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MID SUFFOLK CABINET	
DATE:	MONDAY, 8 MARCH 2021 2.30 PM
VENUE:	VIRTUAL MEETING

Councillors
<u>Conservative and Independent Group</u> David Burn Julie Flatman Jessica Fleming Peter Gould Lavinia Hadingham Suzie Morley (Chair) Harry Richardson John Whitehead Gerard Brewster (Vice-Chair)

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AGENDA

PART 1

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT

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Chair of the Overview and Scrutiny Committee

7 **FORTHCOMING DECISIONS LIST**

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

[FORTHCOMING DECISIONS LIST](#)

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Cabinet Member for Finance

9 **MCa/20/38 HOUSING REVENUE ACCOUNT (HRA) FINANCIAL MONITORING 2020/21 - QUARTER 3** 43 - 50

Cabinet Member for Finance

10 **MCa/20/39 QUARTER THREE PERFORMANCE PRESENTATION** 51 - 86

Cabinet Member for Customers, Digital Transformation and Improvement

A presentation of performance across the whole Council for the period 1 October – 31 December 2020 (Q3). To note the information contained within the presentation, giving the opportunity to reflect and comment on progress made against the key priorities aligned to the Corporate Plan 2019 – 2027.

11 **MCa/20/40 COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE PROGRAMME MARCH 2021** 87 - 160

Cabinet Member for Planning

12 **MCa/20/41 SOLAR MULTIFUNCTION CARPORT MICROGENERATION** 161 - 168

Cabinet Member for Economic Growth

13 **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 item, it is likely that there would be the disclosure to them of exempt information as indicated against the item. The author of the report proposed to be considered in Part 2 of the Agenda is satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

14 **MCa/20/41 SOLAR MULTIFUNCTION CARPORT 169 - 174**
MICROGENERATION

Cabinet Member for Economic Growth

Date and Time of next meeting

Please note that the next meeting is scheduled for Monday, 10 May 2021 at 9.30 am.

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 276396 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 TEAMS 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 video format.
2. A Second Governance Officer will be present and will control the TEAMS call and Livestreaming.
3. If you are experiencing slow refresh rates and intermittent audio you should turn off incoming video to improve your connection to 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 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 or electronic voting.

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.

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Agenda Item 3

MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK CABINET** held in the Teams Meeting on Monday, 8 February 2021 at 2:30pm.

PRESENT:

Councillor: Suzie Morley (Chair)
Gerard Brewster (Vice-Chair)

Councillors: David Burn
Jessica Fleming
Lavinia Hadingham
John Whitehead
Julie Flatman
Peter Gould
Harry Richardson

In attendance:

Councillor(s): Rachel Eburne
John Field
Keith Welham

Officers: Chief Executive (AC)
Monitoring Officer (JR)
Assistant Director – Corporate Resources (KS)
Assistant Director – Housing (GF)
Shared Revenue Partnerships Officer (AM)
Governance Officer (CP)

53 APOLOGIES FOR ABSENCE

There were no apologies for absence.

54 DECLARATION OF INTERESTS BY COUNCILLORS

There were no declarations of interest declared.

55 MCA/20/25 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 04 JANUARY 2021

The minutes of the meeting held on 04 January 2021 were confirmed as a correct record. The minutes would be signed at the next practicable opportunity.

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

None received.

57 QUESTIONS BY COUNCILLORS

There were no questions from Councillors.

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

58.1 The Chair of the Overview and Scrutiny Committee, Councillor Keith Welham advised Members that the Overview and Scrutiny Committee had considered the Draft General Fund Budget 2021/22 and Four-Year Outlook, and the Housing Revenue Account Budget 2021/22 and Four-Year Outlook at the meeting held on 14 January 2021.

58.2 Councillor Welham outlined the recommendations put forward by the Overview and Scrutiny Committee in respect of both reports.

59 FORTHCOMING DECISIONS LIST

The Forthcoming Decisions List was noted.

60 MCA/20/28 SPECIAL URGENT DECISIONS TAKEN BY OFFICERS DURING THE COVID-19 PANDEMIC PERIOD UNDER DELEGATED POWERS IN ACCORDANCE WITH PART 2 OF THE CONSTITUTION

60.1 The Leader of the Council introduced the report which outlined the Special Urgent Decisions Taken by Officers during the Covid-19 Pandemic Period.

60.2 The report was noted.

61 MCA/20/29 GENERAL FUND BUDGET 2021/22 AND FOUR-YEAR OUTLOOK

61.1 The Cabinet Member for Finance, Councillor Whitehead, introduced the report and the addendum paper and provided Members with an overview of the contents.

61.2 Councillor Whitehead moved the recommendations in the report, and the additional recommendations in the addendum paper.

61.3 Councillor Gould seconded the recommendations.

61.4 In response to a query from Councillor Fleming, Councillor Whitehead confirmed that the additional funds allocated to the work of the Climate Change Task Force included biodiversity and ecological work.

61.5 Councillor Whitehead and the Assistant Director for Corporate Resources responded to questions from Councillor Field on issues including business rates, and car parking income.

61.6 Following questions from Councillor Eburne, Councillor Whitehead provided clarification regarding the budgeted surplus, and service charges in respect of Endeavour House.

- 61.6 Councillor Eburne asked a further question regarding the plans for housing, economy, communities and wellbeing. Councillor Whitehead confirmed that these plans would come forward in late spring or early summer.
- 61.7 Councillor Welham requested reassurance that the grants to Citizens Advice Mid Suffolk were index linked. The Assistant Director for Corporate Resources confirmed that a rolling three-year funding agreement was in place in respect of these grants, and that clarification regarding the index linking would be provided outside of the meeting.

By a unanimous vote

It was RESOLVED:

- 1.1 That the General Fund Budget proposals for 2021/22 and four-year outlook set out in the report be endorsed for recommendation to Council on 18 February 2021.**
- 1.2 That the General Fund Budget for 2021/22 is based on an increase to Council Tax of 1.66% which equates to £2.80 per annum (23p per month) for a Band D property.**
- 1.3 The Flexible Use of Capital Receipts Strategy at Appendix E of the report be endorsed for recommendation to Council on 18 February 2021.**
- 1.4 Subject to approval by Council, the Ministry of Housing, Communities and Local Government (MHCLG) be notified of the adoption of the Strategy.**

Reason for Decision: To bring together all the relevant information to enable Cabinet Members to review, consider and comment upon the Councils General Fund budget for endorsement and recommendations to Council

62 MCA/20/30 HOUSING REVENUE ACCOUNT (HRA) BUDGET 2021/22 AND FOUR-YEAR OUTLOOK

- 62.1 The report was introduced by the Cabinet Member for Finance, Councillor Whitehead, who provided details of the amendments made to the draft report which was presented to Cabinet in January.
- 62.2 Councillor Whitehead thanked the Senior Finance Business Partner, Sharon Bayliss, for her hard work with the finance team and wished her well in her new role within the Council.
- 62.3 The recommendations in the report were proposed by Councillor Whitehead and seconded by Councillor Hadingham.
- 62.4 In response to a query from Councillor Eburne regarding the increase in Sheltered Housing Service charges, Councillor Whitehead advised that this

figure equated to an increase of approximately 3.2%.

62.5 The Assistant Director for Housing responded to questions from Councillor Field and advised that a review of Sheltered Housing Service Charges was being planned.

By a unanimous vote

It was RESOLVED:

- 1.1 That the HRA Budget proposals for 2021/22 and four-year outlook set out in the report be endorsed for recommendation to Council on 18 February 2021.**
- 1.2 That the CPI + 1% increase of 1.5% in Council House rents, equivalent to an average rent increase of £1.25 a week be implemented.**
- 1.3 That garage rents are kept at the same level as 2020/21.**
- 1.4 That at Sheltered Housing Service charges be increased by £1 per week to ensure recovery of the actual cost of service.**
- 1.5 That Sheltered Housing utility charges are kept at the same level as 2020/21.**
- 1.6 That the budgeted surplus of £102k be transferred to the Strategic Priorities reserve in 2021/22.**
- 1.7 That in principle, Right to Buy (RTB) receipts should be retained to enable continued development and acquisition of new council dwellings.**

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

63 MCA/20/31 COUNCIL TAX HARDSHIP FUND

63.1 The Cabinet Member for Finance, Councillor Whitehead, introduced report MCA/20/31, Council Tax Hardship Fund, which detailed recommendations of how the remaining balance of the fund could be allocated to those most in need of support.

- 63.2 Councillor Whitehead moved the recommendations in the report. Councillor Flatman seconded the recommendations.
- 63.3 Following a question from Councillor Field regarding council tax payment arrears, the Shared Revenue Partnerships Officer confirmed that the fund would not be used to clear arrears, but would be used to clear residual balances for the year 2020/21, and set out the plans in place for collection of arrears.
- 63.4 In response to a further question regarding recommendation 3.2 of the report, the Shared Revenue Partnerships Officer advised that any residual balance referred to would only be a minimal amount.

By a unanimous vote

It was RESOLVED:

- 1.1 That the award from the Hardship Fund is increased from ‘up to £150’ to an amount that exhausts the fund and is made to all working age Local Council Tax Reduction Support cases with a liability for 2020/21.**
- 1.2 That any residual balance, after applying the additional award, is used to fund Discretionary Financial Assistance for residents in exceptional circumstances.**

Reason for Decision: To ensure that the Hardship Fund is fully spent by 31st March 2021 thereby aiding those working age LCTRS taxpayers most in need of support.

64 MCA/20/32 LAXFIELD NEIGHBOURHOOD PLAN

- 64.1 The Cabinet Member for Planning, Councillor Burn, introduced the report which provided an update on the Laxfield Neighbourhood Plan, and provided an outline of the details of the plan.
- 64.2 Councillor Burn moved the recommendations in the report.
- 64.3 Councillor Flatman seconded the recommendations and thanked the Neighbourhood Planning Officer and the team for their hard work.

By a unanimous vote

It was RESOLVED:-

- 1.1 That Laxfield Parish Council be requested to make the necessary modifications to their Neighbourhood Plan in accordance with the Examiner’s recommendations.**
- 1.2 That, subject to satisfactory completion of the above (to be agreed by**

the Corporate Manager for Strategic Planning), this Neighbourhood Plan be advanced to a local referendum covering the parish of Laxfield.

Reason for Decision: To enable the Council to meet its statutory obligations under Section 17A of the Neighbourhood Planning (General) Regulations 2012 (as amended) and to allow the Laxfield Neighbourhood Plan to proceed to a local referendum.

65 MCA/20/33 WILBY NEIGHBOURHOOD PLAN

65.1 The report was introduced by the Cabinet Member for Planning, Councillor Burn.

65.2 Councillor Burn advised Members that the requirements of recommendation 3.1 of the report had been met as the Parish Council had carried out the modifications necessary.

65.3 The recommendations in the report were moved by Councillor Burn and seconded by Councillor Flatman.

By a unanimous decision

It was RESOLVED:

1.1 That Wilby Parish Council be requested to make the necessary modifications to their Neighbourhood Plan in accordance with the Examiner's recommendations.

1.2 That, subject to satisfactory completion of the above (to be agreed by the Corporate Manager for Strategic Planning), this Neighbourhood Plan be advanced to a local referendum covering the parish of Wilby.

Reason for Decision: To enable the Council to meet its statutory obligations under Section 17A of the Neighbourhood Planning (General) Regulations 2012 (as amended) and to allow the Wilby Neighbourhood Plan to proceed to a local referendum.

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

Members agreed not to exclude the public.

67 MCA/20/33 TO CONFIRM THE CONFIDENTIAL MINUTE OF THE MEETING HELD ON 04 JANUARY 2021

The confidential minutes of the meeting held on 04 January 2021 were confirmed as a correct record. The minutes would be signed at the next practicable opportunity.

The business of the meeting was concluded at 3.37 pm.

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Chair

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Agenda Item 6

MID SUFFOLK DISTRICT COUNCIL

TO: CABINET	REPORT NUMBER: MCa/20/36
FROM: The Joint Overview and Scrutiny Committee	DATE OF MEETING: 8 March 2021
OFFICER: Henriette Holloway Senior Governance Officer	KEY DECISION REF NO.

CABINET ARE ASKED TO CONSIDER THE RECOMMENDATIONS BELOW FROM THE JOINT OVERVIEW AND SCRUTINY COMMITTEE HELD ON THE 15 FEBRUARY 2021

JOS/20/12 REVIEW OF LOCAL CITIZENS ADVICE

RECOMMENDATIONS
<p>1.1 That the Overview and Scrutiny Committee is satisfied and notes the content of the Report and commend the work as of the Mid Suffolk Local Citizens Advice, Ipswich Citizens Advice and Sudbury and District Local Citizens Advice</p> <p>1.2 That the Joint Overview and Scrutiny Committee confirm the previous resolution made at the last review that the three-year rolling funding arrangements review be subject to indexation on an annual review basis, finances permitting, as a measure of importance we attach to ongoing LCA funding.</p>
REASON FOR DECISION
<p>The Committee received a presentation from the three Local Citizens Advice and scrutinised the working arrangements and the three-year rolling funding provided by the Councils,</p>

1. APPENDICES

Title	Location
A) THE MINUTE – JOS/20/12 REVIEW OF LOCAL CITIZENS ADVICE	Attached

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THE DRAFT MINUTE RELATING TO THE RECOMMENDATIONS TO CABINET FROM THE JOINT OVERVIEW AND SCRUTINY COMMITTEE HELD ON THE 15 FEBRUARY 2021 AT 1:00PM

JOS/20/12 REVIEW OF LOCAL CITIZENS ADVICE

- 32.1 The Chair invited the Corporate Manager for Communities, Vicky Mosley, to introduce Paper JOS/20/12.
- 32.2 The Corporate Manager provided a brief introduction including that Cabinets had approved funding for Local Citizens Advice (LCA) on a three-year rolling funding basis and that the Chief Officers from Local Citizens Advice would be providing a presentation during the meeting.
- 32.3 Councillor Muller asked that as the Diss, Thetford and District Citizens Advice no longer provided a service to Mid Suffolk residents living to the north of the District and would no longer received any funding from Mid Suffolk District Council what would happen to this funding.
- 32.4 The Corporate Manager – Communities responded that the Council would have to have a conversation around this issue with Mid Suffolk LCA for how to provide a LCA service to residents living north in the District.
- 32.5 Councillor Ekpenyong referred to page 53 section 5 and 6 and that the LCA had to apply each year for funding despite the funding being provided on a 3 Year rolling basis, he thought this was a heavy burden for the LCAs to have to undertake each year.
- 32.6 The Corporate Manager – Communities responded that this was a way to apply checks and balances, but that officers and the LCAs were working together to reduce administration. The three-year rolling funding meant that the LCA had a continued funding for the next three years and that each year they applied ensured funding for three years' time.
- 32.7 Councillor McCraw believed that this it was a statutory requirement for organisations to apply for grants funding on an annual basis.
- 32.8 The Assistant Director – Planning for Growth, added that if the rolling grant was not applied to every year, it would be a three-year grant.
- 32.9 The Babergh Cabinet Member for Communities, Councillor Davis, advised Members that this had been discussed at lengths at Cabinet and it had been agreed that the three-year rolling process had an annual process to ensure the best solution.
- 32.10 Councillor Welham referred to the high risk included in the report and ask if the Council would be able to provide further funding if other funders withdrew their support of if Covid-19 pandemic continued for much longer.
- 32.11 The Corporate Manager – Communities responded if that should be the case then the Council would do everything to support the LCAs, taking the Council's budget constraints into account.

- 32.12 The Chair introduce the Chief Officers from the LCAs and invited them to present their presentation:
- Nicky Willshere, Chief Officer – Citizens Advice Ipswich
Simon Clifton, Chief Officer – Mid Suffolk Citizens Advice
Colleen Sweeney, Chief Officer – Sudbury and District Citizens Advice
- 32.13 The Chair invited questions from Members after the presentation.
- 32.14 Councillor Scarff enquired if Mid Suffolk LCA had picked up work from Diss, Thetford and District LCA, to which the Chief Officer – Mid Suffolk LCA responded that previously Diss LCA had provided an out- reach service but due to Covid-19 and an already decrease in footfall that service was no longer viable for Diss LCA. Mid Suffolk LCA was working to cover this area to the north of the District and would be the sole Citizens Advice provider in the District
- 32.15 Councillor Carter thanked the Chief Officers for the presentation. He referred to the increasing requirement to have access to computers, especially for education and whether funding would be available to support this. He also queried if internet providers were being approached to support this.
- 32.16 The Chief Officer – Citizens Advice Ipswich responded that there were a number of services across the District which provided devices for schooling, however this problem was two-fold, as it was not only a matter of having access to equipment and providers but also knowing how to use it and having access to the internet.
- 32.17 The Chief Officer – Mid Suffolk Citizens Advice had been successful in a bid to access funding from the Government Business Innovation and Skills (BIS) Fund to transform virtual access. Suffolk County Council (SCC) was also running a digital working group and the LCA was part of this. However, Mid Suffolk LCA was working to deliver their own service including a room in a Bank in Eye ad at Wattisham flying station. He believed it would be possible to deliver a service to allow access to a device as an outreach project.
- 32.18 In response to Councillor Adrian Osborne’s question regarding a LCA presence in Hadleigh, the Chief Officer – Sudbury and District LCA responded that initially a project had been instigated via a local funding opportunity and training of three part-time specialised debt advisors to cover the District had begun. However, as a result of Covid-19 the funding had been withdrawn. However, she would take this project back to be covered by the core-funding budget, as it was important to both Hadleigh and the wider District.
- 32.19 Councillor Ekpenyong queried how the LCAs would address recruitment of volunteers, which he thought might have been an issue during the pandemic.
- 32.20 The three LCA had different experience with regards to volunteers, but all would be commencing a recruitment drive backed up a volunteer training programme.
- 32.21 Councillor Welham asked it the LCAs had been able to produce a balanced budget for the anticipated increased workload, as a result the Covid-19 pandemic and ensuing lockdowns, and whether there were enough options for recruiting extra staff.

- 32.22 The Chief Officer – Mid Suffolk LCA explained that Stowmarket Relief Trust had reduced their funding and that other funders were no longer able to support the LCA. There had been a high demand for funding due to Covid-19 and this had an impact on the options for applying for funding for the LCA. The three-year rolling funding from the Council had made a big difference. The LCA in Stowmarket had a small number of paid staff and were supported by volunteers. It was a challenge to get specialist advisors, as they required specific training and required a lead period.
- 32.23 The Chief Officer – Sudbury and District LCA advise Members that they received some funding from SCC. She had worked hard to diversify funding streams during the last three to four years, which had enabled projects to go ahead. However, the three-year rolling funding as core-funding had made a tremendous difference to the organisation.
- 32.24 Councillor McLaren was impressed for the consideration of the Shotley Peninsula and that access to LCA would make a difference to residents there. She recommended that social prescribing would be the best service to provide for the peninsula and asked if the Chief Officer would be able to provide an idea of how much this would cost. To which the Chief Officer explained that this would be difficult to cost out right now, but she was keen to get services extended to the peninsula.
- 32.25 Councillor McLaren asked if the Chief Officer would keep her update on this project.
- 32.26 Councillor Morley, the Leader referred to page 4 and asked to what extent West Suffolk Council (WSC) and Ipswich Borough Council (IBC) contributed to the LCAs services.
- 32.27 The Chief Officer – Sudbury and District LCA responded that this option had not been considered.
- 32.28 The Chief Officer – Ipswich LCA responded that IBC had been very supportive and as the MSDC and BDC expanded due to developments, resident from these areas accessed the services of LCA in Ipswich. East Suffolk Council did not provide any funding to the Ipswich LCA, due to the community chest funding process they used.
- 32.29 The Chief Officer – Mid Suffolk LCA advised Members that WSC did not provide any funding for Stowmarket LCA, however the LCA was a nationwide network helping residents irrespectively of where they lived.
- 32.30 The Assistant Director – Planning for Growth considered the options for Babergh and Mid Suffolk District Councils funding LCA outside the Districts and the reverse. He asked if the Chief Officers had made funding applications to neighbouring Councils and if not, perhaps officers should have a conversation with IBS and ESC to explore options further.
- 32.31 Councillor Ayres thanked the Chief Officers for the presentation and asked when they would be able to have face to face support again for the elderly and disadvantaged residents.
- 32.32 The Chief Officers – Sudbury and District LCA responded that currently they conducted virtual meeting in the offices and that volunteers were able to help client to use the equipment. However, this was limited due to the social distancing measures, which had to be applied on the already limited and restricted office space.

- 32.33 Members debated the issues and Councillor McCraw informed Members that it had been the intention that the three-year rolling funding should be index linked. He suggested that 1% might be applied for this year's funding, which would be a small amount for each Council.
- 32.34 Councillor Scarff thought that 1% was a little bit parsimonious and that he would support an increase of 2%.
- 32.35 The Assistant Director – Planning for Growth queried this recommendation and whether this would include all grants applications, as all grant recipients were important to the Councils. There was an ongoing dialogue with grants recipients and there was also a Review of Grants Funding Member Working Group, who were working on a review of the grants funding process.
- 32.36 The Chair responded that he was keen to be consistent with the Committee's previous recommendations for the LCA.
- 32.37 Councillor McLaren would be supporting any increase on a regular basis for the LCAs.
- 32.38 Councillor Welham was unsure whether a link to CPI was the best inflation measure to use. In difficult times CPI may be low but the workload of LCAs was likely to be high.
- 32.39 The Chair clarified the previous discussion around the Committee's recommendations to Cabinet and the Babergh Cabinet's subsequently expectation that the Overview and Scrutiny Committee reviewed the LCA and the funding on an annual basis.
- 32.40 Councillor McCraw proposed that the that the recommendations made at the previous three-year rolling funding review be subject to indexation on an annual review basis, finances permitting, as measures of importance we attach to ongoing LCA funding.
- 32.41 Councillor Welham asked for the Chief Officers opinion regarding a Councillor appointed as an observer at the meeting for the trustees, in line with the arrangements for Babergh District Council.
- 32.42 The Chair advised Members that this formed part of a previous items discussed at Committee, but he would allow a brief response out of general interest.
- 32.43 The Chief Officer – Sudbury and District LCA responded that having a representative from the District Council was useful and that engagement was beneficial for both the LCA and or the Council.
- 32.44 The Chief Officer – Mid Suffolk LCA said that an observer would be helpful to have at meetings of the Trustees.
- 32.45 Councillor Scarff and Councillor McCraw considered recommendation 3.1 in the report and they suggested: *that the Committee was satisfied and noted the content of the report and commend the work of the LCA.*
- 32.46 Councillor McCraw proposed the two recommendations which were seconded by Councillor Scarff.

- 32.47 Councillor Scarff said he would like to move a motion for Mid Suffolk only for reallocating funding from Diss, Thetford and District LCA to Mid Suffolk LCA for this year only. The reason being that Mid Suffolk LCA would be supporting the north of the District which had previously been covered the outreach service provided by Diss, Thetford and District LCA.
- 32.48 The Assistant Director – Planning for Growth suggested that this could be dealt with at officer level and that officer could have a conversation with Diss, Thetford and District LCA to withdraw their application for funding and with Mid Suffolk LCA on how to proceed to get this funding reallocated to them.
- 32.49 The Chair asked Councillor Scarff if this was acceptable and Councillor Scarff agreed that this was a sensible solution, as long as the understanding was that any unallocated funding was reallocated to the LCA in Mid Suffolk. This would allow for a degree of flexibility for all partners involved, and he withdrew the Motion.
- 32.50 The Chair put the two recommendation to Members for voting.

By a unanimous vote

It was RESOLVED: -

- 1.1 That the Overview and Scrutiny Committee is satisfied and notes the content of the Report and commend the work as of the Mid Suffolk Local Citizens Advice, Ipswich Citizens Advice and Sudbury and District Local Citizens Advice**
- 1.2 That the Joint Overview and Scrutiny Committee confirm the previous resolution made at the last review that the three-year rolling funding arrangements review be subject to indexation on an annual review basis, finances permitting, as a measure of importance we attach to ongoing LCA funding.**

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Agenda Item 8

MID SUFFOLK DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: MCa/20/37
FROM: Councillor John Whitehead, Cabinet Member for Finance	DATE OF MEETING: 8 March 2021
OFFICER: Katherine Steel, Assistant Director, Corporate Resources	KEY DECISION REF NO. CAB224

GENERAL FUND FINANCIAL MONITORING 2020/21 – QUARTER 3

1. PURPOSE OF REPORT

- 1.1 This report considers the revenue and capital financial performance for the period April to December 2020 as well as the impact of COVID19 on the Council's finances and highlights predicted variances for the financial year 2020/21, as well as the impact over the medium term and the earmarked reserves position.
- 1.2 The total COVID19 financial impact, including Collection Fund losses, for Mid Suffolk in 2020/21 totals £2.299m. The anticipated financial support that the Council will receive from Government in 2020/21 represents 94% of these costs and losses. This leaves the Council with a predicted COVID19 impact of £138k to fund.

2. OPTIONS CONSIDERED

- 2.1 The options that have been considered are;
 - a) At this stage in the year, the financial position is for noting only.

3. RECOMMENDATIONS
3.1 That the Council's financial position for the General Fund at the end of Quarter 3 be noted.
REASON FOR DECISION
To ensure that Councillors are kept informed of the current budgetary position for both General Fund Revenue and Capital.

4. KEY INFORMATION

Strategic Context

- 4.1 In February 2020 Mid Suffolk District Council approved the General Fund Budget 2020/21 and Four-Year Outlook. However, one month later the outbreak of COVID19 hit the UK, and this has had a significant impact on the Council's financial position for 2020/21 and over the medium term.
- 4.2 The Council has played a significant role in responding to COVID19, in supporting businesses and the most vulnerable in our communities as well as running essential services.

Comprehensive Spending Review

- 4.3 The Governments three-year Comprehensive Spending Review (CSR) was planned to conclude in July 2020, however, on 24 March 2020 the Chancellor announced that the CSR would be delayed 'to enable the Government to remain focussed on responding to the public health and economic emergency'. On 21 October 2020, the Chancellor announced the decision to provide a one-year Spending Review in order to prioritise the response to Covid19 and focus on supporting jobs. Details of this SR20 were published on 25 November 2020.

Business rates review and revaluation

- 4.4 Confirmation that the Fair Funding Review, Business Rates Review and business rates reset will be delayed. A fundamental review of the business rates system will be undertaken, and the Government are considering responses to the call for evidence. A final report with conclusions of this review is expected spring 2021.

5. Financial Impact of COVID19

Additional Costs £1.1m

- 5.1 The challenges presented by the COVID19 outbreak has resulted in significant unplanned costs for the Council. In the current financial year, we have assumed additional costs relating to COVID19 of £1.1m. The main areas for additional costs are as follows:
- **Homelessness Prevention costs** following the Government's requirements, which are beyond normal guidelines, for rough sleepers and those at risk of rough sleeping to self-isolate and the associated accommodation (through hotel rooms and food) and staff and security costs (within the hotels) to deliver such provision;
 - **Redeployment costs** for staff to priority areas of supporting vulnerable people including the 'Home But Not Alone' initiative and covering the additional work as a result of the business grants and reliefs and council tax hardship funds;
 - **Leisure Centre** increased financial support to enable the Council's buildings and equipment (including pools) to be maintained during the lock down period and to enable the provider to re-open but complying with the social distancing requirements. Mid Suffolk submitted a bid-based application to the £100m

compensation scheme and has successfully been awarded additional funding of £180k, this will be passed onto Everyone Active;

- **PPE** for front line staff who are required to work in the community;
- **Community grants** for foodbanks; and
- **Cleaning and material costs** for additional cleaning of public conveniences.

