



AGENDA

COUNCIL MEETING

TUESDAY, 23RD MARCH 2021 – 5.30 PM

Members of the Council are summoned to a Virtual Meeting of the Babergh District Council on Tuesday, 23rd March, 2021 at 5.30 pm.

For those wishing to attend, there will be a time for reflection 5 minutes prior to the commencement of the Council meeting.

Arthur Charvonia
Chief Executive



BABERGH COUNCIL	
DATE:	TUESDAY, 23 MARCH 2021 5.30 PM
VENUE:	VIRTUAL MEETING

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

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

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

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1 APOLOGIES FOR ABSENCE

To receive apologies for absence.

2 DECLARATION OF INTERESTS BY COUNCILLORS

3 BC/20/27 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 23 FEBRUARY 2021 7 - 26

4 BC/20/28 ANNOUNCEMENTS FROM THE CHAIRMAN AND LEADER 27 - 28

In addition to any announcements made at the meeting, please see Paper BC/20/28 attached, detailing events attended by the Chairman and Vice-Chairman.

5 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

In accordance with Council Procedure Rule No. 11, the Chief Executive will report the receipt of any petitions. There can be no debate or comment upon these matters at the Council meeting.

6 QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

The Chairmen of Committees to answer any questions by the public of which notice has been given no later than midday three clear working days before the day of the meeting in accordance with Council Procedure Rule No. 12.

- 7 **QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**
- The Chairman of the Council, the Chairmen of Committees and Sub-Committees and Portfolio Holders to answer any questions on any matters in relation to which the Council has powers or duties or which affect the District of which due notice has been given in accordance with Council Procedure Rule No. 13.
- 8 **BC/20/29 OVERVIEW AND SCRUTINY COMMITTEE REPORT** 29 - 36
- Chair of Overview and Scrutiny Committee
- 9 **BC/20/30 COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE FRAMEWORK THIRD REVIEW - MARCH 2021** 37 - 180
- Cabinet Member for Planning
- 10 **BC/20/31 RESPONSE TO THE CONSULTATION ON THE FUTURE OF NEW HOMES BONUS** 181 - 184
- Cabinet Member for Finance
- 11 **BC/20/32 PAY POLICY STATEMENT 2021/22 AND GENDER PAY GAP** 185 - 192
- Leader of the Council
- 12 **BC/20/33 APPOINTMENT OF THE INDEPENDENT REMUNERATION PANEL** 193 - 198
- Monitoring Officer
- 13 **COUNCILLOR APPOINTMENTS**

Date and Time of next meeting

Please note that the next meeting is scheduled for Tuesday, 25 May 2021 at 5.30 pm.

Webcasting/ Live Streaming

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

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

Roll Call:

1. A roll call or electronic confirmation of attendance of all Members present will be taken during the Apologies for Absence/Substitution to confirm all Members are present at the meeting.

Disclosable Pecuniary Interests:

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

Questions and Debate:

1. Once an item has been introduced, the Chair will ask if there are any questions. The Chair will either ask each Member in turn if they have any questions or Members of the Council / Committee will be asked to use the "Hands Up" function within teams. The Chair will then ask Members to speak.

2. Any Councillors present who are not part of the Committee will then be invited to ask questions by using the “Hands up function” within teams. The Chair will then ask Members to speak.
3. At the end of the questions the Chair will ask Members whether they have any further questions before entering into debate.
4. In the instance where a Member of the Committee would like to formally make a proposal, they should raise their hand using the Hands Up function. At this point the Chair would go directly to them and take the proposal. Once the proposal has been made the Chair would immediately ask if there was a seconder to the Motion. If there is it would become the substantive Motion and the Chair would again continue down the list of Councillors until there is no further debate.
5. Upon completion of any debate the Chair will move to the vote.

Voting:

1. Once a substantive motion is put before the Council / 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 the vote will be conducted via an electronic voting method.
3. 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.
4. The governance officer will then read out the result for the Chair to confirm.
5. 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. If a connection to a Councillor is lost during a regulatory meeting, the Chair will stop the meeting to enable the connection to be restored. If the connection cannot be restored within a reasonable time, the meeting will proceed, but the Councillor who was disconnected will not be able to vote on the matter under discussion as they would not have heard all the facts.

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.

Agenda Item 3

BABERGH DISTRICT COUNCIL

Minutes of the meeting of the **BABERGH COUNCIL** held as a Virtual Meeting on Tuesday, 23 February 2021.

PRESENT:

Councillor: Kathryn Grandon (Chair)
Adrian Osborne (Vice-Chair)

Councillors:	Clive Arthey	Sue Ayres
	Melanie Barrett	Peter Beer
	David Busby	Sue Carpendale
	Trevor Cresswell	Derek Davis
	Siân Dawson	Mick Fraser
	Jane Gould	Honor Grainger-Howard
	Richard Hardacre	John Hinton
	Michael Holt	Bryn Hurren
	Leigh Jamieson	Robert Lindsay
	Elisabeth Malvisi	Margaret Maybury
	Alastair McCraw	Mary McLaren
	Mark Newman	Zachary Norman
	John Nunn	Jan Osborne
	Alison Owen	Lee Parker
	Stephen Plumb	John Ward

In attendance:

Officers: Chief Executive (AC)
Strategic Director (KN)
Assistant Director Law and Governance and Monitoring Officer (EY)
Assistant Director – Corporate Resources and Section 151 Officer (KS)
Assistant Director - Assets and Investments (EA)
Assistant Director - Environment and Commercial Partnerships (CC)
Assistant Director - Economic Development & Regeneration (FD)
Assistant Director - Housing (GF)
Assistant Director - Customer, Digital Transformation and Improvement (SW)
Corporate Manager - Housing Solutions (HT)
Corporate Manager - Governance and Civic Office (JR)
Member Support Officer - Democratic Services (MS)
Senior Governance Officer (HH)

Apologies:

None

The Chair was minded moving the Motion on Notice before item 8 on the Agenda.

53 DECLARATION OF INTERESTS BY COUNCILLORS

The Chair was minded moving the Motion on Notice before item 8 on the Agenda.

53.1 In accordance with delegated authority the Monitoring Officer had granted dispensations to all Members in respect of the 2021/22 Budget papers.

53.2 Councillor Jan Osborne declared a local non-pecuniary interest in Item 8 in her capacity as Trustee for the Sudbury and District Citizens Advice.

53.3 Councillor Maybury declared a local non-pecuniary interest in Item 8 in her capacity as Director and Trustee of Sudbury and District Citizens Advice.

54 BC/20/23 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 19 JANUARY 2021

It was Resolved:-

That the Minutes of the meeting held on 19 January 2021 be confirmed as a true record and signed at the next practicable opportunity.

55 LEADER'S ANNOUNCEMENTS

54.1 The Chair of the Council invited the Leader, Councillor Ward to make his announcements.

54.2 Councillor Ward made the following announcements:

Covid-19

The District was now well into a sustained period of significant weekly decreases in infections. The latest data from the Suffolk Coronawatch site showed that in Babergh the infection rate was down to 52.2 per 100,000 which was so much better than a few weeks ago. In total, there had been 3,708 confirmed cases and sadly 209 deaths since the pandemic began, although this latter number was the latest data from the ONS and was only up to 5th February.

The progress that had been made in recent weeks with the delivery of the vaccines had been amazing. Despite the recent snow, this progress had catapulted Suffolk up the league tables in terms of delivery of the first doses to the first 4 cohorts and the Council was now one of the best-performing parts of the country. Approximately 60,000 vaccinations had now been delivered and capacity was currently standing at 20,400 pw in SNEE and 17,200 in WS. The latest news about the effectiveness of the two vaccines was really encouraging.

The work clearly wasn't done however, and last week he had met with Ed Garrett from our CCGs to ensure that the Council was working as closely as possible with the NHS to support the delivery of the vaccine. Together they would be targeting resources in getting to the minority that qualify but had not yet received their jab.

It was also really good to see a huge increase in testing capability with the new community testing programme. Rapid asymptomatic testing sites were being rolled out across the county. There was now one in Cornard; Nayland opened yesterday, Holbrook would open on Thursday and Hadleigh on Friday.

He was pleased that the Council had been able to extend the council tax hardship scheme to provide further help to the most vulnerable in the district who had been most impacted by Covid.

In respect of the Government's plans for leading the country out of lockdown, there were lots of reasons to be hopeful but in the meantime, he would like to reiterate the wider Suffolk messages that Suffolk *Needs* You: to follow the guidance – hands, face, space; to get tested regularly if you were unable to work from home; and to get your Covid jab when it's your turn. In return Suffolk *Supports* You: through Home But Not Alone and our community involvement, the distribution of business grants, self-isolation payments and practical support for those most in need.

Bins

He wanted to pay tribute to the Council's bin crews who were back out within 48 hours including working on the past two Saturdays, making collections and clearing the backlog as best they could despite the weather. They had now managed to catch up, despite additional staff absences due to several having to go into isolation.

Holiday Hunger

As it was half term last week, he also wanted to highlight the fantastic initiative in place, building on what had been done during the Christmas holiday, to tackle holiday hunger. This scheme involved food parcels containing ingredients for five meals for a family of four distributed to families during half term. The initiative, delivered on behalf of the Council by Abbeycroft Leisure's Explore Outdoor team, ensured no child goes hungry when free school meals are paused during the school holidays. Families in need were identified by local schools and the food parcels also included ideas on how to make food stretch further in future – making a real difference to the lives of low-income families in the district.

Chilton Woods

Finally, many would have heard that the sale of Chilton Woods to Taylor Wimpey had been completed. The Council could now look forward to this new community grow over the coming years and Babergh would ensure that the Council was involved in delivering the sustainable transport infrastructure needed to integrate it into the greater Sudbury area.

56 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

56.1 The Deputy Monitoring officer reported that the following validated petitions had been received:

1. 364 valid signatures urging the Council to reconsider and continue to fund the Customer Access Point.
2. 34 valid signatures urging the Council to reconsider and continue to fund the Customer Access Point in its current location for at least 2 years.

The petitions would be dealt with through the usual petitions process.

57 QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

57. None received.

58 QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

58. None received.

59 MOTION ON NOTICE

59.1 The Chair informed Council that she was minded to limit the debate to 30 minutes and invited Councillor Cresswell to move the Motion.

59.2 Councillor Cresswell **PROPOSED** the Motion as detailed in the agenda and explained why this Motion had been brought to Council. The Motion was **SECONDED** by Councillor Owen, who reserved her right to speak.

59.3 Councillor Lindsay began the debate by stating that while he would be voting for the Motion, he was hesitant and felt that the Cabinet system was not working.

59.4 Councillor Beer stated that there had been an opportunity at the recent Cabinet meeting to put questions forward on some of the issues raised, in particular parking in Hadleigh and Sudbury. The meeting had been attended by some Members however, Councillors Cresswell and Owen had not taken part in the meeting.

59.5 Councillor Ayres supported the Motion as she was elected to represent the interests of her Ward and she has been inundated with letters from constituents expressing their unhappiness with how the Council had been dealing with issues in Sudbury.

59.6 Councillor Jan Osbourne expressed her support for Councillor Ward and stated that she would not be supporting the Motion.

59.7 Councillor Fraser stated that he would not be supporting the Motion and agreed with Councillor Beer that there had been no representation from Sudbury Members at the Cabinet Meeting on 4th February regarding parking issues.

59.8 Councillor Malvisi stated that the Cabinet system was working well and that it was Members' responsibility to attend Cabinet meetings and to question and challenge Cabinet thinking.

59.9 Councillor Maybury commented that she had attended a Cabinet meeting and would be supporting the Motion, as she believed Councillor Ward was not fulfilling the roles and functions of all Councillors as set out in the Constitution.

59.10 Councillor McCraw stated that it had been an incredibly difficult year, however, despite this the Council was being presented with a balanced

budget and all essential works had continued. The three main issues raised by Councillor Cresswell were the work of a variety of different decision-making processes. He felt the Motion assigned blame which he felt was not appropriate and he urged Members not to support the Motion.

- 59.11 Councillor Davis commented that he had been a part of the Cabinet for a while and the current administration was far more cohesive and productive whilst having to make some tough decisions, made for the benefit of the residents of Babergh. These decisions had been taken by Cabinet as a whole not just by Councillor Ward.
- 59.12 Councillor Hurren stated that he would not be supporting the Motion as he felt it smacked of political opportunity, however he felt that things were being presented badly, which was creating a disconnect.
- 59.13 Councillor Hardacre stated that he would be supporting the Motion and although the pandemic had played a part in the issues, some of the issues raised were pre-pandemic. Despite Councillor Ward being praised as part of the debate for bringing the Council together, the Green Party had not been offered a seat on Cabinet even though they made up one eighth of the Council.
- 59.14 Councillor Ward disputed some of the comments made during the debate and stated that consultation had been undertaken and listened to for the issues at Belle Vue and parking.
- 59.15 Councillor Arthey stated that he did not agree with the Motion and he supported Councillor Ward. The last twenty months had presented huge challenges and Councillor Ward had risen to those challenges.
- 59.16 The Chairman advised Members that the 30 minutes set aside for the debate for this item had been reached and apologised to Councillor Busby for not being able to allow him to speak.
- 59.17 Councillor Owen, the Seconder of the Motion, stated that Councillor Ward had not been open and transparent with the Councillors on the backbenches and had let down residents in Sudbury, Hadleigh and the surrounding villages. Councillor Owen urged the Councillors who felt that they needed a change to support the Motion.
- 59.18 Councillor Cresswell agreed with Councillor Owen and that some things had not been done correctly and so many Sudbury residents had expressed that they were frustrated with what was going on in their town and this was the best way to make those views known.
- 59.19 The Motion was put to Members for voting.

By 20 votes against, 10 votes for and 2 abstentions.

It was RESOLVED:-

That the Motion was lost.

60 BC/20/24 GENERAL FUND BUDGET 2021/22 AND FOUR-YEAR OUTLOOK

- 60.1 The Chair invited the Cabinet Member for Finance, Councillor Ward to introduce Paper BC/20/24.
- 60.2 Councillor Ward provided a summary of the General Fund Budget to Members. He thanked the Finance Team and the Section 151 Officers for preparing a balanced budget.
- 60.3 Councillor Ward **MOVED** the recommendations in the report which was **SECONDED** by Councillor Arthey.
- 60.4 Councillor Jamieson introduced his Amendment, as detailed in the Agenda and **MOVED** the Amendment.
- 60.5 Councillor Lindsay **SECONDED** the Amendment.
- 60.6 The Chair asked Councillor Ward if he accepted the Amendment, to which he responded that he did not.
- 60.7 Members debated the Amendment and Councillor Arthey said that though he agreed with many of the issues in the Amendment, this was not the right way to achieve them. He addressed the four parts of the Amendment and thought that just allocating money to address issues was not the way and that this required a more constructive approach.
- 60.8 Councillor Gould thought that climate change was the biggest challenge faced by the Council and she felt that the Council had to do something and needed to speak up for the people they represented.
- 60.9 Councillor Malvisi said a plan was being followed in relation to biodiversity and that the issues were being addressed. She detailed the various projects and funding for the bio-diversity projects.
- 60.10 Councillor Jan Osborne responded to the Housing issues and advised Members that a retrofit programme was being defined and funded. The request in the Amendment was already in the budget for 2021-22.
- 60.11 Councillor Davis stated that funding for Local Citizens Advice was already in the budget and had recently been scrutinised by the Overview and Scrutiny Committee.
- 60.12 Councillor McCraw thought that the Amendment was not evidence based. He pointed Members to the Budget and that Babergh District Council did not have the money due to serious gaps in the budget for the next couple of years.

- 60.13 Councillor Maybury supported the Amendment, as she felt that planning enforcement required additional support and added that training was not a waste of time.
- 60.14 Councillor Hinton thought there was some good points within the Amendment but considered if the Council could reduce costs to pay for other services. He questioned why accommodation costs in Endeavour House were going up next year to £128K.
- 60.15 Councillor Lindsay, the Seconder of the Amendment, asked that the Members supported the Amendment, as it was very modest sums involved in the projects. The Amendment addressed the priorities of the Council and he questioned whether the Cabinet Members and the Leader were doing enough to deal with the issues addressed in the Amendment. He thought it was not enough that officers were talking to developers and that viability was skirted over by Councillor Arthey, however he stated that the Council needed to hold developers to account. He continued that Officers were overworked and could not keep up with the amount of work before them. He asked that Cabinet Members considered staffing resources, as this would have an impact on the priorities for the Council. He asked that Members approved the Amendment as this would not have a huge impact on the reserves but would have an impact on how residents viewed the Council and its projects.
- 60.16 Councillor Hurren commented that a change of direction required long-term planning and that the Council must employ the right people to do the right jobs.
- 60.17 Councillor Jamieson was disappointed that some Members would not support any part of the Amendment.
- 60.18 Councillor Ward said the Council was committed to climate change and was as committed as the Greens. He addressed the issues in the Amendment including the funding for the LCA, the Food Banks and staff resources.
- 60.19 The Chair informed Members that the Amendment would be divided into four votes and each vote taken separately.
- 60.20 **Part 1** (Planning and Community Needs) of the Amendment as detailed in the Agenda was put to Members for voting.

By 10 votes for and 22 votes against, the Amendment was **LOST**.

In accordance with Council Procedure Rule 19.3, the vote was recorded as follows:

For	Against	Abstain
	Clive Arthey	
Sue Ayres		
	Melanie Barrett	
	Peter Beer	

	David Busby	
	Sue Carpendale	
Trevor Cresswell		
	Derek Davis	
	Sian Dawson	
	Mick Fraser	
Jane Gould		
	Honor Grainger-Howard	
	Kathryn Grandon	
Richard Hardacre		
	John Hinton	
	Michael Holt	
Bryn Hurren		
Leigh Jamieson		
Robert Lindsay		
	Elisabeth Malvisi	
Margaret Maybury		
	Alastair McCraw	
	Mary McLaren	
	Mark Newman	
	Zac Norman	
John Nunn		
	Adrian Osborne	
	Jan Osborne	
Alison Owen		
	Lee Parker	
	Stephen Plumb	
	John Ward	
TOTAL 10	TOTAL 22	

60.21 **Part 2** (Biodiversity and Environment) of the Amendment as detailed in the Agenda was put to Members for voting.

By 10 votes for and 22 votes against, the Amendment was **LOST**

In accordance with Council Procedure Rule 19.3, the vote was recorded as follows:

For	Against	Abstain
	Clive Arthey	
Sue Ayres		
	Melanie Barrett	
	Peter Beer	
	David Busby	
	Sue Carpendale	
Trevor Cresswell		
	Derek Davis	
	Sian Dawson	

	Mick Fraser	
Jane Gould		
	Honor Grainger-Howard	
	Kathryn Grandon	
Richard Hardacre		
	John Hinton	
	Michael Holt	
Bryn Hurren		
Leigh Jamieson		
Robert Lindsay		
	Elisabeth Malvisi	
Margaret Maybury		
	Alastair McCraw	
	Mary McLaren	
	Mark Newman	
	Zac Norman	
John Nunn		
	Adrian Osborne	
	Jan Osborne	
Alison Owen		
	Lee Parker	
	Stephen Plumb	
	John Ward	
TOTAL 10	TOTAL 22	

60.22 **Part 3** (Housing and Climate Change) of the Amendment as detailed on the Agenda was put to Members for voting.

By 8 votes for and 24 votes against, the Amendment was **LOST**

In accordance with Council Procedure Rule 19.3, the vote was recorded as follows:

For	Against	Abstain
	Clive Arthey	
Sue Ayres		
	Melanie Barrett	
	Peter Beer	
	David Busby	
	Sue Carpendale	
Trevor Cresswell		
	Derek Davis	
	Sian Dawson	
	Mick Fraser	
Jane Gould		
	Honor Grainger-Howard	
	Kathryn Grandon	

Richard Hardacre		
	John Hinton	
	Michael Holt	
Bryn Hurren		
Leigh Jamieson		
Robert Lindsay		
	Elisabeth Malvisi	
	Margaret Maybury	
	Alastair McCraw	
	Mary McLaren	
	Mark Newman	
	Zac Norman	
	John Nunn	
	Adrian Osborne	
	Jan Osborne	
Alison Owen		
	Lee Parker	
	Stephen Plumb	
	John Ward	
TOTAL 8	TOTAL 24	

60.23 **Part 4** (Travel) of the Amendment as detailed in the Agenda was put to Members for voting.

By 9 votes for and 23 votes against, the Amendment was **LOST**.

In accordance with Council Procedure Rule 19.3, the vote was recorded as follows:

For	Against	Abstain
	Clive Arthey	
Sue Ayres		
	Melanie Barrett	
	Peter Beer	
	David Busby	
	Sue Carpendale	
Trevor Cresswell		
	Derek Davis	
	Sian Dawson	
	Mick Fraser	
Jane Gould		
	Honor Grainger-Howard	
	Kathryn Grandon	
Richard Hardacre		
	John Hinton	
	Michael Holt	
Bryn Hurren		

Leigh Jamieson		
Robert Lindsay		
	Elisabeth Malvisi	
Margaret Maybury		
	Alastair McCraw	
	Mary McLaren	
	Mark Newman	
	Zac Norman	
	John Nunn	
	Adrian Osborne	
	Jan Osborne	
Alison Owen		
	Lee Parker	
	Stephen Plumb	
	John Ward	
TOTAL 9	TOTAL 23	

60.24 Members returned to the original motion and the Chair invited Members to ask questions.

60.25 Councillor Fraser referred to the implementation of the car parking fees in October 2021 (page 44, paragraph 8.19) and who would be making the decision on the implementation date and asked what would be the criteria on setting that date.

60.26 Councillor Ward explained that it was a not before date, but a date had to be included in the budget process, but that Cabinet would make the decision for the final date based on the success of the high street and businesses. The situation was being carefully monitored before the decision would be made.

60.27 Councillor Maybury asked whether the refunds made to residents for the suspended garden waste collection due to the Covid-19 Pandemic had been taken into account in the General Fund budget, to which Councillor Malvisi, Cabinet Member – Environment, confirmed that they had.

60.28 Councillor Dawson asked for clarification of the date for introduction of parking tariffs in Hadleigh and Councillor Ward reiterated that the decision would be based on business recovery.

60.29 Councillor Dawson commented that the high street had suffered and that the timing of the car parking charges was poor whilst Cabinet had not listened to the proposal of deferment of tariffs. She asked what the criteria was for the decision and who would be making it.

60.30 Councillor Ward responded that car parking charges was not being discussed, but that the implementation date had been pushed back based on the recommendations from the Overview and Scrutiny Committee.

- 60.31 Councillor Gould enquired how the recovery would be measured and Councillor Ward said that Members would be informed in due course.
- 60.32 Councillor Hurren referred to the service charges for Endeavour House (page 43, bullet point 3) and asked why this had increased. He also questioned the £80K for the hydrogenated vegetable oil (HVO), as he thought that would have been cheaper than conventional fuel.
- 60.33 Councillor Ward explained that the cost of HVO was more expensive than diesel fuel and the £88K represented the difference between the two. However, the transport costs saving would mostly cover this cost in the first year of the scheme. It was a green measure, which at times could be expensive but would have a huge impact on the carbon reduction for the Council. He invited the Chief Executive to respond to the service charges question.
- 60.34 The Chief Executive explained that the Council had a discounted rate for the first two years for service charges at Endeavour House but that this had come to an end. Negotiations for reducing the service charges were being undertaken with Suffolk County Council due to the current situation. As a result of the new ways of working and the success of working from home including agile and remote working because of the Pandemic, the Council was exploring whether as much floor plate space was needed at Endeavour House. This would have an effect on not just service charges but also on rent.
- 60.35 Councillor Holt ensured Members that he and the Economic team would be working closely with the Sudbury and Hadleigh Chamber of Commerce, including the town centre manager in Sudbury and the Town Councils to evaluate the high street recovery. He encouraged Members to feed back to him any information regarding the town centre recovery. There was a road map in place for recovery set by Government and high street recovery would not really begin until the summer. The car parking charges were not proposed to until after October, though he anticipated that the implementation would not be feasible until early next year.
- 60.36 In response to Councillor Maybury's queries on Appendix D, the Assistant Director – Corporate Resources responded that the salary cost for the Chief Planning Officer was in fact for the whole planning team.
- 60.37 Councillor Barrett questioned the increased costs for the rental agreement at Endeavour House and what action the Council could take in relation to the rental agreement.
- 60.38 The Chief Executive explained that the length of the rental agreement was ten years and included a break clause after five years. The Council could not change the length of the lease but could have conversations with SCC for variations on the agreement.
- 60.39 In response to Councillor Maybury's question regarding the Public Realm

Contract, the Assistant Director – Environment and Commercial Partnerships explained that the cost of bringing the service in-house was the same as the cost of the previous Idverde contract. The cost would include a combination of replacement and borrowing new vehicles. The Council would endeavour to convert the vehicles to HVO and purchase electrical vehicles in due course.

60.40 The Chief Executive and Councillor Ward responded to further questions from Members regarding the break clause in the contract for Endeavour House, which was joint with Mid Suffolk District Council.

60.41 Members debated the issues including planning enforcement, car parking charges, that the Council endorsed a green infrastructure and that the Council had a reasonable financial position this year.

60.42 The Chair advised Members that the recommendations would be voted on collectively.

60.43 Recommendations 3.1, 3.2, 3.3, and 3.4 were put to Members for voting.

By 23 votes for, 8 votes against and 1 abstention

It was RESOLVED:-

1.1 That the General Fund Budget proposals for 2021/22 and four-year outlook set out in the report be approved.

1.2 That the General Fund Budget for 2021/22 be based on an increase to Council Tax of £5 per annum (10p per week) for a Band D property, which is equivalent to 2.96%.

1.3 That the Flexible Use of Capital Receipts Strategy at Appendix E be approved.

1.4 That the Ministry of Housing, Communities and Local Government (MHCLG) be notified of the adoption of the Strategy.

In accordance with Council Procedure Rule 19.3, the vote was recorded as follows:

For	Against	Abstain
Clive Arthey		
	Sue Ayres	
Melanie Barrett		
	Peter Beer	
David Busby		
Sue Carpendale		
	Trevor Cresswell	
Derek Davis		
Sian Dawson		

		Mick Fraser
	Jane Gould	
Honor Grainger-Howard		
Kathryn Grandon		
Richard Hardacre		
John Hinton		
Michael Holt		
Bryn Hurren		
	Leigh Jamieson	
	Robert Lindsay	
Elisabeth Malvisi		
	Margaret Maybury	
Alastair McCraw		
Mary McLaren		
Mark Newman		
Zac Norman		
John Nunn		
Adrian Osborne		
Jan Osborne		
	Alison Owen	
Lee Parker		
Stephen Plumb		
John Ward		
TOTAL 23	TOTAL 8	TOTAL 1

60.44 The meeting had reached the guillotine deadline and the Chair asked for a proposer and seconder for the meeting to continue.

60.45 Members approved by consensus and none spoke against the proposal.

It was RESOLVED:-

That the meeting continue beyond the guillotine deadline until all the business of the meeting was concluded.

Note: The meeting was adjourned between 8:08pm and 8:16pm.

61 BC/20/25 HOUSING REVENUE ACCOUNT (HRA) 2021/22 BUDGET AND FOUR-YEAR OUTLOOK

61.1 The Chair invited the Cabinet Member for Finance, Councillor Ward to introduce Paper BC/20/25.

61.2 Councillor Ward introduced the paper and provided a summary of the Housing Revenue Account Budget (HRA) and Four-Year Outlook report.

61.3 Councillor Ward **PROPOSED** Recommendations 3.1 to 3.7 as detailed in the report.

- 61.4 Councillor Jan Osborne thanked the Cabinet Member for Finance for his introduction to the report and stated that as Cabinet Member for Housing she was fortunate to see first-hand the work of the Housing Service each day. She also said that the income received by the HRA was invaluable to support tenants by ensuring the housing provided was safe, decent and somewhere tenants were proud to call home and she **SECONDED** Councillor Ward's proposal.
- 61.5 Councillor Jamieson introduced his Amendment as detailed in the Agenda and **PROPOSED** the Amendment.
- 61.6 Councillor Lindsay **SECONDED** the Amendment and reserved his right to speak.
- 61.7 The Chair asked Councillor Ward if he accepted the Amendment, to which he replied that he did not.
- 61.8 Councillor Maybury commented that she agreed with the Amendment because to reduce the Council's use of fossil fuels and install heat source pumps would be the way forward for the Council.
- 61.9 Councillor Jan Osborne stated that officers were currently working to develop a revised Housing Revenue Business Plan which would set out the ambitions and investments in the medium to long term and this was expected to be brought forward during the summer after a consultation period involving all Members. Therefore, there was no benefit to creating a specific reserve for the HRA housing stock.
- 61.10 Councillor McCraw stated that he would not be supporting the Amendment, as it was an ill-defined proposal unsupported by evidence.
- 61.11 Councillor Lindsay commented that a lot of work had gone into the Amendment and was offended by the assumption that no research had been undertaken. He said that he appreciated that the team were struggling to undertake an audit of the housing stock in relation to how much energy they were leaking. The process needed to be accelerated and officers needed the money to enable them to undertake this work.

Note: Councillor Holt Left the meeting at 8:43pm.

61.12 The Amendment as detailed in the Agenda was put to Members for voting.

By 9 votes for and 22 votes against, the Amendment was **LOST**.

In accordance with Council Procedure Rule 19.3, the vote was recorded as follows:

For	Against	Abstain
	Clive Arthey	
Sue Ayres		

Melanie Barrett		
	Peter Beer	
	David Busby	
	Sue Carpendale	
Trevor Cresswell		
	Derek Davis	
	Sian Dawson	
	Mick Fraser	
Jane Gould		
	Honor Grainger-Howard	
	Kathryn Grandon	
Richard Hardacre		
	John Hinton	
	Bryn Hurren	
Leigh Jamieson		
Robert Lindsay		
	Elisabeth Malvisi	
Margaret Maybury		
	Alastair McCraw	
	Mary McLaren	
	Mark Newman	
	Zac Norman	
	John Nunn	
	Adrian Osborne	
	Jan Osborne	
Alison Owen		
	Lee Parker	
	Stephen Plumb	
	John Ward	
TOTAL 9	TOTAL 22	

61.12 Members returned to the original Motion and the Chair invited questions.

61.13 Councillor Hinton queried that there was no proposed increase to garage charges and asked if it was known how many of the garages were used to store cars and what the impact would be if the charges for garages was increased.

61.14 Councillor Osborne replied that the take up for garages was low and increasing the charges might have an impact on future rental of garages. There was a project being undertaken to assess garage sites to see if any were suitable for redevelopment.

61.15 Councillor Dawson began the debate by stating that some garages were too small to store cars and that the Council should be investigating the compulsory purchase of garages to enable them to be developed.

61.16 Councillor Maybury agreed with Councillor Dawson's comments and suggested that raising the charges would be a way of making garage sites

available for development.

- 61.17 Councillor Osborne responded that she felt it would be unfair to increase garage charges to accommodate the Council's need to free up the garages.
- 61.18 Councillor Owen suggested that there was a genuine need for parking spaces in some areas and perhaps improvements to the garages should be investigated rather than developing them.
- 61.19 Councillor Beer stated that he was not in favour of raising charges but would be in favour of investigating if mixed ownership blocks of garages could be improved to make parking arrangements more suitable.
- 61.20 Councillor Osborne agreed that there was a parking problem in the District, and this would be considered as part of the evolving parking strategy.
- 61.21 Councillor Ward fully endorsed Councillor Beer's views regarding reducing the number of garages to free up space for more open parking.
- 61.22 Recommendations 3.1 to 3.7 were put to Members for voting and the vote was **CARRIED**.

