



## **REVISED AGENDA**

## **COUNCIL MEETING**

**WEDNESDAY, 22ND MARCH, 2023 – 5.30 PM**

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Members of the Council are summoned to a meeting of the Babergh District Council at King Edmund Chamber, Endeavour House, 8 Russell Road, Ipswich on Wednesday, 22nd March, 2023 at 5.30 pm.

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

Arthur Charvonja  
Chief Executive

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<b>BABERGH COUNCIL</b>	
<b>DATE:</b>	<b>WEDNESDAY, 22 MARCH 2023 5.30 PM</b>
<b>VENUE:</b>	<b>KING EDMUND CHAMBER, ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH</b>

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

Page(s)

**1 APOLOGIES FOR ABSENCE**

To receive apologies for absence.

**2 DECLARATION OF INTERESTS BY COUNCILLORS**

**3 BC/22/45 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20 FEBRUARY 2023** 7 - 20

**4 BC/22/46 ANNOUNCEMENTS FROM THE CHAIRMAN AND LEADER** 21 - 22

In addition to any announcements made at the meeting, please see Paper BC/22/46 attached, detailing events attended by the Chairman and Vice-Chairman.

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

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

- 6        **QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**
- The Chairman of the Council to answer any questions by the public of which notice has been given no later than midday three clear working days before the day of the meeting in accordance with Council Procedure Rule No. 12.
- 7        **QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**
- The Chairman of the Council, the Chairmen of Committees and Sub-Committees and Portfolio Holders to answer any questions on any matters in relation to which the Council has powers or duties or which affect the District of which due notice has been given in accordance with Council Procedure Rule No. 13.
- 8        **BC/22/47 OVERVIEW AND SCRUTINY COMMITTEE REPORT**        23 - 26
- Chair of Overview & Scrutiny Committee
- 9        **TO RECEIVE REPORTS FROM CABINET MEMBERS**        27 - 30
- CMU1 – Cabinet Member for Planning
- 10       **BC/22/48 COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE FRAMEWORK FIFTH REVIEW - MARCH 2023**       31 - 208
- Cabinet Member for Planning
- 11       **BC/22/49 DRAFT JOINT LOCAL PLANNING ENFORCEMENT PLAN 2023**       209 - 232
- Cabinet Member for Planning
- 12       **BC/22/50 SPECIAL URGENT DECISIONS TAKEN BY OFFICERS UNDER DELEGATED POWERS IN ACCORDANCE WITH PART 2 OF THE CONSTITUTION**       233 - 236
- Chief Executive
- 13       **BC/22/51 COUNCILLORS PARENTAL LEAVE POLICY**       237 - 254
- Leader of the Council
- 14       **BC/22/52 PAY POLICY STATEMENT 2023/2024**       255 - 262
- Leader of the Council

15 **BC/22/53 REVIEW OF JOINT CHIEF EXECUTIVE  
REMUNERATION**

This Item has been withdrawn.

16 **COUNCILLOR APPOINTMENTS**

17 **MOTIONS ON NOTICE**

**Date and Time of next meeting**

Please note that the next meeting is scheduled for Tuesday, 23 May 2023 at 5.30 pm.

**Webcasting/ Live Streaming**

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

[https://www.youtube.com/channel/UCSWf\\_0D13zmegAf5Qv\\_aZSg](https://www.youtube.com/channel/UCSWf_0D13zmegAf5Qv_aZSg)

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact the Committee Officer, Committee Services on: 01473 296472 or Email: [Committees@baberghmidsuffolk.gov.uk](mailto:Committees@baberghmidsuffolk.gov.uk)

### **Introduction to Public Meetings**

Babergh/Mid Suffolk District Councils are committed to Open Government. The proceedings of this meeting are open to the public, apart from any confidential or exempt items which may have to be considered in the absence of the press and public.

### **Domestic Arrangements:**

- Toilets are situated opposite the meeting room.
- Cold water is also available outside opposite the room.
- Please switch off all mobile phones or turn them to silent.

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2. Follow the signs directing you to the Fire Exits at each end of the floor.
3. Do not enter the Atrium (Ground Floor area and walkways). If you are in the Atrium at the time of the Alarm, follow the signs to the nearest Fire Exit.
4. Use the stairs, not the lifts.
5. Do not re-enter the building until told it is safe to do so.

# Agenda Item 3

## BABERGH DISTRICT COUNCIL

Minutes of the meeting of the **BABERGH COUNCIL** held in the King Edmund Chamber, Endeavour House, 8 Russell Road, Ipswich on Monday, 20 February 2023

### PRESENT:

Councillor: Kathryn Grandon (Chair)  
Derek Davis (Vice-Chair)

Councillors: Clive Arthey  
Melanie Barrett  
Peter Beer  
Siân Dawson  
John Hinton  
Robert Lindsay  
Alastair McCraw  
John Nunn  
Jan Osborne  
Lee Parker  
John Ward

Sue Ayres  
Simon Barrett  
David Busby  
Mick Fraser  
Leigh Jamieson  
Margaret Maybury  
Mary McLaren  
Adrian Osborne  
Alison Owen  
Stephen Plumb

### In attendance:

Officers: Chief Executive (AC)  
Deputy Chief Executive (KN)  
Deputy Monitoring Officer and Corporate Manager Governance & Civic Office (JR)  
Director Corporate Resources (ME)  
Corporate Manager Finance, Commissioning & Procurement (RH)  
Corporate Manager Finance, Commissioning & Procurement (MC)  
Director Housing (DF)  
Director Operations (ME)  
Director Assets & Investments (EA)  
Director Planning & Building Control (TB)

### Apologies:

Sue Carpendale  
Trevor Cresswell  
Jane Gould  
Michael Holt  
Bryn Hurren  
Elisabeth Malvisi  
Mark Newman  
Zac Norman

## 62 DECLARATION OF INTERESTS BY COUNCILLORS

62.1 In accordance with delegated authority, the Monitoring Officer had granted dispensations to all Members in respect of the Budget papers.

62.2 There were no declarations of interest by Councillors.

**63 BC/22/39 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 23 JANUARY 2023**

**It was RESOLVED:-**

**That the Minutes of the meeting held on 23 January 2023 be confirmed and signed as a true record.**

**64 BC/22/40 ANNOUNCEMENTS FROM THE CHAIRMAN AND LEADER**

64.1 The Chair referred Councillors to paper BC/22/40 for noting.

64.2 The Chair thanked those who attended and supported her Chairman's charity dinner and announced that the event had raised £11,136 for the Blossom Appeal.

64.3 The Leader of the Council made the following announcements:

**Suffolk Public Sector Leaders**

Last Friday Suffolk Public Sector Leaders held the last public SPSL meeting before the elections in May, the Leader of the Council thought it would be an opportune moment to update Councillors on what the SPSL have been doing. Apart from agreeing important financial support for the Collaborative Communities Board to support food networks across the county and for the Housing Board to provide supported living training and to get additional support for tackling rough sleeping, at the meeting SPS Leaders also launched their latest report summarising all that they have achieved over the past three years with the pooled business rates funding at their disposal. SPS Leaders have given:

- £2.35m to support business and the county's post-Covid recovery programme, of which £1.4m has been put into the Suffolk Inclusive Growth Investment Fund, which has supported several projects in Babergh: the Virtual High Street, Innovate Local and Innovation Labs
- £1.35m to tackle county lines and criminal exploitation
- £1.5m to deliver the Suffolk Climate Emergency Plan
- £756k to improve the energy efficiency of homes
- An additional £80k for Screen Suffolk, following the setup support in 2016
- £500k for the county council's Get Suffolk Reading initiative
- £500k for the Collaborative Communities Board and £400k for Suffolk Family Focus for preventative work to support vulnerable people
- £200k for the Integrated Care Academy to support young people and their mental health
- £1m for the Local Welfare Assistance Service to support residents facing financial hardship.
- £1m earmarked for Haughley Junction



- £1m earmarked for the Housing Board
- £375k earmarked for RAWs

In addition, there was initial support for SODA when it was set up in 2018, which is now a well-respected and much used source of data, analytics and insight services used by public service organisations in the county.

In total, since its inception in 2013, SPSL has received £23.9m of pooled business rates funding, of which £21.4m has been spent or committed.

All this demonstrates that councils can achieve so much when they come together and work as a system across the county. It bodes well for the Devolution deal that has been agreed with government. Collaboration between councils is increasingly the only way they can tackle the larger issues that their residents face. No council can work in isolation, no matter what some Councillors here might think.

### **End of Term Report**

Lastly, talking about end of term reports, just another reminder to let all the Council's parish councils, community groups and residents know about the Council's own End of Term Report. It is full of interesting and useful information about all the good things the Council has been able to achieve over the past four years.

## **65 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**

65.1 None received.

## **66 QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**

### **Question 1**

#### **Mr Ferguson to Councillor Busby, Cabinet Member for Finance and Assets & Investments**

At the Council Meeting on Thursday 6<sup>th</sup> October 2022, I asked the Cabinet Member for Finance, Assets and Investments for a copy of the risk assessment of Gipping Construction's ability to complete the redevelopment of the old Babergh District Council offices at Corks Lane. One of the reasons that I gave for this request was my concern about Gipping's limited experience with working on listed buildings – part of the old Council HQ is listed Grade II.

In his response Councillor Busby refused to let me see that risk assessment, and Babergh District Council also refused to provide it when I subsequently submitted a Freedom of Information (FOI) request. However, in his reply to my question on 6<sup>th</sup> October 22, Cllr Busby told me that Babergh Growth Limited would ensure completion of the project quote: "on time and on cost" through robust management of the contract. He went on to say that April 2024 had been set as the completion date.

Also, in response to a question from Cllr Dawson (the Ward member for North Hadleigh) to the Chief Executive (CE) with regards to the timeframe and financial impact of delays in the development work, the CE responded as follows:

“The work on site has been progressing well and in line with the projected programme.”

The Chief Executive went on to say that:

“There are currently no significant delays to the programme and therefore the financial implications are that there is some cost to the redesign work, but this is allowed for within the project contingencies.”

In the context of those assurances, it is apparent that work stopped on this project at the end of November 2022 (i.e. now almost 3 months ago), and as of Monday 13 February 2023, work has not restarted on the site.

**My question to Cllr Busby is:**

Against that background, are you still reporting that the Corks Lane redevelopment will be delivered quote: “on time and on cost,” and that it will be completed by April 2024? If not, what has changed since you provided those assurances on 6th October 2022, and what are the potential implications on the 2023/24 Babergh District Council budget forecasts?

**Response from Councillor Busby, Cabinet Member for Finance and Assets & Investments**

The redevelopment of the former HQ at Hadleigh is a complex project due to the listed buildings and unique nature of the existing buildings on site. The complex nature of this redevelopment was anticipated and allowed for within project contingencies. It was expected that there would be a need to make adaptations to the programme as works progressed on site and additional heritage aspects were uncovered. Whilst work has slowed down on site, considerable technical work is still underway, and we anticipate works on site accelerating in March. Babergh Growth Ltd are still reporting this project to be on budget and on time, however it should be noted that we are still at the very early stages of this development.”

**Supplementary Question from Mr Ferguson to Councillor Busby, Cabinet Member for Finance and Assets & Investments**

The response I’ve just had which quite frankly I find less than informative and rather disappointing in the context of the reality that this has now been shutdown 3 months which was clearly never planned but if I can put that to one side. My question is can we be assured, and I’m now talking in terms of the residents of Hadleigh in particular because this question is being asked all the time, can I ask that we be assured to be given updates in the context of what’s going on with this programme in terms of further developments, particularly if it starts to impact on the costs of it.

## **Response from Councillor Busby, Cabinet Member for Finance and Assets & Investments**

Yes, I'm more than happy to keep you up to date on what is going on, especially with the costs, however as I said it is at an early stage, we anticipated that there would be issues and there have been. Fortunately, these occurred during the winter period, during Christmas and the new year when work on site would not have been happening anyway, we haven't lost 3 months and work has been going on. The problems were caused by ground conditions discovered which affected the car park area as well as heritage assets uncovered in the early part of the on-site works. So, we've had to do additional design work to sort this out and then this has to be signed off by the statutory authorities, but work will start and proceed at a pace very soon.

## **67 QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**

### **Question 1**

#### **Councillor Lindsay to Councillor Jan Osborne, Cabinet Member for Housing**

What triggered the in-depth review into building services?

#### **Response from Councillor Jan Osborne, Cabinet Member for Housing**

The in-depth review was triggered by a combination of factors. Firstly, there were a number of new legislative and regulatory changes for registered housing providers. These included:

- New regulation by the regulator of social housing for stock-holding councils
- Social Housing White Paper
- Building Safety Act
- Changes to the Fire Safety Order

There was also the need to review the impact of the pandemic and to recover from the pandemic. Furthermore, we recognised that some of the previous changes hadn't achieved the long-term impact we had hoped for, so we wanted to do a root and branch review to understand the issues and develop sustainable long-term solutions in the light of the impacts of the pandemic and the new regulations.

#### **Supplementary Question from Councillor Lindsay to Councillor Jan Osborne, Cabinet Member for Housing**

Could you elaborate a bit on what the previous changes were that hadn't achieved the impact we had hoped for?

#### **Response from Councillor Jan Osborne, Cabinet Member for Housing**

I think obviously we've had issues with materials that we hadn't visualised would happen so that has had a huge impact, staffing issues through sickness, covid and also going into the private sector as well. So these are issues that have impacted where we are, I think the important thing is to not look back but to look forward and

to be assured that changes are going to happen, improvements are going to happen and I've been saying that for a long time but I am so much more confident now that this is going to be the fact. So I think rather than looking backwards lets look forwards and hopefully the new Administration will start to see improvements in a very short period of time.

## **Question 2**

### **Councillor Lindsay to Councillor Jan Osborne, Cabinet Member for Housing**

Is the review looking at reasons for the backlog in housing repair work and whether outside contractors are completing work in a timely manner?

### **Response from Councillor Jan Osborne, Cabinet Member for Housing**

The review is looking at all areas, including the backlog in repairs, cost, and quality.

We have identified some areas for improvement with our contractors and are managing them closely to ensure that they are providing a quality service and good value for money.

### **Supplementary Question from Councillor Lindsay to Councillor Jan Osborne, Cabinet Member for Housing**

Are we getting a grip on the backlog now? Is it reducing or is it increasing?

### **Response from Councillor Jan Osborne, Cabinet Member for Housing**

It's not good news, we currently have 1845 outstanding repairs, and the problem is as fast as we try to catch up on those, we've got new repairs coming in, so it's a really difficult situation. We need to look at this and that's what the review will look at why the backlog isn't actually getting less and in some respects it's getting more. The operatives are working really hard to reduce this against some really big challenges - again it's materials, and it's lack of some skilled workforce but it's an area that is obviously being looked at as part of the review.

## **68 BC/22/41 GENERAL FUND BUDGET 2023/24 AND FOUR-YEAR OUTLOOK**

68.1 The Chair invited Councillor Busby – Cabinet Member for Finance and Assets & Investments to introduce report BC/22/41.

68.2 Councillor Busby detailed the purpose of the report and **PROPOSED** the recommendations contained within the report, which was **SECONDED** by Councillor Ward.

68.3 Councillor Beer referred to pg39 and asked why an additional £100,000 was needed for Kingfisher Leisure Centre, in addition to the £641,000 already allocated and referred to ongoing issues at the centre.

68.4 Councillor Busby clarified that there were difficulties acquiring repair parts despite having set aside for them, and the key point is that the Council spends the £641,000 plus the additional £100,000, due to the additional work needed to be done.

68.5 Councillor Hinton referred to pg21 and the increase in employee costs, and requested information regarding the number of employees and how the £1.6million increase was justified.

68.6 The Director for Corporate Resources referred Councillors to table 2 on pg22 and explained that the increase was due to pay award increments and the pay review and not additional staff.

68.7 Councillor Hinton requested confirmation of the total number of staff Babergh is accountable for.

68.8 The Chief Executive advised Councillors that the exact figures change on a daily basis but he would be happy to provide an up-to-date account during the course of the meeting. He reminded the Council of the annual all-member briefing detailing staffing in headcount and full-time equivalent numbers. In addition, the Chief Executive clarified that the main impact was the previous years pay award which was defined centrally.

68.9 Councillor Beer asked how much wages cost the Council, and whether it was 85% of the Council's costs.

68.10 The Director for Corporate Resources referred Council to chart 4 on pg23 depicting the total of employee costs including pensions, national insurance and tax, and amounts to about half of all costs.

68.11 Councillor Beer requested the translated employee cost to residents.

68.12 The Director for Corporate Resources agreed to provide a calculation.

68.13 Councillor M. Barrett questioned the adequacy of the assumption of a 2% pay award in the budget about the staff costs in the next year, referring to pg29 table 6.

68.14 Councillor Busby acknowledged that the assumption may not be enough but that it was a likely indication of where a pay award would start but that the final figure would be nationally agreed.

68.15 The Director for Corporate Resources clarified that the next year is an assumption of 4% and for the subsequent 3 years the forecast was set at 2%, although there was uncertainty with inflation.

68.16 The Chairman responded to Councillor Beer's previous question having received the Director for Corporate Resource's calculations of 50.8%.

68.17 Councillor Dawson raised concern as to whether with all the increased costs in the budget, the cost of parking would be covered.

68.18 Councillor Busby confirmed parking had been budgeted for.

68.19 Councillor Dawson sought assurance that no car parking fees would be implemented after the election.

68.20 Councillor Busby responded that it would be up to the next Council to decide.

68.21 Councillor Lindsay referred to pg65 regarding ICT costs, and £409,000 for contracts and queried this increase in costs. Additionally, on pg66 Councillor Lindsay asked why there were two items for climate change and why economic growth was included.

68.22 The Chief Executive clarified that the duplication was because the first was a summary.

68.23 The Director for Corporate Resources explained the contracts were for all software costs excluding the HRA, and that inflation rates had impacted costs by ten percent, but that a detailed written answer could be provided upon request.

68.24 Councillor Busby added the inclusion of the new Finance IT system, due in the summer.

68.25 Councillor Ward commented that the economic growth and climate change services are featured together due to having the same Director responsible for those areas. Additionally, Councillor Ward further explained staff expenditure in chart 4 but acknowledged percentages would be a useful inclusion for clarity.

68.26 Councillor Lindsay reiterated his request for clarity within the table on pg66 as climate change is not featured as a separate item.

68.27 The Director of Corporate Resources provided a brief step-by-step explanation.

68.28 Councillors debated the matter. Concern was raised towards future potential parking charges and the potential unsustainability of staff costs. The importance of investments and other income avenues was highlighted. The requirement of annual budgeting over 3-year settlements was commented on. Rises in council tax were acknowledged as not ideal but it was agreed Babergh could not afford otherwise. The extent of climate change involvement and initiatives were discussed against the backdrop of finances.

Councillor Maybury left the meeting at 6.27pm and did not take part in the vote.

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

<b>For</b>	<b>Against</b>	<b>Abstain</b>
Clive Arthey	Peter Beer	Alison Owen
Susan Ayres	Sian Dawson	
Melanie Barrett		
Simon Barrett		
David Busby		
Derek Davis		
Kathryn Grandon		
John Hinton		
Alistair McCraw		
John Nunn		
Adrian Osborne		
Jan Osborne		
Lee Parker		
Stephen Plumb		
John Ward		
Mick Fraser		
Mary McLaren		
Robert Lindsay		
Leigh Jamieson		
TOTAL 19	TOTAL 2	TOTAL 1

By 19 Votes for, 2 votes against and 1 abstention,

**It was RESOLVED:-**

- 1.1 That the General Fund Budget proposals for 2023/24 and four-year outlook set out in report BC/22/41 be approved.
- 1.2 That the General Fund Budget for 2023/24 is based on a 2.99% increase to Band D Council Tax, which is equivalent to £5.30 per annum (10p per week) for a Band D property.

## **69 BC/22/42 HOUSING REVENUE ACCOUNT (HRA) 2023/24 BUDGET**

69.1 The Chair invited Councillor Busby – Cabinet Member for Finance and Assets & Investments to introduce report BC/22/42.

69.2 Councillor Busby detailed the purpose of the report and **PROPOSED** the recommendations contained within the report, which was **SECONDED** by Councillor J. Osborne.

69.3 Councillor Jamieson asked how much rent increases would impact the poorest residents on Universal Credit and housing benefits.

69.4 The Director for Housing would provide a detailed emailed response outside of the meeting.

69.5 Councillor J. Osborne commented that 68% of the HRA residents are on housing benefits but that it is scaled dependent on the income of the resident. Additionally, Councillor J. Osborne offered for the information to be an addendum to the minutes when available.

69.6 Councillor Beer asked what the current market rent was for an average three-bed council house before and after the 7<sup>th</sup> April increase.

69.7 Councillor J. Osborne explained the average private rent is £875 per month, and that after the increase, social rent will average at £452 per month with variability due to bedroom number, and affordable rent will be £596 per month.

69.8 Councillors debated the matter. It was acknowledged that the increase was regrettable especially due to the crisis of living backdrop, yet it was reasoned as critical to the viability and continuation of the service. Further action was implored towards resolving the backlog in building services. Regulatory compliance and self-referral matters arose and were echoed to be transparent with progression despite access issues. Concern was raised about the quality of building reparations received by residents, but confidence was afforded to the new team to deliver.

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

<b>For</b>	<b>Against</b>	<b>Abstain</b>
Clive Arthey	Peter Beer	Sian Dawson
Susan Ayres		Alison Owen
Melanie Barrett		
Simon Barrett		
David Busby		
Derek Davis		
Kathryn Grandon		
John Hinton		
Alistair McCraw		
John Nunn		
Adrian Osborne		
Jan Osborne		
Lee Parker		
Stephen Plumb		
John Ward		
Mick Fraser		
Mary McLaren		
Robert Lindsay		
Leigh Jamieson		
<b>TOTAL 19</b>	<b>TOTAL 1</b>	<b>TOTAL 2</b>

By 19 votes for, 1 against and 2 abstentions,



**It was RESOLVED:**

- 1.1 That the HRA Budget proposals for 2023/24 set out in this report, be approved.
- 1.2 That an increase of 7% for council house rents, equivalent to an average rent increase of £6.68 for social rent and £9.41 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 £12.19 a month, be implemented.
- 1.5 That an increase for sheltered housing utility charges, equivalent to £7.42 a month (8% for heating and 11% for water), be implemented, following no utility increase for 3 years (since 2019/20).
- 1.6 That in principle, Right to Buy (RTB) receipts should be retained within the Housing Revenue Account, to enable continued development and acquisition of new council dwellings.

The meeting was adjourned between 6.59pm and 7.08pm.

**70 BC/22/43 CASE FOR A NEW JOINT DEPOT**

70.1 The Chair invited Councillor Busby – Cabinet Member for Finance and Assets & Investments to introduce report BC/22/43.

70.2 Councillor Busby detailed the purpose of the report and **PROPOSED** the recommendations contained within the report, which was **SECONDED** by Councillor Ward.

70.3 Councillor Lindsay asked why the three current depots couldn't be demolished and rebuilt fit for purpose.

70.4 Councillor Busby responded that the current sites were not big enough or efficient.

70.5 Councillor Beer questioned the expenditure of the fuelling arrangements.

70.6 The Director for Operations clarified that fuelling takes place onsite.

70.7 Councillor Jamieson asked whether the merger would entail job losses, particularly office-based staff.

70.8 Councillor Busby responded that at the current stage it was too early to say, but it was possible that efficiency would increase with the existing number of staff meeting higher demands rather than cutting the workforce as waste collection complexity increases.

70.9 Councillor S. Barrett asked where the initiative arose from.

70.10 Councillor Busby confirmed it was the chosen recommendation from numerous officer proposals provided.

70.11 Councillor S. Barrett questioned whether any sites were being considered within Babergh.

70.12 Councillor Busby clarified that possible site locations would only be explored at a later if the project was approved.

70.13 Councillor S. Barrett queried whether the funds would be acquired out of current capital programs.

70.14 Councillor Busby replied that every capital project is required to stand and fall on its own, including financial viability. In addition, Councillor Busby clarified that no funds would be allocated from other current projects towards the proposal and that it would entail borrowing.

70.15 Councillor Ward added that the project succeeds a change in operational requirements.

70.16 Councillor Ayres voiced concern about moving facilities away from Babergh, particularly Sudbury, and requested if a site central to and between both districts could be considered.

70.17 Councillor Busby suggested that the arrangement could work better for Sudbury but that all options would require investigation before proposals were made.

70.18 Councillor Beer echoed the concerns of Councillor Ayres, discouraged borrowing, and questioned whether close consultation with the workforce would be employed.

70.19 Councillor Busby provided examples to refute concerns of a shift away from Sudbury and confirmed workforce consultation as noted in 5.7 of the report.

70.20 Councillor J. Osborne added an additional example of investment in Sudbury, conveyed workforce sentiment from a recent visit, and rationalised the improvement to building services through greater material capacity.

70.21 Councillor Jamieson requested clarification as to whether the £6million costs were attributed to land.

70.22 Councillor Busby clarified that it would be the total cost.

70.23 Councillors debated the matter. Concern was raised about travel distances however the proposal was also at the point of inception and dependent on investigation and viability. Current sites were acknowledged as insufficient, whilst efficiency-savings and land opportunities were highlighted.

By 16 votes for, 5 against and 1 abstention,

It was **RESOLVED**:

1.1 That £6m is added to the Council's Capital Programme from 23/24 budget year to deliver improved depot facilities.

1.2 Capital receipts from the disposal of existing depot sites will be added to the capital programme in later years.

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

As Members had completed their discussion of Item BC/22/43 - Case for a New Joint Depot, the Chair refrained from going into closed session.

**72 RESTRICTED APPENDIX - CASE FOR A NEW JOINT DEPOT (EXEMPT INFORMATION BY VIRTUE OF PARAGRAPH 1 OF PART 1)**

As Members had completed their discussion of Item BC/22/43 - Case for a New Joint Depot, the Chair refrained from going into closed session.

**73 RE-ADMITTANCE OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)**

N/A

**74 BC/22/44 JOINT CAPITAL, INVESTMENT AND TREASURY MANAGEMENT STRATEGIES 2023/24**

74.1 The Chair invited the Corporate Manager Finance, Commissioning & Procurement to introduce report BC/22/44.

74.2 The Corporate Manager Finance, Commissioning & Procurement detailed the purpose of the report.

74.3 Councillor Ward **PROPOSED** the recommendations contained within the report, which was **SECONDED** by Councillor S. Barrett.

74.4 Councillor Hinton questioned the investment cap of £5million as opposed to £2million.

74.5 The Corporate Manager Finance, Commissioning & Procurement explained that it is purely for cashflow purposes between the two districts.

By 22 votes for,

It was **RESOLVED**:

1.1 The Joint Capital Strategy for 2023/24, including the Prudential Indicators, as set out in Appendix A.

1.2 The Joint Investment Strategy for 2023/24, as set out in Appendix B.

- 1.3 The Joint Treasury Management Strategy for 2023/24, including the Joint Annual Investment Strategy as set out in Appendix C
- 1.4 The Joint Treasury Management Indicators as set out in Appendix D.
- 1.5 The Joint Treasury Management Policy Statement as set out in Appendix G.
- 1.6 The Joint Minimum Revenue Provision Statement as set out in Appendix H.
- 1.7 That the key factors and information relating to and affecting treasury management activities set out in Appendices E, F, and I be noted.

**75 COUNCILLOR APPOINTMENTS**

75.1 There we no changes to Councillor appointments.

**76 MOTIONS ON NOTICE**

76.1 None received.

The business of the meeting was concluded at 7.45pm.

.....  
Chair

### BABERGH DISTRICT COUNCIL - 22 MARCH 2023

#### CHAIRMAN'S ANNOUNCEMENTS

EVENT	LOCATION	DATE	CHAIRMAN	VICE CHAIR
<b>MARCH 2023</b>				
<b>Mid Suffolk Chairman's dinner at the Officers Mess</b>	<b>Officers Mess, Wattisham Flying Station</b>	<b>04-Mar</b>	✓	
<b>Suffolk Community Foundation Annual Review and High Sheriff Awards</b>	<b>Trinity Park, Ipswich</b>	<b>13-Mar</b>	✓	
<b>Tour of the Quay Theatre</b>	<b>The Quay, Quay Lane, Sudbury</b>	<b>14-Mar</b>	✓	
<b>Mayor of Ipswich's Charity Ball</b>	<b>Ipswich Town Hall</b>	<b>18-Mar</b>	✓	
<b>The Suffolk Justice Service</b>	<b>St Edmundsbury Cathedral</b>	<b>26-Mar</b>	✓	

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# Agenda Item 8

## BABERGH DISTRICT COUNCIL

<b>TO: Council</b>	<b>REPORT NUMBER: BC/22/47</b>
<b>FROM: Chair of Overview and Scrutiny Committee</b>	<b>DATE OF MEETING: 22 March 2023</b>

### OVERVIEW & SCRUTINY COMMITTEE REPORT TO BABERGH DISTRICT COUNCIL

#### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update Babergh District Council on the business conducted at the Joint Overview and Scrutiny Committees on the 23<sup>rd</sup> January and the 20<sup>th</sup> February as well as the Babergh Overview and Scrutiny Committee on the 23<sup>rd</sup> January.

#### 2. RECOMMENDATION

- 2.1 This report is for noting.

#### 3. KEY INFORMATION

- 3.1 The Babergh Overview and Scrutiny Committee met on the 23<sup>rd</sup> January 2023 and considered the following items:

##### 3.1.1 BOS/22/02 GENERAL FUND AND HOUSING REVENUE ACCOUNT (2023-24) – REVIEW OF SAVINGS, PROPOSALS AND UPDATED POSITION

Councillor Busby – Cabinet Member for Finance, Assets, and Investments – introduced the report which gave the latest position of the accounts.

After detailed questioning by the Committee on all aspects of the accounts, the report was duly noted and of course has subsequently been approved by full Council.

##### 3.1.2 BOS/22/04 BABERGH OVERVIEW AND SCRUTINY WORK PLAN

Councillor Hinton suggested that an item on Public Realm be added to the work plan and Councillor Grandon suggested that the Public Realm item be considered in March.

Subsequently this has come before the March meeting.

- 3.2 The Joint Overview and Scrutiny Committee also met on the 23<sup>rd</sup> January 2023 and considered the following items:

### **3.2.1 JOS/22/39 REVIEW OF THE CULTURE, HERITAGE, AND VISITOR ECONOMY STRATEGY**

Councillor Harry Richardson – Mid Suffolk’s Cabinet Member for Economy – introduced a very comprehensive report which covered the vast array of attractions, events, and areas that cover the two Districts.

It could not cover every detail but after extensive questioning of the officers and Cabinet Member by the Committee it was generally found to be a sound foundation on which to build some more detailed strategies.

The links between the Strategy and the Local Plan were questioned and it was reported that the Councils’ planning policy team were involved in the development and delivery of the strategy.

Some of the questions were around disability groups and their involvement and the response was that questions on health and wellbeing and accessibility had been asked of consultees and these themes would start to develop within the implementation stage of the strategy.

By a unanimous vote

**It was RESOLVED:**

**(a) That the Joint Overview and Scrutiny Committee noted the report and requested that Officers take account of the many comments made by Members.**

**(b) That a review of the implementation plan’s progress be undertaken by the Joint Overview and Scrutiny Committee in January 2024.**

3.3 The Joint Overview and Scrutiny Committee met on the 20<sup>th</sup> February 2023 and considered the following items:

#### **3.3.1 JOS/22/45 “ARE PLANNING PRE-APPLICATION ADVICE CUSTOMERS GETTING A VALUABLE SERVICE?”**

The Chief Planning Officer presented the report to the Committee. It is obviously an important subject and numerous questions were asked concerning the level of respondents and the consequential rating of the service.

The response was that, in the words of my school report, “we can do better” and the independent witnesses affirmed that they considered the advice acceptable and of a consistency that they could recommend the extra costs involved to their clients, but that it “could be better”! They also recommended that there would be benefits from an opportunity to submit further information when requested before the Officer made their decision.

**(a) That the contents of the report be noted by the Joint Overview and Scrutiny Committee.**



- (b) That Officers be requested to alter the frequency and content of the survey of customer experience of the pre-application service to “open” rather than annual.**
- (c) That Officers be requested to undertake an annual survey of Development Management Planning Officers of their experience of customer service.**
- (d) That Officers develop a model for quarterly audit of timeliness, quality and customer service including to assess the effectiveness of the pre-application advice process in the validation of applications and correlation of advice with outcome.**
- (e) That the Corporate Director for Planning and Building Control and the Chief Planning Officer review the results of the above-mentioned surveys and audit and report at least bi-annually to the Cabinet Members for Planning.**
- (f) That the Overview and Scrutiny Committee requests the Director for Planning and Building Control and the Chief Planning Officer consider arrangements to provide adequate training and mentoring opportunities for all planning staff with a view to providing an improved level of pre-app service.**

### **3.3.2 JOS/22/46 PRIVATE SECTOR HOUSING ENFORCEMENT & CIVIL PENALTIES POLICY**

Councillor Jan Osborne - Babergh’s Cabinet Member for Housing - and the Senior Environmental Health Officer presented the report to the Committee.

Improving the quality of all housing stock in the Districts, the Councils obviously responsible for their own, and private stock, is important to the economic wellbeing of the population.

After discussion on the level of powers and the effect that they may have, Councillor Hinton raised the question of systems to identify problem properties and landlords.

The Senior Environmental Health Officer responded that a data base of all landlords was being compiled and that social landlords did fall under the proposed policies.

Councillor Grandon enquired if the rates were national ones to which the response was no but were set after consultation with other Suffolk Councils.

The item was debated on the following issues:

- The potential increase in safety for residents.
- Building a register of private landlords within the Districts.

**It was RESOLVED:**

- (a) 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.**
- (b) 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).**
- (c) 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.**
- (d) 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.**

**3.3.3 JOS/22/47 INFORMATION BULLETIN – EDUCATION, SKILLS, AND EMPLOYMENT – WHAT MORE CAN THE COUNCILS DO TO RAISE OPPORTUNITIES AND ATTAINMENT?**

This bulletin was information only on the progress to increasing skills and job opportunities across both Districts. Gateway 14 Skills and Innovation Centre would supply a broad spectrum of locally required skills and the number overall of apprenticeships across both Districts was higher than pre-Covid.

The items on Tourism and Private Sector Enforcement have subsequently been to Cabinet and approved.

- 3.4 At each meeting of the Committee, the Overview and Scrutiny Action Tracker and future Work Plans are considered. Up-to-date versions of the Work Plans are available to access on the Councils' website at the following link: [Overview and Scrutiny » Babergh Mid Suffolk](#)

**4. REPORT AUTHOR**

Councillor John Hinton – Chair of Babergh Overview and Scrutiny Committee

# Agenda Item 9

## BABERGH DISTRICT COUNCIL CABINET MEMBER UPDATE

<b>From:</b> Clive Arthey Cabinet Member for Planning	<b>Report Number:</b> <b>CMU1</b>
<b>To:</b> Council	<b>Date of meeting:</b> 22 March 2023

### TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR PLANNING

#### 1. Overview of Portfolio

1.1 The role includes the following responsibilities:

Ensure the Council carries out its statutory duties as Local Planning Authority;  
Ensure Development Management makes good quality and timely decisions;  
Ensure that the Council has up-to-date Planning Policies that have a positive impact without unduly restricting development;  
Ensure Heritage and Planning Enforcement functions are efficient and effective; and  
Ensure the Building Control service is delivered effectively.