Income Reduction £950k

- 5.2 £6.6m of the Council's annual income budget comes from sales, fees and charges. COVID19 is having a significant financial impact on these income streams. The full year impact is estimated to be £1.1m.
- 5.3 As income generation is difficult to predict and the COVID19 situation is changeable, as shown by a further National lockdown which began on 4 January 2021, the budget assumptions are based upon a variety of different scenarios.
- 5.4 The main reductions in income streams are:
- **Trade and Garden waste**, all invoices and recovery action were put on hold at the start of the financial year due to COVID19. Some trade waste services continued but the garden waste service was suspended until the middle of May 2020. The garden waste service was suspended again from 11 January 2021.
 - **Car parking machines** were disabled (covered) at the start of the first lockdown as was the case across the country with the service resuming at the beginning of July. Following the second national lockdown, machines remain uncovered, but a further reduction to income is expected.
 - **Planning income** has been impacted due to a reduction in planning applications from April to December, compared to the previous year.
 - A reduction to the planned in-year benefit (through retention of business rates) associated with being a member of the **Suffolk business rates pool**.
 - **Commercial income** from CIFCO and property rental income. At the time of writing this report the Council continues to receive the full loan repayments due from CIFCO. If this position changes, the income will be accrued in the accounts for 2020/21, so will have an impact on cash flow only. The profiling of further investment in CIFCO has been accelerated to ensure that it is fully spent by the end of this financial year.

Business Rates and Council Tax Impact £261k

- 5.5 Business rates and council tax income expectations for 2020/21 are currently unchanged. This is due to the basis on which the budget is currently prepared, with the business rate and council tax demand from the Collection Fund being guaranteed in-year and the provision of section 31 grants to cover business rate retail holidays and reductions announced by Government.
- 5.6 However, there will be financial impacts on the 2021/22 business rates and council tax budgets due to a lower tax-base as a result of reduced in-year housing/business

growth; an anticipated drop in collection rates through increases in bad debt provisions and write offs; and an increased call on the Local Council Tax Reduction Scheme and Hardship Fund driven through an increase in unemployment levels, which falls as a cost to the precepting authorities including Mid Suffolk. This is forecast to be in the region of £261k. As part of the finance settlement Government announced an estimated £762m of compensation payments for 75% of irrecoverable loss of council tax and business rates revenues in 2020/21. We are awaiting further details on how this will work in practice.

- 5.7 The Finance Settlement announced on the 10 February 2021 included a New Local Council Tax Support Grant £670m – outside the core settlement to fund authorities for the expected increase in Local Council Tax Support in 2021/22. This grant is to be allocated between Mid Suffolk, Suffolk County Council and Suffolk Police and Crime Commissioner.

Support from Government

- 5.8 The Government has provided support to local authorities through £4.6bn new burdens funding and £3.2m towards homelessness costs. However, Mid Suffolk's share of this (shown in the table below) falls short of the costs and losses incurred.

Mid Suffolk's Financial Support	£,000	£,000
Share of Coronavirus Response Fund		
• 27 th March Share of £1.6bn	40.1	
• 18 th April share of further £1.6bn	982.2	
• 2 nd July share of £500m	139.6	
• 22 nd October share of £919m	100.0	
Sub-total Response Fund		1,261.9
New Burdens funding 30 th June		130.0
Test and trace support payments - administration costs		24.9
Compliance and enforcement grants		39.7
Irrecoverable Sales, Fees and Charges income – full year forecast		703.0
Share of £3.2m Homelessness funding (excludes Housing Benefit income of £90k)		1.5
Total		2,161.0
National Leisure Relief Fund (NLRF) to be passed onto Everyone Active		180.0

- 5.9 Further financial support packages during 2021/22 from the Government include:
- The 5th tranche of Covid19 grant funding (£1.55bn) has been confirmed, of which Mid Suffolk's share is £438k. This has not been included in the funding for the budget for 2021/22 at this stage, the grant will be placed in the Covid19 earmarked reserve.
 - The co-payment mechanism for irrecoverable sales, fees and charges income, with the Government covering 75% of losses beyond 5% of planned income. The scheme has been extended until the end of June 2021. Mid Suffolk has

received reimbursement of £385k to date and a further second payment of £84k is expected soon.

- 5.10 The total COVID19 financial impact, including Collection Fund losses, for Mid Suffolk in 2020/21 totals £2.299m. The anticipated financial support that the Council will receive from Government in 2020/21 represents 94% of these costs and losses. This leaves the Council with a predicted COVID19 impact of £138k to fund.

Indirect financial impacts of COVID19

- 5.11 The ability to recruit to vacant staffing posts has impacted during the initial lockdown period and has resulted in a predicted additional underspend on salaries of £450k for the year. Other sources of funding including housing benefit income to cover homelessness costs and the Shared Revenues Partnership absorbing the costs of additional hours worked in responding to new burdens has also helped to offset COVID19 costs. These are predicted to have a positive full year financial impact for the Council of £431k. These are included within the detailed table in 6.7.

Summary of COVID19 impact to date

- 5.12 As a result of the support received from Government, and careful management, at this stage in the financial year, the potentially devastating financial impact of COVID19 on the Council's finances has been largely mitigated. Any previous significant risk highlighted is less likely for the final quarter of this year. Across the Council has now commenced at some pace, therefore the vacancy management factor saving is unlikely to continue at such a high level. All of this coupled with the continuing uncertainty of the COVID19 situation across the country are all risks that could impact on the Council's financial forecast for the year.

Medium Term Position

- 5.13 The Council's main strategic financial aim remains to become self-financing i.e., not reliant on Government funding. The Council's parallel aim is to generate more funds than are required purely for core services, in order to enable additional investment into the district. In light of the COVID19 situation, the medium-term forecasts have been reviewed and revised and the final budget for 2021/22 and four-year outlook was presented to Council in February. Mid Suffolk's surplus over the next three years to 2024/25 excluding New Homes Bonus is expected to be £8m
- 5.14 The approach for the 2021/22 budget setting included "budget challenge sessions" which consisted of Corporate Managers taking a group of peers (comprising other Corporate Managers and Assistant Directors) through their budgets line by line. The peer group provided challenge and review to the budgets.

6. Quarter 3 Position

- 6.1 The report covers:
- The General Fund Revenue Budget
 - The General Fund Capital Programme.

General Fund Revenue Account

6.2 In relation to funding:

- (a) Council Tax (£6.3m): at the end of December, collection rates were 84.25%, compared with 85.36% for the same period last year. Collection rates have been impacted by COVID19, but due to the way that the Collection Fund operates, the financial impact will be in 2021/22. Any impact in 2021/22 will be mitigated by some degree by the additional government support as outlined in section 5.6 of this report.
- (b) Government Grants: baseline business rates of £1.8m and New Homes Bonus (NHB) of £1.6m were forecast in the 2020/21 budget. NHB is fixed but the actual amount of business rates will vary.
- (c) Business Rates: at the end of December, collection rates were 80.02% compared with 83.61% for the same period last year. As with Council Tax, collection rates have been impacted by COVID19, in both 2020/21 and beyond. Any impact in 2021/22 will be mitigated by some degree by the additional government support as outlined in section 5.6 of this report.

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

6.6 A tolerance level of 10% based on full year forecast to budget has been used to identify those variances where further narrative is required (see table below). The forecast variances identified within this report have been taken into consideration when setting the budgets for 2021/22.

DETAILED VARIANCES

Explanations	Adverse/ (favourable) £'000
Cabinet Member for Assets and Investments AD Area: Assets and Investment	
<p>CIFCO – an overall adverse variance of £121k which can be broken down as follows:</p> <ul style="list-style-type: none"> • As a consequence COVID19, investment spend on property acquisitions has been slower than anticipated and so the income generated from those investments has been less resulting in an adverse variance of £204k. The Council is making every effort possible to ensure that CIFCO is fully invested by the end of March 2021. • The 2020/21 budget was based on additional PWLB borrowing, but as short- term borrowing rates are at an historic low (based on an average of 0.35% for the remainder of the year), the Council is continuing with these. Borrowing rates and a change to the profiled spend of CIFCO investments as mentioned above is expected to result in a favourable variance of £82k. This favourable variance can help to mitigate the adverse variance mentioned above. 	<p style="text-align: right;">204</p> <p style="text-align: right;">(82)</p>
<p>Pure Gym & Adjacent Building - the overall adverse variance of £52k can be attributed to the following:</p> <ul style="list-style-type: none"> • higher than expected business rates resulting in an adverse variance of £24k • £13k adverse variance for letting fees and marketing in relation to the new letting to Pure Gyms • £15k anticipated reduction to car park income as a result of COVID19 	<p style="text-align: right;">24</p> <p style="text-align: right;">13</p> <p style="text-align: right;">15</p>
<p>• Wingfield Barns - a favourable variance of £18k is anticipated. This can be attributed to lower than expected running costs. Upon the lease arrangement being agreed, the Council will continue as landlord with the tenant taking on responsibility for the day to day running costs resulting in a reduction to the Council's budget.</p>	<p style="text-align: right;">(18)</p>

DETAILED VARIANCES – continued

Explanations	Adverse/ (favourable) £'000
Cabinet Member for Environment Environment and Commercial Partnerships	
<p>Leisure Contracts – an overall favourable variance of £147k, this can be attributed to:</p> <ul style="list-style-type: none"> • Following a change to the management arrangements for the Mid Suffolk Leisure Centre from the 1 December 2020, a favourable variance of £157k is expected. The full year impact of the new management arrangements has been included in the budget for 2021/22. • The 20/21 budget includes provision of free swims for children aged 16 years and under during school holidays. As a result of the COVID19 pandemic, it is anticipated that the budget will not be utilised and so a favourable variance of £25k is expected. • Each year, the Council seeks a contribution from Stowmarket High School for the use of Mid Suffolk Leisure Centre. As a consequence of COVID19 and pupils home-schooling, this contribution has not been requested resulting in an adverse variance of £35k. <p>Any savings identified will help to partially mitigate increased expenditure as a result of COVID19 mentioned in section 5.1 of the report.</p>	<p>(157)</p> <p>(25)</p> <p>35</p>
<p>Licensing (net income) - an adverse variance of £26k as a result of COVID19. Licenses particularly affected are Alcohol, Entertainments and Late-night Refreshment licences as well as Taxi and Private Hire licences.</p>	26
<p>Car Parks (net income) - car park income has been significantly affected by COVID19, with all ticket machines covered during the initial lockdown in April and May. This combined with the impact of the second national lockdown is expected to result in an adverse variance of £416k.</p>	416
<p>Waste services – an overall adverse variance of £219k.</p> <ul style="list-style-type: none"> • Both trade and garden waste services have been impacted by COVID19 resulting in reduced income of £254k. This is partially offset by an underspend on the cost of disposal. (Trade waste - £23k and Garden waste - £12k). 	219
Cabinet Member for Customers, Digital Transformation & Improvement AD Area; Customers, Digital Transformation & Improvement	
<p>ICT costs – a favourable variance of £74k which can be attributed to the review of the SCC contract and licensing costs. It is expected that there will be additional ICT costs resulting from changes required to ICT services resulting from our response to the COVID19 pandemic.</p>	(74)

DETAILED VARIANCES – continued

Explanations	Adverse/ (favourable) £'000
Cabinet Member for Economic Growth	
AD Area; Economic Development and Regeneration	
<p>Economy and Business – a favourable variance of £67k.</p> <p>The favourable variance can be attributed to a number of budget areas including the ‘Heart of Suffolk’ Tourism brand and brochure production which has been repurposed, with the remaining balance likely to be largely spent on visitor economy recovery support especially in light of COVID19. Visitor economy recovery support will form 2 areas: a marketing campaign alongside wider Suffolk to promote the area for staycations as part of the COVID 19 recovery work and to promote a longer less seasonal tourism season, and to build stronger resilience and support for visitor economy businesses.</p> <p>Work is also ongoing in the District to develop new targeted skills programmes, to include in work transferable skills, innovation programmes in schools and specialist training programmes for key sectors.</p>	(67)
Cabinet Member for Planning	
AD Area: Sustainable Communities	
<ul style="list-style-type: none"> • Planning - anticipated income shortfall of £47k based on actual applications received to date and no expected reduction to fees for the final quarter of the year. The projected income shortfall has reduced significantly since the previous quarter due in part to a large planning application for solar farms (£173k). 	47
<ul style="list-style-type: none"> • Community Infrastructure Levy (CIL) - 5% administration charge, based on actual income received to date, a favourable variance of £55k is anticipated 	(55)
Cabinet Member for Finance	
AD Area: Corporate Resources	
<ul style="list-style-type: none"> • Investment income - based on performance to date, our investments are not performing as expected resulting in an adverse variance of £70k. 	70
<ul style="list-style-type: none"> • HR & Organisational Development - an underspend of £70k on training including Corporate and Health & Safety training. This includes £40k that was carried forward from 2019/20 to support the management training programme. It is recommended that the full £70k be carried forward to 2021/22. 	(70)

DETAILED VARIANCES – continued

Explanations	Adverse/ (favourable) £'000
Other items	
<p>PV Panels - an overall adverse variance of £90k. The main reasons for the adverse variance are as follows;</p> <ul style="list-style-type: none"> • the cost of replacement inverters and annual servicing costs is higher than expected resulting in an adverse variance of £25k. • lower than anticipated FiT income of £42k • It was anticipated when setting the budget for 2020/21 that a part year saving would be achieved on the Councils data management contract, the impact of COVID19 has resulted in a delay and this is now unlikely to happen until late 2021/22. 	90
<p>• Land Charges income - an adverse variance of £25k is expected as a result of COVID19. It is anticipated that the market will improve, but not enough to mitigate the loss of income over the previous 9 months.</p>	25
<p>• Central Printing & Postal Services - as a result of COVID19 and the changes to working practices, the demand on the post function has decreased considerably resulting in an expected favourable variance of £15k.</p>	(15)
<p>COVID19 expenditure - a further breakdown of COVID19 related expenditure is shown in section 5.1 of the report.</p>	1,088
<p>Vacancy management factor - the 2020/21 budget includes a 5% vacancy management factor. This will be exceeded resulting in a favourable variance of £450k.</p>	(450)
TOTAL ADVERSE VARIANCE FORECAST FOR THE YEAR	1,258

DETAILED VARIANCES – continued

Explanations	Adverse/ (favourable) £'000
Funding	
<p>Business Rates - a favourable variance of £483k is expected. This is made up of a number of items:</p> <ul style="list-style-type: none"> • Baseline business rates - a favourable variance of £292k due mainly to an improved levy position and additional income from renewable energy schemes (292) • S31 grants - an increase in reliefs given has resulted in additional S31 grants, excluding COVID related grants (154) • Business rates pool - based on current projections, a benefit of £404k is expected from the Business Rates Pool, this will result in a favourable variance of £37k. (37) <p>The overall position for Business Rates has changed significantly (£764k) since the previous quarter. This follows completion of the Councils business rates forecast for 2021/22 and the changes required by Central Government for the treatment of the Retail Hospitality and Leisure reliefs</p> <p>Any variance relating to business rates will be funded from or transferred to the Business Rates Equalisation reserve.</p>	
<p>Funding / additional support</p> <ul style="list-style-type: none"> Covered by SRP budget (208) Housing benefit income (90) Track and trace funding (75) Community grant underspend (58) 	
<p>Funding from Central Government - additional £100k announced 22 October 2020 (1,263)</p> <ul style="list-style-type: none"> Irrecoverable Sales, Fees and Charges income – full year effect (703) New burdens funding (130) Compliance and Enforcement Grant (40) Test and trace support payments - administration costs (25) 	
TOTAL FUNDING	(3,075)
TOTAL SURPLUS POSITION FOR THE YEAR	(1,817)

- 6.7 As a result of careful financial management, the Council is currently forecasting an overall surplus for the year despite the significant impact of COVID19. As set out in paragraph 5.12 there are risks associated with the next 3 months forecast and the position will be kept under review and final recommendations presented at outturn. The table below provides a summary of the current forecast position.

	£'000
COVID19 Expenditure	1,088
COVID19 Loss of income	950
COVID19 Impact on Collection Fund	261
Financial Impact of COVID19	2,299
COVID19 Funding from Central Government	(2,161)
Unfunded COVID19 impact	138
Vacancy Management Factor	(450)
Other sources of funding incl. Housing benefit income, & SRP funding	(431)
Other in year budget variances as shown in the table above	(1,074)
TOTAL SURPLUS POSITION FOR THE YEAR	(1,817)

Community Infrastructure Levy (CIL)

- 6.8 CIL income received by the Council between April and December 2020 is £4,168k compared with £3,576k for the same period last year. Following any necessary expenditure and adjustments for the 5% administration charge, there is a requirement to transfer any surplus variance to the earmarked reserve for spend on infrastructure in accordance with the Regulation 123 list in 2020/21 and beyond.

Growth and Efficiency Fund (GEF)

- 6.9 The table below provides a high-level summary of the anticipated movement in the Growth and Efficiency Fund during 2020/21 and does not include the surplus forecast in this report, as this is likely to change as the year concludes and will comprise a number of other transfers to and from reserves. These will be approved as part of the outturn report. A more detailed breakdown is shown in Appendix B.
- 6.10 Commitments in 2020/21 will continue to be reviewed to ensure the key priorities are supported.

MID SUFFOLK	£'000
Balance at 31 March 2020	9,395
New Homes Bonus Allocation *	1,613
Business Rates Grant *	1,405
2020/21 Budget Surplus *	3,027
Total contributions 2020/21	6,045
Revised Balance Available	15,440
LESS;	
Regal Theatre *	(2,560)
Contribution to Commercial Development Risk Management reserve *	(1,000)
Former Council Headquarters	(829)
Contribution to Climate Change reserve *	(500)
Community Capacity Building *	(250)
Contribution to emergency COVID19 earmarked reserve	(140)
Contribution to Suffolk Police *	(75)
Town Visioning Posts *	(33)
Actual spend - April to Dec 2020 - Appendix B	(145)
Other commitments - Appendix B	(558)
<i>* identified in 2020/21 budget</i>	
Balance after full spend on current projects	9,351
<u>Key Projects Allocated</u>	
Strategic Investment Fund	(3,000)
Mid Suffolk Leisure Centre	(2,200)
Needham Lake	(325)
Battery storage	(223)
Total Projects Allocated	(5,748)
Remaining unallocated GEF Balance	3,603

Business Rates Retention Pilot

6.11 Following the successful bid by the 8 local authorities in Suffolk to become a pilot area for the retention of 100% business rates growth in 2018/19, Appendix A provides further details of the schemes and spend as at December 2020.

Earmarked Reserves

6.12 Earmarked reserve balances (excluding CIL) are forecast to total £13.39m at 31 March 2021. Appendix C outlines the specific earmarked reserve movements that are included within the full year forecast for Quarter 3. The anticipated surplus for 2020/21 is not included in the earmarked reserve balance.

- 6.13 Earmarked reserves are for a particular purpose or known requirements that affect more than one financial year. The Council is able to increase its earmarked reserves when underspends occur, income has exceeded costs or where grant monies or other sources of funding are received for specific purposes.

Capital

- 6.14 Use of capital and one-off funds is critical and needs to be linked into our future delivery plans. Actual expenditure is even lower than normal for this time of year as a result of the COVID19 impact. A number of projects have fallen behind schedule, there have been supply difficulties and increased costs raised by our suppliers to cover the cost of COVID19 e.g. PPE.

- 6.15 Capital expenditure for the period April to December 2020 totals £4.1m, against a revised programme (including carry forwards) of £17.1m, excluding the £17.1m for CIFCO, as set out in Appendix D. The anticipated spend for 2020/21 against the £17.1m is £8.5m resulting in expected carry forwards of £7.7m and underspends of £862k. The main variances that contribute to the £16.2m underspends are set out below and in Appendix D.

- 6.16 Further explanations are provided below:

- a) **Grants for Empty Homes** – This service is undergoing a restructure and will result in an underspend which will be carried forward. There will be an Empty Homes Policy developed next year.
- b) **Grants for Affordable Housing** – as self-financing for the Housing Revenue Account has enabled the Council to build new homes, grant funding for housing associations has reduced resulting in an underspend of £340k. As agreed previously, the budget for 2020/21 is a carry forward from the previous year and will continue to be until it has been fully utilised.
- c) **Disabled Facilities Grant (DFG)** – carry forward of £344k is expected based on level of approved grants to date. The Council has a statutory duty to offer and manage Disabled Facilities Grants to eligible residents. This service was previously delivered via a “Home Improvement Agency” (HIA) contract between Suffolk County Council and Orbit Homes but has been provided in-house since 1 December 2020.
- d) **Leisure Centres** – an underspend of £2.4m of which £1.6m will be carried forward to meet expenditure in 2021/22. The underspend can be attributed to programme slippage with regards to the refurbishment project at Stowmarket Leisure Centre, due to COVID19, and changes to the agreed battery storage project which has since been developed into the solar car ports and storage project.
- e) **CIFCO** - as a consequence of the current market, delays in the investment spend due to slower than anticipated property acquisitions it is expected to result in an underspend of £1.7m. Two property purchase are currently in the pipeline. These budgets will not be carried forward and there will be no new investment beyond 2021/22.
- f) **Gateway 14 Ltd** – a total underspend of £1.1m is expected due to the development partner funding the current phase of investment.

- g) **Strategic Investment Fund** - an underspend of £3m. The Council has developed a Joint Asset Management Strategy which provides the framework for managing the Councils' estate. The Strategy was approved in January 2021, strategic aims have been agreed, and the Strategic Investment Fund will be utilised to meet the Council's asset management principles.

7. LINKS TO THE CORPORATE PLAN

- 7.1 Ensuring that the Council makes best use of its resources is what underpins the ability to achieve the priorities set out in the Corporate Plan. Specific links are to financially sustainable Councils, managing our corporate and housing assets effectively, and property investment to generate income.

8. FINANCIAL IMPLICATIONS

- 8.1 These are detailed in the report.

9. LEGAL IMPLICATIONS

- 9.1 There are no specific legal implications.

10. RISK MANAGEMENT

- 10.1 This report is most closely linked with the Council's Significant Risk No. 11 – We may be unable to respond in a timely and effective way to financial demands and also Corporate Risk No. 5E05 – if the Finance Strategy is not in place with a balanced position over the medium term the Councils will not be able to deliver the core objectives and service delivery may be at risk of not being delivered. Other key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If the forecast savings and efficiencies are not delivered, then it will have a detrimental impact on the resources available to deliver services and the strategic priorities	3 - Probable	2 - Noticeable	Monitored throughout the year by Finance Teams, Corporate Managers, Assistant Directors and the Senior Leadership Team
If economic conditions and other external factors like COVID19 change for the worse then it could have an adverse effect on the Councils financial position	3 - Probable	2 - Noticeable	Focus is on monitoring key income and expenditure streams (including a monthly COVID19 return MCHLG), but Government changes and economic conditions continue to affect costs and income for a number of services

11. CONSULTATIONS

- 11.1 Consultations have taken place with Assistant Directors, Corporate Managers and other Budget Managers as appropriate.

12. EQUALITY ANALYSIS

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

13. ENVIRONMENTAL IMPLICATIONS

- 13.1 There are a number of areas that as a result of COVID19 have had a positive impact on the Council's environmental impact as well as the financial position. They include for example, reduced travel, less printing and reduced utility costs.

14. APPENDICES

Title	Location
APPENDIX A – Business Rates Retention Pilot	Attached
APPENDIX B – Transformation Fund	Attached
APPENDIX C – Earmarked Reserves	Attached
APPENDIX D – Detailed Variances (Capital)	Attached

15. BACKGROUND DOCUMENTS

27 February 2020 General Fund Budget 2020/21 and Four-Year Outlook – MC/19/38

7 September 2020 Quarter 1 General Fund Financial Monitoring 2020/21– MCa/19/69

7 December 2020 Quarter 2 General Fund Financial Monitoring 2020/21– MCa/20/11

MID SUFFOLK – BUSINESS RATES PILOT

	Scheme Description	BRR Funding £'000	Other Funding - GEF £'000	Total Funding £'000	Actual Spend 2018/19 £'000	Actual Spend 2019/20 £'000	Actual Spend 2020/21	Commitments 2020/21	Cumulative Project spend	Remaining Project spend
1	Market Town Vision & Invest	240		240	25	66	21	12	123	117
2	Needham Lake Café / Visitor Centre	500	325	825	15	68	65	22	171	654
3	Innovation Cluster in Stowmarket	200	-	200	29	44	-	2	75	125
4	The Foyer, Stowmarket	150		150	150	-			150	-
5	Inclusive Growth Engagement Officer	60	-	60	-	-			-	60
6	Establishment of a Central Suffolk Chamber of Commerce	42	-	42	30	-	12		42	-
7	Unallocated	76		76					-	76
	BRRP total	1,268	325	1,593	249	178	98	36	562	1,031

Mid Suffolk Growth and Efficiency Fund (Transformation Fund – Babergh)

Project	Responsible Officer	Date of Approval	Budget	Cumulative spend to 2019/20		Apr 20 - Dec 20		Total Spend	Variance - favourable / + adverse	Commitments		
				BDC	MSDC	BDC	MSDC			BDC	MSDC	
CONTINUING PROJECTS												
Business Growth												
1	4 Town Visioning & Engagement Project - the Open For Business Team will lead the work with local communities to deliver a Vision that can be used to inform later policy-making and decisions that affect the towns. The Vision is intended to establish a high-level aspiration for the towns, setting out the community's key desires and wishes for the town they would like to live in and for businesses to operate from. This is a new way for the communities to be involved in Strategic Planning of the towns (the innovation). (BDC - 21%, MSDC - 79%)	Lee Carvell	Mar-19	208,500	10,568	40,795	17,107	25,029	93,498	-115,002	24,150	90,852
2	Shop front & access improvement grants (MSDC only)	Lee Carvell	Jun-18	350,000	0	18,692	0	79,464	98,156	-251,844		251,844
Community Capacity Building												
3	New engagement post within Communities to support the development of key sites. PROJECT COMPLETE	Vicky Moseley	Apr-18	85,500	26,075	49,138	5,132	5,132	85,477	-23	0	0
Efficient Organisation												
4	Additional resources to enable Senior Planning Officer level to be released to support delivery of the planning transformation programme (BDC -50%, MSDC - 50%)	Phil Isbell	Oct-16	205,000	54,684	54,726	1,050	1,050	111,511	-93,489	46,745	46,745
5	To provide resource to support the management and delivery of the Customer Transformation Programme - work designed to accelerate a number of customer and digital focused projects. (BDC -50%, MSDC - 50%)	Samantha Lake	Nov-19	32,800	6,821	6,821	12,879	12,879	39,401	6,601	-3,300	-3,300
6	To fund the IESE customer focus wheel intervention and Business Process Re-engineering training. The customer focus wheel will provide the Councils with a sound evidence base to help benchmark where we are against customer centric culture, processes, vision and performance to understand if the proposed projects will ensure we deliver the expected outcomes. The project is anticipated to be a minimum of 2/3 years. (BDC -50%, MSDC - 50%)	Samantha Lake	Mar-20	29,000	0	0	14,500	14,500	29,000	0		
Housing Delivery/Business Growth												
7	Commissioning of external specialist feasibility / viability work on key sites as required, to be able to move them forward for approval and development to support economic and housing growth	Robert Hobbs	Jan-15	475,000	194,159	137,000	0	1,260	332,419	-142,581	43,341	99,240
Environment												
8	Solar PV multi-function carport including battery storage & vehicle charging points Funding required for technical feasibility and viability appraisal for installations at two Leisure Centres & Council car parks in Sudbury and Stowmarket. Also, a third flexibly deployable option to be worked up as part of the study. This can support external investment opportunities and delivery against environmental and economic priorities, including transitioning towards carbon neutral districts by 2030.	Lee Carvell	Jul-20	40,000	0	0	5,470	5,470	10,940	-29,060	14,530	14,530
General Transformation - other projects												
9	Other items	Melissa Evans		286,254	16,643	269,611	0	0	286,254	0		0
10	Trees for Life (BDC - 40%, MSDC - 60%)	Will Burchnall		23,000	2,682	7,057	0	0	9,739	-13,261	5,318	7,943
11	Improve disabled access at Needham Market Train Station. Matched funding with SCC. (MSDC only)	Tom Barker		50,000	0	0	0	0	0	-50,000		50,000
CONTINUING PROJECTS SUB-TOTAL				3,408,179	461,547	2,515,240	56,138	144,783	1,096,393	-688,660		
COMPLETED PROJECTS SUB-TOTAL				3,267,638	600,359	2,591,416	0	0				
				6,675,817	1,061,906	5,106,656	56,138	144,783	1,096,393	-688,660	130,784	557,853

