

Public Document Pack



COMMITTEE:	BABERGH CABINET
DATE:	MONDAY, 6 MARCH 2023 2.00 PM
VENUE:	KING EDMUND CHAMBER, ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH

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

This meeting will be broadcast live to YouTube and will be capable of repeated viewing. The entirety of the meeting will be filmed except for confidential or exempt items. If you attend the meeting in person you will be deemed to have consented to being filmed and that the images and sound recordings could be used for webcasting/ training purposes.

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded.

AGENDA

PART 1

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT

Page(s)

- | | | |
|---|--|--------|
| 1 | APOLOGIES FOR ABSENCE | |
| 2 | DECLARATION OF INTERESTS BY COUNCILLORS | |
| 3 | BCa/22/43 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2022 | 5 - 14 |
| 4 | TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME | |
| 5 | QUESTIONS BY COUNCILLORS | |
| 6 | MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY OR JOINT AUDIT AND STANDARDS COMMITTEES | |

7 FORTHCOMING DECISIONS LIST

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

[Forthcoming Decisions List » Babergh](#)

- 8 **BCa/22/44 GENERAL FUND FINANCIAL MONITORING 2022/23 - QUARTER 3** 15 - 32
Cabinet Member for Finance, Assets and Investments.
- 9 **BDc/22/45 HOUSING REVENUE ACCOUNT (HRA) FINANCIAL MONITORING 2022/23** 33 - 40
Cabinet Member for Finance, Assets and Investments.
- 10 **BCa/22/46 QUARTER 3 PERFORMANCE** 41 - 76
Cabinet Member for Customers, Digital Transformation and Improvements.

To note the information contained within the papers for the performance across the whole Council for the period 1 October to 31 December 2022 giving the opportunity to reflect and comment on progress made against the key priorities aligned to the Corporate Plan 2019 – 2027.
- 11 **BCA/22/47 COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE PROGRAMME MARCH 2023** 77 - 160
Cabinet Member for Planning
- 12 **BCa/22/48 PRIVATE SECTOR HOUSING ENFORCEMENT & CIVIL PENALTIES POLICY** 161 - 200
Cabinet Member for Housing.
- 13 **BCa/22/49 UPDATE ON SOCIAL HOUSING REGULATION AND THE OUTCOME OF THE REFERRAL TO THE REGULATOR OF SOCIAL HOUSING** 201 - 206
Cabinet Member for Housing
- 14 **BCa/22/50 BABERGH AND MID SUFFOLK CULTURE, HERITAGE AND VISITOR ECONOMY STRATEGY** 207 - 294
Cabinet Member for Economic Growth

Date and Time of next meeting

Please note that the next meeting is scheduled for Friday, 17 March 2023 at 9.30 am.

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

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

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.

Evacuating the building in an emergency: Information for Visitors:

If you hear the alarm:

1. Leave the building immediately via a Fire Exit and make your way to the Assembly Point (Ipswich Town Football Ground).
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 CABINET** held in the King Edmund Chamber, Endeavour House, 8 Russell Road, Ipswich on Monday, 6 February 2023

PRESENT:

Councillor: John Ward (Chair)

Councillors: Jan Osborne
David Busby
Alastair McCraw
Clive Arthey
Elisabeth Malvisi
Mary McLaren

In attendance:

Councillor(s): John Hinton – Chair of Overview and Scrutiny
Melanie Barrett
Simon Barrett
Adrian Osborne

Officers: Chief Executive (AC)
Deputy Chief Executive (KN)
Director - Operations (ME)
Director - Corporate Resources and Section 151 Officer (ME)
Director - Housing (DF)
Corporate Manager – Finance, Commissioning & Procurement (RH)
Shared Revenue Partnership Operations Officer (AW)
Licensing Team Leader (KP)
Assistant Manager – Governance (HH)

Apologies:

Jane Gould

91 DECLARATION OF INTERESTS BY COUNCILLORS

There was no declaration of interests made by Councillors.

92 BCA/22/38 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9 JANUARY 2023

Councillor Busby asked that paragraph 83.5 be amended to include: *other working adults in the same household were expected to contribute to Council Tax payments.*

It was resolved:

That with the following amendment the minutes of the meeting held on the 9 January 2023 be conformed and signed as a correct record of the meeting:

Paragraph 83.5: Councillor Busby queried whether other working adults *in the*

same household were expected to contribute to Council Tax payments.

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

None received.

94 QUESTIONS BY COUNCILLORS

None received.

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

There were no matters referred by the Overview and Scrutiny or Joint Audit and Standards Committees.

96 FORTHCOMING DECISIONS LIST

There were no comments made for the Forthcoming Decisions List.

97 BCA/22/39 GENERAL FUND BUDGET 2023/24 AND FOUR-YEAR OUTLOOK

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

97.2 Councillor Busby introduced the report and moved the recommendations 3.1 and 3.2 in the report which was seconded by Councillor McCraw.

97.3 Councillor McLaren referred to the Council's use of short - term external experts and those used on a regular basis such as auditors and asked whether a breakdown of the costs could be provided.

97.4 The Director of Corporate Resources responded that this level of details were not included in the report, but that a response would be provided outside of the meeting.

97.5 Councillor McLaren queried when the benefits of the solar panels installed at the Leisure Centre could be seen in the General Fund Budget.

97.6 The Cabinet Member for Environment detailed the process for storage of solar generated electricity at the Kingfisher Leisure Centre. She advised that the aim was to reduce the overall bill for electricity for the Leisure Centre. However, savings could not be provided until a full twelve months of data had been collected.

97.7 In response to Councillor McCraw's question regarding mitigating the Council's deficit, the Cabinet Member of Finance, Assists and Investments responded that this was detailed in the report, however it depended on

decisions from Central Government.

- 97.8 In responses to further questions from other Members attending the meeting the Director for Corporate Resources advised that the £1.4m forecast deficit would be covered by using all of the inflationary pressure reserve for the current year and the rest would be covered by the Strategic Priority reserve.
- 97.9 In response to additional questions from other Members attending the meeting Councillor Ward advised Members that Staff Costs were included in chart 4, page 2, which detailed employee costs against the forecast expenditure. However, he agreed that how the cost for staff was detailed in the report might be reconsidered, including posts that were funded by Government.
- 97.10 The meeting was adjourned between 2:30 pm and 2:36 pm.
- 97.11 The Chair stated that he had asked Simon Councillor Barrett to leave the meeting due to his disruptive behaviour.
- 97.12 Members debated on the issues including that the Council managed not to cut back on services, that this had been an informed budget process, that the Government had compensated significantly for business rates, but that consideration had to be made for savings on non-statutory services going forward as currently funding from Government was unpredictable.
- 97.13 Members continued to debate on the issues including that going forward the Council had to consider how to generate income from other sources to mitigate the funding gap, the Council tax increase in relation to the cost-of-living crisis, and that it was difficult to estimate what Government funding would be in the future.
- 97.14 Members thanked the Finance Team for the work they have undertaken for the budget.
By a unanimous vote

It was RESOLVED: -

- 1.1 That the General Fund Budget proposals for 2023/24 and four-year outlook set out in the report be endorsed for recommendation to Council on 20 February 2023.**
- 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, be endorsed for recommendation to Council on 20 February 2023.**

REASON FOR DECISION

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

and recommendation to Council.

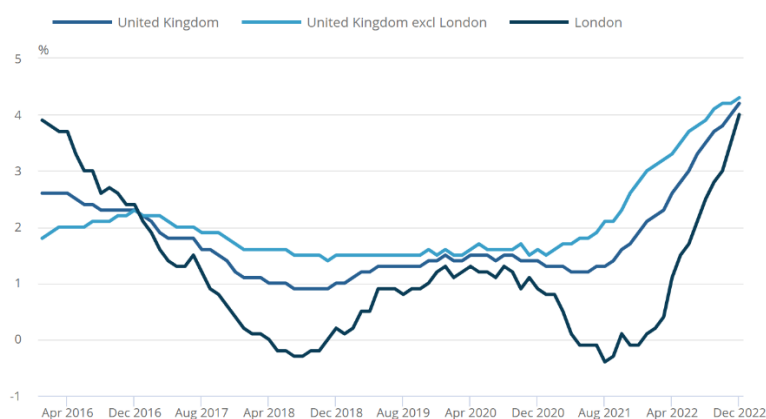
98 BCA/22/40 HOUSING REVENUE ACCOUNT (HRA) 2023/24 BUDGET

- 98.1 The Chair, Councillor Ward, invited the Cabinet Member for Finance, Assets and Investments, Councillor Busby to introduce the report.
- 98.2 Councillor Busby provided an introduction to the report and moved recommendations 3.1 and 3.2 in the report.
- 98.3 Councillor McLaren seconded the recommendations.
- 98.4 Councillor McLaren referred to the increase in rents for sheltered housing and asked whether additional resources would be available to manage issues around the rent increase and for any support for anxious residents.
- 98.5 The Cabinet Member for Housing, Councillor Osborne confirmed that additional staff resources would be required and that a programme to support tenants for this area of housing was in progress. There would be funding from both Central Government and from the Council's own resources. A good Engagement Policy had been approved recently and there were ongoing discussions with the tenant panel regarding the proposed rent increases.
- 98.6 Councillor Arthey queried whether data for the increase of rents for the private housing sector for comparison purposes could be provided and Councillor Osborne provided Members with details for private sector rents.
- 98.7 The Director for Housing asked that a chart of the of UK Private Rental Prices be included in the minutes (see below). The Director then stated that the Council had taken on housing stock under the understanding that there would be Government funding to maintain the upkeep of these, but which had not been forthcoming. The challenge for the Council was to keep tenants safe, warm and dry by keeping the housing stock up to a good standard, and therefore the Council had to increase rents to ensure that.

2. UK private rental prices

Figure 1: The UK annual private rental price percentage change rose to 4.2% in the 12 months to December 2022

Index of Private Housing Rental Prices percentage change over 12 months, UK and London, January 2016 to December 2022



Source: Office for National Statistics – Index of Private Housing Rental

- 98.8 Councillor McCraw advised Members that the cost-of-living crisis would develop further as privately rented properties were coming to the end of the mortgage period and that the any increases would be passed onto renters.
- 98.9 The Cabinet Member for Housing, Councillor Osborne stated that if the rent increase was not introduced this year, the Council would lose a large amounts of monies and would be unable to deliver all the Council's services in the long term.
- 98.10 In response to questions from other Members attending the meeting, the Director for Housing responded that she was aware of the issues around renting garages and that recruitment for a new post would be undertaken in April to address this issue.
- 98.11 Councillor Osborne added that the development report for the review of garage sites would be presented to Members after the election and that currently only three sites had been identified as suitable for future development due to the tenure on the sites.
- 98.12 The Cabinet Member for Finance, Assets and Investments, Councillor Busby advised Members that this had been looked into and most of the sites had parking problems not just issues with tenure.
- 98.13 Councillor Malvisi stated that the Council had a duty of care when redeveloping garage sites in relation to the safety removal of asbestos which was expensive.
- 98.14 Members debated on the issues including, that the Council sought to

continuously improve the standard of housing, and that the Government frequently changed the rules, which made it difficult to plan ahead for the Council.

- 98.15 Councillor Osborne reasoned that it was a good HRA budget, and the Council faced challenges in the future and could therefore not be complacent to ensure that a good level of service was delivered to residents in the District.

By a unanimous vote

It was RESOLVED: -

- 1.1 That the HRA Budget proposals for 2023/24 set out in this report, be endorsed for recommendation to Council on 21 February 2023.**
- 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.**

REASON FOR DECISION

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

99 BCA/22/41 BUSINESS RATES RELIEF POLICIES

- 99.1 The Chair, Councillor Ward invited the Cabinet Member for Finance, Assets and Investments, Councillor Busby to introduce the report.
- 99.2 Councillor Busby provided an introduction to the report and moved recommendations 3.1 and 3.2 in the report, which was seconded by Councillor Osborne.
- 99.3 Councillor McCraw asked for clarification of business rate relief in relation to businesses that had rateable value and hence had a multiplier in place. In response the Shared Revenues Partnership Operations Officer confirmed

that the multiplier had been frozen and that the business rate relief would automatically be raised to 75%.

- 99.4 Councillor Arthey queried whether village halls would be included in the relief scheme and the Shared Revenues Partnership Operations Officer confirmed that village halls would be entitled to this relief and that those who already had a reduction applied would automatically be included in this relief scheme, the remainder of village halls would be considered on a case by case basis.
- 99.5 Councillor McLaren queried the term hereditament in the report in relation to charity shops.
- 99.6 The Shared Revenues Partnerships Operations Manager clarified that hereditament was in effect properties and was a rating terminology, and that charity shops would be eligible to the business rate relief.
- 99.7 In response to questions from other Members attending the meeting the Operations Manager advised that public toilets received a government funded relief and that car parks were excluded as car parks did not come under retail and hospitality.

By a unanimous vote

It was RESOLVED: -

- 1.1 That Cabinet approved the introduction of the discretionary Retail, Hospitality and Leisure and Supporting Small Business rate relief policies as set out in appendix 1 & 2 for the 2023/24 financial year.**
- 1.2 That Cabinet gave authority to the Director for Corporate Resources in consultation with the Cabinet Member for Finance to agree future changes to the discretionary Retail, Hospitality and Leisure and Supporting Small Business rate relief policies for the life of the 2023 rating list.**

REASON FOR DECISION

To provide discretionary reliefs to support ratepayers in Babergh.

To enable the implementation of the discretionary schemes.

100 BCA/22/42 CONSULTATION OF A REVISED TABLE OF FARES FOR HACKNEY CARRIAGES

100.1 The Chair, Councillor Ward, invited the Cabinet Member for Environment, Councillor Malvisi to introduce the report.

100.2 Councillor Malvisi introduced the report and move the recommendations in the report, which was seconded by Councillor Arthey.

100.3 Members considered the recommendations and sought clarification from the Cabinet Member for Environment and the Director for Operations for recommendation 3.2.

100.4 In response to questions from other Members attending the meeting the Licensing Team Leader detailed the ranking of taxi charges for neighbouring councils in relation to the proposed taxi fare charges.

100.5 During the debate Councillor Ward stated that the increase in the taxifares had the support of the taxi trade.

By a unanimous vote

It was RESOLVED: -

That Cabinet agreed a new tariff table of maximum fares. Members were asked to approve a new tariff table of maximum fares with the following changes:

- i. **Miles & 1/10th Mile, replacing yards.**
- ii. **Tariff 1 reverts to tariff 2 (+50%) at 22:30 hrs each day instead of 23:00 hrs.**
- iii. **Tariff 4 is shown as an extra, due to size of vehicle/time of day, usage over 365 days of the year.**

REASON FOR DECISION

To decide on the preferred option and to undertake a public consultation exercise on a revised tariff table of maximum fares for Hackney Carriages within the District and to decide on the most concise, transparent fare table for the public to interpret.

It is widely understood that the cost of living has increased with higher transportation costs since the last rise in fares in June 2021.

NOTE:

Officer Decision made under the scheme of delegation by the Director of Operations – Key Decision Call-in Deadline on 15 February 2023

That Option 2: To vary the tariff table of maximum fares that may be charged by Hackney Carriage proprietors using a new table – miles & 1/10th Mile, and as detailed in the report number BCa/22/42 and recommended by the Licensing & Regulatory Committee be approved.

The business of the meeting was concluded at Time Not Specified.

.....
Chair

This page is intentionally left blank

Agenda Item 8

BABERGH DISTRICT COUNCIL

COMMITTEE: Cabinet	REPORT NUMBER: BCa/22/44
FROM: Councillor David Busby, Cabinet Member for Finance	DATE OF MEETING: 6 March 2023
OFFICER: Melissa Evans, Director, Corporate Resources	KEY DECISION REF NO. CAB381

GENERAL FUND FINANCIAL MONITORING 2022/23 – QUARTER 3

1. PURPOSE OF REPORT

- 1.1 This report considers the revenue and capital financial performance for the period April to December and highlights any significant variances expected for the financial year 2022/23.
- 1.2 As at 31st December an overspend of £667k on net expenditure is forecast. The Council set up an Inflationary Pressure Reserve of £500k in 2021/22 to mitigate against the impact of inflation in 2022/23. This would be used to fund part of the forecast overspend and the budgeted contribution of £527k to the Strategic Priorities Reserve would be reduced to £360k, as shown in Appendix A, section 2.

2. OPTIONS CONSIDERED

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

3. RECOMMENDATIONS

- 3.1 That, subject to any further budget variations that arise during the rest of the financial year, the net expenditure overspend position of £667k and forecast reserve movements, referred to in Appendix A, section 2 of the report, be noted;
- 3.2 The revised 2022/23 Capital Programme referred to in Appendix A, section 5 be noted.