By 24 votes for and 7 votes against

It was RESOLVED:-

- 1.1 That the HRA Budget proposals for 2021/22 and four-year outlook set out in the report be approved.**
- 1.2 That the CPI + 1% increase of 1.5% in Council House rents, equivalent to an average rent increase of £1.35 a week be implemented.**
- 1.3 That garage rents be kept at the same level as 2020/21.**
- 1.4 That Sheltered Housing Service charges be increased by £0.69 per week to ensure recovery of the actual cost of service.**
- 1.5 That Sheltered Housing utility charges be kept at the same level as 2020/21.**
- 1.6 That the budgeted surplus of £127k 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.**

In accordance with Council Procedure Rule 19.3, the vote was recorded as follows:

For	Against	Abstain
Clive Arthey		
Sue Ayres		
Melanie Barrett		
Peter Beer		
David Busby		
Sue Carpendale		
	Trevor Cresswell	
Derek Davis		
Sian Dawson		
Mick Fraser		
	Jane Gould	
Honor Grainger-Howard		
Kathryn Grandon		
	Richard Hardacre	
John Hinton		
Bryn Hurren		
	Leigh Jamieson	
	Robert Lindsay	
Elisabeth Malvisi		
	Margaret Maybury	
Alastair McCraw		
Mary McLaren		
Mark Newman		
Zac Newman		
John Nunn		
Adrian Osborne		
Jan Osborne		
	Alison Owen	
Lee Parker		
Stephen Plumb		
John Ward		
TOTAL 24	TOTAL 7	

62 RECOMMENDATIONS AND REPORTS FROM CABINET / COMMITTEES

63 BC/20/26 JOINT CAPITAL, INVESTMENT AND TREASURY MANAGEMENT STRATEGIES 2021/22

- 63.1 The Chair invited Councillor Hurren to introduce Paper BC/20/26 and to move the Recommendations in the report.
- 63.2 Councillor Hurren introduced the report and provided a summary of the key information contained within it.
- 63.3 Councillor Hurren expressed his thanks to the Finance team and **PROPOSED**

Recommendations 3.1 to 3.7 as detailed in the report.

63.4 Councillor McLaren **SECONDED** the proposal and also expressed her thanks to the Finance team.

Note: Councillor Ward left the meeting at 9:03pm.

63.5 Recommendations 3.1 to 3.7 were put to Members for voting and the vote was **CARRIED**.

By 26 votes for, 3 votes against and 1 abstention

It was RESOLVED:-

That the following be approved:

- 1.1 **The Joint Capital Strategy for 2021/22, including the Prudential Indicators, as set out in Appendix A.**
- 1.2 **The Joint Investment Strategy for 2021/22, as set out in Appendix B.**
- 1.3 **The Joint Treasury Management Strategy for 2021/22, including the Joint Annual Investment Strategy as set out in Appendix C.**
- 1.4 **The Joint Treasury Management Indicators as set out in Appendix D.**
- 1.5 **The Joint Treasury Management Policy Statement as set out in Appendix G.**
- 1.6 **The Joint Minimum Revenue Provision Statement as set out in Appendix H.**
- 1.7 **That the key factors and information relating to and affecting treasury management activities set out in Appendices E, F, and I be noted.**

64 COUNCILLOR APPOINTMENTS

64.1 There were no updates to Councillor Appointments.

The business of the meeting was concluded at 9:08pm

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Chair

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BABERGH DISTRICT COUNCIL - 23 MARCH 2021

CHAIRMAN'S ANNOUNCEMENTS

EVENT	LOCATION	DATE	CHAIRMAN	VICE CHAIR
MARCH 2021				
Official Opening of Cobblers Waffle House, Hadleigh	Hadleigh	06-Mar	✓	
Lets Talk About Dementia - Dementia Action Alliance Online Event	Virtual	10-Mar	✓	
High Sheriff Justice Service	Virtual	21-Mar		✓

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Agenda Item 8

BABERGH DISTRICT COUNCIL

TO: Council	REPORT NUMBER: BC/20/29
FROM: Chair of Overview and Scrutiny Committee	DATE OF MEETING: 23 March 2021

The Babergh Overview & Scrutiny Committee met at 9.30am on the 18th January 2021

Chair: Alastair McCraw

BOS/20/1 TOWN CENTRE PARKING IN BABERGH DISTRICT

The Committee considered the above Cabinet Report, which had been deferred by Cabinet to allow scrutiny to take place before any decision was made.

The report was introduced by Cllr. Malvisi, the Cabinet Member for Environment who stated that the final report to Cabinet would be amended to take into account comments and recommendations from both this Scrutiny meeting and a Petition to Council to be heard on the 19th of January 2021.

The Assistant Director-Environment & Commercial Partnerships detailed the main content of the report, describing the Survey work carried out and the strategic objectives. Budgetary considerations were included highlighting the need to cover service costs, reinvestment, and investment into sustainable travel.

In questioning by Members, the following areas were addressed:

The effective subsidy provided, the data survey, examples given and evidence of parking behaviour, traffic displacement, timing of the report with regard to the budget, differences in proposed tariffs for Hadleigh and Sudbury, the current deficit in the Parking budget, the length of current free parking provision at 3 hours, parking enforcement, parking permits, the omission of parking in Lavenham within the report and the reasons for that, the proposed timeline and the implementation date, and alternative strategies.

Debate saw two strands of thought emerge. These were regarding the length of time for free parking in Hadleigh and Sudbury and the date of implementation. It was clear that a comprehensive parking strategy review was required, that residential parking permits were to be implemented and that a proportion of income generated should be allocated to sustainable travel.

Concerns were expressed over effects on business, and recovery from Covid-19 and it was suggested that implementation could be delayed until after the strategic parking review. This however was likely to take 12-18 months. The points were also made that engineering investment should not be delayed and the current arrangements were unsustainable. It was clear that some delay in implementation was required to balance these points.

Regarding the length of time to provide free parking, discussion revolved around whether 1 or 2 hours free should be provided (in principle). The scale of proposed charges under Option 2 were not broadly thought to be onerous.

A proposal was made to delay implementation until after the strategic review was complete and to include 2 hours of free parking in Hadleigh, with Sudbury to be determined. This proposal was lost.

Members then voted on the substantive proposal made which was passed.

It was RECOMMENDED TO CABINET:

- 3.1 That a comprehensive parking strategy review be undertaken for the whole District, which will commence in quarter two 2021/22 and that delegation be given to the Assistant Director for Environment & Commercial Partnerships in consultation with the Cabinet Member for Environment.**
- 3.2 That the parking management principles and interventions detailed in Appendix A be implemented no sooner than 1st of September 2021.**
- 3.3 That additional parking controls or tariffs be applied to District car parks in accordance with Option 2, table 3, paragraph 6.3 of this report but includes that one-hour free parking be provided in Hadleigh and Sudbury, subject to the Statutory Order Process and requirements for consultation, in order to achieve availability and occupancy priorities outlined below.**
- 3.4 That residential parking permits be implemented in Mill Lane Car Park, Sudbury for overnight stays, subject to the Statutory Order Process and requirements for consultation.**
- 3.5 That a proportion of income generated from chargeable parking will be allocated to the delivery of the sustainable travel agenda.**
- 3.6 To resolve to delegate the decision to make changes to the parking orders in order to bring in the agreed changes to the AD for Environment and Commercial Partnerships so that appropriate actions can be undertaken in a timely manner.**

BOS/20/2 DRAFT GENERAL FUND BUDGET 2021/22 AND FOUR-YEAR OUTLOOK

Councillor Ward - Cabinet Member for Finance, introduced the paper and summarised the main points of the budget. Overall, the Council was in a good financial position, but coming years finances would need careful attention.

Members raised questions on the following points of the General Fund Budget:

The brown bin increase of £2.50 p.a., bringing further services in-house, use of external consultants, Endeavour House service charges, the allocation of reserves, HVO vehicle running costs, Investment returns, and future consideration of ethical investments.

Members debated the budget issues including that the budget had been presented to all Members at several briefings before coming to committee. This was a fairly neutral but balanced budget, including a small increase in Council Tax, of which the Council received 10% of the total amount collected. It was noted that a deficit was forecast for the next three years. Account of any changes resulting from earlier recommendations on the parking item should be included in these recommendations.

It was RESOLVED: -

That the Overview and Scrutiny Committee commends Recommendations 3.1 and 3.2 in the report to Cabinet, with the exception of any effects made in relation to the parking matter which has been debated at the meeting today.

BOS/20/3 DRAFT HOUSING REVENUE ACCOUNT (HRA) 2021/22 BUDGET AND FOUR-YEAR OUTLOOK

Councillor Ward - Cabinet Member for Finance, introduced the paper and summarised the main points.

Members raised questions on the following:

Service charges for sheltered housing tenants and what was included, the number of tenants affected (approx. 450), empty council houses and garage sites, provisions for rough sleepers, previous council house rents in recent years, specific repairs and the reasons for them.

It was asked if any of the Council's properties had any combustible cladding. The Assistant Director – Housing confirmed there were no high rises in the area and none of the council's housing had any such cladding applied.

Members debated the issues and congratulated the Assistant Director – Housing, the Corporate Manager – Housing Solutions and the Housing team on the work undertaken, problems resolved and the work they had achieved.

It was RESOLVED:

That the Overview and Scrutiny Committee supports Recommendations 3.1 to 3.7 in the Report to Cabinet.

The Joint Overview & Scrutiny Committee met at 1.00 pm on the 15th February 2021.

Chair: Alastair McCraw (BDC Co-Chair)

JOS/20/12 REVIEW OF LOCAL CITIZENS ADVICE

The Corporate Manager for Communities introduced the paper including that both Cabinets had approved funding for Local Citizens Advice on a three-year rolling funding basis. The Chief Officers of the LCA's would be making a presentation to Members.

There was some questioning around funding arrangements for the Diss service, the nature of a three-year rolling arrangement, and any ability to provide further funding. The three-year arrangement provided LCA's with a measure of security and confidence in future planning. It should be pointed out here that the Committee have agreed to hold an annual review and, in the case of Babergh, have been specifically charged by Cabinet in doing so as part of the budgetary process for LCA funding.

Nicky Willshere, Chief Officer – Citizens Advice Ipswich, Simon Clifton, Chief Officer – Mid Suffolk Citizens Advice and Colleen Sweeney, Chief Officer – Sudbury and District Citizens Advice were introduced and provided the Committee with an overview of Citizens Advice in the Districts over the course of the last year.

In extensive questioning, Members asked questions on the following areas:

Digital Access and funding for this. The witnesses supplied information on Government funds that had been obtained, an SCC digital working group and other outreach projects.

Debt advice, volunteer recruitment, Covid-19 related impacts, diversification of funding streams. The LCA's found the three-year rolling funding as core-funding had made a tremendous difference.

There was further questioning on future projects on the Shotley Peninsula, funding from outside Councils and future face to face support.

In debate, Members discussed the previously recommended indexation of the three-year rolling funding. Members felt this should be included and re-emphasised in these recommendations. Due to timing during lockdowns, the current budgets had not included this indexation, but the matter had been raised with both Cabinets and with officers and was likely to be inexpensive and therefore possible. A likely figure of 1% might apply. This was felt to be a little parsimonious, with 2% being more reasonable. A proposal to address reallocation of funding no longer required for the Diss based LCA was agreed to be something that officers could address without a recommendation.

The Assistant Director - Planning for Growth had drawn attention to ongoing dialogue with grants recipients and a current Review of Grants Funding Member Working Group addressing relevant funding matters as a whole. A short presentation on this was given as an update later in the meeting.

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 the importance we attach to ongoing LCA funding.**

The Babergh Overview & Scrutiny Committee met at 4.00 pm on the 15th February 2021.

Chair: Alastair McCraw

This meeting was called to review the validation process for the Petition submitted on the 11 January 2021 by Mr Thomas Morelli.

The petition was ruled invalid and Mr Morelli had requested a review under paragraph 7 of the Council's Petition Scheme.

PROTOCOL FOR REVIEWING PETITIONS VALIDATION PROCESS

The Committee considered a protocol for the above. This was based on protocols currently in use by the council for Licensing, Standards hearings, and the Planning Charter.

It was RESOLVED:-

That the Protocol for reviewing the Procedure be approved by the Overview and Scrutiny Committee.

B/RP/20/1 VALIDATION OF PETITIONS

The Corporate Manager for Governance and Civic Office provided details of the process for the validation of petitions and the process taken for validation of Mr Morelli's petition.

In the statement, the following points were highlighted:

There was no statutory requirement for a petitions process, the council chooses to have one, welcoming the views of residents and this method for raising concerns, The Model Petitions Policy used is one formulated by the DCLG and confirmed in the Local Democracy, Economic Development and Construction Act 2009.

We are not the only Council that have adopted this scheme, a number of others do so,

Our petition scheme is clearly set out in the Constitution under Part 3, Paragraph 2.2 and lists the criteria for validation.

This petition was assessed as usual and was rejected for validation because full addresses of persons supporting had not been submitted, as in Part 3 Para 2.2. That is clearly stated as a 'must' requirement, and further advised in the check form and example attached.

This is important to ensure that petitioners live, work or study in the area, that the petition is genuine, and that the Council may be able to contact them to provide further information or consultation. A postcode does not allow this.

Further to this, a full name and address enables validation to ensure any fraudulent submissions do not result in the council making any decision based on incorrect representation and information. Finally, the process should be applied consistently, in line with Council procedure previously used for other petitions.

A further complication was that not all the petitioners had endorsed all three issues contained, resulting in different signature counts and possible confusion and misrepresentation.

Mr Morelli was contacted, and this was explained. The officer offered advice and assistance on how to enable validation. An alternative was use of the E petitions scheme. As Lead Petitioner, Mr Morelli was not prepared to provide 20 names and addresses to validate the petition.

Mr Morelli's work and efforts were recognised, and he was invited to address the full Council on the parking element of the petition, the only element then close to any decision. This would have had the same effect as a fully validated petition, to air residents' views in Council. Mr Morelli declined this option.

Members then sought clarification on name and address requirements, work or study addresses and how they could be checked, the threshold for a Council debate (as requested by the petition), the need for an address for contact purposes, the date of adoption by the Council, and the frequency of the review process for the scheme and the Constitution. The last of these had been virtually a line-by-line review before adoption in March 2019. Further questioning of the Corporate Manager covered any possibility of contact by name and postcode, officer resources available, the number of properties within a single postcode, whether full address should be stated, and the uses of the word 'must' within the petition scheme.

Mr Morelli was then invited to present to Members why he felt that the steps taken to validate his petition were inadequate.

Mr Morelli raised a difference of opinion with the Monitoring Officer over the remit of the Committee in this review. In addition, he felt that the officers involved might have a conflict of interest in their advice as given to the Committee.

His concern was that he had had 'roadblocks' placed in appealing his petition refusal. Democratic issues were involved and the issues in the petition were those that affected people. He listed each of the issues and felt that only a full Council debate would address the petitioner's concerns.

He also felt there were inaccuracies in the report to the Committee and addressed these in turn. They concerned the ability to check using only postcodes, the 'minor' matter (in his view) of any differences in numbers supporting the three subjects, and the fact that the offer made on attending the Council debate would only address one of the issues, not all three which would not be the same outcome.

He remained unsure that the Committee could undertake a 'fair review' given the remit given to it.

Councillor Owen, Mayor of Sudbury addressed the Committee. He accepted the consistency required but felt circumstances under Covid-19 could have been taken into account. He referred to a previous consultation survey requiring only postcodes. He argued for a common-sense approach allowing for circumstances and felt the extraordinary efforts involved should allow the Committee to overturn the decision.

Councillor Ayres was then invited to speak. She thanked Mr Morelli for his efforts and was concerned about the impression of democracy given to the young by this bureaucracy. She also questioned how many times names and addresses were checked. In the circumstances the petition should be listened to.

Mr Morelli having agreed to take any questions, Members asked concerning the following matters:

Why had he not provided the 20 names and addresses to validate and why he had not declined to speak at Council? This was felt be a missed opportunity. Mr Morelli felt that would not ensure a full debate. The Corporate Manager confirmed this, stating that the Portfolio Holder and Assistant Director would have had to take it forward. The Petition would have been reported, but not debated. However, a full debate was one option the Officer and Cabinet Member could have used.

Mr Morelli was concerned that not being able to address the other issues was a disservice to the petitioners. He felt that an exception should have been made, similar to a decision of Braintree District Council included in his supplied evidence in the appendices. He believed that showed a council could take different action if they wished.

Mr Morelli was asked if he had visited the Council's website for Petition Schemes before starting his petition. He had not been aware of the scheme or that it was on the website. He thought when 1,000 signatures were reached, it would be debated as he wished.

Asked if the petition might have been better by accessing the scheme online, he had not been aware of it but considered whether all petitioners would have been willing to provide addresses. Some people could be deterred from providing addresses as they might be uneasy about repercussions. On the matter of any advice received and methods used during 'lockdown', Mr Morelli had been advised by friends, but had considered and acted with precautions under the Level 4 lockdown rules.

In summaries, Mr Morelli stood by his letter to the Committee explaining his reasoning and believed the precedence of Braintree reaffirmed the ability of a Council to take the action he wished.

The Corporate Manager reiterated that the Council must follow rules set within its Constitution and apply them fairly and consistently. The work of Mr Morelli was admired, and the Council welcomed petitions

Members moved to debate.

Universal praise was given to Mr Morelli for his efforts. It had been observed by many Members that considerable effort had been taken to aid and assist him within the Council, in order to allow a valid petition to be considered. The procedures did exist and were openly available. The e-Petition scheme would have been particularly helpful. Some thought was given to reviewing the Petition Scheme for future clarity. Overall, this had not been an arbitrary decision. It would have been arbitrary not to apply the scheme consistently.

It was RESOLVED: -

That the Council followed the Validation Process correctly and that the Petition was dealt with adequately and that the Babergh Overview and Scrutiny Committee recommends to the Constitution Working Group that the Petition Scheme only be reviewed and recommendations be reported to Full Council (in line with the comments made at this Committee).

I'm happy to take any questions on this report, either within the meeting or afterwards.

Alastair McCraw.
Chair of Overview & Scrutiny Committee, BDC.
23rd March 2021.

Agenda Item 9

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

TO: Council	REPORT NUMBER: BC/20/30
FROM: Councillor Clive Arthey Councillor David Burn Cabinet Members for Planning	DATE OF MEETING: 23 March 2021 (BDC) 25 March 2021 (MSDC)
OFFICER: Tom Barker - Assistant Director Sustainable Communities	KEY DECISION REF NO. N/A

COMMUNITY INFRASTRUCTURE LEVY (CIL) – CIL EXPENDITURE FRAMEWORK THIRD REVIEW – MARCH 2021

1. PURPOSE OF REPORT

- 1.1 The Community Infrastructure Levy (CIL) Expenditure Framework, the CIL Expenditure Framework Communications Strategy and the Timeline for Implementation and Review were all originally adopted by both Councils on the 24th April 2018 (Babergh) and 26th April 2018 (Mid Suffolk). A first review of these documents took place and the changes were adopted at both Councils meetings on the 18th March 2019 (Mid Suffolk) and 19th March (Babergh). A second review took place in the winter 2019/20 and these changes were adopted by both Councils in April 2020. Both Councils agreed that they wished to keep the CIL Expenditure Framework under review and agreed the need for a third review which would take place at the same time as Bid round 6 (October 2020) with any amendments being adopted and in place before Bid round 7 (May 2021). (Background Documents refer)
- 1.2 It was also agreed that the Joint Member Panel who informed the content of the CIL Expenditure Framework (including the first and second review) would remain to inform the third CIL Expenditure Framework review process.
- 1.3 This third review process has taken place as follows: -
- The involvement of the Joint Member Panel comprising the following Members; Clive Arthey, Lee Parker, Leigh Jamieson, Mary McLaren, David Burn, Gerard Brewster, Sarah Mansel and John Field.
 - Joint Member Panel meetings took place on the 1st 10th 18th and 31st October, 3rd and 17th November, 15th December and 1st February 2021 to discuss the scope of the review and to agree outcomes.
- 1.4 This report together with the attached Appendices A, (amended CIL Expenditure Framework) B, (amended CIL Expenditure Communications Strategy) C (Key CIL dates calendar) represent the conclusions and outcomes of the third CIL Expenditure Framework review process. These will be discussed in the report under Key information (see below) and constitute the foundation for the recommendations below.

- 1.5 Since the second review, a new provision within the CIL Regulations of 2019 has taken effect and an annual Infrastructure Funding Statement (including an Infrastructure List) for each Council has been produced and agreed by Cabinet in November 2020. These documents have replaced the CIL Position Statements for each Council which are abolished (under this new legislation). The Councils published their first Infrastructure Funding Statements (including the Infrastructure List) on the Councils website on the 12th December 2020. These documents (to be reviewed each year for each Council) are key documents that the CIL Expenditure Framework rest on.
- 1.6 A further recommendation under cover of this report involves the need for a further (fourth) CIL Expenditure Framework review (to be informed by the Joint Member Panel) whilst Bid round 8 is taking place (October 2021) so that any amended scheme is in place before Bid round 9 opens (May 2022).

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. Two reviews of the CIL Expenditure Framework and the CIL Expenditure Framework Communication Strategy have subsequently taken place with changes informed by the Joint Member Panel that were adopted by both Councils in March 2019 and April 2020.

3. RECOMMENDATIONS

- 3.1 That Babergh and Mid Suffolk Councils approve the amendments to the CIL Expenditure Framework – March 2021 (arising from the third review) - (Appendix A) and the CIL Expenditure Framework Communications Strategy – March 2021 (Appendix B).

(Appendix C comprises the yearly Key CIL Dates Calendar which is produced under delegated powers (to the Assistant Director of Sustainable Communities in consultation with the Cabinet Members for Planning and the Cabinet Members for Communities) each year (as part of the outcomes of the first review of the CIL Expenditure Framework.) Appendix C (Key CIL dates for 2021/22) together with Appendices E and F (which comprise the current annual Babergh and Mid Suffolk Infrastructure Funding Statements - Infrastructure List) accompany the CIL Expenditure Framework and the Communications Strategy and are for reference purposes only).

- 3.2 That Babergh and Mid Suffolk agree that the CIL Expenditure Framework and the CIL Expenditure Framework Communications Strategy be reviewed again whilst Bid round 8 is being considered (October 2021) so that any amended scheme can be in place before Bid round 9 occurs (May 2022).
- 3.3 That Babergh and Mid Suffolk agree that the Joint Member Panel be retained to inform this (fourth) review.

REASON FOR DECISION

Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL in April 2016. There is no prescribed way for Councils to decide upon the spend of money collected through CIL, so Councils have to agree their own approach and review processes.

4. KEY INFORMATION

- 4.1 All the information captured in paragraph 4.5 has formed the substance of discussion by the Joint Member Panel at their meetings on the 1st 10th 18th and 31st October, 3rd and 17th November 2020, 15th December and 1st February 2021.
- 4.2 Since the first review of the CIL Expenditure Framework, the Infrastructure Delivery Plan (IDP) has been produced and published as evidence for the Joint Local Plan. This document significantly changes the context for CIL expenditure as it identifies infrastructure priorities for both Districts to support growth. It classifies the infrastructure as critical, essential or desirable and in doing so it signals that greater weight needs to be given to some infrastructure projects if compared with others as those listed as critical or essential are necessary where growth has taken place.
- 4.3 In addition since the second review, the provisions of the CIL Regulations 2019 have taken place requiring all Councils to produce a yearly Infrastructure Funding Statement (IFS). This document captures monitoring information about the income and expenditure of CIL and s106 together with the allocation of Neighbourhood CIL and its expenditure by Parishes on a yearly basis. In addition, the legislation requires all Councils to produce an Infrastructure List within the IFS which is a list of all specific infrastructure projects that the Council expect to spend CIL and s106 on. For Babergh and Mid Suffolk, this Infrastructure List (which is different for both Councils) is largely but not wholly comprised of infrastructure projects resulting from the Infrastructure Delivery Plan.
- 4.4 The Infrastructure Funding Statements for both Councils were considered by both Council's Cabinets in November 2020 and the separate IFS documents for Babergh and Mid Suffolk were published on the Councils web site in December 2020. (Appendices E and F comprise the Infrastructure List taken from the IFS for both Councils (with the whole IFS document capable of being read using the hyperlink in Background Papers - see below).
- 4.5 For the third review, the Joint Member Panel discussed revisions and have made the following suggestions for changes to the CIL Expenditure Framework and the CIL Expenditure Framework Communications Strategy (Appendices A and B) as follows:-

CIL EXPENDITURE FRAMEWORK (Appendix A)

Key recommended changes: -

- **New CIL Bid application form for requests for CIL funds from adjoining Local Authorities/Infrastructure Providers for CIL** to support infrastructure projects outside the Babergh and Mid Suffolk administrative boundaries where it can be satisfactorily proven that our growth impacts on infrastructure beyond the District's boundaries such that mitigation is required.

- **New additional criteria for dealing with such CIL Bids (from adjoining Local Authorities/Infrastructure Providers) as follows:-**
- **Must be collaborative Bids** – Babergh/Mid Suffolk will not contribute 100%
- **Babergh's and Mid Suffolk's CIL spend must be proportionate** to what is being provided and linked by way of evidence to impacts of growth within Babergh and Mid Suffolk and must address evidence based impacts.
- **Must be specific deliverable projects with timescales and oven ready schemes** with all necessary formal approvals in place.
- **Babergh and Mid Suffolk must be final part of the funding jig saw** so that CIL funds are not tied up in projects that will not be delivered.
- **Must be capital based specific projects** that address growth impacts.
- **Will not fund projects which are not classed as infrastructure.**
- **Specific infrastructure projects must be listed in the Infrastructure Delivery Plan and within the Infrastructure Funding Statement (Infrastructure List)** for Babergh and Mid Suffolk where spend is going to occur.
- **Same engagement process for Parish Councils Ward Members and County Councillors** (as already set out in the Framework) where CIL expenditure beyond each Districts administrative/geographical boundaries is over £50,000.
- **All such CIL expenditure beyond each Districts administrative/geographical boundaries shall be Cabinet decisions** with no delegated decisions.
- **Technical Assessment shall include an additional section** where CIL spend is outside the administrative/geographical boundaries of the Districts (in order to respond to these additional criteria).
- **Collaborative spend outside the District shall be limited to Infrastructure provider projects only.**
- **Normal Bid round process twice a year will apply.**
- **Submission of a CIL Project Enquiry form** before actual CIL Bid submission will be necessary and can be submitted year round.
- **Consider whether the required mitigation can be provided by other means** (through culminative growth impacts).
- **Is the infrastructure mitigation required classed as essential within the other Districts Infrastructure Delivery Plan, Infrastructure Funding Statement and Statements of Common Ground.**
- **All CIL Bids for expenditure beyond the Districts administrative/geographical boundaries must come from adjoining Local Authorities or Infrastructure Providers.** Any requests from Parishes Community Groups/other organisations (such as Health Hubs, Schools) outside BDC and MSDC administrative boundaries will be regarded as falling outside the terms of our CIL Expenditure Framework – not eligible for making CIL Bids.
- **CIL Bid requests direct from schools** – agreed we make position clear in the CIL Expenditure Framework that all education funding must be because of a proven education need and other Bids will be termed outside the CIL Expenditure Framework.

- **Use of CIL Project Enquiry Form** – regarded as very useful for building a programme of infrastructure delivery. Agreed all infrastructure projects must submit a CIL Project Enquiry Form before actual CIL Bid submission.
- **One transitional Bid round** – where circumstances warrant allow one transitional Bid round for all existing undetermined CIL Bids so that they are not disadvantaged by any changes in this review.
- **Agreement to keep CIL Expenditure Framework under review.** Agreed another review (fourth) whilst Bid round 8 is underway (October 2021) so that any revisions are adopted before Bid round 9 occurs in May 2022.
- **Agreed the Joint Member Panel remain to inform the fourth CIL Expenditure Framework review.**

CIL EXPENDITURE FRAMEWORK COMMUNICATION STRATEGY (Appendix B)

Key recommended changes: -

- **Include Parishes in the CIL Expenditure Framework Communication Strategy**
- **Abolition of the CIL Position Statements and their replacement by the Infrastructure Funding Statement (including an Infrastructure List) for each Council**
- **Inclusion of the Infrastructure Funding Statement** on CIL Expenditure for Member Briefings.
- **Inclusion of specific dates for the allocation of Neighbourhood CIL** in April and October each year.
- **Provide some clear key messages on a fact sheet type basis to cover different aspects of CIL for the web site.**
- **Continue with regular briefing sessions with Members and also Parishes** in line with the requirements for regular communication in the CIL Expenditure Framework Communication Strategy – 2 events each year.
- **Alteration of wording to reflect that Parish Briefings will take place in a virtual setting** (with the deletion of references to those Briefings being held in different locations within both Districts).

Key outcomes from the changes suggested by the Joint Member Panel

4.6 The key outcomes would be as follows:-

- New additional CIL Bid application form, determining criteria and procedural changes to address CIL expenditure outside Babergh and Mid Suffolk's geographical boundaries where such impacts warrant infrastructure mitigation
- Procedural and working practice changes to ensure that Babergh and Mid Suffolk secure s106 monies or CIL in respect of new development which occurs beyond the Districts administrative/geographical boundaries where this impacts upon Babergh

and Mid Suffolk's infrastructure so that any gained contributions can be invested in Babergh and Mid Suffolk infrastructure

- Monitor and review all CIL Bid expenditure on CIL Bids from adjoining local Authorities or infrastructure Providers by determination of these CIL Bids by Cabinet with no delegated decisions
- Procedural/process changes for CIL Bids.
- Continue to improve communication around CIL particularly for Members and Parishes.
- Continue to keep the CIL Expenditure Framework and the CIL Expenditure Framework Communication Strategy under regular yearly review.

4.7 It is recommended that both Councils agree these changes under the recommendations in Section 3 above.

5. LINKS TO JOINT STRATEGIC PLAN

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

6. FINANCIAL IMPLICATIONS

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

6.2 The CIL Regulations stipulate that CIL monies which are collected must be spent on Infrastructure. Before 1st September 2019, each Council was required to publish a list of infrastructure that they will put the CIL monies towards. These lists were known as the "Regulation 123 Lists". However, on the 1st September 2019, new CIL Regulations were enacted, with the CIL 123 Lists being abolished, and in order to provide clarity given this changing situation, each Council adopted a CIL Position Statement containing a list of infrastructure that it would spend its CIL monies on. The authority for this was provided by a Council decision in March 2019 when the first review of the CIL Expenditure Framework was undertaken and a revised scheme was agreed (by both Councils). The CIL Position Statements were identical for both Councils. Under the 2019 CIL Regulations each Council has to produce a yearly Infrastructure Funding Statement (IFS) ; the first one was agreed by both Councils Cabinets and they were published on the Councils web site in December 2020. The Infrastructure Funding Statements contain an Infrastructure List which is founded not wholly but partly on the Infrastructure Delivery Plan. Upon the publication of each Councils IFS under the 2019 CIL Regulations, each Council's CIL Position Statements were abolished.

6.3 CIL is collected and allocated in accordance with the CIL Regulations 2019 Each Council retains up to 5% of the total CIL income for administration of CIL. From the remainder, 15% (capped at £100 per Council Tax dwelling) is allocated to Parish or Town Councils but where there is a made Neighbourhood Plan in place this figure rises to 25% (with no 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 concerned.