General Fund Earmarked Reserves

MID SUFFOLK					
Transfers to / from Earmarked Reserves	Balance 31 March 2020	Transfers between	Forecast transfers to	Forecast transfers from	Balance 31 March 2021
Carry Forwards	(164)			164	-
Growth and Efficiency Fund	(9,395)	1,640	(6,045)	10,198	(3,603)
Commercial Development Risk Management	(1,500)	(1,000)			(2,500)
Business Rates Equalisation	(2,853)	140			(2,713)
Business Rates Retention Pilot	(904)			134	(770)
Climate Change and Biodiversity	-	(500)			(500)
Government Grants	(253)			26	(227)
Commuted Maintenance Payments	(665)		(14)	83	(596)
COVID19	-	(280)			(280)
Elections Fund	(28)		(20)		(48)
Elections Equipment	(35)				(35)
Homelessness	(381)		(4)	57	(328)
Temporary Accommodation	(256)		(2)	7	(250)
Planning (Legal)	(439)		(91)	-	(530)
Neighbourhood Planning Grants	(74)		(64)	-	(138)
Community Housing Fund	(243)			38	(205)
Strategic Planning	(64)			-	(64)
Joint Local Plan	(138)			138	-
Planning Enforcement	(45)				(45)
Repairs and Renewals	(292)				(292)
Welfare Benefits Reform	(7)				(7)
Well-being	(275)			13	(262)
Waste	(38)			37	(1)
Total Earmarked Reserves excluding CIL	(18,048)	-	(6,240)	10,896	(13,393)
Community Infrastructure Levy (CIL)	(16,833)				(16,833)
Total Earmarked Reserves	(34,881)	-	(6,240)	10,896	(30,226)

2020/21 Capital Programme

MID SUFFOLK CAPITAL PROGRAMME 2020/21	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend	Full Year Forecast	Expected Carry Forward	Full Year Forecast LESS Budget (favourable)/ adverse	Explanation of major variances since previous quarter
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
GENERAL FUND								
General Fund Housing								
Mandatory Disabled Facilities Grant	580	462	1,042	371	698	344	-	A carry forward of £344k is expected based on level of approved grants to date. A Regulatory Reform Order means that grants of up to £7.5k can now be made without means testing. This has reduced substantially the period from grant application to approval and is reflected in the increased level of grant payments. It is anticipated that the current year's grant allocation of £698k will be spent in full in the year. The service to offer and manage Disabled Facilities Grants to eligible residents has been provided in-house from 1 December 2020.
Renovation/Home Repair Grant (formerly Discretionary Housing Grants)	100		100	59	100	-	-	
Discretionary Housing Grants			-	-	-	-	-	
Empty Homes Grant	100	69	169	-	100	69	-	
Grants for Affordable Housing	-	340	340	-	-	340	-	
Total General Fund Housing	780	871	1,651	431	898	753	-	
Environment and Projects								
Replacement Refuse Freighters - Joint Scheme	188	-	188	181	181	-	(7)	
Recycling Bins	100	-	100	79	70	-	(30)	
EV Charging Points	-	-	-	10	11	-	11	
Total Environmental Services	288	-	288	270	262	-	(26)	

2020/21 Capital Programme

MID SUFFOLK CAPITAL PROGRAMME 2020/21	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend	Full Year Forecast	Expected Carry Forward	Full Year Forecast LESS Budget (favourable)/ adverse	Explanation of major variances since previous quarter
GENERAL FUND	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Communities and Public Access								
Streetcare - Vehicles and Plant Renewals	162		162	23	162	-	-	
Planned Maintenance / Enhancements - Car Parks	150	77	227	0	95	132	-	Underspend due to lack of resources to carry out condition surveys at each car park. Expect to spend £70k on Ipswich Street car park and £25k on the car park at Wortham Ling. £132k will be carried forward to complete works in 2021/22
Total Community Services	312	77	389	23	257	132	-	
Sustainable Communities								
S106/CIL Play Equipment			-	1	14	-	14	To be funded from CIL
Play Equipment	50	35	85	-	85	-	-	
Community Development Grants	189	131	320	99	231	89	-	Expenditure has been impacted by Covid. Any underspend to be carried forward to next year.
Total Sustainable Communities	239	166	405	99	330	89	14	
Leisure Contracts								
Stowmarket Leisure Cent - Improvements		931	931	(3)	-	931	-	A review has been undertaken of the budgets for Leisure services and applied as appropriate between the refurbishments projects and ongoing improvements
Stradbroke Pool - Improvements		447	447	-	-	447	-	
Stowmarket Leisure Cent - Refurbishment	2,526	(526)	2,000	423	1,164	-	(836)	An underspend of £2.2m can be attributed to changes to the agreed battery storage project which has since been developed into the solar car ports and storage project. Stowmarket Leisure Centre project is expected to be completed by the end of 2020/21. Works at Stradbroke Pool are now complete.
Stradbroke Pool - Refurbishment	412	(212)	200	200	200	-	-	
Solar Car Ports		223	223	-	-	223	-	
Total Leisure Contracts	2,938	863	3,801	620	1,364	1,601	(836)	

2020/21 Capital Programme

MID SUFFOLK CAPITAL PROGRAMME 2020/21	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend	Full Year Forecast	Expected Carry Forward	Full Year Forecast LESS Budget (favourable)/ adverse	Explanation of major variances since previous quarter
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
GENERAL FUND								
Assets and Investments								
Other Corporate Buildings	80	-	80	-	-	80	-	
Strategic Investment Fund	-	3,000	3,000	-	-	3,000	-	
Regal Theatre	-	2,575	2,575	2,561	2,561	-	(14)	
Regeneration Fund	263	-	263	11	263	-	-	
Regeneration Fund - HQ Sites	727	829	1,556	41	1,556	-	-	
Gateway 14	-	1,847	1,847	-	750	1,097	-	
CIFCO - further investment	8,666	8,452	17,118	-	18,855	-	1,737	Further investment will be brought forward into 2020/21 from 2021/22
Needham Lake Visitors Centre	600	220	820	7	150	670	-	
Total Assets and Investments	10,336	16,923	27,259	2,621	24,135	4,847	1,723	
Total Customers, Digital Transformation and Improvement	200	196	396	13	76	320	-	Due to ongoing pressures there is little scope to progress new projects. There will be some expenditure on new laptops, tablets, etc.
Total General Fund Capital Spend	15,093	19,096	34,189	4,077	27,322	7,742	875	

Agenda Item 9

MID SUFFOLK DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: MCa/20/38
FROM: Councillor John Whitehead, Cabinet Member for Finance	DATE OF MEETING: 8 March 2021
OFFICER: Gavin Fisk, Assistant Director, Housing	KEY DECISION REF NO. CAB226

HOUSING REVENUE ACCOUNT (HRA) FINANCIAL MONITORING 2020/21 – QUARTER 3

1. PURPOSE OF REPORT

- 1.1 This report considers the revenue and capital financial performance for the period April to December as well as the impact of COVID19 on the Councils HRA finances and highlights significant variances expected for the financial year 2020/21.

2. OPTIONS CONSIDERED

- 2.1 The options that have been considered are;
- a) At this stage in the year, the financial position is for noting only.

3. RECOMMENDATIONS

- 3.1 That the Council's financial position for the Housing Revenue Account at the end of Quarter 3 be noted.

REASON FOR DECISION

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

4. KEY INFORMATION

Strategic Context

- 4.1 The financial position of the HRA for 2020/21 should be viewed in the context of the updated 30-year business plan. The budget set in February 2020 showed a forecast deficit position for 2020/21 of £564k to be funded from reserves.
- 4.2 A fundamental review of the housing service was undertaken during 2019/20 to identify savings, efficiencies and income generation opportunities to achieve a sustainable business plan into the future. The business plan sets out the aspiration of the Council to increase the social housing stock by either buying existing dwellings or building new ones.
- 4.3 The Welfare Reform and Work Act 2016 requiring all social landlords to reduce rents by 1% each year came to an end in March 2020. This means rents can increase by

Consumer Price Index (CPI) +1% for five years from April 2020, which will start to mitigate the impact of the 1% reduction on the 30-year plan.

- 4.4 With the Council's housing stock at 3,230 homes there will always be unplanned events that affect the level of income and expenditure in any one financial year. None more so than the outbreak of COVID19 which hit the UK in March. This will certainly have a financial impact on the Council's Housing Revenue Account as rent levels are at risk and property repairs and maintenance on the Council's housing stock was reduced to emergency repairs for existing tenants and the completion of void work in order to support the accommodation of the homeless and rough sleepers. This follows Government guidance and is in the interests of the safety of our staff and tenants.
- 4.5 Property repairs and maintenance work slowly re-commenced within the Government's COVID19 safety guidelines and was impacted further by the second national lockdown in January 2021. It will take some time before normal service levels resume and there is likely to be an impact in terms of backlog of works to be carried out.
- 4.6 The new build programme will also be impacted as development ground to a halt during lockdown and has been slow to recover, and as it does, now carries additional COVID19 related costs for site works to re-commence safely.
- 4.7 As the year has progressed this financial impact has been forecast with more certainty, but section 5 below sets out in more detail the impacts based on the knowledge we have to date.

5. 2020/21 Financial Impact of COVID19

- 5.1 To date additional costs for COVID19 impacting on the HRA mainly consist of additional PPE amounting to £46k, there are a number of savings that can help to mitigate the increased expenditure. These are detailed further in section 6 of this report.
- 5.2 In terms of income, the first nine months of the year, has seen minimal impact on rent levels. As the furlough scheme has now been extended to the end of April 2021, it is anticipated that tenants who are in employment may be impacted. Housing Benefit and Universal Credit tenants are likely to be unaffected. Levels of debt to be written off are expected to be very low, if any, as any outstanding rents are likely to be reclaimed, but over a longer period because of secure tenancies. The team will continue to monitor the situation closely over the coming months and update the financial position accordingly. Given the extension to the furlough scheme, we are not anticipating any reduction to income levels for 2020/21, instead the impact is likely to extend beyond this financial year.

6. Quarter 3 Position

- 6.1 Based upon financial performance and information from April to December 2020 (with trends extrapolated to the end of the financial year) and discussions with budget managers and the Senior Leadership Team, key variations on expenditure and income compared to budget have been identified.
- 6.2 Taking each area in turn, the position on key aspects of the 2020/21 budget is summarised below:

Revenue

- 6.3 The original budget set for the HRA for 2020/21 shows a deficit of £564k, which would be transferred from reserves. The forecast position at December is a surplus of £2.193m, a favourable variance of £2.757m, as detailed in the table below.

	Budget	Full Year Forecast Quarter 3	Variance Adverse / (Favourable)
	£'000	£'000	£'000
Dwelling Rents	(14,258)	(14,204)	54
Service Charges	(689)	(640)	49
Non Dwelling Income	(355)	(368)	(13)
Other Income	(23)	(34)	(11)
Interest Received	(9)	(9)	-
Total Income	(15,334)	(15,255)	79
Housing Management	3,263	3,303	40
Responsive Repairs and Maintenance	2,010	1,917	(93)
Building Services	1,255	1,077	(178)
Depreciation	3,709	3,709	-
Interest payable	2,968	2,968	-
Revenue Contribution to Capital	2,604	-	(2,604)
Bad Debt Provision	89	89	-
Total Expenditure	15,898	13,063	(2,835)
Deficit / (Surplus) for Year	564	(2,193)	(2,757)

- 6.4 The forecast variances identified within this report have been taken into consideration when setting the budgets for 2021/22.

- 6.5 Further explanations of the variances are provided below:

6.6 Income – an adverse variance of £79k

- **Dwelling rents** – our estimated income from dwelling rents included 12 new build properties, the development of which has been impacted by COVID19 in 2020/21 and so an adverse variance of £54k is expected.
- Non-dwelling rents and other income which include utilities for sheltered schemes and garage rents is expected to result in an adverse variance of £25k.

6.7 Housing Management – an adverse variance of £40k

A number of items make up the small adverse variance of £40k, these are largely due to the impact of COVID19 and the changes in working practices to keep our employees and tenants safe. The favourable variance can be broken down as follows:

- An adverse variance of £89k - Business Rates for Needham Market Middle School and Stowmarket Middle School, the costs for which have been transferred from General Fund to HRA.
- Sheltered Housing utility costs are expected to result in an adverse variance of £38k. A part of the adverse variance is attributed to one-off expenditure for prior year water usage at Farnish House (£18k).

- The cost of fire prevention door certification at the Councils Sheltered Housing schemes is expected to result in an adverse variance of £23k.
- It is anticipated that less time will be charged to Mid Suffolk's General Fund and Capital Projects for surveyors' time resulting in reduced levels of income via recharges and an adverse variance of £20k.
- An underspend of £100k relating to employee costs - 4 fte vacant posts (shared between the two Councils) and delayed start dates for those posts that have since been appointed to.
- A favourable variance of £26k for reduced travel costs as a consequence of COVID19.

6.8 **Building Services (Responsive Repairs and Maintenance) – a favourable variance of £93k**

There are a number of items that contribute to the favourable variance of £93k. These are largely due to the impact of COVID19 and the changes that the Council has made to safely deliver its repairs and maintenance services. This can be broken down as follows:

- Due to the prioritising of urgent / emergency jobs only, spend on materials and fuel is less than expected resulting in a favourable variance of £99k.
- A favourable variance of £43k for employee costs due to vacant posts (4 fte, shared 50:50 with Babergh, 2 of which have now been appointed to).
- These can be partially offset by an adverse variance of £49k relating to agency and consultancy costs used to cover vacant posts.

6.9 **Building Services (Planned Maintenance) – a favourable variance of £178k**

- Whole House Servicing contract (WHS) - due to the impact of COVID19 there are expected delays and so less work being carried out as part of the WHS contract. As a result, an underspend of £100k is anticipated.
- Asbestos inspections ceased during the initial lockdown period resulting in an underspend of £70k. These inspections have now recommenced.

6.10 **Revenue Contribution to Capital – a favourable variance of £2.604m**

- A favourable variance of £2.604m is expected, because of slippage in the 2020/21 capital programme, due to the impact of COVID19. Future contributions have been reviewed as part of the budget setting process for 2021/22, based on the updated capital programme.

6.11 The net £2.193m surplus position means that the total HRA balances as at 31 March 2021 is forecast to be £8.598m. This includes a minimum working balance of £1.209m, £7.361m in the Strategic Priorities Reserve and £28k in other earmarked reserves.

Capital

6.12 Use of capital and one-off funds is critical and needs to be linked into our future delivery plans. Actual expenditure is even lower than normal for this time of year as a result of the COVID19 impact. A number of projects have fallen behind schedule, there have been supply difficulties and increased costs raised by our suppliers to cover the cost of PPE etc.

- 6.13 With complex capital schemes it is difficult to accurately assess the level of payments that will be made during the financial year. The Council continues to embark on new projects e.g. building new homes, where it is difficult to accurately predict at the planning stage how payments will fall. Members should therefore focus on whether overall outcomes are being achieved as a result of the capital investment rather than variances against the plan for a particular year.
- 6.14 Actual capital expenditure for the period April to December 2020 totals £6.7m, against the budget (including carry forwards) of £24.9m, as set out in Appendix A. As mentioned in section 6.12, a number of projects have fallen behind schedule as a consequence of COVID19 Development of some sites will be commencing soon, but we anticipate that a number of budgets will be carried forward to meet expenditure incurred in 2021/22.
- 6.15 New Build – Mid Suffolk’s capital programme is being reviewed to refine the pipeline of new build development and acquisitions in conjunction with a review of the 30-year business plan and the affordability of these schemes. The updated business plan will be coming forward later this year.

7. LINKS TO THE CORPORATE PLAN

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

8. FINANCIAL IMPLICATIONS

- 8.1 These are detailed in the report.

9. LEGAL IMPLICATIONS

- 9.1 There are no specific legal implications.

10. RISK MANAGEMENT

- 10.1 This report is most closely linked with the Council’s Significant Risk No. 11 – We may be unable to respond in a timely and effective way to financial demands and also Corporate Risk No. 5E05 – if the Finance Strategy is not in place with a balanced position over the medium term the Councils will not be able to deliver the core objectives and service delivery may be at risk of not being delivered. Other key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If we do not consider the ongoing impacts of the Welfare and Funding Reforms, then it could lead to unpreparedness for further changes.	Unlikely - 2	Bad – 3	Ensure adequate bad debt provision and that the Income Management Strategy seeks to mitigate the impact of the changes on residents, the Council’s income streams and budgets.

Risk Description	Likelihood	Impact	Mitigation Measures
If there are increases in inflation and other variables, then Council Housing self-financing could result in a greater risk to investment and service delivery plans.	Unlikely - 2	Noticeable – 2	Inflation and interest rate assumptions have been modelled in the HRA business plan. Capital receipts and capital programme funding reviewed.
If we fail to spend retained RTB receipts within 3-year period, then it will lead to requirement to repay to Government with an additional 4% interest.	Unlikely - 2	Bad - 3	Provision has been made in the updated HRA Investment Strategy to enable match funding and spend of RTB receipts. Government extension to 31 March 2021 for all receipts due to be spent in 2020/21.
If we borrow too much to fund New Homes, we will not be able to pay the loan interest.	Unlikely - 2	Bad - 3	Follow the CIPFA Prudential Code which states Capital investment plans must be affordable, prudent and sustainable. Understanding the impact by modelling scenarios for the 30-year business plan.
If Brexit has a negative impact on the Economy, then interest rates/inflation/house prices and demand/jobs could be impacted.	Probable - 3	Bad - 3	Understanding and acting on intelligence from the Local Government Association (LGA) and CIPFA.
If economic conditions and other external factors like COVID19 change for the worse then it could have an adverse effect on the Councils financial position	3 - Probable	2 - Noticeable	Focus is on monitoring key income and expenditure streams (including a monthly COVID19 return MCHLG), but Government changes and economic conditions continue to affect costs and income for a number of services
If capital data is inaccurate it could lead to problems with treasury management debt and cashflows.	Unlikely - 2	Bad - 3	Work closely with treasury management when setting capital budgets and how this will be financed. Monitor the capital spend quarterly and raise any changes with treasury management.

11. CONSULTATIONS

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

12. EQUALITY ANALYSIS

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

13. ENVIRONMENTAL IMPLICATIONS

- 13.1 There are a number of areas that as a result of COVID19 have had a positive impact on the Council's environmental impact as well as the financial position. They include for example, reduced travel and fuel costs as mentioned in sections 6.7 and 6.8 of the report.

14. APPENDICES

Title	Location
APPENDIX A – Capital Programme	Attached

15. BACKGROUND DOCUMENTS

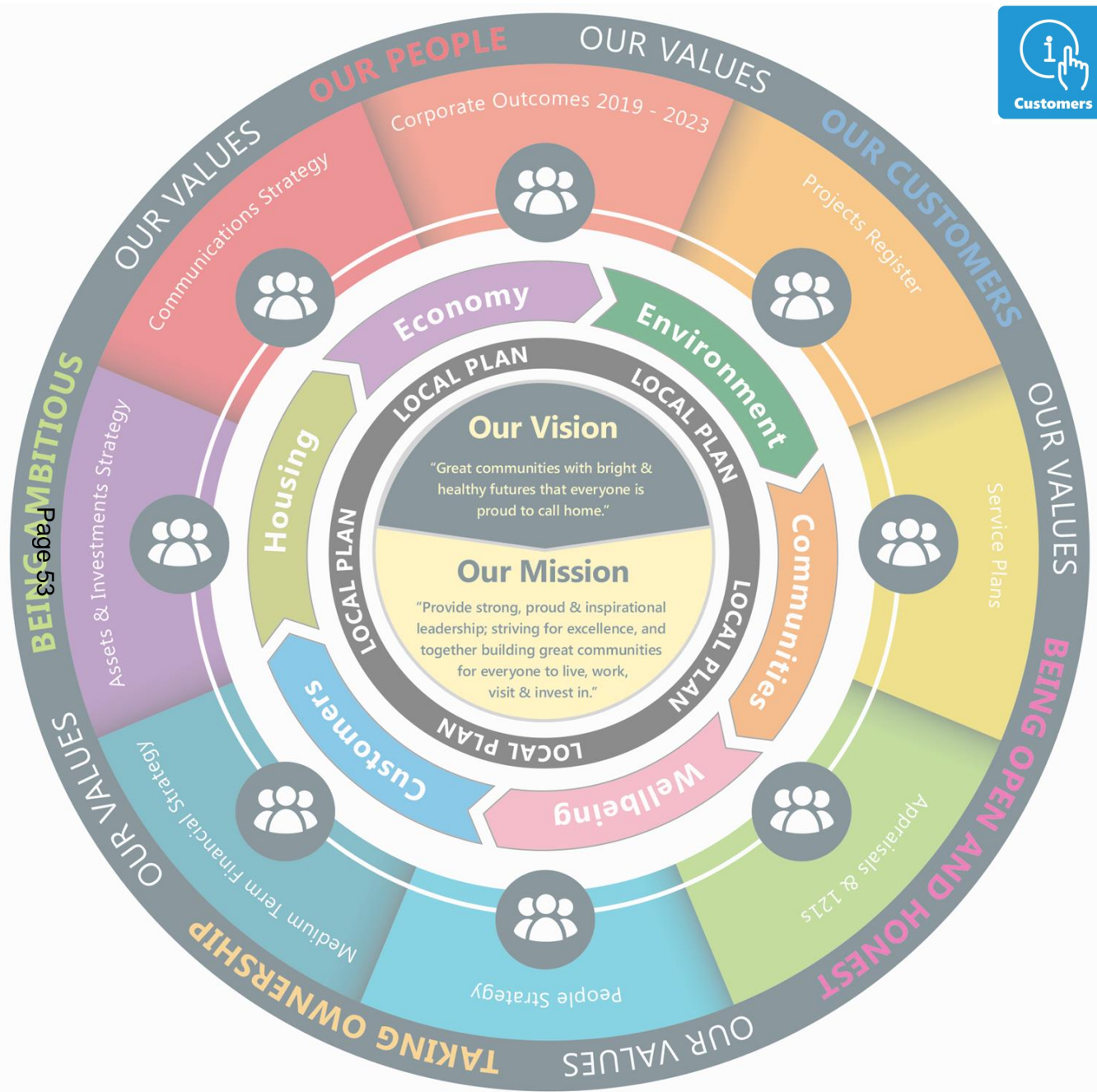
21 February 2019 Housing Revenue Account (HRA) Budget and Four-year Outlook Report 2019/20 – MC/18/39

7 September 2020 Quarter 1 Housing Revenue Account (HRA) Financial Monitoring 2020/21 – MCa/19/70

7 December 2020 Quarter 2 General Fund Financial Monitoring 2020/21 – MCa/20/12

2020/21 Capital Programme

Mid Suffolk CAPITAL PROGRAMME 2020/21	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend	Full Year Forecast at Q3	Expected Carry Forward	Full Year Forecast LESS Budget (favourable) / adverse	Explanation of major variances since previous quarter
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Housing Maintenance								
Planned maintenance	3,505	539	4,044	1,108	2,390	1,654	-	Further lockdown restrictions have resulted in less internal work to properties. A higher carry forward amount will now be required
ICT Projects	200	50	250	34	52	198	-	
Environmental Improvements	40	-	40	-	-	40	-	
Disabled adaptations to council dwellings	200	-	200	98	130	70	-	Further lockdown restrictions have resulted in less internal work to properties. A higher carry forward amount will now be required
						-	-	
New build programme including acquisitions								
New build programme including acquisitions	12,604	7,730	20,334	5,422	13,101	7,233	-	A substantial programme of house acquisitions is being undertaken in the remainder of 2020/21
Total HRA Capital Spend	16,549	8,319	24,868	6,662	15,673	9,195	-	



Quarter 3 Performance

Mid Suffolk District Council

March 2021 Cabinet

Agenda Item 10





This performance report has been developed in collaboration with Cabinet Members, Senior Leadership Team and Corporate Managers.

The report highlights the six key priority areas from the Corporate Plan (2019 -27), together with information on the Health of the Organisation. Firstly, providing a snapshot of the headline performance indicators against each priority, followed by progress on key objectives and narrative on other main achievements. The report also includes a 'look forwards' by providing key information on work commencing in the coming months. Taken in its entirety the report seeks to provide high level assurance that the Council is delivering against the Corporate Plan.

Sitting below the information, additional performance measures are set and regularly monitored by services to support operational and day to day management of the service, these remain available at any time as a self-service option, alongside performance information from previous years as part of the 'Our Performance' section located on Connect.

This presentation covers October/November/December 20, a period of time in which the Council remained focused on our response to Covid-19. With the pandemic continuing to grip the country and the introduction of further restrictions, a major part of the work undertaken by the Council involved continuing to support our communities and businesses. Including the reopening of the Home But Not Alone free phonenumber. The helpline is in place to support clinically extremely vulnerable people who may need additional information or support. This has impacted on the progress made against some of the main objectives with a number of projects being paused temporarily, as staff have been redeployed to focus on the additional work required in our response to Covid-19. Examples of the continued support provided are illustrated throughout the following presentation. However, we can also highlight our commitment to continue to strive forwards on work to ensure that the key priorities agreed are delivered, and essential services to our communities continue to be provided.

Customers

Headline Performance Indicators

Combined data for both Councils



Customer Experience

Website activity



Average web visits per day

4,546

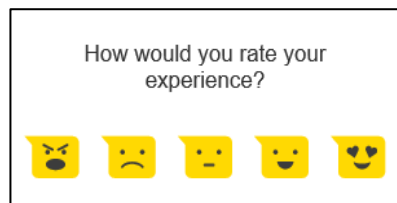
(An increase of 4% from last quarter and 18% from the same quarter last year)

Our web traffic has increased from all referral sources e.g. direct to the website, through a referral through social media etc from Q2 to Q3. This demonstrates an increase in demand for web-based services)

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Customer Feedback

Website feedback bar:



2.26 out of 5

Top 3 areas of customer feedback:

Waste, planning and Council Tax

We either respond or provide the service area with the feedback as often this relates to service requests e.g. missed waste collections rather than being feedback about our website itself.

Customers at the heart of everything we do

Customer Access



424

Average calls received per day (down 11% from Q2) of these 161 calls related to home but not alone and self-isolation payments.

Over this year to date our calls have reduced by 27% from 2019.



7%

Abandon rate (down 2% from Q2)



95

Average number of emails responded to per day (increase of 10% from quarter 2)



1 minute and 8 seconds

Average wait time for the quarter

Customer insight and intelligence



77

Compliments received (increase of 28% from Q2) The area with the most compliments was planning.



160

Stage 1 complaints received (a decrease of 18% from Q2) of these 74% were not upheld and of those that were they consisted of 1 off error or process improvement instigated.

Customers

Objectives and progress



What we committed to do and our progress

Objective 1 – We will implement the technology capabilities that support and enhance customer and employee experience, invest in our people to give them confidence to use and promote digital services and tools and underpin this with an ethos and culture of listening and engagement.

Progress:

We have created an automated customer satisfaction survey for our call centre services to ensure we gain satisfaction levels for our telephone services and understand the number of enquiries we are able to resolve first time. This will commence in Quarter 4. During Quarter 3 over 500 staff changed from skype telephone services to Microsoft teams telephone service, this happened with minimal disruption to the organisation.

What we plan to do next

Begin the telephone survey in Quarter 4. Using the data from the survey will allow us to understand our current telephone satisfaction levels and look to create opportunities to use customer feedback. This will ensure that we are continuously improving our services in line with customer feedback.

