

# Public Document Pack



<b>COMMITTEE:</b>	<b>BABERGH CABINET</b>
<b>DATE:</b>	<b>MONDAY, 7 NOVEMBER 2022 2.00 PM</b>
<b>VENUE:</b>	<b>KING EDMUND CHAMBER, ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH</b>

<b>Members</b>		
<u>Independent Conservatives</u> Jan Osborne John Ward (Chair) Mary McLaren	<u>Independent</u> Clive Arthey Elisabeth Malvisi Alastair McCraw	<u>Liberal Democrat</u> David Busby  <u>Green Party</u> Jane Gould

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## **AGENDA**

### **PART 1**

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

Page(s)

- |   |  |        |
|---|--|--------|
| 1 | <b>APOLOGIES FOR ABSENCE</b>   |        |
| 2 | <b>DECLARATION OF INTERESTS BY COUNCILLORS</b>   |        |
| 3 | <b>BCa/22/28 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 3 OCTOBER 2022</b>                | 5 - 10 |
| 4 | <b>TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME</b> |        |
| 5 | <b>QUESTIONS BY COUNCILLORS</b>  |        |
| 6 | <b>MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY OR JOINT AUDIT AND STANDARDS COMMITTEES</b> |        |

## 7 FORTHCOMING DECISIONS LIST

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

[Forthcoming Decisions List » Babergh](#)

## 8 BCa/22/29 TENANT ENGAGEMENT STRATEGY 11 - 44

Cabinet Member for Housing

## 9 BCa/22/30 COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE PROGRAMME NOVEMBER 2022 45 - 118

Cabinet Member for Planning

### Date and Time of next meeting

Please note that the next meeting is scheduled for Monday, 5 December 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](https://www.youtube.com/channel/UCSWf_0D13zmegAf5Qv_aZSg)

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact the Committee Officer, H.Holloway on: 01449 724681 or Email: [Committees@baberghmidsuffolk.gov.uk](mailto:Committees@baberghmidsuffolk.gov.uk)

### **Introduction to Public Meetings**

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2. Follow the signs directing you to the Fire Exits at each end of the floor.
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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, 3 October 2022

### PRESENT:

Councillor: John Ward (Chair)

Councillors: Jan Osborne Clive Arthey  
David Busby Jane Gould  
Alastair McCraw Mary McLaren

### In attendance:

Councillor(s): John Hinton – Chair of Overview and Scrutiny Committee

Guest(s): Adam Bunce – 2020 Consultancy

Officers: Chief Executive (AC)  
Director – Law, Governance & Regulatory Services and Monitoring Officer (EY)  
Director – Corporate Resources and Section 151 Officer (ME)  
Director – Economic Growth and Climate Change (FD)  
Corporate Manager – Governance and Civic Office (JR)  
Service Improvement Advisor – Operations (SB)  
Parking Services Manager – Environment & Projects (SG)  
Corporate Manager – Finance Operations (RH)  
Assistant Manager – Governance (HH)

### Apologies:

Councillor: Elisabeth Malvisi

## 47 DECLARATION OF INTERESTS BY COUNCILLORS

There were no declarations of interests made by Councillors.

## 48 BCA/22/24 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2022

It was **RESOLVED:-**

**That with the following amendments the minutes of the meeting be confirmed and signed as a correct record:**

**Paragraph 42.5: amend *ensure to assured***

**Paragraph 46.6 amend *Cabinet Member for Environment to Cabinet Member for Environment, Biodiversity and Sustainable Travel.***

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

None received.

**50 QUESTIONS BY COUNCILLORS**

None received.

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

51.1 The Chair, Councillor Ward invited the Chair of the Overview and Scrutiny Committee, Councillor Hinton to provide an update of the recent Overview and Scrutiny Committee meeting.

51.2 Councillor Hinton referred to the Overview and Scrutiny Committee recommendations to Cabinet, as detailed in the tabled papers, and provided an update from the recent Overview and Scrutiny Committee meeting including concerns over the uncertainty in predicting parking capacity. Queries were also raised over the governance of the parking strategy implementation and Committee requested that the business case for the implementation plan be made available for scrutiny at an appropriate time. The Committee had also asked that Information Bulletins were provided at key stages of the implementation phase.

51.3 Councillor Hinton added that the Parking Strategy needed to encourage implementation of proposals to discourage car use by providing opportunities for journeys to be undertaken by other means and queried why a heat map to identify problem areas in relation to enforcement had not been produced. The Committee was concerned that data had been collected before the sharp increase in fuel prices and the cost-of-living crisis.

51.4 On street parking, and parking for vehicle sharing and lorry parking for the A14 corridor and elsewhere, and the limited scope of the Strategy due to carparks being under the control of others, including Suffolk County Council, were also raised as concern of the Committee.

51.5 Councillor Hinton responded to questions on issues including parking on verges and open spaces, on-street parking, and lorry parking issues.

**52 FORTHCOMING DECISIONS LIST**

There were no comments made for the Forthcoming Decisions List.

**53 BCA/22/25 BABERGH AND MID SUFFOLKS PARKING STRATEGY 2022-2042**

- 53.1 The Chair, Councillor Ward introduced the report, as the Cabinet Member for Environment had forwarded her apologies for the meeting.
- 53.2 Councillor Ward moved recommendations 3.1, 3.2 and 3.3, as detailed in the report, which was seconded by the Cabinet Member for Customers, Digital Transformation and Improvements, Councillor McCraw.
- 53.3 Councillor Osborne raised the issues surrounding the relocation of the lorry park in Sudbury and commented that this needed to be addressed. She also stated that parking on open spaces and verges were ongoing problems.
- 53.4 The Director for Economic Growth and Climate Change responded that to address the immediate issues for lorry parking, meetings were being set up with Suffolk County Council (SCC).
- 53.5 The Parking Service Manager advised Members that SCC was reviewing lorry parking across the County, which would lead to further work being undertaken in this matter between the two Councils. SCC would keep the Council informed of any progress made on their behalf.
- 53.6 The Service Improvement Advisor addressed the questions relating to parking on open space land and advised Members that the Strategy summary had been updated and further work would be undertaken with Parish and Town Councils and members to identify problem areas across the District for the Implementation Plan.
- 53.7 Councillor McLaren queried whether the Virtual High Street had impacted on the foot fall in the high street. The Director for Economic Growth and Climate Change responded that as the Virtual High Street was a complementary enterprise, she did not anticipate that the Virtual High Street would have an impact on parking spaces in Sudbury and Hadleigh.
- 53.8 In response to Councillors' questions, the Director for Economic Growth and Climate Change advised that the Strategy would not update every year. However, the Implementation Plan would be the next stage, and this would be a working document consisting of both small and easily implemented projects and bigger projects which would require further consideration. The Parking Strategy was required now and was prepared on the evidence which was collected from a vast number of sources.
- 53.9 Adam Bunce from 2020 Consultancy, detailed how the data had been collected both during and after the Covid pandemic, and how this data was analysed. In addition, he responded to further questions relating to parking on verges which he stated was relatively easy to determine and mitigate.
- 53.10 The Service Improvement Advisor advised Members that the Parking strategy was interlinked with the Local Cycling and Walking Infrastructure Plan (LCWIP) and other strategies for walking, cycling, coach parking, car clubs, and parking for motorcycles and bikes.

53.11 In response to Members' questions relating to planning, the Director for Economic Growth and Climate Change advised that the Parking Strategy would be applied to planning applications similarly to the LCWIP.

53.12 During the debate Members considered the issues relating to the Parking Strategy including alternative uses of the car parking areas, that parking on opens spaces need to be addressed, and the Implementation Plan and whether implementation of the Parking Strategy would be cost neutral or an income generation to the Council.

**It was RESOLVED: -**

**1.1 That the background evidence reports provided to support the new parking strategy be noted.**

**1.2 That the new parking strategy for Babergh and its proposed recommendations, accepting that some recommendations may require full business cases to be approved by Cabinet at a later date be approved.**

**1.3 That delegated authority for the Director of Economic Growth and Climate Change in consultation with the Portfolio Holder for Environment to deliver proposed recommendations through the creation of a focused implementation plan, subject to any business case approvals required as part of 1.2 above be approved.**

**54 BCA/22/26 EXEMPTION OF RIGHT TO BUY RECEIPTS FOR NEW COUNCIL HOUSING FROM POOLING**

54.1 The Chair, Councillor Ward invited the Cabinet Member for Finance, Assets and Investments, Councillor Busby to introduce the report.

54.2 Councillor Busby provided an introduction and moved recommendation 3.1 as detailed in the report.

54.3 Councillor Osborne seconded the recommendation and asked whether there would be a retrospect payment of the receipts going back to 2008.

54.4 The Corporate Manager for Finance Operations advised Members that this was the case and that the retrospect payments were not restricted to be used for a one-to-one basis.

**It was RESOLVED: -**

**That application for exemption from pooling for all Right to Buy receipts from the sale of existing council homes built or acquired since July 2008 and homes built or acquired by the Council going forward was approved.**

**55 BCA/22/27 COUNCIL TAX REDUCTION (WORKING AGE) SCHEME 2023/24 - CONSULTATION**



- 55.1 The Chair, Councillor Ward invited the Cabinet Member for Finance, Assets and Investments to introduce the report.
- 55.2 Councillor Busby provided a brief introduction and proposed the recommendations as detailed in the report.
- 55.3 Councillor Osborne seconded the recommendations and stated that she did support option 3. However, she queried if there were any groups, who were not included in this scheme.
- 55.4 The Director for Corporate Resources responded that the Shared Revenue Partnership (SRP) would bring a report to Cabinet in due course on this matter.
- 55.5 During the debate Members considered the consultation process, that the SRP Cost was actually a saving to the Council, and the benefits of working with other agencies.

**It was RESOLVED: -**

- 1.1 To consult on Option 3 as set out in Appendix B of this report as the basis for a revised (Working Age) Council Tax Reduction Scheme for 2023/24.**
- 1.2 To authorise the Director for Corporate Resources following consultation with the Cabinet Member for Finance to initiate the formal consultation on the proposed revision to the Babergh District Council (Working Age) Council Tax Reduction Local Scheme.**

At the end of the meeting the Leader Councillor Ward thanked the Director for Law and Governance Emily Yule for her time with Babergh District Council and stated that she had been an excellent Monitoring Officer.

The business of the meeting was concluded at 2.55 pm.

.....  
Chair

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# Agenda Item 8

## BABERGH DISTRICT COUNCIL

<b>TO:</b> Babergh District Council	<b>REPORT NUMBER:</b> BCa/22/29
<b>FROM:</b> Cllr Jan Osbourne - Cabinet Member for Housing	<b>DATE OF MEETING:</b> 7 November 2022
<b>OFFICER:</b> David White, Housing Transformation Manager & Chris Stratford, Interim Director of Housing	<b>DECISION REF NO.</b> CAB345

### TENANT ENGAGEMENT STRATEGY

#### 1. PURPOSE OF REPORT

- 1.1 To share with Members for their approval Babergh and Mid Suffolk District Council's Tenant Engagement Strategy 2022.

#### 2. OPTIONS CONSIDERED

- 2.1 OPTION 1 – To approve the strategy in its current form and acknowledge the changing landscape of social housing regulation in terms of the significance of good tenant engagement.
- 2.2 Option 2 – To do nothing.

#### 3. RECOMMENDATIONS

- 3.1 Option 1 - To approve the strategy in its current form and acknowledge the changing landscape of social housing regulation in terms of the significance of good tenant engagement.

#### REASON FOR DECISION

The strategy has been co-designed with tenants through a consultation exercise with the Tenant Board, the wider tenant population, portfolio holding members and some key staff.

It is important for the councils to have a Tenant Engagement Strategy to set out how we, as a landlord, ensure that tenants are given a wide range of opportunities to influence and be involved in the formation of their landlord's housing-related strategic priorities. This includes decision making about how services are delivered, performance scrutiny and the management of their homes as required in the Regulator's Tenancy Involvement and Empowerment consumer standard.

#### 4. KEY INFORMATION

- 4.1 The Government publication of the Social Housing White Paper, Charter for Social Housing Residents, and the proposed Tenant Satisfaction Measures are all set to become statute law during 2022/23. This impending legislation has rightly brought a

renewed focus on the importance of empowering and listening to social housing residents.

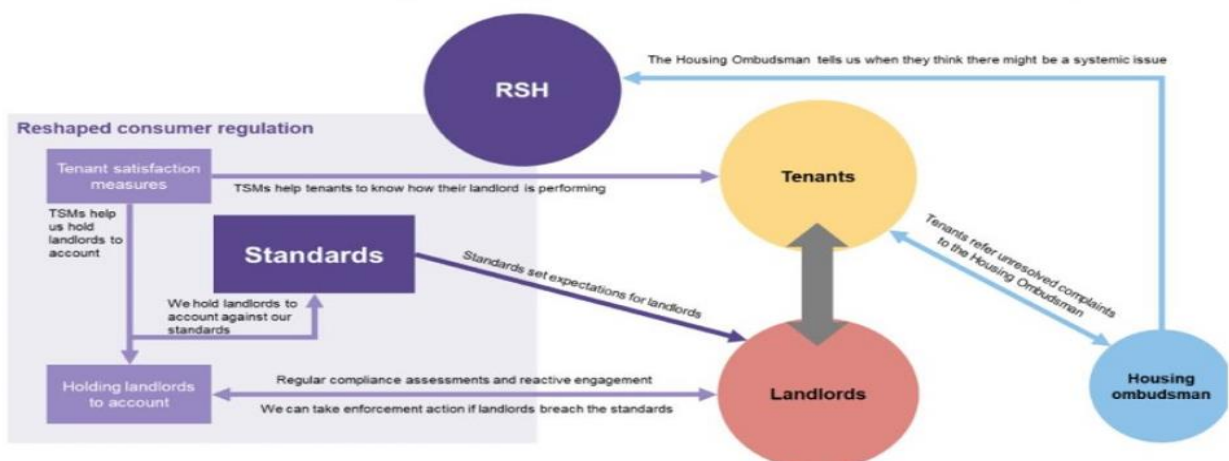
4.2 The emerging legislation brings a change to the level and type of regulation for Local Authority landlords with an emphasis on proactive engagement with its tenants. As part of the introduction of the legislation, both the Regulator for Social Housing and the Housing Ombudsman have been given enhanced powers. Central Government has been clear that they want the Regulator to create a strong, proactive consumer regulatory regime, strengthening the formal standards against which landlords are regulated and require them to:

- be transparent about their performance and decision-making – so that tenants and the regulator can hold them to account
- put things right when they go wrong
- listen to tenants through effective engagement

4.3 Both bodies will now work closer together to identify failings and areas of concern. They also have the power to issue and enforce improvement notices. The Regulator can also impose unlimited fines on landlords that are not performing against the Regulations and Consumer Standards and are introducing routine inspections for all landlords with over 1000 homes at least once every four years, this will be twice in four years as we are two sovereign councils. The diagram below demonstrates how this is brought together.

4.4 Chapter 5 of the Charter for Social Housing Residents focuses on 'To have your voice heard by your landlord' and the regulator is expecting all landlords to:

- seek out best practice and consider how they can continually improve the way they engage with social housing tenants.
- deliver a new opportunities and empowerment programme for social housing residents, to support more effective engagement between landlords and residents, and to give residents tools to influence their landlords and hold them to account.
- review professional training and development to ensure residents receive a high standard of customer service.



- 4.5 Meaningful tenant engagement drives better service delivery, increases tenant satisfaction, and ensures that tenants are involved in decisions that affect their housing. The strategy sets out the various ways our tenants and leaseholders can choose to be involved with and influence us. As well as how we are going to support our tenants by providing them with the knowledge and information required to be able to hold us to account on our performance.
- 4.6 The strategy and wider tenant engagement function of the councils will ensure that we are being as inclusive as possible to residents from all communities and demographics by offering both digital and non-digital methods for engagement where required and is an area of compliance within the Tenant Involvement and Empowerment Consumer Standard which states registered providers must: “provide choices, information and communication that is appropriate to the diverse needs of their tenants in the delivery of all standards, demonstrate that they understand the different needs of their tenants, including in relation to the equality strands and tenants with additional support needs and provide support to tenants to build their capacity to be more effectively involved.
- 4.7 We want our tenants and leaseholders to be at the heart of decision making and for our tenant engagement structure to enable as many people as possible to engage with us, capturing the non-engaged tenant voice and removing the barriers to engagement where practicable.
- 4.8 We first consulted with the existing Tenant Board to gain their insight on what currently works well and not so well within their roles, more widely across the tenant engagement function of the council and what they believed the function of the Tenant Board to be. We also created a survey that was sent out through the digital tenant’s newsletter, My Home Bulletin and by post to those who do not subscribe to the newsletter. The questions asked during the consultation can be found at **Appendix B**.
- 4.9 We had 1092 responses which is a 16% return rate. The responses have helped to inform the strategy and its 5 priorities and promises and are based around common themes as our tenants told us what they valued the most about their landlord relationship with the council. The results of the survey can be found at **Appendix C** and are split by response type where practicable.
- 4.10 The strategy outlines our proposed engagement structure and is accompanied by a delivery plan which outlines what actions we will take and what success will look like throughout the life of the strategy. This structure has been based around the TPAS Smart Review’s recommendations (carried out in June 2021), which can be found as a background paper to this report.
- 4.11 The TPAS review assessed our engagement structure and offer against their seven national engagement standards. Below is a table of the themes and our assessment rating against each:

**Overall assessment against the seven National Engagement standards:**

<b>THEME</b>	<b>ASSESSMENT</b>
<b>Theme One: Governance and Transparency</b>	<b>Partial</b>
<b>Theme Two: Scrutiny</b>	<b>Partial</b>
<b>Theme Three: Business and Strategy</b>	<b>Not Met</b>
<b>Theme Four: Complaints</b>	<b>Partial</b>
<b>Theme Five: Information and Communication</b>	<b>Partial</b>
<b>Theme Six: Resources for Engagement</b>	<b>Not Met</b>
<b>Theme Seven: Community and Wider Engagement</b>	<b>Not Met</b>

- 4.12 As you can see from the extract above, we either partially met or did not meet the national engagement standards as part of the assessment and we have made sure we have used their recommendations to ensure that the strategy will enable us to meet or exceed their standards through the delivery of the action plan. Work has already taken place since the original assessment in June 2021 particularly around the complaints theme and we continue to work closely with colleagues outside of housing to ensure we are providing excellent services to all our residents.
- 4.13 The strategy and its progress against the delivery plan will be monitored by the Portfolio Holders for Housing and our Tenant Board group quarterly. We will also report our progress to tenants through our annual tenant report and quarterly through our websites.
- 4.14 We will be developing a communications plan for resident engagement across the councils, sharing the strategy through our websites and will provide a physical copy on request. The strategy’s vision and 5 priorities will also be sent to every tenant household using a postcard, along with a QR code, which when scanned will show a video we are going to produce with tenants. There will also be a phone number included to request a physical copy for those that are not digitally included.

**5. LINKS TO CORPORATE PLAN**

- 5.1 This strategy vision aligns with our Homes and Housing Strategy aim of Babergh and Mid Suffolk being an effective social landlord, known for delivering quality services, and the aim for both councils to have a strong relationship with their residents.
- 5.2 Involving tenants in the running of the service is one of the seven aims of the Housing Revenue Account Business Plans.
- 5.3 This strategy’s vision is also the same as the Housing Programme Board’s vision of “Housing services are delivered through multiple channels that convey clear, streamlined communication with our residents. Meaningful tenant engagement puts tenants at the heart of everything we do”.
- 5.4 We will also work with the rest of the Councils teams who have a stake in Resident and Tenant Involvement, including how we can work closely together in the development of the Councils Resident Engagement Strategy and will ensure we are avoiding duplication, sharing learning and best practice and where necessary sharing resources to deliver on the strategy’s delivery plan.

**6. FINANCIAL IMPLICATIONS**

- 6.1 There are possible financial implications in the delivery of the strategy’s vision and its delivery plan, individual project budgets or extra resources may need to be considered funded through the existing Housing Revenue Account budgets.

## 6.2 LEGAL IMPLICATIONS

- 6.3 There are no legal implications arising from the strategy and action plan however, failure to comply with the Regulator for Social Housing could result in fines and cause damage to our reputation and the relationship between tenants and their landlord.

## 7. RISK MANAGEMENT

- 7.1 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Non-Compliance with the Regulator for Social Housing	3 – Probable – may occur	3 – Bad/Serious – Adverse effect on local and national reputation	Complete a set of actions plans and gather evidence to demonstrate we are compliant with the regulatory standards
Failure to deliver the Tenant Engagement Strategy work	2 – unlikely	2 – Noticeable – reputation and trust between landlord and tenant could be affected	Ensure we are working alongside other teams within the council to deliver on the wider Resident Engagement Strategy and Commitment from corporate function to provide assistance, resources and work together to achieve the aims and deliverables of the strategy.

## 8. CONSULTATIONS

- 8.1 Tenant Engagement Strategy Survey to tenants and results – **Appendix B & C.**
- 8.2 Draft Strategy approved by members of the Tenant Board at a meeting held on 25<sup>th</sup> August 2022.
- 8.3 We also carried out a review of our Tenant Engagement offer with TPAS, experts in Tenant Engagement, and there were areas of improvement or weaknesses highlighted that we have tried to address through the strategy, our proposed structure, and the delivery plan using the current resources we have available. This can be found as a background paper to this report.
- 8.4 We have also consulted with the portfolio holders for Housing, Political Leadership Group, Senior Leadership Team and other colleagues working across teams who will be key in delivering the council's wider Engagement Strategy, ensuring we are working together to deliver good resident engagement across all council services, share resources and reduce duplication.

## 9. EQUALITY ANALYSIS

- 10.1 An Equality Impact Assessment has been completed for the strategy and one of the priorities of the strategy is all about Valuing Diversity and Inclusion. There are specific actions and targets relating to this priority within the strategy and its delivery plan. We have also identified through the EQIA that there are some gaps in our tenant demographic data and therefore work is being planned to improve our data in this area so that in the future we can use this insight to deliver more targeted services and more meaningful engagement.
- 10.2 We have also been mindful of the responses from tenants through the consultation about ensuring that there are various opportunities and methods that tenants can influence our housing service by using both traditional and digital channels. We also aim to make engagement more relevant to place and therefore relevant to peoples own local identity, specifically through the creation of Neighbourhood Champion roles alongside offering residents support for more local residents' groups and representation. We hope that the impact of this will lead to increased levels of engagement amongst currently underrepresented people.

