

# Public Document Pack



<b>COMMITTEE:</b>	<b>BABERGH CABINET</b>
<b>DATE:</b>	<b>MONDAY, 10 JANUARY 2022 2.00 PM</b>
<b>VENUE:</b>	<b>KING EDMUND CHAMBER, ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH</b>

<b>Members</b>		
<u>Conservative</u> Jan Osborne John Ward (Chair) Michael Holt Simon Barrett Siân Dawson	<u>Independent</u> Derek Davis Clive Arthey Elisabeth Malvisi Alastair McCraw	<u>Liberal Democrat</u> David Busby

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## **AGENDA**

### **PART 1**

#### **MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT**

Page(s)

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATION OF INTERESTS BY COUNCILLORS**
- 3 **BCa/21/34 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 6 DECEMBER 2021** 5 - 14
- 4 **TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME**
- 5 **QUESTIONS BY COUNCILLORS**
- 6 **MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY OR JOINT AUDIT AND STANDARDS COMMITTEES**



### **Introduction to Public Meetings**

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# Agenda Item 3

## BABERGH DISTRICT COUNCIL

Minutes of the meeting of the **BABERGH CABINET** held in the Frink Room (Elisabeth) - Endeavour House on Monday, 6 December 2021

### PRESENT:

Councillor: John Ward (Chair)

Councillors:	Jan Osborne	Derek Davis
	Clive Arthey	David Busby
	Michael Holt	Alastair McCraw
	Simon Barrett	Siân Dawson

### In attendance:

Councillors: Margaret Maybury

Officers:

- Chief Executive (AC)
- Strategic Director (KS)
- Assistant Director – Corporate Resources and Section 151 Officer (KS)
- Assistant Director - Law and Governance and Monitoring Officer (EY)
- Assistant Director – Planning and Building Control (TB)
- Assistant Director - Housing (GF)
- Corporate Manager - Financial Operations (RH)
- Licensing Officer (KS)
- Licensing Officer (KG)
- Senior Governance Officer (HH)

### Apologies:

Councillor: Elisabeth Malvisi

### 64 DECLARATION OF INTERESTS BY COUNCILLORS

There were no declarations of interests declared.

### 65 BCA/21/28 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 1 NOVEMBER 2021

#### It was RESOLVED:

**That with the following amendment the minutes of the meeting held on the 1 November 2021 be confirmed as a correct record:**

Paragraph 63.2: *Councillor Busby proposed recommendation 3.1 and 3.2 in the report, which was seconded by Councillor Arthey.*

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

None received.

**67 QUESTIONS BY COUNCILLORS**

None received.

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

There were no matters referred.

**69 FORTHCOMING DECISIONS LIST**

The Forthcoming Decisions List was noted.

**70 BCA/21/29 GENERAL FUND FINANCIAL MONITORING 2021/22 - QUARTER 2**

- 70.1 The Chair invited the Cabinet Member for Finance, Councillor Simon Barrett to introduce the report.
- 70.2 Councillor Barrett referred Members to the total for the General Reserves in Appendix D, and that the balance of the COVID-19 reserve was negative (£705k) but should have been a positive £705k. The correct figure for the total of all reserves was (£6.672m) rather than the (£5.262m) as shown in the report.
- 70.3 Councillor Barrett proposed recommendation 3.1 and 3.2 in the report, which was seconded by Councillor Holt.
- 70.4 Councillor Arthey queried the figures for Covid-19 in Appendix D and in addition the collection rate of 56.8% for Council Tax paragraph 6.4 in the report.
- 70.5 The Assistant Director for Corporate Resources stated that the figures for Covid-19 were correct and that the collection rate for Council Tax was generally between 50% and 60%, and that the figures were as expected.
- 70.6 Councillor Busby queried the detail for the revenue account and the Cabinet Member for Finance, Councillor Barrett detailed how the income from the revenue account was calculated.
- 70.7 In response to Councillor Ward's question regarding the Other Variances under Planning and Building control, in Appendix A, the Cabinet Member for Finance stated that all that was included in this report was the variances in the budget.

- 70.8 Councillor Arthey queried the Capital Programme in relation to the loss of income from car parks and whether resurfacing, signage and improvement to access of car parks were included in the Capital programme, and if so in which financial year would the funding be spent. The Cabinet Member for Finance advised that a response would be provided outside of the meeting.
- 70.9 Members debated the issues including that the report indicated that the Council was in a good position despite the effect of the Covid-19 Pandemic.

**It was RESOLVED: -**

- 1.1 That, subject to any further budget variations that arise during the rest of the financial year, the surplus position of £320k, referred to in section 6.6 and Appendix A of the report, be noted;**
- 1.2 The revised 2021/22 Capital Programme referred to in Appendix E and section 6.16 be noted.**

#### **REASON FOR DECISION**

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

#### **71 BCA/21/30 HOUSING REVENUE ACCOUNT (HRA) FINANCIAL MONITORING 2021/22 - QUARTER 2**

- 71.1 The Chair invited the Cabinet Member for Finance, Councillor Simon Barrett, to introduce the report.
- 71.1 Councillor Barrett proposed recommendations 3.1 and 3.2 in the report, which was seconded by Councillor Jan Osborne.
- 71.2 Councillor Arthey queried the variance for Building Services and whether this was a result to of the Covid-19 pandemic.
- 71.3 The Cabinet Member for Finance agreed that he was concerned that there was budget deficit in a budget managed on a day to day basis by the Council and that this needed to be under better control. The Assistant Director for Housing advised Members that the whole housing sector had struggled during the last eighteen months, and that the Building Service and contractors had been unable to undertake repairs. In addition, tenants had reported more repair jobs whilst spending more time at home. However, the Building Service had been able to reduce the outstanding number of repair jobs from 3000 to 500. The team was working with sub-contractors to catch up on repair jobs
- 71.4 Councillor Holt queried the £2m surplus from last years HRA budget, the method of budget setting and whether the surplus from last year was being spent.
- 71.5 Councillor Ward stated that the surplus of £2m had been added to the funding

for Strategic Priorities.

- 71.6 The Assistant Director for Housing provided details of how the budget was set before the final outturn. During the last four years there had also been a reduction in the reliance on sub-contractors.
- 71.7 Councillor Arthey referred to page 33 and the entry for ICT for £413K project spending of which only £10K had been spent and the Cabinet Member for Finance, Councillor Barrett and the Leader of the Council, Councillor Ward, advised Members that the money had not yet been spent and that the forecast would double again as this was a year on year spend.
- 71.8 In a response to Councillor Busby's question, the Assistant Director for Finance detailed how sub-contractors worked on a schedule of rates and that this was reviewed periodically. Therefore, the increase in the cost of material for this part of the building service did not have an impact on the budget.

**It was RESOLVED: -**

- 1.1 That, subject to any further budget variations that arise during the rest of the financial year, the adverse variance of £499k, referred to in section 6.5 of the report, be noted;**
- 1.2 The 2021/22 revised Capital Programme referred to in Appendix A and section 6.13 be noted.**

#### **REASON FOR DECISION**

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

## **72 BCA/21/ 31 QUARTER 2 PERFORMANCE**

- 72.1 The Chair invited the Cabinet Member for Customers, Digital Transformation and Improvement, Councillor McCraw, to introduce the report.
- 72.2 Councillor McCraw provided a detailed summary of the Quarter 2 Performance and advised that a new framework would be introduced in 2022 – 2023.
- 72.3 Members commented on the performance in the papers including that the statistics for fly tipping, waste and subscription to the garden waste scheme was good.
- 72.4 Councillor Arthey was concerned about the wait time and abandonment of telephone calls for Customer Services and the Cabinet Member for Customers, Digital Transformation and Improvement responded that more staff were being taken on and the response time had dropped in October to 1.66 seconds. The current target was a response time of 1.45 seconds. The response time in the papers still included the lockdown periods earlier in the year.

72.5 In a response to Councillor Jan Osborne's question regarding what preventative measures were being taken by the Council for fly tipping, as the clearing of fly tipping was costly to the Council, the Cabinet Member for Communities, Councillor Dawson advised she would provide a response outside the meeting.

72.6 Councillor Dawson asked that the charge made by Suffolk County Council to clear hard core rubbish was reviewed by the Cabinet Member for Finance.

72.7 Councillor Osborne queried whether the charge for domestic waste collection for those on low income could be reduced.

72.8 The Quarter 2 Performance was noted.

### **73 BCA/21/32 NEW HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENSING POLICY**

Note: The meeting was adjourned between 3:30pm and 3:39pm.

73.1 The Chair invited the Cabinet Member for Communities, Councillor Dawson, to introduce the report.

73.2 Councillor Dawson introduced the paper and proposed recommendation 3.1 in the report.

73.3 This was seconded by Councillor Barrett.

73.4 In response to Councillor Holt's question, the Chair of the Licensing and Regulatory Committee, Councillor Maybury assured Members that she was satisfied that the consultation had been thoroughly conducted. However, she suggested that Cabinet considered funding the cost of £150 per driver for the statutory 2-day course being introduced by the legislation, for the first year of its implementation.

73.5 The Cabinet Member for Communities, Councillor Dawson, responded that it was not possible to single out a specific profession to fund professional development and that this should not be considered by Cabinet.

73.6 The Licensing Officer responded to questions in the Policy including that taxi drivers were not allowed to place advertisements on their cars, the private licensing for hire of a fire engine for social events, that taxi drivers were not allowed to eat in their vehicles, and that currently there was a constant level of applications for the renewal of taxi licenses.

**It was RESOLVED:**

**That Cabinet, following consideration of Licensing and Regulatory Committee's recommendation, adopted the post consultation draft Hackney Carriage and Private Hire Vehicle Licensing Policy, attached as Appendix A.**

## REASON FOR DECISION

Following the publication of the new Statutory Standards for Taxi's and Private Hire Vehicles, Councils are required to review the recommendations from the Department for Transport (DFT) and consult on any changes to their current policies.

### 74 **BCA/21/33 COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE PROGRAMME DECEMBER 2021**

- 74.1 The Chair invited the Cabinet Member for Planning, Councillor Arthey, to introduce the report.
- 74.2 Councillor Arthey proposed recommendations 3.1 and 3.2 in the report which was seconded by Councillor McCraw.
- 74.3 Councillor Barrett queried the issues around provision in the delivery plan for new schools in villages where large housing developments were being built.
- 74.4 Members shared this concern, and the Assistant Director for Planning and Building Control detailed the issues around school buildings and building new schools in relation to funding. He advised Members that an all-Member briefing on these complex issues would be organised in due course.
- 74.5 In a response to a question regarding the catchment area for the Brooklands school, Jo Fellows, Suffolk County Council's Schools Infrastructure Programme Manager, confirmed that there were few pupils attending this school who were outside the catchment area of the school.
- 74.6 Members debated the issues including that the additional places in Brooklands school were intended for the people housed in the new developments, and where the funding for infrastructure developments were coming from.
- 74.7 The Assistant Director for Planning and Building Control would provide further information for what comprises ringfenced funding to Members.

**It was RESOLVED: -**

**That the CIL Expenditure Programme (December 2021) and accompanying technical assessment of the CIL Bid – B21-04 (forming Appendices, A and B) which includes decision on this CIL Bid be approved.**

**Decision for Cabinet to approve: Brantham – Ringfenced and Local Infrastructure Fund**

<b>CIL Bid, Location and Infrastructure Proposed</b>	<b>Amount of CIL Bid and total cost of the infrastructure</b>	<b>Cabinet Decision</b>

<p>B21-04 BRANTHAM</p> <p>Brooklands Primary School</p>	<p>Amount of CIL Bid £345,360</p> <p>Total cost of the project £1,935,169</p> <p>Total of other funding obtained by Suffolk County Council is £1,589,809 as follows</p> <ul style="list-style-type: none"> <li>- Section 106: £950,118</li> <li>- Basic Need funding: £639,691</li> </ul>	<p><b>Recommendation to Cabinet to approve CIL Bid B21-04 for £345,360, £443.78 from the Ringfenced Fund and £344,916.22 from the Local Infrastructure Fund</b></p>
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**1.2 Cabinet noted and endorsed this CIL Expenditure Programme which includes the position in respect of approved CIL Bids from Rounds 1, 2, 3, 4, 5, 6 and 7 (including Cabinet decisions – June and October 2021. (Appendix A Section B) together with details of emerging infrastructure /CIL Bids (Appendix A Section C).**

#### **REASON FOR DECISION**

Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL on the 11<sup>th</sup> April 2016. The CIL Expenditure Framework (originally adopted in April 2018 and reviewed with amendments adopted on the 18<sup>th</sup> March 2019 and with further amendments on the 20<sup>th</sup> April 2020 and March 2021) requires the production of a CIL Expenditure Programme for each District which contains decisions for Cabinet to make or note on CIL Bids for CIL expenditure. These decisions relating to the expenditure of CIL monies form one of the ways in which necessary infrastructure supporting growth is delivered.

**75**

#### **UPDATE ON PARKING IN BABERGH DISTRICT**

75.1 The Leader of the Council, Councillor Ward provided the following update on Parking in Babergh District:

*This is a follow-up to the email I sent to all members on 26<sup>th</sup> November. I want to summarise some of the key points today, so it is a matter of public record, even though we are not being live-streamed.*

*We always knew that the proposed changes would be challenging – and it has proved possibly to be the most controversial and emotive thing we have done at Babergh. Yes, the cost of providing car parks must sensibly be borne at least in part by the users so we can free up funds for services for all our residents and yes, we do want to encourage transport modal shift for those living close to the town centres, but the question of whether the reduction from three hours to one hour free parking will or will not have an impact on businesses is really at the core of the controversy and it is clear that there are strongly held views on both sides. Our two towns have a*

*very varied range of mostly independent shops, and both have busy markets – Hadleigh’s has grown significantly recently, and it is clear that, despite the online naysayers who wish to talk them down, our towns are doing reasonably well. The Christmas trading period will be critical for our businesses. the disappearance of the large chain stores is futile: the nature of shopping – particularly in small towns – is changing and we must and do support and encourage that change.*

*But we must also acknowledge that many businesses are fearful that any change to parking charges at the moment could affect what is for some a slow recovery from Covid. Irrespective of whether any effect is real or not, that fear exists and as a result of this we have made a further postponement of the tariff changes.*

*The original cabinet decision still stands, and it will be for cabinet to give a steer on a new date. The decision does not need to be reconsidered by Cabinet if the intention is still to implement charges at some point in the future.*

*The Assistant Director has delegated authority to determine the date of implementation for the required traffic orders, in consultation with the Cabinet Member for the Environment, subject to the date being not earlier than October 2021. The Cabinet Member should give a steer to the AD, in line with the collective view of the Cabinet, but it is the officer who will take the decision.*

*I know there has been some confusion and disquiet about how this has been done, but the process we followed is exactly the same as that done in the Summer when we postponed from October to January, albeit this time there was disagreement about it.*

*So, to conclude, we are postponing the implementation of short-term parking charges beyond January. As I have said, high street recovery is slow, confidence is shaky and there is a real fear of anything that may discourage shoppers. Although we didn’t know it at the time, it does seem to have been a wise decision: the omicron variant has emerged and, whilst we don’t yet know its eventual health impact, it is starting to affect behaviour with events and parties being cancelled.*

*It now gives us time to look again at this and identify options and mitigating measures to minimise the impact on our businesses.*

75.2 Councillor Arthey stated that he had expected that the statement made in the email sent to Members on the 26 November would be included in today’s statement, whilst querying whether the email was a public document or not. He then quoted from the statement made on the 26 November: ‘Finally I want to clarify publicly to the media that the initially proposal for the parking charges was an independent one, is not true, it was not, as I stated earlier the idea first come from the Conservative Group to Cabinet’

75.3 Councillor Arthey stated that for the Independent Group this was an important statement, as the earlier proposals were different than those now included in the parking charge papers. This had been achieved as a result of the Independent and Liberal Democrat Members in Cabinet, who had secured a dilution of the original proposal, which had then been put to Cabinet.



- 75.4 Councillor Ward responded that it had not been his intention to leave this out of his statement today and that he fully acknowledged the content of the email sent to all Members. He confirmed that the email of the 26 November sent to all Members was a public document.
- 75.5 In response to Councillor Davis' questions relating to when the parking charges would be revisited by Cabinet, Councillor Ward stated that the Cabinet would only be considering a new paper if substantial changes were made to parking charges.

The business of the meeting was concluded at 4:11pm.

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Chair

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# Agenda Item 8

## BABERGH DISTRICT COUNCIL

<b>TO:</b> Babergh Cabinet	<b>REPORT NUMBER:</b> BCa/21/35
<b>FROM:</b> Cabinet Member For Customers, Digital Transformation And Improvement	<b>DATE OF MEETING:</b> 10 January 2021
<b>OFFICER:</b> Assistant Director – Digital Transformation and Improvements / Corporate Manager – Policy, Performance and Insight	<b>KEY DECISION REF NO.</b> CAB317

### OUTCOMES FRAMEWORK

#### 1. PURPOSE OF REPORT

- 1.1 This report identifies the need for an Outcomes Framework to achieve a golden thread between the Corporate Plan, the six strategic priorities, the service plans and personal plans and to ensure the Corporate Delivery Plan is delivering the right activities for our residents and their communities. The Outcomes Framework will help to us to make sure we spend our money on the agreed outcomes for our residents and customers.
- 1.2 This Framework also seeks to drive strategic change and improvement and provide a golden thread for Babergh's strategy and business planning arrangements. It is the new performance management approach and the direction of travel for reporting embedding a culture of performance challenge and improvement.

#### 2. OPTIONS CONSIDERED

- 2.1 Do nothing and continue to measure performance using the existing performance framework.
- 2.2 Use the existing performance framework but review the key performance indicators.
- 2.3 Neither of these alternatives were considered viable as they would not achieve the strategic change and improvement to corporate planning needed in Babergh. They would also not achieve the required performance integration with finance and risk management.

#### 3. RECOMMENDATIONS

- 3.1 Agree the first three tiers of the Babergh Outcomes Framework as the new strategic approach to measuring performance for the council.
- 3.2 Note that SLT will work with corporate managers to develop Tier-4 of the Framework (relating to service specific measures, outputs and KPI's) which will follow in tandem with the 2022-2023 service planning cycle and future quarterly progress reports on the Outcomes Framework and the Corporate Delivery Plan.

3.3	Delegate any minor changes to the framework to the AD for Customer, Digital Transformation and Improvement in consultation with the relevant Portfolio holder.
<b>REASON FOR DECISION</b>	
3.4	The Outcomes Framework will drive strategic change and improvement and provide a golden thread for Babergh's strategy and business planning arrangements.