REASON FOR DECISION

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

4. KEY INFORMATION

Background

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

5. LINKS TO THE CORPORATE PLAN

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

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

6. FINANCIAL IMPLICATIONS

6.1 These are detailed in the report.

7. LEGAL IMPLICATIONS

7.1 There are no specific legal implications.

8. RISK MANAGEMENT

8.1 Key risks are set out below:

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
We may be unable to react in a timely and effective way to financial demands	4	4	Continued monitoring and reporting of the Councils financial forecast during 2022/23 via quarterly reports to Cabinet. Reserves available to call upon.	SRR004BDC
Service delivery may not be accomplished If economic conditions and other external factors are worse than budgeted for it	3	3	Budget control framework in place with Budget Holders and Assistant Directors with the Business Partner model operating effectively to support this. Continued monitoring and reporting of the Councils financial forecast during 2022/23 via quarterly reports to Cabinet.	Finance, Commissioning and Procurement ORR005BDC

9. CONSULTATIONS

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

10. EQUALITY ANALYSIS

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

11. ENVIRONMENTAL IMPLICATIONS

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

12. APPENDICES

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

13. BACKGROUND DOCUMENTS

21 February 2022 General Fund Budget 2022/23 and Four-Year Outlook – BC/21/31

5 September 2022 General Fund Financial Monitoring 2022/23 - Quarter 1 - BCa/22/18

5 December 2022 General Fund Financial Monitoring 2022/23 - Quarter 2 - BCa/22/32

This page is intentionally left blank



General Fund Financial Monitoring Quarter 3 2022/23

Babergh District Council
March 2023



1. Background

1. Background

2. The General Fund Budget for 2022/23 was approved by Council in February 2022. In previous years, worst-case scenarios were typically used when putting budget proposals together. Amalgamating these assumptions across the whole organisation has resulted in underspends.
3. For 2022/23 stretching, but realistic, assumptions were used when putting budget proposals together across both expenditure and income. However, global events, rising inflation and interest rates have created an unprecedented financial challenge for the Council resulting in a likely overspend position.
4. Inflation, measured by the Consumer Price Index (CPI) increased significantly during 2022, reaching a peak of 11.1% in October before dropping to 10.7% in November. The increased cost of fuel, materials and services has been reflected in the forecast variances for 2022/23.
Attempting to curb inflation, the Bank of England has increased the base rate from 1.75% at the start of 2022/23 to 3.5% in December. These increases have been much greater than expected when the budget was approved and therefore an overspend on interest payable is forecast for 2022/23.
6. Employee costs are approximately 40% of the Councils revenue expenditure budget and an increase of 2.2% was included in the budget. A national pay award offer for 2022/23 of £1,925 from 1 April 2022 has been agreed for all staff. This equates to an increase of approximately 8% and an additional cost of £580k.
7. **Forecast outturn position 2022/23**
8. Budget monitoring is a key tool and indicator on the delivery of the Council's plans and priorities for the year. There will, of course, always be reasons why there are variances such as the current inflationary pressures.
9. Based upon financial performance and information from April to September (with emerging trends extrapolated to the end of the financial year) and discussions with budget managers and the Senior Leadership Team, key variations on expenditure and income compared to budget have been identified.
10. A net overspend of £667k is forecast for 2022/23 at the end of Quarter 3. The forecast overspend was £693k at the end of Quarter 2.
11. The key projected variances that make up this overspend are shown in the following sections of this report.
12. Recruitment remains challenging and the Council continues to experience a significant delays between people leaving the organisation and these posts being filled. However, underspends resulting from vacancies have been offset by the £1,925 pay award and temporary cover for vacant posts.

2. General Fund Revenue – Forecast

		Revised Budget £'000	Forecast at Q3 £'000	Forecast Variance £'000
<i>Net Service Costs</i>	Assets & Investments	461	548	88
	Communities & Wellbeing	879	873	(6)
	Corporate Resources	1,589	2,251	662
	Customer Operations	1,910	1,878	(32)
	Economic Growth & Climate Change	301	305	4
	Operations	3,658	3,373	(285)
	Housing	559	419	(140)
	Law & Governance	918	991	74
	Planning & Building Control	1,218	1,257	39
	HR & Organisational Development	461	489	28
	Senior Leadership Team	692	746	54
Net Service Expenditure		12,645	13,131	486
<i>Recharges</i>	Recharge to HRA/Capital	(1,347)	(1,359)	(12)
<i>Capital Financing</i>	Interest Payable	440	547	107
	Minimum Revenue Provision (MRP)	1,445	1,462	17
<i>Investment Income</i>	Pooled Funds Net Income	(569)	(500)	69
	Interest Receivable	(2,184)	(2,184)	-
Total Net Cost of Services		10,430	11,097	667
<i>Government Grants</i>	New Homes Bonus	(802)	(802)	-
	S31 Business Rates Grant	(1,486)	(3,153)	(1,667)
	Services, Rural Services & Lower Tier Grants	(481)	(481)	-
<i>Business Rates</i>	Baseline Business Rates less Levy	(1,555)	(409)	1,146
	Growth / Pooling Benefit	(333)	(342)	(10)
	Enterprise Zone income	(216)	(216)	-
<i>Council Tax</i>	Prior Year Deficit/(Surplus)	218	2,040	1,822
	Council Tax	(6,185)	(6,185)	-
<i>Council Tax</i>	Prior Year Deficit/(Surplus)	(116)	(116)	0
	Total Funding	(10,957)	(9,665)	1,291
Net Position Before Reserves		(527)	1,431	1,958
<i>Movement in Reserves</i>	Inflationary Pressures Reserve	-	(500)	(500)
	Council Tax & Business Rates Reserve		(1,291)	(1,291)
	Strategic Priorities Reserve	527	360	(167)
		0	0	0

Net Service Costs

- Explanations for these variances are provided in section 3, pages 4-11.

Capital Financing & Investment Income:

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

Business Rates:

- The Business Rates forecast reflects the NNDR1 figures for 2022/23. The prior year deficit will be met by S.31 grants received in 2022/23 and held in the Council Tax and Business Rates Reserve.
- At the end of January 2023 the collection rate was 89.95% compared with 87.09% for the same period the previous year

Council Tax:

- Council tax income is set as part of the budget with any variation in income recognised as a surplus or deficit to be carried forward in the Collection Fund and recognised in the following year.
- At the end of January 2023, the collection rate was 93.00%, compared with 93.25% for the same period the previous year.
- A surplus on the Collection Fund of £160k for Council Tax is forecast for 2022/23. Babergh's share of £21k would be realised in 2023/24 and has been built into the 2023/24 budget.

Reserves:

- A full breakdown of forecast reserve movements compared to the 2022/23 budget is shown in Section 4, page 12.
- £500k was put into an inflationary Pressures Reserve at the end of 2021/22 and this will be used to fund most of the forecast variance on the net cost of services.
- The Council Tax and Business Rates Reserve will be used to cover the timing differences between S.31 grants and gains/losses.
- A £527k transfer to the Strategic Priorities Reserve was included in the budget. This is forecast to reduce to £360k.

3. General Fund Revenue – Services Forecast Variance

	Variance To Budget £000's					Variance to Budget %	Commentary on Major Variances
	Employee Costs £'000	Operating Costs £'000	Income £'000	Movement in Reserves £'000	Total £'000		
Assets & Investments	(14)	83	18	-	88	19%	
Strategic Property	4	83	5	-	93	25%	<ul style="list-style-type: none"> • Completion date for surrendering Head Office floorplate later than budgeted - rent and service charges £49k overspend. • Reactive Chilton Depot repairs of £47k. • Overall electricity utility pressure on properties of £21k. • Consultancy on Asset Utilisation (£34k) underspend due to delay in Crown Commercial planning & mapping works which will now take place and have been budgeted for in 2023/24.
The Councils' Companies	(19)	0	13	-	(5)	-5%	
Communities & Wellbeing	(0)	320	(118)	(208)	(6)	-1%	
Communities	(0)	379	(161)	(208)	10	2%	<ul style="list-style-type: none"> • £145k additional income received from Suffolk County Council and £45k Warm Spaces funding. This is forecast to be spent this year on Holiday Activity & Food programme. Remaining costs relate to currently unallocated government funding for the Clinically Vulnerable. • Wellbeing Reserve funding of £200k for community projects approved as part of the budget and is expected to be spent in year.
Leisure Contracts	-	(59)	43	-	(16)	-6%	<ul style="list-style-type: none"> • The 22/23 budget was set with gas costs in expenditure and recharge income. The leisure provider procures gas directly, therefore budget shows variances to income and cost. • The (£16k) underspend is due to rates relief and below budgeted repairs for the year.

3. General Fund Revenue – Services Forecast Variance (Cont'd)

	Variance To Budget £000's					Variance to Budget %	Commentary on Major Variances
	Employee Costs £'000	Operating Costs £'000	Income £'000	Movement in Reserves £'000	Total £'000		
Corporate Resources	598	146	(83)	-	662	42%	
Finance, Commissioning & Procurement	598	146	(83)	-	662	42%	<ul style="list-style-type: none"> • Adverse variance due to budgeted Vacancy Management Factor of £500k, variances are shown in services. • Further cost pressure of £61k for interim staff to support the transformation project. • Bank charges for Pay 360 costs on customer transactions forecast to be £70k over budget based on costs to date. • Forecast overspend of £60k for insurance on assumption of a 10% inflationary increase on renewal in January 2023. • Broker fees for short-term borrowing have increased - £12k variance expected • £76k underspend forecast on security costs with work starting on former HQ building.
Customer Operations	(124)	60	(6)	38	(32)	-2%	
Communications	6	4	-	-	10	6%	
Customer Operations	(31)	41	-	(27)	(16)	-3%	<ul style="list-style-type: none"> • Underspend on employees costs due to vacancies in first half the of year. • £41k spend on Residents Survey & Inform Communications Subscription, partly funded by reserves.
ICT	48	5	(6)	(45)	2	0%	
Strategic Policy, Performance & Improvements	(148)	10	-	110	(27)	-10%	<ul style="list-style-type: none"> • Underspend on employee costs due to a team restructure. • Additional £10k costs for new performance software and citizen plan subscription. • Budgeted movement from reserves no longer required.
Economic Growth & Climate Change	(36)	258	(168)	(52)	1	0%	
Economy & Business	(36)	258	(168)	(52)	1	0%	<ul style="list-style-type: none"> • (£36k) under budget on salary costs with inflationary pressures being more than mitigated by some roles being funded from Covid reserve. • £258k of spend largely on Reopening of the High Streets Safely scheme funded by grant income and movement from reserves.

3. General Fund Revenue – Services Forecast Variance (Cont'd)

	Variance To Budget £000's					Variance to Budget %	Commentary on Major Variances
	Employee Costs £'000	Operating Costs £'000	Income £'000	Movement in Reserves £'000	Total £'000		
Housing	52	346	(583)	46	(140)	-25%	
PV Panels	-	(55)	63	-	8	6%	• Increased Maintenance costs on Photo Voltaic Panels
Housing Solutions	52	400	(646)	46	(148)	-21%	<ul style="list-style-type: none"> • Salary cost pressure due to pay award, mitigated by vacancies & one role moving to Planning. • £90k overbudget on B&B costs due to an unexpected increase over winter months. There was a £43k cost pressure paying rent arrears, heating, court costs etc to prevent homelessness. Other overspends on operating costs are funded by grants or reserves. • Additional income has been received in 2022/23: Favourable variance on Housing Benefit received in temporary accommodation (£84k), additional Homeless Prevention funding (£105k), agency funding from West Suffolk Council (£12k), HRA Year End Transfer (£101k), additional Rough Sleepers Grant (£61k), additional rents (£150k) expected and additional Household Support Grant of (£165k).
HR & Organisational Development	(18)	55	(1)	(9)	28	6%	
HR & OD	(18)	55	(1)	(9)	28	6%	<ul style="list-style-type: none"> • Employee underspend due to vacancies. • £55k over budget on centrally held recruitment & advertising costs for the council and additional costs on employee healthcare.
Law & Governance	(14)	79	9	-	74	8%	
Electoral Services & Land Charges	(17)	48	10	-	41	44%	<ul style="list-style-type: none"> • Employee underspend due to vacancies in first half of year. • £48k over budget as spend kicks in for May 2023 Elections. Funded by reserves. • £60k under budget forecast for Land Charges mitigated by (£50k) Elections Funding.
Governance & Civic Office	1	29	(1)	-	29	8%	£29k overspend on postage due to apparent increase in volume, usage and costs are being reviewed with the service provider.
Internal Audit, Risk & Data	2	1	-	-	3	4%	
Shared Legal Service	-	-	-	-	-	0%	

3. General Fund Revenue – Services Forecast Variance (Cont'd)

	Variance To Budget £000's					Variance to Budget %	Commentary on Major Variances
	Employee Costs £'000	Operating Costs £'000	Income £'000	Movement in Reserves £'000	Total £'000		
Operations	(4)	(153)	(140)	12	(284)	-7%	
Car Parking	1	(28)	5	-	(21)	-7%	<ul style="list-style-type: none"> • (£28k) underspend on equipment and tools budgeted for implementing the car parking strategy approved by October 2022 Cabinet, mapped implementation expenditure has been budgeted in 2023/24. • £5k Income deficit from Civil Parking Enforcement contract, service manager reviewing actuals with service provider.
Health & Safety, Business Continuity and Emergency Planning	(58)	(14)	-	20	(52)	-12%	<ul style="list-style-type: none"> • Employee cost underspend due to long-term absence. • Operating cost savings have been made by changing supplier for lone working devices and licences, resulting in a re-current saving.
Public Protection	12	53	(129)	-	(64)	-11%	<ul style="list-style-type: none"> • £10k overspend on taxi testing. • £43k overspend represents contribution of Contain Outbreak Management Fund costs to Public Realm for Covid related activity. • (£103k) total Covid 'COMF' funding direct employee costs for COVID backlog work and above contribution to Public Realm. • (£26k) additional income from fees, charges, licences, enforcement and new burden funding.
Public Realm	43	(49)	(6)	(10)	(22)	-2%	<ul style="list-style-type: none"> • Overspend on employee costs due to pay award. • (£65k) savings from insourcing street and road maintenance services. Additional resources including Seasonal Rangers and Biodiversity Projects have been reserve funded.
Recycling, Waste & Fleet	6	(116)	(10)	2	(118)	-10%	<ul style="list-style-type: none"> • (£116k) saving from historically low costs for Materials Recovery Facility (MRF) which is set quarterly based on tonnage and overall market commodity value. Mitigated partly by inflationary pressures on disposals of other materials and contract revaluations and supplier cost pressures. It is proposed that any underspend will be transferred fully in the Waste reserve to stabilise the medium-term budget pressures on the service. • (£10k) Service income ahead of budget
Service Improvement (Environment & Community Services)	(7)	-	-	-	(7)	-22%	Due to employee costs transferred to Finance Transformation Project.

3. General Fund Revenue – Services Forecast Variance (Cont'd)

	Variance To Budget £000's					Variance to Budget %	Commentary on Major Variances
	Employee Costs £'000	Operating Costs £'000	Income £'000	Movement in Reserves £'000	Total £'000		
Planning & Building Control	(161)	(19)	302	(82)	39	3%	
Building Control	(10)	7	29	-	27	32%	<ul style="list-style-type: none"> Income down over the winter months but expected to come back in the Spring.
Development Management, Heritage & Enforcement	(100)	59	292	(123)	129	24%	<ul style="list-style-type: none"> Some employee underspend due to vacancies. Operating costs include (£40k) underspend on legal costs offset by payment of £110k for a partial refund on an application (offset by reserves) Planning income significantly lower than budgeted for due to downturn in market. 23/24 budgets have been adjusted accordingly.
Service Improvement (Sustainable Communities)	1	0	-	-	1	3%	
Page 26 Strategic Planning	(53)	(86)	(20)	41	(118)	-21%	<ul style="list-style-type: none"> Employee underspend due to vacancies. Operating costs - £13k overspend on Community Infrastructure Levy legal costs (covered by 5% admin fee), (£100k) saving on Strategic Planning consultancy costs and (£25k) saving on legal costs this year, £29k higher costs on Neighbourhood Plan costs with some costs incurred sooner than expected. (£50k) extra income from 5% admin fee offset by £30k less on Neighbourhood Plan income, due to the timing of claim windows. £100k transfer from reserves not required due to savings in costs offset by increase to transfer to reserves of (£59k) for Neighbourhood Plan income.
Senior Leadership Team	83	0	(10)	(19)	54	8%	
Senior Leadership Team	83	0	(10)	(19)	54	8%	Overspend due interim cover and recruitment costs.
Grand Total	361	1,176	(779)	(274)	484	4%	

4. General Fund Revenue - Reserves

The projected balances for the Council's reserves, incorporating the forecasts in the previous section are shown below.

Reserves	Balance at 31st March 2022 £'000	Budget movement to reserves 22/23 £'000	Forecast movement to reserves 22/23 £'000	Budget movement from reserves 22/23 £'000	Forecast movement from reserves 22/23 £'000	Budget Balance 31st March 2023 £'000	Forecast Balance 31st March 2023 £'000	Committed funds £'000	Forecast Uncommitted Balance 31st March 2023 £'000
Business Rates & Council Tax	4,967		0	(2,471)	(3,438)	2,497	1,529	0	1,529
Business Rates Retention Pilot (BRRP)	812		35	(17)	(30)	795	817	(270)	546
Carry Forwards	420		0	(420)	(420)	0	0	0	0
Climate Change and Biodiversity	309		0	(92)	(54)	217	255	0	255
Community Housing Fund	140		0	(29)	(28)	111	113	0	113
Commuted Maintenance Payments	937		0	(16)	(110)	921	827	0	827
COVID 19	1,674		0	(141)	(113)	1,534	1,562	(340)	1,221
Elections Equipment	35		0	0	0	35	35	0	35
Elections Fund	70	20	20	0	0	90	90	0	90
Government Grants	259		3	(10)	(25)	249	237	0	237
Homelessness	277		0	(89)	(89)	188	188	0	188
Joint Local Plan	100		0	(100)	0	0	100	0	100
Neighbourhood Planning Grants	48	157	97	(29)	(29)	176	116	0	116
Planning (Legal)	668		0	0	(9)	668	659	0	659
Planning Enforcement	93	40	40	0	0	133	133	0	133
Rough Sleepers	88		0	0	0	88	88	0	88
Strategic Planning	93		0	0	0	93	93	0	93
Strategic Priorities	1,704	527	360	(171)	(507)	2,060	1,556	(775)	781
Temporary Accommodation	238		0	(43)	0	194	238	0	238
Waste	230		0	0	(19)	230	211	0	211
Well-being	176		0	(45)	(84)	131	93	0	93
Inflationary Pressures Reserve	500		0	0	(500)	500	0	0	0
TOTAL	13,838	744	555	(3,673)	(5,455)	10,909	8,937	(1,386)	7,552

5. General Fund Capital - Forecast

1. Background

- Use of capital and one-off funds is critical and needs to be linked into our future delivery plans.
- With complex capital schemes it is difficult to accurately assess the level of payments that will be made during the financial year. The Council continues to embark on new projects relating to investments and commercial delivery where it is difficult to accurately predict how payments will fall. Members should therefore focus on whether overall outcomes are being achieved because of the capital investment rather than variances against the plan for a particular year.

