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COMMITTEE:	BABERGH CABINET
DATE:	MONDAY, 4 APRIL 2022 2.00 PM
VENUE:	KING EDMUND CHAMBER, ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH

Members	
<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

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT

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1	APOLOGIES FOR ABSENCE
2	DECLARATION OF INTERESTS BY COUNCILLORS
3	BCa/21/46 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 7 MARCH 2022 5 - 12
4	BCa/21/47 TO CONFIRM THE MINUTES OF THE MEETING HELD 7 FEBRUARY 2022 13 - 22
5	TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME
6	QUESTIONS BY COUNCILLORS

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

8 **FORTHCOMING DECISIONS LIST**

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

[FORTHCOMING DECISIONS LIST](#)

9 **BCA/21/48 HOMES ENGLAND 2021/22 COMPLIANCE AUDIT 23 - 30
PROGRAMME - IPSWICH ROAD, BRANTHAM**

Cabinet Member for Housing

10 **BCa/21/49 COUNCIL TAX ENERGY REBATE 2022/23 31 - 36**

Cabinet Member for Finance

11 **BCa//21/50 CYCLING AND WALKING INFRASTRUCTURE PLAN 37 - 72
AND SUSTAINABLE TRAVEL VISION DOCUMENT (LCWIP)**

Cabinet Member for Environment

Date and Time of next meeting

Please note that the next meeting is scheduled for Saturday, 9 April 2022 at 2.00 pm.

Webcasting/ Live Streaming

The Webcast of the meeting will be available to view on the Councils Youtube page:

https://www.youtube.com/channel/UCSWf_0D13zmegAf5Qv_aZSg

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Committees@baberghmidsuffolk.gov.uk

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Agenda Item 3

BABERGH DISTRICT COUNCIL

Minutes of the meeting of the **BABERGH CABINET** held in the King Edmund Chamber, Endeavour House, 8 Russell Road, Ipswich on Monday, 7 March 2022

PRESENT:

Councillor: John Ward (Chair)

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

In attendance:

Councillor(s): Mary McLaren

Officers:

- Chief Executive (AC)
- Strategic Director (KN)
- Assistant Director – Law and Governance and Monitoring Officer (EY)
- Assistant Director – Corporate Resource and Section 151 Officer (KS)
- Assistant Director – Housing (GF)
- Assistant Director – Environment and Commercial Partnerships (CC)
- Assistant Director – Economic Developments and Regeneration (FD)
- Assistant Director – Customers, Digital Transformation and Improvement (SW)
- Corporate Director – Finance Operations (RW)
- Professional Lead – Key Sites and Infrastructure (KS)
- Senior Governance Officer (HH)

Apologies:

Michael Holt

86 DECLARATION OF INTERESTS BY COUNCILLORS

There were no declarations of interests made.

87 BCA/21/40 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2022

It was **RESOLVED**:

That the minutes of the meeting held on the 7 February 2022 be deferred to the next meeting.

88 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE

COUNCIL'S PETITION SCHEME

None received.

89 QUESTIONS BY COUNCILLORS

None received.

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

90.1 The Chair invited the Chair of the Overview and Scrutiny Committee, Councillor McLaren to detail the outcome of the Call- in of the Cabinet Decision BCa/21/38 Accommodation and Agile Strategy – Endeavour House.

90.2 Councillor McLaren listed the signatories of the call-in and summarised the concerns of the Committee. She detailed the decision options available for the Committee and concluded that based on the evidence put before Members of the Overview and Scrutiny Committee, it was resolved that Cabinet Decision be upheld and implemented immediately.

91 FORTHCOMING DECISIONS LIST

The Forthcoming Decision List was noted.

92 BCA/21/41 GENERAL FUND FINANCIAL MONITORING 2021/22 - QUARTER 3

92.1 The Chair invited the Cabinet Member for Finance, Councillor Barrett to introduce the report.

92.2 Councillor Barrett proposed the recommendations in the report, and this was seconded by Councillor Busby.

92.3 Councillor Busby queried the level of staff vacancies and what percentage of the underspend of the staffing cost was due to the vacancy rate. The Cabinet Member for Finance referred to Appendix A for the details for where the staff shortages were within each service area. The Assistant Director for Corporate Resources added that there was a 5% staff vacancy rate included in the Financial Monitoring report, however she would provide further details for the figures for the vacancy rate outside of the meeting.

92.4 In response to Councillor Busby's question in relation to Electoral Services and Land Charges in Appendix A, the Assistant Director for Law and Governance clarified that the variation was caused by part of the Land Charges searches being transferred to the Land Registry, which had provided an un-ringfenced new burdens fund for the data transfer, the sum in the Appendix was less the cost for preparing the date to be transferred.

92.5 Councillor Ward referred to paragraph 6.17 and asked for clarification of CIL and Section 106 figures in relation to the figures in Appendix E. The Assistant

Director for Corporate Resources stated she would provide a reconciliation of the figures outside of the meeting.

- 92.6 In response to questions from other Members attending the meeting, the Chief Executive stated that there were various reasons for why staff vacancies occurred, and he would provide a comparison of staff vacancy figures for the current year and 2019 for temporary staff and the cost for agency and temporary staff outside of the meeting.
- 92.7 Members debated the issues including that the Council's expenses were fairly accurate in the monitoring report however, the income stream was more difficult to predict and had been exacerbated during the Covid Pandemic. The Council was in a good financial position and had a budget surplus.

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 £741k, 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 6.15 be noted.**
- 1.3 That the approval of carry forwards from 21/22 into 22/23 be delegated to the Section 151 Officer in consultation with the Cabinet Member for Finance.**

REASON FOR DECISION

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

93 BCA/21/42 HOUSING REVENUE ACCOUNT (HRA) FINANCIAL MONITORING 2021/22 - QUARTER 3

- 93.1 The Chair invited the Cabinet Member for Finance, Councillor Barrett to introduce the report.
- 93.2 Councillor Barrett provided a summary of the main points in the report and proposed the recommendations as detailed in the report.
- 93.3 Councillor Osborne seconded the recommendations.
- 93.4 In response to Councillor Malvisi's question regarding shortages of raw building material for repairs, the Cabinet Member for Finance responded that there was £1/2m allowance in the budget to accommodate this. The Assistant Director for Housing directed members' attention to paragraph 6.10 in the report and clarified the adverse variance in relation to voids.
- 93.5 Councillor Ward referenced the table in paragraph 6.11 in the report and queried the transfer from Strategic Priorities. In response the Assistant

Director for Corporate Resources stated that a transfer had been made from the Strategic Priorities reserve to capital funding for housing.

- 93.6 In response to Councillor Busby's question regarding the number of Housing Association properties in the District, the Assistant Director for Housing would provide a response outside of the meeting.
- 93.7 In addition, Councillor Osborne detailed the processes for acquiring properties to increase the Council's housing stock and Councillor Busby asked that this be included in future briefings for housing.
- 93.8 Councillor Ward stated that so far in the Current financial year the Council had acquired 94 houses of these 68 were Social and Affordable rent and 26 were Shared Ownership. The Council had delivered 38 properties, 54 properties were built under Section 106 acquisitions and 2 had been under the Right to Buy Scheme.
- 93.9 The Assistant Director for Housing responded to Councillor McCraw's question and stated that the Council was looking to maximise its own building capacity and this formed part of the Business Development Plan.
- 93.10 Councillor Arthey queried the total rolling figures for the Council's Housing Stock and asked that clarification for the increase of housing stock and the loss of housing stock to the Right to Buy Scheme and an up to date rolling total of housing stock to be circulated to Members.

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 £617k, 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.

94 BCA/21/43 QUARTER 3 PERFORMANCE

- 94.1 The Chair invited the Cabinet Member for Customers, Digital Transformation and Improvements, Councillor McCraw to introduce Quarter 3 Performance to Members.
- 94.2 In response to Member's questions the Assistant Director for Corporate Resources stated that as of today no staff were on sick leave due to mental health issues.

- 94.3 Councillor McCraw responded to a question from Councillor Busby on how to convey the Council's performance to parish Councils in a sensible way and would look at the Outcome Performance Framework.
- 94.4 The Assistant Director for Environment and Commercial Partnerships responded to questions and informed members that the Tree Canopy Survey would be available in April and that water filtration systems were installed in January, commissioned in February and were working well. Statistics would be circulated to Members in due course.
- 94.5 Members considered the staff issues including the current employment market, training options for staff, awareness of local authority employment opportunities amongst young people and that the Council needed to be proactive when recruiting for vacancies.
- 94.6 The Assistant Director for Economic Development and Regeneration detailed job fairs and career festivals, which now included public sector careers that had not previously been included.
- 94.7 Councillor Ward referred to the Democracy Project, part of which involved engagement with young people.

The Quarter 3 Performance was noted.

95 BCA/21/44 CLIMATE CHANGE AND BIODIVERSITY ANNUAL REPORT 2021/22

- 95.1 The Chair invited the Cabinet Member for Environment, Councillor Malvisi to introduce the report.
- 95.2 Councillor Malvisi provided an overview of the report and proposed the recommendations as detailed in the report.
- 95.3 Councillor Arthey seconded the recommendations.
- 95.4 Councillor Dawson queried the financial implications of biodiversity and the Assistant Director for Environment and Commercial Partnerships explained that the Tree Survey would provide data, which would enable an understanding of the financial pressure of trees and not just the sequestration rate when trees were removed. She detailed issues around green tariff for the leisure centres and the current energy crisis.
- 95.5 In a response to further questions from Councillor Dawson the Assistant Director for Environment and Commercial Partnerships stated that whilst £200K to £300K had been allocated for this year, this was more than what was available in the Environmental reserves and the Environment teams had sought to utilise public funding and grants to secure additional funding.
- 95.6 Councillor Davis asked for an update on the progress of the walking and cycling paths in the District and specifically for the Shotley Peninsula. The Assistant Director for Environment and Commercial Partnerships would

provide a response outside of the meeting.

- 95.7 Members considered issues including the use of electric and hydrogen vehicles for public busses and the Cycling and Walking Infrastructure Plan.
- 95.8 Members debated the issues in the report including the number of trees planted in the District, consideration for the cost of maintenance of trees in the next few years and the funding issues for cycling and walking paths.
- 95.9 The draft Local Cycling and Walking Infrastructure Plan (LCWIP) would be presented to Cabinet and the Council for noting in due course.

It was RESOLVED: -

- 1.1 That the contents of the report be noted**
- 1.2 That a climate change and biodiversity report be produced annually each year going forward.**

REASON FOR DECISION

To ensure that members and the public are kept informed of progress and achievements with regards to the councils' climate change and biodiversity ambitions.

96 BCA/21/45 RESPONSE TO NATIONAL GRID STATUTORY CONSULTATION ON THE BRAMFORD TO TWINSTEAD OVERHEAD LINE PROJECT

- 96.1 The Chair invited the Cabinet Member for Planning, Councillor Arthey to introduce the report.
- 96.2 Councillor Arthey asked Members to provide comments on the proposed response to the Consultation and proposed the recommendations in the report, which was seconded by Councillor Barrett.

Note: Councillor Malvisi left the meeting at 3:50pm.

- 96.3 Members considered the proposed response and the options for over or under ground cabling. Members agreed that none of the solutions were completely ideal and would have to be a compromise. Pylons could be seen across the landscape and underground cabling would leave a scar across the land, as trees and hedges were cut down to enable the underground cables to be laid. In Areas of Natural Beauty (AONB) the transition between AONB and surrounding land posed a particular issue, as pylons would still obscure the view across AONB when placed outside of the AONB.
- 96.4 Member debated suggestions for a response in relation to Dedham Vale East Sealing End Compound and the Dedham Vale West and Stour Valley East section. Some Members felt the response was not strong enough while others asked for specific solutions to be included in the response.

96.5 Members continued debating responses and agreed that the following suggestions should be forwarded to the Assistant Director for Planning and Building Control by the Cabinet Member for Planning to be included in the response to the Consultation.