Work has commenced to review our complaints policy considering the Housing Ombudsman Code, which was released in Quarter 2. Part of this work will be to engage with customers who have submitted a complaint in the last 12 months to understand more about their experience. This will help shape future iterations of our complaints policy. We will present back the findings and approach over Quarter 1 and 2.

Customers

Objectives and progress



What we committed to do and our progress

Objective 2 –We will develop and deliver a phased approach to supporting customers with digital inclusion and digital upskilling. Working with like-minded community partners and using insight and intelligence to baseline our approach and measure our success.

Progress:

We are now in the final stages of bringing our milestone plan together to demonstrate how we will deliver our digital skills approach. We have been piloting device giving schemes with local community organisations who have provided over 70 recycled laptops to members of the public. We have created a digital skills support package for our customers, which we are looking to deliver over Quarter 4.

We will be gaining feedback from our tenants regarding digital inclusion over the next quarter.

What we plan to do next

We will be sharing information regarding our digital skills approach with our internal teams and Councillors in Quarter 4 and then looking to promote publicly thereafter.

We will start to collate data and success stories from our digital skills approach to ensure that we evaluate the impact of our offer and make changes where necessary, moving forwards.

We will be collating the data over Quarter 4 from our tenant's digital inclusion survey to share this more widely over Quarter 1, alongside our future delivery plans to support tenants with digital inclusion needs.

Customers

Objectives and progress



What we committed to do and our progress

Objective 3 – We are committed to putting our customers first, by reviewing our current processes and re-designing them to ensure that are simple, intuitive and maximise the use of technology.

Progress:

We have concluded our first cohort of NVQ learners who have completed projects in improving processes. We will be implementing some of the improvements made as a result of this work in Quarter 4. This work includes a new web-based form for customers to report fly-tipping incidents to us, with improved mapping capability. This creates a more efficient and user-friendly customer experience and allows us to gain more accurate location details to help us to locate fly tips, first time.

We are in the process of creating an interactive site for internal teams to use to help request process reviews that can support us to create more efficient and effective processes for our customers, across the organisation.

What we plan to do next

We will be continuing to track the projects to ensure they are successfully delivered over the next quarter, recognising that some of the improvements may not be fully realised until Quarter 3 of 2021.

A new interactive process improvement site will be developed over Quarter 4, to ensure that we can start reviewing processes across the organisation and ensuring that we can gain vital customer feedback as a result of process improvement work.

Over Quarter 4 we will also create a new NVQ cohort, to give us a greater pool of people available to deliver process improvement work, for the benefit of our customers with future delivery to commence over Quarter 1 and 2.

Customers

Objectives and progress



What we committed to do and our progress

Objective 4 – To increase our digital offer to customers through innovative solutions that offer value and enhance the customers experience. By utilising self-service in real time.

Progress:

We have seen an increase in customers using digital channels with our website receiving over 82,000 more visits than in 2019 as well as our e-mail traffic into customer services increasing by 10% and our telephone traffic decreasing by 26% this year. Therefore, we want to increase the options to use digital means and we are in the final stages of our automated telephony and chatbot 12-month pilot set up for environmental services. This service will start in Quarter 4 and will enable customers to report issues such as missed bins 24/7 using the automated phone service and chatbot services.

We have been working through the key activities and creation of a milestone timeline for the procurement of a digital platform. This will ensure we are improving our online offer for customers so they can access our online services more easily, where this is something they wish to do.

What we plan to do next

We will be monitoring our automated telephone and chatbot services over Quarter 4 to understand more about how customers wish to use these services. The pilot will be ongoing for 12 months and reporting will be provided quarterly to show the trends and volumes of customer using these services to help inform how we may make best use of technology to improve customer experience. We will continue to work through the timeline for our digital platform offer over the next two quarters and report progress in Quarter 2.



Mid Suffolk Communities Headline Performance Indicators



Community Grants

£98,665

Capital Grant spend

Projects supported include new equipment at Bedfield and Monk Soham play area, improvements to Buxhall Village Hall and Wilby Village Hall. 60% of the annual capital budget has been allocated.

£4,710

Minor Grant spend

Projects supported include for Harleston Parkrun and improvements to Brome & Oakley Parish Hall. 36% of the annual capital budget has been allocated.

£100,999

Covid-19 Emerging Needs spend

Groups supported through this grant include food banks, community support groups, provision for young people and charities operating within the district. 100% of the CV19EN budget has been allocated,

£306,850 *(cumulative)*

Total amount of funding offered (not spent) through Capital, Minor and Covid-19 EN Grants

£188,720

\$106 funds spent or allocated

Including funding for facility improvements to Elmswell's Blackbourne Centre, Badwell Ash & Bacton village halls as well as outdoor sports and play improvements at Tostock

21

No. of Voluntary, Community & Social Enterprises (VCSE) supported

All revenue-supported groups have been contacted on a regular basis throughout the pandemic, including Mid Suffolk Citizens Advice, the Museum of East Anglian Life and Community Action Suffolk.

Community Safety

Anti-Social Behaviour cases reviewed by the ASB partnership;

- 5** County Lines / Drugs / Alcohol
- 0** Domestic Abuse
- 10** Neighbour / Noise Nuisance
- 0** Open Spaces / Vandalism / Unauthorised Encampment

There has been an increase of 7 in the number of Neighbour/ Noise Nuisance cases reviewed this quarter, all other categories have reduced.



2

No. of Neighbourhood Plans with final Examination Reports Reports published for Wilby and Laxfield

Communities

Objectives and progress



Objective 1 – To create great places to live and to empower local people and communities to shape what happens in their area

Progress:

- The Strategic Planning team worked tirelessly to progress the Joint Local Plan to the Publication stage (Regulation 19) in November for consultation prior to future Submission of the Plan to the Secretary of State for Examination. Having an up-to-date Plan will provide clarity for communities and enable a plan-led approach to new development. Alongside this, a detailed Infrastructure Delivery Plan has been produced following extensive engagement with stakeholders and an Infrastructure Funding Statement detailing how infrastructure will be funded has been published. A review of the Community Infrastructure Levy Charging Schedules in each district has also been undertaken alongside the Joint Local Plan.
- In Mid Suffolk, the Examiner’s Reports for the Wilby Neighbourhood Plan and the Laxfield Neighbourhood Plan have been published in November and December respectively.
- Working with the Armed Forces Covenant to ensure that Veterans are receiving health support and also working with Clinical Commissioning Groups (CCGs) to look at how to get GP Surgeries to become Veteran Friendly.
- Led a ‘Knock and Check’ campaign during the Christmas period to make sure our communities stayed connected, able to keep warm and had enough food. The Team produced and promoted information through networks, Parish Councils and partners so people could make sure they were supported through Christmas with basic needs. This work linked in with the Rural Coffee Caravan with their current project on donating Slow Cookers to vulnerable people.
- Stowmarket Dementia Action Alliance (DAA), which was established with the support of the Council with an aim to make Stowmarket a dementia friendly town, have supported people throughout the pandemic providing
 - Links for people living with dementia to join on line Chair Based Exercise (CBE) and Dementia Adventure nature projects with their carers
 - Christmas Hampers delivered to residents in care homes in and around Stowmarket
 - “Reach out Rickshaw” a singing event in Stowmarket town centre, as well as taking the rickshaw round to care homes to sing Christmas Carols outside
 - Regular monthly DAA meeting with steering group members to promote information to share.

Communities

Objectives and progress



Objective 1 – To create great places to live and to empower local people and communities to shape what happens in their area

What we plan to do next:

- Work with Abbeycroft Leisure (ACL) to develop a 12 month holiday activity plan to deliver holiday activities/cooking schools. We are supporting ACL and considering options to extend the offer to cover a wider area. If this can be developed then we will look to take the offer to some of the more rural larger areas where we feel we have a larger proportion of children. We will extend the work to include SLM (Everyone Active) as part of their Agreement with MSDC and will work with them so deliver similar holiday activities projects in Mid Suffolk.

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All of our local running events in both districts were cancelled due to the Covid-19 pandemic. In the case of the Great Run Local (GRL) the events have been stopped permanently with the host company deciding not to continue with hosting and running any events going forward. We have engaged with the local hosts and volunteers who ran the sessions in Mid Suffolk for Needham Lake and Walsham Le Willows – to try to get them to take on the groups locally and with support from Suffolk County Council they have agreed to do so. Both of these events will remain as GRLs. In 2021 we also hope to gain a further Park Run event which has been agreed for Stowmarket. This will have a continuing positive aspect for our communities to encourage people to stay active and look after their health and wellbeing.

- We will develop their 'Love Exploring' app across the two districts to include linking with health walks
- Currently exploring opportunities with Suffolk County Council to develop 'Our Parks' programme to provide free and low cost sustainable exercise targeting our most deprived communities. The programme would encourage all ages to participate from the very young to 'work out' like their super heroes, families from hard to reach communities, right through to older groups and individuals.
- Community Bounce Back is an initiative designed to help local community groups gain the confidence to continue begin providing activities in the community. With lockdown timing not right for a "new year new start" work has commenced to plan and provide the support that these community groups need to restart safely and effectively when the time is right.

Communities

Objectives and progress



Objective 2 – To effectively deliver our Community Safety Statutory responsibilities deliver on the priorities agreed within the Western Suffolk Community Safety Partnership (WSCSP) Action Plan.

Progress:

- The WSCSP continues to monitor and evaluate activities detailed in its action plan. A full evaluation of the impacts of the partnership will be presented to Joint Overview and Scrutiny Committee in March. In Quarter 3 the following was completed:
 - White Ribbon campaign in November 2020
 - Disability Awareness Month November 22 – December 20th with a number of social media campaigns
 - Staff attended Criminal Exploitation Disruption Toolkit Training
- Safeguarding – Annual Section 11 Audit reviewed and approved by the SCC Safeguarding Professional Advisor
- Draft Safeguarding Policy updated and to be reviewed by SLT by end of Quarter 4
- Review of BMSDC Anti Social Behaviour (ASB) processes and procedures has been completed with an action plan developed which seeks to improve:
 - The effectiveness in which teams across the Councils work together and share information
 - The effectiveness of partner organisations that input into the ASB panel meetings
 - Roll out of Ecins to better support the reporting and sharing of data on high risk ASB cases
 - Review the Community Trigger process and feed into the County wide review to ensure all processes are aligned and meet all legislative requirements
 - Respond to the review of the Councils online ASB reporting processes and ensure that all recommendations are supported and processes improved.

Communities

Objectives and progress



Objective 2 – To effectively deliver our Community Safety Statutory responsibilities deliver on the priorities agreed within the Western Suffolk Community Safety Partnership (WSCSP) Action Plan.

What we plan to do next

- Prioritise and commence delivery of all key and high risk actions identified as part of BMSDC response to the Stella Maris Review by end of Quarter 4, Including
 - Roll out of Ecins (Case Management system) to report and manage high risk ASB cases
 - Review of partnership arrangements to sure effectiveness of ASB panel meetings
 - Implementation of enhanced Risk Matrix for high risk ASB cases
 - Implementation of a revised escalation process to ensure appropriate and timely interventions are put in place to ensure ASB cases are managed effectively
- Adoption of revised BMSDC Safeguarding Policy by end of Quarter 4.
- Co-delivery with Community Action Suffolk, of Councillor Safeguarding training during February
- Continued support to the WSCSP and annual evaluation to Overview & Scrutiny Committee – Ongoing
- Staff to attend Criminal Exploitation and County Lines training 12 & 14 January 2021

Communities

Objectives and progress



Objective 3 – To deliver a Community Grants Services that is inclusive and transparent, supports community participation & activity and works with Voluntary and Community Sector organisations to develop thriving communities

Progress:

- The Grants team has continued supporting voluntary and community groups to seek external sources of funding and to make applications to the Babergh and Mid Suffolk Community Grant schemes. Since the beginning of the 2020/21 financial year the Grants team has allocated a total of £625,944.17 (£193,147.39 Babergh & £135,826.78 Mid Suffolk, £296,970.00 S106 across both Districts) from Community – Capital & Minor - Grants and S106 funding to community projects. Examples of some of the projects that have been supported include funding for play projects in Newton and Eye and supporting redevelopment at Badwell Ash and Earl Stonham Village Halls.
- Continued work with Revenue funded groups – Welfare checks and frequent communication has been maintained with Revenue clients throughout 2020/21 and Covid-19.
- Grants review progress – changes to policy and Grants (particularly Capital Grants and Locality Awards) requirements have been adopted from the Grants review such as moving to funding 40% of projects through Capital Grants with increased support for renewable energies projects. Our Priorities for Grant funding have also been overhauled with the new Joint Strategic Plan and the Councils' declaration of a climate emergency at their forefront.
- We have provided funding for a number of projects, which include the upgrading of the facilities at Ringshall Village Hall.
- £126,414.18 has thus far been spent in Babergh and Mid Suffolk through Locality Awards, with the deadline date extended to March and funded projects including the new footbridge being installed in Baylham by the River Gipping Trust and new Speed Indicator Devices at Norton and Bacton.

What we plan to do next

- Several projects have recently been awarded Grants or are due an application shortly. These include £25,000 to Stowmarket Tennis Club on Christmas Eve and recently received applications from Ashfield Village Hall. Our largest projects in the pipeline include Mendlesham and Needham Market Scout Huts, Barham Athletic FC and Claydon High School's community sports centre.
- The Grants review continues, with next steps focussing on Revenue Grants and the digitisation of all application forms.



Mid Suffolk Wellbeing Headline Performance Indicators



1

No. of outreach programmes developed with Active Suffolk to support older people to live well.

This project is being delivered in Eye and has 27 participants signed up in the first 3 months. Indicators relating to BMI and mental health will be used to assess the impact of the project for the clients.

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4

No. of schools supported to help young and vulnerable people to live well.

This project is linked to the Active Schools partnership, delivering a 2 year targeted schools' approach around child inactivity.

Currently of the schools within the project 61.3% of pupils either walk or cycle to school. With 3.30% of pupils undertaking physical activity outside curriculum.



17

Families engaged in the Holiday Activity to Explore Outdoors

Included cooking lessons from a top chef to support families whose children are entitled to free school meals to access great menus.

23

Families engaged in Explore Outdoors Adventure days

Outdoor activity aimed at children identified by their school as having needs especially with the impact of Covid-19, such as bereavement issues, mental health, self confidences and social isolation.



63

No. of Home But Not Alone referrals made across both districts by the Communities Team during this period.

More than half of referrals were requesting access to food, 87% of referrals were completed within 1- 3 days 13% referrals took longer where the referral presented multiple complex issues to be resolved such as support for those with mental health issue, hospital discharge and social isolation.



8

No. of schools involved in the Christmas Food Parcels Initiative

Where schools identified families that would benefit from a Christmas food parcel. Each parcel included a Christmas roast meal option for both Christmas and Boxing Day for 4 people and included additional treats, recipe cards and a link to online video on how to cook the food in the parcel.

Wellbeing

Objectives and progress



What we committed to do and our progress

Objective 1 – To develop the Councils first Wellbeing Strategy to ensure that we put the wellbeing of our communities at the heart of everything we do. *(Work on the Wellbeing Strategy during this quarter has not been a priority, there has been a significant amount of work and support carried out during this period with the focus on the wellbeing of our communities, below are some examples of the progress made.)*

Progress:

- Continued to lead Home But Not Alone referrals throughout Lockdown 2, responding to referrals and offering support and advise to individuals in need, making outbound welfare calls to the clinically extremely vulnerable (CEV), community groups and Voluntary, Community and Social Enterprise organisations. In addition, the Council maintained contact with the districts foodbanks to make sure their supply and demand is balanced, and have the resources to be effective.
- Providing input and support with the Health and Wellbeing Academy Programme currently being developed at University of Suffolk. Working in partnership with Public Health, Health, Mental Health and social care partners to help develop and promote a new course which links on how all partners work in different ways to enable people to live healthily and to introduce and encourage young people to learn about health and wellbeing, work in this particular employment and keep young people in Suffolk.
- Strategic support on the Adult Healthy Weight work alongside Public Health. This is a strategic group which works with partners to ensure that any policy or strategy incorporates the latest messages and interventions around adults' healthy weight and looking at reducing obesity, through joint working.
- Partnership working with Public Health on the Skills Sharing project for young people. This piece of work comes out of the Emotional Wellbeing in the Community Cell as an offshoot and is currently exploring how to support the wellbeing of young people through vocational skills, volunteering and possible routes into employment.
- Developing community network with Norfolk and Suffolk NHS Foundation Trust (NSFT) and their community work. NSFT have now got a Communities Team within the Trust and are currently putting on workshops linking with other Community Teams. Initial meetings have taken place to make introductions and progress linking teams work together to support mental health in the communities.
- Partnership support on the Eye Integrated Neighbourhood and Bury Rural Integrated Neighbourhood Teams, helping to develop a support programme to enable communities with their health.
- Leading the work on the Five Ways to Wellbeing with the Emotional and Wellbeing in the Community Cell on the Suffolk Says Thanks Campaign. Linking with all the Local Authorities on a joined plan on the "Keep Learning" which collectively has been decided on Learning IT skills, where young people will help older people to learn new IT skills. Young people will gain skills in training and will encourage stronger family bonds as well possible interest in volunteering.

Wellbeing

Objectives and progress



What we committed to do and our progress

Objective 1 – To develop the Councils first Wellbeing Strategy to ensure that we put the wellbeing of our communities at the heart of everything we do.

Progress: continued

- Active wellbeing projects have continued to address inactivity in older adults. The project has seen some challenges due to Covid-19 with many of the face-to-face appointments being held virtually along with initiatives for people to be involved in activities online. So far this year the project is seeing a steady increase in people taking up the offer actively engaging in initiatives such as Fit Villages projects, Health walks, swimming or online exercise such as Zumba or Pilates
- Holiday Activities Explore Outdoor - Family Park Cooking where 17 families at Stowmarket took part in 6 hours of outdoor activity including a cooking lesson using recipes from a top local chef to enable them to buy and make healthy, fun and delicious meals using their free school meals vouchers. Each family was then provided with a 5 day food parcel to take away at the end of the day. Food parcels were put together with local produce from a local supplier, using restaurant quality ingredients.
- Explore Outdoor, Adventure Days - Working alongside the Family Park Cooking project to provide further outdoor activities aimed at children not necessarily entitled to free school meals but may have other needs identified by their schools especially with the impact of Covid-19, such a bereavement, issues with mental health, self-confidence, social isolation.

Wellbeing

Objectives and progress



Objective 1 – To develop the Councils first Wellbeing Strategy to ensure that we put the wellbeing of our communities at the heart of everything we do.

What we plan to do next:

- Officers have continued to progress the draft Wellbeing Strategy and high level Action Plan. This will be further discussed by the Extended Leadership Team before discussion with Cabinet Members for Communities as well as representatives on the Health and Wellbeing Board.
- Continue to deliver Home But Not Alone (HBNA) support to those that need it and to extend that work to support vital track and trace work making calls to those who have tested positive with Covid-19 and self-isolating. This work will be supported and tracked with referrals into HBNA.
- We have 5 Integrated Neighbourhood Teams (INT) (combining Health and Social Care Services, GPs, local statutory services and voluntary organisations) in the two districts which include: Eye and North West; Sudbury; Stowmarket; South Rural and Bury Rural INT. All INTs have recently developed a service plan following on from a public health Place Based Needs Assessment and we will work together with their community engagement teams, looking at how we continue to achieve their health targets by developing local interventions. This includes a joint piece of work with Suffolk County Council on the reduction of Diabetes in Eye and the North West. There is also a piece of work being developed which we are leading on working with Volunteers in Bury Rural INT and how they can connect with INTs through and post the pandemic. The other areas currently being raised are around frailty and mental health.
- Developing a programme of Wellbeing Project ‘concepts’ to be able to respond quickly to future funding opportunities and plug gaps in provision. Ongoing
- Continue to work in partnership with Active Suffolk to deliver the Active Wellbeing and Active Schools projects across the districts. This project only has a further 6 months to run.
- Working as part of a consortia between MEAL, Suffolk Artlink (lead); DanceEast, Ipswich and East Suffolk Clinical Commissioning Group (IESCCG) and Suffolk Family Carers on a Thriving Communities Fund bid for Stowmarket of 50k to support a 12-month programme of activity starting in April 2021. Activities will encompass creative, physical, nature based, financial and practical support sessions, developed in response to community needs, and will lead into a new Community Health Hub model being proposed by IESCCG for StowHealth GP Practice. Bid deadline 8th January with decision expected March 2021.

Q3 Mid Suffolk Environment Headline Performance Indicators



486

New garden waste subscribers

Total subscriptions to date 16,475, an increase of 2% compared to Q2 and the highest number of subscribers since reporting in 2017/18

124

Incidents of fly tipping

This compares to 86 for the same period in 2019



4

Building Control visits in connection with dangerous structures

The building control team dealt with 4 instances of unsafe structures, ranging from unsafe walls, unsafe roofs and damaged fencing.



99%

of fly tips cleared in 48 hours

**Fly tipping data relates to tips on public land only*

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11.57%

of recycling collected was identified as contaminated or too small to process (under 45mm)

Items included mainly glass, and wet paper. This is a slight decrease from Q2

Environment

Objectives and progress



What we committed to do and our progress

Objective 1 – To achieve the Councils’ ambition to become carbon neutral by 2030, following the adoption of the Carbon Reduction Management Plan.

Progress:

- The business case submitted to the Environmental Board in mid -August in relation to transitioning Council fleet vehicles to electric or other zero carbon fuel sources such as Hydrotreated Vegetable Oil (HVO) has been approved and report to cabinet in January 2021. Waiting for confirmation and if approval granted next step is procurement.
- Leisure Centre Energy: Work is underway to move our Leisure Centres onto accredited green tariffs for their energy. This is a short-term solution while we look at longer term energy generation and storage. We have been awarded £25K from the Government’s Low Carbon Skills Fund to appoint consultants to produce Low or Zero Carbon Feasibility Studies and/or opportunities for installation of renewables at our leisure centres and the Trades Team depot at Wenham. This work will be completed in Quarter 4, with the intention of using the results to bid to the Government’s Public Sector Decarbonisation Scheme for funding to implement the recommended measures.
- Carbon Literacy Toolkit: We are working with the Department for Business, Energy & Industrial Strategy (BEIS) to introduce the newly produced Carbon Literacy Toolkit that helps Council staff understand the impact of their work on the environment. This Toolkit was developed with the University of Manchester. Two new modules are currently being written, one for Senior Managers and one for Elected Members.
- As part of the Suffolk Climate Change Partnership, BMSDC was awarded £280K from the Government’s Green Homes Grant Local Authority Delivery scheme, which is being used to retrofit 48 Council properties by installing renewable heating systems and upgrading thermal insulation.
- Solar Car Port and Battery Storage project is underway with energy consultant feasibility work at Sudbury and Stowmarket sites continuing and due for completion in February 2021. Up to £400k central government grant is available per site which now needs to be match funded. REN Energy have been appointed to produce detailed site viability and design options including investment payback, whole lifetime costs modelling and identifying match funding opportunities. Reporting business case and options to Cabinet is currently scheduled for March.
- Work is now underway to ensure business travel does not return to its previous levels.
- Work by the Housing Directorate has also been carried out in line with the Carbon Reduction Management Plan, further details can be found within the Housing objectives.

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What we plan to do next

- Business Case for transferring leisure energy tariffs from blue to green.
- Bid to the Government’s Public Sector Decarbonisation Scheme for funding to ‘decarbonise’ the leisure centres and/or install renewables.
- Produce Business Case for a pilot project to recover waste heat from the water filtration systems for leisure centres (re-use of hot / grey water).
- Develop Electric Vehicle Charging business case.
- Environmental Impact Assessment: The Environmental Management Team are producing a revised impact assessment template that will be used going forward to assist Cabinet in their decision making. This will be ready early 2021.

Environment

Objectives and progress



What we committed to do and our progress

Objective 2 – Improve the biodiversity of the district, consistent with the biodiversity pledge adopted by the Council

Progress:

- Suffolk Wildlife Trust and Suffolk Biodiversity Information Service carrying out mapping project to produce up to date habitat network map.
- Public Realm officers attended the first Suffolk Tree Partnership meeting and will continue to support the partnership
- All parishes asked if they wished to express an interest in our tree and hedge planting scheme.
- Parish Tree and Hedge planting application process drafted. To be launched in March 2021 along with further Parish comms work.
- Sites for new meadow and verge management techniques (cut and collect, wildflower verges) identified.
- Cut and Collect mower procurement underway
- Phase 1 of Design Council / Design in the Public Sector project to develop messaging for biodiversity campaign completed.

What we plan to do next

- Partnership working with Tree Warden Network and Woodland Trust planned to ensure landscape scale impact of tree and hedge planting
- Parish tree and hedge planting application form finalised and published.
- Phase 2 of Design Council project starts 20th January – user research to identify how people use their local green / open space and how they value it.
- Parish and Town Councils identified as sites for trials of novel meadow and verge management techniques to be contacted, proposals to be worked up and agreed.

Environment

Objectives and progress

Sustainable environment for



What we committed to do and our progress

Objective 3 – To promote a safe, healthy, and sustainable environment for our districts.

Progress:

- Garden waste subscriptions continue to increase more than usual during the pandemic and 2nd lockdown.
- There has been a significant increase in the incidents of fly-tipping compared to the same period last year. This could be down to a number of reasons relating to the Covid-19 restrictions. For example, Household Waste and Recycling Centres were initially closed and now operate on a booking system. Whilst the majority of people are happy to use the revised arrangements, there is likely to be a significant minority who are not so-inclined which may have contributed to the increase. Along with people spending more time at home and having 'clear-outs' of unwanted household belongings which in the past may have been donated to charity shops which have also been closed during the pandemic. There also appears to be a number of people offering 'clearance service' via social media, these may not all be authorised traders who are then not disposing of the waste in the correct way. The increase in fly-tipping has had a direct impact on the Public Realm operations team, regularly taking staff away from the winter works programme to carry out fly-tipping clearance activities.
- The Public Protection team continues to respond to Covid-19 outbreaks in businesses, offer advice, guidance and enforcement on current (regularly changing) Covid-19 regulations whilst maintaining as far as is practical interventions in other areas such as food safety and health and safety. All complaint based and responsive work across the whole team also continues, involving for example, statutory nuisance, fly tipping and abandoned vehicles. Working remotely and, over the past three months with health and safety constraints protecting the team themselves from Covid-19 changing with the scale of the pandemic, many tasks take longer.
- There are 4373 active licenses across the two districts. Only marginally more than in the previous quarter, probably demonstrating the start of the impact of coronavirus on businesses that need licenses.

What we plan to do next

As the organisation is currently working in response to the pandemic the normal ongoing objectives are not the focus. We will continue to contribute to the implementation of the Covid-19 outbreak control plan as a priority whilst doing as much as possible to maintain the 'normal' work of the services.

Mid Suffolk Housing Headline Performance Indicators



30



Households placed into temporary accommodation

This is a significant increase compared to Q2. This may in part have been as a result of the second lockdown. We have also seen a rise in cases where a relationship has broken down. Additional temporary Accommodation has been arranged to ensure sufficient safe accommodation is available. This is being funded through the Next Steps Accommodation Programme, for which both Councils were jointly awarded £100K.

9



New Affordable Homes Acquired or Built

9 units acquired. 5 units exchanged with additional 10 acquisitions to follow in Q4. 0 New Build Completions in Q3

42



No. of cases where homelessness has successfully been prevented or relieved

This is an increase compared to Q2. Despite the challenges surrounding the pandemic, the team continue to work incredibly hard on preventing or relieving homelessness wherever possible. The increase in performance this quarter is really positive and shows the beneficial impact the service has on resolving our resident's situations who are having a housing crisis.

38



Properties relet (not temporary accommodation)

An increase compared to Q2. We have seen a significant increase in properties being returned for re-letting during Quarter 3 and we expect this to rise further in Quarter 4. However, despite an increase in properties being returned, VOID performance continues to be within target.