## 10. ENVIRONMENTAL IMPLICATIONS

- 10.1 There are no environmental implications associated with the Tenant Engagement Strategy or its action plan.

## 11. APPENDICES

Title	Location
(a) Tenant Engagement Strategy	Attached as Appendix A
(b) Tenant Engagement Survey	Attached as Appendix B
(c) Tenant Engagement Survey Results	Attached as Appendix C
(d) Tenant Engagement Strategy Delivery Plan	Attached as Appendix D

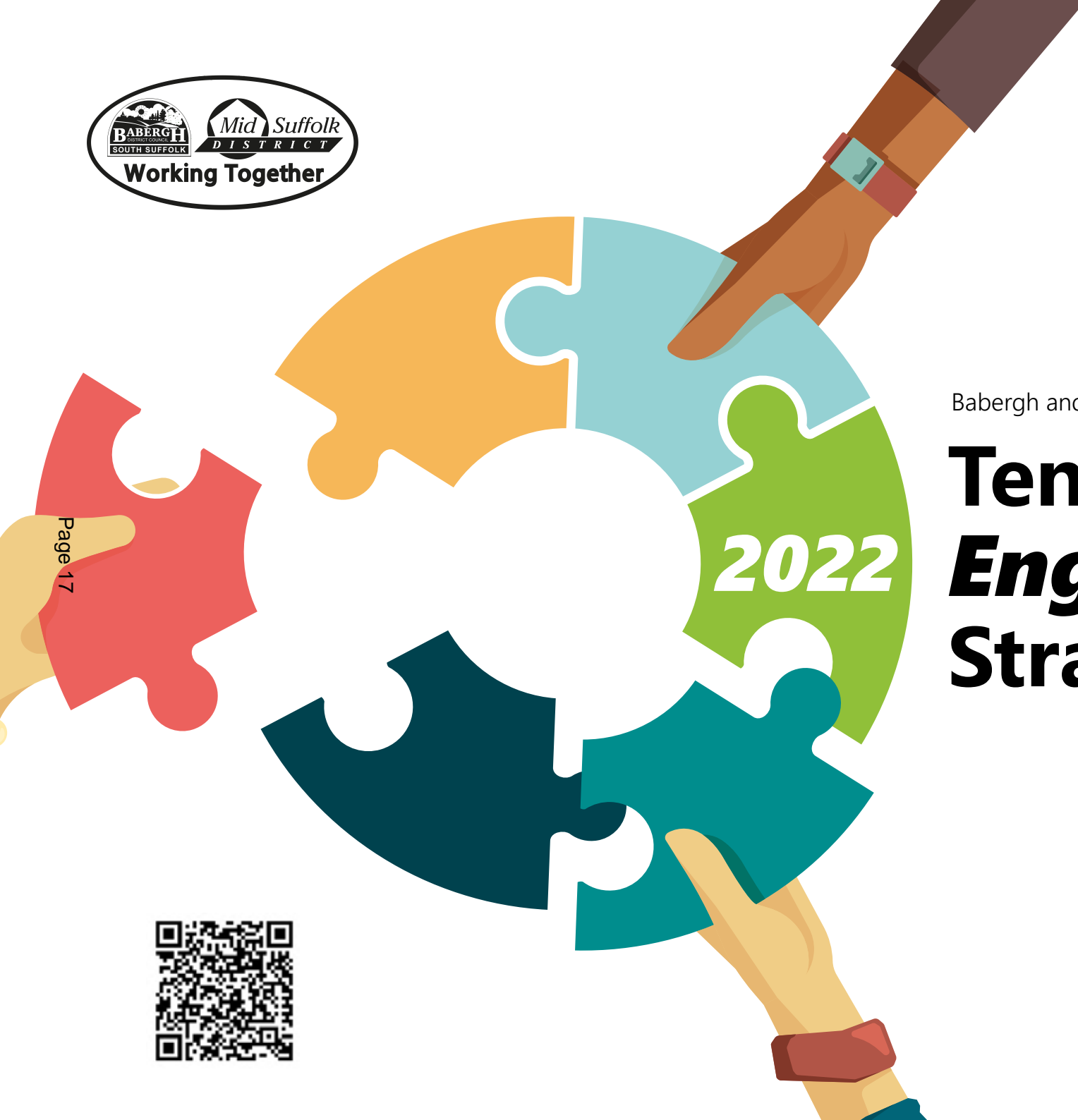
## 12. BACKGROUND DOCUMENTS

- 12.1 TPAS Smart Review carried out in June 2021.
- 12.2 [Tenant Involvement and Empowerment Standard – Regulator for Social Housing.](#)

## 13. REPORT AUTHORS

- 13.1 David White – Housing Transformation Manager and Chris Stratford – Interim Director of Housing.





Babergh and Mid Suffolk District Councils

# Tenant *Engagement* Strategy

Page 17



# Introduction

The councils have developed a Tenant Engagement strategy to reflect the importance and benefits of good tenant engagement - ensuring that all tenants and leaseholders have a voice in the running of the councils' housing services.

With the introduction of the Social Housing Regulations Bill and the new regulatory framework all tenants should have the knowledge, skills, and opportunity to monitor and scrutinise the councils' performance as a landlord.

A home is more than a roof over our heads, as a tenant, we should have a say in the way things are done, and the changes that are introduced. We should have a say in the decisions being made to our homes and be part of the decision-making process.

This strategy offers tenants a range of choices in the ways they can work and engage with the councils, to ensure that the voice of the tenant is heard and considered - supporting the councils' ambition to deliver an excellent customer led service.

Based on the responses from the Tenant Engagement Survey and working with the existing Tenant Board and Councillors, the councils have set out five core goals and promises with a range of measurable actions so, as tenants, we can clearly see where they have succeeded or failed.

Throughout the Strategy you will see some targets that you may feel are stretching but you will also notice that there is a clear delivery plan so tenants can see how the councils are measuring up.

Going forward there will be many more opportunities for tenants to be able to participate in decision making about their homes, communities, and services offered alongside elected members of the councils. The strategy seeks to build a culture throughout the housing services that shows that it listens to, learns from, and values the lived experiences of its tenants, and on top of that acts on the feedback received.



*Liz Perryman*  
**Tenant Board Representative**

**This strategy sets out how Babergh & Mid Suffolk District Councils' will develop tenant engagement opportunities, so that you can effectively and meaningfully work with us.**

The overall aim is to increase the levels of community engagement, using what you tell us to help shape our services and provide you with assurance around our performance, your safety and anything else that is important to you.

Page 19



## Our Strategy Vision

*“Housing services are delivered through multiple channels that convey clear, streamlined communication with our residents. Meaningful tenant engagement puts tenants at the heart of everything we do.”*

# Tenant Satisfaction Survey Results 2022

**Total of 1092 responses**

**16% Response rate overall**

**453**  
*(42% of respondents) people told us you would like to engage further*

Page 20

## The top barrier listed for not being involved

**was:** illness or disability which highlights our aging tenant population, followed by not feeling that views would make a difference.

## How do you want to engage with us?

Top 5 answers were:

- Completing surveys
- Holding us to account on performance
- Neighbourhood walkabouts
- Feedback groups
- Being a local community representative.

## Top 5 ways of engaging split by survey response type

Paper Based Survey Responses	Digital Survey Responses
Paper letters, leaflets & surveys	Emails
Face to Face	Face to Face
Emails	Website
Website	SMS
SMS	Tenant Portal

## Our Tenants Values

We also asked what you valued the most about your relationship with the councils as your landlord and used examples of real tenant values, that were common themes, to inform the strategy's promises and priorities.

# Engagement Values, Priorities and Promises

## Tenant Value

## Priority

## We promise you...

**"Finding information that is required with ease."**

**1 Open & Transparent Information**

- Will receive regular and relevant information that is important to you.
- Can access information you need to give us your views on the services you receive.
- We will support you so you can hold us to account and that you understand how we can put things right when they go wrong.

**"Effective Communication."**

**2 You said, we did**

- We will always provide updates on what it is we have asked you about.
- We will increase the levels of engagement and opportunities to influence, increase tenant satisfaction and use what you have told.

**"Access to services when required."**

**3 Valuing Diversity & Inclusion**

- That we will provide opportunities for you to get involved in areas that are of interest to you.
- Make sure that we are supporting those who want to be more digitally consulted with.
- We also want to remove barriers to involvement for underrepresented tenants and work to end the stigma associated with social housing and ensure you are always treated with respect.

**"To feel we are just as good as everyone else and not made to feel worthless because we are in social housing. Also, when work is done on our home it's done to the standard we deserve, not any old how, because it's a council house and doesn't matter."**

**4 Engagement is everyone's business**

- We will create a culture of valuing engagement across all services.
- Make it clear where engagement with you has made a difference.
- Are able to challenge us on our performance, that we keep our promises and that you trust us. We want to work in partnership with you.

**"Hoping that my views will be heard."**

**5 Early and Planned Engagement**

- We will make sure that your voice is heard before issues are decided, so you can have a say at the earliest opportunity
- That consultation isn't just a tick box exercise.
- That there will be adequate time and resources to get engagement right.

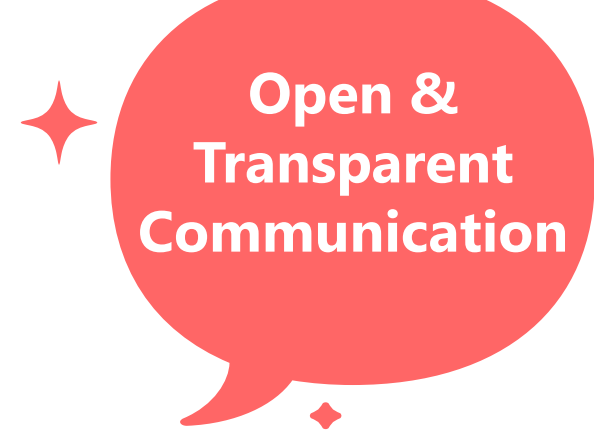
# How we keep our promises

## 1

### Actions

- We will continue to improve the MyHome Bulletin e-newsletter, sharing essential information and as well as updates on our performance data, tenant satisfaction survey outcomes, safety and compliance information. We will also produce an annual printed edition of MyHome for our tenants who may not be online.
- We will, on request, provide you with the information you need to be able to effectively challenge us and make sure you can see how we are performing.
- We will make sure that we consult you on all housing policies that affect you, and that the feedback you give us is used to develop policies and practices before they are approved, ensuring that we are open and transparent
- We will create a dedicated area of our website and improve our Tenant Portal so that you can access everything that is relevant to you and your home, providing you with a one stop shop.

Page 22



### What will success look like?

- Access to a wide range of information, so that you can scrutinise and challenge us on areas that are important to you.
- You will trust us, feel listened to and understand how you can work with us. We will see engagement levels increase.
- **\*\*\* Satisfaction with the way we communication will increase to at least 80% by April 2024 - evidenced by feedback via our annual Tenant Satisfaction Survey. We will also show you how we are performing compared to other similar landlords.**
- A Tenant Approved marker will be added to everything that has been consulted on or designed with you.
- Our web pages will contain the information you need and will be useful, accessible, easy to navigate.

# 2

## Actions

- We will share housing complaints data to make sure you are made aware of when things have gone wrong and what we are doing to put things right.
- We will increase, measure and report on transactional satisfaction, for example, asking for feedback when you have received a repair, moved into your new home, experienced anti-social behaviour or raised a complaint and we will use what you tell us to drive service improvements.
- We will report at least annually on all our tenant engagement work, our tenant satisfaction levels and what has been achieved through working with you.



**You said,  
we did**

## What will success look like?

- **\*\*\*Housing complaints will reduce by 30% by April 2024 and a further 10% by April 2025 and we will show how we are performing compared to other similar landlords.**
- We are following the Complaint Handling Code of the Housing Ombudsman and share our self-assessment against the code annually.
- What you tell us will help us improve services, and we will show you where this has happened.
- You will trust us, feel listened to, understand how you can work with us, and we will see engagement will increase.

# 3



## Valuing Diversity & Inclusion

### Actions

- We will challenge unacceptable views and behaviours associated with someone's protected characteristics, the stereotyping or stigmatising of our tenants and will carry out regular training with all our colleagues.
- We will develop and to put in place the support needed to offer a range of opportunities that encourage engagement, about the things that matters to you and at the level of commitment and involvement that you feel comfortable with.
- We will provide training and support utilising our Tenants Participation Advisory Service (TPAS) membership and working with other partners; including the development of digital skills to ensure that we have a structure that is fit for the future.
- We will increase the collection and usage of data, to ensure we are providing accessible and inclusive opportunities and landlord services.

### What will success look like?

- Increased numbers of tenants engaging with us from a more diverse background representative of our tenant population.
- **\*\*\*Increased tenant satisfaction to at least 80% Satisfied or Extremely Satisfied by April 2024.**
- Tenants have the skills and confidence to be able to give us feedback, effectively challenge and scrutinise us.
- **\*\*\*Increased data held relating to equality, diversity, inclusion, and vulnerability by 100% by April 2024.**



# 4



## Actions

- We will create, with you and colleagues, performance dashboards across the whole housing service on the information that is important and relevant to you, to provide a 360-degree oversight of all levels of the councils' performance.
- Everyone who talks to you will ensure that they are capturing their engagement activities in our Housing systems and will ensure that all interactions with you are opportunities for engagement, to improve the data we hold about you and increasing your satisfaction with us.
- We will develop, with you, a set of service standards and targets relating to the management of your home, tenancy and neighbourhood and ensure these are accessible to you. We will report on our performance relating to these standards at least quarterly
- We will work with all of the councils' services to ensure that we are working together to deliver on the councils' wider corporate aims and strategies

- We will also work with you to deliver a set of local offers and ensure we report on the performance of these at least quarterly.
- We will build relationships with partners across the housing sector to ensure we are sharing and learning from best practice.

## What will success look like?

- The whole the housing service takes ownership for its work and are jointly accountable for its performance.
- Increased levels of engagement on the activity we can report on.
- You will be able to access the information you need to be able to monitor, scrutinise and challenge the council's performance as a landlord.
- Our culture represents the councils' values, and we build trust and mutual respect with you.

# 5



## Actions

- We will showcase where your feedback, influence and involvement has been used in the development of a service or resulted in a policy change so that it is clear for all to see the benefits of designing services with you instead of for you
- We will create a Tenant Consultation Procedure & toolkit to enable all colleagues to effectively engage with you
- We will work towards Tenants Participation Advisory Service (TPAS) accreditation and utilise the full benefits of our membership

## What will success look like?

- Consultation is embedded in all review activities, in line with our consultation framework.
- You trust that we have your best interests at heart, and that we are designing services with you.
- We can showcase where you have made a difference.
- We will apply for TPAS accreditation to demonstrate our commitment to tenant engagement by December 2023.

# Overall Success of the Strategy

A delivery plan, which underpins our goals and promises, accompanies this strategy and can be found on our website - [<Insert Hyperlink/address>](#), a physical copy can be obtained on request.

The delivery plan will be continually developed and annually reviewed by the Tenant Board and our colleagues, to ensure we are working towards what you want and that we are keeping up with your changing priorities.

Page 27 We will also ensure that progress of the delivery plan is overseen by the portfolio holder members for housing through quarterly reports.

## For us, success means:

- You are engaged in the running of your housing service
- You feel that your views are heard
- You feel that you are treated with respect
- Satisfaction levels increase
- We meet or exceed our targets
- We are working together across all areas of the councils to ensure we are engaging with all our residents and communities
- We are monitoring and comparing our own performance against others to identify how our performance compares

\*\*\*Specific targets can be found throughout the strategy and within the delivery plan\*\*\*

# Tenant Engagement Roles & Definitions

**Tenant Board or equivalent** - an independent body of tenants and leaseholders that scrutinises our performance, monitors satisfaction levels in line with the Tenant Satisfaction Measures, reviews and approves changes to policy and strategy, monitors regulatory compliance, health & safety compliance and makes decisions based on evidence-based reports.

**Tenant Sounding Boards** - to consult and gain the tenant perspective about new or changing initiatives that will directly affect tenants. The boards will focus on different areas of the housing service segmented by what you have told us you are interested in so that you only receive information and are able to influence topics that are of interest to you.

**Neighbourhood Champions** - To act as the eyes and ears of their communities, feeding back and working with the relevant teams about issues affecting tenants in our communities.

**Mystery Shoppers** - to assist us in testing that our services are easy to access, our colleagues are polite, respectful, and helpful and to help us ensure we are getting things right first time.

**Resident Readers** - To give us insight on how easily understood our communications with our tenants are, including feeding into the annual reports.

**Resident Recruiters** - to assist us in the recruitment of tenant facing roles within the councils.

**Tenant Experience Champions** - to work with us when reviewing a specific service or issue, giving us their experiences on their use of that service, and influencing how we can make things better for all tenants.

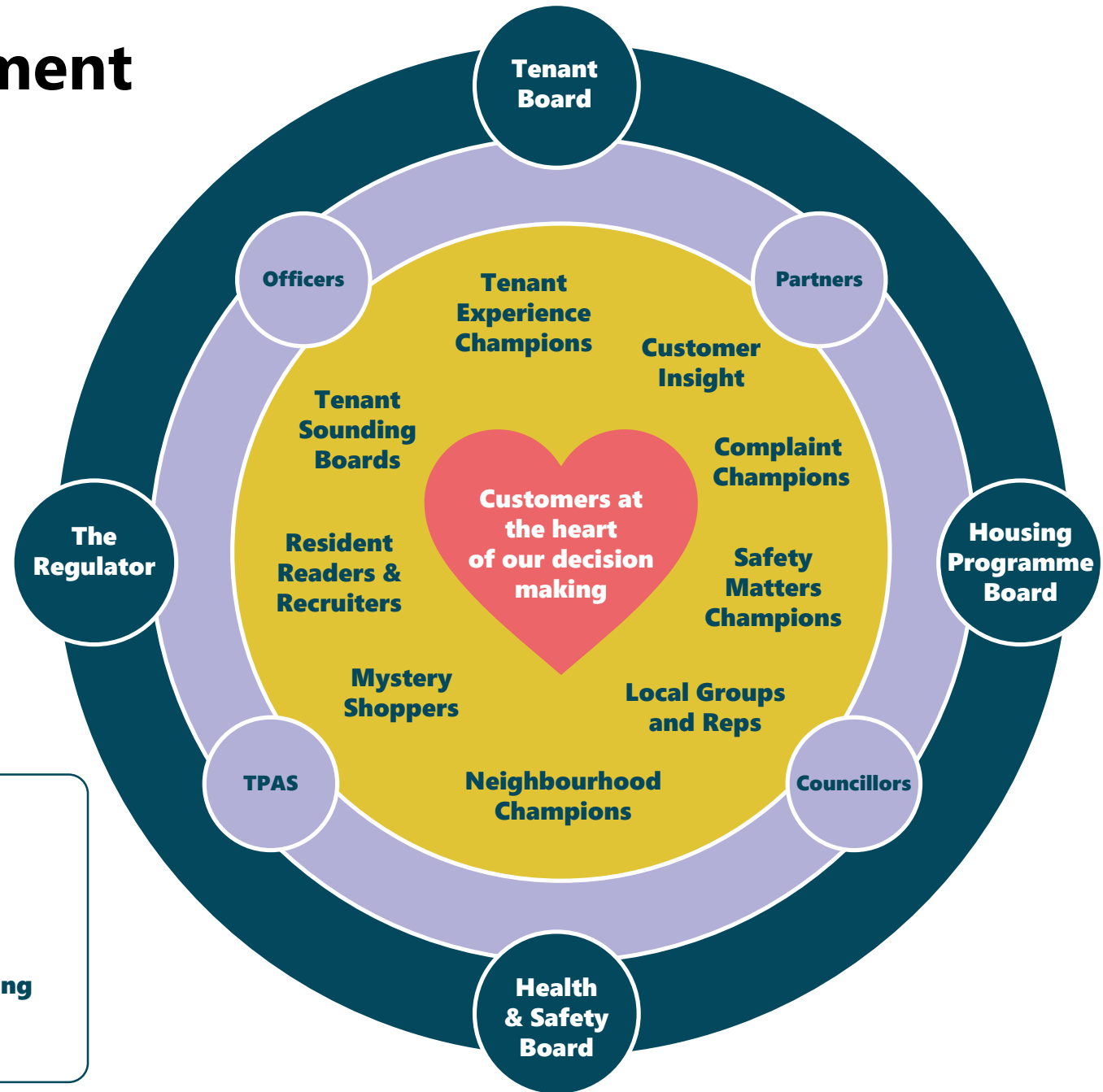
**Complaint Champions** - to assist us in analysing complaint trends, identify lessons learned and be involved in complaint escalation where appropriate.

**Safety Matters Champions** - Engaging with tenants around the safety of their homes and neighbourhoods, understanding what the council does to keep tenants and leaseholders safe and holding us to account on safety matters.