1.2 These collectively deliver the following outcomes:

- Protect and enhance our built and natural environment
- Understand what housing and employment sites are needed
- Unlock the barriers to sustainable growth
- Help create and maintain sustainable communities
- Agree where growth goes
- Liaise with neighbouring authorities to fulfil our Duty to Cooperate

#### 2. Recommendations

2.1 That Council notes the report.

#### 3. Key Activities

3.1 The Joint Local Plan has continued to progress through its examination and a consultation on the Inspectors' Modifications to the Plan will take place during March and April. The next steps after this may include further Examination Hearing sessions before the Inspectors provide their final report.

3.2 At this month's Cabinet meeting Community Infrastructure Levy (CIL) funding of more than £350,000 was allocated to community projects in Capel St Mary, Edwardstone, Monks Eleigh, Sudbury and Stutton. This adds to the £2.3m that had already been allocated by Cabinet over the last four years, all of which is in addition to the extra £2.2m that has been given directly to Parishes over the same period through the Neighbourhood CIL.

- 3.3 The CIL expenditure framework has also been revised and forms one of the papers before Council this evening. This year has also seen us building on our pro-active approach to CIL debt recovery with more than £372,000 of outstanding CIL debt recovered. These cases can be complicated but I am pleased that through our work on debt recovery we are demonstrating our commitment to collecting all CIL contributions that are due. CIL is a known up-front cost for developers and we will take robust action, through the Courts if necessary, to secure it. Parishes experiencing growth need their CIL to provide the necessary infrastructure to accommodate that growth.
- 3.4 Moving to the development management side of things, performance on planning applications (as judged by DLUHC statistics) for 'majors in time' in the year to 22nd February 2023 was 85% (35 cases). For non-majors Babergh decided 96.6% applications (883 cases) in time.
- 3.5 Following several years where the Development Management team experienced a high volume of applications, there has been a slowdown in recent months and planning fee income is broadly in line with that forecast at Q2 of this financial year. Income from pre-application advice is delivering against forecast though and Planning Performance Agreement income is significantly above forecast.
- 3.6 Joint Overview and Scrutiny recently had a thorough look at the pre-application charging service to understand whether customers were getting good value
- 3.7 A cross-Council, cross-party, working group has met several times over the course of the year to revise and update the Councils' Joint Local Planning Enforcement Plan and I am pleased that the revised plan is at this meeting for approval.
- 3.8 Neighbourhood Plans continue to make positive progress. Stutton, Leavenheath and Holbrook Neighbourhood Plans are proceeding to Referendum. Wherstead and Sproughton Neighbourhood Plans are at Examination. Gt Waldingfield Neighbourhood Plan has been submitted and will commence Reg 16 consultation. Hadleigh Neighbourhood Plan is developing and Chilton are likely to develop a Neighbourhood Plan.
- 3.9 Building Control have been busy with inspections and both income and market share have been holding up despite challenging market conditions for the construction sector. The team have also been preparing for the changes necessary to address the new Building Safety Act.

#### **4. Future Key Activities**

- 4.1 The Joint Local Plan will continue through the public consultation on proposed modifications to the plan, which may be followed by further hearing sessions before we receive the Inspectors final report and can move to adopt the Plan.
- 4.2 We will continue with everyday activities associated with CIL collection and expenditure, planning applications across development management, heritage and enforcement, as well as supporting communities to develop their Neighbourhood Plans.

- 4.3 Officers will also continue to work with Councillors to respond to government consultations. We have recently submitted the response to the Levelling Up Bill consultation and changes to the NPPF. There are current consultations on changes to planning fees as well as changes to permitted development rights and there are anticipated to be several further consultations associated with the introduction of National Development Management Policies, further changes to the NPPF as well as consultations on enacting aspects of the Levelling Up Bill and Environment Act.

## **5. Conclusion**

- 5.1 Overall our Planning Teams continue to deal with high demand on a day-to-day basis. Most importantly, we must maintain momentum and engagement on the Joint Local Plan to ensure the timely adoption of Parts 1 and 2. We must provide for the infrastructure requirements of communities and we will continue to focus on decisions made on individual planning applications to maintain the efficiency and quality of our decision-making processes.

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# Agenda Item 10

## BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

<b>TO:</b> MSDC Council BDC Council	<b>REPORT NUMBER:</b> <b>BC/22/48</b>
<b>FROM:</b> Clive Arthey and David Burn, Cabinet Members for Planning	<b>DATE OF MEETINGS:</b> 20 March 2023 (MSDC) 22 March 2023 (BDC)
<b>OFFICER:</b> Tom Barker, Director Planning and Building Control	<b>KEY DECISION REF NO.</b> N/A

### COMMUNITY INFRASTRUCTURE LEVY (CIL) – CIL EXPENDITURE FRAMEWORK FIFTH REVIEW – MARCH 2023

#### 1. PURPOSE OF REPORT

- 1.1 The Community Infrastructure Levy (CIL) Expenditure Framework, the CIL Expenditure Framework Communications Strategy and the Timeline for Implementation and Review were all originally adopted by both Councils on the 24<sup>th</sup> April 2018 (Babergh) and 26<sup>th</sup> April 2018 (Mid Suffolk). A first review of these documents took place, and the changes were adopted at both Councils meetings on the 18<sup>th</sup> March 2019 (Mid Suffolk) and 19<sup>th</sup> March (Babergh). Second and third reviews took place in the winter 2019/20 and 2020/21 and a fourth review occurred in May 2022. Changes were agreed and adopted by both Councils in April 2020, March 2021 and July 2022 (Mid Suffolk) and October (Babergh). Both Councils agreed that they wished to keep the CIL Expenditure Framework under review and agreed the need for a fifth review which would take place during winter 2022/23 with any amendments being adopted and in place before Bid round 11 (May 2023). The fifth review was carried out in December 2022 and January 2023 and this report sets out the changes being proposed through this review (Background Documents refer)
- 1.2 It was also agreed that the Joint Member Panel who informed the content of the CIL Expenditure Framework (including the first, second, third and fourth reviews) would remain to inform the fifth CIL Expenditure Framework review process.
- 1.3 This fifth review process has taken place as follows: -
- The involvement of the Joint Member Panel comprising the following Members: Clive Arthey, Peter Beer, Leigh Jamieson, Mary McLaren, Suzie Morley, Harry Richardson, Sarah Mansel and John Field.
  - Joint Member Panel meetings took place on the 21<sup>st</sup> December 2022 and the 3<sup>rd</sup> 4<sup>th</sup> and 19<sup>th</sup> January 2023 to discuss the scope of the review and to agree outcomes.
- 1.4 This report together with the attached appendices A, (amended CIL Expenditure Framework) B, (amended CIL Expenditure Communications Strategy) C (amended Key CIL dates calendar) represent the conclusions and outcomes of the fifth CIL Expenditure Framework review process. These will be discussed in the report under Key information (see below) and constitute the foundation for the recommendations below.

- 1.5 Since the second review, a new provision within the CIL Regulations of 2019 has taken effect and an annual Infrastructure Funding Statement (IFS - including an Infrastructure List) for each Council has been produced and agreed in November 2020, November 2021 and November 2022. These documents have replaced the CIL Position Statements for each Council which were abolished (under this new legislation). The Councils published their Infrastructure Funding Statements (including the Infrastructure List) on the Councils website in December 2020, November 2021 and November 2022. These documents (to be reviewed each year for each Council) are key documents that the CIL Expenditure Framework rest on. (The updated IFS documents for the year 23/24 will be produced in November 2023, hence the current IFS (Infrastructure List) for each Council has been attached as Appendices E and F to this report).
- 1.6 A further recommendation under cover of this report involves the need for a further (sixth) CIL Expenditure Framework review (to be informed by the Joint Member Panel) whilst Bid round 12 is taking place (October 2023) so that any amended scheme is in place before Bid round 13 opens (May 2024).

## **2. OPTIONS CONSIDERED**

- 2.1 There is a diverse spectrum of approaches to CIL expenditure across the country from Unitary Authorities who have absorbed CIL into their individual Capital Programmes to others who ringfence all funds to be spent locally. A range of different approaches was identified in Appendix A of the Framework for CIL Expenditure report provided to Cabinet's on the 5<sup>th</sup> and 8<sup>th</sup> of February 2018 and discussed in full during the workshops with the Joint Member advisory panel. Members adopted the documents set out in paragraph 1.1 above by Council decision in April 2018. Four reviews of the CIL Expenditure Framework and the CIL Expenditure Framework Communication Strategy have subsequently taken place with changes informed by the Joint Member Panel that were adopted by both Councils in March 2019, April 2020, March 2021 and July 2022 (Mid Suffolk) and October 2022 (Babergh).

## **3. RECOMMENDATIONS**

### **Mid Suffolk only**

- 3.4 That Mid Suffolk Council approve the amendments to the CIL Expenditure Framework – March 2022 (arising from the fifth review) - (Appendix A) and the CIL Expenditure Framework Communications Strategy – March 2023 (Appendix B).
- 3.5 That Mid Suffolk Council agree that the CIL Expenditure Framework and the CIL Expenditure Framework Communications Strategy be reviewed again whilst Bid round 12 is being considered (October 2023) so that any amended scheme can be in place before Bid round 13 occurs (May 2024).
- 3.6 That Mid Suffolk Council agree that the Joint Member Panel be retained to inform this (sixth) review.

### **Babergh only**

- 3.1 That Babergh Council approve the amendments to the CIL Expenditure Framework – March 2023 (arising from the fifth review) - (Appendix A) and the CIL Expenditure Framework Communications Strategy – March 2023 (Appendix B).



- 3.2 That Babergh Council agree that the CIL Expenditure Framework and the CIL Expenditure Framework Communications Strategy be reviewed again whilst Bid round 12 is being considered (October 2023) so that any amended scheme can be in place before Bid round 13 occurs (May 2024).
- 3.3 That Babergh agree that the Joint Member Panel be retained to inform this (sixth) review.

**Both Councils**

*(Appendix C comprises the yearly Key CIL Dates Calendar which is produced under delegated powers (to the Director of Planning and Building Control in consultation with the Cabinet Members for Planning and the Cabinet Members for Communities) each year (as part of the outcomes of the first review of the CIL Expenditure Framework.) Appendix C (Key CIL dates for 2023/24) together with Appendices E and F (which comprise the current annual Babergh and Mid Suffolk Infrastructure Funding Statements - Infrastructure List) accompany the CIL Expenditure Framework and the Communications Strategy and are for reference purposes only).*

**REASON FOR DECISION**

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

**4. KEY INFORMATION**

- 4.1 All the information captured in paragraph 4.5 has formed the substance of discussion by the Joint Member Panel at their meetings on the 21<sup>st</sup> December 2022 and 3<sup>rd</sup>, 4<sup>th</sup> 19<sup>th</sup> January 2023.
- 4.2 Since the first review of the CIL Expenditure Framework, the Infrastructure Delivery Plan (IDP) has been produced and updated in 2020 and is published as evidence for the Joint Local Plan. This document significantly changes the context for CIL expenditure as it identifies infrastructure priorities for both Districts to support growth. It classifies the infrastructure as critical, essential, or desirable and in doing so it signals that greater weight needs to be given to some infrastructure projects if compared with others as those listed as critical or essential are necessary where growth has taken place.
- 4.3 In addition since the second review, the provisions of the CIL Regulations 2019 have taken place requiring all Councils to produce a yearly Infrastructure Funding Statement (IFS). This document captures monitoring information about the income and expenditure of CIL and s106 together with the allocation of Neighbourhood CIL and its expenditure by Parishes on a yearly basis. In addition, the legislation requires all Councils to produce an Infrastructure List within the IFS which is a list of all specific infrastructure projects that the Council expect to spend CIL and s106 on. For Babergh and Mid Suffolk, this Infrastructure List (which is different for both Councils) is largely but not wholly comprised of infrastructure projects resulting from the Infrastructure.

- 4.4 The current Infrastructure Funding Statements for both Councils were produced in November 2022 and the separate IFS documents for Babergh and Mid Suffolk were published on the Councils web site in November 2022. (Appendices E and F comprise the Infrastructure List taken from the IFS for both Councils (with the remaining IFS documents capable of being read using the hyperlink in Background Papers - see below).
- 4.5 For the fifth review, the Joint Member Panel discussed revisions and have made the following suggestions for changes to the CIL Expenditure Framework (Appendix A) and the CIL Expenditure Framework Community Strategy (Appendix B) as follows:

#### **CIL EXPENDITURE FRAMEWORK (Appendix A)**

##### **Key recommended changes: -**

- **Should CIL be used for testing boreholes at the feasibility part of a District/Parish Heating system – should they be eligible? –** Explanation given that borehole drilling is to establish the geological “make-up” of the ground and to determine what type of heating installation work best in the area. **Members of the Joint Member Panel considered that other funding would be possible for this and whilst it should be kept under review, District CIL funds are not to be used for feasibility studies for testing boreholes for such schemes at this stage.**
- **Clarity around use of District CIL for community led infrastructure projects involving business proposals/ventures – this use of District CIL monies for business purposes is unacceptable and is outside the terms of the CIL Expenditure Framework.** Members agreed that it would be inappropriate for a private business to benefit from District CIL investment.
- **Continued use of catchment areas for proposed infrastructure and Use of Ringfenced monies.** Where infrastructure delivery is proposed through the submission of CIL Bids, the financing of these Bids when recommended to Cabinet or through delegated decisions will be undertaken by using Ringfenced monies first, supplemented by use of Strategic or Local Infrastructure Funds secondly if necessary (if additional funds required). **Catchment areas, where defined for all infrastructure projects, will be used.** Where those catchment areas involve more than one Parish a proportionate financial approach using District CIL1` (from those affected parishes) linked to growth will be employed in the financing of these projects Continue with investigations and discussions to ascertain whether any s106/CIL can be secured from adjoining Councils for infrastructure projects which are close to both Districts boundaries
- **Delivery of Library improvements/extensions – these can be supported through CIL Bids for District CIL where there is proven evidenced need for improvement /expansion.** Such proposals for funding would be treated in the same way both Councils treat education proposals (wrapping up design costs in the final funding application).

**New CIL Bid forms required for library improvement/expansion proposals.**  
New libraries funding would need to be sought through s106 funding.

- **Use of Claw Back (for the return of District CIL funding) where risks indicate that it would be both appropriate and reasonable.** Members agreed that a claw back provision was sensible when the risks or circumstances dictated that its use was appropriate (acknowledging that these cases were likely to be few and far between and the period of the claw back would be determined on a case by case basis).
- **Review of use of District CIL for Highway works, Traffic Calming and highway/traffic equipment** – Members agreed that highway traffic calming measures, pedestrian crossings, village gateway measures and speed reduction measures and traffic equipment are considered as part of the planning process when granting planning permission for development. These are the Highways responsibility and therefore fall outside of the CIL Expenditure Framework for funding purposes. **The only exception to this is where funding is being considered for Active travel and LCWIP cycling and walking infrastructure project where it might be necessary to include a highway measure (e.g. like a pedestrian crossing) as part of the project in order to secure the required overall walking and cycling scheme (over and above any other highway measures that might be delivered by developments through s106 or under s278 of the Highways Act).**
- **Continuing review of the current £75,000 threshold and 75% of total eligible costs of the project for Infrastructure Bids submitted by the Community** – agreed retention of thresholds of £100,000 and 75% of total eligible costs of the project to address rising infrastructure and materials costs.
- **Continued funding for Cycling and footpaths – projects in the LCWIP, IDP and IFS – continuation of the pilot period/scheme be operated with community threshold of £100,000.** Suggested the undertaking of proactive work for bringing LCWIP schemes forward. Position on the pilot scheme /period to be reviewed at next (sixth) CIL Expenditure Framework review to measure progress methodology and outcomes for deliverability of schemes.
- **Rising costs of building works and difficulty of getting committed prices for CIL Bids (for infrastructure led by the community).** Suggested that the current 4 month held period for quotes for infrastructure led by the community be reduced to 1-2 months and updated quotes are sought, if necessary, before decisions made on CIL Bids.

- **CIL monies collected need to be spent. Encourage greater spending of CIL (including Neighbourhood CIL).** Continue with current proactive approaches towards expenditure and progression of CIL Bids and in addition, produce capital project workplans (for next 5 years) with other infrastructure providers (Health, SCC Waste etc). In addition, number of CIL briefings per year to be retained at three for both Members and also Parishes (with Members in attendance at Parish events, if desired). Review alongside the IFS where Neighbourhood CIL spend is occurring and if necessary, carry out focused discussion with the Parish about capital CIL projects that are underway. Better targeted website advice with specific guidance note to aid project development as well as PIIPs (Parish Investment Infrastructure Plans) development. Look at the “chipping in” of Neighbourhood CIL – on a case-by-case basis and keep this matter under review for the next (sixth) review of CIL Expenditure Framework.
- **Agreement to keep CIL Expenditure Framework under review.** Suggested that another CIL Expenditure Framework review (sixth) should occur whilst Bid round 12 is underway (October 2023) so that any revisions are adopted before Bid round 13 occurs in May 2024.
- **Agreed the Joint Member Panel remain to inform the sixth CIL Expenditure Framework review.**

## **CIL EXPENDITURE FRAMEWORK COMMUNICATION STRATEGY(Appendix B)**

### **Key recommended changes: -**

- **Consultation on CIL Bids** - Consultation will occur with the District Ward Member the Division County Councillor for the Ward affected and the Parish Council for that ward (except where the Parish Council is the Bidder for the Infrastructure project). The Consultation will occur by email and 14 days will be allowed for the submission of comments. (Should extensions of time be sought they will be granted). A copy of the CIL Bid application form and a location plan will be sent to the consultee. **CIL Bids no longer need to be valid for Consultation to occur.**
- **Three briefings each year to be continued on CIL collection and the detail/processes of CIL expenditure for District Members** – to improve knowledge and facilitate expenditure of District and Neighbourhood CIL.
- **Three briefings each year to be continued on CIL collection and the detail/processes of CIL Bids and expenditure for all Parish and Town Councils within both Districts (by holding Parish Briefings /Liaison meetings for both districts).** – to improve knowledge and facilitate expenditure of District and Neighbourhood CIL. (Members will be invited to these parish sessions to allow the opportunity for Members to attend with their parishes if desired).

## **KEY OUTCOMES FROM THE CHANGES SUGGESTED BY THE JOINT MEMBER PANEL**

4.6 The key outcomes would be as follows: -

- Greater clarity around use of District CIL so as to exclude its use for business proposals/ventures on community led projects by the community
- Clarify approach to utilisation of District CIL from the Strategic, Ringfenced and Local Infrastructure Funds for CIL eligible projects for the purposes of being consistent between CIL Bids.
- Inclusion of improvement /expansion of libraries within those infrastructure projects able to make CIL Bids subject to providing evidence of proven need for the proposed library project.
- Continued limit to thresholds for CIL Bids for infrastructure led by the community to £100,000 and not more than 75% of the total eligible project costs so as to address increase rising infrastructure and materials costs
- Continuation of the current pilot period/scheme for CIL funding for Walking and cycling schemes (from the LCWIP for each District) to be operated with continued community threshold of £100,000 to aid walking and cycling initiatives. The success of the pilot scheme/period to be evaluated at the next (sixth) CIL Expenditure Framework review.
- Process of CIL Bids altered to satisfactorily address Bidders difficulty for held prices and number of quotes for the provision of infrastructure led by the community
- Continue with current proactive approaches towards expenditure and progression of CIL Bids and in addition, produce capital project workplans (for next 5 years) with other infrastructure providers (Health, SCC Waste etc). This will ensure that a programme of infrastructure to be delivered by the Infrastructure providers can be developed. This will provide for a planned investment programme of infrastructure which will allow for budgeting and forecasting of CIL funds (subject to fluctuating levels of housing growth). Proactive measures for expenditure of CIL and Neighbourhood CIL suggested to assist with expenditure and delivery of infrastructure.
- Slight change to Consultation arrangements to allow for earlier consultation with Ward Members, County Councillors and Parish Councils instead of waiting for a CIL Bid to be made valid so that localised issues can be made known earlier in the process.

- Continue to improve communication around CIL particularly for Members and Parishes by continuation of three briefing sessions each year for Parishes and for Members (to improve knowledge and facilitate expenditure of both District and Neighbourhood CIL)
- Continue to keep the CIL Expenditure Framework and the CIL Expenditure Framework Communication Strategy under regular yearly review. Continue the work of the Joint Member Panel to inform changes through the yearly reviews.

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

## **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 growth and sustainable development.

6.2 The CIL Regulations stipulate that CIL monies which are collected must be spent on Infrastructure. Before 1<sup>st</sup> September 2019, each Council was required to publish a list of infrastructure that they will put the CIL monies towards. These lists were known as the “Regulation 123 Lists”. However, on the 1<sup>st</sup> 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. Under the 2019 CIL Regulations each Council has to produce a yearly Infrastructure Funding Statement (IFS); the first one was agreed by both Councils Cabinets and they were published on the Councils web site in December 2020. The Infrastructure Funding Statements contain an Infrastructure List which is founded not wholly but partly on the Infrastructure Delivery Plan. Upon the publication of each Councils IFS under the 2019 CIL Regulations, each Council’s CIL Position Statements were abolished.

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

- 6.4 At the time that the Parish pay-outs are made (by 28<sup>th</sup> April and 28<sup>th</sup> October each year), the 20% save for the Strategic Infrastructure fund is also undertaken as required by the CIL Expenditure Framework. The Strategic Infrastructure Fund money is stored separately to the Local Infrastructure Fund at this point. At the same time, the ringfencing of CIL monies (for developments of ten houses or more) occurs; these are known as Ringfenced Infrastructure Funds. This ringfencing of funds occurs in order to ensure that infrastructure provision for major housing developments is prioritised and ringfenced for spend. As this accounting requires Finance to verify the figures, daily accounting in this way would be too cumbersome and resource hungry to carry out. There is no adverse impact on the Bid Round process or cycle to this method of accounting. Indeed, these dates work well with the Bid round process.
- 6.5 The remaining 80% of the CIL monies comprises the Local Infrastructure Fund. Each Bid round, the available funds for expenditure from the Strategic Infrastructure Fund, the Ringfenced Infrastructure Funds and the Local Infrastructure Fund are calculated. The CIL Bids are then paid for from these different funds of money.
- 6.6 Infrastructure delivery in CIL expenditure terms is as follows: - .

**Total allocated expenditure for Babergh in Bid rounds 1-9:**

CIL Expenditure	2018/19	2019/20	2020/21	2021/22	2022/23
Total CIL expenditure in Bid round 1 (May 2018)	£75,217.55	N/A	N/A	N/A	N/A
Total CIL expenditure in Bid round 2 (October 2018)	£341,886.99	N/A	N/A	N/A	N/A
Total CIL expenditure in Bid round 3 (May 2019)	N/A	£289,163.48	N/A	N/A	N/A
Total CIL expenditure in Bid round 4 (October 2019)	N/A	£237,333.00	N/A	N/A	N/A
Total CIL expenditure in Bid round 5 (May 2020)	N/A	N/A	£312,849.90	N/A	N/A
Total CIL expenditure in Bid round 6 (October 2020)	N/A	N/A	£469,214.19	N/A	N/A
Total CIL expenditure in Bid round 7 (May 2021)	N/A	N/A	N/A	£356,749.99	N/A
Total CIL expenditure in Bid round 8 (October 2021)	N/A	N/A	N/A	£345,360.00	N/A
Total CIL expenditure in Bid round 9 (May 2022)	N/A	N/A	N/A	N/A	£477,432.29
<b>TOTAL ALLOCATED EXPENDITURE</b>	<b>£417,104.54</b>	<b>£526,496.48</b>	<b>£782,064.09</b>	<b>£702,109.99</b>	<b>£477,432.29</b>

<b>TOTAL ALLOCATED EXPENDITURE</b>	<b>MONIES RETURNED TO INFRASTRUCTURE FUNDS FROM ALLOCATED EXPENDITURE (LOCAL, RINGFENCED, STRATEGIC) DUE TO PROJECTS BEING COMPLETED UNDERBUDGET OR EXPIRED DEADLINE</b>	<b>TOTAL EXPENDITURE APPROVED AND ALLOCATED</b>
<b>£2,905,207.39</b>	<b>£202,859.03</b>	<b>£2,702,348.36</b>

**Total allocated expenditure for Mid Suffolk for Bids rounds 1-9:**

CIL Expenditure	2018/19	2019/20	2020/21	2021/22	2022/23
Total CIL expenditure in Bid round 1 (May 2018)	£156,979.84	N/A	N/A	N/A	N/A
Total CIL expenditure in Bid round 2 (October 2018)	£78,297.15	N/A	N/A	N/A	N/A
Total CIL expenditure in Bid round 3 (May 2019)	N/A	£10,637.61	N/A	N/A	N/A
Total CIL expenditure in Bid round 4 (October 2019)	N/A	£3,637,779.00	N/A	N/A	N/A
Total CIL expenditure in Bid round 5 (May 2020)	N/A	N/A	£227,402.60	N/A	N/A
Total CIL expenditure in Bid round 6 (October 2020)	N/A	N/A	£822,072.10	N/A	N/A
Total CIL expenditure in Bid round 7 (May 2021)	N/A	N/A	N/A	£1,987,081.00	N/A
Total CIL expenditure in Bid round 8 (October 2021)	N/A	N/A	N/A	£1,862,846.97	N/A
Total CIL expenditure in Bid round 9 (May 2022)	N/A	N/A	N/A	N/A	£2,111,864.45



<b>TOTAL ALLOCATED EXPENDITURE</b>	£235,276.99	£3,648,416.61	£1,049,474.70	£3,849,927.97	£2,111,864.45
<b>TOTAL ALLOCATED EXPENDITURE</b>	<b>MONIES RETURNED TO INFRASTRUCTURE FUNDS FROM ALLOCATED EXPENDITURE (LOCAL, RINGFENCED, STRATEGIC) DUE TO PROJECTS BEING COMPLETED UNDERBUDGET OR EXPIRED DEADLINE</b>			<b>TOTAL EXPENDITURE APPROVED AND ALLOCATED</b>	
<b>£10,894,960.72</b>	<b>£237,115.69</b>			<b>£10,657,845.03</b>	

## 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 this review and is satisfied that the proposed amendments are legally sound and robust.
- 7.2 Regular monitoring reports required by the CIL Regulations have been produced for each year for both Councils on CIL expenditure as follows: -

### Year 2016/17 - Babergh

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

### Year 2016/17 - Mid Suffolk

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

### Year 2017/18 - Babergh

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

### Year 2017/18 - Mid Suffolk

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

### Year 2018/19 - Babergh

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

### **Year 2018/19 - Mid Suffolk**

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

- 7.3 Under the CIL Regulations of 2019 it is necessary for each Council to produce an Infrastructure Funding Statement (IFS) containing monitoring information in relation to income and expenditure of CIL and s106 and allocation and expenditure of Neighbourhood CIL by Parishes on a yearly basis. This information for years 2019/20 2020/21 and 2021/22 can be seen using the following hyperlinks for both Districts:-

### **Year 2019/20 - Babergh**

[Babergh-District-Council-IFS-19-20.pdf](#)

### **Year 2019/20 - Mid Suffolk**

[Mid-Suffolk-District-Council-IFS-19-20.pdf \(midsuffolk.gov.uk\)](#)

### **Year 2020/21 – Babergh**

[IFS-Appendix-A-Funding-Statement-Babergh-District-Council-IFS-20-21.pdf](#)

### **Year 2020/21 - Mid Suffolk**

[IFS-Appendix-A-Funding-Statement-Mid-Suffolk-District-Council-IFS-20-21.pdf \(midsuffolk.gov.uk\)](#)

### **Year 2021/22 – Babergh**

[Babergh-District-Council-Infrastructure-Funding-Statement-21-22.pdf](#)

### **Year 2021/22 - Mid Suffolk**

[Mid-Suffolk-District-Council-Infrastructure-Funding-Statement-21-22.pdf \(midsuffolk.gov.uk\)](#)

- 7.4 In addition, the IFS for each Council contains an Infrastructure List. (The current Infrastructure List documents for years 21/22 constitute Appendices E and F to this report.)

## **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.	3	2	Infrastructure needs are detailed through a published Infrastructure Delivery Plan (IDP), which is updated periodically.	Strategic Planning Operational Risk register 18

Here is a risk that Infrastructure is not delivered where it is needed.				
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
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.	3	3	Ensure prepared for any forthcoming changes.	Strategic Planning Operational Risk register 22

<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>	2	3	<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>	Strategic Planning Operational Risk register 33
<p>Failure to produce a yearly Regulation 62 report would result in non-compliance with the CIL Regulations 2010 (as amended) and may mean that Members and the public are not aware of CIL income and expenditure activities. Under the CIL Regulations 2019 an annual Funding Statement is required to address CIL and s106 developer contributions and a list of infrastructure projects ("Infrastructure List"). Failure to do so will also result in non-compliance with the CIL Regulations (as amended).</p>	1	2	<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 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>	Strategic Planning Operational Risk register 34
<p>Failure to monitor due to an absence of staff undertaking this task.</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</p>	Strategic Planning Operational Risk register 35

<p>There is a risk that failure to monitor expenditure may result in CIL expenditure not being effective.</p>			<p>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>If too high a value is allocated into the Strategic Infrastructure Fund, there is a risk that there would be insufficient Local Infrastructure Funding available to deliver the infrastructure required to mitigate the harm, thereby ensuring sustainable development.</p>	2	3	<p>The Infrastructure Team will continue to monitor all allocations of CIL Funds and the CIL Expenditure Framework review will include this risk as a key element of the review to ensure the level set remains appropriate.</p>	<p>Strategic Planning Operational Risk register 36</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>	2	3	<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 were not correctly monitored or the incorrect apportionment of CIL monies were to occur such that monies could not be allocated towards major housing developments, inadequate infrastructure provision would result.</p>	<p>2</p>	<p>4</p>	<p>The Infrastructure Team will continue to monitor all commencements of development through the service of the required Commencement Notice by developers such that correct apportionment of CIL Funds can be undertaken. The CIL Expenditure Framework review will include this risk as a key element of the review to ensure allocations of CIL remain appropriate and projects to make development sustainable are able to be delivered.</p>	<p>Strategic Planning Operational Risk register 38</p>
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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 18<sup>th</sup> 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 24<sup>th</sup> April 2018 (Babergh) and 26<sup>th</sup> 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 19<sup>th</sup> 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 19<sup>th</sup> September 2019, a report was prepared for consideration by Joint Overview and Scrutiny on CIL expenditure with five witnesses including Infrastructure Providers, Cockfield Parish Council and a member of the Joint Member Panel; the latter of which 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 report captures the work of the Joint Member Panel on the fifth review.

## 9. CONSULTATIONS

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

- Division County Councillor

- District Member(s)
- Parish Council

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

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

## 10. EQUALITY ANALYSIS

10.1. Please see attached screening report.

## 11. ENVIRONMENTAL IMPLICATIONS

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

## 12. APPENDICES

Title	Location
(a) Amended CIL Expenditure Framework – March 2023	Attached
(b) Amended CIL Expenditure Framework Communications Strategy – March 2023	Attached
(c) Key Dates for CIL Calendar 2023/2024	Attached
(d) EQIA Screening report for Equality Analysis	Attached
(e) Infrastructure Funding Statement (Infrastructure List) for Babergh 21/22	Attached
(f) Infrastructure Funding Statement (Infrastructure List) for Mid Suffolk 21/22	Attached



### 13. BACKGROUND DOCUMENTS

13.1 The CIL Expenditure Framework (July 2022) the CIL Expenditure Framework Communications Strategy (July 2022), Key dates for the CIL Calendar 2022/23 all constitute background papers for this report. These are as follows: -

- **The CIL Expenditure Framework (adopted July 2022 (Mid Suffolk) and October 2022 (Babergh):**
- [Appendix-A-The-CIL-Expenditure-Framework-Babergh-and-Mid-Suffolk-Final-amended-July-2022-.pdf](#)
- **The CIL Expenditure Framework Communications Strategy (adopted July 2022 (Mid Suffolk) and October 2022 (Babergh):**
- [Appendix-B-CIL-Expenditure-Framework-Communication-Strategy-Final-July-2022.pdf \(babergh.gov.uk\)](#)
- **Key Dates in CIL Calendar 2022/23**
- [Appendix-C-CIL-Expenditure-Calendar-Key-dates-in-bold.pdf \(babergh.gov.uk\)](#)
- **Infrastructure Funding Statement – Babergh 21/22 (Monitoring report only) - Infrastructure List comprises Appendix E to this report)**
- [Babergh-District-Council-Infrastructure-Funding-Statement-21-22.pdf](#)
- **Infrastructure Funding Statement – Mid Suffolk 21/22 (Monitoring report only) - Infrastructure List comprises Appendix F to this report)**
- [Mid-Suffolk-District-Council-Infrastructure-Funding-Statement-21-22.pdf \(babergh.gov.uk\)](#)

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## Appendix A

# The Community Infrastructure Levy Expenditure Framework

Babergh and Mid Suffolk  
District Councils

Appendix A – Amended March 2023

## **The Community Infrastructure Levy Expenditure Framework.**

### **1. BACKGROUND**

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

### **CIL Expenditure – Key Documents**

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

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

- 1.6 The CIL Expenditure Framework and the CIL Expenditure Framework Communication Strategy were originally agreed and adopted by both Councils

(in April 2018). Since then, the key documents have been reviewed on three separate occasions as follows: -

- A first review was undertaken through consideration of the scheme by Babergh and Mid Suffolk's Joint Overview and Scrutiny (in November 2018) and then informed by a Joint Member Panel when changes were agreed by both Councils. These revisions (identified at the back of this document under first review) were adopted by both Councils in March 2019.
- A second review was also undertaken by consideration of the scheme by Babergh and Mid Suffolk's Joint Overview and Scrutiny (in September 2019) and then informed by a Joint Member Panel when changes were proposed and ultimately agreed by both Councils. These second review revisions (identified at the back of this document) were adopted by both Councils in April 2020.
- A third review of the CIL Expenditure Framework was undertaken by the Joint Member Panel from October 2020 through to February 2021. These third review revisions (identified at the back of this document) were adopted by both Councils in March 2021
- A fourth review of the CIL Expenditure Framework was undertaken by the Joint Member Panel in May 2022. These fourth review revisions (identified at the back of this document) were adopted by Mid Suffolk in July 2022 and by Babergh in October 2022.
- A fifth review of the CIL Expenditure Framework was undertaken by the Joint Member Panel in December 2022 and January 2023. These fifth review revisions (identified at the back of this document) were adopted by both Councils in.....