- 6.4 At the time that the Parish pay-outs are made (by 28th April and 28th October each year), the 20% save for the Strategic Infrastructure fund is also undertaken as required by the CIL Expenditure Framework. The Strategic Infrastructure Fund money is stored separately to the Local Infrastructure Fund at this point. At the same time, the ringfencing of CIL monies (for developments of ten houses or more) occurs; these are known as Ringfenced Infrastructure Funds. This ringfencing of funds occurs in order to ensure that infrastructure provision for major housing developments is prioritised and ringfenced for spend. 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.
- 6.5 The remaining 80% of the CIL monies comprises the Local Infrastructure Fund from which the majority of expenditure against the Bid round are taken. Each Bid round, the available funds for expenditure from the Strategic Infrastructure Fund, the Ringfenced Infrastructure Funds and the Local Infrastructure Fund are calculated. The CIL Bids are then paid for from these different funds of money.
- 6.6 Infrastructure delivery in CIL expenditure terms is as follows:- .

Total allocated expenditure for Babergh in Bid rounds 1-6 (including Cabinet spend in December 2020):

CIL Expenditure	Total	2018/19	2019/20	2020/21
Total CIL expenditure in Bid round 1 (May 2018)		£75,217.55	N/A	N/A
Total CIL expenditure in Bid round 2 (October 2018)		£341,887.00	N/A	N/A
Total CIL expenditure in Bid round 3 (May 2019)		N/A	£289,163.48	N/A
Total CIL expenditure in Bid round 4 (October 2019)		N/A	£237,333.00	N/A
Total CIL expenditure in Bid round 5 (May 2020)		N/A	N/A	£312,849.90
Total CIL expenditure in Bid round 6 (October 2020 including Cabinet spend in December 2020)		N/A	N/A	£337,974.83
TOTAL EXPENDITURE	£1,594,425.76			

Total allocated expenditure for Mid Suffolk for Bids rounds 1-6 (including Cabinet spend in December 2020):

CIL Expenditure	Total	2018/19	2019/20	2020/21
Total CIL expenditure in Bid round 1 (May 2018)		£156,979.84	N/A	N/A
Total CIL expenditure in Bid round 2 (October 2018)		£78,297.15	N/A	N/A
Total CIL expenditure in Bid round 3 (May 2019)		N/A	£9,996.26	N/A
Total CIL expenditure in Bid round 4 (October 2019)		N/A	£3,637,779.00	N/A
Total CIL expenditure in Bid round 5 (May 2020)		N/A	N/A	£227,402.60
Total CIL expenditure in Bid round 6 (October 2020 including Cabinet spend December 2020)		N/A	N/A	£451,746.00
TOTAL EXPENDITURE	£4,562,200.85			

7. LEGAL IMPLICATIONS

- 7.1 Both the original and amended CIL Expenditure Framework are legally sound and robust and were designed including a legal representative from the Councils Shared Legal Service (who also attended the Joint Member workshop sessions). This representative agreed the adopted CIL Expenditure Framework documents prior to adoption in April 2018 and amended (through the first review) in March 2019.
- 7.2 The same legal representative has also attended the workshop sessions for the Joint Member Panel in respect of this second review and has agreed that these amendments (adopted in April 2020) are legally sound and robust.
- 7.3 Regular monitoring reports required by the CIL Regulations have been produced for each year for both Councils on CIL expenditure as follows:-

Year 2016/17

Babergh

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

Mid Suffolk

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

Year 2017/18

Babergh

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

Mid Suffolk

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

Year 2018/19

Babergh

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

Mid Suffolk

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

- 7.4 Under the CIL Regulations of 2019 it is necessary for each Council to produce an Infrastructure Funding Statement (IFS) containing monitoring information in relation to income and expenditure of CIL and s106 and allocation and expenditure of neighbourhood CIL by Parishes on a yearly basis. This information can be seen using the following hyperlink for both Districts. In addition the IFS contains an Infrastructure List. These documents constitute Appendices E and F to this report.

Babergh

<https://babermhidsuffolk.moderngov.co.uk/documents/s20601/Appendix%20A%20-%20Monitoring%20Report.pdf>

Mid Suffolk

<https://babermhidsuffolk.moderngov.co.uk/documents/s20609/Appendix%20A%20-%20Monitoring%20Report.pdf>

8. RISK MANAGEMENT

- 8.1 This report is most closely linked with the Strategic Risk 3 – Housing Delivery. If we do not secure satisfactory investment in infrastructure (schools, health, public transport improvements etc) then development is stifled and /or unsustainable.

- 8.2 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to allocate expenditure such that if we do not secure investment in infrastructure (schools, health, public transport improvements etc.),	Unlikely (2)	Bad (3)	Adopted Community Infrastructure Levy (CIL), secures investment on infrastructure via the planning process (which includes S106).

<p>then development is stifled and/or unsustainable.</p> <p>Current Risk Score: 6</p>			<p>Creating the Joint Corporate Plan, the Joint Local Plan with the Infrastructure Delivery Plan and the Infrastructure Funding Statement for both Councils (as part of the associated Infrastructure strategy) will ensure that infrastructure across both Councils is addressed, New Anglia LEP Economic Strategy, draft created together with the Councils Open for Business Strategy are also relevant.</p>
<p>Failure to produce a yearly Infrastructure Funding Statement (including the Infrastructure List) would result in non-compliance with the CIL Regulations and may mean that Members and the public are not aware of CIL income and expenditure activities.</p> <p>Each Councils annual Infrastructure Funding Statement (IFS) is required to address CIL and s106 developer contributions and allocation and expenditure Of Neighbourhood CIL by Parishes and this must be produced. The first IFS for each Council must be in place by December 2020. Failure to meet this yearly requirement will result in non-compliance with the CIL Regulations</p>	<p>Highly Unlikely (1)</p>	<p>Noticeable /Minor (2)</p>	<p>The Infrastructure Team produces the report which is checked and verified by Financial services/open to review by External Audit. Reminders are set to ensure the report is published by the statutory date. The format of the previous Regulation 62 Monitoring reports (now replaced by the Infrastructure Funding Statements) is laid out in the CIL Regulations, so there is no risk in relation to the way the information is presented</p>
<p>Failure to monitor expenditure such that CIL expenditure is not effective.</p>	<p>Unlikely (2)</p>	<p>Bad (3)</p>	<p>The software which supports CIL collection will be used to support CIL expenditure. In addition, it is envisaged that at least twice yearly the 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>

<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. The CIL Expenditure Framework regular reviews 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. 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)

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

Table 5

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

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

8.5 In May 2018 the results of an investigation by Internal Audit on behalf of the Assistant Director Planning and Communities were produced following complaints regarding the CIL process in place for Babergh and Mid Suffolk. The investigation concluded:-

“The information provided to the public in relation to the CIL process is superior to that found for some other Councils and the team go over and above the requirements when supporting applicants where resources allow them to do so. It is Internal Audit’s opinion that the Infrastructure team, even though working under challenging conditions with increasing numbers of applications, are providing a good service to customers and also pro-actively looking for ways to improve where possible.”

“The audit opinion is therefore high standard” – (paragraph 8.3 Table 5 defines)

8.6 In September 2018 Internal Audit conducted a review of CIL 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. Both these matters have been addressed. The first point by including further explanation about Best Value in Appendix A; the second point through resource adjustments.

8.7 Within the first review process, information was captured from a wide array of sources and all feedback was shared with the Joint Member Panel including the recommendations of Overview and Scrutiny who met to discuss and review the operation of the CIL Expenditure Framework on the 19th November 2018. Their recommendations were considered as part of the first review of the CIL Expenditure Framework process by the Joint Member Panel.

8.8 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 worked to inform the second review of the CIL Expenditure Framework. Joint Overview asked questions of the witnesses and concluded the following:-

- Joint Overview and Scrutiny Committee endorses the work of the CIL team (and the CIL Member Working Group) and notes that a fit and proper process is in place in respect of the bidding and allocation of CIL funds

8.9 In line with the second review, both Councils agreed for the Joint Member Panel to inform a third review during Bid round 6 (in October 2020) so that any changes could be in place before Bid round 7 commences in May 2021. This report captures the work of the Joint Member Panel on the third review.

9. CONSULTATIONS

9.1 The amended CIL Expenditure Communications Strategy continues the requirement for both Councils to consult the following bodies or organisations (14 days) where Valid Bids for their Wards or Parish have been submitted: -

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

9.2 Where appropriate as part of the CIL process and assessment of the Bids, Officers have also taken advice from other Officers within the Council; including the Communities team.

9.3 Regular Parish events (including Parish Liaison) and Member briefings will continue to be held to familiarise all with the CIL Expenditure Framework including amendments and how we can continue to work together to provide infrastructure for the benefit of both Districts communities.

10. EQUALITY ANALYSIS

10.1. Please see attached screening report

11. ENVIRONMENTAL IMPLICATIONS

11.1 It is important that appropriate infrastructure mitigates harm which could be caused by new development without its provision. CIL is one way in which infrastructure is provided. The CIL Expenditure Framework requires two Bid rounds per year supported by the provision of a CIL Expenditure Programme for each Bid round and Council report. The twice yearly CIL Expenditure Programme for Babergh and Mid Suffolk contains the CIL Bid decisions for each Bid round together with updates on progress of delivery on CIL Bids and details of emerging infrastructure projects. There is no EIA Assessment required.

12. APPENDICES

Title	Location
(A) Amended CIL Expenditure Framework – March 2021	Attached
(B) Amended CIL Expenditure Framework Communications Strategy – March 2021	Attached
(C) Key Dates for CIL Calendar 2021/2022	Attached
(D) EQIA Screening report for Equality Analysis	Attached
(E) Infrastructure Funding Statement (Infrastructure List) for Babergh	Attached
(F) Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk	Attached

13. BACKGROUND DOCUMENTS

13.1 The CIL Expenditure Framework (April 2020) the CIL Expenditure Framework Communications Strategy (April 2020), Key dates for the CIL Calendar 2020/21 all constitute background papers for this report. These are as follows: -

- **The CIL Expenditure Framework (adopted April 2020):**

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/CIL-Expenditure-Framework.pdf>

- **The CIL Expenditure Framework Communications Strategy (adopted April 2020)**

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/CIL-Expenditure-Framework-Communication-Strategy.pdf>

- **Key Dates in CIL Calendar 2020/21**

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/Key-CIL-Calendar-Dates-2020.pdf>

- **Infrastructure Funding Statement – Babergh (Monitoring report only) - Infrastructure List comprises Appendix E to this report)**

<https://baberghmidsuffolk.moderngov.co.uk/documents/s20601/Appendix%20A%20-%20Monitoring%20Report.pdf>

- **Infrastructure Funding Statement – Mid Suffolk (Monitoring report only) - Infrastructure List comprises Appendix F to this report)**

<https://baberghmidsuffolk.moderngov.co.uk/documents/s20609/Appendix%20A%20-%20Monitoring%20Report.pdf>

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Appendix A – Amended March 2021

The Community Infrastructure Levy Expenditure Framework

**Babergh and Mid Suffolk
District Councils**

The Community Infrastructure Levy Expenditure Framework.

1. BACKGROUND

- 1.1 The development of a detailed framework for Community Infrastructure Levy (CIL) expenditure for consideration and adoption by both Councils is required as there is no set approach for CIL expenditure prescribed either by Central Government or through the CIL Regulations 2010 (as amended).
- 1.2 As such all Councils across the country where a CIL charging regime has been adopted and is being implemented have brought in their own schemes for how CIL monies are spent.

CIL Expenditure – Key Documents

- 1.3 The CIL Regulations stipulate that CIL monies which are collected must be spent on infrastructure. On the 1st September 2019 new CIL Regulations were introduced. Prior to this each Council was required to publish a list of infrastructure types that would be funded wholly or partially through CIL. These lists, known as the “Regulation 123 Lists”, were adopted by Babergh and Mid Suffolk and published in January 2016. However, the new CIL Regulations abolished Regulation 123 and in order that both Councils had clarity over the infrastructure that it would provide through CIL funding, both Councils adopted a CIL Position Statement (identical in content) regarding CIL expenditure.
- 1.4 Under the CIL Regulations of 2019 there was a further new requirement for each Council to produce an Infrastructure Funding Statement (IFS) each year with a deadline for the production (and publication on the web site) of the first IFS (for each Council) by the 31st December 2020. The IFS comprise a yearly document containing data on the collection and expenditure of CIL and s106 together with details relating to the allocation of Neighbourhood CIL to Parishes and its expenditure by Parishes. In addition, the IFS for each Council has to include an Infrastructure List of specific projects that District CIL (and s106) would be spent on.
- 1.5 Under the 2019 CIL Regulations there was also a requirement placed on all Councils to abolish any existing general type of infrastructure lists once any IFS had been produced and published. Both Councils produced an Infrastructure Funding Statement in November 2020 and published them in December 2020 (on the Councils web site). In addition, both Councils abolished their CIL Position Statement and will be regularly reviewing and producing/publishing a new IFS each year. Consequently, the yearly Infrastructure Funding Statements for each Council represent key documents in relation to the CIL Expenditure and should be read in conjunction with this Framework.

Reviews of the CIL Expenditure Framework and Adoption of CIL Expenditure Arrangements

- 1.6 The CIL Expenditure Framework and the CIL Expenditure Framework Communication Strategy were originally agreed and adopted by both Councils (in April 2018). Since then, the key documents have been reviewed on three separate occasions as follows: -
- A first review was undertaken through consideration of the scheme by Babergh and Mid Suffolk's Joint Overview and Scrutiny (in November 2018) and then informed by a Joint Member Panel when changes were agreed by both Councils. These revisions (identified at the back of this document under first review) were adopted by both Councils in March 2019.
 - A second review was also undertaken by consideration of the scheme by Babergh and Mid Suffolk's Joint Overview and Scrutiny (in September 2019) and then informed by a Joint Member Panel when changes were proposed and ultimately agreed by both Councils. These second review revisions (identified at the back of this document) were adopted by both Councils in April 2020.
 - A third review of the CIL Expenditure Framework was undertaken by the Joint Member Panel from October 2020 through to February 2021. These third review revisions (identified at the back of this document) were adopted by both Councils in 2021.
- 1.7 This CIL Expenditure Framework key documents will be kept under periodic (likely yearly) review with details of any forthcoming review to be set out in the yearly CIL Key dates calendar published on the Councils' websites.

The Key CIL Expenditure Framework Documents for CIL Expenditure

- 1.8 The following documents comprise the key components of the CIL Expenditure Framework: -
- **CIL Expenditure Framework** - this document is the key document that sets out the parameters, processes and governance arrangements for spending CIL monies. It is available on the Councils' websites.
 - **CIL Expenditure Framework Communication Strategy** - this separate document is the key document that sets out the parameters and arrangements for communication around spending CIL monies. It is available on the Councils' websites.
 - **Key CIL dates calendar** - produced each year to allow all to understand important dates around CIL.
 - **Infrastructure Funding Statement (IFS) for Babergh** - produced each year and contains monitoring information for income and collection of CIL, s106 and the allocation and expenditure of Neighbourhood CIL. In addition, it contains an Infrastructure List which is a list of specific infrastructure

projects for Babergh that CIL can be spent on (which are largely but not wholly made up of infrastructure projects contained in the Infrastructure Delivery Plan. It is produced annually, and the current version represents the key document for allowing CIL expenditure.

- **Infrastructure Funding Statement (IFS) for Mid Suffolk** - produced each year and contains monitoring information for income and collection of CIL, s106 and the allocation and expenditure of Neighbourhood CIL. In addition, it contains an Infrastructure List which is a list of specific infrastructure projects for Mid Suffolk that CIL can be spent on (which are largely but not wholly made up of infrastructure projects contained in the Infrastructure Delivery Plan. It is produced annually, and the current version represents the key document for allowing CIL expenditure.

2. THE CIL EXPENDITURE FRAMEWORK

2.1 This document sets out the key elements, parameters and information relating to the CIL Expenditure Framework in a clear and concise format under the following headings: -

- **Key Principles of The CIL Expenditure Framework**
- **Processes of The CIL Expenditure Framework**
- **Validation and Screening of bids and Prioritisation Criteria of Bids Under the CIL Expenditure Framework (to Allow Bids to be Considered and Determined)**
- **Governance of The CIL Expenditure Framework**

2.2 Each of these sections are set out in detail below including funding parameters where appropriate.

KEY PRINCIPLES OF THE CIL EXPENDITURE FRAMEWORK

2.3 These are set out in the following Table 1.

Table 1 - Key Principles

Key Principles of the CIL Expenditure Framework	Further detail where appropriate
1. The process should encourage openness and transparency of decision taking.	The Infrastructure team publish all key information about CIL expenditure on the Councils web site.
2. CIL data must be 100% accurate and software database must have integrity and be “trusted”.	The software that the Council uses is Exacom. There is a public facing module (known as PFM) which is accessible on the Councils website under the tab of developer Contributions database.

Key Principles of the CIL Expenditure Framework	Further detail where appropriate
<p>3. Decisions must be compliant with the CIL Regulations 2010 (as amended including the CIL Regulations of 2019) and expenditure must follow the yearly Infrastructure Funding Statement for each Council.</p>	<p>The yearly Infrastructure Funding Statement is a legal requirement for all Councils dating from the CIL Regulations 2019 (1st September 2019).</p>
<p>4. The expenditure approach must be legally sound</p>	<p>All reviews of the CIL Expenditure Framework review and CIL Expenditure Programme are reviewed by the Shared Legal Service.</p>
<p>5. Deliverability and Timeliness – a “can do” approach towards delivery of infrastructure to be employed (subject to the infrastructure project being in accordance with the CIL Expenditure Framework and the yearly Infrastructure Funding Statement (Infrastructure List) for each Council.</p>	<p>Infrastructure officers can be contacted about all aspects of CIL including CIL expenditure.</p>
<p>6. CIL expenditure should support the Joint Corporate Plan, other Council strategies, the Joint Local Plan objectives and the Infrastructure Delivery Plan (which is evidence that underpins the Joint Local Plan) and the Infrastructure Funding Statement for each Council.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>7. The apportionment of CIL monies into three separate funds: -</p> <ul style="list-style-type: none"> • Strategic Infrastructure Fund, • Ringfenced Infrastructure Fund and the • Local Infrastructure Fund <p>All such apportionment allows saving of monies towards infrastructure projects.</p>	<p>The Strategic Infrastructure Fund allows for monies to be saved towards strategic projects for the betterment of either or both Districts and facilitates the prospect of collaborative spend with other funding organisations and/or funding streams to achieve strategic infrastructure.</p> <p>The amount to be saved into the Strategic Infrastructure Fund occurs after the 5% administrative costs are removed and then the Neighbourhood CIL portion of monies is taken out (either 15% for Parishes – (subject to a cap) with no made Neighbourhood Plan or 25% for Parishes (without a cap) where a Neighbourhood Plan is made.</p>

Key Principles of the CIL Expenditure Framework	Further detail where appropriate
	Following this 20% of the remaining CIL monies would be saved into the Strategic Infrastructure Fund leaving the remaining 80% to go into the Local Infrastructure Fund (with the exception of the following paragraph which sets out the saving of monies into a Ringfenced Infrastructure Fund)
<p>8.Planning decisions which approve housing (ten dwellings and over) /employment which carries Infrastructure to be provided by CIL and necessary for an approved growth project (those with planning permission) shall be supported and considered a priority and these monies are ringfenced into the Ringfenced Infrastructure Fund. Infrastructure provided to support these schemes ensures that the approved development which is ultimately carried out is sustainable.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>9. Publication of all expenditure, the twice yearly CIL Expenditure Programme (formerly known as the CIL Business Plan) and the Technical Assessments on the website, means all CIL information is readily accessible and transparent. A list of all valid Bids for CIL monies from either the Strategic Infrastructure Fund Ringfenced Infrastructure Fund or the Local Infrastructure Fund will be published after each Bid round has been closed.</p>	<p>This is a requirement of the CIL Expenditure legislation</p>
<p>10. CIL expenditure will be regularly audited, including the CIL Expenditure Framework Review process.</p>	<p>This is a requirement of the Councils regarding CIL</p>
<p>11. A Communications Strategy for the CIL Expenditure Framework is necessary and constitutes a key document to this Framework and should be read alongside it.</p>	<p>This is a requirement of the CIL Expenditure Framework and is a key document that should be read alongside the CIL Expenditure framework</p>

<p>12. Infrastructure projects that are funded by each Council's CIL funds (whether from the Strategic, Ringfenced or Local Infrastructure Funds) shall be carried out on publicly owned or controlled land/buildings or where public access is guaranteed (unless exceptional circumstances apply). However where leased buildings or land is involved and a CIL Bid is made for infrastructure, the lease must be long (i.e. no shorter than 25 years with a break clause no sooner than 15 years). Shorter leases will normally be regarded as unacceptable.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>13. No Member referral of CIL Bid cases to Cabinet for decision taking</p>	<p>Governance arrangements contained in this CIL Expenditure Framework for CIL do not permit this.</p>
<p>14. Whilst Ward Member(s) of a CIL Bid can ask a question at Cabinet (at the discretion of the Chairman) they may not make representations or join in with the debate at Cabinet.</p>	<p>To ensure that the process satisfactorily addresses both Council's Constitution</p>
<p>15. Where offers of CIL funds are made to authors of Bids, the monies will be allocated to the infrastructure project for a period of no longer than 2 years whereupon the allocation of funds would be withdrawn and it would be necessary to reapply through the Bid process to secure CIL funds for that project.</p>	<p>The CIL Bid Offer letter is a contract and cannot be altered or extended.</p> <p>A new CIL Bid would need to be submitted to continue with the infrastructure project</p> <p>A template to assist with this and a guidance note is available.</p>
<p>16. Delivery of infrastructure projects where CIL monies are approved – Where problems arise which threaten the delivery or completion of a project (for reason which may include Covid or where delivery costs exceed Bid amounts or there are delivery issues for legal or other reasons and the scheme cannot be delivered within the 2 year period, it is open to authors of Bids to reapply stating the reasons why delivery has not been fully or partly possible.</p> <p>A template will be available for Bidders to complete so that their original information can be updated. However, it will be important to resubmit all financial information and complete a CIL Bid application form so that the details of this scheme can be both updated and considered against the Framework parameters.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>

<p>17. CIL funds can be used for an infrastructure project to make it Disability Discrimination Act compliant.</p>	<p>This is a stipulation of the CIL Expenditure Framework</p>
<p>18. All CIL Bids must be discussed with an Infrastructure officer before CIL Bid submission when Bid rounds open. Details of the Infrastructure to be provided must be submitted on a CIL Project Enquiry Form and be completed by all Infrastructure Providers, Parish or Community groups. This will allow for a discussion (and the involvement of District Ward Members, County Councillors and Parishes) and the approach towards the project should be in accordance with the procedures listed elsewhere in this Framework.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>19. Agreement to a structured approach to discussions at pre Bid stage for both large infrastructure projects (total costs over £250,000) and medium infrastructure projects (total costs between £50,000-under £250,000) with community engagement with Ward Member(s) Parish Council and Ward County Councillor together with reporting to an Infrastructure Sub Programme Board (of officers). Ward Members to be notified only of receipt of small infrastructure projects (total costs of 50,000 or less). This structured approach is set out in the diagram at the back of this document.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>20. Continue to ringfence funds for housing developments over 10 dwellings so that the infrastructure to support the growth is provided. However, such CIL monies will only continue to be held for that settlement in the Ringfenced Infrastructure Fund for 5 years.</p> <p>If no projects come forward for this ringfenced money within that period, it will be returned to the Local Infrastructure Fund for expenditure.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>21. Neighbouring communities need to contribute to larger infrastructure projects within settlements (through the use of Ringfenced Infrastructure Funds) where they would be used by the wider area (e.g. catchment areas of schools and together with catchment areas for health hubs and rail together with Strategic Leisure centres) will be considered and brought into the</p>	<p>This is a requirement of the CIL Expenditure Framework</p>

<p>funding strategy so that ringfenced funds for the infrastructure project can be brought forward.</p>	
<p>22. Evidence of need for the proposed Infrastructure project must be submitted with all CIL Bids.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>23. Parishes and Community groups should show at the time of the submission of any CIL Bids whether they have any of their own funds (including Neighbourhood CIL) that could be used.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>24. No 100% funding requests for CIL Bids by Parishes/Community groups for community infrastructure.</p> <p>Maximum limit of £75,000 and 75% (of the total costs) for CIL Bids (per project/CIL Bid) for infrastructure submitted by Parishes or Community groups with the exception of sporting leisure or recreation facilities (see below).</p>	<p>These are requirements of the CIL Expenditure Framework</p>
<p>25. For sporting and recreation facilities no 100% funding requests and a maximum funding limit on funding of these bids of £200,000 and up to 75% of the total costs of the project whichever is the smaller amount for such infrastructure listed within the IDP for CIL Bids (per project/CIL Bid. If the project is not listed in the IDP the maximum limit will be £75,000 and 75% (of the total costs) for CIL Bids (per project/CIL Bid).</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>26. Minimum CIL Bid of not less than £2000 on Infrastructure submitted by all Infrastructure Providers and Parishes and Community groups.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>27. In respect of CIL Bids from Parishes and Community groups for Community Infrastructure, CIL Bids arising from a PIIP (Parish Investment Infrastructure Plan) will not be prioritised over those coming from a Parish without one.</p>	<p>Parish Investment Infrastructure Plans (PIIPs) are a “conversation starter” and will not be mandatory to gain CIL funds. They are a tool for Parish Councils and are informal guidance documents only.</p> <p>They are encouraged as a useful way of prioritising local infrastructure.</p> <p>(The Councils will consider publishing PIIPs on the Website as help to other Parishes in the future).</p>

<p>28. Monthly meetings between the Councils Infrastructure officers and Infrastructure providers will take place to develop an Infrastructure delivery programme (e.g. for Rail, Health and Suffolk County Council – Education and Bus Passenger transport). Monthly meetings may also occur with other Councils to discuss cross boundary infrastructure issues and to address infrastructure mitigation.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>29. Those CIL Bids that are within either the Infrastructure Delivery Plan (IDP), each Council’s Infrastructure Funding Statement (IFS) and/or part of a Corporate Local Plan or as part of a Council Strategy will have greater weight when prioritisation criteria are used in the technical assessments of each CIL Bid. In addition, greater weighting towards Bids will be given where those CIL Bids align with spend with priorities designated in JLP/IDP/IFS and Neighbourhood Plans and District Council infrastructure projects.</p> <p>Agreed critical/ essential infrastructure identified in the IDP/IFS will carry more weight than desirable infrastructure.</p>	<p>These are requirements for judging CIL Bids under the CIL Expenditure Framework</p>
<p>30. No monies will be awarded through a CIL Bid towards costs which have already been paid for a project (i.e. no claiming retrospectively) -except where school extensions are planned as part of a pupil placement creation which is a statutory function on the part of Suffolk County Council – these costs to include design and build costs and costs for the making of a planning application – see paragraph 3.1 of the CIL Expenditure Framework).</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>31. Feasibility costs will be awarded for rail feasibility studies only where a rail infrastructure project is critical/essential in the Infrastructure Delivery Plan (IDP) and definite in delivery terms (and one which the Council would be likely to support (i.e. for instance it is listed as critical/essential in the IDP).</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>32. Improvement or replacement of existing infrastructure (forming part of and /or total) must include a statement on additionality (some significant tangible betterment of the existing facility) must be involved otherwise the works would be termed to be maintenance or repair and</p>	<p>This is a requirement of the CIL Expenditure Framework</p>

<p>therefore not eligible under the CIL Expenditure Framework. This must be more than the materials will represent an upgrade. For example, like for like replacement is not a strong enough example of an upgrade it must address additionality.</p>	
<p>33. Churches are not excluded from CIL funding (despite there being many other funding opportunities for Churches) but proposed projects must be for infrastructure and the proposal must benefit the community in the widest sense by offering wide community benefits and be capable of being used by the whole community Any Bids must also address additionality (see above) and not include maintenance or church restoration costs.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>34. Public electric vehicle charging points will be classed as community facility infrastructure. However, they are seen as a District wide benefit and will therefore be treated as an exception to the maximum limit on community facility infrastructure.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>35. Best value criteria should include land values where CIL Bids involve purchase of land for infrastructure.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>36. CIL Bids that have green and sustainability characteristics shall carry greater weight in determination terms than those CIL Bids which do not.</p>	<p>These are requirements for judging CIL Bids under the CIL Expenditure Framework</p>
<p>37. If a CIL Bid is invalid upon submission opportunity will be given for the next 12-month period (from the date of its submission) to be made valid. If it is still invalid after the expiry of the 12-month period, the CIL Bid will be treated as withdrawn and no formal decision (Cabinet or delegated) will be made on it.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>38. Spending outside each Councils geographical boundaries is acceptable where appropriate to the circumstances of the infrastructure to be provided and where there is clear benefit to the residents of either or both Districts. Additional parameters and criteria relating to this expenditure are contained in this Table 2 below.</p>	<p>These are requirements of the CIL Expenditure Framework</p>

In addition, it may be necessary for each Council to seek CIL or s106 contributions for infrastructure where impacts upon either Councils infrastructure is impacted upon by development outside its administrative geographical boundaries. The Councils approach to secure such contributions is set out in Table 3 below.

CIL Expenditure Outside of Each Councils Administrative Geographical Boundaries Where Development Occurs Within Babergh And Mid Suffolk And Which Results In An impact On Infrastructure Beyond Its Boundaries.

2.4 Where this occurs, it will be necessary to complete an appropriate CIL Bid application form and its consideration must adhere in all respects to the principles processes, prioritisation criteria and governance arrangements within this CIL Expenditure Framework. In addition, it will to necessary to provide information to meet the following requirements /parameters set out in the following Table (Table 2).

Table 2 - Key Principles of CIL Expenditure for Infrastructure Beyond Babergh And Mid Suffolk Administrative /Geographical Boundaries

Key Principles of the CIL Expenditure Framework	Further detail where appropriate
1. Must be collaboratively funded Bids – Babergh/Mid Suffolk will not contribute 100%.	This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework
2. Babergh’s and Mid Suffolk’s spend must be proportionate to what is being provided and linked by way of evidence to impacts of growth within BDC and MSDC and must address evidence-based impacts.	This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework
3. Must be specific deliverable projects with timescales and oven ready schemes with all necessary formal approvals in place.	This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework
4. Babergh and Mid Suffolk must be final funding part of the jig saw so that money is not tied up in projects that will not be delivered.	This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework
5. Must be capital based specific infrastructure projects that address growth impacts.	Otherwise this would be termed outside the CIL Expenditure Framework
6. Will not fund projects which are not infrastructure.	This is termed outside the terms of the CIL Expenditure Framework
7. Specific infrastructure projects must be listed in the Infrastructure Delivery Plan and within the Infrastructure Funding Statement (Infrastructure List) for Districts where spend is	These matters will be important considerations in any decision on any CIL Bid

Key Principles of the CIL Expenditure Framework	Further detail where appropriate
<p>going to occur and be developed through Statements of Common Ground or through collaborative work with neighbouring Local Authorities.</p> <p>Consider whether the infrastructure mitigation required is classed as essential within the other Districts Infrastructure Delivery Plan, Infrastructure Funding Statement and Statement of Common Ground.</p> <p>Collaborative spend outside the District shall be limited to Infrastructure Provider projects only.</p>	
<p>8. Same engagement process for spends over £50,000 with Parish Councils Ward Members and County Councillors as set out elsewhere in this Framework.</p>	<p>This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework</p>
<p>9. All spend shall be Cabinet decisions with no delegated decisions.</p>	<p>This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework</p>
<p>10. Technical Assessment for such CIL Bids shall include a separate section where spend outside the District to responds to the additional key principles in this Table (Table 2).</p>	<p>This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework</p>
<p>11. Normal Bid round process twice a year will apply.</p>	<p>This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework</p>
<p>12. CIL Project Enquiry form must be submitted to allow discussions to take place before formal CIL Bid submission.</p>	<p>This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework</p>
<p>13. It will be necessary to demonstrate that the infrastructure cannot be provided through other funding and practicable means (including through culminative growth means).</p>	<p>This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework</p>
<p>14. All such CIL Bids must come from adjoining Local Authorities or Infrastructure Providers. Any requests from Parishes Community Groups/other organisations (such as Health Hubs, Schools) outside Babergh and Mid Suffolk administrative boundaries will be regarded as falling outside the terms of our CIL Expenditure Framework and not eligible for the submission of CIL Bids.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>

2.5 Both Councils will seek to secure s106 monies or CIL for cross boundary development impacts upon infrastructure within our Babergh and Mid Suffolk where impacts are caused by development beyond Babergh and Mid Suffolk's administrative geographical boundaries. The following approach will be used as set out in Table 3.