1. *That National Grid considers moving the Dedham Vale East Sealing End Compound from the proposed location near Millfield Wood, Polstead, to an appropriate site in or near the Layham Quarry to take advantage of the natural screening that can be provided by the land contours. This will also facilitate construction access via the purpose-built quarry road from the A1071. This would require an extra 1km of underground cabling.*
2. *That National Grid considers an underground link between the Dedham Vale West and Stour Valley East SECs. This section, whilst not in the Dedham Vale AONB, is still highly visible from many locations within the AONB and local residents are arguing for the protection of this area from the visual impact of the pylons. The cost of this additional 5.5km underground section would be offset by obviating the need for the two SECs.*

It was Resolved: -

1.1 To respond to the consultation.

1.2 The Assistant Director for Planning and Building Control, in collaboration with the Cabinet Members for Planning, consider any proposed amendments to the suggested response and be authorised to make amendments before submitting a response to the Government.

REASON FOR DECISION

To ensure the comments of the Councils are set out for consideration by National Grid in the further stages of the project.

The business of the meeting was concluded at 4:37pm

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Chair

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Agenda Item 4

BABERGH DISTRICT COUNCIL

Minutes of the meeting of the **BABERGH CABINET** held in the King Edmund Chamber, Endeavour House, 8 Russell Road, Ipswich on Monday, 7 February 2022

PRESENT:

Councillor: John Ward (Chair)

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

In attendance:

Councillor(s): Melanie Barrett
Mary McLaren

Officers:

- Chief Executive (AC)
- Strategic Director (KN)
- Assistant Director – Law and Governance and Monitoring Officer (EY)
- Assistant Director – Corporate Resources and Section 151 Officer (KS)
- Assistant Director – Housing (GF)
- Assistant Director – Commercial Partnerships and Regeneration (FD)
- Assistant Director – Assets and Investments (EA)
- SRP Operations Manager (AW)
- Corporate Manager – Finance Operations (RH)
- Governance Support Officer (CP)

Apologies:

None.

75 DECLARATION OF INTERESTS BY COUNCILLORS

There were no declarations of interest made by Councillors.

76 BCA/21/34 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 6 DECEMBER 2021

It was **RESOLVED:-**

That with the following amendment, the minutes of the meeting held on the 6 December 2021 be confirmed as a correct record:

Page 12, 75.2 to amend *initially* to *initial*

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

None received.

78 QUESTIONS BY COUNCILLORS

None received.

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

79.1 The Chair invited the Chair of the Overview and Scrutiny Committee, Councillor McLaren to introduce the item.

79.2 Councillor McLaren detailed the recommendations for the General Fund Budget 2022/23 and Four-year Outlook from the Overview and Scrutiny Committee and the recommendations for the Housing Revenue Account Budget 2022/23 and Four-year Outlook from the Overview and Scrutiny Committee.

79.3 In response to Members' queries in relation to recommendation 1.2 in the Overview and Scrutiny report, the Monitoring Officer advised that the Overview and Scrutiny Committee was concerned with the effectiveness of the new monitoring framework and whether the newly set-up performance team was delivering and was effective.

79.4 The recommendations were noted.

80 FORTHCOMING DECISIONS LIST

80.1 The Forthcoming Decisions List was noted.

81 BCA/21/35 GENERAL FUND BUDGET 2022/23 AND FOUR-YEAR OUTLOOK

81.1 The Cabinet Member for Finance, Councillor Simon Barrett introduced the report, and drew Members' attention to a Council Tax increase of 2% as included in the recommendations. This would be equivalent to an annual increase of £3.50 or 29 pence per month for a Band D Property, providing an annual surplus of £527k for 2022/23, this had to be considered in relation to a forecast cumulative deficit of £2.3m by 2025/26.

81.2 Councillor Barrett proposed the recommendations in the report which was seconded by Councillor Busby.

81.3 In response to a question from Councillor Malvisi regarding the New Homes Bonus, the Cabinet Member for Finance, Councillor Barrett explained that the New Homes Bonus impacted on the Council's deficit.

- 81.4 Councillor Holt was supportive of 2% increase in Council Tax.
- 81.5 Councillor Busby queried the capital expenditure on page 53 and whether the £2m for the Belle Vue project was set a figure or whether it was dependent on the sale of the site. The Cabinet Member for Finance responded that the £2m was over and above any receipts for the sale of the land.
- 81.6 The Assistant Director for Economic Development and Regeneration clarified that the final cost for the entrance had not been received yet and that the £2m would come from borrowing and was allocated for the development of Belle Vue.

Note: Councillor Dawson joined the meeting at 2:35pm.

- 81.7 The Cabinet Member for Finance, Councillor Barrett confirmed to Councillor Malvisi that planned maintenance for car parks for next year was £7k.
- 81.8 Councillor Arthey questioned if improvement work to car parks was included in the budget for 2022/23 and the Cabinet Member for Finance, Councillor Barrett stated that the car parking review was coming forward to Cabinet later in the year and that once the requirements and costs had been established, recommendations would be brought to Cabinet for adoption.
- 81.9 Councillor Holt referred to the expenditure for the leisure centres and what the allocated ongoing costs were for. The Assistant Director for Corporate Resources clarified that this was for emergency repairs as required for the two leisure centres throughout the year.
- 81.10 Councillor Busby referred to page 53 and the target capital expenditure of a total of £22.5m, which was never fully spent and how the cost of interest was calculated over the year. The Cabinet Member for Finance responded that it was assumed that 50% of the capital spend would be carried forward.
- 81.11 The Cabinet Member for Finance informed Members that £200K from the General Fund Reserve would be transferred to the General Grants Fund and enable organisations to apply for grants to assist their recovery from the financial effects of the Covid Pandemic.
- 81.12 Members continued to debate the issues including the implementation of car parking charges and that the cost of running and improving car parks in the District was irrespective of the implementation of car park charges.
- 81.13 The debate continued in relation to the proposed 2% Council Tax increase and whether this was really needed to fund services in the future given that the cost of living was going to increase in the coming year.

It was RESOLVED:-

- 1.1 That the General Fund Budget proposals for 2022/23 and four-year outlook set out in the report be endorsed for recommendation to Council on 21 February 2022.**

1.2 That the General Fund Budget for 2022/23 is based on a 2% increase to Band D Council Tax.

REASON FOR DECISION

To bring together all the relevant information to enable Cabinet Members to review, consider and comment upon the Council's General Fund budget for endorsement and recommendation to Council.

82 BCA/21/36 HOUSING REVENUE ACCOUNT (HRA) 2022/23 BUDGET

- 82.1 The Cabinet Member for Finance, Councillor Barrett introduced the report and proposed that the recommendations were voted for on block.
- 82.2 Councillor Barrett proposed the recommendations in the report, which was seconded by Councillor Osborne.
- 82.3 Councillor Arthey queried if the cost for the work at garage sites was specified in the report and the Cabinet Member for Housing responded that this was not identified as a separate item but covered by existing resources and that a report would come forward shortly.
- 82.4 In response to Members' questions regarding supporting tenants in relation to the rent increases, the Cabinet Member for Finance detailed the number of tenants receiving financial support and the SRP Operations Manager detailed the level of support some tenants were entitled to receive.
- 82.5 Councillor Ward stated that the increase of 4.1% in tenant rents was based on the CPI from a couple of months ago, which was lower than now. A council tax rebate would be proposed by the Government soon.
- 82.6 Councillor Busby referred to the chart for interest payable on page 88 and queried if the interest payment remained the same for the next two years and the Cabinet Member for Finance confirmed that it was a Public Works Loan Board (PWLB) fixed term loan interest payments and would remain the same.
- 82.7 The Assistant Director for Housing responded to Members' questions regarding the Council's garage sites and potential developments. A garage site review was being undertaken and any necessary work would be funded out of the Building Service Budget. The garage site review would be brought to Cabinet in due course.
- 82.8 Councillor Arthey reiterated that the Council should continue to look at garage sites and the issue of parking on some council estates, he was concerned that nothing would be done to address these issues until 2023/24 and the Assistant Director for Housing responded that it was possible if there was a requirement and if there was sufficient funds in the capital work programme.
- 82.9 The Cabinet Member for Finance stated that if the development of a garage site for housing was identified then the cost would come out of the general HRA budget and would not necessarily require a report to Cabinet and could

be taken by delegated officer decision.

82.10 Councillor Ward posed several questions including if the Council was still paying for temporary hotel accommodation, and that the valuation of the Council's housing stock was based 38% of the market value, but where did the figure of 38% come from. He also queried the Right to Buy receipts.

82.11 The Cabinet Member for Housing clarified that the cost for any temporary accommodation came out of the General Fund Budget and not the HRA.

82.12 She then stated that the current income from the Right to Buy receipts was at £2.9m and that the Council had committed to £3.34m. Any underspend would be given back to Government after five years if receipts had not been spent in time.

82.13 The Assistant Director for Corporate Resources advised Members that the guidance was to use 38% of the market value for the Housing stock.

It was RESOLVED:-

1.1 That the HRA Budget proposals for 2022/23 set out in the report be endorsed for recommendation to Council on 21 February 2022.

1.2 That the CPI + 1% increase of 4.1% in Council House rents, equivalent to an average rent increase of £3.72 a week for social rents and £5.23 a week for affordable rents be implemented.

1.3 That garage rents are kept at the same level as 2021/22.

1.4 That Sheltered Housing service charges are kept at the same level as 2021/22.

1.5 That Sheltered Housing utility charges are kept at the same level as 2021/22.

1.6 That the budgeted surplus of £511k be transferred to the Strategic Priorities reserve in 2022/23.

1.7 That in principle, Right to Buy (RTB) receipts should be retained to enable continued development and acquisition of new council dwellings.

REASON FOR DECISION

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

83 BCA/21/37 BUSINESS RATES RELIEF POLICIES

83.1 Councillor Barrett introduced the report and outlined the reasons for the

Business Rates Relief Policies coming to Cabinet.

- 83.2 Councillor Barrett proposed the recommendations in the report which was seconded by Councillor McCraw.
- 83.3 In response to Councillor Dawson's questions in relation to failed businesses which had received the grant, the SRP Operations Manager responded that the retail discount was 50% and was set by the Government and that payments could be portioned and capped if necessary.

It was RESOLVED:-

- 1.1 That Cabinet give authority to the Assistant Director for Corporate Resources in consultation with the Cabinet Members for Finance and Economy, to agree the COVID-19 additional relief fund policy.
- 1.2 That Cabinet agree the retail, hospitality and leisure policy, transitional relief policy and supporting small business relief policy for 2022/23 as set out in Appendices a, b and c.
- 1.3 That Cabinet give authority to the Assistant Director for Corporate Resources in consultation with the Cabinet Member for Finance, to agree any future changes to the 2022/23 retail, hospitality and leisure discount policy.
- 1.4 That Cabinet gives authority to the Shared Revenues Partnership Operations Manager to administer the Covid-19 additional relief fund, discretionary retail, hospitality and leisure discount, transitional relief and supporting small business relief policies.

REASON FOR DECISION

To provide discretionary reliefs to support ratepayers in Babergh.

To enable the implementation of the discretionary schemes.

84 BCA/21/38 ACCOMMODATION AND AGILE STRATEGY - ENDEAVOUR HOUSE

- 84.1 Councillor Busby introduced the report and highlighted the benefits of reducing the floor space in Endeavour House and delivering the most suitable workspace for officers to work in.
- 84.2 Councillor Busby proposed the recommendations in the report, which was seconded by Councillor Ward.
- 84.3 In response to a question from Councillor Barrett, the Cabinet Member for Assets and Investments referred to the concept design plan attached in appendix A.
- 84.4 Councillor Holt expressed his concern in relation to the Strategy including that staff had not been involved enough in the preparation of the proposed workspace, that there were not enough desks, the impact on staff wellbeing

when working from home and that he thought this decision should have gone to full Council for debate. In response, the Assistant Director for Assets and Investments detailed the results from the staff survey, in which 70% of the responses received were in favour of coming into work at Endeavour House for between one to three days per week. The workspace design encouraged officers to come into the office to work both at workstations and in the collaborative workspaces. In addition to the Gold floor plate space, Members and officers would maintain the current access to other spaces in the building.

