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MID SUFFOLK CABINET	
DATE:	MONDAY, 6 MARCH 2023 10.30 AM
VENUE:	KING EDMUND CHAMBER, ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH

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

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AGENDA

PART 1

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT

Page(s)

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATION OF INTERESTS BY COUNCILLORS**
- 3 **MCa/22/47 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2023** 5 - 12
- 4 **TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME**
- 5 **QUESTIONS BY COUNCILLORS**
- 6 **MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY OR JOINT AUDIT AND STANDARDS COMMITTEES**

7 **FORTHCOMING DECISIONS LIST**

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

[Forthcoming Decisions List » Mid Suffolk](#)

- 8 **MCa/22/48 GENERAL FUND FINANCIAL MONITORING 2022/23 - QUARTER 3** 13 - 30
Cabinet Member for Finance.
- 9 **MCa/22/49 HOUSING REVENUE ACCOUNT (HRA) FINANCIAL MONITORING 2022/23 - QUARTER 3** 31 - 38
Cabinet Member for Finance.
- 10 **MCa/22/50 QUARTER 3 PERFORMANCE** 39 - 76
Cabinet Member for Customers, Digital Transformation and Improvement.
- 11 **MCa/22/51 COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE PROGRAMME MARCH 2023** 77 - 178
Cabinet Member for Planning.
- 12 **MCa/22/52 PRIVATE SECTOR HOUSING ENFORCEMENT & CIVIL PENALTIES POLICY** 179 - 218
Cabinet Member for Housing.
- 13 **MCa/22/53 UPDATE ON SOCIAL HOUSING REGULATION AND THE OUTCOME OF THE REFERRAL TO THE REGULATOR OF SOCIAL HOUSING** 219 - 224
Cabinet Member for Housing.
- 14 **MCa/22/54 BABERGH AND MID SUFFOLK CULTURE, HERITAGE AND VISITOR ECONOMY STRATEGY** 225 - 312
Cabinet Member for Economic Growth.
- 15 **MCa/55/55 THE APPROVAL TO CONSULT ON A REVISED TABLE OF FARES FOR HACKNEY CARRIAGES** 313 - 342
Cabinet Member for Environment.
- 16 **MCa/22/56 SKILLS & INNOVATION CENTRE ON GATEWAY 14** 343 - 352
Cabinet Member for Economic Growth.

17 **EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)**

To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information as indicated against the item. The author of the report proposed to be considered in Part 2 of the Agenda is satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

18 **MCa/22/56 SKILLS & INNOVATION CENTRE ON GATEWAY 14 - 353 - 420
CONFIDENTIAL APPENDICES**

Cabinet Member for Economic Growth.

Date and Time of next meeting

Please note that the next meeting is scheduled for Monday, 3 April 2023 at 10.30 am.

Webcasting/ Live Streaming

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

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Agenda Item 3

MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK CABINET** held in the King Edmund Chamber, Endeavour House, 8 Russell Road, Ipswich on Monday, 6 February 2023

PRESENT:

Councillor: Suzie Morley (Chair)
Harry Richardson (Vice-Chair)

Councillors: David Burn
Lavinia Hadingham

Jessica Fleming
John Whitehead

Ward Member(s):

Councillors: Keith Welham – Chair of Overview and Scrutiny
Andrew Mellen
John Field

In attendance: Nathan Swift - Saunders Boston Architects,
Guest(s): Alan Hepburn and Stephen Brown from REAL Consulting

Officers:

- Chief Executive (AC)
- Deputy Chief Executive (KN)
- Director - Corporate Resources and Section 151 Officer (ME)
- Director - Economic Growth and Climate Change (FD)
- Director - Operations (ME)
- Corporate Manager - The Councils' Companies (HB)
- Corporate Manager – Finance, Commissioning & Procurement (RH)
- Shared Revenue Partnership Operations Manager (AW)
- Project and Research Officer (KN)
- Licensing Officer (KP)
- Assistant Manager – Governance (HH)

Apologies:

Gerard Brewster
Julie Flatman
Peter Gould

80 DECLARATION OF INTERESTS BY COUNCILLORS

There were no declarations of interests made by Councillors.

81 MCA/22/40 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9 JANUARY 2023

It was resolved:

That the minutes of the meeting held on the 9 January 2023 be confirmed and signed as a correct record of the meeting.

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

None received.

83 QUESTIONS BY COUNCILLORS

None received.

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

84.1 The Chair, Councillor Morley invited the Chair of the Overview and Scrutiny Committee, Councillor Welham to present matters.

84.2 Councillor Welham referred to the recommendation made at the Overview and Scrutiny Committee on the 23 January 2023, asking Cabinet to consider an increase in the Locality Award allocation for each Member.

84.3 Councillor Welham questioned whether this would be included in the budget papers for Council.

84.4 The Cabinet Member for Finance, Councillor Whitehead responded that new emerging community grants projects were coming through all the time and that the Locality Grant funding would be included clearly in the budget papers for Council in March.

Due to technical issues a short break was taken between 10:41 am and 10:50 am.

85 FORTHCOMING DECISIONS LIST

There were no comments made for the Forthcoming Decisions List.

86 MCA/22/41 GENERAL FUND BUDGET 2023/24 AND FOUR-YEAR OUTLOOK

86.1 The Chair, Councillor Morley invite the Cabinet Member for Finance, Councillor Whitehead to introduce the report.

86.2 Councillor Whitehead introduced the report and moved the recommendations 3.1 and 3.2 in the report.

86.3 Councillor Richardson seconded the recommendations and stated that this was a healthy budget for another year, which allowed the Council to invest in Communities and the District as a whole and reflected a strong financial position for the Council.

86.4 In response to questions from other Members attending the meeting the Director for Corporate Resources clarified the loan arrangements for CIFCO

and the Capital borrowing programme.

- 86.5 The Cabinet Member for Finance responded to questions from other Members attending the meeting regarding the allocation of the Locality Funding and the risk management table in the report and further that the medium-term prediction was cumulative over the next four years. However, growth in business rates, fees and charges were likely to increase during this period to mitigate the funding gap.
- 86.6 In response to questions from other members attending the meeting, the Director for Housing advised Members that the Council was seeking legal advice on transfer between the General Fund and the Housing Revenue Account to explore if changes could be made, but that this would not be completed before the budgets were presented to Council in March.
- 86.7 In responses to further questions from other Members attending the meeting the Cabinet Member for Finance stated that the Council continuously strived to make efficiency savings to maintain and improve services to residents. However, the reserves were for projects, which would improve residents' lives. There had been challenges on the Council's day to day budget, such as the Covid-19 pandemic and the cost of living crisis. However, projects funded by the reserves, such as Gateway 14 and the Stowmarket Health, Education and Leisure Facilities scheme (SHELF) and the Electric Vehicle Charging Point project were also part of the Council's work.
- 86.8 Councillor Morley stated that there were better, faster ways to save money for the Council such as going paperless and self-services for residents, which would free-up officers' time to undertake more detailed work for residents.
- 86.9 Councillor Richardson queried table 1 for Risk Management and the Director for Corporate resources advised that it was prudent to leave the risk level as it was.
- 86.10 Members debated the issues including that efficiencies were key enablers for projects to improve the lives of residents and that the current funding for these projects would be carried forward to next year's budget.

By a unanimous vote

It was RESOLVED: -

- 1.1 That the General Fund Budget proposals for 2023/24 and four-year outlook set out in the report be endorsed for recommendation to Council on 23 February 2023.**
- 1.2 That the General Fund Budget for 2023/24 is based on no increase to the Band D Council Tax, be endorsed for recommendation to Council on 23 February 2023.**

REASON FOR DECISION

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

87 MCA/22/42 HOUSING REVENUE ACCOUNT (HRA) 2023/24 BUDGET

- 87.1 The Chair Councillor Morley invited the Cabinet Member for Finance, Councillor Whitehead to introduce the report.
- 87.2 Councillor Whitehead introduced the report and moved the recommendations in the report.
- 87.3 Councillor Hadingham seconded the recommendations.
- 87.4 The Director for Housing responded to question from other Members attending the meeting on issues including that the increase to tenancy rents had been restricted to 7% and that there were significant challenges to the HRA budget going forward, to keep properties up to standard as safe, warm and dry homes. Rents had to be increased to make sure there was enough capital to invest for the future for Council properties.
- 87.5 The Director for Housing clarified that HRA land was the Council's responsibility, and when this land was sold the Council had to ensure that the land was kept in good order. It was possible to transfer land to parish councils, however, this was not easy as there was cost involved for this process.

By a unanimous vote

It was RESOLVED: -

- 1.1 That the HRA Budget proposals for 2023/24 set out in the report be endorsed for recommendation to Council on 23 February 2023.**
- 1.2 That an increase of 7% for council house rents, equivalent to an average rent increase of £6.16 for social rent and £9.03 for affordable rent, a week be implemented.**
- 1.3 That the CPI increase of 10.1% in garage rents, equivalent to an average rent increase of £4.86 or £4.91 (private rental), a month be implemented.**
- 1.4 That an increase of 7% for sheltered housing service charges, equivalent to £10.83 a month, be implemented.**
- 1.5 That an increase for sheltered housing utility charges, equivalent to £27.93 a month (30% for heating and 62% for water), be implemented.**
- 1.6 That in principle, Right to Buy (RTB) receipts should be retained to enable**

continued development and acquisition of new council dwellings.

REASON FOR DECISION

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

88 MCA/22/43 BUSINESS RATES RELIEF POLICIES

88.1 The Chair, Councillor Morley invited the Cabinet Member for Finance, Councillor Whitehead to introduce the report.

88.2 Councillor Whitehead introduced the report and moved recommendations 3.1 and 3.2 as detailed in the report.

88.3 Councillor Richardson seconded the recommendations.

By a unanimous vote.

It was RESOLVED: -

1.1 That Cabinet approved the introduction of the discretionary Retail, Hospitality and Leisure and Supporting Small Business rate relief policies as set out in appendix 1 & 2 for the 2023/24 financial year.

1.2 That Cabinet gave authority to the Director for Corporate Resources in consultation with the Cabinet Member for Finance to agree future changes to the discretionary Retail, Hospitality and Leisure and Supporting Small Business rate relief policies for the life of the 2023 rating list.

REASON FOR DECISION

To provide discretionary reliefs to support Business ratepayers in Mid Suffolk.

To enable the implementation of the discretionary schemes.

89 MCA/22/44 MSDC: RINGFENCED FUNDING FOR ELECTRIC BUS RURAL TRANSPORT

89.1 The Chair, Councillor Morley invited Councillor Richardson to introduce the report, as the Cabinet Member for Communities and Wellbeing, Councillor Flatman had forwarded apologies for this meeting.

89.2 Councillor Richardson introduced the report and proposed that recommendations 3.3 be removed and that recommendation 3.2 be amended to:

To approve the officer recommendation to pause the delivery of this project in order to allow more time to collate evidence to support the viability of a pilot scheme as limited evidence of successful schemes has been available to date across the local area and across the UK, accepting that further agreement with Gateway 14 Board may be required if the final scheme is linked to G14 delivery.

- 89.3 Councillor Richardson then moved recommendation 3.1 and 3.2 as proposed, which was seconded by Councillor Whitehead.
- 89.4 In response to questions from other Members attending the meeting regarding the Gateway 14 Travel Plan Councillor Richardson responded that the travel plan was a condition of the Planning application. The Sustainable Travel Officer confirmed that travel plan was based on the occupation of The Range, which was due to be in the Summer 2024.
- 89.5 In response to further questions from other Members attending the meeting Councillor Richardson responded that the lead time for purchasing EV buses would be variable depending on the model chosen. That the Working Group had recommended that the EV Bus Scheme was pause until further evidence was available from other similar schemes nationally, as there was not enough evidence to work with for this kind of scheme. With regards to the funding of the scheme Transport of London were not currently funding the scheme, so the cost would be carried by the Council. There would be some Section 106 and Community Infrastructure Levy (CIL) available in connection with the planning application for The Range.
- 89.6 During the debate Councillor Fleming thanked Officers for the extensive work undertaken for the project and that the Council was not ready to commit funding to this type of service yet. However, as this area developed in relation to vehicles, greener fuel options and technology, the Council would be considering options for improving transport to rural areas.

By a unanimous vote

It was RESOLVED: -

- 1.1 That Cabinet noted the extensive work undertaken by officers to date to consider the viability of an electric bus rural transport scheme across the District.**
- 1.2 To approve the officer recommendation to pause the delivery of this project in order to allow more time to collate evidence to support the viability of a pilot scheme as limited evidence of successful schemes has been available to date across the local area and across the UK, accepting that further agreement with Gateway 14 Board may be required if the final scheme is linked to G14 delivery.**

REASON FOR DECISION

To meet the obligations set out in the funding agreement between the Homes and Communities Agency (now Homes England) and Mid Suffolk District Council in relation to

90 MCA/22/45 HOMES ENGLAND COMPLIANCE AUDIT - NEEDHAM MARKET MIDDLE SCHOOL SITE

90.1 The Chair Councillor Morley invited the Cabinet Member for Housing, Councillor Hadingham to introduce the report.

90.2 Councillor Hadingham introduced and moved the recommendation 3.1 as detailed in the report, which was seconded by Councillor Morley.

By a unanimous vote.

It was RESOLVED: -

That Mid Suffolk District Cabinet formally acknowledged the compliance audit received from Homes England in relation to the affordable housing development at Needham Market Middle School.

REASON FOR DECISION

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

91 MCA/22/46 STOWMARKET HEALTH, EDUCATION AND LEISURE FACILITIES (SHELF) SCHEME

91.1 The Chair Councillor Morley invited the Cabinet Member for Economic Growth, Councillor Richardson to introduce the report.

91.2 Councillor Richardson introduced the report and moved the recommendations, as detailed in the report.

91.3 Councillor Whitehead seconded the recommendations and stated that whilst it was an ambitious and expensive project, it would bring high quality sports facilities to the area.

91.4 In response to questions from other Members attending the meeting, Councillor Richardson advised that sustainable transport options would be explored.

91.5 The Director for Economic Growth and Climate Change responded to questions from other Members attending the meeting and advised that all the pitches referred to in paragraph 4.5 were outdoor, all-weather pitches.

By a unanimous vote

It was RESOLVED: -

- 1.3 That Cabinet noted the work and progress made on the scheme to date, including extensive public engagement, design and cost planning and scheme viability.
- 1.2 To also note the future gateways for decision making for the scheme including bringing the full business case, funding strategy and optimal operating model to Cabinet and Council later this year for a formal decision.
- 1.3 To approve the recommendation to submit a full planning application and develop detailed designs for the scheme.
- 1.4 To recommend to Council further spend of £250,000 from the Growth and Efficiency fund to enable the works outlined in 3.3 to progress.

REASON FOR DECISION

Further work is now required to identify and secure occupiers and end users for the scheme, particularly the Wellbeing hub, to enable completion of the full business case. In addition, several external funding streams can only be submitted once a planning permission has been secured.

Therefore, it is recommended that work continues on the scheme to enable the next set of milestones to be met, at which point the full business case detailing final draft cost plan, levels of income and expenditure for the whole site, a proposed management model and a detailed funding strategy, will be brought back for formal decision. The full business case may outline options for the phased delivery of the site.

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

This was not required for the consideration of the above item.

93 MCA/22/46 APPENDIX B - COST PLAN AND FUNDING SUMMARY

The business of the meeting was concluded at 12:16 pm.

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Chair

Agenda Item 8

MID SUFFOLK DISTRICT COUNCIL

COMMITTEE: Cabinet	REPORT NUMBER: MCa/22/48
FROM: Councillor John Whitehead, Cabinet Member for Finance	DATE OF MEETING: 6 March 2023
OFFICER: Melissa Evans, Director, Corporate Resources	KEY DECISION REF NO. CAB368

GENERAL FUND FINANCIAL MONITORING 2022/23 – QUARTER 3

1. PURPOSE OF REPORT

- 1.1 This report considers the revenue and capital financial performance for the period April to December and highlights any significant variances expected for the financial year 2022/23.
- 1.2 As at 31st December an overspend of £548k on net expenditure is forecast. The Council set up an Inflationary Pressure Reserve of £500k in 2021/22 to mitigate against the impact of inflation in 2022/23. This would be used to fund part of the forecast overspend and the budgeted contribution of £4.051m to the Growth & Efficiency Fund would be reduced to £4.003m, as shown in Appendix A, section 2.

2. OPTIONS CONSIDERED

- 2.1 At this stage in the year, the financial position is for noting only.

3. RECOMMENDATIONS

- 3.1 That, subject to any further budget variations that arise during the rest of the financial year, the net expenditure overspend position of £548k and forecast reserve movements, referred to in Appendix A of the report, be noted;
- 3.2 The revised 2021/22 Capital Programme referred to in Appendix A, section 5 be noted.

REASON FOR DECISION

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

4. KEY INFORMATION

Background

- 4.1 The General Fund Financial Monitoring Report for Quarter 3 2022/23 is attached in Appendix A. This covers full year forecasts and performance against budget for the Councils' revenue, capital programme and reserves.

5. LINKS TO THE CORPORATE PLAN

- 5.1 Ensuring that the Council makes best use of its resources is what underpins the ability to achieve the priorities set out in the Corporate Plan. Specific links are to financially

sustainable Councils, managing our corporate and housing assets effectively, and property investment to generate income.

6. FINANCIAL IMPLICATIONS

6.1 These are detailed in the report.

7. LEGAL IMPLICATIONS

7.1 There are no specific legal implications.

8. RISK MANAGEMENT

8.1 Key risks are set out below:

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
We may be unable to react in a timely and effective way to financial demands	3	4	Continued monitoring and reporting of the Councils financial forecast during 2022/23 via quarterly reports to Cabinet. Reserves available to call upon.	SRR004MSDC
Service delivery may not be accomplished If economic conditions and other external factors are worse than budgeted for it	2	2	Budget control framework in place with Budget Holders and Assistant Directors with the Business Partner model operating effectively to support this. Continued monitoring and reporting of the Councils financial forecast during 2022/23 via quarterly reports to Cabinet.	Finance, Commissioning and Procurement ORR005MSDC

9. CONSULTATIONS

9.1 Consultations have taken place with Directors, Corporate Managers and other Budget Managers as appropriate.

10. EQUALITY ANALYSIS

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

11. ENVIRONMENTAL IMPLICATIONS

11.1 Directors, Corporate Managers and other Budget Managers continue to consider the environmental impact of their budgets and take the opportunity to reduce their carbon footprint as opportunities arise.

12. APPENDICES

Title	Location
General Fund Financial Monitoring Quarter 3 2022/23	APPENDIX A

13. BACKGROUND DOCUMENTS

24 February 2022 General Fund Budget 2022/23 and Four-Year Outlook – MC/21/26

5 September 2022 General Fund Financial Monitoring 2022/23 - Quarter 1 - MCa/22/15

5 December 2022 General Fund Financial Monitoring 2022/23 - Quarter 2 - MCa/22/29

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General Fund Financial Monitoring Quarter 3 2022/23

Mid Suffolk District Council March 2023



1. Background

1. Background

2. The General Fund Budget for 2022/23 was approved by Council in February 2022. In previous years, worst-case scenarios were typically used when putting budget proposals together. Amalgamating these assumptions across the whole organisation has resulted in underspends.
3. For 2022/23 stretching, but realistic, assumptions were used when putting budget proposals together across both expenditure and income. However, global events, rising inflation and interest rates have created an unprecedented financial challenge for the Council resulting in a likely overspend position.
4. Inflation, measured by the Consumer Price Index (CPI) increased significantly during 2022, reaching a peak of 11.1% in October before dropping to 10.7% in November. The increased cost of fuel, materials and services has been reflected in the forecast variances for 2022/23.

Page 18

Attempting to curb inflation, the Bank of England has increased the base rate from 1.75% at the start of 2022/23 to 3.5% in December. These increases have been much greater than expected when the budget was approved and therefore an overspend on interest payable is forecast for 2022/23.

6. Employee costs are approximately 40% of the Council's revenue expenditure budget and an increase of 2.2% was included in the budget. A national pay award offer for 2022/23 of £1,925 from 1 April 2022 has been agreed for all staff. This equates to an increase of approximately 8% and an additional cost of £580k.

7. Forecast outturn position 2022/23

8. Budget monitoring is a key tool and indicator on the delivery of the Council's plans and priorities for the year. There will, of course, always be reasons why there are variances such as the current inflationary pressures.
9. Based upon financial performance and information from April to September (with emerging trends extrapolated to the end of the financial year) and discussions with budget managers and the Senior Leadership Team, key variations on expenditure and income compared to budget have been identified.

10. A net overspend on services of £548k is forecast for 2022/23 at the end of Quarter 3. The forecast overspend was £839k at the end of Quarter 2.
11. The key projected variances that make up this overspend are shown in the following sections of this report.
12. Recruitment remains challenging and the Council continues to experience a significant delays between people leaving the organisation and these posts being filled. However, underspends resulting from vacancies have been offset by the £1,925 pay award and temporary cover for vacant posts.

2. General Fund Revenue – Forecast

		Revised Budget £'000	Forecast at Q3 £'000	Forecast Variance £'000
Net Service Costs	Assets & Investments	576	696	121
	Communities & Wellbeing	927	873	(55)
	Corporate Resources	1,710	2,315	604
	Customer Operations	1,978	1,942	(37)
	Economic Growth & Climate Change	270	320	49
	Operations	3,350	3,214	(136)
	Housing	520	595	74
	Law & Governance	927	988	61
	Planning & Building Control	1,323	918	(405)
	HR & Organisational Development	461	492	30
	Senior Leadership Team	700	747	47
Net Service Expenditure		12,743	13,098	355
Recharges	Recharge to HRA/Capital	(1,511)	(1,511)	
Capital Financing	Interest Payable	835	963	128
	Minimum Revenue Provision (MRP)	1,333	1,332	(1)
Investment Income	Pooled Funds Net Income	(566)	(500)	66
	Interest Receivable	(4,065)	(4,065)	
Total Net Cost of Services		8,769	9,317	548
Government Grants	New Homes Bonus	(1,779)	(1,779)	
	S31 Business Rates Grant	(1,409)	(2,433)	(1,024)
	Services, Rural Services & Lower Tier Grants	(713)	(713)	
Business Rates	Baseline Business Rates less Levy	(2,901)	(2,394)	507
	Growth / Pooling Benefit	(486)	(496)	(10)
	Prior Year Deficit/(Surplus)	(438)	911	1,349
Council Tax	Council Tax	(6,667)	(6,667)	
	Prior Year Deficit/(Surplus)	(293)	(106)	186
Total Funding		(14,685)	(13,677)	1,008
Net Position Before Reserves		(5,916)	(4,360)	1,556
Movement in Reserves	Commercial Development Risk Reserve	1,865	1,865	
	Growth and Efficiency Fund	4,051	4,003	(48)
	Business Rates & Council Tax Reserve		(1,008)	(1,008)
	Inflationary Pressures Reserve		(500)	(500)
		0	0	(0)

Net Service Costs

- Explanations for these variances are provided in the next section of this report.

Capital Financing & Investment Income:

- A variance in interest payable costs is forecast due to an increase in rates for short-term borrowing. These have increased from an average rate of 0.2% in 21/22 to around 4% currently.
- Based on returns to date, returns on the pooled funds for 2022/23 are forecast to be lower than budget due to market conditions.

Business Rates:

- The Business Rates forecast reflects the NNDR1 figures for 2022/23. The prior year deficit will be met by S.31 grants received in 2022/23 and held in the Council Tax and Business Rates Reserve.
- At the end of January 2023 the collection rate was 93.12% compared with 90.74% for the same period the previous year

Council Tax:

- Council tax income is set as part of the budget with any variation in income recognised as a surplus or deficit to be carried forward in the Collection Fund and recognised in the following year.
- At the end of January 2023, the collection rate was 92.64%, compared with 93.00% for the same period the previous year.
- A surplus on the Collection Fund of £1.35m for Council Tax is forecast for 2022/23. Mid Suffolk's share of £177k would be realised in 2023/24 and has been built into the 2023/24 budget.

Reserves:

- A full breakdown of forecast reserve movements compared to the 2022/23 budget is shown in Section 4, page 9.
- £500k was put into an inflationary Pressures Reserve at the end of 2021/22 and this will be used to fund most of the forecast variance on the net cost of services.
- The Council Tax and Business Rates Reserve will be used to cover the timing differences between S.31 grants and gains/losses.
- A £4.051m transfer to the Growth & Efficiency Fund was included in the budget. This is forecast to reduce to £4.003m.

3. General Fund Revenue – Services Forecast Variance

	Variance To Budget £000's					%	Commentary on Major Variances
	Employee Costs £'000	Operating Costs £'000	Income £'000	Movement in Reserves £'000	Total £'000		
Assets & Investments	(19)	137	3	-	121	21%	
Strategic Property	4	136	(13)	-	128	26%	<ul style="list-style-type: none"> • Completion date for surrendering Head Office floorplate later than budgeted - rent and service charges £49k overspend. • Wingfield Barns £42k overspend on utility costs. • Reactive depot repairs £39k overspend. • Overall electricity utility pressure on properties (excluding Wingfield Barns) of £29k. • Consultancy on Asset Utilisation (£30k) underspend due to delay in Crown Commercial planning & mapping works which will now take place and have been budgeted for in 2023/24.
The Councils' Companies	(24)	1	16	-	(7)	-7%	
Communities & Wellbeing	(7)	1,011	(447)	(611)	(55)	-6%	
Communities	(7)	737	(156)	(611)	(38)	-5%	<ul style="list-style-type: none"> • £135k additional income received from Suffolk County Council and £51k Warm Spaces funding. This is forecast to be spent this year on Holiday Activity & Food programme. Remaining costs relate to currently unallocated government funding for the Clinically Vulnerable. • £580k forecast to be spent on Strategic Priorities for Communities, funded from reserves. £13k increase to Ipswich & East Health Alliance costs forecast, within budget and funded from reserves.
Leisure Contracts	-	274	(291)	-	(17)	-8%	<ul style="list-style-type: none"> • Additional £50k support payment to Everyone Active agreed at the end of 2021/22. • Stradbroke High School coming forward to pay for historic and future use of the pool facilities giving an additional income of £55k. • Maintenance costs in year forecast to underspend by £12k.

3. General Fund Revenue – Services Forecast Variance

	Variance To Budget £000's					%	Commentary on Major Variances
	Employee Costs £'000	Operating Costs £'000	Income £'000	Movement in Reserves £'000	Total £'000		
Corporate Resources	540	139	(75)	-	604	35%	
Finance, Commissioning & Procurement	540	139	(75)	-	604	35%	<ul style="list-style-type: none"> • Adverse variance due to budgeted Vacancy Management Factor of £500k, vacancies are shown in services. • Further cost pressure of £61k for interim staff to support the transformation project. • Bank charges for Pay 360 costs on customer transactions forecast to be £38k over budget based on costs to date. • Forecast overspend of £30k for insurance on assumption of a 10% inflationary increase on renewal in January 2023. • Broker fees for short-term borrowing have increased - £12k variance expected • £56k underspend forecast on security costs with work completed on former HQ building.
Customer Operations	(128)	60	(6)	37	(37)	-2%	
Communications	6	4	-	-	10	6%	
Customer Operations	(35)	41	-	(28)	(21)	-3%	<ul style="list-style-type: none"> • Underspend on employees costs due to vacancies in first half the of year. • £41k spend on Residents Survey & Inform Communications Subscription, partly funded by reserves.
ICT	48	5	(6)	(45)	2	0%	
Strategic Policy, Performance & Improvements	(148)	10	-	110	(27)	-10%	<ul style="list-style-type: none"> • Underspend on employee costs due to a team restructure. • Additional £10k costs for new performance software and citizen plan subscription. • Budgeted movement from reserves no longer required.
Economic Growth & Climate Change	(29)	421	(208)	(134)	49	17%	
Economy & Business	(29)	421	(208)	(134)	49	17%	<ul style="list-style-type: none"> • (£29k) under budget on salary costs with inflationary pressures being more than mitigated by some roles being funded from Covid reserve. • Operating costs variance includes £240k Reopening of the High Streets Safely scheme which is offset by income, £25k Stowmarket Wayfinding also offset by income and £280k spend on the councils strategic priorities offset by reserves. £130k budget for Electric Rural Bus Scheme will not be spent in 2022/23.

3. General Fund Revenue – Services Forecast Variance

	Variance To Budget £000's					%	Commentary on Major Variances
	Employee Costs £'000	Operating Costs £'000	Income £'000	Movement in Reserves £'000	Total £'000		
Housing	152	852	(416)	(31)	75	14%	
Building Services	-	(71)	81	-	10	7%	Increased Maintenance costs on Photo Voltaic Panels
Housing Solutions	152	923	(497)	(512)	65	10%	<ul style="list-style-type: none"> • Salary cost pressure of £46k due to pay award, mitigated by vacancies & one role moving to Planning. £88k spend on agency costs partially offset by £75k of funding. • £140k overbudget on B&B costs due to an unexpected increase over winter months. There was a £60k cost pressure paying rent arrears, heating, court costs etc to prevent homelessness. Other overspends on operating costs are funded by grants or reserves. • Additional income has been received in 2022/23: Favourable variance on Housing Benefit received in temporary accommodation (£122k), additional Homeless Prevention funding (£73k), agency funding from West Suffolk Council (£12k), additional Rent Scheme Grant (£52.5k), additional rents (£90k) expected and additional Household Support Grant of (£165k).
HR & Organisational Development	(16)	55	(1)	(9)	30	7%	
HR & OD	(16)	55	(1)	(9)	30	7%	<ul style="list-style-type: none"> • Employee underspend due to vacancies. • £55k Over budget on centrally held recruitment & advertising costs for the council and additional costs on employee healthcare.
Law & Governance	(10)	95	(23)	-	61	7%	
Electoral Services & Land Charges	(16)	67	(23)	-	28	37%	<ul style="list-style-type: none"> • Employee underspend due to vacancies in first half of year. • £67k over budget as spend kicks in for May 2023 Elections. Funded from reserves. • £38k under budget forecast for Land Charges mitigated by (£61k) Elections Funding.
Governance & Civic Office	3	27	(0)	-	30	8%	£29k overspend on postage due to apparent increase in volume, usage and costs are being reviewed with the service provider.
Internal Audit, Risk & Data	2	1	-	-	3	4%	
Shared Legal Service	-	-	-	-	-	0%	

3. General Fund Revenue – Services Forecast Variance

	Variance To Budget £000's					%	Commentary on Major Variances
	Employee Costs £'000	Operating Costs £'000	Income £'000	Movement in Reserves £'000	Total £'000		
Operations	(22)	80	(210)	16	(136)	-4%	
Car Parking	1	21	(79)	-	(56)	-28%	<ul style="list-style-type: none"> • (£79k) Over performance against budgeted car park income as resident and visitor activity recovers post pandemic. • Accrued cost of Civil Parking Enforcement from 21/22 £19k less than provided for. • £20k overspend on rates due to revaluation of Meadow Centre, Stowmarket. • £10k overspend on repairs and electricity costs.
Health & Safety, Business Continuity and Emergency Planning	(58)	(12)	-	20	(51)	-11%	<ul style="list-style-type: none"> • Employee cost underspend due to long-term absence. • Operating cost savings have been made by changing supplier for lone working devices and licences, resulting in a re-current saving.
Public Protection	5	51	(124)	-	(68)	-10%	<ul style="list-style-type: none"> • £7k overspend on taxi testing. • £43k overspend represents contribution of Contain Outbreak Management Fund costs to Public Realm for Covid related activity. • (£101k) total Covid 'COMF' funding direct employee costs for COVID backlog work and above contribution to Public Realm. • (£23k) additional income from fees, charges, licences, enforcement and new burden funding.
Public Realm	43	77	46	(4)	162	13%	<ul style="list-style-type: none"> • Overspend on employee costs due to pay award. • £55k fuel pressure forecast based on price and consumption. • £18k pressure on vehicle and repair costs. • £19k reduction of contribution from SCC for grass cutting. • £24k income Babergh recharge for A14 cleansing removed now insourced
Recycling, Waste & Fleet	(7)	(56)	(53)	-	(116)	-8%	<ul style="list-style-type: none"> • (£56k) saving from historically low costs for Materials Recovery Facility (MRF) which is set quarterly based on tonnage and overall market commodity value. Mitigated partly by inflationary pressures on disposals of other materials and contract revaluations and supplier cost pressures. It is proposed that any underspend will be transferred fully in the Waste reserve to stabilise the medium-term budget pressures on the service. • (£53k) Service income ahead of budget predominantly due to Trade Waste Income recovery post pandemic and garden waste subscriber growth
Service Improvement (Environment & Community Services)	(7)	-	-	-	(7)	-22%	Due to employee costs transferred to Finance Transformation Project.

3. General Fund Revenue – Services Forecast Variance

	Variance To Budget £000's					%	Commentary on Major Variances
	Employee Costs £'000	Operating Costs £'000	Income £'000	Movement in Reserves £'000	Total £'000		
Planning & Building Control	(348)	(189)	45	87	(405)	-31%	
Building Control	(11)	2	13	-	4	3%	• Income down over the winter months but expected to come back in the Spring.
Development Management, Heritage & Enforcement	(285)	(14)	62	(3)	(240)	-44%	<ul style="list-style-type: none"> • (£285k) staff underspend from vacant posts. • Overspends on £30k consultancy, £25k flooding costs and £8k other costs mitigated by underspends. • Planning income lower than budgeted for due to downturn in market. 23/24 budgets have been adjusted accordingly.
Service Improvement (Sustainable Communities)	1	0	-	-	1	3%	
Page 24 Strategic Planning	(53)	(177)	(30)	90	(170)	-28%	<ul style="list-style-type: none"> • Employee underspend due to vacancies. • Operating costs - £13k overspend on Community Infrastructure Levy legal costs (covered by 5% admin fee), (£100k) saving on Strategic Planning consultancy costs and (£25k) saving on legal costs this year, £9.5k reduction in Neighbourhood Plan costs. • (£50k) extra income from 5% admin fee offset by £30k less on Neighbourhood Plan income, due to the timing of claim windows. • £100k transfer from reserves not required due to savings in costs offset by increase to transfer to reserves of (£10k) for Neighbourhood Plan income.
Senior Leadership Team	77	(1)	(10)	(19)	47	7%	
Senior Leadership Team	77	(1)	(10)	(19)	47	7%	Overspend due interim cover and recruitment costs
Grand Total	189	2,660	(1,349)	(664)	355	3%	

4. General Fund Revenue - Reserves

The projected balances for 31st March 2023 for the Council's reserves, incorporating the forecasts in the previous section are shown here.

Page 25

Reserves	Balance at 31st March 2022 £'000	Budget movement to reserves 22/23 £'000	Forecast movement to reserves 22/23 £'000	Budget movement from reserves 22/23 £'000	Forecast movement from reserves 22/23 £'000	Budget Balance 31st March 2023 £'000	Forecast Balance 31st March 2023 £'000	Committed funds £'000	Forecast Uncommitted Balance 31st March 2023 £'000
Business Rates & Council Tax	5,286	0	0	(1,764)	(1,120)	3,522	4,166	0	4,166
Business Rates Retention Pilot (BRRP)	283	0	0	(25)	(34)	258	249	(188)	61
Carry Forwards	399	0	0	(399)	(399)	(0)	0	0	0
Climate Change and Biodiversity	927	0	0	(57)	(41)	870	886	0	886
Commercial Development Risk Management	4,131	1,865	1,865	0	0	5,996	5,996	0	5,996
Community Housing Fund	185	0	0	(29)	(30)	156	155	0	155
Commuted Maintenance Payments	579	0	0	(28)	(32)	551	547	0	547
COVID 19	1,357	0	0	(149)	(128)	1,208	1,229	(290)	939
COVID 19 Business Recovery	0	0	0	0	0	0	0	0	0
Elections Equipment	35	0	0	0	0	35	35	0	35
Elections Fund	119	20	20	0	0	139	139	0	139
Government Grants	347	0	0	(273)	(27)	74	320	0	320
Growth & Efficiency Fund	2,171	4,051	4,003	(249)	(452)	5,973	5,722	(1,969)	3,753
Homelessness	495	0	0	(118)	(113)	377	382	0	382
Joint Local Plan	100	0	0	(100)	0	0	100	0	100
Neighbourhood Planning Grants	109	76	66	(29)	(29)	156	146	0	146
Planning (Legal)	1,182	0	0	(70)	(25)	1,112	1,157	0	1,157
Planning Enforcement	45	0	0	0	0	45	45	0	45
Repairs & Renewals	293	0	0	0	0	293	293	0	293
Rough Sleepers	35	0	0	0	0	35	35	0	35
Strategic Planning	81	0	0	0	0	81	81	0	81
Strategic Priorities Housing	1,787	0	0	0	(265)	1,787	1,522	(735)	787
Strategic Priorities Economy	1,100	0	0	0	(342)	1,100	758	(390)	368
Strategic Priorities Wellbeing	1,011	0	0	0	(156)	1,011	855	(635)	220
Strategic Priorities Communities	790	0	0	0	(466)	790	324	(80)	244
Strategic Priorities Corporate Services	200	0	0	0	0	200	200	0	200
Strategic Priorities Project Feasibility	250	0	0	0	0	250	250	0	250
Temporary Accommodation	284	91	78	0	(22)	375	340	0	340
Waste	269	0	0	0	0	269	269	0	269
Welfare Benefits	7	0	0	0	0	7	7	0	7
Well-being	191	0	0	(45)	(70)	146	121	0	121
Inflationary Pressures Reserve	500	0	0	0	(500)	500	0	0	0
TOTAL	24,548	6,103	6,032	(3,335)	(4,251)	27,316	26,329	(4,287)	22,043

5. General Fund Capital - Forecast

- 1. Background**
- Use of capital and one-off funds is critical and needs to be linked into our future delivery plans.
- With complex capital schemes it is difficult to accurately assess the level of payments that will be made during the financial year. The Council continues to embark on new projects relating to investments and commercial delivery where it is difficult to accurately predict how payments will fall. Members should therefore focus on whether overall outcomes are being achieved because of the capital investment rather than variances against the plan for a particular year.
- Some items in the capital programme, such as the Strategic Investment Fund are unlikely to be fully spent in year, and some projects may be delayed due to the general supply and delivery issues, so the figures in Appendix B anticipate that a request will be made to carry forward some unspent balances at year-end. This reflects the review that was undertaken as part of the 2023/24 budget setting process, including whether all projects will be required.
- The budget, actual spend to 31st December 2022 and forecast spend for 2022/23 for the Capital Programme is shown below

MID SUFFOLK CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend	Full Year Forecast at Q3	Expected Carry Forward	Full Year Forecast LESS Budget (favourable)/ adverse	Comments
GENERAL FUND	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
General Fund Housing								
Mandatory Disabled Facilities Grant	698	458	1,156	339	490	-	(666)	The variance represents DFG funding received but not yet spent. It will be used in future years.
Renovation / Home Repair Grant (formerly Discretionary Housing Grants)	100	48	148	88	108	40	-	
Empty Homes Grant	100	269	369	-	-	369	-	New Empty Homes Officer progressing cases and applications expected for this grant.
Grants for Affordable Housing	-	340	340	-	-	340	-	Potential schemes being considered for support
Total General Fund Housing	898	1,115	2,013	427	598	749	(666)	

5. General Fund Capital – Forecast (Cont'd)

MID SUFFOLK CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend	Full Year Forecast at Q3	Expected Carry Forward	Full Year Forecast LESS Budget (favourable)/ adverse	Comments
GENERAL FUND	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Operations								
Replacement Refuse Freighters - Joint Scheme	2,200	-	2,200	2,020	2,023	177	-	10 of the 11 new refuse trucks ordered have been delivered. Additional truck to be delivered in 2023/24.
Recycling Bins	100	-	100	175	175	-	75	Higher demand due to development. More bins purchased at an agreed cheaper rate to guarantee availability and to protect against price increases.
Electric Buses	560	-	560	-	-	560	-	Delivery of this project has been paused in order to allow more time to collate evidence to support the viability of a pilot scheme.
Total Operations	2,860	-	2,860	2,195	2,198	737	75	
Public Realm								
Streetcare - Vehicles and Plant Renewals	90	64	154	112	132	22	-	
Needham Lake Footpath - Planned Maintenance	60	-	60	-	20	40	-	Works constrained by resource limitations
Car Parks - Planned Maintenance / Enhancements	95	288	383	77	151	232	-	Emergency resurfacing works and the installation of new parking meters expected in 2022/23.
Total Public Realm	245	352	597	189	303	294	-	

5. General Fund Capital – Forecast (Cont'd)

MID SUFFOLK CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend	Full Year Forecast at Q3	Expected Carry Forward	Full Year Forecast LESS Budget (favourable)/ adverse	Comments
GENERAL FUND	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Communities								
Play Equipment	50	150	200	-	58	142	-	Tendering for the works to three play areas. Further works earmarked for completion in 2023/24
Public Sector Decarbonisation	-	-	-	1	1	-	1	To be financed from Public Sector Decarbonisation grant
S106 Open Spaces Grants	-	-	-	240	240	-	240	All to be financed from S106 monies
Community Development Grants	189	181	370	46	220	150	-	Projects are being prioritised where expenditure will be in the current financial year. A push on social media is being planned to encourage more applications.
Total Communities	239	331	570	287	519	292	241	
Leisure Contracts								
Stowmarket Leisure Centre - Planned Maintenance	-	1,422	1,422	22	200	1,222	-	Survey commissioned to draw up list of required works
Stradbroke Pool - Planned Maintenance	-	571	571	3	240	331	-	Survey commissioned to draw up list of required works
Solar Car Ports	-	-	-	111	30	-	30	Timescales slipped into 2022/23 due to component shortage. Now complete.
Total Leisure Contracts	-	1,993	1,993	135	470	1,553	30	

5. General Fund Capital – Forecast (Cont'd)

MID SUFFOLK CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend	Full Year Forecast at Q3	Expected Carry Forward	Full Year Forecast LESS Budget (favourable)/ adverse	Comments
GENERAL FUND	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Assets and Investments								
Corporate Buildings - Planned Maintenance / Enhancements	330	105	435	19	300	135	-	Includes Endeavour House refurbishment to complete by year end. Plus Joint Depot Hub project to carry forward
CIL Funded Infrastructure Grants	-	-	-	608	617	-	617	Being financed from CIL
Strategic Investment Fund	-	2,929	2,929	7	311	2,618	-	Forecast includes £111k for bringing into use Units at Gipping Way. There may be opportunity to buy property for income generation.
Woolpit Health Centre Car park	-	-	-	-	18	-	18	£18k forecast relates to expenditure that cannot be recovered from CIL. This will be funded from the COVID reserve.
Regeneration Fund - Former Council Offices	-	688	688	175	175	513	-	Phase 2 expected to commence May 2023
Gateway 14 Ltd	-	17,750	17,750	7,000	7,000	10,750	-	Due to the repayment of the loan the remainder of infrastructure works will be funded from receipts. G14 are not expecting any further drawdown but appreciate having the facility available to use.
Mid Suffolk Growth Ltd	4,250	-	4,250	-	-	1,750	(2,500)	£2.5m for purchase of land for construction of open market housing has been removed. If land purchases are identified in future, a business case will be submitted.
Wingfield Barns	20	20	40	-	-	40	-	Roofing work yet to start

5. General Fund Capital – Forecast (Cont'd)

MID SUFFOLK CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend	Full Year Forecast at Q3	Expected Carry Forward	Full Year Forecast LESS Budget (favourable)/ adverse	Comments
GENERAL FUND	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Assets and Investments								
Needham Lake Visitors Centre	-	141	141	98	172	-	31	Centre opened in May 2022. Additional costs incurred due to delays caused by Covid and additional works.
Business Hub, Cross Street, Eye	285	-	285	9	10	275	-	Construction constraints and design changes have impacted delivery. Will finish in 2023/24.
Total Assets and Investments	4,885	21,633	26,518	7,915	8,714	15,970	(1,834)	
Corporate Resources								
Replacement Finance Management System	325	-	325	67	175	150	-	Budget expected to be fully spent but implementation project running longer than originally anticipated
Total Corporate Resources	325	-	325	67	175	150	-	
Total Customers, Digital Transformation and Improvement	150	109	259	73	153	-	(106)	
Total General Fund Capital Spend	9,602	25,533	35,135	11,287	13,129	19,745	(2,261)	

Agenda Item 9

MID SUFFOLK DISTRICT COUNCIL

COMMITTEE: Cabinet	REPORT NUMBER: MCa/22/49
FROM: Councillor John Whitehead, Cabinet Member for Finance	DATE OF MEETING: 6 March 2023
OFFICER: Melissa Evans, Director, Corporate Resources	KEY DECISION REF NO. CAB380

HOUSING REVENUE ACCOUNT (HRA) FINANCIAL MONITORING 2022/23 – QUARTER 3

1. PURPOSE OF REPORT

- 1.1 This report considers the revenue and capital financial performance for the period April to December and highlights significant variances expected for the financial year 2022/23. As at 31st December the revenue position is forecast to be an adverse variance of £927k, as shown in Appendix A section 2.

2. OPTIONS CONSIDERED

- 2.1 At this stage in the year, the financial position is for noting only.

3. RECOMMENDATIONS

- 3.1 That, subject to any further budget variations that arise during the rest of the financial year, the adverse variance of £927k, referred to Appendix A, section 2 of the report, be noted;
- 3.2 The 2022/23 revised Capital Programme referred to in Appendix A, section 3 be noted.

REASON FOR DECISION

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

4. KEY INFORMATION

Strategic Context

- 4.1 The HRA Financial Monitoring Report for Quarter 3 2022/23 is attached in Appendix A. This covers full year forecasts and performance against budget for the Councils' revenue, capital programme and reserves.

5. LINKS TO CORPORATE PLAN

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

6. FINANCIAL IMPLICATIONS

6.1 These are detailed in the report.

7. LEGAL IMPLICATIONS

7.1 There are no specific legal implications.

8. RISK MANAGEMENT

8.1 Key risks are set out below:

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
We may be unable to react in a timely and effective way to financial demands	3	4	Continued monitoring and reporting of the Councils financial forecast during 2022/23 via quarterly reports to Cabinet. Reserves available to call upon.	SRR004MSDC
Service delivery may not be accomplished If economic conditions and other external factors are worse than budgeted for it	2	2	Budget control framework in place with Budget Holders and Assistant Directors with the Business Partner model operating effectively to support this. Continued monitoring and reporting of the Councils financial forecast during 2022/23 via quarterly reports to Cabinet.	Finance, Commissioning and Procurement ORR005MSDC

9. CONSULTATIONS

9.1 Consultations have taken place with the Assistant Director, Corporate Managers and other Budget Managers as appropriate.

10. EQUALITY ANALYSIS

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

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 In support of the Council's commitment to be Carbon Neutral by 2030, several initiatives have and are being undertaken in relation to the housing and sheltered accommodation stock. These are set out in more detail below.
- 11.2 Since 2020, Mid Suffolk has installed 87 Air Source Heat Pumps in council owned homes.
- 11.3 Working alongside the Energy Savings Trust, every property within our housing stock (via a desktop exercise) has been evaluated, which has provided the council with current energy efficiency levels compared with what could be achieved and the level of investment required to achieve improved energy efficiency. The 'hardest to heat' homes will be targeted first. This now allows us to quantify the cost of capital environmental works to existing homes.
- 11.4 Oil fired / storage communal heating has been replaced with individual heat pumps.
- 11.5 The new homes 'design and technical specification' that incorporates carbon saving solutions will be launched alongside our 30-year Housing Business Plan in 2022.
- 11.6 Surveyors have been studying for the Retrofit Co-ordinators Diploma by the Retrofit Academy to better support the Council's ambition to retrofit existing properties.

12. APPENDICES

Title	Location
Housing Revenue Account (HRA) Financial Monitoring Quarter 3 2022/23	Appendix A

13. BACKGROUND DOCUMENTS

24 February 2022 Housing Revenue Account (HRA) Budget and Four-Year Outlook Report 2022/23 – MC/21/27

5 September 2022 Housing Revenue Account (HRA) Financial Monitoring 2022/23 - Quarter 1 - MCa/22/16

5 December 2022 Housing Revenue Account (HRA) Financial Monitoring 2022/23 - Quarter 2 - MCa/22/30

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**Housing Revenue
Account (HRA)
Financial Monitoring
Quarter 3
2022/23**

**Mid Suffolk District Council
March 2023**



1. Background

1. Background

2. The financial position of the HRA for 2022/23 should be viewed in the context of the 30-year business plan. The budget set in February 2022 showed a forecast surplus position for 2022/23 of £95k.
3. A period of five years of annual rent reductions ended in March 2020 and councils were allowed to increase rents by the maximum of the Consumer Price Index (CPI) +1% for a period of five years from April 2020. Due to soaring inflation, this has been capped at 7% for 2023/24. This began to mitigate the impact of the 1% reduction on the 30-year plan. However, due to soaring inflation, rent increases have been capped to 7% for 2023/24, well below CPI.
4. Inflation, measured by the Consumer Price Index (CPI) increased significantly during 2022, reaching a peak of 11.1% in October before dropping to 10.7% in November.
Inflation is having a significant impact on employee costs, electricity costs and the cost of repairs, servicing tools and equipment. These increased costs have been reflected in the forecast variances for 2022/23.
6. With the Council's housing stock at over 3,000 homes there will always be unplanned events that affect the level of income and expenditure in any one financial year. Members should therefore consider annual variances in the context of the medium-term outcomes that the Council wishes to achieve.

7. Forecast outturn position 2022/23

8. Budget monitoring is a key tool and indicator on the delivery of the Council's plans and priorities for the year. There will, of course, always be reasons why

there are variances such as the current inflationary pressures.

9. Based upon financial performance and information from April to September (with emerging trends extrapolated to the end of the financial year) and discussions with budget managers and the Senior Leadership Team, key variations on expenditure and income compared to budget have been identified.
10. A net overspend of £832k is forecast for 2022/23 at the end of Quarter 3, a variance of £927k compared to the budgeted £95k surplus.
11. The key projected variances that make up this overspend are shown in the following section of this report.

12. Capital Programme

13. Use of capital and one-off funds is critical and needs to be linked into our future delivery plans.
14. With complex capital schemes it is difficult to accurately assess the level of payments that will be made during the financial year. The Council continues to embark on new projects, e.g. building new homes, where it is difficult to accurately predict how payments will fall. Members should therefore focus on whether overall outcomes are being achieved because of the capital investment rather than variances against the plan for a particular year.
15. The budget, actual spend to 31st December 2022 and forecast spend for 2022/23 for the HRA Capital Programme is shown in section 3.

2. Housing Revenue Account (HRA) – Forecast

	Budget	Q3 Outturn 2022/23	Variance (favourable) / adverse
	£'000	£'000	£'000
Dwelling Rents	(14,969)	(15,099)	(130)
Service Charges	(675)	(646)	29
Non Dwelling Income	(352)	(362)	(10)
Other Income	(43)	(47)	(4)
Interest Received	(9)	(9)	-

Total Income	(16,049)	(16,163)	(114)
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Housing Management (includes Tenancy Services, Housing Solutions and Corporate Resources)	3,234	3,778	544
Building Services	3,563	3,946	383
Repairs and Maintenance (all areas except Trades Team)	588	531	(57)
Depreciation	4,452	4,622	170
Interest payable	2,968	2,968	-
Revenue Contribution to Capital	1,058	1,058	-
Bad Debt Provision	92	92	-
Total Expenditure	15,955	16,995	1,041

Deficit / (Surplus) for Year	(95)	832	927
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Strategic Priorities Reserve balance 31/03/2022	(5,737)
Capital financing per budget	186
Forecast reserve balance 31/03/2023	(4,719)

Dwelling rents: Increase in rental income due to new properties since the number for 2022/23 budget taken in October 2021

Housing Management:

- £103k increased electricity costs
- £130k Increase in staff costs for the pay award and new posts to support service transformation and a Shared Ownership Officer and Defects Co-ordinator
- £84k Capital One Housing and IT Consultant
- £49k invoices for sheltered housing support services related to 2021/22 paid in 2022/23.

- £48k Grounds Maintenance contract increase from Public Realm
- £39k increased Fire Prevention and Legionella testing costs
- £29k Subscriptions for Housemark, Housing Ombudsman and Acuity etc
- £27k Historically budgeted incorrectly: Pont Enterprises - Moses Walk
- £35k Other inflationary increases and increased costs

Building Services:

- £375k Repairs overspend on the use of Sub-Contractors to support the Trades Team in completing void properties and a significant increase in cost of materials with some items going up by up to 130%
- £27k inflationary increases to supplies and services

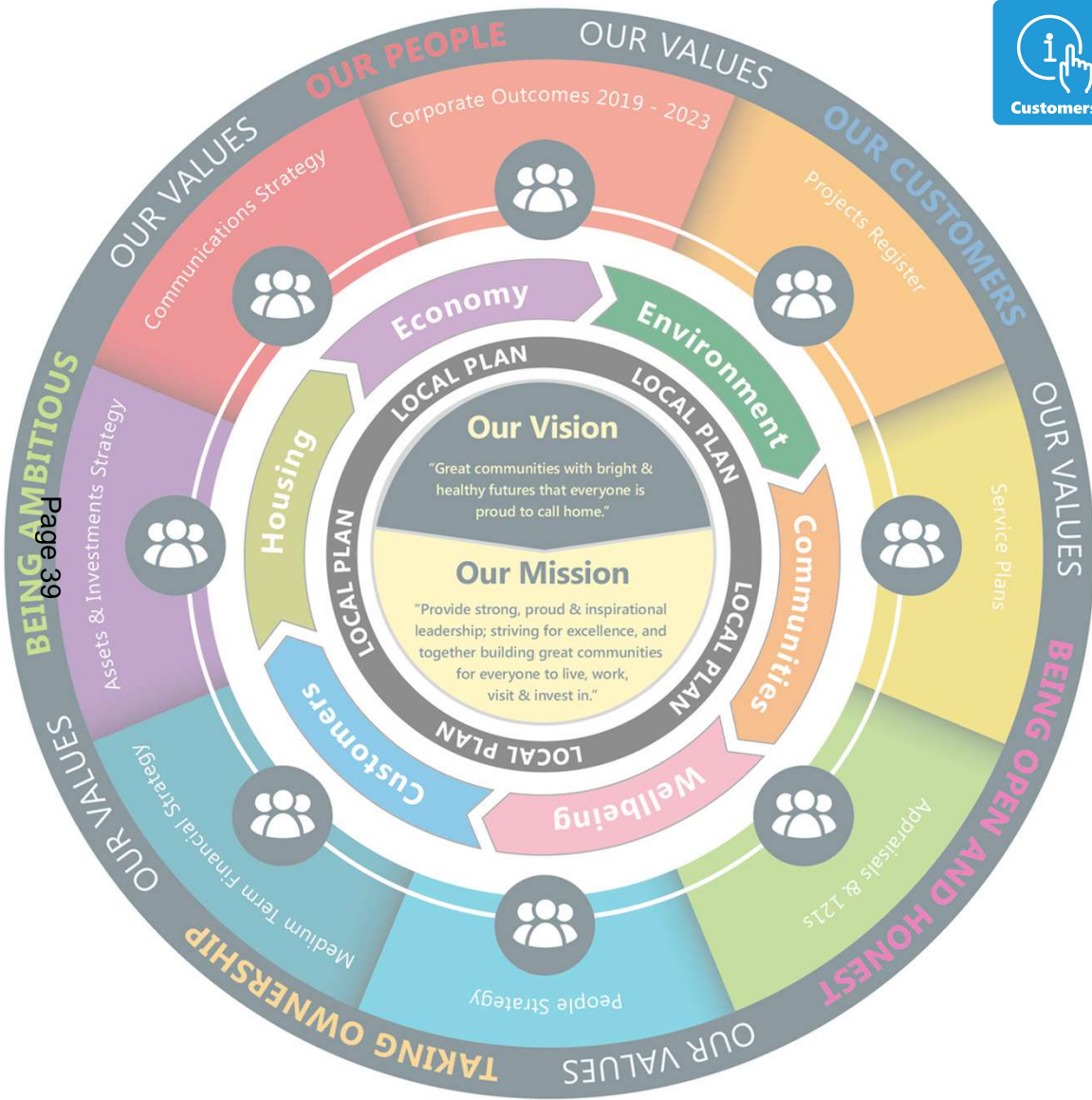
- £124k increased Employment costs for new Consultant Building Services Surveyors Corporate Manager and additional Agency Costs to give time to fill permanent positions
- £17k Payments to tenants increase to budget, but in line with prior year actual spend
- Partially offset by (£160k) increased recharges

Repairs and Maintenance: underspend forecast due to a reduction in work carried out in Q2.

Depreciation: Increase due to the revaluation of dwellings at 31/03/2022.

3. HRA Capital - Forecast

CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual to date	Full Year Forecast at Q3	Potential Carry Forwards	Variance after Carry Forwards (favourable) / adverse	Explanation of Variances
HOUSING REVENUE ACCOUNT	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Housing Maintenance								
Planned Maintenance	3,386	1,094	4,480	1,776	3,264	900	(316)	There was a lack of technical officer capacity to define needs. Posts subsequently filled and contracts now being procured. Asset Management Strategy will be developed as part of the Building Services Transformation Programme.
Other Maintenance	1,564	635	2,199	602	1,325	-	(874)	
Housing IT Projects	111	-	111	34	74	37	0	It is expected that the tenant surveys and half of the tenant census exercise will be complete by year end. Carry forward will be to finish the projects in 2023/24.
Neighbourhood Improvements	-	80	80	-	-	80	-	Actively procuring contracts for fencing and hard landscaping works.
Council House Adaptations	200	180	380	259	380	-	-	
New Build and Acquisitions								
New Build programme and Acquisitions	12,223	23,651	35,874	11,718	20,705	3,343	(11,826)	There have been delays in some projects due to problems with supplies of materials, contractor staff absences and planning issues. Whilst the situation has improved, there is still potential for projects not to complete before year end that will need to be carried forward into 2023/24. Some projects have been removed from the programme as not deliverable in the medium term or were scheduled to complete within the next 2-3 years, so it is likely that final delivery of those will be later than originally intended.
Total HRA Capital Spend	17,484	25,640	43,123	14,389	25,748	4,360	(13,016)	



Quarter 3 Performance

Mid Suffolk District Council

6th March 2023 Cabinet

Agenda Item 10



Page 39



This performance report has been developed in collaboration with Cabinet members, Senior Leadership Team and corporate managers. It covers the period from October to December 2022 (Quarter 3).

Please note:

- This is a high-level report, highlighting how the council is performing against its six key priority areas from the Corporate Plan (2019-27). It also gives a snapshot of the overall health of the organisation (including headline performance indicators) and looks in brief towards projects commencing in the next quarter.

Mid Suffolk Economy

Headline Performance Indicators



160

Attendees at
BMS Innovation Awards
22 businesses shortlisted
over 8 categories

70 stakeholders attended
4 workshop sessions on
new Culture, heritage
and Visitor
Economy Strategy

Economy

Objective 1: Connected & Sustainable:

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

Progress:

- Project documentation completed and site design commenced for changing places facility at Stradbroke Swimming Pool and Leisure centre.
- Further engagement resulting in a design freeze on the Stowmarket Health, Education, Leisure Facility (SHELF) scheme. Local partners are working to review opportunities for future collaborations across the site, including for the proposed Wellbeing Hub.
- Solar carport project completed and launched by Councillors and delivery partners.
- Tender progress completed for Cross Street, Eye and operator brief finalised
- EOI prepared and submitted for Investment Zone designation for sites including Gateway 14 and Great Blakenham. The initiative has since been cancelled by UK Government
- Final critical actions for full business case for Freeport East submitted to HM Government by 14 Oct deadline

Economy

Objective 1: Connected & Sustainable:

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

What we plan to do next quarter:

- Progress delivery of projects and workstreams for Freeport East following final FBC approval.
- To take update report to Cabinet on SHELF to include approval to submit a planning application alongside detailed design work.
- Contractor to be appointed for Cross Street, Eye.
- Continue to work with G14 and partners to explore net zero proposals and development of Innovation & Skills Centre leading to an initial business case to Cabinet in March.
- Complete design for changing places facilities at Stradbroke Swimming Pool and Leisure Facilities.
- Development and launch of new business grants scheme focused on sustainability and carbon reduction.
- Continue internal behaviour change campaign around sustainable commuting options.
- Continue work with Suffolk County Council and other relevant partners to seek opportunities for, and help to facilitate the delivery of Active Travel/LCWIP schemes, and continue a pilot phase within the CIL expenditure framework to fund LCWIP schemes – working up a methodology to progress schemes to the point that they can apply for delivery funding.

Economy

Objective 2: Innovative & Creative

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

Progress:

- Work on new Culture, Heritage and Visitor Economy Strategy has progressed with stakeholder consultation, cross-party member and cross-service officer working groups actively involved in the development of the strategy.
- Lead Genera appointed to develop new Inward Investment website
- Rural England Prosperity Fund Investment Plan (addendum to UK SPF) submitted on 30 November 2022.
- Marketing database of nearly 4,000 contacts created following Visit Suffolk campaign – monthly newsletters sent promoting activities and attractions across the District.
- Phase one of the 'Skills and Innovation Hub' at G14 commission completed.
- Virtual High Street sign up throughout the district ongoing throughout town centres, village high streets, business/retail parks and tourism areas, including Debenham, Stonham Barns, and Finbows Yard. Third external licence agreed with Bury St Edmunds by Queue Technology.
- Innovate Local market stalls scheme ongoing, offering free market stall space to new businesses in Stowmarket.
- 2nd Innovation Awards held on 22nd October 2022 at Wherstead Park. 160 attendees and 22 businesses nominated over 8 categories. Queue Technology were announced overall winner.
- Interim report received from consultants on Stowmarket Creative Wayfinding and Placemaking project.

Economy

Objective 2: Innovative & Creative

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

What we plan to do next quarter:

- Next stage of consultation on priorities and themes for Stowmarket Wayfinding & Placemaking to take place in January.
- Completion and launch of new Inward Investment website.
- Phase 2 of Innovation & Skills centre commission, to identify skills gaps and potential delivery models will be progressed leading to initial business case coming to Cabinet in March 2023.
- Support plans for developing key employment sites including G14 and Port One.
- Appoint Contractor and operator for Cross Street, Eye.
- Begin project planning for Local Energy Showcase in 2023.
- Innovate Local stalls paused for Stowmarket at the end of next phase while consideration of development of market foundation with Town Council.
- Collate and review and share outcomes from "What's Next for Stowmarket" event.
- Completion and publication of Culture, Heritage and Visitor Economy Strategy.
- Produce content for Visit Suffolk and promote additional locations for Screen Suffolk locations database.
- Continue to develop the Love Explore platform to include walks in the North of the District.
- Development of workspace strategy and delivery plan across the District to ensure we have sufficient workspace.
- Further explore the idea of an e-bike rental scheme with Eezybike in Stowmarket

Economy

Objective 3: Skilled & Successful

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

Progress:

- Launch of Knowledge Transfer Partnership (KTP) "Lite" programme (Innovate to Elevate) with University of Essex at the Innovation Awards.
- Digital Skills for Businesses Programme with MENTA complete supporting 26 businesses in MS.
- Schools Enterprise challenge launched in September with one secondary school in Mid Suffolk signed up.
- Contract agreed for skills element of Shared Prosperity Fund and Lapwing appointed to deliver support for young people not in employment, education or training

Page 46

What we plan to do next quarter:

- Carry out full review of the Careeriosity programme
- Appoint Innovation Manager for Innovate to Elevate programme with partner University of Essex and sign up first cohort of businesses.
- Commencement of Schools Enterprise challenge programme in schools
- Review other findings of Skills report by Respublica e.g. real time local labour market observatory

Mid Suffolk Environment Headline Performance Indicators



18,368

Garden waste subscribers

We had 110 less subscribers during winter months compared to last quarter, this is due to seasonal variation.