- Some items in the capital programme, such as the Strategic Investment Fund are unlikely to be fully spent in year, and some projects may be delayed due to the general supply and delivery issues, so the figures in Appendix B anticipate that a request will be made to carry forward some unspent balances at year-end. This reflects the review that was undertaken as part of the 2023/24 budget setting process, including whether all projects will be required.
- The budget, actual spend to 31st December 2022 and forecast spend for 2022/23 for the Capital Programme is shown below

BABERGH DC CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend to date	Full Year Forecast at Q3	Expected Carry Forward	Full Year Forecast LESS Budget (favourable)/ adverse Variance	Comments
GENERAL FUND	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
General Fund Housing								
Mandatory Disabled Facilities Grant	760	937	1,697	416	560	-	(1,137)	The variance represents DFG funding received but not yet spent. It will be used in future years.
Renovation / Home Repair Grants (formerly Discretionary Housing Grants)	100	(10)	90	49	94	-	4	
Empty Homes Grant	100	241	341	-	-	341	-	New Empty Homes Officer progressing cases and applications expected for this grant.
Grants for Affordable Housing	-	400	400	-	-	400	-	Potential schemes being considered for support
Total General Fund Housing	960	1,568	2,528	464	653	741	(1,134)	

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

BABERGH DC CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend to date	Full Year Forecast at Q3	Expected Carry Forward	Full Year Forecast LESS Budget (favourable)/ adverse Variance	Comments
GENERAL FUND	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Operations								
Replacement Refuse Freighters - Joint Scheme	2,060	-	2,060	1,987	1,989	71	(0)	10 of the 11 new refuse trucks ordered have been delivered. Additional truck to be delivered in 2023/24.
Recycling Bins	75	-	75	123	123	-	48	Higher demand due to development. More bins purchased at an agreed cheaper rate to guarantee availability and to protect against price increases.
Total Operations	2,135	-	2,135	2,110	2,112	71	48	
Public Realm								
Vehicle and Plant Renewals	100	144	244	247	247	-	3	Overspend due to the withdrawal of Welcome Back Funding for the purchase of 3 solar bins
Car Parks - Planned Maintenance / Enhancements	7	13	20	8	15	5	-	
Pin Mill - Planned Maintenance	115	-	115	-	10	105	-	Works now expected to take place in 2023/24
Total Public Realm	222	157	379	254	272	110	3	
Economic Development and Regeneration								
Belle Vue Refurbishment / Replacement	-	1,901	1,901	7	7	1,901	7	Belle Vue House is being marketed. The proceeds are to be used to partly fund the new park entrance which is on hold pending the sale of the house.
Total Economic Development and Regeneration	-	1,901	1,901	7	7	1,901	7	

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

BABERGH DC CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend to date	Full Year Forecast at Q3	Expected Carry Forward	Full Year Forecast LESS Budget (favourable)/ adverse Variance	Comments
GENERAL FUND	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Communities								
Play Equipment	50	199	249	-	150	99	-	Tendering for the works to three play areas. Further works earmarked for completion in 2023/24
S106 Open Spaces Grants	-	-	-	27	27	-	27	To be financed from S106 monies
Community Development Grants	117	80	197	56	182	15	-	Expectation is that the budget will be fully allocated by the end of the financial year. Prioritising projects where expenditure will be incurred in 2022/23.
Total Communities	167	279	446	84	360	114	27	
Leisure Contracts								
Kingfisher Leisure Centre - Planned Maintenance	100	641	741	94	200	541	-	Survey commissioned to draw up list of required works
Hadleigh Pool & Leisure - Planned Maintenance	50	403	453	-	100	353	-	Survey commissioned to draw up list of required works
Kingfisher Leisure Centre Refurbishment	-	-	-	-	9	-	9	Final Consultancy Fees
Hadleigh Pool and Leisure - New Pool and Refurbishment	-	258	258	39	9	-	(249)	Final Consultancy Fees
Battery Storage and Solar Car Ports	-	-	-	7	10	-	10	Timescales slipped into 2022/23 due to component shortage. Now complete.
Total Leisure Contracts	150	1,302	1,452	140	328	894	(230)	

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

BABERGH DC CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend to date	Full Year Forecast at Q3	Expected Carry Forward	Full Year Forecast LESS Budget (favourable)/ adverse Variance	Comments
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
GENERAL FUND								
Assets and Investments								
Corporate Buildings - Planned Maintenance / Enhancements	330	26	356	26	306	-	(50)	Includes planned Endeavour House refurbishment to complete before year end. Also to fix Chilton depot soakaway
CIL Funded Infrastructure Grants	-	-	-	92	93	-	93	To be financed from CIL
Strategic Investment Fund	-	2,906	2,906	129	200	2,706	-	There may be opportunities to buy property for income generation.
Regeneration Fund	64	6,528	6,592	89	412	0	(6,180)	Forecast relates to units brought back into use and initial works towards Hamilton Road project.
Regeneration Fund - Former Council Offices	-	2,841	2,841	990	2,841	-	-	
A1071 Roadside Commercial Workspace Development	1,075	(72)	1,003	8	100	903	-	Site to be developed for economic development purposes into a retail unit, office accommodation and business units.
Babergh Growth Ltd	500	-	500	-	-	500	-	
Total Assets and Investments	1,969	12,228	14,197	1,335	3,951	4,109	(6,137)	
Corporate Resources								
Replacement Finance Management System	325	-	325	67	175	150	-	Budget expected to be fully spent but implementation project running longer than originally anticipated
Total Corporate Resources	325	-	325	67	175	150	-	
Total Customers, Digital Transformation and Improvement	150	115	265	73	153	-	(112)	
Total General Fund Capital Spend	6,078	17,550	23,628	4,535	8,012	8,089	(7,528)	

This page is intentionally left blank

Agenda Item 9

BABERGH DISTRICT COUNCIL

COMMITTEE: Cabinet	REPORT NUMBER: BCa/22/45
FROM: Councillor David Busby, Cabinet Member for Finance	DATE OF MEETING: 6 March 2023
OFFICER: Melissa Evans, Director, Corporate Resources	KEY DECISION REF NO. CAB382

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

1. PURPOSE OF REPORT

- 1.1 This report considers the revenue and capital financial performance for the period April to December and highlights significant variances expected for the financial year 2022/23. As at 31st December the revenue position is forecast to be an adverse variance of £1.713m, as shown in Appendix A section 2.

2. OPTIONS CONSIDERED

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

3. RECOMMENDATIONS

- 3.1 That, subject to any further budget variations that arise during the rest of the financial year, the adverse variance of £1.713m, referred to in Appendix A, section 2 of the report, be noted.
- 3.2 The 2022/23 revised Capital Programme referred to in Appendix A, section 3 be noted.

REASON FOR DECISION

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

4. KEY INFORMATION

Strategic Context

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

5. LINKS TO CORPORATE PLAN

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

financially sustainable Council, managing our housing assets effectively, and property investment to generate income.

6. FINANCIAL IMPLICATIONS

6.1 These are detailed in the report.

7. LEGAL IMPLICATIONS

7.1 There are no specific legal implications.

8. RISK MANAGEMENT

8.1 Key risks are set out below:

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
We may be unable to react in a timely and effective way to financial demands	4	4	Continued monitoring and reporting of the Councils financial forecast during 2022/23 via quarterly reports to Cabinet. Reserves available to call upon.	SRR004BDC
Service delivery may not be accomplished if economic conditions and other external factors are worse than budgeted for it	3	3	Budget control framework in place with Budget Holders and Assistant Directors with the Business Partner model operating effectively to support this. Continued monitoring and reporting of the Councils financial forecast during 2022/23 via quarterly reports to Cabinet.	Finance, Commissioning and Procurement ORR005BDC

9. CONSULTATIONS

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

10. EQUALITY ANALYSIS

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

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 In support of the Council's commitment to be Carbon Neutral by 2030, several initiatives have and are being undertaken in relation to the housing and sheltered accommodation stock. These are set out in more detail below.
- 11.2 Since 2020, Babergh has installed 85 Air Source Heat Pumps in council owned homes.
- 11.3 Working alongside the Energy Savings Trust, every property within our housing stock (via a desktop exercise) has been evaluated, which has provided the council with current energy efficiency levels compared with what could be achieved and the level of investment required to achieve improved energy efficiency. The 'hardest to heat' homes will be targeted first. This now allows us to quantify the cost of capital environmental works to existing homes.
- 11.4 Oil fired / storage communal heating has been replaced with individual heat pumps.
- 11.5 The new homes 'design and technical specification' that incorporates carbon saving solutions will be launched alongside our 30-year Housing Business Plan in 2022.
- 11.6 Surveyors have been studying for the Retrofit Co-ordinators Diploma by the Retrofit Academy to better support the Council's ambition to retrofit existing properties.

12. APPENDICES

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

13. BACKGROUND DOCUMENTS

21 February 2022 Housing Revenue Account (HRA) Budget and Four-Year Outlook Report 2022/23 – BC/21/32

5 September 2022 Housing Revenue Account (HRA) Financial Monitoring 2022/23 - Quarter 1 - BCa/22/19

5 December 2022 Housing Revenue Account (HRA) Financial Monitoring 2022/23 - Quarter 2 - BCa/22/33

This page is intentionally left blank



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

**Babergh District Council
March 2023**



1. Background

1. Background

2. The financial position of the HRA for 2022/23 should be viewed in the context of the 30-year business plan. The budget set in February 2022 showed a forecast surplus position for 2022/23 of £511k.
3. A period of five years of annual rent reductions ended in March 2020 and councils were allowed to increase rents by the maximum of the Consumer Price Index (CPI) +1% for a period of five years from April 2020. Due to soaring inflation, this has been capped at 7% for 2023/24. This began to mitigate the impact of the 1% reduction on the 30-year plan. However, due to soaring inflation, rent increases have been capped to 7% for 2023/24, well below CPI.
4. Inflation, measured by the Consumer Price Index (CPI) increased significantly during 2022, reaching a peak of 11.1% in October before dropping to 10.7% in November.
Inflation is having a significant impact on employee costs, electricity costs and the cost of repairs, servicing tools and equipment. These increased costs have been reflected in the forecast variances for 2022/23.
6. With the Council's housing stock at over 3,500 homes there will always be unplanned events that affect the level of income and expenditure in any one financial year. Members should therefore consider annual variances in the context of the medium-term outcomes that the Council wishes to achieve.

7. Forecast HRA outturn position 2022/23

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

there are variances such as the current inflationary pressures.

9. Based upon financial performance and information from April to September (with emerging trends extrapolated to the end of the financial year) and discussions with budget managers and the Senior Leadership Team, key variations on expenditure and income compared to budget have been identified.
10. A net overspend of £1.2m is forecast for 2022/23 at the end of Quarter 3, a variance of £1.7m compared to the budgeted £0.5m surplus.
11. The key projected variances that make up this overspend are shown in the following section of this report.

12. Capital Programme

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

2. Housing Revenue Account (HRA) – Forecast

	Budget	Q3 Outturn 2022/23	Variance (favourable) / adverse
	£'000	£'000	£'000
Dwelling Rents	(17,273)	(17,483)	(210)
Service Charges	(598)	(572)	25
Non Dwelling Income	(183)	(216)	(33)
Other Income	(48)	(63)	(16)
Interest Received	(10)	(10)	-
Total Income	(18,111)	(18,344)	(233)

Housing Management (includes Tenancy Services, Housing Solutions and Corporate Resources)	3,096	3,738	642
Building Services	3,539	4,075	536
Repairs and Maintenance (all areas except Trades Team)	484	1,015	530
Depreciation	4,548	4,825	277
Interest payable	3,161	3,161	-
Revenue Contribution to Capital	2,633	2,633	-
Bad Debt Provision	139	100	(39)
Total Expenditure	17,600	19,546	1,946

Deficit / (Surplus) for Year	(511)	1,202	1,713
Strategic Priorities Reserve balance 31/03/2022		(16,096)	
Capital financing per budget		6,041	
Forecast reserve balance 31/03/2023		(8,853)	

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

Housing Management:

- £212k increased utility costs
- £129k Increase in staff costs for the pay award and new posts to support service transformation and a Shared Ownership Officer and Defects Co-ordinator
- £84k Capital One Housing and IT Consultant
- £51k increased Fire Prevention and Legionella testing costs
- £36k invoices for sheltered housing support services related to 2021/22 paid in 2022/23
- £28k Contract increases from Orwell and CBL Gateway to Homechoice etc
- £32k Grounds Maintenance contract increase from Public Realm
- £21k Subscriptions for Housemark, Housing Ombudsman and Acuity etc
- £49k Other inflationary increases and increased costs

Building Services:

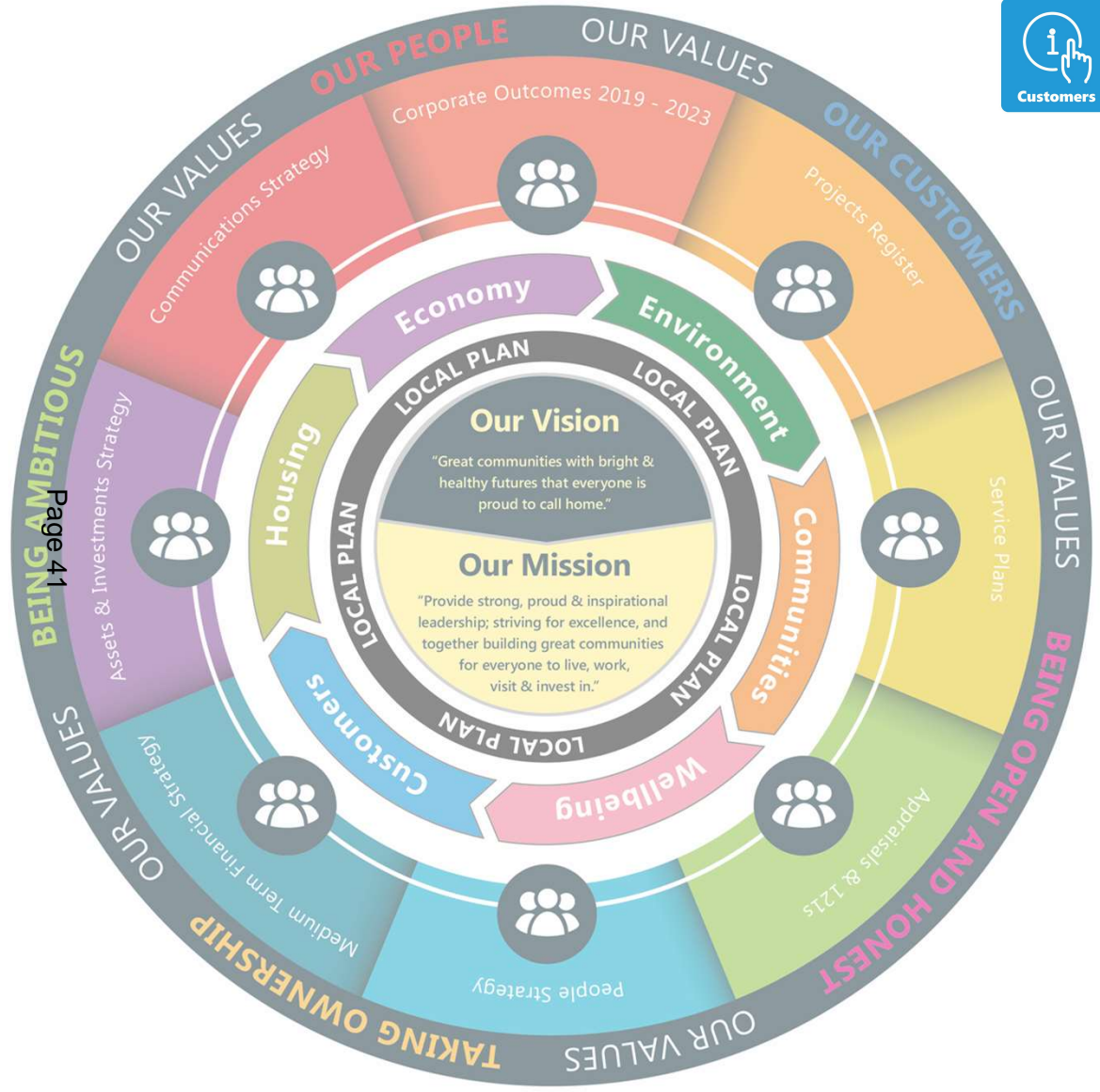
- £959k Repairs overspend on the use of Sub-Contractors to support the Trades Team in completing void properties and a significant increase in cost of materials with some items going up by up to 130%
- £39k inflationary increases to supplies and services
- £115k increased employment costs for new Consultant Building Services Surveyors Corporate Manager and additional Agency Costs to give time to fill permanent positions
- £7k compensation payments
- (£24k) Renewable Heat Incentive
- (£560k) increased recharges