- 84.5 Councillor Ward stated that the floor plate would be used in a far more efficient way for officers to work in and that the requirements outlined in the report were evidence based.
- 84.6 Councillor McCraw was concerned with the speed of the decision and the timeline for the implementation of the strategy and that this was caused by the September date for the break clause in the lease. He queried whether it would be possible to take the report to Council for debate. The Assistant Director for Assets and Investments outlined the timings for the Strategy and explained that work for the Strategy had commenced at the beginning of the Covid Pandemic in 2020.
- 84.7 The Monitoring Officer advised Cabinet that this was an executive decision for Cabinet and could not be referred to Council for discussion.
- 84.8 In response to questions relating to working arrangement for officers, the Chief Executive advised Members that officers had always been encouraged to work in the District.
- 84.9 Councillor Osborne asked for clarification on the number of desks allocated for officers working three days in Endeavour House. The Assistant Director responded that the data had been extrapolated from the staff survey, producing the result of 48 fixed desks in addition to the collaboration and meeting spaces as a blended figure of the data.
- 84.10 The Assistant Director for Assets and Investments continued to respond to questions from Members including the minimum number of working days required by officers to be in Endeavour House, the number of desks required to accommodate this, new ways of working in a collaborative way and how Councillors would use the proposed workspace.

Note: A break was taken between 4:10pm and 4:22pm.

- 84.11 In response to other Members attending the meeting in relation to what arrangements were put in place if the proposed new way of working was not working, the Assistant Director for Assets and Investments responded that the concept design was a response to the way the Council was currently working and that there was a degree of flexibility for the layout of the concept plan and for furniture arrangements.

- 84.12 Members debated the issues and other Members attending the meeting

outlined some of the concerns around working from home and hybrid working and the emotional impact on staff working under these circumstances.

84.13 In response to Members debating the location of Babergh Council offices, the Cabinet Member for Assets and Investments stated that the location of Council offices in Endeavour House enabled the Council to get a better level of staff, and that this was helped by the offer of agile working and the modern workspace and facilities. In addition, Ipswich was easy to access, and the Council needed to move forward with the times. Officers might be working in Endeavour House however, the services the Council provided were continued to be delivered in the District.

84.14 Councillor Malvisi stated that she thought that the issues should be debated by all Members, and she was concerned about where officers would be for Members to contact them.

It was RESOLVED:-

1.1 That the Cabinet agrees to reduce and reconfigure the floorspace demised to the Councils within Endeavour House in accordance with this report.

1.2 That the Cabinet delegates authority to the Assistant Director of Assets & Investments to deliver the reconfiguration of the floorspace including finalising the detailed design, the appointment of contractors and suppliers and completing negotiations with the landlords.

REASON FOR DECISION

To create a fit for purpose workspace at Endeavour House to reinforce our organisational culture, enable collaboration, networking and learning whilst promoting well-being and supporting the delivery of effective and efficient services for residents.

To deliver financial savings over the term of the original lease period.

To enable the timely, efficient, and effective delivery of the project.

85 BCA/21/39 HAVEN GATEWAY PARTNERSHIP MEMBERSHIP

85.1 Councillor Holt introduced the report and detailed the reasons and background for the recommendations in the report.

85.2 Councillor Holt proposed the recommendations in the report, which was seconded by Councillor Barrett.

85.3 Councillor Holt confirmed that the Council would save £7K per year once the membership of Haven Gateway Partnership was ended.

It was RESOLVED:-

- 1.1 That the key information in this report which outlines the current economic funding and policy landscape and the range of partnerships which now exist across the East of England which support the Babergh/Mid Suffolk economy, be noted.**
- 1.2 That the withdrawal of the Council's membership of the Haven Gateway Partnership from 31 March 2022 be approved.**
- 1.3 That delegated authority be given to the Assistant Director Economic Development and Regeneration in consultation with the Portfolio Holder for Economic Growth to finalise any legal documents associated with a withdrawal from the Partnership.**

REASON FOR DECISION

To ensure future resources are diverted to areas and partnerships to drive greatest growth and support, especially as part of covid 19 recovery.

The business of the meeting was concluded at 4:37 pm.

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Chair

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Agenda Item 9

BABERGH DISTRICT COUNCIL

TO: Babergh Cabinet	REPORT NUMBER: BCa/21/48
FROM: Cabinet Member for Housing	DATE OF MEETING: 4 th April 2022
OFFICER: Hazel Ellard	KEY DECISION REF NO. CAB337

Homes England 2021/22 Compliance Audit Programme – Ipswich Road, Brantham

1. PURPOSE OF REPORT

- 1.1 In quarter 3 of financial year 2021/22 Homes England required a compliance audit to be undertaken on the affordable housing development at Ipswich Road, Brantham in relation to the grant received for the development from Homes England totalling £630,000.
- 1.2 In January 2022 the Council received the outcome of the audit from Homes England, which gave the scheme a green light for compliance.
- 1.3 Homes England require Babergh District Council to acknowledge the contents of the report so that this can be reported on Homes England's Investment Management System. Homes England require this acknowledgement to be made by 17th April 2022.

2. OPTIONS CONSIDERED

- 2.1 There are no options to consider

3. RECOMMENDATIONS

- 3.1 That Babergh District Council formally acknowledge the compliance audit received from Homes England in relation to the affordable housing development at Ipswich Road, Brantham.

REASON FOR DECISION

To meet the obligations set out in the funding agreement between the Homes and Communities Agency (now Homes England) and Babergh District Council in relation to the Shared Ownership Affordable Homes Programme 2016-2021

4. KEY INFORMATION

- 4.1 The Council owned site at Ipswich Road, Brantham recently completed with the delivery of 9 homes for social rent. The development was part funded through a grant allocation of £630,000 from the Government's Shared Ownership and Affordable Homes Programme 2016-2021. Homes England through their Investment Management System require providers in receipt of grant funding to include milestones for delivery which relate to payment of the grant. Homes England carry out audit and compliance checks of providers at regular intervals to ensure the

paperwork and governance procedures are in place for the delivery of grant funded affordable housing.

- 4.2 Babergh District Council appointed RSM Risk Assurance Services Ltd to provide records and information to the compliance repository, with Icen Homes who were project managing schemes on the Council's behalf providing the evidence and paperwork to the auditors.
- 4.3 The Compliance Audit is set out in Appendix A and shows a green for compliance with no breaches.
- 4.4 The new affordable homes development at Ipswich Road, Brantham received £630,000 of grant funding from Homes England through the Shared Ownership Affordable Homes Programme 2016-2021. The scheme received £472,500 at start on site in November 2020 and the final practical completion payment of £157,500 in January 2022.

5. LINKS TO CORPORATE PLAN

- 5.1 Links directly with the housing corporate objective and delivery of new housing, owned and managed by the Council, as set out in the housing delivery plan.

6. FINANCIAL IMPLICATIONS

- 6.1 Babergh District Council appointed RSM Risk Assurance Services Ltd to provide records and information to the compliance repository at a cost of £2,500 to the Council.
- 6.2 Babergh District Council received £630,000 from the Homes England affordable homes programme to deliver 9 social rented homes at Ipswich Road, Brantham. This equates to £70,000 of funding per property.

7. LEGAL IMPLICATIONS

- 7.1 None

8. RISK MANAGEMENT

- 8.1 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to meet the requirements of the Capital Funding Guide could adversely affect the Councils' ability to access funding for new homes from Homes England.	Unlikely	Noticeable	The Compliance Audit Programme provides assurance that organisations receiving grant have met with all Homes England's requirements and funding conditions, and that providers have properly exercised their responsibilities as set out in the Capital Funding Guide, contract and any other supplementary compliance

			audit criteria. The scope of the audit includes matters such as compliance with grant conditions, compliance in rent setting, contractor appointment and management and compliance in obtaining relevant planning and other approvals. Homes England use the audit findings to inform future investment decisions and to reassure them that public funds have been used properly. The Council received a 'Green' grading with no breaches identified for this scheme
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9. CONSULTATIONS

9.1 None undertaken

10. EQUALITY ANALYSIS

10.1 There are no equality issues arising from this report

11. ENVIRONMENTAL IMPLICATIONS

11.1 There are no environmental issues arising from this report.

12. APPENDICES

Title	Location
(a) Homes England Compliance Audit report – 2021/22. 42UB – Babergh District Council	Attached

13. BACKGROUND DOCUMENTS

NONE

REPORT AUTHORS Hazel Ellard

Assistant Manager (Strategic Property)

hazel.ellard@baberghmidsuffolk.gov.uk 01449 724657

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Compliance Audit Report – 2021/22

42UB – Babergh District Council

Final Grade	Green - Meets requirements
Independent Auditor Organisation	RSM Risk Assurance Services LLP
Independent Auditor Name	Angela Ward

Report Objectives and Purpose

Compliance Audits check Provider compliance with Homes England’s policies, procedures and funding conditions. Standardised checks are made by Independent Auditors on an agreed sample of Homes England schemes funded under affordable housing programmes. Any findings, which may be a result of checks not being applicable to the scheme or an indication of procedural deficiency, are reported by the Independent Auditor to both the Provider and Homes England concurrently. The Homes England Lead Auditor reviews the findings and records those determined to be ‘breaches’ in this report. Breaches are used as the basis for recommendations and final grades for Providers. Grades of green, amber or red are awarded; definitions are provided on page 2 of this document.

Further information is available at: <https://www.gov.uk/guidance/compliance-audit>.

Provider’s Acknowledgement of Report

The contents of this report should be acknowledged by your Board’s Chair or equivalent. Confirmation of this acknowledgement should be recorded in the IMS Compliance Audit System by your Compliance Audit Lead on behalf of your Board’s Chair or equivalent. Online acknowledgement should be completed within three calendar months of the report email notification being sent.

Confidentiality

The information contained within this report has been compiled purely to assist Homes England in its statutory duty relating to the payment of grant to the Provider. Homes England accepts no liability for the accuracy or completeness of any information contained within this report. This report is confidential between Homes England and the Provider and no third party can place any reliance upon it.



Compliance Audit Grade Definitions

Green Grade	No high or medium severity breaches identified, although there may be low breaches identified. The Homes England audit report will show that the provider has a satisfactory overall performance but may identify areas where minor improvements are required.
Amber Grade	One or more medium severity breaches identified. The Homes England audit report will show that the provider has failed to meet some requirements but has not misapplied public money. The provider will be expected to correct identified problem(s) in future schemes and current developments.
Red Grade	One or more high level severity breaches identified, the Homes England audit report will show that the provider has failed to meet some requirements and there has been a risk of misapplication of public funds.

Compliance Audit Grade and Judgement

Final Grade	Green - Meets requirements
Judgement Summary	On review of the evidence provided, the outcome of the audit has shown the provider has complied with all the programme requirements and guidance. A GREEN grade has been assigned and no breaches were identified.

Scheme/Completions details

Scheme ID/ Completion ID	Address/Site ID	Scheme type
1004333	BDC- Ipswich Road, Brantham (9)Ipswich Road,CO11 1PB	Rent



Audit Results

Number of Schemes/Completions Audited	1
Number of Breaches Assigned	0
Number of High Severity Breaches	0
Number of Medium Severity Breaches	0
Number of Low Severity Breaches	0

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Agenda Item 10

BABERGH DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: BCa/21/49
FROM: Councillor Simon Barrett Cabinet Member for Finance	DATE OF MEETING: 4 th April 2022
OFFICER: Andrew Wilcock (SRP Operations Manager)	KEY DECISION REF NO. CAB338

Council Tax Energy Rebate 2022/23

1. PURPOSE OF REPORT

- 1.1 On 3rd February 2022 the Chancellor announced funding as part of an energy bills rebate to support families with rising energy prices. The Government will provide funding for billing authorities to give all households, where the primary residence is valued in council tax bands A-D, a one-off council tax energy rebate payment of £150. The funding is due to be paid on the 30th March. There is also a discretionary element to this initiative, which the Council will need to develop and agree a policy for. This report provides an overview of this scheme and explains the steps to be taken to implement these reliefs.