If you any of these roles would be of interest to you, please contact your Tenant Engagement Team by email: [tenant.engagement@baberghmidsuffolk.gov.uk](mailto:tenant.engagement@baberghmidsuffolk.gov.uk) or calling: 01473 296334





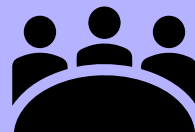
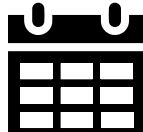
# Tenant Engagement Role Structure

Page 29



## KEY

- = Insight & Influence
- = Other key stakeholders
- = Scrutiny, oversight & holding us to account

					
Engagement Type	Who	Time Commitment	Platform	Function	Frequency
Completing surveys	All Tenants and Leaseholders	Up to 15 minutes	Virtual/Paper /Phone/SMS	Feedback & Influence	At least once a year and after a service has been provided
Neighbourhood Walkabouts	Neighbourhood Champions	1-2 Hours	In Person	Feedback & Scrutiny	At least twice a year
Assisting us with recruitment	Resident Recruiters (Training required)	½ a day interview panel	In Person/Virtual	Scrutiny & Influence	As & when required
Assisting us with procurement	All tenants and Leaseholders (Training required)	1-day tender panel	In Person/Virtual	Scrutiny & Influence	As & when required
Holding us to account on performance	Tenant Board or Equivalent (Training required)	2-3 hours	In Person/Virtual	Scrutiny	4 times a year
Local groups/associations	All Tenants and Leaseholders (Support offered to get started)	Medium to long term commitment	In Person	Feedback & Influence	Regularly
Community Based Events	All Tenants and Leaseholders	½ - 1 day	In Person	Feedback & Influence	As & when required
Virtual Feedback	Tenant Sounding Boards Tenant Experience Champions	30 minutes – 2 hours	Virtual	Feedback & Influence	As & when required
Local Community Rep	All Tenants & Leaseholders	Medium to long term commitment	In Person	Feedback & Influence	Regularly
Reviews of tenant facing policy & procedures	Tenant Sounding Boards Tenant Experience Champions	1-2 hours per quarter	In Person/Virtual	Feedback & Influence	As & when required
Assisting with Complaint panels and Complaint Forums	Complaint Champions	1-2 hours per quarter	In Person/Virtual	Scrutiny & Influence	At least 4 times a year

# Monitoring and Governance

This strategy and the progress of its delivery plan will be monitored quarterly through the Housing Programme Board, progress updates will be provided to the portfolio holder members and shadow portfolio holders for housing quarterly and reviewed quarterly with the Tenant Board for scrutiny.

Our progress will be reported to tenants annually through our annual report, updated quarterly on our website or provided on request.

## Our Organisation Values

Page 31



OUR  
PEOPLE

*We empower, value and develop our people to work together as one dynamic and efficient team.*



OUR  
CUSTOMERS

*We care about delivering high quality, customer focused outcomes with our communities and partners.*



BEING OPEN  
and HONEST

*We are open, transparent and truthful.*



TAKING  
OWNERSHIP

*We take pride in our work and take responsibility for our actions.*



BEING  
AMBITIOUS

*We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.*

# Background Documents

Tenant Engagement Survey

Tenant Satisfaction Measures Survey

Charter for Social Housing Residents

Regulatory Standards

Corporate Strategy

Page 32  
Customer Strategy

Housing Revenue Account Business Plan

Homes & Housing Strategy



## Survey for Resident Engagement Strategy 2022

1. What are the most important areas to you specifically relating to the management of your home and tenancy? (Please select your top 5)
  - a. Building New affordable homes
  - b. Improving energy efficiency & Climate change
  - c. Building Safety
  - d. Anti-social behaviour
  - e. Neighbourhood based issues (grounds maintenance, fly-tips, parking etc)
  - f. Help & support with maintaining your tenancy
  - g. Having the opportunity to engage with and influence housing services
  - h. Repairs & Maintenance
  - i. Empty Homes & Lettings
  - j. Customer Services (including complaints & compliments)
  - k. Budgets & Finance (including rent and service charges)
  - l. Communications (Leaflets, newsletters & guides etc)
  - m. Performance & Scrutiny (challenging how we are performing)
  - n. Equality, Diversity & Inclusion (services being accessible for all)
  - o. None
  
2. What ways would you be interested in engaging with us (select all that apply)?
  - a. Completing surveys
  - b. Neighbourhood walkabouts
  - c. Assisting us with recruitment of customer facing staff
  - d. Assisting us with procuring new services and contracts
  - e. Holding us to account on our performance
  - f. Participating in local community groups/associations
  - g. Community Based Events
  - h. Feedback groups
  - i. Local community representation
  - j. Mini-Review groups
  - k. None
  
3. Thinking about the above – what prevents you, if anything, from getting involved with us? (Select the most relevant one)
  - a. Don't have the time
  - b. Don't feel I have the skills or knowledge
  - c. Don't feel my views would make a difference
  - d. Don't have an interest
  - e. Too much information to go through
  - f. Illness or Disability
  - g. Happy with everything so don't feel the need
  - h. Opportunities aren't locally based or focussed on where I live
  - i. Other..... (Free Text)

4. Thinking about your experiences as a tenant – what are the most effective ways to get you to engage with us? (Select all that apply)
  - a. Website
  - b. Tenant On-line portal (MyHome)
  - c. Digital Newsletters, Leaflets & Surveys
  - d. Emails
  - e. Text Messaging
  - f. Paper Letters, Leaflets & Surveys
  - g. Face to face opportunities
  - h. Social Media
  - i. Notice Boards
  
5. Thinking about your relationship with the council as a tenant what is it you value the most? (free text)
  
  
6. Would you be interested in hearing more about this piece of work and other projects based on the preferences you have answered? There would be no obligation to take part in anything that we may send you or contact you about.
  - a. Yes
  - b. No

## **Tenant Engagement Strategy Survey 2022 – The Results**

### **Headline figures**

Number of Postal Responses = 905

Number of On-Line Responses = 187

Total Responses = 1092 (16% of tenant population)

New Email addresses collected = 212

New registrations to My Home Bulletin (Tenant Newsletter) = 194

Percentage of Respondents willing to get more involved = 42%

### **The Survey**

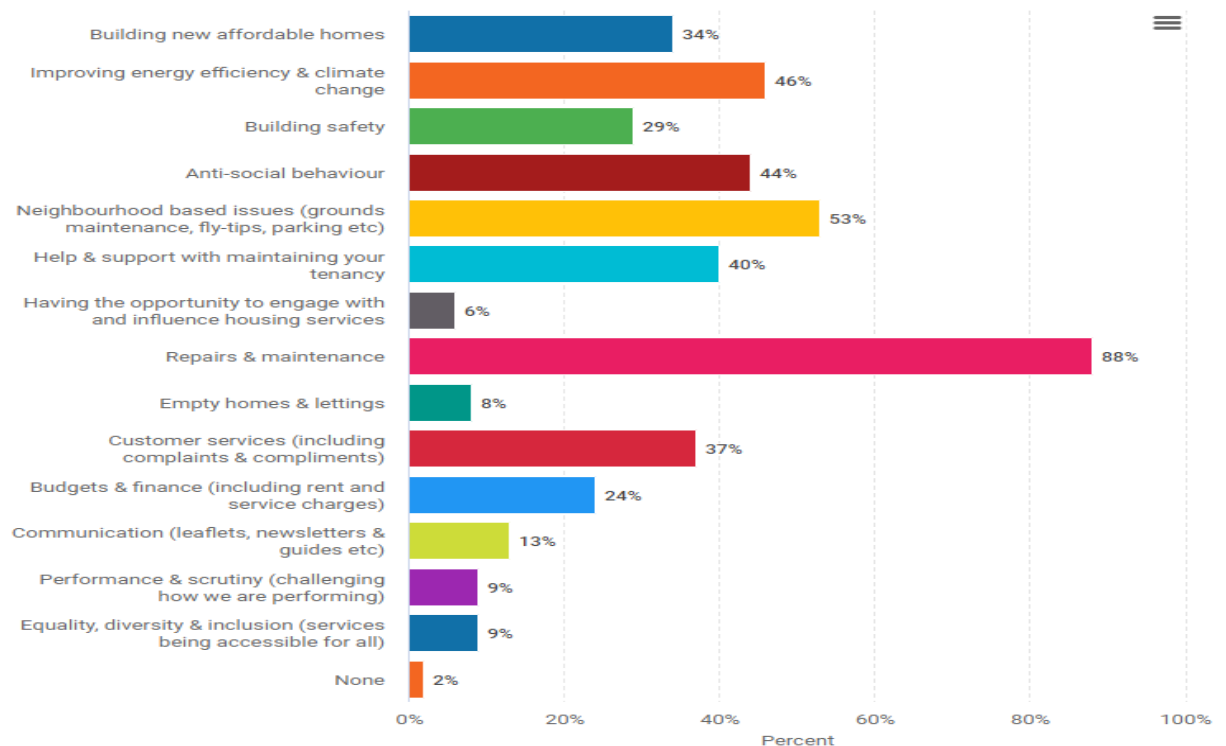
**Q1. What are the most important areas to you specifically relating to the management of your home and tenancy? (Please ONLY select 5)**

*Top 5 Answers*

- Repairs & Maintenance
- Neighbourhood Issues
- Improving Energy Efficiency
- Anti-Social Behaviour
- Help & Support with maintaining tenancy

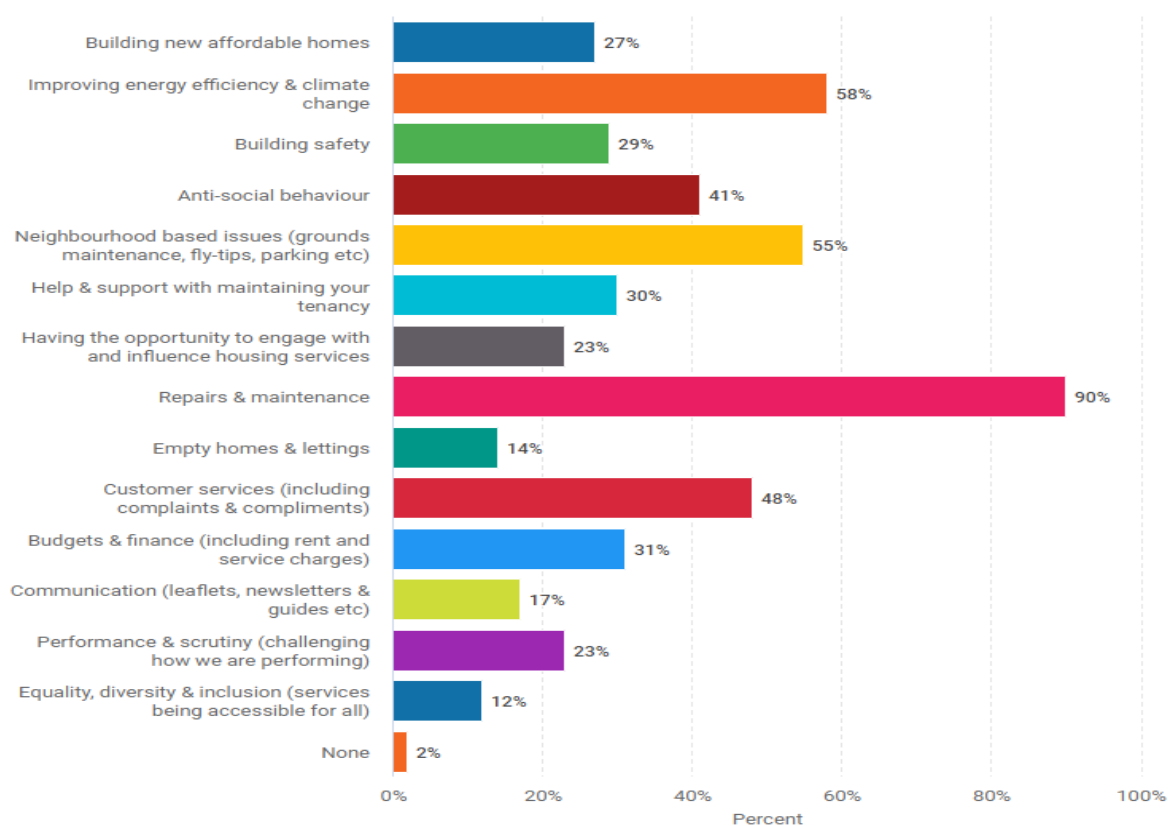
### **Postal Responses**

**What are the most important areas to you specifically relating to the management of your home and tenancy? (Please ONLY select 5.)**



## On-Line Responses

What are the most important areas to you specifically relating to the management of your home and tenancy? (Please ONLY select 5.)



## Outcome

We now have the following numbers of tenants willing to engage with us about the following areas:

Area of Involvement Interest	Number of tenants
Repairs & Maintenance	394
Neighbourhood Management	254
Energy Efficiency	243
ASB	206
Customer Servs (Including Complaints)	182
Tenancy Sustainment	159
New Homes	132
Building Safety	130
Rent, Service Charges, Budgets & Finance	124
Voids	95
Tenant Engagement	72
Performance & Scrutiny	72
Communications	69
Equality & Diversity	56

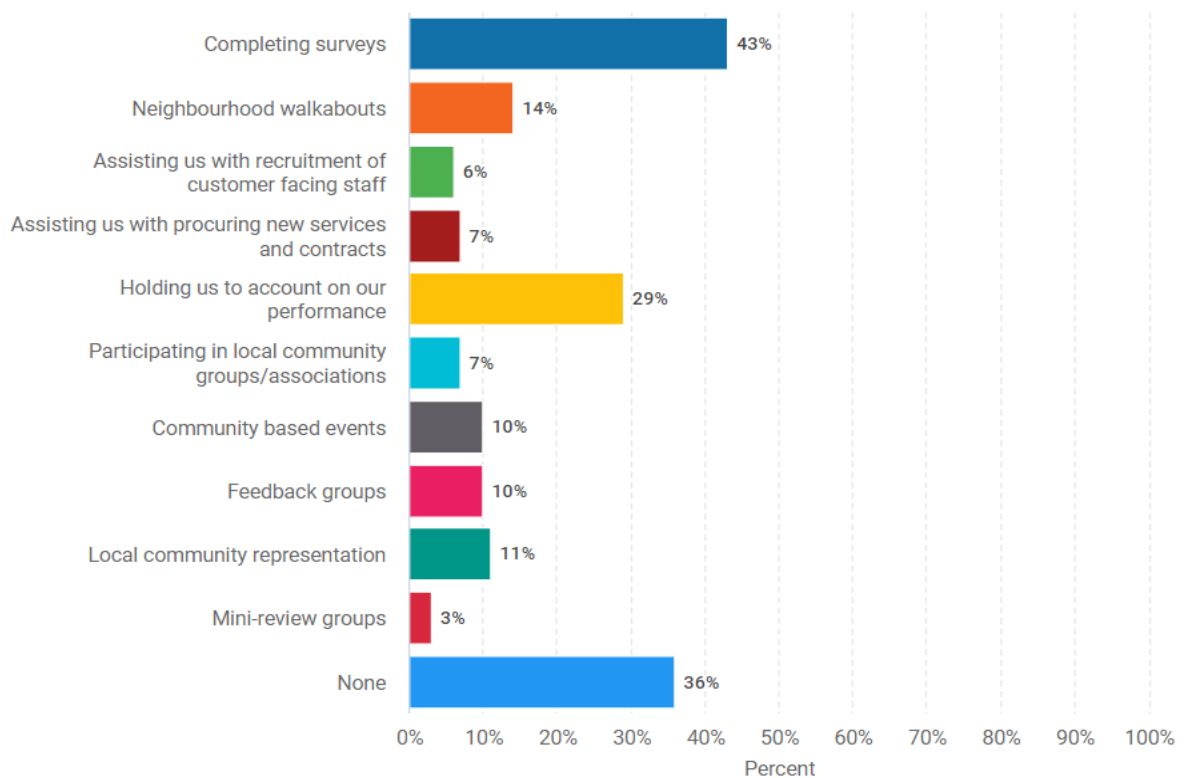
## Q2. What ways would you be interested in engaging with us? (Select all that apply)

### Top 5 Answers

- Completing Surveys
- Holding us to account on performance
- None
- Neighbourhood Walkabouts
- Local Community Representation

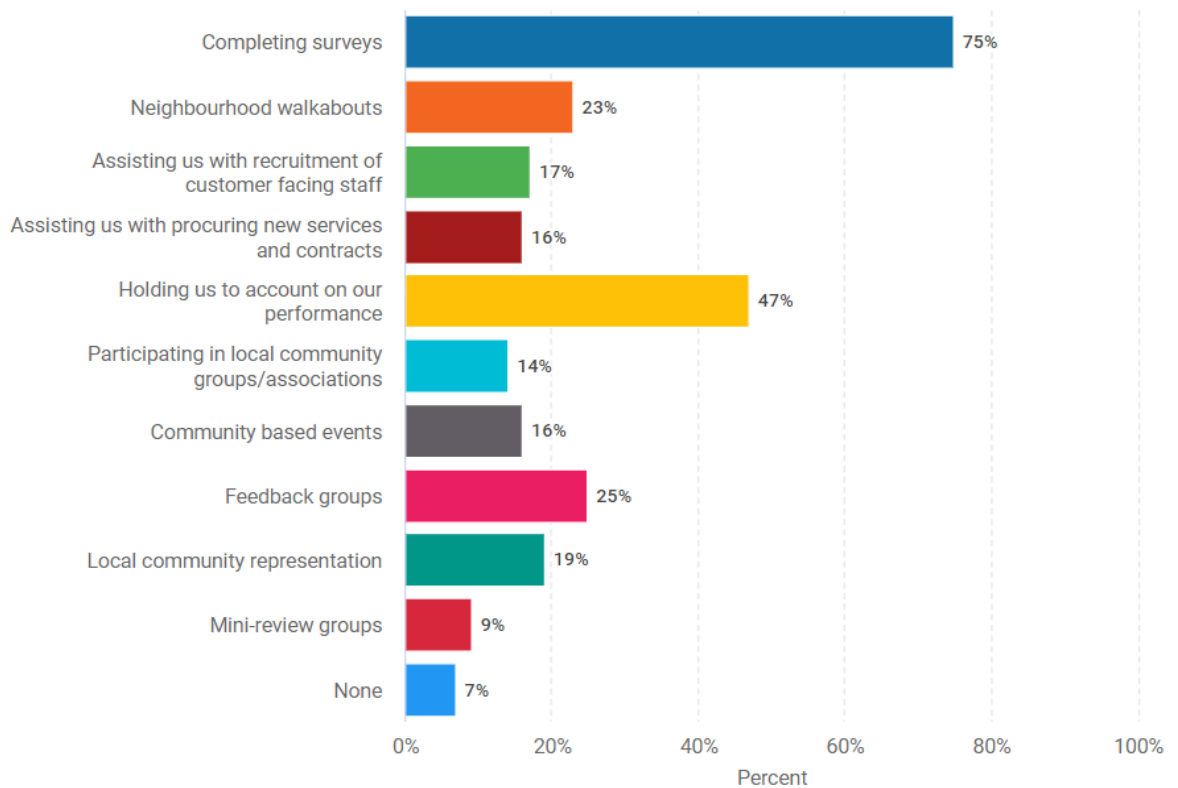
## Postal Responses

What ways would you be interested in engaging with us (select all that apply)?



## On-Line Responses

What ways would you be interested in engaging with us (select all that apply)?



## Outcome

We now have the following numbers of tenants willing to engage with us in the following activities:

Involvement Activity	Number of Tenants
Completing Surveys	330
Holding us to account on performance	217
Neighbourhood Walkabouts	109
Feedback Groups	102
Local Community Reps	87
Community Events	79
Local Community Groups	66
Assisting with Procurement	58
Assisting with Recruitment	56
Mini Service Review Groups	35

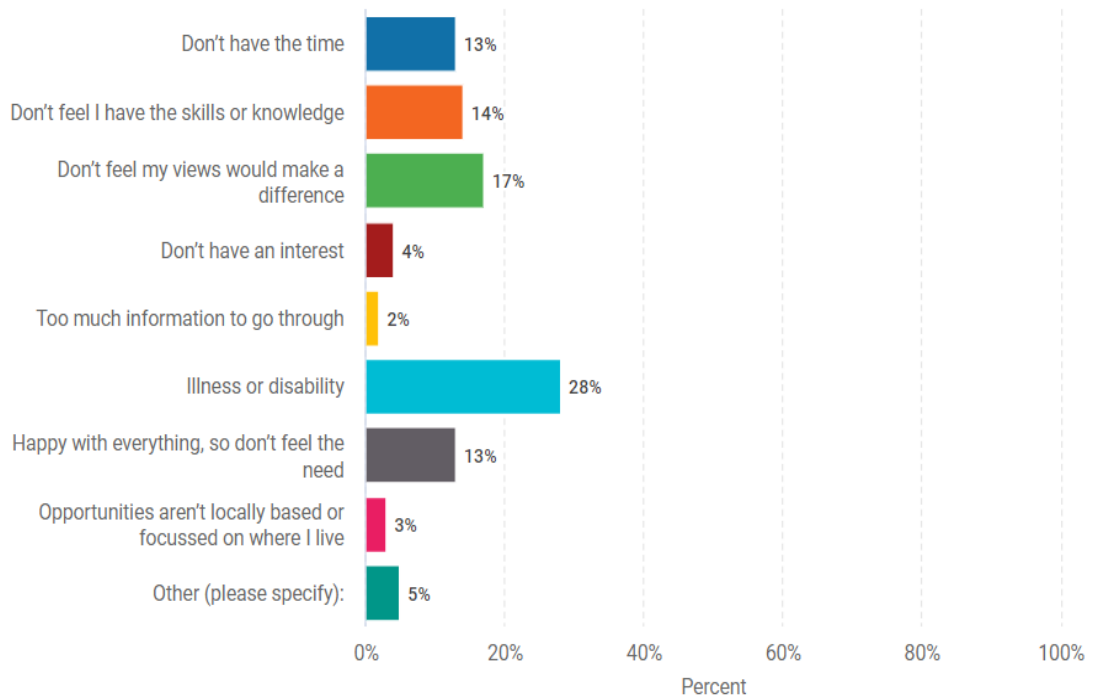
### Q.3 Thinking about the above – what prevents you, if anything, from getting involved with us (Barriers to Involvement)?