- 1.7 This CIL Expenditure Framework key document will be kept under periodic (likely yearly) review with details of any forthcoming review to be set out in the yearly CIL Key dates calendar published on the Councils' websites.

### **The Key CIL Expenditure Framework Documents for CIL Expenditure**

- 1.8 The following documents comprise the key components of the CIL Expenditure Framework: -
- **CIL Expenditure Framework** - this document is the key document that sets out the parameters, processes and governance arrangements for spending CIL monies. It is available on the Councils' websites.
  - **CIL Expenditure Framework Communication Strategy** - this separate document is the key document that sets out the parameters and arrangements for communication around spending CIL monies. It is available on the Councils' websites.
  - **Key CIL dates calendar** - produced each year to allow all to understand important dates around CIL.

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

## 2. THE CIL EXPENDITURE FRAMEWORK

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

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

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

### KEY PRINCIPLES OF THE CIL EXPENDITURE FRAMEWORK

2.3 These are set out in the following Table 1.

**Table 1 - Key Principles**

<b>Key Principles of the CIL Expenditure Framework</b>	<b>Further detail where appropriate</b>
<b>1. The process should encourage openness and transparency of decision taking.</b>	The Infrastructure team publish all key information about CIL expenditure on the Councils web site.

Key Principles of the CIL Expenditure Framework	Further detail where appropriate
2. CIL data must be 100% accurate and software database must have integrity and be “trusted”.	The software that the Council uses is Exacom. There is a public facing module (known as PFM) which is accessible on the Councils website under the tab of developer Contributions database.
3. Decisions must be compliant with the CIL Regulations 2010 (as amended including the CIL Regulations of 2019) and expenditure must follow the yearly Infrastructure Funding Statement for each Council.	The yearly Infrastructure Funding Statement is a legal requirement for all Councils dating from the CIL Regulations 2019 (1 <sup>st</sup> September 2019).
4. The expenditure approach must be legally sound	All reviews of the CIL Expenditure Framework review and CIL Expenditure Programme are reviewed by the Shared Legal Service
5. Deliverability and Timeliness – a “can do” approach towards delivery of infrastructure to be employed (subject to the infrastructure project being in accordance with the CIL Expenditure Framework and the yearly Infrastructure Funding Statement (Infrastructure List) for each Council.	Infrastructure officers can be contacted about all aspects of CIL including CIL expenditure
6. CIL expenditure should support the Joint Corporate Plan, other Council strategies, the Joint Local Plan objectives and the Infrastructure Delivery Plan (which is evidence that underpins the Joint Local Plan) and the Infrastructure Funding Statement for each Council.	This is a requirement of the CIL Expenditure Framework
<p>7. The apportionment of CIL monies into three separate funds: -</p> <ul style="list-style-type: none"> <li>• Strategic Infrastructure Fund,</li> <li>• Ringfenced Infrastructure Fund and the</li> <li>• Local Infrastructure Fund</li> </ul> <p>All such apportionment allows saving of monies towards infrastructure projects.</p>	<p>The <b>Strategic Infrastructure Fund</b> allows for monies to be saved towards strategic projects for the betterment of either or both Districts and facilitates the prospect of collaborative spend with other funding organisations and/or funding streams to achieve strategic infrastructure.</p> <p>The amount to be saved into the <b>Strategic Infrastructure Fund</b> occurs after the 5% administrative costs are removed and then the Neighbourhood CIL portion of monies is taken out (either 15% for Parishes – (subject to a cap) with no made Neighbourhood Plan or 25% for Parishes (without a cap) where a Neighbourhood Plan is made.</p>

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



Key Principles of the CIL Expenditure Framework	Further detail where appropriate
<p>CIL Bid is made for infrastructure, the lease must be long (i.e. no shorter than 25 years with a break clause no sooner than 15 years). Shorter leases will normally be regarded as unacceptable.</p>	
<p>13. No Member referral of CIL Bid cases to Cabinet for decision taking</p>	<p>Governance arrangements contained in this CIL Expenditure Framework for CIL do not permit this.</p>
<p>14. Whilst Ward Member(s) of a CIL Bid can ask a question at Cabinet (at the discretion of the Chairman) they may not make representations or join in with the debate at Cabinet.</p>	<p>To ensure that the process satisfactorily addresses both Council's Constitution</p>
<p>15. Where offers of CIL funds are made to authors of Bids, the monies will be allocated to the infrastructure project for a period of no longer than 2 years whereupon the allocation of funds would be withdrawn and it would be necessary to reapply through the Bid process to secure CIL funds for that project.</p>	<p>The CIL Bid Offer letter is a contract and cannot be altered or extended.</p> <p>A new CIL Bid would need to be submitted to continue with the infrastructure project</p> <p>A template to assist with this and a guidance note is available.</p>
<p>16. Delivery of infrastructure projects where CIL monies are approved – Where problems arise which threaten the delivery or completion of a project (for reason which may include Covid or where delivery costs exceed Bid amounts or there are delivery issues for legal or other reasons and the scheme cannot be delivered within the 2 year period, it is open to authors of Bids to reapply stating the reasons why delivery has not been fully or partly possible.</p> <p>A template will be available for Bidders to complete so that their original information can be updated. However, it will be important to resubmit all financial information and complete a CIL Bid application form so that the details of this scheme can be both updated and considered against the Framework parameters.</p>	<p>This is a requirement of the CIL Expenditure Framework</p>
<p>17. CIL funds can be used for an infrastructure project to make it Disability Discrimination Act compliant.</p>	<p>This is a stipulation of the CIL Expenditure Framework</p>

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

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

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

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

Key Principles of the CIL Expenditure Framework	Further detail where appropriate
<p>In addition, it may be necessary for each Council to seek CIL or s106 contributions for infrastructure where impacts upon either Councils infrastructure is impacted upon by development outside its administrative geographical boundaries. The Councils approach to secure such contributions is set out in Table 3 below.</p>	

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

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

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

Key Principles of the CIL Expenditure Framework	Further detail where appropriate
<p><b>1. Must be collaboratively funded Bids – Babergh/Mid Suffolk will not contribute 100%.</b></p>	<p>This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework</p>
<p><b>2. Babergh’s and Mid Suffolk’s spend must be proportionate to what is being provided and linked by way of evidence to impacts of growth within BDC and MSDC and must address evidence-based impacts.</b></p>	<p>This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework</p>
<p><b>3. Must be specific deliverable projects with timescales and oven ready schemes with all necessary formal approvals in place.</b></p>	<p>This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework</p>
<p><b>4. Babergh and Mid Suffolk must be final funding part of the jig saw so that money is not tied up in projects that will not be delivered.</b></p>	<p>This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework</p>
<p><b>5. Must be capital based specific infrastructure projects that address growth impacts.</b></p>	<p>Otherwise, this would be termed outside the CIL Expenditure Framework</p>

<b>Key Principles of the CIL Expenditure Framework</b>	<b>Further detail where appropriate</b>
<b>6. Will not fund projects which are not infrastructure.</b>	This is termed outside the terms of the CIL Expenditure Framework
<p><b>7. Specific infrastructure projects must be listed in the Infrastructure Delivery Plan and within the Infrastructure Funding Statement (Infrastructure List) for Districts where spend is going to occur and be developed through Statements of Common Ground or through collaborative work with neighbouring Local Authorities.</b></p> <p><b>Consider whether the infrastructure mitigation required is classed as essential within the other Districts Infrastructure Delivery Plan, Infrastructure Funding Statement and Statement of Common Ground.</b></p> <p><b>Collaborative spend outside the District shall be limited to Infrastructure Provider projects only.</b></p>	These matters will be important considerations in any decision on any CIL Bid
<b>8. Same engagement process for spends over £50,000 with Parish Councils Ward Members and County Councillors as set out elsewhere in this Framework.</b>	This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework
<b>9. All spend shall be Cabinet decisions with no delegated decisions.</b>	This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework
<b>10. Technical Assessment for such CIL Bids shall include a separate section where spend outside the District to responds to the additional key principles in this Table (Table 2).</b>	This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework
<b>11. Normal Bid round process twice a year will apply.</b>	This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework
<b>12. CIL Project Enquiry form must be submitted to allow discussions to take place before formal CIL Bid submission.</b>	This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework
<b>13. It will be necessary to demonstrate that the infrastructure cannot be provided through other funding and practicable means (including through culminative growth means).</b>	This is a requirement of the any CIL Bid to be considered under the CIL Expenditure Framework

<b>Key Principles of the CIL Expenditure Framework</b>	<b>Further detail where appropriate</b>
<b>14. All such CIL Bids must come from adjoining Local Authorities or Infrastructure Providers. Any requests from Parishes Community Groups/other organisations (such as Health Hubs, Schools) outside Babergh and Mid Suffolk administrative boundaries will be regarded as falling outside the terms of our CIL Expenditure Framework and not eligible for the submission of CIL Bids.</b>	This is a requirement of the CIL Expenditure Framework

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

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

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



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

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

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

<b>Key Principles of the CIL Expenditure Framework</b>	<b>Further detail where appropriate</b>
<b>1. Feasibility studies for infrastructure projects (except for rail infrastructure).</b>	These are termed outside the terms of the CIL Expenditure framework (except for rail infrastructure).
<b>2. Maintenance or repair costs of buildings/ infrastructure/ projects.</b>	These are termed outside the terms of the CIL Expenditure framework
<b>3. Interests on loans for projects.</b>	This is termed outside the terms of the CIL Expenditure Framework
<b>4. No CIL funding for infrastructure that has already been carried out (i.e. retrospectively).</b>	This is termed outside the terms of the CIL Expenditure Framework
<b>5. No payment towards costs which have already been paid and are sought for reimbursement as part of the CIL Bid (except where school extensions are planned as part of pupil placement creation which is a statutory function on the part of SCC).</b>	This is termed outside the terms of the CIL Expenditure Framework
<b>6. Improvement or replacement of existing infrastructure as part of a project must include additionality (some significant tangible betterment of the existing facility otherwise it would be termed to be maintenance or repair.</b>	This is a requirement of the CIL Expenditure Framework
<b>7. Portable equipment or resources (e.g. books desks tables shelving and associated portable equipment/tools).</b>	These are termed outside the terms of the CIL Expenditure framework
<b>8. Lamp standards, light bulbs, information kiosks, parish notice boards, seats.</b>	These are termed outside the terms of the CIL Expenditure framework
<b>9. Telephone boxes, fire alarms, public drinking fountains, refuse bins or baskets.</b>	These are termed outside the terms of the CIL Expenditure framework
<b>10. Public art/ceremonial structures.</b>	These are termed outside the terms of the CIL Expenditure framework

Key Principles of the CIL Expenditure Framework	Further detail where appropriate
11. No professional fees or contingency costs.	These are termed outside the terms of the CIL Expenditure framework
12. CIL Bid requests direct from schools – all education funding must be because of a proven education need and CIL Bids will need to be submitted by the County Council. All other education Bids will be outside the CIL Expenditure Framework.	These are termed outside the terms of the CIL Expenditure framework
13. Highway traffic calming and highway/traffic equipment - Both Councils agreed that highway traffic calming measures, pedestrian crossings, village gateway measures and speed reduction measures and traffic equipment are considered as part of the planning process when granting planning permission for development. These are the Highways responsibility and therefore fall outside of the CIL Expenditure Framework for funding purposes. <b>The only exception to this is where funding is being considered for Active travel and LCWIP cycling and walking infrastructure project where it might be necessary to include a highway measure (e.g. like a pedestrian crossing) as part of the project in order to secure the required overall walking and cycling scheme (over and above any other highway measures that might be delivered by developments through s106 or under s278 of the Highways Act).</b>	<p>These are termed outside the terms of the CIL Expenditure framework</p> <p><b>The only exception to funding is stated here where it may be necessary to include a highway measure (e.g. like a pedestrian crossing) as part of the project in order to secure the required overall walking and cycling scheme (over and above any other highway measures that might be delivered by developments through s106 or under s278 of the Highways Act).</b></p> <p>This exception was included as part of the fifth review of the CIL Expenditure Framework to assist with the delivery of walking and cycling schemes.</p> <p>Parishes that have Neighbourhood CIL could consider using this for their own highway projects.</p>
14. Costs for testing boreholes as part of a feasibility study for a District/Parish heating system	These are termed outside the terms of the CIL Expenditure framework
15. The use of District CIL for community led infrastructure projects involving business proposals/ventures	These are termed outside the terms of the CIL Expenditure framework

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

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

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

<b>Key Principles of the CIL Expenditure Framework</b>	<b>Further detail where appropriate</b>
<b>1. Hearing loops in village halls, sound bars and projectors which are permanently fixed.</b>	This is termed within the CIL Expenditure Framework
<b>2. Permanent telephony and telecommunication infrastructure required to carry out health services.</b>	This is termed within the CIL Expenditure Framework
<b>3. Parish/Heating system – Suggestion that a community building element (e.g., Village Hall) would be eligible for District CIL funding (even if part of a wider parish scheme). Community infrastructure threshold of £100,000 and not more than 75% of the project costs applies, together with other provisions of the CIL expenditure about being final funder and scheme being oven ready.</b>	This is termed within the CIL Expenditure Framework
<b>4. Eligibility for green infrastructure (Infrastructure which reduces the carbon footprint) – currently EV charging points are supported for up to 100% of project costs with a community infrastructure threshold of £100,000 together with other types of community infrastructure such as District CIL funding for upgrades or additionality for community buildings (but not for repair or maintenance); for example, heating systems, toilet handwashing systems, better roof/wall insulation and roof lights and ventilation (which could replace use or need for air conditioning). Walking and cycling infrastructure through the pilot/period scheme (LCWIPs).</b>	These are termed within the CIL Expenditure Framework
<b>5. Walking and cycling infrastructure through the pilot/period scheme (LCWIPs) - projects in the LCWIPs, IDP and IFS –agreed that a pilot period/scheme be operated with new community threshold of £100,000. Proactive</b>	These are termed within the CIL Expenditure Framework. Both Councils reviewed the position on the pilot scheme /period to be continued until the next (sixth) CIL Expenditure Framework review to measure progress

<b>Key Principles of the CIL Expenditure Framework</b>	<b>Further detail where appropriate</b>
<b>work will occur for bringing LCWIP schemes forward.</b>	methodology and outcomes for deliverability of schemes.
<b>6. Clarity around charging admittance by the organisation for the infrastructure funded by CIL (museums/art galleries) - Continue to support Infrastructure for museums/art galleries but limited to community threshold levels (of £100,000 and not more than 75% of the total cost of the project). Organisation must have a charitable status and have a 25-year lease and/or the land is public land capable of access by the public.</b>	This is termed within the CIL Expenditure Framework
<b>7. Clarity around charging admittance by the organisation for the infrastructure funded by CIL (public open space) - For such CIL Bids to be considered as acceptable in principle the land must be in public ownership or leased for 25 years as public open space and the users of the public open space or play equipment should not be required to pay for admittance and the facility must be capable of use by all.</b>	This is termed within the CIL Expenditure Framework on the set out parameters

## **5. PROCESSES OF THE CIL EXPENDITURE FRAMEWORK**

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

**Table 6 – Key Processes of the CIL Expenditure Framework**

<b>Key Processes of the CIL Expenditure Framework</b>	<b>Further detail where appropriate</b>
<b>1. Use of the Councils' existing software.</b>	The software that the Council uses is Exacom. There is a public facing module (known as PFM) which is accessible on the Councils website under the tab of developer Contributions database
<b>2. The process is centred upon a bidding round with consideration on a twice-yearly basis, with email submission of bids by Infrastructure Providers (including officers</b>	See Diagram at Appendix B to the rear of this report.

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
of Babergh and Mid Suffolk where appropriate) and all Parishes including Community Groups.	This is a requirement of the CIL Expenditure legislation
3. Full documentation of the process for lodging, consideration, and determination of the bids with supporting guidance documents for bid submission, bid application forms and prioritisation criteria to be used for assessment of the bids will be made available on the Councils' websites.	This is a requirement of the CIL Expenditure legislation
4. The timetable for the twice-yearly bid process will be clearly documented on the Councils' websites together with the inclusion of a flow chart. Three months of early advance notification of bid submission timescales (to facilitate bid submission) to all Infrastructure Providers (including officers of Babergh and Mid Suffolk where appropriate) and all Parish/Town Councils. Bids from Community Groups can also be submitted.	<p>The timetable can be found at Appendix B to the rear of this document.</p> <p>There is also a yearly Key dates CIL calendar which can be seen on the Councils web site</p>
<p>5. The apportionment of CIL monies into three funds; Strategic Infrastructure Fund, Ringfenced Infrastructure Fund and Local Infrastructure Fund will occur twice yearly.</p> <p>This apportionment in particular allows saving of monies towards strategic infrastructure projects for the betterment of either or both Districts and facilitates the prospect of collaborative spend with other funding organisations and or funding streams to achieve strategic infrastructure.</p> <p>The division of monies between the three funds occurs in April and October each year immediately after the apportionment of/ payment of Neighbourhood CIL.</p>	<p>Examples of the type of Infrastructure to be funded through the Strategic Infrastructure Fund, the Ringfenced Fund and the Local Infrastructure Fund can be found at Appendix A to the rear of this document.</p> <p>The way that both Councils store their money in separate names accounts is a requirement of the CIL Expenditure Framework.</p>
6. All interest accrued on CIL monies will be paid into the Strategic Infrastructure Fund pot.	This is a requirement of the CIL Expenditure legislation
7. Distribution of CIL income - The Councils will retain up to 5% of the CIL income received within each District (for administrative costs). This will be apportioned at the same time as the	The Cap is explained in Appendix C to the rear of this document

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
<p><b>Neighbourhood CIL allocation to Parishes. The Neighbourhood CIL allocation to Parish/Town councils (either 15% or 25% subject to a cap*) occurs in April and October each year. On the same 6 monthly basis, the CIL funds will be saved into three separate funding streams with the following apportionment and definitions: -</b></p> <ul style="list-style-type: none"> <li>• <b>Strategic Infrastructure fund – 20 % of the CIL funds will be held in this account</b></li> <li>• <b>Ringfenced Infrastructure Fund - ringfenced monies to deliver infrastructure to support housing schemes of 10 dwellings and above)</b></li> <li>• <b>Local Infrastructure fund – 80% of the CIL funds will be held in this account</b></li> </ul>	<p>The way that both Councils store their money in separate names accounts is a requirement of the CIL Expenditure Framework.</p>
<p><b>8. Apportionment of Neighbourhood CIL. Currently six-monthly allocations to Parish/Town Councils (which occur in April and October) continue, and where Neighbourhood CIL is received, a proactive approach is used to encourage collaborative spend (using Parish Infrastructure Investment Plans (PIIP) documents if produced). The Parishes apportionment of CIL monies (set out in the CIL Regulations 2010 (as amended) will remain at 15% (where there is no Neighbourhood Plan) and 25% where a Neighbourhood Plan is made for three reasons: -</b></p> <ul style="list-style-type: none"> <li>• <b>to safeguard the ability to secure strategic infrastructure and make the 20% saving from the CIL funds into the Strategic Infrastructure Fund</b></li> <li>• <b>to ensure that the CIL infrastructure requirements on the growth projects are met such that development is therefore sustainable</b></li> <li>• <b>to meet legislative requirements.</b></li> </ul> <p><b>9. Collaborative approach towards expenditure working with Infrastructure Providers and Parishes to get projects</b></p>	<p>This is a requirement under the CIL Regulation legislation and the terms of the CIL Expenditure Framework</p>

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
delivered and to “add value” is important and supported.	
10. Explore and secure funding from other external funding streams (e.g., LEP and Government funding) and other internal funding streams (s106 monies Community Grants and where appropriate Locality funding) to spend alongside CIL where appropriate, especially in connection with Strategic Infrastructure projects but also for Ringfenced Infrastructure and Local Infrastructure Fund projects. Proactive work will be needed to identify and secure strategic infrastructure projects for both Districts.	This is a requirement under the CIL Expenditure Framework
11. Funding bids must provide adequate evidence/information to provide necessary certainty on timely delivery – “oven ready” schemes will be given priority.	This is a requirement under the CIL Expenditure Framework
12. Proactive work will also need to occur around CIL infrastructure such that the Infrastructure to be provided by CIL Funds (together with the s106 items) are known (and can be understood in terms of viability and the level of affordable housing to be provided). This work will provide clarity around Bids which are likely to come forward for growth projects in the future.	Proactive work required
13. The production and publication of at least twice yearly CIL Expenditure Programmes for both Councils (normal production/publication within 6 months of the Bid rounds opening.	This is a requirement under the CIL Expenditure Framework
14. CIL monies can be spent flexibly alongside s106 monies, Community grants and Locality monies and any other external or internal funding streams but expenditure of s106 monies must be in accordance with the terms of the s106 agreement.	This is a requirement under the CIL Expenditure Framework and the use of all s106 monies must be in accordance with the terms of the particular s106 Obligations where the monies are held
15. Tiered approach to decision-taking involving some officer delegation and larger decisions by Cabinet.	This is a requirement under the CIL Expenditure Framework
16. All CIL Bid decisions to be final.	This is a requirement under the CIL Expenditure Framework

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
17. No appeals process in respect of any CIL Bid decisions.	This is a requirement under the CIL Expenditure Framework
18. Only one Bid per project and per bidding round.	This is a requirement under the CIL Expenditure Framework
19. After a refusal – no more Bids for this project unless funding circumstances are materially different and/or a time period passes of not less than 1 year.	This is a requirement under the CIL Expenditure Framework
20. Where Bids are to be submitted, evidence of Community support shall be required (From Division County Councillor, District Ward Member and Parish Council).	This is a requirement under the CIL Expenditure Framework
21. Validation - Once Bids are validated and screened (see below) Officers will direct any appropriate Bids towards other funding streams where this is considered to be more appropriate (each Councils unspent s106 monies – where the terms of the Legal Obligation would allow that spend to occur. In addition, work will be undertaken to see if other funding can be pulled into the scheme from internal (Community grants and Locality Funds - where appropriate) and external funds (LEP Government funding and other external sources) so that the CIL funds can be distributed as widely as possible.	This is a requirement under the CIL Expenditure Framework
22. Yearly report on CIL and s106 expenditure will be required as part of the CIL Regulations 2019. This document known as an Infrastructure Funding Statement (IFS) will need to be produced by the 31 <sup>st</sup> December each year for each Council in addition to the at least twice yearly CIL Expenditure Programme for each Council.	This is a requirement under the CIL Expenditure Framework
23. Payment of successful bids to be in accordance with CIL guidance to be published on the Councils' websites.	This is a requirement under the CIL Expenditure Framework



Key Processes of the CIL Expenditure Framework	Further detail where appropriate
<p><b>24. For all Community Infrastructure Bids three quotes to carry out the works will be required. These quotes must be offered to the Bidders and then submitted as part of the Bids on the basis that the cost of the works will remain held and not vary for a 1-2-month basis. (so as to be sure that when CIL monies are offered the project can be completed for the cost of the works submitted).Where Infrastructure Providers (such as Suffolk County Council -SCC) submit Bids for either education projects or bus passenger transport improvement proposals there will be no need to submit three quotes as Suffolk County Council is as an Infrastructure provider which has a contractual framework agreement in place. This ensures that the project will achieve Best value and thereby meet Best value objectives within the CIL Expenditure Framework. With regard to Bids for school extensions and education facilities (that are contained within the CIL Position Statement), the Infrastructure provider must pay for feasibility studies and planning application costs prior to the CIL Bid being made. Once any such Education CIL Bids are submitted these costs can then be included in the overall cost of the project (so these costs are recovered by SCC as part of the agreed project).</b></p>	<p>This is a requirement under the CIL Expenditure Framework</p> <p>The requirement to hold financial quotes for 1-2 month period only was varied under the fifth review of the CIL Expenditure Framework. Both Councils also agreed that updated quotes could be sought, if necessary, before decisions are made on CIL Bids.</p>
<p><b>25. Consultation on CIL Bids - Consultation will occur with the District Ward Member the Division County Councillor for the Ward affected and the Parish Council for that ward (except where the Parish Council is the Bidder for the Infrastructure project). The Consultation will occur by email and 14 days will be allowed for the submission of comments. A copy of the CIL Bid application form and a location plan will be sent to the consultee. Infrastructure officers will carry out a site inspection and photographs will be taken.</b></p>	<p>This is a requirement under the CIL Expenditure Framework. The fifth review of the CIL Expenditure Framework and the CIL Expenditure Communication Strategy now allows the opportunity for Consultation to occur earlier than where a CIL Bid is made valid.</p>
<p><b>26. Determination of especially important Strategic Infrastructure Fund, Ringfenced Infrastructure Fund or Local Infrastructure Fund CIL Bids by Cabinet or using delegated powers (requiring approval or refusal or</b></p>	<p>This is allowed under the requirements of the CIL Expenditure Framework</p>

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
noting by Cabinet) can occur in advance of the normal twice yearly CIL Expenditure Programme process where appropriate.	
<b>27. Technical assessments of all CIL bids where decisions are being made will be undertaken and published as part of the CIL Expenditure Programme documentation so that decision taking is open and transparent.</b>	This is a requirement under the CIL Expenditure Framework
<b>28. Infrastructure for Community use – a CIL Project Enquiry form has been devised to allow early advice and support to be given to Parishes and Community groups where projects are identified (whether for CIL or other forms of funding) This must be used before any CIL Bid is submitted so that the structured approach towards infrastructure project development can commence before a CIL Bid is submitted and determined.</b>	This is a requirement under the CIL Expenditure Framework. Under the fourth review of the CIL Expenditure Framework this CIL project enquiry form has been amended to allow for submission of more information and thereby more effective starts to project development for CIL funding.
<b>29. Further amplification is contained in this document relating to the criteria for Value for money (or Best Value) - to address the internal Audit requirements of September 2018.</b>	This is a requirement under the CIL Expenditure Framework
<b>30. CIL Bid application forms are available on the Councils web site as follows: -</b> <ul style="list-style-type: none"> <li>• <b>CIL Bid application forms designed for community infrastructure projects both above and below the governance threshold of £10,000 to address different information requirements (e.g., a Business case where required)</b></li> <li>• <b>CIL Bid application forms for Passenger Transport Improvement (shorter than before also recognising and adapting the Framework such that three quotes are not required as there is a contractual framework agreement in place for delivery which meets best value objectives)</b></li> <li>• <b>CIL Bid application forms for Health facilities /proposals</b></li> </ul>	The submission of CIL Bid application forms is required under the CIL Expenditure Framework and guidance forms are placed on the web site to help Bid authors.

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
<ul style="list-style-type: none"> <li>• CIL Bid forms for Education facilities proposals</li> <li>• CIL Bid forms for Library improvement/expansion projects</li> <li>• Rail Bid forms for Rail infrastructure projects</li> <li>• CIL Bid forms for adjoining Councils and Infrastructure Providers (outside of Babergh /Mid Suffolk's administrative geographical boundaries)</li> </ul>	<p>New forms added as part of the fifth review of the CIL Expenditure Framework</p>
<p><b>31. Engagement process for all CIL Bids over £50,000 and all CIL Bids where expenditure is required beyond Babergh and Mid Suffolk's administrative and geographical boundaries as follows: -</b></p> <ul style="list-style-type: none"> <li>• A structured approach to discussions at pre Bid stage for both large (over £250,000) and medium (between £50,000-under £250,000) infrastructure projects with stakeholder engagement with Ward Member(s) Parish Council and Ward County Councillor (Stage 1) together with development of the project with all those parties (Stage 2) with both stages being signed off by an Council Infrastructure Sub Programme Board together with a third stage which represents project sign off before a CIL Bid is submitted.( The inception stage (stage 1 will have a project Initiation Document). Stage 2 will have a Development of Infrastructure project document. The third stage will have a Sign off stage document before the submission of the CIL Bid).</li> </ul>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p><b>32. Copies of all CIL Bid application forms and a location plan for both Districts will be held on the Councils IT software (which is accessible to District Council Members only through Connect).</b></p>	<p>For ease of reference or all District Ward Members</p>
<p><b>33. Different portions of funding making up the total cost of a project shall be included in the CIL Expenditure Programme.</b></p>	<p>This is a requirement under the CIL Expenditure Framework</p>

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
<p><b>34. CIL Expenditure Programme should have Bid Offer date added so that the two year period for the offer is visible (so that the expiry of the CIL Bid offer letter and the ultimate delivery of the project is readily apparent and can be easily cross referenced).</b></p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p><b>35. Continue with monthly meetings with Infrastructure providers to develop an Infrastructure delivery programme (of five years). Publish a list of projects which is being developed called the Emerging Infrastructure Projects in the CIL Expenditure Programme.</b></p>	<p>These are requirements under the CIL Expenditure Framework. (Five year Infrastructure delivery programme requirement with Infrastructure providers brought in during the fourth review of the CIL Expenditure Framework)</p>
<p><b>36. CIL Bid Guidance for application forms will include guidance on how the Council will pay the CIL monies, what information and approach is needed before monies are paid together with the need for photographs of part completed/completed infrastructure projects.</b></p> <p><b>This guidance will also explain the Ringfenced Infrastructure Fund and the role of the planning consultation responses on infrastructure</b></p> <p><b>Improved guidance on Neighbourhood CIL to be issued to Parishes and District Council Members.</b></p>	<p>These are requirements under the CIL Expenditure Framework</p>
<p><b>37. Once CIL Bids are valid – the screening part of process commences– i.e., where CIL Bid is valid, screen all other opportunities for other forms of funding (external/unsent s106/community grant/neighbourhood CIL). Ensure that the outcomes of these other funding opportunities are known before committing to CIL expenditure so that CIL is last piece of jigsaw puzzle.</b></p> <p><b>Bidders are encouraged to explore all possible alternatives for other sources of funding alongside requests for CIL funding including using crowd funding/encouraging donations/gifts. (Other sources of funding that could also be considered are loans or Public Works Loan Board funding).</b></p>	<p>These are requirements under the CIL Expenditure Framework</p>

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
<p>Ensure that all other sources of funding have been secured so that CIL funding is the last piece of the jigsaw so that the scheme can be delivered.</p>	
<p>38. CIL Bids will be treated as withdrawn if no progress is made after 12 months and no further action will be taken on them (does not stop a resubmission).</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>39. Where a Bid is refused, the Councils will not reconsider an identical CIL Bid.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>40. Provide a list of changes following the first second, third, fourth and fifth reviews of the CIL Expenditure Framework at the rear of the document outlining key changes to the Framework</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>41. Retain three advance emails to Parishes and infrastructure providers but stress the importance of the structured pre submission process.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>42. Where infrastructure being proposed also carries a dual use (such as education provision which would also be used by the community) the completion of a Community User Contract is required so that the community use can be guaranteed. (This will be a bespoke legal Contract designed to suit the circumstances of the CIL Bid case.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>43. Next (sixth) review to occur at the same time as Bid round 12 (October 2023) and be in place before Bid round 13 (May 2024). The Joint Member Panel will remain to inform this sixth review.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p>44. All existing undetermined CIL Bids which are held over until CIL Bid round 7 – May 2021 (from Bid round 6 - October 2020 or any of the other earlier Bid rounds) and included as undetermined in the CIL Expenditure Programme will have a “one Bid round opportunity” to be determined following Bid round 6 without reference to any newly imposed restrictions following the third review of this Framework.</p>	<p>This is a requirement under the CIL Expenditure Framework</p>

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
<p><b>45. Improvements to the Website by the inclusion of a district wide map for both Districts to show where District CIL has been spent and a photographic reel of infrastructure projects showing before and after pictures and information of completed infrastructure projects where District CIL has been used.</b></p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p><b>46. Catchment areas for proposed infrastructure (e.g., schools, rail, health hubs) – Use of Ringfenced monies Where infrastructure delivery is proposed through the submission of CIL Bids, the financing of these Bids when recommended to Cabinet or through delegated decisions will be undertaken by using Ringfenced monies first, supplemented by use of Strategic or Local Infrastructure Funds secondly if necessary (if additional funds required). Catchment areas where defined for education projects will be used (e.g., education). For rail projects agreed that we look as widely as possible for funding for rail projects including from Network Rail. Rail infrastructure is strategic in nature (see CIL Expenditure Framework) so this fund together with Ringfenced funds in a reasonable catchment area together with s106 funds from the adjoining Councils would be the way forward as a funding strategy. For health projects investigate where patients come from attending the health hub and take a proportionate approach towards contributions from the Ringfenced funds for those parishes served by the extended Hub including the parish where the health hub is based. Investigate whether any s106/CIL can be secured from adjoining Councils for health hubs expansions which are close to both Districts boundaries.</b></p>	<p>This is a requirement under the CIL Expenditure Framework</p>
<p><b>47. Catchment areas for proposed infrastructure (infrastructure led and provided by the Community) – Use of Ringfenced monies for that Parish, and where insufficient or no funds exist use Local Infrastructure fund.</b></p>	<p>This is a requirement under the CIL Expenditure Framework</p>

Key Processes of the CIL Expenditure Framework	Further detail where appropriate
<p><b>48. Encourage greater spending of CIL (including Neighbourhood CIL).</b> Continue with current proactive approaches towards expenditure and progression of CIL Bids and in addition, produce capital project workplans (for next 5 years) with other infrastructure providers (Health, SCC Waste etc). In addition, number of CIL briefings per year to increase from two to three for both Members and also Parishes (with Members in attendance at Parish events, if desired). Review alongside the IFS where Neighbourhood CIL spend is occurring and if necessary, carry out focused discussion with the Parish about capital CIL projects that are underway. Better targeted website advice with specific guidance note to aid project development as well as PIIPs (Parish Investment Infrastructure Plans) development. Look at the “chipping in” of Neighbourhood CIL – on a case-by-case basis.</p>	<p>This is a requirement under the CIL Expenditure Framework</p> <p>Changes made to the associated CIL Expenditure Framework Community Strategy (in respect to frequency of member and Parish briefings) as a result of the fourth review and continued in the fifth of the CIL Expenditure Framework</p>
<p><b>49. Delivery of Library improvements /extensions – these can be supported through CIL Bids for District CIL where there is proven evidenced need for improvement /expansion.</b> Such proposals for funding would be treated in the same way both Councils treat education proposals (wrapping up design costs in the final funding application). (New CIL Bid forms required for library improvement/expansion proposals – see Table 6 paragraph 30 above.) New libraries funding would need to be sought through s106 funding.</p>	<p>Changes made to the CIL Expenditure Framework as a result of the fifth review of the CIL Expenditure Framework</p>
<p><b>50. Use of Claw Back (for the return of District CIL funding) where risks indicate that it would be both appropriate and reasonable.</b> Both Councils agreed that a claw back provision was sensible when the risks or circumstances dictated that its use was appropriate (acknowledging that these cases were likely to be few and far between and the period of the claw back would be determined on a case by case basis).</p>	<p>Changes made to the CIL Expenditure Framework as a result of the fifth review of the CIL Expenditure Framework</p>

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

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

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

**Table 7 – Validation Criteria**

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



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

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

**Table 8 – Screening Criteria**

Screening Process for CIL Bids When Valid	Further detail where appropriate
<p><b>1. Must follow the Infrastructure Funding Statements for each Council where infrastructure to be provided.</b></p>	<p>These elements are the Screening criteria elements for the CIL Bid process</p>
<p><b>2. Consider whether this infrastructure bid could be provided using other internal and external funding streams that the Councils can either submit Bids for or support others or where the Council has access to other funding (e.g. LEP Government funding or other external funders s106, Community</b></p>	<p>These elements are the Screening criteria elements for the CIL Bid process</p>

<b>Grants. and Locality funding where appropriate – if so, can it be delivered using this without complete or any reliance on CIL funds).</b>	
<b>3. Where appropriate, information will be checked or sought to verify the information within the bid.</b>	These elements are the Screening criteria elements for the CIL Bid process
<b>4. Where there are CIL infrastructure “asks” under Development Management decisions on major projects, these will be given consideration in terms of devising the CIL Expenditure Programme and through a programme of delivery working collaboratively with the Infrastructure Providers.</b>	These elements are the Screening criteria elements for the CIL Bid process

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

**Table 9 - Prioritisation criteria**

<b>Prioritisation Criteria</b>	<b>Further detail where appropriate</b>
<b>1. Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable</b>	This criteria is a requirement of the CIL Expenditure Framework
<b>2. Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh/Mid Suffolk Strategies or external strategies Babergh/Mid Suffolk support and/or input into</b>	This criteria is a requirement of the CIL Expenditure Framework
<b>3. It represents key infrastructure (critical /essential)</b>	This criteria is a requirement of the CIL Expenditure Framework
<b>4. Value for money (or Best Value).</b>	Guidance on Best Value is located at the rear of the document
<b>5. Clear community benefits</b>	This criteria is a requirement of the CIL Expenditure Framework
<b>6. Community support</b>	This criteria is a requirement of the CIL Expenditure Framework

<b>Prioritisation Criteria</b>	<b>Further detail where appropriate</b>
<b>7.Deliverability (“oven ready” schemes)</b>	This criteria is a requirement of the CIL Expenditure Framework
<b>8.Affordability (from Strategic/Local infrastructure or Ringfenced Infrastructure Funds)</b>	Any infrastructure project must be affordable to gain favourable consideration
<b>9.Timeliness</b>	This criteria is a requirement of the CIL Expenditure Framework
<b>10.By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh/Mid Suffolk infrastructure provision, or LEP/Government funding)</b>	This criteria is a requirement of the CIL Expenditure Framework
<b>11.Supports housing and employment growth</b>	This criteria is a requirement of the CIL Expenditure Framework
<b>12.Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured</b>	This criteria is a requirement of the CIL Expenditure Framework
<b>13.Must be based on the developing/adopted Infrastructure Delivery Plan/current Infrastructure Funding Statement unless circumstances dictate otherwise</b>	This criteria is a requirement of the CIL Expenditure Framework
<b>14.Does the provision of this infrastructure address a current inadequacy in infrastructure terms?</b>	This criteria is a requirement of the CIL Expenditure Framework
<b>15.By releasing funds, it would allow infrastructure to be realised such that the CIL funds are like the last piece of the jigsaw puzzle</b>	This criteria is a requirement of the CIL Expenditure Framework
<b>16.Will the infrastructure be capable of being used by the wider community.</b>	This criteria is a requirement of the CIL Expenditure Framework
<b>17.By provision of infrastructure it would unlock further opportunities within the District for housing and employment growth How does the proposal affect green infrastructure principles.</b>	This criteria is a requirement of the CIL Expenditure Framework

Prioritisation Criteria	Further detail where appropriate
18.How does the project address green/sustainability principles/infrastructure.	This criteria is a requirement of the CIL Expenditure Framework
19.How does the project affect state aid implications.	This criteria is a requirement of the CIL Expenditure Framework
20.How does the project affect security and safety in the community.	This criteria is a requirement of the CIL Expenditure Framework

## 7. GOVERNANCE OF THE CIL EXPENDITURE FRAMEWORK

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

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

- **Delegated Decisions (to Director – Planning and Building Control)**

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

- **Cabinet decisions**

- a) Decisions to approve or refuse all Strategic Infrastructure Fund bids
- b) All other decisions to approve or refuse all other Ringfenced and Local Infrastructure Fund bids which are not covered by the delegated decision taking outlined above under the delegated decisions listed above
- c) Noting by Cabinet of all decisions on bids where delegated decisions are taken

- d) All decisions on CIL Bids where CIL monies would be spent beyond the administrative and geographical boundaries of Babergh and Mid Suffolk.