18



Days average number of days for VOID re-lets

This is a decrease compared to Q2. We have seen a significant increase in properties being returned for re-letting during Quarter 3 and we expect this to rise further in Quarter 4. However, despite an increase in properties being returned, void performance continues to be within target.

Housing

Objectives and progress



What we committed to do and our progress

Objective 1 – Enabling delivery and provision of homes within the Districts.

Progress:

- Homelessness and Temporary Accommodation – We have seen a noticeable increase in demand for temporary accommodation again. This may be due to the recent lockdown, but also because of the time of year. It is also being impacted by a lack of suitable ‘move on’ accommodation for those currently in temporary accommodation. We have been using a commercial hotel again during Quarter 3, which is being funded through the Next Steps Accommodation Programme Funding, which we were successfully awarded in Quarter 2. We have bid for further funding through the Cold Weather Fund, part of the Governments ‘Protect’ programme. The funding will contribute towards providing dedicated support for rough sleepers, who we have placed into temporary accommodation.
- We have recently responded to a Government Consultation on proposed changes to Shared Ownership, which will have an impact on us and partners who own and are continuing to deliver Shared Ownership Schemes.
- Central Suffolk Lettings is proving incredibly successful, despite the challenges associated with Covid-19. We have seen much slower interest in Mid Suffolk, but we are actively working with a number of landlords and agents and negotiating to bring more Guaranteed Rent Scheme properties in Mid Suffolk on board.
- Progress on the Design Guide continues and is being developed alongside the HRA Business Plan.
- Significant work was undertaken last quarter which resulted in legal commitments to purchase 97 s106 units in Mid Suffolk (Haughley, Cedars Park in Stowmarket and Woolpit). In addition, we completed or exchanged on the purchase of 14 off street properties in Mid Suffolk and agreed to purchase a further 10 which are due to complete in the next few weeks. Construction works commenced on site to deliver 41 affordable homes on the former Needham Market Middle School site.
- In Quarter 3, 28 housing specific applications were granted which will deliver a total of 453 new homes.

What we plan to do next

- A new Assistant Corporate Manager joins the Strategic Property Team in March. She will be overseeing the housing delivery programme.
- There are further S106 schemes that we are also working on to get to exchange including 4 units in Laxfield as well as continuing to oversee our development pipeline.

Housing

Objectives and progress



What we committed to do and our progress

Objective 2 – Reducing our carbon footprint, working towards specific actions within the Carbon Reduction Management Plan

Progress:

- Our Maintenance staff collectively travel on average 2,500 miles each week, in order to carry out repairs on our council homes. The fuel usage creates approximately 27,712kg CO², 710g per vehicle, of emissions. We are in discussions with a fleet contract provider to conduct a phased lease renewal over the next two years. This will initially start with 26 new vehicles which have the newer and more economical Eco Blue engine. The newer engines will result in a CO² saving of around 43g per week per vehicle, or 2.2kg per year. To further reduce the levels of CO², these vehicles will be powered by Hydrotreated Vegetable Oil (HVO). This will significantly reduce the CO² output from each vehicle by circa 90% compared with a diesel equivalent, while vehicles using HVO emit less nitrogen oxide and particulates than diesel vans because the fuel contains no sulphur. This leads to a reduction of 600g less CO² emissions per week per vehicle, or 31.2kg per year over and above the initial savings due to switching to the newer engines. We expect to see the technology improve at a rapid rate in the future and this is the reasoning behind a phased lease renewal, as it will allow us the flexibility to alter the vehicles as our requirements change.
- Our in-house IT team have developed a new app to help Maintenance Operatives. They can now order materials direct when they need to replenish their van stock after each job. These materials are delivered to our depot, by the supplier, along with all other orders placed that day. This reduces our number of visits to suppliers for replenishing and thus cuts down further on the vehicles CO² output. It also means the Operatives have more time to complete more tasks in a day and first-time fixes, providing a better service to our tenants.
- Seven members of the team are currently part way through an accredited PAS 2035 Coordinator training package. This will see them become qualified assessors who are able to develop retrofitting plans for the current housing stock. This will not only reduce our carbon output but will also benefit our tenants via cheaper energy bills due to the improvements made to the properties. By upskilling our own staff, there will be less reliance on external support which can have lengthy lead times due to the current skills shortage in the sector and delay our progress to Carbon Neutrality by 2030. PAS 2035 is a specification which outlines the necessary standards for all future domestic retrofit projects and is a requirement to be eligible for public funding which is supported by BEIS and TrustMark, the Retrofit Coordinator role is a critical element to achieving the mandatory requirements.

What we plan to do next

We are currently running a pilot programme on five bungalows at Harleston Corner to develop and learn the best approach with regards to retrofitting across both Districts. From this, we will identify the most beneficial aspects which we will then roll out on suitable properties (do we know how many) across the Districts. We anticipate that these works will not only reduce our carbon footprint but will also assist with reducing energy bills for our tenants.

Housing

Objectives and progress



What we committed to do and our progress

Objective 3 – Launch our new in-house Independent Living Service

Progress:

We have successfully launched our new in-house service that will deliver all our Minor Adaptations and Disabled Facilities Grants.

Since 2015, Babergh and Mid Suffolk have discharged this duty through our Orbit Home Improvement Agency contract, which was procured by Suffolk County Council in partnership with the District and Boroughs. This contract ended on the 30 November 2020.

After Cabinets unanimously approved the creation of our new in-house service in October 2020, BMS Independent Living Service successfully launched on the 1 December.

The service has two dedicated officers, a Case Worker and a Minor Works Surveyor, who work to support individuals and families who apply for adaptations and grants. We will be recruiting additional capacity, as set out in the Business Plan, once we have an accurate understanding of the demand for the service. Feedback received from residents since the service launched has been positive. One customer wrote: *"My wife and I would like to say thank you for allowing us a grant to have a bathroom conversion. We are finding it so much easier to have a shower. The builders who did it, have done an excellent job and we are very grateful to the council for allowing this to happen. Once again, thank you very much."*



What we plan to do next

With the service operating under our direct control, we expect to deliver an improved service, which is cost effective, efficient, and most importantly, improves the lives of our residents and reduces the demand on the wider NHS and care services provided in Suffolk. We have a number of measures, which we are using to monitor the service and the demand for the grants budget. We will be using this to accurately inform the future direction of the service. We will also shortly be implementing a customer survey, to look at any ways we can improve our service further.

Housing

Objectives and progress



What we committed to do and our progress

Objective 4 – Review of our existing support service function within our Sheltered Housing Service

Progress:

Within our 13 Sheltered Housing Schemes in the Mid Suffolk District, 31% of our 301 tenants are not taking advantage of the floating support service that is provided by the Sheltered Housing Officers and paid for from service charges that tenants pay. The support service provides advice and support to the tenants on the services available – both from the council and from other partners, responds to emergencies, and offers daily contact and welfare checks for tenants (weekdays only).

Nearly 1 in 3 of our Sheltered tenants either have no real need for Sheltered Housing, or the service is not providing the type of support that they require.

We are going to review the service in light of this information. The first step of our review will start in the New Year (Covid-19 is causing a delay to the start of the project) and take the form of a comprehensive survey of all Sheltered Housing tenants to better understand the nature of the service they would like and to understand what it is about the supported service that is not meeting tenant need.

What we plan to do next

The survey results will help us understand what our tenants want from the support service and in particular, why so many refuse the service. The results should help us make the changes necessary in the short term to better meet the needs of older residents and will be shared with Members. The second stage of this project will be to try and anticipate the direction sheltered housing should take to meet the needs and expectations of future tenants.

Tenant Engagement Success

Case Study

Our Tenant Engagement Co-Ordinator, Pete Grace, joined the Councils in the Summer.

Since his arrival, Pete has worked hard to recruit new members to our Tenant Board. Tenants who expressed an interest in joining the Board, as part of their and Survey of Tenants and Residents (STAR) survey response, were contacted and five new tenants have been successfully recruited and trained to work with the existing Members.

COVID has not put a stop on Tenant Board activity, and they have embraced the use of technology with online training through webinars and online Team meetings. Work is ongoing to equip all Tenant Board members with tablets so that they can continue to work digitally in the future.

Tenant Board Member, Liz Perryman recently said: "The training we have received has been excellent – very thorough! My tablet has meant that I am able to separate my personal online stuff from the Tenant Board and has made me feel more secure about it."

"Using Teams was a challenge for people at first, however has turned out to be a good way to keep the TB meeting whilst adhering to social distancing."

In the New Year the Board have committed to scrutinising the Housing Service response to Covid-19 situation. They will be looking at performance information and also interviewing staff from repairs, front-line housing colleagues and our customer service staff.

As well as the Tenant Board, there are around 70 tenants who have also taken part in 'Sounding Board' engagement activities in Quarter 2 and 3.

Pete has also been working with tenants on our Sounding Board on the following projects:

- Housing Revenue Account Business Plan Review – helped to shape new style and content guides
- Covid-19 Tenant Board Scrutiny Project – postal survey sent for opinions on a range of housing issues during the pandemic that will feed into the Tenant Board work in the New Year.
- Pet Policy review - conditions relating to pets within the home.

Mid Suffolk Economy

Headline Performance Indicators



Covid grant funding:

£803,636

**Local Restrictions Support Grant (LRSB) (Closed)
(Addendum) November Lockdown**

Paid to 546 businesses

£21,723

LRSB Closed (Tier 2 period) (closed Pubs)

Paid to 18 businesses

£112,256

LRSB Open (Tier 2)

Paid to 124 businesses

£5,401

LRSB (open) (Tier 2) discretionary element

Paid to 5 businesses

£27,000

Christmas Support Payment

Paid to 27 businesses

£95,688

Additional Restrictions Grant (discretionary grant for businesses affected by Nov. Lockdown)

Paid to 53 businesses



80%

of business rates collected

This is 3.6% below target, impacted by the pandemic, with priority given to administering the various grant schemes.



2540

sqm of new commercial floorspace

Economy

Objectives and progress



What we committed to do and our progress

Objective 1 – Connected and Sustainable :To be one of the best-connected places in the East of England and be a testbed for new innovation in clean growth industries

Progress:

- Suffolk wide energy prospectus developed to showcase key developments and opportunities across the County.
- Installation of new cycle storage in Stowmarket funded by a successful bid to Active Travel Fund Tranche 1.
- Active Travel Tranche 2 fund has been secured and consultation on two routes in Stowmarket town centre and surrounding area will commence in June.

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What we plan to do next

- Develop costed pipeline of projects in conjunction with the Local Enterprise Partnership (LEP) and move forward delivery of solar car port and battery storage project following successful funding secured from the governments Getting Britain Building Fund.
- Review reopening plans for town and village centres in line with changing restrictions.
- On site works to commence at Needham Lake Visitor Centre.
- Completion of the Regal Theatre redevelopment including regeneration of Ipswich Street car park and landscape.
- Develop specific sector intelligence for key sectors to inform investment and business support in Clean Growth Sector.
- Develop plan for localised energy showcase event to be held in autumn 21.
- Develop Site Development Plan for Gateway 14 Enterprise Zone.
- Develop digital infrastructure strategy for rollout of ultrafast broadband and promotion of broadband vouchers to businesses.

Economy

Objectives and progress



What we committed to do and our progress

Objective 2 – Innovative and Creative :We will become a growing area for Innovation, Enterprise and Creativity in the East

Progress:

- Business grants programme worth £1.065m delivered to 773 businesses in relation to November lockdown and Tier 2 restrictions.
- Developed new discretionary policy for Tier 2 grants to support businesses excluded from main grants programme.
- Delivered online Innovation Awards event on 3 November with 120 attendees and very positive feedback.
- Worked with the Local Enterprise Partnerships (LEP) Inward Investment team to promote sites within the District to a number of inward investors.
- Funding confirmed for Primadonna Festival in Stowmarket.(A festival celebrating writing, music and ideas to be held at the Museum of East Anglian Life)
- Funding confirmed for extension of Virtual High Street Pilot to Stowmarket, Needham Market and Eye.

What we plan to do next

- Support the inaugural Artificial Intelligence (AI) Festival being hosted by Innovation Labs and BT to showcase innovation and opportunities across the Districts.
- Launch extension of Virtual High Street programme to Stowmarket, Needham Market and Eye, including recruitment of a coordinator and delivery of digital skills programme.
- Launch “Shop local” programme to support independent retailers and businesses across the District.
- Develop supply chain analysis for poultry industry.
- Progress plans for a Stowmarket Centre of Excellence linked to Innovation Labs to showcase innovation in the region.
- Support plans for redevelopment of key employment/development sites including the creation of an Innovation Park at Gateway 14.
- Launch of new innovation business grants programme in Spring.
- Conclude the development and launch of a new Economic Strategy.
- Develop an Innovation Network and new Innovation Newsletter.
- Extend the Innovation Cluster Steering group and launch an Innovation Board covering both Districts .
- Development of an Inward Investment website to ensure the Districts are promoted to investors as a place to locate.

Economy

Objectives and progress



What we committed to do and our progress

Objective 3 – Successful and Skilled :We will raise levels of aspiration and ambition in our districts and recognise and celebrate our success

Progress:

- Supported submission of Institute of Technology bid led by University of Suffolk.
- Successful funding bid for Digital Skills programme for businesses and rollout of Virtual High Street pilot.
- Continued support for the launch and early rollout of the Kickstart programme. (Kickstart provides funding to employers to create job placements for 16 to 24 years olds on Universal Credit).

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What we plan to do next

- Launch a “trade local” scheme to celebrate the innovation from our businesses during Covid-19 and maintain ongoing local business to business trade.
- Develop workspace strategy and delivery plan across the District to ensure we have sufficient workspace .
- On site works commence at Needham Lake Visitor Centre.
- Work with the Local Enterprise Partnership and Visit East of England to deliver project for raising skills levels across the visitor economy.
- Develop an innovation futures pilot in a local school.

2020 Innovation Awards



The winners of the Babergh and Mid Suffolk Council Innovation Awards were announced at a virtual ceremony on Tuesday 3 November.

The awards recognised and celebrated organisations who are thinking outside the box and finding new ways to reach customers, becoming more sustainable or growing their business.

Almost 30 businesses were shortlisted in 11 categories in a range of sectors including food, retail, technology, and customer service.

The Shooting Star award, for most innovative company was presented to Stowmarket based Halo Service Solutions, while Challs International Ltd in Hadleigh were awarded Most Innovative SME.

One of the stars of the evening was Modece Architects Ltd in Stowmarket who received three awards on the night: Most Innovative Microbusiness, Innovation in Sustainability and Innovation in Construction

The Tomorrow's World award for technology was presented to Acorn Bots Ltd from Fressingfield. The Innovation in Healthcare award winner was the Personal Training Centre in Sudbury.

The Innovation in Customer Service award and High Street Innovation awards were presented to West View IT Ltd (Stowmarket) and Ferguson's Deli (Hadleigh) respectively. Yum Primidone Tree Fudge, who are based in Woolpit, were presented with the Future Food award.

The Rising Star award recognised the region's young innovators aged between 16-25. It was presented jointly to Chloe Davis and Sophie Tapscott for their work and commitment to supporting other young people at The Mix in Stowmarket.

The event was originally planned as a black-tie event. Due to COVID-19 restrictions, Babergh and Mid Suffolk District Councils decided to take an innovative approach and hold the awards virtually instead.

Sponsors of the 2020 Innovation Awards included: Orbital Media, EO Charging, Larking Gowen, Scrutton Bland, the University of Suffolk, Central Suffolk Chamber, Norse, Business Growth Coaches Network Ltd, Marshall Wolfe, Omega Ingredients and Hudson Group.

Mid Suffolk Health of the Organisation

Headline Performance Indicators

Combined data for both Councils if not specified



Average no. of days
sickness per fte

2.94 *(cumulative)*



Total number of days lost
to sickness

548

Top 2 reasons for absence:
20% Gastro-intestinal
15% Hospital/Post-operative



No. of staff who attended the
Virtual Wellbeing Programme

120+

6 virtual sessions have been delivered since April focusing on raising self-awareness and exploring ways to respond to adversity. The remaining 4 sessions will be delivered during Q4.



130,000

Mid Suffolk Twitter impressions

'impressions' are the number of times a Twitter user sees our Tweets



267,500

Mid Suffolk Reach for Facebook

'reach' is the number of unique users who had any content from our Facebook page or about the page enter their screen

In December the post relating to the refurbishment of the Regal Theatre received 215 likes.

You Tube

915

Mid Suffolk Committee / Council meeting views

There were also 50 views for joint meetings 33

Health of the Organisation

Objectives and progress



What we committed to do and our progress

Objective 1 – Develop and implement a comprehensive 'People' Strategy that ensures we are a great organisation to work for, that our people are supported to learn and grow, energised and enabled to deliver our ambitions

Progress:

We have commenced Phase 2 of our Wellbeing Programme. 4 Sessions were facilitated during the first lockdown. 2 sessions of Phase 2 have taken place with over 120 attendees at each session. These sessions focus on raising self-awareness and exploring ways to respond to adversity. The remaining 4 sessions will be delivered during Q4.

The Solace Leadership and Management Development Programme is now in place.

Work has commenced with the Senior Leadership Team to agree an action plan following the results of the staff survey.

What we plan to do next

We are continuing to develop our programme for our apprentices and early careers.

We are starting to scope out the work required to improve our HR systems.

We are further developing our Wellbeing Programme.

We continue to support the delivery of the Accommodation and Agile Working Strategy.

Health of the Organisation

Objectives and progress



What we committed to do and our progress

Objective 2 – Provide robust effective management of the Councils finances, including our capital projects and contracts. We will use our resources in a sustainable way and prioritise based upon our Corporate Plan.

Progress:

2021/22 General Fund and HRA budgets approved.

Completion of regular returns to the Government to demonstrate the financial impact of the Covid-19 emergency.

Payment of £23.6m grants to businesses and checking eligibility for discretionary grants to combat potential fraudulent claims.

Assessment of impacts related to Covid-19 as reported in Quarter 3 reports

Covid-19 General Fund impact 2020/21 forecast £2.299m, financial support from the Government £2.161m, leaving an unfunded GAP of £138k.

Other General Fund net savings/underspends identified for 2020/21 of £1.955m.

What we plan to do next

Work towards full adoption of the new Chartered Institute of Finance and Accountancy (CIPFA) Financial Management Code by April 2021.
Provide further financial management training for Corporate Managers.

Health of the Organisation

Objectives and progress



What we committed to do and our progress

Objective 3 – Effective and efficient management of our property portfolio to make the best use of our assets.

Progress:

Finalised draft of the Asset Management Strategy and action plan, following engagement with Council service areas with a view to Council considering for adoption in January 2021.

Developing Accommodation and Agile Working Strategy including principles and practices for critical use of Endeavour House during the pandemic.

Progressing Land Registry project to register unregistered Council assets. Reviewing and compiling asset datasets.

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What we plan to do next

Support the delivery of the accommodation and agile working strategy resulting from the opportunities presented by the emergency for new ways of working ensuring the best use of our accommodation in the future including a review of operational accommodation requirements e.g. Depots.

Complete lease documentation with leisure providers for leisure centres

Agenda Item 11

MID SUFFOLK DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: MCa/20/40
FROM: Councillor David Burn - Cabinet Member for Planning	DATE OF MEETING: 8th March 2021
OFFICER: Tom Barker - Assistant Director Sustainable Communities	KEY DECISION REF NO. CAB255

COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE PROGRAMME MARCH 2021

1. PURPOSE OF REPORT

- 1.1 The CIL Expenditure Framework and the CIL Expenditure Framework Communications Strategy were adopted by both Councils on the 20th 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 Infrastructure Funding Statement – Infrastructure List (Background Documents refer).
- 1.3 CIL expenditure operates using a process of twice-yearly bid rounds which occur on the 1st - 31st May and 1st - 31st October each year. Once all the Bids have been validated, all valid Bids are then screened for the availability of s106 funds 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 Bid has been determined using delegated powers).
- 1.4 This report seeks to obtain approval by Cabinet for Mid Suffolk's CIL Expenditure Programme – March 2021 which forms Appendix A to this report. This report contains the assessment of 5 CIL Bids (M20-20, M20-24, M20-23, M20-19, and M20-22) 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) and further reviewed and adopted by both Councils on the 20th April 2020.

3. RECOMMENDATIONS

- 3.1 That the CIL Expenditure Programme (March 2021) and accompanying technical assessment of the CIL Bids – M20-20, M20-24, M20-23, M20-19, and M20-22 (forming Appendices A and B) and which include decisions on these CIL Bids for Cabinet to make and approve as follows: -

Decision for Cabinet to make: Strategic Infrastructure Fund

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the Infrastructure	Cabinet Decision
M20-20 STOWMARKET Creeting Road Depot Provision of a New HVO Fuel Tank	Amount of CIL Bid £50,000 Total costs £50,000	Recommendation to Cabinet to approve CIL Bid M20-20 for £50,000 from the Strategic Infrastructure Fund

Decision for Cabinet to make: Ringfenced Infrastructure Funds (Gislingham only)

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the Infrastructure	Cabinet Decision
M20-24 GISLINGHAM Church of England Primary School Broadfields Road Installation of a daily mile running track	Amount of CIL Bid £18,487.50 Total costs £24,650.00	Subject to the completion of a community user agreement, recommendation to Cabinet to approve CIL Bid M20-24 for £18,487.50 from the Ringfenced Infrastructure Fund

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
M20-23 MENDLESHAM Health Administration Hub and Clinical Capacity reconfiguration – Mendlesham Surgery	Amount of CIL Bid £239,306.60 Total costs £290,145.60	Recommendation to Cabinet to approve CIL Bid M20-23 for £239,306.60 from the Local Infrastructure Fund
M20-19 HAUGHLEY Improvement and Extension of the Ron Crascall Pavilion Car Park Ron Crascall Pavilion, Green Road, Haughley.	Amount of CIL Bid £22,595 Total costs £33,725	Recommendation to Cabinet to approve CIL Bid M20-19 for £22,595 from the Local Infrastructure Fund
M20-22 HAUGHLEY Provision of secure storage facilities. Ron Crascall Pavilion, Green Road, Haughley.	Amount of CIL Bid £39,937 Total costs £80,853	Recommendation to Cabinet to approve CIL Bid M20-22 for £39,937 from the Local Infrastructure Fund

- 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, 4, 5 and 6 (including Cabinet decisions in December 2020) - (Appendix A Section B) together with details of emerging infrastructure /CIL Bids (Appendix A Section C).

4. 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. This 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.

5. KEY INFORMATION

5.1 Given the determination of “available monies” for CIL Bids M20-20, M20-24, M20-23, M20-19, and M20-22 which are the subject of this report - (paragraphs 6.8 - 6.9 inclusive) Members are advised: -

- Bid round 6 (between 1st - 31st October 2020) has closed. All new Bids have been acknowledged. Under the CIL Expenditure Framework all Bids are examined and validated, and where valid they are then screened, consulted upon, and assessed against prioritisation criteria (under the agreed procedures). The decisions are then presented to Cabinet to make and/or note (where delegated decisions have been made). These are included in the CIL Expenditure Programme and the Technical Assessments and are presented to Cabinet to consider.
- This CIL Expenditure Programme document focuses on the following 5 CIL Bids. Further key information about these Bids is set out below (augmented by the Technical Assessments comprising Appendix B).
 - **M20-20 - Stowmarket Creting Road Depot** - The project relates to the provision of a New HVO Fuel Tank (Alternative Low Carbon Fuel for Refuse/Recycling Collection Vehicles). This project provides a high carbon impact saving, it directly relates to the District Councils objectives of the Climate Emergency Declaration. The Councils declared a Climate Emergency in 2019 and the Cabinet’s Carbon Reduction Management Plan was recently published. Proposal 4.3 of the Plan states: *‘We will secure the transition of appropriate Council fleet vehicles to electric or other zero carbon fuel sources such as Hydrotreated Vegetable Oil, HVO. Produce a feasibility study including a costed proposal, for using low carbon fuel in the Refuse Collection fleet in place of diesel (as an interim measure prior to full replacement with electric or renewable fuel vehicles). All Euro 6 standard vehicles have the ability to use alternative fuel without the need to retrofit.*
 - The project represents a step towards this objective and is acceptable waste infrastructure which is specifically listed in the Infrastructure Delivery Plan and the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.
 - **M20-24 – Gislingham – School and community daily mile running track** - Gislingham Primary School would like to provide additional infrastructure on the school site to improve exercise facilities and is committed to encourage active and healthy lifestyles. The exercise track would enable pupils, staff, parents, and the wider community to

exercise more and improve the facilities on the school site, particularly in wet weather. School staff would then be able to introduce 'the daily mile' using the track to encourage daily activity for all pupils. A school running club has also been established and it runs once a week before school. This has proven popular with both pupils and parents who can also join in but can only operate for half of the year. The exercise track would enable the running club to operate all year round.

- The running track would also be used by the wider community. The Gislingham Shooting Stars netball team and the Gislingham informal running group have both expressed an interest in using it and have written letters of support. Gislingham Playgroup would also like to use the exercise track; they currently use the school hall for P.E and have provided an email of support. The exercise track could also be booked by local groups from Gislingham outside school times. The completion of a community user agreement will ensure that the use of this facility by the wider community can be safeguarded
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £18,487.50 represents 75% of the total project costs It lies within the community infrastructure thresholds of not exceeding £75,000 and 75% of the total costs. This project has been developed under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.
- To conclude this is Gislinghams first CIL Bid following the payment of Neighbourhood CIL to Gislingham Parish in April 2019 (following receipt of a developer paying all its CIL monies for one site in one payment (causing the cap on Neighbourhood CIL for the Parish to be triggered). The Neighbourhood CIL monies not able to be given to the Parish under the cap restriction (£65,828.99) has been ringfenced for the Parish and this project if approved for CIL funding would be paid for from the Ringfenced Infrastructure Fund for Gislingham.
- **M20-23 – Health Administration Hub and Clinical Capacity Reconfiguration – Mendlesham Surgery** - This project aims to provide an extended service to the community of Mendlesham, Bacton and the surrounding area. There would be an increase in clinical space which would allow for other allied health care professionals such as a clinical pharmacist, social prescribers, physiotherapist, chiropodist, Ultrasound, Phlebotomy and Mental health link workers/Counsellors to provide services to the community using the new space.
- The practice hope that they will also be able to attract hospital consultants to have outpatient clinics at Mendlesham which would also benefit the community with that service on their doorstep instead of having to travel to the local hospitals. The project includes a newly designed waiting room and a larger dispensary capacity which also would benefit the community. There is also the opportunity that the additional services which could be provided would help to improve

health prevention which would then have an impact on the health care which would be needed in the future. Improved car parking/cycling facilities will be provided through this project for the benefit of the community using the practice together with 2 new EV charging points and cycle racks.

- The surgery is currently over capacity by 32m² and this will only increase with the planned housing growth in the area. The practice patient capacity at present is 7445 and their current weighted patient list size is 7914. Anticipated increase to this in accordance with the development growth within the next 5 years is an additional 1267 patients which would increase the capacity deficit to 119m².
- The bid is collaborative with the practice also providing funds towards this project. It represents value for money and is supported by the CCG, the patient participation group and the community. The project has planning permission and is listed as essential infrastructure within the Infrastructure Delivery Plan (ref IDP063) and is also contained in the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk (ref:IDP063).
- **M20-19 – Haughley – Improvement and Extension of the Ron Crascall Pavilion Car Park** - This project provides an overall improvement, regeneration and revitalisation project for King George's Field, Haughley. This will provide a safe sports, community and leisure car park at the Ron Crascall Pavilion by properly extending, preparing and surfacing existing ground currently used for parking together with the construction of 10 additional spaces.
- This project has local community and Ward and County Member support and is one of two CIL bids that have been received from this Parish to improve and upgrade this community facility.
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £22,595.00 represents 67% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £75,000 and 75% of the total costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.
- **M20-22 – Haughley – Provision of secure storage facilities at the Ron Crascall Pavilion.** This project provides a secure storage facility (in the form of a separate building) for the organisations which use the Ron Crascall Pavilion and playing fields which include local football and bowls clubs, Scout group, Royal British Legion and Parish Council. The current storage facility has previously been a target for crime. This

project will satisfactorily address crime risks and seeks to increase the security of storage facilities and should prevent any future concerns. This project has community and both District and County Councillor support and is one of two CIL bids that have been received for this facility.

- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £39,937.00 and represents 50% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £75,000 and 75% of the total costs. This project would be considered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.

- 4.2 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, 4, 5 and 6 (including Cabinet decisions in December 2020) together with a section which outlines the progress of emerging CIL Bids which are being discussed at pre submission stage (Appendix A section C).

6. LINKS TO JOINT CORPORATE PLAN

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

7. FINANCIAL IMPLICATIONS

- 7.1 The adopted CIL Expenditure Framework is critical to the funding of infrastructure to support inclusive growth and sustainable development.
- 7.2 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 were identical for both Councils.
- 7.3 However these replacement documents (known as the CIL Position Statement) were replaced by separate Infrastructure Funding Statements (Infrastructure List) for both Councils. They were both approved by each Council's Cabinet in November 2020.

- 7.4 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.
- 7.5 Since the implementation of CIL for both Councils on the 11th April 2016 there have been nine 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 and October 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 7.7 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).
- 7.6 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 7.7 below).
- 7.7 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 Infrastructure 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.
- 7.8 These available funds are: -
- Strategic Infrastructure Fund (including interest) as at 30th September 2020 = £889,855.41 (this figure takes into account the expenditure from Bid Round 6 (October 2020) with decisions made in December 2020.
 - Total Ringfenced Fund as at 30th September 2020 = £3,077,062.56 (this figure takes into account the expenditure from Bid Round 6 (October 2020) with decisions made in December 2020.
 - Local Infrastructure Fund available as at 30th September 2020 = £1,583,211.11 (this figure takes into account the expenditure from Bid Round 6 (October 2020) with decisions made in December 2020.

6.9 These are expressed as follows:-

EXPENDITURE	TOTAL
Total Expenditure allocated in Bid Round 1-6 (December 2020) (Strategic Infrastructure Fund only)	£ 1,170,269.77
Total Expenditure allocated in Bid Round 1-6 (December 2020) (Ringfenced Infrastructure Fund only)	£1,928,827.74
Total Expenditure allocated in Bid Round 1-6 (December 2020) (Local Infrastructure Fund only)	£1,463,103.34
AVAILABLE FUNDS FOR BID ROUND 6 – MARCH 2021	TOTAL
Total amount available for Expenditure in Bid round 6 (Strategic Infrastructure Fund)	£889,855.41
Total amount available for Expenditure in Bid round 6 (Ringfenced Infrastructure Fund)	£3,149,010.84
Total amount available for Expenditure in Bid round 6 (Local Infrastructure Fund)	£1,511,262.83

8. LEGAL IMPLICATIONS

- 8.1 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).
- 8.2 This report and the accompanying CIL Expenditure Programme for Mid Suffolk District Council – March 2021 – 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.
- 8.3 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.

- 8.4 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.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/Mid_Suffolk-District-Council-CIL-Monitoring-Report-2016-17.pdf

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

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

- 8.5 Under the CIL Regulations 2019, each Council has produced and approved an annual Infrastructure Funding Statement (dealing with both CIL, s106 developer contributions and Neighbourhood CIL). There is also a requirement for each Council to produce an “Infrastructure List” – a list of infrastructure projects that each Council is /or will be funding going forward. Under the CIL Regulations 2019 this must be produced annually by both Councils with the first one meeting a deadline of 31st December 2020.

- 8.6 For Mid Suffolk, the annual Infrastructure Funding Statement was approved by Cabinet on the 9th November 2020. This document (which includes the “Infrastructure List”) was published on the Councils Website on the 11th December 2020.(See Background Papers).

9. RISK MANAGEMENT

- 9.1 The following have been identified as the key risks pertaining to this report.

- 9.2 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
<p>Failure to allocate expenditure such that if we do not secure investment in infrastructure (schools, health, public transport improvements etc.), then development is stifled and/or unsustainable.</p> <p>Current Risk Score: 6</p>	Unlikely (2)	Bad (3)	<p>Adopted Community Infrastructure Levy (CIL), secures investment on infrastructure via the planning process (which includes S106). Creating the Joint Corporate Plan, the emerging Joint Local Plan with associated Infrastructure strategy and Infrastructure Delivery Plan and Infrastructure Funding Statement will ensure that infrastructure across both</p>

			Councils is addressed. New Anglia LEP Economic Strategy, draft created together with the Councils Open for Business Strategy.
<p>Failure to produce a yearly Regulation 62 report would result in non-compliance with the CIL Regulations 2010 (as amended) and may mean that Members and the public are not aware of CIL income and expenditure activities.</p> <p>Under the CIL Regulations 2019 an annual Funding Statement is required to address CIL and s106 developer contributions and a list of infrastructure projects (“Infrastructure List”) and with the first one meeting the deadline of 31 December 2020 being published on the Councils web site of the 12th December 2020. Failure to do so will also result in non-compliance with the CIL Regulations (as amended)</p>	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.
<p>Failure to monitor expenditure such that CIL expenditure is not effective.</p>	Unlikely (2)	Bad (3)	The software which supports CIL collection will be used to support CIL expenditure. In addition, it is envisaged that a twice yearly (at least) CIL Expenditure Programme will be produced which will include details of all allocated and proposed CIL expenditure and this together with the software will be used for effective monitoring.

<p>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.</p>	<p>Unlikely (2)</p>	<p>Bad (3)</p>	<p>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.</p>
<p>If 25% Neighbourhood CIL is automatically allocated to any Parish/Town councils where there is no Neighbourhood Plan in place, there is a risk that there would be insufficient 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.</p>	<p>Unlikely (2)</p>	<p>Bad (3)</p>	<p>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.</p>
<p>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.</p>	<p>Unlikely (2)</p>	<p>Disaster (4)</p>	<p>The Infrastructure Team will continue to monitor all commencements of development through the service of the required Commencement Notice by developers such that correct apportionment of CIL Funds can be undertaken. The CIL Expenditure Framework review will include this risk as a key element of the review to ensure allocations of CIL remain appropriate and projects to make development sustainable are able to be delivered.</p>

Assurances (for collection of CIL monies)

- 9.3 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.

- 9.4 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).
- 9.5 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).

- 9.6 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.
- 9.7 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 informed the second review of the CIL Expenditure Framework. The changes agreed under this second review process were adopted by both Councils on the 20th April 2020.

Assurances (for collection and expenditure of CIL monies)

- 9.8 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.
- 9.9 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 refer.)
- 9.10 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 Councils 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 (October 2020) so that it is in place before Bid round 7 starts in May 2021.

10. CONSULTATIONS

- 10.1 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

10.2 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.

10.3 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.

11. EQUALITY ANALYSIS

11.1 Please see attached Screening report.

12. ENVIRONMENTAL IMPLICATIONS

12.1 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 CIL Expenditure Programme for each Bid round. There is no EIA Assessment required.

13. APPENDICES

Title	Location
A. Appendix A - CIL Expenditure Programme for Mid Suffolk – March 2021	ATTACHED
B. Appendix B - Technical Assessment of CIL Bids M20-20, M20-24, M20-23, M20-19, and M20-22 – March 2021	ATTACHED
C. Appendix C - Screening report for Equality Analysis	ATTACHED

14. BACKGROUND DOCUMENTS

14.1 The CIL Expenditure Framework, the CIL Expenditure Framework Communications Strategy and the Infrastructure Funding Statement (including the Infrastructure List) for Mid Suffolk District Council together with the Key CIL Calendar dates for 2020 constitute background papers for this report. The original documents were 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.midsuffolk.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.midsuffolk.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/spending-cil/>

- Key CIL Calendar dates 2020

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

- Infrastructure Funding Statement for Mid Suffolk

<https://www.midsuffolk.moderngov.co.uk/documents/s20608/MSDC%20Infrastructure%20Funding%20Statement.pdf>

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The Community Infrastructure Levy (CIL) Expenditure Programme

Mid Suffolk District Council

March 2021

Appendix A

CIL EXPENDITURE PROGRAMME MARCH 2021

KEY FACTS

- The CIL Expenditure Framework and the CIL Communications Strategy were reviewed and approved on 20th April 2020. A Key dates for CIL document have also been published on the website in calendar format. These documents can be viewed on the web site using the following hyperlink: <https://www.midsuffolk.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/spending-cil/>
- Bid Round 6 (for Infrastructure providers including Officers from BMSDC and Parishes and Community Groups) took place between 1st October - 31st October 2020. Previous bid rounds were in May and October 2018, May and September 2019 and May and October 2020.
- The above documents contain the processes, criteria for consideration and governance of the scheme which includes the production of a CIL Expenditure Programme (at least 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 Neighbourhood CIL 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 Infrastructure Fund in order that these monies are available for the infrastructure for those housing projects in that settlement.
- The remaining (Infrastructure Funding Statement – Infrastructure List) 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 CIL Bids will be spent against.
- The “**available funds**” are stated below together with details of all new starts on new major housing growth projects (10 dwellings and over) within the specified period so that Ringfenced Infrastructure Funds can be understood. Also contained in this CIL Expenditure programme are details of progress on Infrastructure projects (section B below) together with details of developing infrastructure projects (section C below)
- All CIL expenditure must be in accordance with the Infrastructure Funding Statement – Infrastructure List is publicised on the Website on the 11th December 2020.
- The timetable for consideration of Bids and the third review of the CIL Expenditure Framework is also on the website: <https://www.midsuffolk.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/spending-cil/>

CONSIDERATION OF BIDS

- All received bids are acknowledged and all missing or outstanding information (including the need for formal approvals to have been obtained) must be submitted before the bid can be made valid or progressed towards 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. A copy of the Bid form and a location plan will be sent out as part of this consultation.
- 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 (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 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) to be considered a priority so that the approved development which is ultimately carried out is supported by necessary infrastructure and is therefore 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 Infrastructure 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 will work with Infrastructure Providers to ensure that bids are received for these schemes.

HOUSING SCHEMES (10 dwellings and over – where CIL has been collected and commenced since adoption of CIL – 11th April 2016 up to 22 January 2021).

Location	Address	Planning Reference	No of Dwellings Approved	Total amount of CIL to be collected	Total amount of CIL collected to 22 January 2021	Infrastructure requirements from CIL at the time of the grant of planning approval
PALGRAVE	Lion Road	4195/15	21	£238,491.60	£238,491.60	Education £85,267 Libraries £4,536 Waste £1,071
STOWMARKET	Phase 6C Cedars Park	1709/16	89	£363,595.24	£363,595.24	Libraries £19,224 Education £468,964
TOSTOCK	Land at Norton Road	4974/16	14	£143,003.45	£143,003.45	Education £3,6543 Pre School £12,182 Libraries £3,024
STOWUPLAND	Land Between Gipping Road and Church Road	DC/17/02755	75	£616,651.06	£616,651.06	Education primary £523,783 Education secondary £688,447 Pre-school £103,547 Libraries £37,800 waste £8,925
STOWUPLAND	Land Between Gipping Road and Church Road	DC/18/00097	100	£1,155,903.74	£933,105.04	see above (phase 1)
LAXFIELD	Mill Road	DC/17/04375	12	£306.35	£306.35	Education £24,362
LAXFIELD	Bickers Hill Road	DC/17/06283	10	£147,191.31	£104,286.28	None
ELMSWELL	Wetherden Road	DC/18/01679	240	£1,726,583.03	£1,381,266.44	Education £718,679 Pre School £146,184 Libraries £51,840
GISLINGHAM	South side of Thornham Road	DC/17/06092	40	£717,730.90	£717,730.90	Bus Stop £4,000
GREAT BLAKENHAM	Land on The West Side of Stowmarket Road,	DC/18/01487	130	£1,056,073.74	£844,859.00	Education £851,771 Pre School £54,369 Libraries £28,080

						Waste £6,630 Bus Stop Relocation £37,000 Health £42,780
STOWMARKET	Phase 3D Cedars Park,	4556/16	48	£207,427.76	£165,942.20	Education £257,185 Pre School £30,455 Libraries £10,368
WOOLPIT	Land on east side of Green Road	2112/16	49	£539,189.32	£323,513.58	Libraries £10,584
THURSTON	Highfield, Norton Road	DC/18/01376	175	£2,083,898.18	£1,250,338.92	Education (temporary classroom for primary education) £179,181 Libraries £37,800
THURSTON	Land To The West Of Ixworth Road Thurston Suffolk	DC/18/03547	250	£2,249,452.38	£1,799,561.90	Off Site Highway Works - £199,251 Education (Pre-School) - £208,325 Education (Primary School Building)- £1,018,598 Education (Primary School Site) - £80,228
THURSTON	Land On The North Side Of Norton Road Thurston	DC/19/01602	87	£859,332.22	£515,599.32	Education - £1,052,810 Highways - £275,921 Public rights of Way - £23,611
THURSTON	Land On The West Side Of Barton Road Thurston	DC/17/02232	129	£1,714,754.09	£0.00	Education - £492,870,000 Education Land - £38,820.00

	Suffolk					Highways Capacity - £56,146.00 Highways Contributions - £120,618.00 Highways Pedestrian Crossing - £14,240.00 Highways Safety - £8,232.00 Highways Speed Limit - £8,000.00 Public rights of way - £34,000.00
NEEDHAM MARKET	Land Off Luff Meadow Needham Market Suffolk	DC/19/03729	28	£103,796.72	£41,518.68	Pre-School: £24,999.00 Primary School: £85,267.00 Secondary School: £91,755.00 Secondary School 16+:£19,907.00. Future CIL funding bid of at least £111,682 (2018/19 costs). Library Contribution: £6,048.00
HAUGHLEY	Land To The West Of, Fishponds Way, Haughley, Suffolk	DC/19/05627	65	£764,391.85	£152,878.37	School Transport - £165,120.00 Traffic Regulation - £10,000
WALSHAM LE WILLOWS	Land West Of, Wattisfield Road, Walsham Le Willows, Suffolk	DC/19/04273	60	£679,616.65	£135,923.33	School Transport - £51,000.00

LAXFIELD	Land On West Side Of, Bickers Hill Road, Laxfield, Suffolk	DC/19/04998	11	£182,430.49	£36,486.10	School Transport - £9,600.00
WOOLPIT	Land South Of, Old Stowmarket Road, Woolpit, Suffolk	DC/19/05196	65	£1,272,115.78	£254,423.16	Education Contribution - £18,194.00
SOMERSHAM	Land South West Of, Main Road, Somersham, Suffolk	DC/18/03114	42	£492,837.65	£98,567.33	Public Rights of Way Contribution - £36,300.00
STOWUPLAND	Land At Church Road And Gipping Road, Stowupland, Stowmarket, IP14 4BG	DC/19/01947	53	Under Review	Under review	None
BOTESDALE	Land At Back Hills, Botesdale, Suffolk, IP22 1DW	DC/19/05152	40	Phased Developed P1 - £480,436.99 P2 - £96,655.76 P3 - £136,002.56 P4 - £112,299.04 P5 - £135,478.42	£0.00	None
ELMSWELL	Land To The East Of Ashfield Road, Elmswell, IP30 9HG	DC/19/02495	106	£1,009,172.54	£201,834.51	Public Rights of Way Contribution - £6,287.50 Travel Plan Evaluation and Support Contribution - £1,000.00 per annum Travel Plan Implementation Bond - £106,105.00
RATTLESDEN	Land To The East Of, Rising Sun Hill, Rattlesden, Suffolk	DC/19/03840	22	£341,028.52	£0.00	None

ELMSWELL	Crest Nicholson Site, Land Adjacent Wetherden Road , Elmswell	DC/20/03026	240	£1,641,503.73	£0.00	Green Travel Plan Monitoring Contribution - £252.32 Green Travel Plan Monitoring Contribution - £252.32 - annually for 5 years Public Rights of Way Contribution - £4686.25 - prior to 1st occupation Traffic Regulation Order Contribution - £15000.00 - prior to 1st occupation
THURSTON	Land At Meadow Lane, Thurston, IP31 3QG	4942/16	64	£812,106.53	£0.00	Affordable Housing - £1,536,955 Early Years Contribution - £49,998 Education - £246,435 Education Land Contribution - £19,410.00 Highways Capacity Improvement Contribution - £27,855 Highways Pedestrian Crossing Improvement - £7,065 Highway Safety Improvement - £4,084
STOWUPLAND	Land To The West Of, Thorney Green Road, Stowupland, Suffolk, IP14 4BY	DC/19/05316	58	£641,624.17	£0.00	None

AVAILABLE FUNDING FOR BID ROUND SIX (OCTOBER 2020)

Total Amount of CIL monies available up to 30/09/2020 (after deduction of the 5% CIL admin charge, the making of Neighbourhood CIL payments including payments made by 28th October 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 Infrastructure Fund) and approved Bids from Bid Rounds 1,2 ,3 ,4 ,5 and 6 (including December 2020):

- Total **Strategic Infrastructure Fund** (including bank interest) available for Bid round 6 (October 2020) - £889,855.41.
- Total **Ringfenced Infrastructure Funds** for major housing growth projects (10 dwellings and over) available for Bid round 6 (October 2020) - £3,149,010.84
- Total available Funds for **Local Infrastructure Fund** in Bid round 6 (October 2020) - £1,511,262.83

Total expenditure of CIL Bids in this programme to be determined in March 2021.

- Strategic Infrastructure Fund - £50,000.00
- Ringfenced Infrastructure Fund (Gislingham) - £18,487.50
- Local Infrastructure Fund - £301,838.60

Conclusions

5 CIL Bids are included in this CIL Expenditure Programme with spend from the Strategic, Ringfenced and Local Infrastructure Funds. The remaining CIL Bids which are as yet undetermined will continue to be worked on. However, all will be subject to the amendments made to the CIL Expenditure Framework and the CIL Expenditure Framework Communication Strategy through the third review with the likely 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 and note the CIL Bids at this stage in round 6 (October 2020) are accepted, the remaining unspent CIL monies for Bid round 7 (May 2021) are set out as below: -

- **Strategic Infrastructure Fund** (including bank interest) for Bid round 7 (May 2021) - £839,855.41.
- **Ringfenced Infrastructure funds** (Prioritisation of funds for major housing growth projects) for Bid round 7 (May 2021) - £3,130,523.34.
- **Local Infrastructure Fund** for Bid round 7 (May 2021) - £1,209,424.23.

A. LIST OF OUTSTANDING BIDS TOGETHER WITH THOSE RECEIVED FOR BID ROUND SIX (1st October-31st October 2020) FOR MID SUFFOLK DISTRICT COUNCIL (including recommendations to Cabinet to make decisions or for Cabinet to note delegated decisions already made).

The following table comprises a list of all outstanding bids including those made in Bid round six (1st October- 31stOctober 2020). Not all of the bids are valid; with either missing information including where there are no formal approvals for the proposed infrastructure or further investigation, or clarification is being sought. Those bids where no decision is able to be made or where they are invalid will be carried forward to the next bid round (unless no substantive progress has been made in a 12-month period from submission at which point, they will be treated as withdrawn).

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

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Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
M18-18	EYE Hartismere School	Provision of Sports Hall (4 Badminton Court) and Squash Court and provision of a Community Sports Leisure	Yes, project developed under community facilities section	£1,000,000	No	Total estimated cost £1,818,188.40 excluding VAT Sports England Lottery Fund – application	N/A	No	No formal approval in place for the proposed infrastructure or three quotes.	Progress continuing with likely revisions being submitted in forthcoming Bid round. Bid held over until Summer 2021 Cabinet decision ultimately

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
Page 115		Facility. The Hartismere School of Academies				submitted= £500,000 School and possible Eye Town Council Contribution (TBC) £318,1888.40 VAT can be reclaimed by School				
M19-06	THURSTON Community College – Additional Land and School/ Community Facilities.	Land at Ixworth Road Thurston Bury St Edmunds Suffolk Suffolk County Council	Yes, provision of education facilities	£1,261,338	No	Total Cost: £1,361,200 Section 106 £99,862.00	N/A	No	Planning permission now granted. Exact cost of Bid and total cost of the project to be determined. Negotiations are taking place with the landowner. Parish Council is involved. Meetings with Education Ward Members County Councillor and	Bid held over until Spring 2021. Cabinet decision ultimately

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
									Parish Council continue.	
M19-09	NEEDHAM MARKET Station – Access for All Ramp and Access project	Needham Market station Station Yard Needham Market Suffolk Access for All and Greater Anglia	Yes, provision of improvements to passenger transport facilities (rail)	Project a) £100,000 improvements to station to allow Disabled ramp) - phase 1 works (related to Bid M19-11 below)	No	Phase 1 project a) Total Cost - £400,000 SCC £50,000 MSDC – £50,000 Department for Transport Access for all Bid Mid-Tier Programme £200,000 (bid award not yet confirmed) Phase 2 project b) Total Cost - £400,000 SCC £50,000 MSDC – £50,000 Department for Transport Access for all	N/A	No	Bids M19-09 and M19-11 are currently invalid as Greater Anglia need to join in with these Bids. Feasibility Study is being carried out by Greater Anglia (cost £20,000) to determine exact works and costings for both phases which are likely to be undertaken as one. Need for planning permission also needs resolution together with firm understanding/ review of costs and delivery mechanisms. CIL Bid M19-09 works are referred	Bid currently invalid for the following reasons: - Greater Anglia need to join in with the Bid. Feasibility Study is being carried out by Greater Anglia. Need for planning permission issue requires resolution together with firm understanding /review of costs/funding options and delivery mechanisms. Held over until Spring 2021 Cabinet decision ultimately

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
						Bid Mid-Tier Programme £200,000 (bid award not yet confirmed)			to within the Infrastructure Delivery Plan.	
M19-11 Page 117	NEEDHAM MARKET Station – Access for All Ramp and Access project	Needham Market station Station Yard Needham Market Suffolk Access for All and Greater Anglia	Yes, provision of improvements to passenger transport facilities (rail)	Project b) £190,000 Improved access arrangements to the station and adjoining Needham Lake	No	Total Cost £780,000 £50,000 SCC £50,000 MSDC £390,000 Department for Transport Access for all Bid £190,000 Greater Anglia	N/A	No	Bids M19-09 and M19-11 are currently invalid as Greater Anglia need to join in with these Bids. Feasibility Study is being carried out by Greater Anglia (cost £20,000) to determine exact works and costings for both phases which are likely to be undertaken as one. Need for planning permission also needs resolution together with firm understanding/revie	Bid currently invalid for the following reasons: - Greater Anglia need to join in with the Bid. Feasibility Study is being carried out by Greater Anglia. Need for planning permission issue requires resolution together with firm understanding /review of costs/funding options and delivery mechanisms. Held over to Spring 2021 Cabinet decision ultimately

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
									w of costs and delivery.	
M19-15 Page 118	RICKINGHALL Village Hall	All wheeled sports area	Yes Provision of leisure facilities	£20,180	No	Total cost £55,416.00 Rickingham PC - £4,000 County Councillor locality budget £1,000 District Councillor locality budget £1,000 Awards for all £10,000 Sports England £10,000 Rickingham Parish £9236	N/A	No	The awards for all bids and the Sports England Bid have not been determined. Given that CIL operates as the last piece of the funding jigsaw it is important to understand the outcome of these Bids before making a decision on the CIL Bid. Only two quotes submitted; third quote awaited	This bid has been withdrawn by the Parish. A new bid will be submitted in Bid Round 7
M20-20	STOWMARKET Creeting Road Depot, Creeting Road West,	Supply and Installation of a Fuel Tank for	Yes Provision of Waste Infrastructure	£50,000.00	Yes	Total Costs £50,000.00	Consultation has taken place. Expiry date 11 th	Yes	N/A	Recommendation for Cabinet to approve CIL Bid M20-20 for

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
	Stowmarket, IP14 5AT	HVO for the District's waste fleet					November 2020			£50,000.00 from Strategic Infrastructure Fund
M20-19 Page 119	HAUGHLEY	Improvement / Extension of the Ron Crascall Pavilion car park involving 10 new spaces. Haughley Parish Council	Yes, project developed under community facilities section	£22,595.00	No – The CIL Bid is 67% of total cost of the project	£33,725 excluding VAT Haughley PC - £5,000 MSDC Communities Capital Grant - £6,130	Consultation has taken place. Expiry date 9 th February 2021	Yes	N/A	Recommendation for Cabinet to approve CIL Bid M20-19 for £22,595.00 from Local Infrastructure Fund
M20-22	HAUGHLEY	Provision of secure storage facilities	Yes, project developed under community facilities section	£39,937.00	No – The CIL Bid is 49% of total cost of the project	£80,853 incl. VAT Wetherden & Haughley Scouts - £2,500 Haughley FC - £1,500	Consultation has taken place. Expiry date 9 th February 2021	Yes	N/A	Recommendation for Cabinet to approve CIL Bid M20-22 for £39,937.00 from Local Infrastructure Fund

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
Page 120						Haughley Bowls Club - £2,500 Playing Fields Committee - £2,500 Ward Member Locality Grant - £5,000 Haughley Parish Council - £5,000 MSDC Communities Capital Grant - £21,916				
M20-23	MENDLESHAM Chapel Road, Mendlesham Stowmarket, IP14 5SQ	Health. Administration Hub /Clinical Capacity reconfiguration including 2 EV charging points	Yes, provision of Health facilities	£239,306.60	No	Total Cost - £290,145.60 Practice Contribution - £50,839.00	Consultation started on 22 nd January 2021 and expired on 5 th February 2021	Valid	N/A	Subject to NHS England final approval for the project (due at the end of Feb 2021) recommendation for Cabinet to approve CIL Bid M20-23 for

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
										£239,306.60 from Local Infrastructure Fund.
M20-24 Page 121	GISLINGHAM Church of England Primary School, Broadfields Rd, Eye. IP23 8HX	Gislingham Primary School. To install a daily mile running track around the school playing field for use by school and the community	Yes, project developed under community facilities section	£18,487.50	No – The CIL Bid is 75% of the total cost of the project	Total Cost £24,650 Parish Council - £6,162.50	Consultation has taken place. Expiry date 11 th February 2021	Yes	N/A	Subject to a community user agreement being completed, recommendation for Cabinet to approve CIL Bid M20-24 for £18,487.50 from Ringfenced Infrastructure Fund
M20-25	STOWMARKET Museum of East Anglian Life Crowe Street	Museum of East Anglian Life. Community allotments and Crack Wood	Yes, project developed under community facilities section	£87,200	No	Total Cost £106,640	Consultation to start when Bid becomes validated	Not yet validated	Bid received at end of October Bid round and currently being validated and screened. Outstanding information awaited	Held over until Spring 2021. Cabinet decision ultimately

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
Page 122									including new quotes. Meeting held on 12/01/2021 with Bid author, Town Council Ward Members and County Councillors. Issues raised are being considered alongside outstanding information	
M20-26	STOWMARKET Museum of East Anglian Life Crowe Street	Museum of East Anglian Life. Play area	Yes, project developed under community facilities section	£150,000	N	£180,000	Consultation to start when Bid becomes validated	Not yet validated	Bid received at end of October Bid round and currently being validated and screened. Outstanding information awaited including new quotes. Meeting held on 12/01/2021 with Bid author, Town Council Ward	Held over until Spring2021 Cabinet decision ultimately.

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
									Members and County Councillors. Issues raised are being considered alongside outstanding information .	