#### 4. KEY INFORMATION

4.1 The Outcomes Framework has been developed to ensure that our council can demonstrate and measure the impact of our Corporate Plan to our residents, communities and businesses. At its core, it focusses on our six strategic priorities:

- Customer: All our customers are able to access high quality services and support.
- Well-being: Families lead active, healthy, safe and independent lives; with children having the best start in life and adults managing their own health & wellbeing.
- Environment: We enjoy, value, enhance & protect our environment.
- Economy: Our places are known for strong growth in innovation and creativity; for being highly connected and sustainable with the best skilled workforce across the East
- Community: All our communities are attractive, successful and connected places for people to live and work.
- Housing: All our residents live in affordable and high-quality homes that enable them to build settled, safe and healthy lives.

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4.2 The Outcomes Framework is intended to achieve five strategic objectives:

- drive the new performance management approach and the direction of travel for reporting embedding a culture of performance challenge and improvement;
- shift the focus of measurement and reporting away from highlighting activities, outputs and performance indicators to an emphasis on outcomes that can demonstrate the impact of the councils' strategies, policies and plans;
- improve the link between the corporate plan, strategic priorities, service plans and individual plans so everyone understands how they contribute to achieving the joint vision;
- improve value for money by focusing our spending around our agreed outcomes; and
- enhance partnership working through common outcomes and shared understanding of priorities.

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4.3 The Outcomes Framework was developed from an analysis of 16 plans and strategies across the two councils which was discussed at SLT. The initial set of outcomes were refined by the Assistant Directors responsible for the strategic priorities and their Corporate Managers and then this version was further refined at a Joint Cabinet and SLT workshop to finalise the wording for the outcomes.

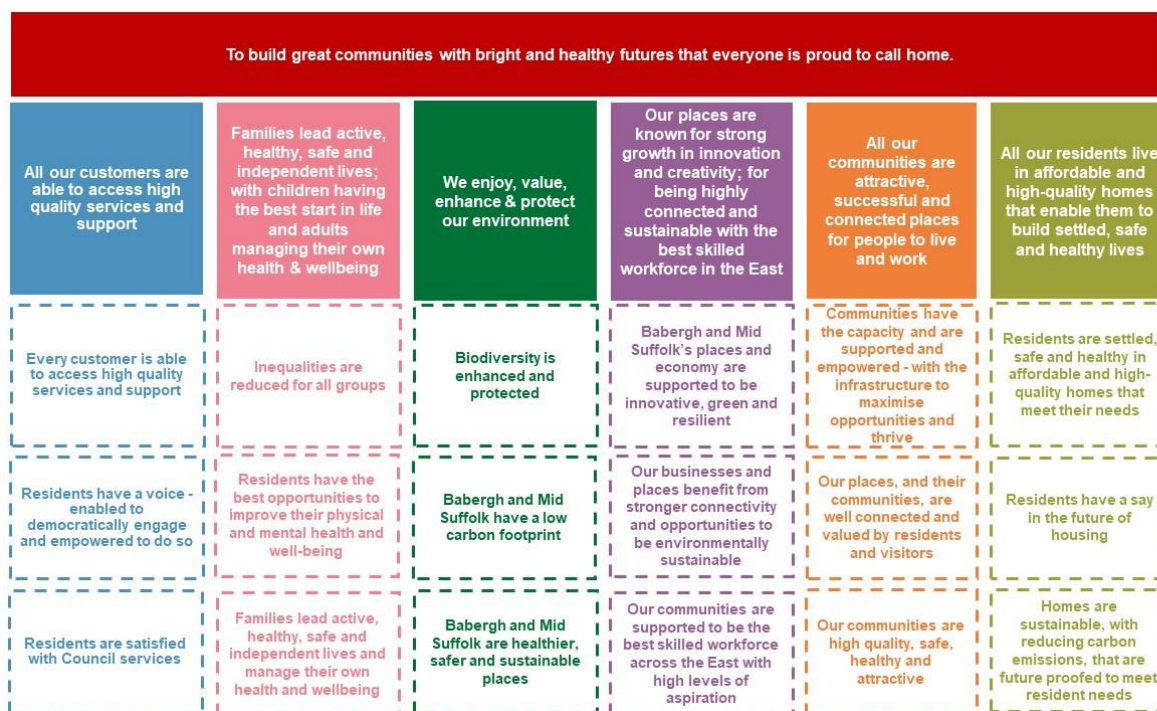
- 4.4 We have used a ‘theory of change’ approach to develop our Outcomes Framework which defines the roadmap from our activities to our long-term outcomes and vision for Babergh (See Figure 1).

**Figure 1 – Babergh Theory of Change**



- 4.5 In developing our outcomes framework, the focus is on what is important at each of our core tiers. This has instilled a discipline of prioritisation and hierarchy into the framework, which has allowed us to distil our strategic outcomes to 18 strategic outcome statements (Tier 2). These are supported by a short term and flexible range of 66 intermediate outcomes (Tier 3) that will form the core of our outcomes and insight monitoring approach. We know from experience of other successful implementations of theories of change that this strategic discipline is essential in securing successful and sustainable change.
- 4.6 Service specific outcomes and outputs (Tier 4) will be developed by SLT and their teams by Spring 2022 and will form part of the 2022/23 service planning process including a review of our existing KPIs and new measures. Some of these new measures will need benchmarking and data collection.
- 4.7 The Framework itself is set out in more detail in Appendix 1 and Appendix 2, and follows the theory of change approach outlined above. The top two tiers of the Framework are summarised in Figure 2.

**Figure 2 – Our strategic outcomes**



**5. LINKS TO THE CORPORATE PLAN**

5.1 This Framework will achieve a golden thread between the joint Corporate Plan, the six strategic priorities, the service plans and personal plans and ensure the joint Corporate Delivery Plan is delivering the right activities for our residents and their communities.

**6. FINANCIAL IMPLICATIONS**

6.1 There are no direct financial implications as this report is intended to provide information for reporting purposes only.

**7. LEGAL IMPLICATIONS**

7.1 There are no direct legal implications as this report is intended to provide information for reporting purposes only.

**8. RISK MANAGEMENT**

8.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. 16 failure to achieve our vision, strategic priorities and ambition, meaning that we may be unable to achieve our strategic ambitions within our desired timescales and would not be able to meet our communities and stakeholders

expectations. No. 12 our data sources will not be reliable and efficient meaning we would not have a strong evidence base to support organisational decisions and track performance of our outcomes. Risk No.14, the council may be perceived to be untrustworthy and have a poor reputation if we fail to deliver on our strategic priorities and fail to communicate our ambition. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to achieve our vision, strategic priorities and ambition	Unlikely	Bad	This Outcomes Framework will create a golden thread from the vision and Corporate Plan through the organisation enabling the realisation of our strategic ambition.
Our data sources will not be reliable and efficient	Unlikely	Disaster	A data improvement programme is agreed by SLT to reduce this risk, but significant work is needed to improve data reliability. We also need to collect new data to benchmark a significant number of the new Outcomes.
The council may be perceived to be untrustworthy and have a poor reputation	Unlikely	Bad	This is unlikely but could occur if we fail to communicate our ambition and outcomes and do not deliver on our strategic priorities.

## 9. CONSULTATIONS

9.1 Consultations have taken place with Cabinet Members, the Senior Leadership Team and with Corporate Managers to develop and finalise the outcomes at Tiers 2 and 3 of the Framework.

## 10. EQUALITY ANALYSIS

10.1 There are no direct equalities implications from this report as it is intended to provide information for reporting purposes only. An Equality Impact Assessment (EIA) is therefore not required. However, all residents are affected by the Outcomes Framework; and in implementing the Corporate Delivery Plan we will consider how effectively it assesses the impact of Council services in tackling inequalities.

**11. ENVIRONMENTAL IMPLICATIONS**

11.1 There are no direct environmental implications as this report is intended to provide information for reporting purposes only: however, outcomes are included to demonstrate change on our Carbon Reduction Plan and on our commitment to Biodiversity.

**12. APPENDICES**

Title	Location
(a) Slide deck of the Outcomes Framework	Attached
(b) Tiers 1-3 master table	Attached

**13. BACKGROUND DOCUMENTS None**

**REPORT AUTHORS** Dr Jane Kennedy, Corporate Manager Policy, Performance, Risk, Insight and Improvement ([jane.kennedy@baberghmidsuffolk.gov.uk](mailto:jane.kennedy@baberghmidsuffolk.gov.uk))



## Appendix 2 – Theories of change for the six strategic priorities

# The Outcome Framework tiers 1-3

The next six slides break-down the outcomes framework into separate theories of change for each of the corporate plan priorities

# Babergh and Mid Suffolk Outcomes Framework – Customer

## Tier 1 - Vision

To build great communities with bright and healthy futures that everyone is proud to call home.

## Tier 2) Our Strategic Outcomes

All our customers are able to access high quality services and support

Every customer is able to access high quality services and support

Residents have a voice - enabled to democratically engage and empowered to do so

Residents are satisfied with Council services

## Tier 3) Our intermediate outcomes

Customers are digitally included and can use technology to access services and advice

Residents feel well informed about council services, activities and plans that may affect them

Residents are satisfied that access to services meets their needs

Customers say the councils met their needs the first time they made contact

Customers and community needs are at the heart of service design and improvement

Residents say the councils listens and act on feedback

Customers are engaged in testing and piloting new ideas

Residents have high-quality experiences and interactions with the councils

## Tier 4) Our outputs and activities

To be developed

# Babergh and Mid Suffolk Outcomes Framework –Well-being

## Tier 1) Our vision

To build great communities with bright and healthy futures that everyone is proud to call home.

## Tier 2) Our Strategic Outcomes

Families lead active, healthy, safe and independent lives; with children having the best start in life and adults managing their own health & wellbeing.

Inequalities are reduced for all groups

Residents have the best possible environment and opportunities to improve their physical and mental health and well-being

Families lead active, healthy, safe and independent lives and manage their own health and wellbeing.

## Tier 3) Our intermediate outcomes

Residents age well with the best quality of life

Every child has the best start in life

Older people have a good quality of life

Residents have equal access to high-quality health and care services

Residents have improved mental health

Residents have improved wellbeing

Residents have improved physical health

Residents have opportunities to participate in leisure and sport to improve their health and tackle obesity

Residents live longer and healthier lives

Residents are supported to help us tackle our most pressing public health challenges

Residents with care needs have personalised support, independence and choice, enabling a good quality of life.

Residents are safeguarded and protected from harm

## Tier 4) Our outputs and activities

To be developed

# Babergh and Mid Suffolk Outcomes Framework – Environment

## Tier 1) Our vision

To build great communities with bright and healthy futures that everyone is proud to call home.

We enjoy, value, enhance & protect our environment

Biodiversity is enhanced and protected

Babergh and Mid Suffolk have a low carbon footprint

Babergh and Mid Suffolk are healthier, safer and sustainable places

## Tier 3) Our intermediate outcomes

Biodiversity on council owned land is enhanced

Babergh and Mid Suffolk increasing tree and hedgerow canopy cover contributes to biodiversity gain

Wild flower planting enhances the landscape in our districts

Biodiversity gain is maximised in new developments

Everyone in Babergh and Mid Suffolk can access and use sustainable, net zero, transport options

Everyone in Babergh and Mid Suffolk understands the need to reduce carbon emissions and energy use - making sustainable choices

The Councils maximises low carbon energy generation for council owned buildings and for future investments

New development will achieve high levels of energy efficiency, minimise carbon emissions and support green infrastructure

Our communities reduce, reuse and recycle by default

Local businesses are safe for residents and visitors

Green and open spaces are safe and accessible, providing formal and informal opportunities for all residents

Residents and visitors feel safe in our places and communities

## Tier 4) Our outputs and activities

To be developed

# Babergh and Mid Suffolk Outcomes Framework - Economy

## Tier 1) Our vision

To build great communities with bright and healthy futures that everyone is proud to call home.

## Tier 2) Our Strategic Outcomes

Our places are known for strong growth in innovation and creativity; for being highly connected and sustainable with the best skilled workforce across the East

Babergh and Mid Suffolk's places and economy are supported to be innovative, green and resilient.

Our businesses and places benefit from stronger connectivity and opportunities to be more environmentally sustainable.

Our communities are supported to be the best skilled workforce across the East with high levels of aspiration.

## Tier 3) Our intermediate outcomes

Babergh and Mid Suffolk have employment sites to meet demand, maximise business growth and opportunities and provide good quality jobs.

Our places and businesses can flourish and grow, by accessing high speed broadband

Residents are supported to have the skills, knowledge and access to training and opportunities to access local jobs in key growth sectors

Babergh and Mid Suffolk's economy and places are supported to be a home for new ideas, creativity and innovation.

Our places are home to a diverse network of spaces where residents can work and test new business ideas

Babergh and Mid Suffolk's growth and traditional core sectors are supported to flourish, expand and innovate

Our town centres are supported through regeneration and culture to be resilient, vibrant and creative places.

Our places and spaces are well connected with green and sustainable travel infrastructure

Economic growth is inclusive with every resident given equal opportunity to participate and succeed.

Our places are growing visitor destinations with a wealth of cultural opportunities.

Our districts benefit from strong and inclusive partnerships to deliver sustainable regeneration and economic growth.

## Tier 4) Our outputs and activities

To be developed

# Babergh and Mid Suffolk Outcomes Framework - Communities

C

**Tier 1) Our vision**

To build great communities with bright and healthy futures that everyone is proud to call home

**Tier 2) Our Strategic Outcomes**

All our communities are attractive, successful and connected places for people to live and work

- Communities have the capacity and are supported and empowered - with the infrastructure to maximise opportunities and thrive
- Our places, and their communities, are well connected and valued by residents and visitors
- Our communities are high quality, safe, healthy and attractive

**Tier 3) Our intermediate outcomes**

- Communities are digitally connected with the right infrastructure and skills to minimise digital exclusion
- Community assets are optimised to create thriving communities
- Communities are equipped and supported to be resilient, deliver local services and volunteer
- Residents actively participate in their local communities and work to improve them
- Residents have positive relationships across communities
- Residents have a sense ownership, belonging to, and pride in, their local communities
- Our communities are vibrant and well connected
- Our communities lead discussions on what's important to them and inform decisions to improve their quality of life
- Local places are inclusive, safe, and accessible for walking, cycling and public transport
- Residents access and enjoy a range of activities in their local community spaces
- Communities are green and environmentally attractive

**Tier 4) Our outputs and activities**

To be developed

# Babergh and Mid Suffolk Outcomes Framework - Housing

## Tier 1) Our vision

To build great communities with bright and healthy futures that everyone is proud to call home.

## Tier 2) Our Strategic Outcomes

All our residents live in affordable and high-quality homes that enable them to build settled, safe and healthy lives

Residents are settled, safe and healthy in affordable and high-quality homes that meet their needs

Local people have a say in the future of housing

Homes are sustainable, with reducing carbon emissions, that are future proofed to meet resident needs

## Tier 3) Our intermediate outcomes

Residents have access to quality affordable homes that meet their needs

Babergh and Mid Suffolk's vulnerable and homeless residents have somewhere safe and appropriate to live and homelessness is prevented

Residents understand and can access the most appropriate options to get housing

New homes are in high quality sustainable environments, served by jobs, community facilities, green spaces and effective transport links.

Residents are able to live as healthy, safely, independently as possible in local communities.

Residents live in high quality and safe homes

Residents are included and actively participate in how their areas are evolving and changing

Council tenants and leaseholders are involved in the management and improvement of their housing services

Tenants and leaseholders receive high quality services from our councils.

Residents have choice in the housing market with homes that meet their needs and are environmentally sustainable

Babergh and Mid Suffolk's homes have improved energy efficiency

## Tier 4) Our outputs and activities

To be developed

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Priority	Tier 2: Long-term outcome	Tier 3: Intermediate outcomes
Customer: All our customers are able to access high quality services and support	Every customer is able to access high quality services and support	Customers are digitally included and can use technology to access services and advice
		Customers say the councils met their needs the first time they made contact
	Residents have a voice - enabled to democratically engage and empowered to do so	Residents feel well informed about council services, activities and plans that may affect them
		Customer and community needs are at the heart of service design and improvement
		Customers are engaged in testing and piloting new ideas
	Residents are satisfied with Council services	Residents are satisfied that council services meet their needs
		Residents say the council listens and acts on feedback
		Residents have high-quality experiences and interactions with the councils
	Well-being: Families lead active, healthy, safe and independent lives; with children having the best start in life and adults managing their own health & wellbeing.	Inequalities are reduced for all groups
Every child has the best start in life		
Older people have a good quality of life		
Residents have equal access to high-quality health and care services		
Residents have improved mental health		
Residents have the best possible opportunities to improve their physical and mental health and well-being		Residents have improved well-being
		Residents have improved physical health
		Residents have opportunities to participate in leisure and sport to improve their health and tackle obesity
		Residents live longer and healthier lives
		Residents are supported to help us tackle our most pressing public health challenges
Families lead active, healthy, safe and independent lives and manage their own health and wellbeing.		Residents with care needs have personalised support, independence and choice, enabling a good quality of life
		Residents are safeguarded and protected from harm
		Residents and visitors are and feel safe in the districts

Environment: We enjoy, value, enhance & protect our environment	Biodiversity is enhanced and protected	Biodiversity on council owned land is enhanced
		Babergh and Mid Suffolk increasing tree and hedgerow canopy cover contributes to biodiversity gain
		Wild flower planting enhances the landscape in our districts
		Biodiversity gain is optimised in new developments
	Babergh and Mid Suffolk have a low carbon footprint	Everyone in Babergh and Mid Suffolk can access and use sustainable, net zero, transport options
		New development will achieve high levels of energy efficiency, minimise carbon emissions and support green infrastructure
		Everyone in Babergh and Mid Suffolk understands the need to reduce carbon emissions and energy use - making sustainable choices
		The Councils maximise low carbon energy generation for council owned buildings
	Babergh and Mid Suffolk are healthier, safer and sustainable places	Our communities reduce, reuse and recycle by default
		Local businesses are safe and healthy for residents and visitors
		Green and open spaces are safe and accessible, providing formal and informal activity and opportunities for all
		Residents and visitors feel safe in our places and communities
Economy: To support the creation of strong and successful economies and vibrant places for people to live, work and visit.	Babergh and Mid Suffolk's places and economy are supported to be innovative, green and resilient.	Babergh and Mid Suffolk have employment sites to meet demand, maximise business growth and opportunities and provide good quality jobs.
		Babergh and Mid Suffolk's economy and places are supported to be a home for new ideas, creativity and innovation.
		Our town centres are supported through regeneration and culture to be resilient, vibrant and creative places.
		Our places are growing visitor destinations with a wealth of cultural opportunities.
		Our districts benefits from strong and inclusive partnerships to deliver sustainable regeneration and economic growth
	Our businesses and places benefit from stronger connectivity and opportunities to be more environmentally sustainable.	Our places and businesses can flourish and grow, by accessing high speed broadband.
		Our places are home to a diverse network of spaces where residents can work and test new business ideas
		Our places and spaces are well connected with green and sustainable travel infrastructure
	Babergh and Mid Suffolk communities are supported to be the best skilled workforce across the East with high levels of aspiration.	Residents are supported to have the skills, knowledge and access to training and opportunities to access local jobs in key growth sectors
		Babergh and Mid Suffolk's growth and traditional core sectors are supported to flourish, expand and innovate
		Economic growth is inclusive with every resident given equal opportunity to participate and succeed

Communities: All our communities are attractive, successful and connected places for people to live and work	Communities have the capacity and are supported and empowered - with the infrastructure to maximise opportunities and thrive	Communities are digitally connected with the right infrastructure and skills to minimise digital exclusion
		Community assets are optimised to create thriving communities
		Communities are equipped and supported to be resilient, deliver local services and volunteer
	Our places, and their communities, are well connected and valued by residents and visitors	Residents actively participate in their local communities and work to improve them
		Residents have positive relationships across communities
		Residents have a sense ownership, belonging to, and pride in, their local communities
		Our communities are vibrant and well connected
		Our communities lead discussions on what is important to them and inform decisions to improve their quality of life
	Our communities are high quality, safe, healthy and attractive	Local places are inclusive, safe, and accessible for walking, cycling and public transport
		Residents access and enjoy a range of activities in their local community spaces
Communities are green and environmentally attractive		
Housing: To build great communities with bright and healthy futures that everyone is proud to call home.	Residents are settled, safe and healthy in affordable and high-quality homes that meet their needs	Residents have access to quality affordable homes that meet their needs
		Vulnerable and homeless residents have somewhere safe and appropriate to live and homelessness is prevented
		Residents understand and can access the most appropriate options to get housing
		New homes are in high quality sustainable environments, served by jobs, community facilities, green spaces and effective transport links.
		Residents are able to live as healthy, safely, independently as possible in local communities.
		Residents live in high quality and safe homes
	Residents have a say in the future of housing	Residents are included and actively participate in how their
		Council tenants and leaseholders are involved in the management and improvement of their housing services
	Homes are sustainable, with reducing carbon emissions, that are future proofed to meet resident needs	Tenants and leaseholders receive high quality services from the councils.
		Residents have choice in the housing market with homes that meet their needs and are environmentally sustainable
		Babergh and Mid Suffolk's homes have improved energy efficiency







# Agenda Item 9

## BABERGH DISTRICT COUNCIL

<b>TO: Babergh Cabinet</b>	<b>REPORT NUMBER: BCa/21/36</b>
<b>FROM: Councillor Simon Barrett, Cabinet Member for Finance</b>	<b>DATE OF MEETING: 10 January 2022</b>
<b>OFFICER: Katherine Steel, Assistant Director - Corporate Resources</b>	<b>KEY DECISION REF NO. Item No. CAB321</b>

### FEES AND CHARGES 2022/23

#### 1. PURPOSE OF REPORT

- 1.1 This report presents the 2022/23 proposed fees and charges for a range of services provided by the Council, including charges for services governed by statute and charges for discretionary services.
- 1.2 The approved fees and charges will be built into the draft 2022/23 budget.

