)			(2,496)
Elections Fund	(50)		(10)	(60)
Planning Enforcement	(20)			(20)
Growth & Sustainable Planning	(20)			(20)
Planning (Legal)	(123)	59		(64)
Waste	(119)		(31)	(150)
Revocation of personal search fees	(55)			(55)
Total General Fund	(5,627)	4,021	(3,456)	(5,063)

Note; includes the recommended transfer to the Business Rates Equalisation Reserve (£937k) shown in section 3.1 (b).

Appendix D

BABERGH CAPITAL PROGRAMME 2018/19 GENERAL FUND	Original Budget £'000	Carry Forwards £'000	Current Budget £'000	Actual Spend Apr - Dec £'000	Full Year Forecast £'000	Full Year Forecast LESS Budget £'000
Supported Living						
Mandatory Disabled Facilities Grant	409	13	422	197	250	-172
Discretionary Housing Grants	100	0	100	44	100	0
Empty Homes Grant	100	199	299	63	70	-229
Total Supported Living	609	212	821	303	420	-401
Planning for Growth						
Grants for Affordable Housing	0	400	400	0	0	-400
Total Planning for Growth	0	400	400	0	0	-400
Environment and Projects						
Replacement Refuse Freighters - Joint Scheme	185	60	245	236	236	-9
Recycling Bins	65	-15	50	49	49	-1
LED Streetlights	0	44	44	55	55	11
Electric Vehicle Charging Points	0	0	0	4	5	5
Total Environment and Projects	250	89	339	345	346	6
Communities and Public Access						
Community Development Grants	117	175	292	66	88	-204
Play Equipment	50	100	150	47	50	-100
Planned Maintenance / Enhancements - Car Parks	36	0	36	0	18	-18
Total Community Services	203	275	478	113	156	-322
Leisure Contracts						
Total Leisure Contracts	1,412	0	1,412	373	731	-681
Capital Projects						
Planned Maint / Enhancements - Other Corp Buildings	48	0	48	0	44	-4
Total Capital Projects	48	0	48	0	44	-4
Investment and Commercial Delivery						
	0					
Land assembly, property acquisition and regeneration opportunities	2,973	3,595	6,568	244	238	-6,330
Total Investment and Commercial Delivery	2,973	3,595	6,568	244	238	-6,330
Corporate Resources						
	0					
ICT - Hardware / Software costs	200	150	350	80	97	-253
Total Corporate Resources	200	150	350	80	97	-253
CIFCO	0	12,667	12,667	10,445	10,445	-2,222
Total General Fund Capital Spend	5,696	17,389	23,084	11,904	12,476	-10,608

Agenda Item 9

BABERGH DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: BCa/18/72
FROM: Councillor Jan Osborne, Cabinet Member for Housing	DATE OF MEETING: 7 March 2019
OFFICER: Gavin Fisk, Assistant Director, Housing Tricia Anderson, HRA Accountant	KEY DECISION REF NO. CAB75

HOUSING REVENUE ACCOUNT (HRA) FINANCIAL MONITORING 2018/19 – APRIL TO DECEMBER 2018

1. PURPOSE OF REPORT

- 1.1 Based on the financial performance of the Council during April to December of this financial year (2018/19) and latest information, a reporting by exception approach has been adopted to reviewing income and expenditure budget variances in the first nine months of the year.

2. OPTIONS

- a) Transfer funds of £299k to the Strategic Priorities reserve.
- b) At this stage in the year, make no recommendation for the transfer of funds to reserves.

3. RECOMMENDATIONS

- 3.1 The potential or likely variations in relation to the HRA both Revenue and Capital compared to the Budget be noted.
- 3.2 That, subject to any further budget variations that arise during the rest of the financial year, the increase in funds of £299k, referred to in section 5.6 of the report, be transferred to the Strategic Priorities reserve, as referred to in 2a).

REASON FOR DECISION

To ensure that Members are kept informed of the current budgetary position for both the HRA Revenue and Capital Budgets.

4. KEY INFORMATION

Strategic Context

- 4.1 The financial position of the HRA for 2018/19 should be viewed in the context of the updated 30-year business plan. A balanced budget has been achieved for 2018/19 by reducing both capital and revenue budgets.

A fundamental review of the housing service was undertaken during 2017/18 to identify savings, efficiencies and income generation opportunities that will achieve a sustainable business plan into the future. The business plan, made possible by the change in funding for HRAs in April 2012, sets out the aspiration of the Council to increase the social housing stock by either buying existing dwellings or building new ones.

- 4.2 The Welfare Reform and Work Act 2016 includes a requirement for all social landlords to reduce rents by 1% each year from 2016 to 2019. However, following the announcement by the Government that rents can be increased by CPI +1% for five years from 2020/21 will reduce the impact of this on the 30-year plan.
- 4.3 With the Council's housing stock at 3,411 homes there will always be unplanned events that affect the level of income and expenditure in any one financial year. Members should therefore consider annual variances in the context of the medium-term outcomes that the Council wishes to achieve.

5. December Position

- 5.1 Based upon financial performance and information from April to December (with trends extrapolated to the end of the financial year) and discussions with budget managers, key variations on expenditure and income compared to budget have been identified.

- 5.2 The report covers:

- The Housing Revenue Account (HRA) Revenue Budget
- The Housing Revenue Account (HRA) Capital programme

- 5.3 Budget monitoring is a key tool and indicator on the delivery of the council's plans and priorities for the year. There will, of course, always be reasons why there are variances such as:

- Economic conditions and those services that are affected by demand
- Base budgets being over or understated (a number were identified in the 2017/18 financial outturn report to Members)
- Uncertainties relating to funding or other changes that were not known at the time the budget was approved.

- 5.4 Taking each area in turn, the position on key aspects of the 2018/19 budget is summarised below:

Revenue

- 5.5 The original budget set for the HRA for 2018/19 shows a surplus of £244k, which was met by reserves to achieve a balanced budget position. The forecast position at December is a surplus of £543k, a favourable variance of £299k.
- 5.6 The table below shows the main items that are included in the overall net favourable variance of £299k. The forecast variances identified within this report have been taken into consideration when setting the budgets for 2019/20.

Explanation	August Amount (£'000) (Favourable) / Adverse	December Amount (£'000) (Favourable) / Adverse	Movement (£'000) (Favourable) / Adverse
Rental Income and Service Charges			
<ul style="list-style-type: none"> Rental Income – following the decision to sell 9 properties as Shared Ownership, rather than keep them as 100% rental properties, together with higher than anticipated voids has led to an adverse variance of £42k (0.26%). This is an adverse movement of £24k from the August report. A review of the Homeless rents has identified £42k of rental income to be moved to the General Fund at the end of the year leading to a further adverse variance. Garage Rents are predicted to show an adverse variance of £21k for the year, an adverse movement of £4k. This is due to higher than anticipated voids. 	35	105	70
Property Services			
<ul style="list-style-type: none"> Planned Maintenance - heating is anticipated to show an adverse variance of £100k on the Whole House Serving contract with Blueflame due to a high increase in material costs and work carried out to maintain the properties. This is a favourable movement of £14k from the August report. Asbestos Surveys are predicted to show an adverse variance of £80k for the year due to an increase in remedial works, tenant friendly asbestos reports and the requirement to complete asbestos surveys on planned works before they can be carried out. This is an adverse movement of £15k from the August report. As this is a statutory requirement, we have increased the Budget for next year. 	161	174	13

Explanation	August Amount (£'000) (Favourable) / Adverse	December Amount (£'000) (Favourable) / Adverse	Movement (£'000) (Favourable) / Adverse
<ul style="list-style-type: none"> Other favourable variances total £6k in the year, an adverse movement of £12k. 			
Repairs and Maintenance			
<ul style="list-style-type: none"> To increase efficiencies a review of the responsibility for services provided within Property Services and BMBS was carried out in October 2018. As a result of this, responsibility for the overall responsive repairs and maintenance budget now lies with the Corporate Manager for BMBS. Planned maintenance remains the responsibility of the Property Services Corporate Manager. VOIDS repairs – following a review and subsequent reallocation of costs to Capital we are now anticipating a favourable variance for the year of £125k. This is a favourable movement of £58k from the August report. Responsive repairs – we are anticipating an adverse variance of £169k for the year, an adverse movement of £134k. This is due to an increase in material costs and the number of repairs anticipated to be carried out. However, these are always difficult to predict and may change if we have severe weather conditions in the final quarter of the year. <p>BMBS</p> <ul style="list-style-type: none"> An adverse variance of £512k is expected which is an adverse movement of £324k since the August report. Long term sickness, data and training issues has led to an increase in the number of outstanding jobs not being closed. This has resulted in a more cautious approach when predicting income for the year. A major project to review and close the outstanding jobs will be undertaken in February and March 2019, which is anticipated will improve the situation. The ongoing Voids project implemented in November 2017 to reduce the number of days that Council Houses remain empty and an unexpected increase in voids in December 2018 has meant we continue to rely on external contractors to carry out essential works to the properties involved. Due to timing differences these costs will not be recharged 	156	556	400

Explanation	August Amount (£'000) (Favourable) / Adverse	December Amount (£'000) (Favourable) / Adverse	Movement (£'000) (Favourable) / Adverse
<p>to voids until quarter 4, which could affect the forecast voids costs and BMBS income.</p> <p>Note: At the time of writing, the overall number of voids days has reduced by 34 days, from 54 in September 2017 to 20 days in December 2018.</p>			
General Management			
<ul style="list-style-type: none"> • Following advice from the Auditors all employee costs and Agency Fees relating to the Capita System Support Team are now being treated as revenue costs, rather than capital as in previous years. This has led to an adverse variance of £134k, an adverse movement of £2k since the August report. • Employee Costs - Due to vacant posts not being filled a favourable movement of £42k is anticipated, however this has been partially offset by an adverse movement of £10k on Agency fees to give an overall favourable variance of £32k for the year. • Professional and Consultancy Fees - A favourable variance of £45k is anticipated following the recruitment of permanent staff to vacant posts. This is also a £45k movement from the August report. • Following a decision to reduce the reserves carried forward a favourable variance of £30k is anticipated. This has been reflected in the 2019/20 Budget. • Other minor adverse variances total £5k, an adverse movement of £4k from the August report. 	133	32	(101)
Sheltered Management			
<ul style="list-style-type: none"> • Employee costs – Due to vacant posts not being filled and corrections of salaries costs a favourable variance of £40k is predicted for the year. This is also a £40k movement from the August report. • Lower than anticipated repairs has led to a favourable movement of £64k since August, an adverse variance of £8k for the year. 	72	(43)	(115)

Explanation	August Amount (£'000) (Favourable) / Adverse	December Amount (£'000) (Favourable) / Adverse	Movement (£'000) (Favourable) / Adverse
<ul style="list-style-type: none"> Other minor favourable variances total £11k for the year, a favourable movement of £1k from August. 			
Revenue Contribution to Capital (RCCO)			
<ul style="list-style-type: none"> Capital ICT Projects expenditure is anticipated to show a favourable variance of £134k on salaries, a favourable movement of £2k from the August report. A favourable variance of £145k is anticipated for the year, which has been identified since the previous report. This is due to the reallocation of Consultant fees amounting to £46k and Asbestos Inspections amounting to £87k from Capital to revenue. Capital Maintenance is anticipated to require a reduction of £774k in contribution from the revenue account per note 5.10. This is a favourable variance for the year and movement from the August report. Following the increase in Depreciation of £514k capital maintenance funding from the Major Repairs Reserve will be increased by the same amount leading to a further reduction of £514k from the required RCCO. This is a favourable variance for the year and movement from the August report. 	(132)	(1,567)	(1,435)
Depreciation			
<ul style="list-style-type: none"> A review of the depreciation charged has resulted in an increase of the provision leading to an adverse variance of £514k for the year. The 2019/20 Budget has been increased to reflect this. 	0	514	514
Bad Debt Provision			
<ul style="list-style-type: none"> The implementation of Universal Credit has not had the impact on Bad Debts anticipated when setting the 2018/19 Budget. This has led to a favourable variance of £70k within the year. The 2019/20 Budget has been reduced to reflect this. 	0	(70)	(70)
TOTAL ADVERSE VARIANCE	425	(299)	(724)

- 5.7 The net £543k favourable position means that the total HRA balances as at 31 March 2019 are forecast to be £13.2m. This includes a minimum working balance of £1m and £12.2m in the Strategic Priorities Reserve.

Capital

- 5.8 Use of capital and one-off funds is critical and need to be linked into our future delivery plans. A zero-based approach was adopted for the capital programme for 2018/19 to ensure that resources are aimed at delivering the council's strategic priorities.
- 5.9 With complex capital schemes it is difficult to accurately assess the level of payments that will be made during the financial year. The Council continues to embark on new projects e.g. building new homes, where it is difficult to accurately predict at the planning stage how payments will fall. Members should therefore focus on whether overall outcomes are being achieved as a result of the capital investment rather than variances against the plan for a particular year.
- 5.10 Actual capital expenditure for the period April to December 2018 totals £3.8m, against a revised programme (including carry forwards) of £14m, as set out in Appendix A.

We are currently predicting an underspend of £279k for ICT Projects following the movement of staff, consultant and asbestos survey costs to revenue. Capital maintenance costs are anticipated to show an underspend of £742k. Other projects are anticipated to underspend by £43k in the year.

New Build – we are currently anticipating a spend of £3.6m during the year, a favourable variance of £3.2m, due to a review of our Capital Development programme in September 2018. This has allowed us to set accurate Budgets for 2019/20 to 2021/22, which has allowed us to release the carry forward amounts from previous years. We are anticipating the addition of 36 new homes to our housing stock in 2018/19.

6. LINKS TO JOINT STRATEGIC PLAN

- 6.1 Ensuring that the Councils make best use of their resources is what underpins the ability to achieve the priorities set out in the Joint Strategic Plan. Specific links are to financially sustainable Councils, managing our housing assets effectively, and property investment to generate income.

7. FINANCIAL IMPLICATIONS

These are detailed in the report.

8. LEGAL IMPLICATIONS

- 8.1 There are no specific legal implications.

9. RISK MANAGEMENT

9.1 This report is closely linked with risk number 5d of the Council's Significant Risk Register – we may be unable to respond in a timely and effective way to financial demands. Other key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If we do not consider the ongoing impacts of the Welfare and Funding Reforms, then it could lead to unpreparedness for further changes. This links to the Council's Significant Business Risks no. 5h.	Unlikely - 2	Bad/serious – 3	Ensure adequate bad debt provision and that the Income Management Strategy seeks to mitigate the impact of the changes on residents, the Council's income streams and budgets.
If there are increases in inflation and other variables, then Council Housing self-financing could result in a greater risk to investment and service delivery plans.	Unlikely - 2	Noticeable – 2	Inflation and interest rate assumptions have been modelled in the HRA business plan. Capital receipts and capital programme funding reviewed.
If we fail to spend retained Right to Buy receipts within 3-year period, then it will lead to requirement to repay to Government with an additional 4% interest.	Unlikely - 2	Bad/serious - 3	Provision has been made in the updated HRA Investment Strategy to enable match funding and spend of RTB receipts.
If we borrow too much to fund New Homes, we will not be able to pay the loan interest.	Unlikely - 2	Bad/serious – 3	Follow the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code which states Capital investment plans must be affordable, prudent and sustainable.
Brexit could have an impact on interest rates/inflation/house prices and demand/jobs	Probable - 3	Bad/serious – 3	Understanding and acting on intelligence from Local Government Associations (LGA), CIPFA.
If Capital data is inaccurate it could lead to problems with treasury management debt and cashflows.	Unlikely - 2	Bad/serious – 3	Work closely with treasury management when setting capital budgets and how this will be financed. Monitor the capital spend quarterly and raise any changes with treasury management.

10. CONSULTATIONS

10.1 Consultations have taken place with Assistant Directors, Corporate Managers and other Budget Managers as appropriate

11. EQUALITY ANALYSIS

11.1 An equality analysis has not been completed because there is no action to be taken on service delivery as a result of this report.

12. ENVIRONMENTAL IMPLICATIONS

12.1 There are no specific environmental implications.

13. APPENDICES

Title	Location
APPENDIX A – Capital Programme	Attached

14. BACKGROUND DOCUMENTS

20 February 2018 Budget Report 2018/19 – BC/17/29

9 August 2018 Housing Revenue Account Financial Monitoring 2018/19 – Quarter One BCa/18/23

8 November 2018 Housing Revenue Account Financial Monitoring 201819 – April to August 2018 BCa/18/44

Appendix A

BABERGH CAPITAL PROGRAMME 2018/19 HOUSING REVENUE ACCOUNT	Project Sponsor	Original Budget £'000	Carry Forwards £'000	Current Budget £'000	Actual Spend Apr - Dec £'000	Full Year Forecast £'000	Full Year Forecast LESS Budget £'000
Housing Maintenance							
Planned maintenance	H Worton	4,587	1,875	6,462	2,709	5,720	-742
ICT Projects	H Worton	300	59	359	16	81	-279
Environmental Improvements	H Worton	50	0	50	0	30	-20
Disabled Facilities work	H Worton	200	59	259	129	258	-0
Horticulture and play equipment	H Worton	23	0	23	0	0	-23
New build programme inc acquisitions	A Bennett	3,415	3,426	6,841	959	3,627	-3,214
Total HRA Capital Spend		8,575	5,419	13,994	3,813	9,716	-4,278

Agenda Item 10

BABERGH DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: BCa/18/73
FROM: Councillor Derek Davis, Cabinet Member for Organisational Delivery	DATE OF MEETING 7 March 2019
OFFICER: Karen Coll – Corporate Business Improvement Manager	KEY DECISION REF NO. CAB79

QUARTER 3 PERFORMANCE OUTCOME REPORTING

1. PURPOSE OF REPORT

- 1.1 To provide the Cabinet of Babergh District Council with the third quarter performance outcome report (October – December 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 adequately reflecting Babergh District Council's performance for October - December 2018.

REASON FOR DECISION

To provide assurance that the Council is meeting its performance objectives.

4. KEY INFORMATION

- 4.1 This is the third of the revised quarterly performance reports to be submitted to Cabinet. Ongoing refinement of the performance framework will ensure that the performance measures reflect the outcomes in the Joint Strategic Plan and in particular the agreed priorities.
- 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. 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.

- 4.3 The new Assistant Director for Economic Development and Regeneration will be providing performance measures, that underpin the Economic Strategy, these will be available at the end of the year following discussion with the relevant Cabinet Members. The Assistant Director for Assets and Investments will also be working with the relevant Cabinet Members to agree the performance measures that will be included from April 2019.
- 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 applications processed 'in time'**. Babergh's performance (as judged by Ministry of Housing Communities and Local Government statistics) **remains better than the annual target** of 60% standing at **90.90%**.
- **GSP02 - % of non-major applications processed 'in time'**. Babergh's performance (as judged by Ministry of Housing Communities and Local Government statistics) **remains better than the annual target** of 70% increasing from 77.41% at quarter two to **80.80%** for quarter three.

Housing

- **TS03 - Levels of write off against bad debt provision**. Levels of write-off are 89% of the annual target; **£57,796.26** against £65,000. The target isn't profiled but performance indicates that this is **heading towards being worse than target**. The higher than expected figure is largely the result of a recent review of historic debts, a significant number of which are considered unrecoverable. The new Income Management Policy will implement measures that will prevent many former tenant debts occurring in the future by limiting house moves for tenants in arrears, and fewer former tenant debts will be written off.
- **BMBS01 - % of repairs completed within agreed timescale (by priority/trade)**. There has been an overall improvement in the number of housing repairs across Babergh being completed within the priority timescales. However, compliance issues have had an impact on the electrician's trade grouping, with **24%** of work completed on time. The overall performance is **worse than the overall annual target** of 93%.
- **HP01 – No. of households in B&B accommodation more than six weeks** There has been a significant reduction in the number of households in Bed and Breakfast during quarter three, from 10 to 5 this is **heading towards meeting the annual target**.

A review is scheduled in 2019/20 to ensure that there is adequate temporary accommodation available to ensure no one is accommodated in B&B more than six weeks.

Corporate Resources

- **HR01 – No. of days lost to sickness.** The total number of days lost to sickness has reduced from 1125 last quarter to **963** in quarter three. Performance **is on target** showing a reduction compared to the same period last year of 19.2%.
- **HR02 – No. of staff on long term sickness (Absent for 4 or more weeks).** There has been a significant improvement in the number of staff on long term sickness. Performance **is on target** with a reduction of 57% compared to the last quarter; a total of **8 staff** compared to 14 staff during quarter two.

Customer Services

- **CS01 – Average number of daily visitors to joint website.** The website has seen a steady increase in numbers during the year, with a further increase of 13% since quarter two. Performance **remains on target** with **3475** visitors during quarter three.
- **CS06 – Average time taken to answer calls (mins).** Quarter three shows an improving trend with the time taken averaging **1.04 minutes** which is **better than the annual target** of 1.45 minutes. The average for the month of October was 52 seconds.

Law and Governance

- **IM02 – Average number of days taken to complete land searches.** The number of days taken has increased during this quarter and is **worse than target** at **11.6** days. This is slightly higher than anticipated due to staff shortages. As per historically, the number of requests slows down over the Christmas period and hence it was felt that extra resource was not needed. Search times for January are running at 7 days which is back within the 10 day target.

Environment and Commercial Partnership

- **WS07 – Missed Bins – rate/ 100,000 collections.** There has been a reduction in the number of missed bins during quarter three from 341 in quarter two to **237**. The overall percentage of missed bins for quarter three was 0.07%. Performance **is on target** for the year.

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

This report does not link to any of the Council's Significant Risks, however it does link to Risk No.5G06 on the Business Support Operational Risk Register 'If we do not fully embed performance management and support the organisation to understand and monitor current performance, then we will not have oversight of our performance in delivering the JSP, proactively deal with poor performance, align our resources effectively, learn by our mistakes and celebrate achievements and we may suffer from reputational damage, with the potential for financial shortfall, inefficiencies and a de-motivated workforce'. Further 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 Administration 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.3	Attached
(b) Corporate Resources Performance Qtr.3	Attached
(c) Customer Services Performance Qtr.3	Attached
(d) Planning for Growth Performance Qtr.3	Attached
(e) Housing Performance Qtr.3	Attached
(f) Communities Performance Qtr.3	Attached
(g) Environment & Commercial Partnerships Qtr.3	Attached

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<p style="text-align: center;">Law and Governance Assistant Director Emily Yule</p> <p style="text-align: center;">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.</p>				
	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>1. The Property Team within Legal Services completed the acquisition of 8 residential properties across the two districts in September - ensuring that we continue to add to our housing stock.</p> <p>2. The Local Government Boundary Commission for England published its final recommendations for the warding of Mid Suffolk and reconfirmed proposals to reduce the number of Councillors to 34. The Council is now working on implementing these changes for elections to be held on 2 May 2019.</p>	<p>1. The Annual Canvass of Electors was concluded, and revised register published on Saturday 1 December 2018. The overall response rate was 98.06% with 39.56% of respondents using an electronic response method (telephone, online and text message).</p> <p>2. The Babergh (Electoral Changes) Order 2018 was made on 6 December 2018 and brings into effect, unamended, the final recommendations of the Local Government Boundary Commission for England in respect of the number of Councillors (32) and warding arrangements for Babergh</p>	
Main Achievements (continued)	<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 compliant and that we treat people's personal data accordingly in line with the new regulations.</p>			

Impact on communities / the way we work	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.		1. A number of digital initiatives have contributed to a higher response rate, including the use of tablets by our canvassing staff. This will enable the register to be updated on a monthly basis.	
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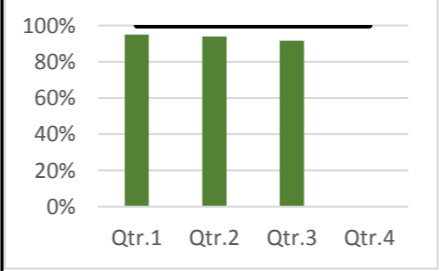
Key for trend graph: ● 2015/16 ● 2016/17 ● 2017/18 ● 2018/19 target	Key: n/a not applicable n/av not available highlighted measure, further detail in main report
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Internal Audit
Corporate Manager John Snell

Performance measure	Period	Data	Target	Council	Trend	Comments
IA01 % of 'high priority' Internal Audit recommendations implemented NEW MEASURE Cabinet Member: Derek Davis Data Owner: John Snell	2018/19		100%			This measure is to be reviewed to re-define to make it more meaningful
	Qtr.1	n/a		Both		
	Qtr.2	n/a				
	Qtr.3	n/a				
	Qtr.4					

Democratic Services
Corporate Manager Janice Robinson

Performance measure	Period	Data	Target	Council	Trend	Comments
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DS01 % of Household Enquiry forms returned during the Annual Canvass NEW MEASURE	2018/19	98.06%	95%	BDC		The Annual Canvass of Electors was concluded, and revised register published on Saturday 1 December 2018. The overall response rate was 98.06% with 39.56% of respondents using an electronic response method (telephone, online and text message). This is in excess of our target response rate of 95% and significantly higher than response rates generally since the introduction of Individual Electoral Registration.
Cabinet Member: John Ward Data Owner: 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	2018/19		n/a	BDC		Details of meetings where 15 or more members of the public were in attendance. Planning Committee 28/11/18 - 56 Planning Committee 12/12/18 - 57
Cabinet Member: John Ward Data Owner: Claire Philpot	Qtr.1 Qtr.2 Qtr.3 Qtr.4	74 84 136				
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	2018/19		100%	Both		During Q3 there were 5 challenges all of which were successfully defended, relating to the following subjects; Civil debt Statutory nuisance Unauthorised encampment Fly tipping Planning judicial review - this is going to appeal, further information regarding outcome will follow
Cabinet Member: Derek Davis Data Owner: Teresa Halliday	Qtr.1 Qtr.2 Qtr.3 Qtr.4	100% 100% 100%				
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	2018/19		100%	Both		During Q3 we received a total of 139 Freedom of Information requests, as well as 36 Environmental Information requests and 16 Subject Access requests. 175 requests were dealt with in the response time.
Cabinet Member: Derek Davis Data Owner: Martyn Jackson	Qtr.1 Qtr.2 Qtr.3 Qtr.4	95% 94% 91.60%				

Performance measure	Period	Data	Target	Council	Trend	Comments										
IM02 Average number of days taken to complete land searches NEW MEASURE Cabinet Member: Derek Davis Data Owner: Val Stoner	2018/19		10 days	Both	<table border="1"> <caption>Bar Chart Data</caption> <thead> <tr> <th>Quarter</th> <th>Average Number of Days</th> </tr> </thead> <tbody> <tr> <td>Qtr.1</td> <td>7.84</td> </tr> <tr> <td>Qtr.2</td> <td>9.7</td> </tr> <tr> <td>Qtr.3</td> <td>11.6</td> </tr> <tr> <td>Qtr.4</td> <td>-</td> </tr> </tbody> </table>	Quarter	Average Number of Days	Qtr.1	7.84	Qtr.2	9.7	Qtr.3	11.6	Qtr.4	-	We have completed 1031 searches during this period and we continue to cleanse the data to enable us to automate the process. Land charges search times are slightly higher than anticipated due to staff shortages. Historically during December the number of requests are low, it was not felt that additional resource was required. Since then search times are back within the 10 day target currently running at 7 days.
	Quarter	Average Number of Days														
	Qtr.1	7.84														
	Qtr.2	9.7														
	Qtr.3	11.6														
Qtr.4	-															
Qtr.1	7.84															
Qtr.2	9.7															
Qtr.3	11.6															
Qtr.4																

<p align="center">Corporate Resources Assistant Director Katherine Steel</p> <p align="center">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 sessions 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.</p>	<p>1. 2017/18 Statement of Accounts have been finalised and signed off with an unqualified audit opinion, and are available to view on the Council website.</p>	<p>1. At Cabinet on 10 December a new Modern Slavery Policy was adopted, which should enable the Council to eliminate any form of modern slavery in our supply chain.</p>	
Main Achievements (continued)	<p>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>			

<p>Impact on communities / the way we work</p>	<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. 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>	<p>1. The Statement of Accounts ensures that the Council has a sound financial basis on which to deliver its priorities.</p>		
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<p>Key for trend graph: ● 2015/16 ● 2016/17 ● 2017/18 ● 2018/19 target</p>	<p>Key: n/a not applicable n/av not available highlighted measure, further detail in main report</p>
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**Human Resources and Organisational Development
Corporate Manager - Vacant**

Performance measure	Period	Data	Target	Council	Trend	Comments	
<p>HR01 No. of days lost to sickness Cabinet Member: John Ward Data Owner: Magda Brauer</p>	2017/18					<p>Overview and Scrutiny received an updated report in January. A whole range of measures covering health and wellbeing are being monitored by SLT on a monthly basis and further information is requested to drill down on specific issues. A new sickness absence policy has been developed, currently being consulted on with the unions and will be effective from 1 April. In advance of the new policy being live all current cases of absence have been reviewed with some positive outcome in the reduction of days lost.</p>	
	Qtr.1	949					
	Qtr.2	908					
	Qtr.3	1191					
	Qtr.4	1072					
	2018/19			Decrease			BDC
	Qtr. 1	1128					
	Qtr. 2	1125					
Qtr. 3	963						
Qtr. 4							

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		n/av	Both		The trend data indicates that we are continuing to see a reduction in long term sickness and is now at the lowest level over the period shown. This is as a result of proactive early interventions by HR Business Partners and Corporate Managers. A new Mental Health and Wellbeing policy has been developed, currently being consulted on with the unions and will be effective from 1 April.
	Qtr.3	13				
	Qtr.4	14				
	2017/18		n/av			
	Qtr.1	15				
	Qtr.2	16				
	Qtr.3	21				
	Qtr.4	13				
	2018/19		Decrease			
	Qtr. 1	12				
Qtr. 2	14					
Qtr. 3	8					
Qtr. 4						
Finance						
Corporate Manager Melissa Evans						
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: Jacqui Richmond	2016/17	32,020		BDC		There remains a steady increase throughout the year in the number of Band D equivalent properties.
	2017/18	32,627	32,489			
	2018/19		32,822			
	Qtr.1	32,887				
	Qtr.2	32,986				
	Qtr.3	33,169				
Qtr.4						
Performance measure	Period	Data	Target	Council	Trend	Comments
F02 £ Income generated from investing cash £'000 Cabinet Member: John Ward Data Owner: Edward Banyard	2016/17			BDC		Q3 includes forecast figures for Pooled Funds, Q2 saw performance decrease for Pooled Funds due to slowing markets from Brexit uncertainty which is expected whilst the UK still has a No-deal. The Official Bank rate increase to 0.75% helped boost short term cash returns.
	Qtr. 1	88				
	Qtr. 2	98				
	Qtr. 3	96				
	Qtr. 4	100				
	2017/18		112			
	Qtr. 1	130				
	Qtr. 2	130				
	Qtr. 3	119				
	Qtr. 4	113				
	2018/19		107			
	Qtr. 1	136				
	Qtr. 2	125				
	Qtr. 3	126				
Qtr. 4						

Performance measure	Period	Data	Target	Council	Trend	Comments	
F03 % Council tax collected Cabinet Member: John Ward Data Owner: Bethany Nibloe Operations Manager: Andrew Wilcock	2017/18		98.40%	BDC		Council tax collection is slightly down compared to the same point last year which represents approximately £130k. This is due to a number of factors: - A change in the recovery process for CTR accounts The impact of Universal Credit/VEPS/Changes of circumstances on CTR accounts The frequency of changes in circumstances creating new bills and revised instalments An increase in the number of customers paying over 12 months	
	Qtr.1	30.06%					
	Qtr.2	57.96%					
	Qtr.3	85.97%					
	Qtr.4	98.50%					
	2018/19						
	Qtr. 1	30.05%	30.06%				
	Qtr. 2	57.79%	57.96%				
	Qtr. 3	85.73%	85.97%				
	Qtr. 4		98.50%				
Performance measure	Period	Data	Target	Council	Trend	Comments	
F04 % Business rates collected Cabinet Member: John Ward Data Owner: Bethany Nibloe Operations Manager: Andrew Wilcock	2017/18		98.40%	BDC		Slightly above target.	
	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	57.12%	57.95%				
	Qtr. 3	83.90%	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: Bethany Nibloe Operations Manager: Amy Mayes	2016/17		24 days	BDC		Below target is a positive outcome.	
	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	22					
Qtr. 3	22						
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: Amy Mayes	2016/17		10 days	BDC		Below target is a positive outcome.		
	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	6						
Qtr. 3	3							
Qtr.4								
Performance measure	Period	Data	Target	Council	Trend	Comments		
F07 Online housing new claims as a % of all housing benefit new claims Cabinet Member: John Ward Data Owner: Carl Dersley Operations Manager: Amy Mayes	2016/17		85%	BDC		There has been an increase in online claims for benefit. This has arisen as a consequence of a number of factors. SRP have developed comprehensive benefit claim forms which are available on the council websites. These forms determine which benefit can be applied for (Housing Benefit or Universal Credit) and are promoted to customers in correspondence as well as by third party partner organisations. Additionally the advice pages for Universal Credit(UC) carry a 'make a claim for Council Tax Reduction' link which links back to the benefit pages. All UC claims are made 'digitally by default' and this has also helped swell the numbers of electronic claim forms received by SRP.		
	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	87%						
Qtr. 3	96%							
Qtr. 4								
Performance measure	Period	Data	Target	Council	Trend	Comments		
F08 % of business rates payers using Direct Debit Cabinet Member: John Ward Data Owner: Bethany Nibloe Operations Manager: Andrew Wilcock	2017/18		n/av	BDC		This measure currently shows the percentage 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	55.06%						
	Qtr. 3	55.11%						
Qtr.4								

Performance measure	Period	Data	Target	Council	Trend	Comments
F09 % of council tax payers using Direct Debit Cabinet Member: John Ward Data Owner: Bethany Nibloe Operations Manager: Andrew Wilcock	2017/18		n/av	BDC		As above.
	Qtr. 1	79%				
	Qtr. 2	79%				
	Qtr.3	80%				
	Qtr.4	79%				
	2018/19		n/av			
	Qtr. 1	80.06%				
	Qtr. 2	80.26%				
	Qtr. 3	80.71%				
	Qtr.4					

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. 	<ul style="list-style-type: none"> ◆ Babergh's first Pop-Up Customer Access Point was launched in Shotley in August, officers have joined Suffolk Libraries in attending Shotley Village Hall on Monday afternoons offering a face to face service, this is a pilot scheme until the end of September. ◆ Average telephone wait times this quarter 1 min 7s compared to 2 mins 22 secs for the same period last year. ◆ In July we answered on average 90.91% of calls, increasing to 92.77% in September. 	<ul style="list-style-type: none"> ◆ Average telephone wait times this quarter 1 min 4s compared to 1 min 50 secs for the same period last year. ◆ %Abandoned Calls in Oct 2017 was 16.5%. This year was 6.93%. ◆ Hadleigh Customer Access Point opened at Hadleigh Library in October 2018. Staff are on hand every Thursday afternoon. There is also a permanent self service point providing anyone access to online services available every day during library opening hours. ◆ Following the successful pilot the Shotley Customer Access Point pop-up will remain. 	

<p>Main Achievements (continued)</p>	<ul style="list-style-type: none"> ◆ 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. 	<ul style="list-style-type: none"> ◆ Continuing with our programme of staff development, with training provided on the new Citizens Access system. 'Citizen Access' is a digital tool for council tax, allowing customers to view account details, submit changes of address, apply for or cancel a single person discount, set up a direct debit or sign up for e-billing. 		
<p>Impact on communities / the way we work</p>	<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. 	<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 Shotley pilot will help us develop a framework for any future similar schemes. 	<ul style="list-style-type: none"> ◆ Increased calls answered leading to less abandoned phone calls by customers. ◆ Analysis to be completed on the first period Hadleigh been open. ◆ Set up as a pilot scheme in partnership with Suffolk Libraries, the Shotley initiative has proven invaluable for residents living in more remotes parts of the district. 	

Key for trend graph:

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

Key:

- 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		n/av	Both		The average is 31% higher than the same period in 2017-18 and 13% higher than Q2 this year, clearly indicating continued steady growth in use of the website.	
	Qtr.1	2310					
	Qtr. 2	2397					
	Qtr.3	2432					
	Qtr.4	3147					
	2018/19						Increase - No target set as establishing benchmark
	Qtr.1	2762					
	Qtr. 2	3027					
Qtr.3	3475						
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			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	250					
	Qtr. 2	245	Increase - No target set as establishing benchmark				
	Qtr.3	218					
	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 Qtr.1 Qtr. 2 Qtr.3 Qtr.4	243,833 244,864 242,478	Increase - No target set as establishing benchmark	Both		This measure currently includes all the Direct Debits collected in respect of Council Tax, Business Rates, Housing Benefit Overpayment Repayment, Rents & Sundry Charges across both BDC & MSDC. The count also includes all Debit and Credit Card payments made via Web Pages, the Automated Telephone Payment line (ATP) and through End Call via Customer Services colleagues for all service areas (that is those listed already plus for example Building Control, Planning, Waste Services etc.)
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 1135 1170	Decrease No target set as establishing benchmark	BDC		Recording system is manual so some customers may not be captured.
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 37231 33947	No target to be set as establishing benchmark	Both		Includes run down to Christmas
CS06 Average time taken to answer calls (mins) PLEASE NOTE GRAPH CONVERTED TIME TO DECIMAL 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 1.07 1.04	1.00 1.45	Both		Q2's lowest average was September at 58 seconds. Q3's lowest was 52 seconds in October.

Performance measure	Period	Data	Target	Council	Trend	Comments	
CS07 % of overall calls abandoned Cabinet Member: Derek Davis Data Owner: Helen Austin	2017/18		n/av	Both		Q3 - This average includes October figure of 6.93% which was a reduction on the best month of Q2 which was September 7.23%	
	Qtr.1	22.33%					
	Qtr. 2	15.33%					
	Qtr.3	15.81%					
	Qtr.4	10.96%					
	2018/19		10%				
	Qtr.1	14.31%					
	Qtr. 2	8.85%					
Qtr.3	8.16%						
Qtr.4							
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		85%	BDC		Further work is being undertaken to improve and enhance the current system to provide more detailed information of both the services requested and the service provided.	
	Qtr.1	100%					
	Qtr. 2	100%					
	Qtr.3	100%					
	Qtr.4						
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		n/a	BDC		4 results pending	
	Qtr.1	0					
	Qtr. 2	0					
	Qtr.3	0					
	Qtr.4						

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**Planning for Growth
Assistant Director Tom Barker**

The Planning for growth agenda is supported by a number of teams including Strategic Planning and Development Management. 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. The Community Infrastructure Levy (CIL) Expenditure Framework was approved by Councillors in April and the first round of bids have been received. Further Member briefings on the Joint Local Plan were delivered in April, with further public consultation expected in the Autumn. The 'Visioning for Prosperity' recommendations for Greater Sudbury were approved by Cabinet in June, final documents were presented at a public open day. Planning permission for infrastructure elements of the Sproughton Enterprise Zone site and permission for the first occupier were achieved in April. 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>	<p>Performance on planning applications (as judged by MHCLG statistics) is good. Statistics for majors (78%) and non majors (77%) are broadly similar with performance in the last Quarter although there has been a slight drop. Neighbourhood Plans continue to be of interest to communities. In the three months ending 30 Sept 2018, five new areas were designated. The first round of bids for Community Infrastructure funding have been dealt with. The Suffolk Design project was launched with an event held on 9 July. It will produce an updated Suffolk Design Guide for adoption as supplementary planning guidance. It will also further develop the design skills of planning teams and communities working towards Neighbourhood Plans. The Joint Local Plan remains an important piece of work. The new National Planning Policy Framework (NPPF) has placed additional responsibilities on Councils. Officers are addressing the further evidence required. The Local Development Scheme, which sets out the timetable for the Joint Local Plan, was adopted in July.</p>	<p>Performance on planning applications (as judged by MHCLG statistics) is good, with Babergh delivering 90.9% of majors in time in the three months to the end of December 2018. In relation to non-majors Babergh is at 80.8 % in time. Neighbourhood Plans continue to progress within our communities. Elmsett are intending to submit theirs later this month and Aldham are understood to be close to pre-submission stage. Copdock & Washbrook, Stutton and Woolverstone have each designated their areas for Neighbourhood Planning purposes. As part of the CIL expenditure framework review a number of Joint Member Panels have been undertaken in November and December. Work is in progress to report the outcomes and proposed changes in March. As part of the Suffolk Design project a Suffolk Development Briefing for developers and professionals to showcase good design across the County was held in early December and was well attended. Work is ongoing to draft the new County wide guidance.</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>	<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>	<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>	

Key for trend graph:

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

Key:

- n/a not applicable
- n/av not available

Strategic Planning
Corporate Manager Robert Hobbs

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		n/a	BDC		N'hood Plans continue to be of interest to local communities. In the three month period Oct - Dec 2018, two new NP Areas were designated (Stutton & Woolverstone). A proposal to re-launch the Hadleigh NP is still underway. The Elmsett NP remains the most advanced, the expectation being that it will be formally submitted to BDC early in 2019. For more info see: https://www.babergh.gov.uk/planning/neighbourhood-planning/neighbourhood-planning-in-babergh/
	Qtr. 1	3				
	Qtr. 2	3				
	Qtr.3	3				
	Qtr.4	4				
	2017/18		n/a			
	Qtr.1	5				
	Qtr. 2	7				
	Qtr. 3	9				
	Qtr. 4	10				
	2018/19		n/a			
	Qtr.1	14				
	Qtr. 2	20				
Qtr. 3	22					
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		n/a	BDC		No NPs were at a sufficiently advanced enough stage to qualify for this performance measure. As noted above, the Elmsett Plan is the most advanced and could potentially be at the examination stage in Spring 2019.
	Qtr. 1	2				
	Qtr. 2	0				
	Qtr.3	0				
	Qtr.4	3				
	2017/18		n/a			
	Qtr.1	1				
	Qtr. 2	1				
	Qtr. 3	1				
	Qtr. 4	0				
	2018/19		n/a			
	Qtr.1	0				
	Qtr. 2	0				
Qtr. 3	0					
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		n/a	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		n/a				
	Qtr.1	0					
	Qtr. 2	0					
	Qtr. 3	1					
	Qtr. 4	1					
	2018/19		n/a				
	Qtr.1	0					
	Qtr. 2	0					

**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		Qtr 3 Performance on planning applications (as judged by MHCLG statistics) is well above the 60% benchmark set by Central Government with an improvement on the previous 2 quarters. With relatively few majors being determined each quarter the data can skew. Better handling of Extensions of Time will be the focus for the next quarter to ensure that all agreed extensions are met. The target set for 2018/19 aligns with the Ministry of Housing, Communities & Local Government assessment thresholds.	
	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	77.78%					
Qtr. 3	90.90%						
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>Qtr 3 performance on planning applications (as judged by MHCLG statistics) is above the benchmark but performance could be better for this category. Ensuring Extension of times are met will be the focus for the current quarter as this is a factor we have direct control over and is a quick win. There is continued 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	77.41%					
Qtr. 3	80.80%						
Qtr. 4							
Performance measure	Period	Data	Target	Council	Trend	Comments	
GSP06 % of delegation rate Cabinet Member: Nick Ridley Data Owner: John Mawdsley	2016/17		90%	BDC		<p>Performance for Qtr 3 for 2018/19 is very similar to the last Qtr and exceeds target</p>	
	Qtr. 1	93.70%					
	Qtr. 2	95.80%					
	Qtr.3	94.50%					
	Qtr.4	97.40%					
	2017/18		90%				
	Qtr.1	96.70%					
	Qtr. 2	95.40%					
	Qtr. 3	94.50%					
	Qtr. 4	94.80%					
	2018/19		90%				
	Qtr.1	94.60%					
	Qtr. 2	95.10%					
Qtr. 3	94.40%						
Qtr. 4							

<p style="text-align: center;">Housing Assistant Director Gavin Fisk</p> <p style="text-align: center;">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.</p>				
	April - June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<p>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.</p> <p>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.</p>	<p>1. Officers submitted a bid to Government to remove the HRA Headroom Cap. The deadline was before the Conservative Party Conference where Theresa May announced the debt cap was being removed.</p> <p>2. Officers have written a draft Homelessness Reduction Strategy and Housing Strategy which are due out for wider consultation in October.</p>	<p>The Ministry of Housing, Communities and Local Government visited the Housing Solutions Service to review the implementation of the Homelessness Reduction Act 2017 in November. They were very complimentary of the service being provided and want to recommend us to other Councils as an example of Best Practice.</p>	
Impact on communities / the way we work	<p>1. Delivering an effective and efficient VOID service means we are making effective use of our assets and maximising our rental income.</p> <p>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.</p>	<p>1. The hard work involved in putting together the bid has resulted in Officers being aware and confident in what finances each authority has to use to support the council build programme.</p> <p>2. Having these Strategies in place will mean we are doing all we can to meet the challenges our communities face - with either Homelessness or the challenging Housing Market.</p>		

Key for trend graph:

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

Key:

- n/a not applicable
- n/av not available

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 dropped by .78% from Q3 last year to now. Universal Credit is undoubtedly having an effect with total current arrears for Universal Credit claimants as a % of total dwelling arrears currently at 30.37%. However, the team have adapted to the challenges well and are involved in the development of the new Income Management Policy and associated procedures.	
	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	97.71%					
Qtr. 3	97.39%						
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		tbc	BDC		This is a new data set and Key Performance Indicator from Q2 2018/19	
	Qtr. 2	26.35%					
	Qtr. 3	30.37%					
	Qtr. 4						

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 £43,550.87 £57,796.26	£65,000 Annual	BDC		The higher than expected figure is largely the result of a recent review of historic debts, a significant number of which are considered unrecoverable. The new Income Management Policy will implement measures that will prevent many former tenant debts occurring in the future by limiting house moves for tenants in arrears, and fewer former tenant debts will be written off.
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	5	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.
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 (17% of budget) £110551.07 (25% of budget) £136994.48 (31% of budget)	£444,252	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.