88

Incidents of fly tipping

Overall trend for fly tipping incidents remains higher than pre pandemic levels



9.6%

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

A decrease of 1.1% compared to the previous quarter. The 12-month rolling average is 11.4%

Environment

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

Progress:

- The councils' new climate change manager started in post on 16th September.
- The bid to the Office of Zero Emission Vehicles (OZEV) for EV charging points has now been approved bringing circa £316k funding across Babergh and Mid Suffolk.
- Solar carport installation at Stowmarket leisure centre is complete and the launch has taken place with Councillors and the delivery partner. The project is now in its monitoring and evaluation stage.

Page 48

What we plan to do next quarter:

- Refresh current Carbon Reduction Management Plan, updated with progress since inception but now to look at areas of focus for the next 12 and 24 months.
- OZEV supported EV charging points to move to implementation phase.
- Review opportunities for further carbon reductions at leisure centres.
- Establish property list of other carbon emitting buildings for future retrofit consideration.
- Deliver 2021/22 Greenhouse Gas Report detailing progress on corporate emissions.

Environment

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

Progress:

- Mowing regimes changed across 42,000m² of grassland to encourage wildflower growth. All areas mapped and data recorded to GIS software to assist with monitoring, scheduling and maintaining sites.
- Tree Canopy Survey published, with web maps providing the public with online access to ward-by-ward tree canopy data.
- Tree Planting Strategy underway.
- Launch of 2022/23 Tree, Hedge and Wildflower planting programme with all parishes.

What we plan to do next quarter:

- Start assessing 2022/23 tree, hedge and wildflower applications received from Parishes, carry out site visits and consultation work.
- Commence refresh of the Biodiversity Action Plan.
- Finalise the Tree Planting Strategy.

Environment

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

Progress:

- Currently 89% of food businesses in Mid Suffolk have the highest food hygiene rating of 5. Some of these businesses are being profiled on Twitter to raise awareness. There has been further engagement and enforcement with lower performing food businesses to improve compliance and standards to protect consumers.
- The Public Protection Team has been promoting their food hygiene intervention work via social media and LinkedIn which has been recognised and shared by the Chartered Institute of Environmental Health.
- The Parking Strategy was approved by Cabinet on 3rd October 2022.

What we plan to do next quarter:

- Parking Strategy – develop implementation plan and create a project delivery group.
- Ensure that food safety resources are targeted at higher risk inspections and those prioritised by the Food Standards Agency (FSA).
- A new Food Standards Agency (FSA) delivery model is currently out for consultation to relevant stakeholders and will be ready for implementation in 2023/24.

Customers

Headline Performance Indicators

Combined data for both councils



942

daily
web visits (av.)



375/160

calls per day (av.) total
visits to the CAP

31% decrease from last quarter. Stricter cookie controls are masking a proportion of visits, in the last quarter the drop was predominately due to less visits to the parking strategy pages and elections. We have also seen 25,116 online forms submitted by customers during Q3 (a decrease of 21% from Q2). Top 3 reasons for online forms were council tax, sundry debtors and waste services 'report it'.

32% call reduction from Q2 (driven by lower call volumes in December). Total of 160 customers attended the Stowmarket CAP a 10% increase with a slight upturn in people visiting with Council Tax, Gateway to Homechoice and Benefit enquiries or to scan documents.



239

Social media responses
issued

A decrease of 17% (This was driven by the reduction in elections responses)



88

email responded to
per day (av.)

18% increase from last quarter. This was driven by a 19% increase in Housing and Housing repair emails. There was also a 4% increase in emails regarding Council Tax, Housing Benefit and Housing rents.



53

compliments

Increase of 15% from Q2 (or 7 compliments) compliment messages for tenancy officers, planning officers and customer services for support and help provided helped drive the increase alongside compliments for work carried out relating to bathroom replacements

Customers

Headline Performance Indicators

Combined data for both councils



95.5% of non major planning decisions in Mid Suffolk were decided in time

56th out of all local authorities



18%
abandon rate

10% decrease from Q2. The abandonment rate has fallen as we have continued to recruit and train staff to backfill vacancies



193
stage 1 complaints

*Decrease of 0.5% from Q2
All service areas have seen a reduction in complaints over this year apart from housing repairs. The top 3 areas of complaint are: 73 building services, 50 asset compliance and 25 asset management*



3 mins 44 seconds
wait time (av.)

Wait time has reduced (from 5 mins 41 seconds Q2).



2026/912
chatbot and automated telephone sessions

Chatbot activity decreased by 34% and automated telephony down 48% from quarter 2. This is in line with seasonal trends and lower levels of online processes completed by customers over the quarter.

Customers

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

Progress:

- We have completed a [six month review](#) of our cost of living action plan, reflecting on the progress made and the lessons learned during this time.
- Our cost of living action plan has been refreshed, and was agreed by Cabinet in December. The [refreshed plan](#) identifies key areas of focus, and considers both the short and longer term work streams needed to deal with the immediate crisis while building longer term community resilience.
- We have brought together our internal and external partners to create a multiagency cost of living working group.
- We have refreshed our webpages to provide a hub of cost of living information, better enabling our customers to access advice and support.
- We have also improved the chatbot by adding additional buttons to help people search for popular topics.

Customers

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

What we plan to do next quarter:

- We will be continuing to deliver the steps laid out in our refreshed cost of living action plan. Some of the key areas in progress are:
- The delivery of the Household Support Fund; supporting tenants in hardship with the cost of their housing, and promoting the fund in the private rented sector.
- Working with our partners, Citizens Advice, to support with the delivery of the first Mid Suffolk Cost of Living Forum, which looks to improve partnership working between local organisations, and intelligence sharing regarding the cost of living challenges and support available.
- Following on from the high use over the last year of our chatbot, we will be undertaking a trial of live chat functionality to understand more about the demand for increased digital services.

Customers

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

Progress:

- We have launched a range of bookable 1-2-1 digital skills sessions in Needham Market and Stowmarket Libraries, which are taking place on the fourth Tuesday of the month for the next three months. These sessions are bookable through our customers services team with the aim of helping our customers online.
- Helped to set up a survey for Suffolk Library iPad users to gain more information about its usage and learn how the offer could be improved going forward.

What we plan to do next quarter:

- Take the feedback from the Digital Skills sessions to help improve the offering and tailor the requirements for our customers.
- Begin the process of establishing other locations across the District where we could run digital skills sessions.
- Launch Digital Skills sessions in four sheltered accommodation locations, led by the Digital Skills team to pilot the initial approach in supporting tenants in going online.
- Continue supporting the Tea and Tech sessions with communities together East Anglia at Stowmarket Library.

Customers

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

Progress:

- Our web team have commenced training with Placecube to help them to understand the new website and they have recruited 53 champions from across the Council to help with re-writing their web content to ensure it is accessible and fit for purpose for the new website.
- We have provided some initial content writing sessions for the 53 champions to help them with reviewing their current web information.

Page 56

What we plan to do next quarter:

- We will be building our new site and looking to test content with our customers over the coming quarter.
- We will look at have launched the site by the end of March 2023 as well as our new freedom of information request and complaints system on the website.



Mid Suffolk Communities Headline Performance Indicators



Community Grants

Q1-Q3 cumulative



£414,835.29

Capital Grant Allocation

Page 57

72.53% of the budget has been allocated.

£243,927.92

£106 Funds Allocated

Allocation towards 6 projects.

£15,749.50

Minor Grants Awarded

52.5% of the budget has been allocated.

19

VCSE organisations supported through Revenue Grants



Community Safety

Anti-Social Behaviour cases in Q3;

6

New ASB cases received at the ASB partnership panels

27

New ASB cases received separate to those discussed with the ASB partnership panels

1%

of ASB cases open more than 6 months

1

ASB community triggers called for

Allocation - Grants that have formally been offered to projects/groups.

The Anti-Social Behaviour (ASB), Crime and Policing Act 2014 introduced the Community Trigger.

The trigger is designed to give victims of ongoing ASB the right to request a review of their case and bring agencies together to take a collaborative approach to finding a solution.

Communities

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

Progress:

- 15 staff members from the Communities team supported the Suffolk Owl Sanctuary as a local registered charity by volunteering a working day to make improvements to the site, enabling scare resources which would have been used for this project to be reallocated elsewhere.
- Each Communities officer has a geographic locality area of responsibility. This aspect of their role aims to support communities to bring about social change and improve the quality of life in their area. We aim to do this through empowering communities. Examples include:-
- Supporting an emerging project/proposal in partnership with SCC, Vertas and local parish council to pilot a taxi-bus transport provision in the Alpheton, Lawshall, Shimpling, Beyton, Norton, Elmswell and Woolpit area. Initial focus would be on outward & return journeys to Bury St Edmunds market on Wednesdays and Sudbury market on Thursdays, as well as access to Elmswell station, with the scope to expand.
- Working with the Parish councils of Elmswell, Woolpit and the surrounding villages to respond to their identified need within the community for better transport connections between the villages for local amenities such as the health centre, as well as onward transport options such as Elmswell station. Our Communities Officer acted as point of contact for Mid Suffolk District Council in the locality and supported collaboration between the stakeholders to identify the community needs and establish what is feasible and worthwhile. Linking with Sustainable Transport Officer to support the development of options reports.
- Officers have been working with Barham Parish Council to develop a proposal for the Barham picnic site. EG: support to access 106 funding and connect to local sports clubs seeking to develop their own facilities. The support continues as the parish council begin consultation with the community. Officers have been working with Great Blakenham Village Hall to apply for 106 funding specifically allocated to the area. This has meant that funding allocated to the community to mitigate planning will benefit the community.



Communities

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

What we plan to do next quarter:

- Funding has successfully been obtained from SCC to deliver Mental Health First Aid Training to VCSE workforces across the districts as a pilot. This will be scheduled to take place over the next few months. The change that this project will create will be to upskill members of the VCSE workforce. The Mental Health First Aid training will equip participants with the knowledge, skills and confidence to recognise poor mental health and provide first-level support and early intervention. The training will also enable participants to have conversations in their communities with improved mental health literacy, contributing to a shift in culture around the language and stigma associated with mental health and wellbeing
- CIL Expenditure Framework Review 5 to be carried out and will go to full Council for approval in March 23.
- Next round of Community Infrastructure Levy (CIL) bids will be taken to Cabinet for approval in March 23.
- Offer a new grant 'VCFSE Resilience fund' to support the existing activities of grassroots to medium-sized VCFSE organisations within Babergh and Mid Suffolk. In these difficult times, we want to help sustain organisations that support communities of people that are struggling to cope with the cost-of-living crisis.

Communities

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

Progress:

- The Community Safety team supported the National Hate Crime awareness week from 8th-15th October giving us the opportunity to raise awareness of what hate crime is, how it effects individuals and communities and to encourage reporting. A communications plan was supported alongside partners to raise awareness of the campaign, other activities included a Lunch and Learn session delivered to staff with over 60 attendees.
- In support of the White Ribbon campaign - a national day of action to end violence against women and girls and the 16 days of action (25th November until 10th December), the team organised several activities including:
 - Hosting a lunch and learn session to raise awareness around domestic abuse. Guest speaker Teri Cudby from Suffolk Community Safety Team explored the role of a Domestic Abuse Champion and how staff can become involved.
 - Members of the Senior Leadership Team and Councillors signed the White Ribbon Promise to never use, excuse or remain silent about men's violence against women.
 - Launched an internal DA Champions Network-designed to develop a strong internal approach to domestic abuse; empowering front-line staff from a range of services to work together to enhance and share best practice.
 - Liaised with local sports clubs to assist and engage with the campaign, helping to raise awareness.
- Launched a new Modern Slavery E-Learning package to employees to coincide with the Anti-Slavery Day campaign.
- A total of 6 new higher risk ASB cases were discussed at the Anti-Social Behaviour partnership panel in Q3 with the common denominator of drug use and poor mental health affecting behaviours. A further 27 low to medium risk ASB cases dealt with by our officers, covering a range of issues from complaints about youth nuisance, vehicle nuisance, drug nuisance, intimidation and graffiti/damage.

Communities

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

What we plan to do next quarter:

- Support the work around Criminal Exploitation, including facilitating and delivering workshops and working with the Criminal Exploitation hubs to deliver an engagement event.
- Progress work on the County-wide action plans including Modern Slavery and Prevent and incorporating into the Communities delivery plan
- Continue to monitor and evaluate the effectiveness of CCTV cameras, analysing data, looking at trends and hotspot areas.
- Support the police with Community Engagement events.
- Develop and support the work around the new Serious Violence Duty, taking a multi-agency approach to prevent and reduce serious violence.

Communities

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

Progress:

- The Winter Warmth Support Grant opened for applications between £250 and £5,000 in October to support groups and non-profit organisations to cover the rising costs of energy, rent and food, and to keep operating without passing on increased costs to residents. Applications were assessed and awarded grants in November. In Mid Suffolk, a total of £55,995.74 was awarded across 32 applications. Funding has supported people with their health & wellbeing and the opportunity to keep warm.
- The Coddendam Centre were awarded £2,480 to create a warm space running from December through to March where they provide free lunch and a hot drink with the opportunity to socialise and connect.
Wetheringsett Cum Brockford Village Hall were awarded £1,800 to hold a weekly after school warm space with refreshments and activities, providing support for families.
- Community Development Grants support initiatives that arise from Neighbourhood Planning and from the Communities, Wellbeing and Leisure, Sport and Physical Activity Strategies, particularly where CIL is not available.
- The Sporting Memories Foundation have been awarded £9,942. Working with Mid Suffolk Leisure Centre Everyone Active to support the coordination with three local care homes. Supporting and connecting older sports fans through meaningful reminiscence and physical activities designed to improve mental and physical well-being and to reduce loneliness. Weekly sessions will feed into a monthly 'themed' Sporting Memories activity linked to a calendar of current sporting events with wider cultural interests such as Wimbledon, the six nations etc all designed to engage a wider range of residents.
- S106: Hoxne Playing Field and Pavilion were supported with £1,224.28 of Section 106 towards their energy efficiency project including upgrades of their heating system and electrics. In Q3 the refurbishment of Needham Market Pavilion was completed which was supported through £219,985.85 of Section 106.

What we plan to do next quarter:

- Continue to progress pipeline projects whilst maximising funding from external funding including maximising section 106 claims/contributions.



Mid Suffolk Wellbeing Headline Performance Indicators



112

Children supported through the
Holiday Activity Fund at
Christmas

*As well as 130 food hampers being
available to families.*



8

activities/provision run
through the Holiday Activity
Fund at Christmas



81% of children had
improved mental health,
81% had improved
physical health and
90% improved confidence
after attending half term
activities

*This is based on 11 responses from the October
Half Term activities provided by MSDC.*



2

care homes supported through
dementia friendly offers

Wellbeing

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

Progress:

- The Christmas Holiday Activity Fund programme was delivered with 8 activities including swimming with Everyone Active, drop ins in Stowmarket and Needham by The Mix as well as science-based fun with Kinetic Science. There were also two new providers in Eye and Claydon. Uptake was not as high as other holidays; however, this is a trend seen across all districts and boroughs and feedback is provided to the Department of Education. There were 30 food boxes available to collect from Needham, 50 from Stowmarket, 20 from Eye and 30 from Elmswell/Woolpit. The food boxes were favoured over the activities, with all the boxes being allocated to families. Discussions with the families followed a theme of not being able to provide a full Christmas dinner without the boxes and they would have eaten food of a lower quality. It was evident how much the box meant to families.
- October Half Term: There were 6 different activities including soft play, science-based activities, trips to Felixstowe and a youth facility swap. Results showed that 90% of children had built in confidence, 81% had improved physical health and 81% of children had less screen time, tried new activities and had improved mental health. Parent quote 'The children loved being with us as a family together, the novelty of being outside, and the fire. It's encouraged my son to attend scouts'.
- Working with SPOT Wellbeing to deliver an outreach wellbeing programme across four locations in the Mid Suffolk area. Each location is to have a six-week ageing well programme covering exercises, mindfulness and nutrition, plus social aspect with the intention the group continues after the six-weeks with community support to become a sustainable group and embed the message of ageing well in the community. The first session has been delivered in Debenham and Cotton with both cohorts continuing to meet as a group. The survey for Fressingfield sessions planned for January has been sent out and the programme for the Eye location is being organised to ensure there is a suitable venue.

Wellbeing

Objective 1: To develop the Council's first Wellbeing Strategy to ensure that we put the wellbeing of our communities at the heart of everything we do.

Progress:

- 4 schools across Mid Suffolk are taking part in the 1-year, intergenerational dementia awareness programme - The Archie Project, run by Reminiscence Learning. Schools taking part are Bosmere Primary, Wood Ley Community Primary, Chilton Community Primary and Great Finborough. 4 neighbouring care homes to each school are now engaged with the programme and planning is taking place, ready for starting the project in January 2023.
- Two Mobii Interactive Tables, produced by OM Interactive, are now in care homes across the district – using projectors that respond to movement to let residents interact with games, quizzes and calming scenes. The tables bring residents and nursing staff together, boosting the moods of residents and giving them the prompts and opportunities to share stories of their own lives. For those living with dementia, the tables provide a stimulating experience which can help them socialise, relax or interact with others without the pressure of conversation. This trial will see the projectors rotated between eight care homes for the next six months, with Steeple View in Stowupland and Barking Hall in Needham Market due to receive them in January.
- Officers supported and contributed towards the funding for a Teddy Bears picnic for Silver Sunday which was hosted by Red Gables, Get Suffolk Reading, Families Together and Stowmarket Dementia Action Alliance. Over 75 people attended throughout the day from care home residents to families with young children and babies. Activities included storytelling, arts and crafts and attendees were able to take a book back home to enjoy. Silver Sunday was started as a response to social isolation and loneliness among the older population, but guests of all ages were invited to encourage inter-generational connections. An attendee quoted their favourite memory from the day was 'watching children and parents play together and enjoying their time outside'.

Wellbeing

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

What we plan to do next quarter:

- Discussions with Activities Unlimited to identify activity providers for children with additional needs is underway. Everyone Active has been brought into discussions and plan to provide exclusive soft play sessions. Further talks on the use of the gym and climbing wall will take place in January. Activities Unlimited are also using their contacts to explore other unique activities which are available for children and young people to increase physical activity within this cohort.
- The tender process for the Youth Social Prescribing project has been finalised, with the invitation for youth organisations to tender due to be issued mid-January. This project will place youth workers into high schools in both districts and for those workers to support young people to access activities that boost their wellbeing and resilience.
- Building on the successful GP referral programmes at the Everyone Active leisure centres, an exercise for mental health pathway has been developed to provide clients with mental health conditions from The Greenlight Trust and The Blossom Charity, access to free fitness membership at either Mid Suffolk Leisure Centre or Stradbroke Swim and Fitness Centre for a 6-month period, which will give them access to the gym, groups exercise classes and the swimming pool during public sessions. The clients would also receive support from a specially qualified GP referral instructor during this time to help them to establish a pattern of exercise. The intended start date is January 2023, and the programme will run for a year to support clients from both organisations.
- Dementia building audit to begin in January 2023 and partnership working with Stowmarket Dementia Action Alliance and other Councils which will aid the work.

Mid Suffolk Housing Headline Performance Indicators



 **47**

Households placed into temporary accommodation

Demand for Temporary Accommodation has increased since the last quarter.

Page 67

37


New Affordable Homes Built or Acquired

There continue to be issues with the availability of materials and labour which is delaying handover of properties



55

cases where homelessness has successfully been prevented or relieved


Performance has remained steady.

56


Properties relet (not temporary accommodation)

56 households have moved to accommodation to better meet their needs

56


average number of days for standard VOID re-lets

VOID times are being reviewed and closely monitored.

Housing

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

Progress:

- Needham Project: four studio flats in Needham Market, a two-bed property in Stowmarket. Further seven properties in Needham Market and a House of Multiple Occupation in Needham Market – units available to homeless clients from end of April.
- Completion of the new five bed rough sleeper unit at Eric Jones House.
- There were 37 housing specific planning applications granted, which will deliver 259 homes.
- Completion of 37 new affordable homes for the Council via the Affordable Housing Delivery Programme
- 28 units of Shared Ownership were marketed across various sites with strong interest

Housing

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

What we plan to do next quarter:

- Phase 2 demolition works on a Council owned site at Paddock House, Eye to enable the delivery of 16 new affordable homes
- Refining the affordable housing delivery pipeline of sites to bring forward a scheme later in the year
- Expecting 40 new affordable homes to be delivered in the next quarter from the affordable housing delivery programme
- Marketing of 6 new shared ownership homes in the District
- Continue development of Enterprise case management software and iPad usage in Development Management, Enforcement & Heritage

Housing

Objective 2: Digital transformation to improve services to our residents

Progress:

- Introduced a new voids and workflow module in our Open Housing system. This means all data and voids progress can now be viewed within the system rather than a spreadsheet, making it easy to know the status of any void property.
- Developed new performance data dashboards so that we can track all voids and performance.
- Work continues on our migration to a new housing system, Capita One. There is a delay until the summer due to some development bugs. These are now with our software development team.
- Insight reporting dashboards project is on target and has been delivered to HRA and Tenancy Services. This will allow all managers to access all the reports they need for their service area and run and schedule reports themselves.
- Work continues on the Rents Compliancy Audit to make sure our rents/charges are compliant.
- Following approval from Cabinets in November, we have launched our Tenant Engagement Strategy. Tenants received a My Home Bulletin in December to alert them that the strategy has been approved and there has been a positive response with some tenants already coming forward to become more involved and work with us.
- Work continues with our Tenant Satisfaction collection – through both perception and transactional surveys. Results and feedback from the survey are being used to drive service improvement.
- The [new webpages for our Sheltered Housing schemes](#) are now live. Each scheme now has its own webpage with a short introductory video giving perspective tenants an idea of what is on offer.

Housing

Objective 2: Digital transformation to improve services to our residents

What we plan to do next quarter:

- Work continues on our Building Services Transformation and Improvement programme. Following our self-referral to the Regulator of Social Housing, we continue to make good progress to ensure all properties are fully compliant with the regulatory standards - with only a very small proportion awaiting inspections. There has also been an overhaul of existing processes, and there is now more robust data around health and safety compliance to provide tenants with complete reassurance.
- Work is progressing to deliver on the year-end financial process. This includes reconciling all our rents and charges in our test system ready for the new financial year.
- There is a high priority of focus on the Capita One migration project to ensure we have a seamless transition.
- Work continues to look at process improvements for our Local Authority Housing Statistics returns.
- Support delivery of two new modules for Rent Sense software which will support the rent collection officers to focus on the tenants they need to support with ensuring rent is paid.
- Progress the Insight reporting dashboard project, focusing on Building Services so that managers are able to access all the reports they need for their service area and run and schedule reports.
- Work will continue to ensure we are ready for reporting against the Tenant Satisfaction Measures to the Regulator come the end of 2023-24.

Mid Suffolk Health of the Organisation

Headline Performance Indicators

Combined data for both Councils if not specified



2.23

average no. of days
sickness per FTE

Previous quarter 1.80



71.6K

Mid Suffolk Twitter
impressions

Page 72

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



186,224

Mid Suffolk Reach
for Facebook

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

Health of the Organisation

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

Progress:

- Facilitated the half-day change readiness workshops for almost 300 of our people over a 3-day period
- Reviewed and re-set the Councils' People Plan to ensure all organisational development and change requirements were captured and agreed sign off with People Programme Board
- Successfully implemented and went live with the core employee elements of Oracle – the new HR Information System
- Continued the work on our overall reward proposition
- Continued the work on our HR policy and process review
- Continued the work on our Equality, Diversity and Inclusion Programme

Page 73

What we plan to do next quarter:

- Go live with the line manager support webinars around change
- Go live with the line manager dashboards as part of the Oracle reporting functionality
- Commence work on the learning management system element of Oracle – the new HR Information system
- Continue the work on our people data provision
- Develop content for our aspiring leadership and management development programmes
- Continue work on our overall reward project
- Continue the work on our Equality, Diversity and Inclusion Programme
- Continue the work on our HR policy and process review

Health of the Organisation

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

Progress:

- 2021/22 Draft Statement of Accounts published
- 2022/23 General Fund and HRA Q2 Financial Monitoring report presented to Cabinet
- 2022/23 Treasury Management Half Year Report presented to Joint Audit & Standards Committee
- Onboarding with supplier of replacement Financial Management System.
- 2023/24 Budget assumptions presented to Joint Audit & Standards Committee

What we plan to do next quarter:

- Resume the 2020/21 audit
- 2022/23 General Fund and HRA Q3 Financial Monitoring report to be presented to Cabinet
- 2021/22 Treasury Management Outturn to be presented to Council
- 2023/24 Budget to be presented to Cabinet and Council
- 2023/24 Capital, Investment & Treasury Management Strategies to be presented to JASC and Council
- Complete alignment phase of the replacement Financial Management System project

Health of the Organisation

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

Progress:

- Work commenced on transforming Gold floorplate at Endeavour House with completion anticipated by March 2023 allowing decant from Lime floorplate into the new space.
- Draft outline business case prepared for Depot Project and working group for touchdown requirements in place.
- Work has commenced on compiling land and property data into Uniform (IDOX) Estates module and CadCorp GIS which will improve robustness of ownership and mapping data
- CIFCO rent collection rates continues to exceed KPI however the agreed reduced debt repayments were implemented at the end of Q3 for cashflow management and to support capital projects to maintain the portfolio.
- Reserved Matters Planning Consent Obtained for The Range Distribution Centre at Gateway 14, Build Contract awarded and land sale stage of transaction completed. Infrastructure works on site progressing well and landscaping works commenced.
- Gateway 14 Ltd commenced debt repayment to Shareholders (circa 65% of total debt repaid plus accrued interest)
- Completed demolition of Phase 2 Former Needham Market HQ Site (Chambers Green).

Page 75

What we plan to do next quarter:

- Progress Depot and Touchdown Projects – Finalise OBC for Depot and seek to secure budget at Full Councils in February.
- Continue programme of assets reviews, including energy audits, a compliance review and compiling an asset inventory for general fund held land and property and recording data in Uniform/CadCorp
- Gateway 14 Ltd - Start on site construction of The Range Distribution Centre and open main estate road.
- Appoint a main contractor for Phase 2 of Former Needham Market HQ Site and start mobilisation.
- End of Year process for Companies and commencement of business plan reviews and future strategy for 23/24.

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Agenda Item 11

MID SUFFOLK DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: MCa/22/51
FROM: David Burn – Cabinet Member for Planning	DATE OF MEETING: 6 th March 2023
OFFICER: Tom Barker Director Planning and Building Control	KEY DECISION REF NO. CAB403

COMMUNITY INFRASTRUCTURE LEVY (CIL) – CIL EXPENDITURE PROGRAMME MARCH 2023

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 6th 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 1st - 31st May and 1st - 31st October each year. Once all the Bids have been validated, all valid Bids are then screened for the availability of s106 funds and other funding streams. Following this all valid Bids are prioritised using criteria set out in the CIL Expenditure Framework and recommendations on Valid Bids are included within a CIL Expenditure Programme for each District. The CIL Expenditure Programme for that District will be considered by that Councils Cabinet with decisions on all valid Bids either for Cabinet to make or for Cabinet to note (if the Bid has been determined using delegated powers).
- 1.4 This report seeks to obtain approval by Cabinet for Mid Suffolk' s CIL Expenditure Programme – March 2023 which forms Appendix A to this report. This report contains the assessment of six CIL Bids (M22-14, M22-26, M22-17, M22-23, M22-24 and M22-28) including the judgement around the prioritisation criteria for those Bids (Appendix B).

2. OPTIONS CONSIDERED

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

documents set out in paragraph 1.1 above by Council decision in April 2018 which were subsequently reviewed and adopted on the 19th March 2019 (Babergh) and 18th March 2019 (Mid Suffolk) and then reviewed for the second and third time and adopted by both Councils on the 20th April 2020 and 23rd March 2021 (Babergh) and 25th March 2021 (Mid Suffolk) respectively. The fourth review took place in June 2022 and Mid Suffolk and Babergh approved the changes on the 21st July 2022 and on the 6th October 2022 respectively.

3. RECOMMENDATIONS

3.1 That the CIL Expenditure Programme (March 2023) and accompanying technical assessment of the CIL Bids M22-14, M22-26, M22-17, M22-23, M22-24 and M22-28 (forming Appendices, A and B) and which include decisions on these CIL Bids for Cabinet to make and approve and to note (delegated decisions only) are as follows:-

Decisions for Cabinet to make: - Ringfenced Infrastructure Fund (Haughley Stradbroke and Stowupland) and Local Infrastructure Fund (Hoxne)

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the infrastructure	Cabinet Decision
M22-14 HAUGHLEY Play Area	Amount of CIL Bid £71,000.00 Total costs of the project £102,000 Other funding sources are: Parish Council £20,000 Donations £10,000 Community funding £1,000	Recommendation to Cabinet to approve CIL Bid M22-14 for £71,000.00 from the Ringfenced Infrastructure Fund (Haughley)
M22-26 STRADBROKE Health Centre Improvements	Amount of CIL Bid £29,724.00 Total costs of the project £39,634.00 Other funding sources are: Parish Council £9,910.00	Recommendation to Cabinet to approve CIL Bid M22-26 for £29,724.00 from the Ringfenced Infrastructure Fund (Stradbroke)

M22-17 STOWUPLAND New footpath Trinity Meadows to Trinity Walk Bus Stop	Amount of CIL Bid £14,200.00 Total costs of the project £14,200	Recommendation to Cabinet is to approve CIL Bid M22-17 for £14,200 from the Ringfenced Infrastructure Fund (Stowupland) for the amended route
M22-23 HOXNE Hoxne Church Lavatory Project	Amount of CIL Bid £28,090.88 Total costs of the project £37,454.50 Other funding sources are: Hoxne Parochial Church Council funding: £9,363.62	Recommendation to Cabinet to approve CIL Bid M22-23 for £28,090.88 from the Local Infrastructure Fund

Decisions for Cabinet to note: - Ringfenced Infrastructure Fund (Barham) and Local Infrastructure Fund (Mendham)

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the infrastructure	Cabinet Decision
M22-24 BARHAM Fencing to play area for Kirby Rise Gren	Amount of CIL Bid £3,377.75 Total costs of the project £5,037.00 Other funding sources are Parish Council £1,659.25	Recommendation for Cabinet to note the delegated decision for CIL Bid M22-24 for £3,377.75 from the Ringfenced Infrastructure Fund
M22-28 MENDHAM Renovation of village car park	Amount of CIL Bid £9,733.81 Total costs of the project £12,978.41 Other funding sources are:	Recommendation for Cabinet to note the delegated decision for CIL Bid M22-28 for £9,733.81 from the Local Infrastructure Fund

	Parish Council £3,244.60	
<p>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 to 9 (September and November 2022 inclusive) – (Appendix A Section B) together with details of emerging infrastructure /CIL Bids (Appendix A Section C).</p>		
<p>REASON FOR DECISION</p>		
<p>Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL on the 11th April 2016. The CIL Expenditure Framework was originally adopted in April 2018 and reviewed with amendments adopted in the March 2019, April 2020, 23rd and March 2021. They were further reviewed, and changes were adopted in July 2022 by Mid Suffolk and in October 2022 by Babergh. The CIL Expenditure Framework requires the production of a CIL Expenditure Programme for each District 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.</p>		

4. KEY INFORMATION

4.1 Given the determination of “available monies” for the 6 CIL Bids M22-14, M22-26, M22-17, M22-23, M22-24 and M22-28 which are the subject of this report - (paragraphs 6.8 – 6.9 inclusive) Members are advised:

- Bid round 10 opened on between 1st - 31st October 2022. All new Bids received 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 6 CIL Bids. Further key information about these Bids is set out below (augmented by the Technical Assessments comprising Appendix B):-

➤ **M22-14 Haughley Play area**

➤ Haughley Parish Council, after consultation with residents, are proposing to upgrade their current play area provision. This will provide greater choice and diversity for outdoor play provision and exercise for the children of the parish and surrounding areas who visit the site. The new apparatus will help in the development of the children's social and physical skills and provide an outdoor space for families and social groups to meet.

- The project will provide new play equipment including a pyramid climbing frame, metal combination swing set, new multiplay unit, new roundabout, and new ground surfacing to enable the site to be used all year round. The new apparatus will increase the diversity of the equipment and overall footfall to the play area site.
- The project will use sustainable materials to ensure longevity and easier maintenance for the site.
- The amount of District CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £71,000.00 represents 70% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.
- **M22-26 – Stradbroke Health Centre Improvements**
- Stradbroke Parish Council who owns part of the Stradbroke Health Centre. Are proposing to develop a multi-phase project to extend and improve the current Health provision in Stradbroke. The first phase will provide an extension to the current Health Centre building. CIL will assist with the energy improvement second phase of the project.
- This phase will be looking to deliver new Solar Panels, Roof Lighting and overall improvement of systems that heat the Centre. The works will enhance the energy efficiency of the site, overall decreasing the carbon footprint of the centre whilst also improving the user experience of the site for staff and patients who visit the health centre in Stradbroke.
- This project has support from the local Health organisation (ICB) and residents.
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £29,724.00 represents 75% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs. Albeit this CIL Bid has been submitted by the Parish Council as they own the building, the project has been collaboratively worked on and agreed with the Integrated Care Board and has their full support. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.

- **M22-17 Stowupland new footpath Trinity Meadows to Trinity Walk Bus Stop**
- When determining the planning application for an uplift in numbers by 19 units, which subsequently became known as Phase 1 [175 dwelling development]t on land south of Gipping Road [now known as Trinity Fields], the Planning Committee required a condition connecting the development by path to the bus stop on land to the south-west of the development [outside the application site].That condition was not added to the eventual decision notice following a prolonged period of negotiation around the S106 that was also required. This was an oversight.
- Subsequently the submission, by Bloor Homes, of an 80 dwelling proposal on land immediately to the east of Phase 1 afforded an opportunity to negotiate a new section of path within phase 1 to extend linkage from within Phase 1 and its link to Gipping Road . [as well as connecting the new Phase 2] Phase 1 came with a crossing point to a footpath on the other side of Gipping Road to the section of open space owned by the Council over which any path to the bus stop would have to pass. Bloor Homes agreed to bridge the ditch between the two sites but they would not agree to extend the path beyond this point as they did not own or control the land necessary to complete the link; the District Council owns this land.
- Following the failure to secure a link from the new development to the bus stop over Council land as part of the planning process. the Development Management Service and Estates service discussed the potential for allowing access over the Council owned land to secure the completion of the link.
- It was agreed that as the land had little development value access would be allowed but that any path should be diverted around the perimeter of the land rather than diagonally across it so as to retain its amenity value. The open space continues to provide generous visibility splays at the entrance to the estate that was built to its south-east. It also enhances the appearance of the approach to the estate.
- The issue for residents of the new development as rightly identified by both Stowupland Members was that in order to access the bus shelter on the south side of Gipping Road they are currently required to cross north over Gipping Road, walk a few yards along the north west side of it on a path and then cross back south to access the shelter. This is not particularly convenient or desirable from a safety perspective. A direct link is the solution.
- The Development Management service supports the initiative as it will be important to encouraging sustainable travel.
- **District CIL is collected for the provision of infrastructure to support new housing growth and in this case, it is entirely appropriate to allow the use**

of District CIL to address the provision of a required footpath as set out above. This footpath is a vital piece of overall active travel and multi-modal connectivity within Stowupland and was identified/included within an LCWIP ambition to provide infrastructure for several 'missing links' within the active travel connectivity around the village. This ambition was identified as a short term LCWIP priority, and so funding this scheme will help to progress a wider LCWIP ambition, as well as provide significant pedestrian benefits to local residents.

- The Council agreed to allow access across this piece of land to deliver pedestrian access to the nearest bus stop and complete the Trim Trail within the parish.
- The path need not be adopted by SCC Highways and is understood to be permitted development if the Council completes the work on council owned land
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £14,200 represents 100% of the total project costs. This project has been delivered under the Footpath and cycling section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk
- Satisfactory revisions to the exact route of the path have now been received which address Ward Member concerns. On this basis the recommendation to Cabinet is to approve this CIL Bid for the amended route.
- **M22-23 – Hoxne Parochial Church Council – Hoxne Church Lavatory Project**
- There are currently no other accessible public toilet facilities in Hoxne. When built, these facilities will be open for use to members of the church congregation, local residents and visitors to the village.
- It is hoped that when the project is completed, the church will be able to provide more community events and activities to take place throughout the year.
- It is also hoped that by providing public toilets, the church will help to encourage people visiting Hoxne to stay longer and visit other historic and cultural sites within the parish.
- This proposal represents an "oven ready" scheme with evidence of wide community support. The project will be funded through collaborative spend, with the CIL fund portion being 75% of the costs funded from the Local Infrastructure Fund, together with funding contributions from Hoxne Parochial Church Council.
- In view of the above the amount of CIL funding is regarded as an acceptable exception under the terms of the current CIL Expenditure Framework as this CIL Bid of £28,090.88 represents 75% of the total eligible project costs. It lies within

the community infrastructure threshold of not exceeding 75% of the total project costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.

➤ **M22-24 – Barham**

- Barham Parish Council, after consultation with residents, are proposing to install new fencing around the Kirby Rise Green. District CIL has in the past funded the structure of a new play area on the green in 2021. This play area is now in use but safety concerns for the area and wider field have been raised. This project will look to increase the safety of the field for both children and parents who are using the site.
- Using new sustainable materials to ensure longevity and equipment will ensure easier maintenance.
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £3,377.75 represents 75% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk
- This CIL Bid has been determined under delegated powers and is for Cabinet to note only.

➤ **M22-28 Mendham Renovation of Car Park and Increase of spaces**

- The lack of off-road parking facilities and roadside parking are ongoing issues for residents and visitors to Mendham. The Street Car Park is the only car park in the village, but due to time and usage the surface has begun to disintegrate and is riddled with potholes, which are a trip hazard for car park users. By improving the surface, the car park will be safer to use and the car park will continue to help reduce the amount of roadside parking and congestion within the village.
- By clearly defining individual parking spaces, the capacity of the car park should be increased by a minimum of four parking spaces, from approximately 18 to 22 car parking spaces.
- There are few car parking spaces in the vicinity of the school and there are few public footpaths within the village, so parents use The Street Car Park, because of its close proximity to the school and it provides a safe place to park and walk children to and from school.
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £9,733.81 represents 75% of the total

project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.

- This CIL Bid has been approved under delegated powers and is for Cabinet to note only

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 to 9 (inclusive) (including September and November 2022) together with a section which outlines the progress of emerging CIL Bids which are being discussed at pre submission stage (Appendix A to section C).

5. LINKS TO 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 1st September 2019, each Council was required to publish a list of infrastructure that they will put the CIL monies towards. These lists were known as the “Regulation 123 Lists”. However, on the 1st of 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 The last iteration of which were both produced and published in November 2022.

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 11th of April 2016 there have been thirteen 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, April and October 2021 and April and October 2022. 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 7.7 below). As this accounting requires Finance to verify the figures, daily accounting in this way would be too cumbersome and resource hungry to carry out. There is no adverse impact on the Bid Round process or cycle to this method of accounting. Indeed, these dates work well with the Bid round process. (Paragraph 1.3 refers).

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 7.7 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 unallocated monies are known as the “available funds” and it is these funds that can fund the majority of CIL bids.

6.8 These available funds are: -

- Strategic Infrastructure Fund (including interest) as of 30th September 2022 = £4,849,663.23
- Total Ringfenced Infrastructure Fund as of 30th September 2022 = £11,384,481.99
- Local Infrastructure Fund available as of 30th September 2022 = £4,505,459.32

6.9 These are expressed as follows:

EXPENDITURE	TOTAL
STRATEGIC INFRASTRUCTURE FUND	
Total Expenditure allocated in Bid Round 1-9 (Strategic Infrastructure Fund only)	£ 2,365,607.07
Total Expenditure de-allocated in Bid Round 1-9	

Unspent funds returned	£23,237.50
Percentage of fund allocated to projects	33%
RINGFENCED INFRASTRUCTURE FUND	
Total Expenditure allocated in Bid Round 1-9 (Ringfenced Fund only)	£6,026,087.70
Total Expenditure de-allocated in Bid Round 1-9	£100,000.00
Unspent funds returned	35%
Percentage of fund allocated to projects	
LOCAL INFRASTRUCTURE FUND	
Total Expenditure allocated in Bid Round 1-9 (Local Infrastructure Fund only)	£2,503,265.95
Total Expenditure de-allocated in Bid Round 1-9	£113,878.19
Unspent funds returned.	
Percentage of fund allocated to projects.	36%
AVAILABLE FUNDS FOR BID ROUND 10 – March 2023	TOTAL
Total amount available for Expenditure in Bid round 10 (Strategic Infrastructure Fund)	£4,849,663.23
Total amount available for Expenditure in Bid round 10 (Ringfenced Infrastructure Fund)	£11,384,481.99
Total amount available for Expenditure in Bid round 10 (Local Infrastructure Fund)	£4,505,459.32

7. LEGAL IMPLICATIONS

- 7.1 Both the original and amended CIL Expenditure Frameworks are legally sound and robust. A legal representative from the Councils Shared Legal Service has been directly involved in the majority of the reviews and has reviewed the documentation and changes in the reviews.
- 7.2 This report and the accompanying CIL Expenditure Programme for Mid Suffolk District Council – March 2023 – 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 successive reviews of the CIL Expenditure Framework Review and are clear in respect of the determination of these Bids. They are Cabinet decisions and there is provision for delegated CIL Bid decisions which Cabinet are asked to note.
- 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 both Councils are published on the website (see below).

https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/Mid_Suffolk_-_District-Council-CIL-Monitoring-Report-2016-17.pdf

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

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

- 7.5 Under the new CIL Regulations 2019, each Council has produced 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 CIL Regulations 2019 this must be produced annually by both Councils with each yearly document needing to meet a deadline of 31st December each year.
- 7.6 For Mid Suffolk, the current annual Infrastructure Funding Statement (which includes the “Infrastructure List”) was published on the Councils website in November 2022. (See Background Papers).

8. RISK MANAGEMENT

- 8.1 Key risks are set out below (taken from the Strategic Planning Operational Risk Register as follows):

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
Development may be unsustainable if we do not secure investment in infrastructure. Here is a risk that Infrastructure is not delivered where it is needed.	3	2	Infrastructure needs are detailed through a published Infrastructure Delivery Plan (IDP), which is updated periodically.	Strategic Planning Operational Risk register 18
Level of Community Infrastructure Levy (CIL) being charged is low. There is a risk that insufficient funds would be available for critical and essential infrastructure.	3	3	Publish revised CIL Charging Schedules for consultation.	Strategic Planning Operational Risk register 19
Unable to progress CIL Charging Schedules to Examination and Adoption. There is a risk that insufficient funds would be available for critical and essential infrastructure.	2	3	Be clear on the purpose and content of the CIL Charging Schedules prior to consultation.	Strategic Planning Operational Risk register 20
Non payment of CIL or non-collection of s106 payments. There is a risk that Insufficient funds would be available for infrastructure.	3	3	Appointment of a Debt recovery officer in 2021 to ensure improved recovery of CIL and s106 debt.	Strategic Planning Operational Risk register 21

<p>Planning reforms meaning changes to the development plan system and infrastructure delivery resulting in different approaches needing to be followed. There are risks that Changes to the plan-making process and the replacement of CIL with an Infrastructure Levy.</p>	<p>3</p>	<p>3</p>	<p>Ensure prepared for any forthcoming changes.</p>	<p>Strategic Planning Operational Risk register 22</p>
<p>Absence of clarity on where expenditure is to be made as a result of plans and strategies being incomplete or out-of-date. There is a risk that Failure to allocate expenditure such that if we do not secure investment in infrastructure (schools, health, public transport improvements etc.), then development is stifled and/or unsustainable.</p>	<p>2</p>	<p>3</p>	<p>Adopted Community Infrastructure Levy (CIL), secures investment on infrastructure via the planning process (which includes S106). Creating the Joint Corporate Plan, the emerging Joint Local Plan with associated Infrastructure strategy and Infrastructure Delivery Plan and Infrastructure Funding Statement will ensure that infrastructure across both Councils is addressed.</p>	<p>Strategic Planning Operational Risk register 33</p>
<p>Failure to produce a yearly Regulation 62 report would result in non-compliance with the CIL Regulations</p>	<p>1</p>	<p>2</p>	<p>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</p>	<p>Strategic Planning Operational Risk register 34</p>

<p>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"). Failure to do so will also result in non-compliance with the CIL Regulations (as amended).</p>			<p>published by the statutory date. The format of the Monitoring report which in future will be known as the annual Infrastructure Funding Statement (IFS) is laid out in the CIL Regulations, so there is no risk in relation to the way the information is presented</p>	
<p>Failure to monitor due to an absence of staff undertaking this task. There is a risk that failure to monitor expenditure may result in CIL expenditure not being effective.</p>	2	3	<p>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>	<p>Strategic Planning Operational Risk register 35</p>
<p>If too high a value is allocated into the Strategic Infrastructure Fund, there is a</p>	2	3	<p>The Infrastructure Team will continue to monitor all allocations of CIL Funds and the CIL Expenditure Framework</p>	<p>Strategic Planning Operational Risk register 36</p>

<p>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>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>2</p>	<p>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>Strategic Planning Operational Risk register 37</p>
<p>If commencements of major housing developments</p>	<p>2</p>	<p>4</p>	<p>The Infrastructure Team will continue to monitor all commencements of development through</p>	<p>Strategic Planning Operational</p>

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.			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.	Risk register 38
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Assurances (for collection of CIL monies)

8.2 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 .

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

8.4 In May 2018 the results of an investigation by Internal Audit on behalf of the Assistant Director Planning and Communities (post title changed subsequently to Director Planning and Building Control) 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 pro-actively looking for ways to improve where possible.”

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

8.5 In September 2018 Internal Audit conducted a review of CIL processes and released a written report. It contains a Substantial Assurance audit opinion (with two good practice points needing to be addressed relating to further clarification of “best value” (one of the criteria for assessing CIL Bids) and storage of all electronic communication. Both these matters have been addressed. The first point by including further explanation about Best Value in Appendix A; the second point through resource adjustments.

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

8.7 On the 19th September 2019, a report was prepared for consideration by Joint Overview and Scrutiny on CIL expenditure with five witnesses including Infrastructure Providers, Cockfield Parish Council and a member of the Joint Member Panel; the latter of which worked to inform the second review of the CIL Expenditure Framework. Joint Overview asked questions of the witnesses and concluded the following: -

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

8.8 In line with the fourth review, both Councils agreed for the Joint Member Panel to inform a fifth review during Bid round 10 (in October 2022) so that any changes could be in place before Bid round 11 commences in May 2023. This fifth review took place and the outcomes are likely to be considered by both Councils in March 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 Mid Suffolk – March 2023	Attached
(b) Appendix B – Technical Assessment of 6 CIL Bids (M22-14, M22-26, M22-17, M22-23, M22-24 and M22-28) – March 2023	Attached
(c) Appendix C – Screening report for Equality Analysis (EQIA)	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) for Mid Suffolk District Council together with the Key CIL Calendar dates for 2022/23 constitute background papers for this report. The original documents were adopted by both Councils in April 2018. They were reviewed with changes being adopted by both Councils in March 2019, April 2020 and March 2021. The results of the fourth review were considered and approved by Council at Mid Suffolk on the 21st July 2022 and by Babergh on the 20th September 2022. These amended documents comprise the current Framework:-

- The CIL Expenditure Framework (amended July 2022):
[Appendix-A-The-CIL-Expenditure-Framework-Babergh-and-Mid-Suffolk-Final-amended-July-2022-.pdf](#)
- Current CIL Expenditure Framework Communications Strategy (amended by July 2022).
[Appendix-B-CIL-Expenditure-Framework-Communication-Strategy-Final-July-2022.pdf \(babergh.gov.uk\)](#)
- Key CIL Calendar dates 2022/23
[Appendix-C-CIL-Expenditue-Calender-Key-dates-in-bold.pdf \(midsuffolk.gov.uk\)](#)
- Infrastructure Funding Statement for Mid Suffolk (November 2022)
[Appendix-B-MSDC-IFS-21-22-Infrastructure-List.pdf \(midsuffolk.gov.uk\)](#)

14. REPORT AUTHOR

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The Community Infrastructure Levy (CIL) Expenditure Programme

Page 97
Mid Suffolk District Council

March 2023

Appendix A

CIL EXPENDITURE PROGRAMME MARCH 2023

KEY FACTS

- The CIL Expenditure Framework and the CIL Communications Strategy were reviewed and were approved on the 21st July 2022 (Mid Suffolk) and on the 6th October 2022 (Babergh). A Key date for CIL calendar document 2022/23 has also been agreed and will be published on the website in calendar format in due course. The current documents can be viewed on the web site using the following hyperlink:
[Appendix A The CIL Expenditure Framework Babergh and Mid Suffolk Final amended July 2022.pdf \(modern.gov.co.uk\)](#)
- Bid Round 10 (for Infrastructure providers including Officers from BMSDC and Parishes and Community Groups) occurred between the 1st - 31st October 2022. Previous bid rounds were in May and October 2018, May and September 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 Neighbourhood CIL apportionment has been deducted) is being saved for Strategic Infrastructure expenditure (definition contained within the CIL Expenditure Framework)
- Infrastructure for new housing growth (ten dwellings and over) is prioritised in the CIL Expenditure Framework and the CIL monies collected against such schemes are saved in a different Ringfenced Infrastructure Fund in order that these monies are available for the infrastructure for those housing projects in that settlement.
- An Infrastructure Funding Statement – Infrastructure List (IFS) has been produced for publication in November 2022 and is largely but not wholly based on the Councils current 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 a stated period so that infrastructure projects that may come forward to support those housing schemes and be funded from the Ringfenced Infrastructure Funds can be

understood. Also contained in this CIL Expenditure programme are details of progress on Infrastructure projects (section B below) together with details of developing infrastructure projects (section C below)

- All CIL expenditure must be in accordance with the current Infrastructure Funding Statement – Infrastructure List which is publicised on the Website.
- The timetable for consideration of Bids is on the web site and the fifth review of the CIL Expenditure Framework occurred during December 2022 and January 2023 and is likely to be taken forward to both Councils for consideration in March 2023: <https://www.midsuffolk.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/spending-cil/>

CONSIDERATION OF BIDS

- All received bids are acknowledged and all missing or outstanding information (including the need for formal approvals to have been obtained) must be submitted before the bid can be made valid or progressed towards formal determination.
- Consultation will occur on CIL Bids with the Ward District Member(s), the Parish Council, and the Division County Councillor for a period of 14 days. A copy of the Bid form and a location plan will be sent out as part of this consultation.
- All valid bids will be assessed against the Validation Screening and Prioritisation criteria set out in the CIL Expenditure Framework. For each bid there will be a technical assessment which can be viewed (Appendix B).
- The technical assessment of each valid bid contains a conclusion section that the recommendation to Cabinet in the CIL Expenditure Programme is founded upon.
- The CIL Expenditure Programme for each Council contains decisions to be made by Cabinet together with bids approved under delegated powers for Cabinet to note, as detailed in the Governance section of the Councils CIL Expenditure Framework,

PRIORITISATION OF FUNDS

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

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

HOUSING SCHEMES (10 dwellings and over – where CIL has been collected and commenced since adoption of CIL – 11th April 2016 up to 19 December 2022

Location	Address	Planning Reference	No of Dwellings Approved	Total amount of CIL to be collected	Total amount collected as of 19 December 2022	Infrastructure requirements from CIL at the time of the 2CIL collected grant of planning approval
PALGRAVE	Lion Road	4195/15	21	£238,491.60	£238,491.60	Education £85,267 Libraries £4,536 Waste £1,071
STOWMARKET	Phase 6C Cedars Park	1709/16	89	£363,595.24	£363,595.24	Libraries £19,224 Education £468,964
TOSTOCK	Land at Norton Road	4974/16	14	£143,003.45	£143,003.45	Education £3,6543 Pre School £12,182 Libraries £3,024
STOWUPLAND	Land Between Gipping Road and Church Road	DC/17/02755	75	£616,651.06	£616,651.06	Education primary £523,783 Education secondary £688,447 Pre-school £103,547 Libraries £37,800 waste £8,925
STOWUPLAND	Land Between Gipping Road and Church Road	DC/18/00097	100	£933,105.04	£933,105.04	see above (phase 1)
LAXFIELD	Mill Road	DC/17/04375	12	£306.35	£306.35	Education £24,362
LAXFIELD	Bickers Hill Road	DC/17/06283	10	£147,191.31	£147,191.31	None
ELMSWELL	Wetherden Road	DC/18/01679	240	£1,381,266.44	£1,381,266.44	Education £718,679 Pre School £146,184 Libraries £51,840

Location	Address	Planning Reference	No of Dwellings Approved	Total amount of CIL to be collected	Total amount collected as of 19 December 2022	Infrastructure requirements from CIL at the time of the 2CIL collected grant of planning approval
GISLINGHAM	South side of Thornham Road	DC/17/06092	40	£717,730.90	£717,730.90	Bus Stop £4,000
GREAT BLAKENHAM	Land on The West Side of Stowmarket Road,	DC/18/01487	130	£1,056,073.74	£1,056,073.74	Education £851,771 Pre School £54,369 Libraries £28,080 Waste £6,630 Bus Stop Relocation £37,000 Health £42,780
STOWMARKET	Phase 3D Cedars Park,	4556/16	48	£207,427.76	£207,427.76	Education £257,185 Pre School £30,455 Libraries £10,368
WOOLPIT	Land on east side of Green Road	2112/16	49	£539,189.32	£431,351.44	Libraries £10,584
THURSTON	Highfield, Norton Road	DC/18/01376	175	£2,083,898.18	£2,083,989.18	Education (temporary classroom for primary education) £179,181 Libraries £37,800
THURSTON	Land To The West Of Ixworth Road Thurston Suffolk	DC/18/03547	250	£2,249,452.38	£2,249,452.38	Off Site Highway Works - £199,251 Education (Pre-School) - £208,325 Education (Primary School Building)- £1,018,598 Education (Primary School Site) - £80,228

Location	Address	Planning Reference	No of Dwellings Approved	Total amount of CIL to be collected	Total amount collected as of 19 December 2022	Infrastructure requirements from CIL at the time of the 2CIL collected grant of planning approval
THURSTON	Land On The North Side Of Norton Road Thurston	DC/19/01602	87	£859,332.22	£859,332.22	Education - £1,052,810 Highways - £275,921 Public rights of Way - £23,611
THURSTON	Land On The West Side Of Barton Road Thurston Suffolk	DC/17/02232	129	£1,350,557.01	£1,350,557.01	Education - £492,870,000 Education Land - £38,820.00 Highways Capacity - £56,146.00 Highways Contributions - £120,618.00 Highways Pedestrian Crossing - £14,240.00 Highways Safety - £8,232.00 Highways Speed Limit - £8,000.00 Public rights of way - £34,000.00
NEEDHAM MARKET	Land Off Luff Meadow Needham Market Suffolk	DC/19/03729	28	£103,796.72	£103,796.72	Pre-School: £24,999.00 Primary School: £85,267.00 Secondary School: £91,755.00 Secondary School 16+:£19,907.00. Future CIL funding bid of at least £111,682 (2018/19 costs).

Location	Address	Planning Reference	No of Dwellings Approved	Total amount of CIL to be collected	Total amount collected as of 19 December 2022	Infrastructure requirements from CIL at the time of the 2CIL collected grant of planning approval
						Library Contribution: £6,048.00
HAUGHLEY	Land To The West Of, Fishponds Way, Haughley, Suffolk	DC/19/05627	65	£764,391.85	£764,391.85	School Transport - £165,120.00 Traffic Regulation - £10,000
WALSHAM LE WILLOWS	Land West Of, Wattisfield Road, Walsham Le Willows, Suffolk	DC/19/04273 & DC/20/04630	60	£679,616.65	£543,693.32	School Transport - £51,000.00
LAXFIELD	Land On West Side Of, Bickers Hill Road, Laxfield, Suffolk	DC/19/04998	11	£182,430.49	£182,430.49	School Transport - £9,600.00
WOOLPIT	Land South Of, Old Stowmarket Road, Woolpit, Suffolk	DC/19/05196	115	£1,272,115.78	£1,272,115.78	Education Contribution - £18,194.00
SOMERSHAM	Land South West Of, Main Road, Somersham, Suffolk	DC/18/03114	42	£492,837.65	£492,837.65	Public Rights of Way Contribution - £36,300.00
STOWUPLAND	Land At Church Road And Gipping Road, Stowupland, Stowmarket, IP14 4BG	DC/19/01947	53	£203,210.16	£203,210.16	None
BOTESDALE	Land At Back Hills, Botesdale, Suffolk, IP22 1DW	DC/19/05152 & DC/20/05289	40	Phased Developed P1 - £480,436.69 P2 - £96,655.76 P3 - £136,002.56 P4 - £112,299.04 P5 - £135,478.42	P1 - £0.00 P2 - £96,655.76 P3 - £27,200.51 P4 - £22,566.97 P5 - £81,287.04	None

Location	Address	Planning Reference	No of Dwellings Approved	Total amount of CIL to be collected	Total amount collected as of 19 December 2022	Infrastructure requirements from CIL at the time of the 2CIL collected grant of planning approval
ELMSWELL	Land To The East Of Ashfield Road , Elmswell, IP30 9HG	DC/19/02495	106	£1,009,172.54	£1,009,172.54	Public Rights of Way Contribution - £6,287.50 Travel Plan Evaluation and Support Contribution - £1,000.00 per annum Travel Plan Implementation Bond - £106,105.00
RATTLEDEN	Land To The East Of, Rising Sun Hill, Rattlesden, Suffolk	DC/19/03840	22	£341,028.52	£341,028.52	None
ELMSWELL	Crest Nicholson Site, Land Adjacent Wetherden Road , Elmswell	DC/20/03026 & DC/20/03027	240	£1,641,503.73	£154,989.93	Green Travel Plan Monitoring Contribution - £252.32 Green Travel Plan Monitoring Contribution - £252.32 – annually for 5 years Public Rights of Way Contribution - £4686.25 – prior to 1st occupation Traffic Regulation Order Contribution - £15000.00 - prior to 1st occupation
THURSTON	Land At Meadow Lane, Thurston, IP31 3QG	4942/16	64	£812,106.53	£649,685.08	Affordable Housing - £1,536,955 Early Years Contribution - £49,998 Education - £246,435 Education Land Contribution - £19,410.00

Location	Address	Planning Reference	No of Dwellings Approved	Total amount of CIL to be collected	Total amount collected as of 19 December 2022	Infrastructure requirements from CIL at the time of the 2CIL collected grant of planning approval
						Highways Capacity Improvement Contribution - £27,855 Highways Pedestrian Crossing Improvement - £7,065 Highway Safety Improvement - £4,084
STOWUPLAND	Land To The West Of, Thorney Green Road, Stowupland, Suffolk, IP14 4BY	DC/19/05316	58	£641,624.17	£641,624.17	None
NEEDHAM MARKET	Former Mid Suffolk District Council Offices & Associated Land, 131 High Street, Needham Market, IP6 8DL	DC/18/05104	94	£148,003.66	£59,201.46	None
ELMSWELL	Land To The East Of Borley Crescent, Elmswell, Suffolk	DC/18/04267	60	£441,821.76	£353,457.40	Transport Contribution - £25,000
BARHAM	Land Off, Norwich Road, Barham, Suffolk	DC/20/05172	10	£121,354.55	£97,083.64	None
NEEDHAM MARKET	Land at Hill House Lane, Needham Market, Suffolk	DC/19/02363	38	£173,488.62	£139,479.00	Bus Stop Contribution - £15,000
WORTHAM AND BURGATE	Land to South of Bury Road, Wortham	2480/16	12	£238,101.02	£238,101.02	None

Location	Address	Planning Reference	No of Dwellings Approved	Total amount of CIL to be collected	Total amount collected as of 19 December 2022	Infrastructure requirements from CIL at the time of the 2CIL collected grant of planning approval
HAUGHLEY	Land East Of King George's Field , Green Road, Haughley, IP14 3RA	DC/19/05958	98	£988,002.76	£988,002.76	Affordable Housing Commuted Sum: £2,534,857 Highways - £15,000 Highways Enhancement works - £49,500 Shared Ownership dealings - £80,000 VAS Contribution - £3,000
BACTON	Land Off Wyverstone Road, Bacton, Stowmarket, Suffolk, IP14 4LQ	DC/19/02542	64	£492,458.72	£393,966.96	Affordable Housing - £51,234
BADWELL ASH	Land At Warren Farm, The Street, Badwell Ash, Suffolk	DC/20/02614	21	£250,016.48	£200,013.20	Public Footpath - £7,000 School Transport Primary- £28,880 School Transport Secondary - £14,400 Shared Ownership - £80,000
STOWUPLAND	Land South East Of Gipping Road, Stowupland, Stowmarket, Suffolk, IP14 4AX	DC/21/00946	80	£841,425.62	£673,140.48	Education - £6,618.71 x number of dwellings Highways - £50,000 Open Space - £2500 Birds Mitigation - £2,000 Shared Ownership - £80,000 Thradstones Meadow - £75,000

Location	Address	Planning Reference	No of Dwellings Approved	Total amount of CIL to be collected	Total amount collected as of 19 December 2022	Infrastructure requirements from CIL at the time of the 2CIL collected grant of planning approval
WORLINGWORTH	Land To The South Of, Shop Street, Worlingworth, Suffolk	DC/21/00755	26	£364,566.50	£291,653.20	Shared Ownership - £80,000
STOWUPLAND	Land At Church Road, Stowupland, Stowmarket, Suffolk, IP14 4BQ	DC/20/02205	10	£177,181.38	£177,181.38	Off Site Affordable Housing - £34,000
LAXFIELD	Land To The East Of, Mill Road, Laxfield, Suffolk	DC/19/00156	13	£187,044.69	£37,408.94	None
WOOLPIT	Land Off Green Road, Woolpit , IP30 9RG	DC/19/00647	49	£549,899.85	£118,548.41	Early Years - £680.24 Education - £12,936 Footpath - £915 Primary Education - £180,719
STONHAM ASPAL	Green Farm, Crowfield Road, Stonham Aspal, Suffolk	DC/21/04276	10	£292,938.74	£175,763.25	None
BRAMFORD	Land East Of The Street And Loraine Way , Bramford, Ipswich, IP8 4NS	DC/21/01220	190	£1,850,794.89	£1,110,476.94	Footpaths- £21,750 Habitats Mitigation - £38,000 Off-site Highways- £184,620 Pre-School - £281,293 Travel Plan - £73,625
MENDLESHAM	Land To North West Of, Mason Court (Known As Old Engine Meadow), Mendlesham	DC/19/05949	28	£368,298.64	£147,844.16	Public Transport - £5,000

Location	Address	Planning Reference	No of Dwellings Approved	Total amount of CIL to be collected	Total amount collected as of 19 December 2022	Infrastructure requirements from CIL at the time of the 2CIL collected grant of planning approval
LAXFIELD	Land On The South Side Of Framlingham Road, Laxfield, Suffolk	DC/21/02617	49	£666,669.32	£266,667.72	N/A
STRADBROKE	Land To The South Of New Street Stradbroke Suffolk	DC/20/05917	60	£629,802.06	£125,960.41	None
BACTON	Land To The North Of Church Road Bacton, Suffolk	DC/21/01930	81	£996,916.28	£398,766.52	Open Space - £5.73 per sqm.
FRESSINGFIELD	Land South West Of School Lane Fressingfield, Suffolk	DC/20/01820	12	£142,294.89	£56,917.96	None
HENLEY	Land On The South Side Of Ashbocking Road Henley, Suffolk	DC/21/04039	11	P1 - £78,429.86 P2 - £0.00 P3 - P4 - P5 -	P1 - £39,214.94 P2 - £0.00 P3 - P4 - P5 -	None
WOOLPIT	Land Off Bury Road Woolpit, Suffolk	DC/21/01132	300	£4,259,802.23	£851,960.45	Early Years - £529,497 Footway/Cycleway - £220,000 Off-site Highway £30,000 Primary School £522,625 Travel Plan £77,300
BOTESDALE	Land To The South Of Diss Road Botesdale, Suffolk	DC/20/03098	69	£690,621.80	£138,124.36	OpenSpace Maintenance £5.73 per sqm

Location	Address	Planning Reference	No of Dwellings Approved	Total amount of CIL to be collected	Total amount collected as of 19 December 2022	Infrastructure requirements from CIL at the time of the 2CIL collected grant of planning approval
BRAMFORD & BLAKENHAM	Land To The South Of, Fitzgerald Road, Bramford, Suffolk	DC/21/05669	115	£1,433,209.45	£0.00	Early Years - £215,721.00 Habitats Contribution - £14,017.35

AVAILABLE FUNDING FOR BID ROUND TEN

Total Amount of CIL monies available up to 30/09/2022 (after deduction of the 5% CIL admin charge, the making of Neighbourhood CIL payments including payments made by 28th April 2022, 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 to 9 inclusive (including September and November 2022):-

- Total **Strategic Infrastructure Fund** (including bank interest) available for Bid round 10 (October 2022) - £4,849,663.23
- Total **Ringfenced Infrastructure Funds** for major housing growth projects (10 dwellings and over) available for Bid round 10 (October 2022) - £11,384,481.99
- Total available Funds for **Local Infrastructure Fund** in Bid round 10 (October 2022) - £4,505,459.32

Total expenditure of CIL Bids to be determined in this CIL Expenditure Programme for Bid round 10 (October 2022): -

- Strategic Infrastructure Fund - £0.00
- Ringfenced Infrastructure Fund - £118,301.75 (Stowupland, Haughley, Barham, Stradbroke)
- Local Infrastructure Fund - £37,824.69

Conclusions: -

6 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 fifth review. If the above recommendations to Cabinet to approve the CIL Bids are accepted, the remaining unspent CIL monies for Bid round 11 (May 2023) are set out below: -

- **Strategic Infrastructure Fund** (including bank interest) for Bid round 11 (May 2023) - £4,849,663.23
- **Ringfenced Infrastructure funds** (Prioritisation of funds for major housing growth projects) for Bid round 11 (May 2023) - £11,266,180.24
- **Local Infrastructure Fund** for Bid round 11 (May 2023) - £4,467,634.63

A. LIST OF OUTSTANDING BIDS TOGETHER WITH THOSE RECEIVED FOR BID ROUND TEN (1st October - 31st October 2022) FOR MID SUFFOLK DISTRICT COUNCIL (including recommendations to Cabinet to make decisions or for Cabinet to note delegated decisions already made).