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### **Guidance Foot note on Value for money or Best Value**

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

[Best value - Wikipedia, the free encyclopaedia](http://en.wikipedia.org/wiki/Best_value)

en.wikipedia.org/wiki/Best\_value

### **BMSDC Procurement Manual**

Pages 50 and 51

#### **2.12 Social Value**

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

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

- Regional Economic Development – subject to the test of fairness and equality for potential suppliers the opportunity to support the local economy.
- Environmental – using a solution which protects and /or enhances the environment.

#### **2.16 Value for Money (Best Value)**

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

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

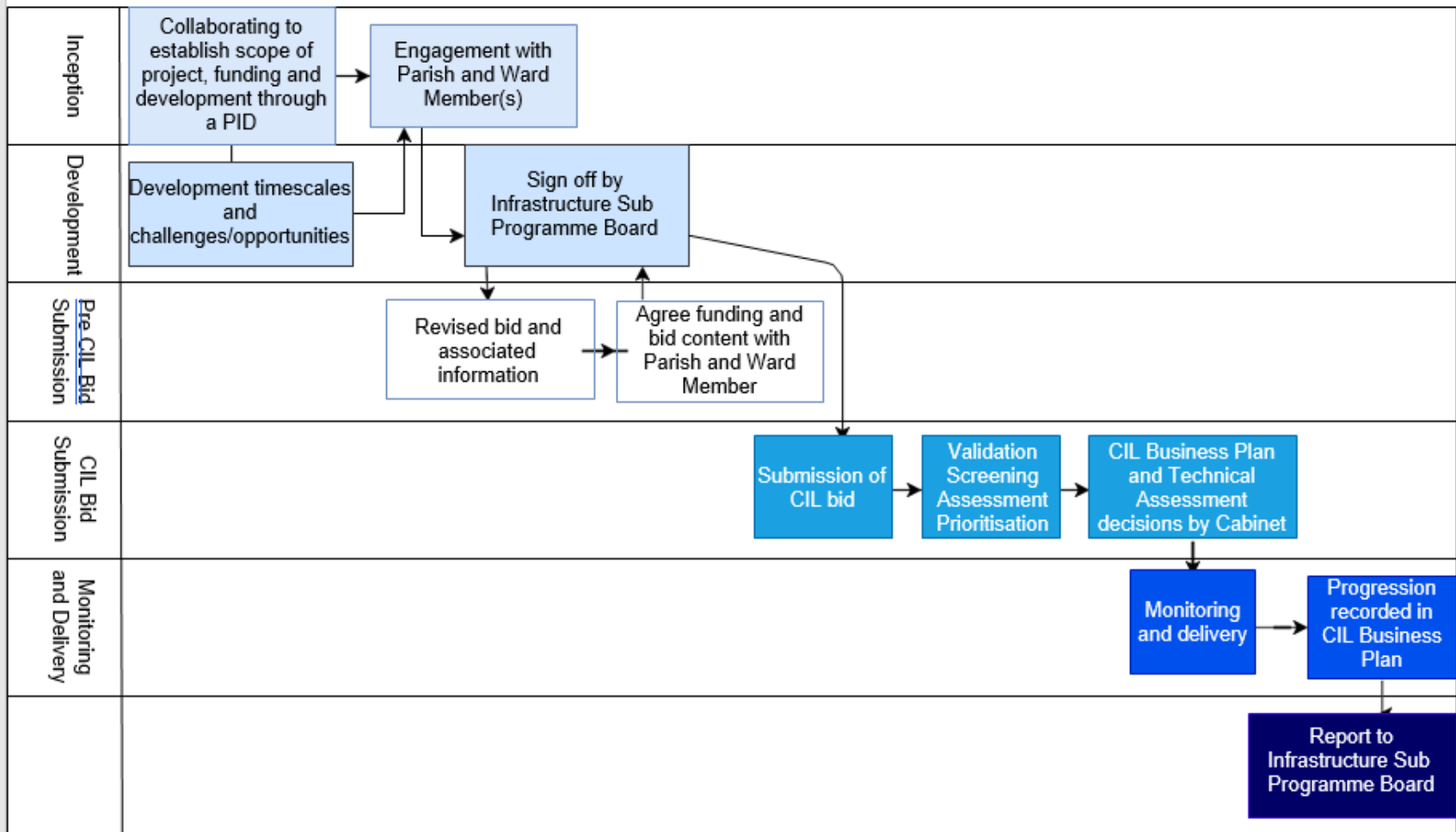
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**Babergh and Mid Suffolk District Councils**  
**Endeavour House**  
**8 Russell Road**  
**IPSWICH**  
**IP1 2BX.**

## **THE CIL EXPENDITURE FRAMEWORK ENGAGEMENT PROCESSES**

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

## Delivery of Large/Medium Scale Infrastructure Projects



## Engagement Process

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

### Infrastructure Delivery - Stage 1, 2 and 3 Documentation Template

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





## **APPENDIX A**

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

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

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

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

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

#### **One or more of these elements constitute Local infrastructure:**

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

**March 2021**

## APPENDIX B – THE CIL BID ROUND CYCLE

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

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

March 2021

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

This cap is as follows: -

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

**March 2021**

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## **March 2019 (Amended)**

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

#### **Edition Amendments (March 2019) - Key Changes**

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

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

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

## March 2019

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## April 2020 (Amended)

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

### Edition Amendments (April 2020) - Key Changes

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

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

## **April 2020**

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## **March 2021 (Amended)**

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

#### **Edition Amendments (March 2021) - Key Changes**

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

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

## **March 2021**

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## **July 2022 (Amended)**

# **FOURTH COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE FRAMEWORK REVIEW (JULY 2022)**

## **Edition Amendments (July 2022) - Key Changes**

- Parish/Heating system – Suggestion that a community building element (e.g. Village Hall) would be eligible for District CIL funding (even if part of a wider parish scheme) with an agreed increased community threshold limit of £100,000 together with any District CIL funding not exceeding more than 75% of the total project costs.



- Clarity around charging admittance by the organisation for the infrastructure funded by CIL (museums/art galleries) - Continue to support Infrastructure for museums/art galleries but limited to suggested increased community threshold levels (of £100,000 and not more than 75% of the total cost of the project). Organisation must have a charitable status and have a 25-year lease and/or the land is public land capable of access by the public.
- Clarity around charging admittance by the organisation for the infrastructure funded by CIL (public open space) - For such CIL Bids to be considered as acceptable in principle the land must be in public ownership or leased for 25 years as public open space and the users of the public open space or play equipment should not be required to pay for admittance and the facility must be capable of use by all.
- Catchment areas for proposed infrastructure (e.g., schools, rail, health hubs) – Use of Ringfenced monies. Where infrastructure delivery is proposed through the submission of CIL Bids, the financing of these Bids when recommended to Cabinet or through delegated decisions will be undertaken by using Ringfenced monies first, supplemented by use of Strategic or Local Infrastructure Funds secondly if necessary (if additional funds required). Catchment areas will continue to be used for education, health hubs and agreed need to collect evidence pointing towards a catchment area for rail. No change to current arrangement for Infrastructure by the Community – use Ringfenced funds for that Parish, and where insufficient or no funds exist use Local Infrastructure fund.
- Agreed increase to £100,000 threshold and 75% of total costs of the project for Infrastructure Bids submitted by the Community
- Changes to the CIL project enquiry form
- Improvements to the Website by the inclusion of a district wide map for both Districts to show where District CIL has been spent and a photographic reel of infrastructure projects showing before and after pictures and information of completed infrastructure projects where District CIL has been used.
- Funding for Cycling and footpaths – projects in the LCWIP, IDP and IFS – suggested that a pilot period/scheme be operated with new community threshold of £100,000. Suggested the undertaking of proactive work for bringing LCWIP schemes forward. Position on the pilot scheme /period to be reviewed at next (fifth) CIL Expenditure Framework review to measure progress methodology and outcomes for deliverability of schemes.
- Highway, traffic calming and highway/traffic equipment – these matters lie outside the CIL Expenditure Framework and Parishes that have Neighbourhood CIL could consider using this for these projects.
- For infrastructure led by the community, the current six month held period for quotes for infrastructure led by the community be reduced to four months and updated quotes are sought, if necessary, before decisions made on CIL Bids.
- Encourage greater spending of CIL (including Neighbourhood CIL). Continue with current proactive approaches towards expenditure and progression of CIL Bids and in addition, produce capital project workplans (for next five years) with other infrastructure providers (Health, SCC Waste etc). In addition, number of CIL briefings per year to increase from two to three for both Members and also Parishes (with Members in attendance at Parish events, if desired). Review alongside the IFS where Neighbourhood CIL spend is occurring and if necessary, carry out focused discussion with the Parish about capital CIL projects that are underway. Better targeted website advice with specific guidance note to aid project development as well as PIIPs (Parish Investment Infrastructure Plans) development. Look

at the “chipping in” of Neighbourhood CIL – on a case-by-case basis and keep this matter under review for the next (fifth) review of CIL Expenditure Framework.

- Eligibility for green infrastructure (Infrastructure which reduces the carbon footprint) – currently EV charging points are supported for 100% of project costs. However now suggested that it should be up to 100% and that other items should be included such as District CIL funding for upgrades or additionality for community buildings (but not for repair or maintenance); for example, heating systems, toilet handwashing systems, better roof/wall insulation and roof lights and ventilation (which could replace use or need for air conditioning).
- Agreement to keep CIL Expenditure Framework under review. Agreed another review (fifth) whilst Bid round 10 is underway (October 2022) so that any revisions are adopted before Bid round 11 occurs in May 2023.
- Agreed the Joint Member Panel remain to inform the fifth CIL Expenditure Framework review.
- Change of job title from Assistant Director of Planning and Communities to Assistant Director of Planning and Building Control (paragraph 5.2)

## **July 2022**

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### **March 2023 (Amended)**

## **FIFTH COMMUNITY INFRASTRUCTURE LEVY (CIL) EXPENDITURE FRAMEWORK REVIEW (March 2023)**

### **Edition Amendments (March 2023) - Key Changes**

- Should CIL be used for testing boreholes at the feasibility part of a District/Parish Heating system – should they be eligible? – Explanation given that borehole drilling is to establish the geological “make-up” of the ground and to determine what type of heating installation work best in the area. Members of the Joint Member Panel considered that other funding would be possible for this and whilst it should be kept under review. Both Councils agreed District CIL funds are not to be used for feasibility studies for testing boreholes for such schemes at this stage (Noted in Table 4 paragraph 14 refers)
- Clarity around use of District CIL for community led infrastructure projects involving business proposals/ventures – this use of District CIL monies for business purposes is unacceptable and is outside the terms of the CIL Expenditure Framework. Both Councils agreed that it would be inappropriate for a private business to benefit from District CIL investment (Noted in Table 4 paragraph 15 refers )
- Delivery of Library improvements/extensions – these can be supported through CIL Bids for District CIL where there is proven evidenced need for improvement /expansion. Such proposals for funding would be treated in the same way both Councils treat education proposals (wrapping up design costs in the final funding application). New CIL Bid forms required for library improvement/expansion proposals (Noted in Table 6 paragraph 30 refers). New libraries funding would need to be sought through s106 funding. (Noted in Table 6 paragraph 30 and Table 6 paragraph 49 refers)
- Use of Claw Back (for the return of District CIL funding) where risks indicate that it would be both appropriate and reasonable. Members agreed that a claw back provision was

sensible when the risks or circumstances dictated that its use was appropriate (acknowledging that these cases were likely to be few and far between and the period of the claw back would be determined on a case by case basis) - (Table 6 paragraph 50 refers).

- Review of use of District CIL for Highway works, Traffic Calming and highway/traffic equipment – Members agreed that highway traffic calming measures, pedestrian crossings, village gateway measures and speed reduction measures and traffic equipment are considered as part of the planning process when granting planning permission for development. These are the Highways responsibility and therefore fall outside of the CIL Expenditure Framework for funding purposes. **The only exception to this is where funding is being considered for Active travel and LCWIP cycling and walking infrastructure project where it might be necessary to include a highway measure (e.g. like a pedestrian crossing) as part of the project in order to secure the required overall walking and cycling scheme (over and above any other highway measures that might be delivered by developments through s106 or under s278 of the Highways Act).** (Table 4 paragraph 13 refers)
- Continuing review of the current £75,000 threshold and 75% of total eligible costs of the project for Infrastructure Bids submitted by the Community – agreed retention of thresholds of £100,000 and 75% of total eligible costs of the project to address rising infrastructure and materials costs.(Noted in Table 1 paragraph 24 refers)
- Continued funding for Cycling and footpaths – projects in the LCWIP, IDP and IFS – continuation of the pilot period/scheme be operated with community threshold of £100,000. Suggested the undertaking of proactive work for bringing LCWIP schemes forward. Position on the pilot scheme /period to be reviewed at next (sixth) CIL Expenditure Framework review to measure progress methodology and outcomes for deliverability of schemes.(Noted on Table 5 paragraph 5 refers)
- Rising costs of building works and difficulty of getting committed prices for CIL Bids (for infrastructure led by the community). Both Councils agreed that the current 4 month held period for quotes for infrastructure led by the community be reduced to 1-2 months and updated quotes are sought, if necessary, before decisions made on CIL Bids (Noted in Table 6 paragraph 24 refers).
- CIL monies collected need to be spent. Encourage greater spending of CIL (including Neighbourhood CIL). Both Councils agreed to continue with current proactive approaches towards expenditure and progression of CIL Bids and in addition, produce capital project workplans (for next 5 years) with other infrastructure providers (Health, SCC Waste etc). In addition, number of CIL briefings per year to be retained at three for both Members and also Parishes (with Members in attendance at Parish events, if desired). Review alongside the IFS where Neighbourhood CIL spend is occurring and if necessary, carry out focused discussion with the Parish about capital CIL projects that are underway. Better targeted website advice with specific guidance note to aid project development as well as PIIPs (Parish Investment Infrastructure Plans) development. Look at the “chipping in” of Neighbourhood CIL – on a case-by-case basis and keep this matter under review for the next (sixth) review of CIL Expenditure Framework.(Noted in Table 6 paragraph 48 refers)
- Consultation on CIL Bids - Consultation will occur with the District Ward Member the Division County Councillor for the Ward affected and the Parish Council for that ward (except where the Parish Council is the Bidder for the Infrastructure project). The Consultation will occur by email and 14 days will be allowed for the submission of

comments. (Should extensions of time be sought they will be granted). A copy of the CIL Bid application form and a location plan will be sent to the consultee. **CIL Bids no longer need to be valid for Consultation to occur** - (Noted in Table 6 paragraph 25 refers) List of changes to the CIL Expenditure Framework following review (Noted in Table 6 paragraph 40 refers)

- Agreement to keep CIL Expenditure Framework under review. Agreed another review (sixth) whilst Bid round 12 is underway (October 2023) so that any revisions are adopted before Bid round 13 occurs in May 2024 (Table 6 paragraph 43 refers).
- Agreed the Joint Member Panel remain to inform the sixth CIL Expenditure Framework review. (Table 6 paragraph 43 refers)
- Change of job title from Assistant Director of Planning and Building Control to Director of Planning and Building Control (paragraph 7.2 refers)

March 2023

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Appendix B

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

## Babergh and Mid Suffolk District Councils

Appendix B - Amended March 2023.

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

## **1.0 Background**

- 1.1 Following the decision by Babergh and Mid Suffolk Councils to implement Community Infrastructure Levy, both Councils have been charging for CIL liable development since 11<sup>th</sup> April 2016. A scheme for CIL expenditure has been devised and reviewed each year and sits alongside this Communications Strategy. Both the CIL Expenditure Framework and the CIL Expenditure Framework Communication Strategy scheme were approved by both Councils in April 2018 and amended through the first review and adopted by both Councils in March 2019. A second and third review have also taken place and these changes were considered by both Babergh and Mid Suffolk and adopted in April 2020 and in March 2021. Amendments were considered as part of the fourth review in May 2022 with changes being adopted by both Council in July 2022 (Mid Suffolk) and October 2022 (Babergh). The fifth review which took place in December 2022/ January 2023 with changes being agreed by both Councils in .....

### **CIL collection**

- 1.2 CIL is collected and allocated in accordance with the CIL Regulations 2010 (as amended). Each Council retains 5% of the total CIL income for administration of CIL. From the remainder, 15% is allocated to Parish or Town Councils (subject to a financial cap) but where there is a Neighbourhood Plan in place this figure rises to 25%(with no financial cap).
- 1.3 Each year both Councils are required as CIL charging authorities to publish monitoring statistics for collection, allocation and expenditure of CIL monies by the 31<sup>st</sup> of December for each year (on the website for both Councils). The CIL Regulations 2019 introduced a requirement for both Councils to produce an Infrastructure Funding Statement (IFS) containing both section 106 and CIL expenditure and a list of infrastructure projects for both Councils (known as the Infrastructure List). The first one for each Council was considered by each Council's Cabinet in November 2020 and published on the web site for both Councils in December 2020. Under the CIL Regulations of 2019 it is a requirement to produce a yearly review of each Councils Infrastructure Funding Statement; this will be published each year on the Councils web site.

### **CIL Expenditure**

- 1.4 The development of a detailed framework for CIL expenditure for consideration and adoption by both Councils has been devised as there is no set approach for CIL expenditure prescribed either by Central Government or through the CIL Regulations.
- 1.5 As such all Councils across the country, where a CIL charging regime has been adopted and is being implemented, have established their own schemes for how CIL monies are spent.

- 1.6 The CIL Regulations stipulate that CIL monies which are collected must be spent on infrastructure. Each Council has published a list of infrastructure projects known as the “Infrastructure List” within each Councils Infrastructure Funding Statement.(IFS) These lists are infrastructure projects that are largely but not wholly derived from the Infrastructure Delivery Plan. However it is intended that they will all be partially/wholly funded through CIL or s106 or other funding means. The Infrastructure List taken from each Councils Infrastructure Funding Statement are not identical for both Councils.
- 1.7 The CIL Expenditure Framework which sits alongside this Communications Strategy is critical to the funding of infrastructure to support inclusive growth and sustainable development.
- 1.8 The CIL Expenditure Framework for both Babergh and Mid Suffolk was adopted in April 2018. The scheme was launched on the 27<sup>th</sup> April 2018 and the first Bid round commenced in May in 2018 (for the whole calendar month). The second Bid round took place in October 2018 (also for the whole calendar month). Thereafter the scheme operates on a twice-yearly Bid round; the Bid rounds will continue to be held during the calendar months of May and October each year. As this expenditure for the provision of infrastructure affects both Districts communities, it is considered necessary to have a Communications Strategy to sit alongside the CIL Expenditure Framework.
- 1.9 The CIL expenditure process will involve Bids being submitted for CIL monies (from Infrastructure Providers including Officers of Babergh and Mid Suffolk where appropriate) and Parish/Town Councils (including Community Groups) on a twice-yearly basis.
- 1.10 Whilst some Bids will be determined on a delegated basis (and be subsequently noted by the Council’s Cabinet), some Bids will be determined by the Cabinet of the Council where the Bid falls geographically.
- 1.11 Some of the information (including financial information) around the Bids when submitted may be commercially sensitive. However, it is intended that basic information concerning the infrastructure to be provided by the Bid will be capable of being placed on the Council’s website together with outcomes both when the Bids are determined and when the infrastructure project has been completed. This information will be placed in both Councils CIL Expenditure Programme including details of emerging infrastructure projects (issued and updated at least twice yearly).
- 1.12 The key messages of this Communications Strategy reflect this position and strike a balance between openness and transparency and the need to safeguard any commercial sensitivity that may apply.

## 2.0 **Aims of the Strategy**

- 2.1 These are: -

- To identify the key messages and ensure these remain consistent throughout all communications which this Strategy covers.
- Establish the key stakeholders and determine the communication channels and tools needed to convey the key message.
- Set out the framework for communication in terms of where and when and how to deliver key messages.
- Identify opportunities for proactive communication and address circumstances when communication is necessary to address any CIL collection and expenditure issues.
- Identify any potential risks and put in place communication counter measures to mitigate against these.

### 3.0 Key Messages and the Framework for Communication

#### General

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



## **Regular Communication - Frequency and type**

- 3.4 As stated in paragraph 1.3 above, before the 1<sup>st</sup> September 2019 the CIL Regulations required CIL charging authorities to publish monitoring statistics for collection, allocation and expenditure of CIL monies by the 31<sup>st</sup> of December for each year – these have been published for both Councils on the website). From the 1<sup>st</sup> September 2019 the CIL Regulations introduced a new requirement for the production of an Infrastructure Funding Statement (IFS) for both Councils including s106 and CIL income and expenditure. In addition, the IFS for both Councils also includes the allocation and expenditure of Neighbourhood CIL for each Council together with a list of Infrastructure projects for each Council that is largely but not wholly informed by the Councils Infrastructure Delivery Plan.
- 3.5 Details of and payment of Neighbourhood CIL monies from both Councils CIL income to both Councils Parish Councils /Town Councils (see paragraph 1.2 above) will be undertaken twice yearly (by the 28<sup>th</sup> of April and by the 28<sup>th</sup> October each year). For those Parishes where there is no Parish or Town Council in place both Councils retain the monies and spend it through consultation with the Parish affected. All Parishes (via the Clerks)and all Ward and District Members will be advised twice yearly of the allocation of these monies via email with the relevant CIL allocation reports published on the Web site (each April and October). All Babergh and Mid Suffolk staff will be notified either by email or through an internal newsletter.
- 3.6 Details of the Councils' CIL Expenditure Framework, (including details of the yearly cycle of Bid submission and consideration) supporting Guidance Documents, Bid Application forms and prioritisation criteria (which will be applied to Bid determination) will be available on the Councils' web site. A Key CIL date calendar will also be produced each year to facilitate Bid submission. Clear information of the process including a flow chart will also be provided on the Councils' web site.
- 3.7 For a period of three months before the Bid Rounds open, advance monthly email communications will be sent to all Infrastructure Providers (including relevant officers of Babergh and Mid Suffolk) and all Parish and Town Councils who are also infrastructure providers to advise of the Bid process being open for the submission of Bids twice yearly. This will also be communicated through the Councils web site.
- 3.8 Following validation of submitted Bids, the Ward Member(s), Division County Councilor for that Ward, and the Parish Council (via the Clerk) shall be advised of the receipt of the validated Bid via email and be given 14 days to comment upon the submitted Bid. This will include the application form and a location plan in order to assist with the submission of a response. An officer site inspection will take place in respect of all CIL Bids (where photographs will be taken)

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

## **4.0 Key Audience**

### 4.1 These are: -

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

## **5.0 Communication Channels**

### 5.1 These are: -

- District Councils websites
- Emails to our Key Audience
- Town and Parish Council Meetings
- Leader and Cabinet Member briefings
- District Council Member Briefings
- Parish and Town Council briefings and workshops
- Media releases

- Social media (Facebook, Twitter)
- Town and Parish Council newsletter
- Working Together, Connect.

## 6.0 Communication Tools

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

## 7.0 Spokespeople

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

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

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

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

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

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

- Cabinet Member for Planning BDC

- Cabinet Member for Planning MSDC

**7.2 With the exception of press announcements of the decisions on the CIL Bids after determination of the CIL Expenditure Programme by both Councils Cabinet, every decision on submitted Bids or where Infrastructure projects are delivered the District Ward Member for the Community where the Infrastructure is to be provided must be included in the Key message. In respect of press announcements of the decisions on the CIL Bids after determination of the CIL Expenditure Programme by both Councils Cabinet, the lead messages will be from the Cabinet Members for Planning of both Council. However, when such CIL Bids are determined, Ward Members affected will also be given the opportunity to offer a quote to support the press announcement.**

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

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

## **8.0 Risks**

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

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

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

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

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

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

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

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

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

- Abolition of the CIL Position Statements and their replacement by the Infrastructure Funding Statement (including an Infrastructure List) for each Council
- Inclusion of the Infrastructure Funding Statement on CIL Expenditure for Member Briefings.

- Alteration of wording to reflect that Parish Briefings will take place in a virtual setting (with the deletion of references to those Briefings being held in different locations within both Districts)
- Inclusion of specific dates for the allocation of Neighbourhood CIL in April and October each year.

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### **Edition Amendments – July 2022 – Fourth Review - The CIL Expenditure Framework Communication Strategy**

#### **Key changes**

- Change from twice yearly briefings for Members to three briefings each year on CIL collection and the detail/processes of CIL expenditure
- Change from twice yearly briefings to three briefings each year on CIL collection and the detail/processes of CIL expenditure for all Parish and Town Councils within both Districts (by holding Parish Briefings /Liaison meetings for both districts). Members will be invited to these sessions so as to allow the opportunity for Members to attend with their parishes if desired.

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### **Edition Amendments – March 2023 – Fifth Review - The CIL Expenditure Framework Communication Strategy**

#### **Key changes**

- Consultation on CIL Bids - Consultation will occur with the District Ward Member the Division County Councillor for the Ward affected and the Parish Council for that ward (except where the Parish Council is the Bidder for the Infrastructure project). The Consultation will occur by email and 14 days will be allowed for the submission of comments. (Should extensions of time be sought they will be granted). A copy of the CIL Bid application form and a location plan will be sent to the consultee. **CIL Bids no longer need to be valid for Consultation to occur.** (See paragraph 3.8 above)
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**Appendix C – CIL Expenditure 2023/24 Calendar Key Dates (in Bold).**

<b>January 2023</b>	<b>Assessment of CIL Bids in Bid round 10 – October 2022</b>
7 <sup>th</sup> February 2023	Email alert to announce Bid round 11 - May 2023 – see Communications Strategy
<b>February/March 2023</b>	<b>CIL Expenditure Framework Review 5 closes</b>
7 <sup>th</sup> March 2023	Email alert for Bid round 11 - May 2023 – see Communications Strategy
<b>March 2023</b>	<b>Babergh CIL Expenditure Programme to Cabinet (Bid round 10 – October 2022)</b>
<b>March 2023</b>	<b>Mid Suffolk CIL Expenditure Programme to Cabinet (Bid round 10 – October 2022)</b>
<b>March 2023</b>	<b>CIL Expenditure Review 5 presented to Babergh and Mid Suffolk Council meetings for adoption</b>
4 <sup>th</sup> April 2023	Email alert for Bid round 11 - May 2023 – see Communications Strategy
<b>28<sup>th</sup> April 2023</b>	<b>Neighbourhood CIL Payments made to Parish/Town Councils by this date</b>
<b>1<sup>st</sup> May 2023</b>	<b>CIL Expenditure Bid Round 11 opens</b>
<b>31<sup>st</sup> May 2023</b>	<b>Bid Expenditure Bid Round 11 closes</b>
<b>June 2023</b>	<b>Validation of CIL Bids received in Bid round 11 (together with all outstanding undetermined CIL Bids)</b>
3 <sup>rd</sup> July 2023	Email alert for Bid round 12 - October 2023 – see Communications Strategy
<b>July/August 2023</b>	<b>Publication of valid Bids on Web site and consultation of Valid Bids for 2-week period. Screening of all outstanding valid CIL Bids (including those received in Bid round 11 – May 2023)</b>
<b>August 2023</b>	<b>Assessment of all valid undetermined CIL Bids (including those received during Bid round 11 – May 2023)</b>
7 <sup>th</sup> August 2023	Email alert for Bid round 12 – October 2023 – see Communication Strategy
August 2023	<b>Delegated decisions for all outstanding CIL Bids (including those received in Bid round 11 – May 2023)</b>
4 <sup>th</sup> September 2023	Email alert for Bid round 12 - October 2023 – see Communications Strategy
<b>September 2023</b>	<b>Babergh CIL Expenditure Programme to Cabinet (Bid round 11 – May 2023)</b>
<b>September 2023</b>	<b>Mid Suffolk CIL Expenditure Programme to Cabinet (Bid round 11 – May 2023)</b>
<b>September/October /November 2023</b>	<b>Preparation /production of Babergh Infrastructure Funding Statement (IFS) for collection and expenditure of s106and CIL monies and allocation and expenditure of Neighbourhood CIL, together with publication of the Infrastructure List (with date for publication on the web site)</b>

<b>September/October /November 2023</b>	<b>Preparation /production of Mid Suffolk Infrastructure Funding Statement (IFS) for collection and expenditure of s106 and CIL Monies and allocation and expenditure of Neighbourhood CIL, together with publication of the Infrastructure List (with date for publication on the web site)</b>
<b>1<sup>st</sup> October 2023</b>	<b>CIL Expenditure Bid Round 12 opens – October 2023</b>
<b>28<sup>th</sup> October 2023</b>	<b>Neighbourhood CIL Payments made to Parish/Town Councils by this date</b>
<b>31<sup>st</sup> October 2023</b>	<b>CIL Expenditure Bid Round 12 closes</b>
<b>November 2023</b>	<b>CIL Expenditure Framework Review 6 commences including consideration by Joint Member Panel</b>
<b>November 2023</b>	<b>Validation of undetermined CIL Bids (including those received in Bid round 12 – October 2023)</b>
<b>December 2023</b>	<b>Publication of valid Bids on Web site and consultation of Valid Bids for 2-week period. Screening of all valid undetermined CIL Bids (including those received in Bid round 12 – October 2023)</b>
<b>Within 2023</b>	<b>Member Briefing - 3 events per year – precise dates to be advised</b>
<b>Within 2023</b>	<b>Parish Briefing/ Liaison – 3 events per year - precise dates to be advised</b>
<b>January 2024</b>	<b>Assessment of CIL Bids in Bid round 12 – October 2023</b>
<b>5<sup>th</sup> February 2024</b>	<b>Email alert to announce Bid round 13 - May 2024 – see Communications Strategy</b>
<b>February/March 2024</b>	<b>CIL Expenditure Framework Review 6 closes</b>
<b>4<sup>th</sup> March 2024</b>	<b>Email alert for Bid round 13 - May 2024 – see Communications Strategy</b>
<b>March 2024</b>	<b>Babergh CIL Expenditure Programme to Cabinet (Bid round 12 – October 2023)</b>
<b>March 2024</b>	<b>Mid Suffolk CIL Expenditure Programme to Cabinet (Bid round 12 – October 2023)</b>
<b>March/April 2024</b>	<b>CIL Expenditure Review 6 presented to Babergh and Mid Suffolk Council meetings for adoption</b>
<b>1<sup>st</sup> April 2024</b>	<b>Email alert for Bid round 13 - May 2024 – see Communications Strategy</b>
<b>Within 2024</b>	<b>Member Briefings - 3 events per year – precise dates to be advised</b>
<b>Within 2024</b>	<b>Parish Briefing/ Liaison – 3 events per year - precise dates to be advised</b>

# Equality Impact Assessment (EIA) Initial Screening Form



## Appendix D

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

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

<p><b>1. Policy/service/function title</b></p>	<p>Strategic Planning Policy – Infrastructure – Community Infrastructure Levy (CIL) - CIL Expenditure Review – March 2023 One joint report and four separate Appendices for Babergh and four separate Appendices for Mid Suffolk.</p>
<p><b>2. Lead officer (responsible for the policy/service/function)</b></p>	<p>Christine Thurlow – Professional Lead – Key Sites and Infrastructure</p>
<p><b>3. Is this a new or existing policy/service/function?</b></p>	<p>New - in terms of Review  Existing: Existing (see 5 below)</p>
<p><b>4. What exactly is proposed? (Describe the policy/service/ function and the changes that are being planned?)</b></p>	<p>The Community Infrastructure Levy (CIL) - CIL Expenditure Framework– April 2018 was presented to both Councils Cabinets in March 2018 and at Council for both Councils in April 2018.It was reviewed and amended and the changes were adopted by both Councils in March 2019. A second third and fourth review of all the documents took place and was adopted respectively by both Councils in April 2020, March 2021 and July 2022 (Mid Suffolk) and October 2022 (Babergh) .</p> <p>All the reports recommended approval of changes to the CIL Expenditure Framework, the CIL Expenditure Framework Communication Strategy and the timeline for the launch and the CIL Key dates Calendar, All documents were adopted by both Councils.</p> <p>However, it was also agreed that there would be a fifth review of these documents. This assessment considers the impact of this fifth review</p>

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

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

The adopted CIL Expenditure Framework, CIL Expenditure Communications Strategy and Timeline for its implementation and review were all agreed at Councils of both District Councils in April 2018 and amended through the first review in March 2019 and further amended through the second review in April 2020. A further review took place and the changes were adopted in March 2021. A fourth review took place in May and these changes were adopted by Mid Suffolk in July 2022 and by Babergh in October 2022.