#### Top 5 Answers

- Illness/disability
- Don't feel my views would make a difference
- Don't feel I have the skills/knowledge
- Don't have the time
- Happy with everything

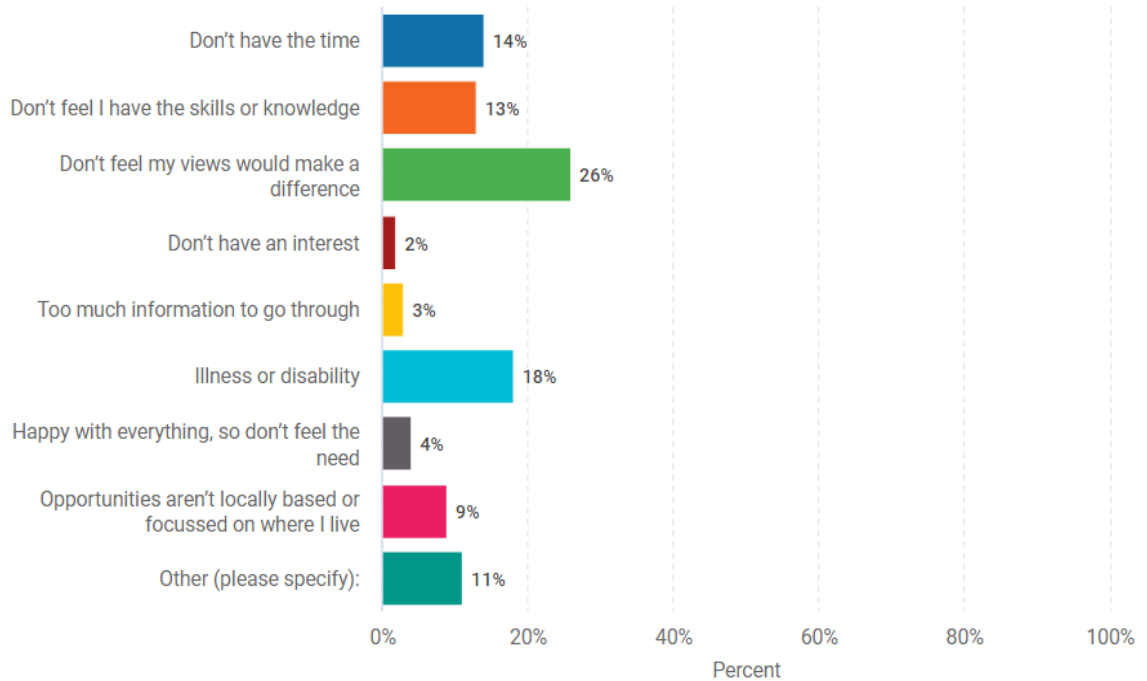
#### Postal Responses

Thinking about the above – what prevents you, if anything, from getting involved with us? (Select the most relevant answer)



## On-Line Responses

Thinking about the above – what prevents you, if anything, from getting involved with us? (Select the most relevant answer)



**Q4. Would you be more likely to take part in tenant engagement if an incentive were offered?**

**Answer:** Yes 25%      No 75%

**Q5. What would be your preferred incentive?**

**Top Answer:** Entry to a prize drawer





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# Tenant Engagement Strategy Delivery Plan

## Tenant Engagement Strategy Delivery Plan - 2022

Page 43

Action by Principles	What does success look like?	Who	When	Comments
<b>1. Open and Transparent Communication</b>	<ul style="list-style-type: none"> <li>• Will receive regular and relevant information that is important to you.</li> <li>• Can access information you need to give us your views on the services you receive.</li> <li>• We will support you so you can hold us to account and that you understand how we can put things right when they go wrong."</li> </ul>			
Continued Development of My Home Bulletin (MHB)		Business Improvement Officer	Ongoing	
Produce a Physical copy of MHB annually	Ensure at least annually there is a MHB made available to those who are not digitally included	Business Improvement Officer	30/04/23	
Develop an annual plan of MHB publications	Ensure includes, Complaints data, TSMs, Safety and Compliance, H&S and Tenant Engagement activities	Business Improvement Officer	31/12/22	
All tenant facing policies and procedures are accessible	Published on our website and available on request in an easy to read format	Tenant Engagement Coordinator	30/06/23	
To work with service areas to ensure that information relating to their tenancy is accessible and easy to find	Ensure that all new tenants are aware of their rights and responsibilities, including how they can get involved in the management of their homes and communities.	Tenant Engagement Coordinator	Ongoing	
Development of MyHome Portal	Explore and invest in the further development of the Tenant Portal, using it as a one stop shop for all tenants information including being able to raise repairs	Housing Systems and Programme Manager	30/09/23	
Tenant Engagement area of website development	Web pages are frequently updated, easy to navigate and informative	Tenant Engagement Coordinator	31/12/22	
<b>2. You Said, We Did</b>	<ul style="list-style-type: none"> <li>• We will always provide updates on what it is we have asked you about.</li> <li>• We will increase the levels of engagement and opportunities to influence, increase tenant satisfaction and use what you have told</li> </ul>			
Relaunch of Complaints Task Force	Using tenant insight data gained from engagement survey to get more tenants involved in complaint analysis and driving service improvements	Tenant Engagement Coordinator	30/09/22	Complete now business as usual
Tenant Involvement in Complaint review process	Recruit to and utilise the Complaint Champions role within the housing complaint process and procedures to create the tenant voice and scrutiny in complaint escalation	Housing Transformation Manager	31/08/23	
Housing complaint data is published to our website	Tenant Engagement area of website includes an area that relates to complaints, identifying trends and preventative actions taken	Tenant Engagement Coordinator	31/01/23	
Transactional perception data is published to our website	Explaining how the data we have used from transactional feedback has informed service changes	Business Improvement Officer	31/12/22	
Transactional Perception targets are set for the areas we are reporting on	Tenants involved in the setting and monitoring of the targets	Housing Transformation Manager	31/12/22	
Tenant Engagement Annual Report	Tenant Engagement Supplement as part of Annual report	Tenant Engagement Coordinator	30/09/23	
TSM Data is collated and reported annually to tenants and Regulator	Action plan for TSM responses is published and updated quarterly	Business Improvement Officer	31/03/23	
Annual Review of Engagement Activities and strategy progress	The strategy is reviewed at least annually and reported on as part of the Annual report as well as learning from engagement activities and tenant insight	Housing Transformation Manager	01/11/23	
<b>3. Valuing Diversity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>• That we will provide opportunities for you to get involved in areas that are of interest to you.</li> <li>• Make sure that we are supporting those who want to be more digitally consulted with.</li> <li>• We also want to remove barriers to involvement for underrepresented tenants and work to end the stigma associated with social housing and ensure you are always treated with respect.</li> </ul>			
Carry out a Stigma awareness Campaign	Work with HR and partners such as TPAS and HQN to ensure all housing staff are exposed to stigma awareness training which is refreshed regularly	Housing Transformation Manager	31/01/23 and ongoing	
1-1s with Tenant Board Members	Bi-annual 1-1s recorded and captured with training needs identified and effectiveness assessed	Tenant Engagement Coordinator	Ongoing (at least every 6 months)	
Tenant Demographic data collection improvement	100% of tenant DOB data on the system and increase in other ED&I data and contact information	Business Improvement Officer	Ongoing	
Spotlight on Tenant Feature in Internal Comms	Use our internal comms channels such as ITIT and working together to share positive news stories about our tenants	Tenant Engagement Coordinator	31/01/23 and ongoing	
Develop role profiles for engagement and influence roles	To ensure that each role has a specific role profile which outlines what the responsibilities and function is of each role and any groups have a specific Terms of reference and that these are publicised on the Tenant engagement area of the website and portal	Tenant Engagement Coordinator	31/10/22	Complete
Identify training and support opportunities for tenants relating to the ways in which they want to be involved	Work with TPAS and other providers to share good practice and increase the skills and knowledge of our tenants	Tenant Engagement Coordinator	31/07/23	
Carry out a Tenant and Leaseholder census exercise	Ensuring we have the right information required to ensure we are providing accessible services to our residents.	Housing Transformation Manager	28/02/23	
Tenant Engagement Recruitment Drive	Utilising the data from the survey responses to identify potential residents that are interested in holding us to account	Tenant Engagement Coordinator	31/03/23 and ongoing	
<b>4. Engagement is Everyone's Business</b>	<ul style="list-style-type: none"> <li>• We will create a culture of valuing engagement across all services.</li> <li>• Make it clear where engagement with you has made a difference.</li> <li>• Are able to challenge us on our performance, that we keep our promises and that you trust us. We want to work in partnership with you.</li> </ul>			

	Action by Principles	What does success look like?	Who	When	Comments
28	Implement Contact Management Module system on housing management system	Ensure that training is rolled out to all housing staff and that staff recognise what engagement and influence is and ensure that they register those interactions on the system	Tenant Engagement Coordinator	31/05/23	
29	Develop Performance Dashboards that can be published to the website and/or Tenant Portal	Provide a 360 degree view of housing service performance that is visible to all and allows for better scrutiny from tenants	Business Improvement Officer	01/04/23	
30	Create with colleagues and tenants a set of service standards	Service standards are agreed and then performance against these reported on quarterly to tenant board and the wider tenant population or relevant roles	Housing Transformation Manager	01/04/23	
31	Investigate the opportunities for developing a set of local offers	Consult with local areas to agree service standards that we can report on and are important to them.	Housing Transformation Manager		
32	Every member of staff in housing to have a tenant engagement objective set as part of their annual review	All managers to consider and set a specific target for every member of the housing team	Housing Transformation Manager	31/05/23	
33	Share Contact Management Module of Housing System usage reports with managers	Managers to drive up usage of the contact management module with colleagues addressing issues where necessary	Housing Systems and Programme Manager	31/05/23	
34	<b>5. Early and Planned Engagement</b>	<ul style="list-style-type: none"> <li>We will make sure that your voice is heard before issues are decided, so you can have a say at the earliest opportunity</li> <li>That consultation isn't just a tick box exercise.</li> <li>That there will be adequate time and resources to get engagement right.</li> </ul>			
35	Develop a Tenant Consultation Toolkit	All colleagues are aware of where to go and how to gain tenant insight and feedback when creating/reviewing services, policies etc	Business Improvement Officer	31/03/23	
36	Design with tenants a Tenant Approved Indicator	A tenant approved indicator will be designed and used in all publications where tenant influence, co-design or approval has occurred	Tenant Engagement Coordinator	31/05/23	
37	Use communication tools to publicise where Tenant Engagement and influence has driven services	We will work with Comms to make use of various communication channels to ensure we are publicising the value that our tenants and leaseholders bring to the development of our housing service	Tenant Engagement Coordinator	Ongoing	
38	All tenant facing policies and procedures to be developed, consulted and reviewed with tenants	A policy review schedule will be developed that identifies which policies need reviewing or creating and by when ensuring that tenant consultation work is planned in good time	Housing Policy & Strategy Officer	31/03/23	
39	To gain TPAS Accreditation	Work with TPAS to gain and sustain accreditation using their smart action plan review as a guide	Housing Transformation Manager	30/12/23	

# Agenda Item 9

## BABERGH DISTRICT COUNCIL

<b>TO:</b> Cabinet	<b>REPORT NUMBER:</b> BCa/22/30
<b>FROM:</b> Clive Arthey- Cabinet Member for Planning	<b>DATE OF MEETING:</b> 7 <sup>th</sup> November 2022
<b>OFFICER:</b> Tom Barker Director Planning and Building Control	<b>KEY DECISION REF NO.</b> CAB 363

### COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE PROGRAMME NOVEMBER 2022

#### 1. PURPOSE OF REPORT

- 1.1 The CIL Expenditure Framework and the CIL Expenditure Framework Communications Strategy were adopted by Mid Suffolk on the 21st July 2022 and by Babergh on the 6<sup>th</sup> October 2022. These documents were also accompanied by the CIL Key Dates calendar 2022/23 (see Background Papers).
- 1.2 The processes and governance around CIL expenditure is set out in these documents and the type of infrastructure that CIL monies can be spent on is set out in each Councils Infrastructure Funding Statement – Infrastructure List. (Background Documents refer).
- 1.3 CIL expenditure operates using a process of twice-yearly bid rounds which occur on the 1<sup>st</sup> - 31<sup>st</sup> May and 1<sup>st</sup> - 31<sup>st</sup> October each year. Once all the Bids have been validated, all valid Bids are then screened for the availability of s106 funds and other funding streams. Following this all valid Bids are prioritised using criteria set out in the CIL Expenditure Framework and recommendations on Valid Bids are included within a CIL Expenditure Programme for each District. The CIL Expenditure Programme for that District will be considered by that Councils Cabinet with decisions on all valid Bids either for Cabinet to make or for Cabinet to note (if the Bid has been determined using delegated powers).
- 1.4 This report seeks to obtain approval by Cabinet for Babergh' s CIL Expenditure Programme – November 2022 which forms Appendix A to this report. This report contains the assessment of 3 CIL Bids (B22-07, B22-08, and B22-09) including the judgements around the prioritisation criteria for those Bids (Appendix B).

#### 2. OPTIONS CONSIDERED

- 2.1 There is a diverse spectrum of approaches to CIL expenditure across the country from Unitary Authorities who have absorbed CIL into their individual Capital Programmes to others who ringfence all funds to be spent locally. A range of different approaches was identified in Appendix A of the Framework for CIL Expenditure report provided to Cabinet's on the 5<sup>th</sup> and 8<sup>th</sup> of February 2018 and discussed in full during the workshops with the Joint Member advisory panel. Members adopted the documents set out in paragraph 1.1 above by Council decision in April 2018 which

were subsequently reviewed and adopted on the 19<sup>th</sup> March 2019 (Babergh) and 18<sup>th</sup> March 2019 (Mid Suffolk) and then reviewed for the second and third time and adopted by both Councils on the 20<sup>th</sup> April 2020 and 23<sup>rd</sup> March 2021(Babergh) and 25<sup>th</sup> March 2021(Mid Suffolk) respectively. The fourth review took place in June 2022 and the changes were approved by Mid Suffolk on the 21<sup>st</sup> July 2022 and by Babergh on the 6<sup>th</sup> October 2022.

### 3. RECOMMENDATIONS

- 3.1 That the CIL Expenditure Programme (November 2022) and accompanying technical assessment of the CIL Bids B22-07, B22-08, and B22-09 (forming Appendices A and B) which include decisions on these CIL Bids for Cabinet to make as follows: -

#### Decisions for Cabinet to approve: - Ringfenced Infrastructure Fund

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the infrastructure	Cabinet Decision
B22-08  GREAT WALDINGFIELD  Village Hall Car Park Extension	Amount of CIL Bid £30,824.92  Total cost of the project £41,099.89 including VAT  Total of other funding Great Waldingfield Village Hall Reserves £10,274.97	<b>Recommendation to Cabinet to approve CIL Bid B22-08 for £30,824.92 from the Ringfenced Infrastructure Fund (Great Waldingfield)</b>

#### Decisions for Cabinet to approve: - Local Infrastructure Fund

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the infrastructure	Cabinet Decision
B22-07  GREAT CORNARD  Upgrade of parking facilities at the Great Cornard Allotment Car Park	Amount of CIL Bid £55,927.50  Total cost of the project £74,870.00  Total of other funding  Parish Council £18,942.50	<b>Recommendation to Cabinet to approve CIL Bid B22-07 for £55,927.50 from the Local Infrastructure Fund</b>

<p>B22-09</p> <p>LINDSEY</p> <p>Red Rose Friends Community Farm</p>	<p>Amount of CIL Bid £100,000.00</p> <p>Total cost of the project £141,981.59</p> <p>Total of other funding</p> <p>Portacabin Grant Funding £16,500</p> <p>Colchester Catalyst £10,000</p> <p>Fundraising £3,500</p> <p>The Befriending Scheme Funding £11,981.59</p>	<p><b>Recommendation to Cabinet to approve CIL Bid B22-09 for £100,000.00 from the Local Infrastructure Fund(subject to the imposition of a claw back provision such that if the use fails within 10 years (at Lindsey) all the monies will be clawed back through a condition on the CIL Bid offer letter)</b></p>
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3.2 Cabinet are also asked to note and endorse this CIL Expenditure Programme which includes the position in respect of approved CIL Bids from Rounds 1, 2, 3, 4, 5, 6, 7, 8 and 9 (September 2022). (Appendix A Section B) together with details of emerging infrastructure /CIL Bids (Appendix A Section C).

**REASON FOR DECISION**

Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL on the 11<sup>th</sup> April 2016. The CIL Expenditure Framework (originally adopted in April 2018) has been reviewed with amendments adopted in March 2019, April 2020, March 2021, and 21<sup>st</sup> July 2022 (Mid Suffolk) and by Babergh on the 6<sup>th</sup> October 2022. The CIL Expenditure Framework requires the production of at least two CIL Expenditure Programmes for each District (per year) and contains decisions for Cabinet to make or note on CIL Bids for CIL expenditure. These decisions relating to the expenditure of CIL monies form one of the ways in which necessary infrastructure supporting growth is delivered.

**4. KEY INFORMATION**

4.1 Given the determination of “available monies” (paragraphs 6.8 - 6.9 inclusive) Members are advised:

- Bid round 10 opened on the 1<sup>st</sup> October and closed on the 31<sup>st</sup> October 2022. All new Bids received to date have been acknowledged. Under the CIL Expenditure Framework all Bids are examined and validated, and where valid they are then screened, consulted upon, and assessed against prioritisation criteria (under the agreed procedures). The decisions are then presented to Cabinet to make and/or note (where delegated decisions have been made). These are included in the CIL Expenditure Programme and the Technical Assessments, and both are presented to Cabinet to consider.

- This CIL Expenditure Programme document focuses on the following 3 CIL Bids (B22-07, B22-08, and B22-09). Further key information about these Bids is set out below (augmented by the Technical Assessments comprising Appendix B) as follows-

- **B22-07 Great Cornard Allotments Car Park from Local Infrastructure Fund**

- By installing a new level, tarmacked/hard surface and improved drainage system within the car park, the potential for accidents and injuries from trips and falls as a result of uneven surfaces and potholes, should be greatly reduce for all car park users. A hard surface, with clearly marked parking bays will also reduce any potential damage to vehicles.

- By extending the boundary of the car park and clearly marking out parking spaces, the capacity of the car park should be increased by 20-25%.

- Installing well marked pedestrian walkways and a new path between the Country Park and the car park (a current pinch point), the car park will be safer for pedestrians to use, and local leisure and sport facilities will be more accessible.

- This proposal represents an “oven ready” scheme with evidence of community support. The project will be funded through collaborative spend, with the CIL fund portion being 75% of the costs funded from Local Infrastructure Fund, together with funding contributions from Great Cornard Parish Council

- In view of the above the amount of CIL funding is regarded as acceptable under the terms of the current CIL Expenditure Framework as this CIL Bid of £55,927.50 represents 75% of the total project costs. It also lies within the current community infrastructure thresholds. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.

- **B22-08 – Great Waldingfield Village Hall – Car Park Extension from Ringfenced Infrastructure Fund (Great Waldingfield)**

- This project will increase the number of parking spaces by 10 spaces inside the village hall boundary, providing dedicated disabled parking spaces, which will help to improve the access to the building and potentially increase the level of use and number of bookings and activities.



- By increasing the size of the car park and clearly marking out parking spaces, more cars will be able to park on-site and reduce the need for village hall users to park on the road and reduce the level of disruption to residents and road users.
- This proposal represents an “oven ready” scheme with evidence of wide community support that would provide additional car parking facilities within the village and enhance accessibility to the Village Hall. The project will be funded through collaborative spend, with the CIL fund portion being 75% of the costs funded from the Ringfenced Infrastructure Fund for Great Waldingfield, together with funding contributions from Great Waldingfield Village Hall Management Committee.
- In view of the above the amount of CIL funding is regarded as acceptable under the terms of the current CIL Expenditure Framework as this CIL Bid of £30,824.92 represents 75% of the total project costs and lies within current community infrastructure thresholds. This project will be delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.
- **B22-09 – The Befriending Scheme – Red Rose Friends Community Farm, Lindsey from the Local Infrastructure Fund**
- The Befriending Scheme Care Farm has been operating from a site in Assington since 2019 and has provided placements and opportunities for people with learning disabilities, mental health difficulties, early on-set dementia and other life limiting conditions, to engage in services and activities that help to develop new skills and interests, but also help people to enhance their levels of self-confidence, self-esteem and improve their mental health and wellbeing.
- Currently the Assington Care Farm is the only facility of its type in Babergh and due to the combination of a breakdown in the relationship between The Befriending Scheme/Care Farm and their previous landlord and due to the need for the organisation to expand its Care Farm provision, the Care Farm needs to relocate to a new site. A site in Lindsey has been found, that will enable the Care Farm to expand the range of activities, services and training courses it can provide and provide more placements for people in urgent need of support. The relocation of the Care Farm to Lindsey will carry forward all portable equipment funded from the original project including all previously erected fencing from the original site. Movement of the operation and its expansion will also ensure the long-term future of the provision.
- By increasing access and availability to a wide range of care farm activities for vulnerable people and their families, the Care Farm at Lindsey will be

able to help and support people address their issues, before they reach crisis point and require greater levels of intervention and support. This will help reduce pressure on statutory services and support Babergh and Mid Suffolk District Council's to achieve its own mental, physical health and wellbeing targets and objectives.