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

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

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/ N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
M18-18 Page 111	EYE Hartismere School	Provision of Sports Hall (4 Badminton Court) and Squash Court and provision of a Community Sports Leisure Facility. The Hartismere School of Academies	Yes, project developed under Community Infrastructure section	£1,000,000	No	Total estimated cost £1,818,188.40 excluding VAT Sports England Lottery Fund – application submitted= £500,000 School and possible Eye Town Council Contribution (TBC) £318,188.40 VAT can be reclaimed by School	N/A	No	No formal approval in place for the proposed infrastructure or three quotes.	Progress continuing with likely revisions being submitted in a forthcoming Bid round. Bid held over until Summer 2023 Cabinet decision ultimately

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
M19-09 Page 112	NEEDHAM MARKET Station – Access for All Ramp and Access project	Needham Market station Station Yard Needham Market Suffolk Access for All and Greater Anglia	Yes, provision of improvements to passenger transport facilities (rail)	Project a) £100,000 improvements to station to allow Disabled ramp) - phase 1 works (related to Bid M19-11 below)	No	Phase 1 project a) Total Cost - £400,000 SCC £50,000 MSDC – £50,000 Department for Transport Access for all Bid Mid-Tier Programme £200,000 (bid award not yet confirmed) Phase 2 project b) Total Cost - £400,000 SCC £50,000 MSDC – £50,000 Department for Transport Access for all	N/A	No	Bids M19-09 and M19-11 are currently invalid as Greater Anglia need to join in with these Bids. Feasibility Study is being carried out by Greater Anglia (cost £20,000) to determine exact works and costings for both phases which are likely to be undertaken as one. Need for planning permission also needs resolution together with firm understanding/review of costs and delivery mechanisms. CIL Bid M19-09 works are referred	Bid currently invalid for the following reasons: - Greater Anglia need to join in with the Bid. Feasibility Study has been carried out by Greater Anglia. Need for planning permission issue requires resolution together with firm understanding /review of costs/funding options and delivery mechanisms. Held over until Summer 2023 Cabinet decision ultimately

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/ N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
						Bid Mid-Tier Programme £200,000 (bid award not yet confirmed)			to within the Infrastructure Delivery Plan	
M19-11 Page 113	NEEDHAM MARKET Station – Access for All Ramp and Access project	Needham Market station Station Yard Needham Market Suffolk Access for All and Greater Anglia	Yes, provision of improvements to passenger transport facilities (rail)	Project b) £190,000 Improved access arrangements to the station and adjoining Needham Lake	No	Total Cost £780,000 £50,000 SCC £50,000 MSDC £390,000 Department for Transport Access for all Bid £190,000 Greater Anglia	N/A	No	Bids M19-09 and M19-11 are currently invalid as Greater Anglia need to join in with these Bids. Feasibility Study is being carried out by Greater Anglia (cost £20,000) to determine exact works and costings for both phases which are likely to be undertaken as one. Need for planning permission also needs resolution together with firm	Bid currently invalid for the following reasons: - Greater Anglia need to join in with the Bid. Feasibility Study has been carried out by Greater Anglia. Need for planning permission issue requires resolution together with firm understanding /review of costs/funding options and

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
Page 11 of 14									understanding/ review of costs and delivery.	delivery mechanisms. Held over to Summer 2023. Cabinet decision ultimately
M21-07	STOWMARKET – John Peel Centre	Development of 11 Market Place Stowmarket to join up with John Peel Centre	Yes, project developed under community facilities section	£100,000.00	No	Total costs for project unknown as yet S106 £31,000 MSDC Community Grant £25,000 AHF £15,000 LEP £25,000	Consultation to start when Bid becomes validated	No	Other funding sources are not yet secured. No quotes have been received and no indication of final project cost Situation regarding lease on the building has been progressed	Held over until later Cabinet meeting given need for outstanding information. Cabinet decision ultimately.

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/ N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
M22-01 Page 115	BACTON Bowls Club development	Community Infrastructure – Bacton Bowls Club	Yes, project developed under community facilities section	No figures provided	No figures provided	No figures provided	Consultation to start when Bid becomes validated	No	Application form has been updated with additional information, but the application is incomplete. No quotes provided. No Delivery or timescales provided for project. Planning permission not yet sought	Held over until later Cabinet meeting given need for submission of outstanding information
M22-03	DENHAM Village Hall	Community Infrastructure – Denham Parish Council in conjunction with Denham Community Council	Yes, project developed under community facilities section	£15,000.00	No – 10 % of project costs	Total project costs - £147,955.00 Funding streams to be confirmed	Consultation to start when Bid becomes validated	No	Meeting held with Parish Council in September 2022. Funding streams not yet confirmed for the final phase of the project.	Held over until later Cabinet meeting given need for submission of outstanding information Cabinet decision ultimately
M22-04	EYE CCTV at Cross Street	Community Infrastructure – Eye Town Council	Yes, project developed under community facilities section	No figures provided	No figures provided	No figures provided	Consultation to start when Bid becomes validated	No	Meeting held in September 2022. Application form not complete No costs or funding streams provided	Held over until later Cabinet meeting given need for submission of

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/ N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
Page 116			y facilities section						Only one quote received Land ownership needs to be addressed Planning permission has not been sought if proven to be required Future funding and maintenance of the project is not addressed in the application form	outstanding information
M22-07	LAXFIELD Sports Pavilion Extension	Community Infrastructure – Laxfield Parish Council	Yes, project developed under community facilities section	Up to £100,000.00	Yes – 40 % of the project costs	Total project cost - £250,000.00 Laxfield Parish Council £62,500.00	Consultation to start when Bid becomes validated	No	Ongoing e-mail correspondence with the Parish Council. Project costs and project timeline are in the process of being amended. Other sources of funding to be explored with Bidder Planning permission has not been sought	Held over until later Cabinet meeting given need for submission of outstanding information. Cabinet decision ultimately

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/ N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
Page 117									if proven to be required Business Case not submitted No Delivery or timescales provided Application form not complete No quotes provided	
M22-08	LITTLE BLAKENHAM Village Hall Refurbishment	Community Infrastructure – Little Blakenham Parish Council	Yes, project developed under community facilities section	£20,000.00	No – 33 % of the project costs	Total project costs - £60,000.00 Suez Trust £40,000.00	Consultation to start when Bid becomes validated	No	Teams meeting held with members of the Parish Council in December 2022. Project being amended to include further energy saving measures. No business case submitted Other funding not yet secured Lease is currently for 25 years which commenced on 01/01/2019 so is now only for 22 years and needs amending.	Held over until later Cabinet meeting given need for submission of further outstanding information. Cabinet decision ultimately

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/ N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
									Situation regarding need for planning permission needs resolution	
M22-11	NORTON Community Centre	Community Infrastructure – Norton Village Hall Management Committee	Yes, project developed under community facilities section	£75,000.00	No – 8% of the project costs	Total project costs - £900,000? Public Works Loan Board Precept-paid loan £500,000 Other funding sources £325,000.00	Consultation to start when bid becomes validated	No	Applicants are currently sourcing additional funds for the project. The Infrastructure team are assisting with this process.	Held over until later Cabinet meeting given need for submission of outstanding information. Cabinet decision ultimately
M22-16	MENDLESHAM – Replacement of Scout/ Community Hall	Community Infrastructure – 1 st Mendlesham Scout Group	Yes, project developed under community facilities section	£300,000.00 (needs to be amended to £100,000.00)	No -	Total project cost - £370,398 Mendlesham Scout Group - £6,970.68 Scout/Community Activities - £391.20	Consultation to start when bid becomes validated	No	Teams meeting held in December 2022. Advised that original funding request does not fit within the CIL Expenditure Framework – amount exceeds maximum community threshold of £100,000	Held over until later Cabinet meeting given need for submission of outstanding information. Cabinet decision ultimately

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/ N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
Page 119						Corporate donations - £2,470.00 Private donations - £1,297.00 Local Authority - £10,000.00 Geoffrey Burton Charitable Trust - £750.00 Alfred Williams Charitable Trust - £3,000.00 Ecclesiastical Charities Trust - £1,000.00			Not all funding for the project has been secured Commencement date of project needs amendment.	

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
Page 120						Leslie Sell Charitable Trust - £1,000.00 Mendlesham Community Council - £6,000.00 Bernard Sunley Foundation - £10,000.00				
M22-17	STOWUPLAND – New Footpath Trinity Meadows to Trinity Walk Bus Stop	Community Infrastructure – Mid Suffolk District Council	Yes, project developed under the footpath section	£14,200	Yes	Total project cost - £14,200	Consultation started 18 th January 2023 Parish Council requires an extension of time until 6 th February 2023	Yes	N/A	Recommendation to Cabinet to approve this CIL Bid of £14,200 from the Ringfenced Infrastructure Fund for the amended route

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/ N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
M22-18 Page 121	BAYLHAM – Baylham Village Hall Green Energy	Community Infrastructure – Baylham Parish Meeting	Yes, project developed under community facilities section	£25,200.00	?	Total project costs - £25,200.00	Consultation to start when bid becomes validated	No	Teams meeting held in January 2023. Three quotes have been received. Funding streams not complete Project may not meet community thresholds No business case submitted provided Planning required?	Held over until later Cabinet meeting given need for submission of outstanding information.
M22-20	STOWMARKET – Stowmarket Health, Education and Leisure Facilities (SHELF)	Health Infrastructure – Mid Suffolk District Council	Yes, project developed under Health facilities section	£2,000,000.00	No – 40 % of project costs	Total project costs - precise costs as yet unknown	Consultation to start when bid becomes validated	No	No other funding streams provided to date albeit some s106 monies will be available No business case submitted No quotes provided No timescales provided Planning permission has not yet been granted	Held over until later Cabinet meeting given need for submission of outstanding information.

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
									No maintenance plan at present	
M22-21 Page 122	FINNINGHAM – Finningham Green Footpath	Community Infrastructure – Finningham Parish Council	Yes, project developed under community facilities section	Unknown at this stage	?	Unknown at this stage	Consultation to start when bid becomes validated	No	Form not complete No quotes provided as costings unknown Delivery issues need to be resolved Is planning permission required	Held over until later Cabinet meeting given need for submission of outstanding information.
M22-22	GISLINGHAM – Play Equipment Project	Community Infrastructure – Gislingham Parish Council	Yes, project developed under community facilities section	Unknown at this stage	?	Unknown at this stage	Consultation to start when bid becomes validated	No	Form incomplete No costings provided Business case may be required	Held over until later Cabinet meeting given need for submission of outstanding information.
M22-23	HOXNE – Hoxne Church Lavatory Project	Community Infrastructure – Hoxne Parochial Church Council	Yes, project developed under community facilities section	£28,090.88	No – 75 % of project	Total project cost - £37,454.50 Friends of Hoxne Church - £9,363.62	Consultation commenced 26 th January 2023	Yes	N/A	Recommendation to Cabinet to approve this CIL Bid of £28,090.88 from the Local Infrastructure Fund

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
					costs					
M22-25 Page 123	NEEDHAM MARKET – Crowley Park Young Children’s Play Equipment	Community Infrastructure – Needham Market Town Council	Yes, project developed under community facilities section	Unknown at this stage	?	Unknown at this stage	Consultation to start when bid becomes validated	No	Form not complete No complete project cost No business case submitted No quotes provided No collaborative spend detail included Is Planning permission required?	Held over until later Cabinet meeting given need for submission of outstanding information.
M22-27	WOOLPIT – EV Chargers	Community Infrastructure – Mid Suffolk District Council	Yes, project developed under community facilities section	Unknown at this stage	?	Unknown at this stage	Consultation to start when bid becomes validated	No	Form incomplete No business case submitted No quotes provided Query over costings Query over maintenance of infrastructure	Held over until later Cabinet meeting given need for submission of outstanding information.
M22-28	MENDHAM – Renovation of village car park	Community Infrastructure – Mendham Parish Council	Yes, project developed under community	£9,733.81	No – 75 %	Total project cost £12,978.41.	Consultation commenced 20 th January 2023.	Yes	N/A	Recommendation to Cabinet to note the delegated decision for this CIL Bid of £9,733.81

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
			y facilities section		of project costs	Mendham Parish Council - £3,244.60				from the Local Infrastructure Fund
M22-29 Page 124	WALSHAM LE WILLOWS – Walsham Fitness Hub	Community Infrastructure – Walsham Le Willows Sports Club	Yes, project developed under community facilities section	£22,250.00	No – 34 % of project cost	Total project cost - £64,598.00 Walsham Le Willows Parish Council - £8,000.00 Mid Suffolk District Council Capital Fund - £25,000.00 Walsham Le Willows Sports Club - £9,348.00	Consultation to start when bid becomes validated	No	Terms of CIL Bid being considered as building is a temporary structure and would be set out as a fitness suite with a third party providing the equipment (on a business basis)	Held over until later Cabinet meeting whilst CIL Expenditure Framework changes being considered

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/ N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
M22-30 Page 125	IPSWICH – New GP Surgery on former Tooks Bakery Site	Health Cross Boundary Infrastructure – Integrated Care Board	Yes, project developed under Health	£800,000.00	No – 11 % of project cost	Total Project Cost - £7,350,000 IBC S106 funds - £750,000 Rest to be confirmed	Consultation to start when bid becomes validated	No	Form and evidence for MSDC contribution incomplete Business case not submitted Precise cost of project and delivery timescales unknown as yet Funding strategy incomplete Planning permission not yet granted	Held over until later Cabinet meeting given need for submission of outstanding information.
M22-19	HAUGHLEY – The Play Area Haughley Green	Community Infrastructure – Haughley Parish Council	Yes, project developed under community facilities section	£71,000.00	No – 70 % of project costs	Total project cost - £102,000 Donations - £10,000.00 Locality Grant - £1,000.00 Haughley Parish Council Neighbourhood	Yes consultation commenced 20 December 2022. Expiry date 9 January 2023	Yes	N/A	Recommendation to Cabinet to approve this CIL Bid of £71,000.00 from the Ringfenced Infrastructure Fund.

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100 % CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
						d CIL - £20,000.00				
M22-24 Page 126	BARHAM – Kirby Rise Post and Rail Project	Community Infrastructure – Barham Parish Council	Yes, project developed under community facilities section	£3,377.75	No – 75 %	Total Project Cost - £5,037.00 Parish Council - £1,659.25	Yes consultation commenced 20 December 2022. Expiry date 9 January 2023	Yes	N/A	Recommendation to Cabinet to note this delegated decision for £3,377.75 from the Ringfenced Infrastructure Fund.
M22-26	STRADBROKE – Stradbroke Health Centre upgrade	Health Infrastructure – Stradbroke Parish Council	Yes, project developed under Health	£29,724.00	No – 75 % of project costs	Total Project Cost - £39,634.00 Parish Council - £9,910.00	Yes consultation commenced 20 December 2022. Expiry date 9 January 2023	Yes	N/A	Recommendation to Cabinet to approve this CIL Bid of £29,724.00 from the Ringfenced Infrastructure Fund.



B. PROGRESS OF BIDS APPROVED IN PREVIOUS BID ROUNDS (Bid Rounds 1 - 10)

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M01-18	COMMUNITY FACILITY Gislingham Silver Band Hall	639	£44,568.75	£0	£44,568.75 Local Infrastructure Fund	Agreed by Cabinet on 4th March 2019. CIL Bid offer letter dated 13 th March 2019. Offer accepted. Project currently stalled as planning permission expired and requires renewal together with issues with the Party Wall with neighbours. Update requested in January 2021, but no update received and CIL Bid Offer expired in March 2021. Monies returned to the Local Infrastructure Fund
M02-18	PUBLIC TRANSPORT - Laxfield - Bus stops at Mill Lane	556	£5,000.00	£3,627.63	£1,372.37 Local Infrastructure Fund	Noted by Cabinet on 10th September 2018. Delegated decision taken on 20 th August 2018. CIL Bid offer letter dated 25 th September 2018 Offer accepted. Project completed under budget and monies returned to the Local Infrastructure Fund.
M04-18	PUBLIC TRANSPORT - Stowmarket - Bus Stops at Finborough Rd	557	£5,000.00	£0.00	£5,000.00 Local Infrastructure Fund	Noted by Cabinet on 10 th September 2018. Delegated decision taken on 20 th August 2018. CIL Bid offer letter dated 25 th September 2018. Offer accepted. However, Scheme abandoned due to bus services ending. Monies returned to the Local Infrastructure Fund

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

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M18-20	PUBLIC TRANSPORT Thurston - Bus Shelters Norton Road	641	£13,000.00	£13,000.00	£0.00	Agreed by Cabinet on 4 th March 2019. CIL Bid offer letter dated 13 th March 2019. Project completed
M23-18	GREEN ENERGY EV Charger at Cross St Car Park Eye	642	£20,728.40	14,287.16	£6441.24 Local Infrastructure Fund	Agreed by Cabinet on 4 th March 2019. CIL Bid offer letter dated 13 th March 2019. Offer accepted. Wayleave agreement is required between MSDC and owner of the Queen's Head to allow the cables to be laid. This process is ongoing and legal are also working to resolve any issues. Work is now underway and should be completed by end of February. Project has been completed, awaiting claim for funds. Project completed under budget. Monies returned to the Local Infrastructure Fund
M19-01	COMMUNITY FACILITY– Stowupland Notice Board Trinity Meadow	640	£396.26	£396.26	£0.00	Noted by Cabinet on 28 th August 2019. CIL Bid offer letter dated 6 th September 2019. CIL Bid Offer made and accepted on the basis that CIL Bid M10-18 is not proceeded with. Notice Board completed and erected. Project completed.

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M19-04	PUBLIC TRANSPORT Thurston - Bus Shelters Sandy Lane	649	£9,600.00	£4,800.00	£4,800.00 Local Infrastructure Fund	Noted by Cabinet on 28th August 2019. CIL Bid offer letter dated 5 th September 2019. Offer accepted. Awaiting scheduling of works – date uncertain due to Covid-19 outbreak restrictions. Project complete. Only one shelter provided under this CIL Bid as second shelter provided by developer through s106 contributions instead. Therefore, monies returned to the Local Infrastructure Fund.
M14-18	EDUCATION – Stowupland High School	656	£2,446,575.00	£2,446,575.00	£0.00	Agreed by Cabinet on the 6 th January 2020. CIL Bid offer letter dated 31 st January 2020. Offer accepted. First and second claim have been paid. Final claim to be made on completion of the project. Project completed and handover has occurred with staged payment made in April 2021. All funding now paid over to SCC
M19-07	COMMUNITY FACILITIES – Village Hall Enhancement Extension Occold	664	£19,190.00	£19,190.00	£0.00	Agreed by Cabinet on 9th March 2020. CIL Bid offer letter dated 16 th March 2020. Offer accepted. Update 30/07/2020 – Anticipated start on the build in September 2020 January 21 Update – First stage payment made. Jan 22 update – Project Completed

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M19-10	EDUCATION – Bramford Primary School	663	£645,593.00	£645,593.00	£0.00	Agreed by Cabinet on 9th March 2020. CIL Bid offer letter dated 16 th March 2020. Offer accepted. Update 30/07/2020 – Project completed
M19-14	EDUCATION – Claydon Primary School	662	£499, 421.00	£499,421.00	£0.00	Agreed by Cabinet on 9 th March 2020. CIL Bid offer letter dated 12 th March 2020.Offer accepted. Project completed.
M19-08	COMMUNITY FACILITIES – Thornham – Car Park	681	£27,000.00	£27,000.00	£0.00	Agreed by Cabinet on 9 th March 2020. Legal position resolved and Bid offer letter dated 20 th May 2020.Offer accepted. Project completed
M20-18	GREEN ENERGY -EV CHARGING POINTS -Stowmarket - Regal Car Park	701	£10,263.00	£10,263.00	£0.00	Agreed by Cabinet in September2020. Offer letter issued. Offer accepted. Project completed
M19-12	COMMUNITY FACILITIES – Eye- Play Facilities	703	£31,605.60	£31,605.60	£0.00	Agreed by Cabinet in September 2020. Offer letter issued. Offer accepted. Project completed
M19-03 -	COMMUNITY FACILITIES – Debenham Leisure Centre - Additional car Park	704	£47,000.00	£47,000.00	£0.00	Agreed by Cabinet in September.2020 Offer letter issued. Offer accepted. Project completed

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M20-07	RAIL – Thurston Rail Station - Feasibility Study by Network Rail	702	£100,000.00	£0.00	£100,000.00 Ringfenced Infrastructure Fund (Thurston)	Agreed by Cabinet in September 2020. Offer letter issued. Offer accepted. Scope for Feasibility Study agreed. Substantive work undertaken but Feasibility Study work (impact on highways and parking and cycling review still to be completed. New CIL Bid submitted M22-14 so as to ensure funding for the Feasibility Study can be considered by Cabinet in September 2022. Monies not claimed within the 2-year timescale so funds returned to the Ringfenced Infrastructure Fund for Thurston.
M20-08	COMMUNITY FACILITIES – Wingfield – Conversion of Granary barn to children’s nursery	705	£34,000.00	£33,960.42	£39.58 Local Infrastructure Fund	Agreed by Cabinet in September 2020. Offer letter issued. Offer accepted. Project Completed under budget. Monies returned to the Local Infrastructure Fund
M19-13	COMMUNITY FACILITIES –Bedfield – new play area	680	£4,534.00	£4,534.00	£0.00	Agreed by Cabinet in September 2020. Offer letter issued. Offer accepted – Project Completed
M20-09	COMMUNITY FACILITIES - Ringshall Village Hall Installation of sewerage treatment works.	712	£16,651.00	£16,122.97	£528.03 Local Infrastructure Fund	Agreed by Cabinet in December 2020. Offer letter issued. Project completed under budget. Monies returned to the Local Infrastructure Fund

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M20-21	COMMUNITY FACILITIES – Thornham Walks overflow car park – Covid Complications - further grant funding	709	£3,355.00	£3,344.75	£10.25 Local Infrastructure Fund	Agreed by Cabinet in December 2020. Offer letter issued. Project completed and under budget. Monies returned to the Local Infrastructure Fund
M20-10	COMMUNITY FACILITIES – Stowmarket Creation of a Stowmarket Emergency Services Hub	713	£431,740.00	£431,740.00	£0.00	Agreed by Cabinet in December 2020. Offer letter issued. Signed offer letter received. Staged payment made. Project Complete
M20-25	HEALTH - Mendlesham Health. Administration Hub /Clinical Capacity reconfiguration including 2 EV charging points	721	£239,306.60	£239,306.60	£0.00	Agreed by Cabinet in March 2021. Email confirming Cabinet decision issued. Offer letter to be issued upon NHS confirming the PID. June 21 Update - Project underway. Project completed January 2022
M20-24	COMMUNITY FACILITIES – Gislingham running track	728	£18,487.50			Agreed by Cabinet in March 2021. Awaiting signed Community User agreement before Offer letter sent.
M20-22	COMMUNITY FACILITIES – Haughley - Storage Unit Crascall Pavilion, Green Road	725	£39,937.00	£38,250.00	£1,687.00 Local Infrastructure Fund	Agreed by Cabinet in March 2021. Offer letter issued. Signed acceptance letter received 16/03/21. Project completed under budget; unspent monies returned to the Local Infrastructure Fund
M20-19	COMMUNITY FACILITIES – Haughley - Car Park Crascall Pavilion, Green Road	724	£22,595.00	£22,595.00	£0.00	Agreed by Cabinet in March 2021. Offer letter issued. Signed acceptance letter received 16/03/21. Project completed
M20-20	WASTE INFRASTRUCTURE – Fuel Tank at Creting Road Depot	720	£50,000.00	£26,762.50	£23,237.50 Strategic Infrastructure Fund	Agreed by Cabinet in March 2021. Offer letter issued. Offer letter accepted. Project completed under budget. Monies returned to the Strategic Infrastructure Fund

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M21-01	HEALTH – Woolpit Car Park Land South of Old Stowmarket Road	735	£917,240.00	£537,347.45		Agreed by Cabinet in June 2021. Offer letter issued. Project started in August 2021. Project completed , Staged payments made and invoices for expenditure still being processed. Awaiting final invoices
M19-06	EDUCATION – Thurston - Land Option CIL Bid for purchase of land for education (for a forthcoming College extension) and an associated car park	738	£1,069,841.00			Agreed by Cabinet in June 2021. Offer letter issued and accepted.
M21-02	COMMUNITY FACILITY – Rickinghall All Wheel Sports Area	755	£20,148.00	£20,148.00	£0.00	Agreed by Cabinet in October 2021. Offer letter issued. Offer letter accepted Project Complete
M21-05	COMMUNITY FACILITY – Debenham Community Centre	756	£59,994.00	£59,994.00	£0.00	Agreed by Cabinet in October 2021. Offer letter issued. Offer letter accepted Project Completed
M21-06	COMMUNITY FACILITY – Elmswell Chamberlayne Hall	757	£19,593.81	£19,593.81	£0.00	Agreed by Cabinet in October 2021. Offer letter issued. Offer letter acceptance awaited. Project Complete
M21-08	COMMUNITY FACILITY – Framsdon Play Area	758	£18,789.20	£17,637.71	£1,151.49 Local Infrastructure Fund	Agreed by Cabinet in October 2021. Offer letter issued. Offer letter accepted Project Complete
M21-03	EDUCATION - Elmswell Primary School	761	£1,560,006.21			Agreed by Cabinet in November 2021. Offer letter issued. Offer letter acceptance awaited
M21-10	COMMUNITY FACILITY - Botesdale Play area	767	£75,000.00	£48,420.29		Agreed by Cabinet in March 2022. Offer letter issued. Offer letter accepted Project has started first claim paid

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M21-11	COMMUNITY FACILITY – Stowmarket Community Club	769	£25,000.00	£25,000.00	£0.00	Agreed by Cabinet in March 2022. Offer letter issued. Offer letter accepted Project complete
M21-12	COMMUNITY FACILITY – Walsham Le Willows Play Area	770	£9,315.75	£9,315.75	£0.00	Noted by Cabinet in March 2022. Offer letter issued and offer letter accepted. Project Complete
M20-25	COMMUNITY FACILITY – The Food Museum Crack Wood project	773	£75,000.00			Noted by Cabinet in March 2022. Offer letter issued and offer letter accepted.
M22-02	COMMUNITY FACILITY – Botesdale Entrance Infrastructure and picnic tables	780	£9,757.50			Delegated decision made on the 21/07/2022 and included in this report for noting. Offer letter sent, awaiting signed acceptance
M22-13	COMMUNITY FACILITY – Ringshall Play area	785	£20,566.35			Agreed by Cabinet in September 2022. Offer letter issued.
M22-14	RAIL - Thurston Rail Station Feasibility Study	789	£100,000.00			Agreed by Cabinet in September 2022. Offer letter sent
M21-09	EDUCATION – Thurston Community College Expansion	797	£1,781,462.00			Agreed by Cabinet in November 2022. Offer letter sent. Signed offer letter received dated 21/11/2022
M22-06	COMMUNITY FACILITY – Eye Play Facilities	796	£100,000.00			Agreed by Cabinet in November 2022. Offer letter sent.
M22-05	COMMUNITY FACILITY – Eye Moors Woodland Footpath	795	£5,000.00			Delegated decision noted by Cabinet in November 2022. Offer letter sent.
M22-09	COMMUNITY FACILITY – Metfield Play Area	794	£8,788.97			Delegated decision noted by Cabinet in November 2022. Offer letter sent.
M22-12	COMMUNITY FACILITY – Old Newton Village Hall Extension	793	£67,914.00			Agreed by Cabinet in November 2022. Offer letter sent.



Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M22-15	COMMUNITY FACILITY – Wetherden Play Area	792	£18,375.63			Agreed by Cabinet in November 2022. Offer letter sent.
Total CIL Funding allocated to MSDC projects in Bid Rounds 1 to 9 inclusive			£10,894,960.72	£5,428,811.74	£224,477.56	

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

Project Ref	Project	Parties involved	CIL Funding if known	Project Costs if known	Progress
EPM 22-18	RAIL – Thurston – Station improvements – progress on feasibility study	Rail, SCC Highways Thurston Parish Council	Unknown at this stage	Unknown at this stage	Planning permissions granted at Thurston are being built out which point towards the need to bring forward station improvements at Thurston. Project being scoped and is at stage 1 and being discussed with all parties. Feasibility study monies have been agreed under CIL Bid application (within Bid round 9 – September 2022) for £100,000 (to include £10,000 for road Safety audit). Feasibility study being progressed
EPM 20-03	EDUCATION/RECREATION/SPORT - Stowupland	Education , Stowupland Academy, Stowupland Parish Council SCC Education	Unknown at this stage	Unknown at this stage	Project being devised with all parties CIL Project Enquiry form required
EPM 20-16	EDUCATION – Bramford Primary School	SCC Education	Unknown	Unknown	Discussions started with Education in October 2020
EPM 21-01	EDUCATION – Great Blakenham - 30 place early years new setting	SCC Education	Estimated bid - £184,000	Estimated bid - £600,000	Discussions started with Education.– CIL Project Enquiry form submitted.
EPM 21-02	EDUCATION – Bramford - 30 place early years new setting	SCC Education	Unknown at this stage	Unknown at this stage	Discussions started with Education.– CIL Project Enquiry form submitted.

Project Ref	Project	Parties involved	CIL Funding if known	Project Costs if known	Progress
EPM 21-12	COMMUNITY FACILITY- Eye - Establishing a new Right of Way joining the Town Centre	Eye Parish Council	Unknown at this stage	Unknown at this stage	Enquiry received through email on 04/05/2021. CIL Project Enquiry form needs to be submitted
EPM 21-14	COMMUNITY FACILITY – Eye Scouts funding to establish a wildlife and Camping site adjoining the scout hut	Eye Parish Council	Unknown at this stage	Unknown at this stage	Enquiry received through email on 04/05/2021. Meeting to be arranged. RK Requested on update from Andy Robinson on the 17 March 2022.
EPM 21-15	COMMUNITY FACILITY - Eye - Installation of a water refill taps for shoppers and walkers.	Eye Parish Council	Unknown at this stage	Unknown at this stage	Enquiry received through email on 04/05/2021. Costs of this proposal are being looked into but there is a minimum spend for District CIL of £2000 per project as well as meeting the normal limitation of not contributing towards more than 75% of the total cost of the works. Should this project not meet the parameters of the CIL Framework it would be possible to undertake these works using Neighbourhood CIL
EPM 22-01	WALKING/CYCLING – Walking Cycling connectivity provision at Woolpit and Elmswell	Suffolk County Council and District and County Councillors and Parishes	Unknown at this stage	Unknown at this stage	Conversations have commenced and are continuing about the delivery and funding strategy for the provision of this infrastructure with SCC and SCC Highways. CIL Project Enquiry form will be required.

Project Ref	Project	Parties involved	CIL Funding if known	Project Costs if known	Progress
EPM 21-09	COMMUNITY FACILITY – Woolpit – MUGA	Woolpit Parish Council	£20,000	£43,530	Form received on 27/4/2021. Meeting to be arranged with Project Lead and Communities.
EPM 21-25	COMMUNITY FACILITY – Wattisfield – Community Centre	Wattisfield Parish Council	Unknown	£300,000.00	Site Visit will occur after surveys completed. Applicant will contact the Infrastructure team once these surveys are completed.
EPM 22-02	COMMUNITY FACILITY – Thurston – Thurston FC MUGA	Luke Reilly	Unknown	Unknown	Discussions ongoing. SCC pursuing this project at the school site working with the FA and Infrastructure Officers.
EPM 22-03	LIBRARIES – Suffolk Libraries – Thurston	Mandy Wilkinson – Suffolk Libraries	£200,000.00	£200,000.00	CIL Funding Enquiry Form received. Discussions taking place concerning how to take the project forward. Likely May 2023 CIL Bid round project
EPM 22-05	WASTE INFRASTRUCTURE – Stowmarket Recycling Centre – Improvement/Expansion of this recycling centre to ensure that the Site can cope with growth in this area.	Suffolk County Council	Unknown	Unknown	Project currently being discussed. CIL Project Enquiry form to be submitted
EPM 22-08	COMMUNITY FACILITY – Gislingham – Acquisition of the Six Bells Public House for the Community	Six Bells Steering Committee	£150,000.00	£350,000.00	Meeting to be arranged in the later part of the year to enable the applicant to confirm the funding amount and what the building will be used for. CIL Project Enquiry form to be submitted

Project Ref	Project	Parties involved	CIL Funding if known	Project Costs if known	Progress
EPM 22-09	COMMUNITY FACILITY – Eye – Cemetery	Eye Town Council	£30,000.00	£80,000.00	Questions on the project sent to the Town Council - 14/4/2022. 16/05/2022 Parish updated that they are working through further information. CIL Project Enquiry form to be submitted
EPM 22-10	COMMUNITY FACILITY – Eye – Extension to Bucksthorn Lane Car Park	Eye Town Council	Unknown	Unknown	Questions on the project sent to the Town Council - 14/4/2022. 16/05/2022 Parish updated that they are working through these and will not be bringing this project forward for now. Costings being worked on. CIL Project Enquiry form to be submitted
EPM 22-11	COMMUNITY FACILITY – Eye – Creating a new footpath cycleway Joining new development to the northwest of the Town with the Town Centre	Eye Town Council	Unknown	Unknown	Project being discussed with Katherine Davies. CIL Project Enquiry form to be submitted
EPM 22-12	COMMUNITY FACILITY – Eye – Cemetery Access	Eye Town Council	£8,000.00	£10,000.00	Section 106 agreement being reviewed to ascertain if funding has been set aside for this project. 16/05/2022 Bid will not go further currently. Costings are being investigated. CIL Project Enquiry form to be submitted
EPM 22-17	COMMUNITY FACILITY – Kinetic Science and It's Rocket Science – Interactive Science Centre second building or extension of the Claydon premises	Debbie Ball – Kinetic Science and It's Rocket Science	Unknown	Unknown	Meeting took place about CIL funding with the applicant. Awaiting further progress. CIL Project Enquiry form to be submitted

Project Ref	Project	Parties involved	CIL Funding if known	Project Costs if known	Progress
EPM 22-21	COMMUNITY FACILITY – EV Charging Points	Julie Flatman/ Wilby Parish Council	Unknown	Unknown	Forms and CIL project enquiry form have been sent to the applicant and awaited
EPM 22-28	COMMUNITY FACILITY – Stonham Aspal Tennis Court Car Park	Tennis Club	Unknown	Unknown	Application forms sent to applicant. CIL Project Enquiry form to be submitted.
EPM 22-30	COMMUNITY FACILITY – New pavilion at Stradbroke Cricket Club	Stradbroke Cricket Club	Unknown	Unknown	Communities Team are in discussions regarding this project and will include CIL later. CIL Project Enquiry form to be submitted
EPM 22-32	COMMUNITY FACILITY – Footpath Construction	James Hayward	£45,000.00	£65,000.00	We have requested further information from the applicant concerning the project
EPM 22-33	COMMUNITY FACILITY – Village Hall Car Park Wilby	Wilby	TBC	£30,000.00	We have requested further information from the applicant concerning the project CIL Project Enquiry form to be submitted
EPM 22-34	COMMUNITY FACILITY – High School Sports Hall Extension	Claydon	£1,000,000	£1,000,000	CIL information sent to the applicant and advice that all education bids must be processed through SCC and must be linked to education proven need
EPM 22-36	COMMUNITY FACILITY – Thurston Skate Park and other recreation facilities on land outside of Thurston Parish boundary	Ben Wragge, Skate Park Charity	Unknown	Unknown	Discussions ongoing with Parish/Ward and County Councillors Ben Wragge, Skate Park Charity. CIL Project Enquiry form to be submitted
EPM 22-38	COMMUNITY FACILITY – Stuston safe pedestrian access to and from Diss	Philip Gerrie	TBC	TBC	08/08/2022 Applicant advised to contact SCC Highways regarding the proposed project

Project Ref	Project	Parties involved	CIL Funding if known	Project Costs if known	Progress
EPM 22-39	COMMUNITY FACILITY – Leavenheath Playground	Trevor Smith	£150,000	£200,000	24/10/2022 – Funding will be applied for in the May 2023 bid round. Applicant advised that they are currently not ready to apply
EPM 22-43	EDUCATION – Mendham Primary School	Julie Rogers – Office Manager	TBC	£68,000.00	18/10/2022 – Information sent to SCC for comment – Education project
EPM 22-44	COMMUNITY FACILITY – Baylham Village Hall Solar Panels	Keven Thomas	£25,000	£25,000	31/10/2022 – Due to the bid round finishing soon. Application forms sent
EPM 22-45	FOOTPATH – Walsham Le Willows Village Centre to Sports Club connectivity	Katherine Davies MSDC	TBC	TBC	07/11/2022 – Project to be discussed
EPM 22-47	LIBRARIES – Improvement project at Stowmarket	Neil Mc Manus/Libraries/MSDC	Unknown	Unknown	Project being discussed. CIL Project Enquiry Form to be submitted
EPM 22-48	FOOTPATH – Forest Road Stowmarket	Katherine Davies MSDC	TBC	TBC	To be discussed CIL Project Enquiry Form to be submitted
EPM 22-49	HEALTH – Botesdale Health Centre Installation of a dispensary shelter	Donna – Health Centre	TBC	TBC	To be discussed with Health

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Appendix B – Mid Suffolk – CIL Bids under the Ringfenced Infrastructure Funds and the Local Infrastructure Funds

Technical Assessment of Bid – Project M 22-14 Haughley Play Area (from the Ringfenced Infrastructure Fund)

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>This project has been developed by Haughley Parish Council. To upgrade and develop the play equipment at Haughley Green playing field. Much of the equipment currently based at the site, is showing signs of age and has been deemed unsafe. The equipment that has remained needs an upgrade with improved materials which will ensure sustainability, be easier to maintain and have a longer life span.</p> <p>The Parish Council have completed a consultation with local residents to ascertain what equipment they feel is required and this feedback has helped shape the project.</p> <p>The CIL funding will be providing a newly upgraded facility which will deliver a high-quality outdoor play facility with currently recommended safety features and inclusive play equipment. This will increase the overall footfall to the site.</p> <p>Upon completion, the play area’s location and its facilities will be advertised through the Parish Council’s communication channels and a warm welcome extended to all users.</p>
Delivery /timescales	Once the CIL funding is approved
Necessary other approvals	The remaining funding will be provided by local resident donations, Community Grant, Neighbourhood CIL and District CIL. Planning permission has been granted, with no issues raised.
Public or private land	Freehold land/Public
State aid details if any	There are no state aid concerns relating to this bid for CIL funding.
Details of future funding maintenance	Haughley Parish Council will continue to maintain the site.

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

BIDS SCREENED	ASSESSMENT
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes - Provision of infrastructure by the community.
Can the infrastructure be provided using s106 funds	No Section 106 available.
Is Bid complete	Yes – Validation has taken place and all criteria has been met.
Has information be verified	Yes – Validation complete
Is this infrastructure linked to a major housing project which has priority?	No

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk strategies or external strategies Babergh and Mid Suffolk support and/or input into	Yes – Community Provision. The aim is to provide a safe area, where parents with can meet while their children engage in outdoor play. This will help in the development of the children's imagination as well as social and physical skills. These new facilities will help in supporting the health and wellbeing of both pre-school children and their parents.
It represents key infrastructure (essential)	No
Value for money	Yes – The Infrastructure team has worked with the applicant to ensure that the project is value for money and that the most cost effective quote has been used.(see figures below) It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs.

Clear community benefits	Yes – This project will provide a newly upgraded play area for local residents. The new play area will also improve on the age ranges that the equipment is able to be used by.
Community support (including results of Consultation exercise.)	<p>Yes – The local residents were consulted on the future of the play area and requested that it be upgraded and with new equipment to cover a larger range of age groups.</p> <p>Consultation has taken place with local Councillors. Comments below:</p> <p>Councillor Keith Welham - <i>*Many thanks for consulting me on the application for CIL funds for the Play Equipment project at The Cricket in Haughley. I am pleased to confirm that I give this project my full support*</i></p> <p>Councillor Rachel Eburne - <i>*I am fully supportive of this CIL application and hope that MSDC can grant it*</i></p>
Deliverability (“oven ready” schemes)	The project is ready to begin once the funding is approved.
Affordability (from CIL Funds)	Yes – The CIL Bid application is also funded via different types of funding. The Parish Council has advised that they will pick up any additional costs.
Timeliness	The project is ready to begin once the funding is approved.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)	<p>The project is a collaborative spend between the District Council (CIL) and the Parish Council using their Neighbourhood CIL funds and reserves including Community grant and donations.</p> <p>The total cost of the project is £102,000.00</p> <p>Parish Council Contribution £20,000</p> <p>Donations - £10,000</p> <p>Community Grant - £1,000</p> <p>The CIL Bid Fund application is for £71,000.00</p>

Community Bid – Funding percentage of project	70% will be funded with District CIL.
Supports housing and employment growth	Yes – The new play area will support families wanting to recreate and moving to the area.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – The Parish Council will maintain and ensure the equipment is inspected to current guidelines and legislation.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This project meets the CIL Expenditure Framework criteria and has been developed under the Community Infrastructure section under the Infrastructure Funding Statement (infrastructure List) for Mid Suffolk.
How does the proposal affect green infrastructure principles?	The new equipment is being sourced using recycled materials. With additional and improved local facilities
How does the project address green/sustainability principles/infrastructure?	With additional and improved local facilities. Families in the local area will not be required to travel for recreation facilities. The project will be looking to use sustainable materials which will ensure longevity.
How does the project affect state aid implications?	No State aid concerns for this project
How does the project affect security and safety in the community?	The proposal will ensure that there is a local area that provides a safe place for children to play.

CONCLUSIONS

- Haughley Parish Council, after consultation with residents, are proposing to upgrade their current play area provision. This will provide greater choice and diversity for outdoor play provision and exercise for the children of the parish and surrounding areas who visit the site. The new apparatus will help in the development of the children's social and physical skills and provide an outdoor space for families and social groups to meet.
- The project will provide new play equipment including a pyramid climbing frame, metal combination swing set, new multiplay unit, new roundabout, and new ground surfacing to enable the site to be used all year round. The new apparatus will increase the diversity of the equipment and overall footfall to the play area site.

- The project will use sustainable materials to ensure longevity and easier maintenance for the site.
- The amount of District CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £71,000.00 represents 70% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.

RECOMMENDATION

Recommendation to Cabinet to approve this CIL Bid for £71,000.00 which is 70% of the total eligible project costs from the Ringfenced Infrastructure Fund.

Technical Assessment of Bid – Project M22-24 Barham Kirby Rise Post & Rail Fencing, Barham (from the Ringfenced Infrastructure Fund)

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>In 2021 a CIL funding application was applied for and granted for a new play area in Barham at Kirby Rise. This play area was completed and is now in use. The play area has good footfall and has been a welcome addition for the community. This has been evidenced with the feedback that has been received by the Parish Council.</p> <p>This project will provide the users of this play area with a safe environment within which to use the new equipment. The new post and fencing will stop vehicles mounting the kerb and driving across the green, which would endanger users of the green and play area.</p> <p>The new fencing will also assist with preventing small children from running off the green and directly onto the road.</p>

	The project will be completed using sustainable materials.
Delivery /timescales	Once the CIL funding is approved
Necessary other approvals	The remaining funding will be provided by the Parish Council. Planning confirmed that no permission is required.
Public or private land	Leasehold – BMSDC 99 Year Lease. Expiry 2120.
State aid details if any	There are no state aid concerns relating to this bid for CIL funding.
Details of future funding maintenance	Barham Parish Council will continue to maintain the site.

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

BIDS SCREENED	ASSESSMENT
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes - Provision of infrastructure by the community.
Can the infrastructure be provided using s106 funds	No Section 106 available.
Is Bid complete	Yes – Validation has taken place and all criteria has been met.
Has information be verified	Yes – Validation complete
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	Yes – Community Provision. The aim is to provide a safe area, where parents with can meet while their children engage in outdoor play.

Infrastructure Strategies or other Babergh and Mid Suffolk strategies or external strategies Babergh and Mid Suffolk support and/or input into	
It represents key infrastructure (essential)	No
Value for money	Yes – The Infrastructure team has worked with the applicant to ensure that the project is value for money and that the most cost effective quote has been used. The amount of CIL funding is £3,377.75 and represents 75% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs.
Clear community benefits	Yes – This project will provide a safe area for young children to play.
Community support (including results of Consultation exercise.)	Yes – The local residents were consulted on the future of the play area and requested that the additional fencing is placed on the site to provide safety. Consultation has taken place with local Councillors. Comments below: No responses received.
Deliverability (“oven ready” schemes)	The project is ready to begin once the funding is approved.
Affordability (from CIL Funds)	Yes – The project is also funded by the Parish Council. The Parish Council has advised that they will pick up any additional costs.
Timeliness	The project is ready to begin once the funding is approved.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)	The project is a collaborative between the District Council (CIL) and the Parish Council using their Neighbourhood CIL funds and reserves. The total cost of the project is £5,037.00 Parish Council Contribution £1,659.25 The CIL Bid Fund application is for £3,377.75

Community Bid – Funding percentage of project	75% will be funded with District CIL.
Supports housing and employment growth	Yes – The new fencing will increase the safety to the current site.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – The Parish Council will maintain and ensure the equipment is inspected to current guidelines and legislation.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This project meets the CIL Expenditure Framework criteria and has been developed under the Community Infrastructure section under the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.
How does the proposal affect green infrastructure principles?	The new equipment is being sourced using recycled materials with additional and improved local facilities
How does the project address green/sustainability principles/infrastructure?	With additional and improved local facilities, families in the local area will not be required to travel by car for recreation facilities. The project will be looking to use sustainable materials which will ensure longevity.
How does the project affect state aid implications?	No State aid concerns for this project
How does the project affect security and safety in the community?	The proposal will ensure that there is a local area that provides a safe place for children to play.

CONCLUSIONS

- Barham Parish Council, after consultation with residents, are proposing to install new fencing around the Kirby Rise green. District CIL has in the past funded the structure of a new play area on the green in 2021. This play area is now in use but safety concerns for the area and wider field have been raised. This project will look to increase the safety of the field for both children and parents who are using the site.
- Using new sustainable materials to ensure longevity and equipment will ensure easier maintenance.

- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £3,377.75 represents 75% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.

RECOMMENDATION

Recommendation to Cabinet to note the delegated decision for CIL Bid for £3,377.75 which is 75% of the total project eligible costs from the Ringfenced Infrastructure Fund.

Technical Assessment of Bid – Project M22-26 Stradbroke Health Centre Improvements (from the Ringfenced Infrastructure Fund)

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>Stradbroke Parish Council are proposing this health project as part of a larger scheme to improve and expand the Stradbroke Health Centre. Part of the Health Centre building is owned by the Parish Council, and it is this part of the building that is being developed under the CIL funding application. CIL will be assisting with the improvements to the energy efficiency of the health centre. The extension of the health Centre will be developed under a different phase of the project.</p> <p>These improvements will include new solar panels, roof lighting and upgrading of the current heating system. These will futureproof the centre, improve its sustainability and lower its energy charges. Overall, these works will enhance the user experience for staff and patients who work in and use the health centre.</p> <p>These works would be using sustainable materials and will enable easier maintenance of the site.</p>
Delivery /timescales	Once the phase of this development is reached in 2023.

Necessary other approvals	The remaining funding will be provided by Stradbroke Parish Council. Planning permission is not required for the phase of the works that CIL is supporting. The applicants are working with Robin Bater from building control.
Public or private land	Freehold land
State aid details if any	There are no state aid concerns relating to this bid for CIL funding.
Details of future funding maintenance	Stradbroke Parish Council will continue to maintain the site as they own the building.

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

BIDS SCREENED	ASSESSMENT
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes - Provision of infrastructure by the community.
Can the infrastructure be provided using s106 funds	No Section 106 available.
Is Bid complete	Yes – Validation has taken place and all criteria has been met.
Has information be verified	Yes – Validation complete
Is this infrastructure linked to a major housing project which has priority?	No

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk strategies or	Yes – Community and Health Provision. To improve the energy efficiency of the building enabling the medical practice to reduce its carbon footprint in line with the Council's climate aims.

external strategies Babergh and Mid Suffolk support and/or input into	
It represents key infrastructure (essential)	No
Value for money	Yes – The Infrastructure team has worked with the applicant to ensure that the project is value for money and that the most cost effective quote has been used. The amount of CIL funding is £29,724.00 and represents 75% of the total project eligible costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs.
Clear community benefits	Yes – This project will improve the Health provision for the local and wider communities.
Community support (including results of Consultation exercise.)	Yes – A public consultation was held and there were no adverse comments received. Consultation has taken place with local Councillors and organisations. Comments below: The project has received support from the local NHS Organisation – SNEE ICB
Deliverability (“oven ready” schemes)	The project is ready to begin once the phase of this development is reached in 2023.
Affordability (from CIL Funds)	Yes – This part of the project is also funded by the Parish Council. The Parish Council has advised that they will pick up any additional costs.
Timeliness	The project is ready to begin once the phase of this development is reached in 2023.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)	The project is a collaborative between the District Council (CIL) and the Parish Council using their Neighbourhood CIL funds and reserves. The total cost of the project is £39,634.00 Parish Council Contribution £9,910.00 The CIL Bid Fund application is for £29,724.00

Community Bid – Funding percentage of project	75% will be funded with CIL.
Supports housing and employment growth	Yes – The new Health provision will support current and new residents to the area.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – The Parish Council and Health organisations will maintain the parts of the building that they own.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This project meets the CIL Expenditure Framework criteria and has been developed under the Community Infrastructure section under the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.
How does the proposal affect green infrastructure principles?	This project will look to reduce the carbon footprint of the Health Centre and energy costs in general.
How does the project address green/sustainability principles/infrastructure?	The project will be looking to use sustainable materials which will ensure longevity and assist with energy costs.
How does the project affect state aid implications?	No State aid concerns for this project
How does the project affect security and safety in the community?	The Health Centre has security systems on site and is locked up each evening.

CONCLUSIONS

- Stradbroke Parish Council who owns part of the Stradbroke Health Centre. Are proposing to develop a multi-phase project to extend and improve the current Health provision in Stradbroke. The first phase will provide an extension to the current Health Centre building. CIL will assist with the energy improvement second phase of the project.
- This phase will be looking to deliver new Solar Panels, Roof Lighting and overall improvement of systems that heat the Centre. The works will enhance the energy efficiency of the site, overall decreasing the carbon footprint of the centre whilst also improving the user experience of the site for staff and patients who visit the health centre in Stradbroke.

- This project has support from the local Health organisation (ICB) and residents.
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £29,724.00 represents 75% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs. Albeit this CIL Bid has been submitted by the Parish Council as they own the building, the project has been collaboratively worked on and agreed with the Integrated Care Board and has their full support. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk .

RECOMMENDATION

Recommendation to Cabinet to approve this CIL Bid for £29,724.00 which is 75% of the total project costs from the Ringfenced Infrastructure Fund.

Technical Assessment of Bid – Project M22-17 Stowupland - New footpath Trinity Meadows to Trinity Walk Bus Stop (from the Ringfenced Infrastructure Fund - Stowupland)

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>When determining the planning application for an uplift in numbers by 19 units , which subsequently became known as Phase 1 -175 dwelling development on land south of Gipping Road [now known as Trinity Fields], the Planning Committee required a condition connecting the development by path to the bus stop on land to the south-west of the development [outside the application site]. That condition was not added to the eventual decision notice following a prolonged period of negotiation around the S106 that was also required. This was an oversight.</p> <p>Subsequently the submission, by Bloor Homes, of an 80 dwelling proposal on land immediately to the east of Phase 1 afforded an opportunity to negotiate a new section of path within phase 1 to extend linkage from within Phase 1 and its link to Gipping Road . [as well as connecting the new Phase 2] Phase 1 came with a crossing point to a footpath on the other side of Gipping Road to the section of open space owned by the Council over which any path to the bus stop would have</p>

to pass. Bloor Homes agreed to bridge the ditch between the two sites but they would not agree to extend the path beyond this point as they did not own or control the land necessary to complete the link; the District Council owns this land.

Following the failure to secure a link from the new development to the bus stop over Council land as part of the planning process, the DM Service and Estates service discussed the potential for allowing access over the Council owned land to secure the completion of the link.

It was agreed that as the land had little development value access would be allowed but that any path should be diverted around the perimeter of the land rather than diagonally across it so as to retain its amenity value. The open space continues to provide generous visibility splays at the entrance to the estate that was built to its south-east. It also enhances the appearance of the approach to the estate.

The issue for residents of the new development as rightly identified by both Stowupland Members was that in order to access the bus shelter on the south side of Gipping Road they are currently required to cross north over Gipping Road, walk a few yards along the north west side of it on a path and then cross back south to access the shelter. This is not particularly convenient or desirable from a safety perspective. A direct link is the solution.

The DM service supports the initiative as it will be important to encouraging sustainable travel.

District CIL is collected for the provision of infrastructure to support new housing growth and in this case, it is entirely appropriate to allow the use of District CIL to address the provision of a required footpath as set out above. This footpath is a vital piece of overall active travel and multi-modal connectivity within Stowupland and was identified/included within an LCWIP ambition to provide infrastructure for several 'missing links' within the active travel connectivity around the village. This ambition was identified as a short term LCWIP priority, and so funding this scheme will help to progress a wider LCWIP ambition, as well as provide significant pedestrian benefits to local residents

The Council agreed to allow access across this piece of land to deliver the pedestrian access to the nearest bus stop and complete the Trim Trail within the parish.

	<p>The path need not be adopted by SCC Highways and is understood to be permitted development if the Council completes the work on council owned land</p> <p>Following the Consultation with the two Ward Members revisions to the exact route of the path have been produced in order to address their concerns.</p>
Delivery /timescales	It is expected construction will start in 2023.
Necessary other approvals	Footpath will be constructed by the District Council on publicly owned land and as such no planning permission is required.
Public or private land	Public land
State aid details if any	There are no state aid concerns relating to this bid for CIL funding.
Details of future funding maintenance	The District Council will maintain the footpath as they own the land.

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

BIDS SCREENED	ASSESSMENT
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes - Provision of infrastructure for walking
Can the infrastructure be provided using s106 funds	No Section 106 available.
Is Bid complete	Yes – Validation has taken place and all criteria has been met.
Has information be verified	Yes – Validation complete
Is this infrastructure linked to a major housing project which has priority?	Yes

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No

Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk strategies or external strategies Babergh and Mid Suffolk support and/or input into	Yes
It represents key infrastructure (essential)	Yes
Value for money	Yes – two quotes have been provided but the quote which has been selected contains a no dig approach around a landscaping which is necessary
Clear community benefits	Yes – This project will improve pedestrian access in the locality and allow safe passage to a bus stop.
Community support (including results of Consultation exercise.)	<p>Yes, Consultation started on the 18th January 2023. The Parish Council have asked for an extension of time until the 6th February 2023</p> <p>Councillor Keith Welham has replied stating</p> <p>“Thank you for the opportunity to comment on the application made by MSDC for CIL funding for the footpath link between the Bloor Phase 2 development and the Trinity Walk bus shelter. I fully support the proposal to link Bloor Phase 2 to the bus shelter and the CIL contribution to cover the cost of the work. I have 2 comments which I would like to be taken into account before work commences:</p> <ul style="list-style-type: none"> • The chosen route is not the desire line for bus passengers or users of the trim trail. People do not usually follow a route with two right-angle bends when a straight-line route is available; they will probably walk or run on the grass instead of on the path. • The route shown on the applicant’s plan passes very close to (or may even require the removal of) a tree planted in memory of a former resident of Trinity Walk. Public Realm were consulted prior to the tree being planted and agreed to its location. The location was chosen to avoid the route of the footpath link; this link is now proposed to be built on

	<p>land that was deemed 'safe' from any construction and therefore a suitable location for the memorial tree. I pointed out the tree to the BMSDC officer when we met on site.</p> <p>I hope that it will be possible to amend the proposed route and construct the link on the alignment previously agreed.”</p> <p>Councillor Rachel Eburne has replied stating</p> <p>“I fully support this bid and note Councillor Welham’s comments above. The footpath must go diagonally across the land as was originally intended (and in fact is shown on a diagram in the <i>Stowupland Case</i> word document attached to your email) and it must avoid the tree as per discussions. Please can you confirm that this is what will happen and the application amended accordingly.”</p>
Deliverability (“oven ready” schemes)	The project is ready to begin once funding has been agreed and construction will start in 2023.
Affordability (from CIL Funds)	Yes, the proposal is affordable from District CIL– From the Ringfenced Infrastructure Fund for Stowupland.
Timeliness	The project is ready to begin once funding has been agreed and construction will start in 2023
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 project is a single organisation spend to address a planning issue and District Council (CIL) is being used to provide the necessary infrastructure</p> <p>The costs of the project are:</p> <ul style="list-style-type: none"> ▪ Path 50m long x 2m wide ▪ Timber edgings both sides ▪ Construction 150mm type 1 sub base and 50mm asphalt ▪ Excavated material to be taken off site to a licenced tip ▪ Assumed we can excavate underneath tree canopy ▪ £10,700.00 <p>If you are not permitted to excavate under or near the tree no-dig technology will be required and this could add an additional £3,500.00 to the cost. The path may need to be re-designed as</p>

	<p>when no-dig technology is used the levels are raised which means the path needs to be graded up to and then away from the raised area which can be a little more difficult.</p> <p>The total cost of the project is £14,200.00</p> <p>The CIL Bid Fund application is for £14,200.00</p>
Community Bid – Funding percentage of project	100% will be funded with CIL.
Supports housing and employment growth	Yes – The footpath will support sustainable forms of travel for current and new residents to the area.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – The Council will be responsible for this footpath and its future maintenance particularly as it will not be adopted by Suffolk County Council.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This project meets the CIL Expenditure Framework criteria and has been developed under the footway and cycling section under the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.
How does the proposal affect green infrastructure principles?	This project will look to improve the local walking network and will connect new development to an existing bus stop.
How does the project address green/sustainability principles/infrastructure?	The project will be looking to use sustainable materials which will ensure longevity and addresses the existence of trees using no dig methods of construction.
How does the project affect state aid implications?	No State aid concerns for this project
How does the project affect security and safety in the community?	It provides a safe footpath within the village which will be well used as it connects new development and existing development to the local Bus stop. Pedestrians will avoid a busy section of road on Gipping Road where the current footpath is the other side of the road – the new footpath linking to Trinity Meadows therefore improves safety

CONCLUSIONS

- When determining the planning application for an uplift in numbers by 19 units, which subsequently became known as Phase 1 [175 dwelling development]t on land south of Gipping Road [now known as Trinity Fields], the Planning Committee required a condition connecting the development by path to the bus stop on land to the south-west of the development [outside the application site]. That condition was not added to the eventual decision notice following a prolonged period of negotiation around the S106 that was also required. This was an oversight.
- Subsequently the submission, by Bloor Homes, of an 80 dwelling proposal on land immediately to the east of Phase 1 afforded an opportunity to negotiate a new section of path within phase 1 to extend linkage from within Phase 1 and its link to Gipping Road . [as well as connecting the new Phase 2] Phase 1 came with a crossing point to a footpath on the other side of Gipping Road to the section of open space owned by the Council over which any path to the bus stop would have to pass. Bloor Homes agreed to bridge the ditch between the two sites but they would not agree to extend the path beyond this point as they did not own or control the land necessary to complete the link; the District Council owns this land.
- Following the failure to secure a link from the new development to the bus stop over Council land as part of the planning process. the DM Service and Estates service discussed the potential for allowing access over the Council owned land to secure the completion of the link.
- It was agreed that as the land had little development value access would be allowed but that any path should be diverted around the perimeter of the land rather than diagonally across it so as to retain its amenity value. The open space continues to provide generous visibility splays at the entrance to the estate that was built to its south-east. It also enhances the appearance of the approach to the estate.
- The issue for residents of the new development as rightly identified by both Stowupland Members was that in order to access the bus shelter on the south side of Gipping Road they are currently required to cross north over Gipping Road, walk a few yards along the north west side of it on a path and then cross back south to access the shelter. This is not particularly convenient or desirable from a safety perspective. A direct link is the solution
- The Development Management service supports the initiative as it will be important to encouraging sustainable travel.

- **District CIL is collected for the provision of infrastructure to support new housing growth and in this case, it is entirely appropriate to allow the use of District CIL to address the provision of a required footpath as set out above. This footpath is a vital piece of overall active travel and multi-modal connectivity within Stowupland and was identified/included within an LCWIP ambition to provide infrastructure for several 'missing links' within the active travel connectivity around the village. This ambition was identified as a short term LCWIP priority, and so funding this scheme will help to progress a wider LCWIP ambition, as well as provide significant pedestrian benefits to local residents**
- The Council agreed to allow access across this piece of land to deliver pedestrian access to the nearest bus stop and complete the Trim Trail within the parish.
- The path need not be adopted by SCC Highways and is understood to be permitted development if the Council completes the work on council owned land.
- **Following the Consultation with the two Ward Members revisions to the exact route of the path have been produced in order to address their concerns.**
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £14,200 represents 100% of the total project eligible costs. This project has been delivered under the Footpath and cycling section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk .

RECOMMENDATION

Recommendation to Cabinet is to approve this CIL Bid for £14,200 which is 100% of the total project costs from the Ringfenced Infrastructure Fund for the amended route.

Technical Assessment of Bid – M22-23 – Hoxne Parochial Church Council – Hoxne Church Lavatory Project from Local Infrastructure Fund.