Table 3 - Key Principles of Seeking to Secure s106 and /or CIL Contributions For Development Impacts Upon Infrastructure Within Babergh And Mid Suffolk Are Caused By Development Beyond Babergh And Mid Suffolk's Administrative Geographical Boundaries.

Key Principles of the CIL Expenditure Framework	Further Detail where appropriate
1. Proactively track developments that are submitted to our neighbouring Districts.	Proactive work required
2. Proactively discuss the impacts with Districts and Counties where appropriate.	Proactive work required
3. Ensure these views are captured in any responses to neighbouring Local authorities' consultations and ensure through discussion our infrastructure and s106 and CIL needs are met.	Proactive work required
4. Track outcomes of these applications and monitor their commencement where appropriate to secure money (whether through s106 or CIL).	Proactive work required
5. Secure s106 and CIL monies and work towards delivery of projects to deliver infrastructure when monies are secured.	This approach continues to be followed
6. Hold regular meetings with adjoining Councils/Infrastructure Providers and work collaboratively.	Such meetings are being held and will continue

Elements of CIL Bids That Will Not Be Classed As Eligible Under This CIL Expenditure Framework.

2.6 There are some elements of CIL Bids that will not be classed as eligible under this CIL Expenditure Framework. These are set out in the following Table (Table 4).

Table 4 – Elements of CIL Bids That Will Not Be Classed As Eligible Under This CIL Expenditure Framework.

Key Principles of the CIL Expenditure Framework	Further detail where appropriate
1. Feasibility studies for infrastructure projects (except for rail infrastructure).	These are termed outside the terms of the CIL Expenditure framework (except for rail infrastructure).

Key Principles of the CIL Expenditure Framework	Further detail where appropriate
2. Maintenance or repair costs of buildings/ infrastructure/ projects.	These are termed outside the terms of the CIL Expenditure framework
3. Interests on loans for projects.	This is termed outside the terms of the CIL Expenditure Framework
4. No CIL funding for infrastructure that has already been carried out (i.e. retrospectively).	This is termed outside the terms of the CIL Expenditure Framework
5. No payment towards costs which have already been paid and are sought for reimbursement as part of the CIL Bid (except where school extensions are planned as part of pupil placement creation which is a statutory function on the part of SCC).	This is termed outside the terms of the CIL Expenditure Framework
6. Improvement or replacement of existing infrastructure as part of a project must include additionality (some significant tangible betterment of the existing facility otherwise it would be termed to be maintenance or repair.	This is a requirement of the CIL Expenditure Framework
7. Portable equipment or resources (e.g. books desks tables shelving and associated portable equipment/tools).	These are termed outside the terms of the CIL Expenditure framework
8. Lamp standards, light bulbs, information kiosks, parish notice boards, seats.	These are termed outside the terms of the CIL Expenditure framework
9. Telephone boxes, fire alarms, public drinking fountains, refuse bins or baskets.	These are termed outside the terms of the CIL Expenditure framework
10. Public art/ceremonial structures.	These are termed outside the terms of the CIL Expenditure framework
11. No professional fees or contingency costs.	These are termed outside the terms of the CIL Expenditure framework
12. CIL Bid requests direct from schools –all education funding must be because of a proven education need and CIL Bids will need to be submitted by the County Council. All other education Bids will be outside the CIL Expenditure Framework.	These are termed outside the terms of the CIL Expenditure framework

For clarification, the following items are eligible for CIL funding.

2.7 The following items set out in Table 5 are eligible for CIL funding.

Table 5 - For Clarification, The Following Items Are Eligible for CIL Funding

Key Principles of the CIL Expenditure Framework	Further detail where appropriate
1. Hearing loops in village halls, sound bars and projectors which are permanently fixed.	This is termed within the CIL Expenditure Framework
2. Permanent telephony and telecommunication infrastructure required to carry out health services.	This is termed within the CIL Expenditure Framework

3. PROCESSES OF THE CIL EXPENDITURE FRAMEWORK

3.1 The CIL Expenditure Framework will operate with the following approach as set out in the following Table (Table 6).

Table 6 – Key Processes of the CIL Expenditure Framework

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
1. Use of the Councils' existing software.	The software that the Council uses is Exacom. There is a public facing module (known as PFM) which is accessible on the Councils website under the tab of developer Contributions database
2. The process is centred upon a bidding round with consideration on a twice-yearly basis, with email submission of bids by Infrastructure Providers (including officers of Babergh and Mid Suffolk where appropriate) and all Parishes including Community Groups.	See Diagram at Appendix B to the rear of this report. This is a requirement of the CIL Expenditure legislation
3. Full documentation of the process for lodging, consideration, and determination of the bids with supporting guidance documents for bid submission, bid application forms and prioritisation criteria to be used for assessment of the bids will be made available on the Councils' websites.	This is a requirement of the CIL Expenditure legislation
4. The timetable for the twice-yearly bid process will be clearly documented on the Councils' websites together with the inclusion of a flow chart. Three months of early advance notification of bid submission timescales (to facilitate bid submission) to all Infrastructure Providers (including officers of	The timetable can be found at Appendix B to the rear of this document. There is also a yearly Key dates CIL calendar which can be seen on the Councils web site

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
<p>Babergh and Mid Suffolk where appropriate) and all Parish/Town Councils. Bids from Community Groups can also be submitted.</p>	
<p>5. The apportionment of CIL monies into three funds; Strategic Infrastructure Fund, Ringfenced Infrastructure Fund and Local Infrastructure Fund will occur twice yearly.</p> <p>This apportionment in particular allows saving of monies towards strategic infrastructure projects for the betterment of either or both Districts and facilitates the prospect of collaborative spend with other funding organisations and or funding streams to achieve strategic infrastructure.</p> <p>The division of monies between the three funds occurs in April and October each year immediately after the apportionment of/ payment of Neighbourhood CIL.</p>	<p>Examples of the type of Infrastructure to be funded through the Strategic Infrastructure Fund, the Ringfenced Fund and the Local Infrastructure Fund can be found at Appendix A to the rear of this document.</p> <p>The way that both Councils store their money in separate names accounts is a requirement of the CIL Expenditure Framework.</p>
<p>6. All interest accrued on CIL monies will be paid into the Strategic Infrastructure Fund pot.</p>	<p>This is a requirement of the CIL Expenditure legislation</p>
<p>7. Distribution of CIL income - The Councils will retain up to 5% of the CIL income received within each District (for administrative costs). This will be apportioned at the same time as the Neighbourhood CIL allocation to Parishes. The Neighbourhood CIL allocation to Parish/Town councils (either 15% or 25% subject to a cap*) occurs in April and October each year. On the same 6 monthly basis, the CIL funds will be saved into three separate funding streams with the following apportionment and definitions: -</p> <ul style="list-style-type: none"> • Strategic Infrastructure fund – 20 % of the CIL funds will be held in this account • Ringfenced Infrastructure Fund - ringfenced monies to deliver infrastructure to support housing schemes of 10 dwellings and above) • Local Infrastructure fund – 80% of the CIL funds will be held in this account 	<p>The Cap is explained in Appendix C to the rear of this document</p> <p>The way that both Councils store their money in separate names accounts is a requirement of the CIL Expenditure Framework.</p>

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
<p>8. Apportionment of Neighbourhood CIL. Currently six-monthly allocations to Parish/Town Councils (which occur in April and October) continue, and where Neighbourhood CIL is received, a proactive approach is used to encourage collaborative spend (using Parish Infrastructure Investment Plans (PIIP) documents if produced). The Parishes apportionment of CIL monies (set out in the CIL Regulations 2010 (as amended) will remain at 15% (where there is no Neighbourhood Plan) and 25% where a Neighbourhood Plan is made for three reasons: -</p> <ul style="list-style-type: none"> • to safeguard the ability to secure strategic infrastructure and make the 20% saving from the CIL funds into the Strategic Infrastructure Fund • to ensure that the CIL infrastructure requirements on the growth projects are met such that development is therefore sustainable • to meet legislative requirements. <p>9. Collaborative approach towards expenditure working with Infrastructure Providers and Parishes to get projects delivered and to “add value” is important and supported.</p>	<p>This is a requirement under the CIL Regulation legislation and the terms of the CIL Expenditure Framework</p>
<p>10. Explore and secure funding from other external funding streams (e.g. LEP and Government funding) and other internal funding streams (s106 monies Community Grants and where appropriate Locality funding) to spend alongside CIL where appropriate, especially in connection with Strategic Infrastructure projects but also for Ringfenced Infrastructure and Local Infrastructure Fund projects. Proactive work will be needed to identify and secure strategic infrastructure projects for both Districts.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>11. Funding bids must provide adequate evidence/information to provide necessary certainty on timely delivery – “oven ready” schemes will be given priority.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
12. Proactive work will also need to occur around CIL infrastructure such that the Infrastructure to be provided by CIL Funds (together with the s106 items) are known (and can be understood in terms of viability and the level of affordable housing to be provided). This work will provide clarity around Bids which are likely to come forward for growth projects in the future.	Proactive work required
13. The production and publication of at least twice yearly CIL Expenditure Programmes for both Councils (normal production/publication within 6 months of the Bid rounds opening).	This is a requirement under the CIL Expenditure Framework
14. CIL monies can be spent flexibly alongside s106 monies, Community grants and Locality monies and any other external or internal funding streams but expenditure of s106 monies must be in accordance with the terms of the s106 agreement.	This is a requirement under the CIL Expenditure Framework and the use of all s106 monies must be in accordance with the terms of the particular s106 Obligations where the monies are held
15. Tiered approach to decision-taking involving some officer delegation and larger decisions by Cabinet.	This is a requirement under the CIL Expenditure Framework
16. All CIL Bid decisions to be final.	This is a requirement under the CIL Expenditure Framework
17. No appeals process in respect of any CIL Bid decisions.	This is a requirement under the CIL Expenditure Framework
18. Only one Bid per project and per bidding round.	This is a requirement under the CIL Expenditure Framework
19. After a refusal – no more Bids for this project unless funding circumstances are materially different and/or a time period passes of not less than 1 year.	This is a requirement under the CIL Expenditure Framework
20. Where Bids are to be submitted, evidence of Community support shall be required (From Division County Councillor, District Ward Member and Parish Council).	This is a requirement under the CIL Expenditure Framework
21. Validation - Once Bids are validated and screened (see below) Officers will direct any appropriate Bids towards other funding streams where this is considered to be more appropriate (each Councils unspent s106	This is a requirement under the CIL Expenditure Framework

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
<p>monies – where the terms of the Legal Obligation would allow that spend to occur. In addition, work will be undertaken to see if other funding can be pulled into the scheme from internal (Community grants and Locality Funds - where appropriate) and external funds (LEP Government funding and other external sources) so that the CIL funds can be distributed as widely as possible.</p>	
<p>22. Yearly report on CIL and s106 expenditure will be required as part of the CIL Regulations 2019. This document known as an Infrastructure Funding Statement (IFS) will need to be produced by the 31st December each year for each Council in addition to the twice yearly CIL Expenditure Programme for each Council.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>23. Payment of successful bids to be in accordance with CIL guidance to be published on the Councils' websites.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>24. For all Community Infrastructure Bids three quotes to carry out the works will be required. These quotes must be offered to the Bidders and then submitted as part of the Bids on the basis that the cost of the works will remain held and not vary for a 6-month basis. (so as to be sure that when CIL monies are offered the project can be completed for the cost of the works submitted).Where Infrastructure Providers (such as Suffolk County Council -SCC) submit Bids for either education projects or bus passenger transport improvement proposals there will be no need to submit three quotes as Suffolk County Council is as an Infrastructure provider which has a contractual framework agreement in place. This ensures that the project will achieve Best value and thereby meet Best value objectives within the CIL Expenditure Framework. With regard to Bids for school extensions and education facilities (that are contained within the CIL Position Statement), the Infrastructure provider must pay for feasibility studies and planning application costs prior to the CIL Bid being made. Once any such Education CIL Bids are submitted these costs can then be included in the overall cost of the project (so these costs</p>	<p>This is a requirement under the CIL Expenditure Framework</p>

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
are recovered by SCC as part of the agreed project).	
<p>25. Consultation on valid CIL Bids - When Bids are made valid consultation will occur with the District Ward Member the Division County Councillor for the Ward affected and the Parish Council for that ward (except where the Parish Council is the Bidder for the Infrastructure project). The Consultation will occur by email and 14 days will be allowed for the submission of comments. A copy of the CIL Bid application form and a location plan will be sent to the consultee. Infrastructure officers will carry out a site inspection and photographs will be taken.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>26. Determination of especially important Strategic Infrastructure Fund, Ringfenced Infrastructure Fund or Local Infrastructure Fund CIL Bids by Cabinet or using delegated powers (requiring approval or refusal or noting by Cabinet) can occur in advance of the normal twice yearly CIL Expenditure Programme process where appropriate.</p>	<p>This is allowed under the requirements of the CIL Expenditure Framework</p>
<p>27. Technical assessments of all CIL bids where decisions are being made will be undertaken and published as part of the CIL Expenditure Programme documentation so that decision taking is open and transparent.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>28. Infrastructure for Community use – a new CIL Project Enquiry form has been devised to allow early advice and support to be given to Parishes and Community groups where projects are identified (whether for CIL or other forms of funding) This must be used before any CIL Bid is submitted so that the structured approach towards infrastructure project development can commence before a CIL Bid is submitted and determined.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>29. Further amplification is contained in this document relating to the criteria for Value for money (or Best Value) - to address the internal Audit requirements of September 2018.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>30. CIL Bid application forms are available on the Councils web site as follows: -</p>	<p>The submission of CIL Bid application forms is required under the CIL Expenditure Framework</p>

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
<ul style="list-style-type: none"> • CIL Bid application forms designed for community infrastructure projects both above and below the governance threshold of £10,000 to address different information requirements (e.g., a Business case where required) • CIL Bid application forms for Passenger Transport Improvement (shorter than before also recognizing and adapting the Framework such that three quotes are not required as there is a contractual framework agreement in place for delivery which meets best value objectives) • CIL Bid application forms for Health facilities /proposals • CIL Bid forms for Education facilities proposals • Rail Bid forms for Rail infrastructure projects • CIL Bid forms for adjoining Councils and Infrastructure Providers (outside of Babergh /Mid Suffolk's administrative geographical boundaries) 	<p>and guidance forms are placed on the web site to help Bid authors.</p>
<p>31. Engagement process for all CIL Bids over £50,000 and all CIL Bids where expenditure is required beyond Babergh and Mid Suffolk's administrative and geographical boundaries as follows: -</p> <ul style="list-style-type: none"> • A structured approach to discussions at pre Bid stage for both large (over £250,000) and medium (between £50,000-under £250,000) infrastructure projects with stakeholder engagement with Ward Member(s) Parish Council and Ward County Councillor (Stage 1) together with development of the project with all those parties (Stage 2) with both stages being signed off by an Council Infrastructure Sub Programme Board together with a third stage which represents project sign off before a CIL Bid is submitted.(The inception stage (stage 1 will have a project Initiation Document). Stage 2 will have a Development of Infrastructure project 	<p>This is a requirement under the CIL Expenditure Framework</p>

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
document. The third stage will have a Sign off stage document before the submission of the CIL Bid).	
32. Copies of all CIL Bid application forms and a location plan for both Districts will be held on the Councils IT software (which is accessible to District Council Members only through Connect).	For ease of reference or all District Ward Members
33. Different portions of funding making up the total cost of a project shall be included in the CIL Expenditure Programme.	This is a requirement under the CIL Expenditure Framework
34. CIL Expenditure Programme should have Bid Offer date added so that the two year period for the offer is visible (so that the expiry of the CIL Bid offer letter and the ultimate delivery of the project is readily apparent and can be easily cross referenced).	This is a requirement under the CIL Expenditure Framework
35. Continue with monthly meetings with Infrastructure providers to develop an Infrastructure delivery programme and publish a list of projects which is being developed called the Emerging Infrastructure Projects in the CIL Expenditure Programme.	This is a requirement under the CIL Expenditure Framework
<p>36. CIL Bid Guidance for application forms will include guidance on how the Council will pay the CIL monies, what information and approach is needed before monies are paid together with the need for photographs of part completed/completed infrastructure projects.</p> <p>This guidance will also explain the Ringfenced Infrastructure Fund and the role of the planning consultation responses on infrastructure</p> <p>Improved guidance on Neighbourhood CIL to be issued to Parishes and District Council Members.</p>	These are requirements under the CIL Expenditure Framework
<p>37. Once CIL Bids are valid – the screening part of process commences– i.e. where CIL Bid is valid, screen all other opportunities for other forms of funding (external/unspent s106/community grant/neighbourhood CIL). Ensure that the outcomes of these other funding opportunities are known before committing to CIL expenditure so that CIL is last piece of jigsaw puzzle.</p> <p>Bidders are encouraged to explore all possible alternatives for other sources of</p>	These are requirements under the CIL Expenditure Framework

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
<p>funding alongside requests for CIL funding including using crowd funding/encouraging donations/gifts. (Other sources of funding that could also be considered are loans or Public Works Loan Board funding).</p> <p>Ensure that all other sources of funding have been secured so that CIL funding is the last piece of the jigsaw so that the scheme can be delivered.</p>	
<p>38. CIL Bids will be treated as withdrawn if no progress is made after 12 months and no further action will be taken on them (does not stop a resubmission).</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>39. Where a Bid is refused, the Councils will not reconsider an identical CIL Bid.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>40. Provide a list of changes following the first second and third reviews of the CIL Expenditure Framework at the rear of the document outlining key changes to the Framework</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>41. Retain three advance emails to Parishes and infrastructure providers but stress the importance of the structured pre submission process.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>42. Where infrastructure being proposed also carries a dual use (such as education provision which would also be used by the community) the completion of a Community User Contract is required so that the community use can be guaranteed. (This will be a bespoke legal Contract designed to suit the circumstances of the CIL Bid case.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>43. Next (fourth) review to occur at the same time as Bid round 8 (October 2021) and be in place before Bid round 9 (May 2022). The Joint Member Panel will remain to inform this fourth review.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>44. All existing undetermined CIL Bids which are held over until CIL Bid round 7 – May 2021 (from Bid round 6 - October 2020 or any of the other earlier Bid rounds) and included as undetermined in the CIL Expenditure Programme will have a “one Bid round opportunity” to be determined following Bid</p>	<p>This is a requirement under the CIL Expenditure Framework</p>

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
round 6 without reference to any newly imposed restrictions following the third review of this Framework.	

4. Validation and Screening of Bids And Prioritisation Criteria of Bids Under The CIL Expenditure Framework (To Allow CIL Bids To Be Considered And Determined)

4.1 Each Bid will be validated, screened, and prioritised and a technical assessment will be completed (and ultimately published on the web site as part of the CIL Expenditure Programme documentation) taking the following into account:

4.2 **Validation criteria for CIL Bids** is set out in the following table (Table 7).

Table 7 – Validation Criteria

Validation Criteria for CIL Bids	Further detail where appropriate
<p>1. The correct CIL Bid form must be submitted. All the questions on the Bid application form must be fully completed (where information known or where additional information is required (e.g. Business Case) together with evidence of need for the infrastructure).</p>	<p>These elements are the validation criteria for the CIL Bid process</p>
<p>2. Valid Bids on Bid Submission template to new CIL Expenditure email address CILexpenditure@baberghmidsuffolk.gov.uk including the following:</p> <ul style="list-style-type: none"> ▪ Description of infrastructure, location, purpose ▪ Need /Justification ▪ Costs and funding streams for provision ▪ Quotations for works ▪ How much financial support is sought from Babergh and Mid Suffolk District Councils and for what ▪ Collaborative spend – yes/no and if yes give details ▪ Who is leading on delivery 	<p>These elements are the validation criteria for the CIL Bid process</p>

Validation Criteria for CIL Bids	Further detail where appropriate
<ul style="list-style-type: none"> ▪ Delivery proposal and timescales ▪ Will the Infrastructure be provided on Public or Private land – has the Bidder obtained all the necessary permissions to implement the infrastructure ▪ If the infrastructure needs planning permission - has this been sought and obtained ▪ has any State Aid already been received or offered from other government sources ▪ Consideration of future funding/maintenance once project is complete ▪ Business Plan required dependant on size of the project (see guidance documents) ▪ When Bids are made valid consultation will occur with the District Ward Member the Division County Councillor for the Ward affected and the Parish Council for that ward (except where the Parish Council is the Bidder for the Infrastructure project). The Consultation will occur by email and 14 days will be allowed for the submission of comments. A copy of the CIL Bid application form and a location plan will be sent to the consultee. Infrastructure officers will carry out a site inspection and photographs will be taken. 	
<p>3. Any incomplete bids will be considered, and effort will be made to get the bid fully complete and capable of then being assessed against the screening and priority criteria.</p>	<p>These elements are the validation criteria for the CIL Bid process</p>

4.3 **Screening process** is set out in the following table (Table 8).

Table 8 – Screening Criteria

Screening Process for CIL Bids When Valid	Further detail where appropriate
1. Must follow the Infrastructure Funding Statements for each Council where infrastructure to be provided.	These elements are the Screening criteria elements for the CIL Bid process
2. Consider whether this infrastructure bid could be provided using other internal and external funding streams that the Councils can either submit Bids for or support others or where the Council has access to other funding (e.g. LEP Government funding or other external funders s106, Community Grants. and Locality funding where appropriate – if so, can it be delivered using this without complete or any reliance on CIL funds).	These elements are the Screening criteria elements for the CIL Bid process
3. Where appropriate, information will be checked or sought to verify the information within the bid.	These elements are the Screening criteria elements for the CIL Bid process
4. Where there are CIL infrastructure “asks” under Development Management decisions on major projects, these will be given consideration in terms of devising the CIL Expenditure Programme and through a programme of delivery working collaboratively with the Infrastructure Providers.	These elements are the Screening criteria elements for the CIL Bid process

4.4 **Prioritisation criteria** is as set out in the following table (Table 9).

Table 9 - Prioritisation criteria

Prioritisation Criteria	Further detail where appropriate
1. Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable	This criteria is a requirement of the CIL Expenditure Framework
2. Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh/Mid Suffolk Strategies or external strategies Babergh/Mid Suffolk support and/or input into	This criteria is a requirement of the CIL Expenditure Framework

Prioritisation Criteria	Further detail where appropriate
3.It represents key infrastructure (critical /essential)	This criteria is a requirement of the CIL Expenditure Framework
4.Value for money (or Best Value.	Guidance on Best Value is located at the rear of the document
5.Clear community benefits	This criteria is a requirement of the CIL Expenditure Framework
6.Community support	This criteria is a requirement of the CIL Expenditure Framework
7.Deliverability (“oven ready” schemes)	This criteria is a requirement of the CIL Expenditure Framework
8.Affordability (from Strategic/Local infrastructure or Ringfenced Infrastructure Funds)	Any infrastructure project must be affordable to gain favourable consideration
9.Timeliness	This criteria is a requirement of the CIL Expenditure Framework
10.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)	This criteria is a requirement of the CIL Expenditure Framework
11.Supports housing and employment growth	This criteria is a requirement of the CIL Expenditure Framework
12.Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	This criteria is a requirement of the CIL Expenditure Framework
13.Must be based on the developing/adopted Infrastructure Delivery Plan/current Infrastructure Funding Statement unless circumstances dictate otherwise	This criteria is a requirement of the CIL Expenditure Framework
14.Does the provision of this infrastructure address a current inadequacy in infrastructure terms?	This criteria is a requirement of the CIL Expenditure Framework
15.By releasing funds, it would allow infrastructure to be realised such that the CIL funds are like the last piece of the jigsaw puzzle	This criteria is a requirement of the CIL Expenditure Framework

Prioritisation Criteria	Further detail where appropriate
16. Will the infrastructure be capable of being used by the wider community.	This criteria is a requirement of the CIL Expenditure Framework
17. By provision of infrastructure it would unlock further opportunities within the District for housing and employment growth. How does the proposal affect green infrastructure principles.	This criteria is a requirement of the CIL Expenditure Framework
18. How does the project address green/sustainability principles/infrastructure.	This criteria is a requirement of the CIL Expenditure Framework
19. How does the project affect state aid implications.	This criteria is a requirement of the CIL Expenditure Framework
20. How does the project affect security and safety in the community.	This criteria is a requirement of the CIL Expenditure Framework

5. GOVERNANCE OF THE CIL EXPENDITURE FRAMEWORK

5.1 All decisions once validated screened and assessed and considered against the priority criteria will be collated and presented to Cabinet in the biannual CIL Expenditure Programme for each District.

5.2 There will be tiered approach to decision taking in respect of bids submitted for Strategic Infrastructure Fund, Ringfenced Infrastructure Fund or Local Infrastructure Funds as follows: -

- **Delegated Decisions (to Assistant Director – Sustainable Communities)**
 - a) Decisions to approve infrastructure projects the subject of bids where the amount of monies sought from the Ringfenced Infrastructure Fund or the Local Infrastructure Fund is £10,000 or less
 - b) Decisions to refuse infrastructure projects the subject of bids where the amount of monies sought from the Ringfenced Infrastructure Fund or the Local Infrastructure Fund is £10,000 or less
 - c) Decisions to carry forward Infrastructure projects the subject of bids to the next Bid Round where the amount of monies sought from the Local Infrastructure Fund is £10,000 or less
 - d) Any decision which Officers consider may be of such significance or of a controversial nature such that Cabinet should take the decision in respect of the bid

- **Cabinet decisions**

- a) Decisions to approve or refuse all Strategic Infrastructure Fund bids
- b) All other decisions to approve or refuse all other Ringfenced and Local Infrastructure Fund bids which are not covered by the delegated decision taking outlined above under the delegated decisions listed above
- c) Noting by Cabinet of all decisions on bids where delegated decisions are taken
- d) All decisions on CIL Bids where CIL monies would be spent beyond the administrative and geographical boundaries of Babergh and Mid Suffolk.

Guidance Foot note on Value for money or Best Value

Best Value was government policy in the United Kingdom affecting the provision of public services in England and Wales. In Wales, **Best Value** is known as the Wales Programme for Improvement. **Best Value** was introduced in England and Wales by the Local Government Act 1999, introduced by the UK Labour Government. Its provisions came into force in April 2000.

[Best value - Wikipedia, the free encyclopaedia](#)

en.wikipedia.org/wiki/Best_value

BMSDC Procurement Manual

Pages 50 and 51

2.12 Social Value

2.12.1 The Councils have a duty to consider the creation of social value; which is to maximise the additional benefit that can be created by procuring the supplies, services and works above- and- beyond the benefit of merely the supplies and services themselves.

2.12.2 The delivery of Social Value aligns to the Councils' Joint Strategic Plan in the following areas: • Community Value – enabling communities to become more self -sufficient through the provision of self-help schemes, improvement of facilities, provision of education and employment opportunities.

- Regional Economic Development – subject to the test of fairness and equality for potential suppliers the opportunity to support the local economy.

- Environmental – using a solution which protects and /or enhances the environment.

2.16 Value for Money (Best Value)

2.16 Value for Money (Best Value) 2.16.1 The Councils have a duty to ensure that best value is provided in the delivery of its services and this obligation shall be reflected across all the Councils' commissioning and procurement.

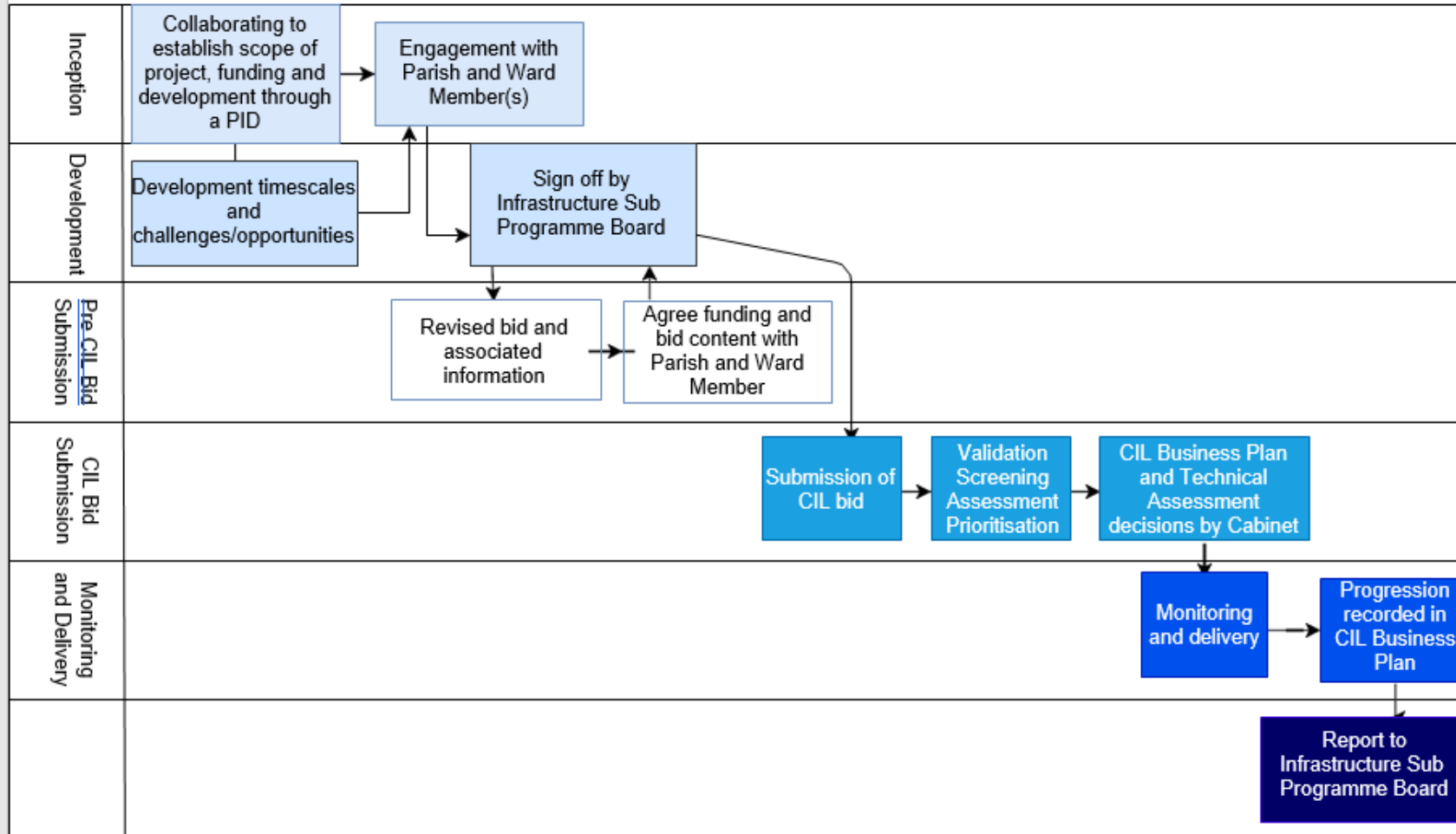
2.16.2 Achieving best value is about enabling the Strategic priorities of the Councils with the most effective use of financial resources and requires the consideration of quality factors in the evaluation of offers from suppliers as well as cost.