Repairs & Maintenance: Overspend on the use of Sub-Contractors to support the Trades Team in completing a backlog of void and responsive jobs and a significant increase in cost of materials

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

3. HRA Capital - Forecast

CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual to date	Full Year Forecast at Q3	Potential Carry Forwards	Variance after Carry Forwards (favourable) / adverse	Explanation of Variances
HOUSING REVENUE ACCOUNT	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Housing Maintenance								
Planned Maintenance	4,726	729	5,455	2,204	3,945	900	(610)	There was a lack of technical officer capacity to define needs. Posts subsequently filled and contracts now being procured. Asset Management Strategy will be developed as part of the Building Services Transformation Programme.
Other Maintenance	1,374	1,049	2,423	1,391	2,211	-	(212)	
Housing IT Projects	111	-	111	34	74	37	0	It is expected that the tenant surveys and half of the tenant census exercise will be complete by year end. Carry forward will be to finish the projects in 2023/24.
Neighbourhood Improvements	500	872	1,372	3	3	1,369	-	Actively procuring contracts for fencing and hard landscaping works.
Council House Adaptations	200	300	500	374	500	-	-	Increased resource allocated, to enable the outstanding work to be completed before the end of the financial year
Horticulture and play equipment	70	60	130	-	-	130	-	The expectation is that the £130k will not be spent on various projects in 2022/23, and will need to be carried forward to complete in 2023/24.
New Build and Acquisitions								
New Build programme and Acquisitions	5,361	7,293	12,654	4,124	7,131	1,721	(3,802)	There have been delays in some projects due to problems with supplies of materials, contractor staff absences and planning issues. Whilst the situation has improved, there is still potential for projects not to complete before year end that will need to be carried forward into 2023/24. Some projects have been removed from the programme as not deliverable in the medium term or were scheduled to complete within the next 2-3 years, so it is likely that final delivery of those will be later than originally intended.
Total HRA Capital Spend	12,342	10,302	22,643	8,130	13,863	4,157	(4,623)	



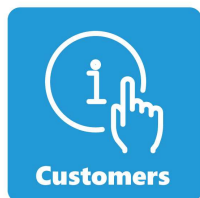
Quarter 3 Performance

Babergh District Council

6th March 2023 Cabinet

Agenda Item 10





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

Please note:

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

Babergh Economy

Headline Performance Indicators



160

Attendees at BMS
Innovation Awards

*22 businesses shortlisted
over 8 categories*

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

Economy

Objective 1: Connected & Sustainable

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

Progress:

- EOI prepared and submitted for Investment Zone designation for sites in Sudbury and Copdock. The initiative has since been cancelled by UK Government
- Support given to GoStart (Babergh community transport operator) in proposal to utilise S106 funding to provide new DRT/flexible scheduled service in Acton area and procure an electric minibus.
Delivered Cycling-themed public engagement stand at Sudbury green Sunday event(s) in partnership with STC, SCC and Cycling UK.
- Hadleigh Commercial Unit Development on track, shared legal instructed on incoming S106 land transfer and discussions well progressed with relevant parties including one freehold disposal to support funding viability.
- Belle Vue Café detailed design work underway to be finalised by Feb 2023
- Belle Vue House being re-marketed from January 2023 as retirement living deal discontinued following planning refusal
- Solar carport completed and launched by Councillors and delivery partners
- Work progressing on negotiations with National Trust for Changing Places facility in Flatford

Economy

Objective 1: Connected & Sustainable

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

What we plan to do next quarter:

- Belle Vue site elements to progress to next stages of programme
- Hadleigh scheme to progress into final design and towards planning application then Full Business Case (FBC) preparation towards report to Cabinet post election
- Continue work with Suffolk County Council (SCC) and other relevant partners to seek opportunities for, and help to facilitate, the delivery of Active Travel/LCWIP schemes – including preparing the Capel St Mary to Copdock route for active travel funding tranche 5.
- Continue internal behaviour change campaign around sustainable commuting options, and participate in Cycling UK's Big Bike Revival for workplaces.
- Continue a pilot phase within the CIL expenditure framework to fund LCWIP schemes – working up a methodology to progress schemes to the point that they can apply for delivery funding.
- Phasing options being reconsidered for scheme at Hamilton Road/Borehamgate with some further architect work pending a further structural survey.
- Considering alternatives for Bus Station/Borehamgate and HRQ in view of no LUF grant award
- Progress delivery of Flatford Mill changing places facilities with contractors appointed to carry out construction works.
- Development of a digital infrastructure plan to identify areas that need additional investment in high-speed broadband.

Economy

Objective 2: Innovative & Creative

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

Progress:

- Work on new Culture, Heritage and Visitor Economy Strategy has progressed with stakeholder consultation, cross-party member and cross-service officer working groups actively involved in the development of the strategy.
- Lead Genera appointed to develop new Inward Investment website
- Rural England Prosperity Fund Investment Plan (addendum to UK SPF) submitted on 30 November 2022.
- Marketing database of nearly 4,000 contacts created following Visit Suffolk campaign – monthly newsletters sent promoting activities and attractions across the District.
- Virtual High Street sign-up throughout the district ongoing throughout town centres, village high streets, business/retail parks and tourism areas, currently over 400 businesses on the platform. Third external licence agreed with Bury St Edmunds by Queue Technology.
- Digital Skills for Businesses project with MENTA complete, with 26 businesses from Babergh supported.
- Innovate Local market stalls project in Hadleigh and Sudbury complete for 2022.
- 2nd Innovation Awards held on 22nd October 2022 at Wherstead Park. 160 attendees and 22 businesses nominated over 8 categories. Queue Technology were announced overall winner.
- What's Next for Sudbury survey results being collated - strong support for mixed-use regeneration (73%), cinema and hotel (supported by 60% of respondents)
- Local Investment Plans for UK Shared Prosperity Fund approved just before Christmas. Project delivery phase starting in Q4.
- Belle Vue Park Public Art project and public realm entrance work paused due to planning changes.
- Hadleigh Market road closure and revised charging schedule signed off and first specialist market delivered.

Economy

Objective 2: Innovative & Creative

We will become a growing area for Innovation, Enterprise and Creativity in the East

What we plan to do next quarter:

- Begin project planning for Local Energy Showcase in 2023.
- Completion and launch of new Inward Investment website.
- Completion and publication of Culture, Heritage and Visitor Economy Strategy.
- Continue to support plans for redevelopment of key employment sites including Vanners, Delphi, Copdock, Brantham, and Sproughton.
- Continue to produce content for Visit Suffolk and promote locations for Screen Suffolk locations database.
- Consider future funding for Innovate Local scheme in Sudbury and Hadleigh for 2023.
- Continue to develop the Love Explore platform to include walks in Shotley Peninsula.
- Work with Innovation Labs on expansion of membership for Sudbury Hub including work with local schools and Job centre.

Economy

Objective 3: Skilled & Successful

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

Progress:

- Launch of Knowledge Transfer Partnership (KTP) "Lite" programme (Innovate to Elevate) with University of Essex at the Innovation Awards.
- Schools Enterprise challenge launched with one secondary school in Babergh signed up.
- Digital Skills for Businesses programme completed with around 40 businesses taking part in training and mentoring.
- Hybrid Careeriosity sessions delivered in Sudbury.
- Contract agreed for skills element of Shared Prosperity Fund and Lapwing appointed to deliver support for young people not in employment, education or training.

Page 48

What we plan to do next quarter:

- Appoint Innovation Manager for Innovate to Elevate programme with partner University of Essex and sign up first cohort of businesses.
- Commencement of Schools Enterprise challenge programme in schools.
- Carry out full review of the Careeriosity programme.

Babergh Environment

Headline Performance Indicators



16,971
Garden waste
subscribers

We had 71 less subscribers during winter months compared to last quarter, this is due to seasonal variation.



76

Incidents of fly tipping

Overall trend for fly tipping incidents shows a return to pre pandemic levels

13.4%
of recycling collected was
identified as
contaminated or too
small to process
(under 45mm)



The same level as quarter 2 - 13.4% with a 12-month rolling average of 14.6%

Environment

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

Progress:

- The council's new climate change manager, Ian Bowers, started in post on 16th September.
- New water filtration system at Kingfisher leisure centre is now live. The system is expected to deliver energy recovery and water savings benefits. Monitoring to assess efficacy is now under-way.
- The bid to the Office of Zero Emission Vehicles (OZEV) for EV charge points has been successful with circa £316k funding secured.
- Solar carport installation at Kingfisher leisure centre is complete and the launch has taken place with Councillors and the delivery partner. The project is now in its monitoring and evaluation stage.

What we plan to do next quarter:

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

Environment

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

Progress:

- Mowing regimes changed across 22,000m² of grassland to encourage wildflower growth. All areas mapped and data recorded to GIS software to assist with monitoring, scheduling and maintaining sites.
- Tree Canopy Survey published, with web maps providing the public with online access to ward-by-ward tree canopy data.
- Tree Planting Strategy underway.
- Successful bid to the Forestry Commission, Local Authorities Treescapes Fund to plant trees and hedgerow at Essex Avenue, Sudbury. Total grant value £20k for trees and £6k p.a. 2024 to 2027 for maintenance.
- Launch of 2022/23 Tree, Hedge and Wildflower planting programme with all parishes.

What we plan to do next quarter:

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

Environment

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

Progress:

- Currently 88% of food businesses in Babergh have the highest food hygiene rating of 5. Some of these businesses are being profiled on Twitter to raise awareness. There has been further engagement and enforcement with lower performing food businesses to improve compliance and standards to protect consumers.
- The Public Protection Team has been promoting their food hygiene intervention work via social media and LinkedIn which has been recognised and shared by the Chartered Institute of Environmental Health.
- The Parking Strategy was approved by Cabinet on 3rd October 2022.
- All three solar compactor smart bins (Sudbury) are installed and fully operational.

What we plan to do next quarter:

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

Customers

Headline Performance Indicators

Combined data for both councils



942

daily
web visits (av.)



375/520

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

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

32% call reduction from Q2 (driven by lower call volumes in December). Total of 520 customers attended the Hadleigh, Shotley and Sudbury CAP's, a 3% increase in face to face visits with a slight upturn in people visiting with Council Tax and Housing enquiries or to scan documents.



239

Social media responses
issued

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



88

email responded to
per day (av.)

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



53

compliments

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

Customers

Headline Performance Indicators

Combined data for both councils



97.7% of non major planning decisions in Babergh were decided in time

Page 54
23rd out of all local authorities



18%
abandon rate

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



193
stage 1 complaints

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



3 mins 44 seconds
wait time (av.)

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



2026/912
chatbot and automated telephone sessions

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

Customers

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

Progress:

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

Customers

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

What we plan to do next quarter:

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

Customers

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

Progress:

- We have launched a range of bookable 1-2-1 digital skills sessions in Hadleigh and Sudbury Libraries, which are taking place on the first Thursday of the month for the next three months. These sessions are bookable through our customers services team with the aim of helping our customer online.
- Helped to set up a survey for iPad users to gain more information about its usage and learn how we can further promote the offer and reduce digital exclusion.

What we plan to do next quarter:

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

Customers

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

Progress:

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

Page 58

What we plan to do next quarter:

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



Babergh Communities

Headline Performance Indicators



Community Grants

Q1-Q3 cumulative



£165,770.84

Capital Grant Allocation

84.19% of the budget has been allocated.

£14,857

Minor Grant Allocation

100% of the budget has been allocated.

£136,562.27

S106 Funds Allocated

Allocation towards 9 projects.

17

Voluntary, Community & Social Enterprise (VCSE) supported



Community Safety

Anti-Social Behaviour cases in Q3;

9

New ASB cases received at the ASB partnership panels

47

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

1%

of ASB cases open more than 6 months

0

ASB community triggers called for

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

The Anti-Social Behaviour (ASB), Crime and Policing Act 2014 introduced the Community Trigger. The trigger is designed to give victims of ongoing ASB the right to request a review of their case, and bring agencies together to take a collaborative approach to finding a solution.

Communities

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

Progress:

- Communities Officers have a geographic locality area of responsibility. They aim to support communities to bring about social change and improve the quality of life in their area by empowering communities.
- Hadleigh Monthly Community Forum: Communities Officer sign posting to Babergh's Winter Warmth funding available and they have subsequently accessed funding to form a network of warm spaces across Hadleigh.
- Officers continue to support the Hadleigh Ukraine support group for hosts and guests to share support available and ensure hosts and guests alike are aware of the services and support available. This has meant that guests experience of Hadleigh has been improved by the advice given by several council teams.

Communities

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

What we plan to do next quarter:

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

Communities

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

Progress:

- The Community Safety team supported the National Hate Crime awareness week from 8th-15th October giving us the opportunity to raise awareness of what hate crime is, how it effects individuals and communities and to encourage reporting. A communications plan was supported alongside partners to raise awareness of the campaign, other activities included a Lunch and Learn session delivered to staff with over 60 attendees.
- In support of the White Ribbon campaign - a national day of action to end violence against women and girls and the 16 days of action (25th November until 10th December), the team organised several activities including:
 - Hosting a lunch and learn session to raise awareness around domestic abuse. Guest speaker Teri Cudby from Suffolk Community Safety Team explored the role of a Domestic Abuse Champion and how staff can become involved.
 - Members of the Senior Leadership Team and Councillors signed the White Ribbon Promise to never use, excuse or remain silent about men's violence against women.
 - Launched an internal DA Champions Network-designed to develop a strong internal approach to domestic abuse; empowering front-line staff from a range of services to work together to enhance and share best practice.
 - Engagement event held at Suffolk One to raise awareness amongst young people
 - Liaised with local sports clubs to assist and engage with the campaign, helping to raise awareness. Sudbury Rugby Club wearing one white sock each for the match.
 - Launched a new Modern Slavery E-Learning package to employees to coincide with the Anti-Slavery Day campaign.
- A total of 9 new higher risk ASB cases were discussed at the Anti-Social Behaviour partnership panel in Q3 with the common denominator of drug use and poor mental health affecting behaviours. A further 47 low to medium risk ASB cases dealt with by our officers, covering a range of issues from complaints about youth nuisance, vehicle nuisance, drug nuisance, intimidation and graffiti/damage.

Communities

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

What we plan to do next quarter:

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

Communities

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

Progress:

- The Winter Warmth Support Grant opened for applications between £250 and £5,000 in October to support groups and non-profit organisations to cover the rising costs of energy, rent and food, and to keep operating without passing on increased costs to residents. Applications were assessed and awarded grants in November. In Babergh, a total of £55,000 was awarded across 30 applications. Funding has supported people with their health & wellbeing and the opportunity to keep warm.
- Lavenham Community Council were awarded £2,500, they hosted monthly film clubs, weekly coffee mornings and an after-school club, providing an enjoyable and safe recreation for the local community.
- East Bergholt Tennis Club were awarded £769.95 to provide indoor tennis sessions for children over the winter encouraging a healthy lifestyle, helping to build confidence and self-esteem.
- Community Development Grants support initiatives that arise from Neighbourhood Planning and from the Communities, Wellbeing and Leisure, Sport and Physical Activity Strategies, particularly where CIL is not available.
- Community Action Suffolk, Parent and Child Groups Training and Development have been awarded £8,018. This project involves organising training and development opportunities to volunteer led parents and child groups working across the Districts. The funding will shore up provision for parents and toddlers, improving the quality and safety of the settings and helping to ensure that each setting is sustainable in the longer term by helping them to become constituted and to get everything in place that they need.
- In Q3, 6 projects were supported through section 106 including: Play equipment at Gandish Road - East Bergholt Parish Council, play equipment at Millenium Green- Edwardstone Millenium Green Trust, Town Centre Signage - Sudbury Town Council, Kitchen Refurbishment - Woolverstone United Football Club, Floodlighting - Sudbury Rugby Club and play equipment - Nedging with Naughton Parish Council.

What we plan to do next quarter:

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



Babergh Wellbeing

Headline Performance Indicators



333

Children supported through the Holiday Activity Fund at Christmas

As well as 90 food hampers being available to families.



11

activities/provision run through the Holiday Activity Fund at Christmas



50% of children had improved mental health, 66.6% had improved physical health and 83% improved confidence after attending HAF activities

This is based on 6 responses provided from the Christmas activities.