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>St Peter and St Paul’s Church in Hoxne is a Grade 1 listed building, that dates back to the 14th/15 century. The church contains many items of cultural and historical interest; the church organ is of specific historical interest and attracts a number of visitors each year. The bells and some of the wall paintings are also from the medieval period and the top of the church font was carved during the gothic period. The church’s association with St Edmund and the historical importance of Hoxne and the Church results in a constant stream of visitors to the area.</p> <p>The church is a well-used facility and is not only used for weekly Sunday Services but is also used as a venue for services, events and activities, which are open to members of the congregation and the local community.</p> <p>The church is located on the Angles Way, a popular tourist walking/cycling route through Suffolk and the church provides an ideal stopping point for visitors along this route. With the disposal of the Vicarage, there is no longer toileting facilities near the church and currently, there are no other public conveniences within the Parish.</p> <p>Hoxne Parochial Church Council are seeking funding to build a contemporary wooden building that will house a unisex toilet and a disabled toilet within church grounds. This building would be fully disabled access compliant and based on the guidance received by the Parochial Church Council from Historic England, this facility would be located away from the church in an area of the church car park, located just outside the North Door of the Church.</p> <p>Once built, this facility will open during the church’s opening hours and by providing toileting facilities, it is hoped that the church can help encourage more people to visit Hoxne and stay longer, which may also provide additional benefits to the village and surrounding area.</p>

	<p>Over recent years, the church has undertaken a programme of updates and improvements to the church building and its facilities, with the aim to encourage more people to use/visit the church and enable the church to hold a wider range of events and activities.</p> <p>Additional elements of this project include the installation of a resin-based footpath, which will provide better access for people with mobility issues to the north door of the church and the toilets from the car park. The North Door will also be altered to provide improved disabled access to the Church's interior.</p>
Delivery /timescales	Project aims to start and be delivered once funding has been approved. Hoxne Parochial Church Council are looking to start the project in March 2023 and expect the project to be completed by June 2023.
Necessary other approvals	Planning Permission has been granted – DC/21/06762
Public or private land	Hoxne Parochial Church Council has the Freehold on the site
State aid details if any	N/A
Details of future funding maintenance	Routine cleaning and maintenance of the facilities will be covered by the church's cleaning staff and ongoing repairs and maintenance will be funded through church funding.

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

BIDS SCREENED	ASSESSMENT
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes
Can the infrastructure be provided using s106 funds	No 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
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Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk strategies or external strategies Babergh and Mid Suffolk support and/or input into	<p>Yes – the project scores positively against District Council objectives and will contribute towards the delivery of some of the outcomes listed within the Hoxne Neighbourhood Development Plan 2022-2037.</p> <p>The Hoxne Neighbourhood Plan states: <i>“The residents of Hoxne value highly its qualities as an attractive, quiet and historic village set in varied and attractive landscape. The need to safeguard these qualities has been a key feature of the consultation response during the preparation of this Plan. The Plan objectives to ‘Retain and protect the heritage and historic character of the village’ and ‘Maintain and improve its green spaces and surrounding landscape’ are therefore particularly important”.</i> (Page 13, Hoxne Neighbourhood Plan)</p> <p>Through providing accessible public toilets and improving access to the church, this project will contribute to the following outcomes:</p> <ul style="list-style-type: none"> A) Retain and protect the heritage and historical character of the village C) Support local services which underpin the cohesion of the community. <p>The project also supports some of the key aims listed within Babergh & Mid Suffolk Communities and Wellbeing Strategies, in particular:</p> <p><u>The Communities Strategy</u></p> <ul style="list-style-type: none"> - Maximise the benefits that the historic environment and assets make to the character of our districts, their economic wellbeing and the quality of life of our communities. - We will support community and charitable organisations to develop and to grow their contribution to life in our communities. <p><u>Wellbeing Strategy</u></p> <ul style="list-style-type: none"> - People will be able to participate in a rich choice of sport, arts and culture across the districts. - People will be equipped and empowered to contribute to their communities as a part of a thriving community, voluntary and charitable sector.
It represents key infrastructure (essential)	No

Value for money	Yes
Clear community benefits	<p>Yes – There are currently no public conveniences in Hoxne, so when complete, this project will provide public conveniences that will be assessable by members of the church congregation, residents and visitors to Hoxne.</p> <p>It is hoped that when the project is completed, the church will be able to provide more community events and activities to take place throughout the year. It is also hoped that providing public toilets the church will help to encourage people visiting Hoxne to stay other historic and cultural sites within the parish and use local businesses and services.</p>
Community support (including results of Consultation exercise.)	<ol style="list-style-type: none"> 1. During the public consultation phase of the Hoxne Neighbourhood Development Plan, the safeguard and protection of the heritage and historic character of the village was rated as highly important to residents. 2. Hoxne Parochial Church Council completed a consultation involving members of the congregation and visitors to the church. Modern toilet facilities was highlighted as the top priority to improve the church. 3. Members of Hoxne Parochial Church Council attend Hoxne Parish Council meetings to discuss the toilet project and to seek Parish Council support for HPCC to make a CIL funding application. At the Parish Council on the 3rd November 2022, the Parish Council agreed to support the CIL Funding application.
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Project aims to start and be delivered once funding has been approved. Hoxne Parochial Church Council are looking to start the project in March 2023 and expect the project to be completed by June 2023.
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>Total cost of the project: £37,454.50</p> <p>Hoxne Parochial Church Council funding: £9,363.62</p> <p>CIL funding required: £28,090.88</p>
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	Routine cleaning and maintenance of the facilities will be cover by the church's cleaning staff and ongoing repairs and maintenance will be funding through church funding.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This project supports objectives listed within the Hoxne Neighbourhood Development Plan and the Babergh & Mid Suffolk Communities and Wellbeing strategies.
How does the proposal affect green infrastructure principles?	The toilet building will be built using sustainable materials and will be insulated to a high standard. The facilities will be constructed by a local company
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 facilities will be open during the church's opening hours.

CONCLUSIONS

- There are currently no other accessible public toilet facilities in Hoxne. When built, these facilities will be open for use to members of the church congregation, local residents and visitors to the village.
- It is hoped that when the project is completed, the church will be able to provide more community events and activities to take place throughout the year.
- It is also hoped that by providing public toilets, the church will help to encourage people visiting Hoxne to stay longer and visit other historic and cultural sites within the parish.
- This proposal represents an "oven ready" scheme with evidence of wide community support. The project will be funded through collaborative spend, with the CIL fund portion being 75% of the costs funded from the Local Infrastructure Fund, together with funding contributions from Hoxne Parochial Church 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 £28,090.88 represents 75% of the total eligible project costs. It lies within the community infrastructure threshold of not exceeding £100,000 and 75% of the total project eligible costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.

RECOMMENDATION

Recommendation for Cabinet to approve CIL Bid for £28,090.88 from the Local Infrastructure Fund

Technical Assessment of Bid – Project M22-28 Renovation of Village Car Park and Increase of spaces, Mendham (from the Local Infrastructure Fund)

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>Mendham has a lack of off-street parking available for residents, works and visitors to the village, which means parking issues are a continuing problem for local people, as parking on the narrow roads in and around the village can cause congestion issues. The Parish Council has set up a car park working group to look at potential solutions.</p> <p>The Street Car Park has been established for over 30 years, it is well used by local people and visitors and is the only parking facility in the village. The car park was re-surfaced approximately 10 years ago, but over time the surface started to disintegrate leaving an uneven surface and contains many potholes, which are a trip hazard for car park users.</p> <p>The car park is particularly well used by Primary School families at the beginning and end of the school day. There are few car parking spaces in the vicinity of the school and there are few public footpaths within the village, so parents use The Street Car Park, because of its close proximity to the school.</p> <p>The aim of this project is to level and resurface the car park with a hard wearing, durable Asphalt surface, providing safe and accessible parking for residents and visitors.</p>

	Currently the car park does not have any clearly defined parking spaces and as a result of car drivers leaving large gaps between vehicles, the current capacity of the car park is approximately 18 cars. As a part of this project, parking spaces will be clearly defined, which should increase the number of car parking spaces available up to approximately 22 spaces.
Delivery /timescales	The Parish Council hope to start and finish the project in March/April 2023 and are hoping to start once the CIL funding is approved
Necessary other approvals	The remaining funding will be provided by the Parish Council.
Public or private land	Mendham Parish Council hold the freehold on the ¼ acre site.
State aid details if any	There are no state aid concerns relating to this bid for CIL funding.
Details of future funding maintenance	Mendham Parish Council will continue to maintain the site, through the council's own funding and resources.

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

BIDS SCREENED	ASSESSMENT
Must follow the CIL Position Statement	Yes - Provision of infrastructure by the community.
Can the infrastructure be provided using s106 funds	No Section 106 available.
Is Bid complete	Yes – Validation has taken place and all criteria has been met.
Has information been verified	Yes – Validation complete
Is this infrastructure linked to a major housing project which has priority?	No

PRIORITISATION (Using criteria from the CIL Expenditure Framework)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No

Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	<p>Yes – Community Provision. The aim of the project is to provide off road parking, which can be used by residents and visitors. This car park will help to reduce roadside parking issues and congestion problems within the village.</p> <p>The project also supports the Babergh & 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 – The amount of CIL funding is £9,733.81 and represents 75% of the total eligible project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs.
Clear community benefits	Yes – This project will provide off road parking, which can be used by residents and visitors. This car park will help to reduce roadside parking issues and congestion problems within the village, the car park will provide spaces for parents to leave their cars whilst walking their children to and from school.
Community support (including results of the Consultation exercise)	<p>Yes – The Parish Council reports that parking issues have been an increasing problem for many years and in an attempt to resolve the problem the Parish Council has consulted with District and County Councillors, Road Safety Officers and the Police.</p> <p>Results from Mendham Primary School consultations with parents continually highlight issues with parking, which is exacerbated by the lack of public footpaths in the vicinity of the school.</p>
Deliverability (“oven ready” schemes)	The Parish Council hope to start and finish the project in March/April 2023 and are hoping to start once the CIL funding is approved.
Affordability (from CIL Funds)	Yes – The project is also funded by the Parish Council. The Parish Council has advised that they have funding in place to cover the remaining project costs.
Timeliness	The Parish Council hope to start and finish the project in March/April 2023 and are hoping to start once the CIL funding is approved.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	<p>The project is a collaborative between the District Council (CIL) and the Parish Council using their own sources of funding</p> <p>The total cost of the project including VAT - £12,978.41</p> <p>Parish Council Contribution £3,244.60</p>

	The CIL Bid Fund application is for £9,733.81
Community Bid – Funding percentage of project	75% will be funded with District CIL.
Supports housing and employment growth	The car park will continue to provide off road parking spaces, which will help address roadside parking and congestion issues.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – Mendham Parish Council will be responsible for on-going car park repairs and maintenance, which will be funded through the Parish Council's own funding.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	This project meets the CIL Expenditure Framework criteria and has been developed under the Community Infrastructure section under the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.
How does the proposal affect green infrastructure principles?	The car park provides off road parking, which reduces the amount of congestion within the village. By providing a centralised and easily accessible parking facility, it reduces the need for people to drive around the village looking for suitable places to park.
How does the project address green/sustainability principles/infrastructure?	As above
How does the project affect state aid implications?	No State aid concerns for this project
How does the project affect security and safety in the community?	<p>There are no adverse impacts to security or safety in the community. The project will provide a level, hard surface to the car park, removing potholes and other potential trip hazards for car park users.</p> <p>The car park helps to reduce the amount of on road parking, which is an on-going issue within the village and will help ease congestion on the roads in and around the village.</p> <p>The car park also provides a safe place for parent to park and escort their children to school.</p>

Conclusions

- The lack of off-road parking facilities and roadside parking are ongoing issues for residents and visitors to Mendham. The Street Car Park is the only car park in the village, but due to time and usage the surface has begun to disintegrate and is riddled with potholes, which are a trip hazard for car park users. By improving the surface, the car park will be safer to use and the car park will continue to help reduce the amount of roadside parking and congestion within the village.
- By clearly defining individual parking spaces, the capacity of the car park should be increased by a minimum of four parking spaces, from approximately 18 to 22 car parking spaces.
- There are few car parking spaces in the vicinity of the school and there are few public footpaths within the village, so parents use The Street Car Park, because of its close proximity to the school and it provides a safe place to park and walk children to and from school.
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £9,733.81 represents 75% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk.

RECOMMENDATION

Recommendation to Cabinet to note the delegated decision for CIL Bid M22-28 for £9,733.81, which is 75% of the total project eligible costs from the Local Infrastructure Fund.

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>1. Policy/service/function title</p>	<p>Strategic Planning Policy – Infrastructure – Community Infrastructure Levy (CIL) - CIL Expenditure Programme. – March 2023 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>2. Lead officer (responsible for the policy/service/function)</p>	<p>Christine Thurlow – Professional Lead – Key Sites and Infrastructure.</p>
<p>3. Is this a new or existing policy/service/function?</p>	<p>New Existing: Existing (see 5 below)</p>
<p>4. What exactly is proposed? (Describe the policy/service/ function and the changes that are being planned?)</p>	<p>The Community Infrastructure Levy (CIL) - CIL Expenditure Business Plan – September 2018 was presented to both Councils Cabinets in September 2018 (relating to CIL Bids submitted in Bid Round 1 (in May 2018). The report recommended decisions by both Councils Cabinet and delegated decisions for Cabinet to note and endorse on the Bids in their Districts for delivery of infrastructure. Subsequent changes were made to the CIL Expenditure Framework through the second review (April 2020),third review (March 2021)and fourth review (July/October 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 March, September and November 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 to 10 inclusive (including decisions at Cabinet in September and November 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>5. Why? (Give reasons why these changes are being introduced)</p>	<p>All the Bids submitted for CIL funding are different and relate to different Parishes, different types of infrastructure and as both Councils are sovereign Councils, monies are collected recorded and spent separately.</p> <p>There are two Bid Rounds each year and each Bid is validated screened for other forms of funding and then prioritised according to the agreed criteria, 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>6. How will it be implemented? (Describe the decision-making process, timescales, process for implementation)</p>	<p>The processes and procedure including governance arrangements for CIL expenditure are set out in the CIL Expenditure Framework and the CIL Expenditure Communications Strategy with timescales set out in the associated Key CIL Calendar document. The processes are described</p>

	in 5 above.
7. Is there potential for differential impact (negative or positive) on any of the protected characteristics?	<p>Yes</p> <p>No Infrastructure provision is necessary to mitigate the harm from the impact of growth so that the development that is carried out is sustainable.</p> <p>Communities in general benefit from infrastructure provision and delivery and its provision generally causes positive impacts for that community that all can benefit from. It does not impact on a specific equality strand unless it has been particularly designed to do so</p> <p>Identify how the impact would affect the specific equality strand.</p>
8. Is there the possibility of discriminating unlawfully, directly or indirectly, against people from any protected characteristic?	<p>Yes</p> <p>No No</p>
9. Could there be an effect on relations between certain groups?	<p>Yes</p> <p>No No</p>
10. Does the policy explicitly involve, or focus on a particular equalities group, i.e. because they have particular needs?	<p>Yes</p> <p>No No</p>
<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 27th January 2023</p>	

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

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

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Agenda Item 12

MID SUFFOLK DISTRICT COUNCIL

TO: Mid Suffolk District Council Cabinet	REPORT NUMBER: MCa/22/52
FROM: Cllr Lavinia Hadingham Cabinet Member for Housing	DATE OF MEETING: 06/03/2023
OFFICER: Deborah Fenton Director for Housing	KEY DECISION REF NO. CAB398

PRIVATE SECTOR HOUSING ENFORCEMENT & CIVIL PENALTIES POLICY

1. PURPOSE OF REPORT

- 1.1 To adopt a new private housing enforcement policy including the use of civil penalties as an alternative to prosecution.
- 1.2 To consider the feedback from & Joint Overview & Scrutiny Committee held on 20th February 2023. (Appendix 5)
- 1.3 To agree a fair charging regime to recover the costs of housing enforcement action taken by the Council.

2. OPTIONS CONSIDERED

2.1 OPTION 1

- 2.2 Adopt the new private housing enforcement policy including the use of civil penalties as an alternative to prosecution. Agree a fair charging regime to recover the costs of housing enforcement action taken by the Council.

2.3 OPTION 2

- 2.4 The Council could decide not to adopt a private housing enforcement policy. This would leave it having to rely on the corporate policy which does not include the specific approaches required in the complex housing regulatory regime. There would be a greater risk of a successful challenge to any formal action taken either by legal appeal or judicial review.
- 2.5 The Council could decide not to approve the use of the civil penalty powers as part of the enforcement policy. This would mean that some powers could not be used, limiting the Council's impact on improving housing standards. Reliance would be solely on prosecution. Any fines would not be recoverable and lengthy proceedings in Court would be required. Other than its legal costs, the Council cannot currently retain any fines imposed in Court through prosecutions.
- 2.6 Not approving the use of the civil penalty powers and other financial penalties referred to in the enforcement policy would lead to the Council failing to make the most efficient use of enforcement resources available and would limit the enforcement options available.
- 2.7 The Council could decide to continue to offer a free service to non-compliant landlords by not charging for enforcement action taken in the service of statutory

notices. There is a strong argument that where non-compliant landlords do not comply with the law and the Council has to intervene, the landlord should be responsible for the costs incurred by the Council having to take action where minimum legal requirements are not being met.

<p>3. RECOMMENDATIONS</p> <p>3.1 To agree Option 1 above – approve and adopt the private sector housing enforcement policy (Appendix 1) with consideration to the feedback from Overview & Scrutiny held on 20th February 2023. (Appendix 5)</p> <p>3.2 To approve and authorise the use of civil penalty and financial penalty powers provided by the Housing and Planning Act 2016 (Appendix 2), Electrical Safety Regulations (Appendix 3) and Energy Efficiency (Private Rented Property) Regulations (Appendix 4).</p> <p>3.3 To agree to charge for relevant housing enforcement action based on officer time taken and that any revenue arising from civil penalties will be retained within the service to meet the legal or administrative costs and expenses incurred under the relevant housing law.</p> <p>3.4 To agree for the Director for Housing in consultation with the Portfolio Holder for Housing to have delegated authority to make minor amendments to the enforcement and civil penalties policies.</p> <p>3.5 To agree for the Director of Housing to delegate powers to Officers to carry out the enforcement powers.</p>
<p>REASON FOR DECISION</p> <p>To ensure that the Council has a consistent and effective policy to tackle poor conditions in private sector housing.</p> <p>To make full use of housing enforcement powers available, including civil penalties and ensure effective enforcement.</p> <p>To recover enforcement costs incurred.</p>

4. KEY INFORMATION

- 4.1 Private sector housing contributes towards meeting housing need in the district. The Council has responsibility to ensure that reasonable standards are provided for residents living in private housing, particularly in the rented sector which accounts for around 17% of the housing stock in the districts.
- 4.2 We offer a service to residents requiring help and those in need. This includes informal advice, signposting, grants and responding to service requests. Much of our work is focussed on ensuring minimum standards are provided by landlords in their rented properties. We work with them to ensure that safe and healthy homes are provided for tenants. Sometimes, where an informal approach fails or where dangerous and unsafe conditions are encountered, we must use enforcement powers to improve conditions.

- 4.3 A specific private housing enforcement policy is required to complement the overarching corporate enforcement policy and to use civil penalty powers. This is so that we can include changes in the law to use effective and targeted enforcement.
- 4.4 The new policy would set out our range of approaches depending on different circumstances. This includes the way in which the Council secures compliance with the law relating to residents, landlords and business. This is in relation to privately rented homes, those in multiple occupation and empty homes. Recent civil penalty powers are available to regulate housing standards including electrical safety, smoke and carbon monoxide requirements and minimum energy efficiency standards.
- 4.5 By adopting an enforcement policy, the Council can demonstrate greater transparency in its approach and service provision and offer a broader range of solutions to tackle poor housing conditions.
- 4.6 The inclusion of civil penalties in the policy gives the Council an alternative to prosecution in all but the most serious cases and enables us to issue penalty notices for non-compliance. This also offers the benefit of any monies recovered contributing towards funding of the service provision and being used to prioritise action towards a minority of bad landlords that flout the law.
- 4.7 It is proposed that the Council charges where enforcement action is taken to recover our reasonable costs incurred. This would be based on officer time taken.
- 4.8 The main legal sanction for non-compliance with housing law in the private rented sector has been criminal prosecution through the courts. This is a time consuming and resource-intensive process and results in the perpetrator having a criminal record, even for the less serious offences. An alternative approach is available in the form of Civil penalties. These powers do not remove the option of prosecution but complement it by providing an alternative, streamlined enforcement option. An outcome is achievable in a much shorter timescale, while reserving criminal prosecutions for the most serious contraventions.
- 4.9 Civil penalties cannot be issued unless the evidence has met the criminal standard of proof i.e. 'beyond reasonable doubt', the same level as for criminal prosecutions. In considering the decision to issue a Civil Penalty or not, the Council must also be satisfied that there is sufficient evidence upon which a criminal court could convict and that the action is in the public interest. If a Civil Penalty is decided upon, a prosecution cannot also be taken.

5. LINKS TO CORPORATE PLAN

- 5.1 The proposals are in line with the Housing Delivery Plan and strategies to deliver our housing vision for 'residents to be able to live in affordable and high-quality homes that enable them to build settled, safe and healthy lives, within sustainable and thriving communities'. In particular, the Homes and Housing Strategy and related Action Plan Strategic Aim 6: Best use is made of private sector land and private accommodation across the districts.
- 5.2 The proposals also relate to the Environment Delivery Plan (Housing). The enforcement policy includes action towards addressing the environmental performance of the private housing stock. By taking action to reduce carbon

emissions and its regulatory regime with linkages to excess cold hazards in homes and fuel poverty is relevant.

6. FINANCIAL IMPLICATIONS

- 6.1 This appears to be a policy change without any significant financial implications
- 6.2 The use of enforcement powers to levy civil financial penalties against landlords as an alternative to criminal prosecution is not expected to require any additional staffing resources over and above the current establishment. Where penalties are successfully enforced this income will in the first instance be used to offset the costs associated with the enforcement of these powers and the recovery of the fine. Any surplus generated will be retained by the Council but must be used to further its statutory functions in relation to the private rented sector.
- 6.3 Historically, enforcement action is used as a last resort. Based on current enforcement levels, the level of income generated would be small.

7. LEGAL IMPLICATIONS

- 7.1 This report refers to the statutory guidance as set out in section 126 and schedule 9 of the Housing and Planning Act 2016. It also applies to civil penalties for electrical safety/carbon monoxide regulations. The body of the report also accurately reflects statutory requirements for imposing a civil penalty as an alternative to prosecution.
- 7.2 The Council's scheme of officer delegations should be updated and maintained to ensure the relevant officers can make use of the powers.
- 7.3 If Committee approves the recommendations, any enforcement taken under these new powers must be applied in a reasonable and proportionate manner. Civil penalties, as an alternative to prosecution, should only be imposed where the councils are satisfied that a prosecution for the specific offence would meet the evidential and public interest tests.
- 7.4 The Rent Repayment Orders and Financial Penalties (Amounts Recovered (England) Regulations 2017 specify that any monies recovered under these provisions can only be used by the Council to cover the costs and expenses (whether administrative or legal) incurred in, or associated with, carrying out any enforcement functions in relation to the private rented sector. Any money not used for this purpose must be paid into the Consolidated Fund which is the Government's general bank account at the Bank of England.

8. RISK MANAGEMENT

- 8.1 Key risks are set out below:

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
Legal Challenge Failure to implement the private housing enforcement policy would lead to sole	2-Unlikely	1-Minimal	Cabinet to agree adoption of the enforcement policy (para 3.1), which provides fairness, transparency and	Operational Risk Register-Housing

reliance on the corporate policy which lacks specific detail in this service area. This could increase the risk of successful legal appeal against Council's actions taken at first tier tribunal or Court.			consistency and outlines the circumstances in which the Council acts	Solutions entry no.30
Reputational Risk The Council could be criticised by Government or media for not making use of the full range of powers available to improve conditions in privately housing. Could also lead to aggrieved parties or tenants taking successful action by judicial review against council's decisions or by ombudsman.	3-Probable	2-Noticeable	Cabinet to approve and authorise the use of civil and financial penalty powers (para.3.2) and recovery of costs (para. 3.3)	Operational Risk Register-Housing Solutions entry no.31
Failure to use civil and financial penalty powers would reduce the options for action to improve poor conditions in the private rented sector.	4-Highly Probable	3-Bad	Cabinet to approve and authorise the use of civil and penalty powers (para.3.2)	Operational Risk Register-Housing Solutions entry no.32
Cost Recovery Failure to recover costs of enforcement action taken including civil and financial penalties.	3-Probable	2-Noticeable	To agree (para.3.3) to charge for housing enforcement action taken and for revenue arising from civil penalties to be retained within the service to meet the legal and administrative costs and expenses incurred.	Operational Risk Register-Housing Solutions entry no.33

**Name of risk register where risk is currently documented and being actively managed and its reference number*

8.2 The implementation of these policies is aimed at ensuring that the Housing Standards team have availability of the full range of powers to take action where necessary to tackle poor housing conditions. The policies seek to reduce risks and will only be used proportionately and fairly where action is justified. This will enhance the Council's reputation and reduce the risk of decisions being challenged. The Council will continue to work together with landlords to improve standards in the private rented sector. These powers will improve the Council's ability to deal with poor conditions, including any criminal activity. In the absence of these policies, tenants are less able to be assisted in achieving safe and healthy living conditions.

9. CONSULTATIONS

- 9.1 There is no statutory requirement to consult on the use of the enforcement powers. However, the government has widely publicised these powers through social media and contacted landlord associations and accreditation schemes directly informing them of these changes. If members agree to adopt these powers the Council will publicise this on the Council's website and other media channels.

10. EQUALITY ANALYSIS

- 10.1 An Equalities Impact Assessment is not required as this policy relates to implementing new legislation.
- 10.2 The new policy affects the entire private rented sector in all wards and is aimed at raising standards and improving safety within rented homes and there would be no negative impacts on any groups with protected characteristics. It also fits into the corporate enforcement policy principles of good regulation and the need for transparency and consistency when dealing with customers. The policy does not impact or exclude any of the protected characteristics as defined under the Equality Act 2010.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 The Council receives complaints and enquiries about poor conditions in the private rented sector including cold homes and dampness. Making the full use of its powers including ensuring rented properties are adequately insulated and heated will not only improve health of residents and reduce the likelihood of fuel poverty but also contribute to reducing carbon emissions.

Included in this report is the use of powers to assist in improving the thermal and energy efficiency of rented homes to meet minimum energy efficiency standards (MEES). The Council will encourage compliance with these requirements by working with landlords but will only use enforcement where encouragement and advice have failed. The Council continues to provide support via its county wide MEES initiative and some financial assistance support to landlords. The proposals in this work contribute towards reducing climate change in domestic premises.

12. APPENDICES

Title	Location
(a) Appendix 1 - Private Housing Enforcement Policy	Attached
(b) Appendix 2 - Civil Penalties Policy	Attached
(c) Appendix 3 - Electrical Safety Standards Policy	Attached
(d) Appendix 4 - Energy Efficiency Regulations Policy for Private Rented Property	Attached
(e) Appendix 5 – Feedback from Joint Overview & Scrutiny Committee on 20 th February 2023	Attached

13. BACKGROUND DOCUMENTS

13.1 None other than relevant legislation and statutory guidance

14. REPORT AUTHOR

David Webber, Senior Environmental Health Officer, Private Sector Housing Team.

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BABERGH & MID SUFFOLK DISTRICT COUNCILS

PRIVATE SECTOR HOUSING ENFORCEMENT POLICY

1. INTRODUCTION

1.1 This policy sets out the Council's principles for exercising their duties and powers as a Housing Authority under the Housing Acts and all regulatory legislation enforced by it in the field of private sector housing.

1.2 When deciding on appropriate action, officers will have regard to the Council's Corporate Enforcement Policy which is the over-arching policy that sets out the general parameters of enforcement. This document is a more specific and detailed service policy for private sector housing enforcement. The Council supports the 5 Principles of Good Regulations, as specified under Part 2 of the Legislative and Regulatory Reform Act 2006 and will exercise enforcement activities in a way which reflects these. They also follow the principles laid down in the Code for Crown Prosecutors, Enforcement Concordat and the Regulators Code 2014. The Council has had regard to the Regulators' Code (BRDO, 2013) in the preparation of this policy.

2. AIMS OF THE POLICY

2.1 This Policy seeks to ensure that all properties let as residential properties throughout the districts are of a suitable standard and are well managed. It sets out the way in which the Council aims to protect public health and safeguard housing standards by ensuring compliance with the relevant legislation, whilst recognising the needs of local businesses.

2.2 The Council considers the need for transparency and consistency in the discharge of their functions to be of primary importance. The objective of this policy is to promote both principles in the exercise of the Council's functions and, to exercise consistency on the use of its enforcement powers.

2.3 The Policy aims to ensure:

- Good quality, healthy housing is provided for households renting in the private sector.
- that action is prioritised towards properties which present the greatest risks to the safety and health of the occupants or their visitors.
- Houses in Multiple Occupation (HMOs) are prioritised for action, are safe, licensed as appropriate and well managed in line with Management Regulations.
- Private sector housing is not left empty for an unreasonable amount of time or becomes an eyesore and nuisance to neighbouring homes.

We recognise that each case is unique and will be considered on its own merits. When deciding on the appropriate action, officers will consider the law, Government Guidance, council policies and the sufficiency and reliability of the evidence. Officers are expected to follow the policy using their professional judgment, but the action taken is not prescriptive and discretion can be exercised. Where the policy is not followed, reasons for any departure from it must be justified and recorded.

All enquiries relating to this Policy should be directed to the Housing Standards Team

Email: housingstandards@baberghmidsuffolk.gov.uk

3. THE POLICY

3.1 The Council's duties

Duties fall under the main headings as follows:

- Undertaking inspections/audits and providing guidance to ensure that residential accommodation meets minimum legal standards. Taking formal action as necessary to secure compliance with statutory requirements
- The administration and enforcement of the mandatory licensing of prescribed HMO accommodation.
- Maximising the use of the existing housing stock through a range of measures to bring vacant homes back into use.

In this policy, the term 'landlord' should be read as including letting agents, managing agents and any other person involved in the letting or management of privately rented accommodation.

3.2 Policy Principles

All enforcement action taken will be proportional to the risk any situation presents and will always be in accordance with statutory Codes of Practice, Council procedures and protocols, and official guidance from central and local government bodies.

Reasonable effort will be made to ensure compliance with the law by a process of advice and education. Formal action will be considered in the following circumstances:

- Where there is a serious risk to public health or serious hazards exist
- Where there is a blatant or deliberate contravention of the law
- Where there is history of non-compliance, or cooperation for an informal approach is not forthcoming.
- Where landlords fail to take action in the timescales agreed within an informal process.

3.3 Authorisation of Officers

Environmental Health Officers/Practitioners are fully trained, competent and authorised to carry out their duties. All investigations will be carried out in accordance with the requirements of the:

- Regulation of Investigatory Powers Act
- Police and Criminal Evidence Act 1984
- Criminal Procedure and Investigations Act 1996

3.4 Approach to enforcement

The Housing Standards Team has investigation and enforcement powers relating to all private sector housing regardless of tenure. However, the approach taken will vary depending on the tenure of the property.

3.4.1 Private Tenants

Tenants within rented accommodation are reliant on their landlord to maintain their homes in accordance with legal requirements. Where landlords are putting the safety or health of their tenants or those occupying a neighbouring property at risk, or are failing to meet their statutory obligations, the Council will take formal action as required.

3.4.2 Owner-occupiers

Owner-occupiers are responsible for the maintenance and safety issues of their own homes. Therefore, the Council will not intervene and take formal enforcement action against them unless neighbouring properties are being affected in some way or there is a public health hazard. For example, a defect leading to water penetration into a neighbouring property or a blocked drain affecting other residents. Interventions may also be required where an owner occupier is vulnerable or unable to make a sound judgement over their health and safety.

3.4.3 Registered Providers (RPs)

RPs are regulated by the Regulator of Social Housing, but their properties are subject to similar requirements to those in the private rented sector. RPs have their own procedures in place for reporting problems and making complaints and usually have clear response times for addressing any issues. The Council will take formal action against an RP if the problem in question has been reported to the RP who has then failed to take appropriate action. The Council will consider enforcement action against an RP where there are significant risks to the health and safety of tenants and or the wider public. There is an initial presumption towards resolving situations informally unless there are serious hazards or the RP's general performance dealing with housing complaints has been unsatisfactory.

The Council may write to the Regulator of Social Housing (or relevant regulator at the time) to inform them of any formal action taken against a registered Provider.

3.4.4 Private Rented Sector

The Council's Housing Standards Team will respond to enquiries about substandard, unsafe and problematic housing and adopt an appropriate and proportionate response. In safeguarding housing conditions and wider environmental issues arising from rented homes in our district, the Council wants to work with responsible landlords to raise housing standards. We support the majority of landlords who provide safe and healthy accommodation for tenants. However, where appropriate and necessary, appropriate enforcement action will be instigated against landlords who fail to comply with their legal requirements. Action will be targeted towards landlords that deliberately fail to comply with the law.

The Council will expect landlords to have a reasonable awareness and understanding of housing standards and management issues that should be met in privately rented accommodation; we expect landlords to refer to the Council's guide to minimum property standards and to be responsive to concerns expressed by tenants.

Generally, it is the Council's preference that landlords are first given the opportunity, wherever possible, to investigate any reported problems at their properties. The Council expects responsible owners to undertake necessary repairs and improvements without the need to instigate formal action.

3.4.5 Partnership working

The Council works with other enforcement agencies such as the Police, Fire Authority and Suffolk Trading Standards to share intelligence. We may prioritise action to address specific housing problems in its district. We work jointly on "Impact Days" to use our joint intelligence to investigate high priority hazards in private housing such as exploitation of vulnerable persons, modern slavery and fire/safety issues and hazards.

3.5 Deciding on the Course of Action

The course of action will be decided having regard to the circumstances of each case, including the:

- Hazards present, whether serious and dependent on whether the Council has a duty or power to act
- Vulnerability of the Occupant, if any (e.g., elderly occupants, young children). This includes being of the most vulnerable age group in relation to a hazard.
- Effect the problem has on the Occupants, neighbours or the surrounding area.
- Relevant history of the landlord/owner, neighbours or tenants, particularly the landlord's/owner's history of carrying out repairs at a pre-formal stage or following service of notice.

3.6 Options and Types of Action

3.6.1 No Action

In the case of occupied homes, in some circumstances, it may be appropriate to take no action, for example.

- When the health and safety risk is sufficiently low, or when action would be disproportionate, or inappropriate in the circumstances of the case.
- When a tenant does not want action to be taken and the Council is not under a statutory duty to do so.
- Where allegations or complaints cannot be substantiated or witnessed, or the complaint is vexatious.

In such cases, occupiers may be directed to other sources of advice and support, for example Citizens Advice Bureau, Shelter etc.

In some cases, the Council will cease to provide a service, for example, where the tenant unreasonably refuses access to the property owner or a contractor to carry out works; or where a tenant continually fails to engage with council officers.

The Council does not provide a property survey service for tenants or private reports for private/civil action as these fall outside our remit for statutory duties. We may offer advice and support where possible.

3.6.2 Advice and Guidance

Officers will offer the following:

- Advice as to how a tenant or customer can request repairs or improvements without the need for intervention from the Council.
- A letter or telephone call to the landlord/Owner (without a visit), advising them of the information that the Council has received and allowing them a reasonable period of time to address the issues.
- General advice to landlords on complying with their duties.
- Advice on tenants' legal rights, which may come from different services teams within the organisation, safeguarding them and helping them manage the conditions in their home.

3.6.3 Informal Action

Where it is appropriate to deal with issues through informal action, in the first instance, the Council may work with the landlord/owner to help them comply with their regulatory requirements. In some cases, in receipt of a complaint regarding housing conditions at a property, the Council may first write to the landlord to highlight the issues and deficiencies and advise on the repairs or improvements that are required.

The Council expects tenants to have reported the issue to their landlord first and to have given them an opportunity to remedy the situation. We may ask to see proof but, in some cases, such as where a tenant is considered vulnerable or where the situation requires immediate investigation, this will not be required.

In the case of an Empty Homes complaint, the Council will write to the property owner requesting information about their intentions for the property and offering advice and assistance on returning the home to use. Our Empty Homes Policy and Procedure will be followed.

When taking informal action, officers will clearly differentiate what is legally required and what is recommended as Good Practice.

In cases where officers visit a property, whether this is a result of a landlord's failure to adequately resolve an issue or as part of an audit or other investigation, written or verbal advice may be deemed sufficient should the inspection highlight only minor deficiencies.

Regarding assessments made under the Housing Health and Safety Rating System (Part 1 of the Housing Act 2004), the Council would not normally take formal action if the identified defects equated only to minor or moderate Category 2 hazards, unless the hazard was likely to worsen over the following 12 months and progress to a high Category 2 or a Category 1 hazard.

Where written advice is deemed necessary and is provided, suggested timescales will normally be included to undertake any specified works or actions. For defects that relate to moderate or minor Category 2 hazards, a Hazard Awareness Notice may be issued.

3.6.4 Notices of Entry

Where a complaint of housing disrepair has been received and an inspection is required, a Notice of Entry will be served under Section 239 of the Housing Act 2004. This informs all relevant parties of the Council's intended inspection and gives 24 hours' notice. There are some prescribed circumstances where the Council will not give notice of entry and an unannounced inspection will be carried out.

Where the Council is unable to gain access using a Notice of Entry or where such Notice will defeat the object of entry, an application may be made to the Court for a Warrant to enter.

3.6.5 Formal Action

A visit may be made at the outset in cases where the initial complaint indicates that an immediate investigation by an officer is warranted.

Examples of circumstances in which formal action would be taken include where:

- Pre-formal action has had no effect
- There is a lack of confidence, due to a history of non-compliance from the landlord
- The risk to Health, Safety and Wellbeing is such that formal action is necessary Immediately.

If formal action is considered appropriate the following options are available:

3.6.6 Statutory Notices

These are notices used when a landlord is failing to comply with housing or other health and environmental legislation. They normally require that necessary remedial action be taken at a specified property by the owner within a specified period, which will vary depending on the nature and scale of the works.

For defects that give rise to Category 1 HHSRS hazards under Part 1 Housing Act 2004, the Council has a duty to take appropriate enforcement action to deal with that hazard. The Council will also normally seek to deal with any significant Category 2 hazards whether or not Category 1 hazards are also present.

If a landlord fails to deal informally to remedy a Category 1 and/or significant Category 2 hazard, the Council will take appropriate enforcement action. Such action will vary depending upon the circumstances of the case. It is most likely to involve the service of an Improvement Notice requiring remedial works. Where there are serious hazards, a Prohibition Order prohibiting the use of all, or part of the property may be issued. Suspended enforcement actions are also available. Action will be based the best course of action to deal with the hazards.

In cases where one or more Category 1 hazards are present, it is unlikely that the service of a Hazard Awareness Notice would be the preferred enforcement action, unless the circumstances of the occupiers were such that other options were not practical (e.g. major improvement works required in a home occupied by a frail resident) or where the age and traditional construction is such that they are of special architectural or historic interest e.g. Listed buildings.

Legal Notices served by the Council will detail any rights of appeal and an extension of time to comply with any notices requiring works can be requested if there are legitimate reasons. However, failure to comply with the requirements of any issued Notice is an offence and may result in prosecution or the issuing of a civil penalty.

Other formal notices that may be served relate to specific legislation such as electrical safety, compliance notices under the Minimum Energy Efficiency Scheme and smoke and carbon monoxide regulations etc.

3.6.7 Emergency enforcement actions

Where there is a Category 1 HHSRS hazard present that is considered to represent an imminent risk of serious harm to the health and safety of the occupiers of a dwelling, the Council may serve an Emergency Prohibition Order or take Emergency remedial action. Such emergency actions would involve either the removal of certain defects giving rise to the immediate risk or the closure of all or part of a dwelling.

3.6.8 Work in default

In situations where a landlord fails to comply with a formal notice requiring remedial works, the Council may undertake these works in default of the owner and take steps to recover any costs incurred and place a charge on the property. This power may be exercised in addition to any prosecution proceedings taken for non-compliance with this notice.

3.6.9 Debt recovery

Where the Council has placed a charge on a property, steps will be taken to recover the debt. This includes action to tackle long term empty properties which have outstanding debt, to facilitate debt recovery and to bring empty homes back into use.

Enforced sale action will only be used as a last resort once all other methods have been exhausted and will be considered if they are causing issues in the local community and the owner is not taking action. Properties will be placed on the open market or may be brought into Council stock.

3.6.10 Licensing

The Council operates the national mandatory HMO (Houses in Multiple Occupation) licensing regime where a landlord is required to have an appropriate property licence, which will be subject to conditions. In determining an application for any property licence, the Council must decide whether to grant or refuse a licence. An appropriate fee must be paid in line with Council's fee policy.

Before issuing a property licence, the licence holder/manager will be assessed against 'Fit and Proper Person' criteria. In granting a licence, the Council must be satisfied that the licence holder and any separate manager of the address are fit and proper persons. In applying the Fit and Proper Person test, the Council will consider a range of relevant factors. The Council's general approach will be:

- To consider the nature of any relevant convictions – convictions relating to fraud, running an unlicensed HMO or violence are likely to be relevant in determining 'fit and proper'. A landlord that has criminal convictions for harassment and/or illegal eviction is unlikely to be deemed fit and proper. An administrative or technical breach of a provision is unlikely to carry any significant weight in determining 'fit and proper' status.
- Each case will be considered on its own merits and any mitigating factors considered. The Council will adopt a common-sense approach, exercising its discretion reasonably and proportionately, taking into account relevant considerations and ignoring irrelevant ones.
- Where there is a failure of a licence holder or manager to meet the Fit and Proper test, a licence application will be refused (unless an appropriate alternative licence holder or manager is identified) and any existing licence revoked [(unless the failure relates to the property manager and an appropriate alternative manager is identified).
- The Council will normally grant a licence that has a 'full-term' duration of up to 5 years. However, where the Council identifies concerns relating to either the property to be licensed (for example a breach of planning regulations) or to the licence holder/manager then a shorter licence term may be granted.

The operation of the licensing regime places obligations on landlords, including the need to:

- Ensure that relevant properties are licensed
- Carry out necessary safety checks and provide relevant documentation when necessary
- Comply with a set of licence conditions, including the need to deal with any anti-social behaviour at their rented property and to keep the property in a reasonable state or repair

A failure to meet one or more of the licensing requirements will be individually assessed but may result in enforcement outcomes including:

- A written warning or simple caution
- Prosecution
- The imposition of a civil penalty
- The service of formal notices
- Refusal or revocation of a licence and/or the granting of a shorter licence period through a consequent failure to meet fit and proper person criteria

3.6.11 Simple Caution

The purpose of a Simple Caution is to deal quickly and simply with less serious offenders by diverting them away from the courts, and to reduce the chances of repeat offences. Simple Cautions will be kept on file for three years. A Caution will only be issued if there is sufficient evidence of guilt, the offender is over eighteen years old, the offender admits the offence and consents to the Caution. If the offender refuses to accept a Simple Caution, a prosecution will normally be pursued.

3.6.12 Prosecution

A prosecution may be necessary if the alleged offence is serious enough. Any decision to prosecute will be taken in accordance with the Regulators Compliance Code, the Council's Enforcement Policy and the Code for Crown Prosecutors.

The following factors will be taken into account:

- The seriousness of the offence
- The previous history of the party concerned
- The willingness of the party to prevent a recurrence of the problem
- Whether the issuing of a civil penalty (see below) or simple caution would be more appropriate or effective
- Whether the offence was committed deliberately, any evidence of obstruction of the officers in their lawful duty or of the investigation
- Financial considerations - the benefit obtained from the alleged offending

Any decision to Prosecute will be considered with a representative from Legal Services.

3.6.13 Civil and Monetary Penalties

The Council may serve notices imposing Civil Penalties, as an alternative to prosecution, of up to a maximum of £30,000 in respect of the following offences:

- I. Failure to comply with an Improvement Notice
- II. Failure to license or other licensing offences relating to HMOs
- III. Failure to comply with an Overcrowding Notice
- IV. Failure to comply with a regulation in respect of an HMO
- V. Breaching a Banning Order

Approach

The Council will determine, on a case-by-case basis, whether to instigate prosecution proceedings or to serve a civil penalty in respect of any of the offences listed above.

Examples of situations in which a decision to prosecute would normally be taken include:

- Where the offence committed is judged to be particularly serious
- Where the offender has committed similar offences in the past

In circumstances where the Council has determined that it would be appropriate to issue a civil penalty as an alternative to prosecution, the level of the penalty will be calculated in accordance with our civil penalties policy.

The Council will also use duties and powers to serve notices and impose monetary penalties in relation to offences under the following

- Agency and Property Management Work Redress Scheme,
- Electrical Safety Regulations
- Smoke and Carbon Monoxide Regulations
- Energy Efficiency (Private Rented Property) Regulations

We have specific policies relating to each of these requirements.

3.6.14 Rent Repayment Orders

The Council may apply to the First Tier Tribunal for a Rent Repayment Order (RRO) where a landlord has committed a relevant offence (to recover an amount in respect of a relevant award of universal credit paid in respect of rent under the tenancy for up to 12 months. An application for an RRO may be in addition to other formal action, such as prosecution proceedings or the imposition of a Civil Penalty.

3.6.15 Banning Orders

For serious offenders, where a landlord has committed one or more specified offences, the Council may apply to the First Tier Tribunal for a Banning Order that bans a landlord from letting or managing housing for a minimum period of 12 months. The Council will only pursue a banning order for the most serious offenders. Further information is available in our civil penalties policy.

4. COMPLAINTS AND APPEALS PROCEDURES

Some legal notices have a statutory appeals procedure, and landlords are entitled to appeal against such notices through the specified appeal provisions.

We are always willing to discuss with you the reasons why we have acted in a particular way or asked you to act in a particular way. You can contact the Senior Environmental Health Officer dealing with your case at housingstandards@baberghmidsuffolk.gov.uk to discuss our approach to enforcement against you for a specific case/address.

We manage complaints about our service through the Council's Corporate Complaints Policy. This can be found at [Compliments, comments and complaints » Babergh Mid Suffolk](#)

5. CHARGING FOR ENFORCEMENT ACTION

Under Section 49 of the Housing Act 2004, the Council will make a reasonable charge for taking enforcement action based on actual officer and administration time taken in each case.

In cases where a formal notice other than a Hazard Awareness Notice was served, a charge would normally be made. The cost of the Works and all other associated relevant costs will be recovered in accordance with the relevant Statutory Provisions. All outstanding debts will be registered as a Local Land Charge against the property and where interest can be charged, this will be added to the debt. The Council may consider using the Enforced Sale Procedures to recover the charges owed, where appropriate.

In cases involving vulnerable clients that are owner occupiers, no charge will be made.

Any charge may be waived at the Council's discretion.

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BABERGH & MID SUFFOLK DISTRICT COUNCILS

PRIVATE SECTOR HOUSING CIVIL PENALTIES POLICY

APPENDIX 2: Civil Penalties Policy and matrices for imposing a civil penalty

1.0 INTRODUCTION

This document sets out the civil penalties policy that the Councils will use to impose civil penalties as an alternative to prosecution in certain cases. It provides guidance and rationale to officers in setting the levels of such penalties, and greater transparency regarding the decision-making process for recipients in particular cases.

2.0 RELEVANT LEGISLATION

The Housing Act 2004 was amended by the Housing and Planning Act 2016 to allow local authorities to impose a Financial Penalty as an alternative to Prosecution for certain Housing Act offences. The maximum Financial Penalty is £30,000 per offence.

The list of relevant offences for which Civil Penalties can be levied by the Council under the Housing Act 2004 are: -

- Failure to comply with an Improvement Notice (Sec. 30)
- Failure to licence a House in Multiple Occupation (HMO) (Section 72)
- Failure to comply with Licensing Conditions (Section 72)
- Failure to comply with an Overcrowding Notice (Section 139)
- Failure to comply with Management Regulations in respect of HMO (Section 234)
- Breaching a Banning Order (Housing and Planning Act 2016)

A Scoring Matrix has been developed with a view to assisting officers to arrive at a justifiable figure.

3.0 APPLYING THE MATRICES

The Financial Penalty should be fair and proportionate, with the main objective of punishment, deterrence and the removal of gain derived through the commission of the offence. It should not be cheaper to offend than to take the appropriate precautions. This guide is intended to assist officers with the use of the Matrices and is not intended to replace Government Guidance on the subject, which is Dept. of Communities & Local Government (DCLG) 2017 Civil Penalties under the Housing and Planning Act 2016.

In determining the level of penalty, the Council will have regard to local circumstances and relevant government guidance detailing factors to be taken into account. The overriding principle is that the landlord (as defined by the Housing Act 2004 as the owner, person having control or the licence holder) should not make any financial gain as a result of their failure to comply with the relevant legislation. Each case will be considered on its own merits. The statutory guidance makes it clear that it is for each local authority to develop and document their own policy on issuing civil penalties.

4.0 GUIDE TO APPLYING THE CIVIL PENALTY FEE MATRICES

4.1 Civil Penalty Notice (CPN) Scoring Matrices: Factors to be taken into account include: -

- i. Severity of the offence
- ii. Culpability
- iii. Harm caused to the tenants
- iv. Punishment of the offender
- v. Deter the offender from repeating the offence
- vi. Deter others from committing similar offences
- vii. Remove any financial benefit the offender may have obtained as a result of committing the offence.

4.2 Vulnerable individuals

4.2.1 The statutory guidance states that the harm caused, and the vulnerability of the individual are important factors in determining the level of penalty. The Housing Act 2004 defines a vulnerable individual as one who is at greater harm and therefore the penalty may be greater when vulnerability is an issue.

4.3 The Matrices

In order to comply with statutory guidance, officers will follow a set of principles outlined in the guidance to exercise their functions in respect of civil penalties. Matrices are provided relevant to the appropriate offence to calculate the starting point for the level of civil penalty. Each Matrix is not intended to provide a prescriptive tariff applicable to every case, but to provide guiding principles intended to provide an indicative level of penalty for the offence under consideration.

5.0 FACTORS TO BE CONSIDERED FOR OFFENCES

5.1 Nature and Severity of The Offence

The actual offence that has been committed and its severity should be considered. Some offences will be more serious than others. For example, a single breach of management regulations will be considered of less severity than failure to licence a House in Multiple Occupation (HMO). Determination of the likely penalty level will be based on the nature of the offence and its severity.

MATRIX A Housing Act Offences- Breaches of Improvement and Overcrowding Notices

5.2 Culpability and Seriousness of Harm

The *culpability* of the offender in relation to the offence and the actual or potential *seriousness of harm* to the occupier as a result of the offence are very important considerations. These are major factors in gauging the level of fine to be imposed.

An assessment has been developed to determine the starting point for the penalty relating to the offence.

This involves 3 steps: -

Step 1 - Determining the Culpability (Table 1 and paragraph for Determination of Culpability).

Step 2 - Determine the seriousness of harm (Table 2 paragraph for Level of Harm).

Step 3 - Use Table 3 to determine the starting point for the offence based on culpability and harm.

5.3 Determination of Culpability

Table 1 below breaks down the landlord's culpability for the offence into four categories and each category has an accompanying description of what would constitute that level of culpability. The behaviour of the landlord should be compared to the table to determine the appropriate level of culpability. This exercise will be repeated for each offence that is being considered as the landlord's culpability may vary between offences.

Table 1 : Culpability

Very high	Where the offender intentionally breached, or flagrantly disregarded, the law. i.e. actively overcrowding a high-risk property for financial gain.
High	Actual foresight of, or wilful blindness to, risk of offending but risk nevertheless taken; Serious and or systematic failure by the person or organisation to comply with legal duties. As above but in instances of less risk from the property. Where the offender knew, or ought to have known, their actions were unlawful. Examples- Landlord has a serious market advantage over compliant rivals. Serious level of overcrowding due to deliberate/flagrant breach to profit from behaviour.
Medium	Offence committed through act or omission which a person exercising reasonable care would not commit; Systems were in place to manage risk or comply with legal duties, but these were not sufficiently adhered to or implemented. An example of this may be an agent or landlord who has attended Property Management Training or whom an officer has previously supported through visit(s) and advice. It is anticipated that the majority of cases will generally fall into this category. The Council's work as a regulator is undermined by the offender's behaviour. Consumer/tenant mislead.
Low	Offence committed with little fault, for example because: Significant efforts were made to address the risk but were inadequate on this occasion. There was no or little warning of risk/circumstances of offence. Failings were minor and occurred as an isolated incident. An offence committed with little fault, for example, because: i. significant efforts were made to address the risk although they may have been inadequate on this occasion. ii. there was no warning or circumstances indicating a risk; iii. failings were minor and occurred as an isolated incident.

Once the level of culpability has been determined (using Table 1 above) in relation to an offence, then the seriousness of potential or actual harm will need to be determined

5.4 Determining Seriousness of Harm

Table 2 below separates the seriousness of harm into three categories and each category has an accompanying description of what would constitute that level of potential or actual harm. The level of harm should be assessed using the table to determine the appropriate level and this exercise will be repeated for each offence that is being considered as the seriousness of harm may vary between offences.

Table 2 – Seriousness of Harm

High	<p>The offence committed is highly likely to have a serious adverse effect(s) on individual(s) and/or result in widespread impact. e.g. consider the vulnerable age group for the associated hazard.</p> <ul style="list-style-type: none"> ● High level of potential harm to the occupant(s) and/or continuous ● High risk of adverse effect on an individual ● Serious levels of overcrowding ● Examples: two or more Category 1 Hazard(s) and/or high Category 2 or multiple hazards at property. <p>Danger of electrocution, carbon monoxide poisoning or serious fire safety risk.</p>
Medium	<p>Adverse effect on individual(s) not amounting to High Harm Level.</p> <ul style="list-style-type: none"> ● Medium risk of harm to the individual(s) ● Low risk of a <i>serious</i> effect on individual(s) ● E.g. Only one Category 1 Hazard or high Category 2 Hazard(s) ● Examples- risk of harm from falls between levels, multiple excess cold deficiencies, high scoring category 2 damp and mould hazard.
Low	<p>Low adverse effect on individual(s)</p> <ul style="list-style-type: none"> ● Little or no risk of an adverse effect or actual or potential harm to individual(s) ● E.g. No Category 1 Hazard ● Examples- localised damp and mould growth, category 2 hygiene hazards

5.5 Determining the starting point for the penalty

Having reference to the severity of the offence, and having determined the culpability and harm, reference should be made to the starting points to reach an appropriate level of Civil Penalty (Table 3). A further adjustment must then be made for any identified aggravating and mitigating features.

Table 3: Penalty Bands

Low Culpability	Starting Point	Penalty Band Range
Low Harm	£1500	£750-£2250
Medium Harm	£3000	£2250-£3750
High Harm	£4500	£3750-£5250
Medium Culpability		
Low Harm	£4500	£3750-£5250
Medium Harm	£7500	£5250-£12000
High Harm	£12000	£9000-£15000
High Culpability		
Low Harm	£7500	£5250-£12000
Medium Harm	£12000	£9000-£15000
High Harm	£16500	£15000-£20000
Very High Culpability		
Low Harm	£12000	£9000-£15000
Medium Harm	£16500	£15000-£20000
High Harm	£25500	£20000-£30000

MATRIX B-HMO Offences

5.6 Determination of Culpability and Severity of offences

Table 4: HMO Offences-Starting Points

Offence	Low Severity	Medium Severity	High Severity
Failure to comply with management regulations/licensing conditions	£500	£1,500	£2,500
Failure to licence	£1,000	£2,000	£5,000

5.6.1 Severity Levels for HMO offences

When deciding the severity level, it is important to take into account the relevant piece of legislation associated with the intended action.

The Severity Levels contain factors relating to both actual harm and risk of harm.

The following is a list of considerations/examples and is not exhaustive.

Low Severity

- Low risk of harm or potential harm and little risk to occupiers or effect on health/safety. No vulnerable persons in occupation.
- Minor breach of Management Regulations e.g. a landlord or agent controlling/managing one or two HMO dwellings, who fails to display a notice containing their contact details and fails to address relatively minor management regulations/disrepair
- Little fault as significant efforts were made to address the risk although they may have been inadequate on this occasion or there was no warning or circumstances indicating a risk and failings were minor and occurred as an isolated incident.
- First time/inexperienced landlord unaware of licensing requirement and had not been previously advised/ prompted by the Council and co-operated immediately.
- First time or inexperienced landlord who is not a member of the Landlord body or working via an agent and HMO only been recently operational. Unaware that property had become an HMO after being single occupation.
- Minor lack of compliance with a licensing condition.

Medium Severity

- Medium risk of harm to the individual(s) and low risk of a serious effect on individual(s) e.g. No more than one significant breach or 2-3 minor breaches of Management Regulations.
- An offence committed through act or omission which a person exercising reasonable care would not commit. The landlord has systems in place to manage risk or comply with their legal duties, but these were insufficient nor implemented. An example of this may be an agent or landlord who has attended Property Management Training or whom an officer has previously supported through visit(s) and advice.
- Landlord not a first-time landlord but does not have any HMOs within his portfolio. HMO has drifted into the mandatory licensing criteria due to a lack of proactive management.
- Landlord has not been prompted by Council to licence the HMO but is regarded as having sufficient experience of being a landlord to have known of the mandatory licensing criteria.
- Some licensing conditions complied with, but many have not been completed or carried out within required timescale.

High Severity

- High risk of effect on individuals. May be vulnerable persons in residence or anti-social behaviour/harassment.
- Where the landlord intentionally breached, flagrantly disregarded the Law, knew, or ought to have known, their actions were unlawful.
- Actual foresight of, or wilful blindness to, risk of offending, but risk nevertheless taken.

- Responsible person has been notified of the need to licence the HMO or has previously been made aware of the mandatory licensing criteria by the Council.
- Multiple breaches of Management Regulations with actual/potential harm to tenants or single failure to maintain fire standards/alarms in working order or to maintain essential services to an HMO.
- HMO in significant disrepair.
- Landlord provides false or misleading information or failed to provide adequate information that invalidates his licence application. Attempts to mislead or deceive the Council.
- Portfolio HMO landlord that should be aware of legal obligations.
- Fails to carry out works/improvements imposed as a condition of a granted HMO licence.

6.0 BANNING ORDER OFFENCES

This is a very serious offence. For a breach of Banning Order the starting point will be £30,000 subject to mitigation and other considerations. Each case will be determined on its merits. Prosecution will be considered as an alternative.

7.0 MITIGATING AND AGGRAVATING FACTORS

Once the starting point of the offence has been determined from Matrix A or B, the starting point for the level of penalty may be increased or decreased to take account of mitigating and aggravating factors.

7.1 Examples of Mitigating Factors:

- Co-operation with investigation e.g. attends for PACE interview/responds positively to letter of alleged offence.
- Voluntary steps taken to address issues e.g. submits a property licence application
- Willingness to undertake training e.g. for running rented accommodation business
- Willingness to join a recognised landlord accreditation scheme
- Genuine evidence of health reasons preventing reasonable compliance of obligations e.g. mental health issues, unforeseen health issues, emergency health concern.
- No previous relevant convictions
- Vulnerable individual(s) where the vulnerability is linked to the commission of the offence
- Otherwise good character and/or exemplary conduct

7.2 Examples of Aggravating Factors:

- Previous convictions having regard to the relevant offence and time elapsed since the previous offence
- Motivated by financial gain
- Obstruction of the subject investigation
- Deliberate concealment of the activity/evidence
- Number of items of non-compliance; the greater the number, the greater potential aggravating factor
- Record of non-compliance/letting substandard accommodation
- Record of poor management/inadequate management provision
- Lack of tenancy agreement/rent paid in cash and/or multiple breaches of Management Regulations

8.0 REDUCTIONS WITH REGARD TO OFFENDER'S ABILITY TO PAY

The CPN Statutory Guidance requires that: -

"Local Housing Authorities should use their existing powers to, as far as possible, make an assessment of a landlord's assets and any income (not just rental income) they receive when determining an appropriate penalty."

Therefore, it is in the interest of the recipient(s) of the proposed CPN to supply all relevant information to the Council, so this is taken into consideration during the issuing of a final Civil Penalty Notice. Examples would be:

- evidence of rental income from the property
- financial assets
- profits
- size of the property portfolio controlled or owned by the landlord/agent.
- Evidence in support of submissions including company accounts, bank statements etc.

9.0 DETERMINING SUBSEQUENT OFFENCES

The legislation and guidance allow the Local Housing Authority to take into account the number of times that someone has committed an offence. Second and third offences carry a much more severe and substantial penalty. Therefore, subsequent and repeated offences will attract a higher CPN Charge; further offences will be charged at double the first offence capped at £30,000.

10.0 SUMMARY OF SENTENCING GUIDELINE PRINCIPLES FOR CPN CHARGE

i. Assess nature of the offence and its severity. Note that different offences will differ in terms of severity.

When considering the seriousness of the offence, the Council shall consider the culpability in committing the offence and any harm which the offence caused, was intended to cause, or might foreseeably have caused. A first-time offence shall be taken into account. In looking at culpability, the Council will consider the overarching principles (intention, recklessness, knowledge and negligence).

ii. Once the starting point has been identified, the Council can then increase or reduce this to reflect any aggravating or mitigating factors that impact on the culpability of the offender and/or harm caused by the offence to reach a starting point. The CPN Band Width at the starting point will reflect the description of activity used to justify the starting point. The Council is not precluded from going outside the CPN Band Width Charge (up to allowed maximum) where the facts justify it. Previous convictions which aggravate the seriousness of the offence may take the provisional CPN Charge beyond the Band Width, especially where there are significant other aggravating factors present.

iii. Form a preliminary view of appropriate CPN Charge. When the Officer has reached a provisional CPN Charge based on the assessment of the offence's seriousness, they should take into account matters of offender mitigation.

iv. Consider a reduction for a guilty plea. The punitive element of the proposed CPN Charge may be reduced to recognise an offender's guilty plea. The level of reduction should reflect the stage at which the offender indicated a willingness to admit guilt.

v. Decide CPN Charge and give reasons. Review the total proposed CPN Charge and ensure that it is proportional to the offending behaviour. The proposed CPN Charge must state reasons for the proposed charge. It is particularly important to identify any aggravating or mitigating factors that has resulted in the issuing of the proposed CPN.

STAGES IN CALCULATING A CIVIL PENALTY NOTICE (CPN)

Stage 1.

Consider the nature and severity of the offence.

Stage 2.

Identify applicable matrix and establish culpability and harm (see Tables 1, 2, 3) or 4 for HMOs)

Stage 3.

Choose the appropriate starting point from the relevant table (3 or 4 for HMO offences) for working out the initial CPN charge figure.

Stage 4.

Consider mitigation and aggravating factors and consider applying reduction for early admission of guilt by offender. Also consider reductions with regard to the offender's ability to pay. Then issue proposed CPN with relevant documentation to the recipient.

WORKED EXAMPLE

A landlord has committed an offence by not complying with a Housing Act 2004 Improvement Notice. This offence is considered to be of moderate severity.

Matrix A applies. Upon consideration, it has been established that the responsible landlord had a Low Culpability as significant efforts were made to address the risks, although they have been inadequate on this occasion. However, the harm caused to the individuals falls within the medium risk of harm. This is because some of the hazards were removed as the notice was partly complied with, but a category one (excess cold) and two category 2 hazards are outstanding (damp and mould and entry by intruders). The landlord has shown some willingness to pay the CPN Charge within a reasonable period, typically within 28 days provided that the charge can be justified.

Step 1.

Apply Tables 1 and 2 to justify culpability and harm. Then refer to Table 3 for Penalty Bands. For a Low culpability and medium harm, the initial starting figure will be £3,000. This is within the band £2250-£3750.

Step 2.

Consider any aggravating and mitigating circumstances which may further increase or further reduce the proposed CPN charge. Also consider any further reductions with the offender's ability to pay the CPN. In the example given, after checking the criteria for aggravating and mitigating circumstances, there is no reason to make any further adjustment to the proposed CPN Charge figure of £3,000. The landlord has not given any indication or demonstrated that they are unable to afford the proposed CPN charge. Therefore, the CPN Charge to be issued will be £3,000.