This report presents some amendments to the scheme designed by the Joint Member Panel who have also called for a further review whilst Bid round 10 is in operation (October 2022) so that any changes can be in place before Bid round 11 (May 2023) commences.

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

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

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

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

	<p>At least two CIL Expenditure Programmes are produced each year for each Councils Cabinets to consider so that delivery of infrastructure can be responsive to demand, and focus can be maintained on outcomes related to delivery of infrastructure supporting growth.</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 CIL Key Dates document.</p> <p>The amendments proposed under cover of this report all address all three documents. The processes are described in 5 above</p>
<p>7. Is there potential for differential impact (negative or positive) on any of the protected characteristics?</p>	<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>
<p>8. Is there the possibility of <b>discriminating unlawfully</b>, directly or indirectly, against people from any protected characteristic?</p>	<p>Yes</p> <p>No <b>No</b></p>
<p>9. Could there be an effect on <b>relations between certain groups</b>?</p>	<p>Yes</p> <p>No <b>No</b></p>
<p>10. Does the policy explicitly involve, or <b>focus on a particular equalities group</b>, i.e., because they have particular needs?</p>	<p>Yes</p> <p>No <b>No</b></p>
<p>If the answers are 'no' to questions 7-10 then there is no need to proceed to a full impact assessment and this form should then be signed off as appropriate.</p> <p>If 'yes' then a full impact assessment must be completed.</p>	

Authors signature Christine Thurlow

Date of completion 26<sup>th</sup> January 2023

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

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

## Appendix E – Infrastructure List for Babergh

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

## Infrastructure List for Babergh

Emerging Infrastructure Projects - Largely extracted from the Babergh and Mid Suffolk Infrastructure Delivery Plan of September 2020 and including minor updates in relation to CIL funds agreed since September 2020.

### EDUCATION

#### Early Years Settings Expansions

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

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP007	Additional Pre School places at existing setting	Holbrook	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£10,878	CIL	unknown		Short-medium term
IDP008	Additional Pre School places at existing setting	Lavenham	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£31,080	CIL	unknown		Short-medium term
IDP009	Additional Pre School places at existing setting at Primary School	Long Melford	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£233,100	CIL	unknown		Short-medium term

### New Early Years Settings

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



IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	land allocation of 0.1ha (JLP policy LA042)					growth and from JLP growth.						
IDP019	1 new Pre School setting for 60 places needed [0.1ha of land to be allocated for the new setting, JLP policy LA028].	Hadleigh	Essential	Suffolk County Council	£1,230,480	Developer contributions from committed growth and from JLP growth. £217,950 SCC ask for s106 build cost contribution planning application DC/17/03902	£217,950	£1,192,516	s106	£0	None	Short-medium term
IDP020	2 new Pre School settings for 60 places each on Wolsey Grange 2 - (land north of A1071). A 60-place setting is already planned as part of new Primary School. [0.1ha land allocation needed]	Sproughton	Essential	Suffolk County Council	£2,460,960	Developer contributions from committed growth and from JLP growth. s106 secured for Wolsey Grange planning permission B/15/00993 £276,924	£276,924	£1,857,076	s106	£326,960	Suffolk County Council, s106 from future development	Short-medium term
IDP023	New Pre School setting for 60 places at the new primary school	Sudbury	Essential	Suffolk County Council	£1,230,480	Developer contributions from committed growth and	£1,124,995	£0	s106	£105,4850	Suffolk County Council, s106 from future development	Short-medium term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	for Chilton Woods.					from JLP growth. s106 secured for a new setting from PP: B/15/01718 (£1,000,000); DC/17/04052 (LA041) (£124,995)						

### Primary School Expansions

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP026	Primary School expansion from 56 to 70	Bentley	Essential	Suffolk County Council	£241,752	Developer contributions from committed growth and from JLP growth	TBC	£86,340	CIL	TBC	Suffolk County Council, CIL from future development	Short term
IDP028	<b>PROJECT UNDERWAY</b> - Primary School expansion from 210 to 315	Brantham	Essential	Suffolk County Council	<b>CURRENT PROJECT COST -</b> £1,935,169	Developer contributions from committed growth and from JLP growth, Basic Needs Funding and CIL	<b>TOTAL COSTS -</b> £1,935,169  S106 - £950,118 Basic Needs Funding - £639,691 <b>CIL BID APPROVED FOR</b> <b>£345,360</b>	£345,360	CIL	TBC	Suffolk County Council, CIL from future development	Short term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP029	Primary School expansion from 315 to 420	Capel St Mary	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	TBC	£2,831,952	CIL	£0	None	Short term
IDP030	Primary School expansion from 70 to 105	Copdock	Essential	Suffolk County Council	£604,380	Developer contributions from committed growth and from JLP growth	TBC	£60,438	CIL	TBC	Suffolk County Council, CIL from future development	Medium term
IDP034	Primary School expansion from 315 to 420	Great Cornard (Pot Kiln Primary School)	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	TBC	£1,113,786	CIL	TBC	Suffolk County Council, CIL from future development	Short to medium term
IDP035	Primary School expansion from 420 to 525	Great Cornard (Wells Hall Primary)	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	TBC	£1,277,832	CIL	TBC	Suffolk County Council, CIL from future development	Short to medium term
IDP036	Primary School expansion from 140 to 210	Hadleigh - Beaumont CP School	Essential	Suffolk County Council	£1,208,760	Developer contributions from committed growth and from JLP growth	TBC	£2,749,929 (for Hadleigh as a whole)	CIL	TBC	Suffolk County Council, CIL from future development	Short term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP037	Primary School expansion from 210 to 315 (St Mary's CE) OR from 546 to 630 (Hadleigh CP)	Hadleigh -St Mary's Church of England Primary School OR Hadleigh Community Primary School	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	TBC	See above for project IDP036.	CIL	TBC	Suffolk County Council, CIL from future development	Short term
IDP191	Primary School expansion from 210 to 315	Long Melford	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	TBC	£647,550	CIL	TBC	Suffolk County Council, CIL from future development	Medium term
IDP041	Primary School expansion from 196 to 315	Shotley	Essential	Suffolk County Council	£2,054,892	Developer contributions from committed growth and from JLP growth	£437,000	£215,850	CIL	£1,402,042	Suffolk County Council, CIL from future development	Short term
IDP042	Primary School expansion from 105 to 140	Sproughton	Essential	Suffolk County Council	£604,380	Developer contributions from committed growth and from JLP growth	£0	£539,625	CIL	£64,755	Suffolk County Council, CIL from future development	Short to medium term

## New Primary Schools

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

### Secondary School Expansions

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP053	Secondary School expansion from 930 to 1500	East Bergholt	Essential	Suffolk County Council	£13,551,750	Developer contributions from committed growth and from JLP growth	£422,165	£5,482,680	CIL	£7,646,905	Suffolk County Council, CIL from future development	Medium term
IDP055	Secondary School expansion from 870 to 1200	Hadleigh	Essential	Suffolk County Council	£8,559,000	Developer contributions from committed growth and from JLP growth	TBC	£3,453,960	CIL	TBC	Suffolk County Council, CIL from future development	Medium term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP190	<b>PROJECT UNDERWAY</b> - Secondary School expansion from 590 to 600	Holbrook	Essential	Suffolk County Council	<b>CIL BID APPROVED FOR - £237,750.00</b>	CIL	CIL	£237,750.00	CIL	TBC	Suffolk County Council	Short Term
IDP056	Secondary School expansion from 600 to 800	Holbrook	Essential	Suffolk County Council	£4,755,000	Developer contributions from committed growth and from JLP growth	TBC	£727,600	CIL (£237,750 in CIL funding agreed in June 2021 for extension to create 10 extra spaces).	TBC	Suffolk County Council, CIL from future development	Medium term
IDP057	Chantry Academy - Secondary School expansion from 900 to 1200	Ipswich	Essential	Suffolk County Council	£7,132,500	Developer contributions from committed growth and from JLP growth	TBC	£4,442,640	CIL	TBC	Suffolk County Council, CIL from future development	Medium term
IDP061	Secondary School expansion of Ormiston from 1132 to 1500	Sudbury	Essential	Suffolk County Council	£8,749,200	Developer contributions from committed growth and from JLP growth	TBC	£1,883,200 (from 440 dwellings) and £2,782,000 (from 650 dwellings)	CIL	TBC	Suffolk County Council, CIL from future development	Medium to long term

## HEALTH

### Primary Care

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP064	Mitigation may be required towards the expansion of the practice.	Bildeston - Bildeston Health Centre	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£52,989	CIL	unknown	unknown	Long term
IDP066	Mitigation will be sought as a feasibility study has been undertaken looking at both Constable Country Medical Practice and Capel St Mary Surgery. The outcome of the feasibility study is yet to be determine for a viable solution.	Capel St. Mary - The Surgery, Capel St. Mary and East Bergholt - Constable Country Rural Medical Practice, East Bergholt	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£547,750	CIL	unknown	unknown	Short term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP069	Mitigation will be requested for the cumulative growth in the area as it will put significant pressure on the local practice. Work has been undertaken during 2020-21 to broaden the services provided in the local community by the practice and this scheme was funded through CIL	Hadleigh and Boxford - Hadleigh Practice, including branch practice in Boxford	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£426,220	<b>CIL REQUIRED FOR WHOLE PROJECT</b>  <b>PART PROJECT - CIL £3,526 spent on Clinical Room) – PART PROJECT COMPLETE</b>	unknown	unknown	Short-medium term
IDP070	Mitigation may be sought from planning applications submitted to facilitate the initial plans for expansion works at The Surgery, Shotley. Mitigation may also be sought for Holbrook and Shotley Practice.	Holbrook - The Holbrook and Shotley Practice	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£66,813	CIL	unknown	unknown	Short term



IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP071	Mitigation will be requested to cover the growth in the areas closest to these surgeries. The feasibility study and option appraisal have been completed and preferred location selected for a new health hub in which Hawthorn Drive is a key stakeholder. Hawthorn Drive practice expansion - Phase 1 porta cabin project complete during spring 2021. Phase 2 expansion currently at business case (summer 2021).	Ipswich Fringe (including Claydon, Sproughton) The Chesterfield Drive Practice Took new surgery, planned to be in operation by 2021. Hawthorn Drive (206 Hawthorn Drive, Ipswich IP2 0QQ) and Pinewood Surgery (Branch of Derby Road Practice) The Barham & Claydon Surgery	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth. Existing funding source for the new Toaks GP Surgery, Whitton.	unknown	£1,667,441	CIL/s106	unknown	unknown	Short term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP072	Mitigation will be requested for the cumulative growth in the areas of Long Melford and Lavenham as increasing capacity will be required to cover the expected population growth.	Lavenham - Lavenham (Branch of Long Melford)	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£11,519	CIL	unknown	unknown	Medium term
IDP073	Mitigation will be requested for the cumulative growth in the areas of Long Melford and Lavenham as increasing capacity will be required to cover the expected population growth.	Long Melford - The Long Melford Practice	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£223,477	CIL	unknown	unknown	Short term
IDP074	Mitigation would be sought for cumulative growth in the vicinity of this practice.	Manningtree - Riverside Health Centre (North East Essex CCG)	Essential	North East Essex CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£40,318	CIL	unknown	unknown	Short-medium term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP080	Mitigation will be requested to create additional capacity within the practice. Options are currently being explored as to how this would be developed across the affected surgeries.	Sudbury, Great Cornard and Bures area  Including:  Siam Surgery (Sudbury Community Health Centre)  and  Hardwick House (which includes: Stour Street and Meadow Lane Surgery in Sudbury; Great Cornard Surgery; and the Bures branch.)	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£419,884	CIL/s106	unknown	unknown	Short term

# TRANSPORT

## Strategic Highways Improvements

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area (Stress Point)	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP082	Junction improvements	A14 Junction 58 Seven Hills	Essential	Highways England	£5m	Developer contributions from development within East Suffolk, Ipswich, Babergh and Mid Suffolk	Unknown	Unknown Contributions may be required from future development in Babergh/Mid Suffolk.	s278 / s106	Unknown	Unknown	Unknown
IDP083	Junction improvements	A14 Junction 57 Nacton	Essential / Desirable	Highways England	£5-10m	Developer contributions from development within East Suffolk, Ipswich, Babergh and Mid Suffolk	Unknown	Unknown	s278/s106	Unknown	Unknown	Unknown
IDP084	Junction improvements	A14 Junction 56 Wherstead	Essential	Highways England	£6.7m	Developer contributions from development within the area. Approved scheme of DC/19/02798 and DC/19/05093 includes proposed junction	£3-6m	Unknown Contributions may be required from future development in Babergh/Mid Suffolk.	s278 / s106	TBC	Unknown	Unknown



IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area (Stress Point)	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP090	Mitigation through proposed Joint Local Plan site allocation LA055 and other sites within the area.	A12 Junction 32 A Capel St Mary	Critical	Suffolk County Council / Highways England	£5-10m	Developer contributions from committed growth and from JLP growth	Unknown	Unknown	s278 / s106	Unknown	Unknown	Unknown
IDP091	Mitigation measures identified under current applications (Wolsey Grange proposals) in this area: - Footways improvements in Sproughton - Zebra crossing in Sproughton - Junction improvements A1071, - Improved pedestrian links between Sproughton and Bramford.	A1071 / B1113 AND A1071 / Hadleigh Road AND B1113 Burstall Lane / Lower Street (Sproughton)	Critical	Suffolk County Council	£500,000 per junction £1.2-£1.5m corridor	Developer contributions from committed growth and from JLP growth	Unknown	£1.2-£1.5m	s278 / s106	Unknown	Unknown	Unknown
IDP092	Mitigation potentially introducing signalised junction and speed limit.	A1071 / A134 Assington Road (Near Newton)	Essential	Suffolk County Council	£300,000	Developer contributions from committed growth and from JLP	Unknown	Unknown	s278 / s106	Unknown	Unknown	Unknown



IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area (Stress Point)	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP095	ISPA Transport Mitigation Strategy - Package of mitigation measures to deliver modal shift and mitigate impacts on the wider Ipswich highways network.	Ipswich town centre (Crown Street, Star Lane) and Ipswich Northern Ring Road (A1214)	Critical	Suffolk County Council	TBC - £3,621,800 (Babergh) and £3,363,100 (Mid Suffolk) (Further investigation required by SCC regarding mitigation scheme)	Developer contributions from development within East Suffolk, Ipswich, Babergh and Mid Suffolk	Unknown	Unknown	s278 / s106 / CIL / other forms of funding	Unknown	Unknown	Unknown
IDP097	Pedestrian and cycle link	Capel St Mary – Copdock – Wolsey Grange, Ipswich (Phase 1: Copdock to Wolsey Grange; Phase 2 Capel St Mary to Copdock)	Essential	Suffolk County Council	Circa £1.3m (from Park & Ride to Capel St Mary)  Further investigation and detail costings required by SCC.	Developer contributions from committed growth and from JLP growth.	Unknown	Unknown	s278 / s106/CIL	Unknown	Local Travel Plans, DfT, SCC	Medium



## WALKING AND CYCLING INFRASTRUCTURE – Community projects

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

**POLICE**

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

## COMMUNITY INFRASTRUCTURE - Libraries

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

IDP Project Unique Reference	Anticipated mitigation / Project	Settlements where preferred sites are located	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/ unknown	Funding Sources	Identified Funding	Agreed cost multiplier	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP193	Additional provision for libraries	Glemsford	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Short - Medium
IDP150	Additional provision for libraries	Hadleigh	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP152	Additional provision for libraries	Holbrook	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP153	Additional provision for libraries	Lavenham	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP154	Additional provision for libraries	Long Melford	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Short - Medium
IDP157	Additional provision for libraries	Shotley	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP158	Additional provision for libraries	Sproughton	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term

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

### COMMUNITY INFRASTRUCTURE - Strategic Leisure Centres

IDP Project Unique Reference	Settlement	Leisure / Community Centre	Project description	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/ unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP167	Hadleigh	Hadleigh Pool and Leisure Centre	Replacement of swimming pool and other improvements.	n/a – current project	Babergh District Council	£2.4m	Capital Investment by B&MSDC, CIL and other funds	£2,160,000 (B&MSDC)	N/A	N/A	N/A	N/A	Completed – April 2021
IDP170	Sudbury	Kingfisher Leisure Centre	Improve and expand swimming, health and fitness facilities.	n/a – current project	Babergh District Council	£2.5m	Capital Investment by B&MSDC and CIL funding	£2,356,000 Capital Investment by B&MSDC and £100,000 from CIL funding.	N/A	N/A	N/A	N/A	Completed – Spring 2021

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

IDP Project Unique Reference	Settlement	Secondary School	Project description, and evidence source	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP173	East Bergholt	East Bergholt High School	To extend sports and recreation facilities available for community use. (Current CIL bid of £40,000) to provide tiered seating in main auditorium), subject to Community Use Agreement being put in place. Abbeycroft Leisure currently manage site outside school hours.	Desirable	South Suffolk Learning Trust	£500,000	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central government funding (Sport England), National Lottery grants, etc.	Unknown	Unknown	Unknown	Unknown	Unknown	Medium, Long Term
IDP175	Great Cornard	Thomas Gainsborough High School	To extend sports and recreation facilities available for community use.	Desirable	Unity Schools Partnership	Unknown	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown

IDP Project Unique Reference	Settlement	Secondary School	Project description, and evidence source	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
							Councils, central government funding (Sport England), National Lottery grants, etc.						
IDP176	Hadleigh	Hadleigh High School	To extend sports and recreation facilities available for community use.	Desirable	South Suffolk Learning Trust	Unknown	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central government funding (Sport England), National Lottery grants, etc.	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
IDP177	Holbrook	Holbrook Academy	To extend sports and recreation facilities available for community use.	Desirable	Holbrook Academy	£100,000	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the	Unknown	Unknown	Unknown	Unknown	Unknown	Medium, Long Term





## COMMUNITY INFRASTRUCTURE – COMMUNITY PROJECTS

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

## WASTE

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

## GREEN INFRASTRUCTURE AND OPEN SPACE

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

**WASTE – Babergh District Council Depots**

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated Cost	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP188	<b>PROJECT COMPLETE</b> - Fuel tank for Waste Fleet HVO Biodiesel, above ground storage tank, Chilton Depot	Chilton	Desirable	BDC	<b>PROJECT COST - £32,762.50</b>	Developer contributions	<b>TOTAL PROJECT COST - £32,762.50</b> CIL funding spent	£32,762.50	CIL (CIL bid agreed 11/03/2021)	£0	N/A	Short Term Project complete

## COMMUNITY INFRASTRUCTURE – Community Safety

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated Cost	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP189	<b>PROJECT UNDERWAY</b> - CCTV Hadleigh and Sudbury	Hadleigh and Sudbury	Desirable	BDC	<b>PROJECT COST</b> - £183,000	Developer contributions	<b>TOTAL PROJECT COST</b> - £183,000 CIL funding secured	£183,000	CIL (CIL bid agreed December 2020 for £183,000)	£0	N/A	Short Term Project underway

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## Further Appendix - Projects - Current Funding

### Projects funded by CIL (Updated with CIL Expenditure Programme of November 2022)

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

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
B06-18	COMMUNITY FACILITY – East Bergholt - Tiered Seating East Bergholt High School	638	£45,000.00	£45,000.00	£0.00	Agreed by Cabinet in March 2019.CIL offer issued 13/3/19.Offer accepted. <b>Project Complete.</b>
B07-18	VILLAGE HALL – Preston St Mary - Kitchen and Toilet Extension	635	£130,091.00	£0.00	£130,091.00 Local Infrastructure Fund	Agreed by Cabinet in March 2019 CIL Bid offer letter Issued 13/03/19. Offer accepted. <b>CIL Bid has expired</b> , and the money has been returned to the Local Infrastructure Fund. New bid approved in Cabinet Reports June 2021.
B09-18	VILLAGE HALL - Cockfield kitchen & electric supply	529	£9,928.76	£9,928.76	£0.00	Noted by Cabinet in September 2018. CIL Bid offer letter issued 25/9/19Offer accepted Work commenced - Phase one of electrical works has begun in the kitchens. Materials & appliances being ordered. Remaining £7,738.64 to be claimed – <b>Project Complete.</b>
B10-18	GREEN ENERGY - Lindsey Electric Vehicle Charging Point	532	£5,534.34	£5,534.34	£0.00	Noted by Cabinet in September 2018.CIL Bid offer letter issued 25/9/19Offer accepted. <b>Project Complete.</b>

B12-18	COMMUNITY FACILITY - Lavenham Community Hub	634	£30,000.00	£30,000.00	£0.00	Agreed by Cabinet in September 2018. CIL Bid offer letter issued 13/3/19. Offer accepted. <b>Project Completed - Building transferred on 20/05/2019</b>
B13-18	GREEN ENERGY - Lavenham Electric Vehicle Charging Point	637	£33,455.99	£28,688.02	£4,767.97 Local Infrastructure Fund	Agreed by Cabinet in March 2019 CIL Bid offer letter issued 13/3/19  Offer accepted. Work commenced on 10 July but was aborted due to large number of tourists in the area. The contractor has applied to Suffolk CC to install traffic lights on Church Street. Expected restart of the works is September 2019. <b>Project complete. Came in under budget.</b>
B14-18	OPEN SPACE - Cockfield Culvert Open Space Project	603	£3,340.00	£2803.50	£536.50 Local Infrastructure Fund	Noted by Cabinet in March 2019. CIL Bid offer letter issued 13/3/19  Offer accepted Started – Offered £3,340 (as per CIL Bid application) Land exchange completed on 19/6/19. Exchange documentation outstanding. Update 28/07/2020, project at 50% completion, hopefully this will be completed by December 2020. <b>Project Complete.</b>



B19-18	SPORTS AND FITNESS – Sudbury Kingfisher Leisure Pool (Strategic Fund)	636	£100,000.00	£100,000.00	£0.00	Agreed by Cabinet in March 2019 .CIL Bid offer letter issued 13/3/19  Offer accepted CIL monies paid towards the project in March 2020. <b>Money transferred to offset expenditure to date – Project Complete for CIL purposes</b>
B19-01	COMMUNITY FACILITY – Long Melford New roof (part-as part of wider programme of Village Hall improvements)	474	£6,808.00	£5,778.00	£1,030.00 Local Infrastructure Fund	Agreed by Cabinet in September 2019. CIL Bid offer letter issued 18/9/19. Offer accepted <b>Works undertaken and project completed and coming under the allocated budget.</b>
B19-02	COMMUNITY FACILITY – Long Melford Village Hall New Car Park Chemist Lane	244	£26,044.16	£21,536.80	£4,507.36 Local Infrastructure Fund	Agreed by Cabinet in September 2019. CIL Bid offer letter issued 18/9/19. Offer accepted. <b>Works undertaken and project completed coming in under allocated budget.</b>

B19-04	COMMUNITY FACILITY – Sudbury Gainsborough House	621	£200,746.00	£200,746.00	£0.00	Agreed by Cabinet in September 2019. CIL Bid offer letter issued 18/9/19. Offer accepted. Update 28/07/2020, Project progressing well, working to a six-week delay on handover due to Covid 19. Handover estimated for end of August 2021. To be reopened late 2021- early 2022. <b>Update 2021</b> – Work progressing well although there have been some hold ups due to Covid. Handover is due to take place Nov 2021 with opening planned for Spring 2022. Funds have been claimed so this <b>project complete</b> from a finance perspective. Another bid in for additional funds to complete project.
B19-07	COMMUNITY FACILITY – Monks Eleigh Village Hall New car Park	632	£28,765.32	£28,765.32	£0.00	Agreed by Cabinet in September 2019 CIL Bid offer letter issued 18/9/19. Offer accepted – <b>Project complete.</b>
B17-18	COMMUNITY FACILITY – Assington befriending scheme - Building to provide permanent toilets on site, disabled ramps storage	416	£26,800.00	£26,800.00	£0.00	Agreed by Cabinet in September 2019.CIL Bid offer letter issued 18/9/19. Offer accepted. Project underway, first instalment paid over to the scheme. Awaiting further requests for payment <b>Project complete.</b>
B19 -10	COMMUNITY FACILITIES – East Bergholt Constable Memorial Hall – Village Hall improvements	666	£14,333.00	£14,333.00	£0.00	Agreed by Cabinet in March 2020. CIL Bid offer letter issued 19/3/20 Offer accepted. <b>Project Complete.</b>

B19 -15	COMMUNITY FACILITY – Lavenham – Car Park Water Street	667	£190,000.00	£155,914.15	£34,085.85	Agreed by Cabinet in March 2020. CIL Bid offer letter issued 17/3/20. Offer accepted. 03/08/2020 Update – Work ongoing in relation to this bid, timescale being affected by Covid 19 restrictions. <b>Update Jan 2021</b> – Site has not been acquired yet due to discussions with National Grid as to the restoration work on the gas holder. Background work is in place so that work can start as soon as the site is acquired. <b>Project Complete</b>
B19 -16	OPEN SPACE – Cockfield Great Green	665	£25,000.00	£25,000.00	£0.00	Agreed by Cabinet in March 2020. CIL Bid offer letter issued 16/3/20. Offer accepted. <b>Project Complete.</b>
B19 -17	BUS PASSENGER TRANSPORT IMPROVEMENT Capel St Mary – Bus Shelter Thorney Road	668	£8,000.00	£6,348.99	£1,651.01 Ringfenced Infrastructure Fund	Noted by Cabinet in March 2020. CIL Bid offer letter issued 17/3/20. Offer accepted. <b>Project Completed under budget. Funds returned to the Ringfenced Infrastructure Fund.</b>
B19 -05	OPEN SPACE AND RECREATION FACILITY - Newton – Play equipment	673	£87,891.90	£85,011.36		Agreed by Cabinet in June 2020. CIL Bid offer letter issued 9/6/20. Offer accepted 11/06/2020 First staged payment made. <b>Update Jan 2021</b> – project has started with stage payments made.
B19 -06	COMMUNITY FACILITY – Chelsworth – Community facility All Saints Church	674	£136,244.00	£136,243.22	£0.78 Local Infrastructure Fund	Agreed by Cabinet in June 2020. CIL Bid offer letter issued 9 /6/20. Offer accepted 23/06/2020. <b>Project Completed under budget with funds returned to the Local Infrastructure Fund.</b>

B19 -14	COMMUNITY FACILITY – Sudbury – St Peters	675	£75,288.00	£75,288.00	£0.00	Agreed by Cabinet in June 2020. CIL Bid offer letter issued 9/6/20. Offer accepted 26/06/2020 <b>Update June 2021</b> Main contractors due on site in September, enabling work to be undertaken in August 2021. <b>Project complete</b> from a finance perspective
B20-01	HEALTH – Hadleigh Health Centre	684	£3,526	£3,526.00	£0.00	Agreed by Cabinet in September 2020. Bid offer letter issued. Offer accepted. <b>Project Complete.</b>
B20-02	COMMUNITY FACILITY – Holbrook Village Hall	683	£9,900	£9,900.00	£0.00	Agreed by Cabinet in September 2020. Bid offer letter issued. Offer accepted <b>Project Complete.</b>
B19-18	OPEN SPACE AND RECREATION FACILITY – Chattisham and Hintlesham – Improved surface for play area and new adult fitness equipment	700	£9,920.83	£9,920.83	£0.00	Agreed by delegated decision in September 2020. Bid offer letter issued. Offer accepted. Cabinet to note decision in December 2020. <b>Update Jan 2021</b> - Delegated decision noted at December 2020 Cabinet. Work has started but is now delayed due to the current lockdown. Project completion now estimated for June 2021. <b>Project Complete.</b>
B20-04	COMMUNITY FACILITY - Lavenham Tenter Piece Sheltered Accommodation	715	£36,054.00	£36,054.00	£0.00	Agreed by Cabinet in December 2020. Bid offer letter issued. Offer accepted. Project started and first stage payment made. <b>Project complete</b>
B20-05	COMMUNITY FACILITY - Lavenham Prentice Street Car Park	716	£109,000.00	£108,496.76		Agreed by Cabinet in December 2020. Bid offer letter issued. Offer accepted. Costs for Car Park works paid out, EV charger part of bid as yet to be completed

B20-11	COMMUNITY FACILITY – Sudbury and Hadleigh CCTV Arrangements	714	£183,000.00	£162,467.67		Agreed by Cabinet in December 2020. Bid offer letter issued. Staged payments made
B20.06	WASTE INFRASTRUCTURE – Sudbury – HVO Fuel Tank	722	£50,000.00	£32,762.50	£17,237.50 Strategic Infrastructure Fund	Agreed by Cabinet in March 2021 – Bid offer letter issued. Order has been made. <b>Project Complete</b>
B20-12	COMMUNITY FACILITY - Long Melford – Upgrade to Old School car park including additional spaces lighting and drainage and EV charging	727	£22,000.00	£22,000.00	£0.00	Agreed by Cabinet in March 2021 – Bid offer letter issued. Offer accepted 23/03/2021 <b>Project Complete.</b>
B20-15	COMMUNITY FACILITY - Lavenham Upgrade to public toilets including new room for Parish Office - Church Street Car Park	726	£43,440.00	£43,440.00	£0.00	Agreed by Cabinet in March 2021 – Bid offer letter issued. Offer accepted 16/03/2021. Works have commenced. <b>Project Complete</b>
B20-16	OPEN SPACE FACILITY – Cockfield Green Ridge Howe Lane	723	£15,799.36	£0.00		Agreed by Cabinet in March 2021 – Bid offer letter issued. Offer accepted 25/03/2021.
B20-14	EDUCATION – Holbrook - School extension for the creation of 10 places	733	237,750.00	£0.00		Agreed by Cabinet in June 2021 – Bid offer letter issued. Offer accepted
B21-01	COMMUNITY FACILITY - Extension to Preston St Mary Village Hall	734	£109,000.00	£109,000.00	£0.00	Agreed by Cabinet in June 2021 – Bid offer letter issued. Offer accepted and works started on site. Awaiting final claim. <b>Project Complete</b>

B21-02	COMMUNITY FACILITY LAVENHAM - Prentice Street Car Park – Power Supply to EV Charging points	732	£9,999.99	£9,999.99	£0.00	Bid offer letter issued. Offer accepted and works started on site <b>Project Complete</b>
B21-03	COMMUNITY FACILITY SUDBURY Go Start Community Transport (Registered Charity) Provision of Community Facilities and Transport Improvements	774	£2,024.72	£2,024.72	£0.00	Delegated Decision included in this report to be noted by Cabinet on the 5th of September 2022 Bid offer letter issued. Offer accepted and works started on site <b>Project Complete</b>
B21-04	EDUCATION – BRANTHAM - Brooklands Primary School Education – Suffolk County Council	768	£345,360.00	£0.00		Bid offer letter issued. Offer accepted and works started on site
B21-05	COMMUNITY FACILITY – BENTLEY - Bentley Village Playing Field, Bentley	775	£5,706.00	£0.00		Delegated Decision included in this report to be noted by Cabinet on the 5th of September 2022 Offer letter sent and accepted
B22-04	COMMUNITY FACILITY – SUDBURY – CCTV at Kingfisher Leisure Centre	781	£5,416.21	£0.00		Delegated Decision included in this report to be noted by Cabinet on the 5th of September 2022 Offer letter sent.
B22-02	COMMUNITY FACILITY – CAPEL ST MARY – Play Area Improvements and additional car parking spaces at the Community Centre	784	£100,000.00	£0.00		Agreed by Cabinet in September 2022 – Bid offer letter issued. Offer accepted, signed acceptance dated 06/09/2022

B22-05	COMMUNITY FACILITY - COCKFIELD – Provision of a bus shelter	787	£25,028.08	£0.00		Agreed by Cabinet in September 2022 – Bid offer letter issued. Offer accepted
B22-06	COMMUNITY FACILITY – SUDBURY – Provision of Community facilities Gainsborough House	786	£152,504.86	£0.00		Agreed by Cabinet in September 2022 – Bid offer letter issued. Offer accepted
B22-07	COMMUNITY FACILITY – GREAT CORNARD – Upgrade of parking facilities at the Great Cornard Allotment Car Park	801	£55,927.50	£0.00		Agreed by Cabinet in November 2022 – Bid offer letter issued.
B22-08	COMMUNITY FACILITY – GREAT WALDINGFIELD – Village Hall Car Park Extension	800	£30,824.92	£0.00		Agreed by Cabinet in November 2022 – Bid offer letter issued.
B22-09	COMMUNITY FACILITIES – LINDSEY – Red Rose Friends Community Farm	802	£100,000.00	£0.00		Agreed by Cabinet in November 2022 – Bid offer letter issued.
<b>Total CIL funding allocated in Bid Rounds 1, 2, 3, 4, 5, 6, 7, 8 and 9 (including September and November 2022)</b>			<b>£2,905,20 7.39</b>	<b>£1,604,226.9 5</b>	<b>£202,747.40</b>	

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## Appendix F – Infrastructure List for Mid Suffolk

### Mid Suffolk District Council Infrastructure Funding Statement - Current and Emerging Projects in Mid Suffolk

#### Infrastructure List for Mid Suffolk

Emerging Infrastructure Projects - Largely extracted from the Babergh and Mid Suffolk Infrastructure Delivery Plan of September 2020 and including minor updates in relation to CIL funds agreed since September 2020.