2. OPTIONS CONSIDERED

- 2.1 **Option 1 – Delegate authority to the Assistant Director for Corporate Resources in consultation with the Cabinet Member for Finance to agree the discretionary Council Tax Energy Policy, in accordance with the relevant Government guidelines.**

A new policy can be introduced in a timely fashion for the discretionary element of the relief and applications can be invited from households.

- 2.2 **Option 2 – Once the policy is drafted, it is brought back to Cabinet for consideration**

Following Cabinet approval, the discretionary policy can be implemented, and applications invited.

3. RECOMMENDATIONS

- 3.1 That Cabinet give authority to the Assistant Director for Corporate Resources in consultation with the Cabinet Member for Finance to agree the discretionary Council Tax Energy Policy, in accordance with the relevant Government guidelines.
- 3.2 That Cabinet gives authority to the Shared Revenues Partnership (SRP) Operations Manager to administer the scheme for the Council Tax Energy Rebate and the discretionary Council Tax Energy Policy.

REASON FOR DECISION

To provide support to households to pay energy bills.

To enable the implementation of the discretionary policy.

4. Background

- 4.1 On 3rd February 2022 the Chancellor announced funding as part of an energy bills rebate to support families with rising energy prices. The Government will provide funding for billing authorities to give all households, where the primary residence is valued in council tax bands A-D, a one-off council tax energy rebate payment of £150. The funding is due to be paid on the 30th March. There is also a discretionary element to this initiative, which the Council will need to develop and agree a policy for the administration of this fund.
- 4.2 The Council has been allocated £4,816,950 and the Government requires the grants to be paid as soon as possible from April.
- 4.3 The payment will operate outside of the council tax system using council tax lists to identify eligible households.
- 4.4 To be eligible for the main scheme households in occupied properties must meet the following criteria on 1st April 2022
- It is valued in council tax band A – D. This includes property that is valued in band E but has an alternative valuation band D, as a result of the disabled band reduction scheme;
 - It is someone's sole or main residence;
 - It is a chargeable dwelling, or in exemption classes N, S, U or W; and
 - The person who is liable to pay the council tax (or would be were the property not exempt) is not a local authority, a corporate body or other body such as a housing association, the government or governmental body.
- 4.5 In addition to this £150 Energy Rebate scheme, there will be discretionary funding to support those suffering financial hardship as a result of the rising cost of living. The Council has been allocated £142,350 for this fund. It can use the discretionary fund to offer carefully targeted 'top-up' payments to the most vulnerable households in bands A - D (for example, those on means tested benefits), or to offer support exceeding £150 per household under their discretionary scheme. It could also include households in band E – H that are on income related benefits or those where energy bill payers are not liable for Council Tax. The Government expects that all support from the Discretionary Fund is targeted towards those most likely to be suffering hardship as a result of the rising cost of living. Allocations from the Discretionary Fund should be spent by 30 November 2022. Any remaining funding will be required to be repaid to government.
- 4.6 The Council is required to create a discretionary policy for the administration of this funding.

- 4.7 SRP is currently working through the issued guidance (<https://www.gov.uk/government/publications/the-council-tax-rebate-2022-23-billing-authority-guidance>), liaising with NEC (software supplier) and other internal teams to shape the process that ensures that Government expectations are met in respect of pre and post-payment assurance, that bank details are received from those customers who do not pay by direct debit and that all eligible customers receive the money as quickly as possible from April.
- 4.8 To give an idea of the size of the task in hand, the table below shows the current number of banded properties.

LA	A	B	C	D	E	F	G	H	Total
Babergh	5,029	12,084	8,718	7,541	4,565	2,480	1,714	194	42,325

- 4.9 It is estimated that bank details are not held for around 7,500 households (Band A-D).
- 4.10 In 2022 the government will run a reconciliation exercise against actual expenditure. All payments within scope of the reconciliation process will need to have been made by 30th September 2022 for the main scheme and 30th November 2022 for the discretionary scheme.
- 4.11 Taking the above into account and the short timeline to implement this scheme, Cabinet would need to delegate authority for agreeing the discretionary policy, so that a decision can be taken once the policy is finalised.

5. LINKS TO CORPORATE PLAN

- 5.1 Taking measures to implement these schemes will support the financial and hence general wellbeing of the local community.

6. FINANCIAL IMPLICATIONS

- 6.1 The Council has been allocated £4,816,950 for the non-discretionary fund and £142,350 for the discretionary fund.
- 6.2 The Council will maintain a record of expenditure under the Council Tax Rebate and Discretionary Fund and report implementation progress to Government. At the point of reconciliation, any unspent funding must be returned to the Government.

7. LEGAL IMPLICATIONS

- 7.1 To ensure that households already receiving council tax support receive the full benefit of the rebate scheme, the Secretary of State made the Council Tax (Demand Notices and Reduction Schemes) (England) (Amendment) Regulations 2022 which came into force on 12th February 2022. The Regulations require that from 1st April 2022 all local council tax support schemes (including those for persons of working and pension age) must disregard scheme payments in determining a person's eligibility for a council tax reduction and the amount of any such reduction.
- 7.2 The Council's Local Council Tax Reduction policy accounts for this change.

8. RISK MANAGEMENT

8.1 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If qualifying households are not identified to receive payment, then the intention of the initiative will be lost.	3 – Probable	2 – Noticeable / Minor	Officers identify the list of households eligible for payment in accordance with the guidance
If qualifying households do not apply for the discretionary funding, then the Council will be unable to support those in financial need.	3 – Probable	2 – Noticeable / Minor	The Discretionary Fund will be publicised for applications.
If there is insufficient resource to administer the scheme, then payments will be delayed.	3 - Probable	3 – Bad	Use of automation where possible and the new burdens funding to boost capacity.
If there is insufficient resource to administer the scheme, then payments could be made incorrectly.	3 - Probable	3 – Bad	Use of automation where possible and the new burdens funding to boost capacity.
If adequate records of expenditure are not kept, the Council will not be reimbursed for the costs related to the Energy Rebate	3 - Probable	3 – Bad	Payments issued via the finance system and recorded against a GL code

9. CONSULTATIONS

9.1 There is no requirement to consult on these schemes

10. EQUALITY ANALYSIS

10.1 The development of a discretionary scheme will take equality matters into account and an Equality Impact Assessment will be carried out at that time to inform decision making.

11. ENVIRONMENTAL IMPLICATIONS

11.1 The implementation of the government's decision to provide a Council Tax Energy Rebate has a minor impact on the environment and the Council's carbon targets through the printing, posting and delivery of any associated letters.

Agenda Item 11

BABERGH DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: BCa/21/50
FROM: Cabinet Member for Environment / Sustainable Travel	DATE OF MEETING: 4 th April 2022
OFFICER: Fiona Duhamel, Assistant Director for Economy and Regeneration	KEY DECISION REF NO. CAB240

BMSDC SUSTAINABLE TRAVEL VISION & LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN

1. PURPOSE OF REPORT

- 1.1 Cabinet are asked to consider whether or not endorse the Babergh and Mid Suffolk District Councils Joint Sustainable Travel Vision and Local Cycling and Walking Infrastructure Plan (LCWIP).

2. OPTIONS CONSIDERED

- 2.1 Option 1 – To endorse these strategic documents
- 2.2 Option 2 – To decide not to endorse these strategic documents

3. RECOMMENDATIONS
3.1 Recommendation that the joint Councils' draft LCWIP and Sustainable Transport vision are endorsed.
3.2 That the completion of the final documentation is delegated to the AD for Economic Development and Regeneration in consultation with portfolio holders for Environment.
REASON FOR DECISION
3.3 Endorsement is recommended so that the LCWIP can be supported and utilised as recommended by National Government guidance. The Sustainable Travel Vision will be used to inform the public about our key values, aims, ambitions and narrative around Sustainable Travel. The LCWIP will also be made public, but the key functions of this document are to inform SCC Highways and our own planning directorate of our active travel infrastructure ambitions, in order to capture opportunity for delivery.

4. KEY INFORMATION

- 4.1 Local Cycling and Walking Infrastructure Plans (LCWIPs), as set out in the Government's Cycling and Walking Investment Strategy, are a new, strategic approach to identifying cycling and walking improvements required at the local level.

- 4.2 LCWIPs enable a long-term approach to developing local cycling and walking networks, ideally over a 10 year period, and form a vital part of the Government's strategy to increase the number of trips made on foot or by cycle.
- 4.3 LCWIPs are considered key in obtaining funding to deliver active travel schemes.
- 4.4 SCC Highways have encouraged District and Boroughs to develop their own LCWIPs, to inform and enhance the county-wide LCWIP, and assist investment decision making with a strong evidence base.
- 4.5 The LCWIP has been developed in accordance with the national government technical guidance for producing LCWIPs, adapted where necessary to better reflect the needs of our more rural landscape.
- 4.6 The key outputs of our LCWIP are; a network plan for walking and cycling which identifies preferred routes and core zones for further development, a prioritised programme of infrastructure improvements for future investment, and a report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements and network.
- 4.7 The process of producing the LCWIP included identifying potential infrastructure schemes via public consultation (which received over 1,880 responses) and prioritising them according to a range of different factors/criteria. The full methodology is detailed in the LCWIP technical report.
- 4.8 The development of the LCWIP was overseen by a cross-district, cross-ward, cross-party 'Task and Finish' member group.
- 4.9 The technical guidance recommends that the LCWIP will need to be reviewed and updated approximately every four to five years and should also be updated if there are significant changes in local circumstances, such as the publication of new policies or strategies, major new development sites, or new sources of funding. This updating should also capture any delivery of infrastructure improvements and the identification of new infrastructure needs.
- 4.10 As such, the prioritised scheme list (and accompanied mapping) remains a dynamic element of the LCWIP.
- 4.11 Many local authorities outsource the development of an LCWIP to a contractor (a practice criticised by Cycling UK, who are potentially going to become a statutory consultee for LCWIPs in the future), but BMSDC's has been developed in-house, with support and local knowledge from officers, members, SCC highways and an extensive community consultation.
- 4.12 While the LCWIP will be publicly available on our website, the accompanying Sustainable Travel Vision is designed to be a more accessible public-facing summary, setting out our key values and ambitions around active and sustainable travel.
- 4.13 The Sustainable Travel Vision included input from members, given during interactive all-member workshops delivered in 2021.

5. FINANCIAL IMPLICATIONS

6. The only associated costs in bringing forward the LCWIP have been officer time, and the small-scale procurement of the 'Commonplace' platform to carry out the consultation which provided the evidence to then develop the LCWIP list of schemes.

The LCWIP will be utilised to gain funding for the delivery of schemes, providing the evidence needed to advocate for investment from any arising funding opportunities.

7. LEGAL IMPLICATIONS

There are no expected legal implications.

8. RISK MANAGEMENT

If Cabinet does not endorse the LCWIP, there a risk that it will adversely affect the prioritisation of investment and resources from both local and national funders, based on local evidence and best practice, and will not provide the confidence to support the delivery of schemes that will provide meaningful improvements.

9. CONSULTATIONS

The LCWIP was developed by public consultation. The active travel infrastructure schemes included in the LCWIP were identified through a 'Commonplace' community consultation, which collected public comments and suggested during a six-week period between May and July 2021. The consultation website (which included information about why the councils were collecting information and suggestions, and how this would be developed in an LCWIP) was accessed by 3431 visitors. There were 1881 responses/contributions to the consultation itself. 328 people signed up to receive news and updates about the ongoing development of the LCWIP and the Councils' active travel workstream.

10. EQUALITY ANALYSIS

An EQIA is not required because this report is not recommending specific delivery action, however the strategy will have positive impacts on equality by providing improved active travel options for local communities.