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BABERGH & MID SUFFOLK DISTRICT COUNCILS

PRIVATE SECTOR HOUSING

APPENDIX 3: Statement of Principles and penalties under Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 (“The Electrical Safety Regulations”)

Introduction

The Electrical Safety Regulations require all landlords to keep their properties safe by having their electrical installations inspected and tested by a person who is qualified and competent, at least every five years. The regulations give powers to Local Authorities to require inspections to be carried out and, where necessary, to ensure that installations are made safe.

Enforcement Action

- In situations where officers find immediate danger, Emergency Remedial Action would normally be taken under Part 1 of the Housing Act 2004.
- Where a number of other significant hazards exist alongside electrical hazards, but there is no immediate danger, officers will usually serve an Improvement Notice under Part 1 of the Housing Act 2004.
- Officers may require an up-to-date Electrical Installation Condition Report (EICR) to be provided under The Electrical Safety Regulations. Where necessary, breaches of the regulations will be followed up by a “remedial notice” requiring the landlord to make the installation safe or to carry out further investigations.
- Where remedial notices are breached, the Council may seek to carry out the works itself and will then recover its costs from the landlord. It may also impose a civil penalty on the landlord of up to £30,000.
- Where a landlord has not carried out urgent works required under an EICR, the Council may exercise its power to carry out Urgent Remedial Action under The Electrical Safety Regulations. The costs of the works will be recharged to the landlord and the option of issuing a Civil Penalty Notice will be considered.
- An EICR will be required in advance of every licensing inspection under our mandatory licensing schemes, if these certificates were not submitted in the licence application.

Electrical Safety Matrix

Electrical Installation Condition Reports (EICR) should be completed by a qualified electrician and provide a guide to officers as to the severity of any hazardous elements of an electrical installation. The EICR, categorises hazards into risk-based classification codes. These are:

C1 – Danger present – Risk of injury. Immediate remedial action required
C2 – Potentially Dangerous – Urgent remedial action required
C3 – Improvement Recommended

Starting Points for Offences

First Offence	Second Offence	Subsequent offences for C1 and/or multiple C2/C1 Codes present
C1 Codes present £5,000	C1 code present £15,000	£30,000
C2 codes present (4+) £2,500		
C2 codes present (1-3) £1,000	C2 codes (no C1 codes) £10,000	
Failure to obtain EICR (includes situations when a satisfactory report has been produced by the Council under remedial action (no remedial works required) £500		

This electrical matrix also takes into account the culpability of offender as penalties increase for subsequent offences. The severity of the offence, incorporating the harm posed to the occupants, is linked to the condition reported by the qualified electrician and the relevant penalty increases to reflect the number and/or type of hazardous conditions found.

If a landlord has failed to provide a report, where the Council takes remedial action to commission such a report, with the installation found to be in a satisfactory condition, a penalty will be imposed to reflect:

- the attitude of the landlord
- failure to comply with the requirement for the report to be carried out
- the cost of obtaining a report, with the penalty being a deterrent with a £500 maximum fine for this offence.

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BABERGH & MID SUFFOLK DISTRICT COUNCILS

PRIVATE SECTOR HOUSING

APPENDIX 4: Policy in relation to Energy Efficiency Regulations in Private Rented Property

Introduction

This policy document sets out how Babergh and Mid Suffolk Councils will deliver interventions under The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 in relation to financial and publication penalties.

The regulations are designed to tackle the least energy-efficient properties in England and Wales; currently those rated F or G on their Energy Performance Certificate (EPC). The Regulations establish a minimum standard for domestic privately rented property.

Housing Standards officers are authorised to check for different forms of non-compliance with the Regulations including:

- whether the property is sub-standard and has been let in the previous 12 months, in breach of Regulation 23, without a valid exemption being registered.
- where the landlord has registered any false or misleading information on the government's "National PRS Exemptions Register", or has failed to comply with a compliance notice.

The Department for Business Energy and Industrial Strategy have produced guidance published in 2017 and updated in May 2020; Guidance for landlords and Local Authorities on the minimum level of energy efficiency required to let domestic property under the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015.

Enforcement

The Council will use available data and resources to establish 'sub-standard' properties as described by the regulations (currently EPC level F & G).

In the first instance the Council will inform Landlords who rent 'sub-standard' properties that they do not meet the minimum energy efficiency standard. The Council will offer advice on how the standards can be met, funding available and advise on registering an exemption if appropriate.

Landlords will be given an appropriate time to make the necessary changes. However if they fail to make sufficient progress enforcement action will be considered.

In circumstances where a landlord has a history of not complying with housing related regulatory requirements the council will consider whether an informal approach is appropriate and if not will take immediate formal action.

Enforcement Action

The Council has discretion to serve Compliance Notices to request information from a landlord that will help them to decide whether there has been a breach. The council will serve Penalty Notices where a landlord fails to comply with the Compliance Notice.

The Council will check the National PRS Exemptions Register and if it believes a landlord has registered false or misleading information it will consider serving Penalty Notices.

If offences under the regulations are committed the council will serve a Penalty Notice to the values set out in Table 1.

Under regulation 39 the Local Authority may publish some details of the landlord’s breach on a publicly accessible part of the PRS Exemptions Register. The council will place the information on the register at the appropriate time, for a minimum of 12 months.

The Landlord has the right to ask for a Penalty Notice to be reviewed under Regulation 42. Any request for review must be submitted to the Council within 21 days of the Penalty Notice being served. The penalties below may be subject to reduction based on representations received particularly mitigating circumstances.

Table 1-Table of offences under Energy Efficiency Regulations

Offence	Penalty starting points	
Renting out non-compliant property	<3 months in breach	£2,000 and Publication penalty
	>3 months in breach	£4,000 and Publication penalty
Providing false or misleading information on Exemption register	£1000 and Publication penalty	
Failing to comply with compliance notice	£2000 and publication penalty	

Note 1. These penalties are applied to each property where there is a breach to a maximum of £5000 per property

Note 2. Publication penalty – some of the details of the financial penalties are published on the publicly accessible part of the PRS Exemptions Register

Recovery of financial penalty

If a landlord does not pay a financial penalty imposed on them, the enforcement authority will take the landlord to court to recover the money. It will not do this during the period for review stipulated on the notice, while reviewing their decision, or during the period in which the landlord could appeal to the First-tier Tribunal or while there is an ongoing tribunal appeal.

Changes to Legislation/guidance

The energy efficiency/climate emergency movement is designed to change incrementally and therefore changes to legislation/guidance are inevitable. Individuals will be expected to identify their responsibilities and respond appropriately to the latest legislation/guidance. It follows therefore that revisions/updates to this Policy will be necessary as and when appropriate.

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BABERGH & MID SUFFOLK DISTRICT COUNCILS
PRIVATE SECTOR HOUSING ENFORCEMENT AND CIVIL PENALTIES POLICIES

APPENDIX 5: Joint Overview & Scrutiny Feedback

1.0 INTRODUCTION

- 1.1 Joint Overview & Scrutiny reviewed the draft policies at the meeting held on 20th February 2023. This Appendix summarises the feedback and recommendations to Cabinet from Joint Overview & Scrutiny.

2.0 QUESTIONS and FEEDBACK

- 2.1 Overview & Scrutiny reviewed the draft policies and made comment / asked questions about the new draft policy.
- 2.2 The draft minutes of Overview & Scrutiny will be available to Members to review in advance of the Cabinet meeting.
- 2.3 Clarification was given to Members as to when a civil penalty notice would be issued instead of a prosecution and how the level of penalty is determined by the culpability and seriousness of harm. (Appendix 2, Paragraphs 5.3 and 5.4)
- 2.4 Confirmation was given the Policy does apply to Registered Providers of Housing.
- 2.5 In the last 18 months, no improvement notices or prosecutions have taken place. Officers explained, as per this draft enforcement policy we seek to work with landlords to achieve compliance rather than move straight to enforcement action. To date, this has been successful.
- 2.6 Should Suffolk have a landlord register? Officers explained the possibility of a Landlord's Register is within the Governments White Paper – A Fairer Private Rented Sector, June 2022. It would be prudent to wait outcomes of the White Paper before progressing a register for Suffolk.
- 2.7 Officers confirmed approval of the policies should act a deterrent to bad landlords.

3.0 RECOMENDATIONS

- 3.1 Overview & Scrutiny unanimously approved the recommendation to implement the new policies. The full recommendations approved at Joint Overview & Scrutiny:
1. That Overview and Scrutiny recommend to Cabinet to adopt the new private rented sector housing enforcement policy including the use of civil penalties as an alternative to prosecution. Agree a fair charging regime to recover the costs of housing enforcement action taken by the Council.

2. To recommend that Cabinet approve and authorise the use of civil penalty and financial penalty powers provided by the Housing and Planning Act 2016 (Appendix 2), Electrical Safety Regulations (Appendix 3) and Energy Efficiency (Private Rented Property) Regulations (Appendix 4).
3. To recommend to Cabinet the proposed charges for relevant housing enforcement action based on officer time taken and that any revenue arising from civil penalties will be retained within the service to meet the legal or administrative costs and expenses incurred under the relevant housing law.
4. To recommend to Cabinet that comments made at this meeting be made available to them when they discuss implementing the Private Sector Housing Enforcement & Civil Penalties Policy

Agenda Item 13

MID SUFFOLK DISTRICT COUNCIL

TO: Mid Suffolk Cabinet	REPORT NUMBER: MCa/22/53
FROM: Cllr Lavinia Hadingham – Cabinet Member for Housing	DATE OF MEETING: 06.03.2023
OFFICER: Deborah Fenton – Director of Housing	KEY DECISION REF NO. CAB412

UPDATE ON SOCIAL HOUSING REGULATION AND THE OUTCOME OF THE REFERRAL TO THE REGULATOR OF SOCIAL HOUSING

1. PURPOSE OF REPORT

- 1.1 To provide Cabinet with an update on recent changes to the regulation of social housing, including for stock-holding Local Authorities.
- 1.2 To provide Cabinet with an update on the outcome of the Council's recent referral to the Regulator of Social Housing.
- 1.3 To seek agreement for future governance and monitoring arrangements.
- 1.4 To seek agreement for a new set of key performance indicators for the Housing Service.

2. OPTIONS CONSIDERED

- 2.1 Option 1 – To introduce the proposed monitoring arrangements and key performance indicators.
- 2.2 Option 2 – To continue with the current performance reporting system, which doesn't provide sufficient focus and visibility of the new regulatory requirements and compliance.

3. RECOMMENDATIONS

- 3.1 To note the update on recent changes to the regulation of social housing, including for stock-holding Local Authorities.
- 3.2 To note the outcome of the Council's recent referral to the Regulator of Social Housing.
- 3.3 To agree the future governance and monitoring arrangements set out at paragraph 7 of this report.
- 3.4 To agree the new set of key performance indicators for the Housing Service set out at paragraph 6 of this report.

REASON FOR DECISION

To ensure that the Cabinet have oversight of the critical performance information

they require to monitor and scrutinise the Housing Service effectively.

To provide assurance, through good governance, that the Councils comply with the Regulator for Social Housing's Consumer Standards and the broader regulatory framework.

4. KEY INFORMATION

Update on recent changes to the regulation of social housing, including for stock-holding Local Authorities

- 4.1 Central Government and the Regulator of Social Housing are in the process of introducing new regulatory requirements on all social landlords, including local authority landlords with more than 1000 properties.
- 4.2 The regulatory changes will also include updating and strengthening the powers of the Regulator and Housing Ombudsman Service, implementing a proactive consumer regulatory regime through formalising inspections, and strengthening the current standards against which landlords are regulated and requiring them to be transparent about their performance and decision-making. This enables tenants and the Regulator to hold social landlords to account, put things right when they go wrong and listen to tenants through effective engagement.
- 4.3 Both bodies will work closely 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 performing outside the Regulations and Consumer Standards. In addition, they are introducing routine inspections for all landlords with over 1000 homes at least once every four years; this could be twice in four years as Babergh and Mid Suffolk are two sovereign councils.
- 4.4 The regulation changes will also be more focused on safety and transparency. The current consumer and decent home standards will be reviewed to ensure the Regulator and landlords can deliver on these revised objectives.
- 4.5 As landlords, we have a role within the new consumer standards to ensure information is accessible to tenants and that tenants know who is responsible for matters relating to those standards.
- 4.6 The compliance performance from a health and safety perspective relates to the 'Big Six' (Gas, Electric, Asbestos, Fire Safety, Water Hygiene and Lifts). As registered providers, we must ensure we are providing assurance to Elected Members, our tenants and the Regulator on compliance with these areas. This means we can provide evidence quickly and give confidence in performance and data integrity.
5. Update the outcome of the Council's recent referral to the Regulator of Social Housing
- 5.1 Following an in-depth, internal review, the Council's referred itself to the Regulator of Social Housing regarding concerns about compliance. This relates to overdue health & safety checks in a small proportion of its properties. In response to this, the Social Housing Regulator has issued a Regulatory Notice, which means that it will now monitor Babergh and Mid Suffolk Councils and meet with us regularly to

ensure the necessary changes are being made, and that they are sustainable in the long term. The Regulator acknowledges that we have an urgent programme underway to rectify the problems and considers there is no need for them to take statutory enforcement action against the Councils at this stage, as it has the assurance that the breach of the standard is being remedied.

5.2 Officers are yet to receive information from the Regulator about how often they will require updates, review our current data or meet to discuss progress. However, we are expecting this to be monthly.

5.3 Significant progress has already been made, and some of the key actions taken to date include the following:

- Improved contractor management.
- Independent, external verification processes.
- Ensuring we have more robust data across all compliance areas, helping us to manage our properties better.
- Introduction of new compliance dashboards.
- Interim structural changes, resources, and new processes.
- Appointment of external IT housing specialists.
- Recruitment of additional new roles.
- We are starting to take out court orders to enable us to enter the property where, after making arrangements to visit on at least two occasions, the tenant has still not given us access to carry out the required checks.

Furthermore, excellent progress is being made in the three areas the Regulator was concerned about. At the point of drafting this report, the number of outstanding compliance issues are as follows:

Area	Babergh District Council	Mid Suffolk District Council
Asbestos	0	0
Electrical testing	109	271
Gas Inspections	66	24
CO detectors	146	332
Smoke detectors	1013	929

It should be noted that a majority of the above are due to non-entry. When this is the case, officers have to follow a legal process which can be slow and time intensive.

6. New set of key performance indicators for the Housing Service more widely

6.1 To ensure that the Cabinet have oversight of the key performance information they require to monitor and scrutinise the Housing Service effectively, the following set of new performance indicators are proposed, and agreement is sought on these today. This includes performance indicators on both compliance and general housing performance.

- 6.1 The proposed reporting structure will focus on ten key performance indicators selected to enable members and leaders of the organisations to scrutinise the performance of housing effectively. The proposed indicators are:

% of rent due collected (12-month rolling) (excluding current arrears brought forward)
Current tenant arrears as a % of the rent debit
% of occupied garages
Garage Current Tenant Arrears
% of repairs completed within Government timelines
Number of families in B&B for six weeks or more
Void repair time in calendar days
Average Relet time in calendar days of all voids
% of Housing Complaints over target response time (in calendar months excluding Property complaints)
% of Housing Property Complaints over target response time (in calendar month)

- 6.2 We will also provide data on the compliance of our health and safety requirements around the six key areas:

Compliance Area
Heating
Gas Safety Check (Domestic) - Babergh
Gas Safety Check (Domestic) - Mid-Suffolk
Gas Safety Check (Commercial) - Babergh
Gas Safety Check (Commercial) - Mid Suffolk
Electrical
Electrical Testing - Domestic Dwellings -Babergh
Electrical Testing - Domestic Dwellings - Mid Suffolk
Electrical Testing - Commercial - Babergh
Electrical Testing - Commercial - Mid Suffolk
Fire Safety
Fire Risk Assessments - Babergh
Fire Risk Assessments - Mid Suffolk
Fire Risk Assessment Actions / Works By Priority - Babergh
Fire Risk Assessment Actions / Works By Priority – Mid-Suffolk
Smoke Detector Installation - Babergh
Smoke Detector Installation – Mid-Suffolk
Water Hygiene
Water Hygiene Servicing / Testing - Babergh
Water Hygiene Servicing / Testing – Mid-Suffolk
Asbestos

Asbestos Reinspection- Babergh
Asbestos Reinspection - Mid Suffolk
Actions Arising From Reinspection - Babergh
Actions Arising From Reinspection - Mid Suffolk
Lifts
Lifts - Servicing / Testing - Babergh
Lifts - Servicing / Testing – Mid-Suffolk
Detector Installation Programme
Detector Programme - Babergh

7. Future governance and monitoring arrangements

7.1 Good governance is essential to ensure that elected members and senior leaders have effective oversight of compliance and general housing performance; as such, the following reporting arrangements have been put in place and agreement is sought on these today.

- Director of Housing and Housing Officers – weekly
- Leaders and Housing Portfolio Holders – Fortnightly (this will also be shared with the Chief Executive and the Deputy Chief Executive)
- Regulator – monthly
- Additional briefing for all Cabinet Members – monthly
- Building Services Transformation Board - monthly
- Senior Leadership Team – monthly
- Cabinet – quarterly
- Tenant Board – quarterly

8. **LINKS TO CORPORATE PLAN**

8.1 This report links with our ambition to ensure that *‘all our residents live in affordable, high-quality homes that enable them to build settled, safe and healthy lives.’*

9. **FINANCIAL IMPLICATIONS**

6.1 Failure to improve and meet compliance could result in unlimited fines.

10. **LEGAL IMPLICATIONS**

10.1 Performance measurement is required to assure compliance with the consumer regulations, including the Home, Tenancy, Tenant Involvement and Empowerment, Neighbourhood and Community Standards and Rent Standard. Should the regulations be breached, the Regulator for Social Housing may take action, including a fine or removal of assets.

11. RISK MANAGEMENT

11.1 Key risks are set out below:

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
Information required by the Regulator for compliance cannot be obtained on request, is of poor quality or lacks integrity	3	3	Ensure evidence is stored, updated and can be easily accessed through the completion of action plans.	Housing Transformation 004

**Name of risk register where risk is currently documented and being actively managed, and its reference number*

12. CONSULTATIONS

12.1 There has been engagement with the Senior Leadership Team, Councillors and the Regulator of Social Housing.

13. EQUALITY ANALYSIS

There are no specific equality issues relevant to this report at this point. Equality Impact Assessments will be carried out on any policy changes or significant changes in practice.

14. ENVIRONMENTAL IMPLICATIONS

12.1 None

15. APPENDICES

13.1 None

BACKGROUND DOCUMENTS - None

Agenda Item 14

MID SUFFOLK DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: MCa/22/54
FROM: Cllr. Harry Richardson– Cabinet Member for Economic Development	DATE OF MEETING: 06/03/2023
OFFICER: Fiona Duhamel, Director – Economic Growth and Climate Change	KEY DECISION REF NO. CAB370

BABERGH AND MID SUFFOLK CULTURE, HERITAGE AND VISITOR ECONOMY STRATEGY

1. PURPOSE OF REPORT

- 1.1 To update Members on the development of the Councils' first Culture, Heritage and Visitor Economy Strategy.
- 1.2 To adopt the Strategy on the basis it provides a clear vision and set of priorities which will build the confidence of Mid Suffolk as a cultural, heritage and visitor destination, securing and growing the sustainability and resilience of these sectors for the benefit of residents and the economy.

2. OPTIONS CONSIDERED

- 2.1 Do nothing, but these sectors which have already been hugely impacted by the pandemic will continue to suffer and struggle to progress and develop.
- 2.2 Encompass a review of this sector within the emerging Economic Strategy rather than commission a separate piece of work. It was felt that this sector has specific opportunities, strengths and challenges that warrant the development of a tailored, specific strategy.

3. RECOMMENDATIONS

- 3.1 That the Culture, Heritage and Visitor Economy Strategy, attached as Appendix 1, is adopted and that Members endorse the clear long-term vision and accompanying set of ambitions, aims and objectives set out in this strategy
- 3.2 The Director for Economic Growth & Climate Change, in consultation with the relevant Cabinet Member, be delegated authority to make amendments and updates to the Strategy, in response to changing needs.
- 3.3 The Director for Economic Growth & Climate Change, in consultation with the relevant Cabinet Member, be delegated authority to develop a delivery plan to be completed by June 2023.

REASON FOR DECISION

That the Council has a clear strategy and delivery plan to set the ambition to shape the future growth and resilience of the Cultural, Heritage and Visitor Economy sectors across the districts and to provide a prospectus for conversations about future investment with national and regional funders.

4. BACKGROUND

- 4.1 Mid Suffolk District Council believes that cultural, heritage and visitor economy infrastructure supports the creation of places in which people want to live, work and visit, and recognises these sectors as a driver for growth, investment, and wellbeing.
- 4.2 The Council's ambition is to work with partners to use culture to improve health and wellbeing, understand the innovative partnerships that can be created between cultural providers and educational institutions, recognise the uniqueness of our heritage connections including constable country and wool towns, and celebrate new attractions being planned and major public and private investment heralding significant opportunities for the economy.
- 4.3 The Council recently undertook a peer review challenge which identified that we need to create compelling place narratives for the districts, highlighting the unique selling points of each place. This strategy will be a key part of that activity through helping to identify and distil the unique cultural, heritage and visitor economy attributes for specific geographies within the district.
- 4.4 In order to deliver on these ambitions, the Council, alongside Babergh District Council, jointly agreed to develop our first comprehensive culture, heritage, and visitor economy strategy to clearly set out our ambitions over the next 10 years.

5. STRATEGY DEVELOPMENT

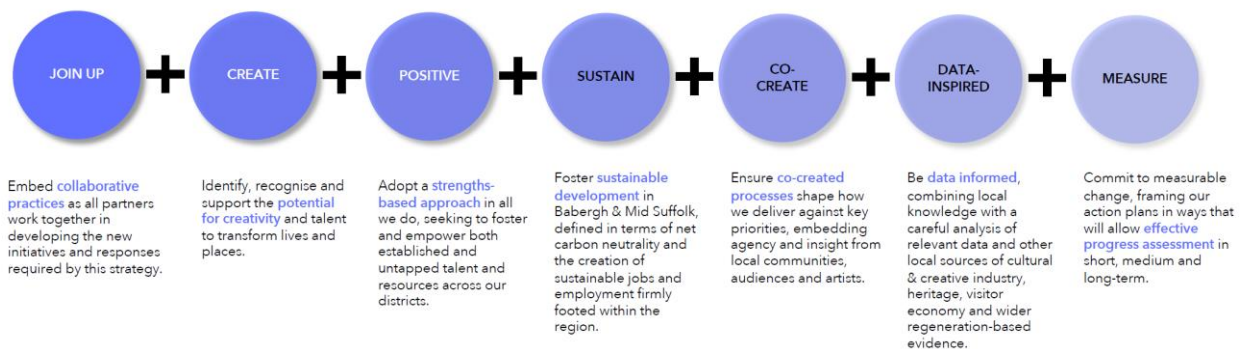
- 5.1 Creative Tourist (CT) Ltd were appointed in September 2022 to support the Council with the development of this Strategy.
- 5.2 Their approach has been as follows:
- Step 1 – scoping and researching – defining the scale and scope of the development project.
 - Step 2 – engaging and testing – exploring issues and building engagement through consultation and critical thinking; test the pillars of the strategy – its themes and strategic priorities.
 - Step 3 – prioritising and defining – developing the aspirations and values into a strategy and action plan; taking ownership by creating a route map.
- 5.3 The strategy development process has been open and flexible, factoring in influencing factors that may not have been present when the original brief was created in June 2022, e.g., cost-of-living crisis, further changes in government (policy), post-pandemic funding, other major local authority strategies to align with, and so on.
- 5.4 The research, consultation and analysis phase was conducted between October and December 2022. One-to-one consultations were conducted with representatives from a variety of culture, creative, tourism and other sectors and this is set out in more detail in the Stakeholder Engagement & Consultation update in section 11 below.
- 5.5 Additionally, extensive desk research has been undertaken to build the picture of existing documents, strategies, data and evidence relating to past and current initiatives led by Mid Suffolk District Council, alongside those of other relevant agencies and organisations. This has built a picture of strengths and opportunities in a local, county and regional context.

6. KEY OUTPUTS FROM THE STRATEGY

- 6.1 The vision and emerging themes set out below are still being sense checked with our internal and external stakeholder groups and may to be refined before the final strategy is published.
- 6.2 The Consultants have developed a draft Vision statement which strikes a balance between local residents, businesses and organisations and the visitor economy which should be complementary to communities, supporting the economy & local services:
- “set in a landscape of enduring inspiration, we will work together to create distinctive, welcoming, and vital cultural places and experiences that energise our communities, our enterprises and our visitors to embrace the progressive heart of Suffolk.”
- 6.3 Three themes that help to frame the scale, scope and ambition of the Strategy have been drafted, these are:
- Theme 1 - Building cultural habits – improving the everyday experience of residents and visitors.**
- Theme 2.1 - Accelerating progress – developing the sector and its resilience**
- Theme 2.2 - Accelerating progress – data, insight & digital transformation.**
- Theme 3 - Driving collaboration to evolve cultural heritage places and destinations.**
- 6.4 Theme 1 relates to participating in culture, heritage (and by extension, visitor attractions) having many benefits – by helping to create understanding and build pride in the local community, provide opportunities for social interaction, improve health. and wellbeing, and develops skills. Making heritage ‘everyday’, making culture ‘ordinary’ – will help to deliver against all of these agendas which in turn builds resilient, successful people, places, economies and communities.
- 6.5 Theme 2.1 relates to developing the sector and its resilience – how to better generate a broader appeal to more audiences and diversify the visitor offer e.g., the outdoor pursuits offer, the dark histories (dark tourism) and screen tourism. Sustainable tourism is another trend alongside food production and ‘field to fork’ experiences. This theme also covers the need to “erode” the gap between “residents” and “visitors” to enable development of communities to build a sense of pride and value of their heritage.
- 6.6 Theme 2.2 relates to digital transformation - Covid-19 has highlighted and accelerated changes in consumer behaviour that have been building over the past few years. It has driven more consumers online. The research indicates that while many experienced suppliers and businesses are aware of the need for digital transformation, they are being held back by underpowered booking systems and websites, but also by gaps in digital content, knowledge, skills, and budgets. It includes infrastructure, programmes and upskilling - the capture and use of data, and how to harness to drive better intelligence & insight; digital engagement and communications activity; commerciality & income generation.
- 6.7 Theme 3 relates to creating a strong destination brand and working collaboratively with neighbouring districts and counties. Allowing Mid Suffolk to realise more potential for its assets and communities. For example, working with neighbours, and creating joined up itineraries and visitor offers. It highlights how there are other thematic areas ripe for development which would move towards cultural tourism.
- 6.8 In taking forward the development and delivery of the Strategy, there will also be three aims, under which a number of draft Objectives have been identified:

- AIM 1: Babergh and Mid Suffolk will support its residents to live full cultural lives, building cultural confidence and civic pride.
- AIM 2: The Culture, Heritage and Visitor Economy Sectors will be sustainable, resilient and will champion the region's distinctive qualities.
- AIM 3: Babergh and Mid Suffolk's Culture, Heritage and Visitor sectors will work collaboratively with neighbouring organisations, districts and counties to trial new approaches.

7.8 A set of shared principles have been developed that set out our commitment to working together across places, districts and agendas to deliver on the aspirations contained within this Strategy:



6.9 A dynamic online map of cultural and creative assets has been developed - <https://bit.ly/3WQvB8M>. With over 300 categorised entries, it includes theatres, museums, heritage assets, arts centres, visitor attractions, creative infrastructure and supply chain, cinemas, events and music venues, public art, community hubs, visitor attractions and active lifestyle offer.

7. LINKS TO CORPORATE PLAN

7.1 The joint Corporate Plan is designed to make sure our places are known for strong growth in innovation and creativity, for being highly connected and sustainable – with the best skilled workforce across the East.

7.2 With a vision for 'Our communities are well connected and valued by residents and visitors' and 'All our communities are attractive, successful and connected places for people to live and work'.

8. FINANCIAL IMPLICATIONS

8.1 There are no financial implications from this report. Any financial implications identified in the Action Plan, and related to council activity, are expected to sit within current council budgets or will be addressed through external bids, other applications for funding or be subject to independent business cases which will be brought back to cabinet as appropriate.

9. LEGAL IMPLICATIONS

9.1 There are no legal implications associated with this report.

10. RISK MANAGEMENT

10.1 Key risks are set out below:

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
We may not understand the needs and aspirations of our businesses	3	2	Stakeholder and business consultation undertaken as part of the development of the strategy to ensure that it delivers against the identified needs of our businesses	Significant Risk no 5
Decline in our key towns impacts upon economic prosperity of the districts	2	2	The strategy will provide a focus of support for key sectors within our town centres and will help set the aspiration and vision to ensure long term prosperity	Significant Risk no 8
Failure to achieve our Vision and Strategic priorities and ambition (as articulated in the Corporate Plan)	2	2	The Strategy is deliberately 'High Level' and is informed by a sound evidence base, which will be kept under review. The Strategy and Delivery Plan are informed by internal and external stakeholder engagement to ensure compliance with the Council and partner ambitions. The Delivery Plan will be monitored continuously and flexed to respond to immediate and changing needs.	Significant Risk no 16
If resources/ expertise are limited or lacking focus or motivation then opportunities may be missed for supporting businesses, growth and productivity or delivering set priorities.	2	2	External consultancy commission to provide specialist support for the development of the strategy. Networking and collaboration working with partner agencies and businesses/stakeholders.	RISK2A05
If businesses are not supported, particularly during unprecedented Covid challenges, then more businesses may not survive, more jobs may be lost and increased pressure on public funds may result. Reduction of business rates will impact on Council income.	2	2	This strategy will provide a framework for focused support for the Culture, Heritage and visitor Economy sectors who have been hard hit by Covid and cost of living crisis	RISK2A04

*Name of risk register where risk is currently documented and being actively managed and it's reference number

11. STAKEHOLDER ENGAGEMENT & CONSULTATION

- 11.1 The consultation and analysis phase of this work was conducted between October and December 2022. One-to-one consultations were conducted with representatives from a variety of culture, creative, tourism and other sectors.
- 11.2 Some of those consulted also participated in the four in-person workshops, held at The Bank, Eye, Jimmy's Farm & Wildlife Park, Wherstead, Gainsborough's House, Sudbury and The John Peel Centre for Creative Arts, Stowmarket in November 2022. These workshops tested some early and emerging themes developed from the desk research and one-to-one consultations already undertaken, through use of stimulus questions and facilitated discussions. Attendees included community, cultural, heritage, sport and voluntary groups and organisations; businesses; creative practitioners; and Council officers. A list of organisations who participated in these sessions or who attended one of the workshops is included in section D1 of the strategy document.
- 11.3 Stimulus sheets were used to help workshop participants to explore the issues around one of four thematic topics, framed from the responses of earlier 1:1 consultations. These sheets identify early discussion topics and give an indication of the issues and opportunities raised during the consultations.
- 11.4 A cross party member working group was set up with nominees from all parties to ensure that we had broad representation and engagement with Members from across the Districts. This group met three times to discuss the development of the strategy. This group was used to test early outcomes from the stakeholder consultation and the insights report (attached at Appendix B) and helped to shape the work of the consultants.
- 11.5 An internal staff working group including colleagues in Economy, Climate Change, Communities, Planning, Heritage, Public Realm and Communications was convened to ensure that we had a clear understanding of the roles and responsibilities in relation to the culture, heritage and visitor economy sector across the organisation and can build this into the delivery plan in due course.
- 11.6 Additionally, extensive desk research has been undertaken to build the picture of existing documents, strategies, data and evidence relating to Babergh & Mid Suffolk Councils-led past and current initiatives and other relevant agencies and organisations. This has built a picture of Babergh & Mid Suffolk's strengths and needs in a local, county and regional context.

12. EQUALITY ANALYSIS

- 12.1 Equality Impact Assessment (EIA) not required. There are no equality and diversity implications arising directly from the Culture, Heritage and Visitor Economy Strategy at this stage.

13. ENVIRONMENTAL IMPLICATIONS

- 13.1 There are expected to be positive environmental implications associated with this Strategy. Specifically, that our rich and diverse environment is a significant contributor to people's wellbeing and their enjoyment and reason to visit our Districts and development and promotion of these natural assets will be a key theme in the Strategy.

14. APPENDICES

Title	Location
(a) Culture, Heritage & Visitor Economy Strategy	
(b) Insights Report	

15. REPORT AUTHORS

Zoey Banthorpe – Arts and Culture Lead

Michelle Gordon – Corporate Manager, Economy & Business

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CULTURE, HERITAGE & VISITOR ECONOMY STRATEGY FOR BABERGH & MID SUFFOLK DISTRICTS 2023-28

Page 233



CONTENTS

Executive summary 04

A. CONTEXT

i. Introduction & Overview 07

ii. Insights 12

iii. Themes 17

B. VISION

i. Vision Statement 30

ii. Shared Principles 32

iii. Strategic Aims & Objectives 33

C. STRATEGY

i. A route map – converging common purpose across Babergh & Mid Suffolk 37

ii. Action plan framework 38

iii. Concluding statement 39

D. ADDENDUM

i. List of consultees 41

ii. Bibliography 44

Note to reader:
 The document sometimes uses the shorthand of ‘sectors’ refer to culture, heritage and the visitor economy. It can also use ‘culture/cultural’ as shorthand for cultural heritage or culture and heritage.

This strategy features a number of ‘insets’ – short case studies and spotlights on key local organisations, and exemplars from further afield. The document takes a similar approach with quotes – from both local stakeholders and relevant regional and national reports and plans.

Front cover images:
 Lavenham Wool Town, The Food Museum Stowmarket
Back cover: Gainsborough’s House

Commissioned by



“Our living heritage is rightly valued for its cultural, educational, aesthetic and historical importance but we can now also clearly see that it is an economic driver for inbound tourism to the UK, as well as sustaining domestic tourism too.”

‘The Impact of Heritage Tourism for the UK Economy’,
Bernard Donaghue, Association of Leading Visitor Attractions

EXECUTIVE SUMMARY

The gentle 'heart' of Suffolk, Babergh & Mid Suffolk could easily have its identity and distinctiveness lost in the wider Suffolk story, the strong economic appeal of Ipswich, and the visitor pull of Suffolk coast. However, it does have cultural and heritage attributes across its diverse communities that are both strong and distinctive. Inspired by landscape and shaped by industry (especially food & drink), the heart of Suffolk can celebrate its culture and heritage with a confidence that can build a sense of place. This in turn can drive civic pride, local opportunities and the visitor economy.

This Strategy balances the interdependent worlds of culture, heritage and tourism. Some parts of the UK can claim 40% of their visitor economy is driven by culture and heritage. Babergh & Mid Suffolk have the assets and qualities to achieve similar. An initial mapping exercise revealed over 300 place-based assets. Whilst any cultural heritage sector is under threat in current economic conditions, there are reasons to be positive. The Councils continue to build strong relationships across the sector and regionally. The area is close to massive visitor markets in the South-East. New capital developments have successfully launched with more in the pipeline, and local culturally-led forums are getting established. However, it is easy for tourists to bypass the area on the way to the Suffolk coast / Norfolk Broads. Lovely landscapes also means rural isolation, and the strengths of culture and heritage are not yet joined-up through a data-led digital transformation. Furthermore, a potential USP of 'food' does not yet fully deliver from 'field to fork'. There are some wonderful fine dining offers (Michelin star level), excellent gastro-pubs, and

quality farm shops carrying local produce and food products – but only through some businesses and routes to market. This offer can increase its visibility and accessibility to market.

The cross-sector desire to co-design and co-develop is evident. By building creativity alongside robust insights-driven approach will help to develop the narrative for the area – into planning (not least for heritage conservation, access and interpretation) and regeneration, community programmes and destination management.

A clear Vision has emerged from the extensive engagement with stakeholders: Set in a landscape of enduring inspiration, we will work together to create distinctive, welcoming, and vital cultural places and experiences that energise our communities, our enterprises and our visitors to embrace the progressive heart of Suffolk.

To build on this, a short set of themes start to give shape to the Strategy. These are based on building consistency of cultural opportunity and behaviour in every local community, embedding culture into daily life alongside leisure, sport, wellbeing, social life and lifelong education. The Strategy also aims to be a catalyst to building resilience through partnership working, and the use of data, insight & digital transformation. Babergh & Mid Suffolk is full of heritage and culturally-rich places – this Strategy will work to make understood and valued by locals, visitors and other stakeholders.



SUFFOLK FOOD HALL

Suffolk Food Hall and partners – including engaging with the Food Enterprise Zone – could build a 'foodie' cluster in Wherstead. The Food Hall is a business itself but also provides opportunities for other new businesses to develop, so long as they celebrate Suffolk's sense of place, food heritage and creativity. The Red Poll herd provides quality beef served in the restaurant – a truly field to fork experience. Located in the Suffolk Coast & Heath AONB, there is onsite accommodation providing a total visitor offer.

The strategic priorities – our aims and objectives – are summarised as clear, concise aims:

1. Babergh & Mid Suffolk will support its residents to live full cultural lives, building cultural confidence and civic pride.
2. The culture, heritage and visitor economy sectors will be sustainable, resilient and will champion its distinctive qualities.
3. Babergh and Mid Suffolk’s culture, heritage and visitor sectors will work collaboratively with neighbouring organisations, districts and counties to trial new approaches.

Page 237

The Strategy sets out a framework for implementation. The outline action plan will be fully co-developed with the sector to ensure that a number of critical areas are hardwired into Strategy implementation. These include: increasing opportunities for participation and training; supporting green social prescribing initiatives and place-based cultural forums; modelling for ‘pilot & roll-out’ initiatives; exploring new visitor markets, e.g. Purple Pound, wellbeing; and exploring cross-sector / -boundary ways of working / commissioning models. All this will be framed within a focus on developing and embedding a place / destination brand personality.

Babergh & Mid Suffolk is diverse – across the two districts, from market town to market town, village to village. The richness of its culture and heritage is a powerful tool in building communities, driving a place-based approach to regeneration and harnessing the potential of responsible tourism.



SPOTLIGHT: CREWE’S CREATIVE REGENERATION

The Crewe Cultural Forum is made up of over 100 people and organisations, committed to making culture central to the town’s development over the next decade. A working group, including arts, Councils, heritage, education, commerce and young people identified priorities. The ‘forum’ is very open and welcomes attendance from across the whole community. A strategy identifies goals to support the regeneration of Crewe through culture and heritage, aiming to create an environment where creativity leads the economic growth of the area.



A. CONTEXT

A1. INTRODUCTION & OVERVIEW

Quaint, quiet, pretty, beautiful, tranquil, charming – Babergh & Mid Suffolk’s most obvious associations are of a quintessentially English pastoral scene, with historic towns and villages and rolling countryside. A place where heritage lives and breathes, and which has inspired some of Britain’s most celebrated artists for centuries.

It is Britain’s breadbasket, producing quality food and drink to feed the nation. It’s a key connector between coast and county towns, between Essex and Cambridgeshire.

It’s the Heart of Suffolk.

Page 239

There is a strong sense of place which carries visitor appeal, despite a relative lack of recognition as a destination. Most visitors headed for the coast will pass through the Babergh and Mid Suffolk districts en route. How do we persuade visitors to stop off, to stay and spend more time and money in the area, and to grow its profile? New, internationally significant cultural heritage assets are adding to the quality and ambition of the local offer, as well as demonstrating significant inward investment into the area. This makes this strategy a timely one, well-placed to capitalise on these new opportunities to create growth and interest for the culture, heritage and visitor economy sectors.

For residents, building pride in place, improving social factors (e.g. health and wellbeing), and increasing community vibrancy, can all be enabled through engagement with culture and heritage. Culture, heritage and visitor attractions must feel

inclusive, affordable and part of the expectations of everyday life of local residents. This will enable the sector to grow the next generation of visitor, staff and volunteers, securing the sustainability of the sector and delivering to wider social agendas.

Babergh & Mid Suffolk are often indivisible from Suffolk as a whole. They are part of the warp and weft. Strong regional partnerships and collaborations already exist, but the understanding and appreciation of the districts’ position within the wider county and region can be increased. Working boundary, cross-sector, and will provide a catalyst to realise all the ambitions of this strategy.

The strategy provides a clear vision and set of priorities which will build the confidence of Babergh & Mid Suffolk as a cultural community and destination, securing and growing the sustainability and resilience of these sectors for the benefit of residents and the economy.

LOCAL POPULATION

With a combined population of just over 200,000, both Babergh and Mid Suffolk have ‘super-ageing’ populations. Both districts have seen an increase of over 30% in people over the age of 65, amongst the highest growth in the UK for this age group. At the other end of the scale, both districts have experienced a decrease in those aged under 15, at 6% and 7.5% respectively.



DANCEEAST

DanceEast delivers a number of community programmes, including in residential care homes. By encouraging residents to move and express their creativity, older people can retain their mobility for longer. Interventions such as this can help to prevent falls, delay the onset or development of dementia, and provides valuable social interaction for residents. They also run Mini Movers for toddlers and their grown-ups, and targeted projects for young people. The rural nature of the district means it can be challenging to recruit participants to programmes, so working in partnership with other organisations is essential.

Again, these are amongst the biggest drops in the UK.¹

Whilst this story is shared by many rural areas across the UK, Babergh and Mid Suffolk's population changes are extreme - and this is not the case within neighbouring districts, where populations are not ageing at the same rate, or actually getting younger². This narrative aligns with the sense of Babergh & Mid Suffolk being somewhere to relax and retire. And whilst those peaceful qualities are attractive, the current trend does not lend itself to innovation, vibrancy or long-term economic growth.

Page 240 Changing perceptions and providing more opportunities for younger people to stay (let alone settle and resettle) in the area will help to mitigate these issues, as well as other challenges - such as the increased pressure placed on healthcare services by ageing populations. Culture, heritage and tourism are useful tools to deploy to help address these challenges.

"Babergh & Mid Suffolk is the white space of Suffolk."

Stakeholder comment

ON THE CULTURE, HERITAGE & TOURISM SECTORS

These sectors were greatly impacted by the pandemic, but is slowly beginning to recover. In Babergh, workforce data shows that the rate of employment in arts, entertainment & recreation is increasing at a much faster rate compared to the East of England or England as a whole. Mid Suffolk is seeing recovery in line with the regional and national average.

Both districts will need continued support to accelerate visitor economy recovery from the impacts of the pandemic, as well as the current economic challenges. (This may be despite some perceptions of seasonal and lower-paid work that may inhibit staff recruitment and retention and career choices.) For Babergh, this is good news. Clearly the trend for domestic travel, driven by factors such as the pandemic and a desire for sustainable tourism, is benefitting the area. The good climate, coastline, landscape, and historic wool towns are already attractors for visitors, and investments in visitor offers such as the Suffolk Food Hall, Jimmy's Farm and the emerging wine industry are providing new offers resulting in new jobs and sector growth.³

And the link with culture and heritage is clear, with a focus on the visual arts heritage providing opportunities for growth and recovery. Gainsborough's House's reopening provides a focus around which the sector can collaborate. The rebrand and relaunch of the Food Museum offers similar opportunities. Further transformational investments at Benton End and the John Peel Centre for Creative Arts add to the positive picture. National Trust Flatford is also undergoing a redevelopment process, as is St Peter's Church in Sudbury. As these assets renew in the next few years, and with the right support behind them, this trajectory of growth should continue.

¹ Census 2021 data

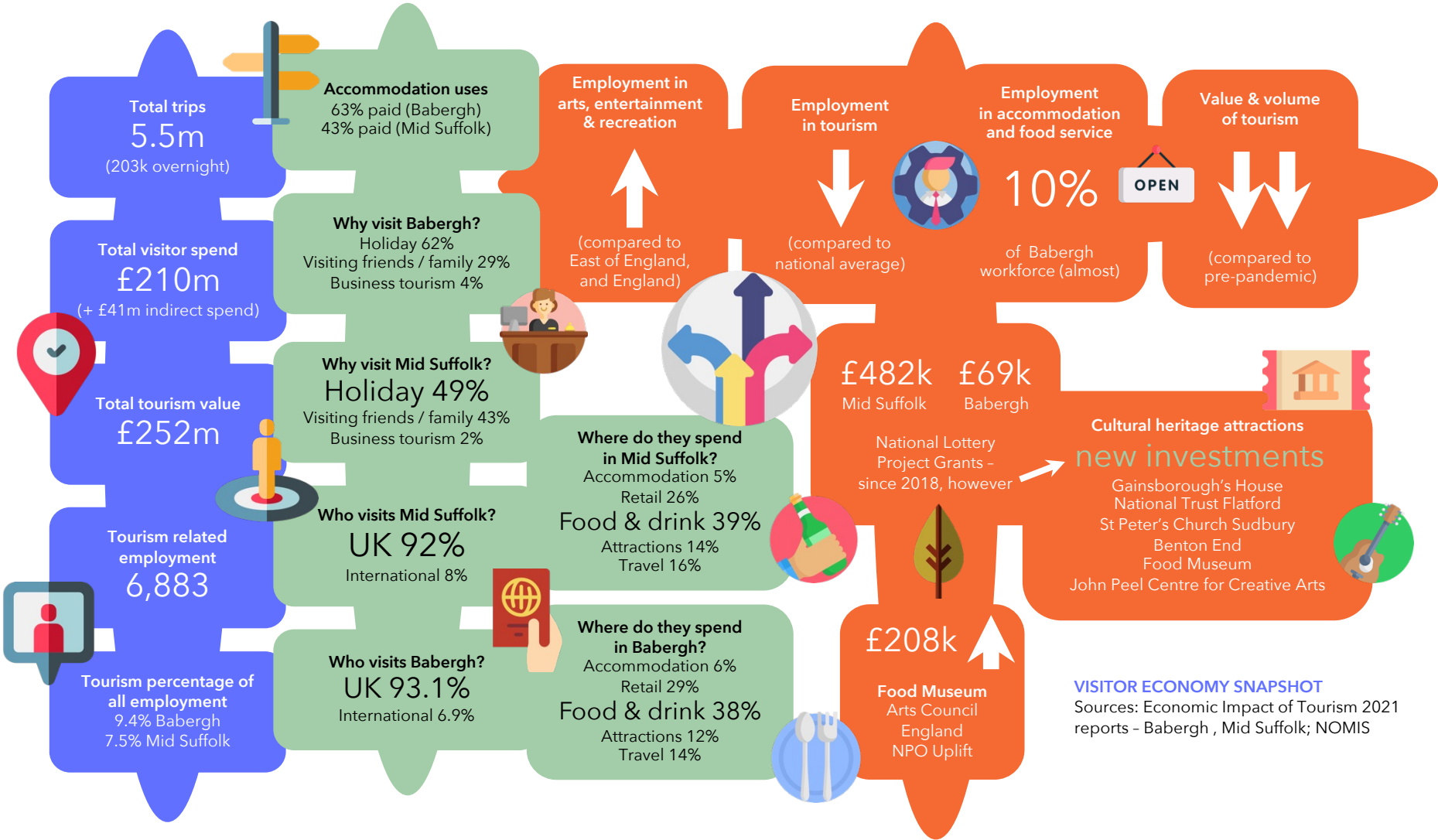
² South Norfolk has one of the highest increases of under 15s nationally, at 11.8%

³ <https://www.theguardian.com/travel/2022/nov/19/salt-flats-and-autumn-sun-a-car-free-break-on-suffolks-shotley-peninsula>



JOHN PEEL CENTRE FOR CREATIVE ARTS

Founded in honour of one of Stowmarket's most famous residents, the arts centre provides a community-owned venue for high quality, eclectic live performance. The venue is a mecca for contemporary and emerging performers within the East of England region, with the cache of John's name attracting the likes of 'BBC Introducing' music nights. The Centre is also home to a number of community organisations which offer participatory programmes and classes which support residents' social needs and wellbeing. Plans for expansion will improve its visibility and frontage, as well as help revitalise a unit on the high street.



Mid Suffolk has some catching up to do. Without the coastline, and without as many developed visitor assets, it could be perceived that there are fewer reasons for visitors to go. This is a problem with positioning and investment in the sector. The Heart of Suffolk brand is largely unused, but there is merit in a united voice and offer for the sub-region. There are new cultural and heritage investments. Stowmarket's cultural group is working together to secure grants and integrate culture, heritage and tourism infrastructure in order to help with the town's placemaking priorities.

The rebrand and refocus of the Food Museum will take time to fully reach its potential as a national museum – but it is on the right path and has the right level of ambition. Primadonna Festival brings the highest quality of inclusive programming to the area each Summer, but has not fully integrated with its local communities yet. Beyond Stowmarket, there are individual organisations working hard to do the right thing, but facing challenges in recognition, collaboration and partnership opportunities, and securing investment. The Bank Arts Centre in Eye and Wingfield Barns spring to mind as good examples of organisations with the very best intentions, yet working in relative isolation. There is a lack of critical mass to help create any clustering or agglomeration impacts.

Having said this, Mid Suffolk is leagues ahead of Babergh in terms of securing Arts Council England investment. The only National Portfolio Organisation for the area is the Food Museum, which received an uplift of over £208k this round and more than doubled its previous investment. Looking at National Lottery Project Grants, since 2018 Mid Suffolk organisations and freelancers have secured over £482k compared to Babergh's £69k.⁴ This is a significant imbalance which suggests that the cultural workforce as a whole in Babergh is less confident with – or competent at – grant funding applications. However, there are hugely significant success stories as well. Since 2018, Gainsborough's House secured a £5m National Lottery Heritage Fund grant, in addition to further awards from trusts and foundations, and £431k from Arts Council England.

This is a skills gap, which is addressed in this strategy. It could be suggested that the workforce in Babergh is more commercially successful, and therefore there are lessons to be learned in Mid Suffolk about improving earned income.

Both districts are home to a handful of museums and heritage centres, about half of which are accredited. Very few of the museums are of a level which will attract visitors in any great volume, but instead play an important role in preserving local heritage and community life, as well as providing opportunities



PRIMADONNA FESTIVAL

Primadonna Festival takes place in July at the Food Museum. Billed as 'the world as it should be' the Festival of books, ideas and inspiration offers a creative programme focused on women, people of colour, working class people, LGBTQI+ and disabled people. The programme could include more community engagement to boost local ownership. Most of Suffolk's festivals are in the bigger towns or on the coast, but Babergh & Mid Suffolk's festival offer could be expanded and used as vehicles for skills development and community engagement.

⁴ Data from the Arts Council England website. The funding picture is more complex than NPO awards of course.

for volunteering that promote wellbeing. County and regional players are also very important to the cultural heritage provision across the districts, such as Share Museums East, Suffolk Museums and equivalent arts networks. Suffolk Libraries is an innovative service, playing a highly active role in culture – which Arts Council England recognised when they awarded the service NPO status. Other significant cultural organisations like Eastern Angles and DanceEast bring high-quality cultural engagement, with partnership support from the district councils.

Page 243

A swathe of stately homes, and historic houses and gardens, support the visitor market and a largely buoyant accommodation, wedding and events industry. Local estate owners combine with national organisations such as English Heritage and National Trust to make an enviable heritage portfolio. The landscape is an asset in general and specifically through a number of key agencies and the access, interpretation and visitor services they offer. Dedham Vale AONB provides this access for residents and visitors alongside RSPB and Suffolk Wildlife Trust reserves, and other facilities such as Alton Water (Anglian Water).

The local built historic environment is highly valued, with listed and non-designated heritage buildings greatly contributing to quality of place. Understanding the value of these buildings, and ensuring their protection and sustainability is of the utmost importance. The Councils have a role to play in supporting owners to find new uses for underutilised sites, in supporting commercial and environmental sustainability, and allowing visitors to better

appreciate and enjoy the significance of the built heritage environment.

All of which connects town and villages to the countryside and riverways of the area. Commercially-run attractions and experiences add breadth and depth to the outdoor visitor offer, including high-quality farm parks – Baylam Rare Breeds, Jimmy’s Farm & Wildlife Park and Hollow Trees Farm. Slowing down from the rush of daily life (but still exploring) is well catered for, with numerous packaged breaks, notably for cycling (and now e-cycling). If the Suffolk climate should, on occasion, make outdoor activities less attractive, activity can move undercover with sporting attractions like Suffolk Ski & Leisure Centre and Anglia Indoor Karting.



SUFFOLK WILDLIFE TRUST

Suffolk Wildlife Trust utilises creative activities to engage wider audiences and target those who would not traditionally attend. Through activities such as forest and beach schools, art, dance and sound workshops, and a mural trail, they are building care for the environment through creativity. Additionally, they focus on building young people as volunteer activists to take action for wildlife wherever they live.

Image: Suffolk Wildlife Trust Youth Board

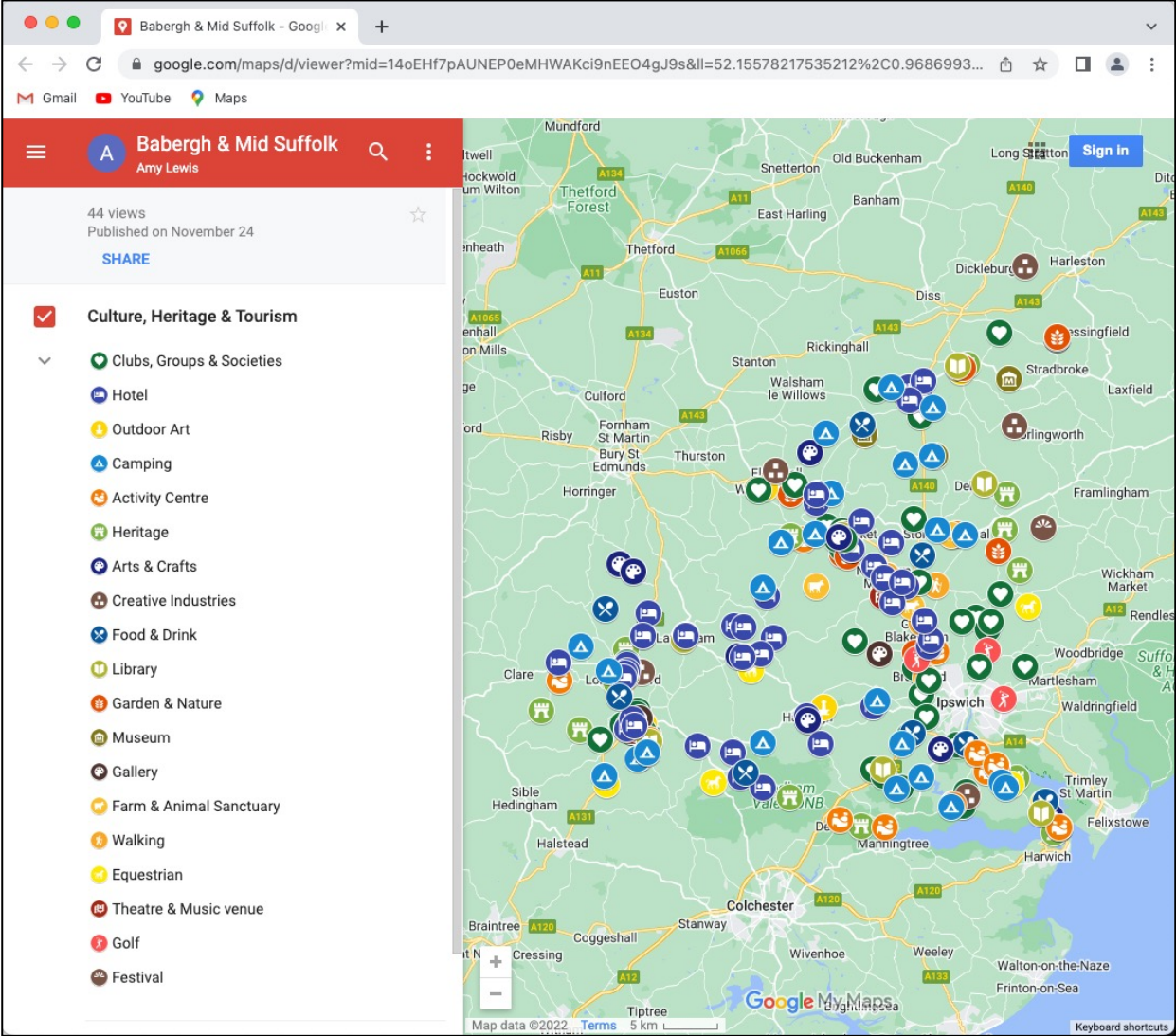
A2. INSIGHTS

OVERVIEW

A supporting Insight Report has presented findings from a series of interviews, mini-workshop activity and a series of community and stakeholder engagement workshops (October - December 2022). Individual consultations were conducted with representatives from a variety of culture, creative, heritage, tourism, regeneration and other sectors. Sector workshops were conducted in Eye, Sudbury, Stowmarket and the Shotley Peninsula, attracting c.75 attendees from local organisations. A visitor survey generated 129 responses (12.2022 - 01.2023), which provided valuable insight into domestic target markets and post-pandemic attitudes. Desk research identified recent and current initiatives, helping to define Babergh & Mid Suffolk’s strengths and needs in a local, county and regional context.

A dynamic online map of assets is available to continue to be populated at: <https://bit.ly/3WQvB8M>. With over 300 entries, it includes theatres, museums, heritage assets, arts centres, visitor attractions, creative infrastructure and supply chain, cinemas, events, music venues, community hubs, public art, visitor attractions and active lifestyle offer. This adds to the many useful maps already in use, such as Suffolk Heritage Explorer (heritage.suffolk.gov.uk/map).

This map is a starting point - to be built up and refined as a tool to identify and understand clusters and therefore how to respond through action planning.



Page 244

SWOT ANALYSIS SUMMARY (ABRIDGED)

The SWOT analysis is a tried and tested tool but has lost none of its usefulness over the years. By contextualising the internal issues with those external issues that the Council has less influence over, practical routes forward can be derived.

Strengths & Weaknesses assess skills, resources, culture, historical factors, management, communications and so on - internal factors which are within the control and influence of the Council.

Opportunities & Threats cover governmental matters, wider funding issues, other organisations' behaviour and priorities and so on. These factors are external and normally beyond the scope of direct management and influence.

The chart addresses issues directly relating to arts & culture, heritage and tourism, and some elements will be related to wider policy and management issues, e.g. post-pandemic policy, masterplanning etc. Many smaller issues have arisen, but have not been included here in order to focus on the main topics.

Page 245

STRENGTHS	WEAKNESSES
<ol style="list-style-type: none"> 1. Landscape, environmental heritage; culture as foundation of local life 2. Contemporary heritage - visual arts, food & drink production, literature 3. Councils' role and relationships within Suffolk and region 4. 'Naturally' campaign, sustainable tourism, outdoor pursuits 5. Sense of place - relaxing, tranquil, soft, a place to (re)discover 6. Demonstrably strong stories and themes, e.g. food, ancient heritage, landscape, nature and pace of living 7. Accessibility to large domestic visitor markets 8. Investment in ambitious, nationally significant cultural assets e.g. Gainsborough's House, Food Museum 	<ol style="list-style-type: none"> 1. A lack of cultural capital (e.g. skills, education, knowledge) within resident populations (who lack cultural entitlement / confidence) 2. Rural isolation and cultural poverty 3. Public transport and road networks slow / inhibit movement 4. Data collection and market insight; data-driven market and product development 5. Historic infrastructure for attractions to network, collaborate, share (between each other and for residents / visitors) 6. Lack of developed (bookable) experiences 7. Food and drink heritage flawed if field to table offer not fully realised, e.g. artisan food, markets, dining offer etc.

OPPORTUNITIES	THREATS
<p>1. Clear appetite to build cultural capital with resident populations</p> <p>2. Change in resident audience and visitor expectations post-pandemic</p> <p>3. Development of a strong, structured regional destination management model</p> <p>4. Development of a strong, structured sub-brand for Babergh & Mid Suffolk destination</p> <p>5. Year round offer, winter offer, shoulder season and linking with residents</p> <p>6. Contributing to managing regional over-tourism</p> <p>7. Valley Ridge: potential game-changing development</p> <p>8. Valley Ridge: place / destination positioning / image impact</p> <p>9. Tap into spirit of piloting and managed risk taking, e.g. 'visiteering' packages</p> <p>10. Emerging locally-driven infrastructure for attractions to network, collaborate, share</p> <p>11. Regional visitor markets (e.g. Essex, London), promoting key themes (e.g. outdoors, cultural heritage, food) and new investments</p> <p>12. Potential role of culture in place ambassadors programme</p> <p>13. Case-making and demonstrable enabling of residents and communities to benefit from visitors, not just absorb the negative impacts (traffic, parking issues, litter, impact of seasonal fluctuations) - a civic pride approach</p> <p>14. Screen tourism</p>	<p>1. Lack of collaboration across regional political boundaries, especially within Suffolk, e.g. Explore Suffolk</p> <p>2. Lack of cross-sector working if not continually supported centrally (e.g. by Councils)</p> <p>3. Cost of living crisis and securing a sustainable economic and funding model (even for non-chargeable offer)</p> <p>4. National funding focus in other regions</p> <p>5. Local destination competitiveness and lack of joint branding, marketing, use of data etc.</p> <p>6. Low-wage economy across tourism and hospitality</p> <p>7. Access to green space not being proactively incorporated into new developments, from towns</p> <p>8. Continued challenges of local provision caused by rurality, e.g. lack of public transport and infrastructure, digital poverty, cultural poverty, social and rural isolation, lack of opportunities for young people etc.</p> <p>9. Imbalance between resident and visitor needs</p>

Page 246

CULTURE PLACE WHEEL®

This wheel was populated at the end of the initial consultation phase, presenting a consultancy team view. Whilst subjective and indicative, it presents an assessment of where Babergh & Mid Suffolk is currently (allowing for variances including the pandemic) and where changes could be made and the impacts they could have with current plans and programmes in mind. This is very informative when looking at investment priorities, as well as the audience development potential - by volume, by motivation, by typology.

The Wheel offers a 360° perspective across four categories:

1. *Working Environment* - Good practice all starts with a vision, and the strategic infrastructure to drive that vision forward.
2. *Working Partnerships* - The networks, consortia and shared objectives that will drive progress across a destination.
3. *Product Development* - A strong and diverse offer is the starting point, but it is the whole experience that counts.
4. *Market Development* - Reflecting the strategic development required across partners to support marketing.

The wheel sets out a rating for a number of audience-focused criteria (0-10, where 0 is extremely poor and 10 is perfection). The green line represents the current level of performance and the orange line presents the possible uplift from a successful development cycle in c.5 years' time post-investment or shift in approach - e.g. a new cultural strategy.