B. PROGRESS OF BIDS APPROVED IN PREVIOUS BID ROUNDS (Bid Rounds 1, 2, 3, 4, 5 and 6 (including Cabinet decisions – December 2020))

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M01-18	COMMUNITY FACILITY Gislingham Silver Band Hall	639	£44,568.75			Agreed by Cabinet on 4th March 2019. CIL Bid offer letter dated 13 th March 2019. Offer accepted. Project currently stalled as planning permission expired and requires renewal together with issues with the Party Wall with neighbours. Update has been requested. Jan 21 Update – no update received to date.
M02-18	PUBLIC TRANSPORT - Laxfield - Bus stops at Mill Lane	556	£5,000.00	£3,627.63	£1,372.37 Local Infrastructure Fund	Noted by Cabinet on 10 th September 2018. Delegated decision taken on 20 th August 2018. CIL Bid offer letter dated 25 th September 2018 Offer accepted. Project completed under budget.
M04-18	PUBLIC TRANSPORT - Stowmarket - Bus Stops at Finborough Rd	557	£5,000.00	£0.00	£5,000.00 Local Infrastructure Fund	Noted by Cabinet on 10 th September 2018. Delegated decision taken on 20 th August 2018. CIL Bid offer letter dated 25 th September 2018. Offer accepted. However, Scheme abandoned due to bus services ending. CIL Monies returned to the Local Infrastructure Fund

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M05-18	PUBLIC TRANSPORT - Bus stop improvements Mortimer Road Stowmarket	531	£35,000.00	£0.00	£35,000.00 Local Infrastructure Fund	Agreed by Cabinet on 10 th September 2018. CIL Bid offer letter dated 5 th September 2018. Offer accepted. Project is at final design for ordering works. Scheme abandoned due to issues with the design. CIL Monies returned to the Local Infrastructure Fund
M08-18	HEALTH - Botesdale Heath Centre - Extension to increase provision and palliative care	522	£98,739.74	£98,739.74	£0.00	Agreed by Cabinet on 10 th September 2018. CIL Bid offer letter dated 25 th September 2018. Offer accepted. Project completed. Building open and being used.
M10-18	COMMUNITY FACILITY – Stowupland Notice Board Trinity Meadow	640	£641.35	£0.00	£641.35 Local Infrastructure Fund	The Parish Council decided not to proceed with this Parish Notice Board and submitted a different CIL Bid (reference M19-01) which has been approved on the proviso that CIL Bid M10-18 is not proceeded with. Email received regarding withdrawal of this Bid.
M11-18 and M12-18	VILLAGE HALL - Stowupland Village Hall Partial Refurbishment and development of the Sports and Social Club facilities	543	£13,240.10	£13,240.10	£0.00	2 Bids noted by Cabinet on 10 th September 2018. Delegated decisions taken on 20 th August 2018. CIL Bid offer letters dated 25 th September 2018. Offer letters accepted. Both projects completed.

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M18-20	PUBLIC TRANSPORT Thurston - Bus Shelters Norton Road	641	£13,000.00			Agreed by Cabinet on 4 th March 2019. CIL Bid offer letter dated 13 th March 2019. Awaiting scheduling of works – date uncertain due to Covid-19 outbreak restrictions. Jan 21 Update – no update received to date.
M23-18	GREEN ENERGY EV Charger at Cross St Car Park Eye	642	£20,728.40	14,287.16	£6441.24 Local Infrastructure Fund	Agreed by Cabinet on 4 th March 2019. CIL Bid offer letter dated 13 th March 2019. Offer accepted. Wayleave agreement is required between MSDC and owner of the Queen's Head to allow the cables to be laid. This process is ongoing and legal are also working to resolve any issues. Work is now underway and should be completed by end of February. Project has been completed, awaiting claim for funds. Project completed under budget.
M19-01	COMMUNITY FACILITY– Stowupland Notice Board Trinity Meadow	640	£396.26	£396.26	£0.00	Noted by Cabinet on 28 th August 2019. CIL Bid offer letter dated 6 th September 2019. CIL Bid Offer made and accepted on the basis that CIL Bid M10-18 is not proceeded with. Notice Board completed and erected. Project now completed.

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M19-04	PUBLIC TRANSPORT Thurston - Bus Shelters Sandy Lane	649	£9,600.00			Noted by Cabinet on 28th August 2019. CIL Bid offer letter dated 5 th September 2019. Offer accepted. Awaiting scheduling of works – date uncertain due to Covid-19 outbreak restrictions. Jan 21 Update – no update received to date.
M14-18	EDUCATION – Stowupland High School	656	£2,446,575.00	£973,016.02		Agreed by Cabinet on the 6 th January 2020. CIL Bid offer letter dated 31 st January 2020. Offer accepted. First and second claim have been paid. Final claim to be made on completion of the project. Jan 21 Update – Handover is due within the next month with a final staged payment to be paid in Feb 2021
M19-07	COMMUNITY FACILITIES – Village Hall Enhancement Extension Occold	664	£19,190.00	£6,732.00		Agreed by Cabinet on 9th March 2020. CIL Bid offer letter dated 16 th March 2020. Offer accepted. Update 30/07/2020 – Anticipated start on the build in September 2020 Jan 21 Update – First staged payment made
M19-10	EDUCATION – Bramford Primary School	663	£645,593.00	£645,593.00	£0.00	Agreed by Cabinet on 9th March 2020. .CIL Bid offer letter dated 16 th March 2020. Offer accepted. Update 30/07/2020 – Project Complete
M19-14	EDUCATION – Claydon Primary School	662	£499, 421.00	£499,421.00	£0.00	Agreed by Cabinet on 9 th March 2020. CIL Bid offer letter dated 12 th March 2020.Offer accepted. Project complete.

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M19-08	COMMUNITY FACILITIES – Thornham – Car Park	681	£27,000.00	£21,604.60		Agreed by Cabinet on 9 th March 2020. Legal position resolved and Bid offer letter dated 20 th May 2020. Offer accepted. Jan 21 Update – Project nearly complete, experiencing some delays due to lockdown and Brexit impact on products.
M20-18	GREEN ENERGY -EV CHARGING POINTS -Stowmarket - Regal Car Park	701	£10,263.00			Agreed by Cabinet in September. Offer letter issued. Offer accepted
M19-12	COMMUNITY FACILITIES – Eye- Play Facilities	703	£31,605.60			Agreed by Cabinet in September. Offer letter issued. Offer accepted
M19-03	COMMUNITY FACILITIES – Debenham Leisure Centre - Additional Car Park	704	£47,000.00			Agreed by Cabinet in September. Offer letter issued. Offer accepted Jan 2021 Update – Work due to start in early spring, Contractor has advised that the conditions are too wet to proceed at present.
M20-07	RAIL – Thurston Rail Station - Feasibility Study by Network Rail	702	£100,000.00			Agreed by Cabinet in September. Offer letter issued. Offer accepted.
M20-08	COMMUNITY FACILITIES – Wingfield – Conversion of Granary barn to children’s nursery	705	£34,000.00	£6,370.00		Agreed by Cabinet in September. Offer letter issued. Offer accepted Jan 21 Update – First staged payment requested and paid. Project on track and budget. Estimated completion date Feb 2021.
M19-13	COMMUNITY FACILITIES –Bedfield – new play area	680	£4,534.00	£4,534.00	£0.00	Agreed by Cabinet in September. Offer letter issued. Offer accepted – Project Complete

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M20-09	COMMUNITY FACILITIES - RINGSHALL Village Hall Installation of sewerage treatment works.	712	£16,651.00			Agreed by Cabinet in December 2020. Offer letter issued.
M20-21	COMMUNITY FACILITIES – THORNHAM Walks overflow car park – Covid Complications further grant funding	709	£3,355.00	£3,344.75	£10.25	Agreed by Cabinet in December 2020. Offer letter issued. Jan 21 Update – As above for main bid This part of the project now complete
M20-10	COMMUNITY FACILITIES – STOWMARKET Creation of a Stowmarket Emergency Services Hub	713	£431,740.00			Agreed by Cabinet in December 2020. Offer letter issued.
Total CIL Funding allocated to MSDC projects in Bid Round 1, 2 ,3, 4, 5 and 6 (December 2020)			£4,562,200.85	£2,290,906.26	£47,823.86	

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

Project Ref	Project	Parties involved	CIL Funding if known	Project Costs if known	Progress
EPM 20-01	HEALTH – Woolpit Car Park	Health, Woolpit GP Practice, Woolpit Parish Ward Members and SCC Member	Unknown at this stage	Unknown at this stage	Outline and reserved matters approved which provide for the provision of land for Infrastructure (car park). Work has now started on site for the construction of dwellings. This acts as a trigger for the land to be transferred to Mid Suffolk (at the development stage stipulated in the s106). Discussions taking place to ascertain if this infrastructure project can be accelerated in terms of delivery. Meetings being held with all parties including Health. Project being progressed.
EPM 20-02	RAIL – Thurston – Station improvements	Rail, SCC Highways, Thurston Parish Council	Unknown at this stage	Unknown at this stage	Planning permissions granted at Thurston and being built out which point towards the need to bring forward station improvements at Thurston. Project being scoped and is at stage 1 and being discussed with all parties. Feasibility study monies have been agreed under CIL Bid application (within Bid round 5 – May 2020) for £100,000 (to include £10,000 for road safety audit). Feasibility study and project being progressed
EPM 20-03	EDUCATION/RECREATION/SPORT - Stowupland	Education, Stowupland Academy, Stowupland Parish Council SCC Education	Unknown at this stage	Unknown at this stage	Project being devised with all parties and is being scoped and is at stage 1. Project Enquiry form required

Project Ref	Project	Parties involved	CIL Funding if known	Project Costs if known	Progress
EPM 20-06	COMMUNITY FACILITY – Stonham Aspall – solar panels on school	Stonham Aspall School Governor	Unknown at this stage	Unknown at this stage	CIL Project Enquiry Form submitted. Discussions taking place with Suffolk County Council Education
EPM 20-08	COMMUNITY FACILITIES – Barham – football ground and facilities	Barham Athletic Football Club	Unknown at this stage	Unknown at this stage	CIL Project Enquiry Form submitted. Discussions taking place
EPM 20-14	COMMUNITY SAFETY - Infrastructure & Security – CCTV and digital infrastructure, Eye	Eye Town Council	Unknown at this stage	£4,000	CIL Project Enquiry Form submitted. CIL Bid likely to be made in Bid round 7 (May 2021)
EPM 20-15	COMMUNITY FACILITIES – Debenham Community Centre Refurbishment and Upgrade Project	Debenham Village Hall and Playing Field Trust	Unknown at this stage	£200,000	CIL Project Enquiry Form submitted.
EPM 20-16	EDUCATION – Bramford Primary	SCC Education	Unknown at this stage	Unknown at this stage	Discussions started with Education in October 2020. CIL Project Enquiry Form submitted
EPM 20-18	EDUCATION – Elmswell	SCC Education	Estimated bid - £894,000	Estimated costs - £1,558,935	Discussions started with Education in October 2020 - likely timing for the submission of a CIL Bid - May 2021. CIL Project Enquiry Form submitted
EPM 20-20	EDUCATION – Thurston Community College expansion	SCC Education	Estimated bid - £1,009,000	Estimated costs - £2,895,150	Discussions started with Education in October 2020.– likely timing for the submission of a CIL Bid - May 2021. CIL Project Enquiry Form submitted.

Appendix B – Mid Suffolk – CIL Bids under the Strategic Infrastructure Fund (Stowmarket) and the Ringfenced Infrastructure Fund (Gislingham) and the Local Infrastructure Fund.

Technical Assessment of Bid – Project M20-20 – MSDC Creting Depot – New HVO Fuel Tank (Alternative Low Carbon Fuel for Refuse/Recycling Collection Vehicles) (from the Strategic Infrastructure Fund)

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>Supply and installation of an above ground Fuel Tank (50,000 litre) and management system to enable the districts waste fleet to run on Hydrotreated Vegetable Oil (HVO).</p> <p>This project forms part of the Babergh & Mid Suffolk District councils’ strategy around the commitment to reduce Carbon (Co2) Footprint to zero by 2030.</p> <p>HVO, or hydrotreated vegetable oil, is a paraffinic second-generation sustainable and renewable fuel. It is produced from renewable raw materials such as waste animal fats and vegetable oils. HVO is 100% hydrocarbon (0% oxygen) allowing it to be used and handled as a drop-in alternative to fossil diesel.</p> <p>The 2018/19 Greenhouse Gas (GHG) emission report for BMS identified that the Refuse and Recycling vehicle fleet is responsible for over a quarter of the Councils’ GHG emissions.</p> <p>The project is listed in the Infrastructure Delivery Plan (Table 39) and contained within the Mid Suffolk Infrastructure Delivery Plan (ref IDP187)</p>

Delivery /timescales	Project aims to start and be delivered in April 2021.
Necessary other approvals	N/A
Public or private land	Public - Freehold
State aid details if any	N/A
Details of future funding maintenance	Maintenance to be dealt with through the service budget.

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

BIDS SCREENED	ASSESSMENT
Must follow the Infrastructure Funding Statement - Infrastructure List	Yes - Provision of waste infrastructure (reference IDP 187)
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 Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk Strategies or external strategies Babergh and Mid Suffolk support and/or input into	Yes - The project scores positively against the objectives of the Climate Emergency Declaration Policy, which investigates changing to an alternative Low Carbon Fuel for the Councils' vehicle fleet, specifically for Refuse/Recycling collection vehicles, that are the source of the largest single emission of Carbon dioxide in the Councils' control.
It represents key infrastructure (essential)	No
Value for money	Yes
Clear community benefits	This waste infrastructure facility will deliver clear community benefits through its environmental benefits
Community support (including results of Consultation exercise.)	Consultation results awaited. This waste infrastructure facility will deliver clear community benefits through its environmental benefits
Deliverability ("oven ready" schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Project aims to start and be delivered in April 2021.

<p>By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)</p>	<p>The total cost of the project is £50,000.</p> <p>No collaborative spend proposed.</p> <p>The CIL Bid Fund application is for £50,000.</p> <p>The CIL bid form refers to this bid being reliant on the approval of the revenue budget to support this project which was approved by Cabinet in January 2021.</p>
<p>Supports housing and employment growth</p>	<p>Yes</p>
<p>Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured</p>	<p>Maintenance to be dealt with through the service budget.</p>
<p>Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise</p>	<p>Yes, project listed within the Infrastructure Delivery Plan and the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.</p>
<p>How does the proposal affect green infrastructure principles?</p>	<p>This project would contribute positively towards achieving the District Councils Climate Emergency Declaration objectives.</p>
<p>How does the project address green/sustainability principles/infrastructure?</p>	<p>This project forms part of the Babergh & Mid Suffolk District councils' strategy around the commitment to reduce Carbon (Co2) Footprint to zero by 2030.</p>
<p>How does the project affect state aid implications?</p>	<p>State aid implications do not apply</p>

How does the project affect security and safety in the community?	There are no security or safety issues for the community with this CIL Bid application
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CONCLUSIONS

- The project relates to the provision of a New HVO Fuel Tank (Alternative Low Carbon Fuel for Refuse/Recycling Collection Vehicles)
- This project provides a high Carbon Impact Saving, it directly relates to the District Councils objectives of the Climate Emergency Declaration. The Councils declared a Climate Emergency in 2019 and the Cabinet’s Carbon Reduction Management Plan was recently published. Proposal 4.3 of the Plan states: *‘We will secure the transition of appropriate Council fleet vehicles to electric or other zero carbon fuel sources such as Hydrotreated Vegetable Oil, HVO. Produce a feasibility study including a costed proposal, for using low carbon fuel in the Refuse Collection fleet in place of diesel (as an interim measure prior to full replacement with electric or renewable fuel vehicles). All Euro 6 standard vehicles have the ability to use alternative fuel without the need to retrofit.’*
- The project represents a step towards this objective and is acceptable waste infrastructure which is specifically listed in the Infrastructure Delivery Plan (Table 39) and the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk (ref IDP187).

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £50,000 as per bid application from the Strategic Infrastructure Fund.

Technical Assessment of Bid – Project M20-24 – Gislingham Running Track (from the Ringfenced Infrastructure Fund)

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>Gislingham Primary School would like to provide additional infrastructure on the school site to improve exercise facilities and is committed to encourage active and healthy lifestyles.</p> <p>The exercise track would enable pupils, staff, parents, and the wider community to exercise more and improve the facilities on the school site, particularly in wet weather. School staff would then be able to introduce 'the daily mile' using the track to encourage daily activity for all pupils. A school running club has also been established and it runs once a week before school. This has proven popular with both pupils and parents who can join in too but can only operate for half of the year. The exercise track would enable the running club to operate all year round.</p> <p>The running track would be used by the wider community. The Gislingham Shooting Stars netball team and the Gislingham informal running group have both expressed an interest in using it and have written letters of support. Gislingham Playgroup would also like to use the exercise track. They currently use the school hall for P.E and have provided an email of support. The exercise track could be booked by local groups from Gislingham outside school times. The school has identified that these groups would need to be vetted by the school and follow set guidelines.</p> <p>Gislingham Parish Council sent a questionnaire to each household in the parish in October 2018 asking what outdoor sports and recreation facilities are required in the parish. From the responses received an exercise trail/jogging track was the second most popular facility.</p>
Delivery /timescales	Project aims to start and be delivered once CIL funding has been approved.
Necessary other approvals	No planning permission required.
Public or private land	Leasehold – Suffolk County Council (125-year lease, which commenced in 2017).
State aid details if any	N/A
Details of future funding for maintenance	Maintenance to be dealt with through the school's grounds maintenance budget.

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

BIDS SCREENED	ASSESSMENT
Must follow the Infrastructure Funding Statement - Infrastructure List	Yes.
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 Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk Strategies or	Yes - The project scores positively against objectives. Open Space provides area for exercise and outdoor activity. Joint Corporate Plan says Babergh and Mid Suffolk will 'Shape, influence and provide the leadership to support and facilitate active, healthy and safe communities.'

external strategies Babergh and Mid Suffolk support and/or input into	
It represents key infrastructure (essential)	No.
Value for money	Yes – Supported by the Communities team.
Clear community benefits	Yes – Improved exercise facilities for the whole parish.
Community support (including results of Consultation exercise.)	Yes – Parish Council conducted outdoor sports and recreation facilities questionnaire.
Deliverability (“oven ready” schemes)	Yes.
Affordability (from CIL Funds)	Yes
Timeliness	Project aims to start and be delivered once funding has been approved.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)	<p>The total cost of the project is £24,650.00.</p> <p>Parish Council are funding the project with £6,162.50 (25%)</p> <p>The CIL Bid application is for £18,487.50 (75% of the total cost of the project)</p>
Community Bid – Funding percentage of project	As stated above.
Supports housing and employment growth	N/A
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Maintenance to be dealt with through the school’s grounds maintenance budget.

Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	The Infrastructure Delivery Plan states help to create, sustain, and energise communities. The exercise track will help meet the recreational and health needs of the children at the primary school and results in improved health and wellbeing within the community.
How does the proposal affect green infrastructure principles?	This project would contribute positively towards achieving the District Councils green objectives. The exercise track will be constructed using 'Rubber mulch' which is recycled shredded tyres.
How does the project address green/sustainability principles/infrastructure?	Siting the exercise track on the primary school site will mean it will conserve the natural environment of the charity meadow playing field in the village. The exercise track will encourage walking, running and healthy lifestyle within the community. As it is on the school site, this is central to the village so will not require additional car usage allowing easy access for most of the community.
How does the project affect state aid implications?	State aid implications do not apply.
How does the project affect security and safety in the community?	There are no adverse impacts to security or safety in the community.

CONCLUSIONS

- The project relates to a daily mile exercise track which would enhance the facilities available to the school, wider community and provide additional infrastructure to enable healthy and active lifestyles for the school and wider community, particularly for the pupils, parents/carers, and staff.
- The exercise track would also benefit the wider community and would be used by the Playgroup and could be booked by local groups outside school times and used at village events. The siting of the exercise track on the existing primary school site will conserve the natural environment of the charity meadow playing field of the village of Gislingham without impacting on the natural environment of the parish. The completion of a community user agreement will ensure that the use of this facility by the wider community can be safeguarded.

- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £18,487.50 represents 75% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £75,000 and 75% of the total costs. This project has been developed under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.

RECOMMENDATION

- Subject to a Community user agreement being concluded, recommendation to Cabinet to approve CIL Bid for £18,487.50 which is 75% of the total project costs (from Ringfenced Infrastructure Fund).

Technical Assessment of Bid – Project M20-23 – Mendlesham Surgery – Administration Hub and Clinical Capacity reconfiguration - (from the Local Infrastructure Fund)

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>This CIL project which has been submitted by the Mendlesham Surgery seeks to provide a reconfiguration of existing Clinical and Administration space and to provide an increase in space with the purchase of a small building with a joining up of the two properties. It will also provide an improvement to the car parking facilities at the site.</p> <p>This increased space will mitigate against the over capacity already seen at this surgery and will provide the necessary space to cover the deficit the surgery will see in the future due to the planned housing development in the area. This project will also provide the opportunity for</p>

	extended services to be available, improved dispensary services and an extended training practice which will result in additional recruitment of clinical staff.
Delivery /timescales	Project aims to start once funding is confirmed and be delivered by the estimated date of October 2021
Necessary other approvals	Planning permission granted 27 th August 2020 Ref DC/20/02856
Public or private land	Private – Owned by the Practice although providing health needs to patients over a wide catchment area and supported by the CCG. The Practice intend to separately purchase a small building at the rear of the health centre which is part of the overall project plan but not the subject of a request for CIL funds.
State aid details if any	N/A
Details of future funding maintenance	This will be the responsibility of the practice. The practice receives rent reimbursement from the CCG which includes funds for the upkeep and maintenance of the premises under NHS Premises Cost Directions

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

BIDS SCREENED	ASSESSMENT
Is the project listed in the Infrastructure Delivery Plan or in accordance with the Infrastructure Funding Statement – Infrastructure List?	This project is listed in the Infrastructure Delivery Plan – (ref IDP063) and also contained within the Infrastructure Funding Statement for Mid Suffolk (ref IDP063). and is classed as essential infrastructure.

	Mitigation through the provision of this health infrastructure is necessary to cover the growth in both Mendlesham, Bacton and surrounding health catchment area.
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?	Yes - This Infrastructure is linked to several applications in Bacton, Mendlesham and the surrounding area with a potential total of 551 dwellings.

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.	<p>8 Outline applications - DC/19/00646, DC/17/03799, DC/18/00723, DC17/05423, DC/18/05514, DC/19/05949, DC/18/03147, DC/19/05915 all awaiting submission of Reserved Matters = 408 dwellings</p> <p>2 Reserved Matters applications - DC/19/02542 awaiting commencement notice = 64 dwellings</p> <p style="text-align: center;">0254/15 commenced March 2017 = 56 dwellings</p> <p>2 Full applications - DC/17/06190, DC/20/00324 awaiting commencement notice = 23 dwellings</p>
Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other	Yes – Health provision is a key Infrastructure objective. This provision is also listed in the Infrastructure Delivery Plan in accordance with the emerging Joint Local Plan and contained within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.

Babergh and Mid Suffolk Strategies or external strategies Babergh and Mid Suffolk support and/or input into	
It represents key infrastructure (essential)	Yes
Value for money	Yes
Clear community benefits	<p>This project aims to provide an extended service to the community of Mendlesham, Bacton and the surrounding area. There would be an increase in clinical space which would allow for other allied health care professionals such as a clinical pharmacist, social prescribers, physiotherapist, chiropodist, Ultrasound, Phlebotomy and Mental health link workers/Counsellors to provide services to the community using the new space. The practice hope that they will also be able to attract hospital consultants to have outpatient clinics at Mendlesham which would also benefit the community with that service on their doorstep instead of having to travel to the local hospitals. The project includes a newly designed waiting room and a larger dispensary capacity which also would benefit the community. There is also the opportunity that the additional services which could be provided would help to improve health prevention which would then have an impact on the health care which would be needed in the future. Improved car parking facilities will be provided through this project for the benefit of the community using the practice.</p>
Community support (including results of Consultation exercise.)	<p>The practice has engaged with their patients via the patient participation group and have received support.</p> <p>The Infrastructure team held a meeting with the Parish, Ward Members and Suffolk County Councillor together with Health representatives and the GP practice responsible for the submission of the Bid, which is in accordance with the CIL Expenditure Framework. This meeting took place on the 14th January 2021. Dr Raj Tanna from the practice and the (author of the CIL Bid) presented the project to the group in the meeting and discussion took place with full support being given to this infrastructure project by all the participants of the meeting .</p>
Deliverability (“oven ready” schemes)	Yes

Affordability (from CIL Funds)	Yes
Timeliness	Project aims to start as soon as funding has been approved with an estimated end date of October 2021
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh Mid Suffolk infrastructure provision, or LEP/Government funding)	The total cost of the project is £290,145.60. Mendlesham Practice Contribution - £50,839 CIL bid application for £239,306.60
Supports housing and employment growth	Will support the housing development in the pipeline as mentioned above. This project will also provide additional employment as they will be expecting to recruit further clinical staff.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	Included in the Infrastructure Delivery Plan – Ref IDP063.
How does the proposal affect green infrastructure principles?	Two electric car charging points and four cycle racks
How does the project address green/sustainability principles/infrastructure?	The use of consultations through digital means will enable sustainability.
How does the project affect state aid implications?	State aid implications do not apply

How does the project affect security and safety in the community?	The project does not affect security and safety in the community
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CONCLUSIONS

- The project relates to providing extended and improved clinical services to the Mendlesham, Bacton and surrounding areas. The surgery is currently over capacity by 32m2 and this will only increase with the planned housing growth listed above. The practice patient capacity at present is 7445 and their current weighted patient list size is 7914. Anticipated increase to this in accordance with the development growth within the next 5 years is an additional 1267 patients which would increase the capacity deficit to 119m2. The bid is collaborative with the practice providing funds towards this project. It represents value for money and is strongly supported by the CCG and the community.
- The project has planning permission and is listed as essential infrastructure within the Infrastructure Delivery Plan (ref IDP063) and is also contained in the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk (ref:IDP063).

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £239,306.60 as per bid application from the Local Infrastructure Fund.

Technical Assessment of Bid – Project M20-19 – Haughley Improvement and Extension of the Ron Crascall Pavilion Car Park (from the Local Infrastructure Fund)

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
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Need /Justification	<p>This CIL project which has been submitted by the Parish Council seeks to increase the capacity and the safety for all visitors and users of the Ron Crascall Pavilion and the play area equipment at the King George's Field, Haughley</p> <p>This increased parking capacity will assist with the capacity for seasonal events in the village and overall visitor footfall. Currently events such as summer fete, summer club, open days, Christmas productions and Village Hall events such as Quiz Nights, Film Nights are all held at the village Hall together with the Haughley Amateur Theatre. All will benefit from the increased capacity of the car park.</p> <p>This project will also enable the current car park surface to be improved by properly extending, preparing and surfacing the existing ground currently used for parking and represents an upgrade of the existing surfaced area with the provision of 10 additional spaces</p>
Delivery /timescales	Project aims to start asap once funding is approved through CIL.
Necessary other approvals	No planning permission is required. Other funding streams have been approved, these funds have been secured from the applicant the Parish Council and the Community Grants Team.
Public or private land	Public - Freehold
State aid details if any	There are no state aid concerns relating to this bid for CIL funding.
Details of future funding maintenance	Maintenance costs will be covered by the Parish Council.