11. ENVIRONMENTAL IMPLICATIONS

Encouraging and facilitating more active travel will have a positive impact on the local environment and air quality and is very much in line with the ambitions laid out within the joint councils' Environment Delivery Plan, Carbon Reduction Management Plan and the Suffolk Climate Change Partnership.

12. BACKGROUND DOCUMENTS

- The BMSDC Sustainable Travel Vision
- The BMSDC Local Cycling and Walking Infrastructure Plan (LCWIP) Methodology Report
- The BMSDC LCWIP Prioritised lists of schemes
- The LCWIP network zone & active travel desire lines mapping:
 - <https://www.google.com/maps/d/edit?mid=1sxy99y1tOzl74iXgTZrB9-ofvsF1q7nH&usp=sharing>

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Babergh and Mid Suffolk District Councils

A Vision for Sustainable Travel



Introduction

This Sustainable Travel Vision aims to outline Babergh and Mid Suffolk joint councils’ ambitions around sustainable travel within our districts. It will lay out why it is important and beneficial for our communities to travel more sustainably, and how we will support and encourage this.

This document addresses the following strategic outcomes outlined in Babergh and Mid Suffolk District Councils’ Outcomes Framework:

	<ul style="list-style-type: none"> • Customers say the councils listens and actively act on feedback
	<ul style="list-style-type: none"> • Residents are given the best possible environment and opportunities to improve their physical and mental health and well-being. • Babergh and Mid Suffolk's residents are supported to help us tackle our most pressing public health challenges.
	<ul style="list-style-type: none"> • Babergh and Mid Suffolk have a low carbon footprint. • Babergh and Mid Suffolk are healthier, safer and sustainable places. • Everyone in Babergh and Mid Suffolk can access and use green sustainable transport options. • Everyone in Babergh and Mid Suffolk understands the need to reduce carbon and makes the right choices.
	<ul style="list-style-type: none"> • Our businesses and places benefit from stronger connectivity and opportunities to be more environmentally sustainable. • Our places and spaces are well connected with green and sustainable travel infrastructure.
	<ul style="list-style-type: none"> • Local places are inclusive and accessible by walking and public transport. • People can safely walk and cycle in their communities.

Background and Context

Transport caused 41% of carbon emissions across the East region in 2018, which is two thirds more than the national average, and 96% of transport emissions in the East are from road vehicles. [These statistics](#) demonstrate the need to increase sustainable travel if we are going to reach decarbonisation targets and help mitigate climate change.

Babergh and Mid Suffolk District Council's have included their ambitions around sustainable travel within several strategies and plans in the past, such as the 'Sustainable Modes of Travel' section within the Councils' Infrastructure Delivery Plan, and the 'Safe, Sustainable and Active Transport' section in the emerging Joint Local Plan (pre-submission document, November 2020).

The Council's also understand the important role that sustainable travel will play within COVID-19 recovery, with the emerging Recovery Plan 2021 including the key theme of 'connected and sustainable'.

The Councils are now working to refine and consolidate these ambitions into two focused documents; this Vision for Sustainable travel, and a Local Cycling and Walking Infrastructure Plan.



Active Travel

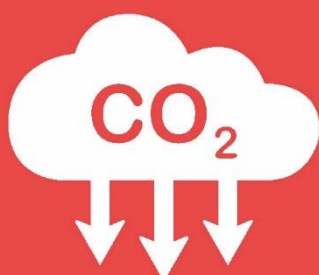
Why cycling and walking are so important:

Good for our health

Research shows that keeping physically active can reduce the risk of heart and circulatory disease by as much as 35% and risk of early death by as much as 30%, and that both walking and cycling are beneficial for our cardiorespiratory fitness.

Cycling and walking can be great for our mental health too. They both release our 'feel-good' hormones known as endorphins, which help to relax our minds and make us feel happier – boosting our mood. Research shows that exercise like cycling can lower the levels of your body's stress hormone, cortisol, and that people who regularly cycle have a significantly lower risk of feeling stressed.

By swapping short car journeys with cycling or walking, we can easily build exercise into our daily routines and reap the health benefits for both body and mind.



Good for our environment

Cycling and walking are both non-fuel-consuming and non-polluting forms of transportation. If you choose to walk or wheel just one mile a week instead of driving, you'll save 26kg of carbon dioxide a year.

The more that we cycle and walk, instead of drive, the lower our carbon footprint will be, and the cleaner our air will be.

The cheapest way to travel!

Walking is a completely free method of travel, and cycling (aside from the initial cost of your bike and helmet, and some occasional maintenance) is a very cheap method of travel.

Active travel is much cheaper than car ownership, and that gym membership too! If there is good infrastructure and encouragement for people to walk and cycle for their short journeys, this will enable the most financially disadvantaged people to get around and reap all of the benefits of active travel.

For our enjoyment...

Active travel can be social! Going on cycling trips or walks with friends and family, across town or into the countryside, can be a fun and rewarding way to spend time together.

It's also a great way to discover, explore and enjoy new places.



“Increasing cycling and walking can help tackle some of the most challenging issues we face as a society – improving air quality, combatting climate change, improving health and wellbeing, addressing inequalities and tackling congestion on our roads.”

Gear Change; a bold vision for cycling and walking, The Department for Transport, 2020.



Where we are now

The most recent government statistics ([published in September 2020](#)) show that the proportion of adults who do any walking or cycling, for any purpose in our districts is as follows:



This suggests that, approximately, between 17-20% of people are not undertaking any regular active travel at all, and that there is a very low percentage of population within the districts who are either walking or cycling for their regular, everyday journeys.

The [2021 Suffolk Travel Survey](#), which asked 4,260 employees from across the county how they currently travel to their place of work, showed that although more people are now working from home, driving as a single car occupant remains the most popular mode of transport when people do commute (54% of all respondents).

Of people still regularly travelling to a workplace, only 8% walk as their primary mode of transport and even though over 20% of those surveyed owned a bicycle, only 5% of people cycle as their primary mode of transport.



Our vision for Active Travel

National government targets state that by 2030, cycling and walking should be the natural first choice for many journeys, with half of all journeys in towns being cycled or walked.

We will support this vision, adapting it to be relevant to the more rural nature of our districts and setting measurable targets. We will be working to achieve the following scenario:

- **More people choosing to walk or cycle for their regular short journeys – whether this be within or in between our towns and villages - instead of getting in the car**
- We will see a significant increase in the frequency of active travel and people walking or cycling to work, year on year, captured in the statistics above.
- **More space for safe, comfortable and appealing cycling and walking routes will have been created, and more active travel facilities installed**
- We will see the implementation of schemes identified within our Local Cycling and Walking Infrastructure Plan, including safe road crossings, segregated or off road cycle and pedestrian paths and bicycle parking.

How we'll get there...

We want to make a walk or cycle ride the most attractive option for short journeys. To realise our vision, we will work on the following key objectives:

Improve safety and accessibility

- We will work closely with the relevant teams at Suffolk County Council to improve our cycling and walking infrastructure
- We will develop and regularly review our Local Cycling and Walking Infrastructure Plan (LCWIP) for our districts – based on information gathered through our active travel community consultation which informed us about where and how improvements are needed.
- We will seek funding for, and advocate for, investment in infrastructure improvement schemes
- identified and prioritised within our Local Cycling and Walking Infrastructure Plan.
- Encourage people to swap the car for a walk or cycle ride
- Keep communicating the benefits of active travel to our communities
- Work with businesses and places of education to encourage active travel commuting
- Support existing, and develop new, behaviour change campaigns and incentives
- Facilitate initiatives that provide education and training in cycling safely

Public and Community Transport

We understand that not every journey can be taken by walking or cycling. Sometimes the distance is too far, the weather too disruptive, or perhaps the person making the journey has physical barriers to active travel.

However, we want to help improve the accessibility to other forms of transport that are still more sustainable than single person car travel, and promote and encourage its use. This includes rail, bus, car-sharing and community transport services and initiatives.



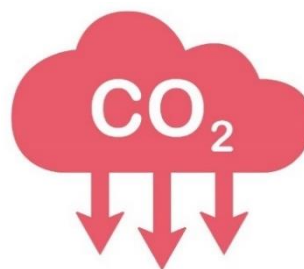
Why is public and community transport so important?

Public and community transport is essential in keeping people who do not drive or own a car, and those who are less physically mobile, connected the places they want to travel to.

But we also want our communities to view public and community transport options as an appealing choice for all, not just a necessity for some.

This is because when active travel is not possible or practical, any form of communal or shared transport is the next most environmentally sustainable way to make a journey.

In terms of greenhouse gasses, the average petrol car or diesel car on the road in the UK produces the equivalent of 173-180g of CO₂ every kilometre. In comparison, the average local bus produces the equivalent of 82g of CO₂ per kilometre.



Another way to look at the environmental sustainability of communal transport is that a bus with seven passengers on it is more fuel efficient than one car, generating only about 20% of the carbon monoxide and just 10% of the hydrocarbons per passenger-mile.

How we will support public and community transport at the District Councils

In order to make public and community transport an appealing option for anyone and everyone undertaking longer journeys:

We will represent our residents and communities, and ensure their priorities and desires are heard by relevant authorities and operators and within county and regional forums for public and community transport.

We will work with, and advocate within, Suffolk's Enhanced Partnership for bus travel improvements for passengers and rural connectivity within our districts.

As key stakeholders in the partnership, we will also support Suffolk County Council and local Bus Operators wherever possible in helping to deliver on the Suffolk Bus Service Improvement Plan.

We will communicate our districts' needs to regional transport bodies including Transport East and the East West Rail Consortium..

We will advocate, and seek funding, for investment in public and community transport connectivity for areas that are lacking.

We will develop and support behaviour change campaigns around switching single passenger car journeys for more sustainable shared or communal forms of travel.

We will communicate the availability, offers and benefits of public and community transport to our residents and visitors.

We will practice what we preach, by developing opportunities for reduced carbon commuting within our own workforce.

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Babergh and Mid Suffolk District Councils

Local Cycling and Walking Infrastructure Plan



The following document addresses the following strategic outcomes outlined in Babergh and Mid Suffolk District Councils' Outcomes Framework:

	<ul style="list-style-type: none"> • Customers say the councils listens and actively act on feedback
	<ul style="list-style-type: none"> • Residents are given the best possible environment and opportunities to improve their physical and mental health and well-being. • Babergh and Mid Suffolk's residents are supported to help us tackle our most pressing public health challenges.
	<ul style="list-style-type: none"> • Babergh and Mid Suffolk have a low carbon footprint. • Babergh and Mid Suffolk are healthier, safer and sustainable places. • Everyone in Babergh and Mid Suffolk can access and use green sustainable transport options. • Everyone in Babergh and Mid Suffolk understands the need to reduce carbon and makes the right choices.
	<ul style="list-style-type: none"> • Our businesses and places benefit from stronger connectivity and opportunities to be more environmentally sustainable. • Our places and spaces are well connected with green and sustainable travel infrastructure.
	<ul style="list-style-type: none"> • Local places are inclusive and accessible by walking and public transport. • People can safely walk and cycle in their communities.

Introduction

Background and Context

There are many health, well-being, environmental and economic benefits of encouraging people to walk and cycle.

The district councils' wider ambitions and key values around active and sustainable travel are outlined in our Sustainable Travel Vision, whereas the Local Cycling and Walking Infrastructure Plan (LCWIP) focusses specifically on active travel infrastructure.

LCWIPs, as set out in the Government's Cycling and Walking Investment Strategy, are a new, strategic approach to identifying cycling and walking improvements required at the local level.

BMSDC have developed an LCWIP in order to identify and prioritise cycling and walking infrastructure improvements needed, ensure that consideration is given to cycling and walking within both local planning and transport policies and strategies, and make the case for future funding for walking and cycling infrastructure.

Developing a district level LCWIP also supports a number of other BMSDC strategies which aim to facilitate more sustainable and active travel, by focussing on what is required in terms of fit for purpose infrastructure throughout the districts, as well as informing and enhancing the county level LCWIP, by providing consultation-based evidence to advise and support investment decisions.