60%

of clients scored improved wellbeing after 24 weeks through the Active Living referral pathway

140 active clients across both sites

Wellbeing

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

Progress:

- The Christmas Holiday Activity Fund programme was delivered with 11 different activities including Swimming with Abbeycroft, Family Park cooking, Teen Challenge days and Adventure days by Explore Outdoor. Other activities included Multi Activity Camps with Anglia Sports Management and Dramatic Arts with the Quay Theatre. Uptake was not as high as other holidays, however, this is a trend seen across all districts and boroughs and feedback is provided to the DfE. Food boxes were favoured over the activities, all 30 were collected in Sudbury and 59 out of the 60 available were collected in Hadleigh. Discussions with the families followed a theme of not being able to provide a full Christmas dinner without the boxes and likely to have eaten food of a lower quality. It was evident how much the box meant to families.
- ^{Page 66} October Half Term HAF: there were 7 different activities including film making, dance camps, football camps and swimming. A questionnaire was circulated to parents and guardians to see how their children found the programme and to gain a better understanding of what the children would like in future and how the programme can evolve. Results showed that 71% of children had built in confidence, had improved physical health and that they made new friends. Parent quote 'Feel very blessed to be able to use this facility as couldn't without the help, really appreciate it and my daughter benefits greatly'.
- Re-assessments for the ICOPE project (Integrated care of older people) are being finalised. 25 assessments have been completed across the patch, with 22 re-assessments completed or scheduled for January 2023. Once the re-assessments are complete, phase 2 of the project will commence which will no longer require involvement from the districts.
- The Active Living Referral pathway continues to be delivered at Hadleigh Leisure Centre and Kingfisher Leisure Centre by Abbeycroft Leisure, with 140 active clients across both sites and 60% of clients scored improved wellbeing after the 24-week programme. Further work commencing to implement a strength and balance programme with Ipswich & East Suffolk Alliance across the districts for 2023/24.
- Officers supported and partially funded the Memories Café in Hadleigh to host a Silver Sunday event which followed a 1940's themed celebration. There was a singer, dancing, tea and finger sandwiches as well as some games. 60 people turned up on the day and the feedback was excellent with attendees hoping for something similar in future. Silver Sunday was started as a response to social isolation and loneliness among the older population, but guests of all ages were invited to encourage inter-generational connections. Those that attended said their favourite moments from the day were 'socialising with like-minded people' and they enjoyed the 'integration of the young and the old'.

Wellbeing

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

What we plan to do next quarter:

- Orchestra Live's project is in early planning, where local dementia friendly groups or care homes will have the opportunity to enjoy listening to professional musicians playing, as well as being involved with the delivery and compilation of musical pieces. It is being planned that an ensemble of musicians will tour 3-4 settings across Babergh. Approaches to local groups including the Ansell Memories Café have begun, to promote the offer, planned for Spring 2023.
- The tender process for the Youth Social Prescribing project has been finalised, with the invitation for youth organisations to tender due to be issued mid-January. This project will place youth workers into high schools in both districts and for those workers to support young people to access activities that boost their wellbeing and resilience.
- Dementia building audit to begin in January 2023 and partnership working with Stowmarket Dementia Action Alliance and other Councils which will aid the work.
- Working with AFC Sudbury on Men's Mental Health Day. In discussions with the newly appointed Community Engagement Officer at AFC Sudbury, working with the football club, to help empower everyone in and around Sudbury to develop their physical fitness and mental wellbeing.

Babergh Housing Headline Performance Indicators



 **39**

Households placed into temporary accommodation

Demand for Temporary Accommodation has increased by 4 since the last quarter.

0


New Affordable Homes Built or Acquired

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



51

cases where homelessness has successfully been prevented or relieved


Performance continues to remain steady.

44


Properties relet (not temporary accommodation)

44 households have moved to accommodation to better meet their needs.

61


average number of days for standard VOID re-lets

VOID times are being closely monitored and work is in progress to drive these down.

Housing

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

Progress:

- 30 housing specific planning applications granted, which will deliver 377 homes.
- No new affordable homes handed over to the Council in this period as per the programme
- Engagement plan developed for land led scheme
- 8 Shared ownership plots were marketed with strong interest

What we plan to do next quarter:

- New software in use within delivery team for project and programme management.
- Develop the design work ahead of public engagement event
- Expecting 16 new homes via the Affordable Housing delivery programme
- Marketing of 6 shared ownership homes
- Continue development of Enterprise case management software and iPad usage in Development Management, Enforcement & Heritage

Housing

Objective 2: Digital transformation to improve services to our residents

Progress:

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

Housing

Objective 2: Digital transformation to improve services to our residents

What we plan to do next quarter:

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

Health of the Organisation

Headline Performance Indicators

Combined data for both Councils if not specified



2.23

average no. of days
sickness per FTE

Previous quarter 1.80



53,000

Babergh Twitter
impressions

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



126,647

Babergh Reach for
Facebook

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

Health of the Organisation

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

Progress:

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

What we plan to do next quarter:

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

Health of the Organisation

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

Progress:

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

What we plan to do next quarter:

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

Health of the Organisation

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

Progress:

- Work commenced on transforming Gold floorplate at Endeavour House with completion anticipated by March 2023 allowing decant from Lime floorplate into the new space.
- Draft outline business case prepared for Depot Project and working group for touchdown requirements in place.
- Work has commenced on compiling land and property data into Uniform (IDOX) Estates module and CadCorp GIS which will improve robustness of ownership and mapping data
- CIFCO rent collection rates continues to exceed KPI however the agreed reduced debt repayments were implemented at the end of Q3 for cashflow management and to support capital projects to maintain the portfolio.
- Babergh Growth has commenced work on site at Bowlers Croft, Corks Lane, Hadleigh (former HQ site in Hadleigh)

Page 75

What we plan to do next quarter:

- Progress Depot and Touchdown Projects – Finalise OBC for Depot and seek to secure budget at Full Councils in February.
- Continue programme of assets reviews, including energy audits, a compliance review and compiling an asset inventory for general fund held land and property and recording data in Uniform/CadCorp
- End of Year process for Companies and commencement of business plan reviews and future strategy for 23/24.
- Soft Marketing will commence at Bowlers Croft, Hadleigh with the erection of marketing hoardings and the initial marketing webpage going live.

This page is intentionally left blank

Agenda Item 11

BABERGH DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: BCa/22/47
FROM: Clive Arthey – Cabinet Member for Planning	DATE OF MEETING: 6 th March 2023
OFFICER: Tom Barker Director Planning and Building Control	KEY DECISION REF NO. CAB404

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

1. PURPOSE OF REPORT

- 1.1 The CIL Expenditure Framework and the CIL Expenditure Framework Communications Strategy were adopted by Mid Suffolk on the 21st July 2022 and by Babergh on the 6th October 2022. These documents were also accompanied by the CIL Key Dates calendar 2022/23 (see Background Papers).
- 1.2 The processes and governance around CIL expenditure is set out in these documents and the type of infrastructure that CIL monies can be spent on is set out in each Councils Infrastructure Funding Statement – Infrastructure List. (Background Documents refer).
- 1.3 CIL expenditure operates using a process of twice-yearly bid rounds which occur on the 1st - 31st May and 1st - 31st October each year. Once all the Bids have been validated, all valid Bids are then screened for the availability of s106 funds and other funding streams. Following this all valid Bids are prioritised using criteria set out in the CIL Expenditure Framework and recommendations on Valid Bids are included within a CIL Expenditure Programme for each District. The CIL Expenditure Programme for that District will be considered by that Councils Cabinet with decisions on all valid Bids either for Cabinet to make or for Cabinet to note (if the Bid has been determined using delegated powers).
- 1.4 This report seeks to obtain approval by Cabinet for Babergh' s CIL Expenditure Programme – November 2022 which forms Appendix A to this report. This report contains the assessment of five CIL Bids (B22-11, B22-03, B22-10, B22-16, and B22-14) including the judgements around the prioritisation criteria for those Bids (Appendix B).

2. OPTIONS CONSIDERED

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

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

3. RECOMMENDATIONS

- 3.1 That the CIL Expenditure Programme (March 2023) and accompanying technical assessment of the five CIL Bids B22-11, B22-03, B22-10, B22-16 and B22-14 (forming Appendices A and B) which include decisions on these CIL Bids for Cabinet to make as follows: -

Decisions for Cabinet to approve: - Ringfenced Infrastructure Funds (Stutton and Capel St Mary)

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the infrastructure	Cabinet Decision
B22-11 STUTTON Extension to the Village Hall. New Activity Room	Amount of CIL Bid £100,000.00 Total cost of the project £135,732.12 Total of other funding Valencia Community Funding or Parish Council £35,732.12	Recommendation to Cabinet to approve CIL Bid B22-11 for £100,000.00 from the Ringfenced Infrastructure Fund (Stutton)
B22-03 CAPEL ST MARY Play Area Improvements at the Playing Field	Amount of CIL Bid £100,000.00 Total cost of the project £187,916.13 Total of other funding S106 Funding £25,483.23 Parish Council £41,590.83 Capel Community Trust £20,842.07	Recommendation to Cabinet to approve CIL Bid B22-03 for £100,000.00 from the Ringfenced Infrastructure Fund (Capel St Mary)

Decisions for Cabinet to approve: - Ringfenced Infrastructure Fund (Monks Eleigh and Sudbury) and Local Infrastructure Fund

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the infrastructure	Cabinet Decision
B22-10 MONKS ELEIGH Play Area Improvements	Amount of CIL Bid £51,068.35 Total cost of the project £78,078.00 Total of other funding S106 £27,009.65	Recommendation to Cabinet to approve CIL Bid B22-10 for £51,068.35, £25,656.00 from the Ringfenced Infrastructure Fund (Monks Eleigh) and £25,412.35 from Local Infrastructure Fund
B22-16 SUDBURY Artificial Pitch and site development	Amount of CIL Bid £100,000.00 Total cost of the project £1,013,272.68 Total of other funding Club Funds £65,000 Anglian Water £150,000 Football Foundation £698,272.68	Subject to the grant of planning permission, recommendation to Cabinet to approve CIL Bid B22-16 for £100,000, £5,416.21 from the Ringfenced Infrastructure Fund (Sudbury) and £94,583.79 from the Local Infrastructure Fund

Decisions for Cabinet to approve: - Infrastructure Fund

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the infrastructure	Cabinet Decision
B22-14 EDWARDSTONE Millennium Green Play Equipment Upgrade	Amount of CIL Bid £11,445.29 Total cost of the project £15,298.38 Total of other funding S106 Funding £2,249.96 Edwardstone Parish Council £1,353.13	Recommendation to Cabinet to approve CIL Bid B22-14 for £11,445.29 from the Local Infrastructure Fund

	Edwardstone Millennium Green Trust £250.00	
<p>3.2 Cabinet are also asked to note and endorse this CIL Expenditure Programme which includes the position in respect of approved CIL Bids from Rounds 1 to 9 inclusive (including September and November 2022), (Appendix A Section B) together with details of emerging infrastructure /CIL Bids (Appendix A Section C).</p>		
<p>REASON FOR DECISION</p> <p>Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL on the 11th April 2016. The CIL Expenditure Framework (originally adopted in April 2018) has been reviewed with amendments adopted in March 2019, April 2020, March 2021, and 21st July 2022 (Mid Suffolk) and by Babergh on the 6th October 2022. The CIL Expenditure Framework requires the production of at least two CIL Expenditure Programmes for each District (per year) and contains decisions for Cabinet to make or note on CIL Bids for CIL expenditure. These decisions relating to the expenditure of CIL monies form one of the ways in which necessary infrastructure supporting growth is delivered.</p>		

4. KEY INFORMATION

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

- Bid round 10 opened on the 1st October and closed on the 31st October 2022. All new Bids received to date have been acknowledged. Under the CIL Expenditure Framework all Bids are examined and validated, and where valid they are then screened, consulted upon, and assessed against prioritisation criteria (under the agreed procedures). The decisions are then presented to Cabinet to make and/or note (where delegated decisions have been made). These are included in the CIL Expenditure Programme and the Technical Assessments, and both are presented to Cabinet to consider.
- This CIL Expenditure Programme document focuses on the following 5 CIL Bids (B22-11, B22-03, B22-10, B22-16, and B22-14). Further key information about these Bids is set out below (augmented by the Technical Assessments comprising Appendix B) as follows-.
 - **B22-11 STUTTON – New Activity Room**
 - The Stutton Community Association is proposing to extend the existing village hall provision. These proposed works will provide the village hall with a new activity room and the provision of a new toilet that is designed to disabled access standards and will be accessed by an existing rear entrance to the building.

- With the extension to the existing building the Sutton Community Association are hoping to increase the overall footfall to the site and provide a better experience for future and current groups and sessions that take place in the village hall. The village has recently had development both finishing and commencing in the local area. The extension to the village hall will meet this increase of population to the local and wider areas. Groups that currently use the hall are Meet up Mondays, Suffolk Sight, children with the play group and various types of dance classes. This also includes activities such as Pilates and chair-based exercise for a wide range of ages and abilities.
-
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £100,000 represents 74% of the total project eligible costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total project eligible costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.

- **B22-03 CAPEL ST MARY – Play Area Improvements at the Playing Field**

- The project will provide an up to date inclusive play area for a growing community. The existing facility is out dated and not fit for purpose for a community who have seen housing growth. The project will see an improved design and layout of the play equipment which will maximise space for play and provide seating for parents/guardians
- This proposal represents an “oven ready” scheme with evidence of wide community support that would provide additional leisure and community facilities for the community and encourages active outdoor play for the children. The project will be funded through collaborative spend, with the CIL fund portion being 62% of the project costs (see above) funded from the Ringfenced Infrastructure Fund for Capel St Mary, together with funding contributions from the Capel Community Trust and the Parish Council along with funds from s106 Developer Contributions.
- In view of the above the amount of CIL funding is regarded as acceptable under the terms of the current CIL Expenditure Framework as this CIL Bid of £100,000.00 represents 53% of the total project costs. It lies within the community infrastructure threshold of not exceeding £100,000 and 75% of the total eligible project costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.

➤ **B22-10 MONKS ELEIGH – Play Area Improvements**

- The project will provide additional play equipment on the existing playground area at the Village Hall at Monks Eleigh. The new equipment will provide an inclusive play area which will offer a wider age range of provision. This facility will benefit the children living in the village, visitors to the parish and the hirers of the Village Hall. The village has seen a development of 17 new houses which when occupied could result in additional families moving into the village who will benefit from the new additional play facilities.
- This proposal represents an “oven ready” scheme with evidence of wide community support that would provide additional leisure and community facilities for the community and encourages active outdoor play for the children. The project will be funded through collaborative spend, with the CIL fund portion being 65% of the project costs (see above) funded from the Ringfenced Infrastructure Fund for Monks Eleigh and the Local Infrastructure Fund together with funding contributions from Monks Eleigh Parish Council along with funds from s106 Developer Contributions.
- In view of the above the amount of CIL funding is regarded as acceptable under the terms of the current CIL Expenditure Framework as this CIL Bid of £51,068.35 represents 65% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,0000 and 75% of the total project eligible costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.

➤ **B22-16 SUDBURY – 3G Artificial Pitch and site development**

- AFC Sudbury are proposing to create a new 3G Artificial pitch for which they are seeking a contribution from District CIL. This project will be part of further additional construction that is taking place on the site. This will include additional disability car parking spaces and a small new unit for use by the club which will be used for catering.
- AFC Sudbury is embedded in both the local and wider communities of Sudbury and the Babergh area. The club have working partnerships with groups and organisations such as The Bridge (who work with disadvantaged adults such as dementia, learning disabilities and mental health issues), Local Schools and the Active Suffolk Partnership. AFC Sudbury also have inclusive programmes designed for women and girls to promote recreational provision in these groups.

- The construction of this new pitch will enable AFC Sudbury to increase their provision to provide services to the local and wider communities. The key beneficiaries will be young people from the ages of 3-4 upwards to those in later years of life. The new pitch will have no restriction on who can access the facility. It will also be used for students aged 16-25 who are part of the football in education programme at AFC Sudbury. This programme helps maintain young adults in education for longer. Overall, this project will ensure that the site is futureproofed.
- This project has the support of the Football Association (FA) who have detailed this in a letter provided with the CIL application. The FA are completing the procurement and planning permission processes for this project. **A decision on the grant of planning permission is expected by early March 2023 and this recommendation of approval is subject to planning permission being granted.**
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £100,000 represents 10% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total eligible project costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.
- **B22-14 EDWARDSTONE – Millennium Green Play Equipment Upgrade**
- The Edwardstone Millennium Green Trust, after consultation with residents, are proposing to upgrade their current play area. The Trust with Parish Council support are requesting CIL support to provide additional equipment to sit alongside that which already exists on the current play area site. This will provide greater choice and diversity for outdoor play and exercise for the children of the parish who visit the site whilst also allowing increased numbers of children to use the play area.
- The project will provide new play equipment including a four tower multi-unit, seesaw and resurfacing the ground to enable the site can be used all year round. The Parish Council will be providing new apparatus for younger children which will increase the diversity of the equipment and overall footfall to the play area. Using new sustainable materials to ensure longevity and equipment will ensure easier maintenance.
- The new play area will provide children with a new Metal climbing frame, tightrope circuit, slides and a new all-weather surfacing. The new group surfacing will ensure that the site can be used in all conditions. This apparatus will help in the development of the children's social and physical skills.

- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £11,445.29 represents 75% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total eligible project costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.

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

5. LINKS TO CORPORATE PLAN

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

6. FINANCIAL IMPLICATIONS

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

6.2 The CIL Regulations stipulate that CIL monies which are collected must be spent on Infrastructure. Before 1st September 2019, each Council was required to publish a list of infrastructure that they will put the CIL monies towards. These lists were known as the "Regulation 123 Lists". However, on the 1st September 2019, new CIL Regulations were enacted, with the CIL 123 Lists being abolished, and in order to provide clarity given this changing situation, each Council adopted a CIL Position Statement containing a list of infrastructure that it would spend its CIL monies on. The authority for this was provided by a Council decision in March 2019 when the first review of the CIL Expenditure Framework was undertaken, and a revised scheme was agreed (by both Councils). The CIL Position Statements were identical for both Councils.