The white arrows highlight where marked changes - more transformational - are seen as achievable targets within the current plans. This is a districts-wide analysis. Clearly some programmes, venues and plans have a notable influence, but the (subjective) ratings seek to present a balanced view. The Insights Report carries further analysis, but in summary:

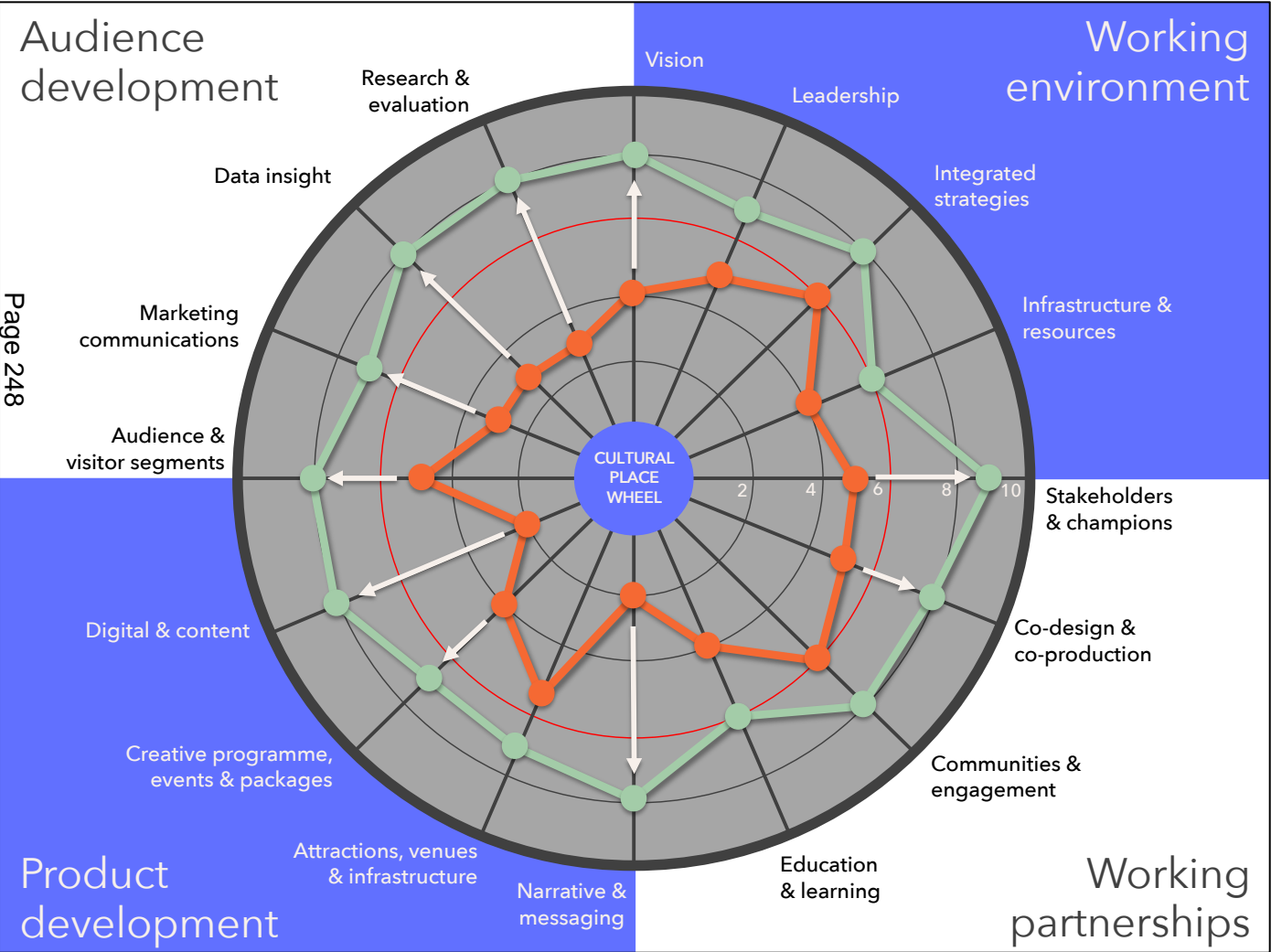
1. *Working Environment* - A lack of a unifying vision and clear forward plans should be able to be addressed through this Strategy, connecting to cross-cutting social and economic priorities.
2. *Working Partnerships* - There are some strong voices locally and regionally, but we need more. The emerging destination management organisation for the East of England is encouraging, but it is early days. Local culture-led groups - Stowmarket and Sudbury for example - are also welcome and should be supported.
3. *Product Development* - The districts (names) are political constructs, and lack the resonance and visibility that the county and individual towns and areas do. This should inform branding and marketing, as well as product development and packaging. This is just as important online and offline.
4. *Audience / Market Development* - Every marker can make a notable step forward during the next period. The offer is stronger than visitor performance historically suggests, and more can be done to respond to the large numbers that typically head of the coast. Data is weak, and a collaborative approach should be able to quickly accelerate improvements.



SPOTLIGHT: BROOKLYN BRAINERY - TEACHING ANYONE ANYTHING... SUGGESTIONS WELCOME

The Brainery is a space for accessible, community-driven, and crowdsourced education. Their slogan is "classes on anything and everything in NYC" with sessions ranging from personal development ("How to set goals") to practical skills ("Sourdough making from scratch") to the more obscure and specific artistic sessions ("Drawing Animals of the Renaissance") and informative lectures, ("The History of the Scottish Highlands"). All of the course topics are dreamed up and suggested by the public, with the teachers being drawn from around Brooklyn and the whole city.

How can culture fold into wider crafts, food & drink, digital and other education and training? Who could be a partner?



SPOTLIGHT: ROCSDALE UPRISING MURAL FESTIVAL - CONNECTING ART, HERITAGE & PLACE
"One of the core motives for running a mural festival in Rochdale is to inspire and engage the young people through direct visible action... turning the streets into a gallery that only inspires imagination. If someone had told me that I would have a career in muralism that would find me travelling all over the world... and having some of the richest life experiences I could imagine I never would have believed it... but the power is leading by example, seeing that in action and knowing it exists. Rochdale's famed pioneering spirit, heritage and people deserve to be celebrated in a vibrant and fitting way and we believe that these murals, workshops and events will encourage the community to feel a renewed pride, sense of ownership, inspiration for change and economic growth via tourism."
 Hayley Garner, street artist, Nomad Clan

A3. THEMES

DEFINING THE THEMES

Articulating universal themes across culture, heritage and tourism can prove a challenge. It is people, place and their stories make the connections.

The aims, objectives and action plan will define each of the sectors and how they inter-relate. These three themes are important to frame the scale, scope and ambition of the Strategy. They speak directly to the need to build on successes and strengths, working together to make sustainable and progressive changes both district-wide and at local level.

Page 249

- Theme 1
Building cultural habits – improving the everyday experience of residents and visitors.
- Theme 2.1
Accelerating progress – developing the sector and its resilience.
- Theme 2.2
Accelerating progress – data, insight & digital transformation.
- Theme 3
Driving collaboration to evolve cultural heritage places and destinations.

THEME 1: BUILDING CULTURAL HABITS - IMPROVING THE EVERYDAY EXPERIENCE OF RESIDENTS AND VISITORS

The idea of making culture and heritage an everyday occurrence is not a new concept. Raymond Williams published his essay 'Culture is Ordinary' in 1958, and Cultural Education Partnerships in the UK have been delivering schemes to this effect since the late noughties. But if children do not grow up feeling confident and entitled to visit heritage sites and participate in cultural activities, then the 'habit' won't pass down to the next generation. Communities then develop where culture and heritage is for 'other' people to conserve, engage with and enjoy. They miss out.

"Mid Suffolk lacks heart because it doesn't make culture part of people's everyday lives."

Stakeholder comments

This can have a distancing effect on the tourist offer, separating the people, stories and cultural heritage from the visitor (and therefore the value of the visitor economy). This is a critical interdependence.

It is commonly understood that participating in culture, heritage (and by extension, visitor attractions) has many benefits - it helps to create understanding and build pride in the local community, it provides opportunities for social interaction, it improves health and wellbeing, it develops skills and so on. Making heritage



THE BANK ARTS CENTRE, EYE

The Bank Arts Centre is a not-for-profit community hub which prioritises creative opportunities to improve health, wellbeing and skills for locals. In addition, the digital hub in The Vault enables young people to develop digital creative skills sought after by local employers. On offer is a gaming hub, a sound recording studio, classes in visual and media arts, and a café. The newly appointed Arts Director will continue to grow its programme. There are no facilities of this type for miles around, meaning The Bank services the creative needs of a wide range of residents and provides a lifeline for residents with social and wellbeing needs. Supporting the development of The Bank Arts Centre will improve the cultural infrastructure of Mid Suffolk and increase its ability to deliver.

‘everyday’, making culture ‘ordinary’ – can help to deliver against all of these agendas which in turn builds resilient, successful people, places, economies and communities.

“Lots of beautiful and historic towns and villages, and lovely green countryside.”

“Beautiful towns and villages, full of character and charm. Full of history – so much to do and see – something for everyone.”

Public survey comments

In a largely rural area, a lack of cultural habits becomes a more acute issue. Rural isolation can often equate to cultural poverty due to lack of access to assets, poor public transport infrastructure and so on. Babergh & Mid Suffolk are not areas of focus for national, strategic development, missing out on Government’s Levelling Up funding schemes, and on the likes of Towns Fund and Arts Council’s Creative People & Places programmes.

The Rural Creative Industries Forum estimates that rural creative industries contribute £2b to the UK economy⁵, largely without the strategic investment cited. Without strategic investment, finding ways to rebalance access to cultural experiences becomes more difficult, and more creative solutions must be found in order to realise the economic potential of the sector.

“The UK City of Culture has too narrow an [urban] focus... [it is] demonstrably clear that there [is] also a need to support rural, semi rural, and seasonal economies. Such places are home to about 50% of taxpayers, the ultimate funders of our public art bodies.”

Yes to the Rural Cultural Economy? The UK City of Culture ... [has] too narrow a focus. Phil Redmond, Chair UK City of Culture panel, The Guardian, 2019

How do young people in rural communities develop their interest in these sectors? What latent creative potential is lost – and what is the social and economic cost of this loss, to the individual and to the place? Helping young people to build their cultural capital, and develop habits of engaging with these sectors, is key.

Just as young people living in rural communities will have fewer opportunities to develop skills which may result in creative careers, people of all ages will have fewer opportunities to participate in creative activities which could positively impact their health and wellbeing. The pandemic has exacerbated feelings of loneliness and isolation which may already be present for individuals living in rural communities. Babergh & Mid Suffolk

⁵ <http://www.ruralculture.org.uk/wp-content/uploads/The%20New%20Creative%20Rural%20Economies.pdf>



HELMINGHAM HALL

Helmingham Hall, owned by the Tollemache family since 1480, has expanded its popular garden attraction into the winter months by developing an Illuminated Garden Trail which runs from mid November to mid December. With annual visitors now reaching 25,000, the event has reached maximum capacity in order to protect the Grade I listed gardens. This shows the demand for quality cultural events in the winter months. Haughley Park has also begun a Spectacle of Light event taking place in February. With Suffolk benefitting from the most clement climate in the country, increasing the outdoor events offer into the shoulder and off season could help ease visitor pressure in the summer and enable more local residents to enjoy local culture and heritage experiences.

Page 250

District Council's Residents Survey (2022) demonstrates that those residents who more regularly engage with their local sports, leisure, parks and open spaces offer correlates with those residents who experience better health and wellbeing, and feel proud of their communities.

Fortunately, Suffolk is a pioneer in creative health agendas, with Suffolk Artlink working with Suffolk and North East Essex Integrated Care Partnership on social prescribing. They both sit on the Creative Wellbeing All Party Parliamentary Group.

Page 251

*"There are no excuses for leaving talented people behind or for failing to back the full talent pool."*⁶

"You can whip up a huge amount of enthusiasm in schools, but it needs to be embedded at home."

"Those small interactions provide structure to the week and reduce isolation. Local regular things are just as vital as bigger venues."

Stakeholder comments

The NHS and Natural England are now championing 'green' social prescribing, again this is already being implemented in Suffolk through organisations such as the Green Light Trust. This great local approach should continue to be nurtured to enable as many

residents as possible to benefit from these schemes.

Volunteering is another vehicle for improved wellbeing. Within the culture and heritage sector volunteer roles are usually undertaken by older or retired people as it providing social interaction, intellectual stimulation and renewed sense of purpose. They also have more free time. Many museums have 'volunteering for wellbeing' schemes and this could be an area

"There's a built-in resistance to change within schools. The staff are from the local area, and they grew up with the same insular attitudes which then reimposes itself within the education landscape."

Stakeholder comment

of opportunity for local culture and heritage organisations to explore, which aligns with the outcomes cited in the Babergh & Mid Suffolk District Councils' Wellbeing Strategy. This strategy seeks to put culture, heritage and tourism on the menu for residents in Babergh and Mid Suffolk; to change the expectations of everyday lived experiences.

⁶ Culture Drives Impact - The Norfolk and Suffolk Culture Board Manifesto



SUFFOLK LIBRARIES

In 2012, Suffolk County Council made the bold decision to create an independent charity to run the library service. This has enabled the service to attract additional funding, and it became an ACE NPO in 2018 in recognition of its excellence in cultural programming. Across 45 sites, there are 48 trained cultural ambassadors who programme gigs, theatre, exhibitions, workshops and classes for their communities. The service understands its role in being a trusted cultural venue - embedded within and unique to its individual communities.

“The Covid-19 pandemic has brutally exposed fragility in every area of society, causing immense suffering and exacerbating social and economic fragility. This shifts the focus for social, economic, educational and health policy and re-frames the role and value of culture in society.”⁷

“Covid has provided a fresh canvas. Audiences are behaving differently. It’s time to try new things.”

Stakeholder comment

Page 252

**THEME 2.1:
ACCELERATING PROGRESS - DEVELOPING THE SECTOR AND
ITS RESILIENCE**

By eroding the gap between ‘residents’ and ‘visitors’, communities will build that vital pride in place, sense of belonging and value of their heritage. By building cultural habits, the foundations of the culture, heritage and visitor sector will be reinforced. This will ensure that residents value, appreciate – and critically, use – their local assets. And, wider social agendas around skills development, improved health and wellbeing, and rural / social isolation will be helped too. As individuals and their communities become better ambassadors for local culture and heritage, these interconnected sectors will collectively benefit from more confident, vibrant and better-informed communities.

“There’s a reticence, a modesty here. We don’t big up what’s special, we downplay things. It’s part of the personality. You have to dig to find pride in place. It’s not arrogant to be proud. We know why we like it here, and if you want to like it too, that’s great. But you don’t have to.”

Stakeholder comment

The visitor survey (conducted as part of strategy research) shows a clear brand perception of the Heart of Suffolk that is cosy and quaint, influenced by its big skies, built heritage environment and rolling countryside. Whilst this is a positive perception, it will have limited appeal for certain audiences, and is difficult to communicate as a point of differentiation, especially to international visitors who will perceive this as a typically English experience. The proximity to London, Gatwick and Harwich, and the associations with Gainsborough and Constable, provide touchpoints for international visitors to create impetus to visit. However, there are several areas which Babergh and Mid Suffolk could better exploit to generate a broader appeal to more audiences and diversify the visitor offer.

The outdoor pursuits offer is present, but at the moment is largely unmanaged and can cause issues for local residents and the

⁷ Culture Drives Impact - The Norfolk and Suffolk Culture Board Manifesto



**CREATIVE WELLBEING ALL PARTY
PARLIAMENTARY GROUP (APPG)**

Suffolk Artlink and Britten Pears Arts sit on the Creative Wellbeing All Party Parliamentary Group alongside the local Integrated Care Partnership. Britten Pears Arts also hosts regular think tanks on this topic, such as singing for chronic pain. Given the local leadership, excellence and expertise in social prescribing and creative health, it would be sensible to explore ways to invest in and expand their programmes in order to address the health and wellbeing needs of more residents.

<https://www.culturehealthandwellbeing.org.uk/appg-inquiry/>

Image: Suffolk Artlink

environment. Paddle sports and wild swimming in the Dedham Vale and Stour Valley have become very popular, especially on sunny days and weekends. However, the volume of river traffic is creating conservation concerns, as well as a lack of management over licensing, which can create friction amongst residents with concerns over traffic, ASB and litter. These concerns can be mitigated by increased information, communication, planning and management.

Additionally, finding ways to encourage access on weekdays or in the cooler months would help disperse visitors in a way that becomes more manageable and mitigates the negative impacts. The proposed flagship Valley Ridge development, when

launched, will cement the reputation for outdoor and adventure activity throughout the year and bring new visitor markets to the region.

There are dark histories too, especially linking with Essex. The infamous Witchfinder General Matthew Hopkins was born in Great Wenham and worked across the Eastern region profiting from the deaths of suspected witches. Fascination with him and his practices still invoke fear and horror today – and therefore, potential dark tourism. The popularity of Scaresville at Kentwell Hall evidences the demand for this type of grisly event.

“Quintessentially English, thatches, cottage gardens, coloured plasterwork, peaceful.”

“An area that is steeped in tradition, with modern additions. Picturesque views and buildings, with modern shopping facilities in the larger towns and cities. Plenty of unique places to visit and explore.”

Public survey comments

Screen tourism is already a good business in Babergh, especially with Lavenham featuring in the hugely popular Harry Potter film franchise. In East Anglia screen tourism can be worth up to £4.3m per site per annum.⁸ The upcoming Apple+ TV series Masters of

⁸ Visit East of England Destination Development Plan



SPOTLIGHT: THE NATIONAL FOREST

In 2016, The National Forest decided to use culture and events to magnify and contemporise the message of its vital mission. After planting literally millions of trees, with millions more to go, it wanted to re-engage with its local communities and visitors in a way that communicated everything that they did and stood for. A rather pedestrian Wood Fair was replaced by a celebratory new festival – *Timber* – delivered in partnership with award-winning festival makers Wild Rumpus. The impact on local community engagement in this black-field part of the UK (former mining region) has been marked, and wider awareness, perception and interest in the National Forest has grown markedly as a result.

“We have too many visitors, so we want to improve experience and engagement rather than attract higher numbers. Capacity is an issue.”

“For slow travel, we do it on Suffolk time.”

“Huge number of visitors have expectations about sustainable visits, which is currently a niche market.”

“Babergh and Mid Suffolk feels like you discovered it. Visitors want to keep feeling that sense of authenticity.”

Stakeholder comments

Air, produced by Tom Hanks and Steven Spielberg, will provide further impetus for visitors, especially those from North America. When Band of Brothers aired, northern France saw a 40% increase in visitors. Babergh and Mid Suffolk must work collaboratively across its historic airfields, USAF and heritage sites to maximise the tourism potential of this major television series.

Sustainable tourism is another trend, already fuelling an increased domestic visitor market looking to reduce flights and car use. A recent YouGov survey shows that 32% of 'sustainable travellers' are aged 25-39 and have the disposable income to spend whilst travelling. They like to be active and 'off the beaten track'. This is a ripe opportunity for Babergh and Mid Suffolk; the good cycle and walking paths, as well as the local train services, enable a slow-paced and car-free visit⁹. The perception of 'Sleepy Suffolk' can be reframed into 'Sustainable Suffolk'.

Food production as both heritage and contemporary practice provides huge opportunity for tourism, and for sustainable tourism. The idea of the '15-mile meal' can be a reality in Suffolk.

The burgeoning wine industry, especially around the Shotley peninsula and all along the Stour Valley, allows for new visitor markets to explore the produce that is almost unique to this region within the UK. Suffolk Food Hall and Jimmy's Farm both work to promote quality local produce and 'field to fork' experiences. As visitors explore the Food Museum in Stowmarket, they can taste and experience how food is made, and understand the heritage of production.

"You can't move for cheese-mongers round here, everyone is producing something."

"We all eat. Food is culture and is an avenue for everyday creativity. Our collection is rooted in East Anglia and we use it to tell broad and inclusive stories."¹⁰

"You can't walk out your door without falling over a new vineyard."

Stakeholder comments

There are relatively few destination restaurants in the region, but the sheer volume of artisanal producers is the point of differentiation. Provenance, and quality, matters. Just as Cumbria has become a destination for fine dining, and the Ribble Valley is Lancashire is known for its gastro-pubs, Babergh and Mid Suffolk could become a destination for sustainably sourced food tourism. The area is ripe for a campaign for restauranteurs, hoteliers, local producers and visitor attractions to work collaboratively to promote the quality of local produce combined with low food mileage, with an events and activity programme running alongside. Small changes could have a big impact, and support a circular food economy. The home of the national Food Museum clearly would benefit from further developing a complementary food offer.

⁹ <https://www.theguardian.com/travel/2022/nov/19/salt-flats-and-autumn-sun-a-car-free-break-on-suffolks-shotley-peninsula>
¹⁰ <https://foodmuseum.org.uk/about/>



FOOD MUSEUM

A bold rebrand from the former Museum of East Anglian Life, the new and refreshed Food Museum is set in 84 acres with access from Stowmarket's town centre. As the UK's only museum which focuses on food, a visit to the Food Museum is a full sensory experience: crops, animals, tastings, demonstrations. The museum is community-focused with a variety of partnerships with other arts, culture and community organisations. There are a dynamic range of events and activities linked to food, environment and nature. The Food Museum is taking all the right steps to become the nationally significant museum it aspires to be.

“You don’t get big collaborative ideas between the heritage sector here, there’s never a joined-up offer.”

Stakeholder comment

Another threat to this sector is the current economic crisis. With less disposable income, people will more carefully consider their leisure spending. ‘Trips and treats’ will become harder to justify as purse strings tighten. The sectors has responded well to asks around becoming ‘Warm Spaces’. However, heritage buildings are notoriously difficult to heat and the sector operates on low incomes and grants already. The increase in costs will not only affects visitor consumption patterns, but also increase operating costs.

Some sites around the country have already had to close, such as Nottingham Castle and Eastleigh Museum, and many are making redundancies or closing more areas to the public. This fundamentally affects the cultural fabric of the UK, in both the short and long term. There are plenty of ways to respond to this challenge, none of which are a silver bullet but must be part of an overall response. Heritage buildings and landscapes must be able to easily install sustainable infrastructure (e.g. solar panels, EV charging points) without facing huge costs and challenges from planners. In order to protect the future of cultural audiences, providing free entry on certain days throughout the year could enable visitors to attend who otherwise would not be able to afford to visit.

The combined impact of national circumstances such as Brexit, the pandemic and the cost of living crisis means that there is a shortage of skilled workers, especially in tourism. In the culture and heritage sectors, volunteers tend to fill roles such as front of house. The recent Kickstart scheme managed by the Association for Suffolk Museums was a great example of providing paid employment for young people interested in pursuing a career in heritage. In the visitor economy, young people have traditionally filled these roles. But they are no longer willing or able to afford to run a car (public transport being unavailable, especially for evening or weekend shifts) and live on the low pay offered. A seismic shift is necessary – to improve pay and conditions for workers, to improve job stability and career progression opportunities, and to improve perceptions of careers within these sectors – which are often thought of as ‘stop gaps’ rather than aspirational. Schemes such as the pilot VENI programme at West Suffolk College will start to tackle these challenges through partnerships between educators and employers, to develop skilled workers in the visitor economy.

“Why don’t young people go into the trade? Because they’re boring jobs, badly paid, not enough buzz, working with older visitors.”

Stakeholder comment

All of these factors will help to develop and build resilience within these sectors, which are disproportionately affected by external challenges but can also disproportionately contribute to other



THE PIN MILL STUDIO

A lovely facility on the stunning Shotley peninsula, The Pin Mill Studio offers photography and painting courses as well as a commercial photographic studio for commissioned work.

The location also offers a photography art gallery and cafe with with constant inspiration for professionals and amateurs alike as well as contributing to the visitor offer - for example, through the Arthur Ransome walking trail. The studio was established by two photographers moving out of London for a better family life; demonstrating the attractiveness of Suffolk for creatives looking to establish their practice and businesses.

agendas around regeneration, economic growth, improved health and wellbeing and vibrant communities. Investment into schemes which improve, build and grow these sectors will realise benefits not only for the sectors themselves but for the economy and community as a whole. Culture-led regeneration is a well-known tool and driver for inward investment, and forms the basis of New Anglia LEP's 'Culture Drives Impact' strategy for inclusive and sustainable growth. The opportunities provided through the newly announced Rural England Prosperity Fund allocations, especially in relation to rural tourism, can help Babergh and Mid Suffolk capitalise on opportunities identified in this strategy and address issues such as lack of (diverse) accommodation in the area.

Page 256

"If you support creative industries then it will pay back for the long term and will generate ancillary spend."

"Culture-led development is the only game in town. Retail is not the future. Experiences are."

Stakeholder comment

"A rural quite traditionally English area with many olde world villages to explore. Some have many beautiful buildings and churches to enjoy walking around in the peace and quiet these places afford away from the hustle and bustle of larger busier towns."

Public survey comments

THEME 2.2: ACCELERATING PROGRESS - DATA, INSIGHT & DIGITAL TRANSFORMATION

Throughout the engagement process, we heard over and over again that these sectors have issues with promoting their activities and residents struggle to know what's on. Some of this is due to the older population and rural nature of the districts creating digital poverty, meaning that many people will still want newspaper adverts and posters on village notice boards. But much of it is due to an overly complex, underfunded and ineffective destination management system. The former Heart of Suffolk brand had merit in trying to create a cohesive identity for the region. Many towns have closed their visitor information centres (a national trend), reducing the infrastructure to promote activities and events. The likes of Love Lavenham and Visit Hadleigh provide excellent local information and bring together local businesses, but cannot reach beyond relatively local audiences. Visit Suffolk is under resourced, and sits under Visit East of England, which also runs the Head East brand. There are also other town-based destination management initiatives

"Babergh and Mid Suffolk is clunky, it doesn't have a cohesive identity."

"As a resident I've always thought that there isn't enough promotion of existing assets on our doorstep."

Stakeholder comments



FLATFORD (NATIONAL TRUST)

Flatford is one of the biggest visitor attractions in the region, preserving and celebrating Constable's famous views and the artistic heritage of the Stour Valley. The National Trust site welcomes over 150k visitors pa. The new development at the Granary will enable an enhanced visitor experience and understanding of the Constable story. However, like many places in the Dedham Vale AONB, there are issues with over-tourism at times. Finding ways to better spread visitors across the week and year would enable a better visitor experience as well as ease conservation and environmental issues for Flatford and the surrounding areas.

of varying quality and reach (through no fault of their own). But it can be confusing for prospective visitors and spreads impact too thinly. Independent commercial voices are not prominent.

Covid-19 has accelerated changes in consumer behaviour that have been building in recent years. It has driven more consumers online. Travel providers and distributors have been forced to explore new product categories, audiences, marketing channels, skills and working practices, policies, technologies, and even business models.

Research indicated that while many experienced suppliers are aware of the need for digital transformation, they are being held back by underpowered booking systems and websites, and also by gaps in digital content, knowledge, skills, and budgets.

The failure to adopt online distribution to connect with markets is making operators less efficient and making it more difficult for to measure and optimise performance. These weaknesses also affect the customer experience - by limiting the ability of consumers and the travel trade to discover, book, and bundle live inventory through internet-connected channels.

We can summarise barriers to digital transformation under four main headings:

1. **Capacity:** businesses lack digital assets such as people (especially staff with digital skills and knowledge), properties such as websites, booking and distribution platforms, performance data, and digital processes or policies. Without these digital assets, businesses do not have the capacity to scale up, to increase efficiency, or to meet changing customer needs. Digital transformation depends on finding these capacity gaps or traps, and on finding ways to plug or release them. Outside direction, support, or funding may be required to kickstart the digital transformation process while promoting a diverse and high-quality culture, heritage and tourism offer.
2. **Capability:** Some providers and distributors have no specialist digital staff, no online systems, no websites, and are not delivering any online marketing or communications. These gaps are relatively easy to identify. Others already have basic digital assets in place - a staff member who manages social media, for instance, or an online appointments system, or a brochure-style website. Whether the businesses are aware of it or not, however, their assets may not be fit-for-purpose in terms of changing customer needs and behaviours or of a changing competitive landscape.



(MORE THAN) WOOL TOWNS

These historic towns are quintessentially English. Some of the best-preserved mediaeval settlements are here. Grand timber frames and colourful paintwork charm residents and visitors alike. Lavenham, an archetypal Wool Town has over 340 listed buildings, leading to it becoming 'Godric's Hollow' in the Harry Potter film series. The screen tourism industry is growing. Location scouts are attracted by the wealth of natural and built heritage. The heritage offer plays a vital role in the celebration of local stories, building pride in place. Openness to filming and screen tourism provides a contemporary relevance for wider audiences - but the Wool Town story should not be lost in the limelight!

- 3. Cost:** Most businesses, before they spend their own money on digital advertising, content, or resources, may first want to see evidence that those investments will deliver a positive return. As they carry on with under-powered websites that do not represent the quality of their products and that do not convert users into customers, businesses risk losing revenue to more digitally-capable competitors. Or in the case of tours, activities, and attractions visitors may simply experience less of Suffolk on their trip - resulting in reduced economic impact and (because visitors are less satisfied) lower rates of retention and referral. In order for a programme of digital transformation to become sustainable, it needs to ensure that industry can obtain data that demonstrates the impact and financial value of transformation efforts.
- 4. Culture:** Digital transformation is about changing culture. It's about looking at the qualities that are valuable to customers and using digital systems and processes to reinforce and enhance these qualities. Digital transformation is about changing how organisations work. Support programmes will need to provide oversight and direction, to ensure that businesses are able to frame their digital transformation ambitions in ways that reflect changes in consumer behaviour, travel markets, and technology.

"I know I need to sort out my website, but I don't have time. I would love to have an online ticketing system, integrated mailing lists, digital transformation. We're stuck in the past but it's expensive and time consuming so I would need to contract someone to deliver it for me, and I can't afford that."

"We direct our marketing to Essex, because they invest in and support the culture, heritage and visitor economy. I don't bother with Suffolk."

Stakeholder comments

These issues are regional (in fact global) and a programme to address them should be looking at at least county level, if not to East Anglia. However, Babergh and Mid Suffolk is more vulnerable to these challenges than its neighbours, since it lacks urban conurbations or natural clusters which might create collective interest from prospective visitors (e.g. Suffolk Coast). Without the brand recognition of a destination, and without a prominent digital presence, it is hard for visitors to find out about Babergh and Mid Suffolk and inspire them to book a visit. If Babergh and Mid Suffolk were to lead a programme like this in partnership with other districts, centred around the cultural and heritage sector, it would potentially have the most to gain.



JIMMY'S FARM

Jimmy's Farm & Wildlife Park is a visitor attraction which promotes farming, conservation, and field to fork food. As well as exotic species, the Farm is home to a variety of rare breeds, for example, the Suffolk Punch horse which is so rare it is classed as Critically Endangered. A full range of workshops are available which are directly related to the curriculum, from nursery to further education, and for a variety of subject areas. The Farm is building an events programme which includes cultural experiences such as jazz music, ballroom dancing and wellness walks.

**THEME 3:
DRIVING COLLABORATION TO EVOLVE CULTURAL HERITAGE
PLACES AND DESTINATIONS**

Babergh and Mid Suffolk do not have a strong identity in destination terms. There is a relative lack of infrastructure, especially compared to the Suffolk Coast. It lacks a strong destination brand. Babergh and Mid Suffolk is a relatively anonymous, blank canvas. Rather than perceiving this as a negative thing, it can be seen as an advantage. This strategy proposes that Babergh and Mid Suffolk take an approach of being a 'good neighbour' and refute the reputation of being a 'poor cousin.' The district councils and local partners work across geographical boundaries to deliver their plans. Developing this collaborative mindset further with neighbouring districts and counties will allow Babergh and Mid Suffolk to realise more potential for its assets and communities.

For example, Mid Suffolk will never compete with the popularity of the East Anglian coast. But most visitors must travel through Mid Suffolk to get to the sea. By working with neighbours, and creating joined up itineraries and visitor offers, value can be created.

There are themes ripe for development which would support cultural tourism. The visual arts heritage, as already mentioned, is rich and links to the uniqueness of place. The landmark reopening of Gainsborough's House, the upcoming developments at

National Trust Flatford, and the planned reopening of Benton End, provide a more cohesive visitor offer which will allow the very best of British painting to be understood and enjoyed within a manageable weekend break. Crossing district boundaries again, developing the partnership with Colchester & Ipswich Museums service is a natural one, given their huge collections of Gainsborough and Constable. The connection between Benton End and the Ipswich Art School is another good example.

And there are further angles to be taken: the liberal, radical queer history of the East Anglian School and its students; and local, contemporary visual arts practice and how it is influenced by place.

The exploitation of these through packages, trails and itineraries would diversify the visitor offer and therefore create more resilience within the sector. There are other ways to support this as well, which will be necessary to fully realise the potential of these interconnected sectors. Creating the infrastructure for networking and collaboration will generate more partnerships, deepen understanding and share best practice. Given the large geographical footprint and challenges of public transport, networking events may have to include online and in-person options. Some individual towns have recently started their own collaborative networks, notably Stowmarket Culture Forum and Sudbury Culture Group. But these are in larger conurbations



GAINSBOROUGH'S HOUSE

This represents a jewel in the area's heritage and tourism crown. Now it has been boosted by a major capital investment - a superb extension and redisplay elevates its anchor attraction for Sudbury and the surrounding area. It also reconnects with the strong visual art heritage alongside Constable, Benton End and other places/

The challenge now is to make the connections that enable visitors to plan a cultural itinerary visit, and for locals to access the creative and social resources that the venue now offers to a national standard.

“There is an artistic heritage worth celebrating.”

“Many artists and writers have lived and worked here over time, but they are seen as individuals, but not as a cluster or movement. We should be championing the region as a centre of landscape to abstraction art.”

Stakeholder comments

where there is more critical mass of culture, heritage and creative businesses. Ensuring that rural organisations are part of the conversation is important. Additionally, working across geopolitical boundaries within the county and across county lines will be essential in order to help Babergh and Mid Suffolk realise its full potential, where itineraries and partnerships align. For example, no tour of Constable Country can ignore Christchurch Mansion, despite it being in Ipswich; and the local visual arts heritage should include Alfred Munnings, despite the Munnings Art Gallery being located in Essex.

The infrastructure of culture, heritage venues and visitor attractions is growing. Until recently, it has been largely volunteer-run groups, very small organisations, and then very commercial attractions and historic properties run by major players like the National Trust. The subsidised sector, usually the tier which has both the capacity and the agenda to progress sector

development and new initiatives, is only just beginning to reach a level at which it can have impact.

There are smaller venues, such as the John Peel Centre for Creative Arts, The Bank Arts Centre in Eye and Wingfield Barns, which have the right ambition to step into this tier, but require organisational development to do so. Looking across the region, there could be venues in neighbouring districts and counties which could provide peer support, ‘buddying’ or mentoring to help accelerate the development of these organisations which show potential. Similarly, working cross-sector would help to build an experience economy.



WINGFIELD BARNs

The majority of their audiences either come from within a 5 mile radius, or from over 20 miles away; this demonstrates the quality of their programming is enough to encourage people to travel whilst also serving a hyperlocal audience. They see rural isolation as no reason to experience cultural poverty. Wingfield makes the most of their beautiful location through new partnerships, such as writing residencies with HighTide Theatre. However, the rural location makes profitability difficult, which discourages risk-taking or programming new work. This is indicative of how the cost of living crisis intersects with rural isolation and can curtail cultural opportunity.

In memory of Lee Dunford

27th & 28th May 2017
MELFORD HALL IN SUFFOLK

LEESTOCK

Music Festival

In aid of
willow
special days for seriously ill young adults

Saturday 27th May

NEWTON FAULKNER

Wham! * **TINCHY STRYDER**

DJ JACK RABBIT SLIM'S
KYPHER MOBILE SUPER FURRY PARTY
PACIFIC+ THROPTOWN MONOTONES+ SWEET MACHETE+ *Hu!*+ THE BRINK+ SURGE+ MASSIVE ATTACK

Sunday 28th May

toploader

THE JELLYCATS + **goldie lookin chain** + **the bunnys**
rachael sage + **GG** + **walkvay** + Tom Sanderson

Phoebe flustin + **Elephant In the Room** + **GABBY RIVERS**

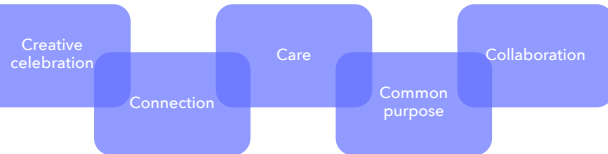
www.leestock.org

B1. VISION STATEMENT

1.1 TOWARDS A POWERFUL CULTURAL VISION

This agenda for what cultural leadership needs to look like in Babergh & Mid Suffolk reflects the views of key stakeholders all across the Districts (and wider county and region), including the Councils. The essence of what we have heard from everyone we spoke to, who are all heavily invested in Babergh & Mid Suffolk's future cultural, heritage and visitor economy success, was the vital importance of these dominant interlocking values:

Page 262



Celebrate the offer, connect it, care for and preserve the cultural heritage, with common purpose, and do it all collaboratively. And crucially, these values are a clarion call for the development of a clear long-term vision and accompanying set of ambitions.

Ambition not for grand new cultural institutions or international marketing campaigns, as nice as those would be. But rather clear ambitions for how culture, heritage and the visitor economy can combine in order to enrich the lives of people who live in Babergh & Mid Suffolk, and enrich the experiences of those who visit. The Strategy aims to create new connections and opportunities as a means to generate positive social and economic impacts for and with communities, businesses and stakeholders.

Engagement with culture, heritage and creativity is the soil out of which new ideas, jobs, innovative practices, movements and moments can grow – professionally, personally, as individuals and as place-based communities.

Therefore, the vision of this Cultural, Heritage & Visitor Economy Strategy is:

Set in a landscape of enduring inspiration, we will work together to create distinctive, welcoming, and vital cultural places and experiences that energise our communities, our enterprises and our visitors to embrace the progressive heart of Suffolk.

This draws on the landscape that has defined the culture, food and arts of the region for millennia. It makes it clear that this project is a joint one – across districts, towns and villages, but also sectors and agendas. The Suffolk pace and perspective on life is an influence, creating a warm welcome, time to renew and space to be creative.

The vision strikes a balance between local residents, businesses and organisations – who may associate much more with their town or village than a district or region – and the visitor economy which should be complementary to communities, supporting the economy and local services.



SPOTLIGHT: CREATIVE 'HUB' COLCHESTER

Creative Colchester is all about progress through partnership and sector leadership – across culture, digital and creative industries. As a hub, they share, promote, consult, signpost, review, recommend, advocate. And most importantly they seek to follow through as a partner on delivery projects and other initiatives. Colchester has strength in depth: 4 NPOs and over 3,500 creative businesses, 2021's Art Fund Museum of the Year (Firstsite). Advocacy and collaboration works. Colchester is recognised as the Creative, Cultural and Digital Hub for North Essex, by the National Endowment for Science, Technology and the Arts (NESTA) and as a creative cluster, as well as being recognised in the government's Industrial Strategy Sector Deal for the Creative Industries.

A young child with blonde hair, wearing a white t-shirt, is smiling and holding a large, fresh bunch of vegetables. The bundle includes several large, dark-skinned potatoes, several bright orange carrots, and various green leafy vegetables like asparagus and leafy greens. The child is standing in a field of green plants, likely a vegetable patch or farm. The background is a soft-focus green field.

Set in a landscape of enduring inspiration, we will work together to create distinctive, welcoming, and vital cultural places and experiences that energise our communities, our enterprises and our visitors to embrace the progressive heart of Suffolk.

B2. SHARED PRINCIPLES

OUR SHARED PRINCIPLES

In taking forward the development and delivery of this Strategy, we commit to work together, across places, districts, agendas and sectors to:



Page 264

Embed **collaborative practices** as all partners work together in developing the new initiatives and responses required by this strategy.

Identify, recognise and support the **potential for creativity** and talent to transform lives and places.

Adopt a **strengths-based approach** in all we do, seeking to foster and empower both established and untapped talent and resources across our districts.

Foster **sustainable development** in Babergh & Mid Suffolk, defined in terms of net carbon neutrality and the creation of sustainable jobs and employment firmly footed within the region.

Ensure **co-created processes** shape how we deliver against key priorities, embedding agency and insight from local communities, audiences and artists.

Be **data informed**, combining local knowledge with a careful analysis of relevant data and other local sources of cultural & creative industry, heritage, visitor economy and wider regeneration-based evidence.

Commit to measurable change, framing our action plans in ways that will allow **effective progress assessment** in short, medium and long-term.

"If cultural activities are to play a strategic role in supporting urban regeneration initiatives, many new kinds of partnership will be needed - between departments and disciplines, between the public and private sectors and, critically, with the voluntary sector and community organisations."

The Art of Regeneration: Urban Renewal through Cultural Activity, Charles Landry, Lesley Greene, Francois Matarasso, Franco Bianchini.

B3. STRATEGIC AIMS & OBJECTIVES

AIM 1:
BABERGH & MID SUFFOLK WILL SUPPORT ITS RESIDENTS TO LIVE FULL CULTURAL LIVES, BUILDING CULTURAL CONFIDENCE AND CIVIC PRIDE.

OBJECTIVES

1. Develop initiatives which enable residents to form connections, experience their local area, and relate to its identity better more fully.
2. Babergh & Mid Suffolk Councils will provide development and support services for cultural and heritage organisations which enable them to realise their potential.
3. Support the LCEP, increasing opportunities for school pupils to learn from local practising artists and creatives, and supporting teachers to develop their professional experience.
4. Increase opportunities for participation and training in cultural and heritage activities, particularly for residents without a background of cultural engagement.
5. Building as standard an approach to cultural programming which includes skills development and work experience opportunities.

6. Support green social prescribing initiatives which enable residents to better connect with landscape, culture and heritage, and including better training and support for organisations hosting prescribed patients.
7. Explore 'volunteering for wellbeing' schemes.
8. Support burgeoning place-based cultural forums to develop and deliver their ambitions.
9. Support and facilitate the development of an events strategy which is 'of place' and grows local talent.
10. Improve facilities, communications and activities which enable marginalised groups to participate in culture and heritage activities (e.g. Changing Places secured funding for accessible toilet facilities).



PERISCOPE LCEP

Periscope is the Local Cultural Education Partnership working across Babergh, Mid Suffolk and Bury St Edmunds, which aims to build connections between schools and arts, culture and creative industries. Tiny Plays, Big Ideas was a project where school students worked together to develop plays, which were then performed by professional actors on stage at the Theatre Royal. This was a great project for the students, but it also invited parents & guardians into the theatre to see their children's work, thereby building cultural engagement across the family unit.

AIM 2:

THE CULTURE, HERITAGE AND VISITOR ECONOMY SECTORS WILL BE SUSTAINABLE, RESILIENT AND WILL CHAMPION THE REGION'S DISTINCTIVE QUALITIES.

OBJECTIVES

1. Embed Babergh & Mid Suffolk's 'sense of place', brand values and personality - with a new singular destination brand name based on the 'heart of Suffolk' that more local places can use to present the variety of the visitor offer. This then can provide a gateway to more specific sub-brands, like Constable Country, and Wool Towns.
2. Develop new brand-led marketing communications to drive effective and consistent messaging, growing its appeal as a destination to visit and stay, aligning with East of England planning, research and campaign delivery.
3. Position, empower and support the cultural, heritage & visitor economy to harness opportunities for investment, innovation and growth.
4. Develop programmes which manage overtourism, including educating visitors on how to treat the environment, and finding ways to disperse visitors by time and place, e.g. peak periods, congested 'honeypots'.
5. Find new uses for empty or underutilised (heritage) buildings, for meanwhile and more permanent uses.

6. Support all venues, but particularly heritage and listed sites to improve their environmental sustainability.
7. Support venues and organisations to improve their accessibility (physical, attitudinal, marketing and communications) for a range of audiences and visitors.
8. Explore new visitor markets, including but not limited to the Purple Pound, wellbeing markets (including leisure cycling and outdoor activity breaks).
9. Ensure clear (sector and public-targeted) information provision and data capture are effectively managed, including a structured annual research programme.
10. Harness digital as a transformative 'growth and innovation' tool for sector and individual business development.
11. Support diversification of the local visitor offer, especially accommodation infrastructure and proactively support new developments.
12. Research ways to encourage culinary innovation and entrepreneurship to boost the eating out / evening economy.
13. Provide quality improvement and business development advice regarding existing schemes and peer support.



SPOTLIGHT: GENERATING DIGITAL REACH - GENERATING IN NEW WAYS

It's not news to say that the Internet can reach (global) audiences in ways that traditional media cannot. Quirky and surprising viral stories can capture the imagination, but they can also be supported. People who could never visit The Gamble could become users, even fans. In 2019, nearly half a million people tuned in online to watch a live stream tour of the Village Museum in Ruddington, Nottinghamshire. Feixue Huangdu, a Chinese-national Masters degree student made the webcast and built a huge audience back home during her time studying in the UK.

www.bbc.co.uk/news/uk-england-nottinghamshire-48758680

**AIM 3:
 BABERGH AND MID SUFFOLK'S CULTURE, HERITAGE AND
 VISITOR SECTORS WILL WORK COLLABORATIVELY WITH
 NEIGHBOURING ORGANISATIONS, DISTRICTS AND COUNTIES
 TO TRIAL NEW APPROACHES.**

OBJECTIVES

1. Develop a distinctive approach to sustainable tourism, inspired by the local food production heritage.
2. Develop an experience economy driven by culture and heritage which is visible in towns and communities.
3. Explore cross-sector and cross-boundary ways of working, especially innovative commissioning models, trails and thematic packages, e.g. food, visual arts heritage.
4. Develop and test brand offer, and market via travel trade / media trips through experience-based offer.
5. Utilise sub-regional infrastructure to the best effect for Babergh & Mid Suffolk's residents, businesses and visitors.
6. Work outside of comfort zones, employ a spirit of piloting and risk taking, with an understanding that models must be agile and evolving.

7. Commit to a faster rate of sector innovation which includes the commercial and subsidised sectors working collaboratively.
8. Support development of niche 'getaway' opportunities in the business tourism conference market.
9. Support the newly invested signature attractions as audience / visitor drivers and experience to fully develop potential as gateway experiences to the wider area, e.g. Shotley Peninsula, Sudbury etc.
10. Review and explore modelling for 'pilot & roll-out' initiatives, such as the wayfinding strategy in Stowmarket.
11. Identify and develop entrepreneurial opportunities and training partnerships to upskill the workforce and encourage the retention of hospitality students, notably working with the Further and Higher Education institutions.

Local partnerships and communities will become strong partners and leaders in increasing cultural participation – inspired by place, contributing to civic pride, environmental, educational, skills development and health & wellbeing goals. The sector will be supported with targeted and place-specific development programmes to better celebrate Babergh & Mid Suffolk's resident and visitor offer through its creative businesses, culture, heritage, and natural environment partners, telling our stories in a way that builds the local economy through strategic partnership.



CENTRE FOR CULTURE AND HERITAGE

The University of Suffolk continues to develop this Centre, building a cross-faculty team including arts & culture, creativity, history, law, architecture and English. In seeking to be the 'hub' for Creative Suffolk, CCH's aims include:

- Being a hub of creative excellence for research and creative projects;
- Connecting history and culture through events, exhibitions, research, education & outreach;
- Working with communities, individuals, and organisations in order to support the region's culture and heritage;
- Engaging with international partners.

www.uos.ac.uk/content/centre-culture-heritage



C1. A ROUTE MAP - CONVERGING COMMON PURPOSE ACROSS BABERGH & MID SUFFOLK

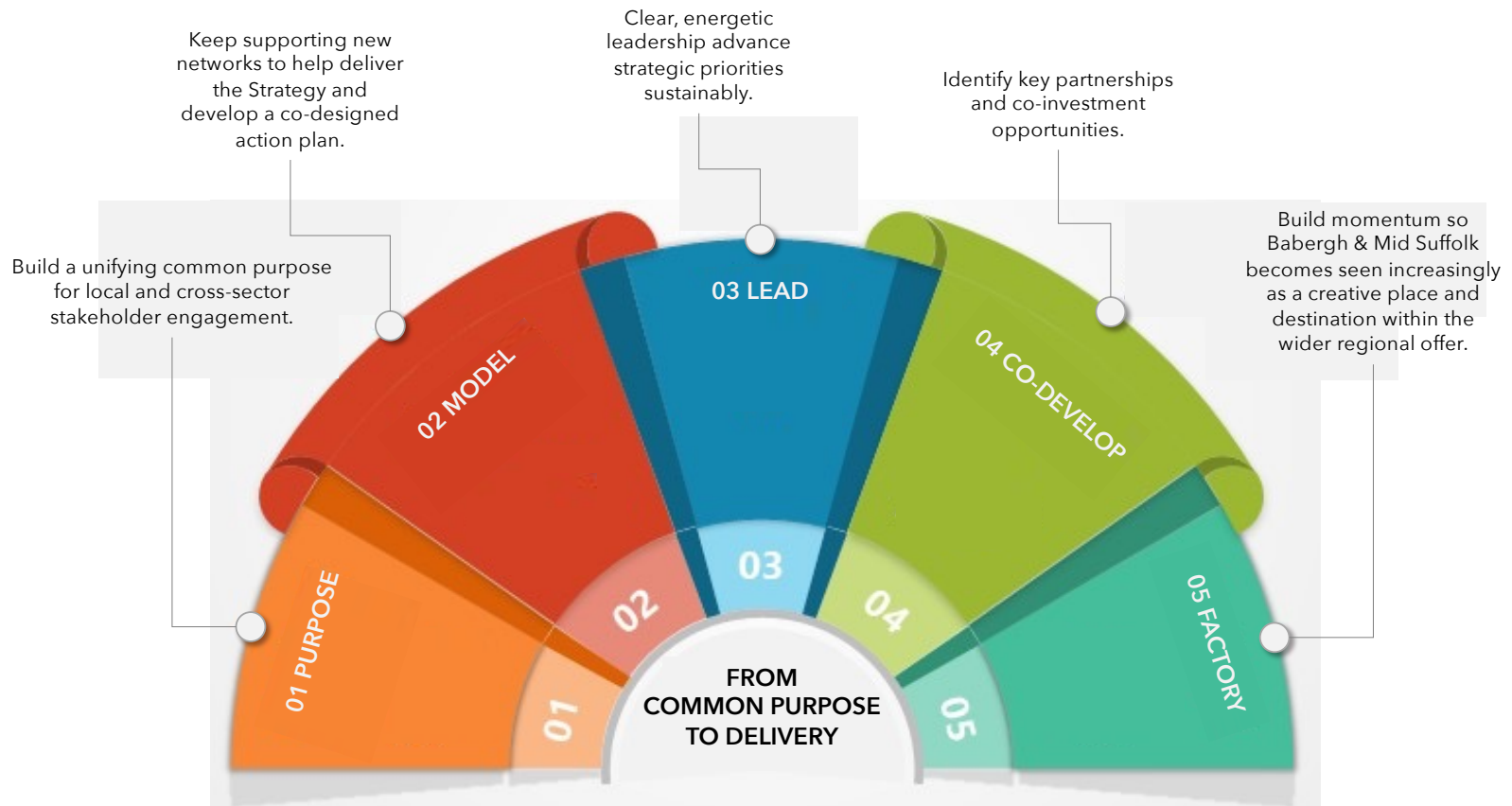
The cultural, heritage and visitor economy sectors will look to the Councils for strategic leadership (and guidance and advice for regional connectivity, funding and advocacy of course).

FROM COMMON PURPOSE TO DELIVERY

A strategic process to drive implementation of the Strategy.

In viewing the cultural, heritage, creative industries and tourism sectors as regenerators, social and economic value creators, the Council can respond with tools, expertise and support to drive demonstrable impacts, including through nurturing cultural partnership and entrepreneurship.

The Council can be a fulcrum for cultural development, co-designing (across departments and with external partners) and deploying local and hyperlocal responses and programmes, as well as districts-wide.



Page 269

C2. ACTION PLAN FRAMEWORK

C2.1 INTRODUCTION

The Action Plan covers an initial 2-year period, with annual reviews and updates through the duration of the period covered by the Strategy. It is designed as a live, transitional plan to guide actions and build capacity over this period. It should be seen and used as an iterative document, being updated on a regular basis (at least annually, but ideally much more often), as impacts, insights and opportunities present, through programme investment and evaluation.

The Action Plan is structured according to strategic priorities and their underlying objectives. Specifically, where possible, it:

- Sets realistic targets;
- Identifies the actions needed to achieve the target;
- Allocates responsibility to task leaders and supporters;
- Defines timescales;
- Identifies methods for evaluating the success rate and impact of each activity against the relevant target;
- Suggests indicative costs where possible.

While every attempt has been made to allocate responsibility, timescale, and resource requirements for each action, implementation of the Action Plan depends on a clear locus and structure for cultural development leadership being agreed / achieved.

C2.2 PROGRESSIVE FOCUS

The Year 1 focus is to get getting up and running. Year 2 is more about implementing plans, building on Year 1 activities. As lessons are learnt, and new circumstances and opportunities emerge, proposed actions should be reviewed and refined.

C2.3 CO-PRODUCTION OF AN ACTION PLAN

The development of the action plan will be a fully collaborative process. As such this sample framework is very much a starting point only.

OBJECTIVES TO ACTIONS	Priority	Timescale	Lead / partners	Resource	Evaluation
Aim / Objective					
Action...					
Action...					

C3. CONCLUDING STATEMENT

This Strategy is all about making Babergh & Mid Suffolk a more attractive and dynamic place for residents and visitors alike. Babergh & Mid Suffolk aspires to be one of the UK's greenest, most welcoming, most liveable places, with residents and visitors inspired by its culture, heritage, food & drink, landscape and the diversity and quality of its accessible experiences and opportunities.

This Strategy sets out a visitor economy vision of a more integrated year-round offer; a unified presentation of the districts (and the distinctive places that make the whole) as a timeless yet contemporary destination.

This Strategy also sets out how more effective delivery partnerships can help Babergh & Mid Suffolk realise its ambitions to become more visible, connected and competitive as a place to be and a place to visit through its unique and rich culture and (natural and built) heritage. This can make a compelling case to build civic pride and participation, attract and retain visitors, continue to develop place-based and thematic partnerships and appeal to funders and investors.

In support of these aims this Strategy seeks to improve the quality, reach and effectiveness of Babergh & Mid Suffolk's cultural, heritage and visitor offer. Locals can discover and rediscover 'their' part of Suffolk, and visitors can find their own brand of ownership of a special place that is full of hidden and not-so-hidden gems.

The Strategy also seeks to be a vital foundation of wider economic development efforts for Babergh & Mid Suffolk, enabling the key partners to come together in more effective working structures that will allow them to compete successfully for the necessary supporting investment vital to future product, service and infrastructure development and promotion.

Babergh & Mid Suffolk's vision is to create a tourism offer that is:

- **Diverse** - The range and quality of opportunities and experiences accessible from Babergh & Mid Suffolk is second to none in the region.
- **Differentiated** - Babergh & Mid Suffolk is recognised and promoted as a vital cultural heritage hub for Suffolk and the region - a distinctive, welcoming, and captivating place.
- **Dynamic** - An enriched, joined up, cultural heritage-led tourism-friendly offer driving community and visitor growth, sustainable social and economic success.

What comes next is the important bit. It is all about continuing to build the local, district and regional partnerships that can help to deliver the ambitions of this Strategy for Babergh & Mid Suffolk's communities, visitors, businesses and partners. This start with an action plan, and a clear, collective response to both the exciting opportunities and challenges in meeting them with the energy, resources and capacity they deserve.



BENTON END

The philosophy of the art school was an informal, holistic education with a sense of the avant-garde and a radicalism which enabled creativity across disciplines spanning painting, literature botany, cookery, horticulture, environmentalism and more. Recently acquired by the Garden Museum, a project is underway to reopen the site to visitors, artists and creative practitioners, and the community, all in the spirit of the School's founders. Due to reopen in 2027, it will be an important addition to the wider artistic heritage offer as well as a resource for contemporary practice. More significantly, Benton End will be vital for the community through a full education, wellbeing, and environmental programme.



D. ADDENDUM

Image: John Peel Centre for Creative Arts, Stowmarket

D1. LIST OF CONSULTEES

Role	Organisation
Executive Director	Visit East of England
Innovation and Sectors Manager	New Anglia LEP
Co-Director	Suffolk Art Link
Chief Executive	MENTA
Arts Development Manager	Suffolk County Council
Pro Vice-Chancellor, Business and Entrepreneurship	University of Suffolk
Operations & Business Development Manager	Screen Suffolk
Head of Creative Programmes	DanceEast
Growing Places Fund Senior Coordinator	New Anglia LEP
Director	The Food Museum
Director	Gainsborough's House
Development Officer	Gainsborough's House
Events & Theatre Manager	The Regal Theatre and Cinema
Manager	Wingfield Barns
Development Officer	St. Peter's Church / Arts Venue
Project Founder, Painter	Pasture Place
Owner	Helmingham Hall & Gardens
Manager	Flatford Mill
Co-Owner	Suffolk Food Hall / Shotley Tourism Action Group
VE Strategic Lead, AONB Officer	Suffolk County Council
Strategic Lead for the Visitor Economy	Suffolk Growth Partnership
Brand Manager	Visit Suffolk
Chair	The Bank Arts Centre, Eye
Founder, CEO, Strategic Management Coordinator	Kinetic Science
Head of Engagement	Suffolk Wildlife Trust
	Stowmarket Stories

One-to-one consultations were conducted with representatives from a variety of culture, heritage, tourism creative and other sectors. The tables below set out who has responded to consulting approaches to date, from a larger database of over 150 contacts, which also served the workshops.

Role	Organisation
Administrative Officer	High Tide
Author	Easterly Artists, Suffolk Open Studios
Co-Director	Suffolk Artlink
Marketing and Digital Communications Officer	Eastern Angles
Director	Folk East
Secretary	Association for Suffolk Museums
CEO	Suffolk Libraries
Head of Primary Care Partnerships; Deputy Director of Partnerships and Alliance Delivery	East Suffolk CCG; Ipswich and East Suffolk Alliance
Chair	Mid Suffolk Disability Forum
Project Director	Benton End
Chair	Periscope LCEP

Organisations	
All About Ipswich	Frinfings
Babergh and Mid Suffolk District Councils	Gainsborough's House
Churches Conservation Trust	Hadleigh Town Council
De Vere House Accommodation	Haughley Park Ltd
Dedham Vale Area of Outstanding Natural Beauty	Heat Design
Dream On CIC & Blossom Charity	Hintlesham Hall Hotel
EA Festival	Jimmy's Farm & Wildlife Park
East Anglian Festival Network	John Peel Centre for Creative Arts
East Bergholt Parish Council	Little Hall Museum, Lavenham
Eye Heritage Group	MENTA
Eye Magazine	New Anglia LEP
Eye Town Council	Oakmere Solutions Ltd
Eyes Open Community Interest Company	Orchestras Live
Footprints Theatre Company	Rattlesden River Valley Network
Freelancers	Rectory Manor Hotel

A series of [stakeholder engagement workshops](#) were held. These workshops tested some early and emerging themes developed from the desk research and one-to-one consultations already undertaken, through use of stimulus questions and facilitated discussions. Attendees included community, cultural, heritage, tourism, hospitality, leisure and voluntary groups and organisations; businesses; creative practitioners; and Council officers, with representatives from the following organisations:

Organisations	
River Stour Festival	The Banks Arts Centre
SCC1	The Bridge Project
Screen Suffolk	The ERD Connection
Stow Stories	The Food Museum
Stowmarket Town Council	The Hotel Folk
Sudbury Common Lands Charity	The Kinetic Science Foundation
Sudbury Museum Trust	The Offshoot Foundation
Sudbury Town Council	The Old Rectory, Kettlebaston
Suffolk Artlink	The Pin Mill Studio
Suffolk Chamber of Commerce	The Quay Theatre
Suffolk County Council	Thomas Gainsborough School
Suffolk Growth Partnership	Visit Hadleigh
Suffolk Libraries	Wingfield Barns

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<p>CORPORATE & GOVERNMENT</p>	<ol style="list-style-type: none"> 1. Wellbeing Strategy, Babergh & Mid Suffolk District Councils, 2021-2027 2. The State of Children in Suffolk, 2016 3. Suffolk Devolution Deal, 2022 4. Recovery Plan, Babergh & Mid Suffolk District Councils, 2022 5. Mid Suffolk, Investment Plan Application, UK Shared Prosperity Fund, 2022 6. Babergh, Investment Plan Application, UK Shared Prosperity Fund, 2022 7. Explore Suffolk Business Improvement District (BID) Feasibility Report, Locus, 2022 8. Communities Strategy, Babergh & Mid Suffolk District Councils, 2019-2036 9. Create Growth Programme Application, New Anglia LEP, 2022 10. Leisure, Sport and Physical Activity Strategy, Babergh & Mid Suffolk District Councils, Update 2021 11. Eat The View, Promoting Sustainable Local Products, The Countryside Agency 12. South Norfolk and High Suffolk Claylands, National Character Area Profile, Natural England, 2014 13. Living With Covid, Town Centre Grant, Suffolk Growth, Babergh & Mid Suffolk District Councils, 2022
<p>VISITOR ECONOMY</p>	<ol style="list-style-type: none"> 1. Volume and Value Report: Economic Impact of Tourism, Babergh Report, 2019, 2020, 2021 2. Volume and Value Report: Economic Impact of Tourism, Mid Suffolk Report, 2019, 2020, 2021 3. Destination Development Plans, Visit East of England & Partners, 2021 4. Visit East of England - Consumer Sentiment Survey, 2021 5. Visit East of England - B2B Survey Results 6. Volume and Value Report: Economic Impact of Tourism, Eye Report, 2018 7. Volume and Value Report: Economic Impact of Tourism, Hadleigh Report, 2018 8. Volume and Value Report: Economic Impact of Tourism, Lavenham Report, 2018 9. Volume and Value Report: Economic Impact of Tourism, Long Melford Report, 2018 10. Volume and Value Report: Economic Impact of Tourism, Needham Market Report, 2018 11. Volume and Value Report: Economic Impact of Tourism, Stowmarket Report, 2018 12. Volume and Value Report: Economic Impact of Tourism, Sudbury Report, 2018 13. Suffolk Visitor Economy Data Collection Brief, and Proposal, T-stats 2022 14. Economic Impact of Tourism, Suffolk Coast & Heaths AONB, Destination Research, 2021 15. Economic Impact of Tourism, Stour Valley Project, Destination Research, 2021 16. Economic Impact of Tourism, Suffolk, Destination Research, 2021 17. Economic Impact of Tourism, Mid Suffolk, Destination Research, 2021 18. Economic Impact of Tourism, Babergh, Destination Research, 2021 19. Economic Impact of Tourism, Dedham Vale AONB, Destination Research, 2021 20. Naturally Creative Brief and Brand Creation, Visit East of England, 2022 21. South Suffolk, The BID for South Suffolk, Locus 22. AirBnB Suffolk Area Profile 23. Accessibility and Inclusion: Enabling growth of the Suffolk Visitor Economy, Suffolk Growth, 2023

Page 276

This is a representative rather than exhaustive list. A number of other articles, databases, academic and other studies and other reports will have been used in addition to this selection.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 277</p> <p>CULTURE & HERITAGE</p>	<ol style="list-style-type: none"> 1. Heritage Engagement Ideas for the Suffolk Wool Towns, 2018 2. Head East, Lite Campaign Update, 2022 3. Head East, Campaign Evaluation, 2021 4. Driving Cultural Placemaking Overview, The Sudbury Culture Group 5. Feasibility Study on the Development of a Film Studio, Training Centre and Creative Cluster in Brantham, Olsberg SPI, 2022 6. John Peel Centre for Creative Arts, NPO Application, 2022 7. MEND at MEAL, Museum Estate and Development Fund Bid, Museum of East Anglian Life 8. NPO and IPSO Programme Bid, Museum of East Anglian Life, 2022 9. Project Summary Gainsborough's House 10. Culture Drives Growth, The East's Cultural Strategy, 2016-2022 11. Culture Drives Impact, The Norfolk and Suffolk Culture Board Manifesto, TFCC, 2022 12. Cultural Strategy, Evidence Report, New Anglia LEP, Hatch, 2021 13. Building the Cultural Economy Report, StartEast, BOP Consulting, 2021 14. Revenue Grant Application Form, Museum of East Anglian Life, Babergh & Mid Suffolk District Councils, 2023-23 15. Revenue Grant Application Form, Eastern Angles, Babergh & Mid Suffolk District Councils, 2023-23 16. Revenue Grant Application Form, DanceEast, Babergh & Mid Suffolk District Councils, 2023-23 17. Revenue Grant Application Form, East Anglian Traditional Music Trust, Babergh & Mid Suffolk District Councils, 2023-23 18. Revenue Grant Application Form, Eyes Open CIC, Babergh & Mid Suffolk District Councils, 2023-23 19. Revenue Grant Application Form, Suffolk ArtLink, Babergh & Mid Suffolk District Councils, 2023-23 20. Revenue Grant Application Form, John Peel Centre for Creative Arts, Babergh & Mid Suffolk District Councils, 2023-23 21. Revenue Grant Application Form, The Quay Theatre, Babergh & Mid Suffolk District Councils, 2023-23
<p>PLACE & COMMUNITIES, DEMOGRAPHICS & DATA</p>	<ol style="list-style-type: none"> 1. What's Next for Sudbury - Key Projects under the Sudbury Vision Programme, 2022 2. What's Next for Sudbury - Questionnaire Initial Feedback, 2022 3. Delivering a Vision for Prosperity in Stowmarket: All-Issues Response 4. Delivering a Vision for Prosperity in Stowmarket: 5-Year Action Plan 5. Creating Wayfinding In Sudbury, The Public Art Company, 2021 6. Local Strategic Plans Framework (Plan on a Page), Sudbury Vision 7. Local Strategic Plans Framework (Plan on a Page), Stowmarket Vision 8. Vision (Plan on a Page), Invest in Hadleigh 9. Stowmarket Masterplan (SHELF), Stowmarket Vision 10. Community Development Grant Scoring Matrix, Babergh & Mid Suffolk District Councils 11. Retail and Commercial Leisure Town Centre Study, Ipswich Borough & Suffolk Coastal District, 2017 12. Stowmarket Place Making and Creative Wayfinding Brief, Stowmarket Vision, 2022 13. Stowmarket Place Making and Creative Wayfinding Interim Report, Counterculture, 2022 14. Vision Engagement Activity Feedback, Invest in Needham Market 15. Programme and Scope, Invest in Eye Programme, Mid Suffolk District Council and Eye Town Council, 2021 16. Programme and Scope, Invest in Eye (Plan on a Page), Invest in Eye, 2021 17. C-CARE Reset and Redesign, Town Centre Recovery: new approaches, ITQ Feasibility/Pilot Project, Norfolk or Suffolk



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Babergh & Mid Suffolk cultural, heritage and visitor economy strategy

Engagement Phase
Insights Report
January 2023



Contents

SECTION A OVERVIEW

1 Project introduction 03

2 Engagement approach & profile 04

SECTION B CONSULTATION STAGE SUMMARY

1 SWOT analysis 09

2 PESTLE analysis 11

3 Culture place wheel® 13

4 Visitor survey 18

SECTION C NEXT STEPS

1 Looking ahead 31

Quotes included in this report are verbatim comments from the interview consultations and workshops to date.

