Public Document Pack

	BABERGH CABINET
DATE:	**TUESDAY, 9 JUNE 2020** **9.30 AM**
VENUE:	**VIRTUAL MEETING**

Members		
Conservative Jan Osborne John Ward (Chair) Michael Holt Elisabeth Malvisi	Independent Derek Davis Clive Arthey Lee Parker	Liberal Democrat David Busby

This meeting will be broadcast live to Youtube and will be capable of repeated viewing. The entirety of the meeting will be filmed except for confidential or exempt items. If you attend the meeting in person you will be deemed to have consented to being filmed and that the images and sound recordings could be used for webcasting/ training purposes.

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded.

AGENDA

THIS IS A SIMULTANEOUS CABINET MEETING WITH MID SUFFOLK DISTRICT COUNCIL

PART 1
MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT

Page(s)

1 **APOLOGIES FOR ABSENCE**

2 **DECLARATION OF INTERESTS BY COUNCILLORS**

3 **BCa/19/48 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 04 MAY 2020** 5 - 8

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

5 **QUESTIONS BY COUNCILLORS**

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

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.	
8	**BCa/19/49 QUARTER FOUR PERFORMANCE OUTCOME REPORTING** Cabinet Member for Customers, Digital Transformation and Improvement	9 - 74
9	**BCa/19/50 - COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE PROGRAMME JUNE 2020** Cabinet Member for Planning	75 - 110
10	**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 this/these item(s), it is likely that there would be the disclosure to them of exempt information as indicated against the/each item. The author(s) of the report(s) proposed to be considered in Part 2 of the Agenda is/are satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	
11	**SPROUGHTON ENTERPRISE ZONE - FUND B** Cabinet Member for Economic Growth	111 - 170

Date and Time of next meeting

Please note that the next meeting is scheduled for Monday, 6 July 2020 at 2.30 pm.

Webcasting/ Live Streaming

The Webcast of the meeting will be available to view on the Councils Youtube page: https://www.youtube.com/channel/UCSWf_0D13zmegAf5Qv_aZSg

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact the Committee Officer, Claire Philpot on: 01473 296376 or Email: Committees@baberghmidsuffolk.gov.uk

Introduction to Public Meetings

Babergh/Mid Suffolk District Councils are committed to Open Government. The proceedings of this meeting are open to the public, apart from any confidential or exempt items which may have to be considered in the absence of the press and public.

Protocol for Virtual Cabinet Meetings

Live Streaming:

1. The meeting will be held on Skype and speakers will be able to join via invite only. Any person who wishes to speak at the meeting must contact Committee Services on 01473 296376 at least 24 hours before the start of the meeting.
2. The meeting will be live streamed and will be available to view on the Council's YouTube page as detailed below: https://www.youtube.com/channel/UCSWf_0D13zmegAf5Qv_aZSg

Recording of proceedings:

1. Proceedings will be conducted in an Audio only format.
2. A Second Governance Officer will be present control the skype call.

Forms of Address:

1. Chair – Chairman, Chair, Mr Chairman or Madam Chair
2. Other Councillors – Councillor and Surname, Leader, Cabinet Member for (portfolio).
3. Officers – Mr / Mrs / Ms Surname or by Job Title or "The Officer"

Roll Call:

1. A roll call of all Members present will be taken during the Apologies for Absence item to confirm all members are present at the meeting.

Disclosable Pecuniary Interests:

1. A Councillor declaring a disclosable pecuniary interest will not be permitted to participate further in the meeting or vote on the item. Where practicable the Councillor will leave the virtual meeting, including by moving to a 'lobby' space and be invited to re-join the meeting by the Committee Officer at the appropriate time. Where it is not practicable for the Councillor to leave the virtual meeting, the Committee Officer will ensure that the Councillor's microphone is muted for the duration of the item.

Questions and Debate:

1. Once an item has been introduced and proposed by the relevant Cabinet Member and been seconded, the Chair will ask if there are any questions. Each Member of the Cabinet will be asked, in alphabetical order, to put their questions.
2. Any Councillors present who are not part of the Cabinet will then be invited to ask questions but must alert the committee clerk/chair first using the chat function (to be unmuted). The questions asked must be related to the agenda item being discussed.
3. At the end of the questions the Chair will ask Cabinet Members whether they have any further questions before entering into debate.
4. Upon completion of any debate the Chair will move to the vote.

Voting:

1. Once a substantive motion is put before the committee and there is no further debate then a vote will be taken.

2. Due to circumstances the current voting by a show of hands would be impractical - as such the Governance Officer will conduct the vote by roll call. The total votes for and against and abstentions will be recorded in the minutes not the individual votes of each Councillor. Except where a recorded vote is requested in accordance with the Rules of Procedure. .

3. The governance officer will then read out the result for the Chair to confirm.

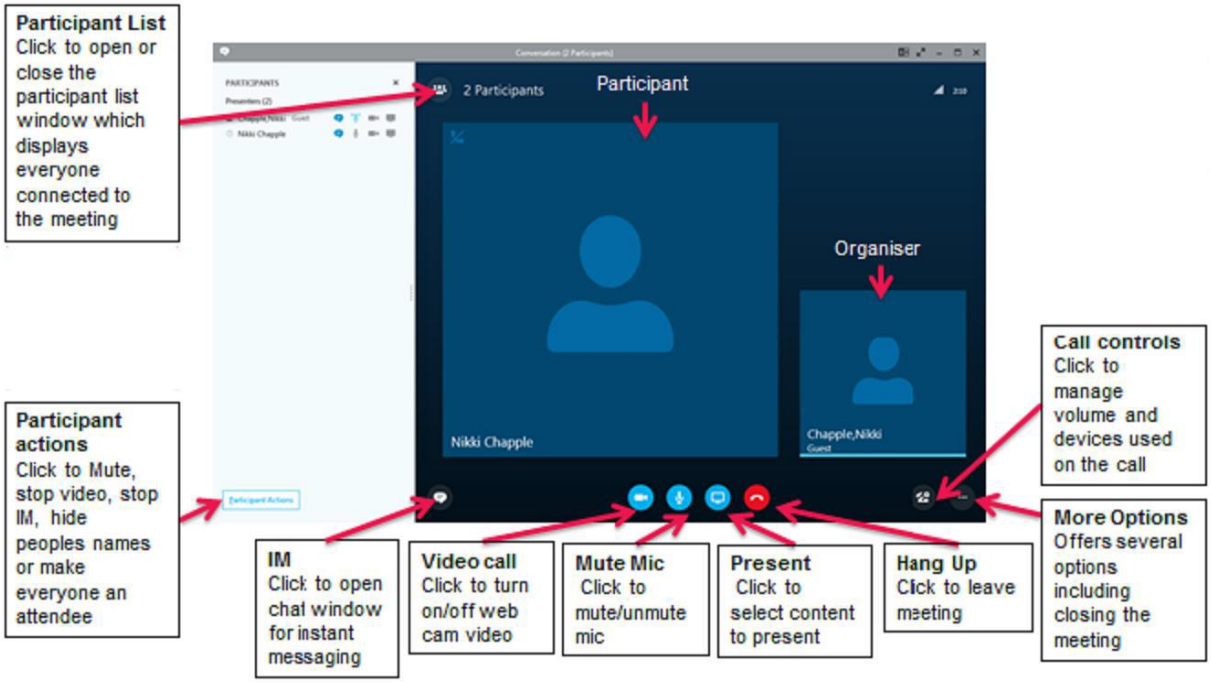
4. A Councillor will not be prevented from voting on an item if they have been disconnected from the virtual meeting due to technical issues for part of the deliberation.

Confidential items:

1. The Public and Press may be Excluded from the meeting by resolution in accordance with normal procedural rules. The Committee Officer will ensure that any members of the public and press are disconnected from the meeting. All Councillors participating in the meeting will be asked to verbally declare that there are no other persons present who will be able to hear or observe proceedings.

Skype Meeting Etiquette

- Mute when you are not speaking: To minimise background noise and ensure everyone can be heard.
- Always introduce yourself before speaking: As it can be hard to identify a person just by his or her voice.
- Address other participants by name: This keeps the conversation flowing and everyone can be heard.
- Speak loudly and clearly: To ensure everyone can hear you.
- Don't Interrupt others: When others are talking, always let them finish before offering a thought of your own.
- Send an instant message to indicate you wish to speak: To maintain a controlled meeting and avoid interruptions.
- Give the meeting your full attention: Activities such as typing during a meeting can create a distracting noise.
- Anyone persistently interrupting or disrupting the meeting will be removed or asked to leave.



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BABERGH DISTRICT COUNCIL

Minutes of the meeting of the **BABERGH CABINET** held as a Virtual Meeting on Monday, 4 May 2020 at 14:30pm

PRESENT:

Councillor: John Ward (Chair)

Councillors: Clive Arthey, David Busby, Derek Davis, Michael Holt, Elisabeth Malvisi, Jan Osborne, Lee Parker

In attendance:

Councillor(s): Alastair McCraw

Officers: Chief Executive (AC)
Strategic Director (KN)
Monitoring Officer (EY)
Assistant Director – Sustainable Communities (TB)
Assistant Director – Economic Development and Regeneration (FD)
Governance Officer (CP)

240 APOLOGIES FOR ABSENCE

None received

241 DECLARATION OF INTERESTS BY COUNCILLORS

There were no declarations of interest declared.

242 BCA/19/46 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 12 MARCH 2020

It was RESOLVED:-

That the minutes of the meeting held on 12 March 2020 be signed as a true record.

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

There were no petitions received.

244 QUESTIONS BY COUNCILLORS

There were no questions received.

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

There were no matters referred.

246 FORTHCOMING DECISIONS LIST

The Forthcoming Decision List was noted.

247 BCA/19/46 BABERGH BUSINESS GRANT PROGRAMME

The Cabinet Member for Economy introduced the report which sought agreement for a business grants programme that enabled small and medium sized businesses access to a range of financial support.

The recommendations in the report were moved by Councillor Holt and seconded by Councillor Ward.

In response to a query from Councillor Arthey, Councillor Holt confirmed that the available grant figure was £150,000 and the cost to administer the scheme was £7,500.

Councillor Busby queried whether viability checks were to be put in place for those applying for the grants. The Assistant Director for Economic Development and Regeneration confirmed that checks would be place and the criteria for each grant was currently being put in place.

Councillor Osborne asked if the grant programme could be amended if the type of support needed changed during recovery from the current Covid-19 emergency. The Assistant Director for Economic Development and Regeneration advised that these grants had not been established to deal with the Covid-19 emergency and were to encourage resilience, innovation and growth. It was confirmed that a detailed review had been built in for the end of the first year of the programme.

Councillor Parker raised the issue of accessibility of the scheme and queried how long the grants would take to process. In response the Assistant Director for Economic Development and Regeneration confirmed that as the application process was online it was anticipated that they would be able to be dealt with quickly.

Councillor McCraw clarified to Members that the grants programme was funded from unallocated sums and was included in the existing budgets for each Council. Councillor McCraw also commented that the number of grants under the programme would be a maximum of 20.

Councillor Holt advised Members that future funding of the programme would need to be agreed by Cabinet Members.

Councillor Ward commented that small grants could make a huge difference to small businesses and the programme would be very helpful to businesses in the Districts.

Councillor Busby enquired whether the funding could be spent on sponsoring apprenticeships instead of the programme. The Assistant Director for Economic Development and Regeneration commented that there were other support programmes for businesses looking to take on apprentices.

By a unanimous vote

It was RESOLVED:-

1.1 That a sum of £157,500 be agreed over a three year period from the unallocated sum from the Business rates pilot to fund a new grants programme from the financial year commencing April 2020.

1.2 That £150,000 of this sum be allocated over the three-year period to provide flexible capital funding to businesses, to be utilised by them to deliver improvements and change that enable the following outcomes:

- **Create and sustain jobs;**
- **Enable the growth of innovation in our businesses;**
- **Create and retain commercial floorspace;**
- **Access professional advice and training;**
- **Access additional funding (both grants and loans);**
- **Improve business frontage and town centre streetscapes (impacting on footfall and visitor satisfaction);**
- **Encourage the development of technology-based business solutions;**
- **Improve environmental outcomes and carbon efficiencies;**
- **Improve disabled access; and**
- **React and be resilient to changing business landscape.**

1.3 That Cabinet noted that the sum above of £157,500 included a 5% sum to be allocated to provide administrative support for the management of the programme.

1.4 That the Assistant Director for Economic Development and Regeneration, in consultation with the Cabinet Member for Economy should be granted delegated authority to agree details of the grant scheme and approval process.

Reason for Decision: To provide a comprehensive business support grant programme that will enable sustainable and sustained innovation and economic growth consistent across both Babergh and Mid Suffolk Council districts.

The business of the meeting was concluded at 15:31pm.

……..
Chair (and date)

BABERGH DISTRICT COUNCIL

TO:	**Babergh Cabinet**	**REPORT NUMBER: BCa/19/49**
FROM:	**Cabinet Member for Customers, Digital Transformation & Improvement: Cllr. Lee Parker**	**DATE OF MEETING: 9 June 2020**
OFFICER:	**Sara Wilcock: Assistant Director – Customers, Digital Transformation and Improvement**	**KEY DECISION REF NO. CAB186**

QUARTER FOUR PERFORMANCE OUTCOME REPORTING

1. PURPOSE OF REPORT

1.1 To provide the Cabinet of Babergh District Council with the final quarter performance outcome report (Jan – Mar 2020) 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 be agreed as reflecting Babergh District Council's performance for Jan – Mar 2020.

REASON FOR DECISION

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

4. KEY INFORMATION

4.1 This is the final quarterly performance report for the financial year 2019/20.

4.2 The following report and appendices reflect the necessity to redeploy staff and resources in prioritising the Council's response to the Covid-19 outbreak. This has reduced the availability of data and information relating to this final quarter. Resulting in a condensed report and appendices. However, the general overview of performance is still evident.

The appendices provide trends on the agreed individual measures.

4.3 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.

Corporate Resources

- **HR01 – No. of days lost to sickness.** The number of days sickness has increased this quarter, however, taking the year as a whole there has been a reduction in the total number of days sickness of 8% compared to 2018/19.

- **HR03 – Average number of days sickness per fte.** The average days sickness per fte for the quarter four is 1.9 days taking the annual figure to 8.13 days which is above the ambitious target of 4.1 days. However, it should be noted that the average number of days sickness for district councils is 8.1 days.

- **F05 - Average time taken to process new Housing Benefit/ Council Tax Reduction claims.** The number of days for quarter four is **16 days** which is the lowest figure for the year and is **better than target** of 24 days.

- **F06 - Average time taken to process Housing/Council Tax Benefit Change of Circumstance requests.** The number of days for quarter four is **3.58 days** which is **better than target** of 7 days.

Customers, Digital Transformation & Improvement

- **CS01 – Average number of daily visitors to joint website.** Visits to the website have increased by 11% over quarter four. This reflects the trend seen in the previous year.

- **CS07 – Average time taken to answer calls.** There has been a slight increase in the time taken to answer calls in this final quarter to **1.36 mins.** However, this figure is better than the first two quarters of the year and remains **better than target** of 1.45 mins.

- **CS08 - % of overall calls abandoned.** There has been a rise in the percentage of overall calls abandoned this quarter to **14%**. February saw the highest abandonment rate for this quarter at 20%, this was due to the unexpectedly high volumes of calls received in relation to the storms, where calls increased to 970 in some cases per day, a significant difference from the average of 512 calls per day over 2019. In contrast to this the Council Tax billing period in March saw the strongest performance for the last 2 years.

Planning for Growth

- **GSP01 - % of major applications processed 'in time' (13wks, 16wks, or within agreed Extension of Time/ Planning Performance Agreement).** Performance in quarter four remains **better than the target** of 60% at **100%**. During this quarter there were a total of 8 major applications decided.

- **GSP02 - % of non-major applications processed 'in time' (8wks or within agreed Extension of Time/ Planning Performance Agreement).** Performance remains high at **96%** which **is better than the target** of 70%. Performance for non-major applications has not dropped below 95% for the whole of 2019/20.

Housing

- **TS03 - £Levels of write off against bad debt provision.** This remains **better than target** with the total debt for the year of **£38,166.54** being written off which equates to **59%** of the annual budget of £65,000. The focus for this year has been to increase collection efforts, with fewer debts being written off.

- **PS04 - £ Committed budget for Disabled Facilities Grants.** Since the addition of a Housing Assistance Policy to support anyone with an identified need for adaptations to their home including those Living with Dementia, Terminal Illness and End of Life support. The funding committed for the year is now 62% of budget at **£360,986**, this is an **increase of 40%** on the previous quarter.

Environment and Commercial Partnerships

- **SE05 - £Solar PV net income generated.** Income generated from Solar PV for 2019/20 is **£416,726** which **is better than the target** of £372,310.

5. LINKS TO JOINT STRATEGIC PLAN

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

6. FINANCIAL IMPLICATIONS

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

7. LEGAL IMPLICATIONS

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

8. RISK MANAGEMENT

8.1 This report is most closely linked with the Council's Operational Risk No.5G06 'If we do not fully embed performance management and support the organisation to understand and monitor current performance, we will not have oversight of our performance delivering the Strategic Plan, proactively deal with poor performance, align our resources effectively, learn by our mistakes and celebrate achievements. We may suffer from reputational damage, with the potential for financial shortfall, inefficiencies and a demotivated workforce.' Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If we do not fully embed performance	Unlikely (2)	Unlikely (2)	We have implemented a new

management and support the organisation to understand and monitor current performance, we will not have oversight of our performance delivering the Strategic Plan, proactively deal with poor performance, align our resources effectively, learn by our mistakes and celebrate achievements. We may suffer from reputational damage, with the potential for financial shortfall, inefficiencies and a demotivated workforce.			Outcome Performance Framework which ensures robust operational and management performance processes are in place e.g. close working with Cabinet Members to develop and report quarterly to Cabinet on a range of measures (linked to the risk register) encouraging debate and action, and a suite of operational performance measures reported monthly to SLT identifying areas of concern for drill down further and highlighting good performance.

9. CONSULTATIONS

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

10. EQUALITY ANALYSIS.

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

Equality Impact Assessment (EQIA) not required. Screening document completed.

11. ENVIRONMENTAL IMPLICATIONS

11.1 There are no environmental implications arising from this report.

12. APPENDICES

Title	Location
(a) Law & Governance Performance Qtr.4	Attached
(b) Corporate Resources Performance Qtr.4	Attached
(c) Customers, Digital Transformation & Improvement Performance Qtr.4	Attached
(d) Planning for Growth Performance Qtr.4	Attached

(e) Housing Performance Qtr.4	Attached
(f) Communities Performance Qtr.4	Attached
(g) Environment Performance Qtr.4	Attached
(h) Economic Growth Performance Qtr.4	Attached
(i) Assets & Investments Performance Qtr.4	Attached
(j) EQIA screening document	Attached

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Law and Governance

Assistant Director Emily Yule

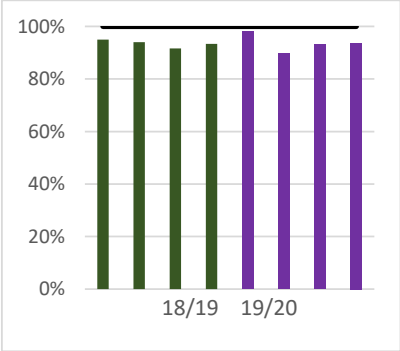
The Law and Governance teams are predominantly support services and contribute to the delivery of the Joint Strategic Plan by providing professional support and advice to all other service areas. The team have an essential role in maintaining and promoting good governance throughout the organisation.

Main Achievements and Outcomes January - March 2020	**Internal Audit Update** – The Internal Audit team has successfully appointed a new external partner to deliver parts of the Internal Audit Plan. This presents significant savings to the Councils and provides opportunities for specialist audits. The team have been supporting the Covid-19 response from the outset and will be reviewing the Internal Audit Plan as part of the Councils' recovery activity. **Managing the Risk of Fraud and Corruption** – Examples of proactive work include alerting staff of National Fraud Bulletins; membership to the National Anti-Fraud Network (provides proactive intelligence); part of the recently formed Suffolk Counter Fraud Group; participation in the National Fraud Initiative; proactive work within the housing team to detect and prevent housing tenancy and RTB fraud. **Electoral Service** – Activity in the early part of Q4were in preparation for the PCC elections in May. Following the cancellation of the Elections most resource was re-deployed to support theCOVID-19 response. **Land Charges** – Preparatory activity was taking place for data analysis to support the migration of LLC1. Indicative reporting indicates searches have dropped by over 50% mid-March. Land Charges team have been supporting the COVID-19 Home Not Alone number.
Key for trend graph: ● **2016/17** ● **2017/18** ● **2018/19**	**Key:** **n/a not applicable** **n/av not available** **highlighted measure, further detail in main report**

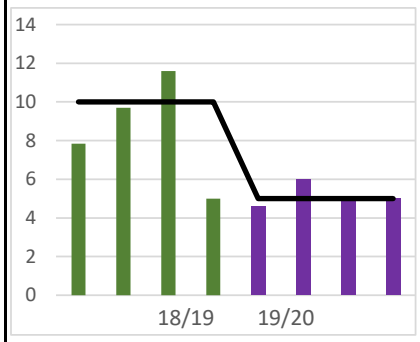
Internal Audit, Risk & Data Protection
Corporate Manager John Snell

Performance measure	Period	Data	Target	Council	Trend	Comments
IA01 No. of 'high priority' Internal Audit recommendations implemented Cabinet Member: Lee Parker Data Owner: John Snell	**2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 0 2 0 0		**Both**		There were no high priority recommendations implemented in Q4

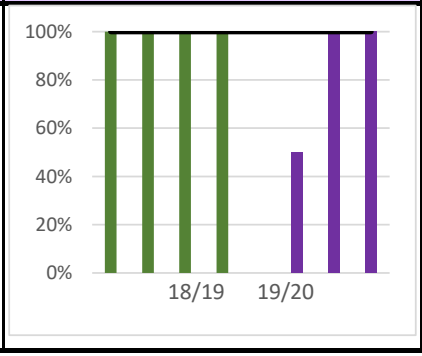
Performance measure	Period	Data	Target	Council	Trend	Comments
IA02 % of completed 'high priority' recommendations implemented. Cabinet Member: Lee Parker Data Owner: John Snell	**2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 n/a 100% n/a n/a	**100%**	**Both**		See above

Performance measure	Period	Data	Target	Council	Trend	Comments
IM01 % of Freedom of Information requests responded to in 20 working days Cabinet Member: Lee Parker Data Owner: Martyn Jackson	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 95% 94% 91.60% 93.40% 97.96% 89.60% 93.25% 93.66%	**100%** **100%**	**Both**		During Q4 we received a total of 179 Freedom of Information requests, as well as 122 Environmental Information requests and301 Subject Access requests. This performance as expected has improved slightly in Q4 over Q3.