**BMBS Housing Maintenance
Corporate Manager Justin Wright-Newton**

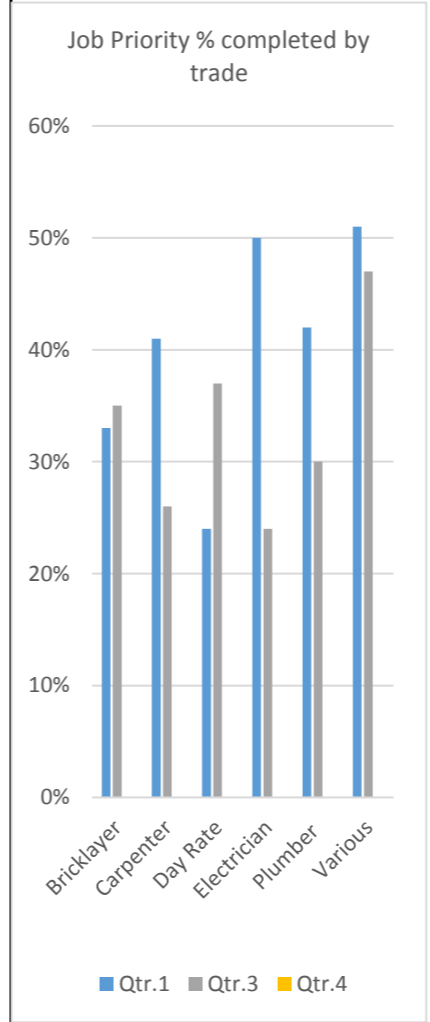
Performance measure	Period	Data	Target	Council	Trend	Comments																								
BMBS01 % of repairs completed within agreed timescale (by priority/trade) NEW MEASURE Cabinet Member: Jan Osborne Data Owner: Justin Wright-Newton	2018/19 Qtr. 1	Job Priority Percentage Completed in time 1 Day 51% 3 Day 41% 5 Day 30% 20 Day 43% 60 Day 75% By Trade Percentage Completed in time Brick Layer 33% Carpenter 41% Day Rate 24% Electrician 50% Plumber 42% Various 51%	93% for all subsets		<table border="1"> <caption>Job Priority % completed on time</caption> <thead> <tr> <th>Priority</th> <th>Qtr.1</th> <th>Qtr.3</th> <th>Qtr.4</th> </tr> </thead> <tbody> <tr> <td>1 day</td> <td>51%</td> <td>54%</td> <td>51%</td> </tr> <tr> <td>3 day</td> <td>41%</td> <td>32%</td> <td>41%</td> </tr> <tr> <td>5 day</td> <td>30%</td> <td>26%</td> <td>30%</td> </tr> <tr> <td>20 day</td> <td>43%</td> <td>50%</td> <td>43%</td> </tr> <tr> <td>60 day</td> <td>75%</td> <td>53%</td> <td>75%</td> </tr> </tbody> </table>	Priority	Qtr.1	Qtr.3	Qtr.4	1 day	51%	54%	51%	3 day	41%	32%	41%	5 day	30%	26%	30%	20 day	43%	50%	43%	60 day	75%	53%	75%	Following the work done to complete the paper trail of works orders in Qtr 1 and the implementation of Total Mobile, a number of works order priority anomalies have come to light. An error in system set up means that all Schedule of Rates (SOR) are raised with a 5 day priority unless changed at the point of contact. This immediately throws the figures out. A review of the Right to repair classifications and service standard is underway. This will formulate system changes to the way in which work is prioritised at the point that it is raised. These system changes are still to take place. The Administration team have been working hard to reduce the amount of outstanding jobs and scheduling these in and getting them completed on Total mobile has affected the figures and thrown out the percentage. Figures for the electricians have also been impacted on by compliance issues. Qtr 2 & Qtr 3 figures are consolidated for YTD.
	Priority	Qtr.1				Qtr.3	Qtr.4																							
1 day	51%	54%	51%																											
3 day	41%	32%	41%																											
5 day	30%	26%	30%																											
20 day	43%	50%	43%																											
60 day	75%	53%	75%																											
Qtr. 2	Job Priority Percentage Completed in time 1 Day 65% 3 Day 40% 5 Day 25% 20 Day 55% 60 Day 67% By Trade Percentage Completed in time Brick Layer 41% Carpenter 39% Day Rate 43% Electrician 62% Plumber 41% Various 57%	Both																												

Qtr. 3

Job Priority
Percentage
Completed in time
1 Day 54%
3 Day 32%
5 Day 26%
20 Day 50%
60 Day 53%

By Trade Percentage
Completed in time
Brick Layer 35%
Carpenter 26%
Day Rate 37%
Electrician 24%
Plumber 30%
Various 47%

Qtr. 4



Housing Solutions
Corporate Manager Heather Sparrow

Performance measure	Period	Data	Target	Council	Trend	Comments										
HP01 No. of households in B&B accommodation more than six weeks (not cumulative) AMENDED MEASURE Cabinet Member: Jan Osborne Data Owner: Victoria Stuart	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	4 10 5	0	BDC	<table border="1"> <caption>HP01 Trend Data</caption> <thead> <tr> <th>Quarter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Qtr.1</td> <td>4</td> </tr> <tr> <td>Qtr.2</td> <td>10</td> </tr> <tr> <td>Qtr.3</td> <td>5</td> </tr> <tr> <td>Qtr.4</td> <td>-</td> </tr> </tbody> </table>	Quarter	Value	Qtr.1	4	Qtr.2	10	Qtr.3	5	Qtr.4	-	We have worked extremely hard to reduce the number of households in Bed and Breakfast accommodation more than six weeks, which is reflected in the reduction from Q2 to Q3. We will continue to work hard to manage the demands for emergency accommodation and will be conducting a review of provision in 2019/20 to ensure we have adequate temporary accommodation available to ensure no one is accommodated in B&B more than six weeks.
Quarter	Value															
Qtr.1	4															
Qtr.2	10															
Qtr.3	5															
Qtr.4	-															
Performance measure	Period	Data	Target	Council	Trend	Comments										
HP02 No. of rough sleepers recorded (this is an annual figure) NEW MEASURE Cabinet Member: Jan Osborne Data Owner:	2018/19	0	0	BDC		We carried out an estimate of rough sleeping in November. This is in partnership with other organisations that are likely to work with those without accommodation. This estimate is carried out in line with the Homeless Link procedure and we have verified our count with them, as 0 for 2018.										

Performance measure	Period	Data	Target	Council	Trend	Comments	
HP03 No. of households where homelessness has either been prevented or relieved (cumulative) AMENDED MEASURE Cabinet Member: Jan Osborne Responsible Officer: Victoria Stuart	2017/18		150	BDC		Historically, we used to report Prevention and Relief figures quarterly through a system called the P1E. Since April, we are now expected to report outcomes through a new system called H-Clic. This system reports in a different way and as a result our statistical returns look very different. Previously, under the P1E, not only would we include all the work carried out by Officers, but we were able to include successful Discretionary Housing Payment (DHP) applications too. However, under the new system, that is no longer possible. The DHP figures used to account for a significant amount of positive outcomes and therefore, when we first started to look at our performance this year, it looked dramatically less. However, when we have compared like for like figures, we are actually able to see an improvement in performance. The Q1 and Q2 figures have now been updated (previously Q1,19 Q2, 42) as a number of the cases opened during those quarters have now been closed and we are now able to include the successful outcomes within our figures.	
	Qtr. 1	121					
	Qtr. 2	187					
	Qtr.3	259					
	Qtr.4	362					
	2018/19		100				
	Qtr.1	23					
	Qtr.2	68					
Qtr.3	100						
Qtr.4							

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		No Target Information Only		n/a	This data is obtained through a central report created by the Gateway to Homechoice Co-ordinator.											
	Qtr.1	Band A - 52 Band B - 152 Band C - 250 Band D - 35 Band E - 451 Band F - 0 TOTAL - 940															
	Qtr.2	Band A - 48 (-) Band B - 152 Band C - 224 (-) Band D - 32 (-) Band E - 443 (-) Band F - 0 TOTAL - 899		BDC													
	Qtr.3	Band A - 47 (-) Band B - 153 (+) Band C - 224 Band D - 39 (+) Band E - 446 (+) Band F - 0 TOTAL -909															
	Qtr.4																
Performance measure	Period	Data	Target	Council	Trend	Comments											
HP05 £ of Discretionary Housing Grants awarded by Shared Revenue Partnership NEW MEASURE Cabinet Member: Jan Osborne Data Owner:	2018/19		£106,396.00			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. The money is awarded to the SRP from the Department of Work and Pensions. A paper was presented to the Senior Leadership Team at the end of 2018, highlighting the increased demand for DHPs and that the budget had been spent. S151 Officer has applied for permission from the Government to 'top up' the fund using the Housing Revenue Account of £17,000. This would enable them to continue supporting the most vulnerable and prevent arrears accruing.											
	Qtr.1	£26,070.64															
	Qtr.2	£65,564.56		BDC													
	Qtr.3	£107,972.00															
	Qtr.4																
					<table border="1"> <caption>Discretionary Housing Grants awarded by Shared Revenue Partnership (2018/19)</caption> <thead> <tr> <th>Quarter</th> <th>Amount (£)</th> </tr> </thead> <tbody> <tr> <td>Qtr.1</td> <td>£26,070.64</td> </tr> <tr> <td>Qtr.2</td> <td>£65,564.56</td> </tr> <tr> <td>Qtr.3</td> <td>£107,972.00</td> </tr> <tr> <td>Qtr.4</td> <td></td> </tr> <tr> <td>Target</td> <td>£106,396.00</td> </tr> </tbody> </table>	Quarter	Amount (£)	Qtr.1	£26,070.64	Qtr.2	£65,564.56	Qtr.3	£107,972.00	Qtr.4		Target	£106,396.00
Quarter	Amount (£)																
Qtr.1	£26,070.64																
Qtr.2	£65,564.56																
Qtr.3	£107,972.00																
Qtr.4																	
Target	£106,396.00																

Performance measure	Period	Data	Target	Council	Trend	Comments
HP06 No: of cases in which the Tenancy Services Officers (Financial Inclusion) has likely prevented eviction NEW MEASURE Cabinet Member: Jan Osborne Data Owner:	2018/19		75	BDC		The Tenancy Support Officers deal with a wide variety of cases, of which, not all will be at imminent risk of eviction. This means the number of interventions where homelessness has been prevented will vary. There are currently 16 open cases.
	Qtr.1	23				
	Qtr.2	5				
	Qtr.3	6				
	Qtr.4					
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		No Target Information Only	BDC		The Conservative Party announced at the Party Conference on 1st October that from March 2019, all Universal Credit funding would be passed directly to Citizen Advice Bureau's. Therefore, the Personal Budgeting Support, support we are currently providing and being funded for will end in March 2019.
	Qtr.1	26				
	Qtr.2	22				
	Qtr.3	36				
	Qtr.4					
Housing Financials Professional Lead Tricia Anderson						
Performance measure	Period	Data	Target	Council	Trend	Comments
HF03 No: of houses sold through Right to Buy NEW MEASURE Cabinet Member: Frank Lawrenson Data Owner: Tricia Anderson/Caroline Pearce	2018/19		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. Q3 RTB sales figures are in line with forecast
	Qtr.1	5				
	Qtr.2	2				
	Qtr.3	7				
	Qtr.4					

Housing Development
Assistant Director Emily Atack
Corporate Manager Anne Bennett

Performance measure	Period	Data	Target	Council	Trend	Comments										
HD01 No: of houses built for HRA NEW MEASURE Cabinet Member: Frank Lawrenson Data Owner: Anne Bennett	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	0 0 0	Target within the Affordable Housing Strategy for 2017-2020 is 210	BDC		Although there has not been any building so far this year, there are 4 sites (Angel Court, Brantham, 2 at Shotley) totalling 38 units all submitted to planning in Qtr 3.										
Performance measure	Period	Data	Target	Council	Trend	Comments										
HD02 No: of houses acquired for HRA NEW MEASURE Cabinet Member: Frank Lawrenson Data Owner: Anne Bennett	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	9 10 7	Houses acquired are part of the overall target of 210 (see above)	BDC	<table border="1"> <caption>Houses Acquired for HRA (2018/19)</caption> <thead> <tr> <th>Quarter</th> <th>Houses Acquired</th> </tr> </thead> <tbody> <tr> <td>Qtr.1</td> <td>9</td> </tr> <tr> <td>Qtr.2</td> <td>10</td> </tr> <tr> <td>Qtr.3</td> <td>7</td> </tr> <tr> <td>Qtr.4</td> <td>0</td> </tr> </tbody> </table>	Quarter	Houses Acquired	Qtr.1	9	Qtr.2	10	Qtr.3	7	Qtr.4	0	A further 11 properties are to be acquired in Qtr 4. Addresses for Qtr 3 are as follows: 6 in Holbrook 1 in Sudbury
Quarter	Houses Acquired															
Qtr.1	9															
Qtr.2	10															
Qtr.3	7															
Qtr.4	0															
Performance measure	Period	Data	Target	Council	Trend	Comments										
HD03 Net total of HRA houses (Acquired + Built - Sold) NEW MEASURE Cabinet Member: Frank Lawrenson Data Owner: Anne Bennett	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	4 8 0	n/a	BDC	<table border="1"> <caption>Net Total of HRA Houses (2018/19)</caption> <thead> <tr> <th>Quarter</th> <th>Net Total</th> </tr> </thead> <tbody> <tr> <td>Qtr.1</td> <td>4</td> </tr> <tr> <td>Qtr.2</td> <td>8</td> </tr> <tr> <td>Qtr.3</td> <td>0</td> </tr> <tr> <td>Qtr.4</td> <td>0</td> </tr> </tbody> </table>	Quarter	Net Total	Qtr.1	4	Qtr.2	8	Qtr.3	0	Qtr.4	0	This is a summary of the net total.
Quarter	Net Total															
Qtr.1	4															
Qtr.2	8															
Qtr.3	0															
Qtr.4	0															

Communities

Assistant Director Tom Barker

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)

	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>	<p>1. The Health and Wellbeing team formed a working group with staff from Ipswich Borough Council and Suffolk County Council to collaboratively organize and deliver a range of health and wellbeing promoting activities for Workplace Health Week held between 10 & 14 September. In addition we also held a Prostate Cancer Day on 12 September to raise awareness of the condition, helping to raise £250 for the East Suffolk Prostate Cancer Support Group (this covers the Babergh and Mid Suffolk area). The event involved a talk by a Macmillan nurse, information on diagnosis and the opportunity for staff to contribute to a local charity by wearing a sports top of their choice.</p> <p>2. A total of 96 women and girls took part in this year's Sudbury Women on Wheels event. This event promotes cycling for recreation and as an alternative mode of transport. It has enabled participants to have the confidence to take part and in some cases join local cycling clubs.</p>	<p>1. The inaugural 'Stars of Babergh & Mid Suffolk' Community and Business Awards Event was held at St Mary's Church in Hadleigh on Thursday 18 October. Over 150 entries were received for 11 categories and Babergh had a total of 12 overall winners.</p> <p>2. 57 Members of Staff have received Child Safeguarding Training and 48 Members of Staff have received Adult Safeguarding Training during October and November.</p> <p>3. £3,652 has been secured through the Awards for All BIG Lottery Programme for Voluntary & Community Sector Organisations across Babergh from October through to December supporting 5 individual organisations. This is an independent external funding stream opportunity, our officers provide advice.</p> <p>4. The Babergh Grant Programme has awarded £ 151.90 to the Acton Good Neighbour Scheme and £ 1,000 to the Bildeston Parish Council.</p>	

Main Achievements continued

The Health and Wellbeing Team have officially launched a new three-year joint project with Suffolk Sport.

3. The Make, Do & Friends Project has commenced. Suffolk Artlink in partnership with the Rural Coffee Caravan and Dance East and supported by the Communities team are delivering a high-quality outreach programme led by artists. The programme has secured Arts Council funding for two years and has been designed for and co-produced with older people, particularly those who are rurally isolated or lonely.

4. Lavenham is the most recent village to form a local Dementia Action Alliance and supported by the Health and Wellbeing team held a successful launch event on 18 July. It is actively supported by the Parish Council and the local East of England Co-Op.

5. Grants – a capital grant of £25,000 has been offered to the Stevenson Centre in Great Cornard (overall project £89,000). Section 106 funding of £16,000 has been provided to projects including the purchase of new open space in Cockfield, play equipment in Lawshall and fencing at Layham

5. As part of the Active Wellbeing programme for older residents a Loneliness and Social Isolation training event was held in Long Melford with 11 participants taking part.

6. A new project supporting older people in Hadleigh (including those living with dementia) to improve their wellbeing through music-making has held four taster sessions across 4 older people care settings in Hadleigh engaging over 90 older residents .

7. Working in partnership with Public health, the Health and Wellbeing team convened a Parental Mental Health Workshop on 18 October for stakeholder organisations in the Babergh and Mid Suffolk area. The team has also supported Lavenham to develop and launch their Dementia Action Alliance (DAA).

<p>Impact on communities/ the way we work</p>	<p>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.</p>	<p>1.The Prostate Cancer Awareness event was well received by staff and feedback received demonstrated a positive impact. 2. As a result of the Women on Wheels events there has been an increase in the membership of local cycling clubs in Sudbury, Hadleigh and Boxford both of which now have a women’s section. More women cycling helps support our wider aim of helping more people to stay active. Some women and girls have also joined Sudbury and District Triathlon Club. 3. Community engagement for the Make, Do & Friends project started in September. It is working with older people including those living with dementia, and it is helping to reduce rural isolation and loneliness . 4. By developing a network of local dementia friends and engaging with local businesses, Lavenham Dementia Action Alliance is already making a positive impact. 5.The Council’s grant aid programme supports services and projects that benefit our communities and align with our strategic priorities.</p>	<p>The active wellbeing programme is supporting increasing numbers of older residents to improve their wellbeing by becoming active and reducing social isolation and loneliness.</p>	
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Environment and Commercial Partnerships

Assistant Director Chris Fry

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, waste management and grounds maintenance, street cleansing, arboriculture and public conveniences.

	April - June 2018	July - September 2018	October - December 2018	January - March 2019
Main Achievements	<ul style="list-style-type: none"> • Additional 699 Garden Waste customers in the first 3 months • Material Recovery Facility 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 	<p>1 The location to plant a memorial avenue of Oak trees to commemorate the end of the 1914-18 Great War has been agreed. The avenue will be planted in Beaumont Park Hadleigh.</p> <p>2 The Litter Innovation Fund pilot period has been extended into September. Several parish councils have expressed an interest in buying the special bins as the new design is encouraging more people to place their rubbish in the bins rather than around them.</p>	<ul style="list-style-type: none"> •Waste Services - Growth in garden subscribers continues to be a success. •The Commemoration of the centenary of the Great War event at Beaumont Park, Hadleigh saw 16 oak trees planted, this was well attended with over 50 people present •Major fly tipping prosecution concluded after a prolonged investigation that impacted both districts at Finningham and Long Melford, perpetrator in custody awaiting sentencing. 	
Main Achievements (continued)	<p>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.</p>		<ul style="list-style-type: none"> •Successful bid to Suffolk Transformation Challenge Award fund by Suffolk Building Control officers for a 2 year business development officer to improve the performance of the local authority building control. •Bakers Mill, Great Cornard completion and opening of the footpath 	

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.	2 Initial feedback has indicated that since the level of rubbish in bins has been monitored this has greatly assisted in deploying staff to areas of need.	• The newly completed path provides an extension of the existing Cornard Riverside Path, allowing residents and visitors to enjoy more of the riverbank as well as providing pedestrian access to the River Stour Trust's Visitor and Education Centre at Dovehouse Meadow.	
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Key for trend graph: ● 2015/16 ● 2016/17 ● 2017/18 ● 2018/19 — target	Key: n/a not applicable n/av not available highlighted measure, further detail in main report
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**Building Control
Corporate Manager Paul Hughes**

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		n/av	BDC		There has been a small decrease in the number of live cases compared to last quarter. The overall trend remains downward reflecting anecdotal evidence from customers of a general slowdown 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		n/av				
	Qtr. 1	136					
	Qtr. 2	141					
	Qtr. 3	130					
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		n/av	BDC		Our competitors for market share continue to market aggressively in our district. Work is underway to stabilise our share, there has been a slight increase during this period. An advertising campaign has taken place to publicise the work offered by our building control department.	
	Qtr.1	70.90%					
	Qtr. 2	70.10%					
	Qtr. 3	69.50%					
	Qtr. 4	70.40%					
	2017/18		n/av				
	Qtr. 1	66.00%					
	Qtr. 2	62.00%					
	Qtr. 3	65.00%					
	Qtr. 4	63.00%					
	2018/19		60%				
	Qtr. 1	60.00%					
	Qtr. 2	64.00%					
Qtr. 3	68.00%						
Qtr. 4							

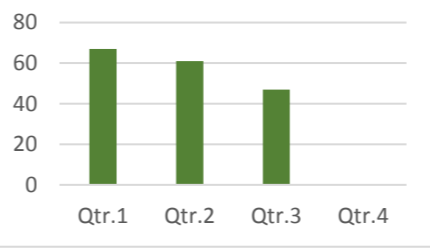
Waste Services
Corporate Manager Oliver Faiers

Performance measure	Period	Data	Target	Council	Trend	Comments	
WS01 £ Overall income generated through chargeable waste services (including business waste) (cumulative total) 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	£1,180,485					
Qtr.3	£1,280,589						
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		n/av	BDC		Cumulative figure is plotted on graph to show the final total income generated. On track as at end Q3 income just £10k short of annual target.
	Qtr.1	£470,464				
	Qtr.2	£4,922				
	Qtr.3	£101				
	Qtr.4	£2,241				
	2016/17		n/av			
	Qtr.1	£505,021				
	Qtr.2	£20,173				
	Qtr.3	£8,792				
	Qtr.4	£4,233				
	2017/18		n/av			
	Qtr.1	£540,982				
	Qtr.2	£9,174				
	Qtr.3	£7,581				
	Qtr.4	£1,083				
	2018/19		£575,000			
Qtr.1	£551,345					
Qtr.2	£6,167					
Qtr.3	£7,595					
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		n/av	BDC		Client base stable.
	Qtr.1	824				
	Qtr.2	843				
	Qtr.3	840				
	Qtr.4	836				
	2016/17		n/av			
	Qtr.1	846				
	Qtr.2	872				
	Qtr.3	871				
	Qtr.4	882				
	2017/18		n/av			
	Qtr.1	879				
	Qtr.2	885				
	Qtr.3	881				
	Qtr.4	884				
	2018/19		900			
Qtr.1	880					
Qtr.2	882					
Qtr.3	880					
Qtr.4						

Performance measure	Period	Data	Target	Council	Trend	Comments
WS06 No. of garden waste subscribers Cabinet Member: Tina Campbell Data Owner: Laura Sewell	2015/16		n/av	BDC		Performance above target.
	Qtr. 1	12,100				
	Qtr. 2	12,257				
	Qtr. 3	12,283				
	Qtr. 4	12,413				
	2016/17		n/av			
	Qtr. 1	12,695				
	Qtr. 2	12,985				
	Qtr. 3	12,963				
	Qtr. 4	13,127				
	2017/18		n/av			
	Qtr. 1	13,378				
	Qtr. 2	13,567				
	Qtr. 3	13,563				
	Qtr. 4	13,567				
	2018/19		14,200			
Qtr. 1	14,288					
Qtr. 2	14,281					
Qtr. 3	14,265					
Qtr. 4	14,265					
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		The target for this measure has been adjusted to take into account all bin collections covering all bin types. Figure now provided by Waste Services rather than Serco. We have seen an increase in the number of road closures, and road works which has impacted on bin collection. This measure is a recognised method for recording missed bins, and will allow the councils to undertake benchmarking in the future.
	Qtr. 1	267				
	Qtr. 2	98				
	Qtr. 3	248				
	Qtr. 4	186				
	2018/19		1500			
	Qtr. 1	267				
	Qtr. 2	341				
	Qtr. 3	237				
	Qtr. 4	237				

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 2017/18 2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	313 291 67 61 47	n/a	BDC		The reports of fly tipping come from the public and we ensure that these instances are cleared within 2 working days. Please see performance measure CRP04.
SE03 No. of planning enforcement cases referred to team Cabinet Member: Tina Campbell Data Owner: Simon Bailey	2017/18 Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 2018/19 Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	58 76 49 41 47 42 55	n/a	BDC		For information only.
SE04 No. of planning enforcement decisions resolved NEW MEASURE Cabinet Member: Tina Campbell Data Owner: Simon Bailey	2018/19 Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	39 83 50	n/a	BDC		In considering the 'balance' between incoming work (SE03) and work undertaken (SE04), it should be noted that many cases are carried forward from one reporting period to the next or entail complex investigations with timeframes that span quarterly periods.
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 £103,733 £125,470	tbc	BDC		Target to be developed. Please note that due to variables outside of our control, there will be an impact on target/performance. Variables include Right to Buy, the weather and how dirty a solar panel gets can all affect individual performance therefore, impacting the amount of 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 litter picks NEW MEASURE Cabinet Member: Margaret Maybury Data Owner: Peter Garrett	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4	bags collected 180 140 50	No target these are new programmes with baselines to be established	BDC	<table border="1"> <caption>Waste Collected (Bags)</caption> <thead> <tr><th>Quarter</th><th>Waste Collected</th></tr> </thead> <tbody> <tr><td>Qtr.1</td><td>180</td></tr> <tr><td>Qtr.2</td><td>140</td></tr> <tr><td>Qtr.3</td><td>50</td></tr> <tr><td>Qtr.4</td><td>-</td></tr> </tbody> </table>	Quarter	Waste Collected	Qtr.1	180	Qtr.2	140	Qtr.3	50	Qtr.4	-	Counting the individual bags collected is the only meaningful measure. It would become too complicated if individual items were counted. The volunteers in the main bag up the litter collected but on occasion find individual items that cannot be.
Quarter	Waste Collected															
Qtr.1	180															
Qtr.2	140															
Qtr.3	50															
Qtr.4	-															
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 18 8	No target these are new programmes with baselines to be established	BDC	<table border="1"> <caption>Community Litter Picks</caption> <thead> <tr><th>Quarter</th><th>No. of Picks</th></tr> </thead> <tbody> <tr><td>Qtr.1</td><td>36</td></tr> <tr><td>Qtr.2</td><td>18</td></tr> <tr><td>Qtr.3</td><td>8</td></tr> <tr><td>Qtr.4</td><td>-</td></tr> </tbody> </table>	Quarter	No. of Picks	Qtr.1	36	Qtr.2	18	Qtr.3	8	Qtr.4	-	The number of litter picks reduces during the winter period, most community litter picks occur in the early spring before the vegetation has grown too long to collect.
Quarter	No. of Picks															
Qtr.1	36															
Qtr.2	18															
Qtr.3	8															
Qtr.4	-															
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 1 1	2 working days	BDC	<table border="1"> <caption>Average Response Time (Working Days)</caption> <thead> <tr><th>Quarter</th><th>Average Response Time</th></tr> </thead> <tbody> <tr><td>Qtr.1</td><td>1</td></tr> <tr><td>Qtr.2</td><td>1</td></tr> <tr><td>Qtr.3</td><td>1</td></tr> <tr><td>Qtr.4</td><td>-</td></tr> </tbody> </table>	Quarter	Average Response Time	Qtr.1	1	Qtr.2	1	Qtr.3	1	Qtr.4	-	There were 61 incidents of fly-tipping during quarter 3, of these 91% were cleared within 48hrs.
Quarter	Average Response Time															
Qtr.1	1															
Qtr.2	1															
Qtr.3	1															
Qtr.4	-															

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Agenda Item 11

BABERGH DISTRICT COUNCIL.

TO: Cabinet	REPORT NUMBER: BCa/18/74
FROM: Councillor Nick Ridley, Cabinet Member for Planning	DATE OF MEETING: 7 March 2019
OFFICER: Christine Thurlow Professional Lead Key Sites and Infrastructure	KEY DECISION REF NO. CAB92

COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE BUSINESS PLAN MARCH 2019

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 and endorse (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 - March 2019 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 by Council decision in April 2018.

3. RECOMMENDATIONS

3.1 That the CIL Expenditure Business Plan (March 2019) 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 as follows: -

Decisions for Cabinet to take: Strategic Infrastructure Fund

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid	Recommendation
B19-18 SUDBURY Kingfisher Leisure Centre	£100,000 Total Cost £2,456,000	Recommendation to Cabinet to approve CIL Bid for £100,000

Decisions for Cabinet to take: Local Infrastructure Fund

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the Infrastructure	Delegated Decision
B06-18 EAST BERGHOLT East Bergholt High School Tiered Seating for Community and Education Use	£45,000 Total cost £539,222 (of bigger project including tiered seating)	Recommendation to Cabinet to approve CIL Bid for £45,000
B07-18 PRESTON ST MARY Preston St Mary Village Hall Provision of extension to provide kitchen and cooking facilities and inside toilets	£130,091 Total cost £130,091 (excluding VAT)	Recommendation to Cabinet to approve CIL Bid of £130,091
B12-18 LAVENHAM 2 Lady Street provision of Community facilities	£30,000 Total cost £45,000	Recommendation to Cabinet to approve CIL Bid for £30,000
B13-18 LAVENHAM Car Park to the rear of the Cock Inn	£33,455.99 Total Cost £33,455.99	Recommendation to Cabinet to approve CIL Bid for £33,455.99

Decisions for Cabinet to note and endorse: Local Infrastructure Fund

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the Infrastructure	Delegated Decision
B14-18 COCKFIELD Restoration of twin brick culvert	£5,155.00 originally; subsequently revised to £3,440.00 Total Cost Originally £12,366.00 (including VAT); subsequently revised to £6,880.00 (excluding VAT)	Delegated decision. for Cabinet to note a of £3,440.00

3.2 Cabinet are asked to note and endorse that except for CIL Bids B18-18 which was not CIL 123 compliant respectively (such that the Bid could be progressed), all other non-determined valid or invalid Bids continue to be worked upon and all will be carried forward to the next CIL Bid round 3 for consideration.

3.3 Cabinet are also asked to note and endorse this CIL Business Plan (which 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 original CIL Bid is reduced).

REASON FOR DECISION

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 and endorse 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.

4. KEY INFORMATION

4.1 Given the determination of “available monies” for Bid Round 2 - (paragraphs 6.7 and 6.8 below) Members are advised: -

- 8 new Bids submitted in total – all acknowledged and given a reference
- Majority of Bids were initially invalid due to the need to clarify or submit information. Further information on all such Bids has been requested.
- A list of Valid Bids is published on the Web site.

- 5 out of the 8 Bids are collaborative (i.e. more than one source of anticipated income for the project.)
- The remaining 3 bids seek 100% CIL monies for funding for the project.
- 6 of the 8 Bids are from Parish Councils or Community Groups; the other two have been submitted by officers of Babergh/Mid Suffolk.
- The total value of the Bids being determined in Bid round 2 is £341,986.99
- The total value of all other undetermined Bids carried forward from Bid rounds 1 and 2 into Bid round 3 is £127,090.00

Conclusions of key information

- 4.2 The list of CIL Bids for the second 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.)
- 4.3 Where decisions on valid Bids are delegated, they have been determined and the decision is for Members to note and endorse. Where under the governance arrangements valid Bids have been submitted and these are for Cabinet to decide, a recommendation has been provided for Cabinet to consider and determine.
- 4.4 All those Bids which are currently listed as invalid in 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 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 infrastructure 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 Regulation 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 (subject to a cap) but where there is a Neighbourhood Plan in place this figure rises to 25% (without a cap). 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 five payments to Parish Councils, in October 2016, April and October 2017 and April and October 2018. At the time that the Neighbourhood payments 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 funds (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 October 2018)
 - Strategic Infrastructure Fund £ 228,221.74
 - Local Infrastructure Fund £ 898,102.94 (before deductions for ringfenced money and CIL Bid round 1 expenditure)
 - Six major housing schemes where commencement has occurred and CIL monies have been paid before 28th October Parish pay- out date. (Former Brett works Hadleigh, Land east of King Georges Field the Street Raydon, Land north and west of Capel Community Church Days road, Land on the south side of Bull Lane Long Melford, Land north of Hollies The Street Assington and Walnut Tree Lane Sudbury)

- As such the Local Infrastructure Fund has been reduced by £301,169.50 for ring fenced infrastructure and by a further £75,217.49 for the approved expenditure in Bid round 1

6.8 The “**available funds**” (from the Strategic Infrastructure Fund) for expenditure on Bid round 2 is £ **228,221.74** The “available funds” (from the Local Infrastructure Fund) for expenditure on Bid round 2 is £521,715.95. The total value of the CIL Bids for approval of infrastructure in Bid round 2 is £341,986.99. The amount to be carried forward to the next Bid round 3 in the Local Infrastructure Fund is £279,728.96

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	£75,217.49	N/A
Available funds – Local Infrastructure Funds - Amount carried forward to Bid Round 2		N/A	£300,591.93	N/A
CIL Expenditure “Available Funds” in the Local Infrastructure Fund in Bid Round 2		N/A	£521,715.95	N/A
Total Expenditure in Bid Round 2 (Strategic Infrastructure Fund only)		N/A	£100,000.00	N/A
Total Expenditure in Bid Round 2 (Local Infrastructure Fund only)		N/A	£241,986.99	N/A
CIL Expenditure “Available Funds” in Strategic Infrastructure Fund carried forward to Bid Round 3		N/A	£128,221.75	N/A
CIL Expenditure “Available Funds” in Local Infrastructure Fund for Bid Round 3		N/A	£279,728.96	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-March 2019 (including Appendix B) have 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 Planning and Communities 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 and 2018 Monitoring Report for both Councils are 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>

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/FINAL-BDC-Reg-62-Report.pdf>

8.0 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>

<p>Failure to monitor expenditure such that CIL expenditure is not effective.</p>	<p>Unlikely (2)</p>	<p>Bad (3)</p>	<p>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.</p>
<p>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.</p>	<p>Unlikely (2)</p>	<p>Bad (3)</p>	<p>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.</p>
<p>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.</p>	<p>Unlikely (2)</p>	<p>Bad (3)</p>	<p>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.</p>
<p>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.</p>	<p>Unlikely (2)</p>	<p>Disaster (4)</p>	<p>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.</p>

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 Planning and Communities 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 Table 5 defines high standard classification).

8.6. In September 2018 Internal Audit conducted a review of CIL Expenditure processes and released a written report. It contains a Substantial Assurance audit opinion (with two good practice points needing to be addressed relating to further clarification of “best value” (one of the criteria for assessing CIL Bids) and storage of all electronic communication.

Assurances (for collection and expenditure of CIL Monies)

8.7 It is expected that Internal Audit will continue to regularly audit CIL collection allocation and expenditure processes and actual expenditure once any schemes are 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 and in place for Bid Round three...

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. This occurred on the 19th November 2018 and the recommendations were taken forward for discussion by the Joint Member Panel
- The Joint Member Panel will also inform the Review going forward before its formal consideration.

9.0 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 Please see attached Screening report.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 It is important that appropriate infrastructure mitigates 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 and 2. There is no EIA Assessment required.

12. APPENDICES

Title	Location
Appendix A CIL Business Plan for Babergh -March 2019	Attached
Appendix B to the CIL Business Plan for Babergh - March 2019 (Technical Assessments of the CIL Bids)	Attached
Appendix C EQIA Screening	Attached

13. BACKGROUND DOCUMENTS

- 13.1 The CIL Expenditure Framework, the CIL Expenditure Framework Communications Strategy and the Regulation 123 List for Babergh 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 Babergh on the 24th 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-Jan2016.pdf>

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

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

CIL Business Plan 1 – Cabinet report 13th September 2018

<https://baberghmidsuffolk.moderngov.co.uk/documents/s11665/BCa1833%20-%20Report.pdf>

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The Community Infrastructure Levy (CIL) Expenditure Business Plan
Babergh District Council
March 2019
Appendix A

CIL BUSINESS PLAN – MARCH 2019

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>
- Second Bid Round (for Infrastructure providers including Officers from BMSDC and Parishes and Community Groups) for funds opened 1st October - 31st October 2018. First Bid Round took place 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 and endorse 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 (ten dwellings and over) 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 and endorse 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 2016-30 March 2018)

Location	Address	No of Dwellings Approved	Total of CIL due to be collected	CIL due to be collected to date	Infrastructure Requirements at the time of the Planning Application	Amount of CIL Sought in Bids
HADLEIGH	Former Brett Works	65	£9,638.18	£9,638.18	Libraries = £14,256.00 Health = £20,580.00	None as yet

PRIORITY HOUSING/EMPLOYMENT SCHEMES (commenced since 28th April 2018 pay out to 30 September 2018)

Location	Address	No of Dwellings Approved	Total of CIL due to be collected	CIL due to be collected to date	Infrastructure Requirements at the time of the Planning Application	Amount of CIL Sought in Bids
RAYDON	Land east of King Georges Field The Street	24 dwellings	£287,750.43	£57,550.09	Affordable housing 8 units	None as yet
CAPEL ST MARY	Land north and west of Capel Community Church, Days Road	97 dwellings	£1,023,576.96	£204,715.39	Health (amount unspecified) Travel; Plan Evaluation (£1,000 per annum) Travel Plan Implementation (£74,071.00)	None as yet
LONG MELFORD	Land on the south side of Bull Lane	71 dwellings	£714,856.71	£142,971.34	Education - £219,258.00 Early Years - £42,637.00 Health - £22,360.00 Passenger Transport - £35,000.00 Libraries - £15,336.00	None as yet
ASSINGTON	Land north of the Hollies The Street	10 dwellings	£178,411.15	£35,682.23	None	None as yet
SUDBURY	Walnut tree Hospital Walnut tree Lane	55 dwellings	£42,319.46	£42,319.46	None	CIL Bid for Bus stop B01-18 submitted but subsequently withdrawn.

AVAILABLE MONIES FOR BID ROUND TWO

Total Amount of Regulation 123 monies available (after 5% CIL admin charge and Parish apportionment pay-out on the 28th October 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 and approved CIL Bids from Bid Round 1)

- **Strategic Infrastructure Fund (including bank interest) £228,212.74**
- **Local Infrastructure Fund (before ringfenced and CIL Bid round one amounts deducted) £898,102.94**
- **Prioritisation of funds for major housing growth projects - ringfenced amounts**

PARISH	Planning Reference	Amount £
HADLEIGH	B/16/00670	5,782.91
RAYDON	DC/17/06289	34,530.05
CAPEL ST MARY	B/17/00122	122,829.23
LONG MELFORD	B/16/00777	85,782.80
ASSINGTON	DC/17/06170	21,409.34
SUDBURY	DC/17/03677	25,391.68
SUDBURY	B/16/01192	5,443.49
Total Ringfenced Funds for BDC as at 30 September 2018		£301,169.50

- **Total Value of Bids being approved through Bid Round 1 (both Delegated and Cabinet):**

Bid Ref	Project	Project Ref Exacom PFM	Amount of CIL 123 Funding
B02-18	VILLAGE HALL - Monks Eleigh - Hearing Loop	533	10,750.00
B03-18	OPEN SPACE - MacKenzie Community Open Space Project	228	27,843.51
B04-18	OPEN SPACE - Glebe Community Open Space Project	539	21,160.94
B09-18	VILLAGE HALL - Cockfield kitchen & electric supply	529	9,928.70
B10-18	GREEN ENERGY - Lindsey Electric Vehicle Charging Point	532	5,534.34
Total Local Infrastructure Fund allocated in Bid Round 1			75,217.49

- Available Funds for Local Infrastructure Fund for Bid Round 2 = £521,715.95

CIL BUSINESS PLAN

The following table comprises a list of CIL Bids received in Bid Round Two (1st October-31st October 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.