The three key outputs of an LCWIP are:

- a prioritised programme of infrastructure improvements for future investment
- a network plan for walking and cycling which identifies preferred routes and core zones for further development
- a report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements and network

This report - which is the third of the three key outputs of an LCWIP listed above - lays out the methodology used and the processes undertaken to develop the other two outputs of our LCWIP; the prioritised list of schemes, and the network zone mapping.

Developing an LCWIP for Babergh and Mid Suffolk

This LCWIP has been produced, as far as reasonably possible, in line with the UK Government's LCWIP technical guidance. There have been some limitations to using this guidance, as the guidance tends to apply more to urban areas than rural settings. As such, there have been certain elements where the methodology has been adapted to better reflect local circumstances. This explained, where applicable, throughout the following report.



Determining the Scope

It is advised that the first stage of the LCWIP process is to determine the scope by establishing the geographical extent of the LCWIP, and arrangements for governing and preparing the plan.

- **Geographical Context:** Babergh and Mid Suffolk District Councils (BMSDC) share resources within the sustainable travel workstream, so it was most resource effective to undertake the LCWIP process for both districts at the same time, and produce a joint LCWIP. Therefore the geographical extent of the LCWIP is as per the boundaries of both districts.
- **Governing and preparing the plan:** Babergh and Mid Suffolk District Councils are both district authorities working together inside the geographical boundaries of Suffolk County Council's Highways authority. Suffolk County Council have already drafted a county-wide LCWIP, but welcome help and support from district authorities to identify and prioritise infrastructure priorities at a more local level. The plan - which lays out the ambitions and priorities of the district councils - has been prepared, and will be kept relevant and up to date, by the district councils. The processes and methodology used to develop the plan have been discussed with county council highways directorate officers throughout to ensure understanding and consistency at both levels of local authority. The plan will sit alongside the county wide LCWIP, providing evidence and advocacy for investment decisions.

Any implementation of the plan will be achieved via partnership working.

Gathering Information

As a starting point, the existing Suffolk County Council list of potential cycling and walking schemes was reviewed to establish which schemes already listed are located within Babergh and Mid Suffolk. Whilst some valuable schemes had already been captured, it was acknowledged by both county and district councils that the list did not yet provide a holistic picture.

In order to gather more information about where and what kind of active travel infrastructure improvements are needed, BMSDC conducted a public consultation, allowing all local communities, residents, visitors and commuters who travel through, around or into the districts the opportunity to have their say.

This public consultation was hosted on a 'Commonplace' platform that provided an interactive map which included existing National Cycle Routes, as much of the Rights of Way network as was available via the mapping software used, and locations where a scheme had already been listed within the county council's list of potential cycling and walking schemes. Respondents could place a pin on the exact location they were commenting about, and answer the following questions:

The public consultation ran for 8 weeks from Thursday 11th May 2021 to Thursday 22nd July 2021.

The consultation had very successful engagement, with 1881 contributions submitted.

What is this place?

(open question)

If this place is covered by a route, what kind of route?

(response options were; Existing Cycling Route, Existing Walking Route, Potential Scheme/Route, or Location not currently covered by a route)

Why have you dropped a pin here?

(response options were; key destination, potential for more walking here, better route nearby, unsafe here, potential for more cycling here, safe here, not child friendly here, useful route, child friendly here, need a route here, low potential here or 'other' – which could be defined/expanded upon by the respondent)

How would you improve it?

(response options were; better pavements/improved surface, better segregation from traffic, cycle parking, space for cycling, better crossings, improved junction, maintenance, dropped kerbs, space for walking, less clutter/fewer obstructions, or 'other' – which could be defined/expanded upon by the respondent)

How important is it for this place to be served by an improved walking/cycle route?

(respondent asked to demonstrate on a sliding scale from 'very important' to 'not very important')

Do you have any other comments or suggestions to make about this place?

(open question)

Identifying Infrastructure Schemes

The community consultation undertaken was used as the core data and evidence base in identifying infrastructure schemes. Every consultation comment was reviewed, and an initial analysis categorised them into one of the following actions:

1. An issue (an immediate problem or defect) on existing cycling or pavement infrastructure that required reporting to the Highways Authority for repair or attention, which once addressed will restore the infrastructure to a fit-for-purpose standard.
2. An issue (an immediate problem or defect) on existing footpaths or bridleways that required reporting to the county council's Rights of Way team for repair or attention, which once addressed will restore the infrastructure to a fit-for-purpose standard.
3. An emerging or potential future issue around locations where future development or planning applications are being considered (for example, concerns about lack of active travel connectivity to sites currently of interest to residential developers) that were passed onto the local planning authority team.
4. An issue where something more significant is required in terms of infrastructure improvement, including, but not limited to, the building of new segregated cycle lanes or pedestrian pavements, the installation of new crossings, junction reconfigurations and road safety interventions. These comments indicated a potential LCWIP scheme.

Once comments were reviewed and categorised, those that had been identified as a potential LCWIP scheme were further investigated. Respondent's comments were translated into what interventions, infrastructure improvements or new infrastructure would be required to make the location or route more accessible to cyclists and pedestrians. These were then consolidated into a list of 195 potentially feasible schemes across both districts, and taken forwards to the prioritisation process.





Prioritising Improvements

In order to oversee the prioritisation of identified schemes, an internal LCWIP Task & Finish group was established, which consisted of officers and councillors from both districts, with cross-party and cross-ward representation.

The group developed and agreed a prioritisation matrix which enabled schemes to be scored according to a variety of different factors such as effectiveness, policy, economic factors and deliverability. The factors and criteria for scoring schemes utilised suggestions and examples laid out in the LCWIP technical guidance, although some were adapted to reflect local circumstances.

Each scheme was given a score of 1, 2 or 3 for each of the following variables:

- The forecast increase in the number of walking and cycling trips (established using the [Propensity to Cycle Tool](#) – a government recommended assessment tool)
- The population who directly benefit from the intervention
- Improvement in road safety
- Delivery against policy objectives, such as improvements to health and inclusion
- Importance of the intervention for particular target user groups
- Performance against the Suffolk Local Transport plan
- Performance against other local plan policies, including BMSDC strategies and Neighbourhood Development plans
- Value for money (based on an initial assessment/low level appraisal – scheme costs were estimated using suggested costing figures supplied by the county highways team and rights of way team)
- Potential to be funded
- Scheme implementation feasibility/deliverability
- Likelihood to enable/improve the feasibility of other schemes
- Dependency on other schemes
- Local desire (based upon the active travel public consultation)

The prioritisation matrix table including further detail on what defined a score of 1, 2 or 3 can be found in appendix 1.

Once scores for the above categories had been allocated, the total overall scores for each scheme were ranked from highest to lowest, and this provided the basis for allocating the schemes into short, medium, or long-term priorities.

The LCWIP technical guidance defines short term priorities as improvements which can be implemented quickly or are under development (typically <3 years), medium term priorities as– improvements where there is a clear intention to act, but delivery is dependent on further funding availability or deliverability requirements (typically <5 years), and long term priorities as long term– more aspirational improvements or those awaiting a defined solution (typically >5 years).

Although the scores from all categories were taken into consideration, the following review of the list to determine which schemes would be allocated as short, medium or long term priorities had a focus on the likelihood to secure funding required and the complexity of deliverability, as these factors in particular fortified a realistic approach.

The full list of schemes, including the allocated prioritisation scores and short, medium or long term categorisations can be found here: [\[insert weblink to excel documents\]](#)



Network Planning for Cycling and Walking

The purpose of network planning mapping for active travel is to map out the desire lines and core zones for walking and cycling, to aid decision making about infrastructure investment.

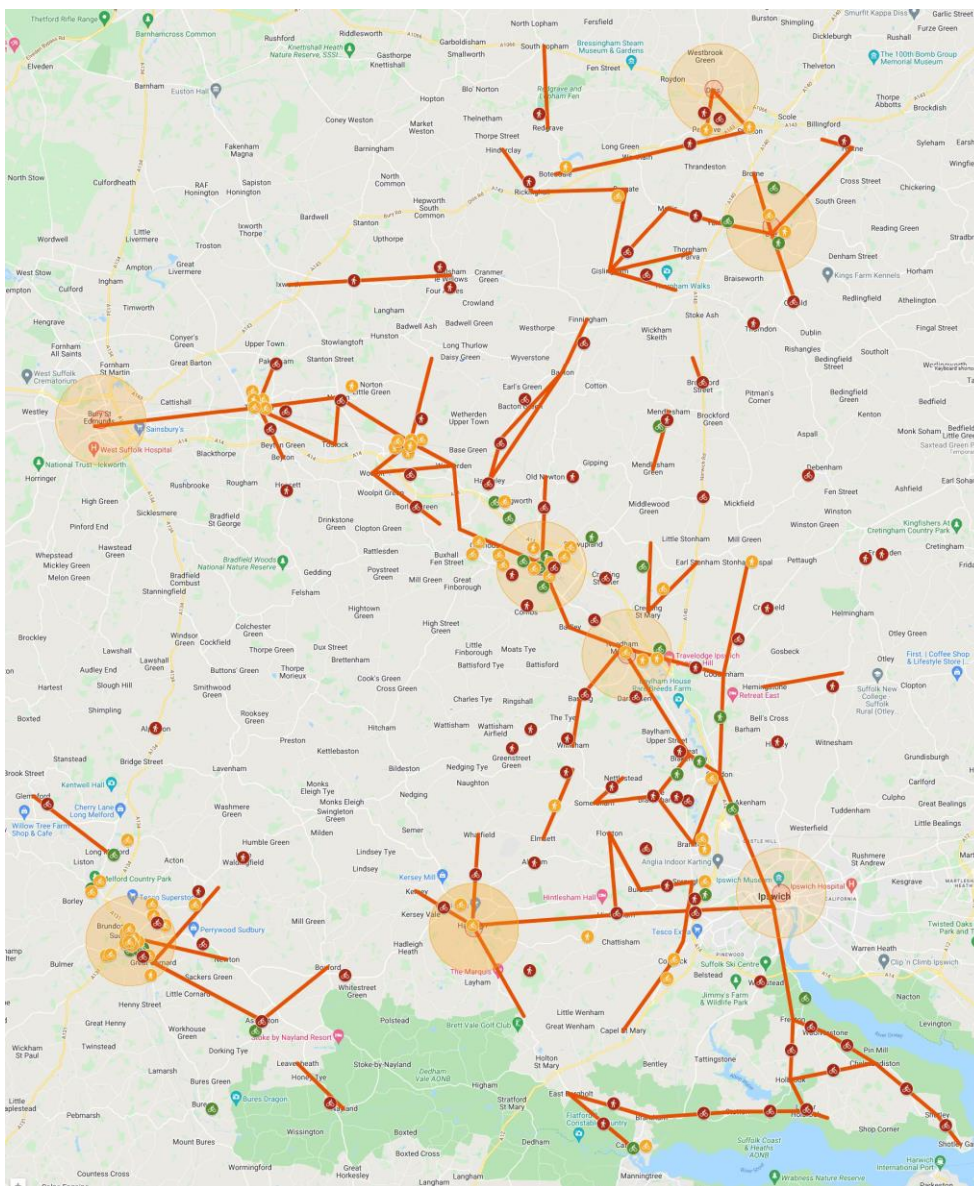
The LCWIP technical guidance gives some suggestions on how to undertake the network planning, and this has been the basis for how BMSDCs network planning mapping has been established, although the methodology has been adapted to better reflect the volume and geographical spread of settlement-to-settlement connectivity desired (as per our public consultation and prioritised list of schemes) within the districts.

Firstly, all of the schemes identified through the previous two stages of the LCWIP process were plotted onto a map. Some of these appear as specific location within a settlement, and some appear as a line connecting two settlements or destinations together. These reflect the desire lines identified within the LCWIP, and are mostly aligned with network planning for cycling.

Secondly, to establish core walking zones and key walking routes, a radius of 400 metres (the recommended distance for a core walking zone) and 2 kilometres (the recommended distance to identify key pedestrian routes) was mapped around the town centres or places with key amenities for the districts' key active travel destinations. This identifies where investment for walking infrastructure could be most valuable.