- All the checks and balances for this new CIL Bid have been undertaken and the scheme meets the Framework requirements with all the necessary evidence for costings as a CIL Bid. However, there are confidence and longevity issues around the operation given that the site at Assington has effectively failed and this is a second request for investment from CIL for a relaunch of the venture at Lindsey
- Although planning permission has been granted for the Befriending scheme use in Lindsey there were local objections on highway and traffic grounds which were looked at by Highways and ultimately the use was accepted by Highways. Consultation has occurred on this CIL Bid which have brought forward objections from the Parish as follows:- supportive of the change of use but objections raised to the siting of the portacabins and the storage containers due to their appearance and their impact on the landscaping. Concerns also raised in terms of impact on highway safety given the increase in vehicle movements along a classified road which is narrow. The Ward Member is currently undecided
- These localised objections are important and should be given weight in any decision but it is important to emphasize that this Befriending scheme would have significant widespread benefits for Babergh residents and users of the facility (there are no other such schemes across the whole of the Babergh District) and these positives must be weighed up against the negatives.
- This is a very difficult situation upon which to base a recommendation. The earlier CIL investment has to some extent been safeguarded by the proposed transfer of the portacabin and fencing from Assington to Lindsey but similar circumstances of this CIL Bid also relate to the CIL Bid in Assington if they are compared
- The Lindsey land - the land is leased for 25 years and is not public land. The first break clause hits at year 5 compared with the Assington land which was similarly leased
- CIL costs are greater for the start up at Lindsey than compared with Assington (£100,000 rather than £26,043)

- We have requested accounts for Assington from the operator but they are not available as the only accounts that are accessible are for the Befriending scheme in totality
- We are trying as Officers to contact the farmer who ended the Assington lease to find out why the relationship broke down. This has not yet occurred.
- To conclude this CIL Bid is a second CIL Bid for a more extensive care farm facility and project (than Assington) together with movement of the facility to a different location at Lindsey. There are localised objections to this CIL Bid and yet strong benefits for the wider District. Confidence could be low around longevity and risks could be argued to be high based on the already ceasing operation at Assington.
- On balance given the widespread benefits that would accrue to the District of Babergh by continuing to support this scheme, the CIL Bid is recommended for approval as an exception to the normal approach to CIL bid offer letters by making the recommendation for approval subject to the imposition of a claw back provision such that if the use fails within 10 years (at Lindsey) **all** the monies will be clawed back through a condition on the CIL Bid offer letter (financial accounts show that the general Befriending scheme have sufficient current reserves in their funds to cover this – e.g. £500K at present). Our Shared Legal Service have confirmed this claw back provision can occur in these circumstances but would need input from Contract lawyers as any CIL Bid offer letter would constitute a contract.(as do all CIL Bid offer letters)

4.2 This CIL Expenditure Programme also provides an up-to-date progress position on all those CIL Bids which have previously been approved in Bid rounds 1, 2, 3, 4, 5, 6,7 8 and 9 (September 2022) together with a section which outlines the progress of emerging CIL Bids which are being discussed at pre submission stage (Appendix A section C).

## **5. LINKS TO JOINT CORPORATE PLAN**

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

## **6. FINANCIAL IMPLICATIONS**

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

6.2 The CIL Regulations stipulate that CIL monies which are collected must be spent on Infrastructure. Before 1<sup>st</sup> September 2019, each Council was required to publish a list of infrastructure that they will put the CIL monies towards. These lists were known as

the “Regulation 123 Lists”. However, on the 1<sup>st</sup> September 2019, new CIL Regulations were enacted, with the CIL 123 Lists being abolished, and in order to provide clarity given this changing situation, each Council adopted a CIL Position Statement containing a list of infrastructure that it would spend its CIL monies on. The authority for this was provided by a Council decision in March 2019 when the first review of the CIL Expenditure Framework was undertaken, and a revised scheme was agreed (by both Councils). The CIL Position Statements were identical for both Councils.

- 6.3 However, these replacement documents (known as the CIL Position Statement) were replaced by separate Infrastructure Funding Statements (Infrastructure List) for both Councils. They were both approved by each Councils Cabinet in November 2020.
- 6.4 CIL is collected and allocated in accordance with the CIL Regulations 2010 (as amended). Each Council retains up to 5% of the total CIL income for administration of CIL. From the remainder, 15% is allocated to Parish or Town Councils (subject to a cap) but where there is a made Neighbourhood Plan in place this figure rises to 25% (without a cap). For those parishes where there is no Parish or Town Council in place the Council retains the monies and spends the CIL Neighbourhood funds through consultation with the Parish.
- 6.5 Since the implementation of CIL for both Councils on the 11<sup>th</sup> April 2016 there have been ten payments to Town/Parish Councils; these have taken place in October 2016, April and October 2017, April and October 2018, April and October 2019, April and October 2020 and April 2021. At the time that the Neighbourhood payments are made, the 20% set aside for Strategic Infrastructure fund is also undertaken. The Strategic Infrastructure Fund money is stored separately to the Local Infrastructure Fund at this point. In addition, money is also stored in a Ringfenced Infrastructure Fund (explained in Paragraph 6.7 below). As this accounting requires Finance to verify the figures, daily accounting in this way would be too cumbersome and resource hungry to carry out. There is no adverse impact on the Bid Round process or cycle to this method of accounting. Indeed, these dates work well with the Bid round process. (Paragraph 1.3 refers).
- 6.6 The remaining 80% of the CIL monies comprises the Local Infrastructure Fund (with the exception of the monies held in the Ringfenced Infrastructure Fund - explained in paragraph 6.7 below).
- 6.7 Within the CIL Expenditure Framework, infrastructure provision for major housing developments is prioritised and ringfenced for spend against these housing projects. In this way housing growth occurring within the districts is supported by infrastructure provision. When commencement of these major housing schemes occurs, monies are collected according to the CIL payment plan in place. If the scale of development is large the CIL payment plan could be up to 5 equal payments collected over a two-year timescale. Smaller developments are required to pay the money in less instalments and over a shorter timescale. The monies (accrued from developments of 10 dwellings and above) are held in a Ringfenced Infrastructure Fund account separate from the Strategic and Local Infrastructure Funds to ensure the monies are safeguarded towards infrastructure supporting these developments. The remaining unallocated monies are known as the “available funds” and it is these that can fund the majority of CIL bids.
- 6.8 These available funds are: -

- Strategic Infrastructure Fund (including interest) as of 31st March 2022 = £1,914,481.07
- Total Ringfenced Fund as of 31st March 2022 = £4,333,148.13
- Local Infrastructure Fund available as of 31st March 2022 = £2,516,264.49

6.9 These are expressed as follows:

<b>EXPENDITURE</b>	<b>TOTAL</b>
<b>STRATEGIC INFRASTRUCTURE FUND</b>	
Total Expenditure allocated in Bid Rounds 1-9 (including September 2022)	£531,103.56
Total Expenditure de-allocated in Bid Round 1-9 (September 2022) Unspent funds returned	£17,237.50
Percentage of fund allocated to projects	21%
<b>RINGFENCED FUND</b>	
Total Expenditure allocated in Bid Rounds 1-9 (including September 2022)	£364,919.52
Total Expenditure de-allocated in Bid Round 1-9 (September 2022) Unspent funds returned	£1,651.01
Percentage of fund allocated to projects	8%

<b>LOCAL INFRASTRUCTURE FUND</b>	
Total Expenditure allocated in Bid Rounds 1-9 (including September 2022)	£1,822,431.89
Total Expenditure de-allocated in Bid Round 1-9 (September 2022) Unspent funds returned	£183,858.89
Percentage of fund allocated to projects	39%
<b>AVAILABLE FUNDS FOR BID ROUND 9 – November 2022</b>	<b>TOTAL</b>
Total amount available for Bid round 9 (November 2022) (Strategic Infrastructure Fund)	£1,914,481.07
Total amount available for Bid round 9 (November 2022) (Ringfenced Infrastructure Fund)	£4,333,148.13
Total amount available for Expenditure for Bid round 9 (November 2022) (Local Infrastructure Fund)	£2,516,264.49

## 7. LEGAL IMPLICATIONS

- 7.1 The detailed framework for CIL expenditure is legally sound and robust and was designed including a legal representative from the Councils Shared Legal Service (who also attended each of the Joint Member workshop sessions) and agreed the adopted CIL Expenditure Framework documents (prior to consideration by Cabinet and Council of both Districts).
- 7.2 This report and the accompanying CIL Expenditure Programme for Babergh District Council – September 2022 – Appendix A (including the technical assessments comprising Appendix B) have also been endorsed as being sound and legally compliant by the Councils Shared Legal Service.

7.3 Governance arrangements agreed in April 2018 and which have remained largely unchanged as part of the first second and third CIL Expenditure Framework reviews are clear in respect of the determination of these Bids. They are Cabinet decisions.

7.4 Regulation 62 of the CIL Regulations 2010 (as amended) required CIL charging authorities to publish monitoring statistics for collection allocations and expenditure of CIL monies by the 31st of December for each year. The 2017, 2018 and 2019 Monitoring Report for Babergh are published on the website (see below).

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

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

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

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

7.6 For Babergh the annual Infrastructure Funding Statement was approved by Cabinet in November 2021. This document (which includes the “Infrastructure List”) was published on the Councils Website in November 2021.( Background Papers refer).

## 8. RISK MANAGEMENT

8.1 The following have been identified as key risks pertaining to this report.

8.2 Key risks are set out below:

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

			infrastructure across both Councils is addressed. New Anglia LEP Economic Strategy, draft created together with the Councils Open for Business Strategy.
Failure to produce a yearly Regulation 62 report would result in non-compliance with the CIL Regulations 2010 (as amended) and may mean that Members and the public are not aware of CIL income and expenditure activities. Under the CIL Regulations 2019 an annual Funding Statement is required to address CIL and s106 developer contributions and a list of infrastructure projects ("Infrastructure List") with the first one meeting a deadline of the 31st December 2020. Failure to so will also result in non-compliance with the CIL Regulations (as amended)	Highly Unlikely (1)	Noticeable /Minor (2)	The Infrastructure Team produces the required report which is checked and verified by Financial services/open to review by External Audit. Reminders are set to ensure the report is published by the statutory date. The format of the Monitoring report which in future will be known as the annual Infrastructure Funding Statement (IFS) is laid out in the CIL Regulations, so there is no risk in relation to the way the information is presented
Failure to monitor expenditure such that CIL expenditure is not effective.	Unlikely (2)	Bad (3)	The software which supports CIL collection will be used to support CIL expenditure. In addition, it is envisaged that a twice yearly (at least) CIL Expenditure Programme will be produced which will include details of all allocated and proposed CIL expenditure and this together with the software will be used for effective monitoring.



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

## Assurances (for collection of CIL monies)

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

**Table 5**

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

- 8.4 On the 18th December 2017 Joint Overview and Scrutiny received a fact sheet on collection and current thinking on CIL expenditure and questions were answered in relation to it. Members of that Committee were advised of the route map towards getting a framework for CIL expenditure formally considered. Members were advised that this would be a key decision for both Councils and would need to go to Cabinet and then full Council. The resulting joint CIL Expenditure Framework, the CIL Expenditure Communications Strategy and the Timeline for the Expenditure of CIL and its Review were adopted by both Councils on the 24th April 2018 (Babergh) and 26th April 2018 (Mid Suffolk).
- 8.5 In May 2018, the results of an investigation by Internal Audit on behalf of the Assistant Director Planning and Communities were produced following complaints regarding the CIL process in place for Babergh and Mid Suffolk. The investigation concluded: -

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

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

- 8.6 In September 2018 Internal Audit conducted a review of CIL Expenditure processes and released a written report. It contains a Substantial Assurance audit opinion (with two good practice points needing to be addressed relating to further clarification of “best value” (one of the criteria for assessing CIL Bids) and storage of all electronic communication.
- 8.7 On the 19<sup>th</sup> September 2019, a report was prepared for consideration by Joint Overview and Scrutiny on CIL expenditure with five witnesses including Infrastructure Providers, Cockfield Parish Council, and a member of the Joint Member Panel; the latter of which informed the second review of the CIL Expenditure Framework. The changes agreed under this review process were adopted by both Councils on the 20<sup>th</sup> April 2020. The CIL Expenditure Framework documents were reviewed for a third and fourth time with changes being approved in March 2021 by both Councils and in July 2022 by Mid Suffolk and in October 2022 by Babergh.

### **Assurances (for collection and expenditure of CIL Monies)**

- 8.8 It is expected that Internal Audit will continue to regularly audit CIL collection allocation and expenditure processes and actual expenditure once any schemes are developed and implemented.
- 8.9 As Members will recall there is a timeline for implementation of CIL and its review which contains key dates for the remainder of the CIL expenditure year cycle (Background papers referred.)
- 8.10 The first review of the CIL Expenditure Framework took place in 2018 following consideration by Joint Overview and Scrutiny in November 2018. The Joint Member Panel also informed the review and the conclusions were presented to both Councils and adopted in March 2019. This decision by both Councils planned for a further review of the CIL Expenditure Framework. This second review of the CIL Expenditure Framework was adopted by both Council in April 2020. In making this decision Members agreed that a further third review would take place amendments were considered and adopted by both Councils in March 2021. a fourth review occurred in June 2022 and these changes were adopted by Mid Suffolk on the 21<sup>st</sup> July 2022 and by Babergh on the 6<sup>th</sup> October 2022.
- 8.11 Both Babergh and Mid Suffolk agreed that a further (fifth) review would take place at the same time as Bid round 10 (October 2022) so that it is in place before Bid round 11 occurs (in May 2023).

## **9. CONSULTATIONS**

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

- 9.2 Where appropriate as part of the CIL process and assessment of the Bids, Officers have also taken advice from other Officers within the Council; including the Communities team
- 9.3 Regular Parish events and Member briefings will continue to be held to familiarise all with the Expenditure Framework and how we can continue to work together to provide infrastructure for the benefit of our communities.

## 10. EQUALITY ANALYSIS

- 10.1 Please see attached Screening report.

## 11. ENVIRONMENTAL IMPLICATIONS

- 11.1 It is important that appropriate infrastructure mitigates harm which could be caused by new development without its provision. CIL is one way in which infrastructure is provided and the CIL Expenditure Framework requires two bid rounds per year supported by the provision of a CIL Expenditure Programme for each Bid round. There is no EIA Assessment required.

## 12. APPENDICES

Title	Location
A. Appendix A - CIL Expenditure Programme for Babergh – November 2022	ATTACHED
B. Appendix B - Technical Assessment of CIL Bids (B22-07, B22-08, and B22-09) – November 2022	ATTACHED
C. Appendix C Screening report for Equality Analysis	ATTACHED

## 13. BACKGROUND DOCUMENTS

- 13.1 The CIL Expenditure Framework, the CIL Expenditure Framework Communications Strategy and the Infrastructure Funding Statement (including the Infrastructure List) together with the Key CIL Calendar dates for 2021/22 constitute background papers for this report. The original documents were adopted by both Councils in April 2018. They were reviewed, amended and adopted by both Councils in March 2019, April 2020 and March 2021. They were further reviewed, amended and adopted by both Councils in July 2022 (Mid Suffolk) and by Babergh in October 2022.

- 13.2 The following documents represent background documents to this report: -

- Current CIL Expenditure Framework  
[Appendix A CIL Expenditure Framework.pdf \(modern.gov.co.uk\)](#)
- Current CIL Expenditure Framework Communications Strategy

[Appendix B CIL Expenditure Framework Communication Strategy.pdf \(moderngov.co.uk\)](#)

- Current Key CIL Calendar dates - 2022/23

[Appendix C CIL Expenditure Calendar.pdf \(moderngov.co.uk\)](#)

- Infrastructure Funding Statement for Babergh – November 2021.

[IFS-20-21-Appendix-B-Infrastructure-List-Babergh.pdf](#)

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# **The Community Infrastructure Levy (CIL) Expenditure Programme**

**Babergh District Council**

**November 2022**

**Appendix A**

## CIL EXPENDITURE PROGRAMME NOVEMBER 2022

### KEY FACTS

- The CIL Expenditure Framework, the CIL Communications Strategy were revised and changes were approved on the 21<sup>st</sup> July 2022 by Mid Suffolk and by Babergh on the 6<sup>th</sup> October 2022. A Key date for CIL calendar document 2022/23 will be published on the website following this decision. The current documents can be viewed on the web site using the following hyperlink [Appendix A CIL Expenditure Framework.pdf \(moderngov.co.uk\)](#):
- Bid Round 10 (for Infrastructure providers including Officers from BMSDC, Parishes and Community Groups) occurred between the 1<sup>st</sup> to 31<sup>st</sup> October 2022. Previous bid rounds were in May and October 2018, May and October 2019, May and October 2020, May and October 2021 and May 2022.
- The above documents contain the processes, criteria for consideration and governance of the scheme which includes the production of a CIL Expenditure Programme (at least twice yearly – after each Bid Round). This document contains the decisions to be made by Cabinet on Bids and for Cabinet to note decisions which have been made under delegated powers (all as detailed in the Governance section of the CIL Expenditure Framework)
- 20% of all CIL collected (after the 5% Admin charge and the Parish apportionment has been deducted) is being saved for Strategic Infrastructure expenditure (definition in the CIL Expenditure Framework)
- Infrastructure for new housing growth (ten dwellings and over) is prioritised in the CIL Expenditure Framework and the CIL monies collected against such schemes are saved in a different Ringfenced Infrastructure Fund in order that these monies are available for infrastructure for those housing projects in that settlement.
- An Infrastructure Funding Statement – Infrastructure List (IFS) is currently being produced for publication in November 2022 and is largely but not wholly based on the Councils Infrastructure Delivery Plan (IDP). The remainder of the CIL monies are available for Local Infrastructure expenditure (as defined in the CIL Expenditure Framework) and are saved in the Local Infrastructure Fund. These three Infrastructure Funds (Strategic, Ringfenced and Local) comprise the “**available funds**” for CIL expenditure.
- The “**available funds**” are stated below together with details of all new starts on new major housing growth projects (10 dwellings and over) within the specified period so that Ringfenced Infrastructure Funds can be understood. Also contained in this CIL Expenditure



programme are details of progress on already approved infrastructure projects (Section B below) together with details of emerging/developing infrastructure projects (Section C below)

- All CIL expenditure must be in accordance with the Infrastructure Funding Statement – Infrastructure List publicised on the Website. The timetable for consideration of CIL bids is on the website and the fifth review of the CIL Expenditure Framework is likely to occur Winter2022/Spring2023:- [Appendix A CIL Expenditure Framework.pdf \(moderngov.co.uk\)](https://www.moderngov.co.uk/Appendix%20A%20CIL%20Expenditure%20Framework.pdf)
- **CONSIDERATION OF BIDS**
- All received bids are acknowledged and all missing or outstanding information must be submitted before the bid can be made valid or progressed to formal determination.
- When a bid is made valid consultation will occur with the Ward District Member(s), the Parish Council, and the Division County Councillor for a period of 14 days.
- All valid bids will be assessed against the Validation Screening and Prioritisation criteria set out in the CIL Expenditure Framework. For each bid there will be a technical assessment which can be viewed in Appendix B.
- The technical assessment of each valid bid contains a conclusion section which the recommendation to Cabinet based on the CIL Expenditure Programme is founded upon.
- The CIL Expenditure Programme for each Council contains decisions to be made by the Cabinet together with bids approved under delegated powers for Cabinet to note as detailed in the Governance section of the Councils CIL Expenditure Framework.

## PRIORITISATION OF FUNDS

- The CIL Expenditure Framework requires all planning decisions which approve housing/employment development, and which carry Infrastructure to be provided by CIL and necessary for an approved growth project (those with planning permission and considered by Planning Committee) to be considered a priority so that the approved development which is ultimately carried out is sustainable.
- As such those major planning applications (over 10 dwellings), which have been commenced and for which CIL monies have been received, shall have the CIL monies kept in a Ringfenced Infrastructure Fund so that the spend against these priority infrastructure projects can be safeguarded for the community receiving the growth. These monies and the Strategic and Local Infrastructure Fund monies shall

be known as the “**available funds**” for expenditure in the bid round process. These schemes where works have started and are subject to CIL will be listed below in this document together with the amount of CIL collected so far. Infrastructure officers continue to work with Infrastructure Providers to ensure that bids are received for infrastructure projects to support these schemes.