#### 2. OPTIONS CONSIDERED

- 2.1 The options that have been considered are;
  - a) To review and approve the proposed changes to the fees and charges for the forthcoming financial year (recommended) or,
  - b) To leave them at the current year's level

#### 3. RECOMMENDATIONS

- 3.1 The proposed Fees and Charges for 2022/23 as shown in Appendix A be approved.

#### REASON FOR DECISION

**To ensure that the Council achieves sufficient income and thereby reduces subsidy on non-essential services which may compromise the Councils ability to fund statutory services.**

#### 4. KEY INFORMATION

##### Introduction

- 4.1 Fees and charges are an important source of income to the Council, enabling important services to be sustained and provided. In 2022/23 Babergh's fees and charges are budgeted at £4.1m, which is 12% of the Councils gross expenditure. In order to sustain the delivery of services in the future this revenue is essential.
- 4.2 One of the key themes in the medium-term financial strategy is income generation and to achieve a robust financial strategy. With reducing Government funding, the

stability and growth in the Councils fees and charges is a major part of delivering this strategy.

4.3 The Council provides a wide range of services for which it has the ability to make a charge – either under statutory powers (set by the Government) or discretionary (set by the Council). Fees and charges fall into three categories:

4.4 **Statutory prohibition on charging:** Local authorities must provide such services free of charge at the point of service. Generally, these are services which the authority has a duty to provide.

4.5 **Statutory charges:** Charges are set nationally, and local authorities have little or no opportunity to control such charges. These charges can still contribute to the financial position of the Authority. Income cannot be assumed to increase in line with other fees and charges.

4.6 **Discretionary charges:** Local authorities can make their own decisions on setting such charges. Generally, these are services that an authority can provide but is not required to provide.

## 5. PROPOSED FEES AND CHARGES 2022/23

5.1 This report sets out the proposed fees and charges for 2022/23 for a range of services provided by the Council. The Council regularly reviews and revises its rates for fees and charges so that either all or a proportion of the cost of service provision can be met and built into the Revenue Budget accordingly.

5.2 The fees and charges set out in this report have been built into the Draft General Fund Budget 2022/23.

5.3 It should be noted that if the increases in charges are too high, income levels may drop due to customer resistance and affordability for the customer. Usage and uptake of services needs to continue at optimum levels to support funding of increasing service costs, including administration and contract uplifts where applicable. Failure to achieve sufficient income and thereby reduce subsidy on non-essential services may compromise the Councils ability to fund statutory services and savings may need to be made elsewhere in the budget to mitigate a loss of income.

5.4 The charges set out are inclusive of value added tax (VAT) at the current rate, where appropriate.

5.5 The total income from the proposed fees and charges for 2022/23 is £4.109m compared to £3.792m in 2021/22, an increase of £317k or 8.4%. A detailed breakdown by service area can be found in Appendix B.

5.6 Service Managers have reviewed the fees and charges for their relevant areas and are confident that where changes are proposed these are reasonable increases in terms of benchmarking against others. The proposed detailed schedule of fees and charges for 2022/23 is shown in Appendix A.

5.7 The proposed changes for 2022/23 are summarised below;



## 5.8 Statutory Charges

### Land Charges

- The LLC1 service is due to cease in quarter 4 of 2021/22. Charges will be updated to reflect this in due course.

## 5.9 Discretionary Charges

### Caravan licensing

- New fees added to the Fees & Charges Schedule as follows:

New Park Home Licence	£276 to £378
Annual Licence Fee	Up to £221
Licence Transfer	£101 to £122
Licence Variation	£120
Deposit of Site Rules	£20

### Other licensing

- New fees added as follows:

Pavement Licences	£80
Pleasure Boat Licences	£46
Boatman Licences	£23.50
Street Trading	£820 to £2,450

### Housing

- Houses of Multiple Occupation licence cost – 3% increase (£16.53)
- B&B rate – 3% increase (£0.30)

### Household Waste

- Bulky Item Collections – 2.9% increase (£1.25)
- Larger Bins – 4.2% increase (£1.50)
- Replacement Missing Bins – 4.2% increase (£1.50)
- Additional Waste Sacks – 4% increase (£0.03)
- New Set of Bins – 4.6% increase (£2.75)

### Public Rights of Way

- Hourly Charge – 10.3% increase (£5.68 p/h)

## 6. LINKS TO JOINT CORPORATE PLAN

- 6.1 Ensuring that the Council makes best use of its resources is what underpins the ability to achieve the 6 corporate strategic priorities set out in the Corporate Plan, and ensuring the Council has a robust financial strategy. One of the key themes in the Medium-Term Financial Strategy is increasing the Councils income.

## 7. FINANCIAL IMPLICATIONS

- 7.1 The increase in fees and charges income will either have been included in the Draft General Fund budget 2022/23 as a saving or be used to offset the operational costs of the service, for example, the inflationary increases in running costs.

## 8. LEGAL IMPLICATIONS

- 8.1 Local authorities have a variety of powers to charge for specific statutory services set out in statute.
- 8.2 The Local Government Act 2003 also provides a power to trade and a power to charge for discretionary services, the latter on a cost recovery basis. The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.
- 8.3 Additionally, the Localism Act 2011 provides local authorities with a general power of competence that confers on them the power to charge for services but again subject to conditions/limitations similar to those noted above.
- 8.4 Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard, however delivery beyond that point may constitute a discretionary service for which a charge could be made.
- 8.5 All items/services listed in the appendices are pursuant to a power to provide the relevant service whether it is provided because of a statutory obligation to do so, or on a discretionary basis where the authority is not obliged to provide the service but can choose to do so. In relation to the latter, an authority charging for such services would do so on a cost recovery basis, pursuant to the Local Government Act 2003/Localism Act 2011.

## 9. RISK MANAGEMENT

- 9.1 This report is most closely linked with the Councils' Significant Risk No.13 – We may be unable to react in a timely and effective way to financial demands and also Corporate Risk No. SE05 – if the Finance Strategy is not in place with a balanced position over the medium term the Councils will not be able to deliver the core objectives and service delivery may be at risk of not being delivered.
- 9.2 Other key risks are set out below:

<b>Risk Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation Measures</b>
If the increases proposed adversely affect demand for the service, the Council may suffer a loss of income and will not recover the costs of providing the service.	Unlikely (2)	Noticeable (2)	Fees and charges will be monitored through the monthly budget monitoring

If Covid19 continues to impact on fees and charges income into 2022/23 and the Government does not extend its sales, fees, and charges scheme then the Council may suffer a loss of income.	Probable (3)	Bad (3)	Fees and charges will be monitored through the monthly budget monitoring
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## 10. CONSULTATIONS

- 10.1 The relevant Portfolio Holders and Councillors have been consulted on any significant areas of increase or change to fee and charges. The need for wider consultation when increasing fees and charges is reviewed by each Corporate Manager and relevant Assistant Director, none of the proposed increases in this report have resulted in a need for wider consultation.

## 11. EQUALITY ANALYSIS

- 11.1 An equality impact assessment will be undertaken by each Assistant Director for any significant changes within these fee and charges proposals.

## 12. ENVIRONMENTAL IMPLICATIONS

- 12.1 The use of fees and charges can influence behaviour that will in turn have a positive impact on the environment. Corporate Managers will consider this impact as part of their service strategies.

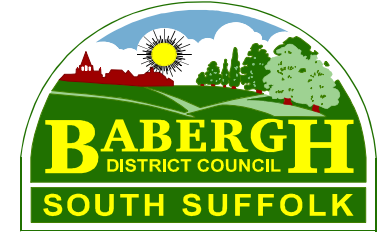
## 13. APPENDICES

Title	Location
Appendix A - Fees and charges schedule 2022/23	Attached
Appendix B – Fees and charges by service 2022/23 compared to 2021/22	Attached

## 14. BACKGROUND DOCUMENTS

Draft General Fund Budget 2022/23 and four-year outlook

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# Fees and Charges Schedule 2022/23



# Charges Schedule for 2022/23

Generally any increase in fees and charges will take effect from 1st April each year. Details of variations from this date, for example, where a fee or charge is governed by statute, are included in this schedule.

The current standard rate of Value Added Tax (VAT) is 20%. The schedules for fees and charges show whether VAT is applicable.

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# Statutory Charges

	2021/22 Total Charge	2022/23 Total Charge	VAT Status	Notes
<b>1. Licensing</b>				
<b>1.1. Charges for Inspections</b>				
Food export certificate	£85.00	£85.00	VAT	
Destruction of surrendered food certificate	£146.00	£146.00	Non-VAT	Plus £52 per hour or part hour for time spent processing condemnation plus cost of disposal
Sampling private water drinking supplies	£75.00	£75.00	Non-VAT	Per visit, additional fee according to parameters of sample. Please ask for further information
Food Hygiene Rating (FHRS) rescore visits	£108.00	£108.00	Non-VAT	
<b>1.2. Charges for Licensing</b>				
<b><u>Animal Welfare</u></b>				
Dangerous Wild Animal Licence *	£315.00	£315.00	Non-VAT	
Zoo licence Application *	£535.00	£535.00	Non-VAT	
Zoo licence – New *	£535.00	£535.00	Non-VAT	4-year licence
Zoo licence – Renewal *	£805.00	£805.00	Non-VAT	6-year licence
* plus Vets Inspection Fee – recovery of costs				
Animal Welfare Licences	Schedule A	Schedule A		<a href="https://www.babergh.gov.uk/business/licensing/dog-breeding-establishments/">https://www.babergh.gov.uk/business/licensing/dog-breeding-establishments/</a>
<b><u>Skin Piercing</u></b>				
Registration for skin piercing (tattooing, electrolysis, ear piercing etc)				
- For new person or premises	£170.00	£170.00	Non-VAT	
- For additional practitioners at existing premises	£120.00	£120.00	Non-VAT	
- For existing practitioners moving into new unregistered premises	£120.00	£120.00	Non-VAT	
<b><u>Licensing Act 2003 (Alcohol, Entertainment and Late Night Refreshment)</u></b>				
Temporary Event Notice (TEN)	£21.00	£21.00		Per TEN
Premises Licences incl. annual fee	Variable	Variable		
Club premises incl. annual fee	Variable	Variable		
DPS Variation/Community DPS	£23.00	£23.00		
Transfer	£23.00	£23.00		
Notice of Interest	£21.00	£21.00		
Copy or replace licence	£10.50	£10.50		
Personal licences	£37.00	£37.00		
<b><u>Street Trading</u></b>				
				Please contact our Customer Services Team on 0300 1234000

# Statutory Charges

	2021/22 Total Charge	2022/23 Total Charge	VAT Status	Notes
<b>1. Licensing (continued)</b>				
<b>1.3. Scrap Metal Dealers</b>				
Collector NEW	£422.00	£422.00		
Collector RENEW	£344.00	£344.00		
Site NEW	£684.00	£684.00		
Site RENEW	£606.00	£606.00		
<b>1.4. Local Authority Pollution Prevention &amp; Control (LAPPC)</b>				
LAPPC	Schedule B	Schedule B	Non-VAT	<a href="https://www.babergh.gov.uk/assets/Environment/EP-Fees-2021-22.pdf">https://www.babergh.gov.uk/assets/Environment/EP-Fees-2021-22.pdf</a>
<b>1.5. Private Water Supplies</b>				
Risk Assessment – typical cost	£200.00- £250.00	£200.00- £250.00	Non-VAT	
Sampling	£75	£75		
Investigation of problems with PWS	£52 per hour	£52 per hour		
Administration	£52 per hour	£52 per hour		

# Statutory Charges

	2021/22 Total Charge	2022/23 Total Charge	VAT Status	Notes
<b>2. Planning</b>				
Planning Applications	Schedule C	Schedule C		<a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>
Pre-planning advice	Schedule D	Schedule D		<a href="https://www.babergh.gov.uk/assets/DM-Planning-Uploads/Fees-for-pre-app-web-version2.pdf">https://www.babergh.gov.uk/assets/DM-Planning-Uploads/Fees-for-pre-app-web-version2.pdf</a>
<b>3. Building Control</b>				
Building control	Schedule E	Schedule E	Non-VAT	<a href="https://www.babergh.gov.uk/building-control/building-regulations/building-regulations-charges/">https://www.babergh.gov.uk/building-control/building-regulations/building-regulations-charges/</a>
Property Name Change (per request)	£100.00	£100.00	Non-VAT	
New Developments:				
1 plot	£103.00	£103.00	Non-VAT	
2-5 plots	£206.00	£206.00	Non-VAT	
6-10 plots	£309.00	£309.00	Non-VAT	
11-20 plots	£515.00	£515.00	Non-VAT	
21-50 plots	£1,030.00	£1,030.00	Non-VAT	
51-100 plots	£1,545.00	£1,545.00	Non-VAT	
101+ plots	£10 per plot + £1,545	£10 per plot +£1,545	Non-VAT	

# Statutory Charges

	2021/22 Total Charge	2022/23 Total Charge	VAT Status	Notes
<b>4. Land Charges</b>				
Land charges	Schedule F	<b>TBC</b>		<a href="https://www.babergh.gov.uk/planning/land-charges">https://www.babergh.gov.uk/planning/land-charges</a>
<b>5. Green Environment</b>				
<b>5.1. Dog Control</b>				
Statutory Penalty	£25.00	£25.00	Non-VAT	See Discretionary Charges for administration fee
Lost & Found	Schedule J	Schedule J		<a href="https://www.babergh.gov.uk/environment/dog-control/lost-and-found/">https://www.babergh.gov.uk/environment/dog-control/lost-and-found/</a>
<b>5.2. Bins</b>				
Litter Bins	£37.13	£37.13		Per annum – charges made to Town & Parish Councils
Dog Bins	£43.49	£43.49		
<b>5.3. Abandoned Vehicles</b>				
Removal of Vehicles	Schedule G	Schedule G		<a href="http://www.legislation.gov.uk/uksi/2008/2095/regulation/4/made">http://www.legislation.gov.uk/uksi/2008/2095/regulation/4/made</a> <a href="https://www.babergh.gov.uk/assets/Environment/abandonedvehicles.pdf">https://www.babergh.gov.uk/assets/Environment/abandonedvehicles.pdf</a>
<b>6. Resources</b>				
<b>6.1. Sale of Electoral Roll</b>				
Copies of full register for entitled access only	£126.50	<b>TBC</b>		Based on register size (price per elector) as at 01.12.20
Monthly Updates	£193.50	<b>TBC</b>		£21.50 per month for 9 months
General Public Copy of Edited Register	£62.00	<b>TBC</b>		

# Discretionary Charges

	2021/22 Total Charge	2022/23 Total Charge	VAT Status	Notes
<b>1. Public Protection</b>				
<b>1.1. Hackney Carriage / Private Hire Vehicles Charges</b>				
Hackney Carriage New	£344.50	£344.50		
Hackney Carriage Renewal	£344.50	£344.50		
Hackney Carriage Change	Variable	Variable		
Private Hire Vehicle New	£319.50	£319.50		
Private Hire Vehicle Renewal	£319.50	£319.50		
Private Hire Vehicle Change	Variable	Variable		
Combined HC/PHV Driver New	£153.50	£153.50		
Combined HC/PHV Driver Renew	£104.50	£104.50		
Operator Licence New	Variable	Variable		Price ranges from £137.50 to £430.00
Operator Licence Renewal	Variable	Variable		
Vehicle Plate (cost if lost etc)	£22.00 rear £8.00 interior	£22.00 rear £8.00 interior		
Vehicle Plate Bracket	£20.00	£20.00		
Transfer of Vehicle Licence	£45.00	Variable		
Vehicle Change from PHV to HC	£45.00	Variable		Plus test fee, if appropriate
Vehicle Change from HC to PHV	£45.00	Variable		
Temporary Vehicles HC	£124.00 to £197.00	£124.00 to £197.00		
Temporary Vehicles PHV	£121.00 to £192.00	£210.00 to £192.00		
Change of Name	£15.00	£15.00		
Change of Address	£15.00	£15.00		
Replacement licence Paper/Badge of Drivers Licence or Paper / Interior Licence of Vehicle	£12.00	£12.00		
Drivers Knowledge Test	£20.00	£20.00		
Drivers Knowledge Test (Re-Test)	£20.00	£20.00		
Licence reissued after suspension	£15.00	£15.00		
HC Fare Tariff Card	£5.00	£5.00		
HC Meter Calibration Check	£25.00	£25.00		