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

BIDS SCREENED	ASSESSMENT
Must follow the Infrastructure Funding Statement Infrastructure list	Yes - Provision of infrastructure by the community.
Can the infrastructure be provided using s106 funds	No
Is Bid complete	Yes
Has information be verified	Yes – Validation checks have been completed and a meeting has been held to discuss the CIL Bid with the Parish, Ward Members County Councillor and Community Grants team. This meeting took place on the 19 th January 2021. The Parish presented the project to the group in the meeting and discussion took place with full support being given to this infrastructure project by all the participants of the meeting .
Is this infrastructure linked to a major housing project which has priority?	Yes

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	Community facilities such as the improvement of the car park in Haughley will provide increased capacity to enable the local and wider communities to take part in exercise and outdoor activities as well as Community activities. Joint Corporate Plan says Mid Suffolk will “Provide strong,

external strategies BMSDC support and/or input into	proud and inspirational leadership; striving for excellence, and together building great communities for everyone to live, work, visit and invest in”.
It represents key infrastructure (essential)	No
Value for money	<p>Yes – The Infrastructure team have worked with the applicant and the Community Grants team to ensure that the project is value for money and that the most cost effective quote has been used. The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £22,595.00 represents 67% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £75,000 and 75% of the total costs.</p> <p>This project would be considered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.</p>
Clear community benefits	This infrastructure project will deliver clear benefits through the increased capacity of local facilities.
Community support (including results of Consultation exercise.)	Consultation occurring. This community infrastructure has local Parish, community and Cllr support.
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Project aims to start asap once funding is received.
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)	<p>The total cost of the project is £41,145.00 VAT - £7,420 – The Parish can claim this back. Fundable Project Cost - £33,725.00</p> <p>Own Funding - £5,000 Capital Grant 18% - £6,130.00 – Agreed with Community Grants Team</p>

	CIL Funding 67% of the total project costs - £22,595.00
Community Bid – Funding percentage of project	As detailed above
Supports housing and employment growth	Yes – There are large developments ongoing in Haughley
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Maintenance will be covered by the Parish Council.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This project meets the CIL Expenditure Framework criteria and has been developed under the Community Infrastructure section under the Infrastructure Funding Statement (infrastructure List) for Mid Suffolk.
How does the proposal affect green infrastructure principles?	To meet green principles this project intends to retain the existing hedges which are part of the wild corridor. These hedges will assist with any possible litter issues on the site and will protect wildlife. Recycling bins are already situated on site and an additional recycling bin may be provided with the expected increased usage of the facilities.
How does the project address green/sustainability principles/infrastructure?	The site that this project is part of is a frequently used walking route for ramblers and dog Walkers. This project will provide safer walking connections to the pathways through the playing field to the new junior football pitch and dwellings (being constructed by Bloor Homes), and into the village of Haughley.

How does the project affect state aid implications?	State aid implications do not apply
How does the project affect security and safety in the community?	This project will ensure that the current rough surfaced car park, which is a hazard to drivers is improved. The applicants have advised that there is increased risk currently for pedestrians and more especially to the elderly using the facility at dusk and during the night-time. The new, flat, white lined surface will assist with addressing this issue.

CONCLUSIONS

- This community project relates to the upgrade, improvement and extension of the Ron Crascall Pavilion Car Park in Haughley which would provide 8 additional spaces.
- This project provides an overall improvement, regeneration and revitalisation project for King George's Field, Haughley. This will provide a safe sports, community and leisure car park at the Ron Crascall Pavilion by properly extending, preparing and surfacing existing unsafe ground currently used for parking together with the construction of 10 additional spaces.
- This project has local community and Ward and County Member support and is one of two CIL bids that have been received from this Parish to improve and upgrade this community facility.
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of ££22,595.00 represents 67% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £75,000 and 75% of the total costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £22,595.00 which is 67% of the total project costs from the Local Infrastructure Fund
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Technical Assessment of Bid – Project M20-22 -- Provision of secure storage facilities at the Ron Crascall Pavilion (from the Local Infrastructure Fund)

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>This project has been prompted by an immediate need to provide secure storage following two break-ins and theft of equipment from the wooden huts that are currently used by the bowls and football clubs. The current existing facilities has been advised by the applicant of the project to be not fit for purpose, both in terms of security and size. Lack of storage has also been identified as a critical issue by the other users of the Ron Crascall Pavilion, as part of a review which has been taken by the project applicant into upgrading facilities at the site in order to encourage wider community usage.</p> <p>The project outlines that providing secure storage has become a critical issue that affects the ability of Haughley Bowls Club to both expand and survive and larger storage space will also significantly help the youth and adult football clubs, which currently have to rely on storing grass mowers with local farmers. Having additional storage will also allow the Scouts to free-up space in their part of the pavilion as well as providing one place to store equipment which is currently held in various other locations.</p> <p>Ultimately this project will provide an external storage facility will be an important part of a bigger project to improve the facilities at the Ron Crascall Pavilion and attract a wider group of sports and visitors.</p>
Delivery /timescales	Project aims to start once funding has been approved.
Necessary other approvals	All other funding streams have been accepted.
Public or private land	This project is on public land – Freehold.

State aid details if any	No state aid concerns for this project.
Details of future funding maintenance	The Parish Council has agreed to fund the maintenance costs of this site.

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

BIDS SCREENED	ASSESSMENT
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes - Provision of Community infrastructure.
Can the infrastructure be provided using s106 funds	No
Is Bid complete	Yes – The bid has been validated.
Has information be verified	Yes – Validation checks have been completed and a meeting has been held (19 th January 2021) to discuss the bid with the applicants, local Councillors and the Community Grants team.
Is this infrastructure linked to a major housing project which has priority?	Yes – There is one large development ongoing in Haughley.

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
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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 Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk Strategies or external strategies Babergh and Mid Suffolk support and/or input into	Community Facilities such as the improvement to the storage facilities in Haughley will provide increased capacity to enable the local and wider communities to take part in exercise and outdoor activities. Joint Corporate Plan says Babergh and Mid Suffolk will “Shape, influence and provide the leadership to support and facilitate active, healthy and safe communities”.
It represents key infrastructure (essential)	No
Value for money	Yes – The Infrastructure team have worked with the applicant and the Community Grants team to ensure that the project is value for money and that the most cost effective quote has been used and the amount of CIL funding is acceptable.
Clear community benefits	This infrastructure project will deliver clear benefits through the increased capacity of local facilities.
Community support (including results of Consultation exercise.)	Consultation occurring. This community infrastructure has local Parish, community, and Councillor support.
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Project aims to start as soon as possible once funding is received.

By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)	The total cost of the project is £80,853.00 including VAT Own Funding - £19,000.00 Capital Grant 25% - £21,916.00 CIL Funding- £39,937.00 50% - of the total cost of the project
Community Bid – Funding percentage of project	As detailed above.
Supports housing and employment growth	Yes – There is a large development ongoing in Haughley.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – The Parish Council has agreed to maintain the site.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This project meets the CIL Expenditure Framework criteria.
How does the proposal affect green infrastructure principles?	The applicant has confirmed that this site is essentially a brown field site and will not require the clearance or disturbance of any natural features or resources.
How does the project address green/sustainability principles/infrastructure?	This bid in junction with the Haughley car park bid intends to retain the existing hedges which are part of the wild corridor. These hedges will assist with any possible litter issues on the site and will protect wildlife. Recycling bins are already situated on site and an additional recycling bin may be provided with the expected increased usage of the facilities.
How does the project affect state aid implications?	State aid implications do not apply

How does the project affect security and safety in the community?	When the project is completed the new facility and the measures that have been taken will increase the overall security of the site.
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CONCLUSIONS

- This community project relates to the provision of secure storage facilities at the Ron Crascall Pavilion Haughley.
- This project provides a secure storage facility (in the form of a separate building) for the organisations which use the Ron Crascall Pavilion and playing fields which include the local football & bowls clubs, Scout group, Royal British Legion and Parish Council. The current storage facility has previously been a target for crime. This project will satisfactorily address crime risks and seeks to increase the security of storage facilities and should prevent any future concerns. This project has community and both District and County Councillor support and is one of two CIL bids that have been received for this facility.
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £39,937.00 represents 50% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £75,000 and 75% of the total costs. This project would be considered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £39,937.00 which is 50% of the total project costs from the Local Infrastructure Fund.
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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

<p>1. Policy/service/function title</p>	<p>Strategic Planning Policy – Infrastructure – Community Infrastructure Levy (CIL) - CIL Expenditure Programme. – March 2021 Two separate reports and 2 separate CIL Expenditure Programmes for Babergh and Mid Suffolk.</p>
<p>2. Lead officer (responsible for the policy/service/function)</p>	<p>Christine Thurlow – Professional Lead – Key Sites and Infrastructure.</p>
<p>3. Is this a new or existing policy/service/function?</p>	<p>New Existing: Existing (see 5 below)</p>
<p>4. What exactly is proposed? (Describe the policy/service/ function and the changes that are being planned?)</p>	<p>The Community Infrastructure Levy (CIL) - CIL Expenditure Business Plan – September 2018 was presented to both Councils Cabinets in September 2018 (relating to CIL Bids submitted in Bid Round 1 (in May 2018). The report recommended decisions by both Councils Cabinet and delegated decisions for Cabinet to note and endorse on the Bids in their Districts for delivery of infrastructure.</p> <p>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.</p> <p>The Cabinet decisions relating to infrastructure projects made in respect of Bids rounds 3 (May 2019) 4 (October 2019) and 5 (June 2020) and</p>

	<p>(September 2020) were made in August/ September 2019 and January, March June September and December 2020, respectively.</p> <p>This report focuses on Bids made in CIL Bid Round 6 (in October 2020) and decisions where appropriate on all other undetermined Bids using the same process. However it also includes a delivery update for CIL Bids submitted in Bid Rounds 1, 2, 3, 4, 5 and 6 (those already determined) together with a list of emerging infrastructure projects being developed for future Bid submission (in accordance with the revisions to the CIL Expenditure Framework)</p>
<p>5. Why? (Give reasons why these changes are being introduced)</p>	<p>All the Bids submitted for CIL funding are different and relate to different Parishes, different types of infrastructure and as both Councils are sovereign Councils, monies are collected recorded and spent separately.</p> <p>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 to be noted.</p> <p>Two CIL Expenditure Programmes are produced at least twice yearly for both Councils Cabinets to consider so that delivery of infrastructure can be responsive to demand, and focus can be maintained on outcomes related to delivery of infrastructure supporting growth.</p> <p>In this way the development that is carried out is sustainable as any harm from the development is mitigated by the infrastructure provision,</p>
<p>6. How will it be implemented? (Describe the decision-making process, timescales, process for implementation)</p>	<p>The processes and procedure including governance arrangements for CIL expenditure are set out in the CIL Expenditure Framework and the CIL Expenditure Communications Strategy with timescales set out in the associated Key CIL calendar document. The processes are described in 5 above.</p>

<p>7. Is there potential for differential impact (negative or positive) on any of the protected characteristics?</p>	<p>Yes</p> <p>No Infrastructure provision is necessary to mitigate the harm from the impact of growth so that the development that is carried out is sustainable.</p> <p>Communities in general benefit from infrastructure provision and delivery and its provision generally causes positive impacts for that community that all can benefit from. It does not impact on a specific equality strand unless it has been particularly designed to do so</p> <p>Identify how the impact would affect the specific equality strand.</p>
<p>8. Is there the possibility of discriminating unlawfully, directly or indirectly, against people from any protected characteristic?</p>	<p>Yes</p> <p>No No</p>
<p>9. Could there be an effect on relations between certain groups?</p>	<p>Yes</p> <p>No No</p>
<p>10. Does the policy explicitly involve, or focus on a particular equalities group, i.e. because they have particular needs?</p>	<p>Yes</p> <p>No No</p>
<p>If the answers are 'no' to questions 7-10 then there is no need to proceed to a full impact assessment and this form should then be signed off as appropriate.</p> <p>If 'yes' then a full impact assessment must be completed.</p>	
<p>Authors signature Christine Thurlow</p> <p>Date of completion 12th January 2021</p>	

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

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

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Agenda Item 12

MID SUFFOLK DISTRICT COUNCIL

TO: CABINET	REPORT NUMBER: MCa/20/41
FROM: Councillor Jessica Fleming - Cabinet Member for Environment	DATE OF MEETING: 08/03/21
OFFICERS: Fiona Duhamel – Assistant Director Economic Growth and Regeneration & Cassandra Clements – Assistant Director Environment and Commercial Partnerships	KEY DECISION REF NO. CAB254

SOLAR MULTI-FUNCTION CARPORT MICROGENERATION

1. PURPOSE OF REPORT

- 1.1 To consider the base business case for investment and determine next steps in relation to installing a solar multi-function carport at the Mid Suffolk Leisure Centre site at Gainsborough Road, Stowmarket which is a council-owned surface car park site.
- 1.2 The Council has successfully bid for up to 50% match funding from the MHCLG 'Getting Building Fund' (GBF) programme, capped at £400k per site, which is being administered by New Anglia Local Enterprise Partnership (NALEP). This report seeks a Cabinet decision on whether to make a capital investment so that an installation may be delivered by March 2022. That is the deadline for accessing external GBF funding. Other opportunities for match-funding, or otherwise reducing direct costs, will be exhausted but the delivery timeframe of the project now requires a direct commitment by Cabinet to be able to proceed and to allocate project resources.
- 1.3 This report also seeks allowance for the final decision on scope of the scheme to be subject to officer delegation. This is due to the further consideration required in the light of new funding secured for the decarbonisation of the leisure centres - which is a linked project.
- 1.4 For Cabinet to offer a view on their preferred design from the options scoped, and subject to planning.

2. OPTIONS CONSIDERED

- 2.1 (a) DO NOTHING (Not Recommended) – make no investment in microgeneration for the site or benefit from associated carbon reduction. Forego the opportunity for accessing guaranteed external funding. Brownfield land remaining under-utilised. Strategic Priorities including Carbon Reduction Management Plan are not delivered.

(b) DELAY CONSIDERATION PENDING HOLISTIC COUNCIL ASSET MANAGEMENT & ENERGY DECARBONISATION STRATEGY (Not

Recommended) – to delay making a decision at this point would add risks to the spend of external funding.

(c) ASSESS FEASIBILITY AND VIABILITY FOR MULTI-FUNCTION INSTALLATIONS (Recommended) – gain the evidence and site-specific technical appraisals and options necessary for the Council to consider a business case investment, and draw-down of external capital funding support.

3. RECOMMENDATIONS

- 3.1 Cabinet fully consider the base business case for delivering an installation of a multi-function solar carport with battery storage.
- 3.2 That Cabinet resolve, having considered the business case under 3.1 above, to proceed with investment in the installation of a multi-function solar carport with battery storage by March 2022.
- 3.3 That Cabinet endorse a preferred design option, subject to planning approval, based on the options attached as Appendix B.
- 3.4 That Cabinet resolve to use up to £350,000 (including a contingency allowance and battery project ringfenced funds) of the £600,000 included within the 2021/22 capital programme.
- 3.5 That Cabinet delegate to the Assistant Directors for Economy, Business and Regeneration and Environment and Commercial Partnerships the ability to widen the business case to incorporate and link new leisure centre decarbonisation measures, such as air-source heat pump and roof-mounted PV technologies, utilising additional grant funding recently obtained. No changes will be made to the base financial business case unless it is improved or else not adversely affected by any revisions.

REASONS FOR DECISION

1. The Council has declared a Climate Emergency and resolved measures to help achieve its ambition of becoming carbon neutral by 2030 so this significant project is a visible step forward.
2. Localised microgeneration of electricity utilising its own brownfield assets is a practical step the Council can take towards meeting its carbon ambitions.
3. The project not only provides local power to our leisure centre but also will offer a number of electric vehicle charging points in our town centre to encourage more sustainable forms of travel and support air quality.
4. An opportunity to match investment with external central government funding, already secured, is available to improve the viability and manage the risks of the proposed scheme.
5. An opportunity to integrate multi-function solar carport into a broader strategic solution for decarbonisation of public assets, without stalling progress or accessing external funds.

4. KEY INFORMATION

GENERAL

- 4.1 Babergh and Mid Suffolk District Councils have declared a climate emergency and are actively exploring how the councils can work towards their ambition to become carbon neutral by 2030.
- 4.2 The Council has a portfolio of surface car park assets across the district, which may (subject to case-by-case assessment) be suitable for microgeneration of electricity. The district is geographically well-suited to solar irradiance technologies. The UK as a whole averages 1493 hours of sun a year. By comparison Ipswich in the Eastern Region achieves 1682 sun hours per annum.
- 4.3 The basis of a Solar Carport is covering parking bays with solar PV canopies to supplement/meet energy demand on site. This can be applied wherever there is a requirement for an existing or new car park (for example a park and ride hub). By adding battery energy storage systems (BESS) and electric vehicle charging (EVC) to the solar carport, additional climate benefits can be realised.
- 4.4 Multi-function systems are more viable if the infrastructure is installed together rather than as separate or retrofit technologies. For example, 'passive' charging points for vehicles may be installed within the canopy frame for later (or phased) demand-led connection rather than as a day-one requirement of the system.
- 4.5 Solar photovoltaic (PV) is a mature technology with the technical specification, longevity and costs now more favourable than at any other time. Solar is likely to be a key and substantial component of environmental policy over the next decade. Battery storage options are a newer technology and still evolving at pace. Increased technical assessment and costs/risk exist with this element in terms of the most suitable option for a particular site or uses. Judging the right point at which to invest in terms of the benefit to whole-life costing analysis has generally limited local Councils from investing in such schemes. Funding or subsidies for energy and decarbonisation schemes have been limited, although Babergh and Mid Suffolk have recent success in some of the central government schemes emerging post-Covid.
- 4.6 A local building or asset can benefit from electricity produced on-site. This can offset operating costs, reduce reliance on grid, reduce carbon and improve energy resilience as power is stored and utilised at optimum periods for maximum efficiency. The biggest gains from solar car ports are from a system optimised to self-consumption, given feed-in to the grid offers less cost and return benefit, especially since the national feed-in-tariff ended. In this situation electricity generated on-site could be integrated into the Council's Leisure Centre electrical system to allow consumption 'behind the meter', with any surplus 'spilled' into the local distribution network. Local export limits impact on the amount of power that can be put into the grid, and there is also no business case benefit to installing an over-specified system generating or storing more power than can be used or sold.
- 4.7 The scheme base case proposes five 22kW 'fast charge' (3-4 hour charge) electric vehicle charging points and one 50kW 'rapid charge' (under 1 hour) point, under the optimal system modelling and capacity for microgeneration at the site. There is scope for this provision to increase should the wider decarbonisation work unlock additional site generation and storage capacity (for example from roof-mounted EV panels).

- 4.8 From both the higher level and the more detailed site assessment of opportunities including whole lifetime costs and potential IRR (return on investment), this is not a significant commercial income-generation or investment opportunity - particularly when battery storage is incorporated. Technological advancement will always bring inherent risk for a 'point-in-time' chosen solution to become obsolete or less-efficient within its own lifetime.
- 4.9 Simple payback on the solar installation is in the range of 11-13 years, on a life-cycle project of 25 years (and with battery renewal needed after year 10). The longevity of the system could reasonably extend past 25 years however due to the durability anticipated and produce addition return or receipt at the end of that period.
- 4.10 The availability of the external 'Getting Building Fund' capital grant match-funding clearly improves the overall business case by reducing the Council's direct costs risk. Please refer to the confidential Appendix A for the full breakdown of the financial business case.
- 4.11 The Council objectives are wider than a financial return, given its local place leadership and strategic priorities. There are quantifiable and non-quantifiable social, economic and environmental benefits for the Council in relation to this project, and particularly towards its asset management and carbon neutral ambitions. It is also a potential gain to town vision priorities and range of other local initiatives – from parking strategy to wayfinding and active travel scheme support. Also supporting behavioural change in support of the environment.

RISKS AND OPPORTUNITIES

- 4.12 Reviewing what other schemes, projects or investments are or may be coming forward in the locality or for the site are not straightforward. It is not possible to anticipate some of the developments or changes which may occur, or the optimal point at which to invest in microgeneration. As far as is possible the feasibility work and layout accounts for known constraints and pipeline factors.
- 4.13 For example, the longevity of the Mid Suffolk Leisure Centre may be of less duration than the lifecycle of the solar multi-function system. The campus of education, sports and leisure facilities at the Gainsborough Road site may also evolve in future years. Other site users could either benefit or contribute to on-site generation, or else have more limited options due to existing installations.
- 4.14 The Council's Strategic Asset Management Plan (2020-2025), including alignment with the Carbon Reduction Management Plan, is a key consideration for this project. Any decision to proceed with solar multifunction carport investment and installation will be pre-dating fuller review of the Leisure Centre decarbonisation / electrification of heat options including those being funded through external grant for Low Carbon Skills Fund (£24.5k) and Public Sector Decarbonisation Scheme (£1.4m 100% capital grant). Progressing with the solar car port scheme without a joined-up assessment would miss an opportunity and bring avoidable risk. This may be resolved satisfactorily via approval of recommendation 3.5 of this report by helping to improve the overall business case and energy strategy for the leisure centre.
- 4.15 In terms of linking localised electricity generation to a leisure centre, the Council will need to manage opportunities in partnership with the contracted leisure operator and within the context of the Strategic Asset Management Plan (2020-2025). The leisure

operator has onward contractual arrangements including for energy billing, repair and maintenance of the building and associated technology installations. The work needed may limit the benefits/IRR of the on-site solar generation in the shorter-term and as the right blend of opportunities emerge to move away from gas reliance towards electrification/storage. This position should be resolved by the time any installation becomes operational.

- 4.16 The solar carport proposal is very much a 'pilot' and learning opportunity which, if successful, could make a significant two district or wider regional impact, including Clean Growth priorities. That is the basis on which it has been supported for Getting Building Fund support. The MHCLG £900 million scheme is to deliver jobs, skills and infrastructure across the country. It is supporting the delivery of shovel-ready infrastructure projects, agreed with Local Enterprise Partnerships to boost economic growth, and fuel local recovery and jobs. Babergh and Mid Suffolk successfully bid into this scheme for the solar multi-function carport project in the summer of 2020.
- 4.17 Since the confirmation of grant, Babergh and Mid Suffolk have jointly commissioned an expert consultant (REN Energy) experienced in detailed feasibility and viability, design and implementation of multi-function solar canopy installations. They have surveyed and attended the sites in both Sudbury and Stowmarket and fully appraised the optimal system set-up to maximise the financial business case for the Councils.
- 4.18 In terms of the business case considerations, these can be summarised as:
- Objectives for the scheme – commercial/carbon/social
 - Choosing technology to ensure it gives the best ratio of performance to Capex
 - Considering deployment timeframe (relevant to grant in this case as well as availability of technology, capacity and yield)
 - Consideration is needed for the type of structural mounting
 - Health & Safety - especially given the open/public nature of the sites
 - Maximising space
 - Cost of the car ports structures and related civils
 - Operation and Maintenance (OPEX) costs
 - Water drainage requirements
 - Linking to Electric Vehicle Charging Points (EVCP)
 - Procurement and any third-party joint venture or divestment (e.g. O&M or EVCP element)

5. LINKS TO CORPORATE PLAN

- 5.1 The Corporate Plan (2019-27) is designed to address the challenges and seize the opportunities facing the districts, and their organisations, for the foreseeable future. In relationship to the matters contained within this report, the Council's strong local leadership role to build great communities for living, working, visiting and investing in is particularly relevant.
- 5.2 This project delivers against the Council's Climate Reduction Management Plan and specifically action number 1.1 "*We will explore opportunities for low carbon energy generation, with a view to minimising our reliance on the grid e.g. solar farms, solar car ports, battery storage. This will include options for Council-owned land/buildings and other investment opportunities*".

5.3 The Strategic Asset Management Plan (2020-2025) references that the Council will:

- Support the delivery of low energy projects through proactive asset review of the Council owned estates or other investment opportunities; and
- Review and revise the Councils' letting agreements to incorporate reasonable 'green' clauses to improve management and environmental performance by both landlord and occupier.

5.4 Strategic priorities also linked to this matter include:

- (a) Rejuvenate our vibrant market towns
- (b) Thriving, attractive, sustainable and connected Communities
- (c) A robust financial strategy

6. FINANCIAL IMPLICATIONS

- 6.1 Please refer to confidential Appendix A for the full financial breakdown and data sheet for the project business case, including whole lifetime costs modelling, identified variables, cumulative income generation and savings and estimated costs of borrowing (if required).
- 6.2 The project is considered, based on the optimal layout and specification, to be viable in terms of achieving strategic and financial priorities. The project business case and projections have been reviewed by the Council's capital finance officers, and clearly benefits from access to match-funding of up to 50% of the capital works cost. There is a £600,000 allocation for a combined solar carport and battery project within the 2021/22 capital programme.
- 6.3 The base business case for the solar multifunction carport and storage project may improve further through integrating with other decarbonisation measures now potentially available to the Council from the external grant fund award for Low Carbon Skills Fund and Public Sector Decarbonisation Scheme.

7. LEGAL IMPLICATIONS

- 7.1 State Aid and subsidy control implications have been reviewed by shared legal services, and forms part of the reporting requirements to New Anglia LEP and Central Government for accessing the external funding. Should additional funding sources become available then this will be impact assessed accordingly as part of the project diligence and live business case.
- 7.2 The project will be confined within land wholly owned and controlled by the Council. Full diligence in terms of the impact of the project on the asset has been undertaken, including site surveys and optimisation of the intended installations around identified constraints. A planning process will also be necessary.
- 7.3 Contractual impacts and adjustments with the leisure operators, and in line with the Strategic Asset Management Plan, will be progressed as required.
- 7.4 All relevant technical work including certification and warranties will form part of the project plan.

8. RISK MANAGEMENT

8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No.6 (Lack of business growth and investment in the districts), Risk No.18 (The Councils fail to become carbon neutral by 2030) and Risk No.20 (Loss of support and investment in the Leisure Centres forcing them to close). Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Deciding to install a system at a later point in time, missing external match-funding opportunities	2 – Unlikely	3 - Bad	Approve the installation of a system by March 2022 which is also factored in to wider decarbonisation measures for leisure centre
Installing a sub-optimal specification or design of system	3 – Probable	3 - Bad	Obtain a fully comprehensive site-specific technical analysis from a competent and experienced consultant
Not joining-up this project as part of a holistic asset strategy	2 – Unlikely	3 - Bad	Seek a delegation to progress/enhance this project alongside wider strategy development, timeframe and funding access
A system that is installed in a location that impedes other uses or developments	2 – Unlikely	3 - Bad	Utilise a cross-service technical group and interrogate vision programme/pipeline as far as viable
Failure to deliver required outcomes, or keep project within allocated budget	2 – Unlikely	3 - Bad	Corporate project management system deployed and with competent consultants and contractors used as necessary

9. CONSULTATIONS

9.1 The project is within the Stowmarket Vision programme, ensuring that all partners on that group, including Steering Group and Town Council, are generally familiar with

the project and its intended outcomes. The shared learning from this project will potentially enhance the Council’s support of the local business community, not just its own asset interests.

- 9.2 The feasibility stage and development of the project has included a cross-cut technical team of internal and external officers – including from planning, highways, assets, environmental and building services.
- 9.3 A planning application and consultation will be necessary. The size of the system exceeds the threshold of 200m³ required to be considered under Permitted Development. A request for an EIA screening opinion is not required as the site falls under the threshold of 0.5 hectares and the output and size of the proposal also fall below the threshold associated with a ‘Major Development’.
- 9.4 The Leisure Operator has been engaged about the respective scheme proposals at a high level, including potential impact on contracts and related agreements. This is also relevant to the Public Sector Asset Decarbonisation award of funding.
- 9.5 Other identified stakeholders will be engaged as progress is made.

10. EQUALITY ANALYSIS

- 10.1 Equality Impact Assessment (EIA) Initial Screening has been undertaken and identified no impact on one or more of the 9 protected characteristics as defined by the Equality Act 2010. No full assessment is required arising from the matters contained within this report. It should be noted that all disabled parking bays are excluded from the design, and the modular/phased nature of the build should minimise any disruption to the public using the carpark under normal circumstances.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 This project is a direct delivery against the Council’s Carbon Reduction Management Plan as referenced in Section 5 of this report. A planning process will also be undertaken but is not at a scale to be considered ‘major development’.

12. APPENDICES

Title	Location
A: Business case financial data / summary	CONFIDENTIAL Attached
B: Design options for canopy structure	CONFIDENTIAL Attached
C: Graphics and imagery	CONFIDENTIAL to follow

Agenda Item 14

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