Electoral Services & Land Charges
Corporate Manager - David Connor

Performance measure	Period	Data	Target	Council	Trend	Comments
IM02 Average number of days taken to complete land searches Cabinet Member: Lee Parker Data Owner: Val Stoner	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 7.84 9.7 11.6 5 4.6 6 5 5	**10 days** **5 days**	**Both**		The average time taken to complete land searches has remained on or below target throughout the year. The number of searches completed in Q4 was 990.

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) Cabinet Member: Lee Parker Data Owner: Teresa Halliday	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 100% 100% 100% 100% n/a 50% 100% 100%	**100%** **100%**	**BDC**		There was one challenge during Q4 which was successfully defended, which related to a possession hearing where vacnt possession was granted.

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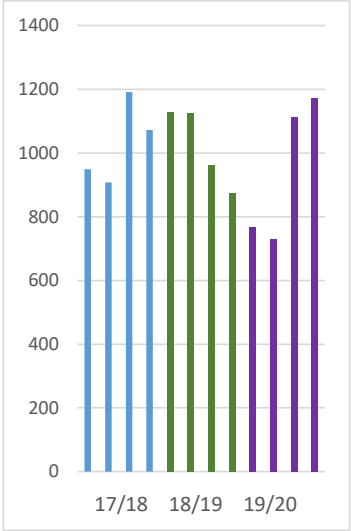
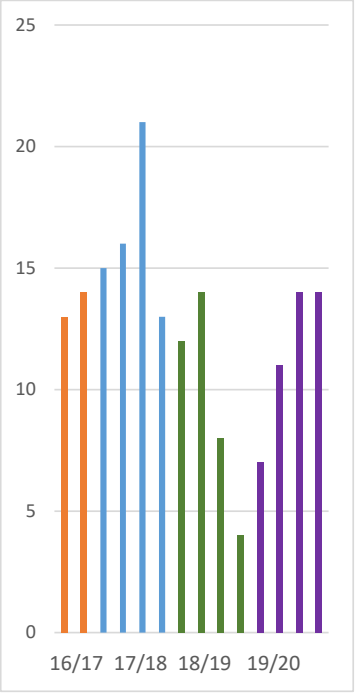
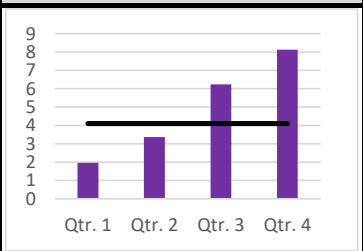
Corporate Resources
Assistant Director Katherine Steel
The Corporate Resources teams are predominantly support services and contribute to the delivery of the Joint Strategic Plan by providing professional support and advice to all other services areas.

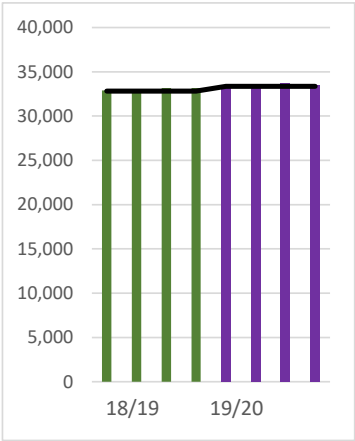
Main Achievements and Outcomes January - March 2020	1) In February both Councils set their 2020/21 budgets for the Housing Revenue Account and General Fund as well as the Treasury, Capital and Investment Strategies for the coming year. 2) The first of a series of Financial training sessions for Senior Managers was launched in February 3) The review of commissioning and procurement across the organisation was launched with the East of England Local Government Association holding a workshop and an online diagnostic assessment for key stakeholders to gather data and intelligence. 4) Staff survey data compiled and analysed and key themes presented to Senior Leadership team. Further work to commence late Q1 & Q2 departmentally. 5) The processing of claims by the Shared Revenue Partnership team for 2019/20 were the lowest figures ever reported for both Councils. 6)The use of eforms has increased significantly in the last financial year. This has been achieved with the support of colleagues in both Housing and Customer Services who have assisted customers in their use of eforms. This has also had the benefit of delivering print and postage savings, as well as converting customers to digital channels as they sign online to view their bill and see what other services are available. 7) Citizen Access (CA) online portal – the usage of the portal by customers continued to increase for viewing accounts and notifying moves. For 2019/20 64% of move notifications for Babergh came via CA. This product supports the customer transformation programme in providing a service for those customers who can use the digital channel. It also helps SRP in managing the increasing caseload.
Key for trend graph: ● **2016/17** ● **2017/18** ● **2018/19** ● **2019/20** ____ **target**	**Key:** **n/a not applicable** **n/av not available** **highlighted measure, further detail in main report**

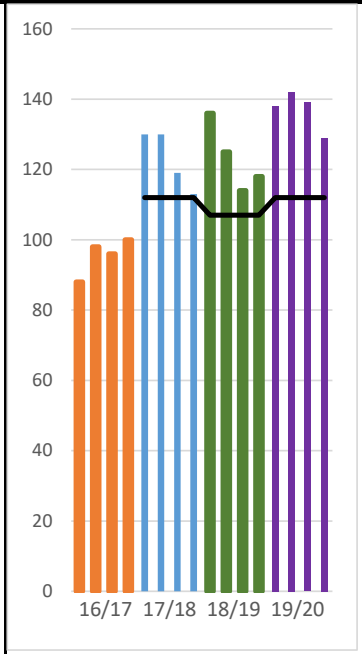
Human Resources and Organisational Development
Corporate Manager- Suzanne Hughes

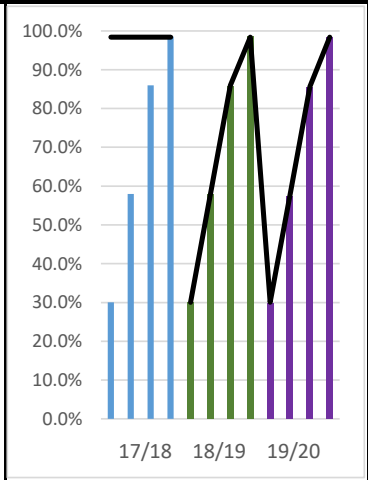
Performance measure	Period	Data	Target	Council	Trend	Comments
HR01 No. of days lost to sickness Cabinet Member: John Ward Data Owner: Magda Brauer	**2017/18**					Total sickness absence has reduced by 8% from 4091 days in 2018/19 to 3781 days in 2019/20. The slight increase in the fourth quarter is mainly relates to mental health, respiratory, and gastro-intestinal viruses.
	Qtr.1	949				
	Qtr.2	908				
	Qtr.3	1191				
	Qtr.4	1072				
	2018/19		**Decrease**			
	Qtr. 1	1128		**Both**		
	Qtr. 2	1125				
	Qtr. 3	963				
	Qtr. 4	875				
	2019/20		**Decrease**			
	Qtr. 1	767.5				
	Qtr. 2	731				
	Qtr. 3	1111.5				
	Qtr. 4	1171				

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** Qtr.3 Qtr.4 **2017/18** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2018/19** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 13 14 15 16 21 13 12 14 8 4 7 11 14 14	**n/av** **n/av** **Decrease** **Decrease**	**Both**		The instances of long term sickness remained fairly static from 2018/19 and 2019/20.
Performance measure	**Period**	**Data**	**Target**	**Council**	**Trend**	**Comments**
HR03 Average number of days sickness per fte (cumulative) (target is UK national average ONS 2017) Cabinet Member: John Ward Data Owner: Magda Brauer	**2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 1.96 3.36 6.23 8.13	**4.1 days**	**Both**		The average days sickness per fte for the year is 8.13 days which is above the ambitious target of 4.1 days. This is slightly lower than 2018/19 which was 8.45 days. However, it should be noted that the average number of days sickness for district councils is 8.1 days.
Performance measure	**Period**	**Data**	**Target**	**Council**	**Trend**	**Comments**
HR04 No of days sickness attributed to long term sickness Cabinet Member: John Ward Data Owner: Magda Brauer	**2019/20** Qtr.2 Qtr.3 Qtr.4	 326.5 458.5 526	**Information only**	**Both**		See above.

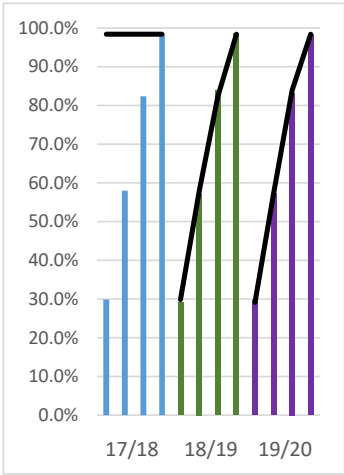
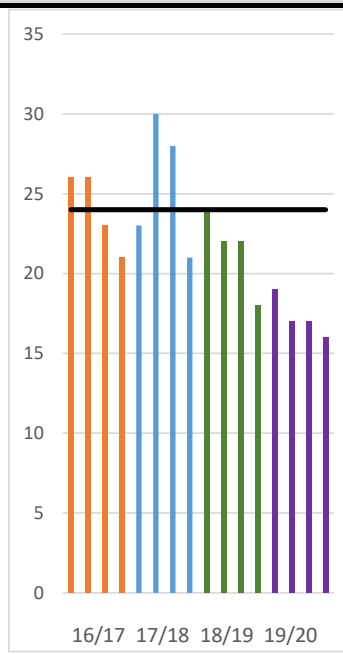
Finance
Corporate Manager Melissa Evans

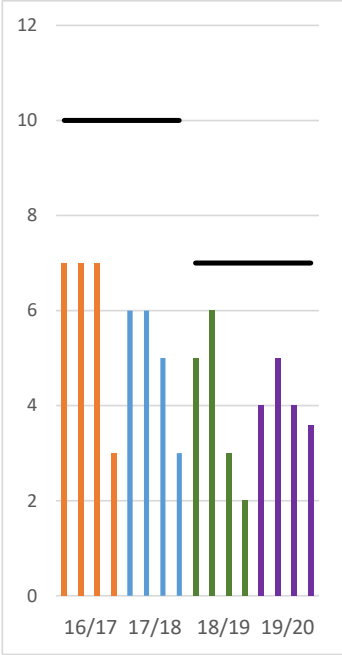
Performance measure	Period	Data	Target	Council	Trend	Comments
F01 Tax base - No. of Band D equivalent properties	**2016/17**	32,020		**BDC**		From Q3 to Q4 there was a large increase in Local Council Tax Support (LCTRS) in March which reduced the tax base significantly. February Tax base 37405.5
	2017/18	32,627	**32,489**			
Cabinet Member: John Ward	**2018/19**		**32,822**			
Data Owner: Jacqui Richmond	Qtr.1	32,887				
	Qtr.2	32,986				
	Qtr.3	33,169				
	Qtr.4	33,164				
	2019/20		**33,359**			
	Qtr.1	33,399				
	Qtr.2	33,536				
	Qtr.3	33,675				
	Qtr.4	33,506				

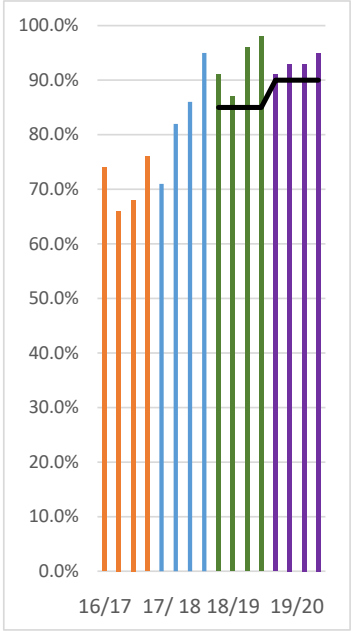
Performance measure	Period	Data	Target	Council	Trend	Comments
F02 £ Income generated from investing cash £'000 Cabinet Member: John Ward Data Owner: Rebecca Martin-Halls	**2016/17**			BDC		Includes fund estimates as exact rates are not available at the time of this report. Returns are lower than expected due to drop in interest rates. Interest rates continued to drop into the new financial year.
	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	114				
	Qtr. 4	118				
	2019/20		**112**			
	Qtr. 1	138				
	Qtr. 2	142				
	Qtr. 3	139				
	Qtr. 4	129				

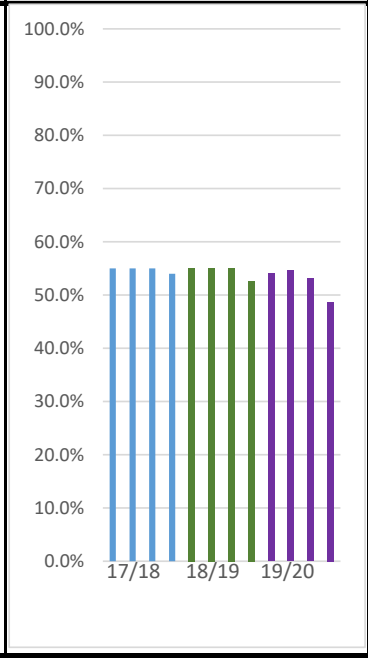
Performance measure	Period	Data	Target	Council	Trend	Comments
F03 % Council tax collected Cabinet Member: John Ward Data Owner: Christina Morley Operations Manager: Andrew Wilcock	**2017/18**		**98.4%**	BDC		Target met *MSDC Qtr.4 2019/20 - 98.51%*
	Qtr1.	30.1%				
	Qtr.2	58.0%				
	Qtr.3	86.0%				
	Qtr.4	98.5%				
	2018/19					
	Qtr. 1	30.1%	**30.1%**			
	Qtr. 2	57.8%	**58.0%**			
	Qtr. 3	85.7%	**86.0%**			
	Qtr. 4	98.6%	**98.4%**			
	2019/20					
	Qtr. 1	29.8%	**30.1%**			
	Qtr. 2	57.5%	**57.8%**			
	Qtr. 3	85.4%	**85.7%**			
	Qtr. 4	98.4%	**98.4%**			

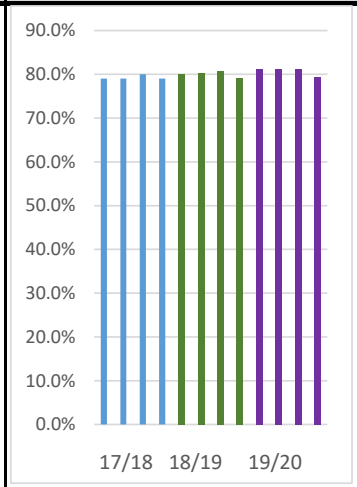
Performance measure	Period	Data	Target	Council	Trend	Comments

F04 % Business rates collected Cabinet Member: John Ward Data Owner: Christina Morley Operations Manager: Andrew Wilcock	**2017/18** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 **2018/19** Qtr. 1 Qtr. 2 Qtr. 3 Qtr.4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr.4	 29.9% 58.0% 82.4% 98.5% 29.1% 57.1% 83.9% 98.5% 29.7% 57.2% 83.2% 98.3%	**98.4%** **29.9%** **58.0%** **82.4%** **98.4%** **29.1%** **57.1%** **83.9%** **98.4%**	**BDC**		Of the £397k outstanding, £182k was new debt created where the instalment is not until the 1/4/20. The remaining debt is all under some form of recovery. *MSDC Qtr.4 2019/20 - 98.29%*
Performance measure	**Period**	**Data**	**Target**	**Council**	**Trend**	**Comments**
F05 Average time taken to process new Housing Benefit claims Cabinet Member: John Ward Data Owner: Christina Morley Operations Manager: Amy Mayes	**2016/17** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 **2017/18** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 **2018/19** Qtr. 1 Qtr. 2 Qtr. 3 Qtr.4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr.4	 26 26 23 21 23 30 28 21 24 22 22 18 19 17 17 16	**24 days** **24 days** **24 days** **24 days**	**BDC**		The New Claims outturn for 2019/20 was 16.02 days as a cumulative figure. This represents an improvement in speed of processing from the 2018/19 outturn of 20.28 days. Over the course of the year 1,407 New Claims were received for Housing Benefit. *MSDC Qtr.4 2019/20 - 15.83days*

Performance measure	Period	Data	Target	Council	Trend	Comments
F06 Average time taken to process Housing Benefit Change of Circumstance requests Cabinet Member: John Ward Data Owner: Christina Morley Operations Manager: Amy Mayes	**2016/17**		**10 days**	**BDC**		The Change of Circumstances outturn for 2019/20 was 3.58 days as a cumulative figure. This represents an improvement in speed of processing from the 2018/19 outturn of 3.91 days. Over the course of the year, 29,746 changes of circumstances were received. *MSDC Qtr.4 2019/20 - 3.54 days*
	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	2				
	2019/20		**7 days**			
	Qtr. 1	4				
	Qtr. 2	5				
	Qtr. 3	4				
	Qtr.4	3.58				

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: Christina Morley Operations Manager: Amy Mayes	**2016/17**					During 2018/19, 93% of all applications for Housing Benefit and Council Tax Reduction were received on-line. There have been some months in 2019/20 where all claim forms received have been electronic and this has allowed the average for the year to increase to 94%. *MSDC Qtr.4 2019/20 - 95%*
	Qtr. 1	74.0%				
	Qtr. 2	66.0%				
	Qtr. 3	68.0%				
	Qtr. 4	76.0%				
	2017/18					
	Qtr. 1	71.0%				
	Qtr. 2	82.0%				
	Qtr. 3	86.0%				
	Qtr. 4	95.0%				
	2018/19		**85%**	**BDC**		
	Qtr. 1	91.0%				
	Qtr. 2	87.0%				
	Qtr. 3	96.0%				
	Qtr. 4	98.0%				
	2019/20		**90%**			
	Qtr. 1	91.0%				
	Qtr. 2	93.0%				
	Qtr. 3	93.0%				
	Qtr. 4	95.0%				

Performance measure	Period	Data	Target	Council	Trend	Comments
F08 % of business rates payers using Direct Debit Cabinet Member: John Ward Data Owner: Christina Morley Operations Manager: Andrew Wilcock	**2017/18** Qtr. 1 Qtr. 2 Qtr.3 Qtr.4 **2018/19** Qtr. 1 Qtr. 2 Qtr. 3 Qtr.4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr.4	 55.0% 55.0% 55.0% 54.0% 55.1% 55.1% 55.1% 52.7% 54.0% 54.6% 53.1% 48.7%	 **n/a** **n/a**	**BDC**		This measure currently shows the percentage of business rate payers using direct debit. There were a number of DD's cancelled during March due to the outbreak of covid-19 and the introduction of a 12 month payment holiday for retail, hospitality and leisure properties. Traditionally the large national ratepayers pay their rates bill via BACS. A number of smaller businesses pay depending on their cashflow and will not convert to direct debit. £13.8m was paid by DD in 2019/20. £9.7m was paid via the bank. £16k was paid in cash £178k was paid by cheque *MSDC Qtr.4 2019/20 - 48.3%*

Performance measure	Period	Data	Target	Council	Trend	Comments
F09 % of council tax payers using Direct Debit Cabinet Member: John Ward Data Owner: Christina Morley Operations Manager: Andrew Wilcock	**2017/18** Qtr. 1 Qtr. 2 Qtr.3 Qtr.4 **2018/19** Qtr. 1 Qtr. 2 Qtr. 3 Qtr.4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr.4	 79.0% 79.0% 80.0% 79.0% 80.1% 80.3% 80.7% 79.1% 81.2% 81.2% 81.2% 79.5%	**n/a** **n/a** **n/a**	**BDC**		There were a number of DD's cancelled during March due to the outbreak of covid-19 £50m was paid by DD in 2019/20. £3m was paid via the bank. £1.1m was paid in cash £566k was paid by cheque *MSDC Qtr.4 2019/20 - 78.1%*

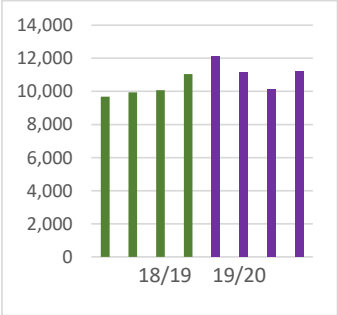
Customers, Digital Transformation & Improvement
Assistant Director Sara Wilcock

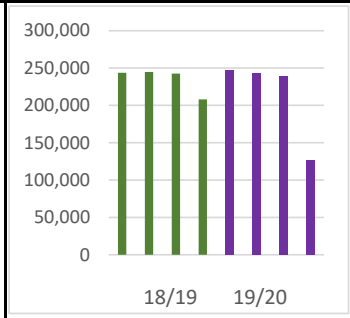
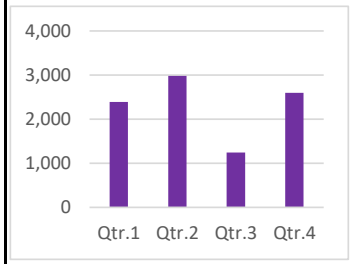
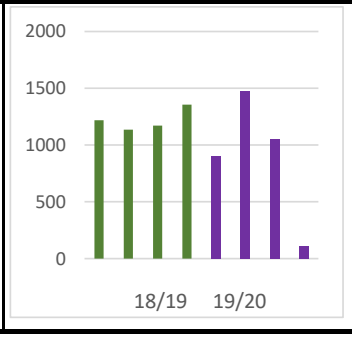
The Customer Services teams work to provide all our customers with flexible and efficient access to services, ensure our most vulnerable customers receive additional support to meet their needs, and drive business improvement across the organisation through tracking performance, utilising insight and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

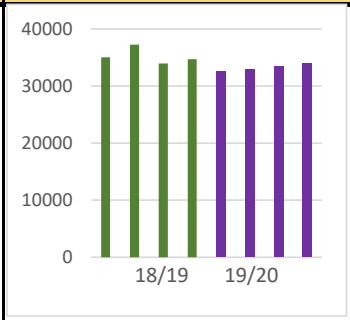
Main Achievements and Outcomes January - March 2020	Our average answer time for Q4 was 1 min 36 seconds, this included increased call volumes due to the annual Council Tax Billing, Rent and Housing Benefit award notifications being issued, this is naturally our busiest time of year. Our telephony abandoned rate was slightly higher at 14%; we are noticing a trend whereby customers abandon calls within the first 30 seconds, with 48% of abandoned calls occurring within 45 seconds. Our net promotor score (NPS) is 32 for our in person services delivered at Sudbury Town Council (vs a UK average of 20.5), we will continue to monitor this. Our web hits continue to increase and our demand for online services such as e-mail also. Q4 saw the largest volume of incoming e-mails to customer services with an average of 1774 e-mails per month (Jan-Feb) vs our usual average of 1625 per month for 2019/20.