6.3 However, these replacement documents (known as the CIL Position Statement) were replaced by separate Infrastructure Funding Statements (Infrastructure List) for both Councils. They were both approved by each Councils Cabinet in November 2020.

6.4 CIL is collected and allocated in accordance with the CIL Regulations 2010 (as amended). Each Council retains up to 5% of the total CIL income for administration of CIL. From the remainder, 15% is allocated to Parish or Town Councils (subject to a cap) but where there is a made Neighbourhood Plan in place this figure rises to 25% (without a cap). For those parishes where there is no Parish or Town Council in place the Council retains the monies and spends the CIL Neighbourhood funds through consultation with the Parish.

- 6.5 Since the implementation of CIL for both Councils on the 11th April 2016 there have been thirteen payments to Town/Parish Councils; these have taken place in October 2016, April and October 2017, April and October 2018, April and October 2019, April and October 2020, April and October 2021 and April and October 2022. At the time that the Neighbourhood payments are made, the 20% set aside for Strategic Infrastructure fund is also undertaken. The Strategic Infrastructure Fund money is stored separately to the Local Infrastructure Fund at this point. In addition, money is also stored in a Ringfenced Infrastructure Fund (explained in Paragraph 6.7 below). As this accounting requires Finance to verify the figures, daily accounting in this way would be too cumbersome and resource hungry to carry out. There is no adverse impact on the Bid Round process or cycle to this method of accounting. Indeed, these dates work well with the Bid round process. (Paragraph 1.3 refers).
- 6.6 The remaining 80% of the CIL monies comprises the Local Infrastructure Fund (with the exception of the monies held in the Ringfenced Infrastructure Fund - explained in paragraph 6.7 below).
- 6.7 Within the CIL Expenditure Framework, infrastructure provision for major housing developments is prioritised and ringfenced for spend against these housing projects. In this way housing growth occurring within the districts is supported by infrastructure provision. When commencement of these major housing schemes occurs, monies are collected according to the CIL payment plan in place. If the scale of development is large the CIL payment plan could be up to 5 equal payments collected over a two-year timescale. Smaller developments are required to pay the money in less instalments and over a shorter timescale. The monies (accrued from developments of 10 dwellings and above) are held in a Ringfenced Infrastructure Fund account separate from the Strategic and Local Infrastructure Funds to ensure the monies are safeguarded towards infrastructure supporting these developments. The remaining unallocated monies are known as the “available funds” and it is these that can fund the majority of CIL bids.
- 6.8 These available funds are:-
- Strategic Infrastructure Fund (including interest) as of 30th September 2022 = £2,292,327.91
 - Ringfenced Fund as of 30th September 2022 = £4,972,684.68
 - Local Infrastructure Fund as of 30th September 2022 = £2,970,664.44

6.9 These are expressed as follows:

EXPENDITURE	TOTAL
STRATEGIC INFRASTRUCTURE FUND	
Total Expenditure allocated in Bid Rounds 1-9	£531,103.56
Total Expenditure de-allocated in Bid Round 1-9	£17,237.50

Percentage of fund allocated to projects	19%
RINGFENCED INFRASTRUCTURE FUND	
Total Expenditure allocated in Bid Rounds 1-9	£395,744.44
Total Expenditure de-allocated in Bid Round 1-9	£1,651.01
Percentage of fund allocated to projects	7%
LOCAL INFRASTRUCTURE FUND	
Total Expenditure allocated in Bid Rounds 1-9	£1,978,359.39
Total Expenditure de-allocated in Bid Round 1-9	£183,970.52
Percentage of fund allocated to projects	42%
AVAILABLE FUNDS FOR BID ROUND 10 – MARCH 2023	TOTAL
Total amount available for Bid round 10 (March 2023) (Strategic Infrastructure Fund)	£2,292,327.91
Total amount available for Bid round 10 (March 2023) (Ringfenced Infrastructure Fund)	£4,972,684.68

Total amount available for Expenditure for Bid round 10 (March 2023) (Local Infrastructure Fund)	£2,970,664.44
--	---------------

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 these reviews
- 7.2 This report and the accompanying CIL Expenditure Programme for Babergh District Council – March 2023 – Appendix A (including the technical assessments comprising Appendix B) have also been endorsed as being sound and legally compliant by the Councils Shared Legal Service
- 7.3 Governance arrangements agreed in April 2018 and which have remained largely unchanged as part of the first second and third CIL Expenditure Framework reviews are clear in respect of the determination of these Bids.
- 7.4 Regulation 62 of the CIL Regulations 2010 (as amended) required CIL charging authorities to publish monitoring statistics for collection allocations and expenditure of CIL monies by the 31st of December for each year. The 2017, 2018 and 2019 Monitoring Report for Babergh are published on the website (see below).

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

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

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

- 7.5 Under the new CIL Regulations 2019, each Council has produced and approved an annual Infrastructure Funding Statement (dealing with both income and expenditure for both CIL, s106 developer contributions and Neighbourhood CIL). There is also a requirement for each Council to produce an “Infrastructure List” – a list of infrastructure projects that each Council is /or will be funding going forward. (Under the new CIL Regulations this must be produced annually by both Councils with the first one meeting a deadline of 31st December 2020.
- 7.6 For Babergh the current annual Infrastructure Funding Statement was produced and published in November 2022. This document (which includes the “Infrastructure List”) was published on the Councils Website in November 2022.(Background Papers refer).

8. RISK MANAGEMENT

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

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

Insufficient funds would be available for infrastructure.			recovery of CIL and s106 debt.	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
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.	2	3	Adopted Community Infrastructure Levy (CIL), secures investment on infrastructure via the planning process (which includes S106). Creating the Joint Corporate Plan, the emerging Joint Local Plan with associated Infrastructure strategy and Infrastructure Delivery Plan and Infrastructure Funding Statement will ensure that infrastructure across both Councils is addressed.	Strategic Planning Operational Risk register 33
Failure to produce a yearly Regulation 62 report would	1	2	The Infrastructure Team produces the required report which is checked and verified by Financial	Strategic Planning Operational

<p>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>			<p>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>	<p>Risk register 34</p>
<p>Failure to monitor due to an absence of staff undertaking this task. There is a risk that failure to monitor expenditure may result in CIL expenditure not being effective.</p>	<p>2</p>	<p>3</p>	<p>The software which supports CIL collection will be used to support CIL expenditure. In addition, it is envisaged that a twice yearly (at least) CIL Expenditure Programme will be produced which will include details of all allocated and proposed CIL expenditure and this together with the software will be used for effective monitoring.</p>	<p>Strategic Planning Operational Risk register 35</p>

<p>If too high a value is allocated into the Strategic Infrastructure Fund, there is a 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</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>

sustainable development.				
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.	2	4	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.	Strategic Planning Operational Risk register 38

Assurances (for collection of CIL monies)

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

Table 5

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

- 8.3 On the 18th December 2017 Joint Overview and Scrutiny received a fact sheet on collection and current thinking on CIL expenditure and questions were answered in relation to it. Members of that Committee were advised of the route map towards getting a framework for CIL expenditure formally considered. The resulting joint CIL Expenditure Framework, the CIL Expenditure Communications Strategy and the Timeline for the Expenditure of CIL and its Review were adopted by both Councils on the 24th April 2018 (Babergh) and 26th April 2018 (Mid Suffolk).
- 8.4 In May 2018 the results of an investigation by Internal Audit on behalf of the Assistant Director Planning and Communities (post title changed subsequently to Director Planning and Building Control) were produced following complaints regarding the CIL process in place for Babergh and Mid Suffolk. The investigation concluded: -
- “The information provided to the public in relation to the CIL process is superior to that found for some other Councils and the team go over and above the requirements when supporting applicants where resources allow them to do so. It is Internal Audit’s opinion that the Infrastructure team, even though working under challenging conditions with increasing numbers of applications, are providing a good service to customers and pro-actively looking for ways to improve where possible.”
- “The audit opinion is therefore high standard” – (paragraph 8.3 Table 5 defines)
- 8.5 In September 2018 Internal Audit conducted a review of CIL processes and released a written report. It contains a Substantial Assurance audit opinion (with two good practice points needing to be addressed relating to further clarification of “best value” (one of the criteria for assessing CIL Bids) and storage of all electronic communication. Both these matters have been addressed. The first point by including further explanation about Best Value in Appendix A; the second point through resource adjustments.
- 8.6 Within the first review process, information was captured from a wide array of sources and all feedback was shared with the Joint Member Panel including the recommendations of Overview and Scrutiny who met to discuss and review the operation of the CIL Expenditure Framework on the 19th November 2018. Their recommendations were considered as part of the first review of the CIL Expenditure Framework process by the Joint Member Panel.
- 8.7 On the 19th September 2019, a report was prepared for consideration by Joint Overview and Scrutiny on CIL expenditure with five witnesses including Infrastructure Providers, Cockfield Parish Council, and a member of the Joint Member Panel; the latter of which worked to inform the second review of the CIL Expenditure Framework. Joint Overview asked questions of the witnesses and concluded the following: -
- Joint Overview and Scrutiny Committee endorses the work of the CIL team (and the CIL Member Working Group) and notes that a fit and proper process is in place in respect of the bidding and allocation of CIL funds.
- 8.8 In line with the fourth review, both Councils agreed for the Joint Member Panel to inform a fifth review during Bid round 10 (in October 2022) so that any changes could be in place before Bid round 11 commences in May 2023. This fifth review took place, and the outcomes are likely to be considered by both Councils in March 2023.

9. CONSULTATIONS

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

- District Members-
- Parish Council
- Division County Councillor

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

9.3 Regular Parish events and Member briefings will continue to be held to familiarise all with the Expenditure Framework and how we can continue to work together to provide infrastructure for the benefit of our communities.

10. EQUALITY ANALYSIS

10.1 please see attached Screening report.

11. ENVIRONMENTAL IMPLICATIONS

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

12. APPENDICES

Title	Location
(a) Appendix A – CIL Expenditure Programme for Babergh – March 2023	Attached
(b) Appendix B – Technical Assessment of CIL Bids (B22-11, B22-03, B22-10, B22-16 and B22-14) – March 2023	Attached
(c) Appendix C – Screening Report for Equality Analysis (EQIA)	Attached

13. BACKGROUND DOCUMENTS

13.1 The CIL Expenditure Framework, the CIL Expenditure Framework Communications Strategy and the Infrastructure Funding Statement (including the Infrastructure List) together with the Key CIL Calendar dates for 2021/22 constitute background papers for this report. The original documents were adopted by both Councils in April 2018.

They were reviewed, amended and adopted by both Councils in March 2019, April 2020 and March 2021. They were further reviewed, amended and adopted by both Councils in July 2022 (Mid Suffolk) and by Babergh in October 2022.

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

- Current CIL Expenditure

[Appendix-A-The-CIL-Expenditure-Framework-Babergh-and-Mid-Suffolk-Final-amended-July-2022-.pdf](#)

- Current CIL Expenditure Framework Communications Strategy.

[Appendix-B-CIL-Expenditure-Framework-Communication-Strategy-Final-July-2022.pdf \(babergh.gov.uk\)](#)

- Current Key CIL Calendar dates – 2022/23

[Appendix-C-CIL-Expenditue-Calender-Key-dates-in-bold.pdf \(babergh.gov.uk\)](#)

- Infrastructure Funding Statement for Babergh – November 2022

[Appendix-B-BDC-IFS-21-22-Infrastructure-List.pdf \(babergh.gov.uk\)](#)

14. **REPORT AUTHOR**

Authorship: Christine Thurlow

Tel Number 01449 724525

Professional Lead Key Sites and Infrastructure

Email christine.thurlow@baberghmidsuffolk.gov.uk

This page is intentionally left blank



The Community Infrastructure Levy (CIL) Expenditure Programme

Babergh District Council

March 2023

Appendix A

CIL EXPENDITURE PROGRAMME March 2023

KEY FACTS

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

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

- All CIL expenditure must be in accordance with the Infrastructure Funding Statement – Infrastructure List publicised on the Website. The timetable for consideration of CIL bids is on the website and the fifth review of the CIL Expenditure Framework has occurred and is likely to be considered by both Councils in March 2023.

CONSIDERATION OF BIDS

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

PRIORITISATION OF FUNDS

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

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

PRIORITY HOUSING/EMPLOYMENT SCHEMES (commenced since adoption of CIL – 11th April 2016 to 20 December 2022)

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

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated where appropriate) (P)	CIL received to 20 December 2022	Infrastructure Requirements at the time of the Planning Application
SUDBURY	Walnut tree Hospital Walnut tree Lane	B/16/01192	49	£9,072.48	£9,072.48	None
BRANTHAM	Land North of Windy ridge, Brantham Hill	DC/18/01020	13	£693.41	£693.41	None
SUDBURY	Easterns, 31 Station Road	B/16/01670	15	£46,203.58	£46,203.58	Primary School: £12,181.00 Library Contribution: £3,240.00
LAVENHAM	Land adjacent to Bear's Lane	DC/17/04024	24	£264,990.44	£264,990.44	Primary School: £146,172.00 Secondary School: £91,755.00 Secondary School 16+: £19,907.00 CIL funding at a minimum cost of £73,086 Library Contribution: £5,184.00 Public Transport: £3,000.00 (Bus Stops)
STUTTON	Land West Of 35 - 40 Stutton Close	DC/19/01708	34	£439,950.41	£439,950.41	Affordable rented dwellings 7 Ecological Mitigation £5,722.88
GREAT WALDINGFIELD	Land Off Bantocks Road	DC/18/04309	32	£249,070.03	£249,070.03	None

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated where appropriate) (P)	CIL received to 20 December 2022	Infrastructure Requirements at the time of the Planning Application
COCKFIELD	Land To The West Of The Plough And Fleece Inn, Great Green	DC/19/02020	10	£185,368.30	£185,368.30	Response to DC/18/00306 consultation 02.02.2018: Primary School: £36,543.00 Secondary School: £36,710.00 Secondary School 16+: £19,907.00 Library Contribution: £2,160.00
LAVENHAM	Land South Of Howlett Of Lavenham, Melford Road	DC/19/03185	25	£271,572.19	£271,572.19	Primary School: £97,448.00 Secondary School: £110,130.00 Secondary School 16+: £19,907.00 Pre-School Provision: CIL contribution for early years of £18,273.00 Library Contribution: £6,480.00
MONKS ELIEGH	Site of Former Monks Eleigh C P School, Churchfield, Monks Eleigh, Colchester, Suffolk, IP7 7JH	DC/19/01463	17	£200,437.51	£40,087.50	Response to B/16/01718 consultation 16.01.2017: Primary School: £48,724.00 Pre-School: £12,182.00 Library Contribution: £3,672.00

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

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated where appropriate) (P)	CIL received to 20 December 2022	Infrastructure Requirements at the time of the Planning Application
LAVENHAM	Land North West And South West Of, Norman Way, Lavenham, Suffolk	DC/18/03615	25	£574,207.07	£316,033.14	Transport - £8,000 Public Rights of Way – £2,379 Shared ownership - £80,000
HADLEIGH	1 Middle Meadow, Hadleigh, Ipswich, Suffolk, IP7 6FW	DC/19/04128	15	£102,133.93	£81,707.14	None
BENTLEY	Oakleigh, Capel Road, Bentley, Ipswich, IP9 2DW	B/17/00003	16	P1-£0.00 P2-£75,077.98 P3-£87,124.35 P4-£0.00 P5-£72,764.63	P1-£0.00 P2-£0.00 P3-£0.00 P4-£0.00 P5-£0.00	Habitats Contribution - £1,200
BRANTHAM	Brantham Place, Church Lane, Brantham, Manningtree, Suffolk, CO11 1QA	DC/18/05177	15	P1 -£129,125.63 P2 -£39,845.77	P1-£103,300.52 P2-£0.00	Footpath – £25,000 Habitat Contribution - £121.89 Habitat Sites Contribution - £2,437.80
LONG MELFORD	Land To The East Of, Station Road, Long Melford, Suffolk, CO10 9HP	DC/21/02319	150	£1,380,036.43	£690,018.22	Early Years - £1,182.20 per dwelling Footpath - £30,030.00 Resident Travel Pack - £115 per dwelling
SUDBURY	Land North of Woodhall Business Park, Sudbury, Suffolk	B/15/01718	1150	Pre-CIL	Pre-CIL	Preschool - £1,000,000 Primary School - £5,005,728 Temporary Classroom – £250,000 Crossing Contribution – £75,000

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated where appropriate) (P)	CIL received to 20 December 2022	Infrastructure Requirements at the time of the Planning Application
						Bus Service - £600,000 Northern Road Crossing - £75,000 Highways - £45,000 Pedestrian & Cycle - £130,000 Rights of Way - £225,340 RTPI - £60,000 Travel Plan - £50,000 Travel Plan - £1,000 Town Centre Bus - £250,000 Waldingfield Road Crossing - £75,000 Play Spaces - £340,500 Sports Pavilion Commuted Sum - £811,540 Sports Pavilion - £1,320,000 Village Hall - £50,000 Village Hall Commuted Sum - £1,105,000 Library - £187,000 NHS - £417,151 Police - £141,847 Top Up Police - £422,500 Waste - £126,500 Woodhall - £12,900
HINTLESHAM	Land To The East Of, Duke Street, Hintlesham, Suffolk	DC/21/03718	14	£246,118.87	£49,223.77	RAMS - £121.89 per dwelling