Babergh and Mid Suffolk District Councils
Endeavour House
8 Russell Road
IPSWICH
IP1 2BX.

THE CIL EXPENDITURE FRAMEWORK ENGAGEMENT PROCESSES

The following documents are part of the CIL Expenditure Framework and constitutes the diagram of the new structured process around engagement with Parishes, Ward Members and County Councillors on Infrastructure project development incorporating Stages 1,2 and 3 documentation before CIL Bid submission.

Delivery of Large/Medium Scale Infrastructure Projects



Engagement Process

Documentation to support **the inception stage, the development stage and the pre submission stage** of the new structured process for the development of infrastructure projects prior to their submission as a CIL Bid (stage 4) as follows: -

Infrastructure Delivery - Stage 1, 2 and 3 Documentation Template

Task/Actions	Commentary	Lead Officer/Timescales	Activity/Outcomes
Project Initiation Document/ project Enquiry form for Community development - date completed			
Purpose			
Capacity of existing infrastructure and need for project			
Scale			
Shape			
Cost Multipliers			
Timescales and Delivery			
Local Issues through District Ward Member,			
Local Issues through Parish Council			
Local Issues through County Councillor			
Consider Joint Local Plan/IDP/NP/Other Council strategies			
Consider PIIPs			
Costs			
Funding opportunities What has been secured already What could be looked at to augment funding opportunities			
Other opportunities/ added value /additionality			
What other consultation is required/or is scheduled to take place together with timescales			

Other miscellaneous matters			
STAGE 2 DEVELOPMENT STAGE (to be completed in a bespoke way with different issues for each project)	Commentary	Lead Officer/Timescales	Activity/Outcomes
STAGE 3 PRE CIL SUBMISSION - SIGN OFF STAGE (to be completed for each project)	Commentary	Lead Officer/Timescales	Activity/Outcomes
WARD MEMBER(S)			
PARISH COUNCIL			
COUNTY COUNCILLOR			
INFRASTRUCTURE PROVIDER			
AUTHOR OF BID			
OTHER INVOLVED PARTIES			

APPENDIX A

EXAMPLES OF DEFINITIONS OF STRATEGIC INFRASTRUCTURE PROJECTS, RINGFENCED INFRASTRUCTURE PROJECTS AND LOCAL INFRASTRUCTURE PROJECTS.

One or more of these elements constitute A PROJECT Strategic infrastructure:

- is of strategic economic or social importance to the local Authority Areas or region in which it would be located.
 - would contribute substantially to the fulfilment of any of the objectives of the Joint Corporate Plan, Joint Local Plan, Infrastructure Delivery Plan (IDP) and each Councils Infrastructure Delivery Plan (IFS), The Joint BMSDC Economic 'Open for Business' Strategy, the Suffolk Framework for Growth, the Government's Industrial Strategy or Local Enterprise Partnership (LEP) New Economic Strategy for Norfolk and Suffolk objectives or in any regional spatial and economic strategy in respect of the area or areas in which the development would be located;
 - would have a significant effect on the area of more than one planning authority.
 - requires authorisation at Cabinet level.
 - will routinely be the subject of collaborative spend
- Illustrated Examples include strategic flood defence, hospitals and new rail infrastructure

One or more of these elements constitute Ringfenced Infrastructure and Local infrastructure:

- Infrastructure (under the Ringfenced Infrastructure Fund) constitutes infrastructure projects detailed within the Infrastructure Delivery Plan (IDP) and the Infrastructure Funding Statement (Infrastructure List) - (IFS) of each Council and which has been identified as being required to support the grant of planning permissions (for developments of 10 dwellings and above) in order to make the development sustainable in planning terms

One or more of these elements constitute Local infrastructure:

- Local Infrastructure constitutes infrastructure projects which are detailed on the CIL Position Statement and which are meeting need at a local level, can easily be identified as compliant with the CIL Position Statement infrastructure types and which support the expansion, improvement, provision of local services for the people living or visiting within the local area
- Illustrated examples include: extensions to early years, primary, secondary, or further education; bus stops and Real Time Passenger Information notice boards (RTPI); expansion of libraries or enhancement of the mobile library service; expansion to GP practices (where approved by NHS England); provision of leisure and community facilities, such as extensions to community buildings and leisure centres, provision of play equipment and areas, sports facilities and open space; and waste recycling facilities.

March 2021

APPENDIX B – THE CIL BID ROUND CYCLE

The twice-yearly bid round cycle will be as follows:

Bid Round 1 for the year	
May	Open 1 st – 31 st May
June/July/August	Bids validated screened and assessed against prioritisation criteria
August	Information collated for production of CIL Expenditure Programme ready for presentation to Cabinet
September	Consideration of CIL Expenditure Programme by Cabinet. Letters issued confirming outcome of bids to applicants
Bid Round 2 for the year	
October	Open 1 st – 31 st October
November /December/January	Bids validated screened and assessed against prioritisation criteria
February	Information collated for production of CIL Expenditure Programme ready for presentation to Cabinet
March	Consideration of CIL Expenditure Programme by Cabinet. Letters issued confirming outcome of bids to applicants

March 2021

APPENDIX C – THE DEFINITION OF THE CAP RELATING TO NEIGHBOURHOOD CIL

This cap is as follows: -

* 25% of Neighbourhood CIL is paid where permissions are granted on or after the Neighbourhood Plan is made. 15% Neighbourhood CIL is paid where a Neighbourhood Plan is not made. There is a financial cap which relates to the total amount of the 15% Neighbourhood CIL receipts passed to a parish council. Any payment must not exceed an amount equal to £100 per council tax dwelling in that parish in each financial year. This financial cap does not apply in Parishes where a Neighbourhood Plan is made.

March 2021

March 2019 (Amended)

FIRST COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE FRAMEWORK REVIEW (March 2019)

Edition Amendments (March 2019) - Key Changes

- The production of a yearly Key CIL Date calendar which will be published on the Councils web site each year.
- No CIL funding for infrastructure that has already been carried out (i.e. retrospectively).
- No payment towards costs which have already been paid and are sought for reimbursement as part of the CIL Bid (except where school extensions are planned as part of pupil placement creation which is a statutory function on the part of SCC).
- Improvement or replacement of existing infrastructure as part of a project must include additionality (some significant tangible betterment of the existing facility otherwise it would be termed to be maintenance or repair).
- No contingency costs will be eligible.
- CIL funds can be used for an infrastructure project to make it Disability Discrimination Act compliant.
- Three months of advance email notification before the Bid round opens to allow Bidders more Notice about Bid rounds opening in May and October each year.
- All interest accrued on CIL monies will be paid into the Strategic Infrastructure Fund pot.
- For all Community Infrastructure Bids three quotes to carry out the works will be required. These quotes must be offered to the Bidders and then submitted as part of the Bids on the basis that the cost of the works will remain held and not vary for a 6-month basis. (so as to be sure that when CIL monies are offered the project can be completed for the cost of the works submitted).
- Approach to CIL expenditure should be to secure funds alongside any CIL Bids from external (LEP Government funding and other sources) and internal funding sources (s106 Community grants and Locality funding where appropriate).
- Where Infrastructure Providers (such as Suffolk County Council -SCC) submit Bids for either education projects or bus passenger transport improvement proposals there will be no need to submit three quotes as Suffolk County Council as an Infrastructure provider has a contractual framework agreement in place which ensures that the project will achieve Best value and thereby meet Best value objectives. With regard to Bids for school extensions and education facilities (that are Regulation 123 list compliant), the Infrastructure provider must pay for feasibility studies and planning application costs prior to the CIL Bid being made. Once any such Education CIL Bids are submitted these costs can then be included in the overall cost of the project (so these costs are recovered by SCC as part of the agreed project).
- When Bids are made valid consultation will occur with the District Ward Member the Division County Councillor for the Ward affected and the Parish Council for that ward (except where the Parish Council is the Bidder for the Infrastructure project). The Consultation will occur by email and 21 days will be allowed for the submission of comments. A copy of the CIL Bid application form and a location plan will be sent to the consultee. Infrastructure officers will carry out a site inspection and photographs will be taken.
- Where infrastructure being proposed also carries a dual use (such as education provision to also be used by the community) the completion of a Community User Contract is required so that the community use can be guaranteed. (This will be a bespoke legal contract designed to suit the circumstances of the CIL Bid case).
- Determination of especially important Local Infrastructure Fund or Strategic Infrastructure Fund CIL Bids by Cabinet or using delegated powers (requiring approval or refusal or

noting by Cabinet) can be determined in advance of the biannual CIL Business Plan where appropriate.

- Infrastructure for Community use – a new CIL Project Enquiry form has been devised to allow early advice and support to be given to Parishes and Community groups where projects are identified (whether for CIL or other forms of funding).
- Further amplification contained in the document relating to the criteria for Value for money (or Best Value) - to address the internal Audit of September 2018.
- New CIL Bid application forms designed for community infrastructure projects both above and below the governance threshold of £10,000 to address different information requirements (for small/larger projects).
- The correct CIL Bid form must be submitted. All the questions on the Bid application form must be fully completed (where information known or where additional information is required e.g. Business Case).
- Business Plan required dependant on size of the project (see guidance documents).
- New CIL Bid application forms for Passenger Transport and Improvement (shorter than before also recognizing and adapting the Framework such that three quotes are not required as there is a contractual framework agreement in place for delivery - which meets best value objectives).
- New CIL Bid forms for Education facilities proposals.

March 2019

April 2020 (Amended)

SECOND COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE FRAMEWORK REVIEW (APRIL 2020)

Edition Amendments (April 2020) - Key Changes

- Abolition of the Regulation 123 Lists on the 1st September 2019 and the adoption of the CIL Position Statements for both Councils outlining what each Council will spend its CIL money on.
- Renaming of the CIL Business Plan to the CIL Expenditure Programme.
- Twenty five new key principles are inserted into Table 1 covering a wide range of subject matter including a new structured approach to resolving CIL Bids applications at pre submission of a CIL Bid including reporting to an Infrastructure Sub Programme Board at stages 1 and 2 and a stage 3 sign off stage (see diagram at the end of this document).
- Revised monitoring documents will be needed as part of the CIL Regulations 2019 where the need to produce an Infrastructure Funding Statement (IFS) is required for both Councils.
- New clarification inserted about permanent equipment which are eligible for CIL funds.
- Speaking at Cabinet - now altered in the Framework to reflect the Councils Constitution.
- Consultation period changed from 21 days to 14 days.
- Twenty-four new measures are inserted into Table 6 covering a wide array of process changes including new guidance, new rail forms, new limitations on expenditure on infrastructure submitted by the community together with recreations infrastructure projects.
- Four new prioritisation criteria added to Table.

- Deletion of one unused category which is not required from the original document as the remainder of the provisions adequately provide sound governance for CIL Bid determination.
- Addition of a Diagram to detail the new structured process around engagement for the development of infrastructure projects prior to their submission as a CIL Bid.
- Addition of documentation to support the inception stage, the development stage and the pre CIL submission stages of the new structured process for the development of infrastructure projects prior to the submission as a CIL Bid (stage 4).

April 2020

March 2021 (Amended)

THIRD COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE FRAMEWORK REVIEW (MARCH 2021)

Edition Amendments (March 2021) - Key Changes

- Abolition of the CIL Position Statements for both Councils and their replacement with the Infrastructure Funding Statement (IFS) for each Council. The IFS contains data on CIL and s106 income and expenditure together with details of the allocation and expenditure of Neighbourhood CIL. In addition, the IFS for each Council contains an Infrastructure List of infrastructure projects which CIL will be spent on. The IFS for each Council is different and will be updated each year. The IFS gives a list of specific infrastructure projects that CIL will be spent on and therefore its production for each Council each year is critical to the expenditure of CIL and should be read in conjunction with the CIL Expenditure Framework.
- New CIL Bid application form for requests for CIL funds from adjoining Local Authorities/Infrastructure Providers for CIL to support infrastructure projects outside the Babergh and Mid Suffolk administrative boundaries where it can be satisfactorily proven that our growth impacts on infrastructure beyond the District's boundaries such that mitigation is required.
- New additional criteria for dealing with such CIL Bids (from adjoining Local Authorities/Infrastructure Providers) as follows: -
 - Must be collaborative Bids – Babergh/Mid Suffolk will not contribute 100%.
 - Babergh's and Mid Suffolk's CIL spend must be proportionate to what is being provided and linked by way of evidence to impacts of growth within Babergh and Mid Suffolk and must address evidence-based impacts.
 - Must be specific deliverable projects with timescales and oven ready schemes with all necessary formal approvals in place.
 - Babergh and Mid Suffolk must be final part of the funding jig saw so that CIL funds are not tied up in projects that will not be delivered.
 - Must be capital based specific projects that address growth impacts.
 - Will not fund projects which are not classed as infrastructure.
 - Specific infrastructure projects must be listed in the Infrastructure Delivery Plan and within the Infrastructure Funding Statement (Infrastructure List) for Babergh and Mid Suffolk where spend is going to occur.
- Same engagement process for Parish Councils Ward Members and County Councillors (as already set out in the Framework) where CIL expenditure beyond each Districts administrative/geographical boundaries is over £50,000.

- All such CIL expenditure beyond each Districts administrative/geographical boundaries shall be Cabinet decisions with no delegated decisions.
- Technical Assessment shall include an additional section where CIL spend outside the administrative/geographical boundaries of the Districts to respond to these additional criteria.
- Collaborative spend outside the District shall be limited to Infrastructure provider projects only.
- Normal Bid round process twice a year will apply.
- Submission of a CIL Project Enquiry form before actual CIL Bid submission will be necessary and can be submitted year-round.
- Consider whether the required mitigation can be provided by other means (through culminative growth impacts).
- Is the infrastructure mitigation required classed as essential within the other Districts Infrastructure Delivery Plan, Infrastructure Funding Statement and Statements of Common Ground.
- All CIL Bids for expenditure beyond the Districts administrative/geographical boundaries must come from adjoining Local Authorities or Infrastructure Providers. Any requests from Parishes Community Groups/other organisations (such as Health Hubs, Schools) outside BDC and MSDC administrative boundaries will be regarded as falling outside the terms of our CIL Expenditure Framework – not eligible for making CIL Bids.
- CIL Bid requests direct from schools – agreed we make position clear in the CIL Expenditure Framework that all education funding must be because of a proven education need and other Bids will be outside the CIL Expenditure Framework.
- Use of CIL Project Enquiry Form – regarded as very useful for building a programme of infrastructure delivery. Agreed all infrastructure projects must submit a CIL Project Enquiry Form before actual CIL Bid submission.
- One transitional Bid round – where circumstances warrant one transitional Bid round for all existing undetermined CIL Bids so that they are not disadvantaged by any changes in this review.
- Agreement to keep CIL Expenditure Framework under review. Agreed another review (fourth) whilst Bid round 8 is underway (October 2021) so that any revisions are adopted before Bid round 9 occurs in May 2022.
- Agreed the Joint Member Panel remain to inform the fourth CIL Expenditure Framework review.

March 2021

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Appendix B - Amended March 2021

The Community Infrastructure Levy Expenditure Framework **Communications Strategy**

Babergh and Mid Suffolk District Councils

The Babergh and Mid Suffolk Community Infrastructure Levy (CIL) Expenditure Framework Communications Strategy

1.0 Background

1.1 Following the decision by Babergh and Mid Suffolk Councils to implement Community Infrastructure Levy, both Councils have been charging for CIL liable development since 11th April 2016. A scheme for CIL expenditure has been devised and reviewed each year and sits alongside this Communications Strategy. Both the CIL Expenditure Framework and the CIL Expenditure Framework Communication Strategy scheme were approved by both Councils in April 2018 and amended through the first review and adopted by both Councils in March 2019. A second and third review have also taken place and these changes were considered by both Babergh and Mid Suffolk and adopted in April 2020 and in2021.

CIL collection

1.2 CIL is collected and allocated in accordance with the CIL Regulations 2010 (as amended). Each Council retains 5% of the total CIL income for administration of CIL. From the remainder, 15% is allocated to Parish or Town Councils (subject to a financial cap) but where there is a Neighbourhood Plan in place this figure rises to 25%(with no financial cap).

1.3 Each year both Councils are required as CIL charging authorities to publish monitoring statistics for collection, allocation and expenditure of CIL monies by the 31st of December for each year (on the website for both Councils). The CIL Regulations 2019 introduced a requirement for both Councils to produce an Infrastructure Funding Statement (IFS) containing both section 106 and CIL expenditure and a list of infrastructure projects for both Councils (known as the Infrastructure List). The first one for each Council was considered by each Council's Cabinet in November 2020 and published on the web site for both Councils in December 2020. Under the CIL Regulations of 2019 it is a requirement to produce a yearly review of each Councils Infrastructure Funding Statement; this will be published each year on the Councils web site.

CIL Expenditure

1.4 The development of a detailed framework for CIL expenditure for consideration and adoption by both Councils has been devised as there is no set approach for CIL expenditure prescribed either by Central Government or through the CIL Regulations.

1.5 As such all Councils across the country, where a CIL charging regime has been adopted and is being implemented, have established their own schemes for how CIL monies are spent.

1.6 The CIL Regulations stipulate that CIL monies which are collected must be spent on infrastructure. Each Council has published a list of infrastructure projects known as the "Infrastructure List" within each Councils Infrastructure Funding Statement.(IFS) These lists are infrastructure projects that are largely but not

wholly derived from the Infrastructure Delivery Plan. However it is intended that they will all be partially/wholly funded through CIL or s106 or other funding means. The Infrastructure List taken from each Councils Infrastructure Funding Statement are not identical for both Councils.

- 1.7 The CIL Expenditure Framework which sits alongside this Communications Strategy is critical to the funding of infrastructure to support inclusive growth and sustainable development.
- 1.8 The CIL Expenditure Framework for both Babergh and Mid Suffolk was adopted in April 2018. The scheme was launched on the 27th April 2018 and the first Bid round commenced in May in 2018 (for the whole calendar month). The second Bid round took place in October 2018 (also for the whole calendar month). Thereafter the scheme operates on a twice-yearly Bid round; the Bid rounds will continue to be held during the calendar months of May and October each year. As this expenditure for the provision of infrastructure affects both Districts communities, it is considered necessary to have a Communications Strategy to sit alongside the CIL Expenditure Framework.
- 1.9 The CIL expenditure process will involve Bids being submitted for CIL monies (from Infrastructure Providers including Officers of Babergh and Mid Suffolk where appropriate) and Parish/Town Councils (including Community Groups) on a twice-yearly basis.
- 1.10 Whilst some Bids will be determined on a delegated basis (and be subsequently noted by the Council's Cabinet), some Bids will be determined by the Cabinet of the Council where the Bid falls geographically.
- 1.11 Some of the information (including financial information) around the Bids when submitted may be commercially sensitive. However, it is intended that basic information concerning the infrastructure to be provided by the Bid will be capable of being placed on the Council's website together with outcomes both when the Bids are determined and when the infrastructure project has been completed. This information will be placed in both Councils CIL Expenditure Programme including details of emerging infrastructure projects (issued and updated at least twice yearly).
- 1.12 The key messages of this Communications Strategy reflect this position and strike a balance between openness and transparency and the need to safeguard any commercial sensitivity that may apply.

2.0 **Aims of the Strategy**

2.1 These are: -

- To identify the key messages and ensure these remain consistent throughout all communications which this Strategy covers.
- Establish the key stakeholders and determine the communication channels and tools needed to convey the key message.

- Set out the framework for communication in terms of where and when and how to deliver key messages.
- Identify opportunities for proactive communication and address circumstances when communication is necessary to address any CIL collection and expenditure issues.
- Identify any potential risks and put in place communication counter measures to mitigate against these.

3.0 Key Messages and the Framework for Communication

General

- 3.1 These will relate to CIL expenditure (including CIL collection – see Background above). They will involve the process and any specific cases where Bids are made together with the outcome following decision taking.
- 3.2 Key messages will also include details of the completion of any infrastructure projects which are the outcome of successful Bids (for Strategic, Ringfenced or Local Infrastructure Fund expenditure. These infrastructure projects are likely to include different funding streams including CIL and are referred to in the CIL Expenditure Framework as collaborative spend. (see CIL Expenditure Framework)
- 3.3 There will be regular briefings each year in the following way for the following key organisations and people: -
 - Twice yearly briefings on CIL collection and the detail/processes of CIL expenditure (including a yearly production of an Infrastructure Funding Statement for each Council) for all District Members.
 - Twice yearly briefings on CIL collection and the detail/processes of CIL expenditure for all Parish and Town Councils within the two Districts (by holding Parish Briefings /Liaison meetings for both districts.
 - Babergh and Mid Suffolk Officers will hold regular meetings with appropriate infrastructure providers as needed throughout the year to ensure that infrastructure is planned for and provided as part of a developing a programme of infrastructure delivery linked to growth (funded either through s106 or CIL or other funding mechanisms).

Regular Communication - Frequency and type

- 3.4 As stated in paragraph 1.3 above, before the 1st September 2019 the CIL Regulations required CIL charging authorities to publish monitoring statistics for collection, allocation and expenditure of CIL monies by the

31st of December for each year – these have been published for both Councils on the website). From the 1st September 2019 the CIL Regulations introduced a new requirement for the production of an Infrastructure Funding Statement (IFS) for both Councils including s106 and CIL income and expenditure. In addition the IFS for both Councils also includes the allocation and expenditure of Neighbourhood CIL for each Council together with a list of Infrastructure projects for each Council that is largely but not wholly informed by the Councils Infrastructure Delivery Plan.

- 3.5 Details of and payment of Neighbourhood CIL monies from both Councils CIL income to both Councils Parish Councils /Town Councils (see paragraph 1.2 above) will be undertaken twice yearly (by the 28th of April and by the 28th October each year). For those Parishes where there is no Parish or Town Council in place both Councils retain the monies and spend it through consultation with the Parish affected. All Parishes (via the Clerks) and all Ward and District Members will be advised twice yearly of the allocation of these monies via email with the relevant CIL allocation reports published on the Web site (each April and October). All Babergh and Mid Suffolk staff will be notified either by email or through an internal newsletter.
- 3.6 Details of the Councils' CIL Expenditure Framework, (including details of the yearly cycle of Bid submission and consideration) supporting Guidance Documents, Bid Application forms and prioritisation criteria (which will be applied to Bid determination) will be available on the Councils' web site. A Key CIL date calendar will also be produced each year to facilitate Bid submission. Clear information of the process including a flow chart will also be provided on the Councils' web site.
- 3.7 For a period of three months before the Bid Rounds open, advance monthly email communications will be sent to all Infrastructure Providers (including relevant officers of Babergh and Mid Suffolk) and all Parish and Town Councils who are also infrastructure providers to advise of the Bid process being open for the submission of Bids twice yearly. This will also be communicated through the Councils web site.
- 3.8 Following validation of submitted Bids, the Ward Member(s), Division County Councilor for that Ward and the Parish Council (via the Clerk) shall be advised of the receipt of the validated Bid via email and be given 14 days to comment upon the submitted Bid. This will include the application form and a location plan in order to assist with the submission of a response. An officer site inspection will take place in respect of all CIL Bids (where photographs will be taken)
- 3.9 A list of all validated Bids received will be placed on each Councils web site at the time that local consultation takes place containing basic information only to safeguard any commercial sensitivity.

- 3.10 For the duration of the Bid when it is validated, during consultation and whilst being assessed until decision taking, there will be no comment on individual Bids or comments made following consultation except for required communication with affected Infrastructure Providers, the District and County Councilor for the Ward and the Parish or Community Group or the author of the Bid. (This will allow resources to be directed towards consideration of and determination of the Bids). No proactive press statements will be made during this time.
- 3.11 After the decisions have been made on the Bids whether delegated or by Cabinet all authors of the Bids, all Parishes, all Members and County Division Councilors affected by the Bids will be advised by email of the decision of the Bids (whether approved or not and/or whether held in abeyance and carried forward to the next Bid round for a particular reason).
- 3.12 All authors of successful Bids will receive an offer letter (for a 2-year period) and an acceptance form which would need to be signed and returned and which would make the terms of the Bid decision clear. The web site will be duly updated with the decisions on the Bid and appropriate press/media coverage will be undertaken involving joined up communication for all organisations where collaborative spend is involved. **When all press releases are devised – paragraphs 7.2 and 7.3 will be taken into account and the Communication will reflect the inclusion of District Ward Members and relevant Parish Councils and other key organisations (or funding bodies) particularly in the case of the latter where collaborative spend is involved.**
- 3.13 At least twice yearly, a CIL Expenditure Programme will be presented to each Council's Cabinets and determined within 6 months of the Bid round being opened. The CIL Expenditure Programme will contain details of CIL collection, details of all Bids approved or otherwise, any Bids carried forward for particular reasons, any allocated spend whether collaborative or not with details of delivery (of the infrastructure project) and timescales and any details of delegated decision or Cabinet decisions for infrastructure. It will include updates on any decisions already taken by Cabinet concerning delivery of infrastructure. In addition, it will also include basic information on emerging infrastructure projects (CIL Bids). Our key audience will be advised of decisions by email and each CIL Expenditure Programme will be made available on the Councils web site.
- 3.14 A yearly CIL Calendar will be issued outlining all the key dates in that year affecting CIL and this will also be publicised on the web site both in word and outlook format.

4.0 Key Audience

- 4.1 These are: -

- Infrastructure Providers (including Officers of Babergh and Mid Suffolk)
- All District Members
- County Council Members (of the Ward affected by any Bids)
- All Parish Councils
- Community Groups where Bids are made
- Local Residents in both Districts
- Leaders and Cabinet Members of both Babergh and Mid Suffolk
- Chief Executive
- All Staff (including all Strategic Directors, Assistant Directors, Corporate Managers and Professional Leads)
- Media

5.0 Communication Channels

5.1 These are: -

- District Councils websites
- Emails to our Key Audience
- Town and Parish Council Meetings
- Leader and Cabinet Member briefings
- District Council Member Briefings
- Parish and Town Council briefings and workshops
- Media releases
- Social media (Facebook, Twitter)
- Town and Parish Council newsletter
- Working Together, Connect.

6.0 Communication Tools

- 6.1 Many of our audience already receive a number of communications from us across a range of subjects and projects. To help ensure our communication on CIL is easily recognisable and read, it will be necessary to clearly identify the purpose of the communication at the top of the key message.
- 6.2 Templates for emails, and updates will also be developed to ensure clarity of message. Our website will identify through a flow chart about how the process will work and when Bid submission and decision taking will occur.
- 6.3 Social media will also be a key channel for communicating with our audiences and to help ensure these messages are recognised is intended to use the CIL expenditure and CIL collection hashtag for each Twitter and Facebook update where appropriate.

7.0 Spokespeople

- 7.1 For CIL collection information will be communicated through the Councils website and this will be regularly updated subject to the other requirements in this document.

For Strategic Infrastructure Expenditure – which has considerable impact on each District suggest the following: -

- Cabinet Member for Planning BDC
- Cabinet Member for Planning MSDC

For Ringfenced Infrastructure Expenditure – which has considerable/significant impact on each District suggest the following: -

- Cabinet Member for Planning BDC
- Cabinet Member for Planning MSDC

For Local Infrastructure Expenditure which has significant impact on the District suggest the following: -

- Cabinet Member for Planning BDC
- Cabinet Member for Planning MSDC

- 7.2 **With the exception of press announcements of the decisions on the CIL Bids after determination of the CIL Expenditure Programme by both Councils Cabinet, every decision on submitted Bids or where Infrastructure projects are delivered the District Ward Member for the Community where the Infrastructure is to be provided must be included**

in the Key message. In respect of press announcements of the decisions on the CIL Bids after determination of the CIL Expenditure Programme by both Councils Cabinet, the lead messages will be from the Cabinet Members for Planning of both Council. However, when such CIL Bids are determined, Ward Members affected will also be given the opportunity to offer a quote to support the press announcement.

7.3 Where proactive or reactive Key messages are delivered these must be managed so that where the Bids involve collaborative spend the different organisations working in collaboration including Parishes must be part of the Key message and the key message is effective and joined up (including the District Ward Member)

7.4 Every opportunity will be taken wherever possible to undertake joint communication messages with Infrastructure Providers and other funding bodies and partners including those carrying out the infrastructure project together with Parish/Town Councils. Members must always remain involved.

8.0 Risks

8.1 The successful delivery of Infrastructure projects across both District Councils are important for a number of reasons. Not only are these projects aligned with a range of our key strategic priorities but the infrastructure that is provided will mitigate any harm from new development and make that development sustainable. In addition, some infrastructure projects may address current infrastructure inadequacy or deliver a Parish or community infrastructure initiative. As such they will be the focus of a great deal of interest from our key audience and may generate media interest and engagement on a wider level.

8.2 All this audience is invested in the outcome of these projects for a variety of reasons. (financial, social and economic). This will bring these projects under very close scrutiny and we need to acknowledge that failure to effectively communicate with our audience could have a significant impact on its success and the reputation of both Councils.

8.3 It is also important to recognise that communication needs to be accurate and clear and both Councils will take appropriate measures to correct any factual inaccuracies should they occur.

**Babergh and Mid Suffolk District Councils
Endeavour House
8 Russell Road
IPSWICH
IP1 2BX**

Edition Amendments (March 2019) – First Review - The CIL Expenditure Framework Communication Strategy

Key changes

- Delete yearly event for all Infrastructure providers to regular meetings with Infrastructure providers as needed to devise a programme of capital expenditure for Infrastructure with each provider
- Publication of a yearly Key CIL date calendar
- Addition of three early email communications instead of Email communications (to reflect the recommendation of Overview and Scrutiny on the 19th November 2018)
- Consultation - the addition of an application form and a location plan in order to assist with a response
- An officer site inspection will take place in respect of all CIL Bids when valid (where photographs will be taken)”
- Retain quotes in press statements for every Ward Member about successful projects except for the reporting of Business plan decisions (twice yearly) where quotes from the Cabinet Member for Planning is to be used instead with other Ward Members affected being given the opportunity to submit a quote.

Edition Amendments - April 2020 – Second Review - The CIL Expenditure Framework Communication Strategy

Key changes

- Introduction of changed monitoring arrangements of s106 and CIL but the production of an Infrastructure Funding Statement (including an Infrastructure List) by both Councils in the CIL Regulations 2019
- Reference to the CIL Position Statements and their impending replacement by the Infrastructure Funding Statement (including an Infrastructure List)
- Deletion of requirement for a general press communication for Bid submission – this is done via email
- Change of consultation time period from 21 days to 14 days
- Every opportunity will be taken to undertake joint communication messages with infrastructure providers and other funding bodies and organisation including Parishes. Ward Member must remain involved

Edition Amendments – March 2021 – Third Review - The CIL Expenditure Framework Communication Strategy

Key changes

- Abolition of the CIL Position Statements and their replacement by the Infrastructure Funding Statement (including an Infrastructure List) for each Council
- Inclusion of the Infrastructure Funding Statement on CIL Expenditure for Member Briefings.
- Alteration of wording to reflect that Parish Briefings will take place in a virtual setting (with the deletion of references to those Briefings being held in different locations within both Districts)
- Inclusion of specific dates for the allocation of Neighbourhood CIL in April and October each year.