LIST OF BIDS TAKEN FORWARD INTO AND/OR RECEIVED FOR BID ROUND TWO (1ST October - 31ST October 2018) FOR BABERGH DISTRICT COUNCIL (including recommendations to Cabinet to make decisions or for Cabinet to note and endorse 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	Reason(s) why Bid is 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 Council, Suffolk County Council asked that the Bid determination be deferred to Bid round 2 to resolve the objection. The objection was not

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	Reason(s) why Bid is invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
		Suffolk County Council								resolved and consequently the bid has been 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 conference and training facilities East Bergholt Parish Council	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 Additional School contribution £10,000.00 Schools association donations and fund raising £7,000.00	Start date 19 th July. 21-day period expires 9 th August	Yes	N/A	Subject to completion of Community User contract document such that the infrastructure is capable of being used by both the school and the Community recommend to Cabinet to approve. This CII Bid for £45,000

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	Reason(s) why Bid is invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
		and East Bergholt High School								
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	Originally £257,534 then costs revised to £195,000 Scheme costs revised again with last revision of eligible items - Jan 2019 being £130,091	Yes	Total cost £.130,091	Start date 19 th July. 21-day period expires 9 th August.	Yes	N/A	Since this CIL Bid was received the costings for this project have been revised and honed. The original costings were submitted for £257,534. However following revision the cost of the project is now £130091 which is considered reasonable. On this basis it is recommended that Cabinet approve this CIL Bid of £130,091
B08 -18	THORPE MORIEUX	Seating for a WW1 Commemorative Area in	Yes Provision of Community	To follow once details of donations to the Village	Unknown	Unknown	N/A	No	Precise cost of the project and amount of	Bid was originally classed as invalid as cost of project and the amount of the CIL Bid was unspecified. Despite requesting this

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	Reason(s) why Bid is invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
		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	Facilities	Hall have been determined					CIL Bid is unknown. Land ownership and the need for planning permission also unknown.	information, it was not received. It is now understood that the works have taken place on site and consequently the CIL Bid has been treated as withdrawn.
B12-18	LAVENHAM 2 Lady Street	Provision of a Community Hub	Yes, provision of community	£30,000	No	Total costs= £45,000	Start date 23 rd January 21-day period	No	Awaiting confirmation that planning	Recommended to Cabinet to approve this Bid for £30,000

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	Reason(s) why Bid is invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
			ity facilities			County Cllr Locality fund £2500 Lavenham Parish Council £12,500	expires 13 th February		permission is not required for the use	
B13-18	LAVENHAM Car Park to the rear of the Cock Horse Inn	Electric Vehicle Charging Station	Yes, provision of community facilities	£33,455.99	Yes	£33,455.99	Start date 23 rd January 21-day period expires 13 th February	Yes	N/A	Recommended to Cabinet to approve this CIL Bid of £33,455.90
B14-18	COCKFIELD Restoration of Culvert	Renovation of brick arch culvert works	Yes maintenance of existing and proposed public open space	£5155.00 (Originally) but amount sought revised to £3440.00	No	Original total costs= £12366.00 including VAT. However, costings revised to £6680.00 excluding VAT	Start date 23 rd January 21-day period expires 13 th February	Yes	N/A	Delegated decision taken 14th February. Cabinet to note and endorse CIL Bid of £3440.00
B15-18	HADLEIGH	Refurbish and	Yes, provision	£10,090	Yes	Total Costs £10,090	N/A	No	Only one quote	A schedule of the works involved (to include

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	Reason(s) why Bid is invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
	Old Town Hall Kitchen	upgrade Kitchen (so hot food can be served instead of just cold)	n of community facilities						submitted – three required Unclear at this stage on the details submitted whether this will need Listed Building Consent or not	details of ventilation and ducting) are required together with reassurance that the works are acceptable and will not need Listed Building Consent given that the Guildhall is an important Listed Building. As such this Bid is held over until Bid round 3 until these important details are resolved.
B16-18	SUDBURY Former United Reformed Church School Street	Multi use community space	Yes, provision of community facilities	£60,000	No	Total costs £413,646 Suffolk Community Foundation £150,000 Colchester Catalyst Foundation £50,000 Power to change	N/A	No	One of the funding streams applied for has been rejected on the grounds of inadequate	Held over until Bid Round 3 following a review of the project. Cabinet decision ultimately.

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	Reason(s) why Bid is invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
									e funds to support the venture going forward. Project and costings now being reviewed by the applicant.	
B17-18	ASSINGTON Friends Farm Community Hub	Community Care Farm	Provision of leisure and community facilities	£93000 initially applied for. This has now been altered by itemising eligible items only to £57,000 (Jan 2019 figures)	No	Total Costs= £375800,00 Power to change £282250.00 Pro bono donation£2500 Other funding being applied for remainder	N/A	No	Project initially included some elements that were not CIL eligible. Project funding now being reviewed, and amount of	Held over until Bid Round 3 following a review of the project and the need to obtain planning permission. Cabinet decision ultimately.

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	Reason(s) why Bid is invalid	Recommendation to Cabinet decision or Delegated decision (for Cabinet to note)
						of the cost of the project from Lottery			CIL Bid altered to £57,000. Planning permission also required	
B18-18	SHOTLEY (along the B1356)	Speed reduction scheme	Highway works - Not 123 compliant	£2500	Yes	Total costs= £2500	N/A	N/A	Not reg 123 compliant	This Bid cannot be progressed as the proposal is not Regulation 123 compliant
B19=18	SUDBURY Kingfisher Leisure Centre	Re-development and refurbishment	Yes, provision of leisure and community facilities	£100,000 (from the Strategic Infrastructure Fund)	No	Total costs= £2,456,000	Start date 23 rd January 21-day period expires 13 th February	Yes	N/A	Recommended to Cabinet to approve this CIL Bid of £100,000 (funds to be taken from the Strategic Infrastructure Fund)

CURRENT POSITION ON BID DECISIONS MADE IN BID ROUND ONE (1st May-31st May 2018) PRESENTED TO CABINET FOR INFORMATION.

Bid Number	Location by Parish/ Address	Type of Bid and Bidder	Reg 123 list compliant	Amount of CIL Approved	100% CIL Monies sought (Y/N)	Total costs of project	Cabinet or Delegated decision (for Cabinet to note and endorse)	Current position
B02-18	MONKS ELEIGH	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	£10,750.00	Cabinet approved CIL Bid for £10,750.00 CIL Bid offer letter dated 25th September 2018	CIL offer letter has been accepted Progress update awaited
B03-18	COCKFIELD Field to the northeast of Mackenzie and Crowbrook Place	Provision of recreational land and shelter Cockfield Parish Council	Yes Provision of community facilities	£27,843.51	No	£41,516.00	Cabinet approved CIL Bid for £27,843.51 CIL Bid offer letter dated 25th September 2018	CIL offer letter has been accepted Likely summer 2019 start
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	£21,160.94	No	£38,830.00 (excluding VAT)	Cabinet approved CIL Bid for £27,843.51 CIL Bid offer letter dated 25th September 2018	CIL offer letter has been accepted Valuations of land confirmed early February. Exchange imminent.

Bid Number	Location by Parish/ Address	Type of Bid and Bidder	Reg 123 list compliant	Amount of CIL Approved	100% CIL Monies sought (Y/N)	Total costs of project	Cabinet or Delegated decision (for Cabinet to note and endorse)	Current position
B09-18	COCKFIELD	Refurbishment of the kitchens including the installation of a dedicated electric supply Cockfield Village Hall Management Committee	Yes Provision of community facilities	£9,928.76	Yes	£24,990.70 (excluding VAT)	Cabinet endorsed CIL Bid for £9,928.76 CIL Bid offer letter dated 25th September 2018	CIL offer letter has been accepted Progress update awaited
B10-18	LINDSEY Village Hall Church Road	Electric Charging Vehicle Points Village Hall Management Committee	Yes Provision of community facilities	£5,534.34	Yes	£5,534.34	Cabinet endorsed CIL Bid for £5,534.34 CIL Bid offer letter dated 25th September 2018	CIL offer letter has been accepted Works substantially complete on site. Expect letter requesting release of funds shortly

Appendix B – Babergh – CIL Bid under the Strategic Infrastructure Fund

Technical Assessment of Bid – Project B19-18 Sudbury Kingfisher Leisure Centre - Refurbishment and redevelopment

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Refurbishment and redevelopment of the Leisure Centre will provide modern facilities that meet the current needs of the community as well as latent demand and future needs in light of the planned growth in the Sudbury area. This facility is identified in the Babergh and Mid Suffolk Joint Councils Leisure Facilities Strategy as providing vital physical resources that will support the delivery of the joint Councils' new Leisure, Sport and Physical Activity Strategy.
Delivery /timescales	Timescale agreed for works to start in February 2019 and completed in December 2019.
Necessary other approvals	Planning permission obtained for the erection of two storey extension to provide two dance studios and single storey extension to provide storage. Ref: DC/18/02601. Granted: 03/09/2018.
Public or private land	Public land
State aid details if any	n/a
Details of future funding maintenance	The new facilities will be maintained by BDC and leisure partner Abbeycroft Leisure, as the leisure centre is currently.

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 leisure and community facilities
Can the infrastructure be provided using s106 funds	No
Is Bid complete	Yes
Has information be verified	Site visited 23/1/19 and photos taken
Is this infrastructure linked to a major housing project which has priority?	Infrastructure need identified in relation to future planned growth of the Sudbury area.

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.	Yes - the project meets the growth needs of Babergh for the provision of health and fitness needs and deals with a latent demand that has been demonstrated in the feasibility work undertaken.
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 objectives of the Council's Leisure, Sport and Physical Activity Strategy, Leisure Facilities Strategy and is one of the key Objectives of the Joint Strategic Plan. As this project is of strategic social importance to the local Authority Areas of Babergh and Mid Suffolk, but also to neighbouring authorities such as St Edmundsbury in particular, as the Leisure Centre attracts users from the wider areas surrounding Sudbury, it should be considered for funds allocations from the Strategic Infrastructure Fund of the CIL Regulation 123 monies.
It represents key infrastructure (essential)	Yes - the provision of suitable leisure facilities to meet the needs of the Community
Value for money	Yes - the project demonstrates value for money in that the business case reduces the Council's subsidy for sport and leisure provision.
Clear community benefits	Yes – the project would double the size of the health and fitness facility, provide two new studios, new health and fitness changing facilities with refurbished wet side changing facilities. This will provide modern facilities that meet the needs of the community now and for the foreseeable future.
Community support (including results of the Consultation exercise)	Yes – the feasibility work demonstrates a need and support for additional and improved facilities in the Sudbury area.
Deliverability (“oven ready” schemes)	Yes - planning permission granted in September 2018 for the proposed two storey extension.
Affordability (from CIL Funds)	Yes
Timeliness	Yes – planned delivery by December 2019
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 - BMSDC infrastructure provision and CIL

Supports housing and employment growth	Yes - meets the needs of proposed housing and population growth.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Ongoing maintenance will be provided by BDC.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	The project is listed as part of the emerging Infrastructure Delivery Plan.

CONCLUSIONS

- This proposal represents an “oven ready” scheme which meets the growth needs of Babergh and Mid Suffolk for the provision of health and fitness facilities and also deals with latent demand. The largest part of the costs will be met by Babergh District Council agreed capital project funds thereby reducing the value of the CIL Bid and making the contribution affordable. As this project is of strategic social importance to the local authority areas of Babergh and as the Leisure Centre attracts users from the wider areas surrounding Sudbury, it is considered for fund allocation from the Strategic Infrastructure Fund of the CIL Regulation 123 monies.

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £100,000, as per bid application, and that monies are allocated from the Strategic Infrastructure Fund.
-

Appendix B – Babergh – CIL Bids under the Local Infrastructure Fund

Technical Assessment of Bid – Project B07-18 – Preston St Mary – Village Hall Improvements

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Yes
Delivery /timescales	Dependant upon the Bid being successful.
Necessary other approvals	No – Planning Permission DC/18/01532 granted 27 April 2018 (Non-Material Amendment following grant of B/16/00201 - Two pitched roof extension to house a new kitchen, toilet facilities including a disable toilet and storage.)
Public or private land	Public
State aid details if any	No
Details of future funding maintenance	Yes

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 leisure and 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 – contributes to the promotion of community activities within the locality.
It represents key infrastructure (essential)	No
Value for money	Yes
Clear community benefits	Yes
Community support (including results of Consultation exercise.)	Yes – questionnaire to all residents, wide support from the community.
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes - original Bid was considerably higher but costings of project reviewed and are now considered reasonable
Timeliness	Yes – estimated timescale of 9 months for project completion after funds 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 – full project to be funded by CIL123 fund (£130,091.00 as per revised quotes provided by email Jan 2019).
Supports housing and employment growth	Yes – contributes to the promotion of community activities within the locality.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the	Yes – extra cleaning and insurance costs will be accommodated within present income stream by the Parish Council.

infrastructure such that its longevity can be assured	
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	Project not listed in the Infrastructure Delivery Plan but Hall has outside toilet facilities and the kitchen is in need of improvement.

CONCLUSIONS

- This proposal represents an “oven ready” scheme with evidence of wide community support that would provide much improved community facilities for the community.

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £130,091.00, as per revised quotes received (down from original costings of £265,000).

Technical Assessment of Bid – Project B12-18 - Lavenham – Community Hub, 2 Lady Street, Lavenham

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Yes
Delivery /timescales	Yes – building open to the public in December 2018
Necessary other approvals	No
Public or private land	Public
State aid details if any	£2,500 County councillor’s locality fund
Details of future funding maintenance	Yes

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 Leisure and 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.	The proposal is not linked to a specific planned growth project, however it is anticipated that it will deliver significant benefits to the local area in terms of the protection of existing, and increased generation of jobs, increased tourism and additional community facilities, thus providing infrastructure contributing to sustainable growth within Lavenham.
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	The project fits strategically within the tourism plans for the region. Tourism is key to Babergh District Council's growth plans and a regenerated tourist offer will strengthen the West Suffolk tourist identity. The acquisition of the building by the community also links closely to the draft Joint Strategic Plan outcomes by improved achievement of strategic priorities, including protection and enhancement of tourism income generation through existing assets. It also impacts on the strategic priorities to further develop the local economy to thrive and to develop and implement the BDC Suffolk Tourism Strategy.
It represents key infrastructure (essential)	Yes
Value for money	Yes

Clear community benefits	Yes – providing a Post Office and Visitor Information Point, a focus for village activities, and a small meeting space for local surgeries. To assist with ongoing funds, the project also proposes to continue with the tourism related retail sales offer, as it was when occupied as a Tourist Information Centre (when provided by BDC).
Community support (including results of the Consultation exercise)	Two consultation events were held in September 2018 as well as publications in the monthly parish magazine and discussions at monthly parish council meetings. No negative comments were received for this proposal. Local press coverage has been positive. The made Lavenham Neighbourhood Plan also supports the aims of this project.
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Yes – building open to the public in December 2018
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 - County councillor’s locality fund £2,500.00, Lavenham Parish council £12,500.00, and R123 List Fund £30,000.00. Total project funding: £45,000.00
Supports housing and employment growth	Yes
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 - Future funding will be achieved by a mixture of the parish precept and a surplus from the retail offer.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	Project not listed in the Infrastructure Delivery Plan, however the project would be of benefits to existing and new residents, as well as visitors. It also provides infrastructure contributing to sustainable growth within Lavenham.

CONCLUSIONS

- This project is affordable, has community support and is part of the objectives of the made Neighbourhood Plan. It will provide benefits to the local community with provision of a Post Office (which is otherwise only provided by a mobile service with limited provision) a

Visitor Information Point with retail offer (which is no longer provided by BDC), a focus for village activities and a small meeting space for local surgeries. The adoption of the building by the local community and the creation of a community hub will encourage the use of village and local businesses.

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £30,000.00, as per bid application.

Technical Assessment of Bid – Project B13-18 Lavenham - Electric Vehicle Charging Station

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Yes – sustainable transport in rural areas
Delivery /timescales	Yes – estimated February 2019
Necessary other approvals	No – Permitted Development
Public or private land	Public – Public car park
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
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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	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
Clear community benefits	Yes – access to EV charging in rural areas
Community support (including the results of the Consultation exercise)	Parish Council support
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
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. Employees with EV’s will be able to use the facility and those who only have on street parking and cannot charge at home.

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	The project is listed as part of the emerging Infrastructure Delivery Plan.

CONCLUSIONS

- The project aims to encourage and enable the uptake of electric vehicles. The proposed installation would mirror existing installations at Hadleigh and Sudbury and help provide a network of charging opportunities. It represents an oven ready affordable scheme that meets Councils' sustainable transport aims and objectives.

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £33,455.99, as per bid application.

Technical Assessment of Bid – Project B14-18 Cockfield - Renovation of the existing twin brick arch culvert (Bid application in relation to previous CIL123 bid B03-18).

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Yes

Delivery /timescales	Yes
Necessary other approvals	No
Public or private land	Public
State aid details if any	n/a
Details of future funding maintenance	Yes

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 - Maintenance of new and existing open space/strategic green infrastructure
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 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. The proposal is linked to previous CIL bid fund B03-18 agreed in September 2018 for the purchase of land and structures from Suffolk County Council to link the community land to another existing piece of Open Space via the railway path. This current bid is to provide the necessary renovations to the twin brick arch culvert (supporting the dis-used railway line) to enable safe access to 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	Yes
Clear community benefits	Yes - funding will enable the Parish Council to ensure the safety of all users of the dis-used railway line and river frontage
Community support (including results of Consultation exercise)	Community support is as per the Parish Council's successful CIL123 bid (B03-18), which included a letter of support from Ward member, village petition containing 4 pages of comments from a wide range of community members supporting the project, and email of support from SCC Division Member.
Deliverability ("oven ready" schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Yes - The milestones for the MacKenzie Place Open Space Community Project were provided in the Parish Council's successful CIL 123 bid (B03-18). Work to the Culvert will commence in the Summer 2019 when the river water levels are at their lowest. The work should be completed within 4 weeks, assuming the brickwork doesn't deteriorate any further over the winter (2018/19).
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 – half of the costs to be funded by Cockfield Parish Council Neighbourhood CIL (£3,340.00)
Supports housing and employment growth	Yes – in relation to granted development DC/17/05332.
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 - The culvert will be a Parish Council asset. Vegetation/tree root control etc will be undertaken on a day to day basis by the Community led Earls Meadow Working Group, plus volunteer services from local farmers. Funding for tree surgery and future structural repairs will be provided by future Parish Council Neighbourhood CIL funding or Parish Council Precept.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	Project not listed in the Infrastructure Delivery Plan.

CONCLUSIONS

- This project has wide community support and will mitigate residential development in the area. It is an affordable “oven ready” scheme where half of the costs are to be funded by Cockfield Parish Council Neighbourhood CIL (£3,340.00) to fund the project.

RECOMMENDATION

- Delegated decision taken in February 2019 to approve CIL bid of £3,340.00, as per bid application. Delegated Decision for Cabinet to note and endorse.
-

Technical Assessment of Bid – Project B06-18 -East Bergholt High School – Tiered seating for community and school use for music drama and films as well as public speaking conference and training facilities

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Existing community hall is too small, so this would provide large venue for Arts and Business use. Will also provide extra learning facilities at the school.
Delivery /timescales	Project to be undertaken during school holidays (Aug-Sept 2018)
Necessary other approvals	No
Public or private land	Publicly accessible as school – Tony Bass has suggested getting a Community Use Agreement to protect community use outside of school hours
State aid details if any	n/a – whilst grants have already been received in excess of de minimis level, Central govt have confirmed this project is too “local” to infringe state aid rules
Details of future funding maintenance	School would be in charge of maintenance using hire charge to pay for it

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

BIDS SCREENED	ASSESSMENT
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Must follow the CIL 123 list	Yes – provision of community facilities
Can the infrastructure be provided using s106 funds	No
Is Bid complete	Yes
Has information be verified	No
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	According to applicant “Yes, as once the capital costs are covered it would provide a revenue stream to further support and enhance the infrastructure for the benefit of community projects”
Clear community benefits	Yes – provides a larger venue than what currently exists in the community
Community support (including the results of the Consultation exercise)	Provides community hub as per East Bergholt Neighbourhood Plan. Several letters of support from Community Groups and local Arts Companies.
Deliverability (“oven ready” schemes)	Yes – works already planned
Affordability (from CIL Funds)	Yes
Timeliness	Yes – very short timescales
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure	Yes – CIL is small amount of overall project cost

providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	
Supports housing and employment growth	Yes – a larger venue for the community is more attractive for growth
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	Not included in the infrastructure Delivery Plan but does follows comments made in the Neighbourhood plan.

CONCLUSIONS

- This scheme which has other sources of funding is an “Oven ready” scheme with wide community support which follows comments made in the Neighbourhood Plan which is made.

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £45,000
-

Equality Impact Assessment (EIA) Initial Screening Form



Appendix C

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

<p>1. Policy/service/function title</p>	<p>Strategic Planning Policy – Infrastructure – Community Infrastructure Levy (CIL) - CIL Expenditure Business Plan – March 2019 Two separate reports and 2 separate CIL Business Plans for Babergh and Mid Suffolk.</p>
<p>2. Lead officer (responsible for the policy/service/function)</p>	<p>Christine Thurlow – Professional Lead – Key Sites and Infrastructure.</p>
<p>3. Is this a new or existing policy/service/function?</p>	<p>New Existing: Existing (see 5 below).</p>
<p>4. What exactly is proposed? (Describe the policy/service/ function and the changes that are being planned?)</p>	<p>The Community Infrastructure Levy (CIL) - CIL Expenditure Business Plan – September 2018 was presented to both Councils Cabinets in September 2018 (relating to CIL Bids submitted in Bid Round 1 (in May 2018). The report recommended decisions by both Councils Cabinet and delegated decisions for Cabinet to note and endorse on the Bids in their Districts for delivery of infrastructure.</p> <p>This report focuses on Bids made in CIL Bid Round 2 (in October 2018) using the same process but also includes a delivery update for CIL Bids submitted in Bid Round One</p>
<p>5. Why? (Give reasons why these changes are being introduced)</p>	<p>All the Bids submitted for CIL funding are different and relate to different Parishes, different types of infrastructure and as both Councils are sovereign Councils and monies are collected recorded and spent separately.</p>

	<p>There are two Bid Rounds each year and once each Bid has been validated screened for other forms of funding and then prioritised according to the agreed criteria, each Bid dependant on whether the spend is above or below £10,000 the decision will either be made by Cabinet (above £10,000) or under delegated decision (under £10,000) where the decisions will be presented to Cabinet for the Cabinet to note and endorse.</p> <p>Two Business Plans are produced twice yearly for both Councils Cabinets to consider so that delivery of infrastructure can be responsive to demand and focus can be maintained on outcomes related to delivery of infrastructure supporting growth.</p> <p>In this way the development that is carried out is sustainable as the harm from the development is mitigated by the infrastructure provision,</p>
<p>6. How will it be implemented? (Describe the decision-making process, timescales, process for implementation)</p>	<p>The processes and procedure including governance arrangements for CIL expenditure are set out in the CIL Expenditure Framework and the CIL Expenditure Communications Strategy with timescales set out in the associated Timeline document. The processes are described in 5 above</p>
<p>7. Is there potential for differential impact (negative or positive) on any of the protected characteristics?</p>	<p>Yes</p> <p>No Infrastructure provision is necessary to mitigate the harm from the impact of growth so that the development that is carried out is sustainable.</p> <p>Communities in general benefit from infrastructure provision and delivery and its provision generally causes positive impacts for that community that all can benefit from. It does not impact on a specific equality strand unless it has been particularly designed to do so</p> <p>Identify how the impact would affect the specific equality strand.</p>
<p>8. Is there the possibility of discriminating unlawfully, directly or indirectly, against people from any protected characteristic?</p>	<p>Yes</p> <p>No No</p>

9. Could there be an effect on relations between certain groups?	Yes No No
10. Does the policy explicitly involve, or focus on a particular equalities group, i.e. because they have particular needs?	Yes No No
<p>If the answers are 'no' to questions 7-10 then there is no need to proceed to a full impact assessment and this form should then be signed off as appropriate.</p> <p>If 'yes' then a full impact assessment must be completed.</p>	
<p>Authors signature Christine Thurlow</p> <p>Date of completion 7th January 2019</p>	

Any queries concerning the completion of this form should be addressed to the Equality and Diversity Lead.

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

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Agenda Item 12

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

TO: MSDC Cabinet BDC Cabinet	REPORT NUMBER: BCa/18/75
FROM: Councillors Glen Horn and Nick Ridley, Cabinet Members for Planning	DATE OF MEETING: 4 March 2019 7 March 2019
OFFICER: Philip Isbell, Acting Chief Planning Officer	KEY DECISION REF NO. CAB107

AMENDMENTS TO THE PLANNING PRE-APPLICATION CHARGING ADVICE SERVICE AND CHARGING SCHEDULE

1. PURPOSE OF REPORT

- 1.1 To amend the scope of, and the schedule of charges for, the charged planning pre-application advice service to reflect potential service improvements and opportunities for more effective cost recovery.

2. OPTIONS CONSIDERED

- 2.1 Two clear options, other than that recommended, are available. The first is to cease charging for pre-application advice. This would remove a viable income stream arising from charging and would re-introduce a number of service pressures which led to the adoption of a charged advice scheme. It is likely that service quality would be undermined and adverse reputational impacts could result. This would also require further liaison with Suffolk County Council as to do so now would remove funding for their elements of the advice service. This is not recommended.
- 2.2 The second option is “do nothing”. The changes proposed are intended to make the charging arrangements more effective and sensitive to our support to local communities through other service areas so that the Councils approach is more obviously “joined up”. If these are not introduced then the Council will not be as obviously “joined up” in its work as it could be nor as clearly and coherently supportive of other interventions in local communities. Other changes are intended to better reflect actual time and resources impacts on related services when delivering cohesive pre-application advice. If these are not introduced then those costs and resources pressure will remain on the District and County Councils. This is not recommended.

3. RECOMMENDATIONS

- 3.1 To approve the proposed changes to the charged pre-application advice service and associated charges as set out in the attached draft Schedule at Appendix (a).
- 3.2 To delegate authority to the Assistant Director Planning & Communities to, at least annually, review the Schedule of charges and as need be to amend the Schedule in consultation with the Cabinet Member for Planning to reflect current good business practice in pre-application charging.

REASON FOR DECISION

The decision to agree the changes to the pre-application advice service and associated charges will refine and improve the service offered to users and the delegation of authority will enable continued service improvement in an iterative way.

4. KEY INFORMATION

- 4.1 The proposed changes to the Pre-application charging schedule introduce a number of changes which learn lessons from the needs of customers, develop opportunities to better recover District and County Council costs and rationalise the relationship between different service area offers.
- 4.2 The new Schedule introduces a reduction in the price for 1-4 dwellings scale proposals. This would be supportive of the Small & Medium sized Enterprise (SME) sector which continues to provide an important contribution to housing delivery across the Districts. A separate category for 5-9 scale dwellings would be introduced.
- 4.3 Experience has indicated that pre-application site meetings and on-site appointments have proved popular service offers but require a level of resource which is not currently reflected appropriately in the charging Schedule. In order to better cover the higher time and preparation costs of these the pricing has been adjusted accordingly.
- 4.4 Our original service offer included the option to negotiate the charge within a Planning Performance Agreement (PPA) specific arrangement for the category of 200+ dwellings but due to lack of take-up it is now appropriate to include an offer of an alternative pre-application option for those who want initial advice without committing to a PPA. It remains desirable to retain the PPA option which can programme work through pre-application stage and beyond to give applicants greater confidence in the pre-application and application timetable.
- 4.5 The new Schedule introduces a cost recovery element for advice on Affordable Housing issues and this is being underpinned by a Service Level Agreement to safeguard timely service. Discussions with Suffolk County Council have also identified that the time and resource costs associated with the advice of the County Obligations Manager should be recovered as this can be a material element of Major pre-application discussions.
- 4.6 In order to refine the pre-application offer in relation to listed buildings and other heritage assets where no planning advice is required by customers a "Heritage only" option is proposed. Experience also indicates that there is an opportunity to offer case specific advice on potential Community Infrastructure Levy (CIL) charges either as an add-on to pre-application advice or subsequently as stand-alone service. The Schedule now includes this option for customers.
- 4.7 Given that some enquiries by community groups or other organisations are the subject of separate grant funding by the Council it is proposed to introduce a fee exemption for planning pre-application advice in these circumstances and to provide a 50% reduction in the fee for Heritage advice.
- 4.8 Pre-application advice requests for commercial developments would continue to be charged at the original rates without change. It is considered that this represent a fair balance which is supportive of the business sector.

For clarity the proposed revised Fee Schedule is appended at (a) below together with a summary of the key financial changes (b) and Fee Schedule showing VAT breakdowns by element.

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 The Development Management service contributes to a number of the key priorities identified in the Joint Strategic Plan, including the delivery of housing, supporting strong and healthy communities and boosting and developing the local economy. On this basis the delivery of the pre-application service has the potential to contribute to the achievement of the Council's Strategic aims and priorities.

6. FINANCIAL IMPLICATIONS

Income Item (Including all service elements without recharges)	Total	2017/18 Part year July/April	2018/19	2019/20 (prediction)
BDC net		£82,636.00	£88,714.00	£117,000
MSDC net		£92,605.00	£100,000.00	£127,000
Net Effect – See appended Table (b)				

7. LEGAL IMPLICATIONS

- 7.1 Section 93 of the Local Government Act 2003 introduced a discretionary provision which enables Local Planning Authorities (LPAs) to charge for pre-application advice, but it is also clear that where charges are made they must seek to recover costs only. The proposed changes to the charging schedule seek to recover costs associated with providing those new elements of the pre-application advice service.
- 7.2 The charged pre-application advice service has been in place for over a year and has successfully recovered costs with clear ongoing demand. It is important that any charging does not unduly discourage appropriate pre-application discussions and evidence from demand and survey work undertaken is that this is not the case. There are opportunities to improve the service provided to save time and improve outcomes later in the process.
- 7.3 A basic level of planning advice service and signposting to other resources continues to be available since the introduction of pre-application advice charging. That service will remain available free through to telephone enquirers and website users.

8. RISK MANAGEMENT

- 8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. Risk No. 1b – We may not have a sufficient, appropriate supply of land available in the right locations, 1c – We may be unable to meet the Governments new Housing Delivery test and 5e – We will be unable to successfully target and provide our services. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
<p>The revised pre-application service is not taken-up by customers.</p> <p>This will limit the fee income achieved by the service and may lead to an increased volume of applications submitted without the benefit of pre-application advice which in turn may lead to an increased number of refusals and appeals.</p>	2. Unlikely	1. Minimal	<p>The process has been designed to provide added-value to customers and will be reviewed to ensure that the level of advice provided is beneficial and attractive to customers.</p> <p>Planning Performance Agreements are also available as an alternative if this is preferred by customers.</p>
<p>The advice given fails to take account of or accurately assess potentially relevant planning considerations.</p> <p>This may lead to advice given being incomplete or inaccurate leading to an increased risk of refusals and appeals. Consequent risks include reputational damage and foreseeable complaints about service quality and value.</p>	3.Probable	2. Noticeable	<p>Officers giving advice follow a template for the advice response. Draft advice will be mentored and screened by more senior officers throughout the process.</p> <p>Training for the team on the revisions to the scope of the service will be given and the importance of addressing all relevant considerations highlighted. Refresher training will also be programmed.</p>
<p>Relevant professional or technical advice is not obtained in appropriate time to inform the pre-application advice given.</p> <p>This may lead to advice given being incomplete or inaccurate leading to an increased risk of refusals and appeals. Consequent risks include reputational damage and foreseeable complaints about service quality and value.</p>	3.Probable	2.Noticeable	<p>A Service Level Agreement (SLA) is already operating with Suffolk County Council to safeguard the delivery of pre-application advice in matters that they would usually advice upon (Highways, Sustainable Drainage, Education & other County delivered infrastructure).</p>

Risk Description	Likelihood	Impact	Mitigation Measures
			An internal Service Level Agreement is being concluded with BMSDC Housing Enabling and Infrastructure teams team to safeguard the delivery of pre-application advice in relation to those new elements of the offer. Where appropriate other SLA's will be considered as need be.
The revised pre-application service as delivered does not safeguard the open for business reputation of the Council. This could undermine the reputation of the Council and risk the credibility of the economic development offer to the business community and development industry.	2.Probable	2.Noticeable	The Development Management leadership team including Senior officers will oversee and monitor the delivery of the pre-application service for quality and training purposes in consultation with stakeholders and customer groups. Where appropriate training, support and professional development measures will be implemented.

9. CONSULTATIONS

- 9.1 The proposed amendments to the scope of the pre-application advice service and to the schedule of charges have been the subject of consultation with internal stakeholders including Housing Enabling and Infrastructure team colleagues. Consultation with Suffolk County Council stakeholders has also been undertaken. Appropriate service standards and costings have been included in the proposed amended schedule.
- 9.2 The amended fee schedule has been the subject of discussion with Portfolio Holders with service specific responsibilities but no formal consultations have taken place.
- 9.3 A survey of user / customer experience was undertaken in May 2018. Further engagement has also been undertaken case by case with developers and agents about the service offer and improvements. The changes to the proposed service, including timescales and charging will be have been discussed at our Client Side Panel. This identified that they want to see an uplift in the quality of pre-application service offered and that they would be prepared to pay for this service if they were offered an improved understanding and certainty of issues.

10. EQUALITY ANALYSIS

If any of the protected grounds may be affected as a result of the recommendations in this report a full Equality Impact Assessment (EIA) will need to be carried out. Equality Impact Assessment (EIA) is not required for this report. There are no immediate equality and diversity issues arising from this report. The proposed service changes have a positive impact in that they safeguard charging exemptions for enquiries relating to proposals to alter or extend a house for the benefit of a registered disabled person and those to provide a means of access for disabled persons to buildings to which members of the public are admitted.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 There are no negative environmental implications arising from the amendments to the pre-application advice scheme. It is considered that the provision of effective advice is likely to promote positive environmental effects by encouraging appropriate forms of development with due regard to those effects.

12. APPENDICES

Title	Location
(a) Draft fee Schedule with 2019 proposed amendments	Attached
(b) Summary of key changes proposed to pre-application charging schedule	Attached
(c) Draft fee schedule with 2019 proposed amendments and VAT splits	Attached

13. BACKGROUND DOCUMENTS

None.

Table 1: Heritage Advice (Including VAT)

Appendix A

Heritage Only Advice	Type of Development Proposed:	All proposals
Step One Initial fee for pre app advice	Heritage Officer	£300.00
Follow Up Advice	Additional Follow Up advice from Heritage Officer (following initial pre-app advice only)	£60.00

Advice can either be sought 'in principle' for this or detailed advice can be sought, subject to plans, photographs and other information being provided as requested. The advice provided will be based on the information provided, the more information that is provided the more advice can be given.

A meeting (in the office) or an on-site appointment can be requested, however this is at the discretion of the Heritage Officer subject to the proposed works.

Table 2: Written Response (Including VAT)

Written Response Only	Type of Development Proposed:	House Extensions/ Alterations or Outbuildings	Replacement Dwellings 1-4 Proposed Dwellings	5-9 Dwellings	10-49 Dwellings	50-200 Dwellings	200+ Dwellings
Step One Initial fee for pre app advice	Planning Case Officer	£84.00	£108.00	£138.00	£816.00	£1230.00	£1512.00
Step Two Additional advice from one or more of our pre-app partners as needed. What advice might I need?	Heritage	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00
	Highways	£90.00	£180.00	£180.00	£228.00	£840.00	£840.00
	Floods	N/A	N/A	N/A	£300.00	£480.00	£480.00
	Landscape	£252.00	£252.00	£252.00	£588.00	50-99 £588.00 100+ £792.00	£792.00
	Ecology	£168.00	£252.00	£252.00	£420.00	50-99 £504.00 100+ £588.00	£588.00
Step Three – Follow Up Advice	Additional follow up advice from Heritage	£60.00	£60.00	£60.00	£60.00	£60.00	£60.00

Table 3: Meeting and Written Response (Including VAT)

Meeting and written response	Type of Development Proposed:	House extensions/ alterations	Replacement Dwellings 1-4 Proposed Dwellings	5-9 Dwellings or	10-49 Dwellings	50-200 Dwellings	200+ Dwellings
Step One Initial fee for pre-app advice	Planning Case Officer	£138.00	£282.00	£336.00	£1260.00	£2076.00	£2472.00
Step Two Add advice from one or more of our pre-app partners as needed.	Heritage	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00
	Highways	£132.00	£264.00	£264.00	£336.00	£972.00	£972.00
	Floods	N/A	£420.00	£420.00	£420.00	£780.00	£780.00
What advice might I need?	Landscape	£516	£516	£516	£732.00	50-99 £732.00 100+ £1032.00	£1032.00
	Ecology	£432.00	£516	£516	£600.00	50-99 £768.00 100+ £852.00	£852.00
Step Three Additional advice required	Additional Follow on advice from Planning	£54.00	£138.00	£180.00	£252.00	£360.00	£504.00
	Additional Follow on advice from Heritage	£60.00	£60.00	£60.00	£60.00	£60.00	£60.00

Table 4: Appointment on Site and Written Response (Including VAT)

Appointment on site and written response		1-4 Dwellings	5-9 Dwellings	10-49 Dwellings	50-200 Dwellings	200+ Dwellings
Step One Initial fee for pre app advice	Planning Case Officer	£390.00	£534.00	£1800.00	£2898.00	£3264.00
Step Two Add the inclusion of advice from 1 or more of our pre app partners as needed. What advice might I need?	Heritage	£300.00	£300.00	£300.00	£300.00	£300.00
	Highways	£348.00	£348.00	£422.00	£1064.00	£1064.00
	Floods	N/A	N/A	£480.00	£660.00	£660.00
	Landscape	£516.00	£516.00	£732.00	50-99 £732.00 100+£1032.00	£1032.00
	Ecology	£516.00	£516.00	£600.00	50-99 £768.00 100+ £852.00	£852.00
Step Three Further meetings as needed with case officer post response	Additional Follow on advice from Planning	£138.00	£180.00	£252.00	£360.00	£504.00
	Additional Follow on advice from Heritage	£60.00	£60.00	£60.00	£60.00	£60.00

Table 5: Written Response (Including VAT)

Written Response Only	Type of Development Proposed:	Non-residential 1-199 sqm	Non-residential 200-999sqm	Non-residential 1000-4999 sqm	Non-residential 5000+ sqm
Step One Initial fee for pre app advice	Planning Case Officer	£84.00	£138.00	£252.00	£468.00
Step Two Add advice from one or more of our pre app partners as needed. What advice might I need?	Heritage	£300.00	£300.00	£300.00	£300.00
	Highways	£90.00	£180.00	£228.00	£288.00
	Floods	N/A	N/A	£300.00	£480.00
	Landscape	£252.00	£252.00	£588.00	£792.00
	Ecology	£252.00	£252.00	1000-2499 £420.00 2500+ £504.00	£588.00
Step Three – Follow Up Advice	Additional Follow on advice from Heritage	£60.00	£60.00	£60.00	£60.00

Table 6: Meeting and Written Response (Including VAT)

Meeting and written response	Type of Development Proposed:	Non-residential 1-199 sqm	Non-residential 200-999 sqm	Non-residential 1000-4999 sqm	Non-residential 5000+ sqm
Step One Initial fee for pre-app advice	Planning Case Officer	£138.00	£282.00	£504.00	£1152.00
Step Two Add advice from one or more of our pre-app partners as needed. What advice might I need?	Heritage	£300.00	£300.00	£300.00	£300.00
	Highways	£132.00	£264.00	£336.00	£420.00
	Floods	N/A	N/A	£420.00	£780.00
	Landscape	£516.00	£516.00	£732.00	£1032.00
	Ecology	£516.00	£516.00	1000-2499 £600 2500+ £768.00v	£852.00
Step Three Additional advice required	Additional Follow on advice from Planning	£54.00	£138.00	£252.00	£360.00
	Additional Follow on advice from Heritage	£60.00	£60.00	£60.00	£60.00

Table 7: Appointment and Written Response (Including VAT)

Appointment on site and written response		Non-residential 1-999 sq m	Non-residential 1000-4999sq m	Non-residential 5000+ sq m
Step One Initial fee for pre app advice	Planning Case Officer	£336.00	£792.00	£1512.00
Step Two Add the inclusion of advice from 1 or more of our pre app partners as needed.	Heritage	£300.00	£300.00	£300.00
	Highways	£348.00	£422.00	£522.00
	Floods	N/A	£480.00	£660.00
	Landscape	£516.00	£732.00	£1032.00
	Ecology	£540.00	1000-2499 £600 2500+ £768.00	£588.00
Step Three Further meetings as needed with case officer post response	Additional Follow on advice from Planning	£138.00	£252.00	£360.00
	Additional Follow on advice from Heritage	£60.00	£60.00	£60.00

Table 8: Additional Available Advice (Including VAT)

	Additional Available Advice	1-9 dwellings or Non-residential 1-999 sq m	10-49 dwellings or Non-residential 1000-4999 sq m	50+ dwellings or Non-residential 5000+ sq m
A	Review of Draft Transport Statement*	£498.00	£714.00	N/A
B	Review of Draft Transport Assessment*	N/A	N/A	£756.00
C	Travel Plans*	N/A	£283.00	£390.00
D	SCC Review S.106 *	N/A	N/A	N/A
	i) Highways	£243.00	£354.00	£586.00
	ii) Legal	£600.00	£600.00	£600.00
E	Viability Review (Pre-application and planning application) *	N/A	POA	POA
F	Additional S106 Infrastructure Advice*	N/A	£120.00	£120.00
G	Community Infrastructure Levy Estimate *	£120.00	£240.00	£360.00
H	Stand-alone Community Infrastructure Levy Advice (Not including an estimate)	£78.00	£108.00	£138.00

* This activity is only available as an addition to a pre-application enquiry, not as a stand-alone enquiry.

Exemptions to Pre-Application Charges

Exemptions to fees will apply in the following circumstances:

- Enquiries relating to proposals for alterations or extensions to a dwelling house for the benefit of a registered disabled person
- Enquiries relating to a proposal for operations to provide a means of access for disabled persons to a building
- Enquiries made by or on behalf of a non-profit making sports club (unless involving housing)
- Enquiries for works to properties on the Buildings At Risk Register
- Enquiries for proposals by community groups or other organisations where relevant support is already being provided by the Councils are exempt in respect of Planning Advice, and will have a 50% reduction in the fee for Heritage Advice (as below).

Reductions to fees will apply in the following circumstances:

- Enquiries made by or on behalf of the Town or Parish Council are subject to a 50% reduction
- Enquiries for proposals by community groups or other organisations where relevant support is already being provided by the Councils are subject to a 50% reduction in the fee for Heritage Advice

There is no charge for advertisement enquiries

Cancellation

Enquiries will be subject to an administrative cancellation charge of £45 if the enquiry is cancelled more than 7 days after receipt of a valid enquiry.

Summary of increase/decrease to pre-application charges (Excluding VAT)

Development Management:

Amendment	Price Difference	Cases BDC 2017-2018	Income BDC	Cases MSDC 2017-2018	Income MSDC
Reduction in price for 1-4 dwellings Written	-£30.00	21	-£630.00	29	- £870.00
New Category 200+ Written	+£243.00	1	+ £243.00	1	+ £243.00
Increase in price for 5-9 dwellings Meeting	+45.00	5	+ £225.00	8	+ £360.00
Increase in price 50-200 dwellings meeting	+£90.00	7	+£630.00	9	+ £810.00
New Category 200+ Meeting	+£330.00	1	+£330.00	2	+ £660.00
Increase in price 1-4 dwellings Appt	+£45.00	24	+£1080.00	21	+ £945.00
New category 5-9 dwellings Appt	+£165.00	4	+ £660.00	4	+ £660.00
Increase in price 10-49 dwellings Appt	+£270.00	1	+ £270.00	2	+ £540.00
Increase in price 50-200 dwellings Appt	+£435.00	1	+£435.00	2	+ £870.00
New category 200+ Appt	+£740.00	1	+£740.00	1	+£740.00
New Category Stand-alone Community Infrastructure Levy Advice DM admin	+£15.00	52 (estimate 1/week) 26	+ £390.00	52 (estimate 1/week) 26	+ £390.00
		Total BDC:	+ £4373.00	Total MSDC:	+ £5348.00

Heritage

Amendment	Price Difference	Cases BDC	Income BDC	Cases MSDC	Income MSDC
New Category for written advice (all types)	+£250.00	*Total 53 enquiries 2017-2018	+£1250.00	*Total 39 enquiries 2017-2018	+£1000.00
New category for advice at meeting (all types)	+£250.00	*Total 53 enquiries 2017-2018	+£1250.00	* Total 39 enquiries 2017-2018	+£1000.00
Increase in fee for Heritage only meeting	+£15.00	40	+£600.00	30	+£450.00
Increase in fee for Heritage only meeting 1-4, 5-9	+£15.00	4	+£60.00	4	+£60.00
Reduction in price from £490 to £250 10-49 Site meeting	-£240.00	1	-£240.00	1	-£240.00
Reduction in price from £420 (50-99) and £630 (100+) to £250 Site meeting	-£170.00 -£380.00	**None requested 2017-2018		**None requested 2017-2018	
New category additional follow-on advice	+£50.00	*Total 53 enquiries 2017-2018	+£250.00	* Total 39 enquiries 2017-2018	+£200.00
		Total BDC:	+£3170.00	Total MSDC:	£2470.00

* For these categories as this is a new offer the impact depends on whether more enquiries are received as a result, or if this affects the level currently received, which would result in a lesser impact. Figure therefore allows for 10% increase to take into account uptake of this category and possible loss in other categories.