**PRIORITY HOUSING/EMPLOYMENT SCHEMES (commenced since adoption of CIL – 11<sup>th</sup> April 2016 to 13 September 2022)**

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated where appropriate) (P)	CIL received to 13 September 2022	Infrastructure Requirements at the time of the Planning Application
HADLEIGH	Former Brett Works	B/16/00760	65	£9,638.18	£9,638.18	Libraries = £14,256.00 Health = £20,580.00
RAYDON	Land east of King Georges Field, The Street	DC/17/06289	24	£287,750.43	£287,750.43	Affordable housing 8 units
CAPEL ST MARY	Land north and west of Capel Community Church, Days Road	B/17/00122	97	£1,023,576.96	£1,023,576.96	Health (amount unspecified) Travel; Plan Evaluation (£1,000 per annum) Travel Plan Implementation (£74,071.00)
LONG MELFORD	Land on the south side of Bull Lane	B/16/00777	71	£719,000.79	£719,000.79	Education - £219,258.00 Early Years - £42,637.00 Health - £22,360.00 Passenger Transport - £35,000.00 Libraries - £15,336.00
ASSINGTON	Land north of the Hollies The Street	DC/17/06170	10	£178,411.15	£178,411.15	None
SUDBURY	Walnut tree Hospital Walnut tree Lane	DC/17/03677	Variation to 55	£42,319.46	£42,319.46	None – Comments made under B/14/00449/FUL

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated where appropriate) (P)	CIL received to 13 September 2022	Infrastructure Requirements at the time of the Planning Application
SUDBURY	Walnut tree Hospital Walnut tree Lane	B/16/01192	49	£9,072.48	£9,072.48	None
BRANTHAM	Land North of Windy ridge, Brantham Hill	DC/18/01020	13	£693.41	£693.41	None
SUDBURY	Easterns, 31 Station Road	B/16/01670	15	£46,203.58	£46,203.58	Primary School: £12,181.00 Library Contribution: £3,240.00
LAVENHAM	Land adjacent to Bear's Lane	DC/17/04024	24	£264,990.44	£264,990.44	Primary School: £146,172.00 Secondary School: £91,755.00 Secondary School 16+: £19,907.00 CIL funding at a minimum cost of £73,086 Library Contribution: £5,184.00 Public Transport: £3,000.00 (Bus Stops)
STUTTON	Land West Of 35 - 40 Stutton Close	DC/19/01708	34	£439,950.41	£439,950.41	Affordable rented dwellings 7 Ecological Mitigation £5,722.88
GREAT WALDINGFIELD	Land Off Bantocks Road	DC/18/04309	32	£249,070.03	£249,070.03	None

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated where appropriate) (P)	CIL received to 13 September 2022	Infrastructure Requirements at the time of the Planning Application
COCKFIELD	Land To The West Of The Plough And Fleece Inn, Great Green	DC/19/02020	10	£185,368.30	£148,294.64	Response to DC/18/00306 consultation 02.02.2018: Primary School: £36,543.00 Secondary School: £36,710.00 Secondary School 16+: £19,907.00 Library Contribution: £2,160.00
LAVENHAM	Land South Of Howlett Of Lavenham, Melford Road	DC/19/03185	25	£271,572.19	£271,572.19	Primary School: £97,448.00 Secondary School: £110,130.00 Secondary School 16+: £19,907.00 Pre-School Provision: CIL contribution for early years of £18,273.00 Library Contribution: £6,480.00
MONKS ELIEGH	Site of Former Monks Leigh C P School, Churchfield, Monks Leigh, Colchester, Suffolk, IP7 7JH	DC/19/01463	17	£200,437.51	£40,087.50	Response to B/16/01718 consultation 16.01.2017: Primary School: £48,724.00 Pre-School: £12,182.00 Library Contribution: £3,672.00

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated where appropriate) (P)	CIL received to 13 September 2022	Infrastructure Requirements at the time of the Planning Application
HADLEIGH	Land South of Ipswich Road, Hadleigh, IP7 6BE	DC/17/03902	170	£660,571.45	£660,571.45	Early Years - £196,110.00 Open Space - £67,216.00 Public Rights of Way - £100,00.00 Highways – £250,000.00 Travel Plan - £70,460.00
WHERSTEAD	Klondyke Field, West of Bourne Hill, Wherstead, Suffolk	DC/20/00701	75	£736,468.42	£589,521.52	SPA Contribution – £15,000.00 Sustainable Transport Contribution - £22,000.00
ACTON	Land South Of Tamage Road, Acton, Suffolk	DC/19/03126	100	£919,621.86	£919,621.86	Bus Stop Kerbs Contribution - £5,000.00 Footpath Improvement Works Contribution - £12,500.00 Public Transport Contribution - £50,000.00 School Transport Financial Contribution - £165,347.00
SHOTLEY	Former Peninsula Boatyard, King Edward VII Drive, Shotley, Suffolk	DC/19/05538	12	£14,740.37	£14,740.37	None
CAPEL ST MARY	Land East Of Longfield Road And Little Tufts, Capel St Mary, IP9 2UD	DC/19/02877	100	£959,235.10	£767,388.16	Habitat Mitigation - £14,000

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated where appropriate) (P)	CIL received to 13 September 2022	Infrastructure Requirements at the time of the Planning Application
LAVENHAM	Land North West And South West Of, Norman Way, Lavenham, Suffolk	DC/18/03615	25	£574,207.07	£316,033.14	Transport - £8,000 Public Rights of Way – £2,379 Shared ownership - £80,000
HADLEIGH	1 Middle Meadow, Hadleigh, Ipswich, Suffolk, IP7 6FW	DC/19/04128	15	£102,133.93	£81,707.14	None
BENTLEY	Oakleigh, Capel Road, Bentley, Ipswich, IP9 2DW	B/17/00003	16	P1-£0.00 P2-£75,077.98 P3-£87,124.35 P4-£0.00 P5-£72,764.63	P1-£0.00 P2-£0.00 P3-£0.00 P4-£0.00 P5-£0.00	Habitats Contribution - £1,200
BRANTHAM	Brantham Place, Church Lane, Brantham, Manningtree, Suffolk, CO11 1QA	DC/18/05177	15	P1 -£129,125.63 P2 -£39,845.77	P1-£77,475.39 P2-£0.00	Footpath – £25,000 Habitat Contribution - £121.89 Habitat Sites Contribution - £2,437.80
LONG MELFORD	Land To The East Of, Station Road, Long Melford, Suffolk, CO10 9HP	DC/21/02319	150	£1,380,036.43	£690,018.22	Early Years - £1,182.20 per dwelling Footpath - £30,030.00 Resident Travel Pack - £115 per dwelling
SUDBURY	Land North of Woodhall Business Park, Sudbury, Suffolk	B/15/01718	1150	Pre-CIL	Pre-CIL	Preschool - £1,000,000 Primary School - £5,005,728 Temporary Classroom – £250,000 Crossing Contribution – £75,000

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated where appropriate) (P)	CIL received to 13 September 2022	Infrastructure Requirements at the time of the Planning Application
						Bus Service - £600,000 Northern Road Crossing - £75,000 Highways - £45,000 Pedestrian & Cycle - £130,000 Rights of Way - £225,340 RTPI - £60,000 Travel Plan - £50,000 Travel Plan - £1,000 Town Centre Bus - £250,000 Waldingfield Road Crossing - £75,000 Play Spaces - £340,500 Sports Pavilion Commuted Sum - £811,540 Sports Pavilion - £1,320,000 Village Hall - £50,000 Village Hall Commuted Sum - £1,105,000 Library - £187,000 NHS - £417,151 Police - £141,847 Top Up Police - £422,500 Waste - £126,500 Woodhall - £12,900
HINTLESHAM	Land To The East Of, Duke Street, Hintlesham, Suffolk	DC/21/03718	14	£246,118.87	£49,223.77	RAMS - £121.89 per dwelling

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated where appropriate)	CIL received to 13 September 2022	Infrastructure Requirements at the time of the Planning Application
BRANTHAM	Land South Of, Slough Road, Brantham, Suffolk	DC/21/04359	65	£832,910.59	£0.00	None

#### AVAILABLE FUNDING FOR BID ROUND NINE (November 2022)

**Total Amount of CIL monies available up to 31/03/2022** (after deduction of the 5% CIL admin charge, the making of Neighbourhood CIL payments including payments made by 28<sup>th</sup> October 2021, allocation of 20% save for the Strategic Infrastructure Fund, the prioritisation of funds to meet the infrastructure costs associated with major housing developments (Ringfenced Infrastructure Fund) and approved Bids from Bid Rounds 1,2 ,3 ,4 ,5, 6, 7, 8 and 9 (September 2022): -

- **Strategic Infrastructure Fund** (including bank interest) - £1,914,481.07
- **Ringfenced Infrastructure Fund** – (Prioritisation of funds for major housing growth projects) £4,333,148.13
- **Local Infrastructure Fund** - £2,516,264.49

#### Total expenditure of CIL Bids in this programme in November 2022

- Strategic Infrastructure Fund - £0
- Ringfenced Infrastructure Fund - £30,824.92 (Great Waldingfield)
- Local Infrastructure Fund - £155,927.50

#### Conclusions

3 CIL Bids are included in this CIL Expenditure Programme with spend from the Ringfenced and Local Infrastructure Funds. The remaining CIL Bids which are as yet undetermined will continue to be worked on. However, all will be subject to the amendments made to the CIL Expenditure



Framework and the CIL Expenditure Framework Communication Strategy through the fourth review approved in July by Mid Suffolk.. These changes are due to be considered by Babergh on the 6<sup>th</sup> October 2022. Any changes affecting those Bids will be discussed with the Bid authors. If the above recommendations to Cabinet to approve and note the CIL Bids are accepted, the remaining unspent CIL monies will be carried forward for spending in Bid round 11 in May 2023 (Bid round 10 opened on the 1<sup>st</sup> October 2022) as set out as below: -

- **Strategic Infrastructure Fund** (including bank interest) for Bid round 10 (Cabinet March 2023 or earlier for Bid round 10 decisions) - £1,914,481.07
- **Ringfenced Infrastructure funds** (Prioritisation of funds for major housing growth projects) for Bid round 10 (Cabinet March 2023 or earlier for Bid round 10 decisions) - £4,302,323.21
- **Local Infrastructure Fund** for Bid round 10 (Cabinet March 2023 or earlier for Bid round 10 decisions) - £2,360,336.99

**A. LIST OF BIDS TAKEN FORWARD INTO AND/OR RECEIVED FOR BID ROUND TEN (1<sup>ST</sup> October to 31<sup>ST</sup> October 2022) FOR BABERGH DISTRICT COUNCIL (including recommendations for Cabinet to make decisions or for Cabinet to note the delegated decisions already made).**

The following table comprises a list of CIL Bids received before Bid round 10 opened 1<sup>st</sup> October- 31<sup>st</sup> October 2022. Not all existing Bids are valid; with either missing information, no formal approvals for the proposed infrastructure or further investigation or clarification being sought. Those bids where no decision can be made or where they are invalid will be carried forward to the next CIL Expenditure Programme or bid round (unless no substantive progress has been made in a 12-month period from submission at which point, they will be treated as withdrawn).

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

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
B19-13	SHOTLEY Kidzone,	Shotley Kidzone Building Extension	Yes - Provision of additional pre-school places at existing establishments	£146,000	No	Net cost £150,000. £1,500 Parish Council (decision due 30/11/19) £2,500 Shotley Kidzone	N/A	No	Bid is invalid - No business case has been provided. Only one quote received. Planning permission not yet granted for the works so not all formal approvals are in place. Further investigation is required over the lease and the relationship with the primary school needs full understanding as Kidzone currently use space from the school. Matter is being	<b>Held over whilst education need established for the project with SCC including any timescales for delivery based on committed growth in the locality. Project scope/ costings/ need/ formal approvals are awaited. Outstanding issues require consideration and resolution. Cabinet decision ultimately</b>

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
									discussed with SCC in respect any future expansion of the primary School given committed development in Shotley and catchment of school . The start of development being built out at the Ganges site is likely to be critical to this assessment.	
B21-06	ACTON Primary School, Lambert Drive, Acton, Sudbury, Suffolk	Acton Playgroup	No	£9,000	Yes	£9,000	No Bid invalid at present	No	Bid is submitted for a school premises but not received from SCC as Infrastructure	<b>Delegated decision on CIL Bid should discussions result in a favourable outcome</b>

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
									Provider as CIL Expenditure requires. Also Bid is for 100% District CIL funds. Bid being discussed	
B21-07	SUDBURY Provision of new entrance and new café/visitor facility	BDC Regeneration Team	Yes	£100,000	No	To be advised	No - Bid invalid at present	No	No grant of planning permission for any design of the café which is currently being considered. Costings will also need to be provided with three quotes.	<b>Bid held in abeyance until it can be validated, and consultation can occur</b> <b>The Bid will be determined by Cabinet ultimately</b>
B22-01	BURSTALL- Village Hall improvements	Community Bid – The Burstall Village Hall Committee	Yes - Provision of community facilities	Unknown at this stage	unknown	Unknown at this stage	No, Bid invalid at present	No	Form incomplete Costings, permissions, and quotes	<b>Held over until later Cabinet meeting. Cabinet decision ultimately.</b>

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
									currently being investigated by the applicant. Currently no timescales for delivery.	
B22-03	CAPEL ST MARY – Play Area Improvements at the Playing Field	Community Infrastructure Bid – Capel St Mary Community Trust and Capel St Mary Parish Council	Yes Provision of community facilities	£100,000.00	No – 62% of total project cost	Total project cost - £160,180.64 S106 Funding - £25,483.23 Parish Council and Community Trust - £34,697.41	Yes, consultation to commence 19 <sup>th</sup> July 2022. Expiry date 2 <sup>nd</sup> August 2022	No	Final site plan and quotes to be confirmed and checked with Environmental Health	<b>Held over until later Cabinet meeting. Cabinet decision ultimately.</b>
B22-07	GREAT CORNARD – Upgrade of Parking Facilities at the Great Cornard Allotment Car Park	Community Infrastructure – Great Cornard Parish Council	Yes Provision of community facilities	£55,927.50	No – 75% of total project cost	Total project cost (excluding VAT) - £74,870.00 Total cost eligible for CIL - £74,570.00 Parish Council	Yes, consultation commenced 21 <sup>st</sup> September 2022. Expiry date 5 <sup>th</sup> October 2022	Yes	N/A	<b>Recommendation to Cabinet to approve CIL Bid B22-07 for £55,927.50 from the Local Infrastructure Fund.</b>

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
						funding £18,942.50				
B22-08	GREAT WALDINGFIELD – Village Hall Car Park Extension	Community Infrastructure – Great Waldingfield Village Hall Management committee with Great Waldingfield Parish Council	Yes Provision of community facilities	£30,824.92	No – 75% of total project cost	Total project cost - £41,099.89 Great Waldingfield Village Hall Reserves £10,274.97	Yes, consultation commenced 16 <sup>th</sup> September 2022. Expiry date 30 <sup>th</sup> September 2022	Yes	N/A	<b>Recommendation to Cabinet to approve CIL Bid B22-08 for £30,824.92 from the Ringfenced Infrastructure Fund.</b>
B22-09	LINDSEY – Red Rose Friends Community Farm	Community Infrastructure – The Befriending Scheme	Yes Provision of community facilities	£100,000.00	No – 70.4% of total project cost	Total project cost - £141,981.59 Portacabin Grant funding £16,500 Colchester Catalyst £10,000 Fundraising £3,500 The Befriending Scheme	Yes, consultation commenced 21 <sup>st</sup> September 2022. Expiry date 5 <sup>th</sup> October 2022	Yes	N/A	<b>Recommendation to Cabinet to approve CIL Bid B22-09 for £100,000.00 from the Local Infrastructure Fund (subject to the inclusion of a clawback provision such that if the use fails within 10 years (at Lindsey) all the monies will be clawed back through a condition on the CIL Bid offer letter)</b>

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
						Funding £11,981.59				
B22-10	MONKS ELEIGH – Play Area Improvements	Community Infrastructure – Monks Eleigh Parish Council	Yes Provision of community facilities	Unknown	unknown	Total project cost - £28,284.48 Community Grants £? S106 £?	No, Bid invalid at present	No	Form incomplete No business case received Only one quote per item of play equipment received Confirmation of Grants allocation required No delivery timescale provided Discussions being held with Public Realm to help with project	<b>Held over until later Cabinet. Cabinet decision ultimately</b>
B22-11	STUTTON – New Activity Room	Community Infrastructure – Stutton	Yes Provision of community facilities	£75,000.00	No – 74% of project costs	Total project cost - £102,000.00	No, Bid invalid at present	No	Costings, permissions, and quotes currently being	<b>Bid held in abeyance until it can be validated, and consultation can occur</b>

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
		Community Association				Parish Council £25,000.00 Stutton Community Association £2,000.00			investigated by the applicant. Currently no timescales for delivery.	<b>The Bid will be determined by Cabinet ultimately</b>
B22-12	SUDBURY – Refurbishment of Mill Acre	Community Infrastructure – Sudbury Town Council	Yes Provision of community facilities	£25,000.00	No – 50% of project cost	Total project cost - £50,000.00 Benefactor £25,000.00	No, Bid invalid at present	No	Form incomplete Project costs not confirmed No business case has been provided No quotes provided Planning permission required?	<b>Bid held in abeyance until it can be validated, and consultation can occur</b> <b>The Bid will be determined by Cabinet ultimately</b>

**B. PROGRESS OF BIDS APPROVED IN PREVIOUS BID ROUNDS (Bid Rounds 1,2,3,4, 5, 6, 7, 8 and 9 (September 2022 Cabinet))**



Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
B02-18	VILLAGE HALL - Monks Eleigh - Hearing Loop	533	£10,750.00	£10,750.00	£0.00	Agreed by Cabinet in September 2018.CIL Bid offer letter issued 25/9/18. Offer accepted. <b>Project completed.</b>
B03-18	OPEN SPACE – Cockfield Mackenzie Community Open Space Project	228	£27,843.51	£19,809.00	£8,034.51 Local Infrastructure Fund	Agreed by Cabinet in September 2018.CIL Bid offer letter issued 25/9/18.Offer accepted Commenced Land exchange and completed on the 19/6/19.Issues with access to site which prevented completion of the project. Will reapply if expiry date is reached before the project is complete. <b>Project not complete but deadline for spend reached so part payment made.</b>
B04-18	OPEN SPACE – Cockfield Glebe Community Open Space Project	539	£21,160.94	£20,356.02	£804.92 Local Infrastructure Fund	Agreed by Cabinet in September 2018.CIL Bid offer letter issued 25/9/18. Offer accepted. Glebe land purchased from Diocese on 19/6/19. Land Registry <b>Project completed under budget and monies returned to the Local Infrastructure Fund.</b>

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
B06-18	COMMUNITY FACILITY – East Bergholt - Tiered Seating East Bergholt High School	638	£45,000.00	£45,000.00	£0.00	Agreed by Cabinet in March 2019.CIL offer issued 13/3/19.Offer accepted. <b>Project Complete</b>
B07-18	VILLAGE HALL – Preston St Mary - Kitchen and Toilet Extension	635	£130,091.00	£0.00	£130,091.00 Local Infrastructure Fund	Agreed by Cabinet in March 2019 CIL Bid offer letter Issued 13/03/19. Offer accepted. CIL Bid has expired, and the money has been returned to the Local Infrastructure Fund. New bid included in this report for Cabinet approval. <b>Project time deadline expired.</b>
B09-18	VILLAGE HALL - Cockfield kitchen & electric supply	529	£9,928.76	£9,928.76	£0.00	Noted by Cabinet in September 2018. CIL Bid offer letter issued 25/9/19Offer accepted Work commenced - Phase one of electrical works has begun in the kitchens. Materials & appliances being ordered. Remaining £7,738.64 to be claimed – <b>Project Completed</b>
B10-18	GREEN ENERGY - Lindsey Electric Vehicle Charging Point	532	£5,534.34	£5,534.34	£0.00	Noted by Cabinet in September 2018.CIL Bid offer letter issued 25/9/19Offer accepted. <b>Project Completed</b>
B12-18	COMMUNITY FACILITY - Lavenham Community Hub	634	£30,000.00	£30,000.00	£0.00	Agreed by Cabinet in September 2018.CIL Bid offer letter issued

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
						13/3/19. Offer accepted. <b>Project Completed - Building transferred on 20/05/2019</b>
B13-18	GREEN ENERGY - Lavenham Electric Vehicle Charging Point	637	£33,455.99	£28,688.02	£4,767.97 Local Infrastructure Fund	Agreed by Cabinet in March 2019 CIL Bid offer letter issued 13/3/19 Offer accepted. Work commenced on 10 July but was aborted due to large number of tourists in the area. The contractor has applied to Suffolk CC to install traffic lights on Church Street. Expected restart of the works is September 2019. <b>Project complete. Came in under budget.</b>
B14-18	OPEN SPACE - Cockfield Culvert Open Space Project	603	£3,340.00	£2803.50	£536.50 Local Infrastructure Fund	Noted by Cabinet in March 2019. CIL Bid offer letter issued 13/3/19 Offer accepted Started – Offered £3,340 (as per CIL Bid application) Land exchange completed on 19/6/19. Exchange documentation outstanding. Update 28/07/2020, project at 50% completion, hopefully this will be completed by December 2020. <b>Project Complete</b>
B19-18	SPORTS AND FITNESS – Sudbury Kingfisher Leisure Pool (Strategic Fund)	636	£100,000.00	£100,000.00	£0.00	Agreed by Cabinet in March 2019 .CIL Bid offer letter issued 13/3/19 Offer accepted CIL monies paid towards the project in March 2020.

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
						<b>Money transferred to offset expenditure to date – Project Complete for CIL purposes</b>
B19-01	COMMUNITY FACILITY – Long Melford (Village Hall improvements)	474	£6,808.00	£5,778.00	£1,030.00 Local Infrastructure Fund	Agreed by Cabinet in September 2019. CIL Bid offer letter issued 18/9/19. Offer accepted <b>Works undertaken and project completed and coming under the allocated budget.</b>
B19-02 Page 84	COMMUNITY FACILITY –Long Melford Village Hall New Car Park Chemist Lane	244	£26,044.16	£21,536.80	£4,507.36 Local Infrastructure Fund	Agreed by Cabinet in September 2019. CIL Bid offer letter issued 18/9/19. Offer accepted. <b>Works undertaken and project completed coming in under allocated budget.</b>
B19-04	COMMUNITY FACILITY – Sudbury Gainsborough House	621	£200,746.00	£200,746.00	£0.00	Agreed by Cabinet in September 2019. CIL Bid offer letter issued 18/9/19. Offer accepted. Update 28/07/2020, Project progressing well, working to a six-week delay on handover due to Covid 19. Handover estimated for end of August 2021. To be reopened late 2021- early 2022. <b>Update 2021</b> – Work progressing well although there have been some hold ups due to Covid. Handover is due to take place Nov 2021 with opening

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
						planned for Spring 2022. Funds have been claimed so this <b>project complete</b> from a finance perspective. Another bid in for additional funds to complete project.
B19-07	COMMUNITY FACILITY – Monks Eleigh Village Hall New car Park	632	£28,765.32	£28,765.32	£0.00	Agreed by Cabinet in September 2019 CIL Bid offer letter issued 18/9/19. Offer accepted – <b>Project completed</b>
B17-18 page 85	COMMUNITY FACILITY – Assington befriending scheme - Building to provide permanent toilets on site, disabled ramps storage	416	£26,800.00	£26,800.00	£0.00	Agreed by Cabinet in September 2019.CIL Bid offer letter issued 18/9/19. Offer accepted. Project underway, first instalment paid over to the scheme. Awaiting further requests for payment <b>Project complete</b>
B19 -10	COMMUNITY FACILITIES -- East Bergholt Constable Memorial Hall – Village hall improvements	666	£14,333.00	£14,333.00	£0.00	Agreed by Cabinet in March 2020. CIL Bid offer letter issued 19/3/20 Offer accepted. <b>Project Complete</b>
B19 -15	COMMUNITY FACILITY – Lavenham – Car Park Water Street	667	£190,000.00	£155,914.15	£34,085.85 Local Infrastructure Fund	Agreed by Cabinet in March 2020. CIL Bid offer letter issued 17/3/20. Offer accepted. 03/08/2020 Update – Work ongoing in relation to this bid, timescale being affected by Covid 19 restrictions. <b>Update Jan 2021</b> – Site has not been acquired yet due to discussions with National

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
						Grid as to the restoration work on the gas holder. Background work is in place so that work can start as soon as the site is acquired. <b>Project Complete</b>
B19 -16	OPEN SPACE – Cockfield Great Green	665	£25,000.00	£25,000.00	£0.00	Agreed by Cabinet in March 2020. CIL Bid offer letter issued 16/3/20.Offer accepted. <b>Project Complete.</b>
B19 -17 Page 86	BUS PASSENGER TRANSPORT IMPROVEMENT Capel St Mary – Bus Shelter Thorney Road	668	£8,000.00	£6,348.99	£1,651.01 Ringfenced Infrastructure Fund	Noted by Cabinet in March 2020. CIL Bid offer letter issued 17/3/20.Offer accepted. <b>Project Completed under budget. Funds returned to the Ringfenced Infrastructure Fund.</b>
B19 -05	OPEN SPACE AND RECREATION FACILITY - Newton – Play equipment	673	£87,891.90	£85,011.36		Agreed by Cabinet in June 2020. CIL Bid offer letter issued 9/6/20.Offer accepted 11/06/2020 First staged payment made. <b>Update Jan 2021</b> – project has started with stage payments made.
B19 -06	COMMUNITY FACILITY – Chelsworth – Community facility All Saints Church	674	£136,244.00	£136,243.22	£0.78 Local Infrastructure Fund	Agreed by Cabinet in June 2020. CIL Bid offer letter issued 9 /6/20.Offer accepted 23/06/2020. <b>Project Completed under budget with funds returned to the Local Infrastructure Fund.</b>