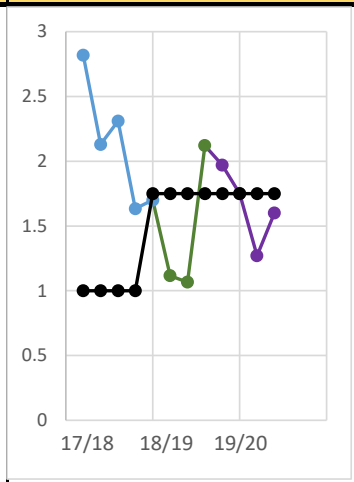
Key for trend graph:
- **2016/17**
- **2017/18**
- **2018/19**
- **2019/20**
- **target**

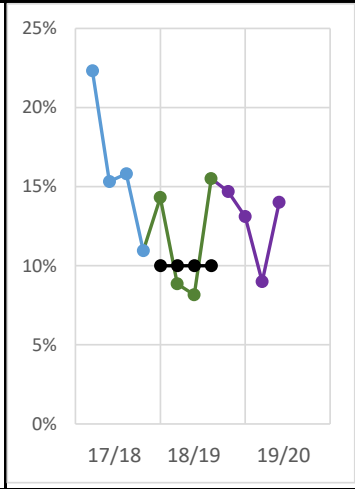
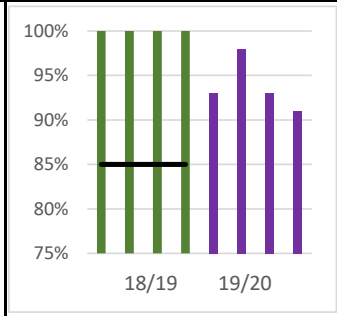
Customer Operations
Corporate Manager Samantha Lake

Performance measure	Period	Data	Target	Council	Trend	Comments
CS01 Average number of daily visitors to joint website Cabinet Member: Lee Parker Data Owner: John Broadwater	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 9,685 9,942 10,080 11,051 12,117 11,145 10,111 11,239	**n/av** Increase - No target set as establishing benchmark	**Both**		The visits to the website has increased by 11%, this mirrors the trend seen in Q4.

Performance measure	Period	Data	Target	Council	Trend	Comments
CS03 No. of payments collected digitally (automated telephony, web payment) Cabinet Member: Lee Parker Data Owner: Marie Fletcher	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 243,833 244,864 242,478 208,022 247,540 243,389 238,631 126,598	Increase - No target set as establishing benchmark	**Both**		There is a notable downtown during Q4 which is to be expected as many customers' pay for their council tax over 10 monthly instalments with January and February being the months not included.
Performance measure	**Period**	**Data**	**Target**	**Council**	**Trend**	**Comments**
CS04 No. of views via YouTube across all meetings as at the time of analysis (figures relate to all views for both Councils) Cabinet Member: Lee Parker Data Owner: Claire Philpot	**2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 2,393 2,981 1,242 2,596		**BDC**		Along with views via YouTube members of the public have the opportunity to attend formal meetings in person. There were three meetings during Q4 where 15 or more members of the public attended. 12/02/20 Planning - 26 26/02/20 Planning - 22 11/03/20 Planning - 16
Performance measure	**Period**	**Data**	**Target**	**Council**	**Trend**	**Comments**
CS05 No. of face to face visitors to customer access point (Sudbury) Cabinet Member: Lee Parker Data Owner: Helen Austin	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 1219 1135 1170 1357 900 1471 1050 107	Decrease No target set as establishing benchmark	**BDC**		New survey system implemented in both main CAPs, therefore, this quarter shows a change in patterns as customers are now directly submitting their own comments and are counted via that system. Staff were still recording via the old system for Oct and Nov.

Performance measure	Period	Data	Target	Council	Trend	Comments
CS06 No. of calls answered Cabinet Member: Lee Parker Data Owner: Helen Austin	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 35014 37231 33947 34685 32573 32892 33410 33966	No target to be set as establishing benchmark	**Both**		We saw an increase in calls answered and Q4 was the highest this year, in part due to new year billing.

Performance measure	Period	Data	Target	Council	Trend	Comments
CS07 Average time taken to answer calls (mins) PLEASE NOTE GRAPH CONVERTED TIME TO DECIMAL Cabinet Member: Lee Parker Data Owner: Helen Austin	**2017/18** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr.1 Qtr. 2 Qtr.3 Qtr.4	 2.49 2.08 2.19 1.38 1.42 1.07 1.04 2.07 1.58 1.45 1.16 1.36	**1.00** **1.45** **1.45**	**Both**		In January we had an average time of 1 minute and 8 seconds to answer calls, this increased in February to 2 mins 24 seconds and reduced in March to 1 minute 16 seconds. The reason for the higher wait times in February was due to the increased call levels during the storm of housing customers reporting repairs to damaged fences etc, where we saw in excess of 800 calls a day.

Performance measure	Period	Data	Target	Council	Trend	Comments
CS08 % of overall calls abandoned Cabinet Member: Lee Parker Data Owner: Helen Austin	**2017/18** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 22.33% 15.33% 15.81% 10.96% 14.31% 8.85% 8.16% 15.51% 14.68% 13.10% 8.99% 14%	**n/av** **10%**	**Both**		In Q4 February was our highest month of abandoned calls at 20% with January at 8% and March at 11%. This was again due to the unexpectedly high volumes of calls after the storms.
Performance measure	**Period**	**Data**	**Target**	**Council**	**Trend**	**Comments**
CS09 Customer Satisfaction rate, of those measured achieve good, very good or excellent Cabinet Member: Lee Parker Data Owner: Helen Austin	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 100% 100% 100% 100% 93% 98% 93% 91%	**85%**	**BDC**		We changed our usual process during this quarter, introducing a new online survey which customers could self-serve, without the need for a prompt or support from our staff. We are seeing less customers opting to choose to fill out the survey independently. We continue to review and act on feedback received, and will keep the new process under review.
Performance measure	**Period**	**Data**	**Target**	**Council**	**Trend**	**Comments**
CS10 No. of complaints to Ombudsman where Council is at fault Cabinet Member: Lee Parker Data Owner: Gary Rose-Thompson	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 0 0 0 0 0 0 0 0	**n/a**	**BDC**		There are no complaints awaiting a decision with the Ombudsman.

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.

Main Achievements and Outcomes January - March 2020	In Q4 the planning department were successful in the 2020 IESE Transformation Awards and won a silver award for the digital transformation that the team has undergone. The aim for 2021 is to achieve an award for the work currently being undertaken in the Planning Enforcement team.

Key for trend graph:

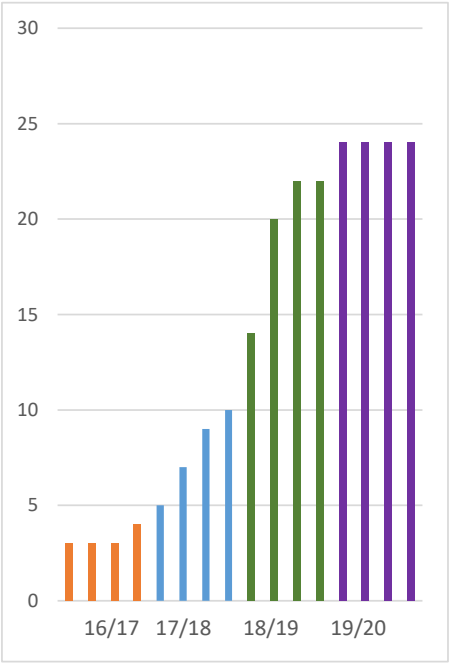
- **2016/17**
- **2017/18**
- **2018/19**
- **2019/20**
- **target**

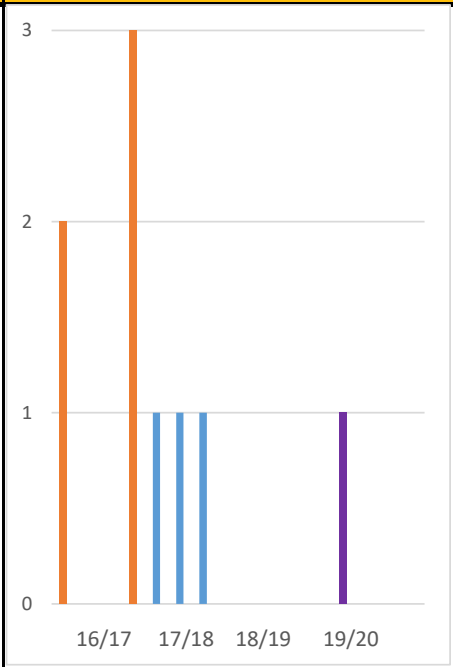
Key:

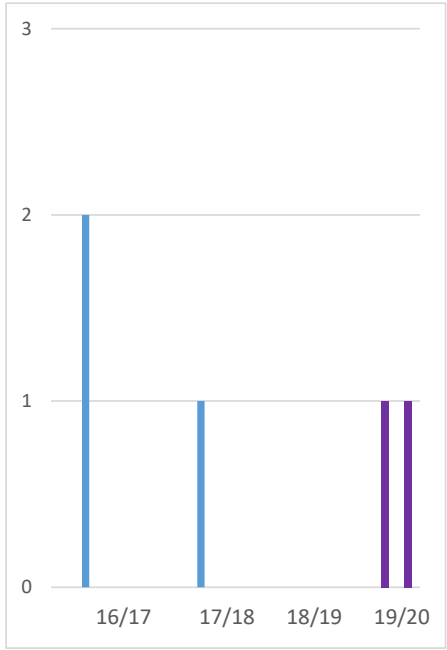
n/a not applicable

n/av not available

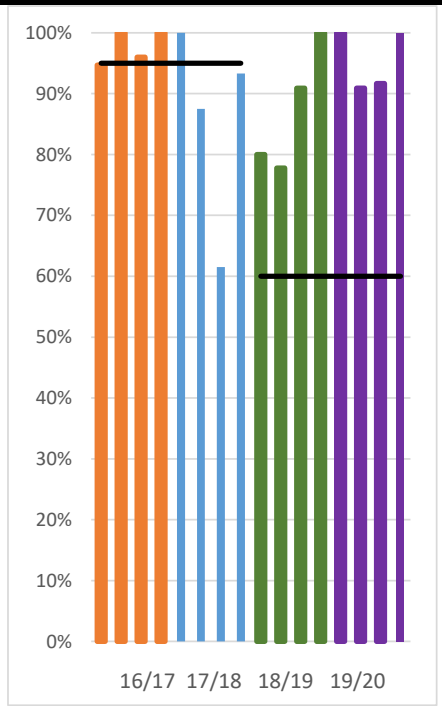
Strategic Planning
Corporate Manager Robert Hobbs

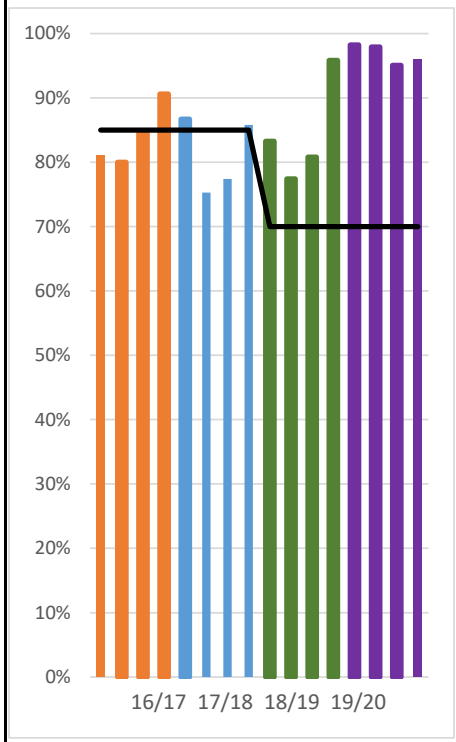
Performance measure	Period	Data	Target	Council	Trend	Comments
SP03 No. of neighbourhood plans at preparation stage (cumulative total)	**2016/17**		**n/a**	**BDC**		Two new NP Areas were designated in Babergh in Q4 2019-20. They were Hitcham (20 Jan) and Sproughton (16 Apr). Of those already underway, Assington, Copdock & Washbrook, and Capel St Mary NPs have all been published for Reg 14 Pre-submission consultation. Other groups are holding back while the impacts of the Covid-19 emergency are being realised and understood. For more information on all NPs on Babergh please see: https://www.babergh.gov.uk/planning/neighbourhood-planning/neighbourhood-planning-in-babergh/
	Qtr. 1	3				
	Qtr. 2	3				
	Qtr.3	3				
Cabinet Member: Clive Arthey	Qtr.4	4				
Data Owner: Paul Bryant	**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	22				
	2019/20		**n/a**			
	Qtr.1	24				
	Qtr. 2	24				
	Qtr. 3	24				
	Qtr. 4	24				

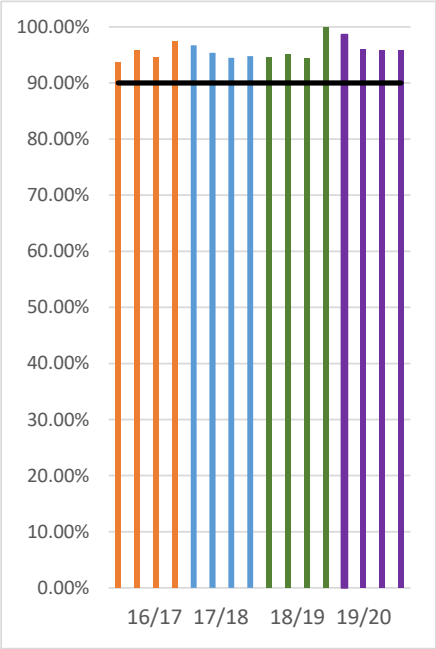
Performance measure	Period	Data	Target	Council	Trend	Comments
SP04 No. of neighbourhood plans entering examination stage (cumulative total) Cabinet Member: Clive Arthey Data Owner: Paul Bryant	**2016/17**		**n/a**	**BDC**		There are no NPs in Babergh currently at examination.
	Qtr. 1	2				
	Qtr. 2	0				
	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	0				
	2019/20		**n/a**			
	Qtr.1	1				
	Qtr. 2	0				
	Qtr. 3	0				
	Qtr. 4	0				

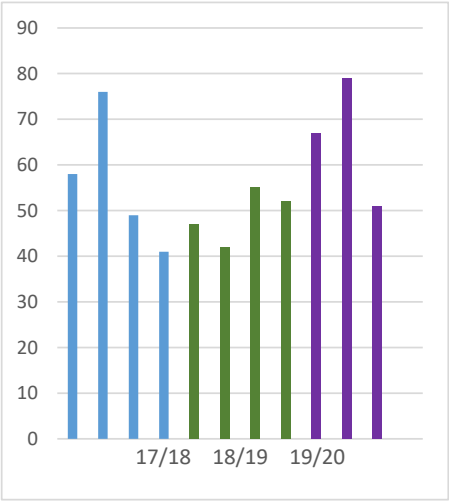
Performance measure	Period	Data	Target	Council	Trend	Comments
SP05 No. of neighbourhood plans made (cumulative total)	**2016/17**		**n/a**	**BDC**		The Aldham NP was formally 'made' (adopted) 21 Jan 2020. This brings the total number of adopted neighbourhood plans in Babergh up to five.
	Qtr. 1	0				
	Qtr. 2	2				
	Qtr.3	0				
Cabinet Member: Clive Arthey	Qtr.4	0				
Data Owner: Paul Bryant	**2017/18**		**n/a**			
	Qtr.1	0				
	Qtr. 2	0				
	Qtr. 3	1				
	Qtr. 4	0				
	2018/19		**n/a**			
	Qtr.1	0				
	Qtr. 2	0				
	Qtr. 3	0				
	Qtr. 4	0				
	2019/20					
	Qtr.1	0				
	Qtr. 2	0				
	Qtr. 3	1				
	Qtr. 4	1				

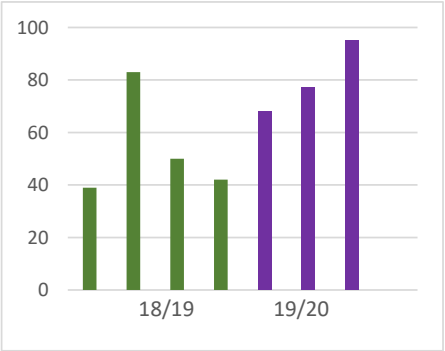
Growth & Sustainable Planning
Corporate Manager Philip Isbell

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: Clive Arthey Data Owner: John Mawdsley	**2016/17**		**95%**			Qtr 4 Performance on planning applications (as judged by MHCLG statistics) at 100% is well above the 60% benchmark set by Central Government, with 8 majors being decided in time. With relatively few majors being determined each quarter the data can skew. The target set for 2019/2020 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%**	**BDC**		
	Qtr. 1	80.00%				
	Qtr. 2	77.78%				
	Qtr. 3	90.90%				
	Qtr. 4	100.00%				
	2019/20					
	Qtr.1	100.00%				
	Qtr. 2	90.91%				
	Qtr. 3	91.67%				
	Qtr. 4	100.00%				

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)	**2016/17**		**85%**	**BDC**		Qtr 4 performance on planning applications (as judged by MHCLG statistics) is above the benchmark. There were 202 non-majors decided. Management intervention to ensure that agreed Extension of times are met has helped to improve performance and there has been 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. It should be noted that non-majors performance has not dropped below 95% in 2019/2020. The target set for 2019/20 aligns with the Ministry of Housing, Communities & Local Government assessment thresholds.
	Qtr. 1	81.00%				
	Qtr. 2	80.00%				
	Qtr.3	84.50%				
	Qtr.4	90.60%				
Cabinet Member: Clive Arthey	**2017/18**		**85%**			
Data Owner: John Mawdsley	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	95.83%				
	2019/20		**70%**			
	Qtr.1	98.23%				
	Qtr. 2	97.91%				
	Qtr. 3	95.06%				
	Qtr. 4	96.00%				

Performance measure	Period	Data	Target	Council	Trend	Comments
GSP04 % of delegation rate	**2016/17**		**90%**	**BDC**		Performance for Qtr 4 for 2019/20 is above the nationally recognised level of good practice, which is set at 90%.
	Qtr. 1	93.70%				
	Qtr. 2	95.80%				
Cabinet Member: Clive Arthey	Qtr.3	94.50%				
Data Owner: John Mawdsley	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	99.98%				
	2019/20		**90%**			
	Qtr.1	98.61%				
	Qtr. 2	96%				
	Qtr. 3	95.80%				
	Qtr. 4	95.90%				

Performance measure	Period	Data	Target	Council	Trend	Comments
SE03 No. of planning enforcement cases referred to team Cabinet Member: Clive Arthey Data Owner: Simon Bailey	**2017/18** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 **2018/19** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 58 76 49 41 47 42 55 52 67 79 51 awaiting information	**Information only**	**BDC**		

Performance measure	Period	Data	Target	Council	Trend	Comments
SE04 No. of planning enforcement decisions resolved Cabinet Member: Clive Arthey Data Owner: Simon Bailey	**2018/19** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 39 83 50 42 68 77 95 awaiting information	**n/a** **Information only**	**BDC**		

Housing

Assistant Director Gavin Fisk

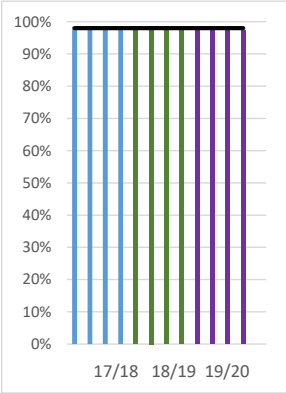
The Housing Service Area includes: Home Ownership, Sheltered Housing, Tenancy Management, Income Collection, Property Services, Building Services, Private Sector Housing, Housing Development, Housing Solutions, Choice Based Lettings and HRA Finance. Our Vision is for residents of Babergh & Mid Suffolk 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.