** The reduction in price in this category may encourage further enquiries in this regard, however as we have not had any in this category it is not included in the predicted income.

Affordable Housing

Amendment	Price Difference	Cases BDC 2017-2018	Income BDC	Cases MSDC 2017-2018	Income MSDC
New Category written 10-49	+£220.00	6	+£1620.00	14	+£3530.00
50-200	+£370.00				
200+	+£370.00				
New Category Meeting 10-49	+£280.00	16	+ £5460.00	19	+£6860.00
50-200	+£420.00				
200+	+£420.00				
New Category Site Appt		4	+£1030.00	5	+£1550.00
10-49	+£220.00				
50-200	+£370.00				
200+	+£370.00				
		Total BDC:	+£8110.00	Total MSDC:	+£11940.00

Community Infrastructure Levy

Amendment	Price Difference	Cases BDC 2017-2018	Income BDC	Cases MSDC 2017-2018	Income MSDC
New Category CIL Estimate 1-9 10-49 50+	£100.00 £200.00 £300.00	0	***	0	***
New Category Stand-alone Community Infrastructure Levy Advice 1-9 10-49 50+	£50.00 £50.00 £50.00	0	***	0	***
		Total BDC:	£11,388.00	Total MSDC:	£11,388.00

***Not previously offered, no evidence of take-up of this new option, fee predicted at one per week of each category offered

1. Heritage Advice Only	Type of Development Proposed:	All proposals
Step One Initial fee for pre app advice	Heritage Officer	He £250.00 VAT £50.00 Total £300.00
Follow Up Advice	Additional Follow Up advice from Heritage Officer (following initial pre-app advice only)	HE £50.00 VAT £10.00 Total £60.00

2 Written Response Only	Type of Development Proposed:	House Extensions/ Alterations or Outbuildings	Replacement Dwellings 1-4 Proposed Dwellings	5-9 Dwellings	10-49 Dwellings	50-200 Dwellings	200+ Dwellings
Step One EITHER: Initial fee for pre app advice	Planning Case Officer	DM £70.00 VAT £14.00 Total £84.00	DM £90.00 VAT £18.00 Total £108.00	DM £115.00 VAT £23.00 Total £138.00	DM £210.00 SCC Inf £250.00 AH £220.00 VAT £136.00 Total £816.00	DM £405.00 SCC Inf £250.00 AH £370.00 VAT £205.00 Total £1,230.00	DM £640.00 SCC Inf £250.00 AH £370.00 VAT £252.00 Total £1,512.00
Step Two Add the inclusion of advice from 1 or more of our pre app partners as needed. What advice might I need?	Heritage	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00
	Highways	Hi £75.00 VAT £15.00 Total £90.00	Hi £150.00 VAT £30.00 Total £180.00	Hi £150.00 VAT £30.00 Total £180.00	Hi £190.00 VAT £38.00 Total £228.00	Hi £700.00 VAT £140.00 Total £840.00	Hi £700.00 VAT £140.00 Total £840.00
	Floods	N/A	N/A	N/A	FI £250.00 VAT £50.00 Total £300.00	FI £400.00 VAT £80.00 Total £480.00	FI £400.00 VAT £80.00 Total £480.00
	Landscape	PS £210.00 VAT £42.00 Total £ 252.00	PS £210.00 VAT £42.00 Total £ 252.00	PS £210.00 VAT £42.00 Total £ 252.00	PS £490.00 VAT £98.00 Total £588.00	PS £490 VAT £98 £660 VAT £132 Total 50-99 £588 100+ £792.00	PS £660.00 VAT £132.00 Total £ 792.00
	Ecology	PS £140.00 VAT £28.00 Total £168.00	PS £210.00 VAT £42.00 Total £252.00	PS £210.00 VAT £42.00 Total £252.00	PS £350.00 VAT £70.00 Total £420.00	PS £420 VAT £84 £ 490 VAT £98 Total 50-99 £504.00 100+ £588.00	PS £490.00 VAT £98.00 Total £588.00
Step Three – Follow-up Advice	Additional Follow on advice from Heritage	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00

3 Meeting and written response **	Type of Development Proposed:	House extensions/ alterations	Replacement Dwellings 1-4 Proposed Dwellings	5-9 Dwellings	10-49 Dwellings	50-200 Dwellings	200+ Dwellings
Step One Initial fee for pre-app advice	Planning Case Officer	DM £115.00 VAT £23.00 Total £138.00	DM £235.00 VAT £47.00 Total £282.00	DM £280.00 VAT £56.00 Total £336.00	DM £420.00 SCC Inf £350.00 AH £280.00 VAT £210.00 Total £1,260.00	DM £960.00 Inf £350.00 AH £420.00 VAT £346.00 Total £2,076.00	DM £1290.00 SCC Inf £350.00 AH £420.00 VAT £412.00 Total £2,472.00
Step Two Add the inclusion of advice from 1 or more of our pre-app partners as needed. LINK? Page 163	Heritage	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00
	Highways	Hi £110.00 VAT £22.00 Total £132.00	Hi £220.00 VAT £44.00 Total £264.00	Hi £220.00 VAT £44.00 Total £264.00	Hi £280.00 VAT £56.00 Total £336.00	Hi £810.00 VAT £162.00 Total £972.00	Hi £810.00 VAT £162.00 Total £972.00
	Floods	N/A	FI £350.00 VAT £70.00 Total £420.00	FI £350.00 VAT £70.00 Total £420.00	FI £350.00 VAT £70.00 Total £420.00	FI £650.00 VAT £130.00 Total £780.00	FI £650.00 VAT £130.00 Total £780.00
	Landscape	PS £430.00 VAT £86.00 Total £516.00	PS £430.00 VAT £86.00 Total £516.00	PS £430.00 VAT £86.00 Total £516.00	PS £610.00 VAT £122.00 Total £732.00	PS £610 VAT £122 £860 VAT £172 Total £ 50-99 £732 100+£1032	PS £860.00 VAT £172.00 Total £1032.00
	Ecology	PS £360.00 VAT £72.00 Total £432.00	PS £430.00 VAT £86.00 Total £516.00	PS £430.00 VAT £86.00 Total £516.00	PS £500.00 VAT £100.00 Total £600.00	PS £640 VAT £128 £710 VAT £142 Total £ 50-99 £768 100+£852.00	PS £710.00 VAT £142.00 Total £ 852.00
Step Three Further meetings as needed with case officer post response	Additional DM Meeting	DM £45.00 VAT £9.00 Total £54.00	DM £115.00 VAT £ 23.00 Total £138.00	DM £150.00 VAT £30.00 Total £180.00	DM £210.00 VAT 42.00 Total £252.00	DM £300.00 VAT £60.00 Total £360.00	DM £420.00 VAT £84.00 Total £504.00

	Additional Follow on advice from Heritage	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00
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4 Appointment on site and written response		1-4 Dwellings	5-9 Dwellings	10-49 Dwellings	50-200 Dwellings	200+ Dwellings
Step One Initial fee for pre app advice	Planning Case Officer	DM £325.00 VAT £65.00 Total £390.00	DM £445.00 VAT £89.00 Total £534.00	DM £930.00 SCC Inf £350.00 AH £220.00 VAT £300.00 Total £1800.00	DM £1695.00 SCC Inf £350.00 AH £370.00 VAT £483.00 Total £2898.00	DM £2000 SCC Inf £350 AH £370 VAT £544 £3264.00
Step Two Add the inclusion of advice from 1 or more of our pre app partners as needed.	Heritage	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00
	Highways	Hi £290.00 VAT £58.00 Total £348.00	Hi £290.00 VAT £58.00 Total £348.00	Hi £351.67 VAT £70.33 Total £422.00	Hi £886.67 VAT £177.33 Total £1064.00	Hi £886.67 VAT £177.33 T £1064.00
	Floods	N/A	N/A	FI £400.00 VAT £80.00 Total £480.00	FI £550.00 VAT £110.00 Total £660.00	FI £550.00 VAT £110.00 Total £660.00
	Landscape	PS £430.00 VAT £86.00 Total £516.00	PS £430.00 VAT £86.00 Total £516.00	PS £610.00 VAT £122.00 Total £732.00	PS £610 VAT £122 £860 VAT £172 Total £50-99 £732 100+ £1032.00	PS £860.00 VAT £172.00 Total £1032.00
	Ecology	PS £430.00 VAT £86.00 Total £516.00	PS £430.00 VAT £86.00 Total £516.00	PS £500.00 VAT £100.00 Total £600.00	PS £640 VAT £128 £710 VAT £142 Total £ 50-99 £768 100+ £852.00	PS £710.00 VAT £142.00 Total £ £852.00
Step Three Further meetings as needed with case officer post response	Additional DM Meeting at Council Offices	DM £115.00 VAT £23.00 Total £138.00	DM £150.00 VAT £30.00 Total £180.00	DM £210.00 VAT £42.00 Total £252.00	DM £300.00 VAT £60.00 Total £360.00	DM £420.00 VAT £84.00 Total £504.00
	Additional Follow on advice from Heritage	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00

5 Written Response Only	Type of Development Proposed:	Non-residential 1-199 sqm	Non-residential 200-999 sqm	Non-residential 1000-4999 sqm	Non-residential 5000+ sqm
Step One EITHER: Initial fee for pre app advice	Planning Case Officer	DM £70.00 VAT £14.00 Total £84.00	DM £115.00 VAT £23.00 Total £138.00	DM £210.00 VAT £42.00 Total £252.00	DM £405.00 VAT £81.00 Total £486.00
Step Two Add the inclusion of advice from 1 or more of our pre app partners as needed. What advice might I need?	Heritage	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00
	Highways	Hi £75.00 VAT £15.00 Total £90.00	Hi £150.00 VAT £30.00 Total £180.00	Hi £190.00 VAT £38.00 Total £228.00	Hi £240.00 VAT £48.00 Total £288.00
	Floods	N/A	N/A	FI £250.00 VAT £50.00 Total £300.00	FI £400.00 VAT £80.00 Total £480.00
	Landscape	PS £210.00 VAT £42.00 Total £ 252.00	PS £210.00 VAT £42.00 Total £ 252.00	PS £490.00 VAT £98.00 Total £588.00	PS £660.00 VAT £132.00 Total £792.00
	Ecology	PS £210.00 VAT £42.00 Total £252.00	PS £210.00 VAT £42.00 Total £252.00	PS £350 VAT £70 £420 VAT £84 Total 1000-2499 £420 2500+ £504.00	PS £490.00 VAT £98.00 Total £588.00
Step Three – Follow-up Advice	Additional Follow on advice from Heritage	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00

6 Meeting and written response **	Type of Development Proposed:	Non-residential 1-199 sqm	Non-residential 200-999 sqm	Non-residential 1000-4999sqm	Non-residential 5000+ sqm
Step One Initial fee for pre-app advice	Planning Case Officer	DM £115.00 VAT £23.00 Total £138.00	DM £235.00 VAT £47.00 Total £282.00	DM £420.00 VAT £84.00 Total £504.00	DM £960.00 VAT £192.00 Total £1152.00
Step Two Add the inclusion of advice from 1 or more of our pre-app partners as needed.	Heritage	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00
	Highways	Hi £110.00 VAT £22.00 Total £132.00	Hi £220.00 VAT £44.00 Total £264.00	Hi £280.00 VAT £56.00 Total £336.00	Hi £350.00 VAT £70.00 Total £420.00
	Floods	N/A	N/A	FI £350.00 VAT £70.00 Total £420.00	FI £650.00 VAT £130.00 Total £780.00
	Landscape	PS £430.00 VAT £86.00 Total £516.00	PS £430.00 VAT £86.00 Total £516.00	PS £610.00 VAT £122.00 Total £732.00	PS £860.00 VAT £172.00 Total £1032.00
	Ecology	PS £430.00 VAT £86.00 Total £516.00	PS £430.00 VAT £86.00 Total £516.00	PS £500 VAT £100 £640 VAT £128 Total *1000-2499 £600 2500+ £768.00	PS £710.00 VAT £142.00 Total £852.00
Step Three Further meetings as needed with case officer post response	Additional DM Meeting	DM £45.00 VAT £ 9.00 Total £54.00	DM £115.00 VAT £23.00 Total £138.00	DM £210.00 VAT 42.00 Total £252.00	DM £300.00 VAT 60.00 Total £360.00
	Additional Follow on advice from Heritage	He £50.00 VAT £10.00 Total £60.00		He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00

7 Appointment on site and written response		Non-residential 1-999 sq m	Non-residential 1000-4999sq m	Non-residential 5000+sq m
Step One Initial fee for pre app advice	Planning Case Officer	DM £280.00 VAT £56.00 Total £336.00	DM £660.00 VAT £132.00 Total £792.00	DM £1260.00 VAT £252.00 Total £1512.00
Step Two Add the inclusion of advice from 1 or more of our pre app partners as needed.	Heritage	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00	He £250.00 VAT £50.00 Total £300.00
	Highways	Hi £290.00 VAT £58.00 Total £348.00	Hi £351.67 VAT £70.33 Total £422.00	Hi £460.00 VAT £92.00 Total £552.00
	Floods	N/A	FI £400.00 VAT £80.00 Total £480.00	FI £550.00 VAT £110.00 Total £660.00
	Landscape	PS £430.00 VAT £86.00 Total £516.00	PS £610.00 VAT £122.00 Total £732.00	PS £860.00 VAT £172.00 Total £1032.00
	Ecology	PS £450.00 VAT £90.00 Total £540.00	PS £500 VAT £100 £640 VAT £128 Total *1000-2499 £600 2500+ £768.00	PS £710.00 VAT £142.00 Total £852.00
Step Three Further meetings as needed with case officer post response	Additional DM Meeting at Council Offices	DM £115.00 VAT £23.00 Total £138.00	DM £210.00 VAT £42.00 Total £252.00	DM £300.00 VAT £60.00 Total £360.00
	Additional Follow on advice from Heritage	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00	He £50.00 VAT £10.00 Total £60.00

	8 Additional Available Advice	1-9 dwellings or Non-residential 1-999 sq m	10-49 dwellings or Non-residential 1000-4999 sq m	50+ dwellings or Non-residential 5000+ sq m
A	Review of Draft Transport Statement***	Hi £415.00 VAT £83.00 Total £498.00	Hi £595.00 VAT £119.00 Total £714.00	N/A
B	Review of Draft Transport Assessment***	N/A	N/A	Hi £630.00 VAT £126.00 Total £756.00
C	Review of Travel Plans***	N/A	Hi £235.83 VAT £47.17 £283.00	Hi £325.00 VAT £65.00 Total £390.00
D	SCC Review S.106 ***	N/A	N/A	N/A
	i)Highways	Hi £202.50 VAT £40.50 Total £243.00	Hi £295.00 VAT £59.00 Total £354.00	Hi £405.00 VAT £81.00 Total £586.00
	ii) Legal	L £500.00 VAT £100.00 Total £600.00	L £500.00 VAT £100.00 Total £600.00	L £500.00 VAT £100.00 Total £600.00
E	Viability Review (Pre-application and planning application) ***	N/A	POA	POA
F	Additional SCC S106 Infrastructure Advice	N/A	SCC £100.00 VAT £20.00 Total £120.00	SCC £100.00 VAT £20.00 Total £120.00
G	Community Infrastructure Levy Estimate ***	CIL £100.00 VAT £20.00 Total £120.00	CIL £200.00 VAT £40.00 Total £240.00	CIL £300.00 VAT £60.00 Total £360.00
H	Stand-alone Community Infrastructure Levy Advice (Not including an estimate)	DM £15.00 CIL £50.00 VAT £13.00 Total £78.00	DM £15.00 CIL £75.00 VAT £18.00 Total £108.00	DM £15.00 CIL £100.00 VAT £23.00 Total £138.00

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Agenda Item 13

BABERGH DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: BCa/18/76
FROM: Councillor Tina Campbell, Cabinet Member for Environment	DATE OF MEETING: 7 March 2019
OFFICER: James Buckingham, Corporate Manager – Sustainable Environment	KEY DECISION REF NO. CAB112

ADOPTION OF CONSERVATION AREA APPRAISALS FOR BRENT ELEIGH, NAUGHTON AND GREAT WALDINGFIELD

1. PURPOSE OF REPORT

- 1.1 To advise Members of the results of the public consultations on Conservation Area Appraisals for Brent Eleigh, Naughton and Great Waldingfield and to seek approval for the adoption of the documents as non-statutory Supplementary Planning Guidance.

2. OPTIONS CONSIDERED

- 2.1 The Council has a statutory duty to review its conservation areas 'from time to time' (section 69 of Planning (Listed Buildings and Conservation Areas) Act 1990). The Cabinet is being asked to approve the adoption of the three conservation area appraisals.
- 2.1.1 Option 1: Approve the appraisal documents as presented in Appendices A, B and C.
- 2.1.2 Option 2: Require further work to the appraisal documents in Appendices A, B and C prior to adoption.

Both options above have been considered and the recommended option within this report is Option 1, to approve the documents as presented in the Appendices. Option 2 has not been recommended because the appraisal documents have been properly prepared and amended appropriately following public consultation and so further work is not considered necessary.

3. RECOMMENDATIONS

- 3.1 That the Conservation Area Appraisal for Brent Eleigh (Appendix A) be adopted as non-statutory Supplementary Planning Guidance with immediate effect.
- 3.2 That the Conservation Area Appraisal for Naughton (Appendix B) be adopted as non-statutory Supplementary Planning Guidance with immediate effect.
- 3.3 That following appropriate public consultation, the Corporate Manager, Sustainable Environment be authorised to amend the Great Waldingfield Conservation Area boundary as is proposed in the Appraisal in Appendix C, and subject to other minor consequential amendments, the document be adopted as non-statutory Supplementary Planning Guidance.

REASON FOR DECISION

To enable Planning decisions to be made with the best available background information.

4. KEY INFORMATION

- 4.1 A Conservation Area Appraisal sets out to define what is important about the area's character and appearance, describing its 'quality of place' so that we understand what it is we are trying to safeguard. It identifies the area's special features and changing needs through a process, which includes researching its historical development, carrying out a townscape analysis and preparing a character assessment. It thus becomes a vital tool for enabling the active management of the conservation area.
- 4.2 Babergh has 29 conservation areas in its district, most of which were originally adopted in the 1970s, each with a map and a somewhat limited single sheet of paper providing a brief description. To-date, 23 of the 29 conservation areas have been re-appraised. The current exercise will complete the set with the six remaining appraisals, three in this batch and three in the next (which will be presented to Cabinet later this year). It is considered prudent to bring these six appraisals up to the same standard as the others (and the 31 conservation areas in the Mid Suffolk district). The remaining appraisals have therefore been prepared following the same methodology used for the other 23 conservation areas. A revised methodology has recently been published by Historic England and some elements of this have been used for the three appraisals, but budgetary constraints have prevented full implementation.
- 4.3 There is no permanent staff resource for this area of work. The preparation of the draft appraisals has been contracted to Patrick Taylor, Conservation Architect, who formerly worked in the Babergh Heritage team. Options for the funding of a 'rolling programme' of re-appraisals to the latest methodology will need to be considered in the future.
- 4.4 Public consultation exercises were undertaken between April and June 2018. This included letters to the relevant Parish Councils, Babergh's local Ward Members, relevant internal departments, Suffolk County Council, Suffolk Preservation Society and Historic England, requesting their views on the draft appraisal and their proposals.
- 4.5 In addition, open evenings were held as part of the Annual Parish Meetings in April and May 2018 for members of the public to see the appraisals in exhibition format and give their views. The meetings were publicised locally. Approximately 12, 15 and 30 persons attended the Brent Eleigh, Naughton and Great Waldingfield parish meetings respectively. The appraisal documents were also made available online at both the Parishes' and Babergh's websites.
- 4.6 Historic England responded with a letter covering all three appraisals being considered at this time. They welcomed their production and considered the documents clearly written and well-illustrated, using large and clear photographs, helpful in illustrating particular elements of an area's character. They also said the appraisals set out the general character of the settlements well.

They would have liked to see more comprehensive photographic surveys and more detail on non-designated heritage assets (which might be covered by a Local List) along with such luxuries as a Management Plan or the implementation of Article 4 Directions, both of which are currently beyond the Council's limited resources. They also asked for additional detail on the villages' archaeology, but this is deliberately kept as a simple overview within the appraisal, as further information on this aspect is available from Suffolk County Council archaeologists who maintain and vet access to the Historic Environment Record, or from the further reading references given in the appraisals.

- 4.7 Suffolk Preservation Society (SPS) responded in a similar way with a letter covering all three appraisals being considered at this time. They consider that the most recent appraisal methodology (as discussed in paragraph 4.2) should have been used in full. They also recommended that the maps be updated and some of them combined to make them easier to interpret, which has since been done in all three appraisals. SPS also recommended the inclusion of several historic maps to show historical development of the settlements, but this 'map regression' analysis has been undertaken and the conclusions summarised in the appraisals. Other comments ask for greater detail on topography, archaeology, buildings, materials, spaces and planting. All of this is of course possible, but would require an expanded format for the document and many more hours of work than is affordable under the available budget. Much of the additional information is already available and can easily be found from the 'References and Further Reading' section on the last page of the appraisals, which from the outset describes itself as a 'general overview'. SPS recommended a review of the boundaries of the conservation areas as good practice. The boundaries were actually considered as part of the appraisal process, but in response to this recommendation explicit statements have been added to the appraisals for Brent Eleigh and Naughton to make it clear that the areas have had little change since they were designated, and the boundaries remain adequate for purpose. The Great Waldingfield appraisal recommends that the conservation area boundaries be extended to maintain the historic settlement's rural character.
- 4.8 No further consultation responses were received in respect of the Brent Eleigh and Naughton appraisals.
- 4.9 A credible suggestion was made at the open evening for Naughton that the area around neighbouring Nedging Church might be suitable for Conservation Area status. This is outside the boundary of the Naughton conservation area and so cannot be considered as part of its appraisal. However, the suggestion will be considered as part of the Council's on-going conservation management work.
- 4.10 Email responses to the Great Waldingfield consultation were received from the Parish Council, the two Babergh local Ward Members and eight members of the public. In general, these were supportive of the draft document, but a number of matters were raised, and additional information gleaned. The Parish Council supported the draft appraisal document and the idea of a future conservation area extension, a view re-iterated by the local Ward members and seven local residents.
- 4.11 The Appraisal documents as now presented for adoption have therefore been amended to take account of these various comments as far as possible and correct any other minor errors brought to our attention. Further public consultation on the precise proposed revised conservation area boundary for Great Waldingfield is however necessary.

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 The Appraisal documents shown in the Appendices will contribute to achieving the strategic priorities and outcomes of the Joint Strategic Plan through the following:
- 5.1.1 Helping to manage development to achieve the key objectives of economic growth and the provision of houses, whilst ensuring that there is not an unacceptable impact on our heritage or the rural distinctiveness of our district.
 - 5.1.2 Greater understanding and articulation of the character of our conservation areas, which can be used to develop a robust policy framework for planning decisions.
 - 5.1.3 Additional information made available by the appraisals should encourage better planning decisions and the better protection of our historic environment.
 - 5.1.4 Informing those considering investment in the area in guiding the scale, form and content of new development.
 - 5.1.5 Making best use of our existing housing assets.
 - 5.1.6 As educational and informative documents created with the local community, expressing what the community particularly values about the place they live and work in.
 - 5.1.7 As a tool to demonstrate the area's special interest.
 - 5.1.8 Promoting better understanding of archaeological potential, by identifying and mapping archaeologically sensitive areas and thus guiding development towards less sensitive locations.

6. FINANCIAL IMPLICATIONS

- 6.1 None.

7. LEGAL IMPLICATIONS

- 7.1 The Council has a statutory duty to review its conservation areas 'from time to time' and so could be subject to challenge if it fails to comply with this obligation.

8. RISK MANAGEMENT

- 8.1 This report does not closely link with any of the Council's Significant Risks, however key risks are set out below.

Risk Description	Likelihood	Impact	Mitigation Measures
Working on planning applications and appeals with inadequate and outdated (1970s) information	4 - Highly probable	2 - Noticeable	Adopt new appraisals as recommended
Council not fulfilling its duties to 'review from time to time' its conservation areas under section 69 of Planning (Listed Buildings and Conservation Areas) Act 1990	2 - Unlikely	3 - Bad	Undertake further conservation area appraisal work (29 in District)

9. CONSULTATIONS

9.1 Extensive consultation has been undertaken as detailed above in Paragraphs 4.4 – 4.5.

10. EQUALITY ANALYSIS

10.1 There are no equality and diversity implications arising directly from the conservation area appraisals and so an Equality Impact Assessment is not required.

11. ENVIRONMENTAL IMPLICATIONS

11.1 The additional information made available by the appraisals should have positive environmental impacts by encouraging better planning decisions and the better protection of our historic environment. Future decisions influenced by the appraisals would have particular positive benefits for heritage, landscaping and amenity within the conservation areas and surrounding communities.

12. APPENDICES

Title	Location
(a) Brent Eleigh Conservation Area Appraisal	Attached
(b) Naughton Conservation Area Appraisal	Attached
(c) Great Waldingfield Conservation Area Appraisal	Attached

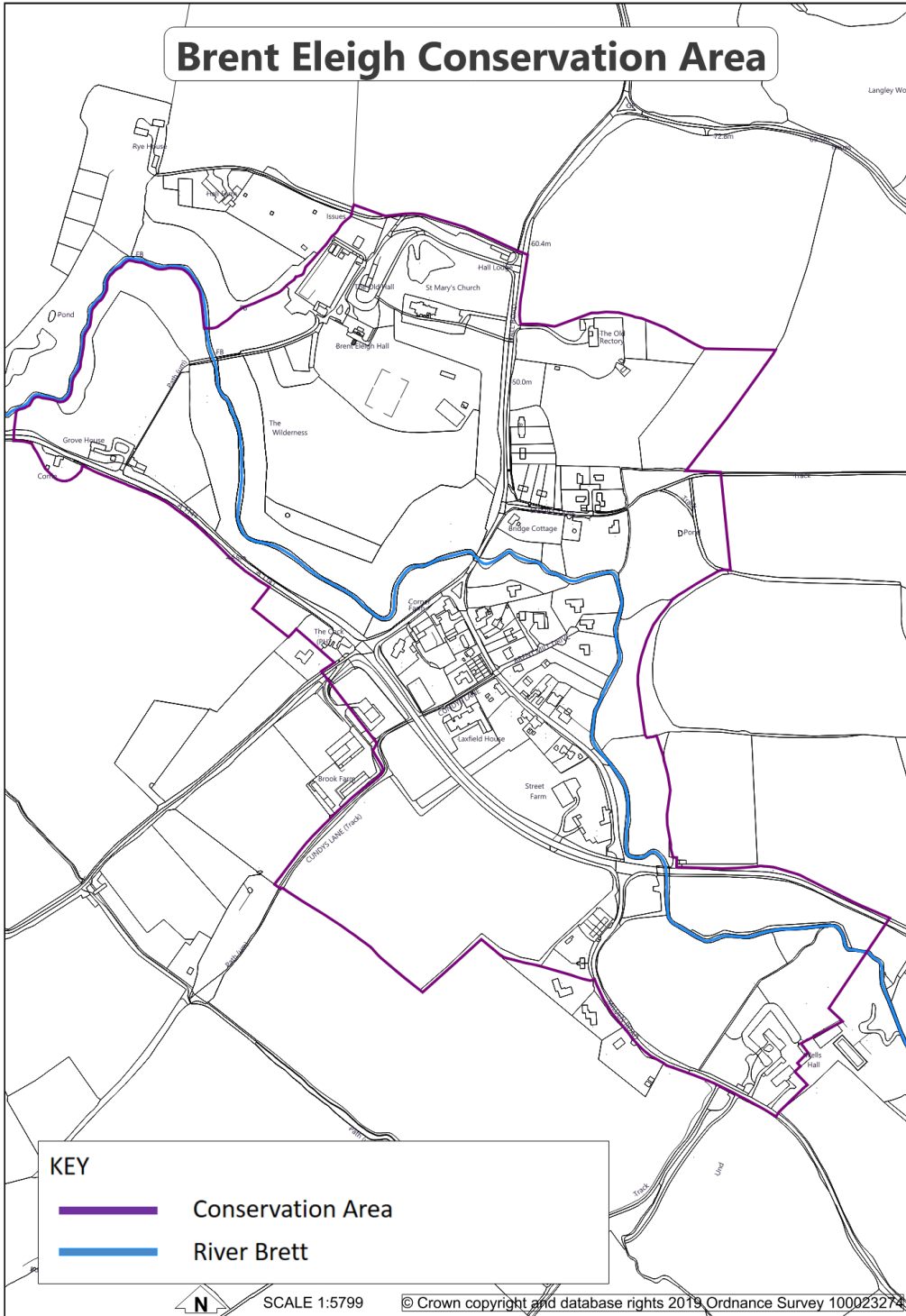
13. BACKGROUND DOCUMENTS

13.1 Brent Eleigh Conservation Area Appraisal correspondence and working file
Naughton Conservation Area Appraisal correspondence and working file
Great Waldingfield Conservation Area correspondence and working file

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conservation area appraisal



Introduction

The conservation area in Brent Eleigh was originally designated by West Suffolk County Council in 1973, and inherited by Babergh District Council at its inception in 1974.

The Council has a duty to review its conservation area designations from time to time, and this appraisal examines Brent Eleigh under a number of different headings as set out in English Heritage's 'Guidance on Conservation Area Appraisals' (2006) and having regard to Historic England's new guidance (2016).

This brings the village in line with Babergh's other conservation area appraisals in the same format. As such it is a straightforward appraisal of Brent Eleigh's built environment in conservation terms.



As a document it is neither prescriptive nor overly descriptive, but more a demonstration of 'quality of place', sufficient to inform the Planning Officer and others considering changes or assessing proposed works there. The photographs and maps are thus intended to contribute as much as the text itself.

As the Historic England guidelines point out, the appraisal is to be read as a general overview, rather than as a comprehensive listing, and the omission of any particular building, feature or space does not imply that it is of no interest in conservation terms.

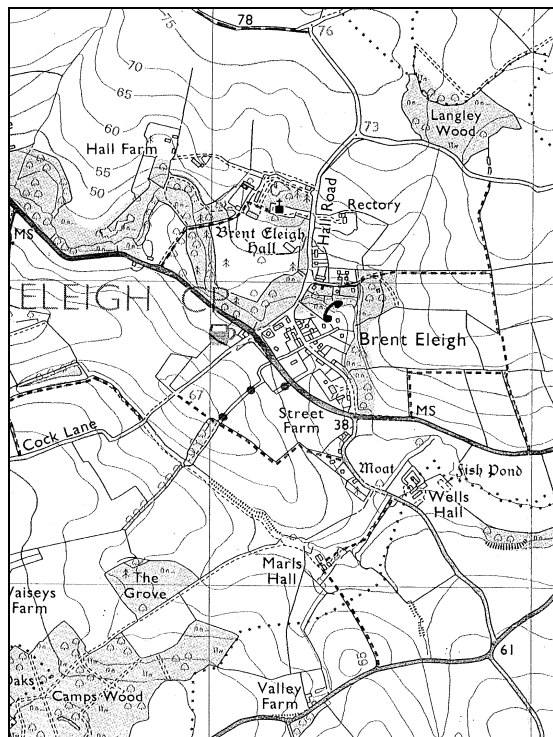
Text, photographs and map overlays by Patrick Taylor, Conservation Architect, for Babergh District Council 2019.

Topographical Framework

The village of Brent Eleigh is situated in south-central Suffolk, about seven miles north-west of the market town of Hadleigh and two miles south-east of Lavenham.

Both Hadleigh and Lavenham were at one time served by branch lines of the eastern railway, both now closed down.

The main part of the settlement sits on the north side of the main A1141 Hadleigh to Lavenham road, which runs east to west along the valley of the River Brett. Formerly passing through the village, this road now forms a by-pass with a new stretch to the south of the village centre.



South of this road the conservation area continues and includes a small portion of neighbouring Mildenhall parish, the boundary cutting Wells Hall in half.

The River Brett flows from Lavenham in the west, effectively through the parish of Brent Eleigh, down to Hadleigh and on southwards to join the Stour at Higham. At Brent Eleigh it loops to the north around the village centre, where a small tributary joins the river from the north.

The river valley has cut down some forty metres through the overlying boulder clay of 'High Suffolk' to reveal locally gravels, crags and pockets of older London Clay. The village itself is approximately 40 metres above OD, with the adjoining hilltops up to about the 80 metre mark.

Archaeological Significance

The Suffolk County Historic Environment Record lists a couple of dozen sites of archaeological interest in the wider parish, but nothing seriously prehistoric.

Two cropmarks, delineating a ring ditch and an enclosure, are given as undated, but could easily be the oldest if Neolithic or Bronze Age in origin. Actual Bronze Age remains have been found comprising an axehead and some scatter finds.

The Iron Age similarly presents a few scatter finds and the Romans have left us a quern and a short section of Roman Road north of the village, fitting within a line of other remnants, south of Lavenham and east of Bildeston, leading on east to the Roman camp on the Gipping near Coddenham.



Medieval remains include the Church and churchyard, the moated site at Wells Hall and further scatter finds, along with three areas of Ancient Woodland. The remainder of sites listed are Post-Medieval and include a milestone and three bridges.

Brent Eleigh and the adjoining village of Monks Eleigh were simply listed in the Domesday survey of 1086 as 'Eleigh'. Five separate holdings include amongst them three mills (which would have been watermills at that time) as well as a church with 22½ acres of land.

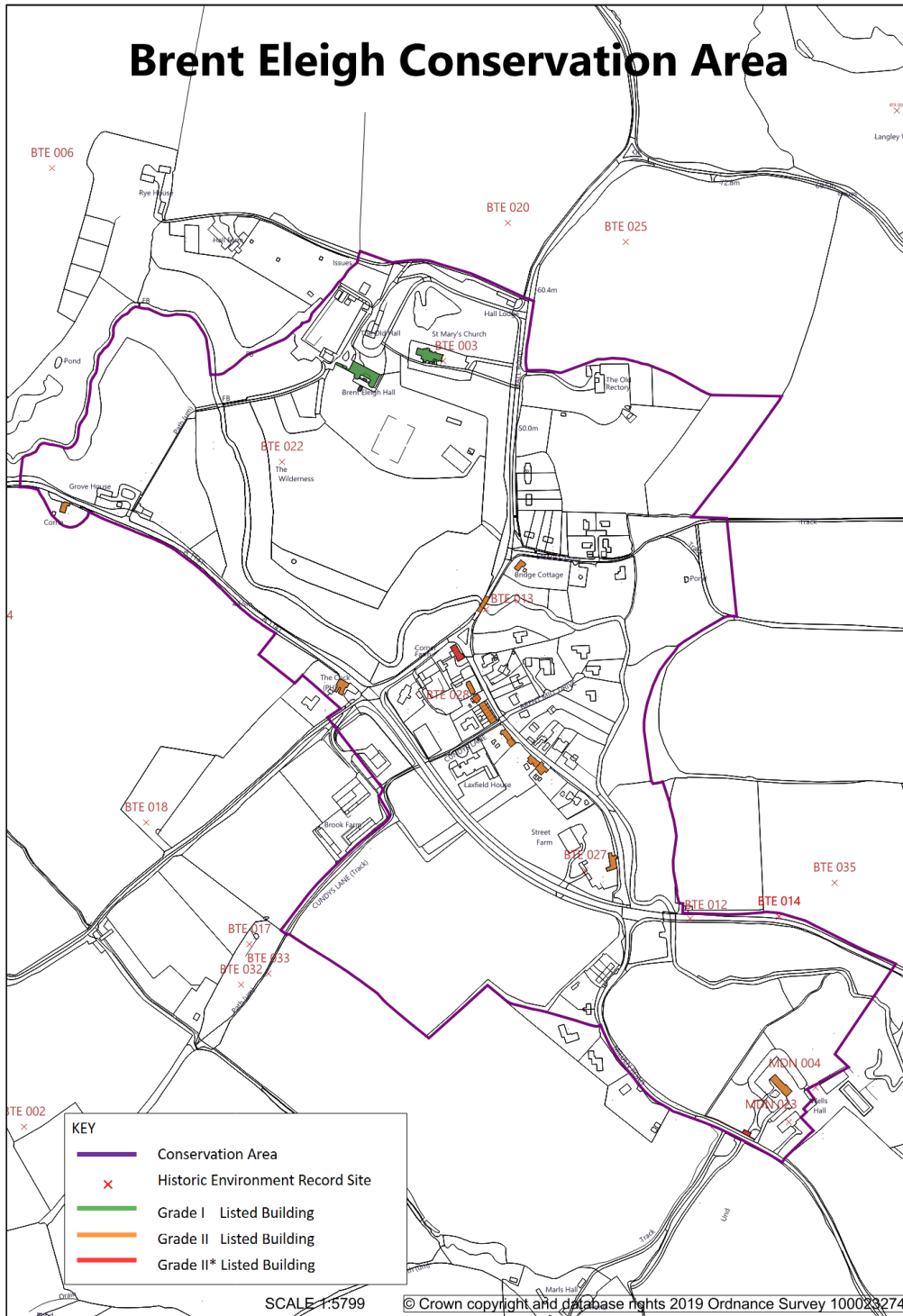
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BABERGH Two Hundreds
 Holy Trinity held ELEIGH before 1066 as a manor; 2 carucates with full jurisdiction.
 Then 21 villagers, now 13; then 13 smallholders, now 12; then 4 slaves, now 3.
 Always 2 ploughs in lordship. Then 21 men's ploughs, now 13. Meadow, 12 acres; always 1 mill. Now 2 horses, now 19 cattle, now 20 pigs, now 160 sheep.
 A church with 22½ acres.
 Value then £15; now [£] 20.
 It has 1 league in length and 5 furlongs in width; 14d in tax.

Wulfward, a free man under Stigand, held ELEIGH before 1066 as a manor; 3 carucates of land.
 Always 5 smallholders; 2 slaves.
 Always 2 ploughs in lordship.
 Meadow, 3 acres; 1 mill. 2 horses at the hall, 6 cattle, 20 pigs, 100 sheep.
 Value then 40s; later and now 80s.
 It has ½ league in length and 4 furlongs in width; 3½d in tax.

Brent Eleigh Conservation Area

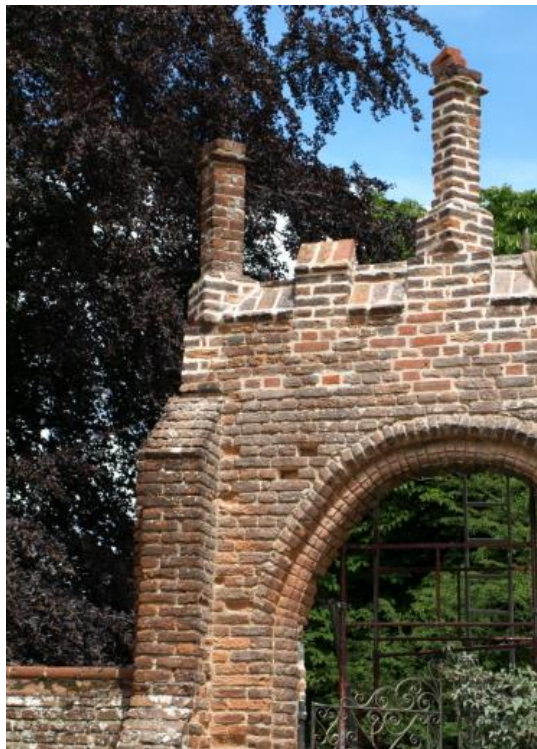


Intrinsic Quality of Buildings

Brent Eleigh has two grade I listed buildings, both remotely sited away to the north of the main village, but within the conservation area.

The Church of St Mary is built in flint rubble with stone dressings and a roof of plaintile and slate. 'Not big' according to Pevsner, it is mostly early 14th Century in date and is an outstanding example of a manorial church, which has escaped 19th Century restoration.

The other grade I building is the manor to which the church was attached, now Brent Eleigh Hall. This has an early timber-framed core, but was much remodeled with classical features in the 18th Century and had additions designed by Sir Edwin Lutyens in the 1930's.



Two other structures in the village are of sufficient quality to justify listing at the higher grade of II.*

The first is a fine red brick boundary wall and gateway fronting the road towards Milden at Wells Hall, just south of the village and also within the conservation area, dating from the 16th Century.

The second is Corner Farmhouse within the village, which is of similar date and basically a timber-framed farmhouse with exposed studwork, brick nogging infill and some fine octagonal brick chimneys.



Traditional Building Materials

The remaining listed buildings in the village are grade II, mostly timber-framed houses with the usual Suffolk covering of render although a few have some exposed framing, and the roofs to these are mostly plaintiles or thatch.

Although the older listed buildings are generally timber-framed and rendered, overall the village exhibits the majority of other local materials found in Suffolk.

Some Victorian cottages, the former School (now used as the Village Hall) and the Colman's Cottages Almshouses are in the local soft Suffolk Red brick with slate roofs.



Black weather-boarding can be found on a number of outbuildings and barns, one example with a well patinated corrugated iron roof, liable to fail sometime soon.

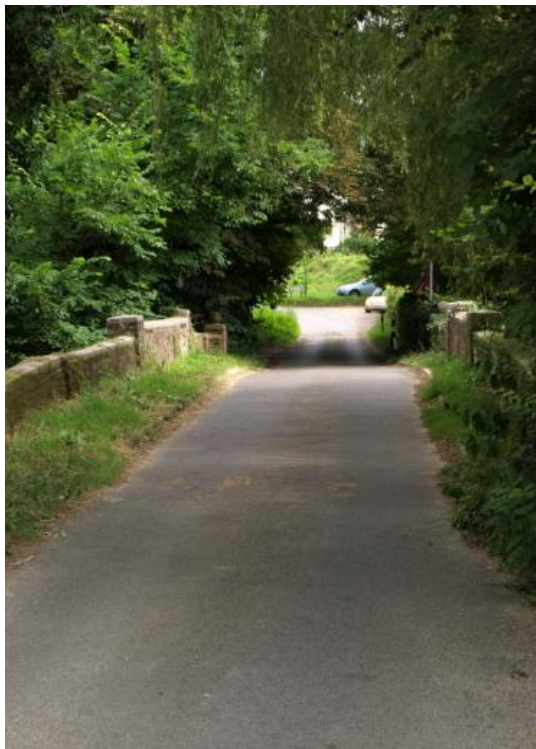
In contrast white weather-boarding appears on 'Brent Mill', set back behind a black weather-boarded outbuilding with a pantile roof.

Roof finishes correlate well with wall constructions, following a similar distribution. The majority of roofs are plaintiles or thatch, mostly on the timber-framed buildings, the rest generally in slate or pantiles, usually on the brick buildings.

Hierarchy of Spaces

Brent Eleigh comprises mainly a row of listed buildings on the south-west side of The Street with a facing array of more recent buildings opposite. At one time this was the main road through with a junction at either end. Roads led off to the north (to Kettlebaston) and west (to Lavenham) from one junction and to the south (to Milden) and east (to Monks Eleigh) from the other.

The roads to the east and west are now conjoined by a small by-pass to the south of the listed buildings, leaving The Street as a cul-de-sac closed off at its south-eastern end. The absence of through traffic in the village centre makes it a relative haven of quietude.