#### EDUCATION

##### Early Years Settings Expansions

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP001	Additional Pre School places at existing setting	Bacton	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£616,938	CIL	unknown		Short-medium term
IDP002	Additional Pre School places at existing setting	Botesdale and Rickinghall	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£388,500	CIL	unknown		Short-medium term
IDP006	Additional Pre School places at existing setting at primary school.	Debenham	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£380,730	CIL	unknown		Short-medium term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP010	Additional Pre School places at existing setting	Needham Market	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£312,354	CIL	unknown		Short-medium term
IDP011	Additional Pre School places at existing setting at Primary School (TBC)	Stonham Aspal	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£175,602	CIL	unknown		Short-medium term
IDP012	Additional Pre School places at existing setting	Stradbroke	Essential	Suffolk County Council	unknown	Developer contributions from committed growth and from JLP growth	£0	£430,458	CIL	unknown		Short-medium term

### New Early Years Settings

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

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
						s106 secured for a new setting from PP: DC/18/00233 (LA007) (£281,293); DC/19/01401 (LA006) (£215,721); DC/19/00870 (LA107) (£35,754)				£615,240. Therefore, funding gap for 1 <sup>st</sup> phase: £67,704		
IDP015	New Pre School setting for 60 places at the new Primary School (Planning Application 1856/17 and JLP policy LA002).	Claydon & Barham	Essential	Suffolk County Council	£1,230,480	Developer contributions from committed growth and from JLP growth. SCC ask for s106 build cost contribution planning application 1856/17 (LA002)	£1,084,314 for the complete build cost contribution towards the primary school and pre school	£1,209,130	s106	£0	None	Short-medium term
IDP016	New Pre School setting for 30 places needed in the area. 0.1ha land allocation needed (JLP policy LA065). (s106 secured for a new	Elmswell	Essential	Suffolk County Council	£615,240	Developer contributions from committed growth and from JLP growth. s106 secured for a new setting from	£75,240	£677,482	s106	£0	None	Short-medium term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	setting from PP: 3918/15 Former Grampian site (£75,240.)					PP: 3918/15 Former Grampian site £75,240.						
IDP017	New Pre School setting for 60 places needed with land allocation of 0.1ha, JLP policy LA020	Eye	Essential	Suffolk County Council	£1,230,480	Developer contributions from committed growth and from JLP growth. s106 secured for a new setting from PP: 3563/15 Land at Eye Airfield	£170,548	£686,712	s106	£373,220	Suffolk County Council, s106 from future development	Short-medium term
IDP021	1 new Pre School setting for 60 places at the new Primary School at Chilton Leys (named 'Grace Cook Primary School' and granted planning permission in April 2021) (JLP policy LA034). And one more setting for 60 places needed with land	Stowmarket	Essential	Suffolk County Council	£1,230,480	Developer contributions from committed growth and from JLP growth. s106 secured for Chilton Leys planning permission: 2722/13	£80,000	£1,772,160	s106	£0	None	Short-medium term (setting at Grace Cook Primary School' - anticipated completion by Sept. 2022)

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	allocation of 0.1ha (JLP policy LA035 – 'Ashes Farm').											
IDP022	New Pre School setting for 30 places needed with land allocation of 0.1ha (JLP policy LA078).	Stowupland	Essential	Suffolk County Council	£615,240	Developer contributions from committed growth and from JLP growth. s106 secured for a new setting from PP: DC/17/02755 Land between Gipping Road and Church Road	£103,547	£851,006	s106	£0	None	Short-medium term
IDP024	New Pre School setting for 30 places at the relocated new primary school in Thurston. (The new setting opening in 2021 is able to expand to 60 places).	Thurston	Essential	Suffolk County Council	£615,240	Developer contributions from committed growth and from JLP growth	TBC	£1,888,458	s106	£0	None	Short-medium term
IDP025	New Pre School setting for 60 places at the new	Woolpit	Essential	Suffolk County Council	£1,230,480	Developer contributions from committed	TBC	£1,290,354	s106	£0	None	Short-medium term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	primary school in Woolpit (JLP policy LA095).					growth and from JLP growth						

### Primary School Expansions

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP027	<b>PROJECT COMPLETE</b> - Primary School expansion from 210 to 315	Bramford	Essential	Suffolk County Council	<b>Actual Project cost:</b> £1,490,522	Developer contributions from committed growth and from JLP growth	<b>TOTAL PROJECT COST -</b> £1,490,522 Section 106: £401,973 SCC (Basic Need): £442,956 CIL Funding spent (agreed in March 2020): £645,593	n/a	CIL	£0	None	<b>Project completed Autumn 2020</b>
IDP191	<b>PROJECT COMPLETE</b> - Primary School expansion from 420 to 525	Claydon	Essential	Suffolk County Council	<b>TOTAL PROJECT COST -</b> £2,600,000	Developer contributions from committed growth and from JLP growth	<b>TOTAL PROJECT COST -</b> £2,600,000 Section 106 - £1,489,805.94	N/A	CIL/S106 /SCC	N/A	N/A	Short Term - Project complete September 2019

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
							SCC (Basis Need) - £388,222 Maintenance Funding - £16,907 SCC Borrowing - £205,644.06 CIL Funding Spent - £499,421.00					
IDP031	Primary School expansion from 210 to 315	Debenham	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	£0	£1,057,665	CIL	£755,475	Suffolk County Council, CIL from future development	Medium term
IDP032	<b>PROJECT UNDERWAY</b> - Primary School expansion from 315 to 420	Elmswell	Essential	Suffolk County Council	<b>PROJECT COST</b> - £2,224,884	Developer contributions from committed growth and from JLP growth	<b>TOTAL PROJECT COST</b> - £2,224,884 Section 106 - £664,878 CIL approved funding £1,560,006	£1,934,016	CIL	TBC	Suffolk County Council	Short term
IDP033	Primary School expansion from 210 to 315	Eye	Essential	Suffolk County Council	£1,813,140	Developer contributions from committed growth and from JLP growth	£1,235,675	£1,670,679	CIL	£0	None	Short to medium term
IDP190	Primary School expansion	Houghley	Essential	Suffolk County Council	£604,380	Developer contributions from	TBC	£828,864	CIL	TBC	Suffolk County Council,	Short term

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



## New Primary Schools

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP044	Bacton - New Primary School of 315 places (relocation of current primary school).	Bacton	Essential	Suffolk County Council	£6,460,020	Developer contributions from committed growth and from JLP growth	£158,353	£1,548,354	s106	£4,753,313	Sale of existing school site. Suffolk County Council, s106 from future development	Short term
IDP045	Claydon - New Primary School of 210 places (Planning application 1856/17 (LA002))	Claydon	Essential	Suffolk County Council	£4,306,680	Developer contributions from committed growth and from JLP growth	£1,461,298	£3,050,462	s106	£0		Short term
IDP047	Stowmarket - New Chilton Leys Primary School (named 'Grace Cook Primary School', and granted planning permission in April 2021) of 420 places	Stowmarket	Essential	Suffolk County Council	£8,613,360	Developer contributions from committed growth and from JLP growth	£589,245	£8,203,200	s106	£0		Short term (anticipated completion by Sept. 2022)

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP048	Stowupland - potential new primary school of 210	Stowupland	Essential	Suffolk County Council	Freeman CP currently planned to expand; this will be reviewed at Plan review stage.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
IDP050	Thurston - New Primary School of 420 places	Thurston	Essential	Suffolk County Council	£8,613,360	Developer contributions from committed growth and from JLP growth	£2,698,401	£5,127,000	s106	£787,959	Sale of existing school site. Suffolk County Council, s106 from future development.	Short term – <b>PROJECT COMPLETE</b>
IDP051	Woolpit - New Primary School of 210 places	Woolpit	Essential	Suffolk County Council	£4,306,680	Developer contributions from committed growth and from JLP growth	£363,880	£3,937,536	s106	£5,264	Suffolk County Council, s106 from future development	Short term

### Secondary School Expansions

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP052	Secondary School expansion	Claydon	Essential	Suffolk County Council	£1,949,550	Developer contributions from committed	£550,650	£6,021,960	CIL	£0.0		Short

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	from 818 to 900					growth and from JLP growth						
IDP054	Secondary School expansion from 961 to 1200	Eye	Essential	Suffolk County Council	£5,682,225	Developer contributions from committed growth and from JLP growth	£1,190,240	£2,846,200	CIL	£1,217,785	Suffolk County Council, CIL from future development	Medium to long term
IDP058	Secondary School expansion from 1033 to 1460 Phase 1 (: 1033 to 1050 plus 6 <sup>th</sup> Form Block. CIL funds of £2,446,575 agreed in January 2020. Phase 1 completed. Works completed and new Sixth Form Centre opened in March 2021. Phase 2: masterplan from 1050 to 1200 places.	Stowupland	Essential	Suffolk County Council	£3,739,350 (Phase 2)	Developer contributions from committed growth and from JLP growth	£205,009	£5,341,440 (Phase 1 expansion completed with CIL funds of £2,446,575)	CIL	£0	Suffolk County Council, CIL from future development	Phase 1 completed March 2021 Phase 2 – Long term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP059	Secondary School expansion from 1376 to 1400	Stowmarket	Essential	Suffolk County Council	£570,600	Developer contributions from committed growth and from JLP growth	£316,691	£8,774,000	CIL	£0	Suffolk County Council, CIL from future development	Short
IDP060	Secondary School expansion from 435 to 550	Stradbroke	Essential	Suffolk County Council	£2,734,125	Developer contributions from committed growth and from JLP growth	£0	£1,592,160	CIL	£1,141,965	Suffolk County Council, CIL from future development	Medium to long term
IDP062	<p>Secondary School expansion (Taken from the IDP 1940 to 2190 dated Sept 2020)</p> <p><b>PROJECT UNDERWAY</b> - Phase One – Land purchase for car parking facilities and Education open space</p> <p><b>PROJECT UNDERWAY</b> - Phase Two – Expansion of college</p>	Thurston	Essential	Suffolk County Council	<p><b>PROJECT COST</b></p> <p><b>PHASE ONE</b> - £1,169,703</p> <p><b>PHASE TWO</b> - £2,018,011</p>	Developer contributions from committed growth and from JLP growth	<p><b>TOTAL PROJECT COSTS</b></p> <p><b>PHASE ONE</b> - £1,169,703 Section 106 - £99,862 CIL funding approved - £1,069,841</p> <p><b>PHASE TWO</b> - £2,018,011 Section 106 - £184,595 Basic Need funding - £33,943</p>	<b>PHASE ONE AND TWO</b> - £3,566,250	CIL	TBC	Suffolk County Council, CIL from future development	Short

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	from 1500 to 1650 Phase three – Expansion to College from 1650 to 1800						Suffolk County Council Borrowing - £18,011 CIL funding approved - £1,781,462					

## HEALTH

### Primary Care

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP063	Mitigation will be requested to cover the growth in both Mendlesham, Bacton and surrounding catchment areas. Options currently being looked at Mendlesham Medical Centre to increase capacity.	Bacton - Bacton Surgery (Branch of Mendlesham)	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	yes	£188,343	CIL (CIL Bid agreed in March 2021 for £239,306 for Mendlesham Health Centre, which provides additional capacity for both Mendles	none	unknown /a	Short term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
									ham and Bacton.			
IDP065	<b>PROJECT COMPLETE</b> - Expansion work has been completed, therefore unlikely to request further contributions unless development of significant size as to put the practice over capacity.	Botesdale - Botesdale Health Centre	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	Actual project cost: £558,615	NHS funds and Developer contributions from existing growth	£459,875	Actual project cost: £558,615 Actual CIL contribution: £98,740	CIL	£0	unknown	Project completed in 2019
IDP067	Mitigation will be sought for cumulative growth in the vicinity of this practice.	Debenham - Debenham Practice	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£146,873	CIL	unknown	unknown	Short term
IDP068	Mitigation will be requested for the proposed developments in the area, options are being looked at as to how best to provide primary care	Eye - Eye Practice	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£279,347	CIL	unknown	unknown	Medium term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	services in the locality as the move to Hartismere Hospital is no longer attainable.											
IDP071	Mitigation will be requested to cover the growth in the areas closest to these surgeries. The feasibility study and option appraisal have been completed and preferred location selected for a new health hub in which Hawthorn Drive is a key stakeholder. Hawthorn Drive practice expansion - Phase 1 porta cabin project complete during spring 2021. Phase 2 expansion currently at business case (summer 2021).	Ipswich Fringe (including Claydon, Sproughton)  The Chesterfield Drive Practice  Tooks new surgery, planned to be in operation by 2021.  Hawthorn Drive (206 Hawthorn Drive, Ipswich IP2 0QQ) and Pinewood Surgery (Branch of Derby Road Practice)	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth. Existing funding source for the new Tooks GP Surgery, Whitton.	unknown	£1,667,441	CIL/s106	unknown	unknown	Short term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
		The Barham & Claydon Surgery										
IDP075	<b>PROJECT COMPLETE</b> - Mitigation will be requested to cover the growth in both Mendlesham, Bacton and surrounding catchment areas. Options currently being looked at Mendlesham Medical Centre to increase capacity.	Mendlesham - Mendlesham Surgery (main surgery)	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	<b>PROJECT COST</b> - £290,145.60	NHS funds and developer contributions from committed growth and from JLP growth	<b>TOTAL PROJECT COST</b> - £290,145.60 Mendlesham Practice Contribution - £50,839 CIL funding spent - £239,306.60	£51,838	CIL (CIL Bid agreed in March 2021 for £239,306 for Mendlesham Health Centre, which provides additional capacity for both Mendlesham and Bacton).	N/A	N/A	Short term Project Complete
IDP076	Mitigation will be requested as options are currently being explored for increasing capacity, as stated in the Needham Market NP the CCG is happy to work with the local council in	Needham Market - Needham Market Country Practice	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£215,990	CIL	unknown	unknown	Short term



IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	finding a solution.											
IDP077	Stanton Surgery is in the process of obtaining planning permission to increase capacity at the surgery and in the process of removing the portable cabin in the car park. Mitigation will be requested towards the expansion.	Stanton (LPA: West Suffolk) - Stanton Surgery, 10 The Chase Stanton	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£129,018	CIL	unknown	unknown	Short term
IDP078	Mitigation will be requested via either CIL or S106. The amount of development will require a new strategy for Stowmarket and immediate vicinity and a feasibility study has been commissioned to look into how	Stowmarket - Stow Health and Combs Ford (Combs Ford Surgery)	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£1,495,225	CIL/s106 (s106 from existing commitments of strategic sites.)	unknown	unknown	Short term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	best to provide primary care in the area for the duration of the JLP.											
IDP079	Mitigation will be sought for cumulative growth in the vicinity of this practice.	Stradbroke - Stradbroke (Branch of Fressingfield)	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	unknown	NHS funds and developer contributions from committed growth and from JLP growth	unknown	£123,834	CIL	unknown	unknown	Short-medium term
IDP081	Mitigation will be requested to increase capacity within the area  <b>PROJECT UNDERWAY</b> PHASE ONE - Expansion of the car park for the Woolpit practice.	Woolpit - Woolpit Health Centre	Essential	Ipswich & East Suffolk CCG and West Suffolk CCG	<b>PHASE ONE</b> PROJECT COST - £917,240	NHS funds and developer contributions from committed growth and from JLP growth	<b>PHASE ONE</b> TOTAL PROJECT COSTS - £917,240  CIL funding approved - £917,240	£1,220,486	CIL	unknown	unknown	Short-medium term PHASE ONE – Project underway

## TRANSPORT

### Strategic Highways Improvements

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area (Stress Point)	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP087	Potential improvements at the junction of the B1113/1113 (Bramford Road) - all movements junction.	A14 Junction 52 Claydon	Essential	Suffolk County Council	£250k - £400k	Further investigation required by SCC regarding mitigation scheme.	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
IDP088	Mitigation for slip road improvements to be considered as part of the planning application process. Part of Bury Vision 2031 mitigation funding.	A14 Junction 44 Bury St Edmunds South East	Essential	Suffolk County Council	Unknown	Developer contributions from development within West Suffolk, and Babergh and Mid Suffolk	Unknown	Unknown	s278 / s106	Unknown	Unknown	Unknown
IDP089	This is primarily a Local Road Network (LRN) issue on Compiegne Way which has a knock-on effect on the	Junction 43 Bury St Edmunds North East	Essential	Suffolk County Council	Unknown	Developer contributions from development within West Suffolk, and Babergh and Mid Suffolk	Unknown	Unknown	s278 / s106	Unknown	Unknown	Unknown

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area (Stress Point)	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	Strategic Road Network (SRN). The slip road is relatively short, which reduces resilience on the SRN. Mitigation schemes are part of Bury St Edmunds Vision 2031 to unlock this local highway pinch point.											
IDP095	ISPA Transport Mitigation Strategy - Package of mitigation measures to deliver modal shift and mitigate impacts on the wider Ipswich highways network.	Ipswich town centre (Crown Street, Star Lane) and Ipswich Northern Ring Road (A1214)	Critical	Suffolk County Council	TBC - £3,621,800 (Babergh) and £3,363,100 (Mid Suffolk) (Further investigation required by SCC regarding mitigation scheme)	Developer contributions from development within East Suffolk, Ipswich, Babergh and Mid Suffolk	Unknown	Unknown	s278 / s106 / CIL / other forms of funding	Unknown	Unknown	Unknown
IDP096	Pedestrian and cycle link	Elmswell - Woolpit	Essential	Suffolk County Council	£740,000	Developer contributions from committed growth and	Identified land contributions and financial	£220,000 from planning permission	s278 / s106	Unknown	Local Travel Plans, DfT, SCC	Medium

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement / Area (Stress Point)	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
						from JLP growth. <u>Subject to planning permission being granted:</u> Land and build contribution from DC/18/02146 (LA065); £34,000 from DC/19/02656; £55,250 from DC/20/01677.	contributions from current planning applications and planning permissions.	DC/18/04247 (LA095).				

## WALKING AND CYCLING INFRASTRUCTURE – COMMUNITY PROJECTS

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

## Strategic Rail Station Improvements including line crossings

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP098	Needham Market Railway Station improvements (Feasibility Study being carried out Autumn 2020. Two CIL bids submitted October 2019. Two stages: 1- estimated cost of £400,000; 2- estimated cost of 780,000).	Needham Market	Essential	Network Rail and Greater Anglian	Unknown	'Department for Transport' (DfT) 'Access for All' (AfA) fund; MSDC/SCC; developer contributions from committed growth and from JLP growth.	Unknown (£380,000 from DfT 'AfA')	Unknown (Current CIL bids total for £390,000)	CIL	TBC	M&SDC/ SCC	Short-medium term
IDP099	Stowmarket Railway Station – Step-free access to include bridge built to contain lifts either side. Delivery by 2024.	Stowmarket	Essential	Network Rail and Greater Anglian	TBC	Department for Transport 'Access for All' fund	£1.9m from DfT "AfA"	£1.9m	Section 106	n/a	n/a	Short-medium term
IDP100	Thurston Railway Station – passenger level crossing improvements (CIL bid for £100,000 agreed September 2022 for feasibility study. Feasibility Study being	Thurston	Critical	Network Rail	TBC (Further investigation required by Network Rail and SCC regarding mitigation scheme)	Developer contributions from committed growth and from JLP growth.	Unknown	TBC	CIL (CIL bid for £100,000 agreed September 2022 for feasibility study. Feasibility Study being carried out 2022-23.)	TBC	Network Rail/ SCC	Short-medium term

IDP Project Unique Reference	Anticipated mitigation / Infrastructure Project	Settlement	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Potential Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
	carried out 2022-23.)											
IDP192	Bacton Rail crossing	Bacton	Desirable	Network Rail	TBC (Further investigation required by Network Rail and SCC regarding mitigation scheme)	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Short-Medium term



**POLICE**

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP129	Eye Police Safer Neighbourhood Team (SNT)	Eye	Essential	Suffolk Constabulary	£185,862	Suffolk Constabulary / Developer contributions	unknown	£180,544	CIL and s106	unknown	Suffolk Constabulary Capital Budget / Capital asset from existing facilities.	Medium - long term
IDP131	Ipswich West Police Safer Neighbourhood Team (SNT)	Ipswich	Essential	Suffolk Constabulary	£673,692	Suffolk Constabulary / Developer contributions	unknown	£417,388	CIL and s106	unknown	Suffolk Constabulary Capital Budget / Capital asset from existing facilities.	Medium - long term
IDP132	<b>PROJECT UNDERWAY</b> - Stowmarket Police Safer Neighbourhood Team (SNT)	Stowmarket	Essential	Suffolk Constabulary	<b>PROJECT COST</b> - £3,881,740	Suffolk Constabulary / Developer contributions	unknown	<b>TOTAL PROJECT COST</b> - £3,881,740 Office Police Crime Commissioner/Constabulary £1,698,045 Suffolk County Council/Suffolk Fire and Rescue Services £508,955 DCLG Grant £1,243,000	CIL and s106 (CIL bid agreed in December 2020 for £431,740)	unknown	Suffolk Constabulary Capital Budget / Capital asset from existing facilities.	Short - medium term Project underway

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
								CIL funding approved £431,740				

### COMMUNITY INFRASTRUCTURE - Libraries

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

IDP Project Unique Reference	Anticipated mitigation / Project	Settlements where preferred sites are located	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/ unknown	Funding Sources	Identified Funding	Agreed cost multiplier	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP141	Additional provision for libraries	Bramford	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP145	Additional provision for libraries	Claydon	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP147	Additional provision for libraries	Debenham	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP148	Additional provision for libraries	Elmswell	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP149	Additional provision for libraries	Eye	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP151	Additional provision for libraries	Haughley	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP155	Additional provision for libraries	Mendlesham	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term

IDP Project Unique Reference	Anticipated mitigation / Project	Settlements where preferred sites are located	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/ unknown	Funding Sources	Identified Funding	Agreed cost multiplier	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP156	Additional provision for libraries	Needham Market	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP159	Additional provision for libraries	Stonham Aspal	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP160	Additional provision for libraries	Stowmarket	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP161	Additional provision for libraries	Stowupland	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP162	Additional provision for libraries	Stradbroke	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP164	Additional provision for libraries	Thurston	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term
IDP165	Additional provision for libraries	Woolpit	Desirable	Suffolk County Council	unknown	SCC and developer contributions from committed growth and from JLP growth	unknown	£216 / dwelling	CIL	unknown	unknown	Medium - long term

## COMMUNITY INFRASTRUCTURE – Strategic Leisure Centres

IDP Project Unique Reference	Settlement	Leisure / Community Centre	Project description	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/ unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP166	Debenham	Debenham Sports & Leisure Centre	<b>PROJECT COMPLETE</b> To improve in-door health and fitness facilities (£50,000), access and car parking. (Funds for modifications to front car park and additional car parking at rear of building £90,000).	Desirable	Village Hall & Playing Field Trust	£140,000	Capital Investment by B&MSDC, CIL and other funds	£47,000 CIL fund approved in September 2020 towards a new car park to the rear of the leisure centre.	Unknown	CIL	Unknown	Unknown	Medium, Long Term <b>PROJECT COMPLETE</b>
IDP168	Stowmarket	Mid Suffolk Leisure Centre	Improve and expand health and fitness, swimming and outdoor facilities.	n/a – project completed June 2021	Mid Suffolk District Council	£2.2m	Open Space and Social Infrastructure (OSSSI) Policy funding.  Invest to Save – B&MSDC providing capital with repayment by Leisure Operator.	£2.2m	N/A	N/A	N/A	N/A	Completed – June 2021
IDP169	Stradbroke	Stradbroke Swimming and Fitness Centre	Business case to be developed to consider future of the swimming	n/a – current project	Mid Suffolk District Council	Unknown cost.  Leisure management	Invest to Save – B&MSDC providing capital with repayment	Unknown	n/a – current project	N/A	N/A	N/A	Short term – live project

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

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

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

IDP Project Unique Reference	Settlement	Secondary School	Project description, and evidence source	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP172	Debenham	Debenham High School	Sporting facilities are independent from the school but shared with the school. Please see Debenham Sport & Leisure Centre in table above.										
IDP174	Eye	Hartismere High School	To extend sports and recreation facilities available for community use. (Funds for new sports centre & modifications to existing main auditorium). Subject to CUA being put in place.	Desirable	Hartismere Family of Schools	£1.1m	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central government funding (Sport England), National Lottery grants, etc.	Unknown	Unknown	Unknown	Unknown	Unknown	Medium, Long Term
IDP178	Stowmarket	Stowmarket High School	Provision of a Compact Athletics Track with leisure centre agreement for shared use.	Desirable	Stowmarket High School	£150,000	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central	Unknown	Unknown	Unknown	Unknown	Unknown	Medium, Long Term

IDP Project Unique Reference	Settlement	Secondary School	Project description, and evidence source	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
							government funding (Sport England), National Lottery grants, etc.						
IDP194	Stowmarket	Stowmarket High School (SHELF including Wellbeing HUB)	To extend sports, wellbeing (inc Health) and recreational facilities available for community use.	Desirable	MSDC/Other organisations to be confirmed	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	Short/ Medium or long term
IDP179	Stowupland	Stowupland High School	To extend sports, arts & cultural and recreational facilities available for community use. (Funds for improved outdoor changing rooms.	Desirable	John Milton Academy Trust	£250,000	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central government funding (Sport England), National Lottery grants, etc.	Unknown	Unknown	Unknown	Unknown	Unknown	Medium, Long Term



IDP Project Unique Reference	Settlement	Secondary School	Project description, and evidence source	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP180	Stradbroke	Stradbroke High School	To extend sports and & cultural and recreational facilities available for community use.	Desirable	Stradbroke High School	Unknown	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central government funding (Sport England), National Lottery grants, etc.	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown
IDP182	Thurston	Thurston Community College	To extend sports and recreation facilities available for community use. Opportunity to include increased sports facilities at site subject to planning decision regarding the school expansion.	Desirable	Thurston Community College	£20,000 for Thurston Sixth, Beyton Campus from OSSI (Open Space and Social Infrastructure) Policy funding. (Subject to Community Use Agreement (CUA))	Developer Contributions from potential JLP site allocations (CIL or s106). Other funding may include direct capital contribution from the District Councils, central government funding (Sport	Unknown	Unknown	Unknown	Unknown	Unknown	Medium, Long Term

IDP Project Unique Reference	Settlement	Secondary School	Project description, and evidence source	Priority (Critical, Essential, Desirable)	Lead Provider	Project cost where known/ unknown	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
			New f/s AGP (School) plus skatepark (Parish) Possible reopening of outdoor pool & facility improvement programme at Beyton Campus (6 <sup>th</sup> form).			being put in place.)	England), National Lottery grants, etc.						

### COMMUNITY INFRASTRUCTURE – COMMUNITY PROJECTS

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

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

## WASTE

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated project cost where known/ unknown	Funding Sources	Identified Funding	Use of agreed cost multipliers	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP183	New provision for Ipswich Portman's Walk RC	Ipswich Area	Essential	Suffolk County Council	£3.25m	SCC and developer contributions from committed growth and from JLP growth and neighbouring authorities	unknown	£255,750	CIL	unknown	SCC Capital Budget / Capital asset from existing facilities / SCC borrowings	Medium - long term
IDP184	Relocation of Stowmarket RC	Stowmarket Area	Essential	Suffolk County Council	£4m	SCC and developer contributions from committed growth and from JLP growth	unknown	£562,870	CIL	unknown	SCC Capital Budget / Capital asset from existing facilities / SCC borrowings	Medium - long term

## GREEN INFRASTRUCTURE AND OPEN SPACE

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

## WASTE – Mid Suffolk District Council Depots

IDP Project Unique Reference	Anticipated mitigation / Project	Settlement / Area	Priority (Critical, Essential, Desirable)	Lead Provider	Estimated Cost	Funding Sources	Identified Funding	Estimated Developer Contribution	Type of Developer Contribution	Potential Funding Gap	Potential Funding Sources to Fill Gap	Timescale (Short, Medium, Long Term)
IDP187	<b>PROJECT COMPLETE</b> - Fuel tank for Waste Fleet HVO Biodiesel, above ground storage tank, Stowmarket Depot	Stowmarket	Desirable	MSDC	<b>ACTUAL PROJECT COST - £26,762.50</b>	Developer contributions	<b>TOTAL PROJECT COST - £26,762.50</b>  CIL funding spent £26,762.50	CIL funded	CIL	£0	N/A	Short Term Project complete

**Further Appendix - Projects - Current Funding**  
**Projects funded by CIL (Updated with CIL Expenditure Programme of November 2022)**

d 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 <sup>th</sup> March 2019. Offer accepted. Project currently stalled as planning permission expired and requires renewal together with issues with the Party Wall with neighbours. <b>Update requested in January 21 but no update received and CIL Bid Offer expired in March 2021. Monies returned to the Local Infrastructure Fund</b>
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 10 <sup>th</sup> September 2018. Delegated decision taken on 20 <sup>th</sup> August 2018. CIL Bid offer letter dated 25 <sup>th</sup> September 2018 Offer accepted. <b>Project completed under budget and monies returned to the Local Infrastructure Fund.</b>
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 <sup>th</sup> September 2018. Delegated decision taken on 20 <sup>th</sup> August 2018. CIL Bid offer letter dated 25 <sup>th</sup> September 2018. Offer accepted. However, <b>Scheme abandoned due to bus services ending. Monies returned to the Local Infrastructure Fund</b>

d 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 <sup>th</sup> September 2018. CIL Bid offer letter dated 5 <sup>th</sup> September 2018. Offer accepted. Project is at final design for ordering works. <b>Scheme abandoned due to issues with the design and monies returned to the Local Infrastructure Fund</b>
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 <sup>th</sup> September 2018. CIL Bid offer letter dated 25 <sup>th</sup> September 2018. Offer accepted. <b>Project completed. Building open and being used.</b>
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. <b>Email received regarding withdrawal of this Bid.</b> 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 <sup>th</sup> September 2018. Delegated decisions taken on 20 <sup>th</sup> August 2018. CIL Bid offer letters dated 25 <sup>th</sup> September 2018. Offer letters accepted. <b>Both projects completed.</b>



d 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 <sup>th</sup> March 2019. CIL Bid offer letter dated 13 <sup>th</sup> March 2019. <b>Project completed</b>
M23-18	GREEN ENERGY EV Charger at Cross St Car Park Eye	642	£20,728.40	14,287.16	£6,441.24 Local Infrastructure Fund	Agreed by Cabinet on 4 <sup>th</sup> March 2019. CIL Bid offer letter dated 13 <sup>th</sup> 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. <b>Project completed under budget. Monies returned to the Local Infrastructure Fund</b>
M19-01	COMMUNITY FACILITY– Stowupland Notice Board Trinity Meadow	640	£396.26	£396.26	£0.00	Noted by Cabinet on 28 <sup>th</sup> August 2019. CIL Bid offer letter dated 6 <sup>th</sup> 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. <b>Project completed.</b>

d 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 <sup>th</sup> September 2019. Offer accepted. Awaiting scheduling of works – date uncertain due to Covid-19 outbreak restrictions. <b>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.</b>
M14-18	EDUCATION – Stowupland High School	656	£2,446,575.00	£2,446,575.00	£0.00	Agreed by Cabinet on the 6 <sup>th</sup> January 2020. CIL Bid offer letter dated 31 <sup>st</sup> January 2020. Offer accepted. First and second claim have been paid. Final claim to be made on completion of the project. <b>Project completed and handover has occurred with staged payment made in April 2021. Small balance left to pay in early 2022. All funding now paid over to SCC</b>
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 <sup>th</sup> March 2020. Offer accepted. Update 30/07/2020 – Anticipated start on the build in September 2020 <b>January 21 Update – First stage payment made Project Completed</b>

d 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 <sup>th</sup> March 2020. Offer accepted. <b>Update 30/07/2020 – Project completed</b>
M19-14	EDUCATION – Claydon Primary School	662	£499,421.00	£499,421.00	£0.00	Agreed by Cabinet on 9 <sup>th</sup> March 2020. CIL Bid offer letter dated 12 <sup>th</sup> March 2020. Offer accepted. <b>Project completed.</b>
M19-08	COMMUNITY FACILITIES – Thornham – Car Park	681	£27,000.00	£27,000.00	£0.00	Agreed by Cabinet on 9 <sup>th</sup> March 2020. Legal position resolved and Bid offer letter dated 20 <sup>th</sup> May 2020. Offer accepted. <b>Project completed</b>
M20-18	GREEN ENERGY -EV CHARGING POINTS -Stowmarket - Regal Car Park	701	£10,263.00	£10,263.00	£0.00	Agreed by Cabinet in September 2020. Offer letter issued. Offer accepted. Awaiting final costings. <b>Project completed</b>
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 <b>Project completed</b>
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. First staged payment made <b>Project completed</b>

d 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 to ensure funding for the Feasibility Study can be considered by Cabinet in September 2022. <b>Monies not claimed within the 2-year timescale, so funds returned to the Ringfenced Infrastructure Fund for Thurston.</b>
M20-08	COMMUNITY FACILITIES – Wingfield – Conversion of Granary barn to children’s nursery	705	£34,000.00	£33,960.00	£39.58 Local Infrastructure Fund	Agreed by Cabinet in September 2020. Offer letter issued. Offer accepted. <b>Project Complete and under budget. Monies returned to the Local Infrastructure Fund</b>
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 – <b>Project Completed</b>
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. <b>Offer letter issued. Project completed under budget. Monies returned to the Local Infrastructure Fund</b>

d 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. <b>Project completed and under budget. Monies returned to the Local Infrastructure Fund</b>
M20-10	COMMUNITY FACILITIES – Stowmarket Creation of a Stowmarket Emergency Services Hub	713	£431,740.00	£304,649.86		Agreed by Cabinet in December 2020. Offer letter issued. <b>Project started</b>
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, two Claims processed <b>Project completed Jan 22</b>
M20-24	COMMUNITY FACILITIES – Gislingham running track	728	£18,487.50	£0.00		Agreed by Cabinet in March 2021. Awaiting signed Community User agreement before Offer letter is 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. <b>Project completed under budget; unspent monies returned to the Local Infrastructure Fund</b>
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 <b>Project completed</b>
M20-20	WASTE INFRASTRUCTURE – Fuel Tank at Creting Road Depot	720	£50,000.00	£26,762.50	£23,237.50	Agreed by Cabinet in March 2021. Offer letter issued. <b>Project completed under budget. Monies returned to the Strategic Infrastructure Fund</b>

d 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	£522,925.01		Agreed by Cabinet in June 2021. Offer letter issued. Project started in August 2021 <b>Project completed</b> , 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	£0.00		Agreed by Cabinet in June 2021. Offer letter issued and accepted.
M21-02	COMMUNITY FACILITY – Rickinghall All Wheel Sports Area	755	£20,148.00	£0.00		Agreed by Cabinet in October 2021. Offer letter issued. Offer letter accepted
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 <b>Project Completed</b>
M21-06	COMMUNITY FACILITY – Elmswell Chamberlayne Hall	757	£19,593.81	£0.00		Agreed by Cabinet in October 2021. Offer letter issued. Offer letter acceptance awaited.
M21-08	COMMUNITY FACILITY – Framsdon Play Area	758	£18,789.20	£0.00		Agreed by Cabinet in October 2021. Offer letter issued. Offer letter accepted
M21-03	EDUCATION - Elmswell Primary School	761	£1,560,006.21	£0.00		Agreed by Cabinet in November 2021. Offer letter issued. Offer letter acceptance awaited
M21-10	COMMUNITY FACILITY - Botesdale Play area	767	£75,000.00	£27,896.84		Agreed by Cabinet in March 2022. Offer letter issued. Offer letter accepted Project has started first claim paid
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 <b>Project complete</b>

d Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
M21-12	COMMUNITY FACILITY – Walsham Le Willows Play Area	770	£9,315.75	£0.00		Noted by Cabinet in March 2022. Offer letter issued and offer letter accepted.
M20-25	COMMUNITY FACILITY – The Food Museum Crack Wood project	773	£75,000.00	£0.00		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	£0.00		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	£0.00		Agreed by Cabinet in September 2022. Offer letter issued.
M22-14	RAIL – Thurston Rail Station Feasibility Study	789	£100,000.00	£0.00		Agreed by Cabinet in September 2022.
M21-09	EDUCATION – Thurston Community College Expansion	797	£1,781,462.00	£0.00		Agreed by Cabinet in November 2022
M22-05	COMMUNITY FACILITY – Eye Moors Woodland Footpath	795	£5,000.00	£0.00		Delegated decision noted by Cabinet in November 2022
M22-06	COMMUNITY FACILITY – Eye Play Facilities	796	£100,000.00	£0.00		Agreed by Cabinet in November 2022
M22-09	COMMUNITY FACILITY – Metfield Play Area	794	£8,788.97	£0.00		Delegated decision noted by Cabinet in November 2022
M22-12	COMMUNITY FACILITY – Old Newton Village Hall Extension	793	£67,914.00	£0.00		Agreed by Cabinet in November 2022
M22-15	COMMUNITY FACILITY – Wetherden Play Area	792	£18,375.63	£0.00		Agreed by Cabinet in November 2022

d Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Progress
	Total CIL Funding allocated to MSDC projects in Bid Round 1, 2 ,3, 4, 5, 6, 7, 8 and 9 (September and November 2022)		£10,894,960.72	£5,200,080.44	£223,326.07	



# Agenda Item 11

## BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

<b>TO:</b> MSDC Council BDC Council	<b>REPORT NUMBER:</b> <b>BC/22/49</b>
<b>FROM:</b> Planning Enforcement Task and Finish Group	<b>DATE OF MEETING:</b> 20 March 2023 (MSDC) 22 March 2023 (BDC)
<b>OFFICER:</b> Tom Barker, Director of Planning and Building Control	<b>KEY DECISION REF NO.</b> N/A

### DRAFT JOINT LOCAL PLANNING ENFORCEMENT PLAN 2023

#### 1. PURPOSE OF REPORT

2. The current Joint Local Planning Enforcement Plan (JLPEP) was adopted in 2017. Its primary purpose was to ensure that Councillors and Officers, external agencies and the public were aware of the Council's approach to its planning enforcement responsibilities. This approach reflected the governments advice in the National Planning Policy Framework.
3. In February 2020 the Joint Overview and Scrutiny Committee recommended to Council that a Member/Officer Task and Finish Group should be established to review the JLPEP and that they should be encouraged to have regard to best practice and other examples of other published Local Enforcement Plans in that process of review.
4. The group has concluded its work and have now developed the draft policy appended to this report. They have done so having regard to related transformation activity which has been continuing within the planning enforcement service.