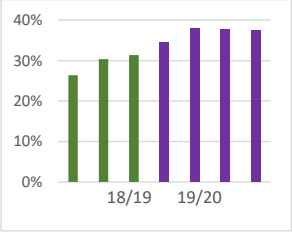
Main Achievements and Outcomes January - March 2020	1. The Tier Three organisational review has been embedded in this period with the three Quality Assurance Surveyors roles being dis-established. The review created the new roles of Team Leader for Logistics and Asset Compliance Surveyor. The additional Team Leader role will support front line Trade Team members whilst the Compliance Surveyor role will increase our ability to carry out inspections and surveys for both asbestos management and fire safety. 2. Our newly merged Administration Team have been cross training to ensure we have a resilient support service in place. 3. By the end of Q4 overdue response repairs had been reduced by 1500. This was achieved by a whole team effort focussed on increased monitoring of repairs and improved scheduling. 4. Significant work has been undertaken to improve the functionality and resilience of the mobile devices used by the Trade Team - this will help in maintaining visibility of outstanding repairs jobs. 5. Work has begun to reshape the Building Materials Supply Agreement, the new contract will reduce the overall expenditure on materials and increase the additional services that Travis Perkins are able to offer us such as deliveries direct to void properties and improvements in the management of van stocks. Additionally, joint workshops reviewing the products we purchase have begun between Trade Team members and Travis Perkins staff. These have been well received by the staff involved and are providing a valuable insight into improvements in the sourcing of the products we use. 6. The Asset Management Team have been focussed on data quality and the scope of stock condition surveys which inform our business planning for investment programmes. The team completed 2855 stock condition surveys during the year. The data from both District's housing stock has been analysed, the way we store the data has been restructured to be consistent and a holistic review been completed of each component that is recorded at the stock condition survey. 7. A new operational performance dashboard is being developed with help from the Systems Support Team. All key activities across the Building Services Team will be consolidated into a new measurement tool for supervisors and managers. 8. Cllr Osborne and Cllr Flatman spent time out in the patch shadowing members of the Trade Team. Both visits were well received by both staff and tenants. 9. The My Home App has been launched by the Systems Support Team. Details of how to sign up to the app were included with the annual rent letters. As of 31st March ... tenants had signed up. 10. Housing Support Systems Contact Management module has been rolled out to all staff. This module streamlines the capturing and recording of contact from customers in one place on Capita, making records more transparent and improving information sharing between teams. 11. The Neighbourhoods Team was set up with a particular focus on communal area management, safety and improvement. 12. Pre-Court and pre-eviction panels started for the serious rent arrears cases, and we quickly saw an increase in arrears repayments or repayment agreements being made. 13. We held the first Member's Sounding Board meeting in support of our tenant engagement work. 14. Redevelopment of The Lees has been completed. This was a large redundant house which was recently returned from a long lease. We completed repairs, refurbishments and furnishings in 5 days, providing an additional 7 units of accommodation for homeless households, which has been invaluable during the coronavirus crisis. 15. The demand for assistance from the homelessness service has increased noticeably compared to the previous 12 months. However, despite this, the team have managed to prevent and relieve homelessness in more cases than the previous year. As a result of the increased demand, we are using some of the Homelessness Grant Funding from MHCLG to fund an additional Housing Solutions Officer for 12 months. 16. The Choice Based Lettings Team and Building Services have continued to work exceptionally hard to re-let properties as quickly as possible and have exceeded last year's performance, which is a fantastic achievement.

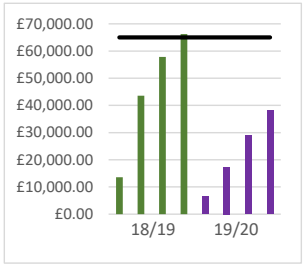
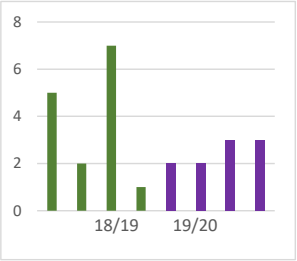
Key for trend graph:
- 2016/17
- 2017/18
- 2018/19
- 2019/20
- ____ target

Key:
n/a not applicable
n/av not available

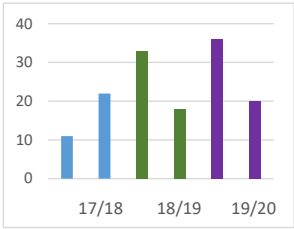
Tenant Services
Corporate Manager Lee Crowdell

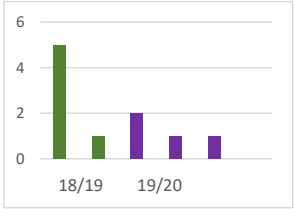
Performance measure	Period	Data	Target	Council	Trend	Comments
TS01 % of local authority housing rent (incl. garages) collected Cabinet Member: Jan Osborne Data Owner: Polly Bearman	**2017/18**		**98%**	**BDC**		Universal Credit is undoubtedly having an effect with total current arrears for Universal Credit claimants as a % of total dwelling arrears currently at 37.55%. However, there has been a very slight reduction at the end of the year. *MSDC Qtr.4 2019/20 - 96.97%*
	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	97.67%				
	2019/20					
	Qtr. 1	97.90%	**98%**			
	Qtr. 2	97.66%				
	Qtr. 3	97.67%				
	Qtr. 4	97.20%				

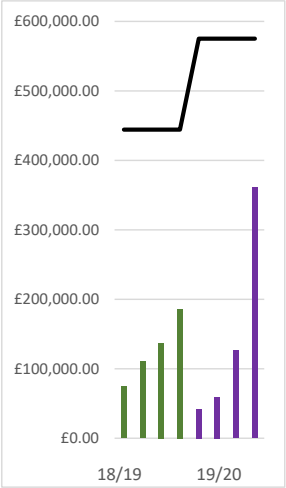
Performance measure	Period	Data	Target	Council	Trend	Comments
TS02 Value/percentage of arrears caused by Universal Credit Cabinet Member: Jan Osborne Data Owner: Polly Bearman	**2018/19**		**n/a**	**BDC**		See above. *MSDC Qtr.4 2019/20 - 36.98%*
	Qtr. 2	26.35%				
	Qtr. 3	30.37%				
	Qtr. 4	31.37%				
	2019/20					
	Qtr. 1	34.57%				
	Qtr. 2	38.05%				
	Qtr. 3	37.79%				
	Qtr. 4	37.55%				

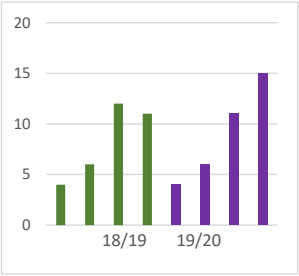
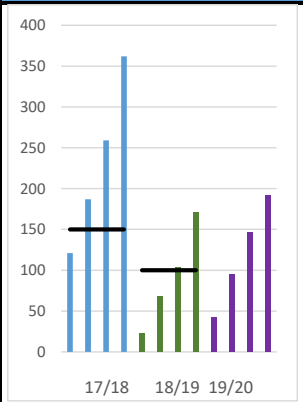
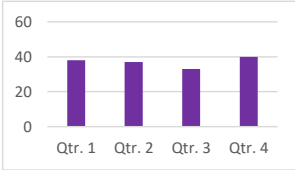
Performance measure	Period	Data	Target	Council	Trend	Comments
TS03 £Levels of write off against bad debt provision (positive outcome would be not to meet target) Cabinet Member: Jan Osborne Data Owner: Polly Bearman	**2018/19** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 £13,587.25 £43,550.87 £57,796.26 £66,222.69 £6,607.47 £17,341.24 £28,951.51 £38,166.54	**£65,000** **£65,000**	**BDC**		We have sought to write-off far fewer debts this year, in favour of increased collection efforts. *MSDC Qtr.4 2019/20 - £46,422.65*
Performance measure	**Period**	**Data**	**Target**	**Council**	**Trend**	**Comments**
HF03 No. of houses sold through Right to Buy Cabinet Member: Jan Osborne Data Owner: Caroline Pearce	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 5 2 7 1 2 2 3 3	**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.

Housing Solutions
Corporate Manager Heather Tucker

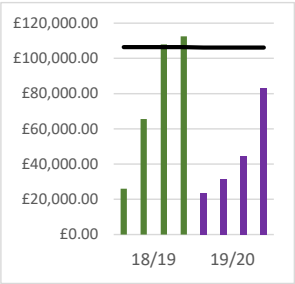
Performance measure	Period	Data	Target	Council	Trend	Comments
PS02 No. of privately owned properties empty, in excess of two years, brought back into use (non cumulative) Cabinet Member: Jan Osborne Data Owner: Theresa Grzedzicki	**2017/18** Qtr.2 Qtr. 4 **2018/19** Qtr. 2 Qtr. 4 **2019/20** Qtr. 2 Qtr. 4	 11 22 33 18 36 20	**n/a**	**BDC**		We are still offering empty homes loans to encourage owners to bring properties back in to use, but at this time we are not actively promoting or contacting owners to inform them of this. Information is available on the website, so we are being approached by owners. Due to Covid-19 we are currently unable to approve any loans as no visits are being carried out.

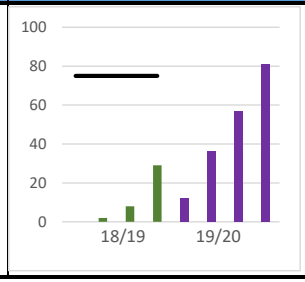
Performance measure	Period	Data	Target	Council	Trend	Comments
PS03 No. of House in Multiple Occupation licenses issued (non cumulative) Cabinet Member: Jan Osborne Data Owner: Theresa Grzedzicki, Christine Ambrose, Amanda Todd	**2018/19** Qtr. 3 Qtr. 4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 5 1 2 1 1 0	**n/a**	**BDC**		Following cross district meetings, standards have been agreed for licensable HMOs and proforma application forms, licence documents, conditions and letters produced.

Performance measure	Period	Data	Target	Council	Trend	
PS04 £ Committed budget for Disabled Facilities Grants (cumulative) Cabinet Member: Jan Osborne Data Owner: Theresa Grzedzicki, Christine Ambrose, Amanda Todd	**2018/19** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 £74597.10 (17% of budget) £110551.07 (25% of budget) £136994.48 (31% of budget) £186285.36 (42% of budget) £42,411.99 (7% of budget) £59,201 (10% of budget) £126,188.50 (22% of budget) £360,986.67 (62% of budget)	**£444,252** **£575,179 inc C/f**	**BDC**		Narrative to follow

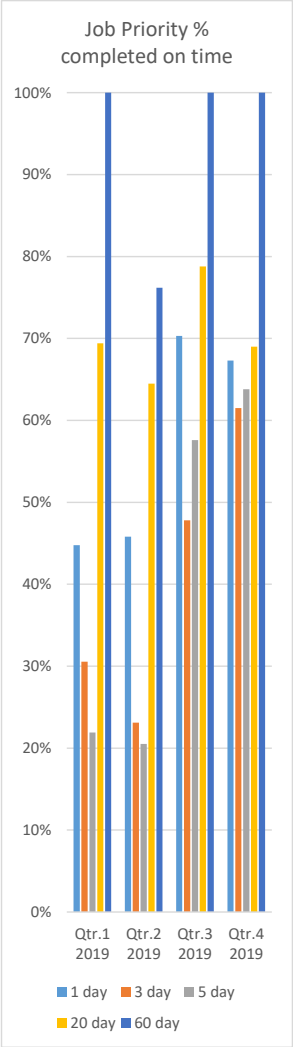
Performance measure	Period	Data	Target	Council	Trend	Comments
HP01 No. of households in B&B accommodation more than six weeks (not cumulative) Cabinet Member - Jan Osborne Data Owner - Victoria Stuart	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 4 6 12 11 4 6 11 15	**0**	**BDC**		Narrative to follow *MSDC Qtr.4 2019/20 - 6*
Performance measure	**Period**	**Data**	**Target**	**Council**	**Trend**	**Comments**
HP03 No. of households where homelessness has either been prevented or relieved (cumulative) Cabinet Member: Jan Osborne Responsible Officer: Claire Bray	**2017/18** Qtr. 1 Qtr. 2 Qtr.3 Qtr.4 **2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 121 187 259 362 23 68 103 171 42 95 146 192	**150** **100**	**BDC**		The Housing Solutions Team have worked incredibly hard this year during some challenging times, most recently the Covid-19 pandemic. We have achieved 192 cases of prevented or relieved homelessness in 2019/20. Homeless application numbers have increased and yet as a team we have managed to exceed the total number of cases prevented or relieved from their homelessness in 2018/19 which totalled 171. We are incredibly proud of the significant increase in successful cases during 2019/20. We have now appointed an additional Housing Solutions Officer who is due to start in post on 12th May 2020 initially for one year. *MSDC Qtr.4 2019/20 - 190*
Performance measure	**Period**	**Data**	**Target**	**Council**	**Trend**	**Comments**
HP04 No. of households in temporary accommodation. Cabinet Member: Jan Osborne Data Owner: Victoria Stuart	**2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 38 37 33 40	**n/a**	**BDC**		This measure is a snap shot in time, Q4 figure is based on figures from end March 2020 *MSDC Qtr.4 2019/20 - 25*

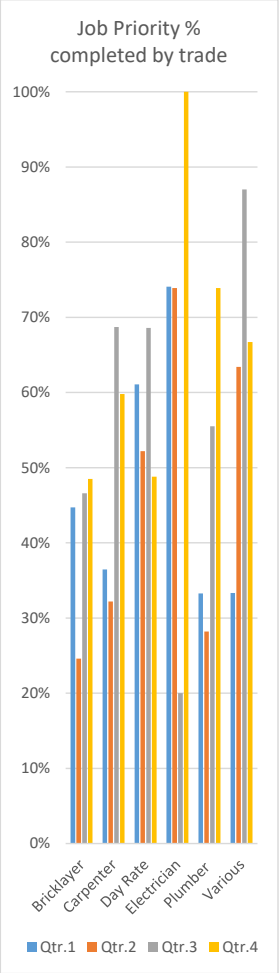
Performance measure	Period	Data	Target	Council	Trend	Comments
HP05 Movement (-/+) on the housing register (including total divided by bands) Cabinet Member: Jan Osborne Data Owner: Victoria Stuart	**2019/20**		No Target Information Only			For information only
	Qtr.1	Band A - 44				
		Band B - 156				
		Band C - 227				
		Band D - 37				
		Band E - 453				
		Band F - 0				
		TOTAL - 917				
	Qtr.2	Band A - 50				
		Band B - 146				
		Band C - 221				
		Band D - 30				
		Band E - 460				
		Band F - 0				
		TOTAL - 907		**BDC**		
	Qtr.3	Band A - 50				
		Band B - 157				
		Band C - 212				
		Band D - 32				
		Band E - 446				
		Band F - 1				
		TOTAL - 898				
	Qtr.4	Band A - 53				
		Band B - 142				
		Band C - 192				
		Band D - 27				
		Band E - 439				
		Band F - 1				
		TOTAL - 854				

Performance measure	Period	Data	Target	Council	Trend	Comments
HP06 £ of Discretionary Housing Grants awarded by Shared Revenue Partnership Cabinet Member: Jan Osborne Data Owner: Heather Tucker	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 £26,070.64 £65,564.56 £107,972.00 £112,504.89 £23,821.24 £31,741.62 £44,371.03 £82,877.40	**£106,396.00** **£106,148.00**	**BDC**		These grants are administered by Shared Revenues Partnership and they are used to help people in financial difficulty, to top up rent payments, to prevent homelessness and keep people in their current home. The money is awarded to the SRP from the Department of Work and Pensions. The figure for Q2 was at 19 August 2019, this represents 29.90% of the total budget being awarded. The figure for Q3 was at 31/12/19 and represents 51.89% Total awarded for 2019/20 represents 80.20% of total budget. *MSDC Qtr.4 2019/20 - awarded 89.32% of budget*

Performance measure	Period	Data	Target	Council	Trend	Comments
HP07 No. of cases in which the Tenancy Services Officers (Financial Inclusion) has likely prevented eviction (cumulative) Cabinet Member: Jan Osborne Data Owner: Polly Bearman	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 0 2 8 29 12 36 57 81	**75**	**BDC**		Narrative to follow MSDC Qtr.4 2019/20 - 54

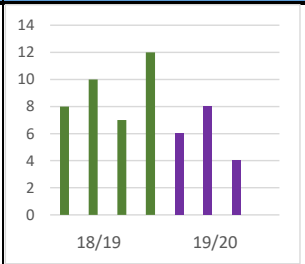
Building Services
Corporate Manager - Vacant

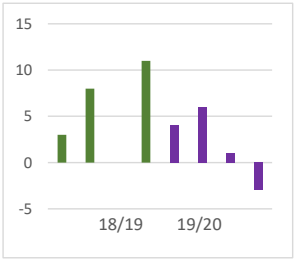
Performance measure	Period	Data	Target	Council	Trend	Comments
BMBS01 % of repairs completed within agreed timescale (by priority/trade) Cabinet Member: Jan Osborne Data Owner: Justin Wright-Newton	**2019/20** Qtr. 1	Job Priority Percentage Completed in time 1 Day 44.78% 3 Day 30.54% 5 Day 21.91% 20 Day 69.4% 60 Day 100% By Trade Percentage Completed in time Brick Layer 44.71% Carpenter 36.46% Day Rate 61.07% Electrician 74.07% Plumber 33.28% Various 33.33%	**93%** **for all subsets**	**Both**		Narrative to follow
	Qtr. 2	Job Priority Percentage Completed in time 1 Day 45.8% 3 Day 23.1% 5 Day 20.5%% 20 Day 64.5% 60 Day 76.2% By Trade Percentage Completed in time Brick Layer 24.6% Carpenter 32.2% Day Rate 52.2% Electrician 73.9% Plumber 28.2% Various 63.4%				

	Qtr. 3	Job Priority Percentage Completed in time 1 Day 70.3% 3 Day 47.8% 5 Day 57.6%% 20 Day 78.8% 60 Day 100% By Trade Percentage Completed in time Brick Layer 46.6% Carpenter 68.7% Day Rate 68.6% Electrician 20%* Plumber 55.5% Various 87%				
	Qtr. 4	Job Priority Percentage Completed in time 1 Day 67.3% 3 Day 61.5% 5 Day 63.8%% 20 Day 69.0% 60 Day 100% By Trade Percentage Completed in time Brick Layer 48.5% Carpenter 59.8% Day Rate 48.8% Electrician 100%* Plumber 73.9% Various 66.7%				

Housing Development
Assistant Director Emily Atack
Senior Development Officer - Tracey Brinkley

	Period	Data	Target	Council	Trend	Comments
HD01 No. of houses built for HRA	**2018/19**		Target within the Affordable Housing Strategy for 2017-2020 is 210	**BDC**		Angel Court in Hadleigh (21 units) has made a start on site but currently on hold due to COVID 19 restrictions, possible return to site in May. Shotley (8 units), Brantham (9 units) preferred contractor selected JCT contract being drafted then can commence. There are a further approx 59 units in the pipeline - working through appraisals and pre-app. This includes a small number of units proposed from conversion of under utilised space in existing sheltered schemes, but no timeline for these at present.
	Qtr.1	0				
	Qtr.2	0				
Cabinet Member: Jan Osborne	Qtr.3	0				
Data Owner: Tracey Brinkley	Qtr.4	0				
	2019/20					
	Qtr. 1	0				
	Qtr. 2	0				
	Qtr. 3	0				
	Qtr. 4	0				

Performance measure	Period	Data	Target	Council	Trend	Comments
HD02 No. of houses acquired for HRA	**2018/19**		Houses acquired are part of the overall target of 210 (see above)	**BDC**		No handover of acquisitions completed in this quarter, so expected have slipped into Qtr 1 of new FY due to COVID 19. Once confirmed handover of 4 units due asap at Lavenham. In contract for a further 33 units, 4 more at Lavenham, 29 units at Wolsey Grange with Taylor Wimpey, handover of these 29 likely to be 2021. Offers being made or done for further 63 units
	Qtr.1	8				
	Qtr.2	10				
Cabinet Member: Jan Osborne	Qtr.3	7				
Data Owner: Tracey Brinkley	Qtr.4	12				
	2019/20					
	Qtr. 1	6				
	Qtr. 2	8				
	Qtr. 3	4				
	Qtr. 4	0				

Performance measure	Period	Data	Target	Council	Trend	Comments
HD03 Net total of HRA houses	**2018/19**		**n/a**	**BDC**		No completions this quarter but 3 RTB sales.
(Acquired + Built - Sold)	Qtr.1	3				
	Qtr.2	8				
	Qtr.3	0				
Cabinet Member: Jan Osborne	Qtr.4	11				
Data Owner: Tracey Brinkley	**2019/20**					
	Qtr. 1	4				
	Qtr. 2	6				
	Qtr. 3	1				
	Qtr. 4	-3				

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)

Main Achievements and Outcomes January - March 2020

Toward the end of the Qtr 4 period the Communities team found itself at the forefront of the Council's response to the Covid 19 crisis. With significant pace and energy, the skills and expertise of officers within the team were fully exploited and a revised team structure created to ensure both the strategic and operational developments required could be achieved. This ensured that staff had the capacity to undertake other responsibilities supporting logistics, funding, community intelligence, data collection and wellbeing checks of the shielded and other vulnerable groups.