Appendix C - CIL Expenditure 2021/22 Calendar Key Dates (in Bold)

1 st February 2021	Last working group meeting of the Joint Member Panel in respect of the third review of the CIL Expenditure Framework and the CIL Expenditure Framework Communication Strategy
8 th February 2021	Email alert for Bid round 7 - May 2021 – see Communications Strategy
8 th March 2021	Email alert for Bid round 7 - May 2021 – see Communications Strategy
5 th April 2021	Email alert for Bid round 7 - May 2021 – see Communications Strategy
28 April 2021	Neighbourhood CIL Payments made to Parish/Town Councils by this date
1 May 2021	CIL Expenditure Bid Round 7 opens
31 May 2021	Bid Expenditure Bid Round 7 closes
June 2021	Validation of CIL Bids received in Bid round 7 (together with all outstanding undetermined CIL Bids)
5 July 2021	Email alert for Bid round 8 - October 2021 – see Communications Strategy
July/August 2021	Publication of valid Bids on Web site and consultation of Valid Bids for 2-week period. Screening of all outstanding valid CIL Bids (including those received in Bid round 7 – May 2021)
August 2021	Prioritisation of all valid undetermined CIL Bids (including those received during Bid round 7 – May 2021)
9 August 2021	Email alert for Bid round 8 – October 2021 – see Communication Strategy
August 2020	Delegated decisions for all outstanding CIL Bids (including those received in Bid round 7 – May 2021)
1 September 2020	Email alert for Bid round 8 - October 2021 – see Communications Strategy
September 2021	Babergh CIL Expenditure Programme to Cabinet (Bid round 7 – May 2021)
September 2021	Mid Suffolk CIL Expenditure Programme to Cabinet (Bid round 7 – May 2021)
September/October /November 2021	Preparation /production of Babergh Infrastructure Funding Statement (IFS) for collection and expenditure of s106 and CIL monies to Council together with publication of Infrastructure List (with date for publication on the web site)

September/October /November 2021	Preparation /production of Mid Suffolk Infrastructure Funding Statement (IFS) for collection and expenditure of s106 and CIL monies to Council together with publication of Infrastructure List (with date for publication on the web site)
1 October 2021	CIL Expenditure Bid Round 8 opens – October 2021
October 2021	CIL Expenditure Framework Review 4 commences including consideration by Joint Member Panel
28 October 2021	Neighbourhood CIL Payments made to Parish/Town Councils by this date
31 October 2021	CIL Expenditure Bid Round 8 closes
November 2021	Validation of undetermined CIL Bids (including those received in Bid round 8 – October 2021)
December 2021	Publication of valid Bids on Web site and consultation of Valid Bids for 2-week period. Screening of all valid undetermined CIL Bids (including those received in Bid round 8 – October 2021)
Within 2021	Member Briefing - 2 events - precise dates to be advised)
Within 2021	Parish Briefing/ Liaison – 2 events - precise dates to be advised)
January 2022	Prioritisation of CIL Bids in Bid round 8 – October 2021
January/February 2022	Last working group meeting of the Joint Member Panel in respect of the third review of the CIL Expenditure Framework and the CIL Expenditure Framework Communication Strategy
7 th February 2022	Email alert to announce Bid round 9 - May 2022 – see Communications Strategy
February 2022	CIL Expenditure Framework Review 4 closes
7 th March 2022	Email alert for Bid round 9 - May 2020 – see Communications Strategy
March 2022	Babergh CIL Expenditure Programme to Cabinet (Bid round 8 – October 2021)
March 2022	Mid Suffolk CIL Expenditure Programme to Cabinet (Bid round 8 – October 2021)
March/April 2022	CIL Expenditure Review 4 presented to Babergh and Mid Suffolk Council meetings for adoption
4 th April 2022	Email alert for Bid round 9 - May 2020 – see Communications Strategy

Appendix D - 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 Review – March 2021 One separate report and four separate Appendices for Babergh and four separate Appendices for 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 - in terms of Review 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 Framework– April 2018 was presented to both Councils Cabinets in March 2018 and at Council for both Councils in April 2018. It was reviewed and amended and the changes were adopted by both Councils in March 2019. A second review of all the documents took place over the winter of 2019/20 and was adopted by both Councils in April 2020.</p> <p>Both reports recommended approval of changes to the CIL Expenditure Framework, the CIL Expenditure Framework Communication Strategy and the timeline for the launch and review of the Framework, All documents were adopted by both Councils.</p> <p>However, it was also agreed that there would be a third review of these documents whilst Bid round six was being undertaken (in October 2020) so that any amendments to the Framework could be considered and put in place before Bid round seven commences in May 2021. This assessment considers the impact of this third review.</p>

5. Why? (Give reasons why these changes are being introduced)

Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL in April 2016. There is no prescribed way for Councils to decide upon the spend of money collected through CIL, so the Council has to agree their own approach.

The adopted CIL Expenditure Framework, CIL Expenditure Communications Strategy and Timeline for its implementation and review were all agreed at Councils of both District Councils in April 2018 and amended through the first review in March 2019 and further amended through the second review in April 2020.

It was agreed at the same time that a further third review of the arrangements would be carried out at the same time as Bid Round six was in operation (October 2020) so that any changes to the scheme would be in place before Bid round seven (May 2021).

This report presents some amendments to the scheme designed by the Joint Member Panel who have also called for a further review whilst Bid round eight is in operation (October 2021) so that any changes can be in place before Bid round nine (May 2022) commences.

It is important that the scheme is kept under review to ensure that expenditure of the CIL is prioritised correctly particularly with the Infrastructure Delivery Plan and separate Infrastructure Funding Statement for both Councils which will sit alongside the emergent Joint Local Plan which will allocate sites for development up to 2036.

In this way the development that is carried out is sustainable as the harm from the development is mitigated by the infrastructure provision.

All the Bids submitted for CIL funding are different and relate to different Parishes, different types of infrastructure and as both Councils are sovereign Councils and monies are collected recorded and spent separately.

There are two Bid Rounds each year and once each Bid has been validated screened for other forms of funding and then prioritised according to the agreed criteria. Each CIL Bid dependant on whether the spend is above or below £10,000 will be determined by Cabinet (above £10,000) or made under delegated powers (under £10,000) where the decisions will be presented to Cabinet for the Cabinet to note.

	At least two CIL Expenditure Programmes are produced each year for each 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.
6. How will it be implemented? (Describe the decision-making process, timescales, process for implementation)	<p>The processes and procedure including governance arrangements for CIL expenditure are set out in the CIL Expenditure Framework and the CIL Expenditure Communications Strategy with timescales set out in the associated Timeline document.</p> <p>The amendments proposed under cover of this report all address all three documents. The processes are described in 5 above</p>
7. Is there potential for differential impact (negative or positive) on any of the protected characteristics?	<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>
8. Is there the possibility of discriminating unlawfully , directly or indirectly, against people from any protected characteristic?	<p>Yes</p> <p>No No</p>
9. Could there be an effect on relations between certain groups ?	<p>Yes</p> <p>No No</p>
10. Does the policy explicitly involve, or focus on a particular equalities group , i.e., because they have particular needs?	<p>Yes</p> <p>No No</p>

If the answers are 'no' to questions 7-10 then there is no need to proceed to a full impact assessment and this form should then be signed off as appropriate.

If 'yes' then a full impact assessment must be completed.

Authors signature Christine Thurlow

Date of completion 26th January 2021

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.

Appendix E – Infrastructure List for Babergh.

Babergh District Council Infrastructure Funding Statement - Current and Emerging Projects in Babergh.

Projects - Current Funding.

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Project Spend
B02-18	VILLAGE HALL - Monks Eleigh - Hearing Loop	533	£10,750.00	£10,750.00	Agreed by Cabinet in September 2018. CIL Bid offer letter issued 25/9/18. Offer accepted. Project completed.
B03-18	OPEN SPACE – Cockfield Mackenzie Community Open Space Project	228	£27,843.51		Agreed by Cabinet in September 2018. CIL Bid offer letter issued 25/9/18. Offer accepted Commenced Land exchange and completed on the 19/6/19. Exchange documentation to be sent to the Infrastructure Team. Awaiting claim for part of the bid. Issues with access to site to complete the project. Will reapply if expiry date is reached before the project is complete.
B04-18	OPEN SPACE – Cockfield Glebe Community Open Space Project	539	£21,160.94	£20,356.02	Agreed by Cabinet in September 2018. CIL Bid offer letter issued 25/9/18 Offer accepted. Glebe land purchased from Diocese on 19/6/19. Land Registry documentation will be sent to the Infrastructure Team. Project complete and under the allocated budget (Underspend of £804.92 returned to Local Infrastructure Fund)

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Project Spend
B06-18	COMMUNITY FACILITY – East Bergholt - Tiered Seating East Bergholt High School	638	£45,000.00	£45,000.00	Agreed by Cabinet in March 2019. CIL Bid offer letter issued 13/3/19.Offer accepted. Project Completed
B07-18	VILLAGE HALL – Preston St Mary - Kitchen and Toilet Extension	635	£130,091.00		Agreed by Cabinet in March 2019 CIL Bid offer letter Issued 13/3/19 Offer accepted. Further funding being explored to reach the required costs of the project. No works will commence until the full amount of the project is funded. Update 28/07/2020, funding target has been reached. Selection of a contractor is underway and work due to commence in autumn 2020.
B09-18	VILLAGE HALL - Cockfield kitchen & electric supply	529	£9,928.76	£9,928.76	Noted by Cabinet in September 2018. CIL Bid offer letter issued 25/9/19 Offer accepted Work commenced - Phase one of electrical works has begun in the kitchens. Materials & appliances being ordered. Remaining £7,738.64 to be claimed – Project Completed
B10-18	GREEN ENERGY - Lindsey Electric Vehicle Charging Point	532	£5,534.34	£5,534.34	Noted by Cabinet in September 2018. CIL Bid offer letter issued 25/9/19 Offer accepted. Project Completed
B12-18	COMMUNITY FACILITY - Lavenham Community Hub	634	£30,000.00	£30,000.00	Agreed by Cabinet in September 2018. CIL Bid offer letter issued 13/3/19 Offer accepted. Project Completed - Building transferred on 20/05/2019
B13-18	GREEN ENERGY - Lavenham Electric Vehicle Charging Point	637	£33,455.99	£28,688.02	Agreed by Cabinet in March 2019

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Project Spend
					<p>CIL Bid offer letter issued 13/3/19</p> <p>Offer accepted. Work commenced on 10 July but was aborted due to large number of tourists in the area.</p> <p>The contractor has applied to Suffolk CC to install traffic lights on Church Street. Expected</p> <p>restart of the works is September 2019. Project complete. Came in under budget, £4,767.97 returned to the Local Infrastructure Fund</p>
B14-18	OPEN SPACE - Cockfield Culvert Open Space Project	603	£3,340.00		<p>Noted by Cabinet in March 2019. CIL Bid offer letter issued 13/3/19</p> <p>Offer accepted Started – Offered £3,340 (as per CIL Bid application)</p> <p>Land exchange completed on 19/6/19. Exchange documentation outstanding. .Update 28/07/2020, project at 50% completion, hopefully this will be completed by December 2020.</p>
B19-18	SPORTS AND FITNESS – Sudbury Kingfisher Leisure Pool (Strategic Fund)	636	£100,000.00	£100,000.00	<p>Agreed by Cabinet in March 2019 .CIL Bid offer letter issued 13/3/19</p> <p>Offer accepted CIL monies paid towards the project in March 2020. Money transferred to offset expenditure to date – Project Complete for CIL purposes</p>
B19-01	COMMUNITY FACILITY – Long Melford New roof (part-as part of wider programme of Village Hall improvements)	474	£6,808.00	£5778.00	<p>Noted by Cabinet in September 2019 CIL Bid offer letter issued 18/9/19</p>

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Project Spend
					Offer accepted Works undertaken and project completed and coming under the allocated budget (£1,030 returned to the Local Infrastructure Fund)
B19-02	COMMUNITY FACILITY –Long Melford Village Hall New Car Park Chemist Lane	244	£26,044.16	£21,536.80	Agreed by Cabinet in September 2019 CIL Bid offer letter issued 18/9/19 Offer accepted. Works undertaken and project completed coming in under allocated budget - £4,507.36 returned to Local Infrastructure Fund.
B19-04	COMMUNITY FACILITY – Sudbury Gainsborough House	621	£200,746.00		Agreed by Cabinet in September 2019 CIL Bid offer letter issued 18/9/19 Offer accepted. Update 28/07/2020, Project progressing well, working to a six-week delay on handover due to Covid 19. Handover estimated for end of August 2021. To be reopened late 2021- early 2022.
B19-07	COMMUNITY FACILITY – Monks Eleigh Village Hall New car Park	632	£28,765.32	£28,765.32	Agreed by Cabinet in September 2019 CIL Bid offer letter issued 18/9/19 Offer accepted – Project completed
B/17-18	COMMUNITY FACILITY – Assington befriending scheme - Building to provide permanent toilets on site, disabled ramps storage	416	£26,800.00	£2,913.78	Agreed by Cabinet in September 2019 CIL Bid offer letter issued 18/9/19 Offer accepted. Project underway, first instalment paid over to the scheme. Awaiting further requests for payment

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Project Spend
B19 -10	VILLAGE HALL - East Bergholt Constable Memorial Hall	666	£14,333.00		Agreed by Cabinet in March 2020. CIL Bid offer letter issued 19/3/20 Offer accepted.
B19 -15	COMMUNITY FACILITY – Lavenham – Car Park Water Street	667	£190,000.00		Agreed by Cabinet in March 2020. CIL Bid offer letter issued 17/3/20. Offer accepted. 03/08/2020 Update – Work ongoing in relation to this bid, timescale being affected by Covid 19 restrictions
B19 -16	OPEN SPACE – Cockfield Great Green	665	£25,000.00		Agreed by Cabinet in March 2020. CIL Bid offer letter issued 16/3/20.Offer accepted. Update 28/07/2020, Due to Covid 19 work has not yet commenced. Hopefully work will start on site Sept/Oct with completion by December.
B19 -17	BUS PASSENGER TRANSPORT IMPROVEMENT Capel St Mary – Bus Shelter Thorney Road	668	£8,000.00		Noted by Cabinet in March 2020. CIL Bid offer letter issued 17/3/20.Offer accepted.
B19 -05	OPEN SPACE AND RECREATION FACILITY - Newton – Play equipment	673	£87,891.90		Agreed by Cabinet in June 2020. CIL Bid offer letter issued 9/6/20.Offer acceptance awaited .
B19 -06	COMMUNITY FACILITY – Chelsworth – Community facility All Saints Church	674	£136,244.00		Agreed by Cabinet in June 2020. CIL Bid offer letter issued 9 /6/20.Offer acceptance awaited
B19 -14	COMMUNITY FACILITY – Sudbury – St Peters	675	£75,288.00		Agreed by Cabinet in June 2020. CIL Bid offer letter issued 9/6/20.Offer acceptance awaited.

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Project Spend
B20-01	HEALTH – Hadleigh Health Centre	684	£3526		Agreed by Cabinet in September 2020. Bid offer letter issued. Offer accepted
B20-02	COMMUNITY FACILITY – Holbrook Village Hall	683	£9900		Agreed by Cabinet in September 2020. Bid offer letter issued. Offer accepted
B19-18	OPEN SPACE AND RECREATION FACILITY – Chattisham and Hintlesham – Improved surface for play area and new adult fitness equipment	700	£9,920.83		Agreed by delegated decision in September 2020. Bid offer letter issued.
Total CIL Position Statement funding allocated in Bid Rounds 1, 2, 3, 4 and 5 (September 2020)			£1,266,371.75	£309,251.04	£11,110.25 returned to the Local Infrastructure Fund.

Infrastructure List for Babergh

Emerging Infrastructure Projects - Largely extracted from the Babergh and Mid Suffolk Infrastructure Delivery Plan - September 2020

EDUCATION

Early Years Settings Expansions

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP003	Additional Pre School places at existing setting	Brantham	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£200,466	CIL	unknown		Short-medium term
IDP004	Additional Pre School places at existing setting	Chelmondston	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£161,616	CIL	unknown		Short-medium term
IDP005	Additional Pre School places at existing setting	Copdock and Washbrook	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£391,608	CIL	unknown		Short-medium term
IDP007	Additional Pre School places at existing setting	Holbrook	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£10,878	CIL	unknown		Short-medium term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP008	Additional Pre School places at existing setting	Lavenham	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£31,080	CIL	unknown		Short-medium term
IDP009	Additional Pre School places at existing setting at Primary School	Long Melford	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£233,100	CIL	unknown		Short-medium term

New Early Years Settings

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP014	New Pre School setting for 30 places with land allocation of 0.1ha (JLP policy LA055)	Capel Mary St	Essential	Suffolk County Council	£615,240	Developer contributions from committed growth and from JLP growth.	£0	£1,015,300	s106 from LA055	£0	None	Short-medium term
IDP018	1 new Pre School setting for 30 places needed with land allocation of 0.1ha (JLP policy LA042)	Great Cornard	Essential	Suffolk County Council	£615,240	Developer contributions from committed growth and from JLP growth.	£0	£1,022,684	s106	£0	None	Short-medium term

IDP019	1 new Pre School setting for 60 places needed [0.1ha of land to be allocated for the new setting, JLP policy LA028].	Hadleigh	Essential	Suffolk County Council	£1,230,480	Developer contributions from committed growth and from JLP growth. £217,950 SCC ask for s106 build cost contribution planning application DC/17/03902	£217,950	£1,192,516	s106	£0	None	Short-medium term
IDP020	2 new Pre School settings for 60 places each on Wolsey Grange 2 - (land north of A1071). A 60-place setting is already planned as part of new Primary School. [0.1ha land allocation needed]	Sproughton	Essential	Suffolk County Council	£2,460,960	Developer contributions from committed growth and from JLP growth. s106 secured for Wolsey Grange planning permission B/15/00993 £276,924	£276,924	£1,857,076	s106	£326,960	Suffolk County Council, s106 from future development	Short-medium term
IDP023	New Pre School setting for 60 places at the new primary school for Chilton Woods.	Sudbury	Essential	Suffolk County Council	£1,230,480	Developer contributions from committed growth and from JLP growth. s106 secured for a new setting from PP: B/15/01718 (£1,000,000); DC/17/04052 (LA041) (£124,995)	£1,124,995	£0	s106	£105,4850	Suffolk County Council, s106 from future development	Short-medium term

Primary School Expansions

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP026	Primary School expansion from 56 to 70	Bentley	Essential	Suffolk County Council	£241,752	Developer contributions from committed growth and from JLP growth	TBC	£86,340	CIL	TBC	Suffolk County Council, CIL from future development	Short term
IDP028	Primary School expansion from 210 to 315	Brantham	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	£998,842	£302,190	CIL	£512,108	Suffolk County Council, CIL from future development	Short term
IDP029	Primary School expansion from 315 to 420	Capel St Mary	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	TBC	£2,831,952	CIL	£0	None	Short term
IDP030	Primary School expansion from 70 to 105	Copdock	Essential	Suffolk County Council	£604,380	Developer contributions from committed growth and from JLP growth	TBC	£60,438	CIL	TBC	Suffolk County Council, CIL from future development	Medium term
IDP034	Primary School expansion from 315 to 420	Great Cornard (Pot Kiln Primary School)	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	TBC	£1,113,786	CIL	TBC	Suffolk County Council, CIL from future development	Short to medium term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP035	Primary School expansion from 420 to 525	Great Cornard (Wells Hall Primary)	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	TBC	£1,277,832	CIL	TBC	Suffolk County Council, CIL from future development	Short to medium term
IDP036	Primary School expansion from 140 to 210	Hadleigh (Beaumont CP School)	Essential	Suffolk County Council	£1,208,760	Developer contributions from committed growth and from JLP growth	TBC	£2,749,929 (for Hadleigh as a whole)	CIL	TBC	Suffolk County Council, CIL from future development	Short term
IDP037	Primary School expansion from 210 to 315	Hadleigh (St Mary's Church of England Primary School)	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	TBC	See above for project IDP036.	CIL	TBC	Suffolk County Council, CIL from future development	Short term
IDP041	Primary School expansion from 196 to 315	Shotley	Essential	Suffolk County Council	£2,054,892	Developer contributions from committed growth and from JLP growth	£437,000	£215,850	CIL	£1,402,042	Suffolk County Council, CIL from future development	Short term
IDP042	Primary School expansion from 105 to 140	Sproughton	Essential	Suffolk County Council	£604,380	Developer contributions from committed growth and from JLP growth	£0	£539,625	CIL	£64,755	Suffolk County Council, CIL from future development	Short to medium term

New Primary Schools

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP046	Sproughton - New Primary of 420 places for Wolsey Grange development	Sproughton	Essential	Suffolk County Council	£8,613,360	Developer contributions from committed growth and from JLP growth	£276,924 (from LA014); £18,273 (from B/16/01216)	£5,321,826	s106	£2,996,337	Suffolk County Council, s106 from future development	Short-medium term
IDP049	Sudbury - New Chilton Woods Primary School of 420 places	Sudbury	Essential	Suffolk County Council	£8,613,360	Developer contributions from committed growth and from JLP growth	£5,005,728 (from s106 B/15/01718)	£666,510	s106	£2,941,122	Suffolk County Council, s106 from future development	Medium term

Secondary School Expansions

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP053	Secondary School expansion from 930 to 1500	East Bergholt	Essential	Suffolk County Council	£13,551,750	Developer contributions from committed growth and from JLP growth	£422,165	£5,482,680	CIL	£7,646,905	Suffolk County Council, CIL from future development	Medium term
IDP055	Secondary School expansion from 840 to 1200	Hadleigh	Essential	Suffolk County Council	£8,559,000	Developer contributions from committed growth and from JLP growth	TBC	£3,453,960	CIL	TBC	Suffolk County Council, CIL from future development	Medium term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP056	Secondary School expansion from 600 to 800	Holbrook	Essential	Suffolk County Council	£4,755,000	Developer contributions from committed growth and from JLP growth	TBC	£727,600	CIL	TBC	Suffolk County Council, CIL from future development	Medium term
IDP057	Chantry Academy - Secondary School expansion from 900 to 1200	Ipswich	Essential	Suffolk County Council	£7,132,500	Developer contributions from committed growth and from JLP growth	TBC	£4,442,640	CIL	TBC	Suffolk County Council, CIL from future development	Medium term
IDP061	Secondary School expansion of Ormiston from 1132 to 1500	Sudbury	Essential	Suffolk County Council	£8,749,200	Developer contributions from committed growth and from JLP growth	TBC	£1,883,200 (from 440 dwellings) and £2,782,000 (from 650 dwellings)	CIL	TBC	Suffolk County Council, CIL from future development	Medium to long term

HEALTH

Primary Care

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP064	Mitigation may be required towards the expansion of the practice.	Bildeston - Bildeston Health Centre	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£52,989	CIL	unknown	unknown	Long term
IDP066	Mitigation will be sought as a feasibility study has been undertaken looking at both Constable Country Medical Practice and Capel St Mary Surgery. A review of the report will be undertaken to determine a viable solution.	Capel St. Mary - The Surgery, Capel St. Mary and East Bergholt - Constable Country Rural Medical Practice, East Bergholt	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£415,852	CIL	unknown	unknown	Short term
IDP069	Mitigation will be requested for the cumulative growth in the area as it will put significant pressure on the local practice.	Hadleigh and Boxford - Hadleigh Practice, including branch practice in Boxford	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£426,220	CIL	unknown	unknown	Short-medium term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	Work has been undertaken to broaden the services provided in the local community by the practice and this scheme was funded through CIL.											
IDP070	Mitigation may be sought from planning applications submitted to facilitate the initial plans for expansion works at The Surgery, Shotley. Mitigation may also be sought for Holbrook and Shotley Practice.	Holbrook - The Holbrook and Shotley Practice	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£66,813	CIL	unknown	unknown	Short term
IDP071	Mitigation will be requested to cover the growth in the areas closest to these surgeries. The feasibility study and option appraisal have been completed and	Ipswich Fringe (including Claydon, Sproughton) The Chesterfield Drive Practice	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth. Existing funding source for	unknown	£1,667,441	CIL	unknown	unknown	Short term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	preferred location selected for a new health hub in which Hawthorn Drive is a key stakeholder.	Tooks new surgery, planned to be in operation by 2021. Hawthorn Drive (206 Hawthorn Drive, Ipswich IP2 0QQ) and Pinewood Surgery (Branch of Derby Road Practice) The Barham & Claydon Surgery				the new Tooks GP Surgery, Whitton.						
IDP072	Mitigation will be requested for the cumulative growth in the areas of Long Melford and Lavenham as increasing capacity will be required to cover the expected population growth.	Lavenham - Lavenham (Branch of Long Melford)	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£11,519	CIL	unknown	unknown	Medium term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP073	Mitigation will be requested for the cumulative growth in the areas of Long Melford and Lavenham as increasing capacity will be required to cover the expected population growth.	Long Melford - The Long Melford Practice	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£223,477	CIL	unknown	unknown	Short term
IDP074	Mitigation would be sought for cumulative growth in the vicinity of this practice.	Manningtree - Riverside Health Centre (North East Essex CCG)	Essential	North East Essex CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£40,318	CIL	unknown	unknown	Short-medium term
IDP080	Mitigation will be requested to create additional capacity within the practice. Options are currently being explored as to how this would be developed across the affected surgeries.	Sudbury, Great Cornard and Bures area Including: Siam Surgery (Sudbury Community Health Centre)	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£419,884	CIL	unknown	unknown	Short term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
		and Hardwick e House (which includes: Stour Street and Meadow Lane Surgery in Sudbury; Great Cornard Surgery; and the Bures branch.)										

TRANSPORT

Strategic Highways Improvements

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area (Stress Point)	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP082	Junction improvements	A14 Junction 58 Seven Hills	Essential	Highways England	£5m	Developer contributions from development within East Suffolk, Ipswich, Babergh and Mid Suffolk	Unknown	Unknown Contributions may be required from future development in Babergh/Mid Suffolk.	s278 / s106	Unknown	Unknown	Unknown
IDP083	Junction improvements	A14 Junction 57 Nacton	Essential/Desirable	Highways England	£5-10m	Developer contributions from development within East Suffolk, Ipswich, Babergh and Mid Suffolk	Unknown	Unknown	s278/s106	Unknown	Unknown	Unknown
IDP084	Junction improvements	A14 Junction 56 Wherstead	Critical	Highways England	£5-10m	Developer contributions from development within the area. Approved scheme of DC/19/05093 includes proposed junction improvements.	£3-6m	Unknown Contributions may be required from future development in Babergh/Mid Suffolk.	s278 / s106	TBC	Unknown	Unknown

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area (Stress Point)	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP085	Junction improvements	A14 Junction 55 Copdock Interchange	Essential	Highways England	£65-100m	Mitigation to be dealt with through national intervention. <u>Currently identified for consideration in the Roads Investment Strategy 3 (RIS3), 2025-2030.</u>	TBC	N/A	N/A	Unknown	RIS and other governmental funding	Position to be reviewed at B&MSDC JLP Plan Review stage.
IDP086	Junction improvements (potentially changes to the alignment and upgrades for pedestrians and cyclists)	A14 Junction 54 Sproughton	Essential/Desirable	Highways England	£1m-£2m	Further investigation required by SCC and Highways England regarding mitigation scheme.	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
IDP090	Junction improvements in relation to on-slip roads (south on-slip road main issue)	A12 Junction 32 A Capel St Mary	Critical	Suffolk County Council / Highways England	£5-10m	Developer contributions from committed growth and from JLP growth	Unknown	Unknown	s278 / s106	Unknown	Unknown	Unknown
IDP091	Mitigation measures identified under current applications (Wolsey Grange proposals) in this area: - Footways	A1071 / B1113 AND A1071 / Hadleigh Road AND	Critical	Suffolk County Council	£500,000 per junction £1.2-£1.5m corridor	Developer contributions from committed growth and from JLP growth	Unknown	£1.2-£1.5m	s278 / s106	Unknown	Unknown	Unknown

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area (Stress Point)	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	improvements in Sproughton - Zebra crossing in Sproughton - Junction improvements A1071, - Improved pedestrian links between Sproughton and Bramford.	B1113 Burstall Lane / Lower Street (Sproughton)										
IDP092	Mitigation potentially introducing signalised junction and speed limit. Issue of cumulative growth impacting the area.	A1071 / A134 Assington Road (Near Newton)	Essential	Suffolk County Council	£300,000	Developer contributions from committed growth and from JLP growth. Issue of cumulative growth impacting the area (from Sudbury, Hadleigh, Boxford, Newton, Assington, Leavenheath, Nayland, Colchester).	Unknown	Unknown	s278 / s106	Unknown	Unknown	Unknown

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area (Stress Point)	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP093	Reducing demand via modal shift. Pedestrian/Cycle bridge at Sugar Beet/Elton Park could be considered.	B1067 Bramford Road / Sproughton Road	Essential	Suffolk County Council	£1.5m	Further investigation required by SCC regarding mitigation scheme.	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
IDP094	Need to monitor the outcomes of the Wolsey Grange phase 1 improvements.	A1214 / Scrivener Drive Roundabout	Critical	Suffolk County Council	Unknown	Further investigation required by SCC regarding mitigation scheme.	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
IDP095	ISPA Transport Mitigation Strategy - Package of mitigation measures to deliver modal shift and mitigate impacts on the wider Ipswich highways network.	Ipswich town centre (Crown Street, Star Lane) and Ipswich Northern Ring Road (A1214)	Critical	Suffolk County Council	TBC - £3,621,800 (Babergh) (Further investigation required by SCC regarding mitigation scheme)	Developer contributions from development within East Suffolk, Ipswich, Babergh and Mid Suffolk	Unknown	Unknown	s278 / s106 / CIL / other forms of funding	Unknown	Unknown	Unknown
IDP097	Pedestrian and cycle link	Capel St Mary – Copdock – Wolsey Grange, Ipswich (Phase 1: Copdock to Wolsey Grange;	Essential	Suffolk County Council	Circa £1.3m (from Park & Ride to Capel St Mary) Further investigation and	Developer contributions from committed growth and from JLP growth.	Unknown	Unknown	s278 / s106	Unknown	Local Travel Plans, DfT, SCC	Medium

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area (Stress Point)	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
		Phase 2 Capel St Mary to Copdock)			detail costings required by SCC.							