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated where appropriate) (P)	CIL received to 20 December 2022	Infrastructure Requirements at the time of the Planning Application
BRANTHAM	Land South Of, Slough Road, Brantham, Suffolk	DC/21/04359	65	£832,910.59	£0.00	None
Elmsett	Land East Of, Hadleigh Road, Elmsett, Suffolk	DC/22/01754	44	£647,122.82	£0.00	None
East Bergholt	Land East Of The Constable Country Medical Centre, Heath Road, East Bergholt, Suffolk	DC/20/04663	75	£1,411,910.27	£0.00	Highways - £48,725.00 Highways Speed limit works - £15,000 Highways Passenger - £20,000 Highways Footpath - £13,725.00 SPA Impact - £10,750.00

AVAILABLE FUNDING FOR BID ROUND TEN (October 2022) for consideration by Cabinet in March 2023

Total Amount of CIL monies available up to 30/09/2022 (after deduction of the 5% CIL admin charge, the making of Neighbourhood CIL payments including payments made by 28th October 2021, allocation of 20% save for the Strategic Infrastructure Fund, the prioritisation of funds to meet the infrastructure costs associated with major housing developments (Ringfenced Infrastructure Fund) and approved Bids from Bid Rounds 1, to 9 (including September and November 2022): -

- **Strategic Infrastructure Fund** (including bank interest) - £2,292,327.91
- **Ringfenced Infrastructure Fund** – (Prioritisation of funds for major housing growth projects) £4,972,684.68
- **Local Infrastructure Fund** - £2,970,664.44

Total expenditure of CIL Bids in this programme in March 2023

- Strategic Infrastructure Fund - £0.00
- Ringfenced Infrastructure Fund - £231,072.21 (Sudbury, Monks Eleigh, Capel St Mary and Stutton)
- Local Infrastructure Fund - £131,441.43

Conclusions

5 CIL Bids are included in this CIL Expenditure Programme with spend from the Ringfenced and Local Infrastructure Funds. The remaining CIL Bids which are as yet undetermined will continue to be worked on. However, all will be subject to the amendments made to the CIL Expenditure Framework and the CIL Expenditure Framework Communication Strategy through the fourth review approved in July 2022 by Mid Suffolk and in October 2022 by Babergh. Any changes affecting those Bids will be discussed with the Bid authors. If the above recommendations to Cabinet to approve and note the CIL Bids are accepted, the remaining unspent CIL monies will be carried forward for spending in Bid round 11 in May 2023 as set out as below: -

- **Strategic Infrastructure Fund** (including bank interest) - £2,292,327.91
- **Ringfenced Infrastructure funds** (Prioritisation of funds for major housing growth projects) - £4,741,612.47
- **Local Infrastructure Fund** - £2,839,223.01

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

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

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

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

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
									space from the school. Matter is being discussed with SCC in respect any future expansion of the primary School given committed development in Shotley and catchment of school . The start of development being built out at the Ganges site is likely to be critical to this assessment.	
B21-06	ACTON Primary School, Lambert Drive, Acton, Sudbury, Suffolk	Acton Playgroup	No	£9,000	Yes	£9,000	No Bid invalid at present	No	Bid is submitted for a school premises but	Delegated decision on CIL Bid should discussions result in a favourable outcome

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
									not received from SCC as Infrastructure Provider as CIL Expenditure requires. Also Bid is for 100% District CIL funds. Bid being discussed	
B21-07	SUDBURY Provision of new entrance and new café/visitor facility	BDC Regeneration Team	Yes	£100,000	No	To be advised	No - Bid invalid at present	No	No grant of planning permission for the café (the design of which is currently being considered). Costings will also need to be provided with quotes.	Bid held in abeyance until it can be validated, and consultation can occur The Bid will be determined by Cabinet ultimately
B22-01	BURSTALL-Village Hall improvements	Community Bid – The	Yes - Provision of	Unknown at this stage	unknown	Unknown at this stage	No, Bid invalid at present	No	Form incomplete	Held over until later Cabinet meeting.

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
		Burstall Village Hall Committee	community facilities						Costings, permissions, and quotes currently being investigated by the applicant. Currently no timescales for delivery.	
B22-03	CAPEL ST MARY – Play Area Improvements at the Playing Field	Community Infrastructure Bid – Capel St Mary Community Trust and Capel St Mary Parish Council	Yes Provision of community facilities	£100,000.00	No – 53% of total project cost	Total project cost - £187,916.13 S106 Funding - £25,483.23 Parish Council £41,590.83 and Community Trust - £20,842.07	Yes, consultation commenced 19 th July 2022. Expiry date 2 nd August 2022	Yes	N/A	Recommendation to Cabinet to approve this CIL Bid of £100,000.00 from the Ringfenced Infrastructure Fund
B22-10	MONKS ELEIGH – Play Area Improvements	Community Infrastructure –	Yes Provision of community facilities	£51,068.35	No – 65% of total	Total project cost - £78,078.00	Yes consultation commenced 26 th January	Yes	N/A	Recommendation to Cabinet to approve this CIL Bid of £51,068.35, £25,656.00

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
		Monks Eleigh Parish Council			project cost	S106 £27,009.65	2023 Expiry date 9 th February 2023			from the Ringfenced Infrastructure Fund and £25,412.35 from the Local Infrastructure Fund
B22-11	STUTTON – New Activity Room	Community Infrastructure – Stutton Community Association	Yes Provision of community facilities	£100,000.00	No – 74% of project costs	Total project cost - £135,732.12 Valencia Community Funding or Parish Council (Who have also offered to help fund the project) £35,732.12	Yes consultation commenced 20 December 2022. Expiry date 9 January 2023	Yes	N/A	Recommendation to Cabinet to approve this CIL Bid of £100,000.00 from the Ringfenced Infrastructure Fund.
B22-13	NAYLAND WITH WISSINGTON – Village Hall Improvements	Community Infrastructure – Nayland with Wissington	Yes Provision of community facilities	£100,000.00	No – 37% of project cost	Total project cost - £273,000.00 excluding VAT Nayland Community	No, Bid invalid at present	No	Full funding package is not yet in place	Held in abeyance until all the funding streams have been received and the monies secured apart from CIL monies (as CIL is the final funder). Ultimately a Cabinet decision.

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
		Parish Council				Council - £10,000.00 Nayland Village Hall Management Committee - £10,000.00 Nayland Village Hall Management Committee Reserve Fund - £19,000.00 Endowment Fund - £14,700.00 Nayland Parish Council - £50,000.00				
B22-15	STANSTEAD – Play Area	Community Infrastructure – Stanstead	Yes Provision of community facilities	Unknown at this stage	unknown	Unknown at this stage	No, Bid invalid at present	No	Awaiting some detail No definite costings No business case received	Bid held in abeyance until it can be validated upon receipt of further information and consultation can occur

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
		Parish Council							Funding sources not provided Planning permission required?	
B22-17	ACTON – Public Right of Way resurfacing project Bun Meadow path	Community Infrastructure – Acton Parish Council	Yes Provision of community facilities	£6,600.00	No – 69% of the project costs	Total project cost - £9,584.00 Suffolk County Council Highways Locality Grant (Cllr Philip Faircloth-Mutton) - £1,500.00 Suffolk County Council PRow team - £500.00 Acton Parish Council - £1,000.00	No, Bid invalid at present	No	Delivery strategy being discussed with a view to reaching agreement	Bid held in abeyance until a delivery strategy has been agreed. Meeting between the Highways and Infrastructure Teams is due to take place on the 20th Feb 2023 to discuss the way forward in respect of the project.

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
B22-18	HADLEIGH – Layham Road Sports Ground new pavilion build	Community Infrastructure – Hadleigh Town Council	No	Unknown at this stage	unknown	Unknown at this stage	No, Bid invalid at present		Awaiting a fully completed application form with details of costings	Bid held in abeyance until it can be validated, and consultation can occur
B22-14	EDWARDSTONE – Millennium Green Play Equipment Upgrade	Community Infrastructure – Edwardstone Millennium Green Trust	Yes Provision of community facilities	£11,445.29	No – 75% of project costs	Total Project Cost - £15,298.38 S106 funding - £2,249.96 Edwardstone Parish Council - £1,353.13 Edwardstone Millennium Green Trust - £250.00	Yes, consultation commenced 20 December 2022. Expiry date 9 January 2023	Yes	N/A	Recommendation to Cabinet to approve this CIL Bid of £11,445.29 from the Local Infrastructure Fund
B22-16	SUDBURY – 3G Artificial Pitch and site development	Community Infrastructure – AFC Sudbury Ltd	Yes Provision of community facilities	£100,000.00	No – 10% of project costs	Total Project Cost - £1,013,272.68 Club Funds - £65,000	Yes, consultation commenced 20 December 2022. Expiry date 9 January 2023	Yes	N/A	Subject to the grant of planning permission, recommendation to Cabinet to approve CIL Bid B22-16 for £100,000, £5,416.21 from the Ringfenced Infrastructure Fund

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
						Anglian Water - £150,000 Football Foundation - £698,272.68				(Sudbury) and £94,583.79 from the Local Infrastructure Fund. The CIL funding is subject to the planning permission being granted.
B22-19	IPSWICH – New GP Surgery on old Toaks site	Health Infrastructure – Integrated Car Board	Yes, Provision of Health facilities	£1,200,000.00	No – 17% of project costs	Total project cost - £7,350,000.00 IBC S106 funds - £750,000.00	No, Bid invalid at present	No	Precise details of project currently unknown Business case not submitted Funding strategy not yet submitted	Bid held in abeyance until it can be validated, and consultation can occur The Bid will be determined by Cabinet ultimately

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

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. Project completed.

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
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. Project not complete but deadline for spend reached so part payment made.
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 Project completed under budget and monies returned to the Local Infrastructure Fund.
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. Project Complete
B07-18	VILLAGE HALL – Preston St Mary - Kitchen and Toilet Extension	635	£130,091.00	£0.00	£130,091.00 Local Infrastructure	Agreed by Cabinet in March 2019 CIL Bid offer letter Issued 13/03/19.

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
					Fund	Offer accepted. CIL Bid has expired, and the money has been returned to the Local Infrastructure Fund. New bid included in this report for Cabinet approval. Project time deadline expired.
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 25/9/19 Offer accepted Work commenced - Phase one of electrical works has begun in the kitchens. Materials & appliances being ordered. Remaining £7,738.64 to be claimed – Project Completed
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 25/9/19 Offer accepted. Project Completed
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. Project Completed - Building transferred on 20/05/2019
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

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
						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. Project complete. Came in under budget.
B14-18 Page 119	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. Project Complete
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. Money transferred to offset expenditure to date – Project Complete for CIL purposes
B19-01	COMMUNITY FACILITY – Long Melford (Village Hall improvements)	474	£6,808.00	£5,778.00	£1,030.00 Local	Agreed by Cabinet in September 2019. CIL Bid offer letter issued

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
					Infrastructure Fund	18/9/19. Offer accepted Works undertaken and project completed and coming under the allocated budget.
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. Works undertaken and project completed coming in under allocated budget.
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. Update 2021 – 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 project complete from a finance perspective. Another bid in for

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
						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 – Project completed
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 Project complete
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. Project Complete
B19 -15	COMMUNITY FACILITY – Lavenham – Car Park Water Street	667	£190,000.00	£155,914.15	£34,085.85 Local Infrastructure Fund	Agreed by Cabinet in March 2020. CIL Bid offer letter issued 17/3/20. Offer accepted. 03/08/2020 Update – Work ongoing in relation to this bid, timescale being affected by Covid 19 restrictions. Update Jan 2021 – 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

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
						soon as the site is acquired. Project Complete
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. Project Complete.
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. Project Completed under budget. Funds returned to the Ringfenced Infrastructure Fund.
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. Update Jan 2021 – 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. Project Completed under budget with funds returned to the Local Infrastructure Fund.

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
B19 -14	COMMUNITY FACILITY – Sudbury – St Peters	675	£75,288.00	£75,288.00	£0.00	Agreed by Cabinet in June 2020. CIL Bid offer letter issued 9/6/20. Offer accepted 26/06/2020 Update June 2021 Main contractors due on site in September, enabling work to be undertaken in August 2021. Project complete 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. Project Complete.
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 Project Complete.
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. Update Jan 2021 - 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. Project Complete.
B20-04	COMMUNITY FACILITY - Lavenham Tenter Piece Sheltered Accommodation	715	£36,054.00	£36,054.00	£0.00	Agreed by Cabinet in December 2020. Bid offer letter issued. Offer accepted. Project started and first

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
						stage payment made. Project complete
B20-05	COMMUNITY FACILITY - Lavenham Prentice Street Car Park	716	£109,000.00	£108,888.37	£111.63 Local Infrastructure Fund	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 Project Complete
B20-11 Page 12	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. Project Complete
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 Project Complete.
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. Project Complete
B20-16	OPEN SPACE FACILITY – Cockfield Green Ridge Howe Lane	723	£15,799.36			Agreed by Cabinet in March 2021 – Bid offer letter issued. Offer accepted 25/03/2021.

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
B20-14	EDUCATION – Holbrook - School extension for the creation of 10 places	733	237,750.00			Agreed by Cabinet in June 2021 – Bid offer letter issued. Offer accepted January 23 update – Awaiting claim for funds from SCC
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. Project Complete
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 Project Complete
B21-03	COMMUNITY FACILITY SUDBURY Go Start Community Transport (Registered Charity) Provision of Community Facilities and Transport Improvements	774	£2,024.72	£2,024.72	£0.00	Delegated Decision noted by Cabinet on the 5 th of September 2022 Bid offer letter issued. Offer accepted and works started on site Project Complete
B21-04	EDUCATION – BRANTHAM - Brooklands Primary School Education – Suffolk County Council	768	£345,360.00			Bid offer letter issued. Offer accepted and works started on site Jan 23 Update – Awaiting claim for funds from SCC
B21-05	COMMUNITY FACILITY – BENTLEY - Bentley Village Playing Field, Bentley	775	£5,706.00	£5,706.00	£0.00	Delegated Decision noted by Cabinet on the 5 th of September 2022 Offer letter sent and accepted

Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
						Project Complete
B22-04	COMMUNITY FACILITY – SUDBURY – CCTV at Kingfisher Leisure Centre	781	£5,416.21			Delegated Decision noted by Cabinet on the 5 th of September 2022 Offer letter sent
B22-02	COMMUNITY FACILITY – CAPEL ST MARY- Play Area Improvements and additional car parking spaces at the Community Centre	784	£100,000.00			Agreed by Cabinet in September 2022 – Bid offer letter issued. Offer accepted, signed acceptance dated 06/09/2022
B22-05	COMMUNITY FACILITY - COCKFIELD – Provision of a bus shelter	787	£25,028.08			Agreed by Cabinet in September 2022 – Bid offer letter issued. Offer accepted
B22-06	COMMUNITY FACILITY - SUDBURY – Provision of Community facilities Gainsborough House -	786	£152,504.86	£152,504.86	£0.00	Agreed by Cabinet in September 2022 – Bid offer letter issued. Offer accepted Project Complete
B22 - 07	COMMUNITY FACILITY - GREAT CORNARD – Provision of a car park	801	£55,927.50			Agreed by Cabinet in November 2022 – Bid offer letter issued. Offer accepted, signed acceptance dated 21/11/2022
B22 - 08	COMMUNITY FACILITY - GREAT WADINGFIELD – Provision of a car park	800	£30,824.92			Agreed by Cabinet in November 2022 – Bid offer letter issued. Offer accepted, signed acceptance dated 28/11/2022
B22 - 09	COMMUNITY FACILITY - LINDSEY – Befriending Scheme – provision of care farm with educational facilities	802	£100,000.00			Agreed by Cabinet in November 2022 – Bid offer letter issued. Offer accepted, signed acceptance dated 24/11/2022



Bid Ref	Project	Project Ref (Exacom)	Amount of CIL Funding Allocated	Project Spend	Unspent Funds Returned	Project Spend
Total CIL funding allocated in Bid Rounds 1 to 9			£2,905,207.39	£1,762,829.42	£202,859.03	



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

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

Project Ref	Project	Parties involved	CIL Funding if known	Project costs if known	Progress
EPB 22-05	COMMUNITY FACILITY – New Skate Park to serve Capel St Mary and surrounding villages	Chris Whitley – Capel Community Trust	£75,000.00	£100,000.00	Discussions have started. Project being progressed by the applicant. Applicant is working with planning concerning permissions that may be required for the project
EPB 22-07	COMMUNITY FACILITY – Freston Hill Cycling Lane	Shotley Peninsula Cycling Campaign	£75,000.00	£160,000.00	Discussions have started for this project with the Cycling group, Suffolk County Council, and internal departments in conjunction with the Councils Active travel Officer regarding the LCWIP.
EPB 22-16	WOLSEY GRANGE – Wolsey Grange Two – IBC Chantry Park Leisure Project and Bridge (cross boundary impact)	IBC and SCC	Unknown at this stage	Unknown at this stage	Discussions taking place. Cross Boundary Impact
EPB 22-19	COCKFIELD – Footpath	Steve Ball – Parish Clerk	Unknown at this stage	Unknown at this stage	Discussions have started with Parish Council
EPB 22-23	GLEMSFORD Library project	Suffolk County Council	Unknown at this stage	Unknown at this stage	Discussions have started and are at an early stage
EPB 22-24	LONG MELFORD Library project	Suffolk County Council	Unknown at this stage	Unknown at this stage	Discussions have started and are at an early stage
EPB 22-25	CAPEL ST MARY Library project	Suffolk County Council	Unknown at this stage	Unknown at this stage	Discussions have started and are at an early stage
EPB 22-26	SUDBURY - Waste project	Suffolk County Council	Unknown at this stage	Unknown at this stage	Discussions have started and are at an early stage
EPB 22-27	IPSWICH - Waste project (cross boundary impact)	Suffolk County Council	Unknown at this stage	Unknown at this stage	Discussions have started and are at an early stage
EPB 22-28	SUDBURY Library project	Suffolk County Council	Unknown at this stage	Unknown at this stage	Discussions have started and are at an early stage
EPB 22-31	STANSTEAD – Play Area	Stanstead Parish Council	Unknown at this stage	£50,000	25/10/2022 - Application forms sent to the Parish
EPB22-34	RAYDON – New Community Building	Nev Davenport – King George's Field, Raydon	£100,000	£600,000	Meeting requested by the Infrastructure Team with the applicant to discuss the project



Project Ref	Project	Parties involved	CIL Funding if known	Project costs if known	Progress
EPB 22-35	MONKS ELEIGH – EV charging points	Monks Eleigh Parish Council	Unknown at this stage	Unknown at this stage	Parish Council have been provided with contacts for assistance with the project.