The Communities Team with a pool of redeployed staff has led the Council's response to the Home, But Not Alone service and developed new approaches to support customers with mental health or social care needs, working with CCGs on medicine delivery, distribution of funding support to local groups and foodbanks and the ongoing support to volunteers and community groups reaching those who are in isolation and have vulnerabilities.

Prior to the crisis, many **Active Wellbeing** projects were in progress with particular success being achieved in Bildeston where the annual target of 52 clients seen was achieved by the end of Qtr3. Community activities such as Yoga and carpet bowls had been set up with Health Walks being planned. It is hoped that Bildeston Surgery will be the first in Suffolk to be an 'Active Practise'. A number of schools are also engaged with **Active Schools** to complete project work to tackle child obesity and encouraging children to be more active.

Suffolk FA: Working with the Suffolk Football Association, Active Suffolk and other partners on the FA's Football Facilities Plan. County Football Associations are engaging with local partners to map current team locations and pitch provision, to develop a local 10-year plan for football, which will contribute to the FA's National Framework. Local clubs have been consulted with the Suffolk plan being completed in June/July 2020.

Suffolk Food Plan: Two projects currently in progress, one in Shotley to encourage mums and bereaved older people to learn how to cook. The project will also encourage participants to take the level 1 Hygiene standard course and learn to reduce food waste. The second project is running in Sudbury. This is a similar project to Shotley looking at mums to learn to cook. The Food bank are working with Pheonix Children Centre so educate people to learn healthy recipes using tinned food.

Funding: A key element of the Grants Review was completed leading to roll of Locality Budgets for Babergh District Councillors. Revenue Grants have been awarded to 16 Organisations in Babergh, including Citizen Advice Bureau's, the Rural Coffee Caravan, Great Cornard Leisure Centre and Home Start. Minor Community Grants in this period have been allocated to East Bergholt Cinema, Freston Parish Council, Peninsula Community Play and Layham Village Hall Contribution

The Creative Young Weavers project started in four Sudbury Primary Schools. Carole Creasey will be working with a local textile designer, Frin Arnold in the schools, with the intention of work being displayed in the Library in the summer.

Three new volunteers have been recruited to lead the planning for the 2021 Sudbury Silk Festival. This will be over three days, 03 to 05 September. We are working with the Economic Development Team to integrate the silk related activity into the Vision for Sudbury.

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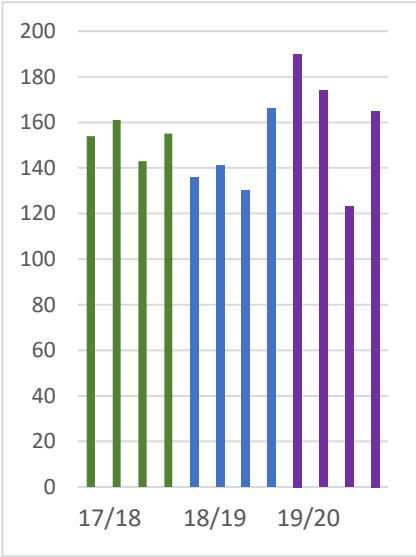
Environment and Commercial Partnerships

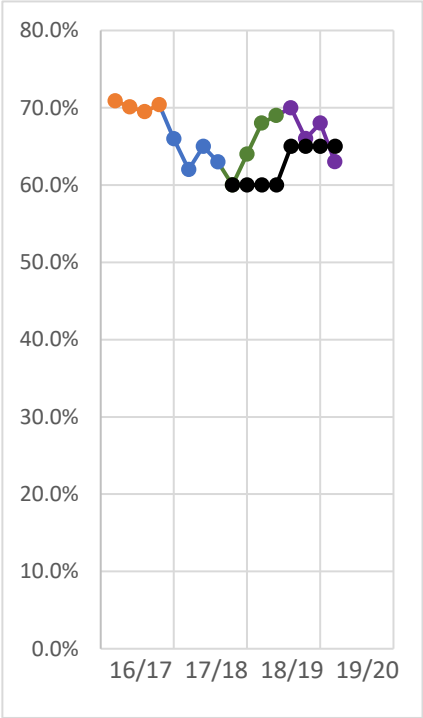
Assistant Director Cassandra Clements

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.

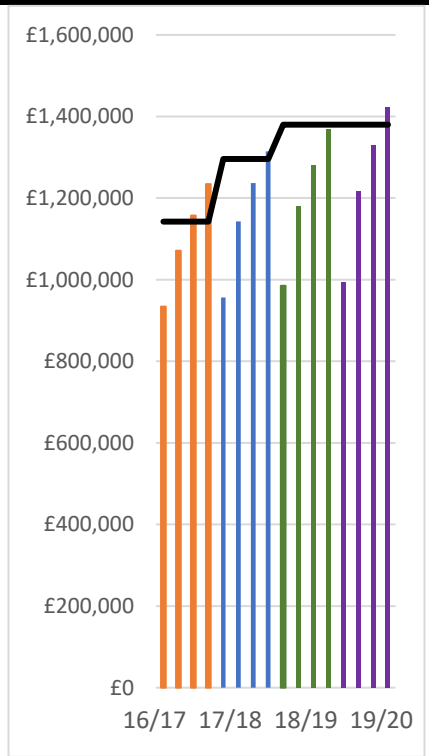
Main Achievements and Outcomes January - March 2020	**Waste.** Our income streams have exceeded the year target of £1.38m by £42k. Missed bin % remains above target at 99.89%. Garden waste subscriber numbers have exceeded expectations for the year and residual waste sent to EfW has decreased per HH from 474kg to 447 kg. Based on Serco Nov 2019 customer satisfaction survey results, satisfaction levels remain high and have increased from last year.
Key for trend graph: ● **2016/17** ● **2017/18** ● **2018/19** ● **2019/20** ____ **target**	**Key:** **n/a not applicable** **n/av not available** **highlighted measure, further detail in main report**

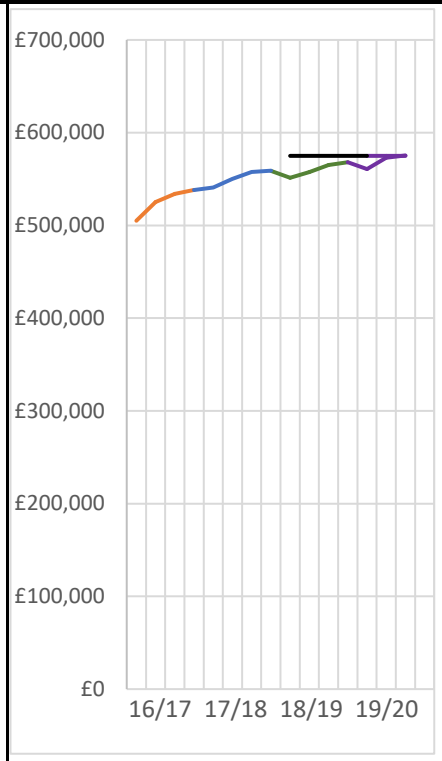
Building Control
Corporate Manager Paul Hughes

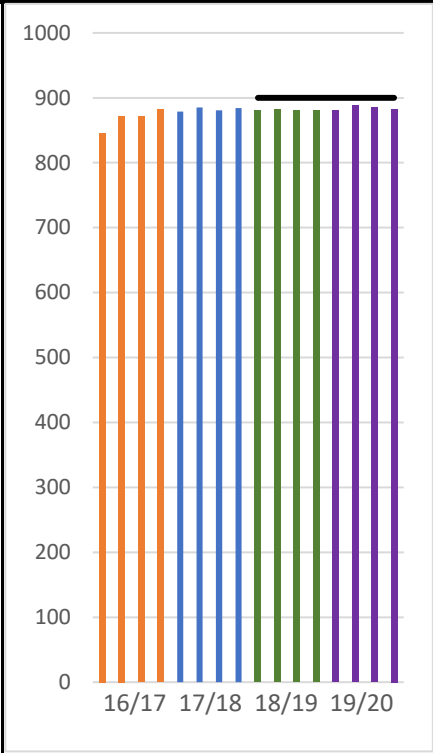
Performance measure	Period	Data	Target	Council	Trend	Comments
BC01 No. live cases of building control	**2017/18**		**n/av**	**BDC**		No. of applications in general remain consistent when taken as an average across the year and slightly above last years total. The effect of failures in the private sector for building control have lessened but we remain with a significant number of cases to contact, work is underway in this regard and is due to be completed by June 2020. We are seeing increasing numbers of cases being reverted to our control where the private body is still trading. *MSDC Qtr 4. 2019/20 - 184*
	Qtr. 1	154				
Cabinet Member: Elisabeth Malvisi	Qtr. 2	161				
Data Owner: Paul Hughes	Qtr. 3	143				
	Qtr. 4	155				
	2018/19		**n/av**			
	Qtr. 1	136				
	Qtr. 2	141				
	Qtr. 3	130				
	Qtr. 4	166				
	2019/20		**Information only**			
	Qtr. 1	190				
	Qtr. 2	174				
	Qtr. 3	123				
	Qtr. 4	165				

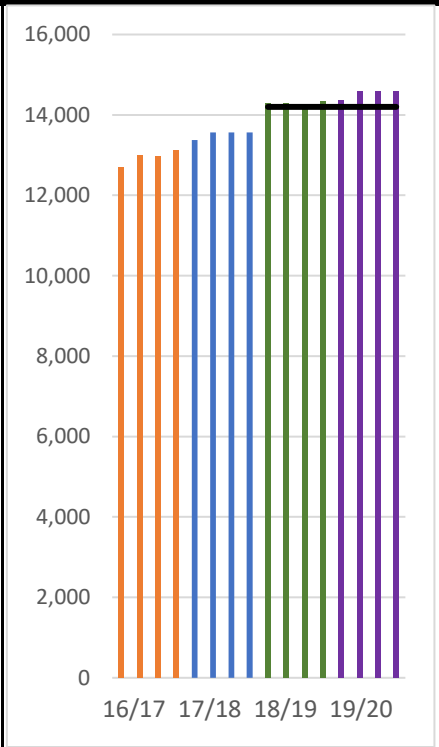
Performance measure	Period	Data	Target	Council	Trend	Comments
BC02 % of market share of building control applications Cabinet Member: Elisabeth Malvisi Data Owner: Paul Hughes	**2016/17**		**n/av**	**BDC**		We continue to see a sustained market share due to marketing activity from the shared business development post. This is further boosted by failures in the private sector for building control which have seen a decrease in activity from Approved Inspectors which we expect to continue. Total no. of applications = 246 of which 81 were dealt with by private sector providers. *MSDC Qtr.4 2019/20 - 61%*
	Qtr.1	70.9%				
	Qtr. 2	70.1%				
	Qtr. 3	69.5%				
	Qtr. 4	70.4%				
	2017/18		**n/av**			
	Qtr. 1	66.0%				
	Qtr. 2	62.0%				
	Qtr. 3	65.0%				
	Qtr. 4	63.0%				
	2018/19		**60%**			
	Qtr. 1	60.0%				
	Qtr. 2	64.0%				
	Qtr. 3	68.0%				
	Qtr. 4	69.0%				
	2019/20		**65%**			
	Qtr. 1	70.0%				
	Qtr. 2	66.0%				
	Qtr. 3	68.0%				
	Qtr. 4	63.0%				

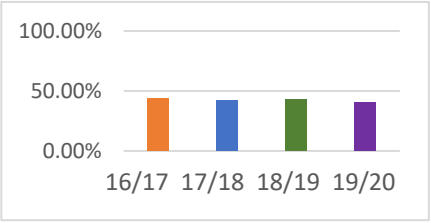
Recycling, Waste & Fleet
Corporate Manager Oliver Faiers

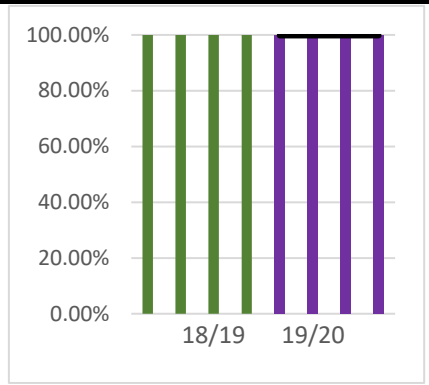
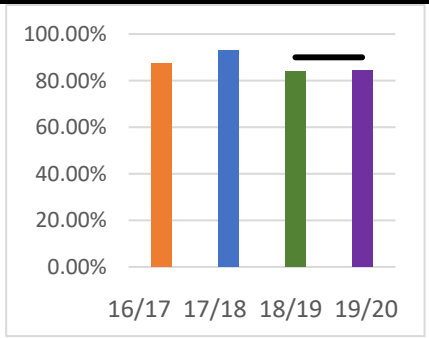
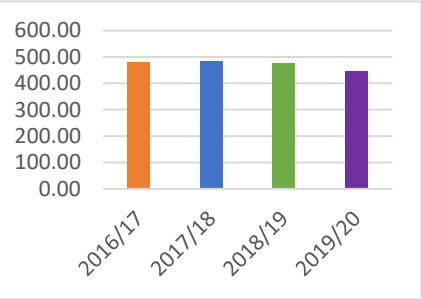
Performance measure	Period	Data	Target	Council	Trend	Comments
WS01 £Overall income generated through chargeable waste services (including business waste) (cumulative total) Cabinet Member: Elisabeth Malvisi Data Owner: Nicola Healy	**2016/17**		**£1,142,369**	**BDC**		The overall income generated through chargeable waste has surpassed the target for this year.
	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	£1,281,096				
	Qtr.4	£1,369,736				
	2019/20		**£1,380,000**			
	Qtr. 1	£994,171				
	Qtr. 2	£1,217,671				
	Qtr. 3	£1,328,538				
	Qtr. 4	£1,422,205				

Performance measure	Period	Data	Target	Council	Trend	Comments
WS02 £Invoiced income generated through business waste services (graph displays cumulative figure) Cabinet Member: Elisabeth Malvisi Data Owner: Nicola Healy	**2016/17**		**n/av**	**BDC**		Target for 2019/20 has been exceeded.
	Qtr.1	£505,021				
	Qtr.2	£525,194				
	Qtr.3	£533,986				
	Qtr.4	£538,219				
	2017/18		**n/av**			
	Qtr.1	£540,982				
	Qtr.2	£550,156				
	Qtr.3	£557,737				
	Qtr.4	£558,820				
	2018/19		**£575,000**			
	Qtr.1	£551,345				
	Qtr.2	£557,512				
	Qtr.3	£565,107				
	Qtr.4	£568,114				
	2019/20		**£575,000**			
	Qtr. 1	£560,740				
	Qtr. 2	£572,982				
	Qtr. 3	£575,417				
	Qtr. 4	£577,332				

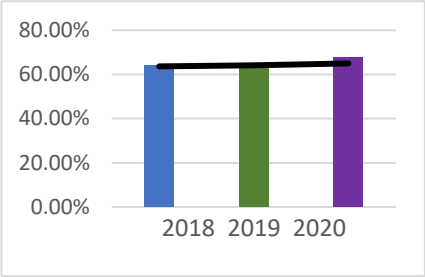
Performance measure	Period	Data	Target	Council	Trend	Comments
WS03 No. of business waste customers	**2016/17**					The client base has remained stable this year.
	Qtr.1	846				
Cabinet Member: Elisabeth Malvisi	Qtr.2	872				
Data Owner: Nicola Healy	Qtr.3	871				
	Qtr.4	882				
	2017/18					
	Qtr.1	879				
	Qtr.2	885				
	Qtr.3	881				
	Qtr.4	884				
	2018/19		**900**	**BDC**		
	Qtr.1	880				
	Qtr.2	882				
	Qtr.3	880				
	Qtr.4	880				
	2019/20		**900**			
	Qtr. 1	880				*MSDC Qtr.4 2019/20 - 650*
	Qtr. 2	888				
	Qtr. 3	885				
	Qtr. 4	883				

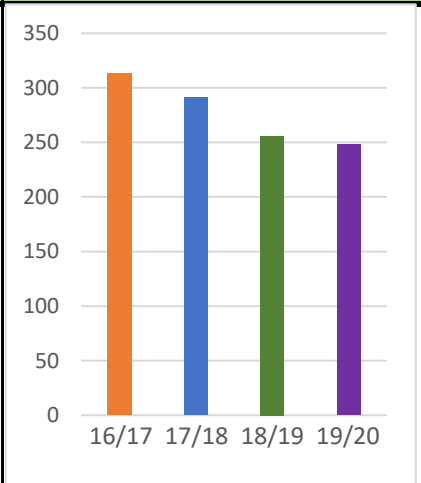
Performance measure	Period	Data	Target	Council	Trend	Comments
WS04 No. of garden waste subscribers Cabinet Member: Elisabeth Malvisi Data Owner: Nicola Healy	**2016/17** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 **2017/18** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 **2018/19** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 12,695 12,985 12,963 13,127 13,378 13,567 13,563 13,567 14,288 14,281 14,265 14,347 14,353 14,580 14,578 14,594	**14,200** **14,200**	**BDC**		Subscriber numbers have increased through out the year. *MSDC Qtr.4 2019/20 - 15,545*

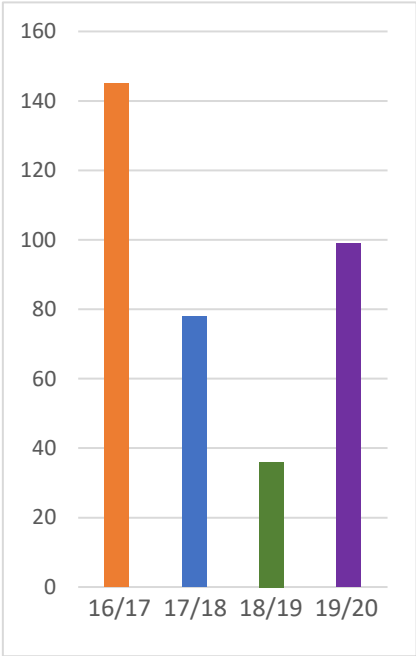
Performance measure	Period	Data	Target	Council	Trend	Comments
WS05 % of household waste sent for reuse, recycling or composting Cabinet Member : Elisabeth Malvisi Data Owner: Nicola Healy	**2016/17** **2017/18** **2018/19** **2019/20**	43.63% 41.95% 42.64% 40.27%	 **44.00%** **44.00%**	**BDC**		Percentage down from previous years due to Jan 2020 increased waste unable to be recycled (approx. 323 tonnes of low quality mixed paper).

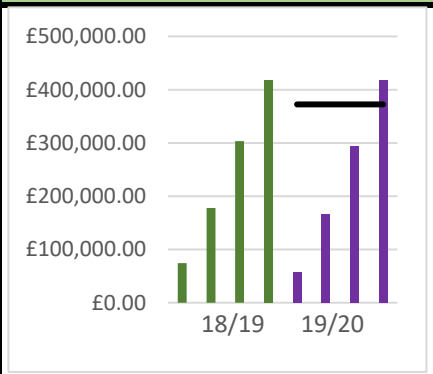
Performance measure	Period	Data	Target	Council	Trend	Comments
WS06 % of missed bins collections for domestic refuse, recycling and garden waste. (non-cumulative) Cabinet Member: Elisabeth Malvisi Data Owner: Nicola Healy	**2018/19** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 99.94% 99.93% 99.91% 99.93% 99.94% 99.80% 99.88% 99.89%	**99.80%**	**BDC**		During Q4 BDC had 619,068 possible bin collections for Refuse, Recycling and Garden waste. Of that we had 662 reported missed bins. *MSDC Qtr.4 2019/20 - 99.83%*
Performance measure	**Period**	**Data**	**Target**	**Council**	**Trend**	**Comments**
WS07 Customer Satisfaction levels with refuse collection service Cabinet Member: Elisabeth Malvisi Data Owner: Nicola Healy	**2016/17** **2017/18** **2018/19** **2019/20**	87.20% 92.90% 83.80% 84.48%	 **90.00%** **90.00%**	**Both**		For BDC 181 residents provided responses to contribute towards satisfied/dissatisfied percentages, from this 155 responded that they were satisfied with the service. For MSDC 154 residents contributed of which 128 were satisfied with the serivce. This is taken from Nov 2019 Serco survey.
Performance measure	**Period**	**Data**	**Target**	**Council**	**Trend**	**Comments**
WS08 Total amount of household residual waste sent to EfW (kg) NEW MEASURE Cabinet Member: Elisabeth Malvisi Data Owner: Nicola Healy	**2016/17** **2017/18** **2018/19** **2019/20**	481.00 482.00 474.00 447.00		**BDC**		18060.521 tonnes of household waste collected throughout the year, figure based on 40,385 properties occupied at end of Q4.

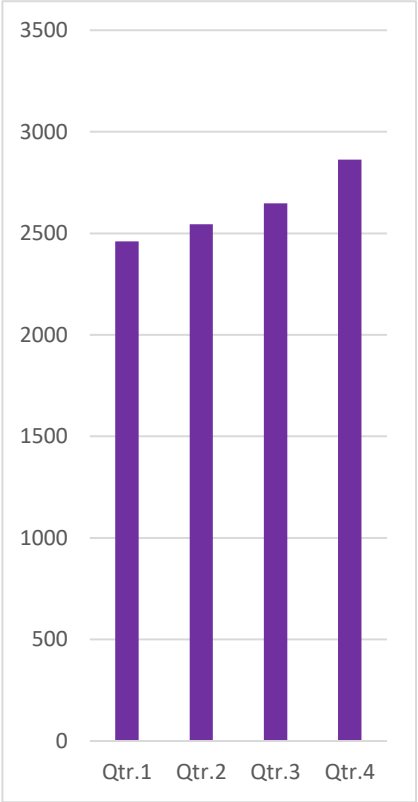
Public Protection
Corporate Manager John Grayling

Performance measure	Period	Data	Target	Council	Trend	Comments
FS02 % of food premises achieving 5 rating Cabinet Member: Elisabeth Malvisi Data Owner: John Grayling	**2018** **2019** **2020**	64.13% 64.21% 67.59%	**63.66%** **64.20%** **65.00%**	**Both**		An increase in the proportion of 5 ratings signifies an upward trend of improvement in the standard of food safety across the district 2019 to 2020.