# Discretionary Charges

	2021/22 Total Charge	2022/23 Total Charge	VAT Status	Notes
<b>1.2. Premises Licences (Gambling Act 2005)</b>				
<b><u>Small Lotteries (part of Gambling Act 2005)</u></b>				
Lottery NEW	£40.00	£40.00		
Lottery RENEWAL	£20.00	£20.00		
<b><u>Gambling Premises &amp; Permits</u></b>				
Betting Shop NEW	£3,000.00	£3,000.00		
Betting Shop RENEWAL	£600.00	£600.00		
Notification of 2 Machines	£50.00	£50.00		
Alcohol Premises GMP	£150.00	£150.00		
Club Machine or Gaming Permit	£200.00	£200.00		
<b>1.3. Caravan Licensing</b>				
New Park Home Licence		£276 to £378		
Annual Licence Fee		Up to £221		
Licence Transfer		£101 to £122		
Licence Variation		£120		
Deposit of Site Rules		£20		
<b>1.4. Other Licensing</b>				
Pavement Licences		£80		
Pleasure Boat Licences		£46		
Boatman Licences		£23.50		
Street Trading		£820 to £2,450		

## 2. Community Access

### 2.1. Car Parking

Car Parking Charges	Schedule H	Schedule H	<a href="https://www.babergh.gov.uk/environment/parking/">https://www.babergh.gov.uk/environment/parking/</a>
Permits:			
1 Month	£25.00	£25.00	<a href="https://www.babergh.gov.uk/environment/parking/season-tickets-and-parking-permits/">https://www.babergh.gov.uk/environment/parking/season-tickets-and-parking-permits/</a>
3 Months	£70.00	£70.00	
12 Months	£250.00	£250.00	
Pin Mill Residents' Car Park by licence agreement	£196.22	£196.22	Per annum, payable quarterly by Direct Debit

## 3. Housing

### 3.1. Houses of Multiple Occupation

License Cost	£551.00	£567.53
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### 3.2. Amenity Charges for Bed & Breakfast Accommodation

B&B Rate	£10.00 per week	£10.30 per Week
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### 3.3. Mobile Home Fee Policy

Fees	Schedule I	Schedule I	<a href="https://www.babergh.gov.uk/business/licensing/caravans-park-homes-and-camping-sites/mobile-homes-fees-policy/">https://www.babergh.gov.uk/business/licensing/caravans-park-homes-and-camping-sites/mobile-homes-fees-policy/</a>
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# Discretionary Charges

	2021/22 Total Charge	2022/23 Total Charge	VAT Status	Notes
<b>4. Green Environment</b>				
<b>4.1. Household Waste</b>				
Bulky Item Collections	£43.75	£45.00	Exempt	Up to five items or 10 bags of household refuse/garden waste
Garden Waste Collection NEW	£60.00	£60.00	Exempt	Annual Charge
Garden Waste Collection RENEW	£55.00	£55.00	Exempt	
Hazardous Waste Collection (25 working days)	£48.16	£48.16		DIY products such as varnishes, Flammable liquids, Garden chemicals or pesticides, Household cleaning products and chemicals, Motoring products such as antifreeze, Poisons such as rat or mouse.
Hazardous Waste Collection (10 working days)	£55.49	£55.49		
Bonded Asbestos Collection (25 working days)	£80.17	£80.17		
Bonded Asbestos Collection (10 working days)	£87.50	£87.50		Up to 50kgs
Larger Bins	£36.00	£37.50	Exempt	If entitled to a larger bin, refuse bin charge. Recycling bin no charge.
Replacement Missing Bins	£36.00	£37.50	Exempt	Refuse bin, no charge for recycling bin
Additional Waste Sacks	£0.10	£0.10	VAT	Clear recycling sacks per sack
Additional Waste Sacks	£0.70	£0.70	VAT	Orange Refuse Sacks
Additional Waste Sacks	£1.00	£1.00	VAT	Green Garden Waste Sacks
Business Waste Services	Quoted Price	Quoted price	Exempt	Contact Waste department
Medical And Clinical Collections	Free	Free	Non-VAT	
New Set of Bins	£60.25	£63.00	Exempt	Newly built properties – this cost covers refuse and recycling bin
<b>4.2. Dog Control</b>				
Lost & Found	Schedule J	Schedule J		<a href="https://www.babergh.gov.uk/environment/dog-control/lost-and-found/">https://www.babergh.gov.uk/environment/dog-control/lost-and-found/</a>
<b>4.3. High Hedges</b>				
High Hedges	£350.00	£350.00	Non-VAT	



# Discretionary Charges

	2021/22 Total Charge	2022/23 Total Charge	VAT Status	Notes
<b>5. Planning</b>				
<b>5.1. Planning</b>				
Planning charges	Schedule D	Schedule D	VAT	<a href="https://www.babergh.gov.uk/assets/DM-Planning-Uploads/Fees-for-pre-app-web-version2.pdf">https://www.babergh.gov.uk/assets/DM-Planning-Uploads/Fees-for-pre-app-web-version2.pdf</a>
Copies of Microfiche from Storetec	£15.00	£15.00	VAT	
Planning History	£40.00	£40.00	VAT	
<b>5.2. Public Path Orders</b>				
Public Rights of Way	Schedule K £55.00 p/h	Schedule K £60.68 p/h		Application Fees £360.00 <a href="https://www.babergh.gov.uk/environment/public-rights-of-way/">https://www.babergh.gov.uk/environment/public-rights-of-way/</a>
<b>5.3. Building Control</b>				
Building Control	Schedule L	Schedule L		<a href="https://www.babergh.gov.uk/assets/Building-Control/October-2017-Fee-Scheme-External-RM1.pdf">https://www.babergh.gov.uk/assets/Building-Control/October-2017-Fee-Scheme-External-RM1.pdf</a>
Energy performance and assessment (EPC)	Schedule M	Schedule M		<a href="https://www.babergh.gov.uk/building-control/building-control-services-and-information/energy-performance-and-assessment/">https://www.babergh.gov.uk/building-control/building-control-services-and-information/energy-performance-and-assessment/</a>

# Levy Charges

	2021/22 Total Charge	2022/23 Total Charge	VAT Status	Notes
<b>1. Levies</b>				
<b>1.1. Community Infrastructure Levy (CIL)</b>				
CIL	Schedule N	Schedule N		<a href="https://www.babergh.gov.uk/assets/CIL-and-S106-Documents/BDC-Charging-Schedule-11-Apr-2016.pdf">https://www.babergh.gov.uk/assets/CIL-and-S106-Documents/BDC-Charging-Schedule-11-Apr-2016.pdf</a>

**Mid Suffolk and Babergh Table of Fees for Activities Licenced under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 for 2021/22**

A fee is payable for all licence applications and is divided into two parts. The Part A fee covers the processing of the application and is payable at the time of application. This is non-refundable should a licence be refused. The Part B fee covers the maintenance of the licence throughout its length, including spot checks and is payable once it has been determined whether a licence will be granted but before it is issued.

A Vet inspection is required for all new applications for a licence to breed dogs. A Vet inspection is also required every 12 months for a licence to hire out horses. The fee for Vets will be recharged to the applicant and must be paid before the licence is issued. A Vet's inspection may also be necessary for other types of licence depending on the specific details of the application.

The length of a licence is between one and three years dependent on the risk rating awarded, with the exception of a licence to keep or train an animal for exhibition, which lasts for a period of three years.

Fees are set at a level to recover the costs of administering and enforcing each licence. The fees for a new application, or a transitional application i.e. by those operators who currently have a licence under the previous regime, are the same and can be viewed below.

<b>Group 1</b>	<b>Part A (Payable on application)</b>	<b>Part B (Payable prior to licence being issued)</b>
Dog breeders (1 to 5 breeding bitches)	New £153 (Plus Vet Fee)	£94
	Renewal £143	
Hiring Out Horses (1 to 5 animals)	£209 (Plus Vet Fee)	£94
Home Boarders (1 to 5 boarded dogs)	New £153 (Plus Vet Fee)	£94
	Renewal £143	

Group 1	Part A (Payable on application)	Part B (Payable prior to licence being issued)
Dog Day Care (1 to 5 day care dogs)	New £153 (Plus Vet Fee) Renewal £143	£94
Selling Animals as Pets (Domestic Premises or Small Shop unit)	New £153 (Plus Vet Fee) Renewal £143	£94
Keeping or Training Animals for Exhibition (1 to 5 animals or birds)	New £153 (Plus Vet Fee) Renewal £143	£94
Provision of Boarding for Cats (1 to 30 cats)	New £153 (Plus Vet Fee) Renewal £143	£94
Provision of Boarding for Dogs in Kennels (1 to 30 dogs)	New £153 (Plus Vet Fee) Renewal £143	£94

Group 2	Part A (Payable on application)	Part B (Payable prior to licence being issued)
Dog breeders (6 or more breeding bitches)	New £179 (Plus Vet Fee) Renewal £170	£122
Hiring Out Horses (6 or more animals)	£250 (Plus Vet Fee)	£122
Home Boarders (6 or more boarded dogs)	New £179 (Plus Vet Fee) Renewal £170	£122
Dog Day Care (6 or more day care dogs)	New £179 (Plus Vet Fee) Renewal £170	£122
Selling Animals as Pets (Retail Estate Unit)	New £179 (Plus Vet Fee) Renewal £170	£122
Keeping or Training Animals for Exhibition (6 or more animals or birds)	New £179 (Plus Vet Fee) Renewal £170	£122
Provision of Boarding for Cats (31 or more cats)	New £179 (Plus Vet Fee) Renewal £170	£122

Group 2	Part A (Payable on application)	Part B (Payable prior to licence being issued)
Provision of Boarding for Dogs in Kennels (31 or more dogs)	New £179 (Plus Vet Fee)  Renewal £170	£122
Group 3	Part A (Payable on application)	Part B (Payable prior to licence being issued)
Arranging Provision of Home Boarding for Dogs and or Dog Day Care with licensed Hosts (Arranger not providing Home Boarding or Day Care themselves) Part A (payable on application)	£151	£94
Arranging Provision of Home Boarding for Dogs and or Dog Day Care with <u>non-licensed</u> Hosts (Arranger not providing Home Boarding or Day Care themselves) Part A (payable on application)	£179	£250
Group 4	Part A (Payable on application)	Part B (Payable prior to licence being issued)
A Combination of Licensed Activities	Equal to highest activity fee plus 50% of each additional licensable activity Plus Vets Fees where required	Equal to highest activity fee plus 50% of each additional licensable activity

<b>Group 5</b>	<b>Fee</b>
Re-evaluation of Inspection Rating	<b>£110 Plus Vets Fees where required</b>

Variation to a licence eg to increase or reduce the licensable activities or numbers and breeds of animals, add names etc. - fee on request based on officer hourly rate.

Transfer due to death of licensee £13.50

Copy of licence £13.50

## 2021/22 Charges

## LAPPC (Part B) charges for 2021/22

Type of charge	Type of process	2021/22 Fee		
Application Fee	Standard process (includes solvent emission activities)	£1650		
	Additional fee for operating without a permit	£1188		
	PVRI, and Dry Cleaners	£155		
	PVR I & II combined	£257		
	VRs and other Reduced Fee Activities	£362		
	Reduced fee activities: Additional fee for operating without a permit	£71		
	Mobile plant**	£1650		
	for the third to seventh applications	£985		
	for the eighth and subsequent applications	£498		
		Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts		
Annual Subsistence Charge	Standard process Low	£772 (+£104)*		
	Standard process Medium	£1161 (+£156)*		
	Standard process High	£1747 (+£207)*		
	PVRI, and Dry Cleaners L/M/H	£79	£158	£237
	PVR I & II combined L/M/H	£113	£226	£341
	VRs and other Reduced Fees L/M/H	£228	£365	£548
	Mobile plant, for first and second permits L/M/H**	£626	£1034	£1551
	for the third to seventh permits L/M/H	£385	£617	£924
	eighth and subsequent permits L/M/H	£198	£316	£473
		Late payment Fee	£52	
	* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation			
	Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £104 to the above amounts			
Transfer and Surrender	Standard process transfer	£169		
	Standard process partial transfer	£497		
	New operator at low risk reduced fee activity (extra one-off subsistence charge - see Article 15(2) of charging scheme)	£78		
	Surrender: all Part B activities	£0		
	Reduced fee activities: transfer	£0		
	Reduced fee activities: partial transfer	£47		
Temporary transfer for mobiles	First transfer	£53		
	Repeat following enforcement or warning	£53		
Substantial change	Standard process	£1050		
	Standard process where the substantial change results in a new PPC activity	£1650		
	Reduced fee activities	£102		

\*\* Not using simplified permits



## LAPPC (Part B) mobile plant charges for 2021/22 (Not using simplified permits)

Number of permits	Application fee 2021/21	Subsistence fee 2021/22		
		Low	Medium	High
1	£1650	£646	£1034	£1506
2	£1650	£646	£1034	£1506
3	£985	£385	£617	£924
4	£985	£385	£617	£924
5	£985	£385	£617	£924
6	£985	£385	£617	£924
7	£985	£385	£617	£924
8 and over	£498	£198	£316	£473

## LA-IPPC (Part A2) charges for 2021/22

**NB – every subsistence charge in the table below includes the additional £104 charge to cover local authority extra costs in dealing with reporting under the E-PRTR Regulation.**

Type of charge	Local authority element 2021/22
Application	£3363
Additional fee for operating without a permit	£1188
Annual Subsistence LOW	£1447
Annual Subsistence MEDIUM	£1611
Annual Subsistence HIGH	£2334
Late Payment Fee	£52
Substantial Variation	£1368
Transfer	£235
Partial transfer	£698
Surrender	£698

**Key**

Subsistence charges can be paid in four equal quarterly instalments paid on 1<sup>st</sup> April, 1<sup>st</sup> July, 1<sup>st</sup> October and 1<sup>st</sup> January. Where paid quarterly the total amount payable to the local authority will be increased by £38.

Reduced fee activities are listed in the Schedule to the Part B scheme.

**Newspaper advertisements**

Newspaper adverts may be required under EPR at the discretion of the Council as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the Council and the charging scheme contains a provision for the Council to recoup its costs.

# A Guide to the Fees for Planning Applications in England

**These fees apply from 17 January 2018 onwards (unless stated)**

This document is based upon '[The Town and Country Planning \(Fees for Applications, Deemed Applications, Requests and Site Visits\) \(England\) Regulations 2012](#)' (as amended) including all amendments up to the 1 August 2021.

The fee should be paid at the time the application is submitted.

If you are unsure of the fee applicable, please [contact your Local Planning Authority](#).

## Householder Applications

Alterations/extensions to a <b>single dwellinghouse</b> , including works within boundary	Single dwellinghouse	£206
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## Outline Applications

Site area	Not more than 2.5 hectares	£462 for each 0.1 hectare (or part thereof)
	More than 2.5 hectares	£11,432 + £138 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares Maximum fee of £150,000

## Full Applications

(and First Submissions of Reserved Matters; or Technical Details Consent)

Alterations/extensions to <b>dwellinghouses</b> , including works within boundaries	Single dwellinghouse (or single flat)	£206
	Two or more dwellinghouses (or two or more flats)	£407
<b>New dwellinghouses</b>	Not more than 50 dwellinghouses	£462 for each dwellinghouse
	More than 50 dwellinghouses	£22,859 + £138 for each additional dwellinghouse in excess of 50 Maximum fee of £300,000

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## Full Applications

(and First Submissions of Reserved Matters; or Technical Details Consent)  
continued...

### Erection of buildings (not dwellinghouses, agricultural, glasshouses, plant nor machinery)

Gross floor space to be created by the development	No increase in gross floor space or no more than 40 sq m	£234
	More than 40 sq m but no more than 75 sq m	£462
	More than 75 sq m but no more than 3,750 sq m	£462 for each 75sq m (or part thereof)
	More than 3,750 sq m	£22,859 + £138 for each additional 75 sq m (or part thereof) in excess of 3,750 sq m Maximum fee of £300,000

### The erection of buildings (on land used for agriculture for agricultural purposes)

Gross floor space to be created by the development	Not more than 465 sq m	£96
	More than 465 sq m but not more than 540 sq m	£462
	More than 540 sq m but not more than 4,215 sq m	£462 for first 540 sq m + £462 for each additional 75 sq m (or part thereof) in excess of 540 sq m
	More than 4,215 sq m	£22,859 + £138 for each additional 75 sq m (or part thereof) in excess of 4,215 sq m Maximum fee of £300,000

Continued on next page...

## Full Applications

(and First Submissions of Reserved Matters; or Technical Details Consent)  
continued...

### Erection of glasshouses (on land used for the purposes of agriculture)

Gross floor space to be created by the development	Not more than 465 sq m	£96
	More than 465 sq m	£2,580

### Erection/alterations/replacement of plant and machinery

Site area	Not more than 5 hectares	£462 for each 0.1 hectare (or part thereof)
	More than 5 hectares	£22,859 + £138 for each additional 0.1 hectare (or part thereof) in excess of 5 hectares Maximum fee of £300,000

### Applications other than Building Works

<b>Car parks, service roads or other accesses</b>	For existing uses	£234
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### Waste (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)

Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
	More than 15 hectares	£34,934 + £138 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares Maximum fee of £78,000

### Operations connected with exploratory drilling for oil or natural gas

Site area	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)
	More than 7.5 hectares	£38,070 + £151 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares. Maximum fee of £300,000

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## Full Applications

(and First Submissions of Reserved Matters; or Technical Details Consent)  
continued...

### Applications other than Building Works continued...

#### Operations (other than exploratory drilling) for the winning and working of oil or natural gas

Site area	Not more than 15 hectares	£257 for each 0.1 hectare (or part thereof)
	More than 15 hectares	£38,520 + additional £151 for each 0.1 hectare in excess of 15 hectares Maximum fee of £78,000

#### Other operations (winning and working of minerals) excluding oil and natural gas

Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)
	More than 15 hectares	£34,934 + additional £138 for each 0.1 hectare in excess of 15 hectares Maximum fee of £78,000

#### Other operations (not coming within any of the above categories)

Site area	Any site area	£234 for each 0.1 hectare (or part thereof) Maximum fee of £2,028
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#### Change of Use of a building to use as one or more separate dwellinghouses, or other cases

Number of dwellinghouses	Not more than 50 dwellinghouses	£462 for each dwellinghouse
	More than 50 dwellinghouses	£22,859 + £138 for each additional dwellinghouse in excess of 50 Maximum fee of £300,000

#### Other Changes of Use of a building or land

£462

## Lawful Development Certificate

Existing use or operation	Same as Full
Existing use or operation - lawful not to comply with any condition or limitation	£234
Proposed use or operation	Half the normal planning fee.