WALKING AND CYCLING INFRASTRUCTURE – Community projects

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
Refer to the Babergh and Mid Suffolk Sustainable Travel Action Plan (motion approved in July 2020) and the Project Enquiry Form and CIL Expenditure Programme under the CIL Expenditure Framework	All forms of walking and cycling infrastructure developed on a community wide basis	All parishes	Desirable	Dependant on project	Unknown	Developer Contributions including s106 and CIL and other funding sources	Unknown	N/A	CIL Expenditure on walking and cycling infrastructure developed on a community basis through the Project Enquiry Form and CIL Expenditure Programme under the CIL Expenditure Framework together with other forms of funding	Unknown	Unknown	Dependant on project

POLICE

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP130	Hadleigh Police Safer Neighbourhood Team (SNT)	Hadleigh	Essential	Suffolk Constabulary	£2,235,605	Suffolk Constabulary / Developer contributions	unknown	£1,258,143	CIL and s106	unknown	Suffolk Constabulary Capital Budget / Capital asset from existing facilities.	Medium - long term
IDP131	Ipswich West Police Safer Neighbourhood Team (SNT)	Ipswich	Essential	Suffolk Constabulary	£673,692	Suffolk Constabulary / Developer contributions	unknown	£417,388	CIL and s106	unknown	Suffolk Constabulary Capital Budget / Capital asset from existing facilities.	Medium - long term
IDP133	Sudbury Police Safer Neighbourhood Team (SNT)	Sudbury	Essential	Suffolk Constabulary	£517,823	Suffolk Constabulary / Developer contributions	unknown	£299,617	CIL and s106	unknown	Suffolk Constabulary Capital Budget / Capital asset from existing facilities.	Medium - long term

COMMUNITY INFRASTRUCTURE - Libraries

IDP Project Unique Reference	Anticipated mitigation / Project	Settlements where preferred sites are located	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/ unknown	Funding Sources	Identified Funding	Agreed cost multiplier	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP134	Additional provision for libraries	Acton	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP138	Additional provision for libraries	Bildeston	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP140	Additional provision for libraries	Boxford	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP142	Additional provision for libraries	Brantham	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP143	Additional provision for libraries	Bures St Mary	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP144	Additional provision for libraries	Capel St. Mary	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP146	Additional provision for libraries	Copdock & Washbrook	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlements where preferred sites are located	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/ unknown	Funding Sources	Identified Funding	Agreed cost multiplier	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP150	Additional provision for libraries	Hadleigh	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP152	Additional provision for libraries	Holbrook	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP153	Additional provision for libraries	Lavenham	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP154	Additional provision for libraries	Long Melford	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP157	Additional provision for libraries	Shotley	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP158	Additional provision for libraries	Sproughton	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP163	Additional provision for libraries	Sudbury & Great Cornard	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term

COMMUNITY INFRASTRUCTURE - Strategic Leisure Centres

IDP Project Unique Reference	Settlement	Leisure / Community Centre	Project description	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/ unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP167	Hadleigh	Hadleigh Pool and Leisure Centre	Replacement of swimming pool and other improvements.	n/a – current project	Babergh District Council	£4m	Capital Investment by BDC, CIL and other funds	£2,160,000 (BDC)	n/a – current project	N/A	N/A	N/A	Short term – live project
IDP170	Sudbury	Kingfisher Leisure Centre	Improve and expand swimming, health and fitness facilities.	n/a – current project	Babergh District Council	£2.5m	Capital Investment by BDC and CIL funding	£2,356,000 Capital Investment by BDC and £100,000 from CIL funding.	n/a – current project	N/A	N/A	N/A	Short term – live project – completion expected summer 2020.

COMMUNITY INFRASTRUCTURE - Provision of additional sporting facilities at existing Secondary Schools

IDP Project Unique Reference	Settlement	Secondary School	Project description, and evidence source	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/ unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP173	East Bergholt	East Bergholt High School	To extend sports and recreation facilities available for community use. (Current CIL bid of £40,000) to provide tiered seating in main auditorium), subject to	Desirable	South Suffolk Learning Trust	£500,000	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the	Unknown	Unknown	Unknown	Unknown	Unknown	Medium, Long Term

IDP Project Unique Reference	Settlement	Secondary School	Project description, and evidence source	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
			Community Use Agreement being put in place. Abbeycroft Leisure currently manage site outside school hours.				District Councils, central government funding (Sport England), National Lottery grants, etc.						
IDP175	Great Cornard	Thomas Gainsborough High School	To extend sports and recreation facilities available for community use.	Desirable	Unity Schools Partnership	Unknown	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central government funding (Sport England), National Lottery grants, etc.	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
IDP176	Hadleigh	Hadleigh High School	To extend sports and recreation facilities available for community use.	Desirable	South Suffolk Learning Trust	Unknown	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown

IDP Project Unique Reference	Settlement	Secondary School	Project description, and evidence source	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
							Councils, central government funding (Sport England), National Lottery grants, etc.						
IDP177	Holbrook	Holbrook Academy	To extend sports and recreation facilities available for community use.	Desirable	Holbrook Academy	£100,000	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central government funding (Sport England), National Lottery grants, etc.	Unknown	Unknown	Unknown	Unknown	Unknown	Medium, Long Term
IDP181	Sudbury	Ormiston Sudbury Academy	To extend sports and recreation facilities available for community use.	Desirable	Ormiston Trust	Unknown	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils,	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown

IDP Project Unique Reference	Settlement	Secondary School	Project description, and evidence source	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
							central government funding (Sport England), National Lottery grants, etc.						

COMMUNITY INFRASTRUCTURE – COMMUNITY PROJECTS

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
Refer to the CIL Expenditure Programme (under the CIL Expenditure Framework)	All forms of community facilities	All parishes	Desirable	Dependant on project	Unknown	Developer Contributions including s106 and CIL and other funding sources	Unknown	N/A	CIL Expenditure on Community projects developed through the Project Enquiry Form and CIL Expenditure Programme under the CIL Expenditure Framework together with other forms of funding	Unknown	Unknown	Dependant on project

WASTE

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP183	New provision for Ipswich Portman's Walk HWRC	Ipswich Area	Essential	Suffolk County Council	£3.25m	SCC and developer contributions from committed growth and from JLP growth and neighbouring authorities	unknown	£255,750	CIL	unknown	SCC Capital Budget / Capital asset from existing facilities / SCC borrowings	Medium - long term
IDP185	New provision for Sudbury HWRC	Sudbury Area	Essential	Suffolk County Council	£3.25m	SCC and developer contributions from committed growth and from JLP growth	£150,184 (s106 from Chilton Woods Development)	£116,490	CIL	unknown	SCC Capital Budget / Capital asset from existing facilities / SCC borrowings	Medium - long term

GREEN INFRASTRUCTURE AND OPEN SPACE

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated Cost	Funding Sources	Identified Funding	Estimated Developer Contribution (Derived from application of cost multipliers)	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP186	Recreational disturbance Avoidance Mitigation Strategy (RAMS)	Zone A of the RAMS	Essential	Babergh and Mid Suffolk District Councils, Ipswich Borough Council and East Suffolk Council (under the Recreational disturbance Avoidance Mitigation Strategy (RAMS))	n/a	Developer contributions from committed growth and from JLP growth B&MSDC and neighbouring authorities	unknown	£121.89 per dwelling	S106	n/a	n/a	Medium - long term

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WASTE (CHILTON DEPOT)

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated Cost	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP188	Fuel tank for Waste Fleet HVO Biodiesel, above ground storage tank	Chilton	Desirable	BDC	£50,000	Developer contributions	unknown	£50,000	CIL	£0	N/A	Short Term

COMMUNITY INFRASTRUCTURE– COMMUNITY SAFETY

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated Cost	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP189	CCTV Hadleigh and Sudbury	Hadleigh and Sudbury	Desirable	BDC	£150,000	Developer contributions	unknown	£150,000	CIL	£0	N/A	Short Term

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Appendix F – Infrastructure List for Mid Suffolk.

Mid Suffolk Infrastructure Funding Statement - Current and Emerging Projects in Mid Suffolk.

Projects – Current Funding.

Bid Ref	Project	Project Ref (Exacom)	CIL Funding Allocated	Project Spend	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
M02-18	PUBLIC TRANSPORT - Laxfield - Bus stops at Mill Lane	556	5,000.00	3,627.63 1372.37 returned to 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. £1372.37 has been returned to the Local Infrastructure Fund.
M04-18	PUBLIC TRANSPORT - Stowmarket - Bus Stops at Finborough Rd	557	5,000.00	5,000 returned to 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. £5,000 returned to the Local Infrastructure Fund...

M05-18	PUBLIC TRANSPORT - Bus stop improvements Mortimer Road Stowmarket	531	35,000.00		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.
M08-18	HEALTH - Botesdale Heath Centre - Extension to increase provision and palliative care	522	98,739.74	98.739.74	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	641.35 returned to 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	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.
M20-18	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.
M23-18	GREEN ENERGY EV Charger at Cross St Car Park Eye	642	20,728.40	14,287.16	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. £6,441.24 has been returned to the Local Infrastructure Fund.
M19-01	COMMUNITY FACILITY– Stowupland Notice Board Trinity Meadow	640	396.26	396.26	Noted by Cabinet on 28th 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
M19-04	PUBLIC TRANSPORT Thurston - Bus Shelters Sandy Lane	649	9600.00		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.
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.

M19-07	COMMUNITY FACILITIES – Village Hall Enhancement Extension Occold	664	19,190.00		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
M19-10	EDUCATION – Bramford Primary School	663	645,593.00		Agreed by Cabinet on 9th March 2020. .CIL Bid offer letter dated 16 th March 2020. Offer accepted. Update 30/07/2020 – Project in progress, handover at present due in October 2020
M19-14	EDUCATION – Claydon Primary School	662	499,421.00	499,421.00	Agreed by Cabinet on 9 th March 2020. CIL Bid offer letter dated 12 th March 2020.Offer accepted. Project complete.
M19-08	COMMUNITY FACILITIES – Thornham – Car Park	681	27,000.00		Agreed by Cabinet on 9 th March 2020. Legal position resolved and Bid offer letter dated 20 th May 2020.Offer accepted.
M21-18	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
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		Agreed by Cabinet in September . Offer letter issued. Offer accepted
B19-13	COMMUNITY FACILITIES –Bedfield – new play area	680	4,534.00		Noted by Cabinet in September . Offer letter issued. Offer accepted
Total CIL Funding allocated to MSDC projects in Bid Round 1, 2 ,3, 4 and 5			£4,110,454.85	£1,602,727.91	£13,454.96 returned to the Local Infrastructure Fund

Infrastructure List for Mid Suffolk

Emerging Infrastructure Projects – Largely extracted from the Babergh and Mid Suffolk Infrastructure Delivery Plan - September 2020

EDUCATION

Early Years Settings Expansions

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP001	Additional Pre School places at existing setting	Bacton	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£616,938	CIL	unknown		Short-medium term
IDP002	Additional Pre School places at existing setting	Botesdale and Rickinghall	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£543,900	CIL	unknown		Short-medium term
IDP006	Additional Pre School places at existing setting at primary school.	Debenham	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£380,730	CIL	unknown		Short-medium term
IDP010	Additional Pre School places at existing setting	Needham Market	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£312,354	CIL	unknown		Short-medium term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP011	Additional Pre School places at existing setting at Primary School (TBC)	Stonham Aspal	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£175,602	CIL	unknown		Short-medium term
IDP012	Additional Pre School places at existing setting	Stradbroke	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£430,458	CIL	unknown		Short-medium term

New Early Years Settings

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP013	New Pre School setting for 60 places needed with land allocation of 0.1ha JLP policy LA007 (DC/18/00233)	Bramford	Essential	Suffolk County Council	£1,230,480	Developer contributions from committed growth and from JLP growth. s106 secured for a new setting from PP: DC/18/00233 (LA007) (£281,293); DC/19/01401 (LA006)	£532,768	£14,768	s106	£547,536 expected toward 1 st phase of 30 places setting at estimated cost of £615,240. Therefore, funding gap for 1 st phase: £67,704	Suffolk County Council, s106 from future development	Short-medium term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
						(£215,721); DC/19/00870 (LA107) (£35,754)						
IDP015	New Pre School setting for 60 places at the new Primary School (Planning Application 1856/17 and JLP policy LA002).	Claydon & Barham	Essential	Suffolk County Council	£1,230,480	Developer contributions from committed growth and from JLP growth. SCC ask for s106 build cost contribution planning application 1856/17 (LA002)	£1,084,314 for the complete build cost contribution towards the primary school and pre school	£1,209,130	s106	£0	None	Short-medium term
IDP016	New Pre School setting for 30 places needed in the area. 0.1ha land allocation needed (JLP policy LA065). (s106 secured for a new setting from PP: 3918/15 Former Grampian site £75,240.)	Elmswell	Essential	Suffolk County Council	£615,240	Developer contributions from committed growth and from JLP growth. s106 secured for a new setting from PP: 3918/15 Former Grampian site £75,240.	£75,240	£677,482	s106	£0	None	Short-medium term
IDP017	New Pre School setting for 60 places needed with land allocation of 0.1ha, JLP policy LA020	Eye	Essential	Suffolk County Council	£1,230,480	Developer contributions from committed growth and from JLP growth.	£170,548	£686,712	s106	£373,220	Suffolk County Council, s106 from future development	Short-medium term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
						s106 secured for a new setting from PP: 3563/15 Land at Eye Airfield						
IDP021	1 new Pre School setting for 60 places at the new Primary School at Chilton Leys (JLP policy LA034). And one more setting for 60 places needed with land allocation of 0.1ha (JLP policy LA035 – 'Ashes Farm').	Stowmarket	Essential	Suffolk County Council	£1,230,480	Developer contributions from committed growth and from JLP growth. s106 secured for Chilton Leys planning permission: 2722/13	£80,000	£1,772,160	s106	£0	None	Short-medium term
IDP022	New Pre School setting for 30 places needed with land allocation of 0.1ha (JLP policy LA078).	Stowupland	Essential	Suffolk County Council	£615,240	Developer contributions from committed growth and from JLP growth. s106 secured for a new setting from PP: DC/17/02755 Land between Gipping Road and Church Road	£103,547	£851,006	s106	£0	None	Short-medium term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP024	New Pre School setting for 30 places at the relocated new primary school in Thurston. (The new setting opening in 2021 is able to expand to 60 places).	Thurston	Essential	Suffolk County Council	£615,240	Developer contributions from committed growth and from JLP growth	TBC	£1,888,458	s106	£0	None	Short-medium term
IDP025	New Pre School setting for 60 places at the new primary school in Woolpit (JLP policy LA095).	Woolpit	Essential	Suffolk County Council	£1,230,480	Developer contributions from committed growth and from JLP growth	TBC	£1,290,354	s106	£0	None	Short-medium term

Primary School Expansions

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP027	Primary School expansion from 210 to 315	Bramford	Essential	Suffolk County Council	Actual Project cost: £1,490,522	Developer contributions from committed growth and from JLP growth	Section 106: £401,973 SCC (Basic Need): £442,956 CIL Fund (agreed in March 2020): £645,593	n/a	CIL	£0	None	Project in progress, handover at present due in October 2020.
IDP031	Primary School expansion from 210 to 315	Debenham	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	£0	£1,057,665	CIL	£755,475	Suffolk County Council, CIL from future development	Medium term
IDP032	Primary School expansion from 315 to 420	Elmswell	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	£1,023,204	£1,312,368	CIL	£0	None	Short term
IDP033	Primary School expansion from 210 to 315	Eye	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	£1,235,675	£1,670,679	CIL	£0	None	Short to medium term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP038	Primary School expansion from 119 to 140	Laxfield	Essential	Suffolk County Council	£362,628	Developer contributions from committed growth and from JLP growth	TBC	£267,654	CIL	TBC	Suffolk County Council, CIL from future development	Medium term
IDP039	Primary School expansion from 105 to 140	Mendlesham	Essential	Suffolk County Council	£604,380	Developer contributions from committed growth and from JLP growth	£200,877	£323,775	CIL	£79,728	Suffolk County Council, CIL from future development	Short term
IDP040	Primary School expansion from 315 to 360	Needham Market	Essential	Suffolk County Council	£777,060	Developer contributions from committed growth and from JLP growth	TBC	£1,053,348	CIL	£0		Medium term
IDP043	Primary School expansion from 210 to 315 (Freeman Community Primary)	Stowupland	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	TBC	£2,076,477	CIL	TBC	Suffolk County Council, CIL from future development	Short to medium term

New Primary Schools

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP044	Bacton - New Primary School of 315 places (relocation of current primary school).	Bacton	Essential	Suffolk County Council	£6,460,020	Developer contributions from committed growth and from JLP growth	£158,353	£1,548,354	s106	£4,753,313	Sale of existing school site. Suffolk County Council, s106 from future development	Short term
IDP045	Claydon - New Primary School of 210 places (Planning application 1856/17 (LA002))	Claydon	Essential	Suffolk County Council	£4,306,680	Developer contributions from committed growth and from JLP growth	£1,461,298	£3,050,462	s106	£0		Short term
IDP047	Stowmarket - New Chilton Leys Primary School of 420 places	Stowmarket	Essential	Suffolk County Council	£8,613,360	Developer contributions from committed growth and from JLP growth	£589,245	£8,203,200	s106	£0		Short term
IDP048	Stowupland - potential new primary school of 210	Stowupland	Essential	Suffolk County Council	Freeman CP currently planned to expand; this will be reviewed at Plan review stage.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
IDP050	Thurston - New Primary School of 420 places	Thurston	Essential	Suffolk County Council	£8,613,360	Developer contributions from committed	£2,698,401	£5,127,000	s106	£787,959	Sale of existing school site. Suffolk	Short term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
						growth and from JLP growth					County Council, s106 from future development.	
IDP051	Woolpit - New Primary School of 210 places	Woolpit	Essential	Suffolk County Council	£4,306,680	Developer contributions from committed growth and from JLP growth	£363,880	£3,937,536	s106	£5,264	Suffolk County Council, s106 from future development	Short term

Secondary School Expansions

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP052	Secondary School expansion from 818 to 900	Claydon	Essential	Suffolk County Council	£1,949,550	Developer contributions from committed growth and from JLP growth	£550,650	£6,021,960	CIL	£0.0		Short
IDP054	Secondary School expansion from 961 to 1200	Eye	Essential	Suffolk County Council	£5,682,225	Developer contributions from committed growth and from JLP growth	£1,190,240	£3,274,200	CIL	£1,217,785	Suffolk County Council, CIL from future development	Medium to long term
IDP058	Secondary School expansion from 1033 to 1460	Stowupland	Essential	Suffolk County Council	£3,739,350 (Phase 2)	Developer contributions from committed growth and	£205,009	£5,341,440	CIL	£0	Suffolk County Council, CIL from future development	Short

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	Phase 1 (under construction): 1033 to 1050 plus 6 th Form Block. CIL funds of £2,446,575 agreed in January 2020. Phase 2: masterplan from 1050 to 1200 places.					from JLP growth						
IDP059	Secondary School expansion from 1376 to 1400	Stowmarket	Essential	Suffolk County Council	£570,600	Developer contributions from committed growth and from JLP growth	£316,691	£8,774,000	CIL	£0	Suffolk County Council, CIL from future development	Short
IDP060	Secondary School expansion from 435 to 550	Stradbroke	Essential	Suffolk County Council	£2,734,125	Developer contributions from committed growth and from JLP growth	£0	£1,592,160	CIL	£1,141,965	Suffolk County Council, CIL from future development	Medium to long term
IDP062	Secondary School expansion from 1940 to 2190	Thurston	Essential	Suffolk County Council	£5,943,750	Developer contributions from committed growth and from JLP growth	£146,840	£9,998,080	CIL	£0	Suffolk County Council, CIL from future development	Short

HEALTH

Primary Care

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP063	Mitigation will be requested to cover the growth in both Mendlesham, Bacton and surrounding catchment areas. Options currently being looked at Mendlesham Medical Centre to increase capacity.	Bacton - Bacton Surgery (Branch of Mendlesham)	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£188,343	CIL	unknown	unknown	Short term
IDP065	Expansion work has been completed, therefore unlikely to request further contributions unless development of significant size as to put the practice over capacity.	Botesdale - Botesdale Health Centre	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	Actual project cost: £558,615	NHS funds and Developer contributions from existing growth	£459,875	Actual project cost: £558,615 Actual CIL contribution: £98,740	CIL	£0	unknown	Project completed in 2019

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP067	Mitigation will be sought for cumulative growth in the vicinity of this practice.	Debenham - Debenham Practice	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£146,873	CIL	unknown	unknown	Short term
IDP068	Mitigation will be requested for the proposed developments in the area, options are being looked at as to how best to provide primary care services in the locality as the move to Hartismere Hospital is no longer attainable.	Eye - Eye Practice	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£279,347	CIL	unknown	unknown	Medium term
IDP071	Mitigation will be requested to cover the growth in the areas closest to these surgeries. The feasibility study and option appraisal have been	Ipswich Fringe (including Claydon, Sproughton) The Chesterfield Drive Practice	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth. Existing funding	unknown	£1,667,441	CIL	unknown	unknown	Short term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	completed and preferred location selected for a new health hub in which Hawthorn Drive is a key stakeholder.	Tooks new surgery, planned to be in operation by 2021. Hawthorn Drive (206 Hawthorn Drive, Ipswich IP2 0QQ) and Pinewood Surgery (Branch of Derby Road Practice) The Barham & Claydon Surgery				source for the new Tooks GP Surgery, Whitton.						
IDP075	Mitigation will be requested to cover the growth in both Mendlesham, Bacton and surrounding catchment areas. Options currently being looked at Mendlesham	Mendlesham - Mendlesham Surgery (main surgery)	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£51,838	CIL	unknown	unknown	Short term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	Medical Centre to increase capacity.											
IDP076	Mitigation will be requested as options are currently being explored for increasing capacity, as stated in the Needham Market NP the CCG is happy to work with the local council in finding a solution.	Needham Market - Needham Market Country Practice	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£215,990	CIL	unknown	unknown	Short term
IDP077	Stanton Surgery is in the process of obtaining planning permission to increase capacity at the surgery and in the process of removing the portable cabin in the car park. Mitigation will be requested towards the expansion.	Stanton (LPA: West Suffolk) - Stanton Surgery, 10 The Chase Stanton	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£129,018	CIL	unknown	unknown	Short term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP078	Mitigation will be requested via either CIL or S106. The amount of development will require a new strategy for Stowmarket and immediate vicinity and a feasibility study has been commissioned to look into how best to provide primary care in the area for the duration of the JLP.	Stowmarket - Stow Health and Combs Ford (Combs Ford Surgery)	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£1,495,225	CIL/s106 (s106 from existing commitments of strategic sites.)	unknown	unknown	Short term
IDP079	Mitigation will be sought for cumulative growth in the vicinity of this practice.	Stradbroke - Stradbroke (Branch of Fressingfield)	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£123,834	CIL	unknown	unknown	Short-medium term
IDP081	Mitigation will be requested to increase capacity within the area. Current projects include the expansion of the car park	Woolpit - Woolpit Health Centre	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£1,220,486	CIL	unknown	unknown	Short-medium term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	for the Woolpit practice.											

TRANSPORT

Strategic Highways Improvements

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area (Stress Point)	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP087	Improvements at the junction of the B1113/1113 (Bramford Road) - all movements junction	A14 Junction 52 Claydon	Essential	Suffolk County Council	£250k - £400k	Further investigation required by SCC regarding mitigation scheme.	Unknown	Unknown	Unknown	Unknown	unknown	Unknown
IDP088	Mitigation for slip road improvements to be considered as part of the planning application process. Part of Bury Vision 2031 mitigation funding.	A14 Junction 43 Bury St Edmunds North East	Essential	Suffolk County Council	Unknown	Developer contributions from committed growth and from JLP growth	Unknown	Unknown	s278 / s106	Unknown	unknown	Unknown

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area (Stress Point)	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP089	Junction improvements	A11 Fiveways Junction Mildenhall	Essential	Suffolk County Council	Unknown	Mitigation to be dealt with through national intervention. <u>Currently identified for consideration in the Roads Investment Strategy 3 (RIS3), 2025-2030.</u>	Unknown	N/A	N/A	Unknown	RIS and other governmental funding	Medium term
IDP095	ISPA Transport Mitigation Strategy - Package of mitigation measures to deliver modal shift and mitigate impacts on the wider Ipswich highways network.	Ipswich town centre (Crown Street, Star Lane) and Ipswich Northern Ring Road (A1214)	Critical	Suffolk County Council	TBC – £3,363,100 (Mid Suffolk) (Further investigation required by SCC regarding mitigation scheme)	Developer contributions from development within East Suffolk, Ipswich, Babergh and Mid Suffolk	Unknown	Unknown	s278 / s106 / CIL / other forms of funding	Unknown	unknown	Unknown

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area (Stress Point)	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP096	Pedestrian and cycle link	Elmswell - Woolpit	Essential	Suffolk County Council	£740,000	Developer contributions from committed growth and from JLP growth. <u>Subject to planning permission being granted:</u> Land and build contribution from DC/18/02146 (LA065); £34,000 from DC/19/02656; £55,250 from DC/20/01677.	Identified land contributions and financial contributions from current planning applications and planning permissions.	£220,000 from planning permission DC/18/04247 (LA095).	s278 / s106	Unknown	Local Travel Plans, DfT, SCC	Medium

WALKING AND CYCLING INFRASTRUCTURE – COMMUNITY PROJECTS

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
Refer to the Babergh and Mid Suffolk Sustainable Travel Action Plan (motion approved in July 2020) and the Project Enquiry Form and CIL Expenditure Programme under the CIL Expenditure Framework	All forms of walking and cycling infrastructure developed on a community wide basis	All parishes	Desirable	Dependant on project	Unknown	Developer Contributions including s106 and CIL and other funding sources	Unknown	N/A	CIL Expenditure on walking and cycling infrastructure developed on a community basis through the Project Enquiry Form and CIL Expenditure Programme under the CIL Expenditure Framework together with other forms of funding	Unknown	Unknown	Dependant on project

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STRATEGIC RAIL STATION IMPROVEMENTS

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP098	Needham Market Railway Station improvements (Feasibility Study being carried out Autumn 2020. Two CIL bids submitted October	Needham Market	Essential	Network Rail and Greater Anglian	Unknown	'Department for Transport' (DfT) 'Access for All' (AfA) fund; MSDC/SCC;	Unknown (£380,000 from DfT 'AfA')	Unknown (Current CIL bids total for £390,000)	CIL	TBC	M&SDC/ SCC	Short-medium term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	2019. Two stages: 1- estimated cost of £400,000; 2- estimated cost of 780,000).					developer contributions from committed growth and from JLP growth.						
IDP099	Stowmarket Railway Station – Step-free access to include bridge built to contain lifts either side. Delivery by 2024.	Stowmarket	Essential	Network Rail and Greater Anglian	TBC	Department for Transport 'Access for All' fund	TBC	n/a	n/a	n/a	n/a	Short-medium term
IDP100	Thurston Railway Station – passenger level crossing improvements (CIL bid for £100,000 agreed September 2020 for feasibility study. Feasibility Study being carried out September 2020 to March 2021.)	Thurston	Critical	Network Rail	TBC (Further investigation required by Network Rail and SCC regarding mitigation scheme)	Developer contributions from committed growth and from JLP growth.	Unknown	TBC	CIL	TBC	Network Rail/SCC	Short-medium term

POLICE

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP129	Eye Police Safer Neighbourhood Team (SNT)	Eye	Essential	Suffolk Constabulary	£185,862	Suffolk Constabulary / Developer contributions	unknown	£180,544	CIL and s106	unknown	Suffolk Constabulary Capital Budget / Capital asset from existing facilities.	Medium - long term
IDP131	Ipswich West Police Safer Neighbourhood Team (SNT)	Ipswich	Essential	Suffolk Constabulary	£673,692	Suffolk Constabulary / Developer contributions	unknown	£417,388	CIL and s106	unknown	Suffolk Constabulary Capital Budget / Capital asset from existing facilities.	Medium - long term
IDP132	Stowmarket Police Safer Neighbourhood Team (SNT)	Stowmarket	Essential	Suffolk Constabulary	£3,251,428	Suffolk Constabulary / Developer contributions	unknown	£1,960,826 CIL bid currently submitted for £500k	CIL and s106	unknown	Suffolk Constabulary Capital Budget / Capital asset from existing facilities.	Short - medium term

COMMUNITY INFRASTRUCTURE - Libraries

IDP Project Unique Reference	Anticipated mitigation / Project	Settlements where preferred sites are located	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/ unknown	Funding Sources	Identified Funding	Agreed cost multiplier	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP135	Additional provision for libraries	Bacton	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP136	Additional provision for libraries	Badwell Ash	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP137	Additional provision for libraries	Barham	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP139	Additional provision for libraries	Botesdale & Rickinghall	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP141	Additional provision for libraries	Bramford	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP145	Additional provision for libraries	Claydon	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP147	Additional provision for libraries	Debenham	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlements where preferred sites are located	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/ unknown	Funding Sources	Identified Funding	Agreed cost multiplier	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP148	Additional provision for libraries	Elmswell	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP149	Additional provision for libraries	Eye	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP151	Additional provision for libraries	Haughley	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP155	Additional provision for libraries	Mendlesham	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP156	Additional provision for libraries	Needham Market	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP159	Additional provision for libraries	Stonham Aspal	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP160	Additional provision for libraries	Stowmarket	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlements where preferred sites are located	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/ unknown	Funding Sources	Identified Funding	Agreed cost multiplier	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP161	Additional provision for libraries	Stowupland	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP162	Additional provision for libraries	Stradbroke	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP164	Additional provision for libraries	Thurston	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP165	Additional provision for libraries	Woolpit	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term

COMMUNITY INFRASTRUCTURE – STRATEGIC LEISURE CENTRES

IDP Project Unique Reference	Settlement	Leisure / Community Centre	Project description	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/ unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP166	Debenham	Debenham Sport & Leisure Centre	To improve indoor health and fitness facilities (£50,000), access and car parking. (Funds for modifications to front car park and additional car parking at rear of building £90,000).	Desirable	Village Hall & Playing Field Trust	£140,000	Capital Investment by B&MSDC, CIL and other funds	£47,000 CIL fund approved in September 2020 towards a new car park to the rear of the leisure centre.	Unknown	CIL	Unknown	Unknown	Medium, Long Term
IDP168	Stowmarket	Mid Suffolk Leisure Centre	Investment options from the leisure strategy. Improve and expand health and fitness, swimming and outdoor facilities.	n/a – current project	Mid Suffolk District Council	£2.2m (from MSDC Growth and Efficiency Fund) Project plans at outline stage. Leisure management contract currently under review (to be completed by 2020).	Open Space and Social Infrastructure (OSSI) Policy funding. Invest to Save – B&MSDC providing capital with repayment by Leisure Operator.	£200,000 (OSSI)	n/a – current project	N/A	N/A	N/A	Short term – live project
IDP169	Stradbroke	Stradbroke Swimming and Fitness Centre	Business case to be developed to consider future of the swimming pool and potential for expansion.	n/a – current project	Mid Suffolk District Council	Unknown cost. Leisure management contract currently under	Invest to Save – B&MSDC providing capital with repayment by Leisure Operator.	Unknown	n/a – current project	N/A	N/A	N/A	Short term – live project

IDP Project Unique Reference	Settlement	Leisure / Community Centre	Project description	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
						review (to be completed by 2020).							