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
B19 -14	COMMUNITY FACILITY – Sudbury – St Peters	675	£75,288.00	£75,288.00	£0.00	Agreed by Cabinet in June 2020. CIL Bid offer letter issued 9/6/20. Offer accepted 26/06/2020 <b>Update June 2021</b> Main contractors due on site in September, enabling work to be undertaken in August 2021. <b>Project complete</b> from a finance perspective
B20-01	HEALTH – Hadleigh Health Centre	684	£3,526	£3,526.00	£0.00	Agreed by Cabinet in September 2020. Bid offer letter issued. Offer accepted. <b>Project Complete.</b>
B20-02	COMMUNITY FACILITY – Holbrook Village Hall	683	£9,900	£9,900.00	£0.00	Agreed by Cabinet in September 2020. Bid offer letter issued. Offer accepted <b>Project Complete.</b>
B19-18	OPEN SPACE AND RECREATION FACILITY – Chattisham and Hintlesham – Improved surface for play area and new adult fitness equipment	700	£9,920.83	£9,920.83	£0.00	Agreed by delegated decision in September 2020. Bid offer letter issued. Offer accepted. Cabinet to note decision in December 2020. <b>Update Jan 2021</b> - Delegated decision noted at December 2020 Cabinet. Work has started but is now delayed due to the current lockdown. Project completion now estimated for June 2021. <b>Project Complete.</b>
B20-04	COMMUNITY FACILITY - Lavenham Tenter Piece Sheltered Accommodation	715	£36,054.00	£36,054.00	£0.00	Agreed by Cabinet in December 2020. Bid offer letter issued. Offer accepted. Project started and first

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
						stage payment made. <b>Project complete</b>
B20-05	COMMUNITY FACILITY - Lavenham Prentice Street Car Park	716	£109,000.00	£108,496.76		Agreed by Cabinet in December 2020. Bid offer letter issued. Offer accepted. Costs for Car Park works paid out, EV charger part of bid as yet to be completed
B20-11	COMMUNITY FACILITY – Sudbury and Hadleigh CCTV Arrangements	714	£183,000.00	£162,467.67		Agreed by Cabinet in December 2020. Bid offer letter issued. Staged payments made
B20-06	WASTE INFRASTRUCTURE – Sudbury – HVO Fuel Tank	722	£50,000.00	£32,762.50	£17,237.50 Strategic Infrastructure Fund	Agreed by Cabinet in March 2021 – Bid offer letter issued. <b>Project Complete</b>
B20-12	COMMUNITY FACILITY - Long Melford – Upgrade to Old School car park including additional spaces lighting and drainage and EV charging	727	£22,000.00	£22,000.00	£0.00	Agreed by Cabinet in March 2021 – Bid offer letter issued. Offer accepted 23/03/2021 <b>Project Complete.</b>
B20-15	COMMUNITY FACILITY - Lavenham Upgrade to public toilets including new room for Parish Office - Church Street Car Park	726	£43,440.00	£43,440.00	£0.00	Agreed by Cabinet in March 2021 – Bid offer letter issued. Offer accepted 16/03/2021. <b>Project Complete</b>
B20-16	OPEN SPACE FACILITY – Cockfield Green Ridge Howe Lane	723	£15,799.36	£0.00		Agreed by Cabinet in March 2021 – Bid offer letter issued. Offer accepted 25/03/2021.



Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
B20-14	EDUCATION – Holbrook - School extension for the creation of 10 places	733	237,750.00	£0.00		Agreed by Cabinet in June 2021 – Bid offer letter issued. Offer accepted
B21-01	COMMUNITY FACILITY - Extension to Preston St Mary Village Hall	734	£109,000.00	£109,000.00	£0.00	Agreed by Cabinet in June 2021 – Bid offer letter issued. Offer accepted and works started on site. Awaiting final claim. <b>Project Complete</b>
B21-02	COMMUNITY FACILITY LAVENHAM Prentice Street Car Park – Power Supply to EV Charging points	732	£9,999.99	£9,999.99	£0.00	Bid offer letter issued. Offer accepted and works started on site <b>Project Complete</b>
B21-03	COMMUNITY FACILITY SUDBURY Go Start Community Transport (Registered Charity) Provision of Community Facilities and Transport Improvements	774	£2,024.72	£2,024.72	£0.00	Delegated Decision noted by Cabinet on the 5 <sup>th</sup> of September 2022 Bid offer letter issued. Offer accepted and works started on site <b>Project Complete</b>
B21-04	EDUCATION – BRANTHAM - Brooklands Primary School Education – Suffolk County Council	768	£345,360.00			Bid offer letter issued. Offer accepted and works started on site
B21-05	COMMUNITY FACILITY – BENTLEY - Bentley Village Playing Field, Bentley	775	£5,706.00			Delegated Decision noted by Cabinet on the 5 <sup>th</sup> of September 2022 Offer letter sent and accepted

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
B22-04	COMMUNITY FACILITY – SUDBURY – CCTV at Kingfisher Leisure Centre	781	£5,416.21			Delegated Decision noted by Cabinet on the 5 <sup>th</sup> of September 2022 Offer letter sent
B22-02	COMMUNITY FACILITY – CAPEL ST MARY- Play Area Improvements and additional car parking spaces at the Community Centre	784	£100,000.00			Agreed by Cabinet in September 2022 – Bid offer letter issued. Offer accepted, signed acceptance dated 06/09/2022
B22-05	COMMUNITY FACILITY - COCKFIELD – Provision of a bus shelter	787	£25,028.08			Agreed by Cabinet in September 2022 – Bid offer letter issued. Offer accepted
B22-06	COMMUNITY FACILITY SUDBURY – Provision of Community facilities Gainsborough House	786	£152,504.86			Agreed by Cabinet in September 2022 – Bid offer letter issued. Offer accepted
<b>Total CIL funding allocated in Bid Rounds 1, 2, 3, 4, 5, 6, 7 8 and 9.</b>			<b>£2,718,454.97</b>	<b>£1,604,226.95</b>	<b>£202,747.40</b>	



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

Project Ref	Project	Parties involved	CIL Funding if known	Project costs if known	Progress
EPB 20-01	HEALTH – Capel St Mary	Clinical Commissioning Group (Health), East Bergholt Practice, Capel St Mary Parish Council	Unknown at this stage	Unknown at this stage	Capel St Mary are interested in securing some health provision in Capel by using their Neighbourhood CIL funds. Health have agreed to undertake a feasibility study. No decisions on any outcome known at this stage.
EPB 20-04	EDUCATION – Shotley Primary School	Suffolk County Council	Unknown at this stage	Unknown at this stage	Once any start is made at Ganges the need for this may become triggered. Needs to continue to be monitored and assessed going forward. Discussions taking place with Suffolk County Council. Need to include early settings.
EPB 20-09	COMMUNITY FACILITY – Capel St Mary – Football Artificial Grass Pitch and Community Hub	Councillor David Busby	Unknown at this stage	Unknown at this stage	CIL Project Enquiry form submitted. First meeting took place on 15 <sup>th</sup> October 2020. Project is held in abeyance at present.
EPB 20-12	EDUCATION – Early Years - Long Melford	Suffolk County Council	Unknown at this stage	Unknown at this stage	Discussions have started with a potential CIL Bid being made in a forthcoming Bid round - CIL Project Enquiry form submitted
EPB 21-04	COMMUNITY FACILITY – Copdock - Cycleway	Copdock Parish Council	Unknown at this stage	Unknown at this stage	Discussions have commenced. CIL Project Enquiry form submitted
EPB 21-06	COMMUNITY FACILITY – Hadleigh - Layham Road Sports ground project	Hadleigh Town Council and Councillor Beggerow	Unknown at this stage	Unknown at this stage	Discussions have started with a potential CIL Bid being made in the future. CIL Project Enquiry form submitted
EPB 22-03	COMMUNITY FACILITY – New MUGA to replace tennis courts	Chris Whitley – Capel Community Trust	£75,000.00	£150,000.00	Discussions have started. Project being progressed by the applicant. Applicant is working with planning concerning permissions that may be required for the project.

Project Ref	Project	Parties involved	CIL Funding if known	Project costs if known	Progress
EPB 22-04	COMMUNITY FACILITY – Capel Playing Field New Emergency Access to the playing field	Chris Whitley – Capel Community Trust	£15,000.00	£20,000.00	Discussions have started. Project being progressed by the applicant. Applicant is working with planning concerning permissions that may be required for the project
EPB 22-05	COMMUNITY FACILITY – New Skate Park to serve Capel St Mary and surrounding villages	Chris Whitley – Capel Community Trust	£75,000.00	£100,000.00	Discussions have started. Project being progressed by the applicant. Applicant is working with planning concerning permissions that may be required for the project
EPB 22-07	COMMUNITY FACILITY – Freston Hill Cycling Lane	Shotley Peninsula Cycling Campaign	£75,000.00	£160,000.00	Discussions have started for this project with the Cycling group, Suffolk County Council, and internal departments in conjunction with the Councils Active travel Officer regarding the LCWIP.
EPB 22-09	COMMUNITY FACILITY – Holbrook Pre-School Extension	Holbrook Pre-School	Unknown at this stage	£15,000.00	CIL Project Enquiry Form sent to the applicants to complete 18/03/2022. Awaiting response to this request.
EPB 22-12	COMMUNITY FACILITY – Sudbury FC – Second 3G Pitch	Sudbury FC	£75,000.00	£904,450.00	Site Visit completed and CIL information provided. Sent CIL project enquiry form to the football club who are looking to complete a CIL application form for October 2022 bid round. Enquiry form now received.
EPB 22-16	WOLSEY GRANGE – Wolsey Grange Two – IBC Chantry Park Leisure Project and Bridge (cross boundary impact)	IBC and SCC	Unknown at this stage	Unknown at this stage	Discussions taking place. Cross Boundary Impact
EPB 22-19	COCKFIELD – Footpath	Steve Ball – Parish Clerk	Unknown at this stage	Unknown at this stage	Discussions have started with Parish Council
EPB 22-22	ACTON – Upgrade to Bun Meadow Byway No. 29	Acton Parish Council	£15,000.00	£20,000.00	Project to be discussed



Project Ref	Project	Parties involved	CIL Funding if known	Project costs if known	Progress
EPB 22-23	GLEMSFORD Library project	Suffolk County Council	Unknown at this stage	Unknown at this stage	Discussions have started and are at an early stage
EPB 22-24	LONG MELFORD Library project	Suffolk County Council	Unknown at this stage	Unknown at this stage	Discussions have started and are at an early stage
EPB 22-25	CAPEL ST MARY Library project	Suffolk County Council	Unknown at this stage	Unknown at this stage	Discussions have started and are at an early stage
EPB 22-26	SUDBURY - Waste project	Suffolk County Council	Unknown at this stage	Unknown at this stage	Discussions have started and are at an early stage
EPB 22-27	IPSWICH - Waste project (cross boundary impact)	Suffolk County Council	Unknown at this stage	Unknown at this stage	Discussions have started and are at an early stage
EPB 22-28					
EPB 22-29					
EPB 22-30					

**Appendix B – Babergh District Council – CIL Bids under the Strategic Infrastructure Fund, Ringfenced Infrastructure Fund and the Local Infrastructure Fund**

**Technical Assessment of Bid – B22-08 – Great Waldingfield Village Hall – Car Park Extension from Ringfenced Infrastructure Fund (Great Waldingfield)**

**ASSESSMENT**

**Validation**

<b>VALIDATION</b>	<b>ASSESSMENT</b>
Need /Justification	<p>Great Waldingfield Village Hall is a community facility that holds a range of activities and social events throughout the year and on average used by over 140 people per week. The village hall is located on the northern edge of the village and due to its location and limited pedestrian access, most users drive to the hall.</p> <p>The village hall has a small, unmarked car park, which is proving to be insufficient for the number of people using the hall and the lack of spaces, results in users parking on the grassed areas surrounding the village hall, or parking on the B1115 (the main road through Great Waldingfield). The Village Hall Management Committee believes that due to a lack of parking provision, the hall has lost clients and potential bookings.</p> <p>If the car park extension project is successful, the management committee will be able to convert an area of 225sqm, inside the village hall perimeter, into 10 additional car parking spaces and install a cycle rack for up to five bicycles. Car parking spaces will be clearly defined, with designated spaces provided for disabled drivers and EV charging in the future (EV Charging points are not included within this application).</p> <p>The Management Committee believes that by extending the car park, the village hall will be able to attract and accommodate more users and bookings, increasing the hall's income. The extension</p>

	will also reduce the number of cars parking on the road and reducing the potential risk of an accident.
Delivery /timescales	Project aims to start and be delivered once funding has been approved. The Village Hall Management Committee expect the project to be completed within a week.
Necessary other approvals	Planning Permission has been granted – DC/22/03759
Public or private land	The Village Hall Management Committee has the Freehold on the site
State aid details if any	N/A
Details of future funding maintenance	The Management Committee will be responsible for on-going car park repairs and maintenance, which will be funded by the income generated through lettings/hire fees.

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

<b>BIDS SCREENED</b>	<b>ASSESSMENT</b>
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes
Can the infrastructure be provided using s106 funds	No S106 funding available
Is Bid complete	Yes
Has information been verified	Yes
Is this infrastructure linked to a major housing project which has priority?	No



**PRIORITISATION (Using criteria from the CIL Expenditure)**

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk strategies or external strategies Babergh and Mid Suffolk support and/or input into	<p>Yes – the project scores positively against District Council objectives.</p> <p>This project supports the Draft Neighbourhood Plan for Great Waldingfield - Policy GWD13 – Protecting Existing Services and Facilities: “To ensure that Great Waldingfield’s current facilities are protected and that future facilities are tailored to the requirements of the village and are accessible to all”.</p> <p>The project also supports the Babergh &amp; Mid Suffolk Communities Strategy: “Invest in our community facilities for the future and ensure they are accessible and used”</p>
It represents key infrastructure (essential)	No
Value for money	Yes
Clear community benefits	Yes – improved access to the village hall, improved road safety by not having car parking on the main road. With clearly defined disabled parking spaces, the Village Hall will be more accessible to users with mobility issues and there will also be defined spaces for EV charging points.
Community support (including results of Consultation exercise.)	The project has the support of village hall user groups, local residents, ‘Plug in Suffolk’, the Parish Council and Cllr Clive Arthey. Comments have been received from Margaret Maybury as follows:-

	<p>1. The application states support from the Braithwaite Allotment Trust. Neither myself, the Secretary or the Chairman as Trustees of the Trust have been consulted.</p> <p>2. As a District Councillor I have not been consulted on this application although my colleague for the Ward has.</p> <p>3. Extending the car park onto the grassed area of the village hall restricts outdoor activities at the site, which BDC are currently encouraging.</p> <p>4. Extending the car park onto the grass which acts as a natural buffer and sound reducer will, in my opinion, cause noise nuisance in the future to adjoining properties.</p> <p>5. If an extension to the car park is required, I would prefer to support a sustainable grassed car park with the honeycomb type of hardstanding between which grass could be grown and which would support wildlife when not in use</p> <p>Other concerns raised informally include the fact that there are underground heating pipes under the grass where the car park would go.</p> <p>Upon investigation these pipes are dug into the ground by one metre and would not affect the laying of a car park. A paragraph of support has been received from the Braithwaite Allotment Trust.; the authorship of this is being checked</p>
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Project aims to start and be delivered once funding has been approved. The Village Hall Management Committee expect the project to be completed within a week.

By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)	Total cost of the project including VAT: £41,099.89 Great Waldingfield Village Hall reserves: £10,274.97 <b>CIL funding required: £30,824.92</b>
Community Bid – Funding percentage of project	75%
Supports housing and employment growth	N/A
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	The Management Committee will be responsible for on-going car park repairs and maintenance, which will be funded by the income generated through lettings/hire fees.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	The charitable objective of Great Waldingfield Village Hall is “For the use of the inhabitants of the parish... without distinction of political, religious or other opinions including use for meetings, lectures, classes and other forms of recreation and leisure-time occupation, with the object of improving the condition of life for the said inhabitants”.  This project supports the Great Waldingfield (draft) Neighbourhood Plan and the Babergh & Mid Suffolk Communities Strategy.
How does the proposal affect green infrastructure principles?	Through the provision of a sheltered cycle rack, this project would make a positive contribution towards achieving the District Council’s green objectives.

How does the project address green/sustainability principles/infrastructure?	See above
How does the project affect state aid implications?	State aid implications do not apply.
How does the project affect security and safety in the community?	There are no adverse impacts to security or safety in the community. By extending the car park, it should stop hall users parking on the main road and reduce the potential of road accidents.

## CONCLUSIONS

- This project will increase the number of parking spaces by 10 spaces inside the village hall boundary, providing dedicated disabled parking spaces, which will help to improve the access to the building and potentially increase the level of use and number of bookings and activities.
- By increasing the size of the car park and clearly marking out parking spaces, more cars will be able to park on-site and reduce the need for village hall users to park on the road and reduce the level of disruption to residents and road users.
- This proposal represents an “oven ready” scheme with evidence of wide community support that would provide additional car parking facilities within the village and enhance accessibility to the Village Hall. The project will be funded through collaborative spend, with the CIL fund portion being 75% of the costs funded from the Ringfenced Infrastructure Fund for Great Waldingfield, together with funding contributions from Great Waldingfield Village Hall Management Committee.
- In view of the above the amount of CIL funding is regarded as acceptable under the terms of the current CIL Expenditure Framework as this CIL Bid of £30,824.92 represents 75% of the total project costs and lies within current community infrastructure thresholds. This project will be delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.

## RECOMMENDATION

Recommendation to Cabinet is to approve CIL Bid B22-08 for £30,824.92 as per bid application from the Ringfenced Infrastructure Fund (Great Waldingfield)

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**Technical Assessment of Bid - B22-07 Great Cornard Allotments Car Park from Local Infrastructure Fund**

**ASSESSMENT**

**Validation**

<b>VALIDATION</b>	<b>ASSESSMENT</b>
Need /Justification	<p>The Great Cornard Allotment Car Park is an un-made parking area, which is located adjacent to the allotments off Blackhouse Lane. The car park is currently used by allotment holders, people visiting the Great Cornard Country Park, the Great Cornard section of the Gainsborough Trail and as additional parking for people using the Blackhouse Lane Sports Field.</p> <p>Great Cornard Parish Council regularly receives complaints from residents about the condition of the car park. The current un-made/dirt car park has an uneven surface, which people with mobility issues find extremely difficult to negotiate.</p> <p>The car park is also littered with potholes and the site suffers with poor drainage. As a result, the Parish Council is aware that people will avoid using the car park in wet conditions, as it is difficult to gauge the depth of some of the potholes. This not only deters car drivers from using the car park, through concerns about the amount of damage the potholes may do to their vehicles, but walkers, cyclists, wheelchair users and people with mobility issues are also put off from using the site.</p> <p>The Parish Council is also aware that the area of the car park, next to the entrance gate to the Country Park is a pinch point for users and there is a need to improve pedestrian safety in this area and improve access to the park.</p> <p>The aim of this project is to upgrade and improve the car parking facilities by providing a level tarmacked surface and improving drainage. The Parish Council believes that these improvements will provide a long-term solution to the continuing gradual deterioration of the current surface and address the safety and accessibility concerns that have been raised by members of the local community. The Parish Council believes that the new tarmacked surface will have a life span of between 10 and 15 years.</p>

	<p>To maximise the space available, the width of the car park will be increased by approximately 10 metres along the length of the car park, by clearing and removing the vegetation in this area of the site. Once this work has been completed concrete kerbing will be installed to help maintain the structural integrity of the car park.</p> <p>At present, car parking bays are not marked out and therefore the total number of spaces available within the car park is unknown. However, by providing clearly marked out parking bays, the Parish Council estimates that the capacity of the car park will be increased by 20-25% and will enable the creation of specifically designated disabled spaces and a pedestrian walkway. This will enhance accessibility to the allotments, Country Park and other facilities.</p> <p>As a part of the project, the Parish Council will also create a Hoggin Path to enable safe and improved access into the Country Park. The Parish Council believes that these improvements to the car park will open up local facilities to a significant number of additional users.</p>
Delivery /timescales	Project aims to start and be delivered once funding has been approved. Great Cornard Parish Council expects the project to be completed within a month.
Necessary other approvals	No - Great Cornard Parish Council have been advised by Babergh & Mid Suffolk Planning Department that this improvement project falls under permitted development rights and does not need planning permission
Public or private land	Great Cornard Parish Council owns the site (Site purchased in 1976)
State aid details if any	N/A
Details of future funding maintenance	Community Wardens will monitor the car park on a weekly basis and Parish Council staff members will carry out monthly checks. The cost of this service will be included within the Council's annual budget and an amount will be set aside for future upkeep and maintenance.