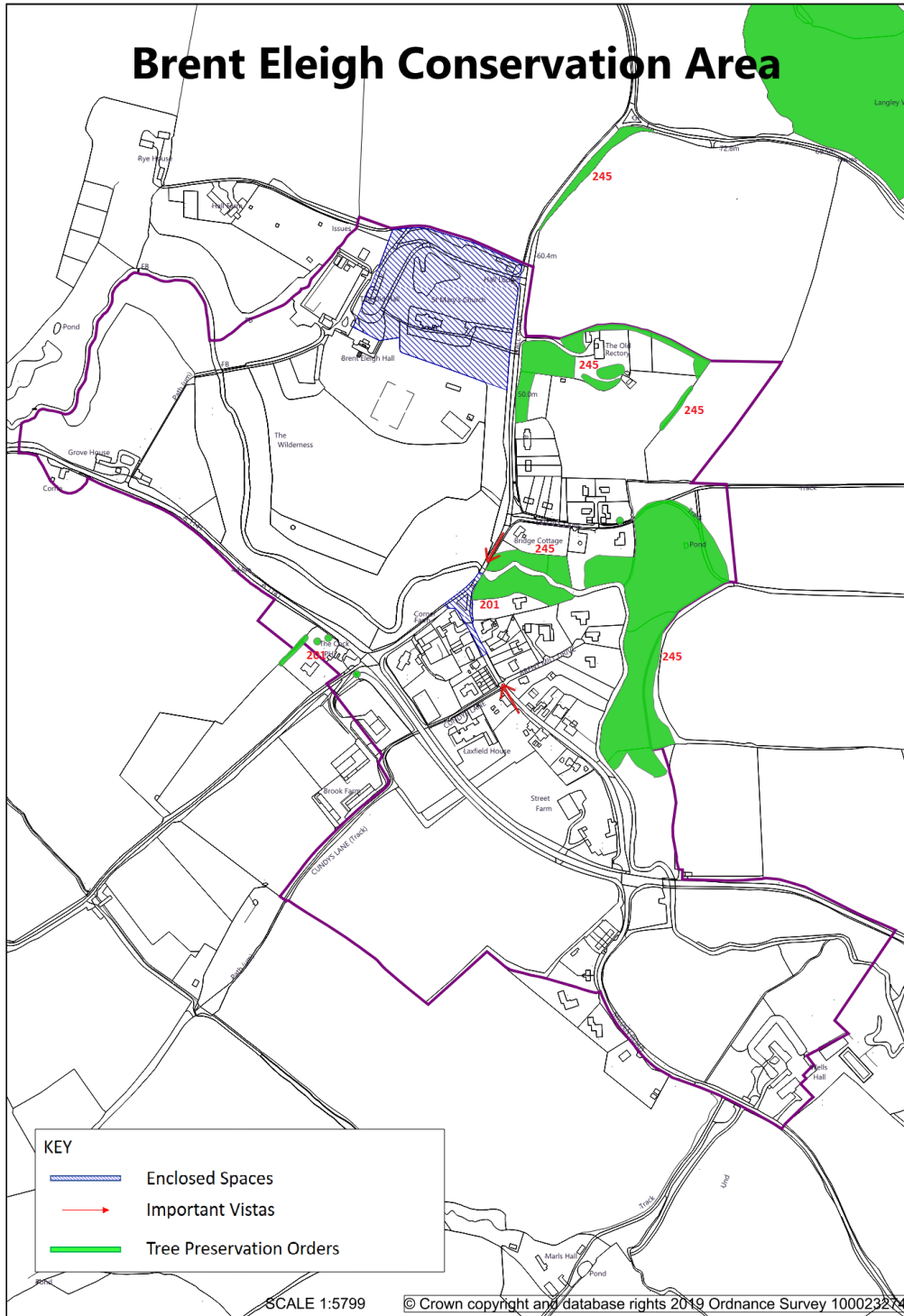


From the north-western junction with its surviving small triangle of green, the road to the north crosses the river and then climbs a hill out of the valley, with a few houses on its eastern side.

Further up the outlying Church and Hall lie to the west of this road, their associated outbuildings comprising the main area of historic development within the north part of the conservation area.

A third focal point of development is around Wells Hall which sits beyond the by-pass, just within the southern edge of the conservation area, but partly in the adjoining parish of Milden.

Brent Eleigh Conservation Area



Trees and Planting

The majority of trees in the conservation area are to be found in the wetland areas either side of the central river. The entire river valley here is designated in the Babergh Local Plan as part of the River Brett Special Landscape Area.

These trees are very much the typical wetland species of Alder, Poplar and Willow, but include a proportion of other species.

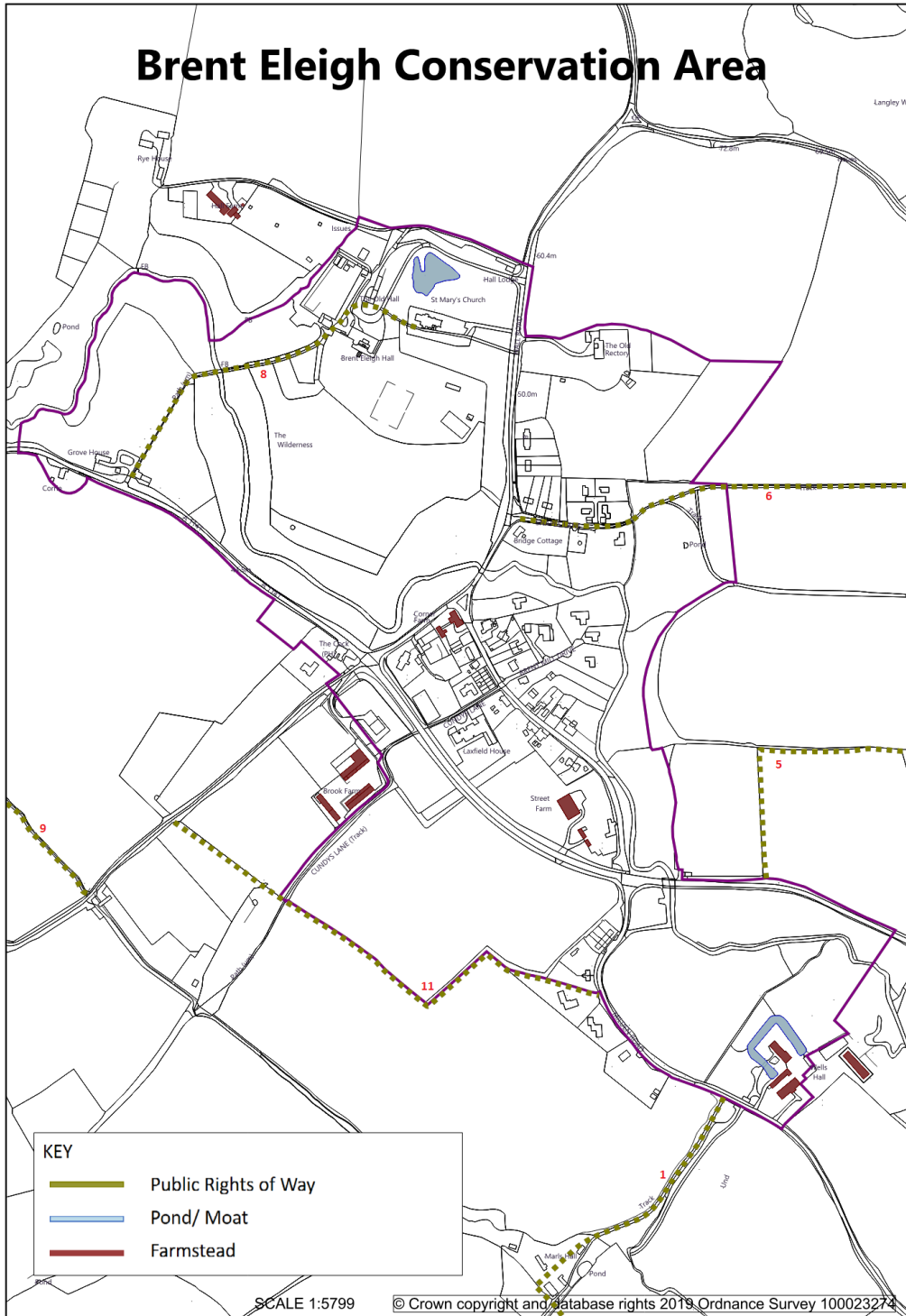
Some on the south bank of the river just north of the village centre were given the protection of Tree Preservation Order (TPO) 201 made in 1972 by West Suffolk County Council. This also protected further trees west of the village including a Horse Chestnut, a Thuja and several Scots Pines behind The Cock.



Following on most of those on the north bank of the river opposite the village centre were given the protection of Tree Preservation Order 245 made in 1972 by West Suffolk County Council. This also protected further trees up Hall Road to the north and the large areas of Oak, Ash and Birch comprising Langley Wood further north, one of the parish's ancient woodlands.

The two other ancient woodlands, Spragg's Wood, approximately 250m to the north of the conservation area boundary, and Camps Wood, approximately 600m to the south, are also protected this way by the 1973 TPOs 279 and 310 made by the same Council. A number of these TPO trees have been lost over the intervening years and current policy is to require replanting with suitable species.

Brent Eleigh Conservation Area

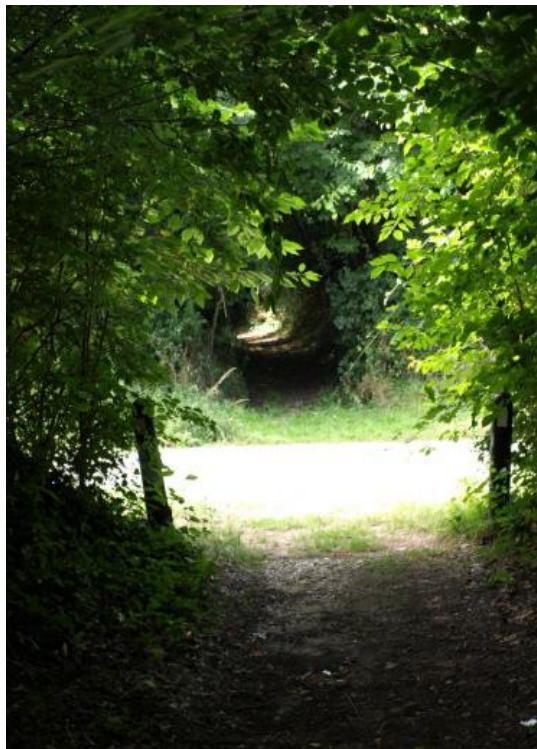


Relationship to Open Countryside

The central river valley is mostly only glimpsed and can only be inspected close up at the two road bridges or the south-eastern end of The Street. It does however have an element of wilderness about it, which the agricultural fields on the northern and southern hillsides lack.

Because of Brent Eleigh's linear form and mainly single plot depth development, most of the properties there have either this valley or farmland to the rear.

One exception to this is the north-east side of The Street which has in behind it some infill development stretching as far as the river bank.



Excepting the modern by-pass, the road pattern is essentially radial from the village centre. Cundy's Lane south-westwards off The Street crosses the by-pass and definitive Footpath 6 eastwards off Snape's Lane further augments this.

The rest of the footpath network links these radial routes together. To the south Footpath 11 joins Mildens Road to Cock Lane, whilst to the west a little further out Footpath 3 joins Cock Lane to the B1070 Lavenham road.

Further in again this last road is joined to Hall Road by Footpath 8 through The Wilderness south of the Hall, and then in the east the B1070 Monks Eleigh road is linked northwards to the road towards Monks Eleigh Tye by Footpath 4.

Prevailing and Former Usage

As one of several villages along the River Brett below Lavenham, Brent Eleigh was surprisingly little involved in Suffolk's woollen cloth industry that thrived until the 17th Century.

Indeed early 17th Century records show the presence in the village of mainly agricultural occupations: 4 yeomen, a husbandman, a blacksmith and a carpenter.

Later evidence from 1844 directories indicates a more general agricultural economy, with 7 farmers, a carpenter, a shoemaker, a wheelwright, a miller, a blacksmith and a beerhouse keeper present.



There were two windmills on higher ground to the south-east, either side of Cock Lane. The Tithe records of 1839 confirm these sites and also show two possible watermill sites on the river, one just north of the village centre, the other near Wells Hall further south.

The Tithe records also present a picture of a wider economy with field names indicating the presence of a hop ground, a dovehouse and an ozier ground. There is also an instance of 'Winding Field' indicative of a one-time cloth trade.

A number of extractive industries are also indicated by the likes of 'Sand pits', 'Tile Pit Lay', 'Gravel Pit Field' and 'Brick Kiln Field'.



Losses and Possible Gains

Overall Brent Eleigh has suffered relatively little loss of historic fabric in recent times. The conservation area boundary as originally designated is therefore still considered adequate for its purpose.

There are however a few minor visual intrusions, which should perhaps be removed, and certainly not repeated. The most intrusive of these is probably the overhead wiring that ever present above the rooflines mars the enjoyment of the fine listed buildings along The Street. This would benefit from being put underground when funds permit.

Corrugated roofing is also a less than ideal roofing to the barn that backs onto grade II Corner Farmhouse:*



It has already mellowed in time, but now presents the prospect of failure as the rust progresses. Elsewhere a listed building on The Street remains in need of the completion of repairs to a gable end.

The suburban nature of some of the infill development in the village should be questioned, such as off Snape's Lane and off Brent Mill Drive where new houses do not respect the local vernacular.

Two areas of streetscape could also be improved: the parking areas at the Snape's Lane junction on Hall Road would benefit from a more formal layout, maybe using a bound aggregate finish, and the turning head at the east end of The Street would benefit from better landscaping and perhaps screening from the by-pass with a narrower visual link to the road continuing beyond.

References and Further Reading

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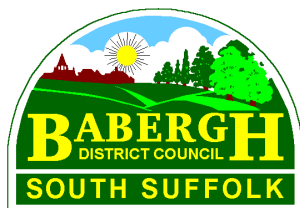
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Tithe Map and Apportionment 1839 Brent Eleigh Suffolk Records Office

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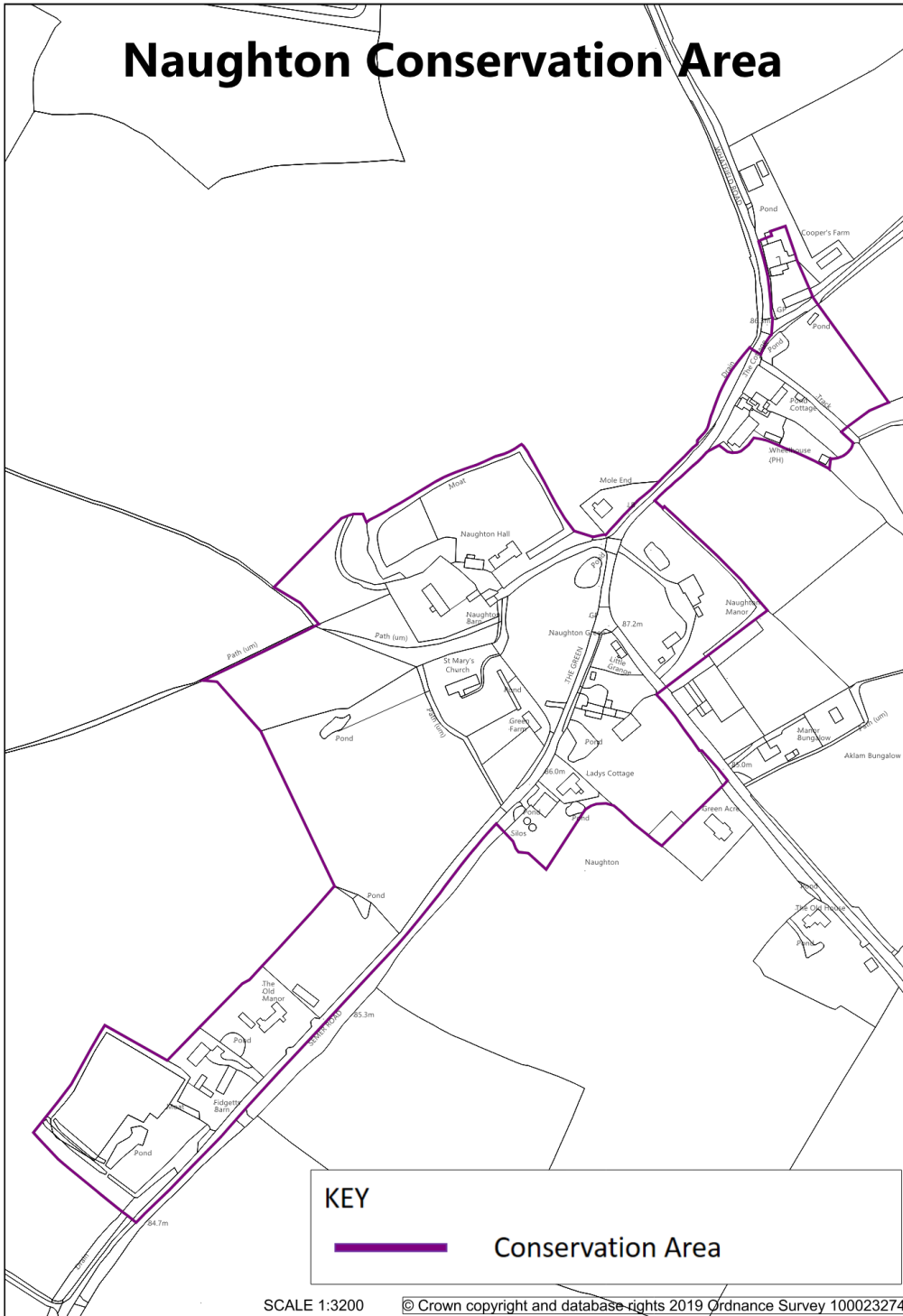
*This Appraisal adopted as
Supplementary Planning Guidance by
Babergh District Council Cabinet
7 March 2019*

Naughton



conservation area appraisal

Naughton Conservation Area



Introduction

The conservation area in Naughton was originally designated by Babergh District Council in 1981.

The Council has a duty to review its conservation area designations from time to time, and this appraisal examines Naughton under a number of different headings as set out in English Heritage's 'Guidance on Conservation Area Appraisals' (2006) and having regard to Historic England's new guidance (2016).

This brings the village in line with Babergh's other conservation area appraisals in the same format. As such it is a straightforward appraisal of Naughton's built environment in conservation terms.



As a document it is neither prescriptive nor overly descriptive, but more a demonstration of 'quality of place', sufficient to inform the Planning Officer and others considering changes or assessing proposed works there. The photographs and maps are thus intended to contribute as much as the text itself.

As the English Heritage guidelines point out, the appraisal is to be read as a general overview, rather than as a comprehensive listing, and the omission of any particular building, feature or space does not imply that it is of no interest in conservation terms.

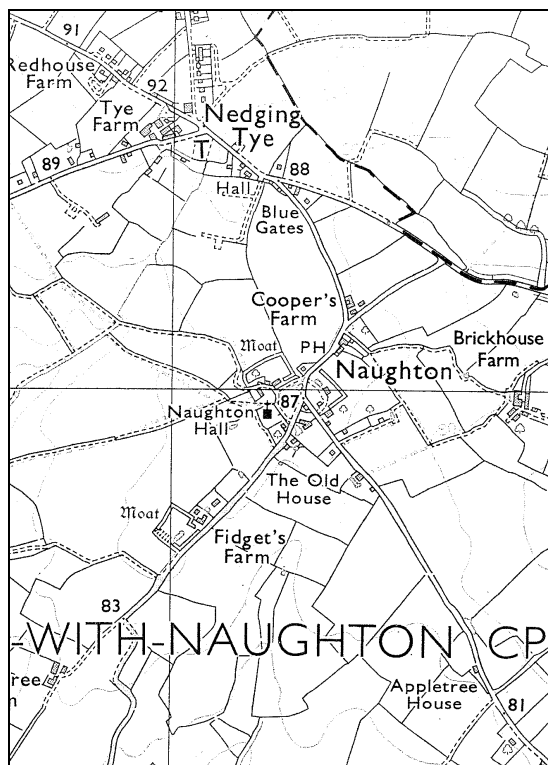
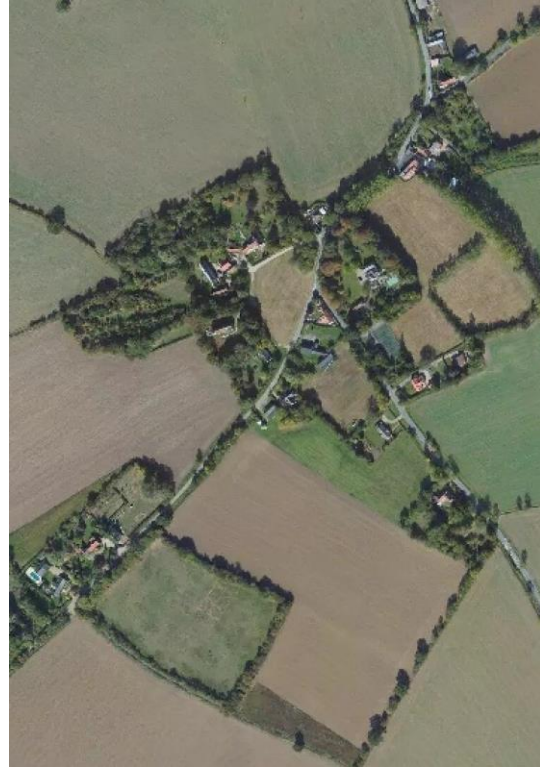
Text, photographs and map overlays by Patrick Taylor, Conservation Architect, for Babergh District Council 2019.

Topographical Framework

The village of Naughton is situated in south central Suffolk, about five miles north of the market town of Hadleigh and eight miles east of Lavenham.

The settlement sits about two miles north-east of the River Brett, which flows south from here down through Hadleigh and onwards to join the Stour at Higham.

Whilst the river valley has cut down through the overlying boulder clay of 'High Suffolk' to reveal locally gravels, crags and pockets of older London Clay, Naughton remains firmly on the edge of that clay plateau.



From Needham Market the B1078 road runs through the combined parish of Nedging with Naughton, passing about a quarter mile north of the village on towards Bildeston further east. Off this road at Nedging Tye a minor road heads off south-westwards down the valley side to the village of Nedging.

Naughton itself is approximately 80 metres above OD, with the adjoining river valley some 50 metres below.

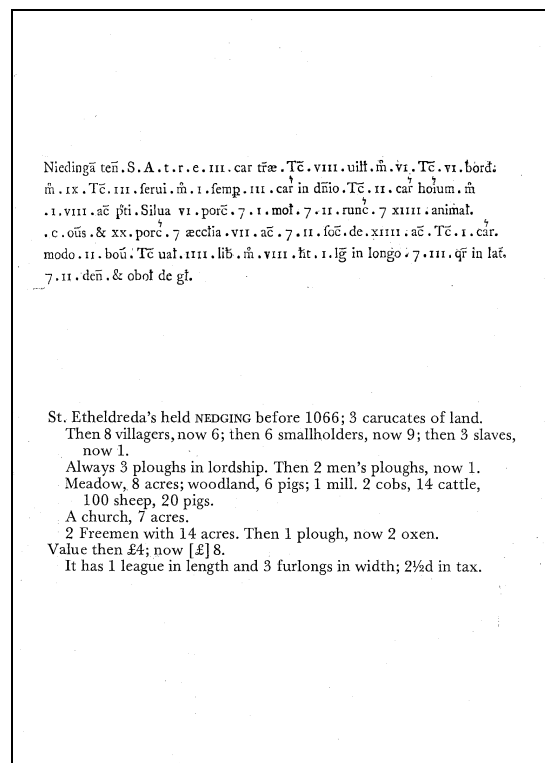
Hadleigh was at one time served by a branch line of the Eastern Union Railway, now closed down, making Needham Market and Stowmarket to the north-east the village's nearest stations.

Archaeological Significance

The Suffolk County Historic Environment Record lists about a dozen sites of archaeological interest in the parish of Nedging with Naughton. The oldest of these is an enclosure cropmark, given as undated, but probably Bronze Age in date.

There appear to be no Iron Age, Roman or Saxon finds, but this may be the result of the relatively low level of development in the area.

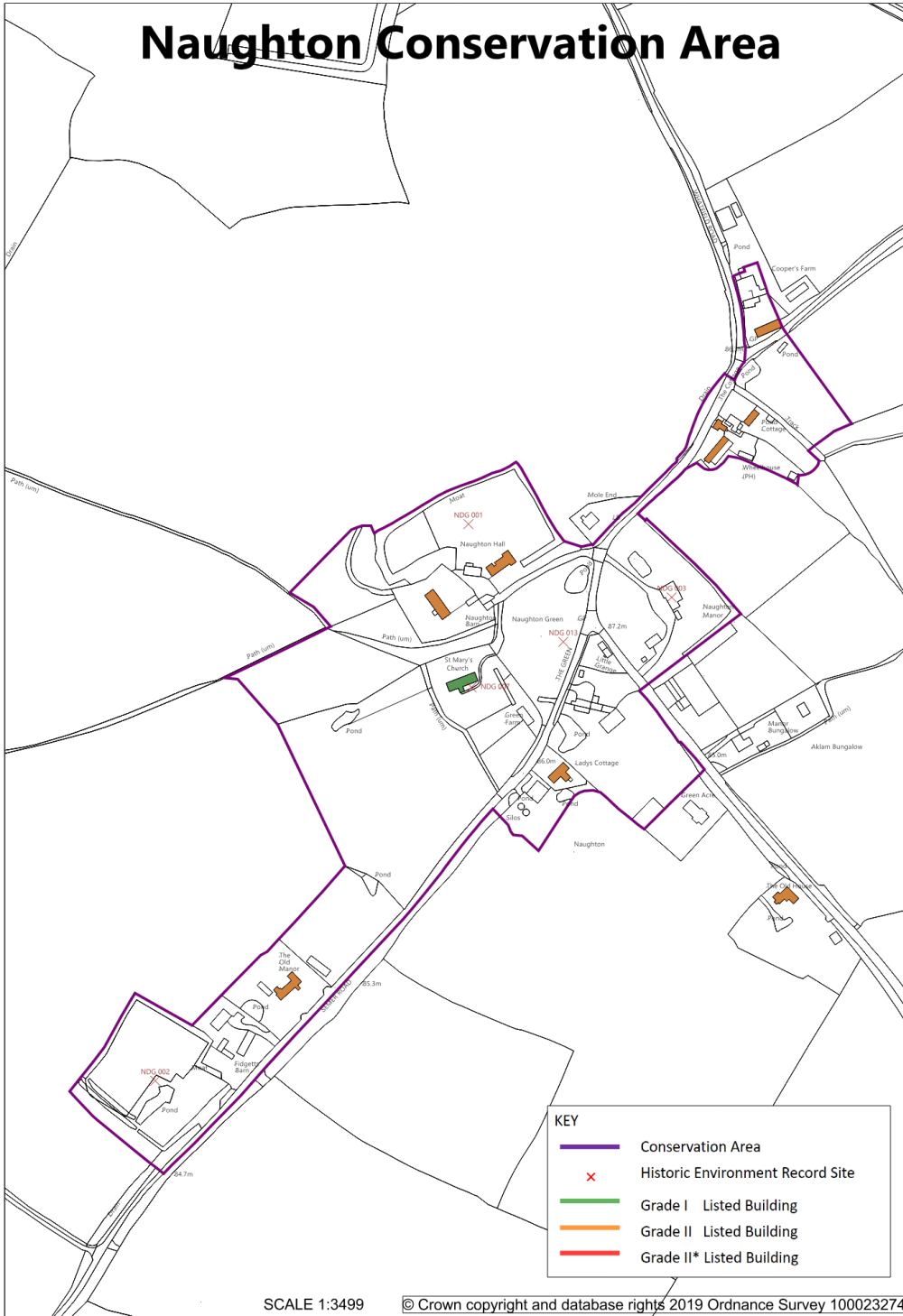
Medieval remains include both the Church of St Mary and another Church site further east, along with a site where 13th century pottery was discovered.



There are also four Medieval moated sites in the area, three framing the conservation area, and two ancient woodlands, probably of similar age. The remaining listing is the Post-Medieval site of a windmill.

The adjoining village of Nedging was listed in the Domesday survey of 1086 as belonging to St Etheldreda's prior to 1066, and Roger Bigot at the time. The holding included a meadow of 8 acres and woodland for 6 pigs as well as a church with 7 acres of land.

Naughton Conservation Area



SCALE 1:3499

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Date Printed : 11/02/2019

Intrinsic Quality of Buildings

Naughton has but one grade I listed building, the Church of St Mary of flint with stone dressings, not all visible as unfortunately the nave and chancel have been encased in cement render. It is mostly of 14th Century date with roofs of plaintile to the nave and slate to the chancel.

One other building is of sufficient quality to justify listing at grade II. This is Brickhouse Farm a little to the east of the conservation area, which has an exposed timber frame with brick nogging and a jetty to the north. It dates from the 15th or 16th Century and inside has a straight staircase with quarter log risers, thought to be original.*



The remaining listed buildings are all grade II and include Naughton Hall near the Church, north of the green. This is 17th Century, timber-framed and plastered, with a jettied cross wing at the east end.

The Old Manor south-west of the green is similarly grade II, 17th Century and timber-framed, but retains exposed timbers, filled in with red brick nogging.



Traditional Building Materials

Naughton has good examples of most of Suffolk's local building materials that have been used through the ages.

Timber-framed construction is fairly ubiquitous, but not always in an immediately obvious way, except in the case of the Old Manor where the framing is visibly infilled with soft Suffolk red brick nogging.

The more usual Suffolk vernacular employing a finish of lime render on laths, covering and protecting the timber framing, is mostly used, sometimes with applied patterns in pargetting. Without seeing the timbers steep clay pantiled roofs are all that remain as visible clues.



Soft 'Suffolk red' bricks appear as chimneys on many buildings, and form the walls of those of the 19th Century, either solid or refronting a timber-framed construction. At the Old Manor octagonal gate piers have been built of the harder 'Suffolk white' bricks, probably sourced from Woolpit.

Apart from the pantiled roofs, many of the rendered cottages are thatched, and some buildings have had the thatch replaced with slate, probably in the 19th Century.

As with most similar settlements, the barns, outbuildings and rear wings employ slightly lower status materials such as black weather-boarding and clay pantiles for the roofs.

Hierarchy of Spaces

Naughton is a classic small village with Church, Hall and associated barn clustered around a roughly triangular green. Unusually this triangle is not an expanded road junction.

The green lies to the north-west side of the road through the village from Ash Street, Semer to Nedging Tye, at a T-junction where the road from Whatfield joins from the south-east.

The Church lies immediately west of the green and the Hall to the north, with the barn tucked into the corner in between. Most of the rest of the development comprising the village lies south-east of the road through.



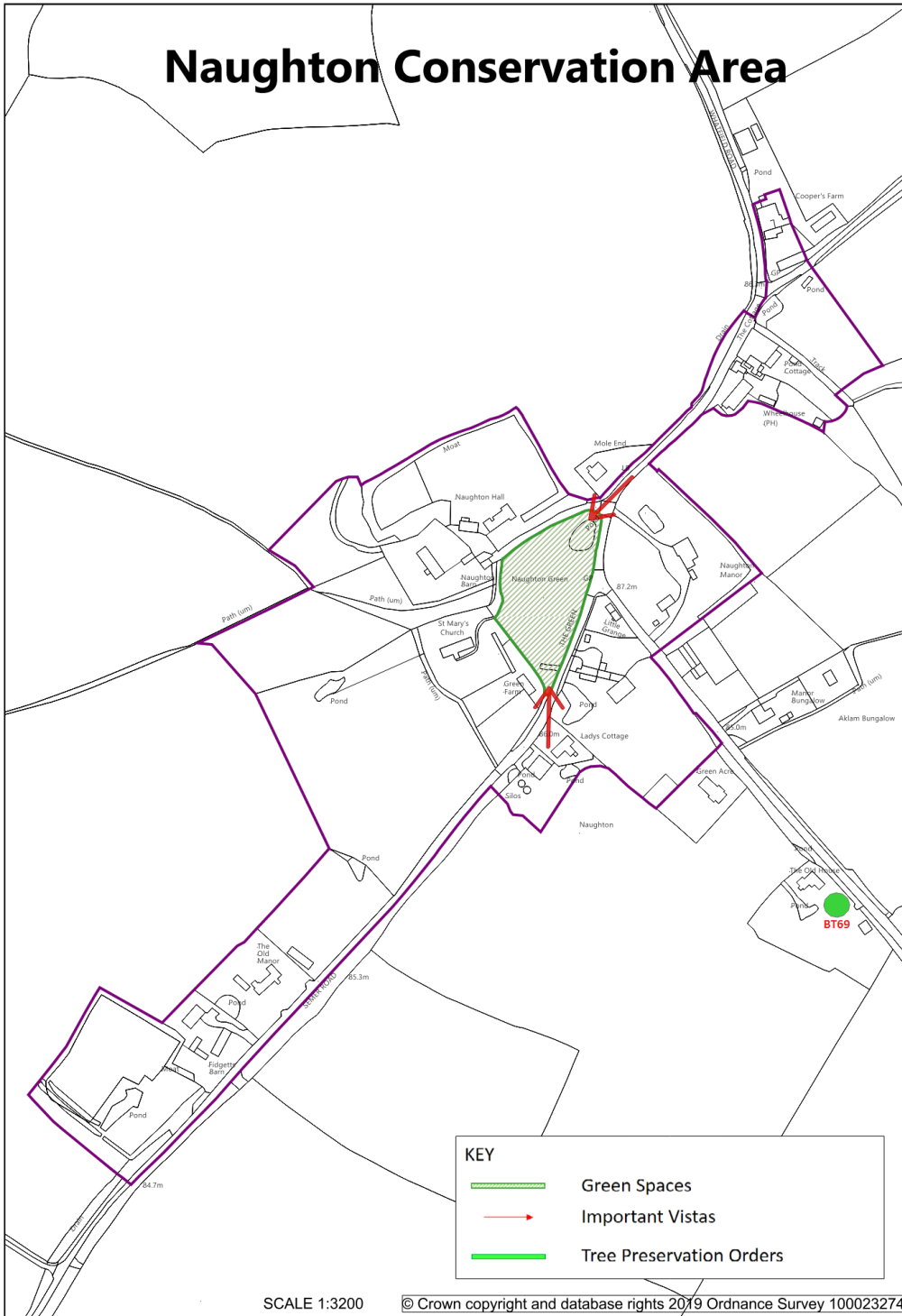
The village thus has a nucleus of development around the green with two outlying areas.

The south-western area around the Old Manor, Fidget's Farm and its moated site lies to the south-west and is on the north-west side of the road, whilst the other around the Wheelhouse Inn and Cooper's Farm is to the north-east and, like most of the village, on the south-east side of the road.

Most of the development there is on plots facing a road and only one plot deep with agricultural land to the rear.



Naughton Conservation Area



KEY	
	Green Spaces
	Important Vistas
	Tree Preservation Orders

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Date Printed : 14/02/2019

Trees and Planting

Trees figure very much in the landscape within Naughton, maintaining a rural quality to the settlement. Indeed, the village presents something of a sylvan oasis set as it is within the wider landscape of industrial agriculture with hedges few and far between.

Most of the properties there have tree or hedge boundaries and there has been some recent positive enhancement of this with the planting up of areas west of the churchyard where a number of footpaths cross private land giving public access.

Another area of newer planting done to great effect is the row of large Poplars alongside the road from the green east towards the Wheelhouse Inn.



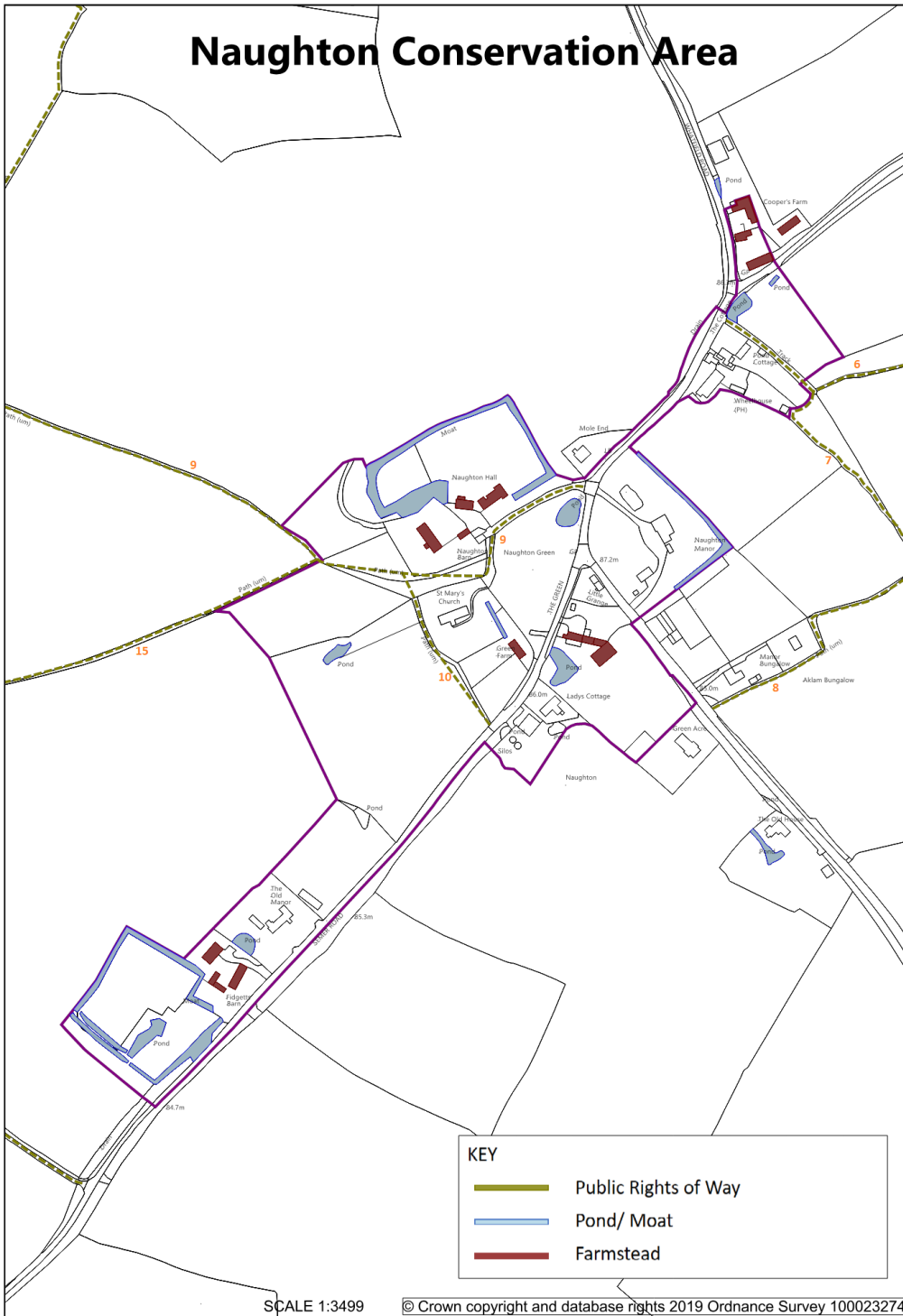
The churchyard itself has its own mature planting of Yew, Beech, Oak and Sycamore.

The only significant group of trees in the parish that have been felt under threat became the subject of Tree Preservation Order no.267 made by West Suffolk County Council in 1973. It covers two large areas of Oak, Ash and Hazel that comprise Nedging Woods, well outside the conservation area. A single large Oak just outside the area, along New Road to the south-east, was covered by the later Babergh TPO 69.

To the west of the conservation area, the river valley is designated part of the Brett Valley Special Landscape Area, and remains rich in wetland trees such as Willow, Poplar and Alder.



Naughton Conservation Area



Date Printed : 11/02/2019

Relationship to Open Countryside

Naughton's small size means that with single plot depth development, most of the properties there have farmland to the rear.

As well as the four roads that head out into the countryside there are also many footpath links from the centre.

Footpaths 6, 7 and 8 head jointly and severally from positions north and south of Naughton Manor towards Brickhouse Farm east of the settlement, where they join footpaths 5 and 4 heading south-east towards Pigeon Hall.



To the west footpaths 9, 10 and 15 radiate from the newly planted woodland west of the churchyard, all well signed and easy of access with good bridging over ditches as required.

With its mix of cottages and former farmhouses, overall the settlement has a quality of rural repose centred on its village green. None of the roads are at all major and traffic is consequently light and infrequent.

Prevailing and Former Usage

The small village of Naughton appears not to have been involved in Suffolk's woollen cloth industry that thrived in the 16th and 17th Centuries. Early 17th Century records show the presence in the village of just four yeomen and a clerk, whilst later that century there were just six yeomen and presumably the then uncounted general population too.

Later evidence from 1844 directories indicates a continuing general agricultural economy, with six farmers, two blacksmiths, a wheelwright and a shoemaker.

The local economy was thus primarily agricultural, but the 1841 Tithe map's reference to two fields named Winding Field does suggest some involvement with cloth production.



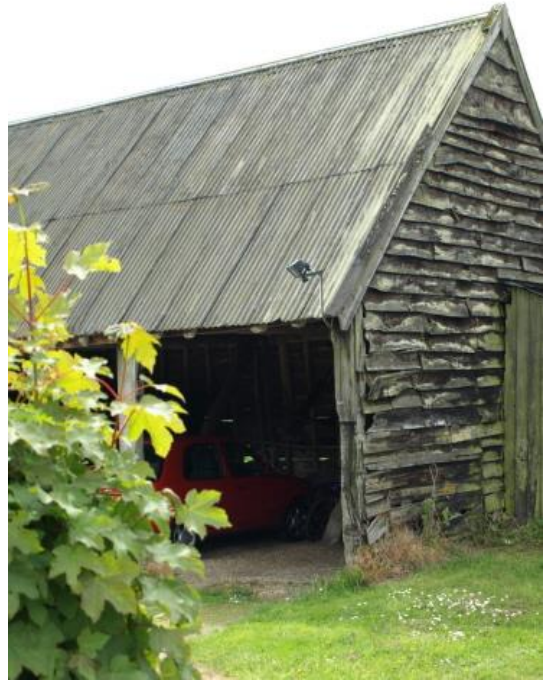
One Winding Field was immediately south of the conservation area west of Ladies Cottage.

A mill and a dovehouse were also mentioned in the Naughton Tithe records, but these were in a remote detached portion of the parish near Whatfield.

The nearest windmill was just to the north at Nedging Tye, where the foundations remain of a post and roundhouse mill that burnt down in 1909.

The presence of moats around three major houses and a pond on the green suggests the need for a reliable water supply for both people and cattle in an area well away from a river.

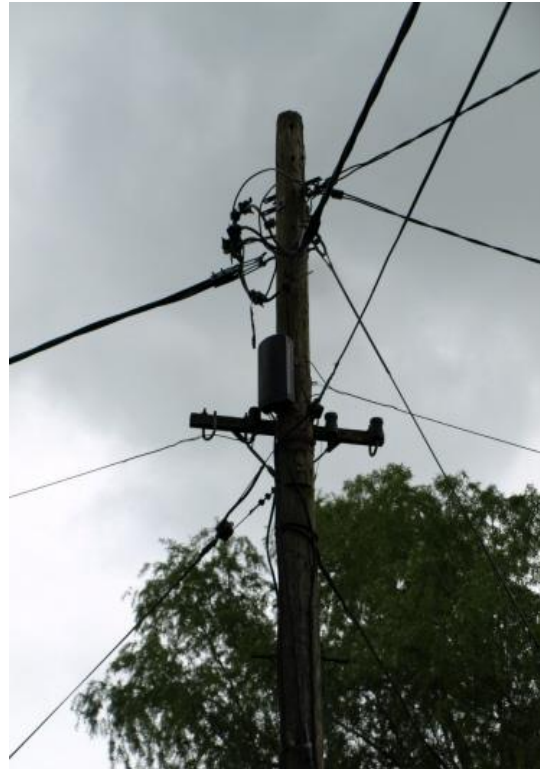




Losses and Possible Gains

Naughton has thus far suffered relatively little in the way of modern intrusions and maintaining a fairly rural character, there has been little modern infill. The conservation area boundary as originally designated is therefore still considered adequate for its purpose.