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<b>Prior Approval (under Permitted Development rights)</b>	
Larger Home Extensions (from 19 August 2019)	£96
Additional storeys on a home (from 30 July 2021)	£96
Agricultural and Forestry buildings & operations	£96
Demolition of buildings	£96
Communications (previously referred to as 'Telecommunications Code Systems Operators')	£462
Change of use from Commercial/Business/Service (Use Class E), or Betting Office or Pay Day Loan Shop to mixed use including up to two flats (Use Class C3) (from 1 August 2021)	£96
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) to a State Funded School	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School	£96
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (Use Class E), Storage or Distribution (Use Class B8), or Hotels (Use Class C1)	£96
Change of Use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3) (from 30 July 2021)	£100 for each dwellinghouse
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)	£96; or
	£206 if it includes building operations in connection with the change of use
Change of use of a building from Betting Office, Pay Day Loan Shop, Launderette; a mixed use combining one of these uses and use as Dwellinghouse(s); or Hot Food Takeaways to Dwellinghouses (Use Class C3)	£96; or
	£206 if it includes building operations in connection with the change of use
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (Use Class C3)	£96; or
	£206 if it includes building operations in connection with the change of use

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<b>Prior Approval (under Permitted Development rights) continued...</b>		
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos to Restaurants and Cafés (Use Class A3) <b>(redundant from 1 August 2021)</b>		£96; or
		£206 if it includes building operations in connection with the change of use
Change of Use of a building from Shops (Use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops to Assembly and Leisure Uses (Use Class D2) <b>(redundant from 1 August 2021)</b>		£96
Change of Use from Shops (Use Class A1), Professional and Financial Services (Use Class A2), Takeaways (Use Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Use Class B1a) <b>(redundant from 1 August 2021)</b>		£96
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		£96
Provision of Temporary School Buildings on Vacant Commercial Land and the use of that land as a State-funded School for up to 3 Academic Years		£96
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96
Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt		£96
Erection, extension, or alteration of a university building <b>(from 21 April 2021)</b>		£96
Construction of new dwellinghouses <b>(from 2 September 2020)</b>	Not more than 50 dwellinghouses	£334 for each dwellinghouse
	More than 50 dwellinghouses	£16,525 + £100 for each dwellinghouse in excess of 50 Maximum fee of £300,000

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### Reserved Matters

Approval of reserved matters following outline approval	Full fee due or if full fee already paid then £462 due
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### Removal/Variation/Approval/Discharge of condition

<b>Removal or variation of a condition</b> following grant of planning permission		£234
<b>Discharge of condition(s)</b> – Approval of details and/or confirmation that one or more planning conditions have been complied with	Householder permissions	£34
	All other permissions	£116

### Advertising

Relating to the business on the premises	£132
Advance signs which are not situated on or visible from the site, directing the public to a business	£132
Other advertisements	£462

### Non-material Amendment Following a Grant of Planning Permission

Householder developments	£34
Any other development	£234

### Permission in Principle

Site area	£402 for each 0.1 hectare (or part thereof)
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## Concessions

**Please note:** Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.

### Exemptions from payment

An application solely for the alteration or extension of an existing dwellinghouse; or works in the curtilage of an existing dwellinghouse (other than the erection of a dwellinghouse) for the purpose of providing:

- Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or
- Facilities designed to secure that person's greater safety, health or comfort.

An application solely for the carrying out of the operations for the purpose of providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted.

Listed Building Consent

Planning permission for relevant demolition in a Conservation Area

Works to Trees covered by a Tree Preservation Order or in a Conservation Area  
Hedgerow Removal

If the application is the first revision of an application for development of the same character or description on the same site by the same applicant:

- For a withdrawn application: Within 12 months of the date the application was received
- For a determined application: Within 12 months of the date the application was granted, refused or an appeal dismissed
- For an application where an appeal was made on the grounds of non-determination: Within 12 months of the period when the giving of notice of a decision on the earlier valid application expired

If the application is for a lawful development certificate, for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any other planning fee regulation

If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person

If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 to the advertisement in question

Continued on next page...

## Concessions continued...

**Please note:** Not all concessions are valid for all application types. Upon receipt of your application, the local authority will check the fee is correct and if the concession is applicable.

### Exemptions from payment continued...

If the application relates to a condition or conditions on an application for Listed Building Consent or planning permission for relevant demolition in a Conservation Area

If the application is for a Certificate of Lawfulness of Proposed Works to a listed building

If an application for planning permission (for which a fee is payable) being made by the same applicant on the same date for the same site, buildings or land as the prior approval application (for larger home extensions, additional storeys on a home, or change of uses)

### Reductions to payments

If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £462

If the application is being made on behalf of a parish or community council then the fee is 50%

If the application is an alternative proposal being submitted on the same site by the same applicant on the same day, where this application is of lesser cost then the fee is 50%

In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462

If the application is for a Lawful Development Certificate for a Proposed use or development, then the fee is 50%

If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee for the highest fee plus half sum of the others

## Fees for cross boundary applications

Where an application crosses one or more local or district planning authorities.

- The amount due is usually 150% of the 'single' fee that would have been payable for the proposed development (as if there had only been one application to a single authority covering the entire site); unless
- The 'total' fee (the sum total of each separately calculated fee for each part of the development within each authority's boundary) is smaller. In which case this 'total' fee is the fee due

In either case, the fee should be paid to the authority that contains the larger part of the application site within its boundary.

**ENDS**

**Pre-application advice fees**

1. To work out the fee for your enquiry first consider the type of pre-application advice you would like to seek, a written response (see Table 1), a meeting (See Table 2), or an on-site appointment (see Table 3). Please note that the options available depend upon the scale of your proposal.
2. The top row charge relates to planning advice, for example for householder written advice the fee is £84.
3. If you do not wish to choose any add-on options then the fee payable is just that in the top row. However, underneath each development type are additional options. For each additional consultation you choose the fee should be added to create the total fee for the enquiry. These may not all be available, depending on the scale of your proposal.

Example: For a householder proposal, such as an extension, requiring written advice the fee would be £84. If the proposal included any works to the highway you might wish to add highways advice at a further £90. The total fee for this pre-application advice would therefore be £174.

Pre-application advice fees

**TABLE 1: WRITTEN RESPONSE (Includes VAT)**

Written Response Only		Householder or Non-residential 1-199 sqm	1-9 Dwellings or Non-residential 200-999 sqm	10-49 Dwellings or Non-residential 1000-4999 sq m	50-200 Dwellings or Non-residential 5000+ sqm
<b>Step One</b> Initial fee for pre app advice	PlanningCaseOfficer	£84.00	£138.00	£252.00	£486.00
	<b>With optional additional charge/s of:</b>	+	+	+	+
<b>Step Two</b> Addtheinclusionofadvicefrom 1 or more of our pre app partners as needed.	Highways	£90.00	£180.00	£228.00	£288.00
	Floods	N/a	N/a	£300.00	£480.00
	Landscape	N/a	N/a	£252.00	*50-99 £336.00 100+ £504.00
	Ecology	N/a	N/a	£252.00	*50-99 £336.00 100+ £504.00

Pre-application advice fees

**TABLE 2: MEETING AND WRITTEN RESPONSE (Includes VAT)**

Meeting and written response **		Householder or Non-residential 1-199sqm	1-9 Dwellings or Non-residential 200-999sqm	10-49 Dwellings or Non-residential 1000-4999 sqm	50-200 Dwellings or Non-residential 5000+ sqm
<b>Step One</b> Initial fee for pre app advice	PlanningCaseOfficer	£138.00	£282.00	£504.00	£1152.00
	<b>With optional additional charge/s of:</b>	+	+	+	+
<b>Step Two</b> Add the inclusion of advice from 1 or more of our pre app partners as needed.	Highways	£132.00	£264.00	£336.00	£420.00
	Floods	N/a	N/a	£420.00	£780.00
	Landscape	N/a	N/a	£588.00	*50-99 £504.00 100+£756.00
	Ecology	N/a	N/a	£588.00	*50-99 £504.00 100+£756.00
	<b>With optional additional charge of:</b>	+	+	+	+
<b>Step Three</b> Further meetings as needed with case officer post response	Additional DM Meeting	£54.00	£138.00	£252.00	£360.00

Pre-application advice fees

**TABLE 3: APPOINTMENT ON SITE**

Appointment on site and written response		Listed Building Heritage Enq Only	1-9 Dwellings or Non-residential 1-999 sq m	10-49 Dwellings or Non-residential 1000-4999 sqm	50-200 Dwellings or Non-residential 5000+ sq m
<b>Step One</b> Initial fee for pre app advice	PlanningCaseOfficer	£282.00 (Only Heritage Officer)	£336.00	£792.00	£1512.00
	<b>With optional additional charge/s of:</b>	+	+	+	+
<b>Step Two</b> Addtheinclusionofadvicefrom 1 or more of our pre app partners as needed.	Heritage	N/a	£282.00	£588.00	*50-99 £504.00 100+ £756.00
	Highways	N/a	£348.00	£422.00	£512.00
	Floods	N/a	N/a	£480.00	£660.00
	Landscape	N/a	N/a	£588.00	*50-99 £504.00 100+£756.00
	Ecology	N/a	N/a	£588.00	*50-99 £504.00 100+ £756.00
	<b>With optional additional charge/s of:</b>	+	+	+	+
<b>Step Three</b> Further meetings as needed with case officer post response	Additional DM Meeting at Council Offices	N/a	£138.00	£252.00	£360.00

**Pre-application advice fees**

**TABLE 4: Additional Available Activities**

The options below are only available as an addition to a pre-application enquiry and not as a stand-alone request.

	<b>Additional Available Activities</b>	<b>1-9 dwellings or Non-residential 1-999 sq m</b>	<b>10-49 dwellings or Non-residential 1000-4999 sqm</b>	<b>50-200 dwellings or Non-residential 5000+ sq m</b>
A	Scoping for Transport Assessment***	N/a	N/a	£552.00
B	Review of Draft Transport Statement***	£498.00	£714.00	N/a
C	Review of Draft Transport Assessment***	N/a	N/a	£756.00
D	Travel Plans***	N/a	£283.00	£390.00
E	SCC Review S.106 ***	N/a	N/a	N/a
	i) Highways	£243.00	£354.00	£586.00
	ii) Legal	£600.00	£600.00	£600.00
F	Viability Review (Pre-application and planning application) ***	N/a	£3600.00	£4200.00

## Pre-application advice fees

### NOTES

Planning Performance Agreements can be made for larger or more complex sites, please contact us to discuss this.

For sites that include different types of development the fee payable will be whichever is higher, although for complex sites a PPA may be more appropriate.

### Exemptions

Exemptions to fees will apply in the following circumstances:

- Enquiries relating to proposals for alterations or extensions to a dwelling house for the benefit of a registered disabled person
- Enquiries relating to a proposal for operations to provide a means of access for disabled persons to a building to which members of the public are admitted
- Enquiries made by or on behalf of a non-profit making sports club in respect of playing fields not involving new buildings

Enquiries made by or on behalf of the Town or Parish Council are subject to a 50% reduction

There is no charge for advertisement enquiries

\* In this category the charge for 100+ dwellings also relates to 5,000 sq m non residential

\*\* The meeting will be of the applicant's choice – and can be face to face, or via telephone/skype etc. if preferred

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





# Babergh & Mid Suffolk Building Control

## The Building (Local Authority Charges) Regulation 2010. (SI 2010/404)

### Guidance on Building Regulation Charges From 1<sup>st</sup> April 2020



The charges for Building Regulation work are intended to cover the cost of the service.

All charges will be individually determined. A written quote will need to be obtained from us. In order to provide an accurate quote we will need a reasonable amount of information from you. If you need a quote, please ring our 01449 724510 for both Babergh and Mid Suffolk Support teams to discuss your project.

The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:

1. The existing use of a building, or the proposed use of the building after completion of the building work;
2. The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations;
3. The floor area of the building or extension;
4. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
5. The estimated duration of the building work and the anticipated number of inspections to be carried out;
6. The duration of the building work from commencement to completion does not exceed 24 months. Should this result in additional work being undertaken by the council then supplementary charges may be incurred.
7. The design and building work is undertaken by a person or company that is competent to carry out the design and building work in question. If this is found not to be the case and as a consequence it results in additional work being carried out by the council then supplementary charges may be incurred.
8. The estimated cost of the building work;
9. Whether a person who intends to carry out part of the building work is a person mentioned in regulation 12(5) or 20B(4) of the Building Regulations (i.e. related to competent person/self certification schemes);
10. Whether in respect of the building work a notification will be made in accordance with regulation 20A(4) of the Building Regulations (i.e. where design details approved by Robust Details Ltd have been used);
11. Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
12. Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same the council;
13. Whether chargeable advice has been given which is likely to result in less time being taken by the council to perform that function;
14. Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

## Reductions to Charges

The charges are calculated on the basis that electrical work in any dwelling is carried out by an electrician registered with an accredited competent persons scheme; commonly known as a Part P electrician. If this is not to be the case then a further charge is payable for Building Control to inspect the works, please contact the Building Control team to discuss the appropriate charge. In that case, the electrical wiring must be inspected by Building Control before it is covered over.

Where there is multiple works being considered under the same application and all of the works are to be constructed at the same time, charges will be based upon the aggregate floor areas of any extensions plus charges that might apply to any other alteration work. A discount will then be applied to the total charge, please phone for a quote. However, if all the work is not subsequently carried out at the same time then supplementary charges will become payable.

It is therefore very important that if you are acting as an agent for your client, that you agree all of the above relevant information with them. As can be seen, decisions made at application stage can affect the level of charges to be paid. As some if not all of these are usually paid by the client, please make sure that they are kept fully informed of how much they are paying, what it is for and any reductions they are receiving together with any conditions applicable.

## Work Exempt from Charges

Certain work, subject to Regulation 4 of "The (Local Authority Charges) Regulations 2010", that is intended solely for the benefit of disabled persons is not subject to charges. Full details are shown in the full charges scheme.

## Pre Application Advice

We are always happy to engage in discussion about any proposed project. Advice up to 1 hour in duration prior to an application being made is free of charge. Where extensive advice on a more complex project would be beneficial we would need to agree the basis upon how this would be undertaken beforehand.

## Additional Notes

Where building work is carried out under a Building Notice, the time to carry out the building regulation function is greater; this results in a higher charge as detailed in the tables. The same is true in dealing with an application for a Regularisation Certificate.

If a full plans application is deposited with little or no specification details or lacks properly prepared drawings and work commences before it is approved; it is in effect the same as a building notice. As the time to carry out the building regulation function in these circumstances is also greater and the resultant additional costs are higher then additional charges will become payable.

A copy of the full scheme and further details can be viewed at the Council Offices by request.

## OUR PURPOSE

*To ensure the built environment is safe, energy efficient and accessible to everyone.*



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## Land Charges

Please note: it is NOT possible to cancel a requested search after 48 hours

Our fee structure is as follows:

These apply to requests submitted via the Royal Mail (hard copy) or our preferred method using one of the links below.

Description	New Fee
Official Search Certificate LLC1 & CON29	£178.00
CON29 only (Inc VAT)	£151.20
LLC1 only	£26.80
Each Optional enquiry CON29O (Inc VAT)	£12.00
Each additional parcel LLC1 only	£5.00
Each additional parcel CON29 (Inc VAT)	£16.00
Personal searches if collected	Free
Emailed Personal Search	£22.00
Each individual Q from CON29*	£3.00
*Admin fee for compilation	£5.00



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**For Council of the Year**

2008 No. 2095

ROAD TRAFFIC, ENGLAND AND WALES

The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008

*Made*

*28th July 2008*

*Laid before Parliament*

*5th August 2008*

*Coming into force*

*1st October 2008*

The Secretary of State makes the following Regulations in exercise of the powers conferred by subsections 101A(3), 101A(4), 102(2), 103(3) and 142(1) of the Road Traffic Regulation Act 1984 (1) and sections 4(5), (6), 5(1), 10(1) and 11(1) of the Refuse Disposal (Amenity) Act 1978 (2).

In accordance with section 134(2) of the Road Traffic Regulation Act 1984, the Secretary of State has consulted with representative organisations as she thinks fit.

**Citation, commencement and extent**

1.—(1) These Regulations may be cited as the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 and shall come into force on 1st October 2008.

(2) These Regulations extend to England and Wales.

**Revocation and transitional provisions**

2.—(1) Subject to paragraph (2), the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges etc) Regulations 1989 (3) are revoked.

(2) In relation to vehicles removed prior to 1 October 2008, nothing in these Regulations shall have effect and the provisions mentioned in paragraph (1) shall continue to have effect.

**Interpretation**

3.—(1) In these Regulations—

“the 1978 Act” means the Refuse Disposal (Amenity) Act 1978;

“the 1984 Act” means the Road Traffic Regulation Act 1984;

“laden” means that the vehicle is carrying a load;

“load” means anything other than—

- (a) the body and all parts of the vehicle which are necessary to or ordinarily used with the vehicle when working on a road;
- (b) any water, fuel or accumulators used for the purpose of the supply of power for the propulsion of the vehicle;
- (c) the driver, any passengers and their personal effects;
- (d)

a crane, works truck as defined in regulation 3(2) of the Road Vehicles (Construction and Use) Regulations 1986(4), or other special appliance or apparatus which is a permanent or essentially permanent fixture of the vehicle; and

- (e) any containers or other equipment intended or adapted for the purpose of holding or carrying a load by the vehicle;

“MAM” means maximum authorised mass as defined in regulation 3(1) of the Motor Vehicles (Driving Licences) Regulations 1999 (5);

“off road” means that no part of the vehicle is in contact with the road;

“on road” means that any part of the vehicle is in contact with the road;

“road” means any length of highway or of any other road to which the public has access, and includes bridges over which a road passes;

“substantially damaged” means such damage to a vehicle that in the reasonable opinion of a constable it cannot be driven safely on the road;

“two wheeled vehicle” means a mechanically propelled vehicle constructed or adapted to have two wheels or less and the MAM of which does not exceed 3.5 tonnes;

“unladen” means that the vehicle is not carrying a load;

“vehicle” has the same meaning as in section 99(5) of the 1984 Act.

(2) For the purposes of regulation 4, a vehicle will only be considered upright if all parts of the vehicle are upright.

(3) Each period of 24 hours referred to in regulation 5 shall be reckoned from noon on the first day after removal during which the place at which the vehicle is stored is open for the claiming of vehicles before noon.

(4) For the purposes of regulations 4, 5 and 6 the MAM of a vehicle includes the MAM of any trailer attached to that vehicle.

### Charges in relation to the removal of vehicles

4. The prescribed sum in respect of removal, for the purposes of sections 101A(3), 101A(4) and 102(2)(a) of the 1984 Act and sections 4(5), 4(6) and 5(1)(a) of the 1978 Act, in respect of vehicles set out in column 1 of Table 1 shall be the sum specified in relation to those vehicles in columns 2 to 5 of that Table, the particular sum to be determined by reference to the MAM of the vehicle as described in row 1 of that Table and, for vehicles exceeding 7.5 tonnes MAM and not falling within row 2, whether the vehicle is laden or unladen.