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

<b>BIDS SCREENED</b>	<b>ASSESSMENT</b>
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes
Can the infrastructure be provided using s106 funds	No
Is Bid complete	Yes

Has information been verified	Yes
Is this infrastructure linked to a major housing project which has priority?	No

**PRIORITISATION (Using criteria from the CIL Expenditure Framework)**

<b>PRIORITISATION CRITERIA</b>	<b>ASSESSMENT</b>
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	<p>Yes – the project scores positively against District Council objectives.</p> <p>Through the Car Park project, Great Cornard are seeking to improve access and accessibility to the allotments, Country Park and a range of other leisure and sport facilities. Therefore, this project would contribute towards Babergh and Mid Suffolk District Councils Wellbeing Strategy Health themes, in particular but not limited to:</p> <ul style="list-style-type: none"> <li>• Increased opportunities to move more through a diverse, inclusive, and accessible programme of activities.</li> <li>• Green and open spaces providing formal and informal opportunities to be ‘everyday active’.</li> <li>• The Councils will work with other organisations to create opportunities for people to be healthier and more active and to sustain this so that they can age well</li> </ul> <p>This project will also contribute to some of the outcomes listed in the District Councils Communities Strategy:</p> <ul style="list-style-type: none"> <li>• Make improvements to the quality and facilities of existing public open space</li> <li>• Recognise the role of open-air play areas, exercise areas and green spaces in improving wellbeing and mental health for all.</li> </ul>
It represents key infrastructure (essential)	No
Value for money	Yes – Tendering process for the project has been completed
Clear community benefits	Yes – by providing a clearly marked out, hard surface parking area, more people will be able to use the car park to access nearby allotments, leisure and sport facilities. The Parish Council estimates that this project will increase the number of parking spaces by 20-25%.

	<p>The Parish Council regularly receives complaints about the condition of the car park, particularly from people with mobility issues, pushchair and wheelchair users, who find the current car park surface hard to walk on and difficult to navigate. The improvements to the car park will address those issues.</p> <p>By marking out pedestrian walkways and installing a path to ease congestion at a current pinch point within the car park, the site will be much safer and more accessible to all car park users.</p>
Community support (including results of the Consultation exercise)	<p>The Parish Council launched an Allotment Car Park Consultation and as of the 26<sup>th</sup> July a total of 26 responses have been received and 84% of those responses are in favour of this project.</p> <p>The Parish Council has a statement of support for the project from Cllr Simon Barrett</p>
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Subject to a successful CIL application, Great Cornard Parish Council expects the project to be completed within a month.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	<p>Total cost of the project excluding VAT: £74,870.00</p> <p>Total cost eligible for CIL funding: £74,570.00</p> <p>Great Cornard Parish Council Funding: £18,942.50</p> <p><b>CIL funding required: £55,927.50</b></p>
Community Bid – Funding percentage of project	75%
Supports housing and employment growth	Yes – Provides additional parking within the village. Improves access to local leisure and sport facilities, encouraging more people to keep physically active.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Community Wardens will monitor the car park on a weekly basis and Parish Council staff members will carry out monthly checks. The cost of this service will be included within the Council’s annual budget and an amount will be set aside for future upkeep and maintenance.
Must be based on the developing/adopted Infrastructure	Project not listed in the Infrastructure Delivery Plan; however, the project would be of benefit to existing and new residents by additional car parking provision for the community of Great Cornard and improve access to nearby leisure and sport facilities.



Delivery Plan unless circumstances dictate otherwise	This project supports some of the outcomes listed in the Babergh & Mid Suffolk Communities and Wellbeing Strategies.
How does the proposal affect green infrastructure principles?	The construction materials being used in the project.
How does the project address green/sustainability principles/infrastructure?	The current focus of the project is to improve the current car park facilities and access to nearby leisure and sport facilities. In the future, the Parish Council intends to further develop the car park by EV charging points, which will be accessible to car park users and help to address green infrastructure principles, as well as installing lighting and CCTV cameras.
How does the project affect state aid implications?	N/A
How does the project affect security and safety in the community?	<p>By installing a new level, tarmacked/hard surface and improved drainage system within the car park, the potential for accidents and injuries from trips and falls because of uneven surfaces and potholes, should be greatly reduce for all car park users. A hard surface, with clearly marked parking bays will also reduce any potential damage to vehicles.</p> <p>By installing well marked pedestrian walkways and a new path between the Country Park and the car park (a current pinch point), the car park will be safer for pedestrians and local facilities will be more accessible.</p>

## CONCLUSIONS

- By installing a new level, tarmacked/hard surface and improved drainage system within the car park, the potential for accidents and injuries from trips and falls as a result of uneven surfaces and potholes, should be greatly reduce for all car park users. A hard surface, with clearly marked parking bays will also reduce any potential damage to vehicles.
- By extending the boundary of the car park and clearly marking out parking spaces, the capacity of the car park should be increased by 20-25%.
- Installing well marked pedestrian walkways and a new path between the Country Park and the car park (a current pinch point), the car park will be safer for pedestrians to use, and local leisure and sport facilities will be more accessible.

- This proposal represents an “oven ready” scheme with evidence of community support. The project will be funded through collaborative spend, with the CIL fund portion being 75% of the costs funded from Local Infrastructure Fund, together with funding contributions from Great Cornard Parish Council.
- In view of the above the amount of CIL funding is regarded as acceptable under the terms of the current CIL Expenditure Framework as this CIL Bid of £55,927.50 represents 75% of the total project costs. It also lies within the current community infrastructure thresholds. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.

**RECOMMENDATION**

Recommendation to Cabinet is to approve CIL Bid B22-07 for £55,927.50 as per bid application from the Local Infrastructure Fund

**Technical Assessment of Bid – B22-09 – The Befriending Scheme – Red Rose Friends Community Farm, Lindsey from the Local Infrastructure Fund**

**Validation**

<b>VALIDATION</b>	<b>ASSESSMENT</b>
Need /Justification	<p>Following the launch of The Befriending Scheme’s (TBS) Care Farm at Assington, the organisation has been searching for a new site within Babergh, that could accommodate an expansion in the number of groups and services the Care Farm provides. Unfortunately, due to a breakdown in the relationship between TBS and the Care Farm’s current landlord, TBS has needed to identify and relocate all of its livestock, equipment and facilities to a new site at the earliest opportunity.</p> <p>TBS has recently secured the long-term use of Red Rose Field in Lindsey (through a lease) and they are seeking funding to help develop the site, so that it can accommodate the needs of clients and service users and enable the Care Farm to provide a wide range of activities and services. The current Care Farm site in Assington is approximately 1.4 acres, whereas the new site at Lindsey is approximately 4.4 acres, almost three times the size of the current site.</p>

	<p>TBS successfully applied for £26,800.00 CIL funding and a Babergh and Mid Suffolk District Council Capital Grant of £12,800.00 in 2019, to help set up the Care Farm at Assington. This funding was used to purchase items such as fencing, a portacabin, animal sheds, access ramps and pathways. Most of these items (fencing, portacabin and the animal sheds) will be removed from Assington and relocated at the new site in Lindsey.</p> <p>The main purpose of the Care Farm is to provide daytime services for vulnerable people, including people with learning disabilities, people with poor mental health, patients with dementia and other people who need a short-term placement as a part of their recovery.</p> <p>Once completed, the new Care Farm will provide a safe and welcoming environment, where service users will benefit from taking part in outdoor activities, such as gardening, site maintenance and looking after animals. The combination of working outdoors, keeping physically and mentally active, in a safe and welcoming environment will help clients to improve their mental and physical wellbeing and enhance their levels of self-confidence and self-esteem.</p> <p>Once the move to Linsey has been completed and in addition to the activities and services the Care Farm already provides, TBS plan to provide a range of specialist and accredited training courses, which could include livestock handling, catering, retail and hospitality, giving clients the opportunity to gain qualifications and develop transferable skills. The Care Farm already provides a variety of volunteering opportunities, but the move to Lindsey will also allow TBS to offer more diverse range of volunteer roles.</p>
Delivery /timescales	TBS are hoping to complete the project within five months. (Originally TBS had hoped to start work on the project in August, so that the project would be completed by the end of December 2022)
Necessary other approvals	Planning permission has been granted DC/22/ 03009.
Public or private land	The land is owned by Healthpatch Limited. TBS agreed a 25-year lease with the landlord (Healthpatch Limited), on the 30 <sup>th</sup> May 2022, which will expire in May 2047
State aid details if any	TBS received a Capital Grant of £12,800.00 from the BMSDC Communities Team in August 2019 and CIL funding of £26,800.00 in September 2019, to support the development of the Assington Care Farm.
Details of future funding maintenance	TBS will fund future maintenance costs through income that is generated from membership fees, the selling of day places, training course fees and the sale of food items and other hand-made products.

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

<b>BIDS SCREENED</b>	<b>ASSESSMENT</b>
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes – Provision of health facilities and provision of leisure and community facilities
Can the infrastructure be provided using s106 funds	No
Is Bid complete	Yes, Planning Permission has been granted – DC/22/03009
Has information be verified	Yes
Is this infrastructure linked to a major housing project which has priority?	No

**PRIORITISATION (Using criteria from the CIL Expenditure)**

<b>PRIORITISATION CRITERIA</b>	<b>ASSESSMENT</b>
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk strategies or external strategies Babergh and Mid Suffolk support and/or input into	<p>Yes – the project scores positively against District Council objectives.</p> <p>By providing activities and services for people with learning disabilities, poor mental health, long-term health conditions and other health and wellbeing issues, the Befriending Scheme is supporting the District Councils to achieve their Wellbeing strategic priority: “Families lead active, healthy, safe and independent lives; children have the best start in life and adults manage their own health and wellbeing”.</p> <p>The Care Farm will continue to provide services and facilities that will help the District Councils achieve its long-term wellbeing outcomes, as listed in the Wellbeing Strategy:</p> <ul style="list-style-type: none"> <li>• Families to lead active, healthy, safe, and independent lives and manage their own health &amp; wellbeing.</li> <li>• All communities to have sustainable and inclusive places, and spaces, which maximise health &amp; wellbeing opportunities and benefits; and</li> <li>• A reduction in Health inequalities.</li> </ul>

It represents key infrastructure (essential)	No
Value for money	Yes
Clear community benefits	<p>Yes – The Care Farm at Assington has helped and supported a number of vulnerable people to improve their mental and physical mental and wellbeing, by providing a safe, welcoming environment, which enables service users to participate in a range of activities that helps users to learn new skills and enhance levels of self-esteem and self-confidence.</p> <p>Although the need to relocate the Care Farm is driven by the breakdown in relations with the current landlord, the move to the new site will enable TBS to expand their facilities and increase activities and provide services to a larger more diverse group of vulnerable people.</p> <p>The project will benefit the following groups of people from across Babergh, Mid Suffolk and the surrounding areas:</p> <ul style="list-style-type: none"> <li>• Adult with learning disabilities</li> <li>• People with mental health problems</li> <li>• Young people with additional educational needs</li> <li>• People suffering with early on-set dementia</li> <li>• People with life limiting illnesses and their families</li> </ul> <p>Through the development of a Forest Schools Programme and other outdoor activities the Care Farm would support local schools and youth groups. The Care Farm would also be able to provide a number of volunteering opportunities for local people.</p>
Community support (including results of Consultation exercise.)	<p>Yes – TBS hold volunteer and member forums every six-week basis, to collect the views and the opinions of stakeholders, to help shape service delivery and future projects.</p> <p>TBS has consulted with local residents in Lindsey and businesses in the local area and will continue to share information and updates about the project, throughout the coming months. TBS is also liaising with local schools, Guide and Scout groups over potential after school and 'Forest School activity programmes.</p> <p>Through Hive (a charity providing services to other voluntary sector organisations), TBS has been able to consult with local voluntary groups about the Care Farm project. Feedback from this consultation has highlighted the need for this project and that the Care Farm would be a huge benefit to people living in the surrounding area.</p>

	TBS has also received written letters of support from Mr James Cartlidge MP and the Bury South Adult/ECP Pathway Team, at the Norfolk and Suffolk NHS Foundation Trust.
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Yes – the project should be delivered within a period of five months.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e., Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)	<p>The total cost of the project - £141,981.59</p> <p><u>Funding</u></p> <p>Portacabin Funding - £16,500.00</p> <p>Colchester Catalyst funding - £10,000.00</p> <p>TBS Fundraising - £3,500.00</p> <p>TBS Reserves - £11,981.59</p> <p><b>CIL Funding required - £100,000.00</b></p>
Community Bid – Funding percentage of project	70.4%
Supports housing and employment growth	Yes – contributes to the promotion of health and wellbeing services across Babergh and the surrounding areas.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	TBS will fund future maintenance costs through income that is generated from membership fees, the selling of day places, training course fees and the sale of food items and other hand-made products.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	Project not listed in the Infrastructure Delivery Plan; however, the project would be of benefit to existing and new residents in Babergh and the surrounding areas, by providing helping and supporting people in need, to improve and maintain good levels of mental and physical health and wellbeing
How does the proposal affect green infrastructure principles?	By locating the Care Farm in Lindsey, it will reduce the amount of cost and travel time it takes for some Babergh residents to access similar support facilities. By providing access to early

	intervention services and activities, it will hopefully reduce the demand on other (statutory) health and wellbeing services.
How does the project address green/sustainability principles/infrastructure?	N/A
How does the project affect state aid implications?	N/A
How does the project affect security and safety in the community?	The Care Farm provides and safe environment for vulnerable people with a wide range of mental and physical health issues and additional needs, to participate in a range of programmes and activities that help to raise levels of self-confidence, self-esteem and poor levels mental health and wellbeing. By working with and supporting clients to address their issues at an early stage, the Care Farm helps to improve a client's levels of resilience and hopefully reduce the need for further/long term interventions, or help clients from reaching a crisis point, ensuring their long-term personal safety and wellbeing.

## CONCLUSIONS

- The Befriending Scheme Care Farm has been operating from a site in Assington since 2019 and has provided placements and opportunities for people with learning disabilities, mental health difficulties, early on-set dementia and other life limiting conditions, to engage in services and activities that help to develop new skills and interests, but also help people to enhance their levels of self-confidence, self-esteem and improve their mental health and wellbeing.
- Currently the Assington Care Farm is the only facility of its type in Babergh and due to the combination of a breakdown in the relationship between The Befriending Scheme/Care Farm and their previous landlord and due to the need for the organisation to expand its Care Farm provision, the Care Farm needs to relocate to a new site. A site in Lindsey has been found, that will enable the Care Farm to expand the range of activities, services and training courses it can provide and provide more placements for people in urgent need of support. The relocation of the Care Farm to Lindsey will carry forward all portable equipment funded from the original project including all previously erected fencing from the original site. Movement of the operation and its expansion will also ensure the long-term future of the provision.

- By increasing access and availability to a wide range of care farm activities for vulnerable people and their families, the Care Farm at Lindsey will be able to help and support people address their issues, before they reach crisis point and require greater levels of intervention and support. This will help reduce pressure on statutory services and support Babergh and Mid Suffolk District Council's to achieve its own mental, physical health and wellbeing targets and objectives.
- All the checks and balances for this new CIL Bid have been undertaken and the scheme meets the Framework requirements with all the necessary evidence for costings as a CIL Bid. However, there are confidence and longevity issues around the operation given that the site at Assington has effectively failed and this is a second request for investment from CIL for a relaunch of the venture at Lindsey
- Although planning permission has been granted for the Befriending scheme use in Lindsey there were local objections on highway and traffic grounds which were looked at by Highways and ultimately the use was accepted by Highways. Consultation has occurred on this CIL Bid which have brought forward objections from the Parish as follows:- supportive of the change of use but objections raised to the siting of the portacabins and the storage containers due to their appearance and their impact on the landscaping. Concerns also raised in terms of impact on highway safety given the increase in vehicle movements along a classified road which is narrow. The Ward Member is currently undecided
- These localised objections are important and should be given weight in any decision but it is important to emphasize that this Befriending scheme would have significant widespread benefits for Babergh residents and users of the facility (there are no other such schemes across the whole of the Babergh District) and these positives must be weighed up against the negatives.
- This is a very difficult situation upon which to base a recommendation. The earlier CIL investment has to some extent been safeguarded by the proposed transfer of the portacabin and fencing from Assington to Lindsey but similar circumstances of this CIL Bid also relate to the CIL Bid in Assington if they are compared
- The Lindsey land - the land is leased for 25 years and is not public land. The first break clause hits at year 5 compared with the Assington land which was similarly leased
- CIL costs are greater for the start up at Lindsey than compared with Assington (£100,000 rather than £26,043)
- We have requested accounts for Assington from the operator but they are not available as the only accounts that are accessible are for the Befriending scheme in totality



- We are trying as Officers to contact the farmer who ended the Assington lease to find out why the relationship broke down. This has not yet occurred.
- To conclude this CIL Bid is a second CIL Bid for a more extensive care farm facility and project (than Assington) together with movement of the facility to a different location at Lindsey. There are localised objections to this CIL Bid and yet strong benefits for the wider District. Confidence could be low around longevity and risks could be argued to be high based on the already ceasing operation at Assington.
- On balance given the widespread benefits that would accrue to the District of Babergh by continuing to support this scheme, the CIL Bid is recommended for approval as an exception to the normal approach to CIL bid offer letters by making the recommendation for approval subject to the imposition of a claw back provision such that if the use fails within 10 years (at Lindsey) **all** the monies will be clawed back through a condition on the CIL Bid offer letter (financial accounts show that the general Befriending scheme have sufficient current reserves in their funds to cover this – e.g. £500K at present). Our Shared Legal Service have confirmed this claw back provision can occur in these circumstances but would need input from Contract lawyers as any CIL Bid offer letter would constitute a contract.(as do all CIL Bid offer letters)

## RECOMMENDATION

Recommendation to Cabinet is to approve CIL Bid B22-09 for £100,000.00 as per bid application from the Local Infrastructure Fund (subject to the inclusion of a clawback provision such that if the use fails within 10 years (at Lindsey) **all** the monies will be clawed back through a condition on the CIL Bid offer letter)

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# Equality Impact Assessment (EIA) Initial Screening Form



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

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

<p><b>1. Policy/service/function title</b></p>	<p>Strategic Planning Policy – Infrastructure – Community Infrastructure Levy (CIL) - CIL Expenditure Programme. – November 2022 One separate report and one separate CIL Expenditure Programme for Mid Suffolk together with a technical assessment for each of the CIL Bids.</p>
<p><b>2. Lead officer (responsible for the policy/service/function)</b></p>	<p>Christine Thurlow – Professional Lead – Key Sites and Infrastructure.</p>
<p><b>3. Is this a new or existing policy/service/function?</b></p>	<p>New  Existing: Existing (see 5 below)</p>
<p><b>4. What exactly is proposed? (Describe the policy/service/ function and the changes that are being planned?)</b></p>	<p>The Community Infrastructure Levy (CIL) - CIL Expenditure Business Plan – September 2018 was presented to both Councils Cabinets in September 2018 (relating to CIL Bids submitted in Bid Round 1 (in May 2018). The report recommended decisions by both Councils Cabinet and delegated decisions for Cabinet to note and endorse on the Bids in their Districts for delivery of infrastructure. Subsequent changes were made to the CIL Expenditure Framework through the second review (April 2020),third review (March 2021)and fourth review (July/September 2022).</p> <p>The Community Infrastructure Levy (CIL) - CIL Expenditure Business Plan – March 2019 was presented to both Councils Cabinets in March 2018 (relating to CIL Bids submitted in Bid Round 2 (in October 2018). The report recommended decisions by both Councils Cabinet and delegated decisions for Cabinet to note on the Bids in their</p>

	<p>Districts for delivery of infrastructure.</p> <p>The Cabinet decisions relating to infrastructure projects made in respect of Bids rounds 3 (May 2019) 4 (October 2019) 5 (June 2020) and 6 (October 2020), 7 (May 2021) 8 (October 2021) and 9 (May 2022) were made in August/September 2019 and March, June September and December 2020 and March, October 2021 and December 2021 and September 2022, respectively.</p> <p>This report focuses on Bids made in CIL Bid Round 9 and 10 (in May and October 2022) at the time of writing the reports However it also includes a delivery update for CIL Bids submitted in Bid Rounds 1, 2, 3, 4, 5, 6, 7, 8 ,9 and 10 including decisions at Cabinet in September 2022 together with a list of emerging infrastructure projects being developed for future Bid submission (in accordance with the revisions to the CIL Expenditure Framework)</p>
<p><b>5. Why? (Give reasons why these changes are being introduced)</b></p>	<p>All the Bids submitted for CIL funding are different and relate to different Parishes, different types of infrastructure and as both Councils are sovereign Councils, monies are collected recorded and spent separately.</p> <p>There are two Bid Rounds each year and each Bid is validated screened for other forms of funding and then prioritised according to the agreed criteria, for each Bid. Dependant on whether the spend is above or below £10,000 the decision will either be made by Cabinet (£10,000 and above) or under delegated decision (under £10,000) where the decisions will be presented to Cabinet to be noted.</p> <p>At least two CIL Expenditure Programmes are produced for both Council's Cabinets to consider each year so that delivery of infrastructure can be responsive to demand, and focus can be maintained on outcomes related to delivery of infrastructure supporting growth.</p> <p>In this way the development that is carried out is sustainable as any harm from the development is mitigated by the infrastructure provision.</p>
<p><b>6. How will it be implemented? (Describe the decision-making process, timescales, process for implementation)</b></p>	<p>The processes and procedure including governance arrangements for CIL expenditure are set out in the CIL Expenditure Framework and the CIL Expenditure Communications Strategy with timescales set out in the associated Key CIL Calendar document. The processes are described</p>

	in 5 above.
<b>7. Is there potential for differential impact (negative or positive) on any of the protected characteristics?</b>	<p>Yes</p> <p><b>No</b> Infrastructure provision is necessary to mitigate the harm from the impact of growth so that the development that is carried out is sustainable.</p> <p>Communities in general benefit from infrastructure provision and delivery and its provision generally causes positive impacts for that community that all can benefit from. It does not impact on a specific equality strand unless it has been particularly designed to do so</p> <p>Identify how the impact would affect the specific equality strand.</p>
<b>8. Is there the possibility of <b>discriminating unlawfully</b>, directly or indirectly, against people from any protected characteristic?</b>	<p>Yes</p> <p><b>No No</b></p>
<b>9. Could there be an effect on <b>relations between certain groups</b>?</b>	<p>Yes</p> <p><b>No No</b></p>
<b>10. Does the policy explicitly involve, or <b>focus on a particular equalities group</b>, i.e. because they have particular needs?</b>	<p>Yes</p> <p><b>No No</b></p>
<p>If the answers are 'no' to questions 7-10 then there is no need to proceed to a full impact assessment and this form should then be signed off as appropriate.</p> <p>If 'yes' then a full impact assessment must be completed.</p>	
<p>Authors signature Christine Thurlow</p> <p>Date of completion 23rd August 2022.</p>	

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

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

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