The below diagram illustrates a rough summary and outline of the zone network mapping, but the full map can be seen [here](#): [insert weblink to webpage where map will be embedded]



LCWIP scheme (Cycling/Walking): Short Term ambition



LCWIP scheme (Cycling/Walking): Medium Term ambition



LCWIP scheme (Cycling/Walking): Long Term ambition



Network Zone for cycling - core investment area



Network Zone for walking - core investment area



Desire lines for active travel route infrastructure improvements/investment

Utilising the LCWIP

Integration and application

As previously noted, a key function of the district level LCWIP is to inform, advise and enhance a county-wide approach to infrastructure investment. It is intended that the district-level LCWIP will be integrated into the county-wide LCWIP, therefore merging the prioritised list of schemes for Babergh and Mid Suffolk with the existing SCC list of potential schemes and adjusting it accordingly, in light of the more localised consultation evidence and the prioritisation process laid out in this report.

With regards to further progressing or 'bringing forwards' any of the schemes listed in BMSDC's LCWIP prioritised list of schemes, it is understood that whilst the prioritised list of schemes lays out local ambitions and provides a steer for where investment is required, further and more detailed feasibility investigation would need to be undertaken.



The LCWIP technical guidance advises that as well as the Propensity to Cycle tool (which has been used to determine one factor of prioritisation), a range of other tools should



also be used to assess funding eligibility and decision making.

This is commonly referred to as 'AMAAT scoring'. The expertise and capacity to undertake AMAAT scoring for all the schemes identified is not currently resourced at district level, but instead sits within the highways directorate at the county council.

Other suggested applications of an LCWIP are;

- **Preparation of funding bids or business cases for future investment**
- **Allocation of funding within local delivery plans**
- **Preparation of Neighbourhood Plans**
- **Cycle and walking 'proofing' of major schemes**
- **Consideration of planning applications and other proposed land use changes**
- **Preparation of Travel Plans, Transport Assessments and Statements**

BMSDC will ensure that all levels and relevant directorates of local authority are aware of the LCWIP, and utilise it as recommended above.

Making Changes

The LCWIP remains a dynamic strategic document, meaning that changes and amendments can be made as and when necessary.

As the prioritised list of schemes and network mapping elements of the LCWIP are published, shared and promoted, then the views of all parties who may be interested or impacted will be welcomed via feedback to officers, and amendments or adjustments can be made, where appropriate, with further discussion.

Amendments will also be made to the list of schemes and network mapping if there are significant changes in local circumstances, such as the publication of new policies or strategies, major new development sites, or new sources of funding.

In line with other transport plans, the LCWIP will need to be reviewed and updated approximately every four to five years to reflect progress made with implementation.



Infrastructure Improvements beyond the LCWIP

It is understood that although every effort has been made to capture the requirements and desires of our residents and communities through consultation, it is likely that more issues around active travel connectivity may arise or come to be known about in the future. The LCWIP prioritised scheme list remains a dynamic document, and therefore additions can be made as and when relevant and appropriate.

It is also understood that within the implementation of LCWIPs, schemes offering the best value for money (a factor that is influenced by population density) are more eligible for investment than others. This can make it challenging to secure funding to deliver schemes in more rural areas such as Babergh and Mid Suffolk.

This is why some schemes, such as very high cost infrastructure to connect small villages and hamlets, are more aspirational. BMSDC has still included these on the list of schemes, as they are supported by local desire demonstrated via the active travel consultation. Even if these schemes are unlikely to be brought forwards as highways projects, BMSDC will advocate for, and help support local communities to find, fund and implement, alternative solutions.

For example, in areas where village-to-village walking and cycle connectivity would be a complex and expensive implementation along existing highway, BMSDC will work with the county council's Rights of Way team to establish where footpath accessibility can be improved, or whether it would be appropriate or feasible (if desired) to consider allowing cycling on parts of the network where it is currently not permitted by changing designations.

Another solution the district councils' will explore is how the Quiet Lanes Suffolk initiative may help to deliver some of the desired connectivity improvements in a more cost-effective way.

The LCWIP process tends to focus on highways infrastructure, and the rural nature of many of the districts' settlements and destinations means that sometimes more viable off-road routes may be more achievable.

Around our local urban centres, we will work with the county council transport strategy team to implement other travel behaviour change incentives and offerings, such as 'Park and Cycle' offers at existing Park and Ride sites.

Appendix 1 – Scheme Prioritisation Matrix

		Score		
Criteria		1	2	3
Effectiveness	Potential to increase walking and cycling trips	Location is NOT on a route that appears well used for active travel on Strava Heatmap, or has a low ratio score (between 0-2) on the PCT (if data available)	Location is on a route that appears moderately used for active travel on Strava Heatmap, or has a mid-range ratio score (between 2 - 4) on the PCT (if data available)	Location is on a route that appears well used for active travel on Strava Heatmap, or has a high ratio score (4+) on the PCT (if data available)
	Population who would directly benefit from the intervention	Linking a hamlet/small cluster of houses/one village to nearby services/neighbouring larger settlements. Or improving connectivity within a small village.	Linking a village to nearby services/neighbouring towns. Or improving connectivity within a large village.	Linking multiple villages or a large village to nearby services/neighbouring towns. Or improving connectivity within a main town.
	Improvement in road safety	There is currently useable provision, but it could do with improvement	There is currently poor provision	There is currently no provision at all
Policy	Delivery against policy objectives	This scheme does not relate to anything currently written in BMSDC strategies or neighbourhood plans	This scheme somewhat relates to/compliments ambitions currently written in BMSDC strategies or neighbourhood plans	This scheme strongly relates to/compliments ambitions currently written in BMSDC strategies or neighbourhood plans
	Performance against local transport plan - useful to look at town maps and rings for walking and cycling distances	This scheme does not relate to anything currently written in the local transport plan	This scheme somewhat relates to/compliments ambitions currently written in the local transport plan	This scheme strongly relates to/would help achieve ambitions currently written in the local transport plans

	Importance of the intervention for particular user groups	This scheme does not enable active travel to a particular destination that a significant amount of people would likely regularly travel a walkable/cyclable distance to.	This scheme will provide a connectivity link to a small (or a small amount of) services/commuting destination (eg. village to village, where one has a school/surgery/amenities)	This scheme will enable people to active travel to a significant hub of education/work places, or a large school/employer, or health services, transport stations,
Economic	Value for Money (an initial assessment/very low level appraisal)	Not many people would benefit, and investment needed is high	Some fairly significant investment is needed, but many people would benefit - OR - not many people would benefit, but not too much investment is needed	A lot of people would benefit, for not too much investment
	Potential to be funded	This scheme is unlikely to be eligible for investment from Active Travel Funding, and this scheme is not in an area where there is potential for developer funding.	This scheme could potentially be eligible and a realistic/modest investment from Active Travel Funding, or, this scheme is in an area where there is potential for developer funding.	This scheme would be eligible and a modest investment from Active Travel Funding, or, this scheme is in an area where there is strong potential for developer funding, or, only a very small amount of funding is required so there are high chances of sourcing funding elsewhere.
Deliverability	Scheme implementation feasibility	This is an extensive and complex scheme to implement (building new segregated cycle paths, reconfiguring junctions)	This scheme involves some fairly significant works (short lengths of surface improvements on footpaths/pavements, resurfacing, bring existing infrastructure up to new standards, adding pedestrian crossing)	This a relatively simple scheme to implement (dropped kerbs, widening footpaths by cutting back vegetation, changing designations, adding/changing signage)

	Likelihood to enable/improve the feasibility of other schemes	Implementing this scheme is NOT a 'gateway' for further infrastructure improvements (ie. its a stand alone/independent piece of infrastructure)	Improving this section of route could prove beneficial for other/future schemes, but there is still some value if only this bit were to be implemented.	Implementing this scheme is a 'gateway' for further infrastructure improvements
	Dependency on other scheme	Improving this section of route would only be beneficial if other schemes are implemented first/at the same time. There are a significant amount of other improvements identified in the local area/on the same route.	Improving this section of route could be more beneficial if other schemes identified are implemented first/at the same time, but there is still some value if only this bit were to be implemented.	Improving infrastructure in this location would fix a 'missing link' or a specific stand-alone problem area.
	Local acceptability	This scheme would be controversial at consultation stage due to major changes to roads/parking.	This scheme could be controversial at consultation stage due to major changes to roads/parking.	This scheme is unlikely to be controversial at consultation as the changes would be minor and not impactful on current road/parking use.
	Local desire	This scheme had little support on the consultation - fewer than 5 comments/agreements.	This scheme had a fair amount support on the consultation - between 5 and 15 comments/agreements.	This scheme had a fair amount support on the consultation - 15 or more comments/agreements.

Scheme Description					Short, Medium or Long Term aspiration	
Cycling, Walking or both	Reference	Section/location for intervention	Description	Initial indicative/estimated Cost		
Cycling	Sudbury town centre	East St / Market Hill / North St	Desire for continuous, joined up cycle routes connecting the town with surrounding residential areas.	£400k based on ~650m MH to King St, East St to Girling Rd & Nth St to Gainsborough Rd	Short	
Walking	Sudbury town centre	Gainsborough Str / Friars St / Market Hill	Improved pedestrian crossing at access points to Market Hill	130k based on 2x zebra crossings	Short	
Cycling	Assington Thicks	Footpath near Assington Thicks	Desire for off-road cycling route to be permitted /enabled to create a route to Sudbury	5k (assuming designation change only)	Short	
Cycling, Walking or both	Cattawade A137	A137	Desire for 2 x dropped curbs to enable cycle route connectivity, general safety improvements to existing shared footway/cycleway, or an alternative offroad route via reclassification of footpaths	£6k for two dropped kerbs	Short	
Walking	Sudbury, Station Approach	Station approach, carpark	Improve pavements, particularly for prams / buggies	675k	Short	
Cycling	Long Melford: Swanfield	Pedestrian cut through between Swanfield and Roman Way	Desire to widen/open up this pavement/path to allow cycling	18k	Short	
Walking & Cycling	Sudbury - Belle Vue	Access to park / improved junction	Desire for safe access to the park / improved junction.	£180,500 assuming pedestrian crossing, less if zebra.	Short	
Walking & Cycling	Long Melford: Borley Road	Where the Valley walk meets Borley Road	Improve the road crossing, potentially upgrade ongoing footpath to enable cycling. Create better route from end of Valley path onwards into viallage.	180.5k (crossing only - other connectivity to be considered as sperate scheme?)	Short	
Cycling	Sudbury, Hamilton Road	Bus station / Hamilton Road / Great Eastern Road	Desire for more space / better segregation as part of Hamilton Road design.	£100k (based on existing road layout)	Short	
Cycling	Sudbury	Bullocks Terrace	Improve surface from Bullocks Lane to Valley Walk	£12k if tarmac, £5k if unsealed (estimated distance)	Short	
Cycling	Bures	Footpaths near Clicket Hill and Cuckoo Hill	Desire to open up path/upgrade to cycle route or bridleway to improve local cycle connectivity	12k for 2 x redesignations plus signage	Short	
Cycling	Shotley North Route, Section 5	Between Freston and Ipswich	Segregated or off road cycle path alongside Freston Hill	1200k	Short	
Walking & Cycling	Sproughton Underpass	A14 Underpass just south of Sproughton - near Church Lane	Improve access to, and quality of, underpass. Better lighting, improved surface and segregation.	12k	Short	
Walking & Cycling	Sudbury Stn Rd Kingfisher to Gt Cornard	Footpath between the leisure centre and Dove House Meadow in Gt Cornard	Improve surface, remove barriers preventing mibility scooter access.	180k based on only upgrading the Sudbury side. Rest of route looks good (google maps)	Short	
Walking & Cycling	Cornard Road	North side, at the entrance to Sainsbury's	Desire for a cycle path on the North Side and for traffic free access to Sainsbury's.	2k for signage only	Short	
Cycling	Sudbury, Girling St	Girling St / North St	Desire for increased safety and segregation for cyclists.	Suggestion to improve North Street to allow cyclists to avoid Girling St.	£390k for Girling St to Belle Vue Rroundabout or £190k for North St to East St	Short
Cycling	Sudbury, Borehamgate	Cornard Road north from Coop to roundabout	Desire for extension of the current cycle path on Cornard Road to the junction.	£6k	Short	