COMMUNITY INFRASTRUCTURE - Provision of additional sporting facilities at existing Secondary Schools

IDP Project Unique Reference	Settlement	Secondary School	Project description, and evidence source	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP71	Claydon	Claydon High School	To extend sports and recreation facilities available for community use. Considering f/s AGP, increased fitness & access to school facilities.	Desirable	South Suffolk Learning Trust	Unknown	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central government funding (Sport England), National Lottery grants, etc.	Unknown	Unknown	CIL / s106	Unknown	Unknown	Unknown
IDP172	Debenham	Debenham High School	Sporting facilities are independent from the school but shared with the school. Please see Debenham Sport & Leisure Centre in table above.										
IDP174	Eye	Hartismere High School	To extend sports and recreation facilities available for	Desirable	Hartismere Family of Schools	£1.1m	Developer Contributions from potential JLP site	Unknown	Unknown	Unknown	Unknown	Unknown	Medium, Long Term

IDP Project Unique Reference	Settlement	Secondary School	Project description, and evidence source	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
			community use. (Funds for new sports centre & modifications to existing main auditorium). Subject to CUA being put in place.				allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central government funding (Sport England), National Lottery grants, etc.						
IDP178	Stowmarket	Stowmarket High School	Provision of a Compact Athletics Track with leisure centre agreement for shared use.	Desirable	Stowmarket High School	£150,000	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central government funding (Sport England), National Lottery grants, etc.	Unknown	Unknown	Unknown	Unknown	Unknown	Medium, Long Term
IDP179	Stowupland	Stowupland High School	To extend sports, arts & cultural and recreational facilities	Desirable	John Milton Academy Trust	£250,000	Developer Contributions from potential JLP site	Unknown	Unknown	Unknown	Unknown	Unknown	Medium, Long Term

IDP Project Unique Reference	Settlement	Secondary School	Project description, and evidence source	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
			available for community use. (Funds for improved outdoor changing rooms.				allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central government funding (Sport England), National Lottery grants, etc.						
IDP180	Stradbroke	Stradbroke High School	To extend sports and cultural and recreational facilities available for community use.	Desirable	Stradbroke High School	Unknown	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central government funding (Sport England), National Lottery grants, etc.	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
IDP182	Thurston	Thurston Community College	To extend sports and recreation facilities available for	Desirable	Thurston Community College	£20,000 for Thurston Sixth, Beyton	Developer Contributions from potential JLP site	Unknown	Unknown	Unknown	Unknown	Unknown	Medium, Long Term

IDP Project Unique Reference	Settlement	Secondary School	Project description, and evidence source	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
			community use. Opportunity to include increased sports facilities at site subject to planning decision regarding the school expansion. New f/s AGP (School) plus skatepark (Parish) Possible reopening of outdoor pool & facility improvement programme at Beyton Campus (6 th form).			Campus from OSS1 (Open Space and Social Infrastructure) Policy funding. (Subject to Community Use Agreement (CUA) being put in place.)	allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central government funding (Sport England), National Lottery grants, etc.						

COMMUNITY INFRASTRUCTURE – COMMUNITY PROJECTS

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
Refer to the CIL Expenditure Programme (under the	All forms of community facilities	All parishes	Desirable	Dependant on project	Unknown	Developer Contributions including s106 and CIL and	Unknown	N/A	CIL Expenditure on Community projects	Unknown	Unknown	Dependant on project

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
CIL Expenditure Framework)						other funding sources			developed through the Project Enquiry Form and CIL Expenditure Programme under the CIL Expenditure Framework together with other forms of funding			

WASTE

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP183	New provision for Ipswich Portman's Walk HWRC	Ipswich Area	Essential	Suffolk County Council	£3.25m	SCC and developer contributions from committed growth and from JLP growth and neighbouring authorities	unknown	£255,750	CIL	unknown	SCC Capital Budget / Capital asset from existing facilities / SCC borrowings	Medium - long term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP184	Relocation of Stowmarket HWRC	Stowmarket Area	Essential	Suffolk County Council	£4m	SCC and developer contributions from committed growth and from JLP growth	unknown	£562,870	CIL	unknown	SCC Capital Budget / Capital asset from existing facilities / SCC borrowings	Medium - long term

GREEN INFRASTRUCTURE AND OPEN SPACE

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated Cost	Funding Sources	Identified Funding	Estimated Developer Contribution (Derived from application of cost multipliers)	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP186	Recreational disturbance Avoidance Mitigation Strategy (RAMS)	Zone A of the RAMS	Essential	Babergh and Mid Suffolk District Councils, Ipswich Borough Council and East Suffolk Council (under the Recreational disturbance Avoidance Mitigation Strategy (RAMS))	n/a	Developer contributions from committed growth and from JLP growth B&MSDC and neighbouring authorities	unknown	£121.89 per dwelling	S106	n/a	n/a	Medium - long term

WASTE (STOWMARKET DEPOT)

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated Cost	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP187	Fuel tank for Waste Fleet HVO Biodiesel, above ground storage tank	Stowmarket	Desirable	MSDC	£50,000	Developer contributions	unknown	£50,000	CIL	£0	N/A	Short Term

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Agenda Item 10

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

TO: Council	REPORT NUMBER: BC/20/31
FROM: Cabinet Members for Finance	DATE OF MEETING: 23 March 2021 (BDC) 25 March 2021 (MSDC)
OFFICER: Katherine Steel – Assistant Director for Corporate Resources	KEY DECISION REF NO. N/A

RESPONSE TO THE CONSULTATION ON THE FUTURE OF NEW HOMES BONUS

1. PURPOSE OF REPORT

- 1.1 This report seeks the approval of the formation of a joint cross-party working group of Babergh and Mid Suffolk Councillors to develop the Councils' response to the consultation on the Future of the New Homes Bonus and to delegate authority to the Assistant Director for Corporate Resources to formally submit the consultation response agreed by the working group.

2. OPTIONS CONSIDERED

- 2.1 The other options considered and not recommended were:
- 2.1.1 That the Full Council agrees a response to the consultation. This option is not feasible due to the timing of the consultation with planned Council meetings and the commencement of the pre-election moratorium period. There was insufficient time for officers to prepare proposed responses to the consultation questions before the March Council meetings.
- 2.1.2 That no response is submitted. This option is not recommended as it denies the Councils the opportunity to influence the reform of the New Homes Bonus scheme.

3. RECOMMENDATIONS

- 3.1 That a joint cross-party working group be appointed to formulate the Councils' response to the Future of the New Homes Bonus Consultation and that the membership of the working group be agreed as detailed in paragraph 4.6.
- 3.2 That delegated authority be given to the Assistant Director for Corporate Resources to formally submit the consultation response agreed by the working group on the Council's behalf.

REASON FOR DECISION

To ensure that the Councils are able to have their say and influence the reform of the New Homes Bonus scheme.

4. KEY INFORMATION

- 4.1 The New Homes Bonus was introduced in 2011 to provide an incentive for local authorities to encourage housing growth in their areas. The aim of the bonus was to provide a financial incentive to reward and encourage local authorities to help facilitate housing growth.
- 4.2 On 10 February 2021 the Ministry of Housing, Communities and Local Government (MHCLG) published a consultation on the Future of New Homes Bonus: <https://www.gov.uk/government/consultations/the-future-of-the-new-homes-bonus-consultation>. The deadline for consultation response is 7 April 2021.
- 4.3 The consultation covers a number of options for reforming the programme to provide an incentive which is more focused and targeted on ambitious housing delivery, complements the reforms outlined in the government's Planning White Paper, and dovetails with the wider financial mechanisms the government is putting in place, including the infrastructure levy and the Single Housing Infrastructure Fund.
- 4.4 The Councils' constitutions delegate responsibility for responding to consultations to the relevant Assistant Director, except where the consultation is deemed to be of "sufficient significance" which must be referred to Council, Cabinet or the relevant Committee. Matters that are likely to be of sufficient significance are consultation documents on national, regional or local issues which have been or are likely to be high profile, complicated and controversial.
- 4.5 The Monitoring Officer has concluded that this consultation is of sufficient significant for it to be referred to the Full Council for response. However, due to the timescales for response, the timing of the consultation coinciding with other key events in the corporate workplan and the number of questions to be considered, it is proposed that a working group of the Council is established to agree a response with the Assistant Director for Corporate Resources.
- 4.6 The proposed membership of the working group is as follows:

Babergh District Council

- Cabinet Member for Finance
- Cabinet Member for Housing
- 2 Councillors (total) from the Independent, Green, Liberal Democrat or Labour groups (to be agreed by the Group Leaders)

Mid Suffolk District Council

- Cabinet Member for Finance
- Cabinet Member for Housing
- Opposition Spokesperson for Finance
- Opposition Spokesperson for Housing

- 4.7 All Councillors are entitled to make their own personal response to the consultation.

5. LINKS TO CORPORATE PLAN

5.1 The New Homes Bonus has an impact on all of the Councils' strategic priorities.

6. FINANCIAL IMPLICATIONS

6.1 There are no direct financial implications that result from responding to this consultation, however the working group will need to consider the financial implications to the Councils of any of the proposals contained within the consultation when formulating the Councils' response.

7. LEGAL IMPLICATIONS

7.1 There are no legal implications arising from responding to the consultation.

8. RISK MANAGEMENT

Risk Description	Likelihood	Impact	Mitigation Measures
That the Council is unable to influence the Future of the New Homes Bonus Consultation	Low	Low	Creating a working group to submit a response to the consultation.

9. CONSULTATIONS

9.1 No consultation is required.

10. EQUALITY ANALYSIS

10.1 There are no equality impacts arising from responding to the consultation.

11. ENVIRONMENTAL IMPLICATIONS

11.1 The meetings of the working group will be held virtually and the consultation response will be submitted electronically which will avoid any unnecessary negative environmental impacts.

12. APPENDICES

12.1 None.

13. BACKGROUND DOCUMENTS

13.1 None.

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Agenda Item 11

BABERGH DISTRICT COUNCIL

TO: Council	REPORT NUMBER: BC/20/32
FROM: Councillor John Ward, Leader of the Council	DATE OF MEETING: 23 March 2021
OFFICER: Katherine Steel, Assistant Director, Corporate Resources	KEY DECISION REF NO. N/A

PAY POLICY STATEMENT 2021/22 AND GENDER PAY GAP

1. PURPOSE OF REPORT

- 1.1 The Councils are required to produce a Pay Policy Statement for each financial year under Section 38 (1) of the Localism Act 2011. The Pay Policy Statement being recommended for adoption is attached at Appendix A. Babergh and Mid Suffolk District Councils have a single organisational structure with harmonised pay, grades, terms and conditions of service and have a single pay policy statement which covers both Councils. This report contains details of the Councils' 2021/22 pay policy statement for Councillors to consider and approve.
- 1.2 Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the Councils are required to report on their gender pay gap. The report based on data as of 31st March 2020 has been prepared, and this, with accompanying narrative, will be published on both the Councils' websites under the transparency requirements. The date for reporting has been extended from 31st March 2021 to 31st October 2021 to take into account the impact of Covid.

As the two Councils are sovereign bodies, a report must be published for each Council, but the combined data is more relevant due to the workforce being fully integrated. This report does not have to be approved by Council, but when published will be available using the links for Babergh and for Mid Suffolk [Transparency Agenda » Babergh Mid Suffolk](#) and [Transparency Agenda » Babergh Mid Suffolk](#)

OPTIONS CONSIDERED

- 1.3 Approving the Councils' annual pay policy statement is a statutory requirement; therefore, no other options are appropriate in respect of this.
- 1.4 Publishing the Councils' gender pay gap is a statutory requirement; therefore, no other options are appropriate in respect of this.

2. RECOMMENDATIONS TO COUNCIL

- 2.1 That the proposed pay policy statement for 2021/22 as set out in section 4 be approved.
- 2.2 That publication of the Council's gender pay gap, as of 31st March 2020, be noted.

REASON FOR DECISION

- 2.3 To bring together all the relevant information to enable Councillors to approve the Council's pay policy statement for 2021/22. This must be formally approved by Full Council.

3. KEY INFORMATION

- 3.1 The Localism Act 2011 and supporting guidance provides information and detail on the matters that must be included within this statutory pay policy. However, they also emphasise that each local authority has the autonomy to take its own decisions on pay and pay policies. The Pay Policy Statement must be formally approved by Full Council. The statement must be published on the Councils' websites, and when setting the terms and conditions of those in Chief Officer posts, the policy must be complied with.
- 3.2 In the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees, but at the same time needs to recognise that it is public money.
- 3.3 This Pay Policy Statement includes a policy on:
- a) Level and elements of remuneration for each chief officer (for the Councils this is defined as Chief Executive, Strategic Director and Assistant Directors)
 - b) The remuneration of the Councils' lowest paid employees
 - c) The relationship between the remuneration of the Councils' chief officers and other officers
 - d) Other specific aspects of chief officers' remuneration, use of performance related pay and bonuses, termination payments and transparency.
- 3.4 No changes have been made to the policies within Appendix A. However as of 10th March 2021, the second Strategic Director vacant post has been removed from the Councils' structure and an additional Assistant Director post created. This new Assistant Director for Communities & Wellbeing is being shared with, and jointly funded by, the Councils and two Clinical Commissioning Groups. Recruitment to this post will commence at the end of March 2021.
- 3.5 Also, under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the Councils are required to report on their gender pay gap. The report based on data as of 31st March 2020 has been prepared, and this, with accompanying narrative, will be published on both the Councils' websites under the transparency requirements by 31st October 2021. This deadline has been extended from 31st March to 31st October to take into account Covid impact.

As the two Councils are sovereign bodies, it is a requirement to publish a report for each council, but the combined data is more relevant due to the workforce being fully integrated. This report does not have to be approved by Council, but when published will be available on our website.

4. LINKS TO THE CORPORATE PLAN

- 4.1 The Pay Policy Statement is one of a range of factors that support the attraction and retention of employees with the right skills, knowledge and experience to deliver the outcomes and outputs in the Joint Corporate Plan.

5. FINANCIAL IMPLICATIONS

- 5.1 An estimation of the financial impact of the NJC pay increases, effective 1 April 2021, have been built into the 2021/22 budgets.

6. LEGAL IMPLICATIONS

- 6.1 Under Section 38(1) of the Localism Act councils are required to produce an annual Pay Policy Statement that is approved by Council and published.

It should set out:

The remuneration of its chief officers

The remuneration of its lowest paid employees, and

The relationship between the remuneration of the Councils' chief officers and others

- 6.2 Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the Councils are required to report on their gender pay gap.

7. RISK MANAGEMENT

- 7.1 This report is not directly linked with the Councils' Corporate / Significant Business Risks but they key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If the salary ranges for the Chief Officers are set too low to attract suitable candidates or too high, then it could result in failure to recruit, or attract adverse publicity.	Probable - 3	Bad - 3	Chief Officer pay (apart from the Chief Executive) was last reviewed ten years ago. We have been advised by an LGA pay consultant that the current senior manager pay levels are lower than similar councils. We will therefore need to keep this under review.
If the pay policy legal framework is not complied with, then it could make any appointments null and void.	Unlikely - 2	Bad - 3	Formal approval required and through annual reviews.

Risk Description	Likelihood	Impact	Mitigation Measures
If the salary ranges for the Chief Officers are set too low to attract suitable candidates or too high, then it could result in failure to recruit, or attract adverse publicity.	Probable - 3	Bad - 3	Chief Officer pay (apart from the Chief Executive) was last reviewed ten years ago. We have been advised by an LGA pay consultant that the current senior manager pay levels are lower than similar councils. We will therefore need to keep this under review.
If the pay policy is not applied fairly to all staff, then this could lead to equal pay claims which could also result in successful tribunal claims, leading to reputational damage and costs to the organisation.	Unlikely - 2	Bad - 3	HR involvement to ensure that policy is applied equally.

8. CONSULTATIONS

- 8.1 The trade unions have been informed of the contents of the pay policy, but as there are no significant changes there is no requirement to consult.

9. EQUALITY ANALYSIS

- 9.1 An EIA is not required for the pay policy as it is substantively the same as in previous years. An EIA will be carried out on any new pay and reward policy or process that is proposed.
- 9.2 The publication of the pay policy statement supports the Council in delivering its equality duty and links closely with the duty to publish workforce data such as the gender pay gap.

10. ENVIRONMENTAL IMPLICATIONS

- 10.1 None.

11. APPENDICES

Title	Location
Appendix A – Babergh and Mid Suffolk District Councils' Pay Policy Statement 2021/22	Attached

1. PAY POLICY STATEMENT

Requirements

- 1.1 The Councils are required to produce a Pay Policy Statement for each financial year under Section 38 of the Localism Act 2011. Should it be necessary to amend this 2021/22 Statement during the year that it applies, an appropriate resolution will be made to Full Council.
- 1.2 Babergh and Mid Suffolk District Councils have a single organisational structure with harmonised pay, grades, terms and conditions of service and have a single pay policy statement which covers both Councils.
- 1.3 The Localism Act 2011 and supporting guidance provides information and detail on the matters that must be included within this statutory pay policy. However, they also emphasise that each local authority has the autonomy to take its own decisions on pay and pay policies. The Pay Policy Statement must be formally approved by Full Council. The statement must be published on the Councils' websites, and when setting the terms and conditions of those in Chief Officer posts the policy must be complied with.
- 1.4 In the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees, but at the same time needs to recognise that this is public money.
- 1.5 The Pay Policy Statement must include a policy on:
 - Level and elements of remuneration for each chief officer (for the Councils this is defined as Chief Executive, Strategic Director and Assistant Directors)
 - The remuneration of the Councils' lowest paid employees
 - The relationship between the remuneration of the Councils' chief officers and other officers
 - Other specific aspects of chief officers' remuneration, use of performance related pay and bonuses, termination payments and transparency.

Remuneration of Employees Who Are Not Chief Officers

- 1.6 For employees subject to the National Agreement on Pay and Conditions of Service of the National Joint Councils for Local Government Services (commonly known as the 'Green Book'), the Councils currently use a total of 8 pay grades. Posts have been allocated to a pay band through a process of job evaluation.
- 1.7 Each grade has between 2 and 7 increments. The value of the pay increments (known as the 'Spinal Column Points') increases when the Councils are notified of pay awards by the National Joint Council (NJC) for Local Government Services. In addition, the Councils review all pay levels every April to determine who is eligible for incremental progression.

- 1.8 There is also a group of staff on the 'National Agreement on Pay and Conditions of Services for Local Authority Craft and Associated Employees (commonly known as the 'Red Book')'. The Councils use a spot salary payment for this staff group of £29,179.
- 1.9 For the purposes of this Policy Statement, employees on the lowest increment within the Grade 1 pay band are defined as our lowest paid employees. This is because no employee of the Council is paid at an hourly salary level that is lower than this grade. On 31st March 2021, the full time equivalent (FTE) annual value of the lowest increment used within Grade 1 is £17,842. This rate exceeds the National Minimum Wage and the Living Wage set by the Living Wage Foundation. Apprentices are paid £9.24 per hour which is significantly higher than the National Minimum Wage rates for apprentices. This enables us to attract and retain more apprentices.

Remuneration of Chief Officers

- 1.10 The Councils share the following posts, which fall within the definition of 'Chief Officer' for the purposes of this Pay Policy *:
- Chief Executive (the Councils' Head of Paid Service)
 - Strategic Director x 1
 - Assistant Directors x 9
- 1.11 The Chief Executive post was evaluated in 2016; the remaining posts were evaluated in 2011 using the Local Government Senior Managers' evaluation scheme. The pay grades for these posts were established following recommendations by an independent Local Government Association (LGA) consultant who drew on current data on salary levels within the sector.
- 1.12 The value of the incremental points (Spinal Column Points) within each of the pay grades will be increased by the pay awards notified from time to time by the Joint Negotiating Committees for Local Authorities.
- 1.13 Chief Executive
- The Chief Executive is the Councils' Head of Paid Service. As of 31 March 2021, the annual full time equivalent (FTE) salary range for the grade of this post is £118,767 to £138,202. There are five incremental points in the grade.
 - **It is the Councils' policy that the FTE salary range for the post of Chief Executive will normally be no greater than 8 x the FTE salary range of a Grade 1 'Green Book' employee.** This is well within the recommended multiplier of no more than 12 x the lowest paid employee.
 - The Chief Executive also receives a Returning Officer fee in respect of District and Parish Council Elections, and a Deputy Returning Officer fee for County Council elections. Each Council has agreed a scale of fees for this function dependent upon the number of contests at any given election. Fees for conducting UK Parliamentary Elections, Police & Crime Commissioner Elections and national referenda are determined by way of a Statutory Instrument.

1.14 Strategic Director and Assistant Directors

- The Strategic Director reports to the Chief Executive. The Assistant Directors report to the Strategic Director and the Chief Executive. As of 31 March 2021, the annual FTE range for the Strategic Director grade is £82,170 to £96,804. There are five incremental points in the grade.
- It is the Councils' policy that the FTE salary range for Strategic Directors will normally be no greater than 7 x FTE salary range of a Grade 1 'Green Book' employee. The FTE salary for the Strategic Director does not exceed this range.
- The Assistant Directors report to the Strategic Director. As of 31 March 2021, the annual FTE salary range for the Assistant Director grade is £58,658 to £74,292. There are five incremental points in this grade.
- It is the Councils' policy that the FTE salary range for the Assistant Director posts will normally be no greater than 5 x the FTE salary range of a Grade 1 'Green Book' employee. The FTE salary for Assistant Directors does not exceed this range.
- The Councils' Monitoring Officer and Section 151 Officer are shared between both councils at Assistant Director grade. In addition, there is an allowance for the Councils' Monitoring Officer and Section 151 Office for undertaking a statutory officer role across two councils within the range of £8,359 and £12,259 per annum.

General Principles Applying to Remuneration of Chief Officers and Employees

1.15 Recruitment

- On recruitment individuals (including Chief Officers) will be placed on an appropriate pay increment within the pay grade for the post that they are appointed to. Access to appropriate elements of the Councils' Relocation Scheme may also be granted in certain cases when new starters need to move to the area.

1.16 Pay Increases

- The value of pay increments within the grades may increase because of the Joint Negotiating Committee for Local Authorities negotiating pay rises. Individuals (including Chief Officers) may also progress within their pay grade. Individuals cannot progress beyond the top increment within their pay grade. Progression arrangements within the grade will be dependent upon competency and performance.

1.17 Termination of Office/Employment

- On ceasing to hold office or be employed by the Councils, individuals (including Chief Officers) will only receive compensation:
 - in circumstances that are relevant (e.g., redundancy)

- that is in accordance with council policies on how to exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), and/or
- that complies with the specific term(s) of a settlement agreement.

1.18 Additional Remuneration

- The Councils pay market supplements to some posts. A policy has been agreed to ensure that these are relevant, appropriate, and regularly reviewed.
- The Councils do not pay honoraria awards.
- The Councils pay Essential and Casual Car User allowances in accordance with agreed policy. Following review in 2019/20 Essential Car User allowances are now only paid to grades 6 and below. The rates for essential car user mileage are based on the rates set by the National Joint Consultative Council for Local Government Services. The Councils only apply the rates up to a 1199cc engine size; and do not pay the 1200cc to 1450cc (i.e., the top band). The rates for casual car user mileage are based on the rates set by HMRC. There are also rates in force for individuals who use their bicycle or motorcycle which are also based on the rates set by HMRC.
- Subsistence allowances that are paid are in accordance with our subsistence policy.
- None of the Councils' employees are paid a bonus or any other performance-related pay.

Gender Pay Gap

1.19 Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the Councils are required to report on their gender pay gap. The report based on data as of 31st March 2020 has been prepared, and this, with accompanying narrative, will be published on both the Councils' websites under the transparency requirements. The date for reporting is 31st October 2021.

1.20 As the two Councils are sovereign bodies, a report must be published for each Council, but the combined data is more relevant due to the workforce being fully integrated. This report does not have to be approved by Council, but when published will be available using the link www.babergh.gov.uk/the-council/your-right-to-information/transparency-agenda/

Agenda Item 12

BABERGH DISTRICT COUNCIL

TO: Council	REPORT NUMBER: BC/20/33
FROM: Monitoring Officer	DATE OF MEETING: 23 March 2021
OFFICER: Janice Robinson – Corporate Manager, Governance & Civic Office	KEY DECISION REF NO. N/A

APPOINTMENT OF THE INDEPENDENT REMUNERATION PANEL

1. PURPOSE OF REPORT

- 1.1 To consider a proposal to appoint a new Independent Remuneration Panel (IRP) for Babergh and Mid Suffolk District Councils.

2. OPTIONS CONSIDERED

- 2.1 Under the Local Authorities (Members Allowances) (England) Regulation 2003 (the Regulations) the Council is required to establish and maintain an Independent Remuneration Panel to make recommendations to it about the allowances to be paid to Members. Therefore, no other options were considered.

3. RECOMMENDATIONS

- 3.1 That the following persons be appointed to the Council's Independent Remuneration Panel:
- **Amanda Orchard**
 - **Sarah Way**
 - **Monica Calbio**
 - **John Clough**
 - **Sue Putters**
- 3.2 That the IRP members each be paid £500 for each review carried out and be reimbursed any expenses reasonably incurred in the performance of their duties.
- 3.3 That the IRP be appointed for a period of 4 years with the option to extend this for another period of 4 years if required.

REASON FOR DECISION

The Council is required to establish and maintain an Independent Remuneration Panel to make recommendations to it about the allowances to be paid to Members.

4. KEY INFORMATION

- 4.1 The Council is required to establish a panel, known as the Independent Remuneration Panel (IRP), to make recommendations on the making and amendment of the Members Allowances Scheme.
- 4.2 It is proposed that a panel of five members be appointed. This provides the Council with a pool of panel members to draw on for individual reviews – with each review being conducted by a minimum of three members. Panel members should be experienced in dealing with remuneration issues and at least some of the members should be knowledgeable about local government affairs and the public sector.
- 4.3 Councillors (on any principal area authority) and any person disqualified from being a Councillor cannot be panel members. Employees of this Council and co-opted members are also not permitted to sit on the panel.
- 4.4 The current panel appointed by the Council in 2016 have now all reached the end of their term of employment necessitating the appointment of a replacement panel.
- 4.5 A recruitment exercise was undertaken with adverts being placed on the Councils' web site, in the local press and on Suffolk Jobs Direct.
- 4.6 Candidates were selected from applicants who had made a formal application, and who were selected for interview after matching the criteria set out in the selection pack.
- 4.7 A Senior Officer panel was convened to conduct the interviews and, based upon the applications and interviews conducted, the following persons are recommended to be appointed to the panel:
- **Amanda Orchard**
 - **Sarah Way**
 - **Monica Calbio**
 - **John Clough**
 - **Sue Putters**
- 4.8 A short biography for each of the recommended appointees has been included, with their permission, at appendix A. The Council is asked to approve the formal appointment of the recommended panel members and to reconfirm the fee payable for each review and the reimbursement of expenses.
- 4.9 This report and recommendations are also being presented to Mid Suffolk District Council so that the IRP can carry out a joint review in line with previous reviews undertaken by the councils.

5. LINKS TO CORPORATE PLAN

- 5.1 The Members Allowances Scheme is a key part of the Council's governance arrangements and forms part of constitution. Open and transparent governance underpins all of the Council's strategic priorities.

6. FINANCIAL IMPLICATIONS

- 6.1 It is proposed that panel members are paid a flat rate fee for each review they undertake at a rate of £500 per review and reimbursed any expenses reasonably incurred in the performance of their duties. This level of fee and expenses is consistent with the approach taken by other local councils. Appropriate budget provision is made for scheduled reviews of the allowances scheme.

7. LEGAL IMPLICATIONS

- 7.1 Under the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations"), the Council is required to establish and maintain an Independent Remuneration Panel to make recommendations to it about the allowances to be paid to Members. It is, therefore, a statutory requirement that the Council appoints an Independent Remuneration Panel, and has regard to the views of the panel before any decisions are made in respect of changes to the scheme of allowances for members.

8. RISK MANAGEMENT

- 8.1 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
The Council would not be able to review the Scheme of Allowances for Councillors if an IRP was not appointed	Low	Medium	The IRP must consist of a minimum of 3 members. By appointing 5 panel members the Council maintains a degree of flexibility and resilience over panel members for each review.

9. CONSULTATIONS

- 9.1 There is no requirement for formal consultation in respect of this decision.

10. EQUALITY ANALYSIS

- 10.1 The Council's equality and diversity policy was complied with when advertising for and interviewing panel members. A full Equality Impact Assessment is not required for this decision.

11. ENVIRONMENTAL IMPLICATIONS

11.1 The application process for the IRP members was fully digital – via an online application form – and the interviews were conducted virtually. Therefore, avoiding any unnecessary carbon production. The reviews carried out by the panel will be conducted virtually, wherever possible, to further reduce the carbon footprint of the process.

12. APPENDICES

Title	Location
(a) Panel member biographies	

13. BACKGROUND DOCUMENTS

13.1 Local Authorities (Members Allowances) England Regulations 2003

13.2 Recruitment Pack

14. REPORT AUTHORS

Jan Robinson - Corporate Manager, Governance and Civic Office.

Appendix A: Biographies of recommended appointees

John Clough

A resident of Suffolk for over 35 years, currently living in the Mid Suffolk district. His career has spanned both private and public sectors, with the majority being spent working within the public sector. John is now retiring from his current role at the end of March 2021 after 15 years as Director of Active Suffolk, a not-for-profit organisation hosted within the public sector and one of a network of 43 active partnerships across England. Active Suffolk works extensively with all local authorities in Suffolk, amongst others, to promote physical activity and support the wider sport and physical activity sector.

Before this he worked for 21 years in various senior roles including head of service, operational management, finance, policy and support services in a district council and immediately prior to his current role was employed as Head of Leisure Development for Ipswich Borough Council.

Amanda Orchard

Amanda has a background in marketing and communications, with over 20 years' experience within large and medium sized FMCG businesses running large scale advertising campaigns and managing numerous teams.

Since then, she has held a range of roles within the healthcare, regulation, local government and national sport sectors. She is a non- executive director for a non -statutory accredited register of health professionals and works with three medical Royal Colleges at a national level – most notably with the Royal College of Surgeons where she is a lay member of their invited review team and the Royal College of Obstetricians and Gynaecologists where she is a lay examiner.

She is a member of the judiciary, being a magistrate, on the Cambridgeshire bench as well as sitting on disciplinary panels at a national level for England Netball and British Canoeing.

She is the Independent Person for a number of authorities including The Broads Authority and City of London Corporation where she is consulted on member complaints as well as sitting on several local government remuneration, appeals and grant funding panels. Amanda is passionate about localised decision making and full transparency of this.

Amanda is actively engaged within her local community as a trustee for several charities and CICs – most notably a cancer charity and a recently formed foodbank.

Monica Calbio

Monica describes herself as happily retired from paid employment but said that prior to the pandemic she was quite busy in voluntary services and in her Church.

Having spent much of her working life within Adult Social Care Management she worked as a Probation Officer for the last six years prior to retirement.

Monica currently spends her time reading, keeping up-to-date with local and world news and cooking and said that she has recently started baking and gardening.

Sarah Way

Sarah is an accomplished and qualified HR professional with 14 years' experience.

She is a chartered member of the CIPD, having gained her postgraduate qualification.

Sarah has worked in senior leadership roles in both public sector, private sector and as a self-employed consultant. This experience gives a great variety and depth of how organisations operate within different contexts.

Susan Putters

Susan worked for 15 years as a Global Chief HR Officer with specialist experience in strategy and operational excellence in complex, dynamic environments. She has led >40 M&A transactions as well as organic growth and business transformation across 6 continents and within listed and private company settings. Many of these transactions required remuneration policy and instruments harmonisation along with pension alignment.

She was the Chief HR Officer at ALS Limited from January 2008 – July 2020 and previously Executive Director – HR & Corporate Policy at Worley Limited for 9 years, which are publicly listed companies. At both she was a member of the Board's Remuneration Committees and responsible for remuneration & benefits strategy, along with design and management of all remuneration instruments.

She is currently a Trustee with Abbeyfields Highland Care Home in Woodbridge and on the Advisory Board of a London based M&A & Strategy Consulting firm Red Swan Partners. Oversight and design of remuneration approaches is a feature of these current roles.