**Table 1 – Regulation 4**

	1	2	3	4	5
1	<i>Vehicle position and condition</i>	<i>Vehicle equal to or less than 3.5 tonnes MAM</i>	<i>Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM</i>	<i>Vehicle exceeding 18 tonnes MAM</i>
2	Vehicle on road, upright and not substantially damaged or any two wheeled vehicle whatever its condition or position on or off the road	£150	£200	£350	£350
3	Vehicle, excluding a two wheeled vehicle, on road but either not upright or	£250	£650	Unladen—£2000	Unladen—£3000

	1	2	3	4	5
1	<i>Vehicle position and condition</i>  substantially damaged or both	<i>Vehicle equal to or less than 3.5 tonnes MAM</i>	<i>Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM</i>	<i>Vehicle exceeding 18 tonnes MAM</i>
				Laden—£3000	Laden—£4500
4	Vehicle, excluding a two wheeled vehicle, off road, upright and not substantially damaged	£200	£400	Unladen—£1000	Unladen—£1500
				Laden—£1500	Laden—£2000
5	Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both	£300	£850	Unladen—£3000	Unladen—£4500
				Laden—£4500	Laden—£6000

#### Charges in relation to the storage of vehicles

5. The prescribed sum or prescribed scale in respect of storage, for the purposes of sections 101A(3), 101A(4) and 102(2)(b) of the 1984 Act and sections 4(5), 4(6) and 5(1)(b) of the 1978 Act, for each period of 24 hours or a part thereof during which the vehicle is in the custody of the chief officer of a police force or the local authority as the case may be, with regards to vehicles set out in row 1 of Table 2, shall be the sum specified in relation to those vehicles in row 2 of that Table.

**Table 2 – Regulation 5**

	1	2	3	4	5
1	<i>Two wheeled vehicle</i>	<i>Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM</i>	<i>Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM</i>	<i>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM</i>	<i>Vehicle exceeding 18 tonnes MAM</i>
2	£10	£20	£25	£30	£35

#### Charges in relation to the disposal of vehicles

6.—(1) The prescribed sum for determining the charges recoverable for the disposal of vehicles for the purpose of section 4(6) of the 1978 Act in respect of vehicles set out in row 1 of Table 3 shall be the sum specified in relation to those vehicles in row 2 of that Table.

(2) The prescribed manner for determining the charges recoverable for the disposal of vehicles for the purposes of sections 102(2)(c) of the 1984 Act and 5(1)(c) of the 1978 Act in respect of vehicles set out in row 1 of Table 3 shall be by reference to a single sum specified in relation to those vehicles in row 2 of that Table.

**Table 3 – Regulations 6**

1	2	3	4	5
---	---	---	---	---

1	<del>Two wheeled vehicle</del>	<del>Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM</del>	<del>Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM</del>	<del>Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM</del>	<del>Vehicle exceeding 18 tonnes MAM</del>
1	Two wheeled vehicle	Vehicle, not including a two wheeled vehicle, equal to or less than 3.5 tonnes MAM	Vehicle exceeding 3.5 tonnes MAM but equal to or less than 7.5 tonnes MAM	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 MAM	Vehicle exceeding 18 tonnes MAM
2	£50	£75	£100	£125	£150

Vernon Coaker  
Parliamentary Under Secretary of State

Home Office  
28th July 2008


### EXPLANATORY NOTE

*(This note is not part of the Regulations)*


These Regulations prescribe the charges that apply in respect of the removal, storage and disposal of vehicles under the Road Traffic Regulation Act 1984 and the Refuse Disposal (Amenity) Act 1978. The charges were previously £105 for removal, £12 for storage per 24 hour period or part thereof and £50 for disposal.


- 
- (1) [1984 c.27](#) as amended by sections 91 and 98 of and paragraphs 3(1)(b) , 3(2), 4(1) and 4(2) of Schedule 11 and Schedule 12 to the Traffic Management Act [2004 \(c. 18\)](#) . Section 103(3) was inserted by paragraph 33 of Schedule 4 to the Road Traffic Act [1991 \(c. 40\)](#). There are other amendments which are not relevant to these Regulations.
  - (2) [1978 c. 3](#). Section 4 has been amended by sections 12 and 107 of and Schedule 5 to the Clean Neighbourhoods and Environment Act [2005 \(c. 16\)](#), sections 1 and 194 of and Schedules 3 and 34 to the Local Government, Planning and Land Act [1980 \(c. 65\)](#) and [S.I. 1985/1884](#). Section 5 has been amended by [S.I. 1985/1884](#) and sections 9 and 102 of and paragraph 4 of Schedule 6 to the Local Government Act [1985 \(c. 51\)](#). There are no relevant amendments to sections 10 or 11.
  - (3) [S.I. 1989/744](#) as amended by [S.I. 1993/1415](#), [S.I. 1993/550](#), [S.I. 1991/336](#). There are other amendments but these relate to Scotland only.
  - (4) [S.I. 1986/1078](#), to which there are amendments not relevant to these Regulations.
  - (5) [S.I. 1999/2864](#), to which there are amendments not relevant to these Regulations.






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## Babergh Car & Lorry Parks

If you would like more information about our 2021 parking changes, please [read our parking proposals FAQs](#)

We operate 24 car and lorry parks across Babergh which are listed below.

Need more time on the car? Why not go cashless and [head to our MiPermit portal](#).

You can also download the MiPermit smartphone app for [iOS \(iPhone\)](#) or [Android](#), or find alternative ways to pay displayed in our car parks.

### In this section

- [➤ Apply for season tickets and parking permits](#)
- [➤ Babergh Car & Lorry Parks](#)
- [➤ Blue Badge Scheme](#)
- [➤ Civil Parking Enforcement](#)
- [➤ Joint Area Parking Management Plan](#)
- [➤ Mid Suffolk Car & Lorry parks](#)
- [➤ Parking Strategy Consultation](#)



## Chelmondiston

### Pin Mill

43 spaces, 24 hour max stay

[More information about Pin Mill car park](#)

## Hadleigh

### High Street (Barclays Bank)

52 spaces, 3 hour max stay

[More information about High Street car park](#)

### Magdalen Road long stay

99 spaces, 24 to 72 hour max stay

[More information about Magdalen Road Long Term car park](#)

### Magdalen Road short stay

79 spaces, 3 hour max stay

[More information about Magdalen Road Short Term car park](#)

### Maiden Way

9 spaces, 3 hour max stay

[More information about Maiden Way car park](#)

### Railway Walk - North

5 spaces, unlimited max stay - free

[Google Maps reference for Railway Walk \(North\) car park](#)

### Stonehouse Road

47 spaces, 24 hour max stay - free

[More information about Stonehouse Road car park](#)

### Toppesfield Hall

21 spaces, 3 hour max stay

[More information about Toppesfield Hall car park](#)

## Holbrook

### Lower Holbrook

16 spaces, unlimited max stay - free

[Google Maps reference for Lower Holbrook car park](#)

## Lavenham

### Prentice Street

24 spaces, 24 hour max stay - free

[Google Maps reference for Prentice Street car park](#)

### The Cock Horse Inn

86 spaces, 24 hour max stay - free

[Google Maps reference for The Cock Horse Inn car park](#)

## Raydon

### Railway Walk - South

6 spaces, unlimited max stay - free

[Google Maps reference for Railway Walk \(South\) car park](#)



## Sudbury

### Ballingdon Street

14 spaces, 24 hour max stay - free

[Google Maps reference for Ballingdon Street car park](#)

### Blackfriars - North

10 spaces, 24 hour max stay - free

[Google Maps reference for Blackfriars \(North\) car park](#)

### Blackfriars - South

8 spaces, 24 hour max stay - free

[Google Maps reference for Blackfriars \(South\) car park](#)

### Girling Street

78 spaces, 3 hour max stay

[More information about Girling Street car park](#)

### Great Eastern Road (Roy's)

268 spaces, 3 hour max stay

[More information about Great Eastern Road car park](#)

### Mill Lane

23 spaces, 24 hour max stay - free

[Google Maps reference for Mill Lane car park](#)

### North Street

199 spaces, 3 hour max stay

[More information about North Street car park](#)

### Quay Lane

30 spaces, Unlimited Hour Max Stay

[Google Maps reference for Quay Lane car park](#)

### Station Road (Kingfisher)

297 spaces, 24 to 72 Hour Max Stay, Barrier Height: 2.2m

[More information about Station Road car park](#)

### Station Road Lorry Park

12 coach and lorry spaces, 24 hour max stay

[Google Maps reference for Station Road lorry park](#)

### Stour Street

39 spaces, 24 hour max stay - free

[Google Maps reference for Stour Street car park](#)

### The Station (Railway Station)

140 spaces, 24 to 72 hour max stay

Barrier height: 2.2m

[More information about The Station car park](#)

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[Contact Us](#)

 **Apply**

 **Report**

 **Pay**

[Home](#) > [Environment](#) > [Dog control](#) > I have lost my dog

# I have lost my dog

If you have lost your dog please contact us by telephone, or by completing our online form which also allows you to upload a photograph of the dog. When reporting your dog, please give us as much information as possible (including breed, sex, colour, distinguishing features, identification, and the location and time it was lost). We can let you know if we have had any reports of found dogs matching your dog's description. If not, we will put details of your lost dog on our files and contact you if we have any reports of dogs matching its description.

You can also telephone our kennelling provider, West End Farm Kennels, on 01449 737641.

You may also wish to contact local vets and animal shelters as well as Councils bordering the Babergh and Mid Suffolk Districts, if you think your dog may have been reported to them. You may also like to report your dog to the national website [Dog lost](#).

[Report a lost dog >](#)

**In this section**

- [> Dangerous dogs](#)
- [> Dog fouling](#)
- [> Dog welfare](#)
- [> I have found a dog](#)
- [> I have lost my dog](#)
- [> Responsible dog ownership](#)



## What happens if my dog has been collected by the Council?

All found dogs collected by the Council are taken to our kennels where they will be kept for seven days to be reclaimed by the owner. All dogs are scanned for microchips and we will attempt to contact the owner to notify them that we have the dog. After this time, they become the responsibility of the kennels who will make efforts to re-home them where possible. This can be difficult where the history of the dog is unknown.

If your dog has been seized as a stray and taken to the kennels, you will be required to pay a fee to reclaim it. This fee will depend on whether the dog was wearing identification, whether its the first time the dog has been seized, and how long it has been at the Council's kennels. The fee includes a Government set fine.

West End Farm Kennels are able to accept payments by debit and credit card, including over the phone. Please note that West End Farm Kennels will charge a £2.50 fee for use of credit cards (no charge for debit cards).

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[Home](#) > [Environment](#) > Public Rights of Way

## Public Rights of Way

Suffolk County Council (SCC) are responsible for maintaining public rights of way. To report an issue, such as a broken signpost or an obstruction, you must contact them.

[Report a public rights of way issue >](#)

- [Access general information about public rights of way \(from SCC\)](#) (Information on footpaths, bridleways, restricted byways and byways open to all traffic)
- [View a working copy of the Definitive Map \(provided by SCC\)](#) (shows all legally recorded public rights of way)

## Current Public Notices about Public Path Orders

- [Babergh District Council \(Polstead Footpath No 35 \(part\) Public Path Diversion Order 2021\)](#)
- [Public notice - Polstead Public Footpath No 35](#)
- [Explanatory statement - Polstead Public Footpath No 35](#)

## Creating, diverting or extinguishing a public right of way

If you are proposing to create, divert or extinguish a public right of way, you may find the following information helpful:

- [Read our guidance notes about the process of applying \(to make a permanent change to the public rights of way network\)](#)
- [Guidance on charges for public path orders and agreements \(2021-22\)](#)
- [A guide to definitive maps and changes to public rights of way \(from Natural England\)](#)

## Creating a public footpath, bridleway or restricted byway

It is strongly recommended you speak with Sharon Berry (Communities Officer for Public Rights of Way) before making an application.

- [Email Sharon Berry](#)
- Phone Sharon Berry on [01449 724634](tel:01449724634)

[Apply to create a public footpath, bridleway or restricted byway >](#)

[Accompanying guidance notes for creating a public footpath, bridleway or restricted byway](#)

### Diverting a public footpath, bridleway or restricted byway

[Apply to divert a public footpath, bridleway or restricted byway >](#)

[Accompanying guidance notes for diverting a public footpath, bridleway or restricted byway](#)

### Extinguishing a public footpath, bridleway or restricted byway

[Apply to extinguish a public footpath, bridleway or restricted byway >](#)

[Accompanying guidance notes for extinguishing a public footpath, bridleway or restricted byway](#)

#### In this section

- Abandoned and nuisance vehicles
- Air quality
- Asbestos in the home
- Climate change
- Contaminated land
- Dog control
- Energy conservation and sustainability
- Environmental permits
- Flooding, sewers and drains
- Grass cutting and grounds maintenance
- Noise, smoke and other nuisances
- Parking
- Pest control
- Private water supplies
- Public Health Funerals
- **Public Rights of Way**
- Street care
- Tree for Life
- Trees and hedges



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**TABLE A** **New Dwellings** These standard charges tables come into effect on 1<sup>st</sup> September 2017. They should be read in conjunction with "Guidance on Building Regulation Charges"

**Dwelling-houses and Flats not exceeding 300m<sup>2</sup> or more than 3 storeys**

Please note that the Charges marked with an \* have been reduced to reflect where controlled electrical installations are being carried out, tested and certified by a registered Part P electrician. If this is not the case then the supplementary Plan Charge or Building Notice Charge as listed in A7 must also be paid. In that case, the electrical wiring must be inspected by Building Control before it is covered over.

Code	Category of Work		Plan Charge*	Inspection Charge	Building Notice Charge*	Regularisation Charge*
------	------------------	--	--------------	-------------------	-------------------------	------------------------

**New Build Dwellings**

A1	1 Dwelling	Charge	£185.00	£545.00	£805.00	
		VAT	£37.00	£109.00	£161.00	
		<b>Total</b>	<b>£222.00</b>	<b>£654.00</b>	<b>£966.00</b>	<b>Quote</b>

**Notifiable Electrical work (in addition to the above, where applicable)**

A7	Electrical work where a satisfactory certificate will not be issued by a Part P registered electrician	Charge	Phone for quote			
		VAT				
		<b>Total</b>				

**VAT is at 20%, with the exception on Regularisation Charges as these are VAT exempt.**

**TABLE B** **Work to an Existing Single Dwelling**  
Limited to work not more than 3 storeys above ground level

**Detached Buildings & Extensions**

B1	Extension with a total floor area not exceeding 10m <sup>2</sup>	Charge	£75.00	£215.00	£320.00	
		VAT	£15.00	£43.00	£64.00	
		<b>Total</b>	<b>£90.00</b>	<b>£258.00</b>	<b>£384.00</b>	<b>Phone for quote</b>
B2	Extension with a total floor area exceeding 10m <sup>2</sup> but not exceeding 100m <sup>2</sup>	Charge	£150.00	£445.00	£655.00	
		VAT	£30.00	£89.00	£131.00	
		<b>Total</b>	<b>£180.00</b>	<b>£534.00</b>	<b>£786.00</b>	<b>Phone for quote</b>
B3	A detached building or an extension which; has a floor area not exceeding 100m <sup>2</sup> and is used as a garage, carport or store or any combination thereof	Charge	£95.00	£285.00	£420.00	
		VAT	£19.00	£57.00	£84.00	
		<b>Total</b>	<b>£114.00</b>	<b>£342.00</b>	<b>£504.00</b>	<b>Phone for quote</b>
B4	A detached habitable domestic building (not used for sleeping) with a floor area not exceeding 50m <sup>2</sup>	Charge	£105.00	£315.00	£460.00	
		VAT	£21.00	£63.00	£92.00	
		<b>Total</b>	<b>£126.00</b>	<b>£378.00</b>	<b>£552.00</b>	<b>Phone for quote</b>

# TABLE B Work to an Existing Single Dwelling (cont)

Code	Category of Work		Full Plans		Building Notice Charge*	Regularisation Charge*
			Plan Charge*	Inspection Charge		
<b>Conversions</b>						
B5	Loft conversion (Maximum floor area of 50m <sup>2</sup> - if over 50m <sup>2</sup> contact for quote)	Charge	£120.00	£365.00	£530.00	Phone for quote
		VAT	£24.00	£73.00	£106.00	
		<b>Total</b>	<b>£144.00</b>	<b>£438.00</b>	<b>£636.00</b>	
B6	Conversion of attached or integral garage or attached outbuilding to form 1 or 2 rooms for residential use	Charge	£75.00	£225.00	£330.00	Phone for quote
		VAT	£15.00	£45.00	£66.00	
		<b>Total</b>	<b>£90.00</b>	<b>£270.00</b>	<b>£396.00</b>	
<b>Alterations</b>						
B7	Renovation of a thermal element	Charge	£30.00	£95.00	£140.00	Phone for quote
		VAT	£6.00	£19.00	£28.00	
		<b>Total</b>	<b>£36.00</b>	<b>£114.00</b>	<b>£168.00</b>	
B8	Replacement of windows, roof lights, roof windows or external glazed doors	Charge	£30.00	£95.00	£140.00	Phone for quote
		VAT	£6.00	£19.00	£28.00	
		<b>Total</b>	<b>£36.00</b>	<b>£114.00</b>	<b>£168.00</b>	
B9	Cost of work not exceeding £1,000	Charge	£30.00	£95.00	£140.00	Phone for quote
		VAT	£6.00	£19.00	£28.00	
		<b>Total</b>	<b>£36.00</b>	<b>£114.00</b>	<b>£168.00</b>	
B10	Cost of work exceeding £1,000 but not exceeding £5,000 (Including Renewable Energy systems or a packaged sewage treatment plant of whatever cost)	Charge	£55.00	£160.00	£285.00	Phone for quote
		VAT	£11.00	£32.00	£57.00	
		<b>Total</b>	<b>£66.00</b>	<b>£192.00</b>	<b>£342.00</b>	
B11	Cost of work exceeding £5,000 but not exceeding £25,000	Charge	£90.00	£275.00	£400.00	Phone for quote
		VAT	£18.00	£55.00	£80.00	
		<b>Total</b>	<b>£108.00</b>	<b>£330.00</b>	<b>£480.00</b>	

### Multiple Work Reduction

Where there is multiple works being considered under the same application and all of the works are to be constructed at the same time, charges will be based upon the aggregate floor areas of any extensions plus charges that might apply to any other alteration work.

**For any commercial works or works which require quotation please contact the office.**

01449 724510

[www.babergh.gov.uk](http://www.babergh.gov.uk)[www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)

01449 724984

### Babergh & Mid Suffolk District Councils

Endeavour House  
8 Russell Road  
Ipswich  
IP1 2BX

[building.control@babberghmidsuffolk.gov.uk](mailto:building.control@babberghmidsuffolk.gov.uk)



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[Home](#) > [Building Control](#) > [Building Control Services and Information](#) > Energy performance and assessment

## Energy performance and assessment

Every new dwelling in the UK must achieve minimum energy performance standards. To demonstrate compliance with the Building Regulations all new dwellings must be accompanied by an Energy Assessment and Energy Performance Certificate.