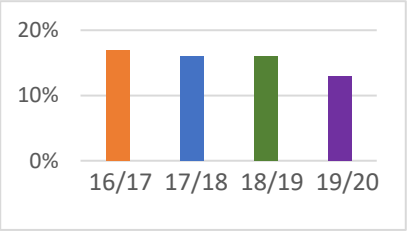
Performance measure	Period	Data	Target	Council	Trend	Comments
SE01 No. of instances of fly tipping Cabinet Member: Elisabeth Malvisi Data Owner: Joanna Hart	**2016/17** **2017/18** **2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	313 291 256 67 61 47 81 248 39 65 63 81	**n/a** **Information only**	**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.

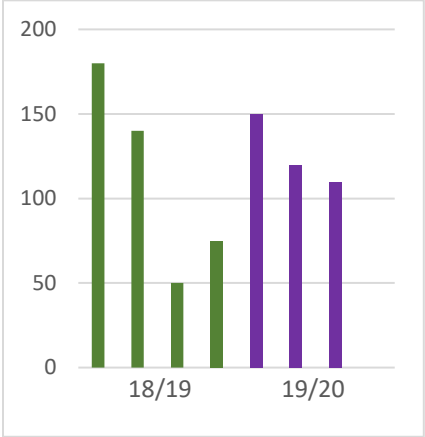
Performance measure	Period	Data	Target	Council	Trend	Comments
SE02 No. of enforcement actions for fly tipping e.g investigations, cautions, prosecutions, penalty notices, warning letters, vehicle stop and searches Cabinet Member: Elisabeth Malvisi Data Owner: Joanna Hart	**2016/17** **2017/18** **2018/19** **2019/20**	145 78 36 99	**Information only**	**BDC**		The Environmental Protection team have managed to increase the level of enforcement action despite the continuing downward trend of reports.

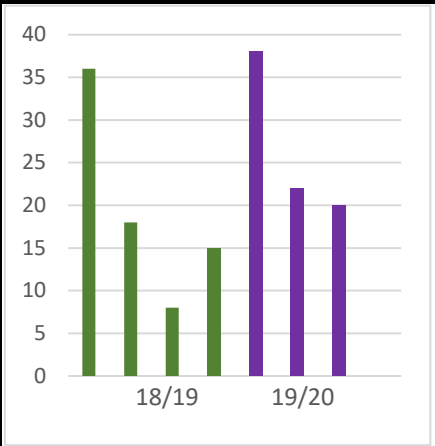
Performance measure	Period	Data	Target	Council	Trend	Comments
SE05 £Solar PV net income generated Cabinet Member: Elisabeth Malvisi Data Owner: Sharon Bayliss	**2018/19** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 £74,277 £178,010 £303,480 £418,030 £57,942 £166,947 £293,760 £416,726	**n/a** **£372,310**	**BDC**		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

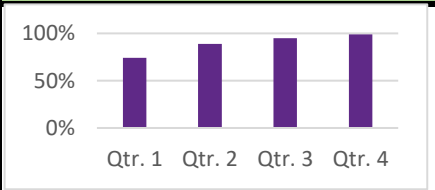
Performance measure	Period	Data	Target	Council	Trend	Comments
OFB03 No. of licenses authorised (overall figure for quarter recorded in graph) (cumulative) SECTORS Premises (Licensing Act 2003) Personal Alcohol Gambling Act 2005 premises Small Society Lotteries Scrap Metal Sites Scrap Metal Collectors Taxi & PHV Drivers Hackney Carriages Private Hire Vehicles Private Hire Operators Large Event Notices (per annum) Temporary Event Notices (per annum) Charity Collections (per annum) Cabinet Member: Elisabeth Malvisi Data Owner: John Grayling	**2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 2461 2544 2647 2863	**Information only**	**BDC**		Activity (including temporary) remained high during January and February. However, for the month of March we started to see a slowdown in applications towards the end of the month. There are over 5400 applications or processes completed per annum. Taxi sectors demand continues to remain busy even in the month of March. We continue to see some sectoral and viability premises diversification (e.g. new micro-breweries, home deliveries). Scrap Metal Dealer sites and collector renewals have been undertaking their 3-year licence cycle, which is nearly completed with two licences due later in 2020 (this is an additional income of just over £11k).

Public Realm
Corporate Manager Peter Garrett

Performance measure	Period	Data	Target	Council	Trend	Comments
CPR01 Income generated from Public Realm as a % of expenditure cabinet Member: Elisabeth Malvisi Data Owner: Claire Crascall	**2016/17** **2017/18** **2018/19** **2019/20**	17% 16% 16% 13%	**tbc**	**BDC**		Please note Q4 figures based as at 27.4.20, this may be amended once year end is closed.

Performance measure	Period	Data	Target	Council	Trend	Comments
CPR02 The amount of waste collected from litter picks Cabinet Member: Elisabeth Malvisi Data Owner: Peter Garrett	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	bags collected 180 140 50 75 150 120 110 awaiting information	**Information only**	**BDC**		

Performance measure	Period	Data	Target	Council	Trend	Comments
CPR03 No. of community litter picks supported by council Cabinet Member: Elisabeth Malvisi Data Owner: Peter Garrett	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 36 18 8 15 38 22 20 awaiting information	**Information only**	**BDC**		

Performance measure	Period	Data	Target	Council	Trend	Comments
CPR04% of fly tips cleared within 48 hrs Cabinet Member: Elisabeth Malvisi Data Owner: Peter Garrett	**2019/20** Qtr. 1 Qtr. 2 Qtr. 3 Qtr. 4	 74% 89% 95% 99%		**BDC**		In Q4 there were 81 fly tips collected 60 cleared within 80 hours.

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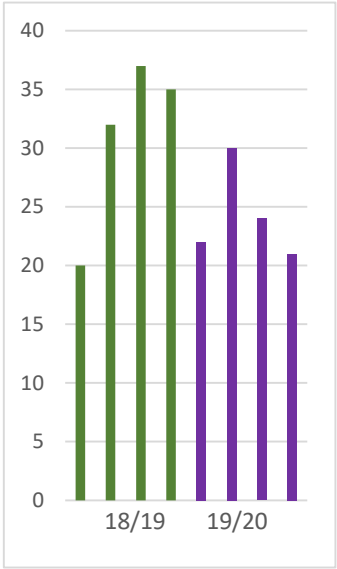
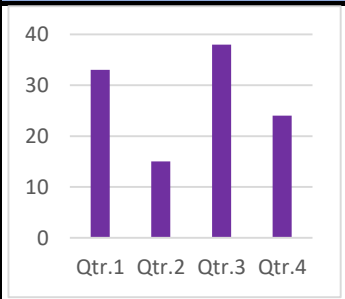
Economic Growth
Assistant Director Fiona Duhamel

Main Achievements and Outcomes January - March 2020	Achievements: What's next for Sudbury Event held in January with over 800 people attending over 2 days outlined the proposals for developing an on street bus facility plus junction improvements and early concepts for market Hill as new event and public space alongside wider Vison for Sudbury plans. Work ongoing on framework for new economic strategy focusing on creative and innovative, successful and skilled and connected and sustainable places for growth. Support for St Peters Church to secure LEP funding and ongoing work to development Masterplan concept for Hamilton Road Quarter. Working with Sudbury Steering Groups, now established with clear terms of reference and project groups reporting into it. Since mid March team have switched focus to administer government support grants to businesses as part of Covid 19 response.
Key for trend graph: ● **2016/17** ● **2017/18** ● **2018/19** ● **2019/20** ____ **target**	**Key:** **n/a not applicable** **n/a not available** **highlighted measure, further detail in main report**

Open for Business
Corporate Manager - Vacant

Performance measure	Period	Data	Target	Council	Trend	Comments
OFB01 No. of businesses that have been supported through direct and referred enquiries (overall figure for quarter recorded in graph) SECTORS Agriculture Construction Creative Industries (inc Tech) Food Production Hospitality and Leisure Manufacturing and Engineering OTHER Cabinet Member: Michael Holt Data Owner: Lee Carvell	**2018/19** Qtr.1 Qtr.2 Qtr.3 Qtr.4 **2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 20 32 37 35 22 30 24 21	**n/a**	**BDC**		Q4 includes businesses supported as part of the initial response to Covid 19 but does not include numbers of businesses referred to support to the NALEP Growth Hub. This figure will be updated in the Q1 figures. Business support has taken the form of direct phone calls to businesses across the district, advising them on grant or loan support for the Covid response, signposting businesses to other teams for further support eg licencing, planning and business rates.

Performance measure	Period	Data	Target	Council	Trend	Comments
OFB02 No. of planning application consultation responses completed by Open for Business team where potential job opportunities have been highlighted. Cabinet Member: Michael Holt Data Owner: Lee Carvell	**2019/20** Qtr.1 Qtr.2 Qtr.3 Qtr.4	 33 15 38 24	**n/a** **41**	**BDC**		The consultation responses provided include a mix - farm and agricultural buildings diversification, tourism sectors strong, businesses seeking flexibility and expansion (some small scale) and seeking to protect employment space from loss to other uses.

Performance measure	Period	Data	Target	Council	Trend	Comments
OFB04 %of void/vacant premises in market towns (non-cumulative) Cabinet Member: Michael Holt Data Owner: Lee Carvell	**2019/20** Qtr.3 Qtr.4	 10% (Sudbury) 7% (Sudbury)		**BDC**		Sudbury is in line with the Eastern average of 8.5% and the National Town Centre Vacancy Rate was 10.0% (in October 2019 figures). However these figures do not take account of vacancies occurring at the end of March which will be as a result of the Covid 19 epidemic. These figures will show up in Qtr 1 of 2020.

Performance measure	Period	Data	Target	Council	Trend	Comments
OFB05 No. of vacant premises in main industrial sites (non-cumulative) Cabinet Member: Michael Holt Data Owner: Lee Carvell	**2019/20** Qtr.3 Qtr.4	 60 60		**BDC**		The figure for Qtr 3 was taken from the Menta report produced in October 2019. Due to Covid 19 we have not formally reviewed this performance measure since Q3 but according to local agents there still remains a local supply issue for industrial space. This could change following Covid 19.

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Assets and Investments
Assistant Director Emily Atack

Main Achievements and Outcomes January - March 2020	The "What Next for Sudbury" exhibition was undertaken in January with good attendance and over 550 surveys completed. The results of the consultation are being collated and changes are being made to the hotel and restaurant design to make it more in-keeping with the traditional designs of Sudbury. Revised proposals have been received for the Sudbury Health Centre and negotiations are on-going in this respect. Work has commenced on the Council House Design Specification Review.
Main Achievements and Outcomes January - March 2020 (Companies)	CIFCO completed 2 further acquisitions in this quarter totalling £5.39m and generating a further £350,000 in rent. Babergh Growth Ltd has prepared the tender documents for the first phase of the redevelopment of the former HQ site in Hadleigh and continues to liaise with the cricket club regarding ball strike mitigation measures.
Key for trend graph: ● **2016/17** ● **2017/18** ● **2018/19** ● **2019/20** ____ **target**	**Key:** **n/a not applicable** **n/av not available**

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Equality Impact Assessment (EIA)
Initial Screening Form

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

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

1. Policy/service/function title	Q4 Performance Report 2019/20
2. Lead officer (responsible for the policy/service/function)	Sara Wilcock Lead officer Jeanette Stockings
3. Is this a new or existing policy/service/function?	Existing
4. What exactly is proposed? (Describe the policy/service/ function and the changes that are being planned?)	To provide cabinet with a performance report covering Q4 (Jan – Mar 20)
5. Why? (Give reasons why these changes are being introduced)	To provide assurance that the Councils are meeting their performance objectives.
6. How will it be implemented? (Describe the decision making process, timescales, process for implementation)	Formal Cabinet reporting timeframes

7. Is there potential for differential impact (negative or positive) on any of the protected characteristics?	No
8. Is there the possibility of **discriminating unlawfully**, directly or indirectly, against people from any protected characteristic?	No
9. Could there be an effect on **relations between certain groups?**	No
10. Does the policy explicitly involve, or **focus on a particular equalities group**, i.e. because they have particular needs?	No
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. If 'yes' then a full impact assessment must be completed.	
Authors signature S Wilcock Date of completion 28.05.2020	

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.

BABERGH DISTRICT COUNCIL

TO:	**Cabinet**	**REPORT NUMBER: BCa/19/50**
FROM:	**Clive Arthey- Cabinet Member for Planning**	**DATE OF MEETING: 9th June 2020**
OFFICER:	**Christine Thurlow Professional Lead Key Sites and Infrastructure**	**KEY DECISION REF NO. CAB192**

COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE PROGRAMME JUNE 2020

1. PURPOSE OF REPORT

1.1 The CIL Expenditure Framework and the CIL Expenditure Framework Communications Strategy were adopted by both Councils on the 20thth April 2020.These were accompanied by a Key CIL Dates Calendar 2020. (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 monies can be spent on is set out in each Councils CIL Position Statement. (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 and other funding streams. 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 Expenditure Programme for each District. The CIL Expenditure Programme for that District will be considered by that Councils Cabinet with decisions on all valid Bids either for Cabinet to make or for Cabinet to note (if the valid Bid has been determined using delegated powers).

1.4 This report seeks to obtain approval by Cabinet for Babergh' s CIL Expenditure Programme – June 2020 which forms Appendix A to this report. This report contains the assessment of three CIL Bids (B19-14 B19-05 and B19-06) including the judgement around the prioritisation criteria for those Bids (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 adopted the documents set out in paragraph 1.1 above by Council decision in April 2018 which

were subsequently reviewed and adopted on the 19th March 2019 (Babergh) and 18th March 2019 (Mid Suffolk).

3. RECOMMENDATIONS

3.1 That the CIL Expenditure Programme (June 2020) and accompanying technical assessment of the CIL Bids -M19-05, B19/06 and B19/14 (forming Appendices A and B) which include decisions on these CIL Bids for Cabinet to make and approve as follows: -

Decision for Cabinet to make: Ringfenced funds for Sudbury only and Local Infrastructure Fund

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the Infrastructure	Cabinet Decision
B19-14 SUDBURY – St Peters	Amount of CIL Bid £75,288.00 Total costs £2,591,868.00.	Recommendation to Cabinet to approve CIL Bid B19-14 for £75,288.00 (from Ringfenced Fund – Sudbury - £62,461.13 from Local Infrastructure Fund £12,826.87) .

Decisions for Cabinet to make: Local Infrastructure Fund

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the Infrastructure	Cabinet Decision
B19-05 NEWTON – Recreation Ground School Lane	Amount of CIL Bid £ 87,891.90 Total costs £139,995.00.	Recommendation to Cabinet to approve CIL Bid B19-05 for £87,891.90
B19-06 CHELSWORTH – All Saints Church The Street	Amount of CIL Bid £136,244.00	Recommendation to Cabinet to approve

	(excluding VAT) Total costs £263,370.00 (including VAT).	CIL Bid B19-06 for £136,244.00

3.2 Cabinet are also asked to note and endorse this CIL Expenditure Programme which includes the position in respect of approved CIL Bids from Rounds 1, 2 3 and 4 (Appendix A Section B) together with details of emerging infrastructure /CIL Bids (Appendix A Section C).

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 originally adopted in April 2018 and reviewed with amendments adopted on the 18th March 2019 and with further amendments on the 20th April 2020 requires the production of a CIL Expenditure Programme for each District which contains decisions for Cabinet to make or note on CIL Bids for CIL expenditure. These decisions relating to the expenditure of CIL monies form one of the ways in which necessary infrastructure supporting growth is delivered.

4. KEY INFORMATION

4.1 Given the determination of "available monies" for CIL Bid B19-05, B19-06 and B19-14 which are the subject of this report - (paragraphs 6.8 - 6.9 inclusive) Members are advised: -

- Bid round 5 (between 1st - 31st May 2020) has only just opened. All new Bids will be acknowledged when received. They will need to be validated, screened, consulted upon and assessed against prioritisation criteria. As such those Bids are not being considered in this CIL Expenditure Programme. When these Bids become valid, they will be progressed and are expected to be considered by Cabinet (on the 10th September 2020) under an updated CIL Expenditure Programme.

- This CIL Expenditure Programme document focuses on three Bids: these being B19-14 in Sudbury at St Peters, B19 -05 at the Recreation Ground School Lane in Newton and B19-06 at All Saints Church in Chelsworth. Further key information about these Bids is set out below (augmented by the Technical Assessments comprising Appendix B) as follows-.

  - **B19-14 – St Peters Sudbury** – this is an ambitious project which aims to improve this important community building in the centre of Sudbury by the rejuvenation of the building into a cultural hub. The facility is pivotal in

community terms to Sudbury and to the visioning and place shaping work which is currently being undertaken collaboratively within the town. The project which will provide new toilets, baby changing facilities, wheelchair accessible facilities together with an upgraded kitchen within the west end of the church and the construction of a mezzanine gallery with disabled lift access has a total cost of approximately £2.5 million. Much of the funding is already secured for this project with the remaining Heritage Lottery Bid for approx. £1.5 million needing to be submitted by the 1st June 2020. As part of that submission it is necessary to be able to demonstrate that all the other funding has been secured hence the urgency behind the determination of this Bid by Cabinet on the 9th June to facilitate the prospect of a favourable decision on the Heritage Lottery Bid. Planning permission and Listed Building consent have now been granted for the scheme of works associated with this project with formal decisions issued on May 7th 2020. Although this is more than the new limitation (£75,000 or 75% of the total costs of the works) allowed for infrastructure submitted by the community in the amendments to the CIL Expenditure Framework, these changes made provision for all existing undetermined Bids (submitted in Bid rounds 1-4 inclusive) to be determined without this limitation for a transitional one Bid round period. As such the recommendation to Cabinet above is one of approval.

- **B19-05 – Recreation Ground Newton** – This Bid for a children's play area and a multiuse games area has been reviewed since original submission to address issues of costings/scope and is now accompanied by three quotes to meet validation requirements. Planning permission has been granted which also satisfies the validation criteria. Unspent section 106 monies have been identified to assist towards the total costs with a significant amount of money coming from the Parish Councils Neighbourhood CIL funds (£20,000). In addition, a £25,000 grant from Communities has also been secured such that the original request for CIL monies of £125,000 has been reduced to £87,891.90. Although this is more than the new limitation (£75,000 or 75% of the total costs of the works) allowed for infrastructure submitted by the community in the amendments to the CIL Expenditure Framework, these changes made provision for all existing undetermined Bids (submitted in Bid rounds 1-4 inclusive) to be determined without this limitation for a transitional one Bid round period.

- **B19-06 – All Saints Church Chelsworth –** this project is unique as it relates to infrastructure improvements at the church in order to provide enhanced community usage of the church as the existing village hall cannot fulfil this need (due to stability issues in respect of its floor), The proposed works at the church which involve the provision of a toilet, kitchen and storage area together with important restoration works to the organ and its repositioning on an elevated platform/gallery allows the opportunity to maximise on useable floorspace by the community with new toilet and kitchen facilities. As stated above the floor of the existing Village Hall (for Chelsworth) has stability problems and is only capable of limited appropriate light usage and at present is principally used by quilters three full days per week As such the church provides the only village venue for all the other community events. This proposed scheme of works and the overall project will allow that use to be expanded and intensified together

with a widening of usage to include educational/historical learning opportunities. None of the requested CIL monies would be used for restoration/repair of the church or organ. Although this is more than the new limitation (£75,000 or 75% of the total costs of the works) allowed for infrastructure submitted by the community in the amendments to the CIL Expenditure Framework, these changes made provision for all existing undetermined Bids (submitted in Bid rounds 1-4 inclusive) to be determined without this limitation for a transitional one Bid round period.

- This CIL Expenditure Programme also provides an up to date progress position on all those CIL Bids which have previously been approved in Bid rounds 1, 2 3, and 4 together with a new section which outlines the progress of emerging CIL Bids which are being discussed at pre submission stage (Appendix A section C).

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. Before 1st September 2019, each Council was required to publish a list of infrastructure that they will put the CIL monies towards. These lists were known as the “Regulation 123 Lists”. However, on the 1st September 2019, new CIL Regulations were enacted, with the CIL 123 Lists being abolished, and in order to provide clarity given this changing situation, each Council adopted a CIL Position Statement containing a list of infrastructure that it would spend its CIL monies on. The authority for this was provided by a Council decision in March 2019 when the First Review of the CIL Expenditure Framework was undertaken and a revised scheme was agreed (by both Councils). The CIL Position Statements are identical for both Councils; the hyperlink for the CIL Position Statement for Babergh is contained at paragraph 13.1.

6.3 These replacement documents (known as the CIL Position Statement) makes both Councils position clear on the expenditure of CIL This is expected to remain in force until the Position Statement is formally reviewed.

6.4 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 made 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.

6.5 Since the implementation of CIL for both Councils on the 11th April 2016 there have been eight payments to Town/Parish Councils; these have taken place in October

2016, April and October 2017, April and October 2018, April and October 2019 and April 2020. At the time that the Neighbourhood payments are made, the 20% set aside for Strategic Infrastructure fund is also undertaken. The Strategic Infrastructure Fund money is stored separately to the Local Infrastructure Fund at this point. In addition, money is also stored in a Ringfenced Fund (explained in Paragraph 6.7 below). 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).

6.6 The remaining 80% of the CIL monies comprises the Local Infrastructure Fund with the exception of the monies held in the Ringfenced Fund (explained in paragraph 6.7 below).