Overhead wiring is a little intrusive in some places and would benefit from being put underground when funds permit.



For the most part the buildings are well looked after, but some of the traditional buildings do appear a little tired and in need of care and repair, especially some of the thatched ones.

Outbuildings adjoining Cooper's Farm at the north-east end of the village are rather patched up and would benefit from the reinstatement of traditional materials in lieu of corrugated iron sheeting.

The same applies to the old farm buildings immediately south of the green, where a clay pantile roof might suit better.

References and Further Reading

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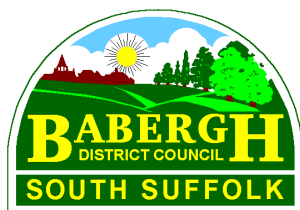
Pevsner, N 1976 The Buildings of England: Suffolk Penguin

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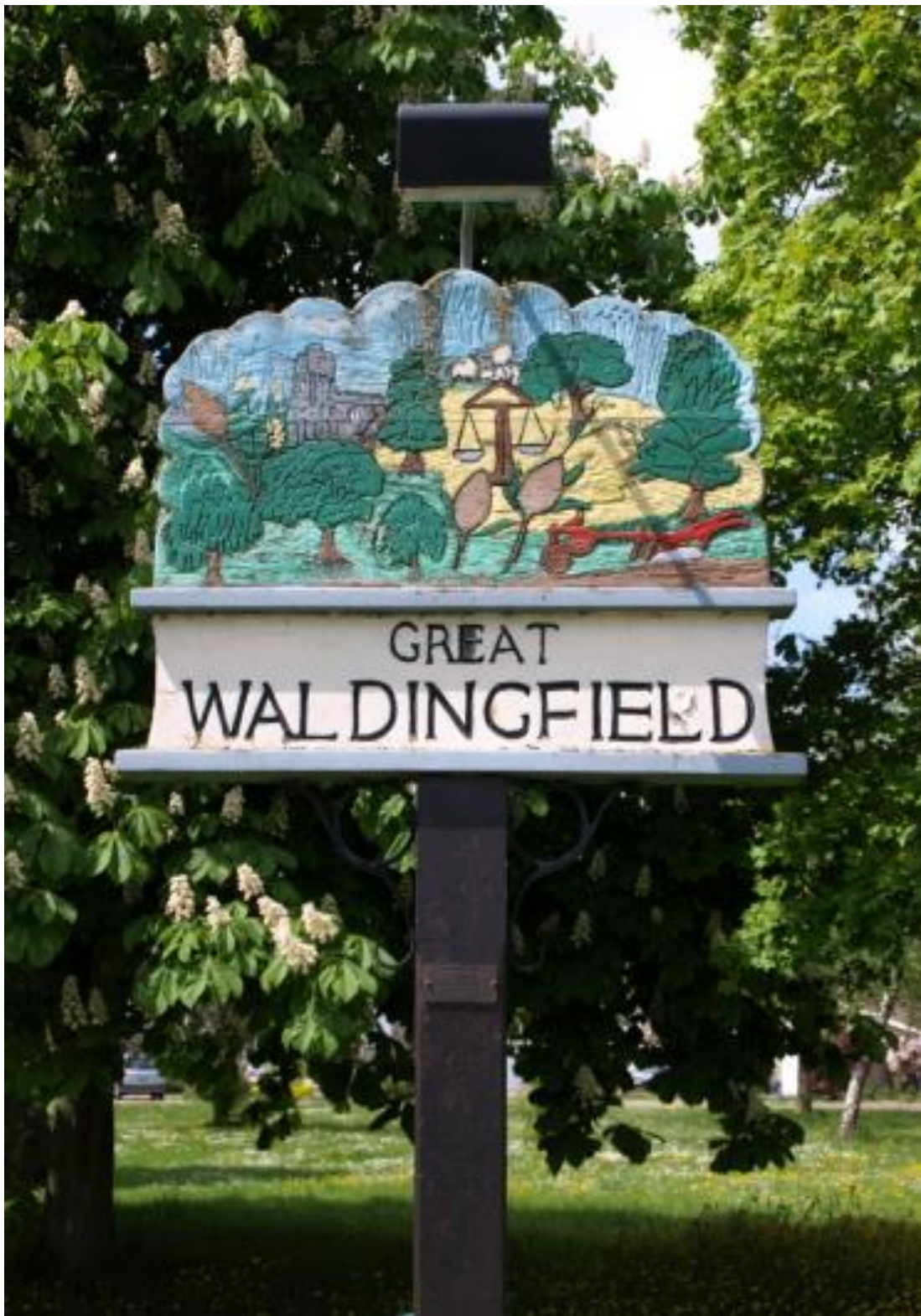
Taylor, P 2005 Living in a Conservation Area Babergh District Council

Tithe Map and Apportionment 1841 Naughton Suffolk Records Office

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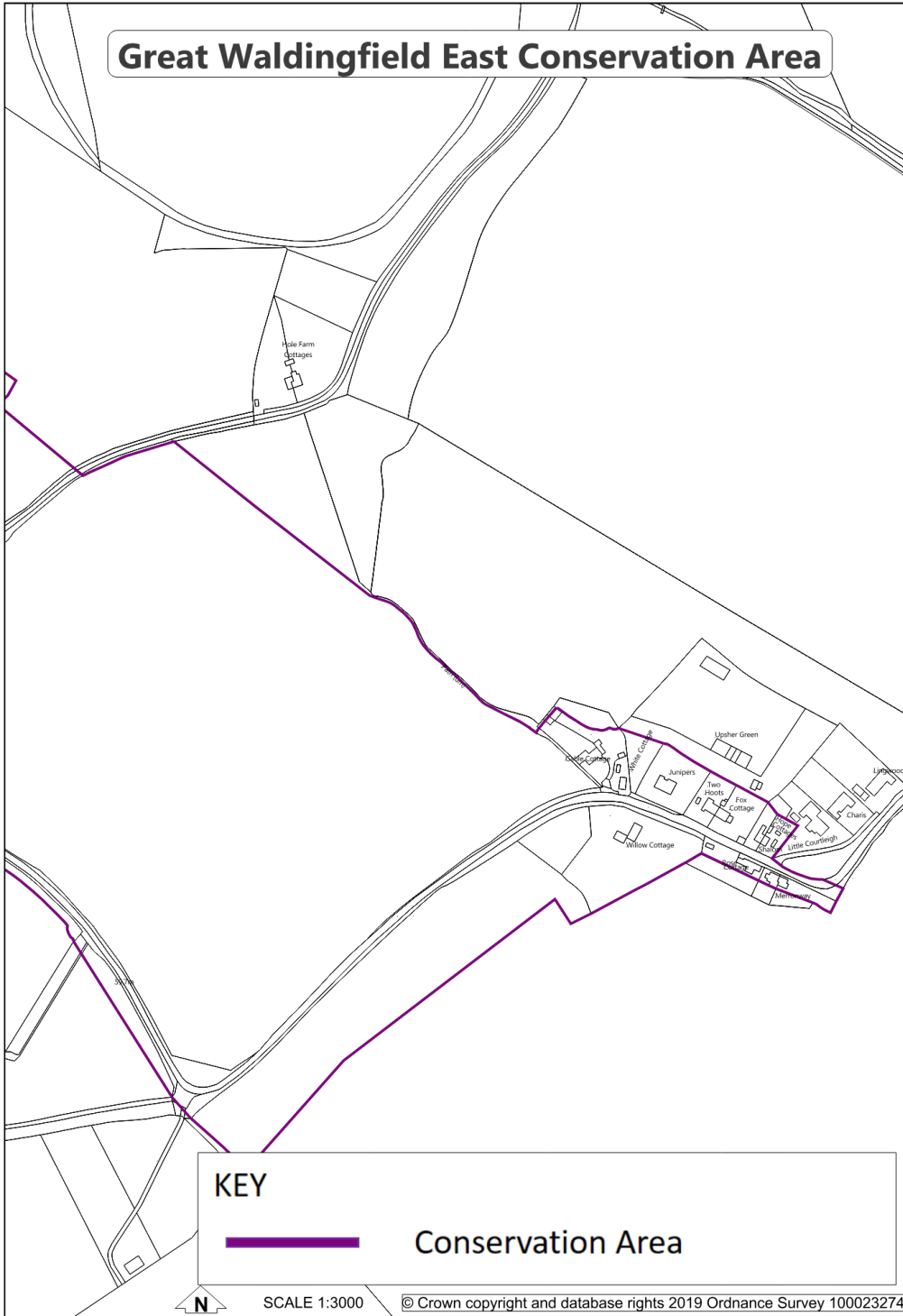
*This Appraisal adopted as
Supplementary Planning Guidance by
Babergh District Council Cabinet
7 March 2019*



conservation area appraisal



Great Waldingfield East Conservation Area



KEY



Conservation Area



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Date Printed : 15/02/2019

Introduction

The conservation area in Great Waldingfield was originally designated by West Suffolk County Council in 1973, and inherited by Babergh District Council at its inception in 1974.

The Council has a duty to review its conservation area designations from time to time, and this appraisal examines Great Waldingfield under a number of different headings as set out in English Heritage's 'Guidance on Conservation Area Appraisals' (2006) and having regard to Historic England's new guidance (2016).

This brings the village in line with Babergh's other conservation area appraisals in the same format. As such it is a straightforward appraisal of Great Waldingfield's built environment in conservation terms.



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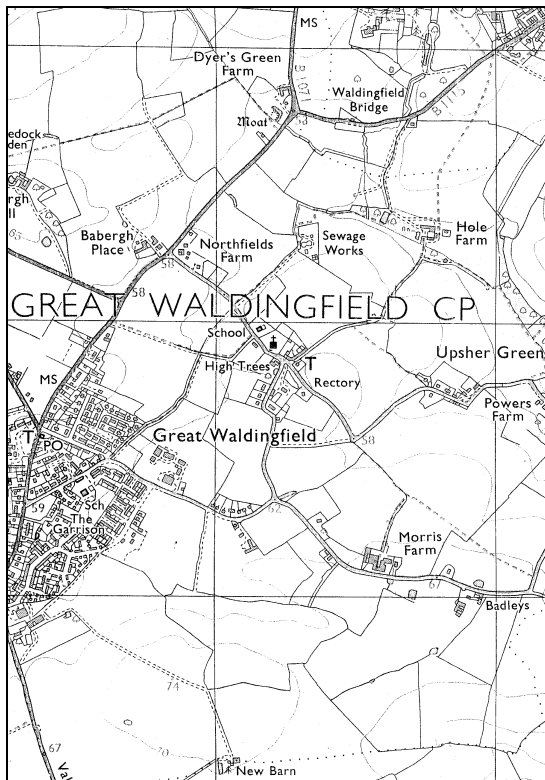
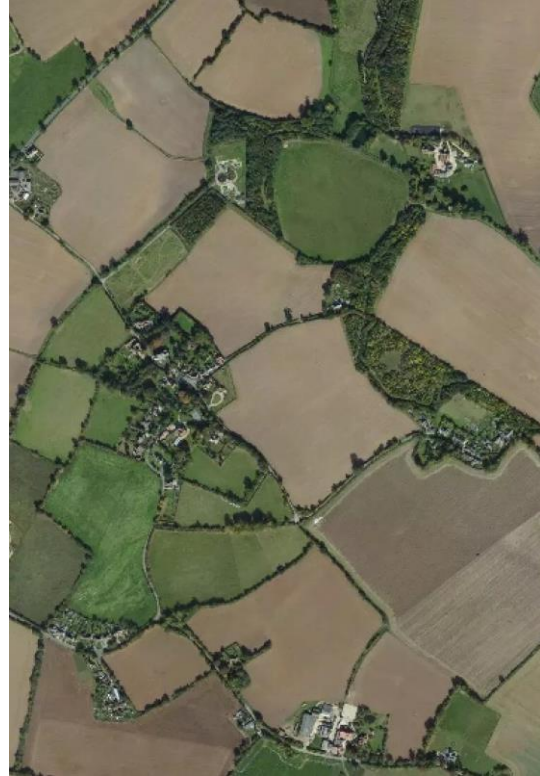
As the Historic England guidelines point out, the appraisal is to be read as a general overview, rather than as a comprehensive listing, and the omission of any particular building, feature or space does not imply that it is of no interest in conservation terms.

Text, photographs and map overlays by Patrick Taylor, Conservation Architect, for Babergh District Council 2019.

Topographical Framework

The village of Great Waldingfield lies about two miles north-east of the market town of Sudbury in south-west Suffolk, and about four miles south of the historic village of Lavenham. It is situated on an area of higher land between 60 and 70 m above O.D., just east of a large level area that served as a WWII airfield. Land to the north-west drops into the valley of the River Box, that flows south-east to eventually join the River Stour at Thorington Street.

The modern village, known as The Heath, adjoins the B 1115 from Sudbury towards Bildeston, but the hamlet around the church and an adjoining hamlet of Upsher Green are the original settlements. Together these comprise the conservation area and lie off this road about half a mile to the east.



Whilst the surrounding countryside is essentially covered with the usual overlying layer of boulder clay of 'High' Suffolk's claylands, the village sits upon a pocket where this is hidden by overlying glacial sands and gravels, which continue as a minor ridge to Newton and Assington further south.

The higher ground on which the church and its adjoining hamlet sit appear like an island within a surrounding sea of agricultural land. This separation from the rest of the village should be maintained and any development required locally placed further west.

The village lies about two miles from the main A134 Colchester to Sudbury road and the nearest rail link is at Sudbury, where a branch off the east coast main line now terminates.

Archaeological Significance

Great Waldingfield has no site of great significance in archaeological terms, but the County Sites and Monuments Record lists about forty sites around the parish.

The oldest of these is a Palaeolithic hand axe and there is a relatively more recent Neolithic axe head.

A stone mace head and a gouge date from the Bronze Age and a number of ring ditches and enclosures are likely to be of similar age.

The Romans have left us a puddingstone quern, pottery scatters and a section of Roman road, whilst in their turn the Saxons have left a bronze figurine and various other bits of metalwork.



In Walingafella

ten ulmer tein sub heroldo T. R. E. i. car tfe. cum soc.
 Semp. i. uilt. 7 v. bor. tē. i. fer. m. nuft. Sep. ii. car. in dno.
 Silua. iiii. por. 7. iiii. ac pti. Semp. i. eq. Sep. ii. an. tē. xii.
 por. m. nuft. Tūc uat. xxx. fol. p. 7 m. redd. xl. fol. hē. diū
 leū in long. 7 dim in lato. & de gelt. vii. d. 7 ob. qcuq.
 ibi tenent. Eccla de xxx. acr.

In WALDINGFIELD Wulfmer, a thane, held under Harold before 1066;
 1 carucate of land with the jurisdiction.
 Always 1 villager; 5 smallholders. Then 1 slave, now none.
 Always 2 ploughs in lordship.
 Woodland, 3 pigs; meadow, 4 acres. Always 1 horse. Always 2
 cattle. Then 12 pigs, now none.
 Value then 30s; later and now it pays 40s.
 It has ½ league in length and ½ in width; 7½d in tax, whoever
 holds there.
 A church with 30 acres.

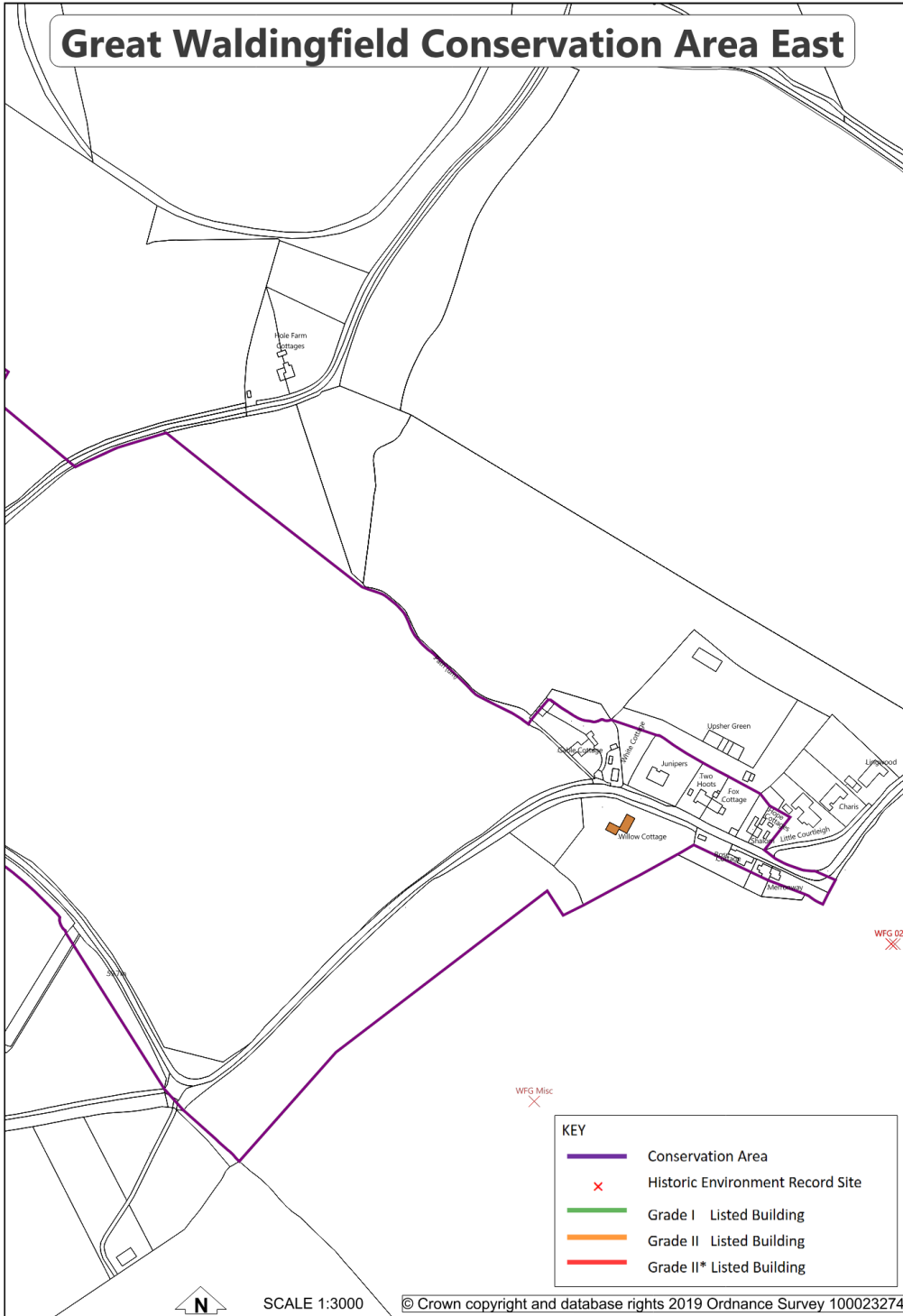
The Domesday survey of 1086 lists two manors and one church for Waldingfield as a whole, but makes no distinction between Little or Great.

The church and churchyard provide the usual Medieval interest, the church walls containing significant amounts of what could be Roman tile. There are also three potential Medieval moated sites, along with a Post-medieval windmill site.

Babergh Hall is in Great Waldingfield, the ancient meeting place for the Hundred of Babergh, from which the modern District Council takes its name. The name of the village is reputed to mean the 'open area (field) of the dwellers by the wold (wood)'.



Great Waldingfield Conservation Area East



Intrinsic Quality of Buildings

Great Waldingfield has its fair share of listed buildings, although only the Church is grade I, Babergh Hall is grade II and the rest are grade II.*

The Church of St Lawrence was built at the end of the 14th Century of flint and stone in the Perpendicular style with a fine west tower. The chancel was rebuilt in the late 1860's, designed by William Butterfield, the great gothic revivalist.

Babergh Hall is a fine late 18th / early 19th Century house standing in its own parkland a little to the north-west of the settlement, in neither the main village nor the conservation area. It is built to a U-shaped plan in Suffolk white brick with a slate roof.

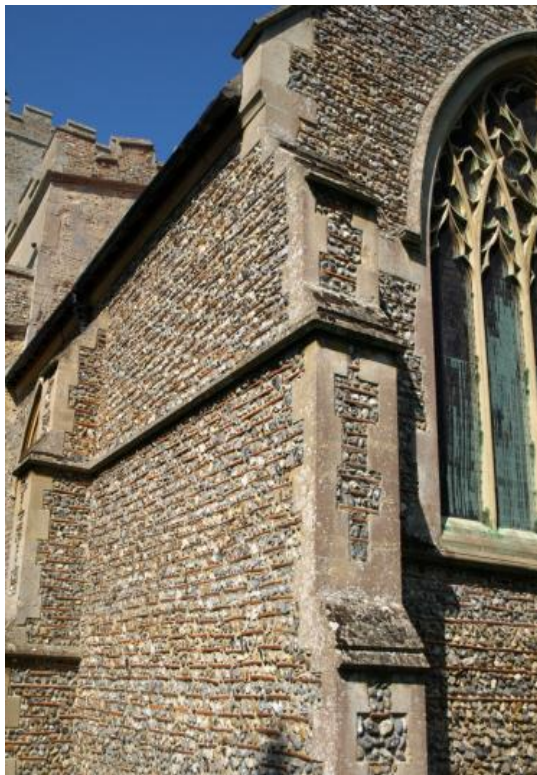


The remaining grade II listed buildings are for the most part domestic and variously timber-framed or brick built, but also include a K6 telephone kiosk outside Prospect House, on The Street.

Pevsner makes note of two particular houses for their chimneys: High Trees (now known as Church Gate) is near the Church and has 3 octagonal shafts with star cappings, as well as a vine pattern carved bressummer dated 1670.

He also claims one 16th Century chimney at White Hall, about a mile to the south-west, is even better, but it seems not to be listed.





Traditional Building Materials

Great Waldingfield has examples of most of Suffolk's local building materials that have been used through the ages.

Timber-framed construction is there but not in an immediately obvious way, as there is little in the way of jettied first floors or exposed timbers. Brick or rendered fronts have hidden most of the clues and steep plaintiled roofs are all that remain visible.

Examples of timber-framed houses near the church look more authentically ancient with their thatched roofs and various large brick chimneys.



Soft 'Suffolk red' bricks appear as chimneys on many buildings, whilst at Upsher Green there is a concentration of 19th Century brick cottages with slate roofs, many with pleasing polychrome brick patterning in the local red and 'Suffolk white' bricks, the latter probably from nearby Sudbury.

Suffolk white bricks (wrongly described as 'grey gault' in the listing) can also be seen to good effect on The Old Rectory, an older timber-framed building refronted in the early 19th Century.

The flint and stone of the church is mirrored in the nearby Victorian school building built in pebbles with white brick dressings.

Hierarchy of Spaces

The Heath, the main built up part of the village of Great Waldingfield is situated about half a mile south-west of its original historic core.

The latter, that forms the bulk of the Conservation Area, comprises the Church with an adjoining hamlet of mainly historic buildings, plus a further hamlet at Upsher Green about a quarter mile further east.

The Church is approached by turning south-eastwards off the B1115 Sudbury to Stowmarket road, just beyond the new village centre. The Street climbs then passes by the Church leading to a staggered junction with Rectory Road to the south-west, beyond which the Street turns to the north-east.



Beyond this central junction of the hamlet with its small triangular green, the lane continues to the south-east before turning abruptly left leading to Upsher Green where there is another cluster of dwellings.

Because the commercial centre of the village lies in the newer part to the south-west, there is not the usual built up feeling within the hamlet, which thus retains a very rural character. This rural character could perhaps best be preserved by extending the Conservation Area to include a complete green belt of agricultural land around the historic core. This should extend as far as the River Box to the north-east, the B1115 Sudbury to Bildeston road to the north-west and as far as the existing developments of The Heath to the south-west.

Great Waldingfield Conservation Area West



Great Waldingfield Conservation Area East



Trees and Planting

The raised 'island' that comprises the older part of the village is also notable for its density of tree cover, exceeding that of the surrounding farmland.

At the north-western end, the approach to the village off the main road will in time accentuate this as a small field below the Old School has recently been planted for the Millennium and subsequently extended.

The churchyard is well defined by its mature Oak, Sycamore, Horse Chestnut and Yew trees enclosing the space. Opposite at Church Gate there was until 1976 a 'Great Waldingfield Elm', a distinct sub-species identified by Dr. Oliver Rackham. Further south the grounds of the Old Rectory are more 19th Century in character with a notable Cedar.

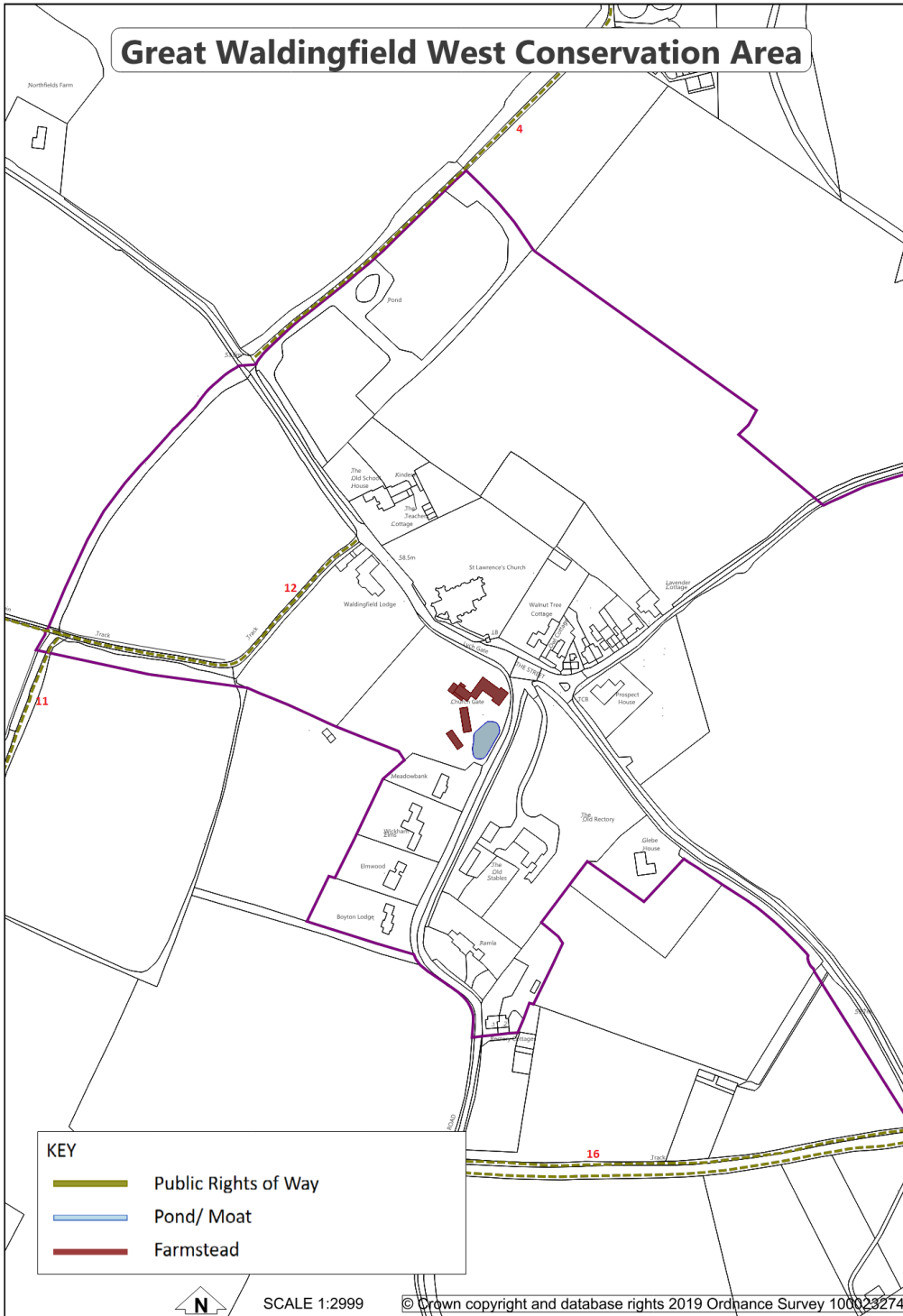


The hedgerows along the lane to Upsher Green contain the usual Oak, Ash, Field Maple and other native trees.

Many of the trees within the village are the subject of tree preservation orders (TPO), West Suffolk CC TPO 43 covering an important strip of Elm (now gone) and Ash with Red Oak and Lime opposite the churchyard wall. Similarly, their TPO 94 made in 1968 covers the churchyard trees and two strips of mixed species defining the roadside boundaries to the Old Rectory.

Later TPOs pick up a single Ash tree at Upsher Green (reference 146), and a number of other trees threatened by development around The Heath, the orders put in place by Babergh DC.





Relationship to Open Countryside

For the most part, Great Waldingfield's development around the two hamlets of its historic core has only been one plot deep.

The presence of working farms not far from the centre of the old village amplifies the rural character to be found there. The fields in this encircling ring of green should be protected from future development, any growth of the settlement preferably going to the old airfield area west of The Heath.

A number of footpath links, radiating out into the surrounding countryside, head towards the farms across these fields, Footpaths 4, 6 and 8 linking north-eastwards into neighbouring Little Waldingfield's footpath network.



To the south and west Footpaths 11 and 12 connect radially to the east and north respectively of The Heath.

Some of these radial routes have become lanes and are now surfaced roads that occasionally stop or turn abruptly and now continue as footpaths such as Footpaths 14, 9 and 16.

Other paths such as footpaths 5 and 16 partly encircle the village centre joining together nearby radial routes. Overall the old village presents a good choice of available footpath routes giving immediate access to the countryside.

Prevailing and Former Usage

From the 15th to 17th Centuries Great Waldingfield played a small part in Suffolk's then thriving woollen cloth industry as an outpost to the nearby important centres of Lavenham and Sudbury.

In the early 17th Century records show two clothiers plus one each of comber, weaver and clothworker there, in addition to three husbandmen, ten yeomen, two carpenters and a blacksmith.

By 1844, directories list fifteen farmers in the parish, along with two carpenters, three blacksmiths, a hurdle maker, a bricklayer and a wheelwright all served by four beerhouse keepers.



The local economy was still primarily agricultural, but did exploit the land in other ways too, as witnessed by the 1838 Tithe map's reference to fields named Winding Field, Osier Ground, Sawpit Meadow, Malting Field, Brick Kiln Field and Mill Field.

The more commercial malting and milling component of this was down at The Heath, whilst the winding and osiers were to be found east of Upsher Green alongside the River Box's upper reaches.

A smock mill was shown on a map in 1824 at the northern edge of The Heath, but this was demolished in 1912 and nothing remains.



Losses and Possible Gains

Great Waldingfield has suffered no major negative effects, but rather more of a gentle erosion at the edges.

The recent housing development north-east of The Heath has encroached a little into the older settlement's 'buffer zone' of agricultural land and should creep no nearer.

Protecting the older settlement could be achieved by extending the conservation area boundary to include such a buffer zone.



Some modern development within the old village, particularly along Rectory Road towards The Heath, has given little regard to the local vernacular with foreign materials and forms being introduced here, eroding the character of the village, producing a suburban rather than rural feel.

Further erosion has been caused by the introduction of uPVC windows in some of the unlisted cottages, particularly at Upsher Green.

There is scope for undergrounding some of the overhead wiring in the village, particularly near the Church. The pole mounted transformer nearby is away from the buildings, but perhaps more of an intrusion site as it is above a field's hedge boundary.



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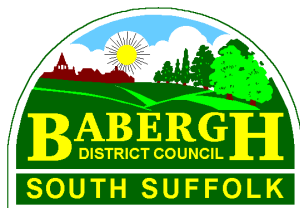
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*This Appraisal adopted as
Supplementary Planning Guidance by
Babergh District Council Cabinet
7 March 2019*

Agenda Item 14

BABERGH DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: BCa/18/77
FROM: Councillor Jan Osborne, Cabinet Member for Housing	DATE OF MEETING: 7 March 2019
OFFICER: Heather Worton Corporate Manager - Property Services	KEY DECISION REF NO. CAB105

REGULATORY REFORM ORDER POLICY ON MINOR DISABLED ADAPTATION SCHEME

1. PURPOSE OF REPORT

- 1.1 To adopt a separate Regulatory Reform Order Policy (RRO) on minor disabled adaptation schemes.

2. OPTIONS CONSIDERED

- 2.1 **Option 1:** Adopt a separate RRO Policy. The existing Disabled Facilities Grant (DFG) process can be long and complex and often comes at a time of crisis. The criteria for a DFG is very rigid and has remained relatively unchanged for 20 years. The introduction of an RRO enables greater flexibility around the use of DFG funding to ensure local authorities can target resources to tackle local issues which may be preventing people being able to remain at home and live independently.

It gives power to an authority to provide "assistance in any form, to any person to repair, adapt or rebuild residential premises". There are a number of scenarios where removing the requirement to make a full Disabled Facilities Grant application would enable an application for an adaptation or provision of equipment to progress quickly. An RRO allows the provision of small-scale adaptations to fulfil needs not covered by mandatory DFG's. Below are the proposed changes to the current DFG process.

- Where the cost of the adaptation is £4,999.99 or less the requirement to undertake a means test will be removed. This figure is used, as above this, costs are registered as a local land charge and there is a requirement to repay monies if the property is sold within ten years. Adaptation work below £1000 are dealt with by the County Council. Keeping the figure at £4,999.99 simplifies matters and does not penalise applicants who have incurred a charge historically. By applying a financial ceiling, the risk of public funds being misappropriated is proportional to the benefit of the costs of administering a more complex process.

Examples of work that would be covered within this limit include ramps, bathing/washing facilities, additional heating, stairlifts, key safes, wash/dry toilets. The removal of the means test in these circumstances has received approval from Foundations (a body appointed by the Ministry of Housing, Communities and Local Government to oversee Home Improvement Agencies and offer advice on DFG's).

- Where works exceed £5,000 the standard DFG process will be followed which includes a means test.
- Where adaptations are straightforward, it can remove the requirement for an Occupational Therapist referral. This is often the bottleneck in the adaptation process therefore removing this should speed up the end to end journey. Further details can be found in the Key Information, 4.6 - 4.9.

2.2 **Option 2** – No change to the existing RRO policy. This option keeps the provision of grants as statutory through the DFG process with the option to help people with physical disabilities. It follows a prescribed process which could be considered as equitable, however some residents will continue to be put off by the process and there is little risk to the Council in providing a DFG for people who could afford to pay for the adaptations themselves. However, this will mean the considerable underspend will continue and our vulnerable residents will not get the assistance they need.

3.	RECOMMENDATION
3.1	That the Regulatory Reform Order Policy on Minor Disabled Adaptation Scheme as described in Option 1 be adopted and reviewed in 12 months.
	REASON FOR DECISION
	For a Regulatory Reform Order Policy on Minor Disabled Adaptation Scheme to be used legally, members need to have adopted such a scheme

4. KEY INFORMATION

- 4.1 The legislative framework for Disabled Facilities Grants (DFGs) is provided by the Housing Grants, Construction and Regeneration Act 1996. Purposes for which grant aid is mandatory are specified in the legislation as is the application process. The grants are to facilitate access to the property, main living areas and amenities. Grants are client focussed and a means test is applied, except in children’s cases. They also attach a repayment condition to the property in some circumstances.
- 4.2 The current statutory DFG is not appropriate for many other vulnerable residents for example; to help applicants who have been diagnosed with a life limiting condition to remain at home; where a property is unable to be fully adapted to meet the client’s needs but there is a relevant safety risk that requires addressing; or for mental health and behavioural conditions.
- 4.3 The Council has a statutory duty to provide disabled facilities grants for the adaptation of properties to enable disabled people to remain living as independently as possible in their own homes, irrespective of tenure. The process can seem overly complex, long and out of date to certain conditions. Local authorities have been encouraged by government to use the flexibilities provide under the Regulatory Reform (Housing Assistance) Order 2002 (RRO) to implement a simplified process to speed up adaptations in some circumstances.
- 4.4 With an ageing population the demand for DFGs is rising. Over 70% of DFGs are for people over 70 years of age. This is recognised by the Government who increased DFG funding by 79% nationally and 78% in Suffolk in 2016/17. They further increased Suffolk funding by 9% in 2017/18 with a further increase in 2018/19.

- 4.5 This significant increase in DFG budget has led to an increasing number of authorities introducing RRO's in order to spend the DFG monies on more innovative schemes.
- 4.6 The DFG legislation only places a duty on authorities to *consult* social services on whether proposed adaptations are *necessary* and *appropriate*. Recent government guidance has stated that an Occupational Therapist assessment is not needed on every application. There are many smaller and straightforward adaptations where an experienced Private Sector Housing Officers can make a judgement. Under the current scheme Private Sector Housing Officers/Orbit Technical Officers ensure any DFG application is *reasonable* and *practicable*.
- 4.7 It has been recognised that it is crucial to involve the disabled person in the assessment of their own needs. This combined with the experience and expertise of housing or health professionals will enable an inclusive solution to be developed which restores confidence and dignity within the home. Under the proposed RRO, eligible work could include work such as decluttering, deep cleaning and boiler repairs. None of this will require a OT assessment.
- 4.8 More complex cases, such as where the likely progression of a condition is beyond the knowledge of both the disabled person and the Officer, would involve an assessment from an Occupational Therapist.
- 4.9 Terminally ill applicants who could be eligible for assistance under the RRO would be supported by Hospital Occupational Therapists
- 4.10 In Suffolk, the Orbit Home Improvement Agency (HIA) assists residents in the private sector with the process of applying for DFGs and having adaptations carried out. This is funded by Suffolk County Council, local authorities and from an agency fee. The current fee is 15% of the cost of the eligible adaptations. This fee is included in the grant.
- 4.11 It should be noted that Orbit HIA do not assist council tenants applying for disabled adaptations. Officers in the Property Services team manage these cases. Adaptations in our council stock are funded from the Housing Revenue Account and not the Disabled Facilities Grant budget.
- 4.12 The complexity and length of the process for residents in the private sector, including having to deal with a builder can be daunting for some applicants. The process for Council tenants is more straightforward as we own the property therefore much of the paperwork is not necessary. The Agency Service provided by Orbit was designed to remove the stress from applicants. Without assistance to complete the works, applicants often cannot access basic facilities such as the bathroom or get in and out of their home. This is not only isolating, it undermines dignity and independence whilst increasing the need for care, including hospitalisation and the associated costs.
- 4.13 There are a number of resourcing issues within the current HIA. It is anticipated that any increase in demand for adaptations in Babergh and Mid Suffolk following the adoption of the RRO will be dealt with in-house using existing staffing resource. Orbit HIA are unable to undertake any significant increase in caseload without additional funding being from the two councils.

- 4.14 Babergh and Mid Suffolk are experiencing significant DFG budget underspend. As of January 2019, just under 50% of the allocated budget has been committed. Figures from the Orbit HIA reveal that although Babergh and Mid Suffolk have the second highest number of enquiries in the county, we have the lowest number of DFG applications. One of the most significant reasons for this is 'failing' the means test. Where potential applicants are in receipt of income related benefits they are 'passported' and do not have to undergo a means test. Only 20% of applicants within Babergh and Mid Suffolk are passported. Across the rest of Suffolk, the figure is nearer 80%. These figures indicate that demand is not being met within Babergh and Mid Suffolk under the current DFG process.
- 4.15 Orbit HIA received 534 requests for assistance in Babergh and 559 in Mid Suffolk between April 2018 to December 2018. In this time period, 12 DFG's were approved in Babergh and 21 in Mid Suffolk. It should be noted that not all requests require an adaptation.
- 4.16 It is recognised that the availability of financial assistance for adaptations is not widely known, even amongst health professionals/charities who are assisting the very people who could benefit from this funding. A promotion campaign is currently underway to ensure our residents and fellow professionals are aware of the DFG and should it be approved, the new flexibility there is within the RRO to assist even more of our vulnerable residents. It is vital that other agencies provide effective signposting.
- 4.17 Consideration has been given to BMBS undertaking the necessary works. With a dedicated Adaptations team, the councils could ensure any work is carried out in a timely way, is quality assured and provides value for money. This could provide an income stream for BMBS. Whilst this remains an aspiration, at this time BMBS are not adequately resourced. External Contractors will continue to carry out this work.
- 4.18 The future of the Suffolk HIA and the whole DFG delivery model is currently under consideration. A Working Group has been set up comprising of Foundations, Suffolk County Council, the seven Suffolk District/Borough councils and Health professionals to put together a future delivery model and explore what we want to see from any future Partnerships. Although this work is taking place, this report aims to address the immediate issues Babergh and Mid Suffolk face. It will create a flexible and robust process for our vulnerable residents to access funding and assistance easier and quicker.
- 4.19 Referrals for the new process will come via several routes. Either from Orbit HIA, direct from the applicant themselves, from health professionals, hospitals or charities. We will be directing customers to our website where a short and simple online application form will be available as well as details of the help we can offer. However, a telephone number will also be available as some applicants may struggle or have queries. We will also ensure other Agencies are aware of the process as they will often assist clients for example Age UK. The whole idea is that the application process is as simple as it can be to remove unnecessary red tape. The grant will be administered in-house by the Property Services Team. If it becomes apparent that the work required will exceed £4,999 the applicant will be referred to Orbit HIA and the mandatory DFG route will be followed.

4.20 Using the RRO, the assistance we can provide will enable a disabled person to stay safe, well and remain at home will have no restriction as long as the financial ceiling is not exceeded. Examples of some of the help we could offer include decluttering, creating a quiet space for people with autism, coloured equipment for dementia sufferers, rental of stairlifts for terminally ill patients, provision of assistive technology as well as the more traditional physical adaptations such as ramps and over bath showers.

5. LINKS TO JOINT STRATEGIC PLAN

5.1 Providing disabled adaptations to vulnerable residents is vital to enable people to be independent in their homes and communities and assisting people to leave hospital. A majority of residents living with a physical or mental health condition do not want to leave their home and adapting their home quickly is key to reduce pressure on other health bodies and prevent a resident deteriorating further.

5.2 There is a chronic under-supply of retirement homes currently, making it the most under-supplied area of the housing market. Changing the way disabled adaptations are delivered across the district are an important housing delivery to The Joint Strategic Plan. It will contribute to the housing challenges in relation to maximising the quality, suitability and availability of existing housing stock.

6. FINANCIAL IMPLICATIONS

6.1 Funding for this work comes from the Better Care Fund via a Central Government Grant which is paid to Suffolk County Council (SCC) who then allocate funds to district and borough councils. It is overseen by the Health and Well-being Board.

6.2 The Babergh allocation for 2018/19 was £444,252.00
The Mid Suffolk allocation for 2018/19 was £407,855.00

6.3 The minor disabled adaptation scheme proposed will not have any adverse financial impact as any works are only approved if there is budget available.

7. LEGAL IMPLICATIONS

7.1 The Housing Grants Construction and Regeneration Act 1996 is the primary legislation that governs how DFGs are administered and delivered. This is a statutory function of LA's.