#### 5. OPTIONS CONSIDERED

- 5.1 The first option is to "do nothing" and leave the current policy in place. This has been discounted given the recommendations of Overview and Scrutiny Committee who were mindful that the current policy does not capture essential principles of good customer service in providing information to the public or provide "good practice" measures which are up to date and can demonstrate efficient planning enforcement activity.
- 5.2 There are potential alternative options which could include adopting various elements of good practice identified elsewhere in the planning enforcement policies of other Councils. The group has not pursued these as it is considered that the recommended draft policy embraces and consolidates key aspects of good practice from those Councils and combines them with in-house improvements around the casework process, the prioritisation of investigations and performance management of the service.

<b>6. RECOMMENDATIONS</b>	
6.1	That the draft Joint Local Planning Enforcement Policy 2023 (JLPEP) set out at Appendix A be adopted and published on the Councils website.
6.2	That the Director of Planning and Building Control be authorised to make any necessary consequential amendments to finalise and publish the JLPEP.
6.3	That the policy be reviewed by a Joint Member Working Group within 12 months of its implementation
<b>REASON FOR DECISION</b>	
The current Joint Local Planning Enforcement Plan requires updating and amendment to reflect current approaches to good practice and good customer service.	

## 7. KEY INFORMATION

Councillors will appreciate and acknowledge the importance of planning enforcement in the management of development. An effective Enforcement Policy should outline, give structure as well as provide guidance on how we as the Local Planning Authority (LPA) determine breaches of planning control and assess the circumstances in which effective and proper enforcement will be used to manage the harmful effects of unauthorised development.

The Town and Country Planning Acts give Councils their powers to control unauthorised development. The National Planning Policy Framework (NPPF) states “Effective enforcement is important as a means of maintaining public confidence in the planning system...” as well as also assisting in:

- Tackling breaches in planning control which would otherwise have an unacceptable impact on the amenity of the area.
- Maintaining the integrity of the decision making process.
- Helping to ensure that the public acceptance of the decision making process is maintained.

Enforcement powers are discretionary. Whilst we must carry out robust and appropriate investigation into all complaints we receive, we are not required to take action because there has been a breach of planning control as it may not be expedient to do so. Enforcement action is intended to be remedial rather than punitive and should only be taken where there is demonstrable planning harm. This means minor technical breaches that have only a small impact may not warrant the time and expense in taking action and we will usually seek to negotiate a resolution of the breach. Any action therefore will generally be held in abeyance whilst an investigation is conducted and a valid planning application or appeal are determined.

Enforcement policies should also explain how reported issues are prioritised. We rank cases depending on their gravity, the harm being caused and the material planning considerations involved. If a report relates to unauthorised works to a listed building this will be a high priority whilst unauthorised developments, which would be likely to receive planning permission are normally given low priority.

Priority is not driven or decided by who reports a complaint, or how persistently they report matters. The identity of persons reporting matters are kept confidential.

Other than in very specific situations (for example, works affecting the character of a listed building), the fact that something is unauthorised does not, in itself, amount to a criminal offence. It is therefore important that we treat unauthorised developments on their individual merits, the same way as we do for applications for proposed developments. The underlying principle is that we may issue an enforcement notice where it appears that there has been a breach of planning control **and** that it is expedient to issue the notice.

### **The key issues identified in the review.**

The Task and Finish Group considers breaches of planning control very seriously. They are also aware of the importance of having an up to date and usable planning enforcement policy that provides clarity to the public and to the staff within the service.

The group have reviewed the current policy and drafted a replacement (please see Appendix A). The alterations have been focused on making the policy easier to follow for those making a complaint as well as those to whom the complaint relates, streamlining the prioritisation process (these details are explained in Appendix B) and to ensure the plan is supported by a more effective performance management culture. The process workflow that has been developed through service transformation is also included at Appendix C in a simplified form for public information alongside the draft policy.

The key revisions to the policy can be summarised as follows:

- Streamlining the document, using plain English where possible and removing much of the technical language, so it is much easier to follow.
- Providing a clearer insight into what planning enforcement is and what it seeks to achieve.
- Providing a clearer picture to those who rely on the service as to what they can expect when they are involved in either reporting or being asked to act in response to a planning enforcement matter.
- Providing an explanation as to why, in some circumstances, the Council might decide that it is not expedient to take formal action against a breach of planning control.
- Ensuring that the policy offers the Council the flexibility to exercise its enforcement powers in the most effective and appropriate way.
- Affirming the importance of keeping interested parties aware of our progress in a timely manner
- Ensuring the online reporting system allows officers to collect an acceptable level of information, to aid the investigation, from the start.

### **Conclusion**

The development of this new draft policy draws on examples of the very best practice in the profession. It also aligns to related transformation activity which has been continuing within the planning enforcement service and it is being recommended for approval by members of the Task Group whose community leadership on planning matters has proved invaluable throughout the review process.

## 8. LINKS TO CORPORATE PLAN

Planning enforcement is an integral part of the development management process, it ensures we can deliver economic growth and prosperity within the districts and investment within our communities that enables them to be happy, healthy and connected places to live in and visit. An effective enforcement function also protects and enhances the environment and protects our communities from unauthorised development which causes harm. Its integrity, how the process is applied, is also a barometer of how the Council is viewed by the public and so it carries with it important responsibilities that must also ensure our reputation is not damaged.

## 9. FINANCIAL IMPLICATIONS

10. There are no financial implications in relation to the review of the Draft Joint Local Planning Enforcement Plan.

## 11. LEGAL IMPLICATIONS

- 11.1 Without an effective Planning Enforcement Plan in place the Council's decisions on whether to take, or not to take, enforcement action (including prosecutions) may in future be subject to legal challenge through the Courts.

## 12. RISK MANAGEMENT

13. This report is most closely linked with the Development Management Services Operational Risks No. 12 and 13, a summary of these risks and mitigation measures are set out below:

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
Ineffective internal controls and the misinterpretation of policy might give rise to appeals and costs to the Council	2	2	The Planning Enforcement Plan reduces the risk at appeal or by judicial review as it clearly sets out the process and timescales by which enforcement complaints will be investigated and progressed. It sets out the reasonable expectations which may drive an application.	12
Perceived failure to take enforcement action may have a detrimental impact on the Council reputation	2	2	Precise clarification of when we agree it is expedient to take action is set out in the policy, the tests are based on degree of unacceptable impact on the amenity of the area.	13

			Staff and Councillors are confident in these measures and staff are suitably developed and supported to apply appropriate enforcement outcomes	
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#### 14. CONSULTATIONS

- 14.1 A joint Member/Officer working group was established in April 2021. Mindful of the pandemic the group did not meet and commence work until September 2021. Since then, the group met to set out expectations for the policy, to review examples from other Councils and to instruct officers in the groups consensus expectations for a new policy.
- 14.2 There have been no public consultations on the draft JLPEP.

#### 15. EQUALITY ANALYSIS

16. The decision recommended has a remote or low relevance to the substance of the Equality Act. There is no perceived impact of the policy on those who will come into contact with the service.

#### 17. ENVIRONMENTAL IMPLICATIONS

Failure to have an effective planning enforcement policy could result in an increase in unauthorised developments and delays in investigating breaches in planning control. This could lead to inconsistency and adverse impacts on the environment resulting in long term harm.

#### 18. APPENDICES

Title	Location
(a) Joint Local Planning Enforcement Plan (JLPEP)	Attached
(b) Planning Enforcement Prioritisation Strategy	Attached
(c) Planning Enforcement Workflow – Public Version 2023	Attached

#### 19. BACKGROUND DOCUMENTS

- 19.1 None

#### 20. REPORT AUTHORS

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**Email:** [Philip.isbell@baberghmidsuffolk.gov.uk](mailto:Philip.isbell@baberghmidsuffolk.gov.uk) **Tel:** [07740179172](tel:07740179172)

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## Appendix A

### DRAFT Joint Local Planning Enforcement Plan (JLPEP) 2023

<b>Our approach to Planning Enforcement</b>	<p>We place great importance on using our planning powers to protect and enhance our environment whilst making sure that development improves the economic prosperity and quality of life for all those who live, work and visit our districts.</p> <p>We recognise that the integrity of, and public confidence in, our planning and enforcement process is built upon our commitment to take effective action against unauthorised development. We will therefore investigate and take proportionate action where we consider that the planning issue causes unacceptable harm to the public interest.</p> <p>We have reviewed our Enforcement Plan to make it more succinct, to ensure our process is clear and accessible, so that our customers know what they can expect from us once a complaint has been made.</p> <p>Our plan summarises how our planning enforcement service operates, how we normally investigate issues as well as providing practical advice and guidance to people who may be concerned that a development is proceeding without the necessary consent or is not in accordance with a consent we have already granted. It also clarifies what we will expect of you if there is a need to investigate a matter you may have an interest in.</p> <p>It is a common misconception that a breach of planning control is a criminal offence and should automatically attract enforcement action. This is not the case and central Government guidance in the National Planning Policy Framework (NPPF) clearly sets out that enforcement powers are discretionary. In all cases we expect that any action we take will be commensurate with the nature, scale and planning impact of the breach. It may not, for example, be in the public interest to take action against minor technical breaches that have only a small impact. In each and every case we will aim to take action proportionate to the public interest where it is expedient to do so.</p>
<b>What is and what is not a breach of planning control?</b>	<p>A breach of planning control may occur when either building works or a “change of use” of the land takes place without planning permission.</p> <p>In most cases it is not an offence to undertake development without permission, but it will be an offence not to comply with an enforcement notice if one is served after our investigation.</p>

We have various powers to remedy the breach. We can do this by requiring.

- Changes are made to the development to make it acceptable.
- The removal of the unauthorised development. Is this the right term please?
- That works to the unauthorised development should immediately cease.
- The submission of a planning application which after consideration could make the development acceptable.

Examples of actions that **are** a breach of planning control include:

- Some building works or a change of land use undertaken without planning permission.
- Not building in accordance with approved plans or a failing to comply with planning conditions which have been agreed as part of the planning approval.
- Works to a listed building without the required consent
- Removing or lopping trees protected by a Tree Preservation Order or in a Conservation Area
- Displaying an advertisement without the relevant advertisement consent

Examples of actions that **are not** a breach of planning control include:

- 'Permitted development', the rights which allow householders to undertake certain types of work to their home without the need to apply for planning permission.
- Internal works to a building (except in the case of a listed building)
- Works which have been certified as "lawful" in the circumstances of their planning history or through evidence provided to the Council.
- The clearing of land necessary to prepare for a development. This can include clearing trees or bushes, provided they are not protected
- Parking commercial vehicles on the highway
- Boundary disputes between neighbours. These are civil matters and are not controlled by planning legislation.

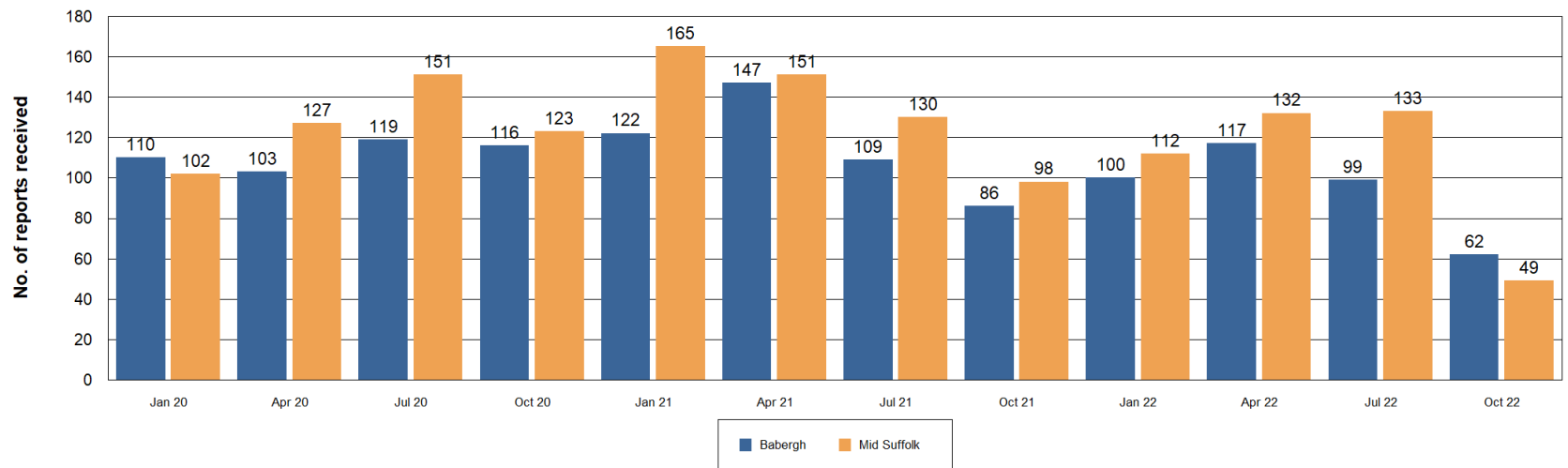


<p><b>How do I report a breach?</b></p>	<p>If you have good reason to believe that a breach of planning control has occurred, you should:</p> <ul style="list-style-type: none"> <li>• Notify our Planning Enforcement Team using our on-line reporting form - <a href="#">Report it » Babergh Mid Suffolk</a></li> <li>• Tell us the address of the site.</li> <li>• Provide details about what has happened and when it occurred.</li> <li>• Provide the name and address of the landowner or the person responsible for carrying out the works, if these are known to you.</li> </ul> <p>We must always keep an open mind; we may decide that further investigations are not required. If this is the case, we will tell you why.</p> <p>If you report a suspected breach, we will expect you to give us your name and contact details. We will not normally investigate anonymous complaints, unless we believe the breach falls into one of the following categories:</p> <ul style="list-style-type: none"> <li>• Where it involves the demolition of or works to a listed building</li> <li>• Where trees are protected by a Tree Preservation Order or where trees are situated within a Conservation Area; and,</li> <li>• Where it involves the demolition of a building in a conservation area.</li> </ul> <p>Your contact details will remain confidential, unless we need to use your evidence to support our investigation and any action, we think is necessary. For example, if the matter requires us to apply for a court order. We will always contact you and explain why your support is necessary.</p>
<p><b>What happens when a planning issue or concern has been reported?</b></p>	<p>Once we have received a report of a planning issue or concern, we will screen that against our <b>Prioritisation strategy</b> (see Appendix A) and then proceed with activity following our <b>Investigation process map</b> (Appendix B). This process map is our standardised approach to investigations although we may need to tailor individual steps as we consider appropriate to a particular investigation.</p> <p>If we consider that the issues reported to us could be controlled by planning conditions, we may invite a formal planning application. This will allow the issues to be considered through a retrospective planning application, for example, to retain or continue them.</p>

We may hold our enforcement action in abeyance while a planning application or appeal is being determined, depending on the degree of harm and nature and scale of the breach. Whilst this can appear frustrating it is the proportionate approach which allows due planning process to take place.

We typically receive over 600 reports each year and to make best use of our resources we prioritise cases having regard to their planning harm or impact.

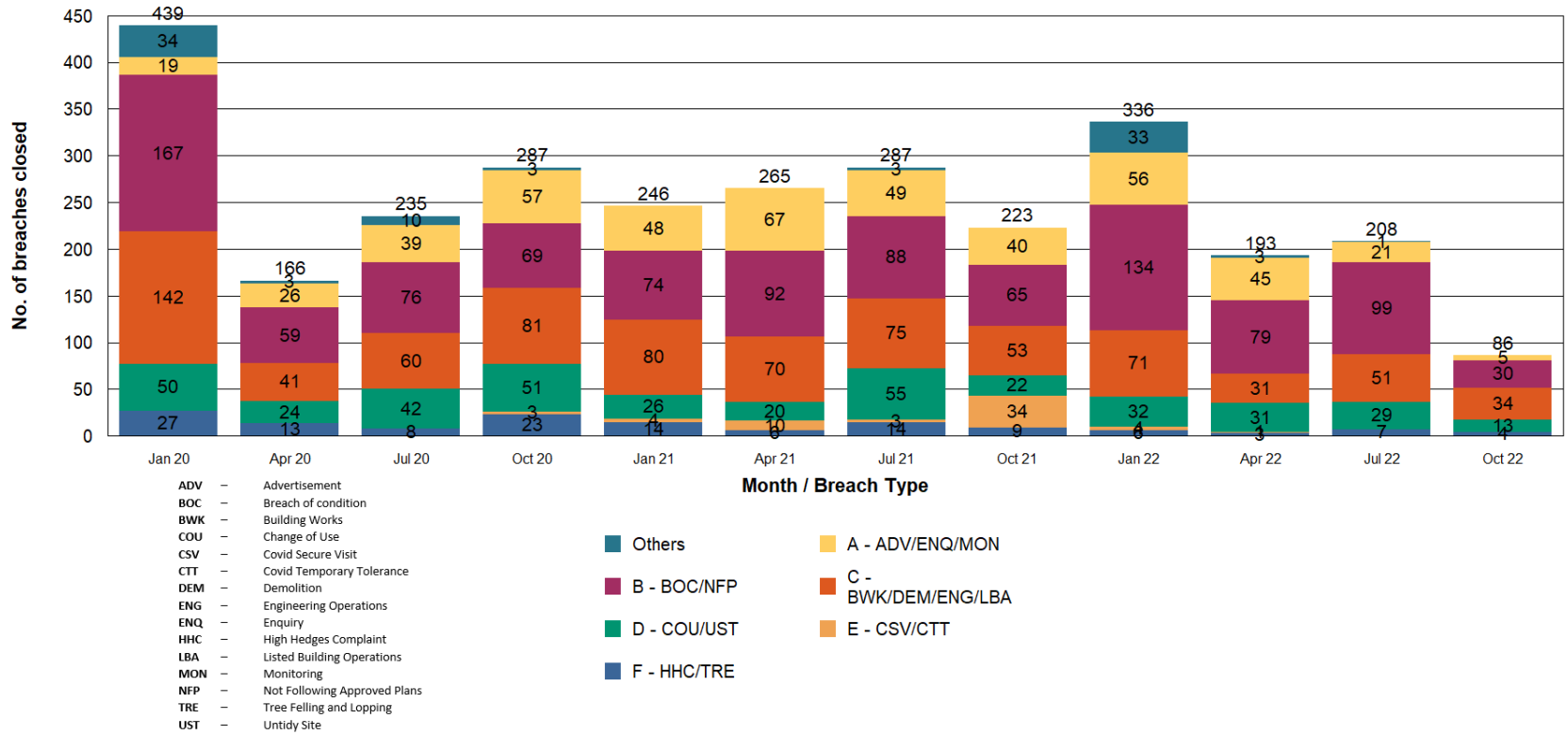
**Enforcement Reports Received By Quarter - 01 Jan 20 to 31 Oct 22**



If, however, our investigations reveal harmful unauthorised activity or development that we think is unacceptable in planning terms then enforcement action is most likely to be expedient to pursue. On average between 5% and 10% of cases reported to us each year result in some sort of planning enforcement intervention.

It is important to note that most breaches of planning control are normally resolved through negotiation with, and co-operation from, the landowner or the person responsible. This is usually an effective approach though we recognise that this might take time to conclude.

### Enforcement Reports Closed By Quarter - 01 Jan 2020 to 31 Oct 2022



The speed in which a breach of enforcement issues can be resolved will vary depending on the complexity of the individual case and general workloads. Some complex cases can take a significant period of time due to the nature of the investigation process.

During our investigation we will seek information and may do this by formal or informal means. Once we have sufficient information to reach a conclusion, we will decide whether it is expedient to take enforcement action.

	<p>It is important to remember that planning enforcement action is not obligatory and there will be occasions when we decide there is no planning breach or that it is not expedient to take action where, for instance, a breach has little or no harmful effect upon matters of public interest. Typically, this accounts for around 40% of the cases reported to us.</p>
<p><b>When we can take action: the “expediency” test.</b></p>	<p>We appreciate that when a breach of planning control occurs, the impact on people may be serious and they will expect the matter dealt to be dealt with as quickly as possible. It is important that we manage people’s expectations, some breaches will be more serious than others and so it is right we prioritise these cases over others where the harm is less serious.</p> <p>When we assess whether formal action should be taken, we must ensure that our actions are reasonable, proportionate and in the public interest. This is known as the expediency test; it means weighing up carefully the merits of each case before deciding what to do. The question, whether or not it is expedient to act, is at our discretion.</p> <p>The speed in which a breach of planning control can be resolved will vary depending on the complexity of the individual case and officer workloads. Some complex cases can take a significant period of time due to the nature of the investigation process.</p>
<p><b>How we carry out our investigations</b></p>	<p>When we receive a complaint, we will acknowledge that complaint as soon as reasonably possible, and at least within 3 working days of receipt. If the report received is not a Planning matter, we will advise you accordingly.</p> <p>We will also aim to achieve the following response times.</p> <p><b>“High Priority”</b> Investigations:</p> <ul style="list-style-type: none"> <li>- Review the report and where necessary conduct a site visit within 3 working days of receipt.</li> <li>- Advise the reporter/complainant of the outcome of the review/visit within 1 working day.</li> </ul> <p>These investigations will include work which is irreversible or irreplaceable or works which constitute a criminal offence.</p> <p><b>“Standard”</b> Investigations:</p>

	<ul style="list-style-type: none"> <li>- Review the report and, where necessary, conduct a site visit within 10 working days of receipt.</li> <li>- Advise the reporter/complainant of the outcome of the review/visit within 2 working days, along with proposed actions.</li> </ul> <p>These investigations will include, for example (but they are not limited to): works requiring planning permission; breaches of conditions attached to an existing planning permission; concerns relating to the condition of land or buildings; etc.</p> <p>In every case, we will try to achieve the most appropriate and legally sound outcome at the earliest possible stage. It is important to note that our officers can only operate within the strict legal powers available to them.</p>
<p><b>When further action is not appropriate</b></p>	<p>If our investigation is unable to establish sufficient evidence, on the balance of probability, to confirm that a breach has occurred, or that the breach is in our assessment so minor that it has minimal planning impact or harm, we will take no further action, and will advise the reporter/complainant accordingly, as soon as we reasonably can.</p> <p>If the Council receives an application to consider the planning merits of the matter reported, we may suspend our investigation pending the outcome of that application / appeal if we consider that expedient. In such cases it will not normally be expedient to take formal action though much depends on the detail of the case. If at the conclusion of the application / appeal, it is expedient to resume our investigation we will do so. If the application resolves the matter, we will finally close our investigation. If the planning harm caused is so serious that we consider it expedient to take formal action before the application is decided we will do so.</p> <p>If the matter reported to us is a civil issue which we believe should be resolved by the relevant parties through their solicitors or other legal representatives, we will advise as appropriate.</p>
<p><b>I've reported an issue, how will the Council communicate with me?</b></p>	<p>We will be as transparent as we reasonably can be in our dealings with the members of the public and other interested parties while preserving the confidentiality of complainants and persons under investigation. We will also balance the need for robustness in our investigation when considering what information we can share. It is important that we maintain effective working relationships with all interested parties in order to progress enforcement investigations to a satisfactory conclusion.</p>

	<p>We will aim to keep you reasonably updated from time to time when we are in a position to offer useful feedback but it is not practical or reasonable to provide a “running commentary” on an investigation. Given the volume of cases we investigate we recognise you may wish to provide further information subsequent to your initial report, but we will only provide updates to you once we have progressed our consideration of the planning issues. This will vary case by case (see also model workflow).</p> <p>All complainants will be advised when a case has been concluded.</p>
<p><b>What enforcement action can the Council take?</b></p>	<p>Once we have prioritised an investigation and where a breach has been identified for action, unless circumstances require immediate action, a staged approach will always be adopted by a combination of the following, as is deemed appropriate by the investigating officer in each case. For example:</p> <p><b>Step 1</b></p> <ul style="list-style-type: none"> <li>• We will offer advice where an apparent breach can be resolved straightforwardly e.g., informal letter.</li> <li>• We will seek to negotiate, allowing an opportunity for the works to stop, or land to be cleared, or buildings to be removed.</li> <li>• We may invite a planning application if permission may be forthcoming, or if a minor amendment to an existing permission would be an appropriate remedy, or if the conditions attached to a permission require technical details to be provided and approved.</li> </ul> <p><b>Step 2</b></p> <ul style="list-style-type: none"> <li>• We will issue formal letters and written warnings.</li> <li>• We will issue a Planning Contravention Notice to obtain more information.</li> <li>• We may suggest an application for a Lawful Development Certificate, which requires information from the applicant to establish that the development is immune from enforcement action.</li> </ul>

	<p><b>Step 3</b></p> <ul style="list-style-type: none"> <li>• Where a breach of planning control has been identified and no action has been taken by the person responsible to address the breach, it will be necessary to consider formal action in the form of a Notice.</li> <li>• Where formal action is taken then every effort will be made to explain to the recipients what is required of them, the consequences of non-compliance and the available rights of appeal.</li> <li>• Where a Notice has not been complied with, this will include consideration of prosecution proceedings or direct action.</li> </ul>
<p><b>What if someone has made a report to us about your property?</b></p>	<p>If you are contacted about an alleged breach, you are entitled to know what the allegation is (but not who made it) and have the opportunity to explain your side of the case. If you are not involved, or if the complaint is unfounded, no action will be taken against you.</p> <p>Your co-operation will always be sought to correct the breach, either by removing or modifying the unauthorised development or by ceasing the unauthorised work. A reasonable period of time will be allowed for you to do this.</p> <p>If you are running a business, which is threatened by enforcement action, you will be helped to identify alternative premises so as to minimise the possible impact on the business. This does not mean that the enforcement action will be delayed or stopped.</p> <p>If you are issued with an Enforcement Notice you will be given the precise details of the breach, the reasons for the action, the steps required to overcome the problem and the time period for Compliance</p>
<p><b>I have been issued an enforcement notice, what should I do?</b></p>	<p>We will contact you to discuss the matter. However, it is in your best interests to:</p> <ul style="list-style-type: none"> <li>• Immediately stop work on the development until a course of action has been discussed and agreed with us.</li> <li>• Respond promptly to any correspondence you receive, which might include a legal notice to provide us with more information, and a date by which you will need to reply.</li> </ul> <p>We recognise that genuine mistakes are made, and a large majority of complaints are resolved without the need for any formal action. We will always advise you on the best course of action to resolve this issue as soon as possible.</p>

<p><b>How do I appeal a notice?</b></p>	<p>Enforcement appeals in England are dealt with by the Planning Inspectorate, a government agency which takes an unbiased approach to the law and procedures. There's more information about the appeal process and how to submit an online enforcement appeal through the <a href="https://www.gov.uk/guidance/appeal-a-planning-decision-overview">Appeal a planning decision: Overview - GOV.UK (www.gov.uk)</a></p>
<p><b>What to do if you are unhappy with our investigation</b></p>	<p>If you feel that there is unreasonable delay, or an error in the way in which an enforcement investigation is being carried out, you should contact us directly.</p> <p>If you are dissatisfied with the outcome of our investigation, we have a Complaints Procedure. Please see link to our complaint's webpage: <a href="#">Compliments, comments and complaints » Babergh Mid Suffolk</a></p> <p>If you remain dissatisfied with the outcome of any internal investigation, you may complain to the Local Government Ombudsman and information on how to do this will again be provided to you. Please note that the Ombudsman cannot deal with a complaint which relates to a committee decision or where there is an existing legal remedy or appeals process, it will deal only with the aspects concerning the conduct of the investigation.</p>



## **Appendix B**

### **Planning Enforcement Prioritisation Strategy**

A helpful guide on when formal enforcement action will be taken.

#### **Contents**

Introduction – Effective Enforcement	3
Submitting and Enforcement Complaint	4
Harm Framework - Tier 1	5
Harm Framework - Tier 2	6
Scoring System	6
Checklist for Operational Development	7
Checklist for Material Change of Use	8

#### **Introduction – Effective Enforcement**

As a Local Planning Authority, we have to balance effective use of our limited resources with our statutory requirements to uphold planning regulations. This is a new guide which outlines our approach on when formal enforcement action will be taken. This approach introduces a two-tier prioritisation strategy.

The Planning Enforcement team currently receives over 700 reports of suspected breaches of planning control every year. Dealing with these reports effectively is a challenge.

#### **New Prioritisation Strategy**

This new Strategy should be read in alongside the Joint Local Planning Enforcement Plan. It builds on the principles laid out within this policy document and the concept of expediency.

It is at the Council's discretion whether to take formal enforcement action on breaches of planning control. Planning breaches may be unintentional or be considered technical or trivial. In line with government guidance within the National Planning Policy Framework (NPPF) 2021 and associated Planning Practice Guidance, the Council will take action when it is considered fair and reasonable to do so and it is proportionate to any harm caused.

In some cases, although there is a breach in planning control, the harm caused will be of a minor nature, meaning action is not justified therefore it is not expedient to pursue the case.

A new two-tier prioritisation strategy has been introduced, which is combined with a renewed set of requirements of information needed to get an enforcement report registered.

The first stage of prioritisation is a checklist at the initial stage of investigation to help to determine whether any further investigation or negotiation is required or whether the case should be closed.

The checklist provides guidance to ensure that all enquiries are treated equally and that any action taken is fair and based on planning merits. Our customers are welcome to use the checklist to help decide if the matter should be reported but should note that it is our assessment that will determine if an investigation is progressed, and at what priority.

The second stage of prioritisation is used later in the process and is a more detailed exercise performed by the case officer and is used where negotiation fails. Here the officer ranks the harm to determine if a development causes sufficient harm to warrant additional, formal action. The method ensures efficiency and fairness. The checklists outlined in the guide require full consideration of the harm caused by a development and using a scoring system enables a consistent approach.

There is one checklist for operational development and one checklist for material change of use. Each checklist asks 3 questions, and each question is scored out of 3.

Does the Development cause:

- 3 points - SIGNIFICANT HARM
- 2 points - MEDIUM HARM
- 1 point - LOW HARM
- 0 points - NO HARM

### **Submitting an Enforcement Complaint**

Before registration of a complaint, the following information is required:

1. Full address of the property, or location of the land (as close as possible), suspected to be in breach of Planning control.
2. Confirmation that works or use are being undertaken. Please note that if works have not commenced, no breach has occurred, and we cannot investigate.
3. Full details of suspected breach of planning control.  
(A complaint which says development does not accord with approved plans is not sufficient. Please explain fully why you think a breach has occurred.)
4. Your details including your contact details – anonymous complaints will not normally be investigated.

Photos are helpful so it is recommended they are provided with the initial report.

We will only investigate a complaint where full information (1 – 4, above) is submitted. If all information is not provided, we will respond explaining what additional detail is required. We will then update the complaint to include your additional information before it is assigned to an officer.

### Harm Framework - Tier 1

This assessment will be undertaken following the submission of a complaint or after an initial visit.

Where the reported allegation achieves a score of 3, we will progress the investigation to the negotiation stage.

Where the reported allegation achieves a score of 2 or under, the case will be closed with no further action taken.

Points from the two matrices set out below will be combined to achieve an overall score.