6.7 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. 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. The monies (accrued from developments of 10 dwellings and above) are held in a Ringfenced Fund account separate from the Strategic and Local Infrastructure funds to ensure the monies are safeguarded towards infrastructure supporting these developments. The remaining unallocated monies are known as the “available funds” and it is these funds that can fund the majority of CIL bids.

6.8 These available funds are: -

- Strategic Infrastructure Fund (including interest) as at 31st March 2020 =: £484,937.83
- Total Ringfenced Fund as at 31st March 2020 = £1,471,214.79
- Ringfenced monies collected in Sudbury taken from the Ringfenced funds as at 31st March 2020 =: £62,461.13
- Local Infrastructure Fund available as at 31st March 2020 =: £918,077.46

6.9 These are expressed as follows:

Expenditure	Total	2017/18	2018/19	2019/20
Total Expenditure in Bid Round 1 (Local Infrastructure Fund only)		N/A	£75,217.55	N/A
Total Expenditure in Bid Round 1 (Strategic Infrastructure Fund only)		N/A	£100,000.00	N/A
Total Expenditure in Bid Round 2 (Local Infrastructure Fund only)		N/A	£241,886.99	N/A

Total Expenditure in Bid Round 3 (Local Infrastructure Fund only)		N/A	N/A	£88,417.48.
Total Expenditure in Bid Round 3 (Strategic Infrastructure Fund)		N/A	N/A	£200,746.00
Total Expenditure in Bid Round 4 (Strategic Infrastructure Fund)		N/A	N/A	£0
Total Expenditure in Bid Round 4 (Ring-fenced monies)		N/A	N/A	£40,447.97
Total Expenditure in Bid Round 4 (Local Infrastructure Fund)		N/A	N/A	£196,885.03
Total amount available for Expenditure in Bid round 5 (Strategic Infrastructure Fund)		N/A	N/A	£484,937.83
Total amount available for Expenditure in Bid round 5 (Ringfenced Fund)		N/A	N/A	£1,471,214.79
Total amount available for Expenditure in Bid round 5 (Local Infrastructure Fund		N/A	N/A	£918,077.46

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 Expenditure Programme for Babergh District Council – June 2020 – Appendix A (including the technical assessments comprising 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 and which have remained largely unchanged as part of the second CIL Expenditure Framework Review of 2020 are clear in respect of the determination of these Bids. They are Cabinet decisions and paragraph 3.1 of the CIL Expenditure Framework allows Bids to come forward independent of others if there are exceptional reasons. In this case Bid B19-14 needs to be determined in very early June 2020 before the separate Heritage Lottery Fund Bid can be applied for and determined. There is therefore an urgency in timescale terms to consider and determine this Bid. The other two Bids were recently made valid and decisions on these (at the same time as B19-14) are both appropriate and timely in delivery terms.

7.4 Regulation 62 of the CIL Regulations 2010 (as amended) required 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, 2018 and 2019 Monitoring Report for both Councils are published on the websites (see below).

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

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

https://www.babergh.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/cil-reporting/

7.5 In the future, under the new CIL Regulations 2019, it is necessary for each Council to produce an Annual Funding Statement (dealing with both CIL and s106 developer contributions). This must be produced by both Councils by December 2020.

8. RISK MANAGEMENT

8.1 This report is most closely linked with the Strategic Risk 4 – 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
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. Current Risk Score: 6	Unlikely (2)	Bad (3)	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.

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. In the future under the new CIL Regulations 2019 an Annual Funding Statement is required to address CIL and s106 developer contributions and this must be produced and in place by December 2020. Failure to so will also result in non-compliance with the CIL Regulations	Highly Unlikely (1)	Noticeable /Minor (2)	The Infrastructure Team produces the required 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 Monitoring report which in future will be known as the annual Infrastructure Funding Statement IFS) is laid out in the CIL Regulations, so there is no risk in relation to the way the information is presented
Failure to monitor expenditure such that CIL expenditure is not effective.	Unlikely (2)	Bad (3)	The software which supports CIL collection will be used to support CIL expenditure. In addition, it is envisaged that a yearly CIL Business plan (with a 6-month update) will be produced which will include details of all allocated and proposed CIL expenditure and this together with the software will be used for effective monitoring.
If too high a value is allocated into the Strategic Infrastructure Fund, there is a risk that there would be insufficient Local Infrastructure Funding available to deliver the infrastructure required to mitigate the harm, thereby ensuring sustainable development.	Unlikely (2)	Bad (3)	The Infrastructure Team will continue to monitor all allocations of CIL Funds and the CIL Expenditure Framework review will include this risk as a key element of the review to ensure the level set remains appropriate.

If 25% Neighbourhood CIL is automatically allocated to any Parish/Town councils where there is no Neighbourhood Plan in place, there is a risk that there would be insufficient CIL Funding to allocate to the Strategic Infrastructure Fund and also the risk that there would be insufficient Local Infrastructure Funding available to deliver the infrastructure required to mitigate the harm, thereby ensuring sustainable development.	Unlikely (2)	Bad (3)	The Infrastructure Team will continue to monitor all allocations of Neighbourhood CIL and other CIL Funds and the CIL Expenditure Framework review will include this risk as a key element of the review to ensure allocations of CIL remain appropriate and projects to make development sustainable are able to be delivered.
If commencements of major housing developments were not correctly monitored or the incorrect apportionment of CIL monies were to occur such that monies could not be allocated towards major housing developments, inadequate infrastructure provision would result.	Unlikely (2)	Disaster (4)	The Infrastructure Team will continue to monitor all commencements of development through the service of the required Commencement Notice by developers such that correct apportionment of CIL Funds can be undertaken. The CIL Expenditure Framework review will include this risk as a key element of the review to ensure allocations of CIL remain appropriate and projects to make development sustainable are able to be delivered.

Assurances (for collection of CIL monies)

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

Table 5

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

8.4 On the 18th December 2017 Joint Overview and Scrutiny received a fact sheet on collection and current thinking on CIL expenditure and questions were answered in relation to it. Members of that Committee were advised of the route map towards getting a framework for CIL expenditure formally considered. Members were advised that this would be a key decision for both Councils and would need to go to Cabinet and then full Council. The resulting joint CIL Expenditure Framework, the CIL Expenditure Communications Strategy and the Timeline for the Expenditure of CIL and its Review were adopted by both Councils on the 24th April 2018 (Babergh) and 26th April 2018 (Mid Suffolk).

8.5 In May 2018, the results of an investigation by Internal Audit on behalf of the Assistant Director 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.

8.7 On the 19th September 2019 a report was prepared for consideration by Joint Overview and Scrutiny on CIL expenditure with five witnesses including Infrastructure Providers, Cockfield Parish Council and a member of the Joint Member Panel; the latter of which are informing the second review of the CIL Expenditure Framework.it is expected that the outcomes from this process will be presented to both Councils for consideration and be in place before Bid round 5 opens in May 2029.

Assurances (for collection and expenditure of CIL Monies)

8.8 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.

8.9 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 referred.)

8.10 The first review of the CIL Expenditure Framework took place in 2018 following consideration by Joint Overview and Scrutiny in November 2018. The Joint Member Panel also informed the review and the conclusions were presented to both Councils and adopted in March 2019. This decision by both Councils planned for a further review of the CIL Expenditure Framework to occur at the same time as the Bid round no 4 so that any revised scheme would be in place before Bid round 5. This second review of the CIL Expenditure Framework was adopted by both Council in April 2020. In making this decision Members agreed that a further third review would take place at the same time as Bid round 6 so that it is in place before Bid round 7 starts.

9. CONSULTATIONS

9.1 The CIL Expenditure Communications Strategy contains a requirement for both Councils to consult the following bodies or organisations (for a period of 14 days) where valid Bids for their Wards or Parish have been submitted as follows: -

- District Member(s)
- Parish Council
- Division County Councillor

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.

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. There is no EIA Assessment required.

12. APPENDICES

Title	Location
A. Appendix A - CIL Expenditure Programme for Babergh – June 2020	ATTACHED
B Appendix B = Technical Assessment of CIL Bids B19-14, B19-05 and B19-06) – June 2020	ATTACHED
C Appendix C Screening report for Equality Analysis	ATTACHED

13. BACKGROUND DOCUMENTS

13.1 The CIL Expenditure Framework, the CIL Expenditure Framework Communications Strategy and the CIL Position Statement for Babergh District Council together with the Key CIL Calendar dates for 2020 constitute background papers for this report. These were originally adopted by both Councils in April 2018. They were reviewed and adopted by both Councils in March 2019 (Babergh – 18th and Mid Suffolk - 19th March) and further amended and adopted by both Councils in April 2020.These amended background documents are as follows: -

- The CIL Expenditure Framework (amended in April 2020) :

  https://www.babergh.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/spending-cil/

- The CIL Expenditure Framework Communications Strategy(amended in April 2020) :

  https://www.babergh.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/spending-cil/

- CIL Position Statement for Babergh District Council:

  https://www.babergh.gov.uk/planning/community-infrastructure-levy-and-section 106/community-infrastructure-levy-cil/spending-cil/

- Key CIL Calendar dates 2020

  https://www.babergh.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/spending-cil/

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The Community Infrastructure Levy (CIL) Expenditure Programme

Babergh District Council

June 2020

Appendix A.

Appendix A

CIL EXPENDITURE PROGRAMME JUNE 2020

KEY FACTS

- The CIL Expenditure Framework, the CIL Communications Strategy were reviewed and approved on 20th April 2020. A Key dates for CIL document has also been published on the website in calendar format. These can be viewed on the web site using the following hyperlink: https://www.babergh.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/spending-cil/
- Bid Round 5 (for Infrastructure providers including Officers from BMSDC and Parishes and Community Groups) opened 1st May - 31st May 2020. Previous bid rounds were in May 2018, October 2018, May 2019 and October 2019.
- The above documents contain the processes, criteria for consideration and governance of the scheme which includes the production of a CIL Expenditure Programme (twice yearly – after each Bid Round). This document contains the decisions to be made by Cabinet on Bids and for Cabinet to note decisions which have been made under delegated powers (all as detailed in the Governance section of the CIL Expenditure Framework)
- 20% of all CIL collected (after the 5% Admin charge and the Parish apportionment has been deducted) is being saved for Strategic Infrastructure expenditure (definition in the CIL Expenditure Framework)
- Infrastructure for new housing growth (ten dwellings and over) is prioritised in the CIL Expenditure Framework and the CIL monies collected against such schemes are saved in a different Ringfenced Fund in order that these monies are available for those housing projects in that settlement.
- The remaining (CIL Position Statement) monies are available for Local Infrastructure expenditure (as defined in the CIL Expenditure Framework) and it is these "**available funds**" together with prioritised expenditure that the majority of the CIL bids will be funded from.
- The "**available funds**" are stated below together with details of all new starts on new major housing growth projects (10 dwellings and over) within the specified period so that Ringfenced Funds can be understood. Also contained in this CIL Expenditure programme are details of progress on already approved infrastructure projects (section B below) together with details of emerging/ developing infrastructure projects (section C below)
- All CIL expenditure must be in accordance with the CIL Position Statement which is on the website: https://www.babergh.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/spending-cil/
- The timetable for consideration of bids and the next review of the CIL Expenditure Framework is also on the website:

Appendix A

CONSIDERATION OF BIDS

- All received bids are acknowledged and all missing or outstanding information must be submitted before the bid can be made valid or progressed to formal determination.
- When a bid is made valid consultation will occur with the Ward District Member(s), the Parish Council and the Division County Councillor for a period of 14 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 which can be viewed in Appendix B.
- The technical assessment of each valid bid contains a conclusion section that the recommendation to Cabinet in the CIL Expenditure Programme is founded upon.
- The CIL Expenditure Programme for each Council contains decisions to be made by the Cabinet together with bids approved under delegated powers for Cabinet to note, 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 those major planning applications (over 10 dwellings), which have been commenced and for which CIL monies have been received, shall have the CIL monies kept in a Ringfenced Fund 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. These 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 continue to work with infrastructure providers to ensure that bids are received for these schemes.

Appendix A

PRIORITY HOUSING/EMPLOYMENT SCHEMES (commenced since adoption of CIL – 11th April 2016 to 31st March 2020)

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due	CIL received to 29 April 2020	Infrastructure Requirements at the time of the Planning Application
HADLEIGH	Former Brett Works	B/16/00760	65	£9,638.18	£9,638.18	Libraries = £14,256.00 Health = £20,580.00
RAYDON	Land east of King Georges Field, The Street	DC/17/06289	24	£287,750.43	£230,200.36	Affordable housing 8 units
CAPEL ST MARY	Land north and west of Capel Community Church, Days Road	B/17/00122	97	£1,023,576.96	£1,023,576.96	Health (amount unspecified) Travel; Plan Evaluation (£1,000 per annum) Travel Plan Implementation (£74,071.00)
LONG MELFORD	Land on the south side of Bull Lane	B/16/00777	71	£719,000.79	£719,000.79	Education - £219,258.00 Early Years - £42,637.00 Health - £22,360.00 Passenger Transport - £35,000.00 Libraries - £15,336.00
ASSINGTON	Land north of the Hollies The Street	DC/17/06170	10	£178,411.15	£142,728.92	None
SUDBURY	Walnut tree Hospital Walnut tree Lane	DC/17/03677	Variation to 55	£42,319.46	£42,319.46	None
SUDBURY	Walnut tree Hospital Walnut tree Lane	B/16/01192	49	£9,072.48	£9,072.48	None
BRANTHAM	Land North of Windy ridge, Brantham Hill	DC/18/01020	13	693.41	693.41	None
SUDBURY	Easterns, 31 Station Road	B/16/01670	15	£46,203.58	£46,203.58	None

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Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due	CIL received to 29 April 2020	Infrastructure Requirements at the time of the Planning Application
LAVENHAM	Land adjacent to Bear's Lane	DC/17/04024	24	£253,499.73	£101,399.90	None
STUTTON	Land West Of 35 - 40 Stutton Close	B/17/00950	34	£424,588.94	£0.00	Affordable rented dwellings 7 Ecological Mitigation £5,722.88
GREAT WALDINGFIELD	Land Off Bantocks Road	DC/18/04309	32	£249,070.03	£49,814.01	None
COCKFIELD	Land To The West Of The Plough And Fleece Inn, Great Green	DC/19/02020	10	£185,368.30	£0.00	None
LAVENHAM	Land South Of Howlett Of Lavenham, Melford Road	DC/19/03185	25	£272,572.19	£0.00	None

AVAILABLE FUNDING FOR BID ROUND FIVE

Total Amount of CIL monies available (after deduction of the 5% CIL admin charge, the making of Neighbourhood CIL payments including payments due by 28th April 2020, allocation of 20% save for the Strategic Infrastructure Fund, the prioritisation of funds to meet the infrastructure costs associated with major housing developments (Ringfenced Fund) and approved Bids from Bid Rounds 1,2 ,3 and 4):

- Strategic Infrastructure Fund (including bank interest) - £484,937.83
- Prioritisation of funds for major housing growth projects: Ringfenced Fund - £1,471,214.79 (£62,461.13 available to Sudbury)
- Available monies for Local Infrastructure Fund for Bid Round 5 - £918,077.46

Appendix A

CIL Bid Funds totals

- **Sudbury – total CIL Bid made up from Ringfenced funds £62,461.13 and Local Infrastructure Fund - £12,826.87**
- **Chelsworth – Local Infrastructure Fund - £136,244.00**
- **Newton – Local Infrastructure Fund - £87,891.90**

Conclusions

Three CIL Bids are proposed for approval in this CIL Expenditure Programme from the Ringfenced Fund and the Local Infrastructure Fund (see above). The remaining CIL Bids which are already submitted and are as yet undetermined will continue to be worked on although all will be subject to the amendments made to the CIL Expenditure Framework and the CIL Expenditure Framework Communication Strategy through the second review with the exception of one Bid round allowed for transitional purposes. Any changes affecting those Bids will be discussed with the Bid authors. If the above recommendations to Cabinet to approve CIL Bids at this stage in round 5 are accepted, the remaining unspent CIL monies for the remainder of Bid round 5 are set out below.

- Strategic Infrastructure Fund (including bank interest) for remainder of Bid round 5 -£484,937.83
- Prioritisation of funds for major housing growth projects: Ringfenced Fund for remainder of Bid round 5 - £1,408,753.66
- Available monies for Local Infrastructure Fund for Bid Round 5 - £681,115.69

A. LIST OF BIDS TAKEN FORWARD INTO AND/OR RECEIVED FOR BID ROUND FIVE (1ST May- 31st May 2020) FOR BABERGH DISTRICT COUNCIL (including recommendations for Cabinet to make decisions or for Cabinet to note the delegated decisions already made).

The following table comprises a list of CIL Bids received before or within Bid Round five (1st May - 31st May 2020). Not all the bids are valid; with either missing information, no formal approvals for the proposed infrastructure or further investigation or clarification being sought. Those bids where no decision can be made or where they are invalid will be carried forward to the next bid round date.

Appendix A

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

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	CIL Position Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
B16-18	SUDBURY Former United Reformed Church School Street	Multi use community space HIVE	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 no monies allocated. Other potential funders not listed at this time	N/A	No	Planning permission now granted for the community use. Informal advice from a Heritage officer states removal of pews from the church is unlikely to be granted Listed Building Consent (as the pews are Victorian and cotemporary with the building and part of the Listing). However, information submitted by	**Held over until Bid round 5 as requested whilst project scope/ costings/ funders contributions are reviewed. Cabinet decision ultimately if Bid made valid.**

Appendix A

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	CIL Position Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
									the Bidder states that it is not an immediate proposal but there is an acknowledg ment of the need for Listed Building Consent in the future Meeting with Major funder in March 2020 and other funding opportunities being secured to secure rest of the money Concern has been expressed about the current condition of main church	

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Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	CIL Position Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
									building. CIL Bid applicant has asked for Bid to be held in abeyance until March 2020. In April 2020 an update on the progress of this Bid has been requested of the Bidder. Detailed response awaited.	
B19-05	NEWTON Recreation Ground, School Lane, Newton, CO100QS	Play Equipment Newton Parish Council in conjunction with Newton Neighbourh	Provision of leisure and community facilities	Originally £125,000 sought. However project scope/costings/funders contributions have	No	Total Costs originally: £125,000. Now revised to £139,995.00. Funding contributions as follows:	Yes. Consultation occurred for a two week period commencing 11th May 2020	Yes	N/A	**Recommendation to Cabinet to approve CIL Bid for** £87,891.90 **(Local Infrastructure Fund)**

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Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	CIL Position Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
		ood Plan Group		been reviewed. CIL Bid revised to £87,891.90		£25,000 Capital Grant Unspent s106 monies £7103.10 £20,000. from Newton Parish Council				
B19-06	CHELSWORTH All Saints Church, The Street, IP7 7HU	Convert church to community use Chelsworth All Saints Parochial Church Council	Provision of leisure and community facilities	£136,244 (excluding VAT)	No	Total Cost: £263,370.00 (including VAT). Other sources of funding: £112,296 through All Saints Church Fabric Fund including VAT £25,000 from Communities Grant Fund.	Yes. Consultation occurred for a two week period commencing 11th May 2020	Yes	N/A	**Recommendation to Cabinet to approve CIL Bid for £136,244.00 (Local Infrastructure Fund)**
B19-13	SHOTLEY Kidzone,	Shotley Kidzone Building Extension	Yes - Provision of additional pre-school	£146,000	No	Net cost £150,000. £1,500 Parish	N/A	No	Bid is invalid - No business case has	**Held over until Bid round 5 as requested and whilst project scope/ costings/ need/**

Appendix A

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	CIL Position Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
			places at existing establishments			Council (decision due 30/11/19) £2,500 Shotley Kidzone			been provided. Only one quote received. Planning permission not yet granted for the works so not all formal approvals are in place. Further investigation is required over the lease and the relationship with the primary school needs full understanding as Kidzone currently use space from the school. Matter is being	**formal approvals are awaited. The views of SCC have been sought Lease considerations also need to be considered Cabinet decision ultimately**

Appendix A

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	CIL Position Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
									discussed with SCC in respect any future expansion of the primary School.	
B19-14	SUDBURY St Peters Market Square	Rejuvenation of St Peters into a community cultural hub including toilets and kitchen (including wheelchair accessible facilities. New mezzanine and a gallery and disabled lift access to gallery	Yes, provision of community facilities	Originally £190,800 sought. However project /funders contributions reviewed and CIL Bid has been adjusted to £100,288. However as Communities grant offered of 25,000 figure	No	Total cost of works £2,591,868. as follows BDC - £100,000 Sudbury Town Council £10,000 Friends of St Peter £70,000 CCT- £6,000 Non-financial Volunteer time value £187,200 Individuals income £1200	Yes . Consultation commenced for a two week period commencing 11th May 2020	Yes	Decisions issued on the 7th May 2020 for the grant of planning permission and Listed Building Consent	**Recommendation to Cabinet to approve CIL Bid for £75,288.00 (from Ringfenced Fund – Sudbury - £62,461.13 Local Infrastructure Fund £ 12,826.87)**

Appendix A

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	CIL Position Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
				further revised to £75,288.		Campaign Board Fundraising £16,500 Gift Aid £3414 New Anglia LEP £226,000 Getting Jr Trust £30,000 Waitrose £400 Collections £1383 Theo Fennel Event £796 Other Events £3351 Lord Belstead Charitable Settlement £10,000 Alfred Williams Charitable Trust £2500				