Babergh Building Control are able to produce Energy Assessments and Energy Performance Certificates for new dwellings, please see below for more information or contact us.

### What are Energy Performance Certificates and Energy Assessments?

An Energy Assessment is a calculation to show that a new dwelling will comply with the requirements of the Building Regulations. It is usually produced in two stages; the first at 'design' stage to show compliance of a proposed dwelling and the second at 'as built' stage to show compliance of the completed dwelling. The Energy Performance Certificate is a separate document that shows the energy rating of the dwelling and the calculated CO2 (Carbon Dioxide) emissions of that dwelling.

### When are the Assessments and Certificates required?

Building control will require a copy of the 'design' stage energy assessment when an application is made for Building Regulations. The updated 'as built' submission will be required before a Building Regulation Completion Certificate can be issued. The Energy Performance Certificate will also be required before a completion certificate can be produced and legally should be submitted within 5 days of practical completion of the dwelling.

### Who can produce Certificates and Assessments?

An Energy Performance Certificate must be created by a qualified Energy Assessor who will usually produce the Energy Assessment as well. Babergh and Mid Suffolk both have qualified Energy Assessors who will usually be able to help you with your requirements for developments in and out of the Babergh and Mid Suffolk area.

### How much will it cost?

The cost of producing an Energy Assessment and Energy Performance Certificate will vary depending upon the complexity of the proposed building. We will be happy to quote for any particular proposal, please contact us for more details.

### How do I request a Certificate or Assessment?

Please contact us for a quote, once the quote has been accepted and instruction received we will begin creating your assessment.

### My Dwelling is completed, what do I do?

If you are using our services for the supply of the Assessment and Energy Performance Certificate, please complete the As Built Details Form so that we can produce the 'As Built' Assessment and the Certificate or contact us for more information.

[Link to SAP as built details form](#)

If you are not using us please contact your chosen energy assessor for further information.

Did you know you can book a site inspection with one of our building control surveyors while you're on the move?

[Download the LABC app >](#)

#### In this section

- [Employing an agent, architect or builder](#)
- [Energy performance and assessment](#)
- [LABC services](#)



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# COMMUNITY INFRASTRUCTURE LEVY BABERGH CHARGING SCHEDULE



## 1. Introduction

- 1.1 This Schedule has been prepared, approved and published in accordance with Part 11 of the Planning Act 2008 and the Community Infrastructure Levy Regulations 2010 (as amended).

<b>The Charging Authority:</b>	<b>Babergh District Council</b>
<b>Date of Approval:</b>	<i>20 January 2016</i>
<b>Date of Effect:</b>	<i>11 April 2016</i>

## 2. Scope of CIL Charges

- 2.1 For the purposes of Part 11 of the Planning Act 2008, **Babergh District Council** is a Charging Authority for Community Infrastructure Levy (CIL) in respect of development within its administrative area.

## 3. CIL Rates

- 3.1 The Council has produced district wide viability evidence to inform the setting of its CIL rates which apply across the whole of **Babergh District Council's** administrative area and are set out in **Table 01** below:-

**Table 01 – Babergh District Council CIL Rates**

<b>Development Type*</b>	<b>Zone</b>	<b>Proposed CIL rate (per sqm)</b>
<b>Residential development (1-2 dwellings)</b> (Use Class C3, excluding 'specialist older persons housing'**)	Low	£90
<b>Residential development (3+ dwellings)</b> (Use Class C3, excluding 'specialist older persons housing'**)	Low	£50
<b>Residential development</b> (Use Class C3, excluding 'specialist older persons housing'**)	High	£115
<b>Strategic Sites</b> (Chilton Woods - Sudbury, strategic broad location for growth - East of Sudbury / Gt Cornard, Lady Lane – Hadleigh, Babergh Ipswich Fringe, Brantham Regeneration Area)	n/a	£0
<b>Wholly or mainly Convenience retail***</b>	District	£100
<b>All other uses</b>	District	£0

\* As defined by the Use Classes Order 1987 (as amended).

\*\* 'Specialist older persons housing' is used to describe developments that comprise self-contained homes with design features and support services available to enable self-care and independent living. Sometimes also known as sheltered/retirement housing and extra care accommodation

\*\*\* where no particular form of retail use is conditioned, the LPA will assume that the 'intended use' for the CIL charging purposes may encompass "wholly or mainly" convenience retail as an open ended permission would allow this.

## 4. Calculation of CIL Chargeable Development

4.1 The precise amount charged for each development will be calculated in accordance with Regulation 40 of the CIL Regulations, 2010 (as amended). As stipulated in the Regulations, all charges are based on the total net additional floorspace created (measured as gross internal area). The CIL rates will be tied to the Royal Institute of Chartered Surveyors (RICS) Building Costs Information Service (BCIS) All-in Tender Price Index and the rate of CIL charged will therefore alter depending on the year planning permission for the chargeable development commences.

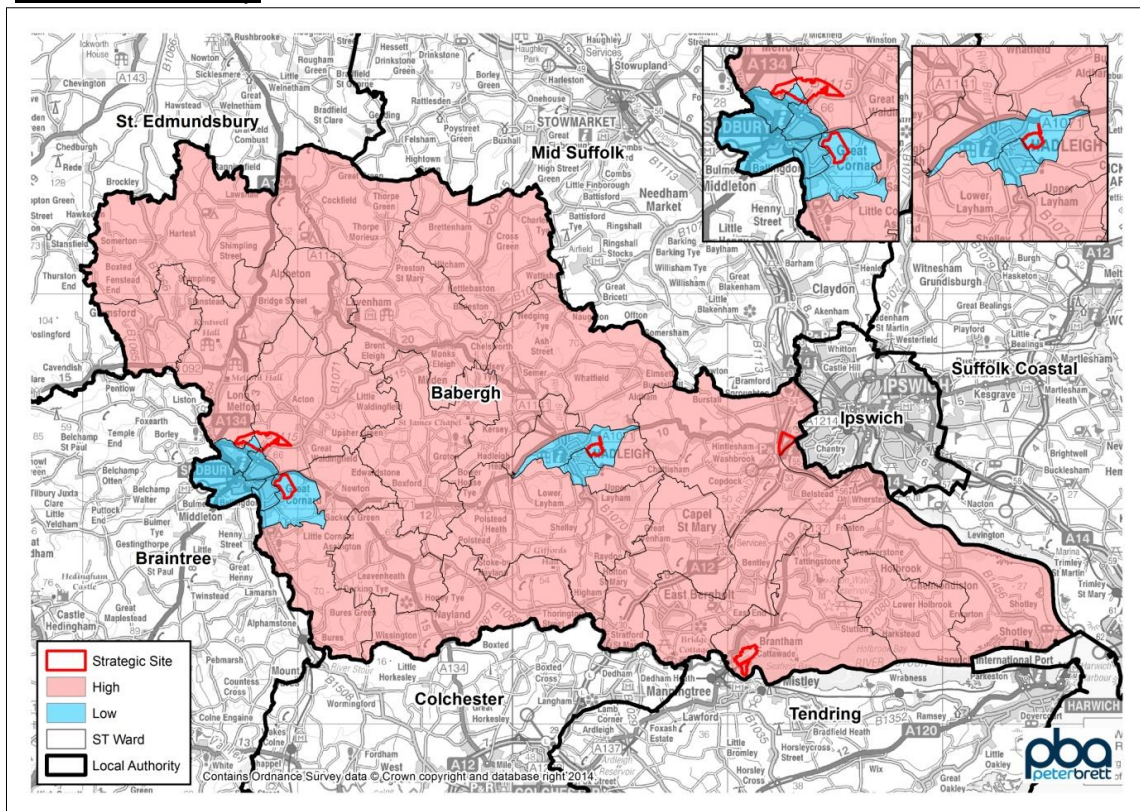
## 5. Monitoring and Review

5.1 Collection and spending of CIL funds will be reported regularly through the Annual Monitoring Report process. Unless economic or development delivery conditions change significantly in the intervening period, the Council does not anticipate to review the CIL for 3 years after the date of adoption. However, the Charging Schedule is based on the growth expected from the Council's adopted Core Strategy and a review of the Charging Schedule, may be undertaken, as part of future Local Plan documents if they change the strategic direction and targets across the district.

## 6. Charging Zones

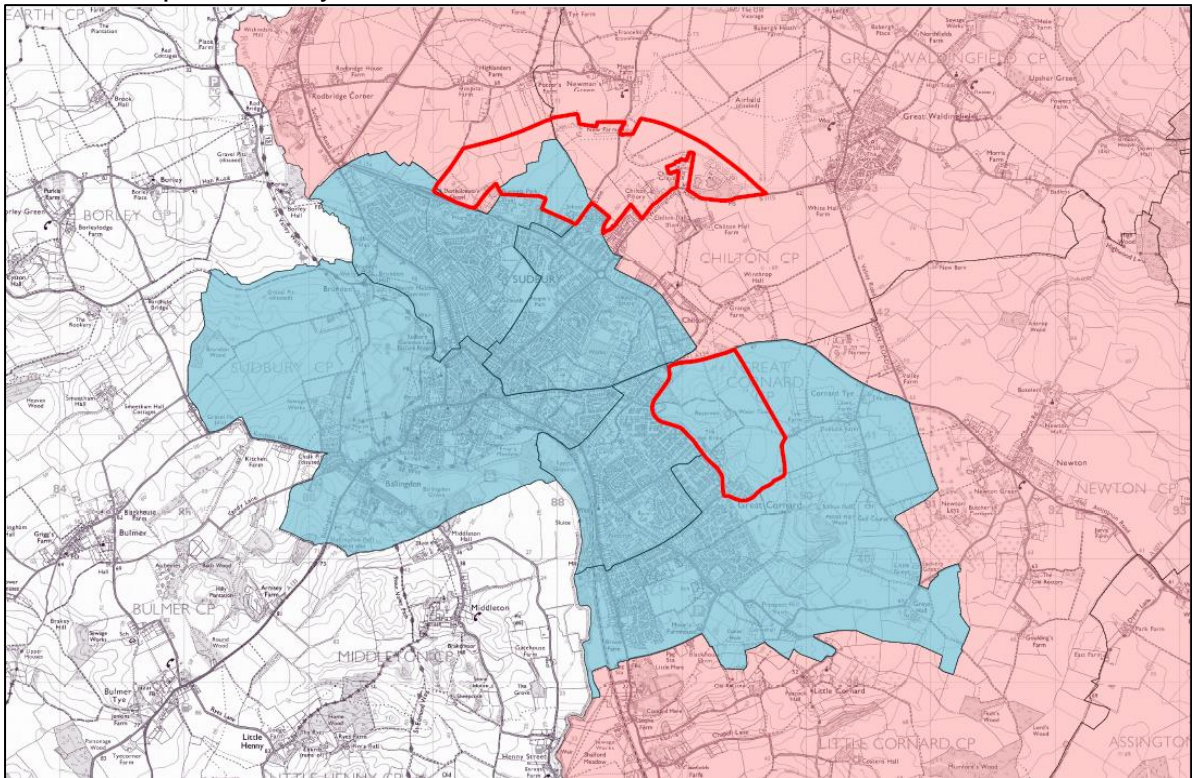
The Babergh District Council CIL charging zones can be seen on the maps below and should be read with the proposed charging rates:

District-wide map

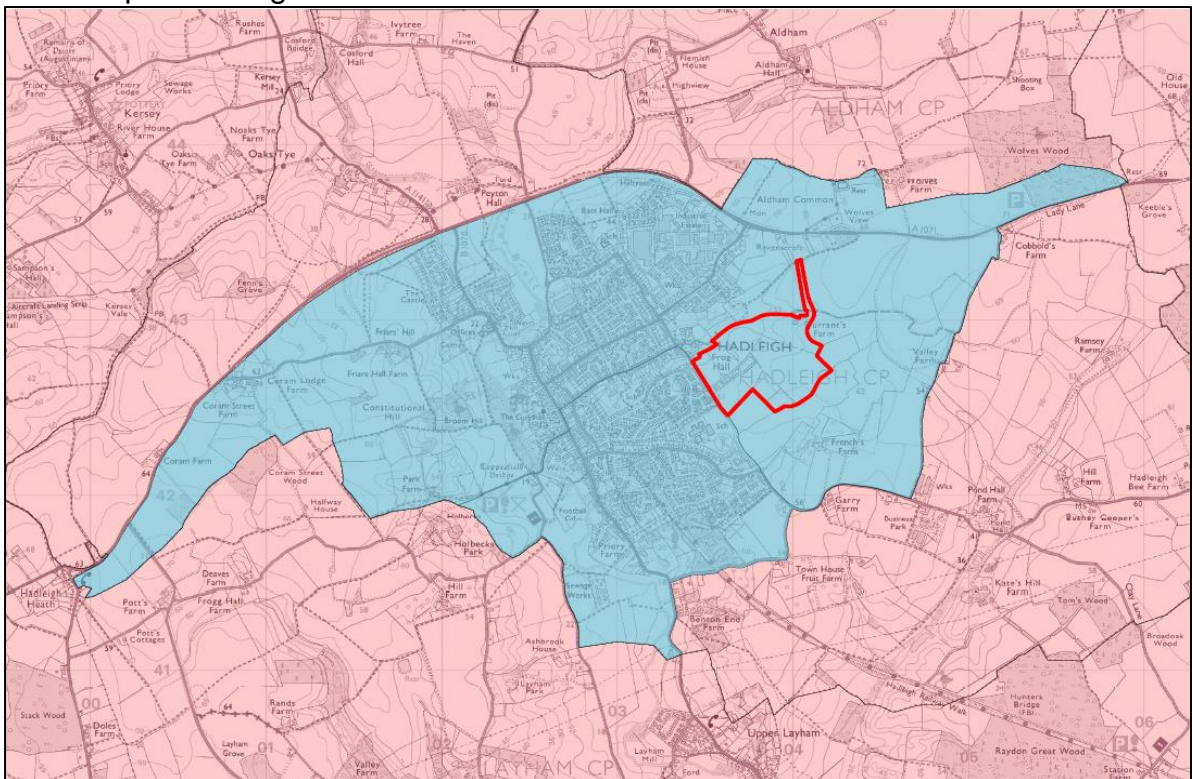




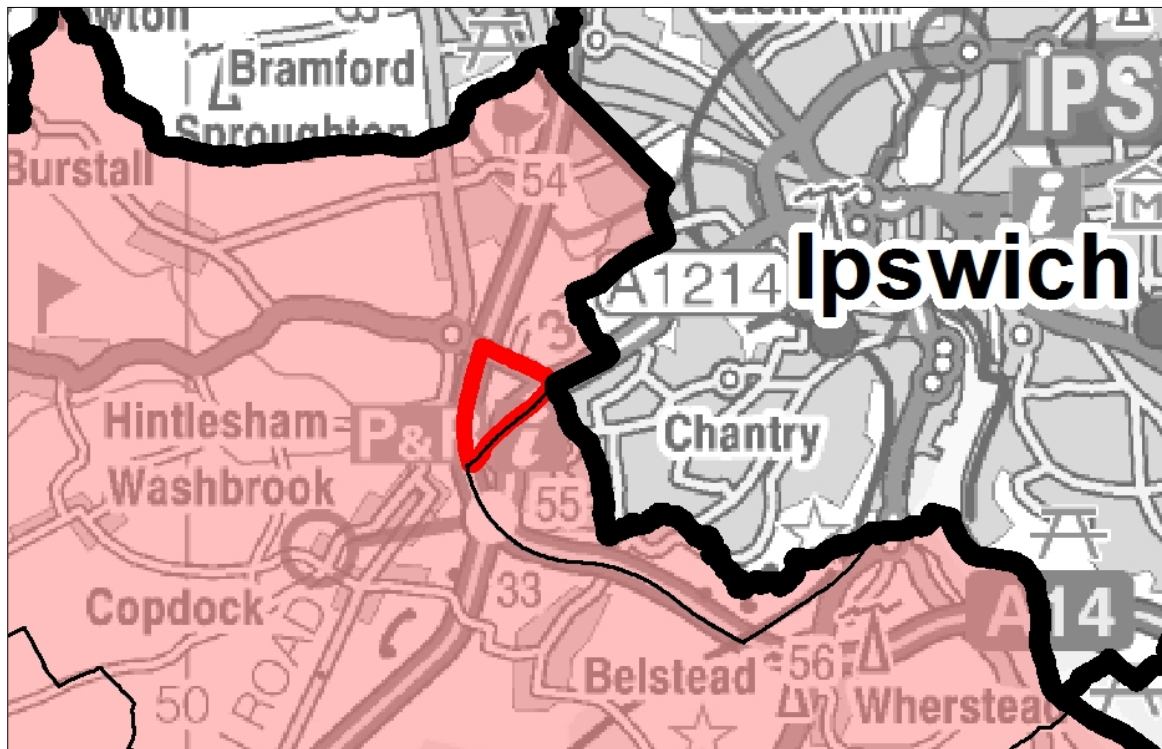
Inset map – Sudbury area



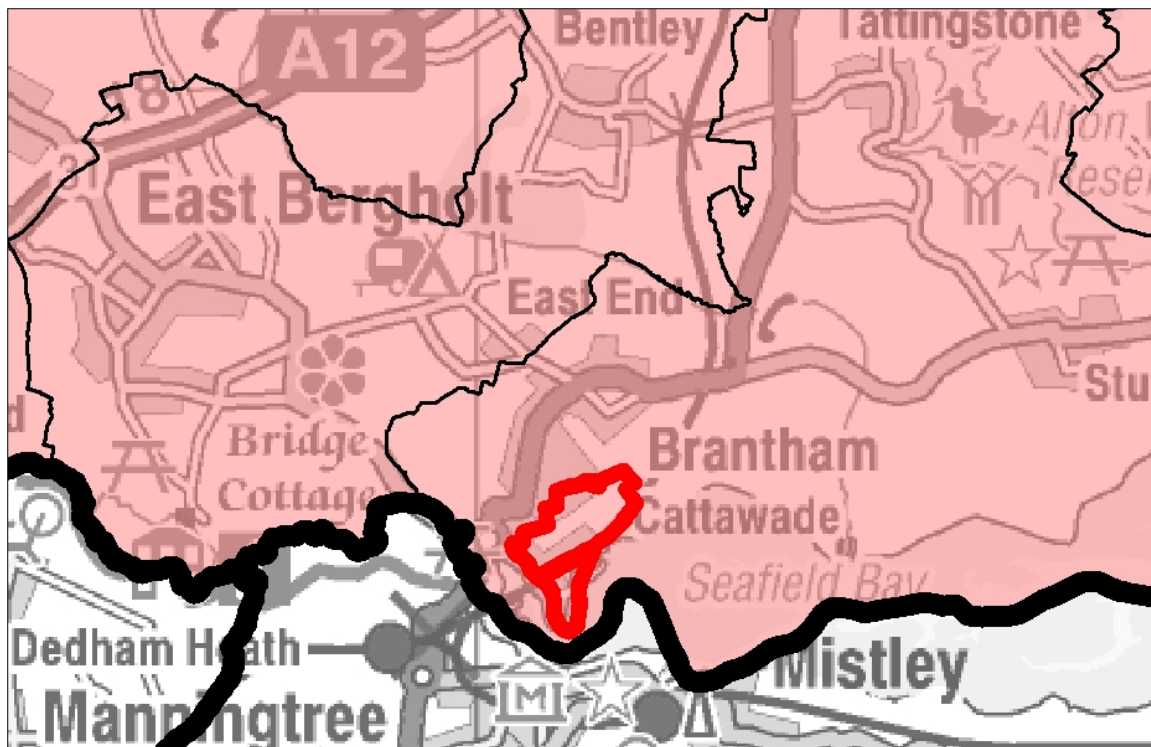
Inset map – Hadleigh area



Inset map – Babergh Ipswich Fringe area



Inset map – Brantham area





## Appendix B - Fees and charges by service 2022/23 compared to 2021/22

	Budget 2021/22 (£'000)	Budget 2022/23 (£'000)	Increase/ (Decrease) (£'000)	Increase/ (Decrease) (%)
<b>Environment &amp; Commercial Partnerships</b>	<b>2,030</b>	<b>2,183</b>	<b>153</b>	<b>8%</b>
Alcohol, Entertainments & Late Night Refreshment	82	82	-	0%
Animal Welfare Licensing	12	12	-	0%
Car Parks	153	141	(11)	-7%
Caravan Licences	-	1	1	
Civil Parking Enforcement	34	57	23	67%
Domestic Waste	56	67	11	19%
Environmental Protection	5	6	1	16%
Eye Park	-	-	-	
Food & Safety (General)	1	1	-	0%
Footpaths	15	4	(11)	-74%
Gambling & Small Lotteries	3	6	3	110%
Garden Waste	901	1,010	110	12%
Health & Safety Regulation	1	1	-	0%
Miscellaneous Other Licences	-	2	2	
Open Spaces	-	-	-	
Street & Major Road Cleansing	34	35	1	3%
Taxi & Private Hire Licensing	81	81	-	0%
Trade Waste	646	666	20	3%
Water Sampling	5	10	5	94%
<b>Housing</b>	<b>17</b>	<b>7</b>	<b>(9)</b>	<b>-56%</b>
HMO Licence	1	1	(0)	-45%
Homelessness Private Sector	5	2	(3)	-60%
Mobile Home Sites	1	1	-	0%
Strategic Housing	10	4	(6)	-60%
<b>Law &amp; Governance</b>	<b>192</b>	<b>175</b>	<b>(17)</b>	<b>-9%</b>
Electoral Registration	2	2	-	0%
Land Charges	189	172	(17)	-9%
<b>Planning &amp; Building Control</b>	<b>1,554</b>	<b>1,744</b>	<b>190</b>	<b>12%</b>
Building Control Commercial Income	6	6	-	0%
Building Regulations Chargeable Service	337	386	49	14%
Community Infrastructure Levy	102	102	(0)	0%
Conservation	20	20	-	0%
Development Management	985	1,111	126	13%
Planning Performance Agreement	25	25	-	0%
Pre-Application Charging	55	60	5	9%
Street Naming & Numbering	24	34	10	43%
<b>Grand Total</b>	<b>3,792</b>	<b>4,109</b>	<b>317</b>	<b>8.4%</b>

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# Agenda Item 10

## BABERGH DISTRICT COUNCIL

<b>COMMITTEE:</b> Cabinet	<b>REPORT NUMBER:</b> <b>BCa/21/37</b>
<b>FROM:</b> Councillor Simon Barrett Cabinet Member for Finance	<b>DATE OF MEETING:</b> 10 January 2022
<b>OFFICER:</b> Katherine Steel, Assistant Director, Corporate Resources Rebecca Hewitt, Acting Corporate Manager – Finance Operations	<b>KEY DECISION REF NO.</b> CAB326

### **ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) CONSIDERATIONS FOR THE COUNCILS' TREASURY MANAGEMENT INVESTMENTS**

#### **1. PURPOSE OF REPORT**

- 1.1 At its meeting on 17th May 2021, the Joint Audit and Standards Committee considered report JAC/20/21 which presented key considerations around developing an ESG policy for the Councils.
- 1.2 Following discussion of the report, the Committee resolved to make a specific request for Cabinet to consider. This report includes the recommendation that was made from Joint Audit and Standards Committee for Cabinet to discuss, but also includes an alternative recommendation that Cabinet wishes to consider along with relevant background information.

#### **2. OPTIONS CONSIDERED**

- 2.1 Consider the specific recommendation from Joint Audit and Standards Committee.
- 2.2 Consider an alternative recommendation that Cabinet wishes to adopt. This is the preferred option.

#### **3. RECOMMENDATION**

- 3.1 That Cabinet monitors the Council's treasury management investments in relation to all three aspects of ESG reporting as this develops and looks to make changes to investments at an appropriate time that would strengthen ESG performance but be within acceptable financial considerations.

#### **REASON FOR DECISION**

**To ensure that the wider issues around environmental, social and governance are considered in relation to treasury management investments and not just the environmental issues raised by Joint Audit and Standards Committee**

#### **4. KEY INFORMATION**

##### **Introduction**

- 4.1 The Council declared a climate emergency in 2019 and committed to investigate ways to achieve their ambition of making the organisation carbon neutral by 2030. Suffolk Public Sector Leaders have also committed to work together towards the aspiration of making the county of Suffolk carbon neutral by 2030.
- 4.2 Considering climate change-related risks in particular, increasing attention is being given to responsible investment by investors globally, resulting in an increasing appreciation that assessing ESG factors is not only a moral issue to be addressed, but also a key part of understanding long-term investment risk.
- 4.3 The Council's Joint Treasury Management Strategy for 2021/22 was approved for Babergh at its Council meeting on 18<sup>th</sup> February 2021, following recommendation for approval by the Joint Audit and Standards Committee on 25<sup>th</sup> January 2021. The Strategy does not currently contain any specific targets in relation to ESG.
- 4.4 The principles of Security, Liquidity and Yield, as set out in the CIPFA Treasury Management Code and Department for Levelling-Up, Housing and Communities (DLUHC) Investment Guidance, remain at the heart of local authority treasury decisions and risk management. Incorporation of any ESG principles need to be balanced against this.

### **ESG considerations**

- 4.5 There is increasing awareness and inclusion of ESG issues within investment products for two key reasons.
  - Long-term investment risk: as Government policies and customer/investor preferences change to address climate change, companies who do not or cannot adapt to meet these changes could become unsustainable.
  - Ethical considerations: investors are increasingly interested in the impact that their investments are having on the world, rather than only being concerned with the financial returns.
- 4.6 As ESG is an emerging theme within local authority treasury management, the measurement and ability to truly compare the performance of investments from this perspective is still developing.
- 4.7 To underline this, in October 2021, subsequent to the discussion at Joint Audit and Standards Committee, the Government published a report, [Greening Finance: A Roadmap to Sustainable Investing \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/100222/greening-finance-a-roadmap-to-sustainable-investing.pdf) with the aim of supporting the financial services sector to align with the UK's net zero commitment and wider environmental goals.
- 4.8 The roadmap sets out the Governments plans to implement new Sustainability Disclosure Requirements (SDR) to create an integrated framework against which comparisons and decisions can be made. This will include new requirements for asset managers and investment product disclosures.
- 4.9 The Government will be consulting on different aspects of the published roadmap over the coming months, with the first requirements likely to come into effect sometime during 2022. It will therefore be a further period before we can make consistent

comparisons between investments, but this does not affect the recommendation from the Joint Audit and Standards Committee.

- 4.10 The discussion at Joint Audit and Standards Committee mainly centred around the Councils pooled fund investments, but also included money market funds. The pooled fund investments are held with different counterparties and cover a range of asset classes to reduce risk. The nature of these investments is that the Council is exposed to all the companies within the fund. If the Council wishes to divest from a particular sector within the fund, this can only be achieved by total divestment from that fund. The pooled funds in which the Council is currently invested are detailed below.

<b>Fund</b>	<b>Asset class</b>	<b>Investment Amount</b>
CCLA: LAMIT Property Fund	Property	£5,000,000
Ninety One (Investec): Diversified Income Fund	Multi Asset	£2,000,000
Schroders: Income Maximiser Fund	UK Equity	£2,000,000
UBS: Multi Asset Income Fund	Multi Asset	£2,000,000

- 4.11 At the time that Joint Audit and Standards Committee considered this issue, the United Nations Principles for Responsible Investment (UN PRI) was the main information that was available to make comparisons.
- 4.12 Each of the Council's fund management companies is a signatory to the UN PRI, they file comprehensive reports annually through the PRI reporting framework and are scored on their submissions, with the top score being A+. The scores for each fund and the median score for 2020 are as follows.

<b>UN PRI Transparency Report: Assessment scores 2020</b>	<b>Median score</b>	<b>CCLA</b>	<b>Ninety One</b>	<b>Schroders</b>	<b>UBS</b>
<b>Strategy &amp; Governance</b>	<b>A</b>	<b>A+</b>	<b>A+</b>	<b>A+</b>	<b>A+</b>
<b><u>Direct and Active Ownership</u></b>					
<b>Listed Equity – active ownership</b>	<b>B</b>	<b>A+</b>	<b>A+</b>	<b>A+</b>	<b>A+</b>
Incorporation - screening		A+	A+	A+	A
Incorporation – integration		A+	A+	A+	A
Individual engagement		A+	A+	A+	A+
Collaborative engagement		A+	A+	A+	A+
Proxy voting		A+	A+	A+	A
<b>Fixed Income – Sovereigns, Supranational and Agencies (SSA)</b>	<b>B</b>	--	<b>A+</b>	<b>A</b>	<b>A</b>
<b>Fixed Income – Corporate Financial</b>	<b>B</b>	--	<b>A+</b>	<b>A</b>	<b>A</b>
<b>Fixed Income – Corporate Non-Financial</b>	<b>B</b>	--	<b>A+</b>	<b>A</b>	<b>A</b>
<b>Fixed Income – Securitised</b>	<b>B</b>	--	--	<b>A</b>	<b>A</b>
<b>Private Equity</b>	<b>A</b>	--	<b>A</b>	<b>A+</b>	--
<b>Property</b>	<b>B</b>	<b>A+</b>	--	<b>A</b>	<b>A+</b>
<b>Infrastructure</b>	<b>A</b>	--	<b>A+</b>	--	<b>A+</b>

- 4.13 Whilst the scores in the table above suggest good performance, none of these are badged specifically as ESG funds. They each take steps to analyse the ESG impact of their investments and engage with companies to address climate change risks.
- 4.14 It was acknowledged at the Joint Audit and Standards Committee that the UN PRI framework demonstrates how activity is disclosed and not necessarily what they are ultimately investing in and how these fit with the Council's ambitions.
- 4.15 The Committee had an in-depth discussion about the pros and cons of the current pooled fund investments and whether they were going far enough in relation to fossil fuels, with differing views being expressed about the best course of action. The advice of officers within the Environment Directorate is that if the Council wishes to achieve carbon neutrality it should not hold any investments in fossil fuel extraction businesses. These businesses, if they do not change and adapt, are unlikely to provide a sustainable income yield in the medium to long-term. Cabinet is asked to consider this advice and whether it wishes to support the approach.
- 4.16 The current performance and valuation of the existing funds was also discussed, again with differing views, as to whether the current funds should be liquidated at a loss to enable the investment in ESG targeted funds, which may give lower investment returns in the short to medium-term, but potentially stronger performance in the medium to long-term. Some committee members felt that this was an acceptable cost to the Council to take the necessary action as part of the carbon reduction priority, but others wished to give the funds time to recover to their investment value before changes were made.
- 4.17 There was consensus from the Committee that using the Council's investments to support the ambition to get to net zero carbon by 2030 was the right thing to do, but the approach to achieve this was expressed in different ways. Following further discussion, the Committee agreed on the wording in paragraph 4.20 below.
- 4.18 The two key methods under which action can be taken to seek better ESG performance are to either influence or exclude. The recommendation from Joint Audit and Standards Committee, first seeks to influence, but then to exclude, if insufficient reassurance is given by the fund managers.
- 4.19 The end of September valuations of the pooled funds, as presented to Joint Audit and Standards Committee on 29<sup>th</sup> November, in the half-year treasury management report for 2021/22, along with the current returns are set out in section 6 below.
- 4.20 The Committee's recommendation to Cabinet was:
- That Cabinet pushes its fund managers to filter investments in respect of the ESG considerations, looking for positive contributions to tackling our carbon reduction priorities and that the Cabinet considers withdrawing funds from investors who do not adequately address these concerns. The Joint Audit and Standards Committee recognises that any decision to withdraw funds should be balanced against financial prudence.
- 4.21 It is believed that the discussion and recommendation from Joint Audit and Standards Committee was too narrowly focused on the environmental aspects of ESG, especially fossil fuels, and did not adequately address the wider determinants under the social



and governance aspects. An alternative recommendation has therefore been put forward for Cabinet to consider.

4.22 This revised recommendation should be assessed against the following considerations in order to reach a conclusion:

- The reputational risk of not adopting an ESG approach in accordance with the timeline adopted by the Council in its climate change emergency declaration
- The financial risks as set out in section 6 of the report below
- The information available to reach an informed view across the three aspects of ESG

## 5. LINKS TO THE JOINT CORPORATE PLAN

5.1 This report links to the ambition to be carbon neutral by 2030 in the Joint Corporate Plan. Adoption of an ESG policy would not directly reduce emissions in our district but would assist in changing conditions more widely. The fund managers for the Council's strategic pooled funds are performing well with regards to the integration of ESG factors into their investment decisions and company engagement.

5.2 The income generated by the Council's pooled fund investments contributes to the resources available to the Council to meet the ambitions of the Joint Corporate Plan.

## 6. FINANCIAL IMPLICATIONS

6.1 The Council's strategic pooled funds are held as long-term investments. Although the total overall return for each of these funds since investment has been positive, they have incurred unrealised capital losses.

6.2 The position of each fund as at 30<sup>th</sup> September 2021, as reported to Joint Audit and Standards Committee on 29<sup>th</sup> November, is set out in the table below.

<b>Babergh</b>	<b>Purchase Price £m</b>	<b>Valuation at 30/9/2021 £m</b>	<b>Cost(-) / Surplus (+) if sold £m</b>	<b>Rate of Return for 2021/22 to date</b>
CCLA – LAMIT Property Fund	5.000	5.125	+0.125	3.67%
Ninety-One (Investec) Diversified Income Fund	2.000	1.939	-0.061	4.20%
Schroder Income Maximiser Fund	2.000	1.586	-0.414	6.14%
UBS Multi Asset Income Fund	2.000	1.834	-0.166	4.35%
<b>Total</b>	<b>11.000</b>	<b>10.484</b>	<b>-0.516</b>	<b>4.36%</b>

6.3 It can be seen from the table above that three of the four funds are currently valued below their purchase price. Cabinet may wish to consider whether this is because they are over-reliant on high carbon industries, which the market is reflecting in the unit price and hence may never recover to their full value, or if it is just the current

position in the economic cycle, which will return over time. Covid-19 has undoubtedly affected valuations over the last 18 months and there has been a recent upward trend. This trend may or may not return them to their full valuation, but equally could fall from the current position if the market sees them as unsustainable.

- 6.4 The Council's treasury adviser Arlingclose provided information for the report to Joint Audit and Standards Committee, that there are equity funds with income strategies that screen out fossil fuel extractors, or whose focus is on renewable energy and/or decarbonisation. The income generated initially tends to be lower than what the Council receives from their existing funds, but over a period this is likely to outperform conventional funds due to their long-term sustainability.
- 6.5 The yield (i.e., income) for these funds currently ranges between 0.5% to 3.3%, with most in the lower to mid end of this range. The upper end of the range of 3.3% for the fossil screening funds is 1% lower than the average yield of the Council's existing funds. For the Council's £11m investment this would equate to a reduction in income of £110k per annum, but this could be a short-term reduction to achieve a long-term higher return.
- 6.6 The Council has previously acknowledged that achieving the net zero ambition comes at a cost, for example by investing in hydrotreated vegetable oil (HVO) for the vehicle fleet. Cabinet should therefore consider the Councils treasury management investments in a similar light and whether losses on realisation and returns in the short-term is an acceptable cost to respond to the climate emergency.

## 7. LEGAL IMPLICATIONS

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

## 8. RISK MANAGEMENT

- 8.1 This report is most closely linked to significant risks No. 13 – We may be unable to respond in a timely and effective way to financial demands, No 18 – The Councils will not be carbon neutral by 2030 and also Corporate Risk No. 5E05 – if the Finance Strategy is not in place with a balanced position over the medium term the Councils will not be able to deliver the core objectives and service delivery may be at risk of not being delivered. Key risks are set out in the following table:

Risk Description	Likelihood	Impact	Mitigation Measures
If an ESG approach is the primary aim for treasury management investments, then the Council could see a reduction in the level of revenue income in the short to medium-term.	2-Unlikely	2-Noticeable	Security, liquidity and then yield continue to be the prime considerations for investments under the CIPFA Treasury Management Code. Adopt an approach that incorporates ESG into investment decision making, but also has parameters that consider the financial impacts of those decisions.

			In the medium to long-term, investments focussed on ESG will be more sustainable and higher performing.
If the Council does not divest its treasury management investments from fossil fuel businesses in accordance with the timeline adopted by the climate change emergency, then it could suffer reputational damage and miss an opportunity to assert wider influence over climate change factors.	2-Unlikely	2-Noticeable	Adopt an approach that incorporates ESG into investment decision making, but also has parameters that consider the financial impacts of those decisions.
If the Council waits for the current investments to return to their original value, then they could in fact fall further, and opportunities could be lost to move to low carbon alternatives.	2-Unlikely	2-Noticeable	Consult the Council's treasury management adviser, Arlingclose, in relation to the investments and their short-term valuations. Consider the level of acceptable cost to move to low carbon alternatives.

## 9. CONSULTATIONS

9.1 None.

## 10. EQUALITY ANALYSIS

10.1 An equality analysis has not been completed because the report content does not have any impact on the protected characteristics.

## 11. ENVIRONMENTAL IMPLICATIONS

11.1 A key focus of this report is the consideration of the environmental impact of the Council's treasury management investments.

## 12. BACKGROUND DOCUMENTS

12.1 Report JAC/20/21 Environmental, Social and Governance (ESG) considerations for the Council's Joint Treasury Management Strategy.

12.2 Report JAC/21/10 Half Year Report on Treasury Management 2021/22

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