<b>Low harm (1 point)</b>	<b>Medium harm (2 points)</b>	<b>Significant harm (3 points)</b>
Unauthorised signage and advertisements	Unauthorised development which would adversely affect the character and appearance of a conservation area or the setting of a listed building.	Unauthorised works to a listed building or ancient monument
Any breach of planning control which is of a temporary nature.	Residential extensions which do not benefit from permitted development rights	Development/changes of use with serious implications upon the continued health and wellbeing of the public in Babergh and Mid Suffolk, such as industrial/commercial uses
Unauthorised fences walls and gates	Breach of planning conditions which results in harm to general amenity.	Large scale development where a serious impact is felt over a wide area
Unauthorised telecommunications equipment or satellite dishes on residential dwellings	Development of poor-quality housing, including large houses of multiple occupancy, flat conversions and residential use of outbuildings	Unauthorised works in progress to a tree protected by a tree preservation order or tree within a conservation area

Untidy land	Unauthorised changes of use where the implications do not give rise to significant harm to amenity.	Non-compliance with pre-commencement conditions
-------------	---	---

Descriptor	(0)	(1)	(2)
Is the breach in a conservation area?	No	Yes	
Is the property subject to an article 4 Direction?	No	Yes	
Is the untidy land causing an offensive smell / odour or health hazard?	No	Yes	
Has the untidy land been causing an issue for more than a month?	No	Yes	
Is a site visit required to determine the extent of harm?	No		Yes
Is there a highway safety issue?	No		Yes
Is there a breach of a tree preservation order?	No	Yes	
Is this a statutory listed building?	No	Yes	

## Harm Framework – Tier 2

Two of the following tables – Table 1 plus either Table 2a or Table 2b – will be used to make a decision on whether formal enforcement action needs to be taken, in instances where negotiation has failed. Officers will assess the development in breach of planning control and rank the harm to determine if the breach causes significant harm, medium harm or low harm.

The score from Table 1, plus the score from Table 2a or Table 2b, will determine if we proceed to formal enforcement action.

**Table 1:**

Significant harm = 3 points	There is a serious harmful impact on the built environment or a serious impact on public health or amenity. It is not considered that planning consent would be granted.
Medium harm = 2 points	There is some impact on the built environment or some impact on public health or amenity. In cases where there is medium harm in some instances planning consent may not be granted. However, insufficient harm is caused by the development to warrant formal action. This will be based on experience and the likelihood of success at appeal of any enforcement proceedings.

Low harm = 1 point	There is a small impact on the built environment or a small impact on public health or amenity. In these cases, planning permission would likely be granted.
No harm = 0 point	There is no harm.

### Scoring System

If the development causes significant harm and is awarded a Table 1 score of 3, the case will proceed directly to formal enforcement action.

If the development does not achieve a score of 3 from Table 1, it will then be assessed against either Table 2a or Table 2b. A cumulative score of 4 or more will then be required to proceed to formal action.

Formal action will involve the service of a Notice. Non-compliance with a formal Notice is a criminal offence.

A cumulative score of 3 or less means that the case will be closed as not expedient to pursue and no further action will be taken.

### Checklist for Operational Development

The table below will be used for all types of operational development including, extension to the front, rear, side and roof extension of residential and commercial properties.

3 questions – Rank the harm out of 3.

**Table 2a:**

Descriptor	No	Low Harm No Action	Medium Harm Retrospective action	Significant Harm Action taken
Does the development adversely impact the character and appearance of the host building or is the development inappropriate to the size of the plot	0	1	2	3
If the development can be seen from the public realm, does the development adversely impact the appearance of a conservation area or the wider street scene	0	1	2	3
Does the development adversely impact the amenity of adjoining or surrounding occupiers	0	1	2	3

## Scoring System

If the development causes significant harm and is awarded a Table 2a score of 3, the case will proceed directly to formal enforcement action.

If the development does not achieve a score of 3 from Table 2a, then a cumulative score (from Table 1 and Table 2a) of 4 or more will be required to proceed to formal action.

Formal action will involve the service of a Notice. Non-compliance with a formal Notice is a criminal offence.

A cumulative score of 3 or less means that the case will be closed as not expedient to pursue and no further action will be taken.

## Checklist for Material Change of Use

The table below can be used for all changes of uses such as HMO's, residential conversions, living accommodation in outbuildings, large scale industrial developments, material change of use, places of worship, shops and businesses.

3 questions – Rank the harm out of 3.

**Table 2b:**

<b>Descriptor</b>	<b>No</b>	<b>Low Harm No Action</b>	<b>Medium Harm Retrospective action</b>	<b>Significant Harm Action taken</b>
Is the use unsuitable for the location	0	1	2	3
Does the use need to be restricted through planning condition	0	1	2	3
Does the development create any undue noise or disturbance to neighbouring occupiers	0	1	2	3

## Scoring System

If the development causes significant harm and is awarded a Table 2b score of 3, the case will proceed directly to formal enforcement action.

If the development does not achieve a score of 3 from Table 2b, then a cumulative score (from Table 1 and Table 2b) of 4 or more will be required to proceed to formal action.

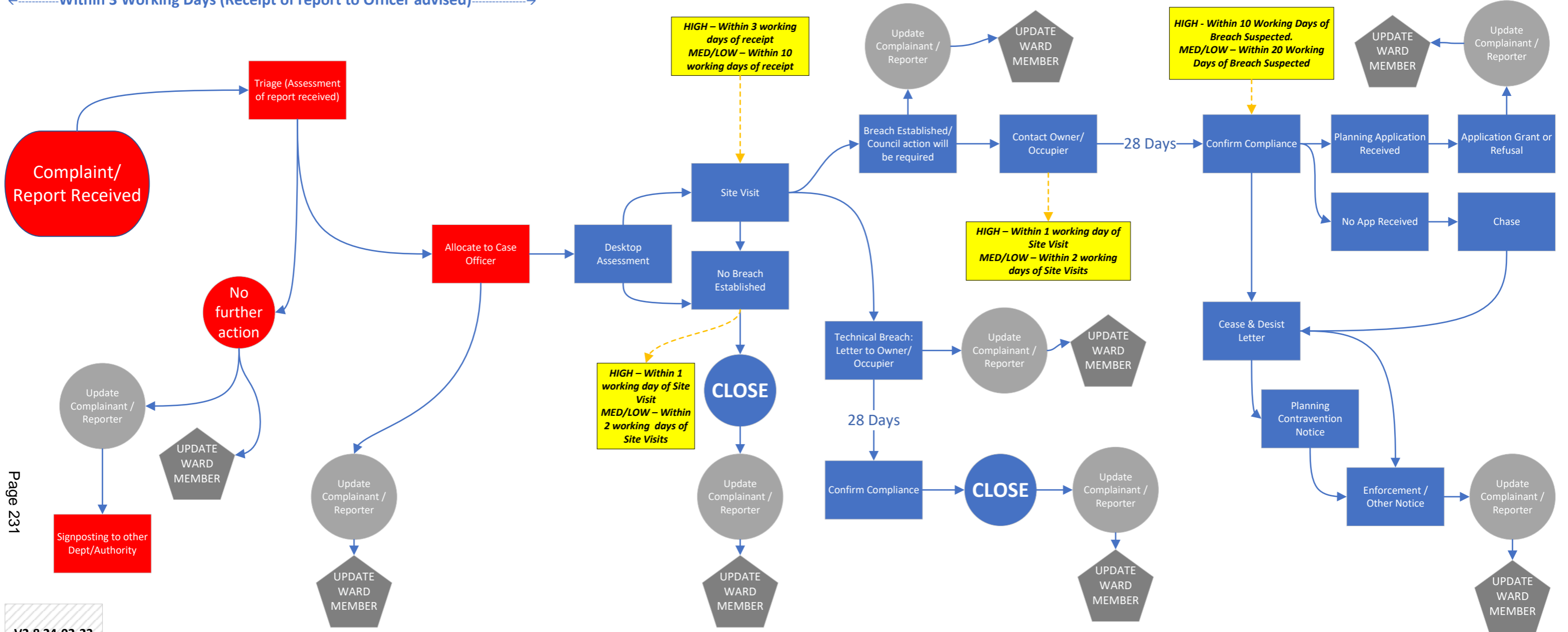
Formal action will involve the service of a Notice. Non-compliance with a formal Notice is a criminal offence.

A cumulative score of 3 or less means that the case will be closed as not expedient to pursue and no further action will be taken.

Administration Stage

Officer Stage

←-----Within 3 Working Days (Receipt of report to Officer advised)-----→



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# Agenda Item 12

## BABERGH DISTRICT COUNCIL

<b>TO:</b> Council	<b>REPORT NUMBER:</b> <b>BC/22/50</b>
<b>FROM:</b> Chief Executive	<b>DATE OF MEETING:</b> 22 March 2023
<b>OFFICER:</b> Janice Robinson, Deputy Monitoring Officer	

### **SPECIAL URGENT DECISIONS TAKEN BY OFFICERS UNDER DELEGATED POWERS IN ACCORDANCE WITH PART 2 OF THE CONSTITUTION**

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

- 1.1 This report details Special Urgent Decisions taken by Officers for decisions over £150K and are exempt for call-in, in consultation with the Chair of the Council using their delegated powers.
- 1.2 The Officers are required by the Constitution to report these decisions at an ordinary meeting of the Cabinet meeting under Part 2 of the Constitution.

#### **2. RECOMMENDATION**

- 2.1 That Council notes the decisions taken under delegated powers by the Deputy Chief Executive as detailed in Appendix A.

#### **REASON FOR DECISION**

Under Part 2 of the Constitution, Delegations to Officers, Paragraph 7.2 the decision must be reported Council.

#### **3. KEY INFORMATION**

- 3.1 Detailed in Appendix A.

#### **4. LINKS TO THE CORPORATE PLAN**

- 4.1 N/A

#### **5. FINANCIAL IMPLICATIONS**

Detailed in Appendix A.

#### **6. LEGAL IMPLICATIONS**

- 6.1 To comply with the Council's Constitution.

## 7. RISK MANAGEMENT

7.1 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
That the key decisions in Appendix A taken under delegated powers do not follow the Council's Constitutional Decision process thereby making them unlawful and open to challenge.	Unlikely (2)	Noticeable (2)	To follow the Constitutional decision process

## 8. CONSULTATIONS

8.1 N/A

## 9. EQUALITY ANALYSIS

9.1 N/A

## 10. ENVIRONMENTAL IMPLICATIONS

10.1 N/A

## 11. APPENDICES

Title	Location
(A) Decisions taken by Officers under Delegated Powers in Accordance with Part 2 of the Constitutions	Attached

## BACKGROUND DOCUMENTS

[Decision - BDC Special Urgent Officer Decision - Electric vehicle charge points \(EVCP\) in car parks: procurement](#)

**DECISION TAKEN BY THE DEPUTY CHIEF EXECUTIVE OFFICER UNDER  
DELEGATED POWERS IN ACCORDANCE WITH PART 2 OF THE CONSTITUTION**

<b>Decision Number</b>	<b>Decision Date</b>	<b>Decision</b>
N/A	15.02.2023	<p><b><u>Electric vehicle charge points (EVCP) in car parks: procurement.</u></b></p> <p><b>That: Council procures the services of Anglia Car Charging via a direct award, to install the EVCPs and associated installation and operation services, in accordance with the approved funding application made under the ORCS Scheme administered by the HM Government's Office of Zero and Low Emission Vehicles (OZEV) and associated specifications.</b></p>

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# Agenda Item 13

## BABERGH DISTRICT COUNCIL

<b>TO:</b> Council	<b>REPORT NUMBER:</b> <b>BC/22/51</b>
<b>FROM:</b> Leader of the Council	<b>DATE OF MEETING:</b> 22 March 2023
<b>OFFICER:</b> Jan Robinson	<b>KEY DECISION REF NO.</b> N/A

### COUNCILLORS PARENTAL LEAVE POLICY

#### 1. PURPOSE OF REPORT

- 1.1 To consider and approve the adoption of a Parental Leave Policy for Councillors.

#### 2. OPTIONS CONSIDERED

- 2.1 That Council considers whether to adopt a Parental Leave policy for Councillors.

#### 3. RECOMMENDATION

- 3.1 That Council approves the adoption of a Parental Leave Policy for Councillors.

#### REASON FOR DECISION

The policy will make public office more accessible to individuals who might otherwise feel excluded and contribute towards increasing the diversity of experience, age and background of local authority councillors.

#### 4. KEY INFORMATION

- 4.1 At its Council meeting on 25<sup>th</sup> October 2022, Council considered the Independent Remuneration Panel report and agreed a recommendation to create a Parental Leave policy for councillors. A draft policy has been formulated and is attached at Appendix A for approval.
- 4.2 Currently there is no Parental Leave Policy in place for councillors, resulting in councillors not having any entitlement to maternity, paternity, shared parental or adoption leave.
- 4.3 Whilst there is currently no legal entitlement for councillors to have paid parental leave of any kind, it is possible for councils to voluntarily adopt a policy. Doing so would lead to an improved provision for new parents and contribute towards increasing the diversity of experience, age and background of local authority councillors making public office more accessible to individuals who might otherwise have felt excluded.
- 4.4 Many councils across England have adopted the Local Government Association's (LGA) model policy or amended versions of it. The Policy attached at Appendix A is based on the LGA model policy.

4.5 Key points from the policy are: -

- Any councillor who is the designated carer will be entitled to six months leave with the potential to extend this up to 52 weeks.
- Any councillor who takes parental leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six- month period unless an extended leave of absence is granted.
- Members to continue to receive their basic or special allowances whilst on parental leave.

**5. FINANCIAL IMPLICATIONS**

5.1 There are no direct financial implications arising from this report. However, there will be costs associated with the parental leave policy should the councillor be in receipt of a Special Responsibility Allowance (SRA) and take time off for parental leave. The anticipated costs would be minimal.

**6. LEGAL IMPLICATIONS**

6.1 There is no legal requirement for the Council to adopt a Parental Leave Policy. However, the introduction of such a policy would help the Council advance equality of opportunity for protected groups. The LGA had taken legal advice on the model policy.

**7. RISK MANAGEMENT**

7.1 This report is most closely linked with the Council’s Corporate / Significant Business Risk No for Equality and Diversity:

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to implement Parental Leave Policy	1	1	The implementation of a Parental Leave Policy for Councillors would remove barriers that may prevent prospective councillors from standing for public office.

**8. CONSULTATIONS**

8.1 Current elected councillors and Senior Leadership Team will be consulted on the policy.

**9. EQUALITY ANALYSIS**

9.1 An equality impact assessment has been undertaken which indicates a positive impact.

**10. ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

**11. APPENDICES**

Title	Location
(a) Parental Leave Policy	Attached
(b) EQIA assessment	Attached

**12. BACKGROUND DOCUMENTS**

IRP report and Minutes Council meeting 25<sup>th</sup> October 2022

**13. REPORT AUTHOR**

13.1 Jan Robinson, Corporate Manager Governance and Civic Office

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**BABERGH AND MID SUFFOLK DISTRICT COUNCILS**

**Councillor Parental Leave Policy Document**

**CONTENTS**

1. Aim of the Policy .....	2
2. Leave Provisions of the Policy.....	2
3. Basic Allowance and Special Responsibility Allowances (SRA's) During Parental Leave .....	3
4. Resigning from Office and Elections.....	4
5. Ward Duties .....	4
6. Parental Bereavement Leave.....	5

## **1. Aim of the Policy**

1.1 This policy sets out councillors' entitlements to Parental Leave (covering maternity, paternity shared parental and adoption leave) and relevant allowances.

1.2 The objective of the policy is to provide a positive environment for councillors with family responsibilities and to ensure that councillors are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

1.3 Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of local authority councillors. It will also assist with retaining experienced councillors-particularly women and making public office more accessible to individuals who might otherwise have felt excluded from it.

## **2. Leave Provisions of the Policy**

2.1 Councillors who are the designated carer, are entitled to up to 6 months parental leave from the due date, or date of placement in respect of adoption, with the option to extend up to 52 weeks by agreement.

2.2 In addition legal advice has been taken on these policies, and they conform with current requirements

- **Leave Periods**

Councillors giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend up to 52 weeks by agreement if required.

In addition, where the birth is premature, the councillor is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.

In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52- week entitlement.

Councillors shall be entitled to take a minimum of 2 weeks paternity leave following the birth of their child (ren) if they are the biological father or carer of the child as nominated by their partner/spouse.

A councillor who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council.

Where both parents are councillors leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.

A councillor who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.

Any councillor who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six-month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six- month period.

Any councillor intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return.

Any councillor taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

### **3. Basic Allowance and Special Responsibility Allowances (SRA's) During Parental Leave**

3.1 All councillors shall continue to receive their Basic Allowance in full whilst on maternity, paternity, or adoption leave.

- **Special Responsibility Allowances**

Councillors entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave.

Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro-rata basis for the period of the temporary appointment.

The payment of Special Responsibility Allowances, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date of the next Annual Meeting of the Council, or until the date when the member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six- month period.

Should a Member appointed to replace the Member on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the

ordinary rules relating to payment of more than two Special Responsibility Allowances shall apply.

Unless the Member taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

#### **4. Resigning from Office and Elections**

4.1 If a member decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.

4.2 If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

#### **5. Ward Duties**

5.1 Councillors who take parental leave will be able to nominate another councillor to deal with local issues in their Ward. It will be the responsibility of the councillor to hold discussions with their preferred nomination to arrange this. Where this hasn't been possible, the councillor taking parental leave will need to raise this with their Political Group Leader.

5.2 Where a councillor has limited alternatives to nominate due to low political representation, the Leader will decide with the member the most appropriate way in which their ward duties can be covered.

5.3 Councillors are responsible for putting an out of office message redirecting queries to a designated councillor. However, if they still wish to respond to emails/correspondence whilst taking parental leave, they are at liberty to undertake this activity.

5.4 Committee Services will provide help and advice where appropriate and arrange for officers in service areas to respond to enquiries.

#### **6. Parental Bereavement Leave (miscarriage or still birth)**

6.1 A premature birth is defined as any birth which takes place before the 37th week of pregnancy. Neo-natal means "relating to new-born children". A child is classed as a neonate from their birth until the 28th day after their Expected Due Date.

6.2 If a councillor has a stillbirth on or after the 25th week of their pregnancy, they will still be eligible to receive parental leave and allowances as normal. If a councillor miscarries earlier than the 25th week of their pregnancy they will not qualify for

parental leave and allowances, and any time off will count as sickness absence. The Council will endeavour to support them throughout this difficult time.

6.3 The Council understands that it may not always be possible to notify it immediately of a premature birth, or a neo-natal care situation. However, it asks that the parent or a family member informs the Council as soon as possible so that the correct parental leave and allowances are received. The Council also asks that the councillor keeps Committee Services informed of any changes. The Council may require evidence of the premature birth/neo-natal care when possible. This could be in the form of a birth certificate or a copy of a discharge letter.

6.4 On a member's return to take up their duties the Council recommends they meet with their Group Leader (if applicable) and the Corporate Manager Governance and Civic Office to discuss whether any further support is required.

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## Appendix B Equality Impact Assessment (EQIA)

The characteristics protected by the Equality Act 2010 are:

<b>Disability</b>	<b>Age</b>	<b>Sex (gender)</b>
<b>Gender reassignment</b>	<b>Marriage/civil partnership</b>	<b>Pregnancy/maternity</b>
<b>Race</b>	<b>Sexual orientation</b>	<b>Religion/belief</b>

*By law we must have due regard to the need to:*

- (a) eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Act*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

In effect, this means that we need to ensure that our policies and services are fair, equitable and proportionate and where possible mitigate against any adverse impacts on people from the different protected characteristics.

In addition to the above protected characteristics, you should consider the impact of living in a **rural area** as part of this assessment. Where people live is not a characteristic protected by law, but for an organisation such as Babergh and Mid Suffolk District Councils it is good practice to consider carefully how location may affect people's experience of a policy or service.

The Rural-Urban definition defines the rurality of very small census-based geographies. Census Output Areas forming settlements with populations of over 10,000 (which are urban), while the remainder are defined as one of three rural types: *town and fringe, village, or hamlet and dispersed*.

Details	
<b>Service or policy title</b>	Law, Governance & Regulatory
<b>Lead officer</b> <i>(responsible for the policy or service/function)</i>	Corporate Manager Governance and Civic Office
<b>Officers carrying out the EQIA</b> <i>(at least one must have done EQIA training, and it is recommended that an officer responsible for the policy or service/function is involved in completion)</i>	Jan Robinson
<b>Is this new or a revision?</b> <i>(If revision state when previous EQIA undertaken)</i>	New
<b>Is this the first time this policy or function has been assessed?</b>	Yes
<b>Date of completing this EQIA</b>	11 <sup>th</sup> January 2023

**Appendix B**

**Equality Impact Assessment (EQIA)**

<b>Description</b>	
<b>What exactly is proposed</b>	
Introduction of Parental Leave Scheme for Councillors	
<b>Why?</b>	
Following a review of councillor allowances by the Independent Remuneration Panel one of their recommendations was to introduce a parental leave scheme for councillors to encourage a more diverse range of people into becoming councillor. Council endorsed the recommendation and requested that a parental leave scheme was formulated to come back to Council for approval.	
<b>What will the effect of the changes be?</b>	
Members will have an enhanced Councillor Allowance Scheme with the introduction of a parental leave scheme	
<b>How will it be implemented?</b>	
The decision is taken by Council and will be incorporated into the Members Allowance Scheme and the Constitution. The Scheme is administrated by the Corporate Manager for Governance and Civic Office and will be applied following a written requested by the Councillor requesting parental leave.	
<b>When is it due to start?</b> May 2023	
<b>Any other relevant details</b>	
<b>Data about the population</b>	
Members are made up from a diverse range of people. However, because of the nature of the work they undertake it is difficult to take time off formerly from their duties for more than six months without being disqualified from office. The agreement to introduce a parental leave policy will encourage people who are thinking about starting a family and enable them to remain in office throughout their pregnancy and parental leave including adoption leave.	
<b>What is the profile or make up of your service users by protected characteristics?</b>	
This information is not available	
<b>Implications for communities and workforce</b>	
<b>Disability</b>	
What is the impact on people with a disability (including children with additional needs) and what evidence do you have?	N/A



## Appendix B Equality Impact Assessment (EQIA)

<i>(If you do not believe there is any impact describe why not)</i>	
How does it have a positive or negative impact?	N/A
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Age</b>	
What is the impact on people of different ages and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	Improved provision for new parents may contribute towards increasing the diversity of experience and age of the Councils elected members alongside retaining experienced councillors.
How does it have a positive or negative impact?	Positive
What could be done to mitigate any adverse impact or further promote positive impact?	The Parental Leave Scheme will be promoted through our "Be A Councillor Campaign".
<b>Sex (gender)</b>	
What is the impact on people of different genders and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	N/A
How does it have a positive or negative impact?	N/A
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Gender reassignment</b>	
What is the impact on people who have undergone gender reassignment (i.e., transgender people) and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	N/A
How does it have a positive or negative impact?	N/A

## Appendix B Equality Impact Assessment (EQIA)

What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Marriage/civil partnership</b>	
What is the impact on people who are married or in a civil partnership and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	N/A
How does it have a positive or negative impact?	N/A
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Pregnancy/maternity</b>	
What is the impact on people who are pregnant women or those with a young child and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	Improved provision for new parents may contribute towards retaining experienced – and particularly female councillors
How does it have a positive or negative impact?	Positive
What could be done to mitigate any adverse impact or further promote positive impact?	The councillor allowance scheme is on the web site and is promoted as part of the becoming a councillor information.
<b>Race</b>	
What is the impact on people from different races or ethnic groups and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	N/A
How does it have a positive or negative impact?	N/A
What could be done to mitigate any adverse impact or further promote positive impact?	N/A

## Appendix B Equality Impact Assessment (EQIA)

<b>Sexual orientation</b>	
What is the impact on people according to their sexual orientation and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	N/A
How does it have a positive or negative impact?	N/A
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Religion/belief</b>	
What is the impact on people according to their religion or belief and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	N/A
How does it have a positive or negative impact?	N/A
What could be done to mitigate any adverse impact or further promote positive impact?	N/A

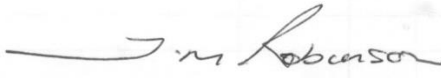
<b>Rurality</b>	
Where people live is not a characteristic protected by law: but for Babergh and Mid Suffolk District Councils it is good practice to consider carefully how location may affect people's experience of a policy or service.	
What is the impact on people according to whether they live in an urban or rural environment and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	N/A
How does it have a positive or negative impact?	N/A
What could be done to mitigate any adverse impact or further promote positive impact?	N/A

## Appendix B

## Equality Impact Assessment (EQIA)

<b>Making Decisions</b>	
Having completed this equality impact assessment indicate which decision is recommended to be taken.	
Should the policy or service be implemented as the correct course of action?	yes
Should the policy or service be amended as suggested by the report so that mitigating actions are taken to address an adverse or negative impact on any characteristic?	No
Should the policy or service be reviewed and revised more significantly to take into account its impact on different groups?	No
Should the policy or service not be actioned as there are too many negative impacts?	No

<b>Monitoring Impact</b>	
Assessing the impact on equality is an ongoing process that does not end once a policy or service had been agreed or implemented.	
How frequently will the policy or service be reviewed?	At least every four years when the Councillor Allowance Scheme is reviewed.
Who will be involved?	IRP and Corporate Manager for Governance and Civic Office
Will there need to be an action plan completed for any amendments?	None
What further evidence or consultation will be needed to check that the policy or service is working well?	All councillors are consulted at each review

<b>Completion</b>	
Author's signature	
Date of completion	23 June 2022



## Appendix B

## Equality Impact Assessment (EQIA)

Additional sources of data can be found on the following links:

<http://www.suffolkobservatory.info/Default.aspx>

<http://www.nomisweb.co.uk/>

<https://www.ons.gov.uk/>

<http://suffolkcf.org.uk/publications/hidden-needs-2016/>

<https://www.nao.org.uk/>

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# Agenda Item 14

## BABERGH DISTRICT COUNCIL

<b>TO:</b> Council	<b>REPORT NUMBER:</b> <b>BC/22/52</b>
<b>FROM:</b> Councillor John Ward Leader of the Council	<b>DATE OF MEETING:</b> 22 March 2023
<b>OFFICER:</b> Arthur Charvonia	<b>KEY DECISION REF NO.</b> N/A

### PAY POLICY STATEMENT 2023/2024

#### 1. PURPOSE OF REPORT

- 1.1 The Councils are required to produce a Pay Policy Statement for each financial year under Section 38 (1) of the Localism Act 2011. The Pay Policy Statement being recommended for adoption is attached at Appendix A. Babergh and Mid Suffolk District Councils have a single organisational structure with harmonised pay, grades, terms and conditions of service and have a single pay policy statement which covers both Councils. This report contains details of the Councils' 2023/24 pay policy statement for Councillors to consider and approve.

Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the Councils are required to report on their gender pay gap. The report based on data as of 31st March 2022 has been prepared, and this, with accompanying narrative, will be published on both the Councils' websites under the transparency requirements. The date for reporting is 31<sup>st</sup> March 2023. As the two Councils are sovereign bodies, a report must be published for each Council, but the combined data is more relevant due to the workforce being fully integrated. This report does not have to be approved by Council.

#### OPTIONS CONSIDERED

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

<b>2. RECOMMENDATIONS TO COUNCIL</b>
2.1 That the proposed pay policy statement for 2023/24 as set out in section 3 be approved.
2.2 That publication of the Council's gender pay gap, as of 31 <sup>st</sup> March 2022, be noted.
<b>REASON FOR DECISION</b>
2.3 To bring together all the relevant information to enable Councillors to approve the Council's pay policy statement for 2023/24. This must be formally approved by Full Council.

### **3. KEY INFORMATION**

- 3.1 The Localism Act 2011 and supporting guidance provides information and detail on the matters that must be included within this statutory pay policy. However, they also emphasise that each local authority has the autonomy to take its own decisions on pay and pay policies. The Pay Policy Statement must be formally approved by Full Council. The statement must be published on the Councils' websites, and when setting the terms and conditions of those in Chief Officer posts, the policy must be complied with.
- 3.2 In the context of managing scarce public resources, remuneration at all levels needs to be adequate to secure and retain high quality employees, but at the same time needs to recognise that it is public money.
- 3.3 This Pay Policy Statement includes a policy on:
- a) Level and elements of remuneration for each chief officer (for the Councils this is defined as Chief Executive, Deputy Chief Executive / Strategic Director and Directors)
  - b) The remuneration of the Councils' lowest paid employees
  - c) The relationship between the remuneration of the Councils' chief officers and other officers
  - d) Other specific aspects of chief officers' remuneration, use of performance related pay and bonuses, termination payments and transparency.
- 3.4 No changes have been made to the policies within Appendix A.
- 3.5 Also, under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the Councils are required to report on their gender pay gap. The report based on data as of 31st March 2022 has been prepared, and this, with accompanying narrative, will be published on both the Councils' websites under the transparency requirements by 31<sup>st</sup> March 2023.

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

### **4. LINKS TO THE CORPORATE PLAN**

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

### **5. FINANCIAL IMPLICATIONS**

- 5.1 An estimation of the financial impact of the NJC pay increases, effective 1 April 2023, have been built into the 2023/24 budgets.



## 6. LEGAL IMPLICATIONS

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

It should set out:

The remuneration of its chief officers

The remuneration of its lowest paid employees, and

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

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

## 7. RISK MANAGEMENT

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

<b>Risk Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation Measures</b>
If the salary ranges for the Chief Officers are set too low to attract suitable candidates or too high, then it could result in failure to recruit, or attract adverse publicity	Probable - 3	Bad - 3	Chief Officer pay (apart from that of the Chief Executive) was last reviewed and adopted in March 2022. The risk has reduced, however, there is still a risk relating to Chief Executive pay. Chief Executive pay is the subject of another report on the same Full Council agenda
If the pay policy legal framework is not complied with, then it could make any appointments null and void.	Unlikely - 2	Bad - 3	Formal approval required and through annual reviews.
If the pay policy is not applied fairly to all staff, then this could lead to equal pay claims which could also result in successful tribunal claims, leading to reputational damage and costs to the organisation.	Unlikely - 2	Bad - 3	HR involvement to ensure that policy is applied equally.

**8. CONSULTATIONS**

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

**9. EQUALITY ANALYSIS**

9.1 An EIA is not required for the pay policy as it is substantively the same as in previous years. An EIA will be carried out on any new pay and reward policy or process that is proposed.

9.2 The publication of the pay policy statement supports the Council in delivering its equality duty and links closely with the duty to publish workforce data such as the gender pay gap.

**10. ENVIRONMENTAL IMPLICATIONS**

10.1 None.

**11. APPENDICES**

Title	Location
Appendix A – Babergh and Mid Suffolk District Councils’ Pay Policy Statement 2023/24	Attached

### 1. PAY POLICY STATEMENT 2023/24

#### Requirements

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

#### Remuneration of Employees Who Are Not Chief Officers

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

- 1.8 There is also a group of staff on the 'National Agreement on Pay and Conditions of Services for Local Authority Craft and Associated Employees (commonly known as the 'Red Book')'. The Councils use a spot salary payment for this staff group of £31,615.
- 1.9 For the purposes of this Policy Statement, employees on the lowest increment within the Grade 1 pay band are defined as our lowest paid employees. This is because no employee of the Council is paid at an hourly salary level that is lower than this grade. On 31<sup>st</sup> March 2023, the full time equivalent (FTE) annual value of the lowest increment used within Grade 1 is £20,258. This rate exceeds the National Minimum Wage and the Living Wage set by the Living Wage Foundation. Apprentices are paid £10.43 per hour which is significantly higher than the National Minimum Wage rates for apprentices. This enables the Councils to attract and retain more apprentices.

### **Remuneration of Chief Officers**

- 1.10 The Councils share the following posts, which fall within the definition of 'Chief Officer' for the purposes of this Pay Policy:
- Chief Executive (the Councils' Head of Paid Service)
  - Deputy Chief Executive x 1
  - Directors x 9
- 1.11 The Chief Executive post was evaluated in 2016; the remaining posts were evaluated in 2021 using the Local Government Senior Managers' evaluation scheme. The pay grades for these posts were established and adopted in April 2022 following recommendations by East of England Local Government Association (EELGA) who carried out benchmarking on salary levels within the sector.
- 1.12 The value of the incremental points (Spinal Column Points) within each of the pay grades will be increased by the pay awards notified from time to time by the Joint Negotiating Committees for Local Authorities.
- 1.13 Chief Executive
- The Chief Executive is the Councils' Head of Paid Service. As of 31 March 2023, the annual full time equivalent (FTE) salary range for the grade of this post is £122,473 to £142,200. There are five incremental points in the grade.
  - It is the Councils' policy that the FTE salary range for the post of Chief Executive will normally be no greater than 8 x the FTE salary range of a Grade 1 'Green Book' employee. This is well within the recommended multiplier of no more than 12 x the lowest paid employee.

- The Chief Executive also receives a Returning Officer fee in respect of District and Parish Council Elections, and a Deputy Returning Officer fee for County Council elections. Each Council has agreed a scale of fees for this function dependent upon the number of contests at any given election. Fees for conducting UK Parliamentary Elections, Police & Crime Commissioner Elections and national referenda are determined by way of a Statutory Instrument.

#### 1.14 Deputy Chief Executive, Strategic Director, and Directors

- The Deputy Chief Executive reports to the Chief Executive. The Directors report to the Deputy Chief Executive and the Chief Executive. As of 31 March 2023, the annual FTE range for the Deputy Chief Executive and Strategic Director grade is £101,925 to £121,925. There are five incremental points in the grade.
- It is the Councils' policy that the FTE salary range for Deputy Chief Executive and Strategic Directors will normally be no greater than 7 x FTE salary range of a Grade 1 'Green Book' employee. The FTE salary for the Deputy Chief Executive does not exceed this range.
- The Directors report to the Deputy Chief Executive and Chief Executive. As of 31 March 2023, the annual FTE salary range for the Director grade is £79,925 to £91,925. There are five incremental points in this grade.
- It is the Councils' policy that the FTE salary range for the Director posts will normally be no greater than 5 x the FTE salary range of a Grade 1 'Green Book' employee. The FTE salary for Directors does not exceed this range.
- The Councils' Monitoring Officer and Section 151 Officer are shared between both councils at Director grade. There is no additional allowance paid for the Councils' Monitoring Officer or for the Section 151 Officer for undertaking statutory officer roles across two councils as this is built into their salary.

### **General Principles Applying to Remuneration of Chief Officers and Employees**

#### 1.15 Recruitment

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

#### 1.16 Pay Increases

- The value of pay increments within the grades may increase because of the Joint Negotiating Committee for Local Authorities negotiating pay rises. Individuals (including chief officers) may also progress within their pay grade.

Individuals cannot progress beyond the top increment within their pay grade. Progression arrangements within the grade will be dependent upon competency and performance.

#### 1.17 Termination of Office/Employment

- On ceasing to hold office or be employed by the Councils, individuals (including Chief Officers) will only receive compensation:
  - in circumstances that are relevant (e.g., redundancy)
  - that is in accordance with council policies on how to exercise the various employer discretions provided by the Local Government Pension Scheme (LGPS), and/or
  - that complies with the specific term(s) of a settlement agreement.

#### 1.18 Additional Remuneration

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

### **Gender Pay Gap**

1.19 Under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, the Councils are required to report on their gender pay gap. The report based on data as of 31 March 2022 has been prepared, and this, with accompanying narrative, will be published on both the Councils' websites under the transparency requirements. The date for reporting is 31 March 2023.

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