7.2 The Regulatory Reform (Housing Assistance) Order 2002 gives powers to local authorities to provide assistance. However, before a local authority can exercise the powers under Regulation 3, it must prepare and publicly advertise its policy for doing so. The scope of the order is very wide and allows the Council to decide whether it provides grants, loans, advice etc. for the purpose of repairing, improving, extending, converting or adapting housing accommodation.

7.3 The main provisions on these schemes, which are provided instead of a full DFG, are that:

- they must not disadvantage the individual for example, a scheme where they could have qualified for a grant under DFG, but can now only get a loan would not be allowed);

- they must not fetter the discretion of the authority (so that each case must be considered on its merits, even if it falls outside of the policy, and a clear mechanism for applying discretion in these cases is available);
- that a full DFG is still available to the individual if they request it;
- that the scheme must meet their identified need.

7.4 Assistance can be given as:

- a grant – a sum of money for a specific purpose, with few or no conditions attached, and no repayment required;
- a repayment loan – interest bearing or 0% repaid in instalments over a period of time;
- a charge on the property – interest bearing or 0% to be repaid on the sale of the property;
- a combination of those listed above.

It is envisaged that the majority of our assistance will be in the form of grant aid for the purposes of disabled adaptations

8. RISK MANAGEMENT

Risk Description	Likelihood	Impact	Mitigation Measures
Ineffective financial management of capital programme	2 - Unlikely	2 – Noticeable	Monthly budget monitoring & performance monitoring of the HIA
Inadequate capital programme for grants	3 – Probable	2 - Noticeable	3-year Capital Programme. Partnership working with Suffolk Strategic Housing Board to ensure grant is paid to the Council from the Better Care Fund

9. CONSULTATIONS

- 9.1 Consultation has taken place with the other Local Authorities in Suffolk and Orbit HIA.
- 9.2 The Mid Suffolk Disability Forum have been consulted and gave positive feedback as they had previously raised concerns about the DFG process. Unfortunately, Babergh do not currently have an equivalent body.
- 9.3 Housing Portfolio Holders have been consulted on the proposals and the rationale behind the proposals.

10. EQUALITY & DIVERSITY ANALYSIS

- 10.1 This policy directly impacts on people with a disability but in a positive way which improves their independence and quality of life.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 The introduction of an amended policy does not in itself have an impact on the environment however building works to adapt properties do. Currently the Contractors used by the Agency are required to meet certain criteria. As the scheme develops, the Council will look to use the same local contractors and build its own approved list. This includes recycling of materials where possible and disposing of waste in a responsible manner.

12. BACKGROUND DOCUMENTS

1. Regulatory Reform (Housing Assistance) (England and Wales) Order 2002
2. The Housing Grants Construction and Regeneration Act 1996

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Agenda Item 15

BABERGH AND MID SUFFOLK DISTRICT COUNCILS

TO: MSDC Cabinet BDC Cabinet	REPORT NUMBER: BCa/18/78
FROM: Member Development Working Group	DATE OF MEETING: 4 March 2019 7 March 2019
OFFICER: Jan Robinson, Corporate Manager – Democratic Services	KEY DECISION REF NO. CAB97

MEMBER LEARNING AND DEVELOPMENT POLICY AND MEMBER ROLE PROFILES

1. PURPOSE OF REPORT

- 1.1 This report asks the Cabinet to consider the draft Member Learning and Development Policy and proposed Member Role Profiles, including their wording, suitability and likely use, as listed in Appendix A and Appendix B of the report. These have been previously considered by the Member Development Working Group. The role descriptions are currently in existence across both Councils but may only apply to one.

2. OPTIONS CONSIDERED

- 2.1 There are no statutory requirements to formally introduce a Member Learning and Development Policy or Member Role Profiles, the Council could choose not to adopt these and carry on with the current informal arrangements.

3. RECOMMENDATION

- 3.1 That Cabinet approve the Member Learning and Development Policy and Role Profiles to provide a framework for future Member training and development.

REASON FOR DECISION

- 3.2 To provide a framework for future Member learning and development and to clarify the responsibilities and expectations for prospective Members, newly elected Members and existing Members, members of the public, partner organisations and officers.

4. KEY INFORMATION

- 4.1 The Council currently does not have a Member Learning and Development Policy or Role Profiles in place for elected Members, although some political parties do have similar documents provided for their Group's Members on a national basis.
- 4.2 The purpose of the Member Learning and Development Policy is to provide a framework for future Member training and development focussing on the Council's commitment to an effective induction programme and the ongoing training and professional development for Members.

4.3 The formal introduction of Member Role Profiles are intended to guide Members in terms of the expectations associated with their role, to inform the public and officers and provide a useful tool for future Member training and development.

4.4 Role Profiles have been developed for the following roles (attached at Appendix A)

- Armed Forces Covenant Champion
- Cabinet Member
- Cabinet Member without Portfolio
- Chair of Licensing and Regulatory Committee
- Chairman of the Council
- Chair of Joint Audit and Standards Committee
- Chair of Overview and Scrutiny Committee
- Chair of Planning/Development Control Committee
- Deputy Chairman of the Council
- Deputy Leader of Opposition Group
- Deputy Leader of the Council
- Lead Member
- Leader of the Council
- Mental Health Champion
- Opposition Group Leader
- Ward Councillor

4.5 It should be noted that the Role Profiles have not been drafted to be an exhaustive list of every specific duty which a Member may fulfil and will be subject to continued change as roles develop in different circumstances. It is therefore recommended that the Role Profiles are reviewed on an annual basis by the Member Development Working Group.

4.6 If agreed the Role Profiles would need to be suitably promoted in order to ensure they are available to the people who would benefit from them.

5. LINKS TO JOINT STRATEGIC PLAN

5.1 The introduction of a Joint Member Training and Development Policy and clearly defined roles for Members would contribute towards the development of an enabled and efficient organisation with robust and accessible democracy.

6. FINANCIAL IMPLICATIONS

6.1 There are no direct financial implications arising from the report.

7. LEGAL IMPLICATIONS

7.1 The Member Role Profiles are not intended to bind Members or prescriptively define the behaviour associated with each role. The Member Code of Conduct will remain key in assessing a Member's behaviour in the event of a complaint.

8. RISK MANAGEMENT

8.1 The key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to provide clear guidance and expectations of Members roles may result in poor decision making.	Unlikely - 2	Bad - 3	Introduction of Member Training and Development Policy and Member Role Profiles

9. CONSULTATION

9.1 Consultation has taken place with the Member Development Working Group, and Members.

10. EQUALITY ANALYSIS

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

11. ENVIRONMENTAL IMPLICATIONS

11.1 There are no environmental implications arising directly from this report.

12. APPENDICES

Title	Location
(A) List of Role Profiles	Attached
(B) Member Training and Development Policy	Attached

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Member Role Profiles

Index

- Armed Forces Covenant Champion
- Cabinet Member
- Cabinet Member without Portfolio
- Chair of Licensing and Regulatory Committee
- Chair of Joint Audit and Standards Committee
- Chair of Overview and Scrutiny Committee
- Chair of Planning Committee
- Chairman of the Council
- Deputy Chairman of the Council
- Deputy Leader of Opposition Group
- Deputy Leader of the Council
- Lead Member
- Leader of the Council
- Mental Health Champion
- Opposition Group Leader
- Ward Councillor



Role Profile - Armed Forces Covenant Member Champion

Main purpose(s) of the role:

1. To lead on raising the profile and needs of the Armed Forces community (serving personnel, both regular and reserve, their families and veterans) within the Council and the district.
2. To provide a vocal presence for the armed forces within the Council where this is necessary.
3. To be an advocate for the armed forces in Council meetings and policy development.
4. To closely liaise with the Armed Forces Covenant Officer with particular reference to the Council's obligations undertaken through the Armed Forces Covenant.
5. To closely liaise with the Chairman on all ceremonial matters in which the Chairman should be involved (e.g. ranging from raising the flag on Armed Forces, attendance at local armed forces events).
6. To keep the local Members of Parliament apprised of the activity within the District Council in relation to the armed forces community.
7. To liaise as appropriate with local members of the Armed Forces, to assist in understanding where help may be most needed and to enable in return a better understanding within the Armed Forces of the limitations and different responsibilities of Local Government and its decision-making processes.
8. To be the primary focal point for liaison with businesses/local organisations within the district to promote the Armed Forces Corporate Covenant and encourage engagement with the Armed Forces.

Key relationships:

1. Cabinet Members.
2. Other Councillors in their political group.
3. Other Councillors.
4. The Chief Executive.
5. The Council's Extended Leadership Team.
6. Members of Parliament for their area and those with responsibility for issues in which the Council has a specific interest.
7. The public and outside organisations.
8. Local media.

Key activities and responsibilities

1. To represent the Council in relation to armed forces issues.
2. To assist in the development of the appropriate policies, strategies and plans of the Council, to ensure that armed forces issues are taken into consideration when formulating these policies.
3. To work closely with the Cabinet and Senior Leadership Team to ensure that the Council is well attuned to the issues on armed forces.
4. To identify at least one priority a year for the Council to focus on.

5. To support and seek support for activities promoted by the Council to promote the Armed Forces Covenant.

Key skills and knowledge:

Skills:

1. Leadership skills
 - a. Advanced 'ambassadorial' skills – the ability to represent the Council within the authority, as well as outside of it on a sub-regional, regional and national level.
 - b. The ability to address difficult issues with other partners regarding armed forces.
2. Regulating and monitoring
 - a. Advanced chairing skills.
3. Communication skills
 - a. The ability to facilitate effective communication within and across the Council and to ensure that the community can engage with the Council
 - b. An advanced ability to work with the media and to identify when additional support is required from public relations specialists to ensure that the Council is positively represented.
 - c. Advanced listening and questioning skills.
 - d. Advanced presentation skills.
 - e. Advanced public speaking skills.
4. Partnership working
 - a. The ability to use tact and diplomacy to work across the full range of Council services, partners and political groups, to the benefit of the community.
 - b. The ability to build effective relationships with other parts of the political management and decision-making structure, such as full Council, the Overview and Scrutiny Committees, and other political groups.
 - c. The ability to address difficult issues across all groups in a politically sensitive manner.

Knowledge:

- A detailed understanding of the role of Armed Forces Covenant.
- A detailed understanding of the issues facing armed forces and their families
- Detailed knowledge of the work of national, regional and sub-regional organisations and the role of the Armed Forces Covenant within them.
- Detailed knowledge of the role of local partners and the services they deliver.
- A detailed understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.

Estimated average weekly time spent on the role:



Role Profile – Cabinet Member

Main purpose(s) of the role:

1. To be the publicly accountable figure for a given area of the Council's work, as determined by the Leader of the Council.
2. To provide strategic leadership for issues within his/her remit.
3. To take key decisions, affecting the Council, collectively with other Cabinet Members and also under delegated powers if granted.
4. To set policy priorities related to his or her remit and to work closely with the relevant Assistant Director to ensure the delivery of those policies.

Key relationships:

1. Leader of the Council.
2. Other Cabinet Members.
3. Chief Executive, Assistant Directors, Corporate Managers.
4. Political Group Members.
5. Parallel leaders in partner organisations, including counterparts in neighbouring Councils.
6. Key stakeholders within his/her area of responsibility.
7. Local media.

Key activities and responsibilities:

1. To work closely with the relevant Assistant Director(s) to agree and develop a set of policy priorities for his or her specific remit.
2. To work with the Leader of the Council and fellow Cabinet Members to ensure the smooth implementation of policies through the democratic processes of the Council.
3. To be the publicly accountable figure for his or her remit, including liaising with other Councils, public sector bodies and other partners, as well as MPs, the media and the wider public.
4. To work closely with the relevant Assistant Director(s) to ensure that any policy decisions are well communicated and implemented, providing leadership and direction,
5. To play an active role in ensuring that the Cabinet remains a cohesive and effective decision-making organisation, with a well-developed set of values and priorities.
6. To embody these values and priorities and help communicate these to external partners and residents of the Council.
7. To attend formal Cabinet meetings and take key decisions, both within the formal Cabinet setting, and under delegated powers as a Cabinet Member if these are granted.
8. To uphold the Principles of Decision Making as defined in the Constitution.
9. To attend and participate in full Council meetings.
10. To present a report to a full Council meeting, detailing his/her activities and decisions over the preceding period.

11. At Cabinet and full Council meetings, to answer formally submitted and supplementary questions, both from the public and from Councillors.
12. To be responsible for personal development and to undergo appropriate and continuous training in the role.

Key skills and knowledge:

Skills:

1. Leadership skills:
 - a. Advanced leadership skills for his/her specific areas of responsibility and the ability to work with the Leader of the Council and Deputy Leader as an executive team.
 - b. High-level decision-making skills.
 - c. The ability to challenge the status quo and deal with complex strategic issues and problems.
 - d. The ability to act as an ambassador for the Council.
2. Partnership working:
 - a. Relationship-building – with those mentioned in the ‘key relationships’ section above.
 - b. The ability to work as part of an executive team to drive forward the continuous development of the Council.
3. Communication skills:
 - a. To be able to work constructively with officers, Councillors and partners
 - b. Advanced listening, questioning and negotiation skills.
 - c. Advanced presentation and public speaking skills.
 - d. Advanced ability to work with the media and identify when additional support from public relations specialists is require, to ensure the Council is positively represented.
4. Regulating and monitoring:
 - a. The ability to chair meetings relating to their portfolio and local public service boards.
5. Other skills and abilities:
 - a. The ability to manage a busy and complex workload, often to tight deadlines.
 - b. Research and policy development skills
 - c. The ability to assimilate and analyse complex information.

Knowledge:

- Knowledge of the key areas relating to their portfolio and its relationship with the portfolios of other Cabinet Members.
- Detailed understanding of the strategic role of Cabinet within the Council.
- Understanding of the role of a Cabinet Member as part of the executive team.
- Detailed understanding of Council policy, operations and strategies.
- Understanding of the legally defined role of certain senior officers.
- Detailed knowledge of the challenges facing local government.
- Understanding of the national policy framework and its impact on local policy development.
- Knowledge of the work of national, regional and sub-regional bodies and the role that the Council plays within these.
- Knowledge of community needs and priorities for action.

- Knowledge of the role of local partners and the services they deliver.
- Understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- Understanding of principles and importance of making sound, evidenced-based decisions
- An understanding of project management principles.

Additional responsibilities:

Estimated average weekly time spent on the role:

Additional comments:



Role Profile – Cabinet Member without Portfolio

Main purpose(s) of the role:

1. To take the lead in providing scrutiny and challenge to the Council's Cabinet.
2. To attend meetings of the Cabinet and ensure that key knowledge is maintained across all areas of the Council.
3. To contribute to the good governance of the Council.

Key relationships:

1. Other Councillors belonging to that political group.
2. Relevant political party groups and associations.
3. Group Political Research Assistant (if the group has one).
4. Leader of the Council and other Group Leaders.
5. Other Councillors.
6. Officers of the Council including the Chief Executive.
7. The public and outside organisations.
8. Local media.

Key activities and responsibilities

1. To represent their political group on Cabinet in all their internal dealings within the Council, as well as externally with other Councils, the Voluntary Sector, or on local, regional or national bodies as appropriate.
2. To scrutinise the majority group's administration of the Council.
3. To act in a manner which is likely to promote rather than undermine the best interests of the community, and to ensure that other Members of their political group act in a similar manner.
4. To ensure that:
 - a. They abide by the Suffolk Local Code of Conduct for Members.
 - b. Adequate liaison is conducted with other political groups to further the interests of the Council.
 - c. Adequate liaison is conducted with members of the Extended Leadership Team on all matters affecting the services provided by them on behalf of the Council.
 - d. They attend regular briefings for Cabinet as appropriate.
 - e. If in an opposition to a particular proposal, decision or policy, to engage in constructive criticism and to offer alternatives or amendments where appropriate.
5. To work with members of their political group to formulate a framework of policies and priorities for that group.
6. To maintain effective liaison with the Chair of the Overview and Scrutiny Committee.
7. To be responsible for personal development and to undergo appropriate and continuous training in the role.

Key skills and knowledge:

1. Leadership
 - a. Advanced political leadership skills with respect to their particular group.
 - b. Ambassadorial skills – to be able to represent the Council within the authority, as well as outside of it especially at a regional or national level.
2. Scrutiny and challenge
 - a. The ability to hold Cabinet to account.
3. Political understanding
 - a. The ability to communicate values and promote a political vision.
 - b. The ability to encourage democratic processes and public engagement.
 - c. The ability to address difficult issues with other groups in a politically sensitive manner, whilst preserving their own political integrity.
 - d. The ability to manage the tensions between the needs of the Council and the political demands and expectations of that group.
4. Partnership working
 - a. The ability to use tact and diplomacy to work across the entire range of Council services, partners and political groups, to the benefit of the community.
 - b. The ability to build effective relationships with other parts of the political management and decision-making structure, such as full Council, the Overview and Scrutiny Committee, and other political groups.
5. Communication skills
 - a. The ability to facilitate effective communication within and across the Council, and to ensure that the community is given the opportunity to engage in the development of policies and priorities for that political group.
 - b. The advanced ability to work with the media and identify when additional support from public relations specialists is required, to ensure that the Council is positively represented.
 - c. Advanced listening, questioning and negotiation skills.
 - d. Advanced presentation and public speaking skills.
6. Additional skills:
 - a. The ability to plan and prioritise the business of the group.

Knowledge:

- An understanding of the roles of the Leader of the Council, Cabinet Members and the Leader of an Opposition Group within the Council.
- An understanding of the legally defined role of certain senior officers.
- Detailed knowledge of the work of national, regional and sub-regional bodies and the role of the Council within them.
- A detailed understanding of the national policy framework and its impact on local policy development.
- A detailed knowledge of the challenges facing local government.
- An understanding of Council strategy, policies and operations.

- Knowledge of the role of local partners and the services they deliver as well as their relationship with the Council.
- Detailed understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- Detailed knowledge of community needs and their priorities for action.
- An understanding of the relationship between national politics and local political leadership.
- An understanding of the wider, national issues facing Councillors and the practical implications for the Councillors in their group.

Additional responsibilities:

1. To engage in cross-party and corporate activities when invited to do so by the administration – for instance for the appointment of the Chief Executive .

Estimated average weekly time spent on the role:

10 hours .



Role Profile – Chair of the Joint Audit and Standards Committee

Main purpose(s) of the role:

The role of the Chair of the Joint Audit and Standards Committee is to ensure that the work of the Committee is conducted to fulfil its role and function in accordance with the Terms of Reference outlined in the Constitution.

Including:

1. To ensure a consistent approach.
2. To avoid the duplication of resources.
3. To improve joint working between both Councils.

Key relationships:

1. Members of the committee.
2. Internal Audit Officer.
3. The external auditor, inspection agencies and other relevant bodies.

Key activities and responsibilities:

1. To chair meetings in a manner that ensures that the work of the Joint Audit and Standards Committee is conducted to fulfil its role and functions in accordance with the Terms of Reference outlined in the Constitution.
2. To be responsible for ensuring decisions are made under the correct protocols.
3. To foster and maintain a disciplined approach, alongside high standards of behaviour and ethics, amongst the Members involved.
4. To plan and co-ordinate the work programme and forward plan of the Committee.
5. To advise officers on the content of the agenda for Committee meetings.
6. To chair planning meetings and manage the work programme of the Committee to ensure that tasks are completed.
7. To be responsible for personal development and to undergo appropriate and continuous training in the role.

Key skills and knowledge:

Skills:

1. Leadership
 - a. The ability to provide leadership for the committee.
 - b. The ability to set objectives and to develop these on behalf of the committee.
2. Partnership working
 - a. The ability to use tact and diplomacy to work across the full range of Council services, partners and political groups, to the benefit of the local community.
 - b. The ability to support and encourage relevant contributions from each Member on the committee.

3. Communication skills
 - a. Advanced communication skills in order to be able to work constructively with Councillors, partners, co-optees and officers.
 - b. Strong listening and questioning skills.
 - c. Strong presentation and public speaking skills.
4. Regulating and monitoring
 - a. Advanced chairing skills.
 - b. The ability to plan and prioritise the business of the committee with regard to its terms of reference and key challenges facing the local area.
5. Additional skills:
 - a. The ability to manage a busy and complex workload, often to tight deadlines in a small timescale.

Knowledge:

- A detailed understanding of the Council's Constitution.
- A detailed understanding of the Suffolk Local Code of Conduct for Members.
- A detailed understanding of the Members' [Allowances Scheme](#) which is available on the Council's website.
- A detailed understanding of the relationship between the Council and charitable trusts.

Additional responsibilities:

1. To hold monthly liaison meetings with Internal Audit senior staff.
2. To sign the approved annual Statement of Accounts.
3. To countersign the letters of representation to the external auditors confirming the responsibilities and actions taken in completing the Statement of Accounts.
4. To liaise with the external auditor throughout the year to ensure that any matters of concern are addressed promptly.

Estimated average weekly time spent on the role:

4 hours per week.



Role Profile – Chair of the Licensing and Regulatory Committee

Main purpose(s) of the role:

The role of the Chair of the Licensing and Regulatory Committee is to ensure that the work of the Committee is conducted to fulfil its role and function in accordance with the Terms of Reference outlined in Part 2 of the Constitution of the Council including:

1. To consider policy issues on licensing and to act as the Licensing Committee under the Licensing Act 2003, and for Gambling Act 2005 matters and any other relevant legislation that may be introduced.
2. To consider policy issues on any relevant legislation that may be introduced.

Key relationships:

1. Committee Members.
2. Senior officers involved in the licensing and regulatory function.
3. Leaders of the Council.
4. Leaders and organisers of Political Groups.

Key activities and responsibilities:

- To ensure that the Councillors involved maintain a disciplined approach within the Terms of Reference of the Committee, alongside high ethical standards.
- To advise officers on the content of the agenda for Committee meetings.
- To act as a representative of the Council regarding the work of the Committee – to the public, the press and any other relevant persons or organisations.
- To act as a representative of the Committee's decisions in appeals to the Magistrates and higher Courts.
- To be well-informed of new legislation and developments regarding licensing and regulatory matters at both a local and a national level.
- To act as a spokesperson for Councillors in regular scheduled meetings with the taxi vehicle trade and other interested parties, in order to ensure that the Council maintains these relationships and thus a constructive dialogue regarding licensing issues.
- To be responsible for personal development and to undergo appropriate and continuous training in the role.

Key skills and knowledge:

Skills:

1. Leadership skills:
 - a. The ability to effectively represent the Licensing and Regulatory Committee to the public and to the media.
2. Partnership working:
 - a. The ability to build strong relationships with those listed under the 'Key relationships' section of this document.

3. Communication skills:
 - a. The ability to communicate particularly effectively with the Members and officers involved with the Committee.
 - b. Advanced listening and questioning skills.
 - c. Intermediate presentation skills.
 - d. Intermediate public speaking skills.
 - e. The ability to work with the media and to recognise where additional support may be needed from public relationships specialists, in order to ensure the positive representation of the Council and the licensing and regulatory function.
4. Regulating and monitoring:
 - a. Advanced chairing skills, including conflict management.
 - b. Impartiality and objectivity.
 - c. The ability to plan and prioritise the business of the Committee having regard to its Terms of Reference as well as the key challenges facing the licensing and regulatory function.

Knowledge:

- A strong understanding of the standards, ethics and Code of Conduct for elected Members.
- Up-to-date knowledge and understanding of relevant legislation alongside developments on licensing and regulatory matters at both a local and a national level, as well as the implications of these.

Estimated average weekly time spent on the role:

4 hours



Role Profile – Chair of the Overview and Scrutiny Committee

Main purpose(s) of the role:

1. To ensure that the work of the Committee is conducted to fulfil its role and functions in accordance with the Terms of Reference outlined in the Constitution.

Key relationships:

1. Councillors sitting on the Overview and Scrutiny Committee
2. Key officers including the Corporate Manager for Democratic Services.
3. Cabinet partners.

Key activities and responsibilities

1. Managing and Co-ordinating the Overview and Scrutiny function:
 - a. To chair meetings in a manner that ensures that the work of the Committee is conducted to fulfil its role and functions in accordance with the Terms of Reference outlined in the Constitution.
 - b. To ensure that scrutiny work is properly co-ordinated.
 - c. To monitor the progress of all scrutiny reviews and ensure that they are completed in reasonable time.
 - d. To receive all requests for scrutiny and ensure initial investigation to inform the Committee's consideration.
 - e. To monitor the use of the 'call-in' procedure to advise on whether it is being used appropriately.
 - f. To act as a result of the requirements of the *Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012* with regard to key decisions and private meetings (see 'additional comments' section below).
2. Leading and promoting the Overview and Scrutiny function:
 - a. To maintain effective liaison with the Leader of the Council and the Chief Executive to ensure that overview and scrutiny contributes to effective decision-making in Babergh and Mid Suffolk.
 - b. To represent the Overview and Scrutiny Committee in full Council, on relevant boards and panels, and at regional or national forums concerning overview and scrutiny.
 - c. To ensure that overview and scrutiny is publicised and communicated effectively, in order to build public understanding of its role both within and outside the Council.
3. Development of Overview and Scrutiny
 - a. To ensure the continuing development of best practice and organisation within the overview and scrutiny process, especially by learning from other Councils.
 - b. To encourage the involvement of all interested parties and stakeholders – including individuals, voluntary organisations and community groups – in overview and scrutiny matters.

- c. To be responsible for personal development and to undergo appropriate and continuous training in the role.
- d. To work with the Scrutiny Officer to identify and address the training and development needs of the Committee Members.

Key skills and knowledge:

Skills:

1. Leadership
 - a. The ability to lead the Committee as a team.
 - b. Ambassadorial skills – the ability to represent and champion the scrutiny function both within and outside the Council.
 - c. The ability to set and develop objectives on behalf of the scrutiny function.
2. Regulating and monitoring
 - a. Advanced chairing skills.
 - b. Planning and co-ordinating the work of the Overview and Scrutiny Committee and its agenda.
3. Partnership working
 - a. The ability to build strong relationships with those mentioned in the ‘key relationships’ section (see above).
 - b. The ability to build effective relationships with other parts of the political management structure, such as Cabinet, Full Council, etc.
 - c. Ensuring effective contributions from each member of the Committee.
4. Scrutiny and challenge:
 - a. Assimilating and analysing complex information
 - b. Overseeing and prioritising scrutiny work, taking accounts of available resources.
 - c. The ability to obtain and weigh up evidence and make decisions and recommendations based on that evidence.
5. Additional skills:
 - a. The ability to deal with complex strategic issues and problems on behalf of the Scrutiny Committee and the scrutiny function as a whole.

Knowledge:

- A detailed awareness of the strategic importance of the scrutiny function within the Council.
- A detailed awareness of the constitutional arrangements relating to the scrutiny function.
- A detailed awareness of the Council’s approach to overview and scrutiny and its relationship with the other elements of the council’s decision-making structures.
- Detailed knowledge of the challenges facing the scrutiny function and the role of the Chair in addressing them.
- An awareness of changes facing local government and an understanding of how these might impact on the Council’s scrutiny function.
- An understanding of project management principles.

Additional responsibilities:

1. To monitor the cabinet's forward plan to identify areas for scrutiny.
2. To call and lead pre-meetings of the committee.
3. To work with the Scrutiny Officer and Vice-Chair to refine the recommendations to be agreed and published by the committee after each inquiry.
4. To work with the Vice-Chair to meet regularly with the Extended Leadership Team to identify challenges and opportunities facing the Council which could be useful subjects of inquiry by the committee.
5. To work with the Scrutiny Officer and Vice-Chair to build stronger links with scrutiny officers and councillors across local government in Suffolk.

Estimated average weekly time spent on the role:

10 hours per week, although this may well be greater as there is a great deal of reading and research involved .

Additional comments:

1. Where the urgency of a meeting to be held in private (i.e. where the press and public are excluded) means that details of it cannot practicably be published a clear 28 days before the meeting, and again at least five days beforehand, as detailed in Rule 15 of the Constitution, then the Chair of the Overview and Scrutiny Committee will be asked to agree that the matter is urgent and cannot reasonably be deferred.
2. Where the urgency of a key decision means that it cannot practicably be published on the Forthcoming Decisions List a clear 28 days before the meeting as detailed in Rule 16 of the Constitution, then the Monitoring Officer must inform the Chair of the Overview and Scrutiny Committee in writing, and then wait five clear days, before the decision can be made
3. If, because of the urgency of the decision, the above Rule 17 detailed in paragraph 2 cannot be followed, then the Chair of the Overview and Scrutiny Committee will be asked by the decision maker to agree that the matter is urgent and cannot reasonably be deferred.



Role Profile – Chair of the Planning/Development Control Committee

Main purpose(s) of the role:

1. To ensure that the work of the Planning/Development Control Committee is conducted to fulfil its role and functions in accordance with the Terms of Reference outlined in Part 2 of the Constitution of the Council.

Key relationships:

1. Members of the Committee.
2. Planning Officers including the Assistant Director for Planning for Growth.

Key activities and responsibilities:

1. To chair meetings in a manner that ensures that the work of the Committee is conducted to fulfil its role and functions in accordance with the Terms of Reference outlined in Part 2 of the Constitution.
2. To foster and maintain a disciplined approach, alongside high standards of behaviour and ethics, amongst the Members involved, especially with regard to the correct protocol relating to planning procedures.
3. To make practical arrangements regarding contributions by members of the public at Planning Committee in accordance with both the Council's [Public Speaking Arrangements](#) and the chair's own judgement, which is final.
4. To advise officers on the content of the agenda for Committee meetings.
5. To represent the Council in all dealings with the public, media and other bodies as regards the work of the Committee.
6. To work with the Vice-Chair and other Committee Members and seek relevant input from officers and other stakeholders.
7. To be responsible for personal development and to undergo appropriate and continuous training for any role undertaken.
8. To keep up-to-date with best practice as regards the scope of the Committee.

Key skills and knowledge:

Skills:

1. Leadership skills
 - a. The ability to represent the Planning/Development Control Committee to the community and the media.
2. Partnership working
 - a. The ability to build relationships, particularly with Leaders and senior officers involved in the Planning function.
3. Communication skills
 - a. Advanced listening, questioning and negotiation skills.
 - b. The ability to communicate effectively with Councillors, officers and any members of the public involved with the Committee.
 - c. Advanced presentation skills.
 - d. Advanced public speaking skills.

- e. Advanced ability to work with the media and identify when additional support from public relations specialists is required, to ensure that the Committee and the Council are represented in a positive light.
4. Regulating and monitoring
 - a. The ability to plan and prioritise the business of the Committee with reference to its functions as outlined in Part 2 of the Constitution, as well as the key challenges facing those functions
 - b. Advanced chairing skills, including the ability to manage conflict.
 - c. Impartiality and objectivity.

Knowledge:

- An in-depth understanding of Planning issues and the correct protocol relating to Planning procedures and the Planning/Development Control Committee.
- An understanding of the role of Ward Councillors in the Planning process, as well as of how to manage conflicts of interest between one's dual role as both a Ward Councillor and a Member of the Planning/Development Control Committee.
- An understanding of the role of Planning Officers.

Estimated average weekly time spent on the role:

4 hours per week.



Role Profile – Chairman of the Council

Main purpose(s) of the role:

1. Upholding the Constitution of the Council, principally through presiding over meetings of the Council.
2. Promoting the District.
3. Encouraging greater partnership working.
4. Acting as an ambassador and champion for the Council.

Key relationships:

1. All Councillors.
2. Chief Executive.
3. Civic officer.

Key activities and responsibilities:

1. To be impartial and to refrain from acting in a party- political manner when carrying out his/her role, particularly when exercising a casting vote in the event of deadlock at a Council meeting.
2. To uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary.
3. To preside over the meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community.
4. To ensure that the Council meeting is a forum for the debate of matters of concern to the local community.
5. To promote public involvement in the Council's activities.
6. To be the conscience of the Council.
7. To attend such civic and ceremonial functions as the Council and he/she determines to be appropriate.
8. To be responsible for personal development and to undergo appropriate and continuous training in the role.

Key skills and knowledge:

Skills:

1. Regulating and monitoring:
 - a. Advanced chairing skills, including the ability to manage conflict.
 - b. The ability to interpret the Constitution.
 - c. Impartiality and objectivity.
2. Partnership working
 - a. A strong ability to develop relationships, in particular with the persons mentioned in the 'key relationships' section above.
3. Communication skills
 - a. Advanced listening and questioning skills.
 - b. Good public speaking skills.

c. The ability to work with the media.

Knowledge:

1. Detailed understanding of the Council's Constitution.
2. Detailed understanding of the processes and structure of the Council.
3. Understanding of the rights and duties of Councillors.
4. A strong understanding of which issues are of concern to the community.
5. Understanding of the Council's activities.

Additional responsibilities:

Estimated average weekly time spent on the role:

Additional comments:



Role Profile – Deputy Chairman of the Council

Main purpose(s) of the role:

1. Upholding the Constitution of the Council, principally through presiding over meetings of the Council.
2. Promoting the District.
3. Encouraging greater partnership working.
4. Acting as an ambassador and champion for the Council.

Key relationships:

1. All Councillors.
2. Chief Executive.
3. Civic Officer.

Key activities and responsibilities:

1. In the absence of the Chairman to be impartial and to refrain from acting in a party political manner when carrying out his/her role, particularly when exercising a casting vote in the event of deadlock at a Council meeting.
2. To uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary.
3. In the absence of the Chairman to preside over the meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community.
4. To ensure that in the Chairman's absence the Council meeting is a forum for the debate of matters of concern to the local community.
5. To promote public involvement in the Council's activities.
6. In the Chairman's absence to be the conscience of the Council.
7. To assist the Chairman to attend such civic and ceremonial functions as the Council and he/she determines to be appropriate.
8. To be responsible for personal development and to undergo appropriate and continuous training in the role.

Key skills and knowledge:

Skills:

1. Regulating and monitoring:
 - a. Advanced chairing skills, including the ability to manage conflict.
 - b. The ability to interpret the Constitution.
 - c. Impartiality and objectivity.
2. Partnership working
 - a. A strong ability to develop relationships, in particular with the persons mentioned in the 'key relationships' section above.
3. Communication skills
 - a. Advanced listening and questioning skills.
 - b. Good public speaking skills.

c. The ability to work with the media.

Knowledge:

1. Detailed understanding of the Council's Constitution.
2. Detailed understanding of the processes and structure of the Council.
3. Understanding of the rights and duties of Councillors.
4. A strong understanding of which issues are of concern to the community.
5. Understanding of the Council's activities.

Additional responsibilities:

Estimated average weekly time spent on the role:

Additional comments:



Role Profile – Deputy Leader of an Opposition Group

Main purpose(s) of the role:

1. To support the Group Leader in his or her strategic role and to carry out duties on behalf of the Group Leader as needed.
2. To deputise in the absence of the Group Leader, i.e. to carry out the responsibilities of the office of Group Leader as referred to in the corresponding role profile for that position.

Key relationships:

1. The Group Leader of their political group.
2. Other Councillors belonging to that political group.
3. Relevant political party groups and associations.
4. Group Political Research Assistant (if the group has one).
5. Leader of the Council and other Group Leaders.
6. Other Councillors.
7. Officers of the Council including the Chief Executive.
8. The public and outside organisations.
9. Local media.

Key responsibilities:

1. To undertake the training required to ensure that they are equipped with the knowledge and skills required to carry out the role of the Group Leader when called upon.
2. To assist the Group Leader in managing the work of Councillors within the group.
3. To support the Group Leader in the initiation of policy.
4. To work closely with the Extended Leadership Team where appropriate.
5. To hold the Cabinet to account at Council meetings.
6. To play a proactive role in the Overview and Scrutiny process to discuss decisions taken or to support the policy formulation process.
7. To consult interested parties, ward councillors and citizens as part of the development and review of group policy.
8. To assist the Group Leader when consulting on and drawing up the revenue and capital budgets.
9. To undertake detailed work in preparation for meetings of the full Council.
10. To be an advocate for the group within their capacity as a group officer.

Key skills and knowledge:

Skills:

1. Leadership skills
 - a. The ability to provide strong political leadership for their group.
 - b. The ability to hold the Cabinet to account.

- c. Ambassadorial skills – the ability to represent the Council within the authority, as well as outside of it at a regional and national level.
2. Political understanding
 - a. The ability to manage the tensions between the political demands and expectations of their group and the needs of the Council.
 - b. The ability, where necessary, to discipline Councillors in their political group.
 - c. The ability to address difficult issues with other groups in a politically sensitive way.
3. Regulating and monitoring
 - a. Intermediate chairing skills.
 - b. The ability to plan and prioritise the business of the group.
4. Partnership working
 - a. The ability to use tact and diplomacy to work across the full range of Council services, partners and political groups, to the benefit of the community.
 - b. The ability to build effective relationships with other parts of the political management and decision-making structure e.g. full Council, the Overview and Scrutiny Committees and other political groups.
5. Communication skills
 - a. The ability to facilitate effective communication within and across the Council, and to ensure that the community are given the opportunity to engage in the development of the policies of their group.
 - b. An advanced ability to work with the media and to identify when additional support from public relations experts is required, to ensure that the Council is represented in a positive light.
 - c. Advanced listening and questioning skills.
 - d. Advanced presentation and public speaking skills.
6. Other skills:
 - a. The ability to assimilate and analyse complex information.
 - b. Research skills and policy development.

Knowledge

- An understanding of the roles of Leader of the Council, Cabinet Members and the Leader of an Opposition Group within the Council.
- An understanding of the legally defined roles of certain senior officers.
- Knowledge of the work of national, regional and sub-regional organisations and the role of the Council within them.
- An understanding of the national policy framework and its impact on local policy development.
- An understanding of the challenges facing local government.
- An understanding of Council strategy, policies and operations.
- Knowledge of the role of local partners, the services they deliver, and their relationship with the Council.
- An understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- Knowledge of the needs of the community and their priorities for action.
- An understanding of the relationship between national politics and local political leadership.

- An understanding of the wider, national issues facing councillors and the practical implications for those councillors in their group.

Estimated average weekly time spent on the role:



Role Profile – Deputy Leader of the Council

Main purpose(s) of the role:

1. To support the Leader of the Council in his or her strategic role and to carry out duties on behalf of the Leader as needed.
2. To deputise in the absence of the Leader, i.e. carrying out the responsibilities of the Leader as outlined in the Role Profile for Leader of the Council.

Key relationships:

1. The Leader of the Council.
2. Cabinet Members.
3. Other Councillors in their political group.
4. Other Councillors.
5. The Chief Executive.
6. The Council's Extended Leadership Team.
7. Members of Parliament for their area and those with responsibility for issues in which the Council has a specific interest.
8. The public and outside organisations.
9. Local media.

Key activities and responsibilities

1. To assist the Leader of the Council in the formal processes and matters of leadership of the authority.
2. To work with the Leader on the budget and policy development.
3. To ensure that they have undertaken the appropriate training to be able to carry out the role of Leader when necessary.
4. To hold a seat on the Cabinet, in a role determined by the Leader.

Key skills and knowledge:

Skills:

1. Advanced leadership skills
 - a. The ability to provide political leadership for their group.
 - b. Advanced ambassadorial skills – the ability to represent the Council within the authority, as well as outside of it at a sub-regional, regional and national level.
 - c. The ability to lead the Council towards continuous improvement.
2. Political understanding
 - a. The ability to develop a vision for the Council and to drive the Council and its partners towards achieving that vision.
 - b. The ability to discipline Members of their political group where necessary.
3. Regulating and monitoring
 - a. Advanced chairing skills.

- b. The ability to plan and prioritise the business of Council, Cabinet and committees with regard to their terms of reference and the key challenges facing the Council.
4. Communication skills
 - a. The ability to facilitate effective communication within and across the Council and to ensure that the community can engage in the Council's decision-making processes.
 - b. An advanced ability to work with the media and to identify when additional support from public relations specialists is required, to ensure that the Council is represented in a positive light.
 - c. Advanced listening and questioning skills.
 - d. Advanced presentation skills.
 - e. Advanced public speaking skills.
 5. Partnership working
 - a. The ability to use tact and diplomacy to work across the full range of Council services, partners and political groups, to the benefit of the community.
 - b. The ability to build effective relationships with other parts of the political management and decision-making structure, e.g. full Council, the Overview and Scrutiny Committees, and other political groups.
 - c. The ability to address difficult issues across all political groups in a politically sensitive manner.

Knowledge:

- A detailed understanding of the strategic role of the Leader of the Council.
- A detailed understanding of the legally defined role of the Chief Executive and other senior officers.
- Detailed knowledge of the work of national, regional and sub-regional bodies and the role of the Leader and the Council within them.
- A detailed understanding of the national policy framework and its impact of local policy development.
- Detailed knowledge of the role of local partners and the services they deliver.
- A detailed understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- An understanding of the relationship between national politics and local political leadership.
- An understanding of the wider, national issues facing Councillors and the practical implications for the Council's own Councillors.
- An understanding of project management principles.

Estimated average weekly time spent on the role:



Role Profile – Lead Member

Main purpose(s) of the role:

1. To assist the Cabinet Member for a given area of the Council's work, as determined by the Leader of the Council.
2. To provide strategic leadership for issues within his/her specific lead area.
3. To work with decision makers in the Council to establish strategies/policies and work connected with their specific lead area.
4. To maintain a detailed level of knowledge and awareness of all matters connected with that lead area.
5. To contribute to good practice and the continuous improvement of services within their given area.
6. To engage with Members, officers and other stakeholders in matters related to their specific lead area including attending Cabinet, Overview and Scrutiny and other meetings of the Council where appropriate.

Key relationships:

1. Leader of the Council.
2. Other Cabinet Members.
3. Chief Executive, Assistant Directors, Corporate Managers.
4. Political Group Members.
5. Other partner organisations, including counterparts in neighbouring Councils.
6. Key stakeholders within his/her area of responsibility.
7. Local media.

Key activities and responsibilities:

1. To work closely with the relevant Assistant Director(s) to agree and develop a set of policy priorities for his or her specific remit.
2. To work with the Leader of the Council and fellow Cabinet Members to ensure the smooth implementation of policies through the democratic processes of the Council.
3. To assist the Cabinet Member for his or her remit, including liaising with other Councils, public sector bodies and other partners, as well as MPs, the media and the wider public.
4. To work closely with the relevant Assistant Director(s) to ensure that any policy decisions are well communicated and implemented, providing leadership and direction.
5. To play an active role in ensuring that the Cabinet remains a cohesive and effective decision-making organisation, with a well-developed set of values and priorities.
6. To embody these values and priorities and help communicate these to external partners and residents of the Council.
7. To attend formal Cabinet meetings within the formal Cabinet setting.
8. To uphold the Principles of Decision Making as defined in the Constitution.
9. To attend and participate in full Council meetings.

10. To assist the Cabinet Member in preparing a report to full Council meeting, detailing his/her activities and the decisions made over the preceding period.
11. At Cabinet and full Council meetings, to assist with responses to formally submitted and supplementary questions, both from the public and from Councillors relating to their specific lead area.
12. To be responsible for personal development and to undergo appropriate and continuous training in the role.

Key skills and knowledge:

Skills:

1. Leadership skills:
 - a. Leadership skills for his/her specific areas of responsibility and the ability to work with the Leader of the Council and Deputy Leader as an executive team.
 - b. Decision-making skills.
 - c. The ability to challenge the status quo and deal with complex strategic issues and problems.
 - d. The ability to act as an ambassador for the Council.
2. Partnership working:
 - a. Relationship building – with those mentioned in the ‘key relationships’ section above.
 - b. The ability to work as part of an executive team to drive forward the continuous development of the Council.
3. Communication skills:
 - a. To be able to work constructively with officers, Councillors and partners
 - b. Advanced listening, questioning and negotiation skills.
 - c. Advanced presentation and public speaking skills.
 - d. Advanced ability to work with the media and identify when additional support from public relations specialists is required, to ensure the Council is positively represented.
4. Regulating and monitoring:
 - a. The ability to chair meetings relating to their specific lead area and local public service boards.
5. Other skills and abilities:
 - a. The ability to manage a busy and complex workload, often to tight deadlines.
 - b. Research and policy development skills.
 - c. The ability to assimilate and analyse complex information.