A1. Project introduction

A1.1 Why consult?

Do we just want to be seen to have listened to stakeholders before we produce a Strategy? Or do we really want to (in fact need to) engage as part of a longer-term collaborative way of working?

Our approach is the latter and it is as critical hyper-locally as it is regionally. Babergh & Mid Suffolk does not and cannot act in isolation – especially in tourism, but also across culture and heritage. The importance of Suffolk and East of England plans, positioning and collaboration is likely to become ever more important to Babergh & Mid Suffolk. The Strategy development process will support the Councils on their shared journey as it builds understanding of the current landscape, its challenges and opportunities. In other words, what you are dealing with and how the role of improved creative identity can benefit, e.g. community wellbeing on one hand, and visitors and inward investment on the other.

A1.1.1 Our approach

Step 1 - Scoping and researching – defining the scale and scope of the development project.

Step 2 - Engaging and testing – exploring issues and building engagement through consultation and critical thinking; test the pillars of the Strategy – its themes and strategic priorities;

Step 3 - Prioritising and defining – developing the aspirations and values into a Strategy and action plan; taking ownership by creating a route map.

This allows the Strategy development process to be open and flexible, factoring in influencing factors that may not have been present when the original brief was created, e.g. cost-of-living crisis, further changes in government (policy), post-pandemic funding, other major local authority strategies to align with, and so on.

Within the budget and timeframe the public, e.g. participants, visitors, attenders, volunteers, and those less engaged will fall outside the scope of the engagement phase of Strategy development. A consultation version of the Strategy can of course be a start point to bring the residents of Babergh & Mid Suffolk’s communities into the process, and connect to the ongoing community engagement of the cultural, heritage and tourism sectors.

A1.1.2 Important note on findings

These reports seek out critical commentary. The process does not seek to create a ‘place hagiography’ for Babergh & Mid Suffolk or select easy plus-points to focus on. In asking people’s opinion of ‘their’ Babergh & Mid Suffolk, and what is important to them, engagement asks what can be better more than what is already good (although that is explored as well to identity strengths to build upon).

This results in delivering a collective voice that is weighted to the critical – which can make for occasionally tough reading. This should not be read as indicative of relative / competitive disadvantage or poor performance.

A2. Engagement approach and profile

A2.1 Scale and scope

This Insight Report presents findings from a series of 1:1 interviews, desk research, a visitor survey, mini-workshop activity and a series of stakeholder engagement workshops. The purpose of the report is to secure a mandate for the direction of strategy development - areas of focus, critical themes, level of ambition etc. This report provides a view of what the engagement phase has revealed, leading to early themes and priorities for the Strategy.

The research, consultation and analysis that has informed this interim report has been conducted between October and December 2022.

One-to-one consultations were conducted with representatives from a variety of culture, creative, tourism and other sectors. The table below sets out who has responded to consulting approaches to date, from a larger database of over 150 contacts, which also served the workshops.

Some of those consulted also participated in the in-person workshops taking place across Babergh & Mid Suffolk. A number of outstanding consult targets may also be re-approached at a later date, subject to need. Previous consultees may also be re-contacted to conduct follow-up interviews to explore key issues in more detail.

Name	Role	Organisation
Pete Waters	Executive Director	Visit East of England
James Allen	Innovation and Sectors Manager	New Anglia LEP
Alex Casey	Co-Director	Suffolk Art Link
Alex Till	Chief Executive	MENTA
Jayne Knight	Arts Development Manager	Suffolk County Council
Prof. Gurpreet Jagpal	Pro Vice-Chancellor, Business and Entrepreneurship	University of Suffolk
Jim Horsfield	Operations & Business Development Manager	Screen Suffolk
Lucy Bayliss	Head of Creative Programmes	Dance East
Iain Dunnett	Growing Places Fund Senior Coordinator	New Anglia LEP
Jenny Cousins	Director	The Food Museum
Mark Bills	Director	Gainsborough's House
Arabella McKessar	Development Officer	Gainsborough's House
David Marsh	Events & Theatre Manager	The Regal Theatre and Cinema
Anna Fielding	Manager	Wingfield Barns
Allison Burke	Development Officer	St. Peter's Church / Arts Venue
Ruth Philo	Project Founder, Painter	Pasture Place
Edward Tollemache		Helmingham Hall & Gardens
Simon Peachey	Manager	Flatford Mill
Oliver Paul	Co-Owner	Suffolk Food Hall / Shotley Tourism Action Group

Paula Booth	VE Strategic Lead, Area of Outstanding Natural Beauty (AONB) Officer	Suffolk County Council
Richard Hunt	Strategic Lead for the Visitor Economy	Suffolk Growth Partnership
Helen Cutting	Brand Manager	Visit Suffolk
Peter Brooke	Chair	The Bank, Eye
Debbie Ball	Founder, CEO, Strategic Management Coordinator	Kinetic Science
Sara Holman	Head of Engagement	Suffolk Wildlife Trust
Judith Thompson		Stowmarket Stories
Holly White	Administrative Officer	High Tide
Miles Barry	Author	Easterly Artists, Suffolk Open Studios
Hayley Field	Co-Director	Suffolk Artlink
Emily Walden	Marketing and Digital Communications Officer	Eastern Angles
Rebecca Marshall-Potter	Director	Folk East
Jayne Austin	Secretary	Association for Suffolk Museums
Bruce Leeke	CEO	Suffolk Libraries
Louise Hardwick	Head of Primary Care Partnerships; Deputy Director of Partnerships and Alliance Delivery	East Suffolk CCG; Ipswich and East Suffolk Alliance
Tom Beese	Arts, Libraries & Museums Project Officer	Suffolk Culture Network, Suffolk County Council

A series of stakeholder engagement workshops were held at The Bank, Eye, Jimmy's Farm & Wildlife Park, Wherstead, Gainsborough's House, Sudbury and The John Peel Centre for the Arts, Stowmarket in November 2022. These workshops tested some early and emerging themes developed from the desk research and one-to-one consultations already undertaken, through use of stimulus questions and facilitated discussions. Attendees included community, cultural,

heritage, sport and voluntary groups and organisations; businesses; creative practitioners; and Council officers, with representatives from the following organisations:

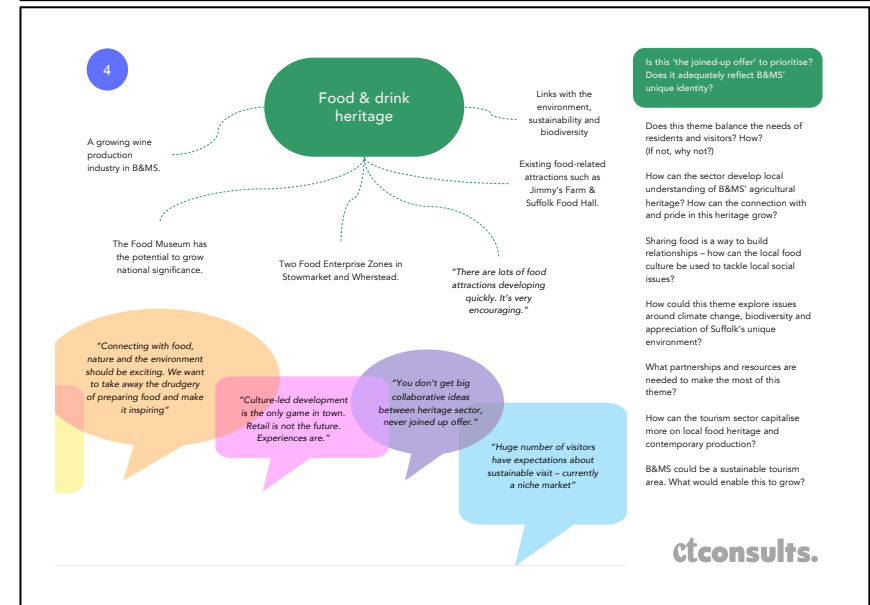
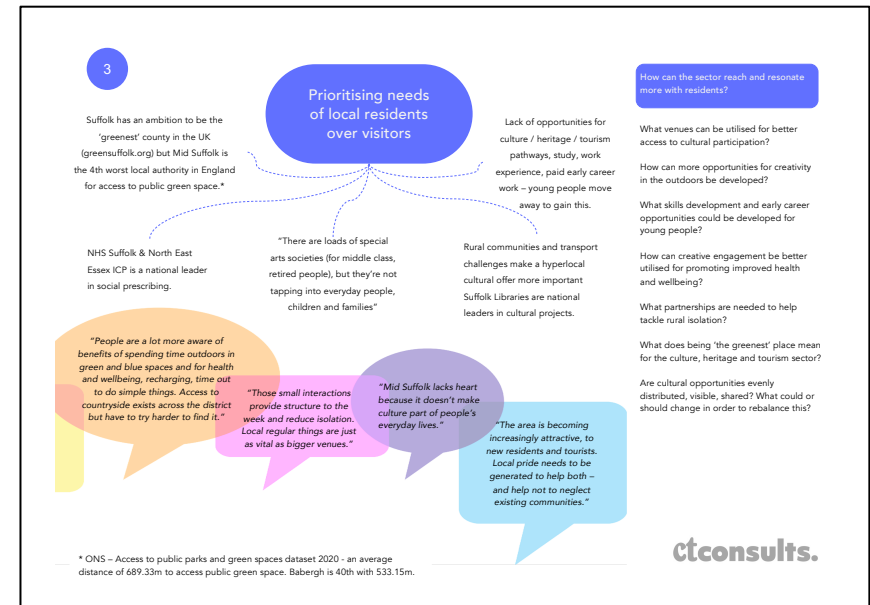
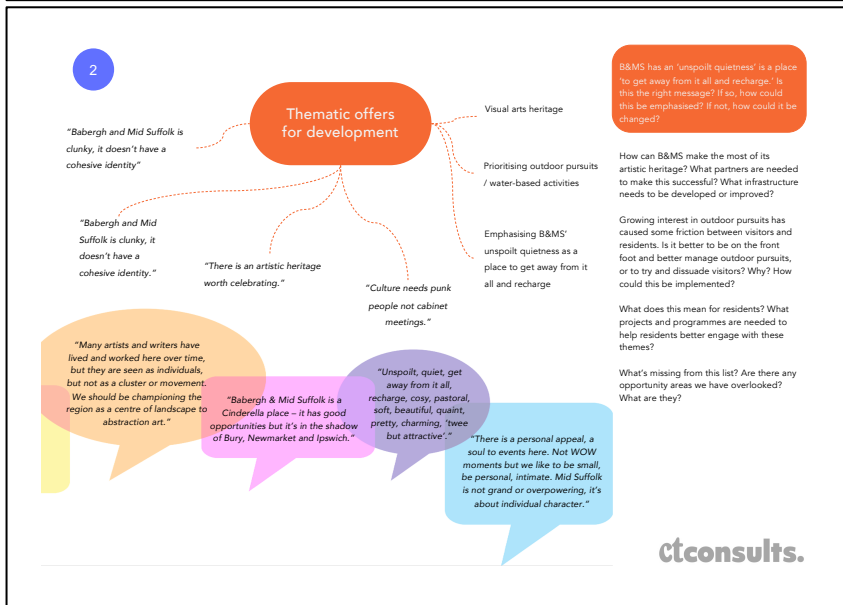
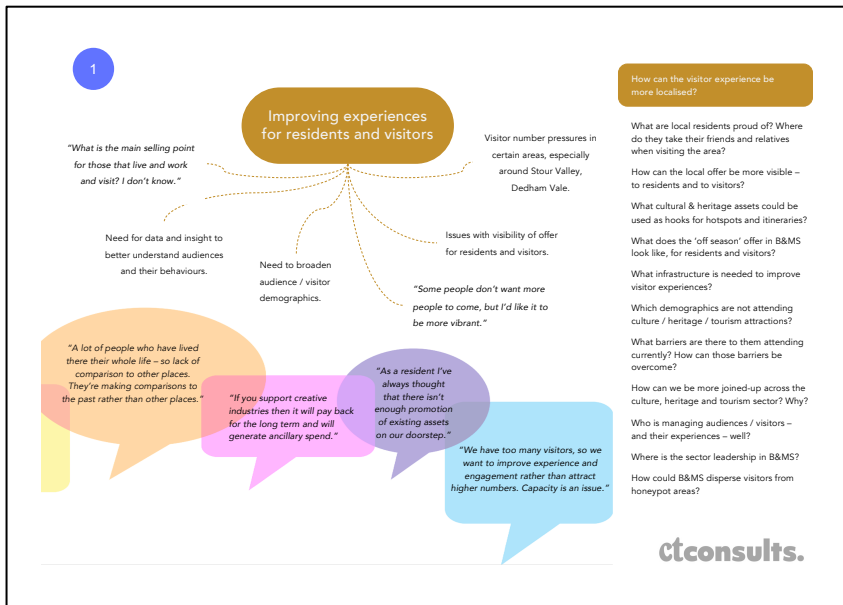
Organisation
All About Ipswich
Babergh and Mid Suffolk District Councils
Churches Conservation Trust
De Vere House Accommodation
Dedham Vale Area of Outstanding Natural Beauty
Dream On CIC & Blossom Charity
EA Festival
East Anglian Festival Network
East Bergholt Parish Council
Eye Heritage Group
Eye Magazine
Eye Town Council
Eyes Open Community Interest Company
Footprints Theatre Company
Freelancers
Frinfings
Gainsborough's House
Hadleigh Town Council
Haughley Park Ltd
Heat Design
Hintlesham Hall Hotel
Jimmy's Farm & Wildlife Park
John Peel Centre for Creative Arts
Little Hall Museum, Lavenham
MENTA
New Anglia LEP

Oakmere Solutions Ltd
Orchestras Live
Rattlesden River Valley Network
Rectory Manor Hotel
River Stour Festival
SCC1
Screen Suffolk
Stow Stories
Stowmarket Town Council
Sudbury Common Lands Charity
Sudbury Museum Trust
Sudbury Town Council
Suffolk Artlink
Suffolk Chamber of Commerce
Suffolk County Council
Suffolk Growth Partnership
Suffolk Libraries
The Banks Arts Centre
The Bridge Project
The ERD Connection
The Food Museum
The Hotel Folk
The Kinetic Science Foundation
The Offshoot Foundation
The Old Rectory, Kettlebaston
The Pin Mill Studio
The Quay Theatre
Thomas Gainsborough School
Visit Hadleigh
Wingfield Barns

Additionally, extensive desk research has been undertaken to build the picture of existing documents, strategies, data and evidence relating to Babergh & Mid Suffolk Councils-led past and current initiatives and other relevant agencies and organisations. This has built a picture of Babergh & Mid Suffolk's strengths and needs in a local, county and regional context.

A dynamic online map of cultural and creative assets is available to continue to be populated at (see screengrab two pages below): <https://bit.ly/3WQvB8M>. With over 300 categorised entries, it includes theatres, museums, heritage assets, arts centres, visitor attractions, creative infrastructure and supply chain, cinemas, events and music venues, public art, community hubs, visitor attractions and active lifestyle offer. Stimulus sheets (see below) were used to help workshop participants to explore the issues around one of four thematic topics, framed from the responses of earlier 1:1 consultations:





A2.2 Local Context

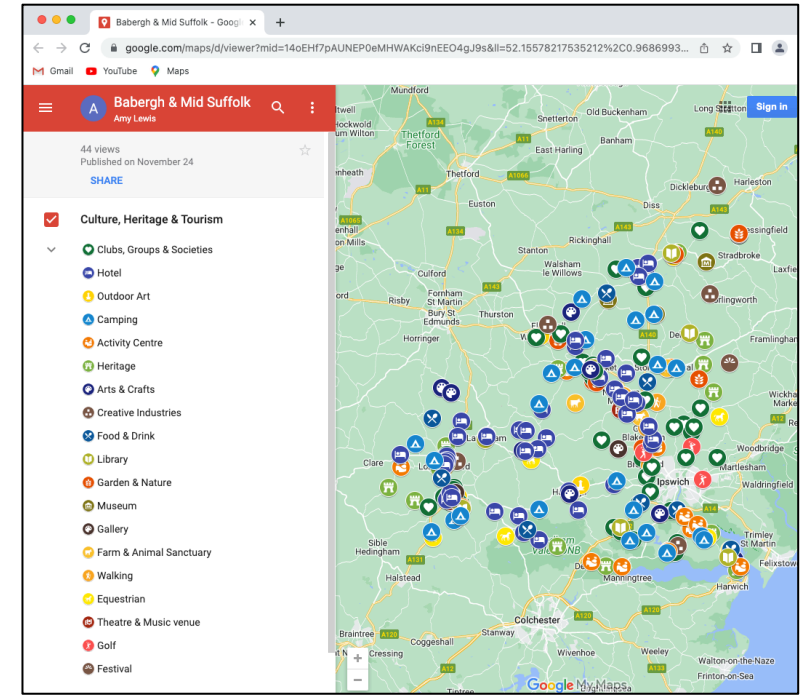
"Suffolk is the poor cousin of East Anglia and Mid Suffolk is the poor cousin of Suffolk"

Stakeholder

Babergh & Mid Suffolk's cultural, heritage and visitor economy sectors are notable in its structure, variety and distribution.

What do we mean by these three generic titles, and where are the interdependencies?

We are referring to a wide range of diverse, dispersed organisations, businesses, programmes and groups, all of which impact on creative participation and visitor experience and sense of identity for Babergh & Mid Suffolk's residents and visitors. How these layers connect and collaborate in order to realise collective ambitions is key to the success of the area's potential – as is the physical cultural geography; its places and spaces which connect physically, thematically and through shared heritage and identity.



Dynamic asset map

www.google.com/maps/d/viewer?ll=52.17579877882994%2C0.943694000000105&z=10&mid=14oEHf7pAUNEP0eMHWAKci9nEEO4gJ9s

B1. SWOT analysis

The SWOT analysis is a tried and tested tool, but has lost none of its usefulness over the years. By contextualising the internal issues with those external issues that the Council has less influence over, practical routes forward can be derived.

Strengths & Weaknesses assess skills, resources, culture, historical factors, management, communications and so on - internal factors which are within the control and influence of the Council.

Opportunities & Threats cover governmental matters, wider funding issues, other organisations' behaviour and priorities and so on. These factors are external and normally beyond the scope of direct management and influence.

The chart addresses only issues directly relating to arts & culture, and some elements will be related to wider policy and management issues, e.g. post-pandemic policy, masterplanning etc. Many smaller issues have arisen, but have not been included here in order to focus on the main topics.

Strengths	Weaknesses
<ul style="list-style-type: none"> - Landscape, environmental heritage; culture as foundation of local life - Contemporary heritage - visual arts, food & drink production, literature - Councils role and relationships within Suffolk and region - 'Naturally' campaign, sustainable tourism, outdoor pursuits - Sense of place - relaxing, tranquil, soft, a place to (re)discover - Demonstrably strong stories and themes, e.g. food, ancient heritage, landscape, nature and pace of living - Accessibility to large domestic visitor markets - Investment in ambitious, nationally significant cultural assets e.g. Gainsborough's House, Food Museum 	<ul style="list-style-type: none"> - A lack of cultural capital (e.g. skills, education, knowledge) within resident populations (who lack cultural entitlement / confidence) - Rural isolation and cultural poverty - Public transport and road networks slow / inhibit movement - Data collection and market insight; data-driven market and product development - Historic infrastructure for attractions to network, collaborate, share (between each other and for residents / visitors) - Lack of developed (bookable) experiences - Food and drink heritage flawed if field to table offer not fully realised, e.g. artisan food, markets, dining offer etc.
Opportunities	Threats
<ul style="list-style-type: none"> - Clear appetite to build cultural capital with resident populations - Change in resident audience and visitor expectations post-pandemic 	<ul style="list-style-type: none"> - Lack of collaboration across regional political boundaries, especially within Suffolk, e.g. Explore Suffolk - Lack of cross-sector working if not continually supported centrally

<p><i>"Covid has provided a fresh canvas. Audiences are behaving differently. It's time to try new things."</i></p> <ul style="list-style-type: none"> - Development of a strong, structured regional destination management model - Development of a strong, structured sub-brand for Babergh & Mid Suffolk destination - Year round offer, winter offer, shoulder season and linking with residents - Contributing to managing regional over-tourism - Valley Ridge: potential game-changing development - Valley Ridge: place / destination positioning / image impact - Tap into spirit of piloting and managed risk taking, e.g. visitteering packages - Emerging locally-driven infrastructure for attractions to network, collaborate, share - Regional visitor markets (e.g. Essex, London), promoting key themes (e.g. outdoors, cultural heritage, food¹) and new investments - Potential role of culture in place ambassadors programme - Case-making and demonstrable enabling of residents and communities to benefit from visitors, not just absorb the negative impacts (traffic, parking issues, litter, impact of seasonal fluctuations) - a civic pride approach - Screen tourism 	<p>(e.g. by Councils)</p> <p><i>"Collaboration is not a strength of Suffolk"</i></p> <p><i>"There's a long tradition of not working together"</i></p> <ul style="list-style-type: none"> - Cost of living crisis and securing a sustainable economic and funding model (even for non-chargeable offer) - National funding focus in other regions - Local destination competitiveness and lack of joint branding, marketing, use of data etc. - Low-wage economy across tourism and hospitality - Access to green space not being proactively incorporated into new developments, from towns - Continued challenges of local provision caused by rurality, e.g. lack of public transport and infrastructure, digital poverty, cultural poverty, social and rural isolation, lack of opportunities for young people etc. - Imbalance between resident and visitor needs
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¹ <http://publications.naturalengland.org.uk/publication/62072>

B2. PESTLE analysis

PESTLE is an analytical tool most often in marketing planning. As a tool it can be used to provide an overview and track the environment that a place / organisation is operating in, which can be especially useful when a new plan or product / service is in development.

Political	
Babergh & Mid Suffolk Council	Local elections / leadership - stability of long-term policy commitments. Pockets of deprivation can be hidden by overall level of relative affluence in UK terms.
Revenues	Funding implications from local settlements and strategic priorities / plans.
Regional - County Council, LEP, ACE, East of England	Regional partnerships and policy imperatives - whether that is the national Let's Create arts strategy or rural regeneration plans, Babergh & Mid Suffolk needs to connect in to these visions with local and regional partnerships.
National	National government policy and influence on funding and investment, e.g. Levelling Up, Towns Fund, Shared Prosperity Fund.
Economic	
Post-pandemic	Responses ² have included a new innovation network, key towns programme, identifying cultural regeneration as a key driver ³ , grant schemes (notably for SMEs), Virtual High Street programme, Innovation Local (retail).
Development & investment	Regeneration - active and pipeline projects, including visitor attraction / culture venue / heritage site investment, town centre masterplanning and major private sector projects. Local powerhouses - environment, outdoor, food, tourism and visitor experience.
Work	Employment levels show marked differences across the two districts, and when set against regional averages. Key sectors and growth areas - Freeport East, Valley Ridge and food production are highlighted alongside culture / creative / digital and media, and leisure and hospitality. But the creative and tourism industries are lacking the investment and support necessary to grow. The cost-of-living crisis is impacting on households' ability to access paid / ticketed cultural provision - in Suffolk and elsewhere.
Social	
General	Schools - quality and diversity is generally good, and appealing to households with / planning families Health & wellbeing, especially mental health, post-pandemic - rural isolation as an exacerbating factor.
Trends	Post-pandemic lifestyle and consumer behaviour trends - a continued reluctance to attend cultural venues and ticketed events, magnified again by the cost-of-living crisis.

² <https://www.babergh.gov.uk/assets/Communications/Recovery-Plan-2022.pdf>

³ <https://www.local.gov.uk/sites/default/files/documents/Culture-led%20regeneration%20achieving%20inclusive%20and%20sustainable%20growth.pdf>

	Hyper-localism - the potential benefit of a polycentric borough of towns and villages to respond to cultural appetites on a more local level.
Technological	
People	Skills and talent development - there is a focus on the areas noted in the Economic section. Flexible working and impacts on local services. This is an emerging factor / opportunity, and one that an urban / suburban / rural district needs to address carefully.
Digital	Data capture and management - whether plugging into regional 'Big Data' projects or more local and/or culture-led. Media and communication infrastructure (hardware and software) - usage, attitudes etc., understanding how the districts engage, its hotspots and preferred channels.
Legal	
Data	GDPR and data protection - the role of the Councils and key (districts, East of England) agencies in managing and using resident data.
Planning & development	Culture sector and provision status - as discretionary provision of local government. Local exemplars of creative and cultural investment and regeneration, e.g. Food Museum, Food Enterprise Zones, Mill Lane Stowmarket; and devolvement e.g. Vision Programme (Eye, Hadleigh, Needham Market, Stowmarket, Sudbury). Local policy and management - the planning, health & safety, licensing and cross-functional approach to supporting proposals, programmes and operational activity.
Environmental	
	Carbon neutral agenda - the priorities and relevance of the Environment and Climate Change Task Force for Babergh & Mid Suffolk, connected to wider regional and national strategies and funded programmes. Heritage and conservation - the relationship between culture and heritage through venues, conservation areas, biodiversity and access. Natural environment conservation - the relationship between culture and heritage through venues, conservation areas, biodiversity and access.

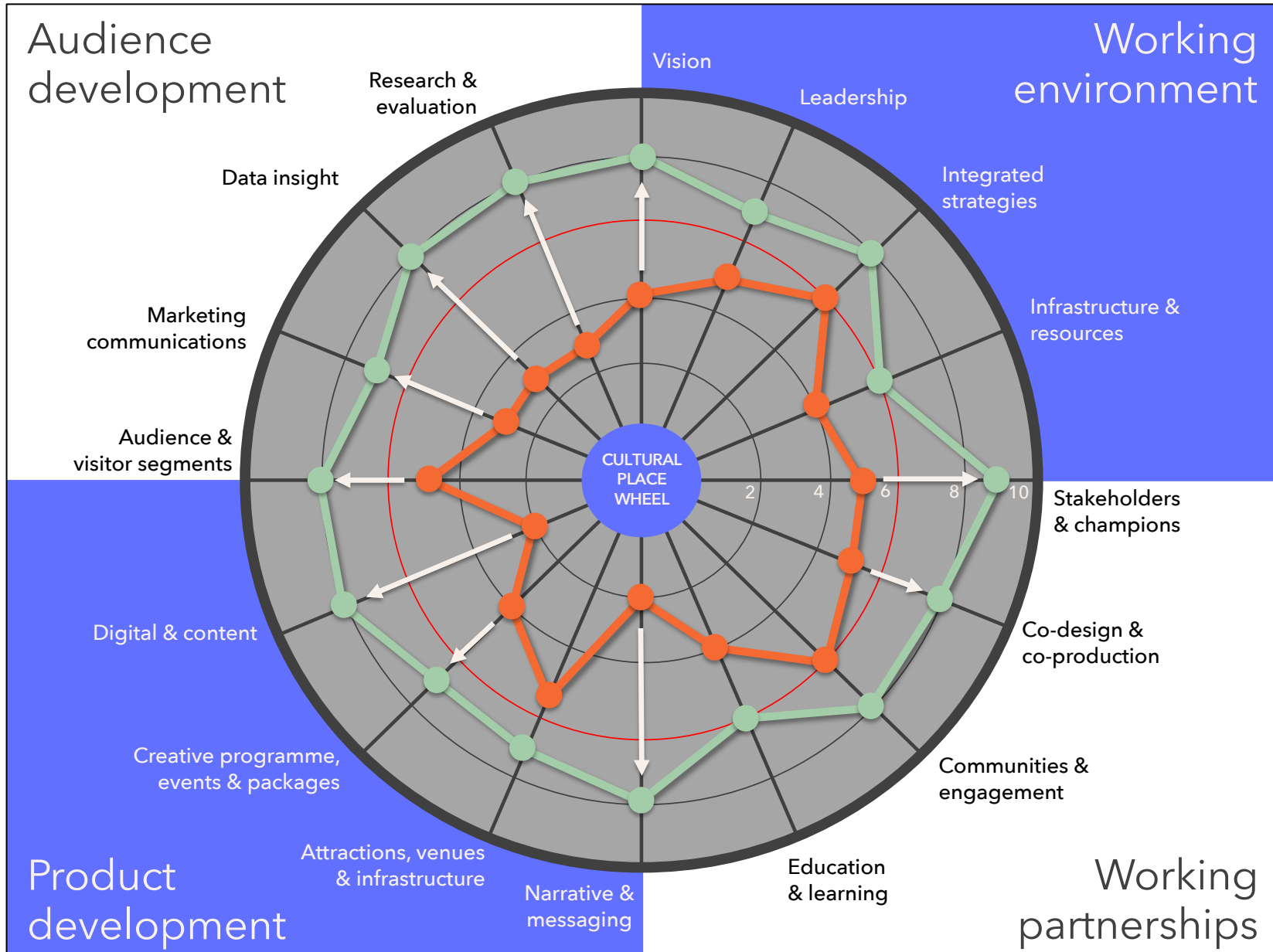
B3. Culture place wheel®

This wheel was populated at the end of the initial consultation phase, presenting a consultancy team view. Whilst subjective and indicative, it presents an assessment of where Babergh & Mid Suffolk is currently (allowing for variances including the pandemic) and where changes could be made and the impacts they could have with current plans and programmes in mind. This is very informative when looking at investment priorities, as well as the audience development potential – by volume, by motivation, by typology.

Some supporting annotation follows, but the wheel sets out a rating for a number of audience-focused criteria (0-10, where 0 is extremely poor and 10 is perfection).

The green line represents the current level of performance and the orange line presents the possible uplift from a successful development cycle in c.5 years' time post-investment or shift in approach – e.g. a new cultural strategy. The white arrows highlight where marked changes – more transformational – are seen as achievable targets within the current plans.

This is a districts-wide analysis. Clearly some programmes, venues and plans have a notable influence, but the (subjective) ratings seek to present a balanced view.



Element	Commentary
Working environment	
Vision	There is no current unifying vision for culture, heritage and tourism – which of course the new strategy will help with. Previous individual plans and strategies have been individual, e.g. visitor economy only.
Leadership	Having a twin-local authority model provides no shortage of leaders. The challenge is to engineer an effective and efficient strategic leadership, building on strong officer-level engagement and operational leadership.
Integrated strategies	The portfolio of strategies across Babergh & Mid Suffolk demonstrate a clear set of cross-cutting priorities that this Strategy can connect with.
Infrastructure & resources	A largely rural geography inevitably creates challenges for connectivity – of transport, online and wider service provision. However, cluster activity mitigates this alongside District-wide and County programmes. There is relevant infrastructure for transport, libraries and outdoor – but these assets are not always fully exploited, especially from a cultural heritage perspective.
Working partnerships	
Stakeholders & champions	Some existing strong voices exist at local and regional level, but more are needed. More critically, they need to have coherence and consistency, in messaging, targeting and timing. The emergence of a new destination management organisation for East of England is an example of a sector recognising a weakness and seeking to mitigate it collectively.
Co-design & co-production	Limited due to lack of resource and networks to deliver this. Its importance is understood in principle, but it has proved harder to deliver in practice. Not all responses need to be large-scale or regional, and the cultural heritage distinctiveness of market towns and villages can be an effective ‘place platform’, as can be seen in Stowmarket and now Sudbury (Vision bodies and Culture Groups). As this strategy suggests, working across traditional sectors (like culture, heritage and the visitor economy) can create more funding and development opportunities.
Communities & engagement	There are lots of grassroots organisations (funded and voluntary) delivering community-based work and lots of opportunities to work with them, and encourage their ongoing programmes and development. The fragmented geography makes this a potential priority focus within the Strategy.
Education & learning	A strong education sector delivering formal cultural learning is present, but with the omission of a LCEP (present in West Suffolk, East Suffolk, Ipswich, Lowestoft for example).
Product development	
Narrative & messaging	In ‘place’ terms, Babergh & Mid Suffolk has a problem. It doesn’t really exist on the map (the one that the world uses anyway). As such it is not, and cannot become a destination (or at least it cannot without massive and unnecessary investment). The place narrative already exists around the Districts – at regional, county, and local levels. There are times when using ‘Babergh & Mid Suffolk’ makes sense, e.g. when a strong, committed local

	<p>authority partner is essential. This includes regeneration, general economic development and inward investment. This is essentially messaging in a business-to-business context, and should not be blurred with consumer-facing messaging, as for tourism or community engagement with culture. Mixing these together will confuse audiences, investors and stakeholders. In tourism, the Heart of Suffolk destination brand has been used (with some impact) in the past, although it has been unsurprisingly overshadowed by the Norfolk / Suffolk coast narrative. This does not mean it cannot be effective, and indeed draw on the strengths of the coastal visitor offer to its own advantage.</p> <p>Once a narrative is defined (whilst being open to working across geo-political boundaries where the market dictates) the messaging can be developed, connecting culture, heritage and the visitor offer.</p> <p>This is currently lacking in terms of structure and management of a place brand positioning, and therefore in promotional terms for the culture and/or heritage and/or visitor offer that you can expect to enjoy in Babergh and Mid Suffolk. As already noted, there are encouraging collaborations beginning in some market towns, but it is early days.</p> <p>The Strategy process will help to shape and define this - for the districts, for Councils, and for key venues and themed (artform, hospitality etc.) place-based consortia and networks. A more positive assessment can be in part based on connecting with existing messages around a common (but not constraining) set of brand values.</p>
Attractions, venues & infrastructure	There are plenty of quality cultural, heritage and attraction venues of most types and sizes and for all audiences and group types. A national museum, confidently rebranding. Perhaps the most famous farm park in the country. And yet... this has awareness with existing visitors but perhaps less so for potential markets. The heritage of the region is diverse, but perhaps leading themes - food for example - can facilitate more joined-upness in presenting, and developing the offer for local and tourist audiences.
Creative programme, events & packages	The Districts deliver a distinct and diverse offer, working within constraints of funding, infrastructure and so on. But it does not always match up to the quality expected by visitors and audiences, or tap into local collective creative talent.
Digital & content	There is a lack of coordinated approach, which needs to be addressed via a common vision and narrative, as well as investment in infrastructure, capacity and skills.
Audience development	
Audience & visitor segments	There are strong and active base of cultural attenders across the districts, and pockets of strong visitor activity, but they are consuming culture in particular elsewhere more often than inside (the coast, Norwich, Ipswich,

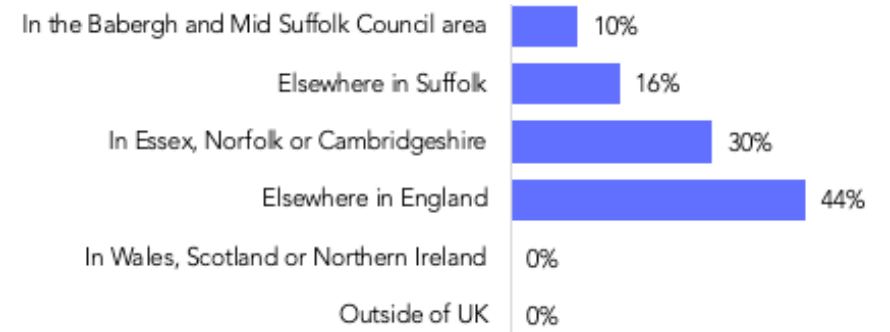
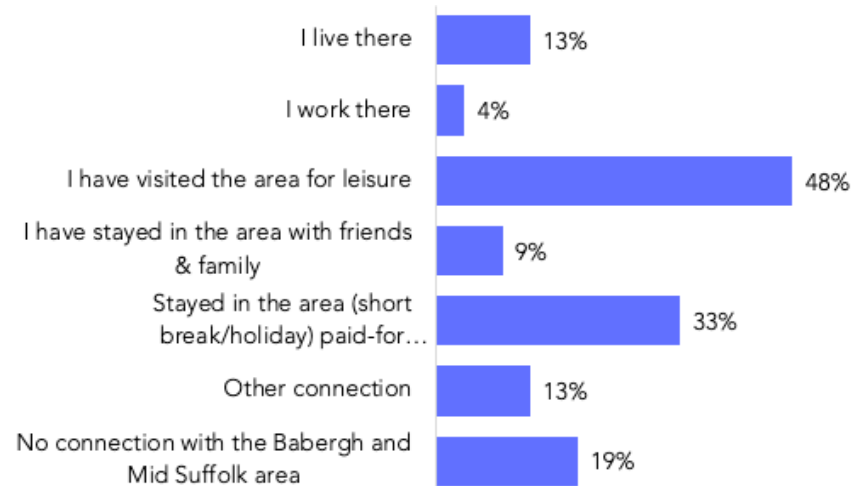
	Bury St Edmunds etc. are notable 'pulls'). The demographic that heads for the coast in large numbers is also receptive to the inland offer (and has to pass through it).
Marketing communications	The vision and narrative development will shape marketing planning and campaign delivery and help convert local audiences to consume culture more locally, and encourage visitors to take a closer look at Babergh & Mid Suffolk.
Data insight	No detailed data has been provided but it would be easy to begin monitoring this in a simple, structured way. The opportunity to overlay data and forward plans from the key cultural, heritage and visitor attraction organisations would create additional insight to develop local programmes and audiences. Furthermore, hospitality and accommodation (and related transport) is very fragmented, leaving broad regional surveys and anecdotal evidence as main sources of market insight.
Research & evaluation	Cultural planning as districts can be limited by a lack of data, but this should be easy to address with coordination and modest investment.

B4. Visitor survey

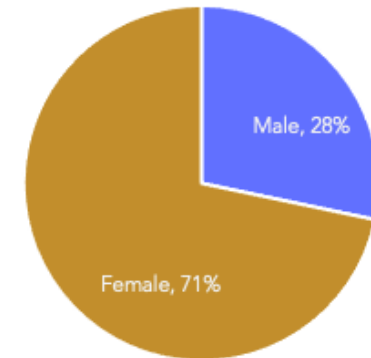
B4.1 Overview

A total of 86 online responses were generated in the first wave, with a further two-week promotional push from 30 December expected to bring further responses. This summary is based on the initial 80 received by 30 November 2022, following survey launch on the evening of 24 November.

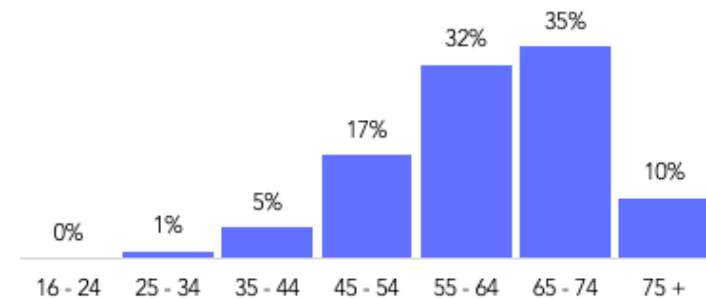
The sample showed a skew to older female respondents. As expected from the source database (a visitor database held by the Council), a good proportion have visited the area previously. Of those 26% have visited in the last couple of months, 34% in Summer 2022 and the rest in 2021 or before.



A good spread of locals and non-locals were represented.

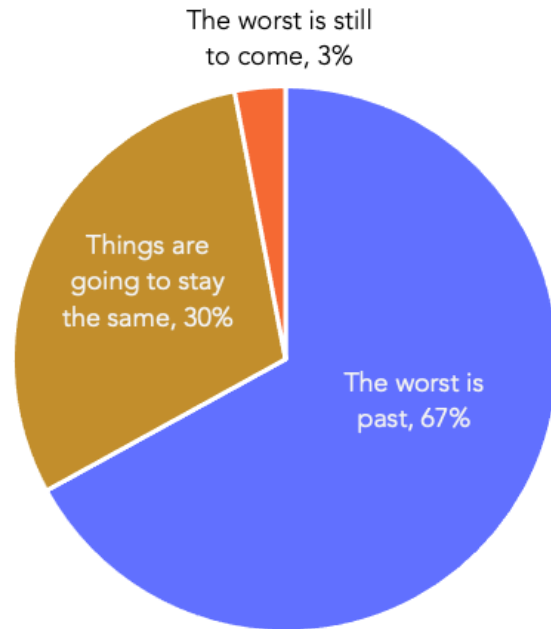


71% do not have children in their household, and 51% are retired, reflecting the older-than-average demographic.

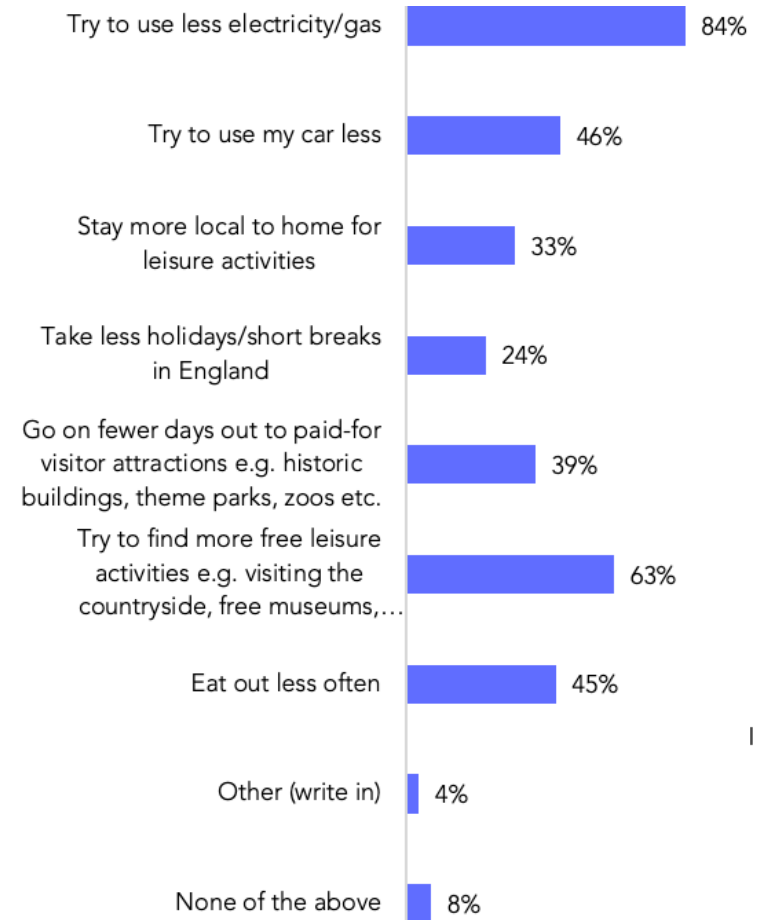


B4.2 Profiles - confidence and financial stability

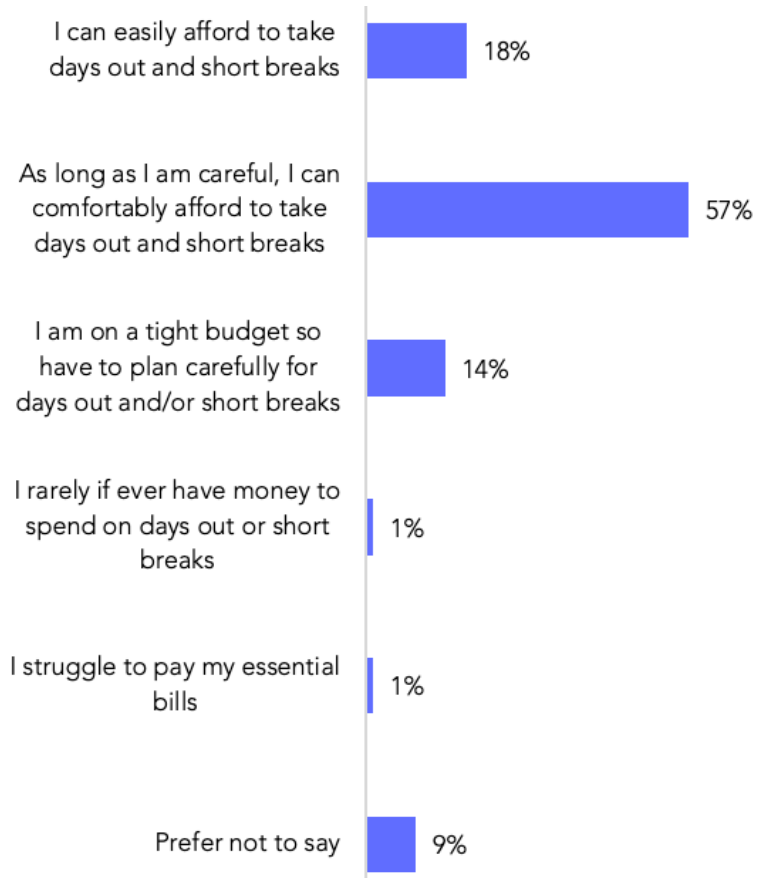
Some caution still surrounds Covid - understandable, even before considering the older profile. A survey has a reasonably affluent group of respondents, though budget management a growing challenge, with many cutting back on leisure spend. Younger people and those with kids are most financially concerned.



Regarding the situation of Coronavirus in the UK and the way it is going to change in the coming months, which of the following best describes your opinion?



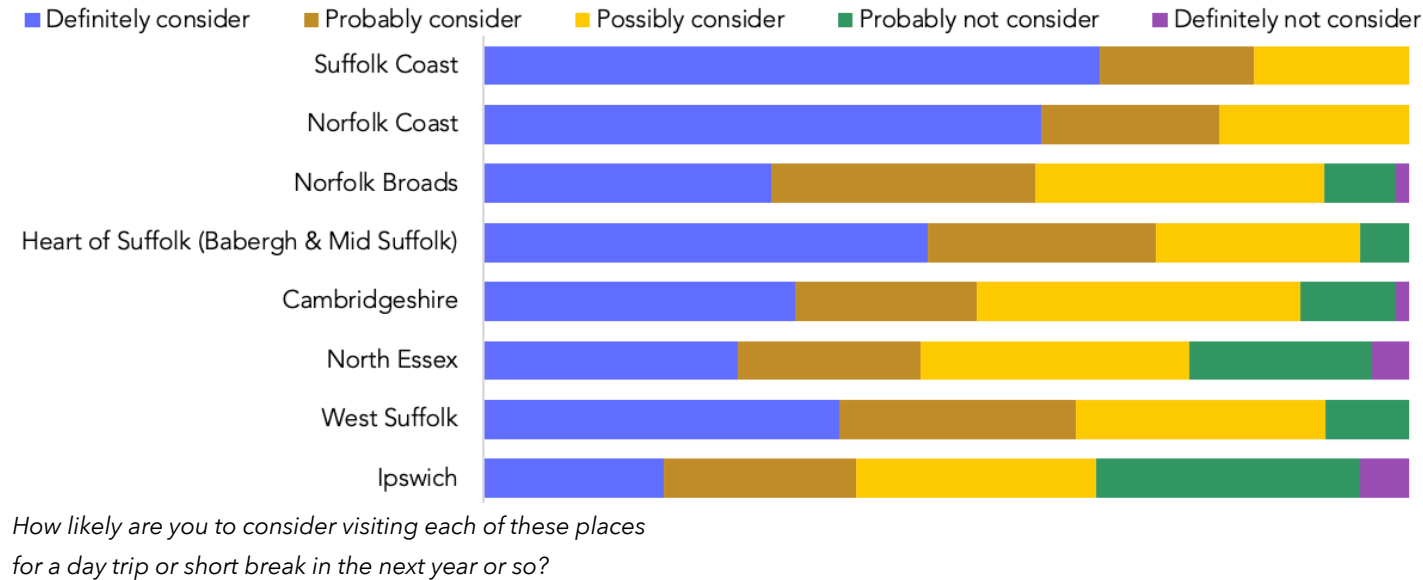
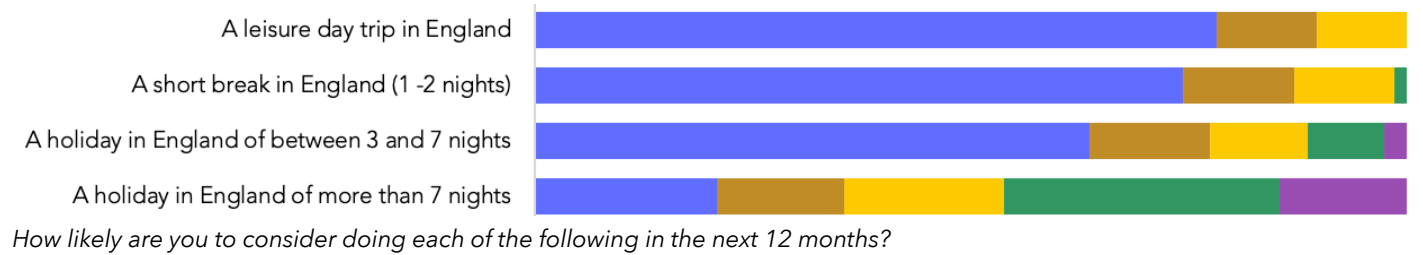
Regarding the 'cost of living' crisis in the UK, and the way it is going to change over the coming months, which, if any, of the following are you likely to do in response to the current economic situation?



How would you describe your financial situation currently?

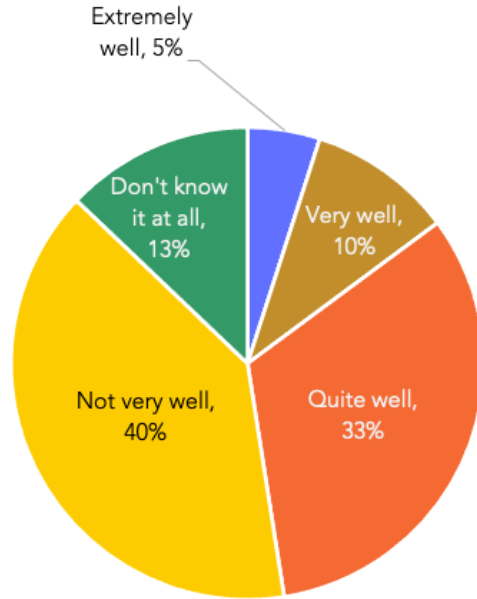
B4.3 Profiles - travel habits

Day trips and short breaks are still definitely planned for the next year, longer stays less so. This engaged audience are likely to consider trips to Babergh & Mid Suffolk, though the coast (Norfolk and Suffolk) remain more popular options.

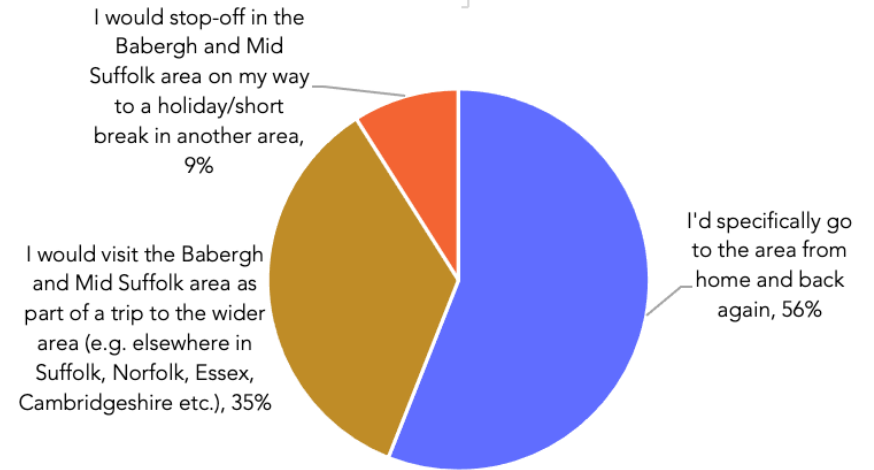


B4.4 Profiles - travel habits

Knowledge of the area is quite limited. Most likely visits are day trips or short breaks in paid-for accommodation. Just over half would visit the area specially and a third would visit as part of a wider trip to the area.



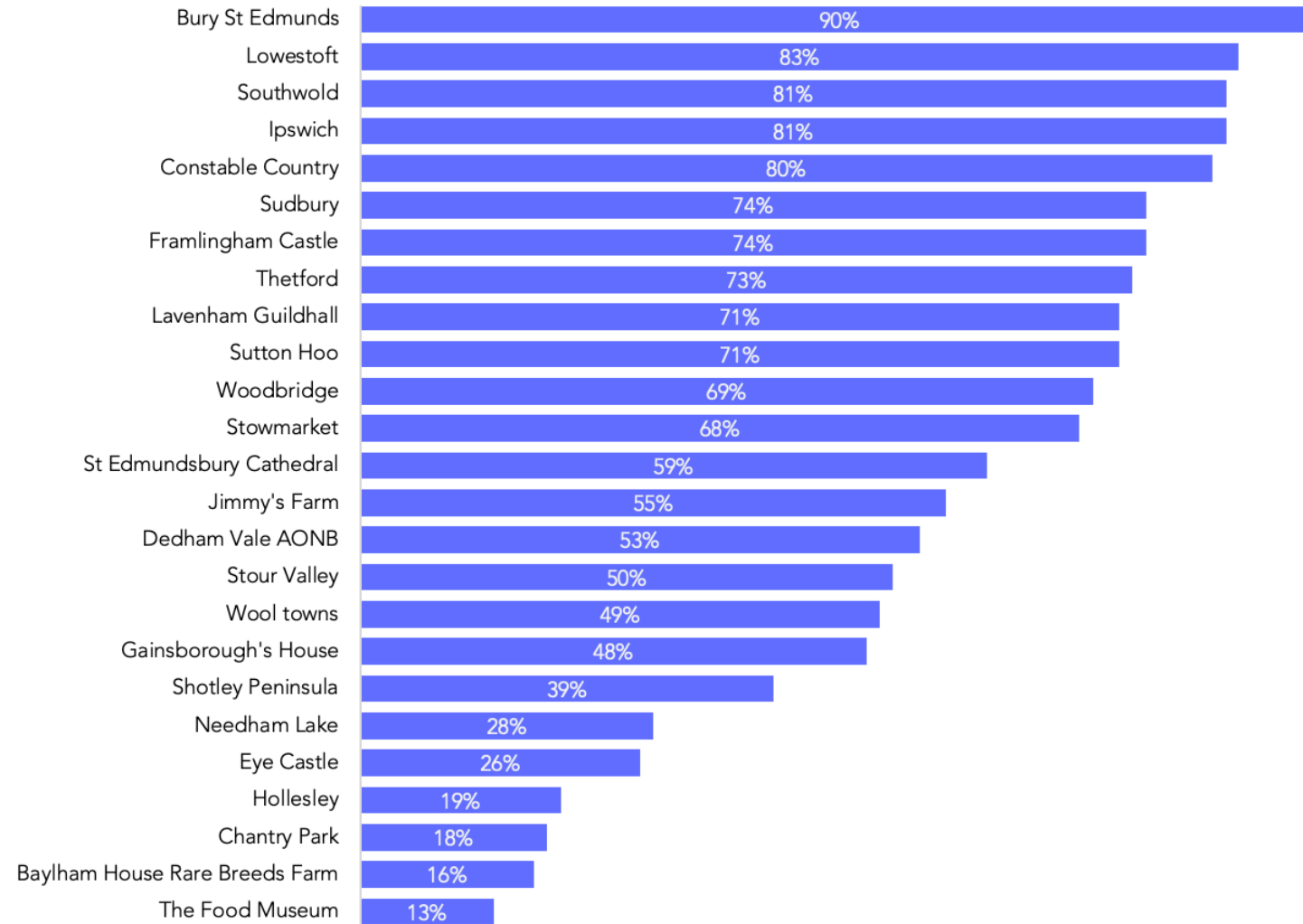
How well do you know the Babergh and Mid Suffolk Area?



Which, if any of the following might you consider doing in the Babergh and Mid Suffolk area in the next 12 months?

B4.5 Place and attraction - awareness

There is strong awareness of main towns, Constable Country and several of the major attractions.



B4.6 Describing Babergh and Mid Suffolk

Descriptors are predominantly linked to countryside and rural themes. Some potential misattribution are present, as a few mentions are made of the coast. This is not unexpected, as the area will be conflated with Suffolk as a whole for some.



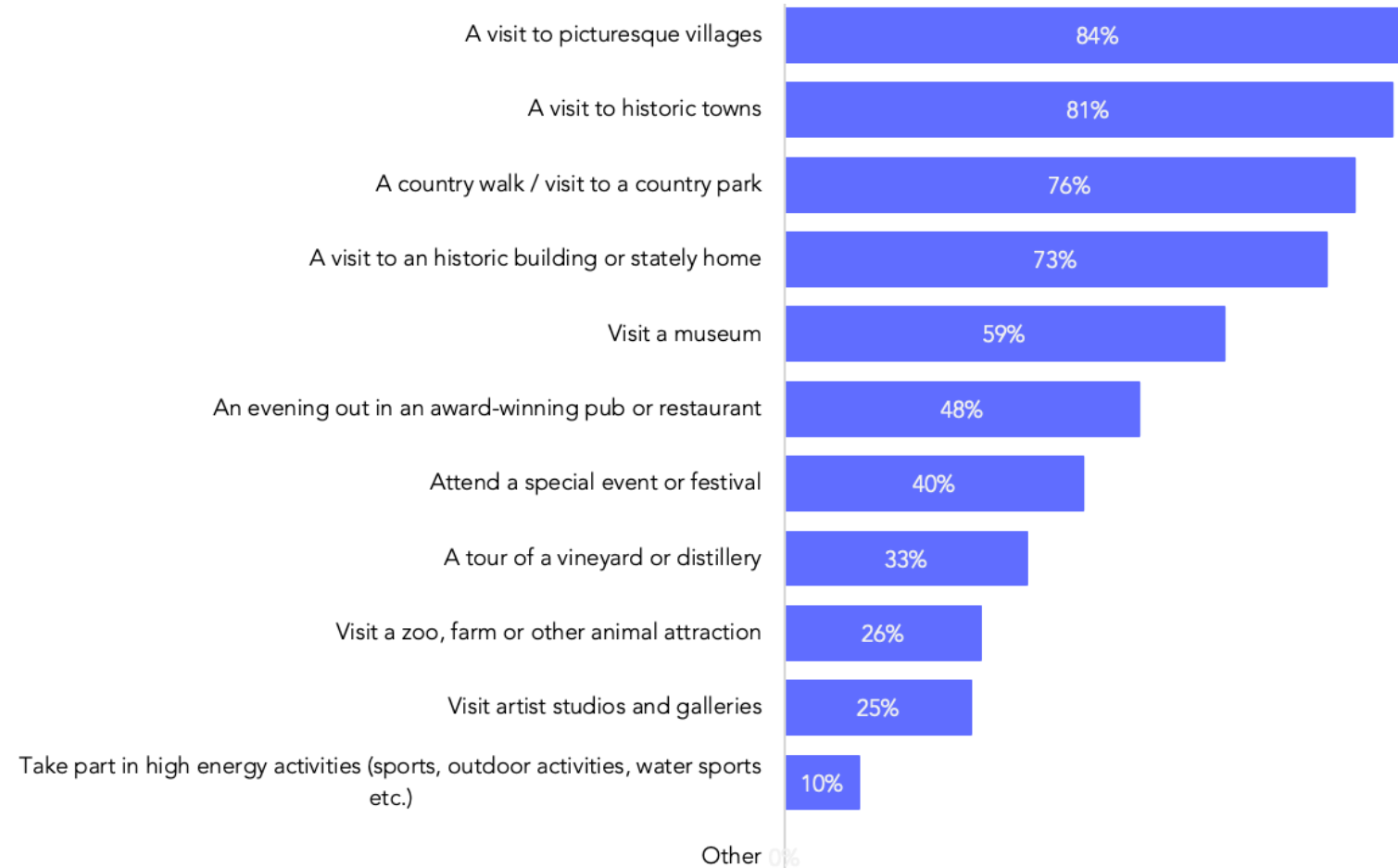
*How might you describe the Babergh and Mid Suffolk area to other people (if you aren't familiar with it, please say how you imagine it might be)?
(selected verbatim quotes)*



How might you describe the Babergh and Mid Suffolk area to other people (if you aren't familiar with it, please say how you imagine it might be)? (word cloud of keyword responses)

B4.6 Leisure activities and attractions

This focus on rural / countryside leads to the most likely activities being relaxing, mainly outdoor activities.

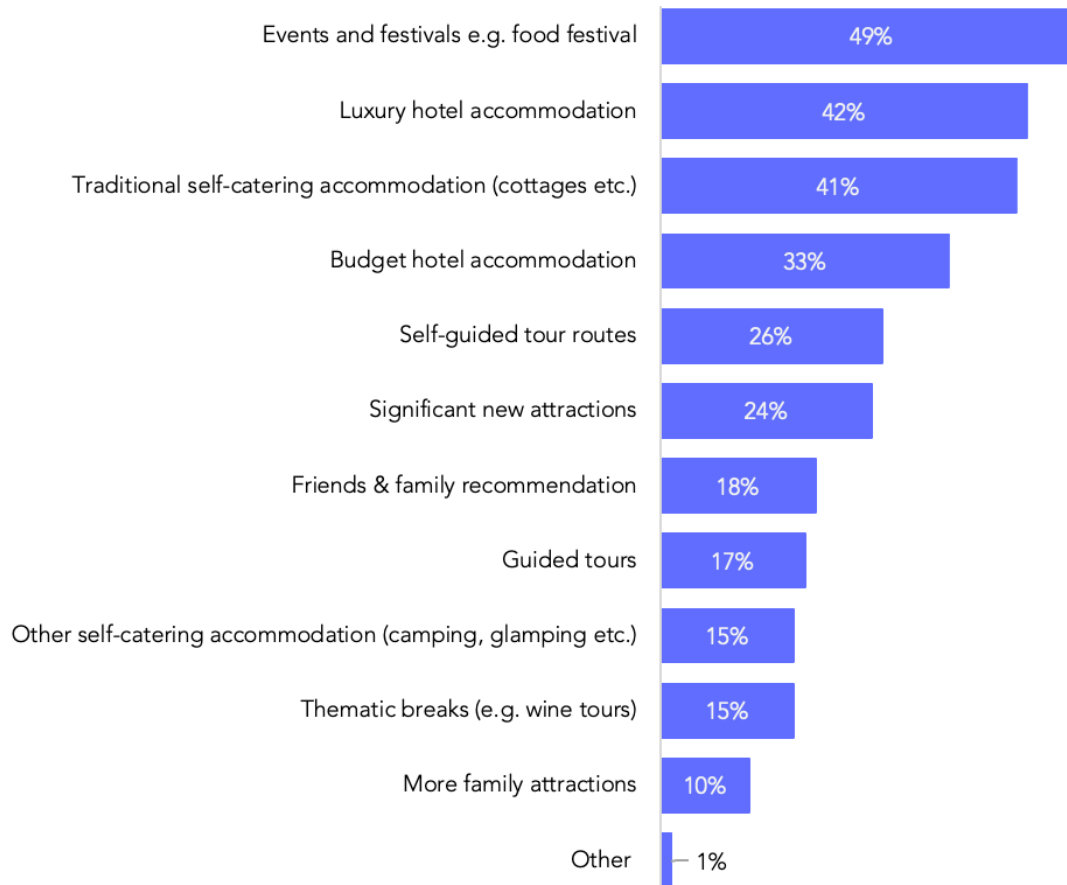


Which of these activities might you anticipate doing in the Babergh and Mid Suffolk area?