Appendix A

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	CIL Position Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
						Sudbury Municipal Charities £500 CCT £6000 Annual Appeal £18983 £25,000 BDC Communities Grant Fund Heritage Lottery Fund £1,595,545 Listed Places of worship scheme £207,808				
B19-18	HINTLESHAM Playing Fields	Play Area Improvement Scheme, Chattisham and Hintlesham Parish Council	Provision of leisure and community facilities	Unknown. Form not fully complete	Unknown	Total Cost £40,000 – unknown if other funds are being considered BDC Communities grant £25,000	N/A	No	Considerable amount of information missing from Bid including amount of CIL	**Held over until Bid round 5 whilst all outstanding matters are addressed and resolved. Cabinet decision ultimately**

Appendix A

B. PROGRESS OF BIDS APPROVED IN PREVIOUS BID ROUNDS (Bid Rounds 1,2,3 and 4)

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Project Spend
B02-18	VILLAGE HALL - Monks Eleigh - Hearing Loop	533	£10,750.00	£10,750.00	Agreed by Cabinet in September 2018.CIL Bid offer letter issued 25/9/18. Offer accepted. **Project completed.**
B03-18	OPEN SPACE – Cockfield Mackenzie Community Open Space Project	228	£27,843.51		Agreed by Cabinet in September 2018. CIL Bid offer letter issued 25/9/18. Offer accepted Commenced Land exchange and completed on the 19/6/19. Exchange documentation to be sent to the Infrastructure Team.
B04-18	OPEN SPACE – Cockfield Glebe Community Open Space Project	539	£21,160.94	£20,356.02	Agreed by Cabinet in September 2018. CIL Bid offer letter issued 25/9/18 Offer accepted. Glebe land purchased from Diocese on 19/6/19. Land Registry documentation will be sent to the Infrastructure Team. **Project complete and coming under the allocated budget (Underspend of £804.92 returned to Local Infrastructure Fund)**
B06-18	COMMUNITY FACILITY – East Bergholt - Tiered Seating East Bergholt High School	638	£45,000.00	£45,000.00	Agreed by Cabinet in March2019 CIL Bid offer letter issued 13/3/19 Offer accepted. **Project Completed**

Appendix A

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Project Spend
B07-18	VILLAGE HALL – Preston St Mary - Kitchen and Toilet Extension P	635	£130,091.00		Agreed by Cabinet in March 2019 CIL Bid offer letter Issued 13/3/19 Offer accepted. Further funding being explored to reach the required costs of the project. No works will commence until the full amount of the project is funded.
B09-18	VILLAGE HALL - Cockfield kitchen & electric supply	529	£9,928.76	£9,928.76	Noted by Cabinet in September 2018. CIL Bid offer letter issued 25/9/19 Offer accepted Work commenced - Phase one of electrical works has begun in the kitchens. Materials & appliances being ordered. Remaining £7,738.64 to be claimed – **Project Completed**
B10-18	GREEN ENERGY - Lindsey Electric Vehicle Charging Point	532	£5,534.34	£5,534.34	Noted by Cabinet in September 2018. CIL Bid offer letter issued 25/9/19 Offer accepted. **Project Completed**
B12-18	COMMUNITY FACILITY - Lavenham Community Hub	634	£30,000.00	£30,000.00	Agreed by Cabinet in September 2018. CIL Bid offer letter issued 13/3/19 Offer accepted. **Project Completed - Building transferred on 20/05/2019**
B13-18	GREEN ENERGY - Lavenham Electric Vehicle Charging Point	637	£33,455.99	£28,688.02	Agreed by Cabinet in March 2019 CIL Bid offer letter issued 13/3/19

Appendix A

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Project Spend
					Offer accepted. Work commenced on 10 July but was aborted due to large number of tourists in the area. The contractor has applied to Suffolk CC to install traffic lights on Church Street. Expected restart of the works is September 2019. **Project complete. Came in under budget, £4,767.97 returned to the Local Infrastructure Fund**
B14-18	OPEN SPACE - Cockfield Culvert Open Space Project	603	£3,340.00		Noted by Cabinet in March 2019. CIL Bid offer letter issued 13/3/19 Offer accepted Started – Offered £3,340 (as per CIL Bid application) Land exchange completed on 19/6/19. Exchange documentation outstanding. .
B19-18	SPORTS AND FITNESS – Sudbury Kingfisher Leisure Pool (Strategic Fund)	636	£100,000.00	£100,000.00	Agreed by Cabinet in March 2019.CIL Bid offer letter issued 13/3/19 Offer accepted CIL monies paid towards the project in March 2020. **Money transferred to offset expenditure to date – Project Complete for CIL purposes**
B19-01	COMMUNITY FACILITY – Long Melford New roof (part-as part of wider programme of Village Hall improvements)		£6,808.00	£5778.00	Noted by Cabinet in September 2019 CIL Bid offer letter issued 18/9/19 Offer accepted **Works undertaken and project completed and coming under the allocated budget (£1,030 returned to the Local Infrastructure Fund)**

Appendix A

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Project Spend
B19-02	COMMUNITY FACILITY –Long Melford Village Hall New Car Park Chemist Lane		£26,044.16	£21,536.80	Agreed by Cabinet in September 2019 CIL Bid offer letter issued 18/9/19 Offer accepted. **Works undertaken and project completed coming in under allocated budget - £4,507.36 returned to Local Infrastructure Fund.**
B19-04	COMMUNITY FACILITY – Sudbury Gainsborough House		£200,746.00		Agreed by Cabinet in September 2019 CIL Bid offer letter issued 18/9/19 Offer accepted
B19-07	COMMUNITY FACILITY – Monks Eleigh Village Hall New car Park		£28,765.32	£28,765.32	Agreed by Cabinet in September 2019 CIL Bid offer letter issued 18/9/19 Offer accepted – **Project completed**
B/17-18	COMMUNITY FACILITY – Assington befriending scheme - Building to provide permanent toilets on site, disabled ramps storage		£26,800.00	£2,913.78	Agreed by Cabinet in September 2019 CIL Bid offer letter issued 18/9/19 Offer accepted. Project underway, first instalment paid over to the scheme. Awaiting further requests for payment
B19-10	VILLAGE HALL - East Bergholt Constable Memorial Hall		£14,333.00		Agreed by Cabinet in March 2020. CIL Bid offer letter issued 19/3/19 Offer accepted.
B19-15	COMMUNITY FACILITY – Lavenham – Car Park Water Street		£190,000.00		Agreed by Cabinet in March 2020. CIL Bid offer letter issued 17/3/19. Offer accepted.
B19-16	OPEN SPACE – Cockfield Great Green		£25,000.00		Agreed by Cabinet in March 2020. CIL Bid offer letter issued 16/3/19.Offer accepted.

Appendix A

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Project Spend
B19-17	BUS PASSENGER TRANSPORT IMPROVEMENT Capel St Mary – Bus Shelter Thorney Road		£8,000.00		Noted by Cabinet in March 2020. CIL Bid offer letter issued 17/3/19.Offer accepted.
Total CIL Position Statement funding allocated in Bid Rounds 1, 2, 3 and 4			**£943,601.02**	**£309,251.04**	**£11,110.25 returned to the Local Infrastructure Fund**

Appendix A

C. LIST OF EMERGING INFRASTRUCTURE PROJECTS / CIL BIDS (prior to CIL Bid Submission)

Project Ref	Project	Parties involved	CIL Funding if known	Project Costs if known	Progress
EPB 20-01	HEALTH – Capel St Mary	Clinical Commissioning Group (Health), East Bergholt Practice, Cael St Mary Parish Council	Unknown at this stage	Unknown at this stage	Capel St Mary are interested in securing some health provision in Capel by using their Neighbourhood CIL funds. Health have agreed to undertake a feasibility study which is in progress. Stage 1
EPB 20-02	COMMUNITY FACILITY – Lavenham Prentice Street Car Park and Toilets	Lavenham Parish Council	Unknown at this stage	Unknown at this stage	Draft CIL Bid submitted. State aid implications to consider. Stage 1
EPB 20-03	HEALTH - Hadleigh	Clinical Commissioning Group Health	Unknown at this stage	Unknown at this stage	Advanced stages of development of a small health project at Hadleigh Health Centre

Appendix B – Babergh – CIL Bids under the Local Infrastructure Fund (Newton, Chelsworth and Sudbury –) and Ringfenced Fund (Sudbury – part only)

Technical Assessment of Bid – Project B19-05 – Play Equipment – Newton - Recreation Ground, School Lane,

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Yes - The project proposal supports the growth and development of physical activity, health and wellbeing in both the village and the locality. The project includes three components: 1. Multi Use Games Area (MUGA) 2. New children's play area 3. Outdoor gym equipment
Delivery /timescales	Yes – Project aims to start in October 2020 and to be completed by December 2020.
Necessary other approvals	Planning permission has been granted
Public or private land	Newton Green Trust (NGT), as landowner have given permission for the amenity land to be used for the MUGA.
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 Position Statement	Yes – Provision of leisure and community facilities
Can the infrastructure be provided using s106 funds	Yes, the project is looking to use existing s106 funds of £7103.10
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 – Community support established through village surveys (including Newton Parish Council village amenity survey 2015 and Newton Neighbourhood Plan amenity survey 2019).
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Yes – Project aims to be started in October 2020 and be completed in December 2020.
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 – CIL Local Infrastructure Fund application was originally for £125,000 but after a review of the scope and funding of the project the costs were revised to:- CIL Local Infrastructure Fund ask of £87,891.90 towards the total cost of £139,995.00, less Section 106 of £7103.10 £25,000 BDC Capital Grant Communities £20,000. from Newton Parish Council
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 infrastructure such that its longevity can be assured	Yes – Within Business Plan.
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 benefit to existing and new residents. Newton has received incremental growth within the village with properties currently being built out. This will service leisure and community needs of existing and new residents

CONCLUSIONS

- This proposal represents the enhancement and additional provision of outdoor sports and leisure facilities which contributes to increasing physical activity, health and wellbeing in both the village and the locality.it is a collaborative Bid with a significant amount of money coming from the village (through Neighbourhood CIL) to support the Bid. The screening part of the CIL process has realised unspent s106 monies as well as a significant Capital grant monies towards the total cost of the works from the BDC Communities monies. Although the project is not listed in the Infrastructure Delivery Plan; the provision of this play and multi games sports equipment would be of benefit to existing and new residents. Newton has received incremental growth within the village with properties currently being built out. This will service leisure and community needs of existing and new residents

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £87,891.90 as per bid application, and that monies are allocated from the Local Infrastructure Fund.

Technical Assessment of Bid – Project B19-06 – Refurbishment of All Saints Church - Chelsworth

ASSESSMENT

Validation

VALIDATION	**ASSESSMENT**
Need /Justification	Yes - This community project is to enable the Church to be used as a core community asset, fit for the 21st century, and for use by all in the community. Once refurbished, the church will act as a backup facility to the existing village hall, and will enable users to hold larger events, that the present hall cannot accommodate. This CIL fund bid relates to the Phase 2 of the overall refurbishment project. There are 4 main components to this phase 2: 1. Remove the organ and send it away for a full restoration. Once restored, the organ will be replaced onto a platform above the toilet / kitchen. 2. In its place at the base of the tower, install a disabled toilet with washing facilities. 3. In front of the toilet, install a small kitchen with serving hatches, capable of heating and serving food and hot (or cold) drinks to a large audience. And install a storage room. This project is funded collaboratively, the CIL funds are to cover the building work associated with the kitchen and toilet facilities.
Delivery /timescales	Yes – Subject to CIL bid being successful, this phase 2 of the project is expected to be completed in September 2020. The actual building work will take about 14 weeks. The organ would return from its restoration about 3-4 months later.
Necessary other approvals	Planning permission has been granted.
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 Position Sratement	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
It represents key infrastructure (essential)	No
Value for money	Yes
Clear community benefits	Yes especially as the existing village hall has problems with stability of the floor such that tit can only accommodate light limited usage.
Community support (including results of Consultation exercise.)	Yes – There is wide community support for this project. There has been formal planning and community consultation for approximately 9 years, which included various village committees; direct involvement of 15 households (out of 92); Parochial Church Council (PCC); project funding committee. And also Village Hall and PCC committees; progress reports have been made at most of the bi-annual village meetings for the last 9 years. A special meeting was held in the

	church in July 2017 to go through the finalized plans. Two planning applications were made in 2018, one to church authorities for the Grade 1 listed planning permission, one to the Local Authority. Both included notices around the village for 28 days. No objections were recorded and 23 letters of support were received for the church application. There is also support from the catchment secondary school, Thomas Gainsborough School.. Letter of support from James Cartlidge MP
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Yes – the project is aimed to be completed in September 2020.
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 – Collaborative spent achieve for phase 1 of the refurbishment project. The total project cost for phase 2: £263,370 (excluding VAT) £102,126 – Collaborative monies raised already for organ restoration, supervision, event equipment, contingency & archaeologists £25,000 - Being awarded from a Community Grant £136,244 – Amount for this CIL bid (disabled toilet, kitchen and associated structure)
Supports housing and employment growth	Yes – contributes to the increased provision of community facilities within the locality.
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 – Responsibility for the maintenance of the facilities will be with the Parochial Church Council. The cost for maintenance of the new facilities is estimated to be less than £750 per year (including water, power, toilet paper, cleaning, plumbing/electrical repairs). Maintenance costs are to be paid for through charity events such as the Open Gardens and Xmas fair, and through the additional usage of the facilities.
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 benefit to residents and ensures increased provision of community facilities for the community of Chelsworth.

CONCLUSIONS

- Under this project, the Church will be transformed into a practical facility capable of hosting a variety of events for the local community throughout the year. This is important as the existing village hall facility has very limited usage given the stability of the floor. There is widespread community support for this proposal. The proposed CIL Bid focuses on the infrastructure costs of the project whereas the other funding streams will address restoration and repair elements. It is a collaborative Bid and an oven ready scheme.

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £136,244.00 as per bid application, and that monies are allocated from the Local Infrastructure Fund

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Technical Assessment of Bid – Project B19-14 – Renewal of Sudbury's Central Space – St Peter's Church, Market Square, Sudbury

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	This project of the Renewal of Sudbury's Central Space is part of a major project to repair and regenerate St Peter's Church into a thriving community cultural hub. This CIL bid is in relation to the provision of new toilets and kitchen facilities within St Peter's, and contributions towards a new mezzanine gallery with disabled lift access. The new toilets would include baby changing facilities and would be accessible for wheelchairs.
Delivery /timescales	Works are expected to commence on site in June 2021, with capital works to be completed in June 2022.
Necessary other approvals	Planning permissions and Listed Building Consent granted:

	DC/20/00982 - Planning Application. Alterations and repairs providing new toilet and kitchen, new gallery over, modified accessible bell ringing to the west end. Formation of gates in fencing and flexible hardstanding area within the church yard as outlined in the Schedule of Works. DC/20/00983 - Application for Listed Building Consent. Alterations and repairs providing new toilet and kitchen, new gallery over, modified accessible bell ringing to the west end. Formation of gates in fencing and flexible hardstanding area within the church yard as outlined in the Schedule of Works.
Public or private land	Public land
State aid details if any	Yes – Churches Conservation Trust (CCT) is supported with an annual grant from the Department for Culture Media Digital and Sport which was £2,604,000 in 2017/18 and is steadily reducing. The Council has offered £100,000. With the addition of the CIL monies and the BDC Communities grant the level of funding does not infringe State aid levels.
Details of future funding maintenance	Ongoing maintenance will be achieved as part of the National Lottery Heritage Fund application, as a ten-year management and maintenance plan is being developed.

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

BIDS SCREENED	**ASSESSMENT**
Must follow the CIL Position Statement	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 to be visited and photos to be taken
Is this infrastructure linked to a major housing project which has priority?	No

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	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 additional community facilities and generation of employment opportunities, thus providing infrastructure contributing to sustainable growth within Sudbury.
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 delivery of Sudbury's Vision for Prosperity. The project will support the growth of the economy with new jobs, skills development and volunteer training. It will provide a sustainable heritage and community site and protect an important historical grade 1 listed site within the Centre of Sudbury.
It represents key infrastructure (essential)	It is not essential in terms of the Infrastructure Delivery Plan priorities; however, the project supports the provision of suitable community facilities to meet the needs of the Community.
Value for money	Yes
Clear community benefits	Yes
Community support (including results of the Consultation exercise)	Yes – A wide consultation exercise has taken place including focus groups, one-to-one conversations with key representatives, online surveys, creative consultation, trial activity days and questionnaires and with key organisations including Friends of St Peter's (FOSP), Historic England and Babergh District Council. Since last spring, consultation events have included a Craft and Consultation Day with Families in April 2019; Focus Groups specifically for age groups of 25 to 45 years old in June 2019; a public consultation event in June 2019; Vinyl Café visitor survey report in April 2019; teens and young adults focus group in August 2019; meetings with the local primary and secondary schools; as well as meetings with David Falk, Green Access Manager- Growth, Highways and Infrastructure, Community Action Suffolk and Richard Hunt, Economic Development Project Officer at Babergh and Mid Suffolk District Councils.
Deliverability ("oven ready" schemes)	Planning permission and Listed Building Consent granted on the 7th May 2020 Planning application (Reference: DC/20/00982) and Listed Building Consent (Reference: DC/20/00983).
Affordability (from CIL Funds)	Yes

Timeliness	Works are expected to commence on site in June 2021, with capital works to be completed in June 2022.
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 –This is an ambitious project with funding secured from many funders as sett out below; CIL bid amount originally applied for was £190,800 towards the total project cost. However project costs subsequently revised and CIL Bid amount reduced to £75,288 following agreement to provide a BDC Communities grant of £25000 Total project cost for regeneration of St Peter's Church: £2,591,868 <u>Collaborative Bid with funding as follows:-:</u> BDC - £100,000 Sudbury Town Council £10,000 Friends of St Peter £70,000 CCT- £6,000 Non-financial Volunteer time value £187,200 Individuals income £1200 Campaign Board Fundraising £16,500 Gift Aid £3414 New Anglia LEP £226,000 Getting Jr Trust £30,000 Waitrose £400 Collections £1383 Theo Fennel Event £796 Other Events £3351 Lord Belstead Charitable Settlement £10,000 Alfred Williams Charitable Trust £2500 Sudbury Municipal Charities £500 CCT £6000 Annual Appeal £18983 £25,000 BDC Communities Grant Fund Heritage Lottery Fund £1,595,545 Listed Places of worship scheme. £207,808
Supports housing and employment growth	Yes in general as catchment area of Sudbury town is large

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 achieved as part of the National Lottery Heritage Fund application, as a ten-year management and maintenance plan is being developed. The maintenance plan will be carried out by the Trusts appointed Maintenance Contractor. A budget and schedule for annual maintenance tasks and small-scale repairs will be factored into the project's business plan, to include maintenance of new equipment installed as part of the project.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	The project is not listed as part of the Infrastructure Delivery Plan; however, it would be of benefits to existing and new residents. It also provides community infrastructure which would contribute to the sustainable growth of Sudbury.

CONCLUSIONS

- The new facilities consisting of the kitchen, toilets, gallery and platform lift are crucial to the overarching regeneration project for St Peter's Church, which itself is key to the delivery of valued community facilities as part of the Vision for Sudbury. The largest part of the regeneration project is being sought through the National Lottery Heritage Fund, and through multiple funding streams and collaborative spend. The CIL fund element of this project will support the infrastructure costs and assist with the application for National Lottery Heritage Fund by a decision in early June 2020. This project also benefits from significant community support, as well as support from Sudbury's Visioning project.

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £75,288.00, as per bid application, and that monies are allocated from both the Ring Fenced and Local Infrastructure Funds.

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Equality Impact Assessment (EIA)
Initial Screening Form

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

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

1. Policy/service/function title	Strategic Planning Policy – Infrastructure – Community Infrastructure Levy (CIL) - CIL Expenditure Business Plan – September Two separate reports and 2 separate CIL Expenditure Programmes for Babergh and Mid Suffolk.
2. Lead officer (responsible for the policy/service/function)	Christine Thurlow – Professional Lead – Key Sites and Infrastructure.
3. Is this a new or existing policy/service/function?	New Existing: Existing (see 5 below)
4. What exactly is proposed? (Describe the policy/service/ function and the changes that are being planned?)	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. The Community Infrastructure Levy (CIL) - CIL Expenditure Business Plan – March 2019 was presented to both Councils Cabinets in March 2018 (relating to CIL Bids submitted in Bid Round 2 (in October 2018). The report recommended decisions by both Councils Cabinet and delegated decisions for Cabinet to note on the Bids in their Districts for delivery of infrastructure. The Cabinet decisions relating to infrastructure projects made in respect of Bids rounds 3 (May 2019) and 4 (October 2019) were made in August/

	September 2019 and Hanuary and March 2020 respectively. This report focuses on Bids made in CIL Bid Round 5 (in October 2020) using the same process>However it also includes a delivery update for CIL Bids submitted in Bid Rounds 1, 2 3 and 4 together with a list of emerging infrastructure projects being developed for future Bid submission (in accordance with the revisions to the CIL Expenditure Framework)
5. Why? (Give reasons why these changes are being introduced)	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, monies are collected recorded and spent separately. There are two Bid Rounds each year and each Bid is 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. Two CIL Expenditure Programmes 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. In this way the development that is carried out is sustainable as the harm from the development is mitigated by the infrastructure provision,
6. How will it be implemented? (Describe the decision-making process, timescales, process for implementation)	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 Key CIL calendar document. The processes are described in 5 above.
7. Is there potential for differential impact (negative or positive) on any of the protected characteristics?	Yes **No** Infrastructure provision is necessary to mitigate the harm from the impact of growth so that the development that is carried out is sustainable. 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 Identify how the impact would affect the specific equality strand.
8. Is there the possibility of **discriminating unlawfully**, directly or indirectly, against people from any protected characteristic?	Yes No **No**
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**
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. If 'yes' then a full impact assessment must be completed.	
Authors signature Christine Thurlow Date of completion 22nd April 2020	

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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