Knowledge:

- Knowledge of the key areas relating to their lead area and its relationship with the portfolios of other Cabinet Members.
- Detailed understanding of the strategic role of Cabinet within the Council.
- Understanding of the role of a Cabinet Member as part of the executive team.
- Detailed understanding of Council policy, operations and strategies.
- Understanding of the legally defined role of certain senior officers.
- Detailed knowledge of the challenges facing local government.
- Understanding of the national policy framework and its impact on local policy development.

- Knowledge of the work of national, regional and sub-regional bodies and the role that the Council plays within these.
- Knowledge of community needs and their priorities for action.
- Knowledge of the role of local partners and the services they deliver.
- Understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- Understanding of principles and importance of making sound, evidenced-based decisions.
- An understanding of project management principles.

Additional responsibilities:

Estimated average weekly time spent on the role:

Additional comments:



Role Profile – Leader of the Council

Main purpose(s) of the role:

1. To provide effective leadership to the Council by managing and leading Cabinet.
2. In conjunction with Cabinet, to develop and approve the policies, strategies and plans of the Council, except those which are subject to approval by full Council.
3. To promote the work of the Council and to champion public service needs on behalf of local residents, businesses and visitors.

Key relationships:

1. Cabinet Members.
2. Other Councillors in their political group.
3. Other Councillors.
4. The Chief Executive.
5. The Council's Extended Leadership Team.
6. Members of Parliament for their area and those with responsibility for issues in which the Council has a specific interest.
7. The public and outside organisations.
8. Local media.

Key activities and responsibilities

1. To represent the Council in relation to policy and administration (as opposed to the civic role exercised by the Chairman of the Council).
2. The discharge of executive functions, with the exception of:
 - a. Functions which are the responsibility of full Council under the Constitution or by legislation.
 - b. Functions excluded from Cabinet responsibility by legislation.
3. Where appropriate, to arrange for the discharge of an executive function by the Cabinet, a committee of the Cabinet, a Cabinet Member, a joint committee or an officer.
4. To develop and approve the policies, strategies and plans of the Council, apart from those subject to approval by full Council under the Constitution or on the recommendation of the Leader themselves.
5. To work closely with the Chief Executive to ensure that the Council is well attuned to the strategic priorities of the Cabinet.
6. To determine the number of Cabinet Members (including at least two and up to nine other members), as well as the appointees themselves.
7. To determine and allocate a portfolio of responsibilities to each member of the Cabinet and to delegate, subject to the requirements of the Constitution, the authority to discharge those executive functions that fall within that portfolio.
8. Where necessary, to remove a Cabinet Member from office and withdraw any delegated authority to discharge executive functions, following serving a notice on the Councillor confirming their removal from office.

9. To uphold the Principles of Decision Making as outlined in Part 1 of the Constitution.
10. To ensure that the Cabinet does not take any decision without first having received a written report from the officer having responsibility for the matter unless the agreement of the Monitoring Officer has been obtained in advance of the decision being made.
11. To report to Council as detailed in Part 3 of the Constitution.
12. To be responsible for personal development and to undergo appropriate and continuous training for any role undertaken.

Key skills and knowledge:

Skills:

1. Advanced leadership skills
 - a. The ability to develop a vision for the Council and to drive the Council and its partners towards achieving that vision.
 - b. Advanced 'ambassadorial' skills – the ability to represent the Council within the authority, as well as outside of it on a sub-regional, regional and national level.
 - c. The ability to lead the Council along the path of continuous improvement.
 - d. The ability to provide political leadership for their particular group.
2. Political understanding
 - a. The ability to communicate values and promote a political vision.
 - b. The ability to encourage democratic processes and public engagement.
 - c. The ability to address difficult issues with other groups in a politically sensitive manner, whilst preserving their own political integrity.
3. Regulating and monitoring
 - a. Advanced chairing skills.
 - b. The ability to plan and prioritise the business of Council, Cabinet and its committees with regard to their terms of reference and the key challenges facing the Council.
4. Communication skills
 - a. The ability to facilitate effective communication within and across the Council and to ensure that the community can engage in the Council's decision-making processes.
 - b. An advanced ability to work with the media and to identify when additional support is required from public relations specialists to ensure that the Council is positively represented.
 - c. Advanced listening and questioning skills.
 - d. Advanced presentation skills.
 - e. Advanced public speaking skills.

5. Partnership working

- a. The ability to use tact and diplomacy to work across the full range of Council services, partners and political groups, to the benefit of the community.
- b. The ability to build effective relationships with other parts of the political management and decision-making structure, such as full Council, the Overview and Scrutiny Committees, and other political groups.
- c. The ability to address difficult issues across all groups in a politically sensitive manner.

Knowledge:

- A detailed understanding of the strategic role of the Leader of the Council.
- A detailed understanding of the legally defined role of the Chief Executive and other senior officers.
- Detailed knowledge of the work of national, regional and sub-regional organisations and the role of the Leader and Council within them.
- A detailed understanding of the national policy framework and its impact on local policy development.
- Detailed knowledge of the role of local partners and the services they deliver.
- A detailed understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- Understanding of the relationship between national politics and local political leadership.
- An understanding of the wider, national issues facing Councillors and the practical implications for the Council's Councillors.
- An understanding of project management principles.

Estimated average weekly time spent on the role:



Role Profile – Mental Health Member Champion

Main purpose(s) of the role:

1. To lead on working towards reducing inequalities in mental health within the community.
2. To provide a vocal presence for mental health within the Council where this is necessary.
3. To be an advocate for mental health issues in Council meetings and policy development.
4. To listen to people with personal experiences of mental health to get their perspectives on local needs and priorities.
5. To encourage the Council to support the mental health of its own workforce and Members.
6. To ensure that awareness is raised amongst Members about mental health issues.
7. Support and seek support for activities led by the Council to promote mental health and well-being.

Key relationships:

1. Cabinet Members.
2. Other Councillors in their political group.
3. Other Councillors.
4. The Chief Executive.
5. The Council's Extended Leadership Team.
6. Members of Parliament for their area and those with responsibility for issues in which the Council has a specific interest.
7. The public and outside organisations.
8. Local media.

Key activities and responsibilities

1. To represent the Council in relation to policy and administration of mental health issues.
2. To assist in the development of the appropriate policies, strategies and plans of the Council, to ensure that mental health issues are taken into consideration when formulating these policies.
3. To work closely with the Cabinet and Senior Leadership Team to ensure that the Council is well attuned to the issues on mental health.
4. To identify at least one priority a year for the Council to focus on.
5. To support and seek support for activities promoted by the Council to promote mental health and well-being.

Key skills and knowledge:

Skills:

1. Leadership skills
 - a. The ability to develop priorities to develop health and wellbeing in the community.
 - b. Advanced 'ambassadorial' skills – the ability to represent the Council within the authority, as well as outside of it on a sub-regional, regional and national level.
 - c. The ability to address difficult issues with other partners regarding mental health.
2. Regulating and monitoring
 - a. Advanced chairing skills.
3. Communication skills
 - a. The ability to facilitate effective communication within and across the Council and to ensure that the community can engage with the Council.
 - b. An advanced ability to work with the media and to identify when additional support is required from public relations specialists to ensure that the Council is positively represented.
 - c. Advanced listening and questioning skills.
 - d. Advanced presentation skills.
 - e. Advanced public speaking skills.
4. Partnership working
 - a. The ability to use tact and diplomacy to work across the full range of Council services, partners and political groups, to the benefit of the community.
 - b. The ability to build effective relationships with other parts of the political management and decision-making structure, such as full Council, the Overview and Scrutiny Committees, and other political groups.
 - c. The ability to address difficult issues across all groups in a politically sensitive manner.

Knowledge:

- A detailed understanding of the role of Mental Health Champion.
- A detailed understanding of mental health issues.
- Detailed knowledge of the work of national, regional and sub-regional organisations and the role of the Mental Health Champion within them.
- Detailed knowledge of the role of local partners and the services they deliver.
- A detailed understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.

Estimated average weekly time spent on the role:



Role Profile – Opposition Group Leader

Main purpose(s) of the role:

1. To provide effective leadership and strategic direction for a political group.
2. To contribute to the good governance of the Council.

Key relationships:

1. Other Councillors belonging to that political group.
2. Relevant political party groups and associations.
3. Group Political Research Assistant (if the group has one).
4. Leader of the Council and other Group Leaders.
5. Other Councillors.
6. Officers of the Council including the Chief Executive.
7. The public and outside organisations.
8. Local media.

Key activities and responsibilities

1. To represent their political group in all their internal dealings within the Council, as well externally with other Councils, the Voluntary Sector, or on local, regional or national bodies as appropriate.
2. To scrutinise the majority group's administration of the Council.
3. To act in a manner which is likely to promote rather than undermine the best interests of the community, and to ensure that other members of their political group act in a similar manner.
4. To lead their group in a manner which ensures that:
 - a. Members of their group abide by the Suffolk Local Code of Conduct for Members.
 - b. Adequate liaison is conducted with other political groups to further the interests of the Council.
 - c. Adequate liaison is conducted with members of the Extended Leadership Team on all matters affecting the services provided by them on behalf of the Council.
 - d. Regular briefings are provided on Council matters as appropriate to members of that group.
 - e. If in opposition to a particular proposal, decision or policy, to engage in constructive criticism and to offer alternatives or amendments where appropriate.
5. To work with members of their political group to formulate a framework of policies and priorities for that group.
6. To lead their group's approach to the media, and ensure consistency in this across the group.
7. To determine and allocate a portfolio of responsibilities amongst group members.
8. To nominate political representation on Committees, Sub-Committees, Working Groups and Panels as provided for in the Constitution

9. To consider the individual and collective development needs of group members and to assist them in developing the necessary knowledge and skills, whether as Councillors in general or in relation to their specific areas of responsibility.
10. To maintain effective liaison with the Chair of the Overview and Scrutiny Committee.
11. To be responsible for personal development and to undergo appropriate and continuous training in the role.

Key skills and knowledge:

1. Leadership
 - a. Advanced political leadership skills with respect to their particular group.
 - b. Ambassadorial skills – to be able to represent the Council within the authority, as well as outside of it especially at a regional or national level.
2. Scrutiny and challenge
 - a. The ability to hold Cabinet to account.
3. Political understanding
 - a. The ability to communicate values and promote a political vision.
 - b. The ability to encourage democratic processes and public engagement.
 - c. The ability to discipline members of their political group where necessary.
 - d. The ability to address difficult issues with other groups in a politically sensitive manner, whilst preserving their own political integrity.
 - e. The ability to manage the tensions between the needs of the Council and the political demands and expectations of that group.
4. Partnership working
 - a. The ability to use tact and diplomacy to work across the entire range of Council services, partners and political groups, to the benefit of the community.
 - b. The ability to build effective relationships with other parts of the political management and decision-making structure, such as full Council, the Overview and Scrutiny Committee, and other political groups.
5. Communication skills
 - a. The ability to facilitate effective communication within and across the Council, and to ensure that the community is given the opportunity to engage in the development of policies and priorities for that political group.
 - b. The advanced ability to work with the media and identify when additional support from public relations specialists is required, to ensure that the Council is positively represented.
 - c. Advanced listening, questioning and negotiation skills.
 - d. Advanced presentation and public speaking skills.
6. Additional skills:
 - a. The ability to plan and prioritise the business of the group.

Knowledge:

- An understanding of the roles of the Leader of the Council, Cabinet Members and the Leader of an Opposition Group within the Council.
- An understanding of the legally defined role of certain senior officers.
- Detailed knowledge of the work of national, regional and sub-regional bodies and the role of the Council within them.
- A detailed understanding of the national policy framework and its impact on local policy development.
- A detailed knowledge of the challenges facing local government.
- An understanding of Council strategy, policies and operations.
- Knowledge of the role of local partners and the services they deliver as well as their relationship with the Council.
- Detailed understanding of the Council's Constitution, Code of Conduct, budget and audit processes and key internal policies.
- Detailed knowledge of community needs and their priorities for action.
- An understanding of the relationship between national politics and local political leadership.
- An understanding of the wider, national issues facing Councillors and the practical implications for the Councillors in their group.

Additional responsibilities:

1. To engage in cross-party and corporate activities when invited to do so by the administration – for instance for the appointment of the Chief Executive .

Estimated average weekly time spent on the role:

15 hours.



Role Profile – Ward Councillor

Main purpose(s) of the role:

1. Local community leadership and governance.
2. Representation of the interests of Ward Members.
3. Collective governance at the Council level.

Key relationships:

1. Constituents.
2. Party Leaders (if affiliated).
3. Other Councillors.
4. Key Council officers.

Key activities and responsibilities:

1. Collectively, to act as the ultimate policymakers and to carry out a number of strategic and corporate management functions.
2. To contribute to the good governance of the area and to actively encourage community participation and citizen involvement in decision-making.
3. To effectively represent the interests of their ward and of individual constituents.
4. To respond to constituents' enquiries and representations, fairly and impartially.
5. To participate in the governance and management of the Council.
6. To maintain the highest standards of conduct and ethics.

Key skills and knowledge:

Skills:

1. **Local leadership** – the ability to encourage trust and respect between individuals / groups by mediating fairly between different sections of the community, and to engage with community members to learn about issues of local concern and facilitate a vision for the area.
2. **Partnership working** – the ability to build good relationships with others (e.g. officers, community groups) by identifying shared goals and working with others to achieve them – ability to delegate or provide support as required.
3. **Communication skills** – the ability to listen sensitively and use appropriate language with different groups, communicating regularly and effectively with all sections of the community using various media.
4. **Political understanding** – the ability to communicate values, promote a political vision, and encourage democratic processes and public engagement. Councillors at all times need to work across divides whilst preserving their political integrity.

5. **Scrutiny and challenge** – the ability to act as a ‘critical friend’ by identifying opportunities for scrutiny inside and outside the Council, and by providing constructive challenges and feedback to others. This in turn requires the ability to analyse information quickly and present arguments in a concise, meaningful and clear manner.
6. **Regulating and monitoring** – an understanding of legal responsibilities and the following of the necessary protocols whilst evaluating arguments and making decisions. They must also be able to balance public needs and local policy, as well as monitoring progress and setting feedback on their own learning needs.

Knowledge:

- Understanding of how the Council works – its decision-making and administrative structure.
- Understanding of national policy and the impact this has on their ward.
- Knowledge of issues affecting both their ward and the wider locality.
- Knowledge of key contact officers, services, procedures and eligibility criteria for schemes and services provided by the Council.
- Understanding of the Suffolk Local Code of Conduct for Members.
- Knowledge of the Councils' Joint Strategic Plan.
- Knowledge of core Council policies.
- Understanding of legislation and Council policies to which they must adhere as Members.
- Basic understanding of local government finances and audit processes.
- Knowledge of the Council's Standards of Customer Care and its Complaints Procedure.
- Knowledge of partner agencies related to their ward.

Additional responsibilities:

- To take responsibility for their personal learning development and undergo appropriate and continuous training for any role undertaken.

Estimated average weekly time spent on the role:

- 25 hours per week



Member Learning & Development Policy

1. Introduction

- 1.1. Vision
- 1.2. Is Member Learning and Development important?
- 1.3. Aims and objectives
- 1.4. Overview of basic structure

2. Supporting Framework

- 2.1. Resources
- 2.2. Member Learning and Development Working Group
- 2.3. Member Support Officer

3. The Member Learning and Development Strategy

- 3.1. Induction Programme
- 3.2. Skills Programme
- 3.3. Individual Learning and Development

4. Evaluation

- 4.1. Continuous review
- 4.2. Annual Training Needs Analysis

1. Introduction

1.1. Vision

That all Members have the necessary skills and knowledge to perform effectively in their current or any potential future role and to enable them to contribute effectively to the delivery of the Joint Strategic Plan and good governance of the Council.

1.2. Is Member Learning and Development important?

1.2.1. A high-quality Member Learning and Development process is crucial to ensuring that all Members have the skills and knowledge to be able to carry out their roles effectively.

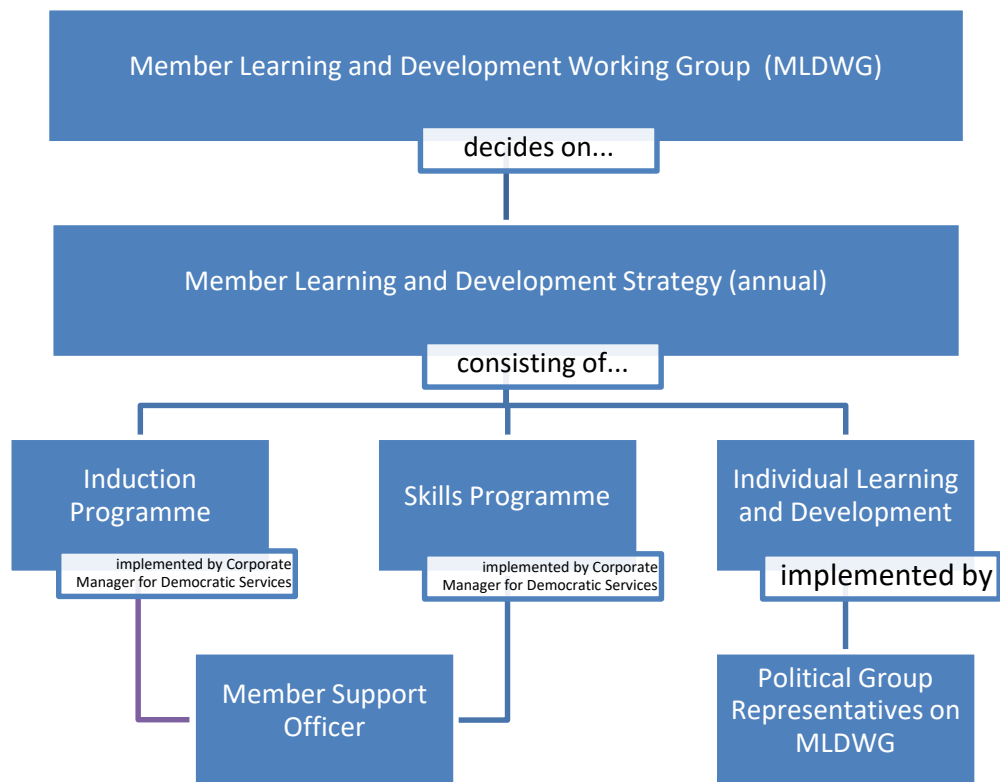
1.2.2. The policy will support Members in a variety of ways to enable them to function successfully as both decision-makers and community leaders. This might take the form of traditional training sessions, such as Chairing Skills, involving workshops and handbooks, as well as more practical 'on the ground' training in line with our Equality and Diversity Policy.

1.2.3. In addition, Members need to respond to external issues such as changing societal and demographic needs, different ways in which public sector organisations work (such as partnerships with external organisations) and changes in the law relating to local government. Members also need to be able to deal effectively with casework arising from the work they carry out as community leaders within their wards. This policy will aim to facilitate Members in all of the above.

1.3. Aims and Objectives

- To create a clear framework for the development of elected Members based upon their individual needs and the needs of the Council as a whole.
- To ensure that Members have the skills and knowledge necessary to lead the delivery of high quality public services.
- To ensure that Members are fully aware of their responsibilities and accountability to the Council and their electorate.
- To support the continued lifelong development of Members to help prepare them for any roles they may have in the future.
- To ensure that training and development of Members is seen as a key factor in the success of the organisation.

1.4. Overview of the basic structure of this policy



2. Supporting Framework

2.1. Resources

Each year the Council will identify the resources that can be devoted to Member Development. These resources will include:-

- **Budget**
- Particularly with regard to the Skills Programme, Member Learning and Development sessions will ideally be delivered by Members themselves, and failing this external trainers (for example from the LGA, Suffolk Association of Local Councils, professional training agencies, or think tanks), rather than Officers. Direct training by officers should only be used when there is no-one else reasonably available with the necessary skills or expertise. This is to ensure that Officers are not directing our elected representatives as to how they should be doing their jobs!
- There will, however, be continuous support from Democratic Services to organise and implement the programme (Democratic Service Manager and the Officer for Member Development).
- The Leader for each Group will be responsible for Member Learning and Development for their Group.
- Members of the Working Group will, at their discretion, implement an Individual Learning and Development Process (as outlined in section 3.3.) amongst their particular Political Groups, with support from within that political group.
- Places available from sponsored or external funding e.g. LGA.
- Opportunities through attending seminars, conferences or visits hosted by partners.
- Whether or not training is delivered internally or externally depends on the topic, existing in-house expertise and the number of Members who have expressed an interest.
- If external trainers are chosen it is for their knowledge of the subject and experience working with elected representatives.
- Cost effectiveness is continually considered in the planning and evaluation stages.

2.2. The Member Learning and Development Working Group

2.2.1. Key Features:

- Will consist of representatives from all political groups on BOTH Councils (including independents if they are a group) and be supported by officers.

- Will meet quarterly (although meetings can be scheduled) to agree and review training and development activities for Members and to provide 'general leadership' on the issue.
- Reports to the Cabinet.

2.2.2. Terms of reference:

- To champion and encourage learning and development amongst Members.
- To engage all elected Members in the Learning and Development process.
- To be a reference point for Group Leaders with regards to member development.
- To assist in the shaping and prioritising of member development activities – for example, those sessions included on the Skills Programme.
- To encourage an effective member/officer working relationship that engages all elected Members.
- To ensure that member development and training opportunities relate to the Corporate Priorities of the organisation.
- To ensure that development opportunities are planned to fit in with the family and caring responsibilities of Members as far as possible.
- To develop and implement the 4 year-long Member Learning and Development Strategy, consisting of the Induction Programme, the Skills Programme, and Individual Learning and Development, in the following manner:
 - At the end of each year, to establish a Training Needs Analysis that evaluates the overall effectiveness of the Member Learning and Development Strategy for that year and identifies learning and development needs for the following year, and to receive an annual report informed by that analysis;
 - Informed by the above-mentioned report, to review and decide upon the content of the Member Learning and Development Strategy for that year, and to identify and monitor the budget and other resources required to deliver it;
 - Throughout the year, to regularly review and monitor the Strategy to ensure it meets the needs of Members and the Council as follows:-
 - By regularly monitoring how training is carried out and its effectiveness;
 - By monitoring Member involvement in the training and development;
 - To take any necessary action as regards this.
- As regards individual training:
 - To establish criteria for funding bespoke/individual training and development requests;

- To ensure that information from individual interviews is channelled through the Political Groups to the Working Group, so that it can be representative of the variety of political positions across the Council;
- As part of Individual Learning and Development, to introduce a process for the implementation of Personal Development Plans and offer Members the opportunity to participate in the process.

2.3. The Member Support Officer

2.3.1. Terms of Reference:

- To support the Member Learning and Development Working Group and party leaders in carrying out their responsibilities.
- To commission / organise delivery of training on recommendations from Members.
- To monitor the programme, feeding evaluation back to the Member Learning and Development Working Group and reporting their findings to the Cabinet.
- To publicise events to all Members.
- To create an annual Training Needs Assessment for Members and to ensure that this is statistically representative of the views of Members as a whole.
- For those Members who do not belong to a Political Group large enough to be included on the Member Learning and Development Working Group, to interview said Members to help them develop a Personal Development Plan (PDP).
- To provide Members with the option of a 6-monthly progress review as regards their PDP.

3. The Member Learning and Development Strategy

A Member Learning and Development Strategy should be created on a yearly basis by the Member Learning and Development Working Group, informed by the annual Training Needs Analysis. It will consist of the following core elements:

3.1. Induction Programme

- 3.1.1. All elected Members and Agents will be given dates on the Member Induction Day.
- 3.1.2. An induction pack will be given to new Members at the Count after the results are announced – how the council works, what is expected of Members.
- 3.1.3. A draft programme is provided to prospective new Members before the election outlining the programme so that they can be aware of timings and make this time available.
- 3.1.4. Existing Members will be invited to any of the sessions as a refresher / to share their own knowledge and experience.

3.2. Skills Programme

- 3.2.1. Officers organise trainers to implement this. These will ideally be either Members themselves or external trainers (for example from the LGA, Suffolk Association of Local Councils, professional training agencies, or think tanks), rather than Officers.
- 3.2.2. Members will receive a guide of forthcoming training and the full training programme will appear on the Members extranet.
- 3.2.3. Members should be notified of forthcoming training courses via email alerts.
- 3.2.4. In order to support the diverse development needs of Members, development needs will be met through a range of sessions and training methods. In some cases, these will be delivered through the Council's own internal resources. Where necessary, however, the Council will identify and buy in specialist providers with a proven track record of effectiveness and value for money. Where the Council can facilitate joint training with other partners or stakeholders it will do so. The following methods of delivery will be used:
 - Training courses
 - Councillor briefings and workshops

- Conferences and seminars
- E learning
- Peer mentors
- Visits to other stakeholders, partners etc
- Case studies

3.2.5. The following skills sessions should all be included as part of the programme at some point over the next four years:

- Casework and representation
- Chairing
- Collaborative and partnership working (see the Local Government Association's 'Political Skills Framework')
- Communication, media relations and social media (see LGA Political Skills Framework for further information)
- Community leadership and engagement (see LGA Political Skills Framework for further information)
- Conflict resolution
- Essentials for aspiring leaders
- Effective meetings
- IT skills
- Influencing skills
- Local government finance
- Planning policy
- Political understanding and integrity (see LGA Political Skills Framework)
- Public speaking
- Presentation skills
- Project management
- Scrutiny and challenging skills (see LGA Political Skills Framework)
- Speed reading
- Understanding of legal responsibilities / protocol (see LGA Political Skills Framework under 'Regulating and Monitoring Skills')
- Workload / time management

3.2.6. Sometimes Members will want to attend events outside of the programme e.g. from their PDP / a skills gap not previously considered. This could, for instance, include conferences, courses or seminars conducted by Universities, the Local Government Association, the Suffolk Association of Local Councils, or external training organisations:

- To attend an ad-hoc course, the Member must agree this with their Political Group Leader or the Chair of the MLDWG and will be subject to budgetary agreement – this will then given to Democratic Services to book.
- Any copies of course notes should be stored in the Library of the members' extranet.

3.3. Individualized Learning and Development

3.3.1. Role Descriptions

- Role descriptions have been formulated to clarify the responsibilities and expectations for prospective Members, newly elected Member and existing Members, members of the public, partner organisations and officers.
- The formal introduction of Member Role Descriptions are intended to guide Members in terms of the expectations associated with their role, to inform the public and officers and provide a useful tool for future Member training and development.

3.3.2. Personal Development Plans:

- Representatives of those Political Groups represented on the Member Learning and Development Working Group are responsible for ensuring that each Member of their particular Political Group develops a Personal Development Plan regarding their current and future development and training needs as Members. The PDP will identify the individual's strengths and clarify the needs of their role that require further training.
- For Political Groups not large enough to be represented on the Member Learning and Development Working Group, individual interviews will be conducted by the Member Learning and Development Officer.
- Members must have a PDP interview with their Member Learning and Development representative, their Group Leader or with officers and attend 12 hours of training to receive their full remuneration package
- Outcomes of interviews retained in PDP folders

4. Evaluation

4.1. **Continuous review:**

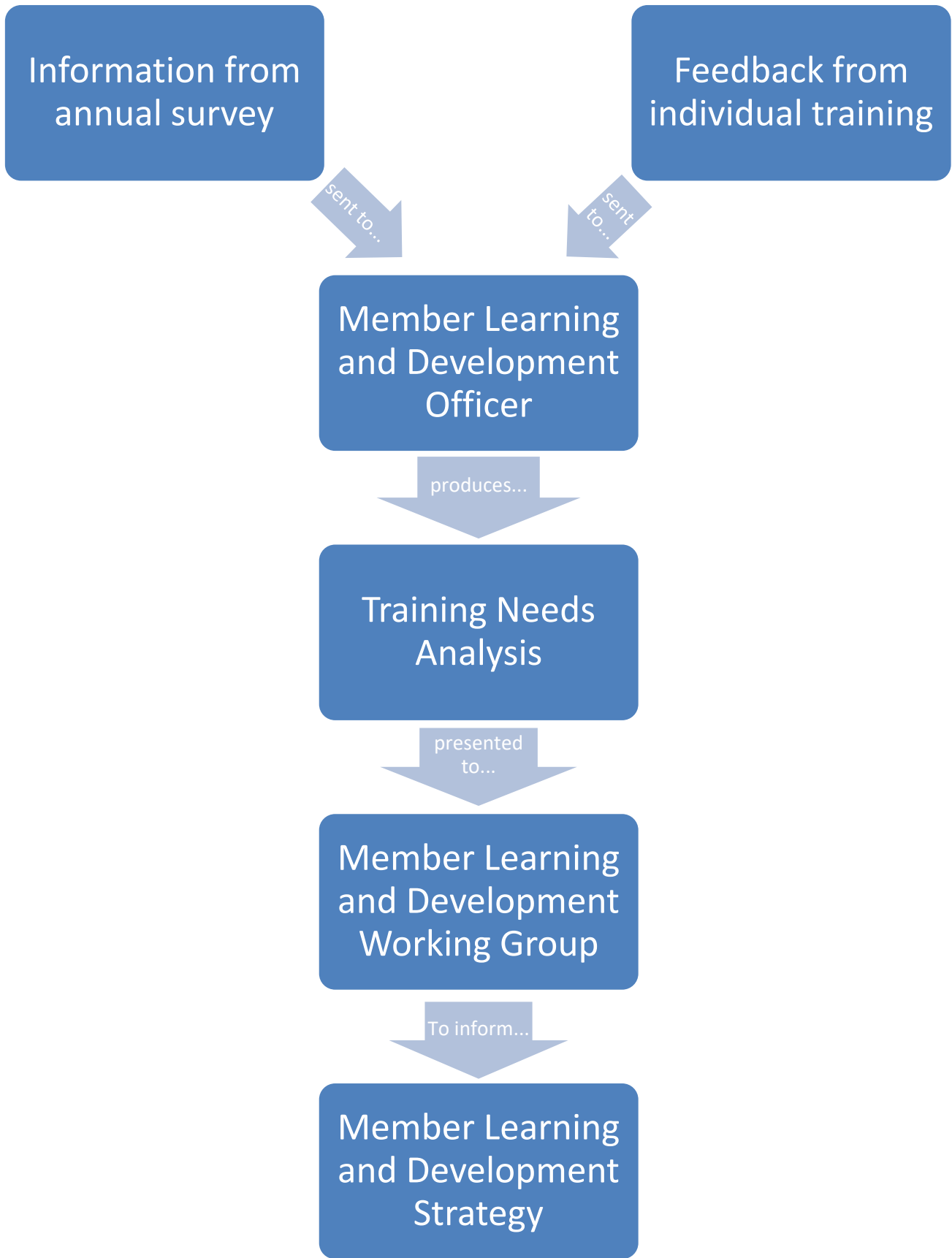
- 4.1.1. Induction training followed by a 6-month assessment of the impact, knowledge or skill gained in helping the Member in their new role
- 4.1.2. Attendance at training and development events recorded to identify and address issues around non-attendance
- 4.1.3. Published role descriptions and a Member Development folder are provided to Members, which are used for self-evaluation at the end of the year
- 4.1.4. PDP process and Member Development folders – targets reviewed at the 6-month review and at the Members next PDP.

4.2. **Annual Training Needs Analysis:**

- 4.2.1. There will be an annual Training Needs Analysis presented to Council consisting of...
 - The annual Member Learning and Development Survey (reviewed by the Member Learning and Development Officer each year). The survey should include questions on which sessions and styles of learning delivery Members found successful the previous year, what could have been improved, how many sessions they attended, and which sessions and methods of delivery they would like included on the following year's Strategy. There should also be an additional section gathering brief information on cultural and personal circumstances, in order that the content and timings of sessions more adequately fits Members' needs.
 - Data from the survey should be triangulated with anonymised data from PDPs.
 - Feedback data from individual sessions.
 - Feedback taken from officers regarding Member development.
 - Feedback obtained from senior Members of the Councils' Cabinets, especially the Leaders.
 - Feedback from other Councils.
 - Performance Indicators are agreed by the MLDWG – currently they are:
 - Activity indicator – average number of training hours / days per Member;

- Financial indicators –
 - Actual cost per elected Member;
 - Average cost per elected Member;
- Learning outcome indicators:
 - Number of personal performance targets achieved (but this would merely reflect relative, rather than absolute, progress);
 - 90% of Members to undertake PDP meeting;
 - 100% of newly elected Members to take part in the induction process;
 - All Members who attend training events (including ad hoc) asked to complete an evaluation form – these are then collated and used as part of the Training Needs Analysis.

4.2.2. Learning and development events will then be reviewed and changes made where necessary.



Agenda Item 16

BABERGH DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: BCa/18/79
FROM: Councillor John Ward, Cabinet Member for Finance	DATE OF MEETING: 7 March 2019
OFFICER: Lee Carvell, Corporate Manager - Open for Business Team	KEY DECISION REF NO. CAB109

BUSINESS RATES RETENTION PILOT - SUDBURY TOWN CENTRE PROJECTS

1. PURPOSE OF REPORT

- 1.1 To seek Cabinet approval to use up to £100,000 of Business Rates Retention finance allocation to grant support a major new town centre renaissance project – the St.Peter’s Cultural & Arts Centre ‘Built for Exchange’ Regeneration.

2. OPTIONS CONSIDERED

- 2.1 To decline the request for grant funding. This may leave a significant gap in the regeneration project team’s ability to reach their match fund target for making a Stage 2 Heritage Lottery Funding (HLF) application by March 2020, and thus jeopardise the whole £2.5m project.
- 2.2 Explore other potential funding sources to raise the required amounts. We have sign-posted the Churches Conservation Trust (CCT) to New Anglia LEP and reviewed other possibilities for funding elements of the project. Many have already been reviewed by the CCT/Friends of St.Peter’s (FoSP), may not be viable in the required timeframe nor meet requisite criteria. Appendix A (Confidential) makes further reference to funding sources.
- 2.3 Approve the request at a level which is gap funding up to the £100k requested, subject to suitable conditions or pre-requisite requirements being met to the satisfaction of the delegated officer, as contained within the recommendation at 3.2. Funders will be looking for strong governance structures with defined outcomes.

3. RECOMMENDATIONS

- 3.1 That Cabinet approve use of up to £100,000 from the Business Rate Retention allocation for Sudbury Town Centre projects for supporting the St. Peter’s ‘Built for Exchange’ Regeneration Project Heritage Lottery Funding Phase 2 application, due for submission by March 2020; and
- 3.2 That delegation be given to the relevant Strategic Director with responsibility for Economy and Business Growth, in liaison with the Cabinet Portfolio Holder for Finance, to resolve via agreement appropriate criteria and conditions to enable the grant funding to be released.

REASON FOR DECISION

To tangibly support significant town centre renaissance and investment in line with established priorities and strategies – benefitting local communities, the visitor economy and local businesses.

4. KEY INFORMATION

- 4.1 St. Peter's Church is the most prominent building in the heart of Sudbury town centre, and is currently used as a community, cultural and arts venue and meeting space. It has not been used as a place of public worship since 1972, although the Grade 1 listed building is still consecrated. It is located at the top of Market Hill within Sudbury's Conservation Area and hosts an array of events for the local community – from farmers' markets, to craft fairs, to concerts and recitals. It is run by a volunteer group, the Friends of St Peter's (FoSP), which was formed in 1976 when the Church was vested with the Churches Conservation Trust.
- 4.2 It is estimated that St.Peter's attracts around 60,000 visitors and users per annum and the building can currently seat up to 400 persons within its auditorium. It is the largest community space in the town centre, and has significant potential to grow as a visitor destination, an all-ages community use facility and a catalyst for development of the wider cultural, leisure and night time economy for Sudbury, South Suffolk and beyond.
- 4.3 Babergh District Council together with its partners has been leading the renaissance of Sudbury through its 'Vision for Prosperity' project, aligned investment strategy and intended programme of town centre growth and regeneration projects. This is supported through the establishment of a County, District and Town officer's delivery group and the re-established Sudbury Steering Group of elected councillors, business and other local group representatives.
- 4.4 The Regeneration Project for St.Peter's is developed by the Churches Conservation Trust together with the Friends of St. Peter's (FoSP). The project has already, with the backing of Babergh District Council, secured £275k from Phase 1 Heritage Lottery to develop a Phase 2 Application (for submission by March 2020) which seeks a further £1.6m of HLF match funding towards an overall project value of £2.5m.

The Regeneration of St. Peter's 'Built for Exchange' Project (Summary)

- Repair and Regenerate St.Peter's, improving the fabric of the building, the facilities on offer and attracting new and untapped groups to the venue – commercial businesses, families and young people
- Providing a facility and a programme that is used and valued by all
- Create a heritage experience that interprets the stories of Sudbury which will appeal to a local, national and international audiences
- Engender Community Cohesion through providing opportunities for local people to meet, exchange ideas and share memories
- Corporate and private hirings to support the sustainability of the site (meetings, receptions and celebratory events)
- Replanting the garden for community use and as complementary to broader town centre street scene and public realm improvement work

- Creating new opportunities for employment, volunteer and young people skills and experience development
 - Develop the strong working partnership between the CCT and FoSP
- 4.5 To meet HLF match-funding requirements, the partnership needs to raise a total of £0.5m by March 2020, and is seeking a grant contribution of £100k from Babergh District Council towards that target. This is potentially achievable through the Retention of Business Rates Pilot scheme allocation for Sudbury already in place to support delivery of growth and resilient communities.
- 4.6 As a town centre regeneration project, it has the potential to make a major contribution towards delivering the Vision for Prosperity. It also supports the visitor economy objectives contained within the Joint Babergh and Mid Suffolk Open for Business Strategy and supports the wider work being led by Babergh District Council to seek Future High Streets Funding for Sudbury, particularly the 'Heritage High Street' element which seeks to bring historic buildings back into community and economic use. The St. Peter's Regeneration Project is projecting an increase of 40,000 visitors and users per annum.
- 4.7 In 2017 the visitor economy was worth approximately £25.5m to Sudbury and supported 588 FTE jobs directly employed within the tourism sector. Development of this sector in combination with increasing accommodation options, including Hamilton Road Quarter mixed use leisure-led scheme and hotel investment at Belle Vue, plus the significant HLF supported project at Gainsborough's House to develop as a National Centre, may significantly increase visitor spend and stay.
- 4.8 Key information extracts from the draft 'Built for Exchange' business plan are attached to this report within Appendix A (Confidential). The draft plan seeks to outline an ambitious but realistic set of proposals which build upon current activity, include targets for new income streams, and reflect the economic realities in Sudbury and the surrounding area. This plan highlights the significant potential opportunities for reinvigorating town centre activity benefiting the broader local economy as well as supporting a sustainable future for the building and leaving a legacy for future generations.
- 4.9 Sudbury generally suffers from a lack of community space and venue options for functions, multi-use events and hirings as outlined in the South Suffolk study commissioned from Carter Jonas. This stated that "there are limited community venue/hire options in Sudbury", reinforcing community feedback from Visioning work engagement.
- 4.10 Existing facilities include the Delphi Centre at Newton Road, which is underutilised and out of the town centre. The Delphi Centre also has significant sustainability challenges given its ancillary and 1960's design and need for significant repair and investment. The Sudbury Masonic Hall, in North Street, is smaller, seating up to 140 guests, and the Sudbury Town Hall's Assembly Room whilst as town-centric as St.Peter's is limited in size and facilities. The long situated Easterns Station Lounge in Station Road was also previously available for community functions and hirings, but is now being redeveloped into residential apartments. The Granary by the Stour in Quay Lane is available for functions and private hire but is limited to 100 guests.

5 LINKS TO JOINT STRATEGIC PLAN

5.1 This project would contribute towards higher level Joint Strategic Plan Refresh (2016-2020) priorities, approved or developing strategies as well as identified delivery projects.

- Shape, influence and provide the leadership to enable growth while protecting and enhancing our environment
- Shape, influence and provide the leadership to support and facilitate active, healthy and safe communities
- Further develop local economy and market towns to thrive
- Targeted grants and funding to support Community capacity building
- Community led solutions to deliver services and manage assets

6 FINANCIAL IMPLICATIONS

Revenue / Capital / Expenditure / Income Item	Total	2017/18	2018/19	2019/20
Expenditure from Retention of Business Rates fund (Unlocking Town Centre Sites – Sudbury)	£100k	Nil	Nil	£100k
Net Effect	-£100k	Nil	Nil	-£100k

7 LEGAL IMPLICATIONS

7.1 None directly from the matters contained within this report. A suitable agreement will underpin the release of any funding, based on established precedents already legally reviewed. Any new agreement will be sufficiently robust to safeguard the use of public funds and will be checked / revised as necessary by shared legal services, commissioning and procurement and finance teams before implementation.

8 RISK MANAGEMENT

8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. 2b "We fail to deliver on the aspirations articulated in the Vision for Prosperity". Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to support phase 2 HLF bid will jeopardise a major regeneration opportunity for the town centre and diminish viable links to other funding opportunities such as Future High Streets	Probable	Noticeable	Approval of the recommendations of this report. The necessary economic business case to County for this project as part of business rates retention allocation has already been submitted

Risk Description	Likelihood	Impact	Mitigation Measures
Babergh may commit monies yet the project target may not be reached from other sources, or else the group may return for further funding	Unlikely	Bad	Robust conditional agreement in place underpinning release of funds
Other town centre growth and regeneration projects receive less or no investment from the Business Rates Retention Fund	Probable	Noticeable	Reviewing this project within the broader context of Sudbury Vision aspirations and overall Business Rate Retention fund available/committed for Sudbury and alternative funding mechanisms

9 CONSULTATIONS

- 9.1 Babergh District Council is required to seek approval from Suffolk County Council for Retention of Business Rates spend allocations, on the basis of a suitable business case against set criteria. This has been submitted and outcome awaited.
- 9.2 The new Joint Local Plan is in development, however Policy CS21 of the Babergh Core Strategy outlines that the Council will “protect, safeguard and enhance existing services, facilities and amenities that are important to the sustainability of local communities.”
- 9.3 Finance and Assets and Investments colleagues review of the draft business plan financials and assumptions underpinning that work and any drafted agreement drawn up by shared Legal Services. Commissioning and Procurement Team have also undertaken relevant due diligence background checks.

10 EQUALITY ANALYSIS

- 10.1 Equality Impact Assessment (EIA) not required directly from the matters contained within this report.
- 10.2 Accessibility and facilities for users and groups will form a consideration of the CCT-led regeneration group development project. Building Regulations incorporate accessibility regulations for buildings available to the general public.

11 ENVIRONMENTAL IMPLICATIONS

- 11.1 The St.Peter’s Regeneration Project has potential to positively contribute to street scene and public realm improvements within Sudbury town centre, and contribute towards the broader Vision for Prosperity led programme of co-ordinated projects.

11.2 There may also be options to explore within the regeneration project for energy efficiency schemes, however the Grade 1 listing status of the building may be limiting in that regard.

12 APPENDICES

Title	Location
(a) Key questions and answers about the St. Peter's 'Built for Exchange' Regeneration Project	Attached in Part 2 of the agenda (Confidential)
(b) St. Peter's Project Marketing Literature (Draft)	Attached in Part 2 of the agenda (Confidential)

Agenda Item 18

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