B4.7 Encouraging visits

Events and festivals are recognised as something that would trigger a visit, with the virtue of creating a time-sensitive reason to visit that can overcome procrastination (*'it'll still be there next year'*). New attractions more generally are also of interest, so showcasing where new attractions / offers exist or are 'coming soon' is a key for promotional activity.

Accommodation choices are vital for optimising visitor volumes – from luxury to affordable options.



What would encourage you to consider visiting the Babergh and Mid Suffolk area?

B4.8 What they love, and want to improve

Again, countryside and rural themes dominate the positives. There are few active negatives mentioned - with improvements mainly

around affordability (accommodation) and a few mentions of public transport, cycle routes and advertised / marked walking routes.



What do you love best and why, about Babergh and Mid Suffolk?

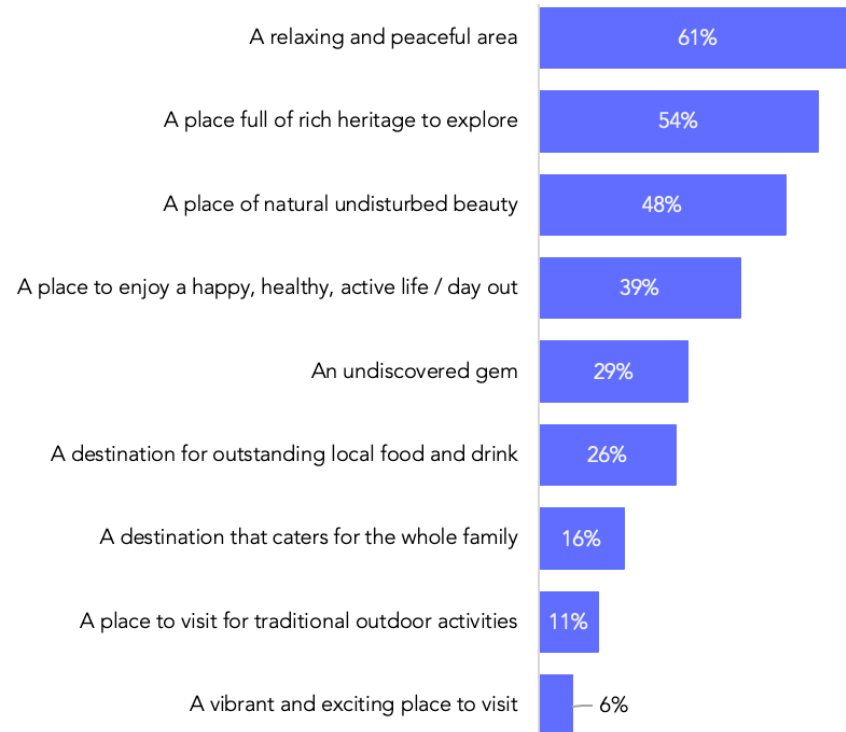
Page 306



What, if anything, would make Babergh and Mid Suffolk more appealing as a leisure destination for you?

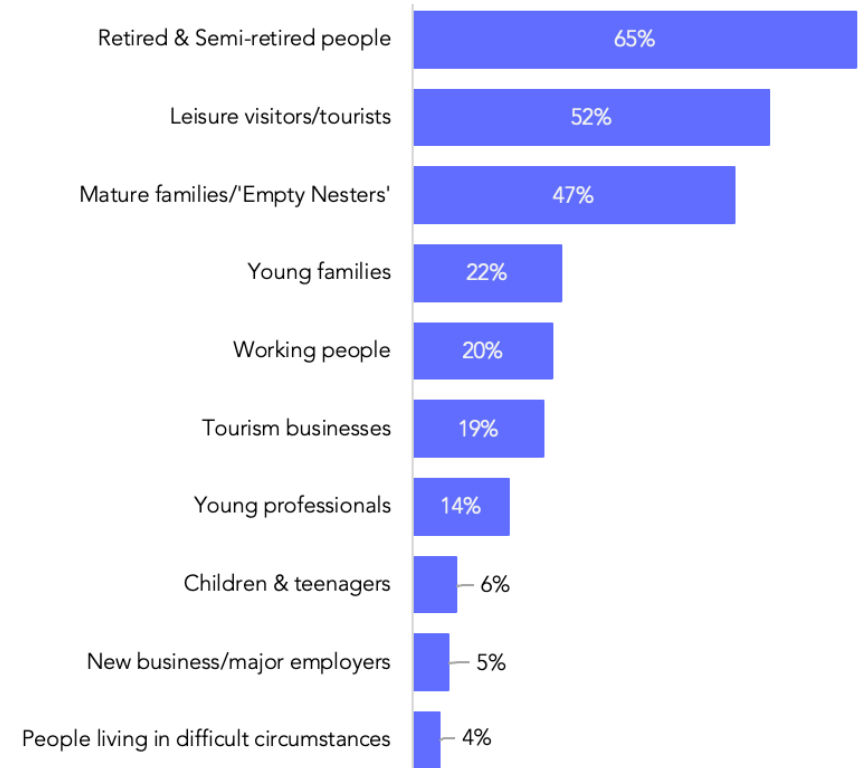
B4.9 Descriptors

Descriptors again centre on calm and peaceful images of countryside and heritage.



Please select up to 3 of these statements which you think most likely to apply to the Babergh and Mid Suffolk area?

The target audience is, for the most part, 'people like me' taking part in the survey i.e. older people without children.



C1. Looking Ahead

A number of key insights have emerged as this process has progressed. They will all feed directly into the next stage of development for the Culture, Heritage and Visitor Economy Strategy.

There is much to build on. There is a diverse cultural and creative ecology across Babergh & Mid Suffolk – which is bigger and broader than many realise. Whilst it is fragmented and (often) fragile, the work of the sector players and partners has a straightforward connection into wider programmes, including masterplanning and public realm, place-making and place-based working.

Consequently, the opportunity to deliver to a consensus around local visions and values will help to leverage more collaborative working across key agencies and communities in Babergh & Mid Suffolk.

The resulting impact on collective visibility, engagement and partnership will help to build a more resilient and strategically-focused network of cultural, heritage and tourism partners. Looking at how the Strategy might now be envisioned, the opportunities to demonstrate how it can work in practice can start to emerge.

Emerging areas of focus for the Strategy therefore include:

1. The creation of a powerful, **shared narrative vision** for the cultural heritage and visitor offer. One that can be used to champion the many strengths of the sectors together, but

also make the case for investment to ensure they can respond to the evident needs and opportunities within the wider community and markets.

2. Work within Babergh & Mid Suffolk and at a regional level to redefine a **positioning for the heartland of Suffolk**, built on environment, food, culture and heritage – developing reasons to visit and stay for tourists, and opportunities to participate and develop public spaces and programmes locally.
3. Defining how the Councils will supply the **leadership and drive** for districts-wide cultural engagement – drawing on its existing good operational practices and networks to date. The nature of the role of local authorities in driving this agenda forward – as a leader, a partner, a convenor – will be critical. This is alongside how this Strategy will contribute to Councils priority agendas, regeneration and responsibilities for ensuring a virtuous **balance between the needs of residents and visitors**, e.g. over-tourism, local services.
4. Locally-based elements of the strategy need to explicitly embed the principles and practice of EDI – **Equality, Diversity & Inclusivity** – to mitigate historic inequities of opportunity and representation.
5. Establishing **cross-sector collaborative practice** at a local level (e.g. Shotley Peninsula, Eye), within and across the Councils and also drawing in county and regional partner contributions – bringing strategic partners to the table to respond to shared agendas, e.g. transport, town centres, health & wellbeing; inclusion and cost of living; education & skills; regeneration & inward investment; leisure & tourism economy and enterprise (including tourist dispersal and itineraries); environment; digital.
6. Scoping an appropriate (and manageable) set of **networks, hubs and clusters** that will enable better and stronger:
 - i. *Collaboration* (e.g. strategic interventions and

- development programmes, events, cross-sector partnerships);
- ii. *Coordination* (e.g. marketing communications, programming);
- iii. *Capability & Capacity building* (e.g. skills development, data capture, shared learning, resources).

These will need to consider how they can work for different localities across Babergh & Mid Suffolk, as well as district-wide clusters and networks given the wide range of needs to respond to. This is likely to include fresh thinking and consideration of roles for local government officers in how they connect to key partners like East of England DMO, the LEP and County Council; and for hubs in the town centre localities such as Stowmarket Culture Group – in order to create an effective layered network.

7. **Digital transformation** – including infrastructure, programmes and upskilling re: the capture and use of data, and how to harness to drive better intelligence & insight; digital engagement and communications activity; commerciality & income generation.
8. Further activation of the strong (but often overshadowed by the coast) and distinctive **blue & green assets** as ‘connective’ spaces for cultural heritage and visitor activity and engagement (drawing on food, heritage and climate as sub-themes) – and similarly, activation of the towns and village centres and high streets as spaces for cultural and event activity and engagement in partnership with BIDS, developers, accommodation providers, producers, schools, and diverse community groups.
9. A ‘collective’ response to the **cost of living crisis**. Identifying what this could mean in terms of access to provision; the opportunity to engage with harder-to-reach attendees by promoting cultural

- venues and heritage experiences as creative ‘warm’ spaces; to embed ways of working with the volunteer and community hubs network; how to mitigate the financial impact on cultural enterprises and small businesses (publicly funded or otherwise).
10. Establishing clear **pathways for young people** in Babergh & Mid Suffolk to access thematic, creative and cultural activities (for skills, talent and career development, enterprise or ‘just’ life-enrichment) beyond Key Stage 4 / 5 and also outside of the formal education environment. A bespoke ‘LCEP’-style approach⁴ to cultural education which specifically responds to local needs (which may change dramatically as local families reassess spending during the cost-of-living crisis). Coupled with strategic partnerships including the further education sector, cultural education could be delivered via an innovative and blended model, building on existing strengths in sports and leisure education.

The Strategy vision and aims will be developed from these ten pillars to set the level of scale and scope and level of ambition. In other words, setting out, in challenging times, what will success look like in 5-10 years if this strategy is effective?

The next opportunity for the client team to fully engage with and challenge the strategic direction that we will be recommending will be the supply of the draft vision, aims and objectives. We will also be following up with some specific 1:1 conversations with select stakeholders and officers to expand on some of the development thinking for the strategic objectives and priorities, ahead of full drafting of the Strategy. This should include members of the leadership team, to ensure the right balance across culture, heritage and tourism within the strategy.

⁴ LCEPs are established in almost every other part of Suffolk.

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Page 311

ctconsults.

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Agenda Item 15

MID SUFFOLK DISTRICT COUNCIL

TO: MSDC Cabinet	REPORT NUMBER: MCa/22/55
FROM: Cllr Jessica Fleming MSDC Cabinet Member for Environment	DATE OF MEETING: 6th March 2023
OFFICER: Mark Emms – Director of Operations	KEY DECISION REF NO. CAB396

THE APPROVAL TO CONSULT ON A REVISED TABLE OF FARES FOR HACKNEY CARRIAGES

1. PURPOSE OF REPORT

- 1.2 This report sets out the work that has taken place to develop a revised table of fares for Hackney Carriages.
- 1.3 This report provides evidence of support from the Hackney Carriage Trade to revise the current tariff.
- 1.4 This report seeks support of the Council to consult on the revised table of fares for a period of 14 days. If no adverse comments or objections are received during the consultation, the revised tariff table will take effect.

2. OPTIONS

- 2.1 Consider whether to:
 - a) Modify the tariff table of maximum fares and proposed changes for consultation or;
 - b) Make no modification to the tariff table of maximum fares.

3. RECOMMENDATIONS

- 3.1 It is recommended that Cabinet, following consideration of Licensing and Regulatory Committee's recommendation, approves the revised table of fares for consultation, attached at **Appendix A** to this report, and in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976. This was consulted as 'Option Two' with the taxi trade.
- 3.2 It is recommended that Cabinet, following consideration of Licensing and Regulatory Committee's recommendation, request the Licensing Team to investigate the modernisation of Hackney Carriage Meters. All findings are to be reported back to the Licensing and Regulatory Committee at a later date.

REASON FOR DECISION

To adopt the revised table of fares for Hackney Carriages within the Mid-Suffolk District.

Ensuring that Hackney Carriage fares are reviewed in line with the costs of providing a service to allow drivers to cover the cost of running a taxi and providing a service to the public whilst ensuring that fares are reasonable for the public to pay.

4. KEY INFORMATION

- 4.1 Local Authorities have the power to fix the maximum rates of fares for Hackney Carriages within their District by virtue of Section 65 of the Local Government (Miscellaneous Provisions) Act 1976.
- 4.2 Fares for Hackney Carriages in Mid Suffolk have not been increased since July 2020 and the current tariff table is presented as **Appendix B**.
- 4.3 It is an operational decision for each operator or proprietor whether the maximum fares are charged, but they are not permitted to charge more than the maximum fare.
- 4.4 Should Cabinet agree to modify the fare tariff table, before any alteration to the fares can take effect, a public notice explaining the changes must be placed in a local newspaper allowing a period of 14 days for comments on the proposals. If no adverse comments or objections are received, the approved changes must take effect. If adverse comments or objections are received, then the matter must be returned to Cabinet to consider the representation(s).
- 4.5 On 27th September 2022 officers from the Licensing Service polled the taxi trade for two weeks on the concept of a combined table of fares for both districts, (Babergh and Mid-Suffolk) and if a change from yards to miles would be favourable as each tariff accounts at different yardage. This poll is attached as **Appendix C**.
- 4.6 On 12th October 2022 officers from the Licensing Service polled the Hackney Carriage trade on four potential fare options. The options presented were:
- a) No change to the current table of fares. (Option one)
 - b) An increase on the initial mile and each 1/10th mile thereafter. (Option two)
 - c) Increase fee on the initial mile only. (Option three)
 - d) A percentage increase or decrease than the one suggested. (Option four)
- 4.7 On this occasion 64 drivers viewed the poll with 32 responses, representing 50% participation. This poll is attached as **Appendix D** and driver email responses at **Appendix E**.
- I. What fare option do you think is correct for the trade.
 - **Option One**- 6%
 - **Option Two**- 59%
 - **Option Three** - 6%
 - **Option Four**- 21%
 - **No reply given** 6%

- 4.8 On Thursday 17th November 2022 during the newly formed trade panel, Mid Suffolk drivers highlighted to Licensing Officers that their meters were only compatible with yards, and that it was not possible to manually choose a tariff on the meter, so any extra charges had to be based on a 'per person' fee.
- 4.9 On Wednesday 30th November 2022, the proposed maximum tariff table (Appendix A) was redrafted and circulated to Mid Suffolk drivers only, for an informal two week period. Driver email responses are attached as **Appendix F**.
- 4.10 On Friday 3rd February 2023, the Mid Suffolk Licensing and Regulatory Committee considered the proposal to vary the tariff table of maximum fares and recommended that Cabinet adopt the revised table subject to amendment to include calculations in metric and miles.
- 4.11 The Licensing and Regulatory Committee also recommended to Cabinet that the Licensing Team investigate the modernisation of the meters and report back to the Licensing and Regulatory Committee at a later date.
- 4.12 Officers have researched and produced a comparison table (below) of current fares set by neighbouring authorities. The comparison table focuses on local areas in the Eastern Region and takes into account the position of highest to lowest fares set by all 325 licensing authorities in England and Wales based upon costs of the first two miles of the journey. The data is prepared by the national Private Hire and Taxi Monthly magazine and varies daily.

Comparison	2 miles costs	National table 350
Colchester	£7.70	46
Tendring	£6.80	159
North Norfolk DC	£5.80	305
Norwich City Council	£6.60	195
Ipswich BC	£6.55	201
East Suffolk (South)	£6.20	241
East Suffolk (North)	£6.60	184
Babergh	£6.26	234
West Suffolk	£7.20	97

- 4.13 If Option Two is implemented, Mid Suffolk would move into position 137 from 350 authorities. Positions vary daily.

5. LINKS TO CORPORATE PLAN

- 5.1 Licensing functions most closely align with

- supporting businesses to thrive and grow, with a particular emphasis on smaller and start-up concerns.
- encouraging employable skills (local transport and public service standards).

- supporting safe and active communities; and
- co-ordinating our approach to regulation with Suffolk County Council to minimise the burdens on local business (particularly through the safety and suitability arrangements the District have together with the County, in respect to school transport and social service contracts).

6. FINANCIAL IMPLICATIONS

- 6.1 This is a statutory function, and the legislation provides for recovery of the reasonable costs of administration, inspection, monitoring and supervision of taxi licensing.

7. LEGAL IMPLICATIONS

- 7.1 Section 65 (1) of the Local Government (Miscellaneous Provisions) Act 1976 allows the District Council to fix the table of fares for the hiring of Hackney Carriage vehicles throughout the district. Section 65 (2) requires that the Council shall publish its intention to vary the table of fares for the hiring of a hackney carriage vehicle in at least one local newspaper informing of a consultation period of at least 14 days. The notice of variation will also be made available on the Council's website and will be available for inspection at the offices of the Council. If no objections are received, the variation may be brought into force at the end of that period. However, if any objections are received, these must be considered by the committee as set out in paragraph 9.1.

8. RISK MANAGEMENT

- 8.1 The taxi trade needs to be supported and enabled to sustain transportation services in the District.

9. CONSULTATIONS

- 9.1 Should members approve any change to the current table of fares, section 65 of the Local Government (Miscellaneous Provisions Act) 1976 requires that before any alteration to the tariff table can take effect, a public notice explaining the changes must be placed in a local newspaper and a consultation conducted for a minimum of 14 days. If no objection is made or if all objections are withdrawn, the approved changes can take effect. If objections are received, then the matter must be returned to Committee for their consideration. Following consideration of the representations, the Committee, at that meeting, must set a date when the fares come into force, with or without modifications. **Appendix G** details the list of organisational consultees in addition to the public consultation.

10. EQUALITY ANALYSIS

- 10.1 There are no equality implications arising directly from this report. This is a revision to an existing fare scheme. The Council recognises its obligations under the Equality Act 2010, in the exercise of its licensing functions, and shall have due regard to any comments received during the consultation, or individual applications, on equality issues.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 There are no environmental implications arising from this report.

12. APPENDICES

Title	Location
APPENDIX A – Proposed table of fares	Attached
APPENDIX B – Existing fare tariff poll	Attached
APPENDIX C – Combined tariff poll	Attached
APPENDIX D – Hackney Fare tariff poll	Attached
APPENDIX E – Driver email responses	Attached
APPENDIX F – Mid Suffolk driver email responses	Attached
APPENDIX G – List of organisational consultees	Attached

13. BACKGROUND DOCUMENTS

13.1 Local Government (Miscellaneous Provisions) Act 1976

13.2 [National Hackney Fare Tables For 2 Mile Fare Tariff.](#)

14. REPORT AUTHORS

14.1 Licensing Team Leader – Kate Pearsall

Corporate Manager – Tracy Howard

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Description/ Mid-Suffolk	For the first 1760 yards [one mile] or 10 minutes (or combination of time and distance)	For each subsequent 176 yards/0.10 mile or 60 seconds or part thereof (or a combination of time and distance)
Tariff 1 Day Rate (07:00 to 22:30) Excluding Public Holidays and those covered by Tariff 3	£5.00	£0.20
Tariff 2 Night Rate (22:30 to 07:00) to include all Public Holidays excluding those covered by Tariff 3	1760 yrds / 10 mins	0.083 mile/147 yards/50 secs
	£6.00	£0.20
Tariff 3 Rate for Christmas (18:00 on 24 December to 07:00 on 27 December) and New Year (18:00 on 31 December to 07:00 on 2 January)	1760 yrds/ 10 mins	0.20 mile/ 88 yrds /30 secs
	£10.00	£0.20
<p align="center"><u>Extra Charges at Drivers Discretion</u></p> <p align="center">Carriage of more than 2 passengers (Charge per additional passenger) £0.40 – Per third and fourth Passenger £1.00 – Per additional passengers in excess of four in vehicles licensed to carry more than 4 passengers.</p> <p align="center"><u>Other charges</u></p> <p align="center">£0.40 – For use of the luggage compartment (no restriction on number of items). Any Congestion/Toll Charge may be passed onto the hirer.</p>		
<p align="center"><u>Call out or Summoning Charge</u></p> <p align="center">£6.00 – Maximum additional rate of charge and pro rata for distance less than a mile. To be used for any part of the district (one way only). This is a maximum rate of charge, the whole or part of which is to be agreed with the hirer as an extra at the time of booking before the hire is accepted or journey commenced and is to be included on the taxi meter as an extra</p>		

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HACKNEY CARRIAGE: MAXIMUM TABLE OF FARES

The Meter should not record any fare when you enter the vehicle. The driver will then switch on the meter and it must correspond with the fares below

Tariff 1

Day Rate (07:00 to 23:00) Excluding Public Holidays and those covered by Tariff 3

£3.40 – for the first 780 yards or 4 minutes (or combination of time and distance)

£0.20 - for each subsequent 195 yards or 60 seconds or part thereof (or a combination of time and distance)

Tariff 2

Night Rate (23:00 to 07:00) to include all Public Holidays excluding those covered by Tariff 3

£4.00 – for the first 780 yards or 3 minutes 54 seconds (or combination of time and distance)

£0.20 – for each subsequent 160 yards or 48 seconds or part thereof (or a combination of time & distance)

Tariff 3

Rate for Christmas (18:00 on 24 December to 07:00 on 27 December) and New Year (18:00 on 31 December to 07:00 on 2 January)

£5.00 – for the first 780 yards or 4 minutes (or combination of time and distance)

£0.20 – for each subsequent 117 yards or 36 seconds or part thereof (or a combination of time and distance)

Extra Charges at Drivers Discretion

Call out or Summoning Charge

£5.00 – Maximum additional rate of charge and pro rata for distance less than a mile. To be used for any part of the district (one way only). This is a maximum rate of charge, the whole or part of which is to be agreed with the hirer as an extra at the time of booking before the hire is accepted or journey commenced and is to be included on the taxi meter as an extra

Carriage of More than 2 Passengers (Charge Per additional Passenger) £0.20

– Third and Fourth Passenger

£0.80 – Additional Passengers in excess of four in vehicles licensed to carry more than 4 passengers.

Other Charges

£0.20 – for use of the luggage compartment (no restriction on number of items).

Any Congestion/Toll Charge may be passed onto the hirer.

Valeting

The Proprietor of the vehicle may make a further charge for any soiling/fouling of the vehicle rendering it unfit for further immediate hiring. This is a matter between the proprietor and the hirer. Vehicle Proprietors must clearly display details of their soiling/fouling charge policy inside the vehicle.

Hackney Carriage

1. Do you think journey units should be changed from yards to miles, 1/10th mile



2. Do think there should be a combined table of Hackney Carriage fares across Babergh/Mid-Suffolk?



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Tariff fare


1. What fare option do you think is correct for the trade?



Responses (32)

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Dave
12 October 2022 16:02
Taxi Fares Consultation <taxifares@babberghmidsuffolk.gov.uk>
Re: Taxi Fares Consultation

 **EXTERNAL EMAIL: Don't click any links or open attachments unless you trust the sender and know the content is safe. Click [here](#) for more information or help from Suffolk IT**

2

Sent from my iPhone


From: Charlene
Sent: 12 October 2022 16:05
To: Taxi Fares Consultation <taxifares@babberghmidsuffolk.gov.uk>
Subject: Re: Taxi Fares Consultation

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Option 3

Sent from [Outlook for iOS](#)


From: darran
Sent: 12 October 2022 16:41
To: Taxi Fares Consultation <taxifares@babberghmidsuffolk.gov.uk>
Subject: Re: Taxi Fares Consultation

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Option 2

Sent from my Samsung Galaxy Note 9 - Powered by Three
Get [Outlook for Android](#)

Sean
12 October 2022 16:48
Taxi Fares Consultation <taxifares@babberghmidsuffolk.gov.uk>
RE: Taxi Fares Consultation

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Hello Neil,

I have been away and missed most of this.

Have the other operators agreed this extra per person charge. Sorry, but I find this idea ridiculous.

If you have a party of passengers that cannot fit in a car (upto 4 pax) they need a bigger vehicle. Then they should pay for the bigger vehicle for the whole journey. I agree if it is a mile or two miles 75p per head (over 2 pax) is a nice bit extra, but if you are going off to Colchester, Stansted or further, the running costs are higher all the way there and back.

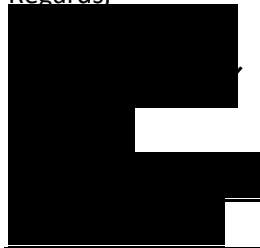
Your tarrif looks fine but just need that further easy simplification.

Tarrif 1, up to 4 passengers
Tarrif 2, 4 passengers @ night rate & 5+ passengers @ day rate
Tarrif 3, 5+ passengers night rate

Extras 50% bank hols & 100% Christmas & fouling charge (at the discretion of the company)

This way minimises the use of " extras " and issues that may arrise if the driver puts too many extras on or cannot count to eight.

Regards,




Julie

13 October 2022 00:14


Taxi Fares Consultation <taxifares@baberghmidsuffolk.gov.uk>

Re: Taxi Fares Consultation

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We need a decent fare increase to continue trading I'm unsure which trade members you have spoken to as no one from our Company Has met you or spoken to you.
I don't believe you will listen so my point of view is worthless but some councils are on the second increase we continue to be fobbed off.
We urgently need more ranks for the Taxis you are playing that have no place to park.
Julie Row
Sent from my iPhone

From: Alan
Sent: 13 October 2022 07:18
To: Taxi Fares Consultation <taxifares@babberghmidsuffolk.gov.uk>
Subject: Re: Taxi Fares Consultation

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Option 4

From: Andy
Sent: 13 October 2022 08:54
To: Taxi Fares Consultation <taxifares@babberghmidsuffolk.gov.uk>
Subject: Re: Taxi Fares Consultation

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Hello,

May I request that any votes submitted be void and an illustration be provided for a 2, 5 and 10 mile journey before the vote is set.

Regards

[REDACTED]
[REDACTED]

Aubrey
13 October 2022 15:34
Taxi Fares Consultation <taxifares@babberghmidsuffolk.gov.uk>
Re: Taxi Fares Consultation

 **EXTERNAL EMAIL: Don't click any links or open attachments unless you trust the sender and know the content is safe. Click [here](#) for more information or help from Suffolk IT**

Good Afternoon,

Please could you send me another link to vote for the tariff proposals as I used the original one for me.
Unfortunately both myself and my husband use the same email address therefore only received the one voting opportunity. If it is easier then just mark him down as option B.
I hope his vote makes a difference and that it at least negates one of the people calling for option 4.
Thank you,
Sally

From: Julie
Sent: 13 October 2022 23:16
To: BMSDC Licensing Team <LicensingTeam@babberghmidsuffolk.gov.uk> **Subject:**
Re: Ranks needed

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<https://suffolk.freshservice.com/support/solutions/articles/50000031829-email-banners-externalemails> for more information or help from Suffolk IT

To tonight this driver snatched a Harleston and other jobs booked with us
Swift also took a Wattisham which was booked with us they said he was booked with them. I rang the chap who said he was already dropped back I said he should have rang to cancel the taxi I then had a call from a parent accusing
Me of swearing at him it appears even when they are in the wrong they still make up stories to cover their error.
Please give us an increase the man I took to Bildeston said his fare has been £20 for six years we can not carry on like this everyone is
Stealing work from under our noses it's impossible to make it pay when fuel and overheads are crazy crazy
It's pointless paying for the office as all company's are just taking our work it's a joke. I am about ready to give in.
Julie

Sent from my iPhone

—


From:

Aubrey

Sent: 14 October 2022 14:28

To: Taxi Fares Consultation <taxifares@baberghmidsuffolk.gov.uk>

Subject: Re: Taxi Fares Consultation

 **EXTERNAL EMAIL: Don't click any links or open attachments unless you trust the sender and know the content is safe. Click [here](#) for more information or help from Suffolk IT**

Good Afternoon,

Thank you for re-sending the link We have voted accordingly.

I have no further questions at the moment and the ladies that license are preparing to replace one of our older vehicles with one that's more up to date.

I will be using it selectively at night as like many other drivers I have had cars trashed by the great unwashed who have a sniff of the barmaid's apron and turn into gremlins but after all these years I know most of the happy drunks as opposed to the ones who want to stove my head in for a couple of bob so I will still be out there. Many Thanks for your time


Sally.

From: Steve

Sent: 17 October 2022 09:46

To: Taxi Fares Consultation <taxifares@baberghmidsuffolk.gov.uk>

Subject: Re: Taxi Fares Consultation

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Hi Neil.

Thank you again for your proposals.

I can't accept either of these as satisfactory as once again you are penalising owners of larger WAV vehicles by neglecting increased tariffs for carrying more than 4 passengers.

Your proposals of 75p extra per passenger doesn't go far enough compared to the current Babergh tariff sheet which we fought long and hard to get during the previous consultation.

I would be happy to have a conversation with you about the proposals if you'd like to give me a call.

I'm available all day as I'm currently laid up with a bad back and haven't got much else to do!!


My number is [REDACTED]

Regards

[REDACTED]

██████████
Sent from my iPhone

From: Steve
Sent: 17 October 2022 16:27
To: Neil Gardiner <Neil.Gardiner@babberghmidsuffolk.gov.uk>
Subject: Re: Taxi Fares Consultation

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Thank you for responding.

You have misread how the Tariffs work in Babergh.

For any fare for 5-8 passengers between 07.00 & 23.00 it is charged at Time and a Half so although a current 2 mile journey for 1-4 passengers is £6.26, for 5-8 passengers it is £9.39.

If, for example, we do a run to Bury St Edmunds to the Cinema on a Saturday evening for 8 people. Your proposals would mean we could charge £33.08 + £4.50 = £37.58

Currently it's £49.62 under the existing Babergh Tariff. This is DECREASE of 24.26%.

For a run to Heathrow for 8 people using a Hackney at similar times as above, your proposals would be £169.88 + £4.50 = £174.38

Currently it is £254.82. A DECREASE again this time of 45.76%

The further we go the more we lose under your proposals. Not everything is about the 2 mile industry standard.


I look forward to having a discussion with you about this in more detail.

Regards

Steve

Sent from my iPhone

From: Sean
Sent: 18 October 2022 11:23
To: Taxi Fares Consultation <taxifares@babberghmidsuffolk.gov.uk>
Subject: RE: Taxi Fares Consultation

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Hello Neil,

I am a Babergh operator and as such have no idea what they do in Mid Suffolk and only know what we have been doing in Sudbury for years so I can see that my views would not necessarily be the views of a Mid Suffolk operator.

Making the tariff the same across both areas would kind of make sense but the proposed tariffs would still need to be put to 2 separate committees for approval so does it really matter ?

It is fairly obvious that the two councils are working together but are not combined (even though the same people are doing the work for both councils ?)

I don't think the Mid Suffolk operators would complain about going over to the "percentage increase" as this should work out far better for them. But if they like per person charges, fine let them keep it the same.

Lets talk cars – upto 4 passengers.

Historically " cars " for up to 4 passengers have just had a single fare to their maximum capacity (4 passengers) so why add anything per head for pax 3 & 4 ?

You can't go smaller than a car so this is the starting point.

Tariff 1 is good for this. Upto 4 passengers no extras need to be added. Fare is clear to passengers.

For the period 23:00 to 06:00 (night rate) is standard fare + 50%

Tariff 2 covers this one. – supposedly our meters are calender and time controlled so " car " drivers still don't have to touch their meters other than to start and stop them. Very easy.

Bank holidays

Tariff 2 still covers this one

Christmas

Tariff 3 – calendar controlled meters - all sorted at standard fare + 100%

So far no need to press that extras button even once. No confusion, it is what it is. The meter shows the maximum fare chargeable.

Now the bigger vehicles.

Description.	Tariff 1 (£) Up to 4 pax	Tariff 2 (£) Night rate up to 4 pax / day rate 5 pax or more	Tariff 3 (£) Night rate 5 pax or more
For the whole distance (1st mile or part thereof)	£5.00	£7.50	£10.00
For each subsequent 1/10th mile	£0.20	£0.30	£0.40
Waiting time – for each period of one minute	£0.33	£0.50	£0.66
2 mile journey costs	£7.00	£10.50	£14.00

If you have up to 4 passengers no matter what size vehicle Tariff 1

If you have more than 4 passengers go to tariff 2, standard + 50% (it's still better than having to get 2 taxis and pay standard price twice.) No extras per head and this works out fair whether it is a short or long journey.

Night rate goes straight on to tariff 2 at 23:00 as do the cars

Night rate for 5 pax or more tariff 3 ok not quite a 50% increase on tariff 2 but it is what the drivers have been doing for years. (and they can't really complain as they should not have been doing it as till recently there was no official multiseater rate) if you don't tell then it's a 50% increase for multiseaters on night rate but just that "this is the rate", there can be no argument.

We always used to have a line at the bottom of the tariff sheet saying "extras" and then "Christmas 2 x Standard rate" or words to this effect


If you wanted you could do a tariff 4 just to cover this for multi-seater work at Christmas. This would then show the maximum charge for the period on the meter. But I think the extras line would suffice as it is expected so no surprises.

I know, and the council know that the meters have been manually controlled in the past to go to next tariff up when it's either night rate or multiseater. The customers won't be surprised. It's more of a case of the council actually putting what has been going on for many many years down on paper and making it legal.

Regards,

[REDACTED]
[REDACTED]
[REDACTED] re
01787 881212

From: Julie
Sent: 18 October 2022 17:38
To: Neil Gardiner <Neil.Gardiner@baberghmidsuffolk.gov.uk> **Subject:**
Re: Taxi Fares Consultation

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Option 4
Or it's pointless it's like flogging a dead horse my income is less now than 8 years ago I could earn more working at Aldi or Tesco's.
When you have no drivers left it will be to late we. I longer offer a night shift and I'm considering closing weekend night as I don't want to use my £13 k car for night work.
I'm applying for jobs if something comes up I will sadly let everyone get on with it.

From: Steve
Sent: 27 October 2022 13:09
To: Neil Gardiner <Neil.Gardiner@baberghmidsuffolk.gov.uk>
Subject: Re: Response to Babergh Taxi Tariff Proposals October 2022

Please find attached below my proposals for an increase to the current taxi tariff in Babergh. This is a small increase which balances a fair increase for the trade and doesn't take taxis out of the price range of the majority of regular users. This has been based on the current tariff sheet agreed upon in 2021 and implemented in November 2021. Please see on the second template below the table of fares a comparison to current and new proposed prices using my proposals.

Appendix C

Rate	Times	Flag Fare	Increments	Waiting Time
Tariff 1	For Hirings of 1-4 passengers between 07.00 & 23.00 (Monday to Sunday Inclusive)	£3.60	20p per tenth of a mile	For each 36 seconds - 20p Equivalent to £20 per hour.
Tariff 2	For Hirings for 1-4 passengers between 23.00 & 07.00 (Mondays to Sundays inclusive) and ALL BANK HOLIDAYS excluding those covered by Rate 3 AND For Hirings of vehicles carrying 5-8 passengers between 07.00 & 23.00 (Mondays to Sundays Inclusive)	£5.40	30p per tenth of a mile	For each 36 seconds - 30p Equivalent to £30 per hour
Tariff 3	For Hirings for 1-4 passengers between 18.00 & 07.00 (Christmas Eve to 27th December) and New Year's Eve from 18.00 to 07.00 on 2nd January AND For Hirings of vehicles carrying 5-8 passengers between 23.00 to 07.00 (Mondays to Sundays Inclusive)	£7.20	40p per tenth of a mile	For each 36 seconds - 40p Equivalent to £40 per hour
Tariff 4	Rate for Christmas - Hirings for 5-8 passengers between 18.00 on December 24th to 07.00 on December 27th and for New Year (18.00 on 31st December to 07.00 on January 2nd)	£9.00	50p per tenth of a mile	For each 36 seconds - 50p Equivalent to £50 per hour

All fares above are the MAXIMUM fares allowed by Hackney Carriages licensed by Babergh & Mid Suffolk District Council. Passengers may negotiate a lesser fare at the discretion of the owner/ driver. All initial Flags are for the first 0.3 miles of the journey or 108 seconds or part thereof (or a combination of time and distance)


No extra charge shall be made for Luggage, Shopping, Wheelchairs, Mobility Scooters or Assistance Dogs or other disability apparatus. A further charge may be made by the proprietor of the vehicle for any soiling/foiling to the interior of the vehicle rendering it unfit for further immediate hiring. This is a matter between the proprietor and the hirer. Vehicle proprietors should clearly display details of their soiling/fouling charge policy inside the vehicle.

Appendix C

Destination	Distance from the Taxi Rank in Miles	Current Tariff 1	Alternative Tariff 1 (Attached)	Percentage Increase
Sudbury Health Centre	1.2	£4.82	£5.40	12.03%
Lionel Hurst Close, Cornard	2.4	£6.98	£7.80	11.75%
Bures	5.6	£12.74	£14.20	11.46%
Lavenham	6.7	£14.72	£16.40	11.41%
Colchester Train Station	13.7	£27.32	£30.40	11.27%
West Suffolk Hospital	16.4	£32.18	£35.80	11.25%
Stansted	30.9	£58.28	£64.80	11.19%
Heathrow	94.2	£172.22	£191.40	11.14%

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From: Charlene
Sent: 30 November 2022 16:47
To: Taxi Fares Consultation <taxifares@babberghmidsuffolk.gov.uk>
Subject: Re: Mid Suffolk Draft Table of Hackney Carriage Fares

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Yes I agree with the fair chart

Sent from [Outlook for iOS](#)

From: Mike
Sent: 30 November 2022 19:56
To: Taxi Fares Consultation <taxifares@babberghmidsuffolk.gov.uk>
Subject: Re: Mid Suffolk Draft Table of Hackney Carriage Fares

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Looks about right, that as absolute minimum. Hardly reflects increased costs especially if serious about push for new electric vehicles.

Currently deciding whether to quit go completely private hire so I can set realistic prices. At year end pulling wheelchair access.

Mike Drain

Sent from [Outlook for iOS](#)


From: Alan
Sent: 01 December 2022 06:21
To: Taxi Fares Consultation <taxifares@babberghmidsuffolk.gov.uk>
Subject: Re: Mid Suffolk Draft Table of Hackney Carriage Fares

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That's great, thank you.

On Wed, 30 Nov 2022 at 16:44, Taxi Fares Consultation <taxifares@babberghmidsuffolk.gov.uk> wrote:

From: Robert
Sent: 01 December 2022 11:46
To: Taxi Fares Consultation <taxifares@baberghmidsuffolk.gov.uk>
Subject: Re: Mid Suffolk Draft Table of Hackney Carriage Fares

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Good morning,

Looks OK to me.

Robert Raison

Get [Outlook for Android](#)

From: Aubrey
Sent: 05 December 2022 10:52
To: Taxi Fares Consultation <taxifares@baberghmidsuffolk.gov.uk>
Subject: Re: Mid Suffolk Draft Table of Hackney Carriage Fares

 **EXTERNAL EMAIL: Don't click any links or open attachments unless you trust the sender and know the content is safe. Click [here](#) for more information or help from Suffolk IT**

Good Morning,

I have received your latest email regarding fare increases however there are two different tables showing and the attachment isn't opening (not just on my email but everyone else I have spoken to).

I have had this conversation openly yet no-one has come back with an answer. This is the question I asked.

I don't understand it. On the left it says the first mile is £6:00 and two miles is £8:40 yet the table on the right says the first 1760 yards (which is equal to a mile) is £5:00 and the second is 20p every 176 yards so £2:00 + £ 5:00 = £7:00 not £ 8:40. I will email Niel on Monday as it's either one fare or the other as they are not the same amount. Regardless of whether we are working in yards or miles the distance travelled needs to be the same fee for the same length driven. So the question remains what do I charge on rate one for a journey of a) one mile and b) 2 miles ?

I would be grateful if you could let me know which one we are looking at is it the £5 start or the £6 start.

There will be others contacting you as by the time this comes into place we will be due another review. Thank you,

Sally.

List of Taxi & PHV Consultees

1. All MSDC Drivers	2. All MSDC Operators
3. All Libraries in MSDC	4. All MSDC Parish and Town Councils
5. Age UK Tavis House 1-6 Tavistock Square London WC1H 9NA	6. Age UK Suffolk Unit 14 Hillview Business Park Old Ipswich Road Claydon Ipswich IP6 0AJ
7. Suffolk Constabulary Police Headquarters Martlesham Heath Ipswich IP5 3QS	8. Environmental Protection Babergh & Mid Suffolk District Councils Endeavour House 8 Russell Road Ipswich IP1 2BX
9. Suffolk Adult Safeguarding Board Endeavour House 8 Russell Road Ipswich IP1 2BX	10. Suffolk Child Safeguarding Board Endeavour House Floor 3 Gold Block 8 Russell Road Ipswich IP1 2BX
11. Mid Suffolk Disability Forum linda.hoggarth@avenuesgroup.org.uk	12. Suffolk Disability Forum disabilityforum@btinternet.com
13. Suffolk Chamber of Commerce Felaw Maltings South Kiln 42 Felaw Street Ipswich IP2 8SQ	14. Suffolk County Council Passenger Transport Team Endeavour House 8 Russell Road Ipswich IP1 2BX
15. Stowmarket and District Chamber of Commerce secretary@stowmarketchamber.co.uk	16. Communities Babergh & Mid Suffolk District Councils Endeavour House 8 Russell Road Ipswich IP1 2BX
17. Red Gables Ipswich Rd Stowmarket IP14 1BE	

Agenda Item 16

MID SUFFOLK DISTRICT COUNCIL

TO: Mid Suffolk Cabinet	REPORT NUMBER: MCa/22/56
FROM: Cabinet Member Economic Growth	DATE OF MEETING: 06/03/2023
OFFICER: Fiona Duhamel	KEY DECISION REF NO. CAB390

This report is open for public inspection. However, Appendices referred to within the report are not open for public inspection as they contain exempt information by virtue of which the Council are likely to exclude the public during the discussion of the agenda item to which the report relates.

The description of the exempt information under Schedule 12A of the Local Government Act 1972 (as amended) is as follows: -

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

The author(s) confirm(s) that the public interest in maintaining the exemption outweighs the public interest in disclosing the information

SKILLS & INNOVATION CENTRE ON GATEWAY 14

1. PURPOSE OF REPORT

- 1.1 To report to Cabinet high-level progress made to date, including initial business case, for a concept circa 30,000 square feet (approximate, equivalent to 2,787m²) Skills and Innovation Centre for locating on the Gateway 14 / Freeport East site. The centre would be set within the designated innovation cluster area, identified as Plots 3000 within the site masterplan, comprising approximately 85,000 square feet (7,897m²) in total.
- 1.2 To update Cabinet on work carried out to date on the initial high-level order of cost estimates for the development, potential income generation opportunities, the draft funding strategy (including Free Port status linked opportunities) and emerging exemplar level sustainability ambitions for the building.
- 1.3 To seek Cabinet approval for the Council taking forward plans for development of the centre to the next gateway governance step, on the basis of the Skills and Innovation option rather than as a tradition workspace facility. It is essential that the Council works collaboratively alongside Gateway 14 Ltd and Jaynic, who are the landowners and delivering the G14 site. The concept is more transformational than a traditional innovation or business centre format given it seeks to incorporate skills development alongside innovation and employment sectors.
- 1.4 To note, subject to 1.3 above, that the Council will fund the next stage of works using existing budgets which will include: further assessment of capital build costs for the building, the development of a full business case which will include a funding strategy, income and expenditure models and options for operating the centre, recommendations as to long term ownership and partnership governance model.

2. OPTIONS CONSIDERED

- 2.1 **DO-NOTHING. Not Recommended.** A ‘do-nothing’ approach will fail to explore an opportunity to deliver an innovative solution towards bridging long-term skills gaps in the sub-regional area. It will also fail to contribute towards strategic priority outcomes across a range of corporate and local growth plans and policies. It will not deliver against the masterplan vision or Freeport East opportunities for the wider Gateway 14 site.
- 2.2 **WORK WITH GATEWAY 14 LTD AND LOCAL PARTNERS TO SCOPE AND DESIGN A VIABLE DEVELOPMENT. Recommended.** This is scoped as a multiple-partner collaborative project with shared benefits and outcomes. An exemplar and flagship build and operational development for the Gateway 14 site could create the right ecosystem for skills and business innovation to flourish within the local area and wider for the longer-term. Three significant work packages have now been completed in support of this option.
- 2.3 **AS NEXT STEPS FINALISE OWNERSHIP, OPERATION AND OFFER OF SERVICES, AND COMPLETE A CENTRE DESIGN AND FULL BUSINESS CASE, FOR SUBMISSION OF PLANNING AND FURTHER GATEWAY 14 LTD AND COUNCIL CONSIDERATION. Recommended.** The project involves the district council, Gateway 14 Ltd together with Jaynic’s development management and further and higher education and innovation sector representation. A sector consultant (Respublica) has been commissioned by Mid Suffolk District Council, utilising ‘Mid Suffolk Millions’ investment. A refinement of design iterations has already taken place, led by Jaynic, with a strong emphasis on ‘form following function’ to deliver flexible priority uses, spaces and services from the building.

3. RECOMMENDATIONS

- 3.1 That Cabinet **review and note** the initial business case attached as Appendix A (confidential) including high-level development appraisal with initial costing estimates, revenue income opportunities and viability requirements, indicative costs of borrowing and latest version of the scheme design layout including an indicative schedule of accommodation.
- 3.2 That Cabinet **note** the work to date on the operational management strategy and the findings and conclusions of the Respublica report (attached as Annex F1 of Appendix A - confidential)
- 3.3 That Cabinet **endorse** the option to further develop a business case for a combined skills and innovation centre.
- 3.4 That Cabinet **note** the forward funding of revenue spend from within existing budgets to complete the next stage of business case development work. It should be noted that where forward-funded revenue spend can be later capitalised it will be.

REASON FOR DECISION

To continue to explore and maximise the opportunities for the Council to lead the development of a new unique facility which offers skills development and entrepreneurship and innovation at Gateway 14 in Stowmarket. This leadership opportunity arises from the Council’s economic growth and strategic asset management

functions, Gateway 14 site involvement including Freeport East designation and active skills and innovation sector partnerships.

This proposal seeks to meet the immediate and future skills needs of employers and workers in the local and wider sub-regional area and to address the significant skills gaps in the locality. It will provide bespoke services to address gaps in provision and add value to the regional economy.

The proposal meets many Council, local partnership and government outcomes but also creates the conditions to stimulate some new and exciting partnerships which enhance opportunities for local communities and provides a regionally significant centre in the town and within the Freeport area.

4. KEY INFORMATION

- 4.1 The Initial Business Case document is provided at Appendix A (confidential) and is the primary reference point for this report and its recommendations. This makes clear that key considerations for the Council are based upon the 'added value' of a skills development and education component co-located with businesses and innovation. To this extent it is a non-traditional innovation or enterprise centre format and is a 'disruptive' and transformational concept to help address long-term skills gaps, local employer skills shortages and lower levels of productivity and attainment.
- 4.2 The concept is delivery of a new flagship build highly sustainable (minimum BREEAM 'Excellent') circa. 30,000 sq ft Skills and Innovation Centre on the Gateway 14 site off Junction 50 of the A14 in Stowmarket, potentially ready for first occupation by the end of 2024.
- 4.3 Outline Planning Permission (Ref: DC/21/00407) is held for the whole site which includes a centrally located Innovation Cluster area of approximately 85,000 sq ft (of which approximately 30,000 sq ft would be taken by the Skills and Innovation Centre). G14 Ltd could submit a reserved matters application for the Skills and Innovation Centre at any time and independently of Mid Suffolk District Council. It should be noted that all units within the innovation cluster are required as a condition of planning to meet BREEAM 'Excellent' sustainability standards (the rest of the site targeting achievement of a minimum standard of BREEAM 'Very Good').
- 4.4 There is an evidenced need at a sub-regional level to bridge the skills gaps within the labour force, both for immediate and longer term, by strengthening collaboration between businesses and education providers to support lifelong technical and transferable vocational education.
- 4.5 The G14 Skills and Innovation Centre concept is a unique proposition for the region and the UK. There are numerous centres of 'Innovation' or 'Enterprise' as well as 'centres, academies or institutes' for skilled training currently in operation around the country and elsewhere. However, few aim to bring together aspects of business support and skills development, in quite the same way as is envisioned at G14:
 - **A diagnostic and brokerage service**
Careers information, advice and guidance for adults. Customised recruitment and training. Business support.
 - **A technology enabled learning environment to support key sectors and themes**

A platform for 'bite-sized' e-learning products to facilitate remote learning and CPD. A 'Green Screen Studio' set-up to support virtual reality technologies to explore 'faculties on the factory floor' for a range of skill needs in priority sectors.

- **An 'innovation' hub for new tech businesses**
Space for new business start-ups and micro-businesses with the potential for growth. Access to advice, and finance (e.g. investor angels). Hot desks space for businesses and learning.
- **Bespoke training content with a focus on modular/micro-learning**
Small units of modular learning that can be co-designed and delivered. Opportunities to accredit and enable continued learning as well as progress to further and higher learning.
- **A local labour market observatory**
This will establish the labour market intelligence function to inform skills development to address skill shortages (e.g. hard to fill vacancies) and skill gaps among the existing workforce.
- **A range of flexible spaces and meeting rooms**
Building upon Innovation Labs and other workspace models the centre will include a range of lettable spaces from hot desks to grow on spaces, tailored to meet current demand
- **Conferencing/Events (subject to further viability testing and market intelligence)**
A 150-person conferencing suite on second floor plus flexible seminar/lecture spaces. Space for autonomous learning - access to internet
- **A Café for networking/collaboration and use by all businesses on G14**
- **An exemplar environmentally sustainable building**

4.6 It will deliver against Freeport East / DHLUC and HM Treasury objectives and requirements. It will create a focal point and stimulus for wider innovation cluster development on the site, in alignment with the full site master plan for Gateway 14.

4.7 Early work on plans for a unique Skills and Innovation Centre at G14 has been progressing since Spring 2022. Closely aligned to the ambitions of Freeport East around skills, innovation and net zero, the project concept and 'ask' for seed capital was submitted to government as part of the Initial and Full Business Case. Consequently £6m of Seed Capital has been secured towards the project from government.

4.8 Three stages of work were identified; a **Skills Audit** to review and better understand demand and supply, the development of **key activities and operations** in the space, the **development of physical plans** for the site at G14. Those initial stages of work have now been completed, although refinements to function and layout will be further informed by workspace operator soft marketing.

4.9 Jaynic, via appointed architects Frank Shaw Associates, have to date produced four iterations of a design layout. These have sought to refine a best balance of the development of the education and business ecosystem and function with practical

considerations around the building's best use of space, its sustainability and cost. The latest refinements are based upon the partnership panel feedback including Universities, West Suffolk College and Innovation Labs – which also fed into the Respublica consultant report on the scheme concept.

- 4.10 However, it should be noted that input from a potential workspace operator in the design is essential and given the education partner commitments, services offer and occupancy requirements are still unclear and unresolved at this initial stage and may be small scale during early years of operation. Partner endorsements on concept and their potential learning and skills offer are attached within Annex F1 to Appendix A (Confidential).
- 4.11 The proposals and ambitions for the concept are contained within Appendix A (confidential) Initial Business Case. It should be noted this is aspirational and it is unlikely that every element would be deliverable, at least in early stages of operation.

5. LINKS TO CORPORATE PLAN

5.1 The organisational vision is *'great communities with bright & healthy futures that everyone is proud to call home'* supported by the Council's mission to *'provide strong, proud, and inspirational leadership; striving for excellence, and together building great communities for everyone to live, work, visit and invest in'*. This proposal is a strong fit towards the vision and mission.

5.2 There are a range of cross-cut strategic priorities, both corporate and wider, which align with this project, including (in no particular order of weighting):

- Freeport East – as a key strand of the skills and innovation submission to government
- Joint Economic Recovery Plan / economic evidence base refresh – Skills, Innovation and Business Support themes
- G14 Board Business Plan, ambitions and KPIs for site
- Climate Action Plan / net zero carbon transition by 2030
- Strategic Asset Management Plan 2020-2025 (SAMP)
- Place Regeneration and Stowmarket Vision delivery
- Joint Local Plan and Local Industrial Strategy – including A14 Growth Corridor
- Business Rates Base Growth for District and Mid-Term Financial Strategy

5.3 This project is broader than a physical building and purely commercial venture. If the right format can be established and found to be viable, it is an enabling investment and platform for improving life chances and outcomes for local people. It can help businesses and enterprises to survive, be resilient and grow and for connections and networks to grow organically raising the profile of the G14 sites and district as a home and destination for higher skills, innovation and success.

6. FINANCIAL IMPLICATIONS

6.1 Appendix A (confidential) to this report contains an initial high-level financial appraisal as part of the initial business case. In all respects this emerging project is a financially higher-risk scheme given it is a unique proposition.

6.2 It will therefore be necessary to undertake further detailed financial work including sensitivity testing for the funding strategy development during the next phase of concept design, feasibility and viability - should Cabinet be satisfied to approve the recommendations of this initial gateway report. Development appraisals will need to

consider lifetime operational, management and maintenance costings estimates, not just up-front capital costs. These can only be refined as occupancy requirements, ownership and operation models, access to finance (including borrowing rates and term) and Freeport opportunities including access to retained business rates, conferencing and events evidence are sufficiently progressed and clarified.

- 6.3 The initial high-level indicative order of costs for development of a scheme, based so far upon the latest two layout option variants, is attached within Appendix A (confidential). This should be noted as not a fully detailed and costed appraisal at this time, which will follow in due course as part of full business case reporting. It does however provide a sense of the scale, and potential risks, of a venture of this kind.
- 6.4 As a Gateway 14 Ltd owned site and development, it is important to recognise the company's lead role in setting the direction regarding development cost planning and financial considerations and their onward implications for the wider site – not confined to this building. G14 Ltd will want to see a building that thrives, is well managed and has a positive longer-term impact on the wider development. Whilst yet to be confirmed, it may be less likely that G14 Ltd will wish to own the building given the particular nature and risks of this precedent concept seeking to co-locate skills development with innovation and business.
- 6.5 There are also taxation and corporation liability impacts to be carefully assessed and considered. The ownership, occupation and management of any developed Skills Centre are therefore critical to clarify as early as possible and having undertaken full due diligence.
- 6.6 For the Council, also as 100% shareholder of Gateway 14 Ltd and Freeport East partner, there are valuable wider economic, social and environmental non-monetised benefits from delivering the Skills and Innovation Centre. There are also obligations to DHLUC, HM Treasury and Freeport East to be able to benefit from the incentives Freeport East will bring including accessing seed capital funds and retained business rates.
- 6.7 The Initial Business Case attached as Appendix A (confidential) identifies both financial and non-financial benefits linked to the developing concept. It should be clearly acknowledged that in early years of operation the centre will not be break-even and that there will be significant risks to consider and manage in this regard. Officers will also for the Full Business Case be including HM Treasury compliance standard appraisals which are being sourced to identify in monetary terms the wider social value impacts from delivering a skills and innovation centre along the A14 corridor at Stowmarket. This will be an important consideration in deciding whether to proceed with a built development which encompasses skills provision or not.
- 6.8 A commissioned market intelligence and evidence base report for evidencing conferencing and events income opportunities from the centre will also be available shortly and will be integrated with the funding and finance viability work towards the Full Business Case. The initial financial appraisals clearly show that conference and event income will be critical to the business case, and that education and skills training will not of its own generate significant income for the centre.
- 6.9 At this stage it should be stressed that the Funding Strategy requires further detailed conversations through the Gateway 14 Ltd Board, Freeport East board and partners involved, which will continue over the coming weeks. However, it is likely that there will be a need for the Council to become a primary funder of the scheme.

- 6.10 Consideration will need to be given to the management of the funding gap for the project and a 'worst case' financial assessment will be the main focus. If borrowing is required, Minimum Revenue Provision (MRP) and interest costs will need to be built into cost forecasts. Borrowing against future retained Business Rates revenues is a possibility and the Council's Chief Finance Officer/S151 has and will continue to be consulted on all options towards production of the detailed Full Business Case to return to Cabinet/Council for approval in due course.

7. LEGAL IMPLICATIONS

- 7.1 All land at the Gateway 14 site is owned by Gateway 14 Ltd a private limited company, of which 100% of the shares are owned by Mid Suffolk District Council. Gateway 14 Ltd has appointed Jaynic as its development partner for delivering the site. The current legal structures for the Skills and Innovation Centre ownership and governance require further analysis before any final business case is approved.
- 7.2 There is a need to review all structures to ensure that future operation of the Skills and Innovation Centre is managed in accordance with a set of agreed outcomes and principles. The Council's appointed consultant Respublica has carried out and completed in January 2023 initial analysis work culminating in a report outlining the main options, structures and considerations. Further work is required with stakeholders to conclude this area of work and any future recommendations will be brought back to Cabinet as part of the Full Business Case. Given the building is likely to have a range of partners sharing space, careful consideration is required regarding longer-term management and legal and operational structures. This will also form part of the Cabinet's future gateway review of a Full Business Case.
- 7.3 There are linked wider Freeport East agreement and governance, and business rates policy considerations for the site, as well as G14 Ltd matters, subject to separate detailed reporting as required.
- 7.4 Councils have the powers to acquire land and property for the purposes of -
(a) any of their functions under LGA 1972 or any other enactment, or
(b) the benefit, improvement or development of their area.
- 7.5 The Council's Strategic Asset Management Plan (2020-25) requires an independent valuation when connected parties are involved, which may be good governance in this situation.

8. RISK MANAGEMENT

- 8.1 The initial key risks are set out below. For this initial business case and noting reporting stage risks are mainly confined to the high level strategic, and potentially

the missed opportunities should the authority not endorse the next stage of business case development. See also Section 3 above on options considered.

Key Risk Description	Likelihood 1-4	Impact 1-4	Mitigation	Risk Register and Reference
Income and Capital projections and economic outcomes projected for Gateway 14 Ltd may not be delivered	3	4	Robust development appraisals and funding strategy including whole life cashflow forecasting and estimates. Expert input at all stages. Governance gateway steps including G14 Board. The Skills Centre would only be 30,000 sq ft of a wider 2.3m sq ft site	SRR002 - MSDC STRATEGIC RISK REGISTER
The Councils may not be carbon neutral by 2030	4	4	This scheme has a marginal influence on the overarching district strategic risk. However, delivery of a highly sustainable building (minimum BREEAM Excellent) would support wider climate resilience strategies	SRR009 - MSDC STRATEGIC RISK REGISTER
Additional cost pressures for MSDC may result in a significant overspend that needs to be funded from reserves	3	4	Robust business case & sensitivity analysis, clear understanding of financial risks and expectations. Market evidence and advice – demand and need. Governance gateway steps including S151 officer	SRR013 - MSDC STRATEGIC RISK REGISTER
We may not understand the needs and aspirations of our businesses	2	4	Utilise professional network, economic growth function and commission evidence and intelligence to inform strategies for this project	05 – SIGNIFICANT OPERATIONAL RISK REGISTER
Lack of business growth and investment in the districts	2	4	Consider direct intervention business case to address evidenced employment skills gaps in the local and sub-regional area	06 – SIGNIFICANT OPERATIONAL RISK REGISTER

Lack of workspace delivered in districts due to market failure	3	4	Consider direct intervention business case to address evidenced market failure and provide workspace in Stowmarket / A14 corridor location	07 – SIGNIFICANT OPERATIONAL RISK REGISTER
Decline in our key towns impact upon economic prosperity of the districts	3	4	Consider direct intervention business case to address evidenced employment skills gaps in the local and sub-regional area via delivery of a unique skills and innovation centre	08 – SIGNIFICANT OPERATIONAL RISK REGISTER
We may be unable to meet income projections for the Councils	3	4	Robust development appraisals and funding strategy including whole life cashflow forecasting and estimates. Expert input at all stages. Governance gateway steps including S151 officer	10 – SIGNIFICANT OPERATIONAL RISK REGISTER

8.2 The project risk register has been included in the Initial Business Case attached at Appendix A (confidential) and is kept regularly updated. This will be managed operationally and through key governance gateway decision points and programme board reporting. Risk identification and management will evolve along with the business case and development appraisal progression. Initial Business Case identified risks will be addressed and mitigated in the work up to Full Business Case reporting – for example design, centre ownership, operational model, funding, development management, income opportunities and occupancy agreements.

9. CONSULTATIONS

- 9.1 Extensive engagement and consultation has been carried out with a range of partners and specialists and this is detailed in the initial business case. Respublica consultants have undertaken a wide range of research and engagement in the formulation of the operational and functional work to date. Further market research is underway regarding conferencing and events viability.
- 9.2 Work is ongoing in terms of working alongside Gateway 14 Ltd Board and their development partner Jaynic, together with frequent key stakeholder inputs and the integration of the functional uses intended for the building being enabled through the physical design and build.
- 9.3 Formal consultation will be carried out as part of any future planning application. The Gateway 14 site has an outline planning consent granted 05 November 2021 and this has involved significant public, community and stakeholder engagement.
- 9.4 Ongoing dialogue with Freeport East, Gateway 14 Ltd and Jaynic is essential as well as with delivery partners.
- 9.5 Internal cross-service discussions continue involving SLT, S151 and finance colleagues, legal, strategic assets, climate change, planning and building control.

Case studies and site visits to similar innovation centres are also informing the business case and viability work.

10. EQUALITY ANALYSIS

If any of the protected grounds may be affected as a result of the recommendations in this report a full Equality Impact Assessment (EIA) will need to be carried out. Initial screening has concluded that a full Equality Impact Assessment (EIA) not required at this point.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 Environmental issues are being considered as part of the planning and delivery process however there are no direct environmental implications in respect of the recommendations at section 3.
- 11.2 Gateway 14 Ltd has a clear business goal to maximise sustainable construction opportunities and explore low carbon heat and energy/water sources on the site. Ambitions for the building are for exemplar level construction, embodiment of carbon and considerate construction in support of the Council's emerging Climate Resilience Plan and Gateway 14 sustainability strategy. BREAAAM 'Excellent' is the minimum standard for the innovation cluster (Plot 3000 units) on the Gateway 14 site. BREEAM 'Excellent' would broadly represent performance equivalent to the top 10% of UK new non-domestic buildings.
- 11.3 Development of the site would have associated environment impacts requiring assessment and mitigation. However, Gateway 14 is already a live construction site operating within planning consents and detailed construction phase planning including mitigating impacts on wider local infrastructure, businesses and communities. This will minimise negative effects of building the centre.
- 11.4 The initial design work has proposed roof mounted solar PV and air source heat pumps, to provide self-consumption energy opportunities and cost savings for occupiers. Electric vehicle and bicycle charging points and biodiversity planting and features are options to further embed green infrastructure and mitigate carbon impacts.

12. APPENDICES

Title	Location
A. Initial Business Case (including Financial, Operational, Concept and Programme work to date) - CONFIDENTIAL	ATTACHED
B. Annexes to Initial Business Case - CONFIDENTIAL	ATTACHED
C. Data & Evidence Pack to Initial Business Case - CONFIDENTIAL	ATTACHED

13. BACKGROUND DOCUMENTS

None other than Appendices above

Agenda Item 18

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