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Scheme Description					Short, Medium or Long Term aspiration
Cycling, Walking or both	Reference	Section/location for intervention	Description	Initial indicative/estimated Cost	
Walking & Cycling	Sudbury, A131 / Bulmer Rd	A131 near Sandy Lane / Bulmer Rd Business Park	Desire for improved pavements / segregated cycle path	60k	Medium
Walking & Cycling	Hadleigh: A1071 Crossings	A1071 Road Junction/crossing	Desire for safer pedestrian and cyclists crossings at busy junctions	37k for two crossings	Medium
Walking	Sudbury	Station Road	Improved space for pedestrians on the east side of station road.	12k based on resurfacing existing paths	Medium
Walking	Hintlesham	Pond Hall Road, South West of Hintlesham	Desire for off road pedestrian space between Pond Hall Road and Duke Street in order to link up circular walking route and improve village access	42k (based on 35k for surface + legal / environmental fees.)	Medium
Walking	Sudbury	Newton Road	Desire for the missing footway on the south side to be replaced.	200k based on Belle Vue Road to Ingrams Well Road	Medium
Cycling	Cattawade Decoy Pond	Factory Lane	Desire for south side of the road from the Cattawade Crown to Decoy Pond be made shared use walking/cycling, and improvement to surface at link up to bridleway	10k for cycle lane and redesignation	Medium
Cycling	Capel to Washbrook	Route alongside a12. (Part of 'cycle superhighway' idea)	Improve quality of cycle path, and suggestion of adding cycle path between Bentley Hall Road junction and proposed routes along London Road at Copdock and Washbrook.	1,200k	Medium
Walking	Stuston	Alongside/following route of Stuston Road	Desire for off road pedestrian access into Diss (alongside/parallel to the route of the B1077) - Parish Council have drawn up plans	510k	Medium
Walking & Cycling	Washbrook/Copdock	Junction near Washbrook and Copdock London Road near Church Lane	Desire for another crossing north of the junction to allow crossing London Road and turning into Church Lane without crossing in front of turning traffic.	250k	Medium
Cycling	Sudbury	Melford Rd	Desire for new cycle paths / better pavements / better segregation	1062k from York road to A134 roundabout	Medium
Cycling	Sudbury	Waldringfield Rd roundabout	Improve cycling provision / new paths in view of Chilton Woods development to link through to town centre and railway	25k based on resurfacing both roundabouts.	Medium
Walking & Cycling	Sudbury	Acton Lane / Springlands Way	Desire for segregated cycle / foot path linking the two sections of Acton Lane / Chilton Fields and Sudbury	200k	Medium
Cycling	Sudbury - Valley Walk	Valley Walk between Kingfisher and Rodbridge Corner	Improved cycling route from Kingfisher to Rodbridge Corner	200k	Medium
Walking & Cycling	Sudbury, Friars Street	Friars Street	Introduction of a 20mph speed limit	125k	Medium
Walking & Cycling	Sproughton	Sproughton Road near Sproughton Millenium Green	Reconfigure existing cycle path (issues of swerving round signs under bridge, and provision stopping short), and extend cycle path into the village	840k	Medium
Walking and Cycling	Sudbury -Kone Vale Path	Kone Vale Path	Desire for Kone Vale path to be upgraded so surface is passable by foot and bike in all weathers	24k (or 11k if unsealed surface)	Medium
Cycling	Sudbury / Great Cornard	Kings Hill	Better space and segregation for cyclists.	£200k (Stannard Road to mini roundabout)	Medium
Cycling	Sudbury	Church Field Road	Desire for improved cycle path and junctions along road.	675k	Medium

Cycling	Sudbury	Acton Lane / East Street	Desire for a cycle path at East Street	300k (based on Acton Lane to Market Hill stretch, 180k if stop at Girling St)	Medium
Walking	Sudbury Gainsborough St	Near Christopher Lane	Desire to reduce the road to single lane and widen footpaths.	48k if just the bit to MH additional 90k if includes the whole stretch to School St	Medium
Cycling	The Long Melford Walk	The Melford Walk / Old Railway Line	Requests to upgrade this path to allow/enable cycling, and better connectivity at end of trail	256k. (5k designation change, 1k signage, 180.5k for road crossing, 70k for RW unsealed surface)	Medium
Walking & Cycling	Great Cornard	Bures Road	Desire for off-road cycling and walking space, suggestion that farm land might be required. also access to river footpath without walking on roadside.	200k	Medium
Cycling	Hadleigh Town Centre	High Street /Cross Maltings	Desire for segregated cycle path down high street/through Hadleigh, and improved junction crossings for cyclists and pedestrians	420k	Medium
Cycling	Sudbury - Aubrey Drive	Aubrey Drive / Waldringfield Road Junction	Desire for current cycle path to be linked as it currently stops on the west side after the Waldringfield Road junction.	£65k - based on a new zebra crossing linking the two ends of the cycle path.	Medium
Cycling	Sudbury, Kings Street	Kings Street	Should be 2-way for cyclists, improved crossings and better space.	£200k including legal	Medium
Walking & Cycling	Long Melford: Bull Lane	Bull Lane	Better active travel link into Long Melford from/to Acton and Industrial Estate desired, currently no segregation from traffic. Feedback suggests sufficient room exists on at least one side of the road to put in at the minimum a shared path but ideally a pavement and segregated cycle path to LTN 1/20 standard. Would also need crossing over bypass	1,320k	Medium
Cycling	Sudbury	Melford Road / Beaconsfield Road	Desire for improved junction / better provision for cyclists.	Unsure. Complete junction redesign.	Medium
Walking	Sudbury Great Eastern Road	Between Roys and Station / Waitrose	Improve the junctions / crossings by Roys. Mini roundabout at station / waitrose entrance	£200k based on 2x new zebra crossings and legals etc for mini roundabout (but not the roundabout itself)	Medium
Cycling	Sudbury	Market Hill	Suggestion to make north side eastbound to allow cyclists to cross town. IE change direction of traffic	100k assuming contraflow cycle lane with std legal fee.	Medium
Walking & Cycling	Sudbury	York Road	Desire for creation of safer walking and cycling provisions	£192k (could be cheaper if only changing designation of current footpath)	Medium

Scheme Description					Short, Medium or Long Term aspiration
Cycling, Walking or both	Reference	Section/location for intervention	Description	Initial indicative/estimated Cost	
Cycling	Shotley North Route, Section 2	Between Shotley and Chelmondiston	Segregated or off road cycle path alongside B1456	2400k	Long
Walking & Cycling	Kersey to Hadleigh	Mill Lane/Stone Street	No walking or cycling provision to local services	1,560k (if following road route - off road options should be explored)	Long
Cycling	Shotley North Route, Section 4	Between Woolverston and Freston	Segregated or off road cycle path alongside B1458	960k	Long
Cycling	Shotley South Route, Section 2	Between Holbrook and Stutton	Segregated or off road cycle path alongside B1080/Holbrook Road	1980k	Long
Walking and Cycling	Newton	Stretch of the A134 through Newton to Sudbury, past Perrywoods	Desire for segregated walking/scycling space alongside busy road	2,040k (shorter section could be cheaper but still valuable)	Long
Cycling	Shotley, North to South, Western Connection	Between the Freston Street/B1080/B1456 Junction and Holbrook	Segregated or off road cycle path alongside B1080	1680k	Long
Cycling	Shotley South Route, Section 1	Between Harkstead and Holbrook	Segregated or off road cycle path alongside Harstead Rd/Holbrook Road	1740k	Long
Walking & Cycling	Sudbury Cornard River Walk	Cornard River Walk	Desire for new foot/cycle path	1m	Long
Cycling	Shotley Routes, Section 1	Between Shotley and Shotley Gate	Segregated or off road cycle path alongside B1456	1200k	Long
Cycling	Shotley North Route, Section 3	Between Chelmondiston Woolverson	Segregated or off road cycle path alongside B1457	1800k	Long
Cycling	Shotley, North to South, Eastern Connection	Between Chelmondiston and Holbrook	Segregated or off road cycle path alongside New Lane	2400k	Long
Cycling	Shotley South Route, Section 3	Between Stutton and Brantham	Segregated or off road cycle path alongside B1080/section of A137	2400k	Long
Walking & Cycling	Great Waldingfield	B1115 / Ten Tree Road / Valley Road	Desire for off-road cycling and walking space / pavement, as well as improvement to the footpath (from Acton) junction with Ten Tree road (blind corner), and on Valley Road to Newton	1,800k	Long
Walking	Alpheton	A134	Desire for a footway/path/pavement on route into or out of village to other neighbouring villages	2580k (From A143/Old Bury Road to A143/A1092 in Long Melford)	Long
Walking & Cycling	Wherstead	Area off/across A137, The St	Desire for more accessible walkways and pavements, segregated space for active travel and better crossings of roundabouts for pedestrians and cyclists to Co-op site (large employer)	420k	Long
Walking and cycling	Ipswich / Hintlesham	A1071 near Hadleigh Road	No provision for pedestrians or cyclists to go from Pinebrook area to Hadleigh Road	480k	Long
Walking	Aldham	The Street	Walking provisions	1020k (From Bus Stop to Church)	Long
Walking	Sproughton / Burstall	Burstall Lane	Desire for pedestrian access/path between villages	1320k if its highways footway, cheaper option could be vergeside RoW	Long
Walking	Sproughton / Washbrook	B1113	Desire for pedestrian and cycle access/path between villages	780k if its highways footway/cycleway	Long
Cycling	Glemsford	Park Lane	Desire for cycle route to Long Melford	1080k (based on village to A1092) - off road options maybe more viable	Long
Cycling	Sudbury	Industrial area off A134, Northern Road	Requests for space for cycling	£600k estimate based on Addison Rd / Byford Rd distances	Long
Walking & Cycling	Nayland	Harpers Hill (A143)	No walking or cycling provision, this stretch particularly dangerous for cyclists	390k	Long

Walking & Cycling	East Bergholt to Cattawade	Route along the B1070	Desire for footpaths to be better connected or better crossings/off road provision to avoid having to walk/cycle on main road	2520k (based on roadside highways infrastructure - off road options could be cheaper)	Long
Walking & Cycling	Hadleigh to Whatfield	Whatfield Road	Desire for deidcated foot/cycle path from Whatfield to Hadleigh	2,160k	Long
Walking & Cycling	Boxford	The A1071 between Sand Hill and Calais Street	Desire for a footpath/cycle lane beside the Hadleigh bound carriageway. also suggestion that a connecting route onto the A1071 (currently closed off to cyclists) could reduce length that cyclists need to be on the A1071 - could cut some of main road out and reduce overall amount of investment needed?	270k for carriageway 22.5 k (based on path from existing to Railway walk & legal	Long
Walking	Raydon	Off road footpaths	Desire to link Raydon Wood with footpath to Hadleigh, and extend route following old railway line.	fees - may be a bit more depending on creating a joining?)	Long
Walking & Cycling	Assington	The Street Between Hintlesham and Hadleigh, Back Lane near	Desire for a safe and/or segragated active travel route into village centre	840k (From The Street/Hill Farm to The Street/Rose Green) 300k (From The Street/Hill Farm to A134)	Long
Cycling	Hintlesham / Flowton	Priory Road - Road that goes down from A1071 to Flowton	Desire for cycle path/cycle segregation on bendy stretch of road	960k assuming only the A1071 stretch from Duke St to Priory Road	Long
Walking & Cycling	Little Waldingfield	The Street (B1115)	Currently no pavement or provision for active travel down to the main road to connect with neighbouring villages	1,200k (based on stretches not currently covered by any pavement - not including wideningof exsiting)	Long