This page is intentionally left blank

Appendix B – Babergh – CIL Bids under the Ringfenced Infrastructure Funds and the Local Infrastructure Funds.

Technical Assessment of Bid – Project B22-11 Extension to the Stutton Village Hall (from the Ringfenced Infrastructure Fund)

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>This project, which is being delivered by the Stutton Community Association, will deliver improved and additional facilities to the Stutton Village Hall for the local community and surrounding areas. This extension will enable the Village Hall to construct a new activity room to increase the provision of groups and events that the venue can hold.</p> <p>This additional activity room will be smaller than the large hall, which is not suitable for hiring for certain events such as smaller meetings and groups for example. It will be independent from the main community hall so that two lettings can take place at the same time. This project will also include the provision of a new toilet that is designed to disabled access standards and will be accessed by an existing rear entrance to the building.</p> <p>The new extension to the village hall will increase footfall to the site which will additionally come from the new housing developments in the local area. Groups that currently use the hall are Meet up Mondays for the elderly and disabilities, Suffolk Sight whose members are sight impairment, children with the local play group and dance classes. This also includes activities such as Pilates and chair-based exercise for a wide range of ages and abilities.</p>
Delivery /timescales	Summer 2023
Necessary other approvals	The remaining funding will be provided by Valencia Community fund. The bid will be subject to this funding being approved but the project lead has stated that the remaining 25% of the project cost could be found through other sources if the Valencia bid isn't successful. The project also has an offer of funding from the Parish Council. The District Councils planning department have confirmed that the required planning permission for the extension has been granted and no issues were raised.
Public or private land	Freehold land - Public

State aid details if any	There are no state aid concerns relating to this bid for CIL funding.
Details of future funding maintenance	Stutton Community Association will continue to maintain the existing community hall and this new extension

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

BIDS SCREENED	ASSESSMENT
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes - Provision of infrastructure by the community.
Can the infrastructure be provided using s106 funds	None available
Is Bid complete	Yes – Validation has taken place and all criteria has been met.
Has information been verified	Yes
Is this infrastructure linked to a major housing project which has priority?	Yes

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	Yes will assist with the expectation of greater footfall to and use of the village hall because of growth having taken place in the village.
Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk strategies or external strategies Babergh and Mid Suffolk support and/or input into	Yes – Community Provision. The aim is to provide an extension to the current village hall which will enable the venue to have increased footfall and usage via groups. It is hoped that with this extension the bookings for the hall will increase.
It represents key infrastructure (essential)	No

Value for money	Yes – The Infrastructure team has worked with the applicant to ensure that the project is value for money and that the most cost-effective quote has been used. The amount of CIL funding is £100,000 and represents 74% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total project eligible costs.
Clear community benefits	Yes – This project will provide a new extension to the village hall. This will provide additional internal space for the users and enable more groups and functions to take place at the hall.
Community support (including results of Consultation exercise.)	<p>Yes –The Neighbourhood Plan includes a specific Community Action to improve provision and access to community facilities. It quotes “ Village organisations will seek opportunities to improve provision and access to community facilities in particular to update the Community Hall”</p> <p>A consultation was completed with local Councillors. Please see the below comments:</p> <p>Councillor Simon Harley - <i>*Thanks very much for writing to me about this CIL project. I was aware that Stutton Village Hall were planning an extension and feel that it would be an appropriate use of CIL funds. I hope it will be approved and be able to go ahead*</i></p> <p>Councillor Mary McLaren - <i>* With reference to the Stutton Village Hall Extension and the Application for CIL Funding. As the local Ward Member for Stutton, Bill Hewlett has kept me regularly informed on the plans and the strategy for this CIL Application. Bill Hewlett has a great deal of experience in relation to Planning Matters and throughout this process has been very thorough in his application in achieving the outcome he envisaged for the benefit of the community of Stutton. I met with him a few weeks ago at the Village Hall and went through the plans. I was present at the Stutton Parish Council Meeting when they agreed to financially support the application and the Chairman and Councillors are fully behind the proposed Village Hall extension.</i></p> <p><i>The Village Hall is well used and its proximity to Stutton Community Shop enables them to benefit from the energy supplied by the PV panels on the Village Hall roof.</i></p> <p><i>I am delighted to support this application for CIL Funding and look forward to a positive outcome*</i></p>
Deliverability (“oven ready” schemes)	The project is ready to begin once the funding is approved.

Affordability (from CIL Funds)	The remaining funding will be provided by Valencia Community fund. The bid will be subject to this funding being approved but the project lead has stated that the remaining 26% of the project cost could be found through other sources if the Valencia bid isn't successful. The project also has an offer of funding from the Parish Council. This will be known in early April 2023. The District Councils planning department have confirmed that the required planning permission has been granted. The Stutton Community Association have also set aside an additional £5,000 for contingencies.
Timeliness	The project is looking to start in summer 2023.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)	The project is a collaborative spend between CIL and other sources of funding The total cost of the project is £135,732.12 Valencia Community Funding or Parish Council - £35,732.12 The CIL Bid Fund application is for £100,000
Community Bid – Funding percentage of project	74% of the eligible funding costs will be funded with CIL.
Supports housing and employment growth	Yes – By extending the current provision it will cater for the growing village and be accessible to users from the wider district.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – The Stutton Community Association will maintain the village hall using their own funds.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This project meets the CIL Expenditure Framework criteria and has been developed under the Community Infrastructure section under the Infrastructure Funding Statement (infrastructure List) for Babergh.
How does the proposal affect green infrastructure principles?	Low carbon & sustainable materials to be used where practicable.
How does the project address green/sustainability principles/infrastructure?	With additional and improved local facilities. Families in the local area will not be required to travel for recreation facilities. The project will be looking to use sustainable materials which will ensure longevity.

How does the project affect state aid implications?	No State aid concerns for this project
How does the project affect security and safety in the community?	The proposal will ensure that there is a local area that provides a safe place for groups to take place and people in the local area to use.

CONCLUSIONS

- The Stutton Community Association is proposing to extend the existing village hall provision. These proposed works will provide the village hall with a new activity room and the provision of a new toilet that is designed to disabled access standards and will be accessed by an existing rear entrance to the building.
- With the extension to the existing building the Stutton Community Association are hoping to increase the overall footfall to the site and provide a better experience for future and current groups and sessions that take place in the village hall. The village has recently had development both finishing and commencing in the local area. The extension to the village hall will meet this increase of population to the local and wider areas. Groups that currently use the hall are Meet up Mondays, Suffolk Sight, children with the play group and various types of dance classes. This also includes activities such as Pilates and chair-based exercise for a wide range of ages and abilities.
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £100,000 represents 74% of the total project eligible costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total project eligible costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.

RECOMMENDATION

Recommendation to Cabinet to approve the decision for CIL Bid for £100,000.00 which is 74% of the total project eligible costs from the Ringfenced Infrastructure Fund.

Technical Assessment of Bid – Project B22-14 Edwardstone Play Area (from the Local Infrastructure Fund)

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>This project will provide additional children’s play equipment within the current play area site at the Edwardstone Millennium Green. This additional equipment will enhance the current provision of the site to add inclusively to further age groups of children who wish to use the play area. This increased inclusivity will mean that footfall increases to the site and provide a greater range of apparatus for use by families in the area.</p> <p>The new equipment will use improved materials which will ensure sustainability, be easier to maintain and a longer life span.</p>
Delivery /timescales	Once the CIL funding is approved
Necessary other approvals	The remaining funding will be provided by a Community Grant, Section 106 grant, The Millennium Green Trust and funding from the Parish Council. These have all been secured or agreed in principle. It has been confirmed by Planning that no permission would be required due to the new equipment remaining within the confines of the existing fenced off designated play space.
Public or private land	Freehold land which is public
State aid details if any	There are no state aid concerns relating to this bid for CIL funding.
Details of future funding maintenance	<p>The Millennium Green Trust uses volunteers to carry out the routine maintenance for the site.</p> <p>Equipment will be annually inspected in line with current obligations and repairs funded by the Parish Council as required</p>

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

BIDS SCREENED	ASSESSMENT
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes - Provision of infrastructure by the community.
Can the infrastructure be provided using s106 funds	Section 106 funding has been accessed for this project - £2,429.96
Is Bid complete	Yes – Validation has taken place and all criteria has been met.
Has information been verified	Yes – Validation complete
Is this infrastructure linked to a major housing project which has priority?	No

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or	Yes – Community Provision. The aim is to provide a safe area, where parents with can meet while their children engage in outdoor play. This will help in the development of the children's imagination as well as social and physical skills

Infrastructure Strategies or other Babergh and Mid Suffolk strategies or external strategies Babergh and Mid Suffolk support and/or input into	. These new facilities will help in supporting the health and wellbeing of both pre-school children (and their parents).
It represents key infrastructure (essential)	No
Value for money	Yes – The Infrastructure team has worked with the applicant to ensure that the project is value for money and that the most cost effective quote has been used. The amount of CIL funding is £11,445.29 and represents 75% of the total project eligible costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total project eligible costs.
Clear community benefits	Yes – This project will provide a newly upgraded play area for local residents. The new play area will also improve on the age ranges that the equipment is able to be used by.
Community support (including results of Consultation exercise.)	Yes – The local residents were consulted on the future of the play area and requested that it be upgraded and with new equipment to cover a larger range of age groups. A consultation has taken place with local Councillors. Comments below: Cllr James Finch - <i>*I have reviewed this application and support the need for some extra facilities for the Edwardstone Play Area as per the application attached*</i> Cllr Bryn Hurren - <i>* Thank you for the consultation, I am fully in favour of awarding this grant to renew the equipment at the Millennium Green in Edwardstone and using our CIL funds to do so.</i>

	<i>Having seen the play equipment deteriorate over these past few years and reach the end of its useful life, it will be a thrill to see it replaced with new safer equipment and for this much needed facility retained and enhanced*</i>
Deliverability (“oven ready” schemes)	The project is ready to begin once the funding is approved.
Affordability (from CIL Funds)	Yes – The CIL Bid application is also funded via many different types of funding. The Edwardstone Millennium Green Trust has advised that they will pick up any additional costs.
Timeliness	The project is ready to begin once the funding is approved.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)	<p>The project is a collaborative between the District Council (CIL) and the Parish Council using their Neighbourhood CIL funds and reserves.</p> <p>The total cost of the project is £15,298.38</p> <p>Parish Council Contribution £1,353.13</p> <p>Section 106 - £2,249.96</p> <p>Edwardstone Millennium Green Trust - £250.00</p> <p>The CIL Bid Fund application is for £11,445.29</p>
Community Bid – Funding percentage of project	75% will be funded with CIL.
Supports housing and employment growth	Yes – The new play area will support families moving to the area.

Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – The Edwardstone Millennium Green Trust will maintain and ensure the equipment is inspected to current guidelines and legislation.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This project meets the CIL Expenditure Framework criteria and has been developed under the Community Infrastructure section under the Infrastructure Funding Statement (infrastructure List) for Mid Suffolk.
How does the proposal affect green infrastructure principles?	The new equipment is being sourced using recycled materials. With additional and improved local facilities
How does the project address green/sustainability principles/infrastructure?	With additional and improved local facilities. Families in the local area will not be required to travel for recreation facilities. The project will be looking to use sustainable materials which will ensure longevity.
How does the project affect state aid implications?	Not State aid concerns for this project
How does the project affect security and safety in the community?	The proposal will ensure that there is a local area that provides a safe place for children to play.

CONCLUSIONS

- The Edwardstone Millennium Green Trust, after consultation with residents, are proposing to upgrade their current play area. The Trust with Parish Council support are requesting CIL support to provide additional equipment to sit alongside that which already exists on the current play area site. This will provide greater choice and diversity for outdoor play and exercise for the children of the parish who visit the site whilst also allowing increased numbers of children to use the play area.

- The project will provide new play equipment including a four tower multi-unit, seesaw and resurfacing the ground to enable the site can be used all year round. The Parish Council will be providing new apparatus for younger children which will increase the diversity of the equipment and overall footfall to the play area. Using new sustainable materials to ensure longevity and equipment will ensure easier maintenance.
- The new play area will provide children with a new Metal climbing frame, tightrope circuit, slides and a new all weather surfacing. The new group surfacing will ensure that the site can be used in all conditions. This apparatus will help in the development of the children's social and physical skills.
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £11,445.29 represents 75% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.

RECOMMENDATION

Recommendation to Cabinet to approve the CIL Bid for £11,445.29 which is 75% of the total project eligible costs from the Local Infrastructure Fund.

Technical Assessment of Bid – Project B22-16 Sudbury AFC (from the Ringfenced Infrastructure Fund and the Local Infrastructure Fund)

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	This project is to create a new community, floodlit 3G artificial grass pitch with fencing, storage and spectator facilities. This project will also result in the football club developing additional

	<p>disability car parking spaces and a small unit for use by the club to be used for catering. This will aim to meet the needs of further footfall to the site.</p> <p>The new pitch will be used for football and sporting provision but will also be utilised for targeted programmes, recreational provision and casual hire by the local community and wider. Sudbury AFC as an organisation run many different groups and provide provisions for the local community and other organisations to utilities their space. Examples of these are pitches for hire for the community, groups for disabled children and provision for targeted programmes which include women and girls inclusive teams and recreational provision in the locality. They also provide rooms and sporting provision for targeted programmes, working with the club's community partners such as Bridge, Local Schools and Active Life's.</p> <p>The design of this new pitch and overall site improvements are being done with futureproofing in mind to enable larger footfall to the site and if the club progress further up the football structure.</p>
Delivery /timescales	Project to be delivered by summer 2023.
Necessary other approvals	The remaining funding will be provided by funding from the club, Anglian Water, Football Foundation. These have all been secured or agreed in principle. The planning permission is being managed by the Football Association and is due to be approved early 2023. No issues have been identified by any parties involved with its granting.
Public or private land	Freehold land
State aid details if any	There are no state aid concerns relating to this bid for CIL funding.
Details of future funding maintenance	The football club has confirmed that they will complete any maintenance as necessary at their own cost.

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

BIDS SCREENED	ASSESSMENT
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes - Provision of infrastructure by the community and sporting provision
Can the infrastructure be provided using s106 funds	No Section 106 available.
Is Bid complete	Yes – Validation has taken place and all criteria has been met (subject to the grant of planning permission).

Has information been verified	Yes – Validation complete (subject to planning permission being granted)
Is this infrastructure linked to a major housing project which has priority?	No

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk strategies or external strategies Babergh and Mid Suffolk support and/or input into	Yes – Community & Sports Provision. The aim is to provide a high quality turf 3G floodlit training and play facility to accommodate the local community, AFC Sudbury, and other clubs in and around the Sudbury / Babergh area. To support the development of targeted programmes, working with the club's community partners such as Bridge, Local Schools and Active Life's.
It represents key infrastructure (essential)	No
Value for money	Yes – The Infrastructure team has worked with the applicant to ensure that the project is value for money and that the most cost effective quote has been used. The amount of CIL funding is £100,000 and represents 10% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs.
Clear community benefits	Yes – This project will provide a new 3G pitch for the local community and groups to use. As well as specialist groups.
Community support (including results of Consultation exercise.)	Yes – The consultation was undertaken with Suffolk County FA and the football foundation in relation to potential use of the site and strategic need. Groups that currently use the club's facilities were also consulted and expressed support. A consultation with local Councillors has taken place. Comments below:

	<p>Cllr Trevor Cresswell - <i>* I fully support this bid and believe it would provide the Town and Surrounding areas a quality area to enjoy a range of activities. The only thing I ask of AFC Sudbury is to make this available to people of all walks of life and affordable to groups of the not so well off in these very difficult times*</i></p> <p>Cllr Adrian Osbourne - <i>* I support this application*</i></p> <p>Sudbury Town Council - <i>*Following your email below, members discussed this matter and have no objection to the proposal*</i></p>
Deliverability (“oven ready” schemes)	The project is ready to begin in Summer 2023.
Affordability (from CIL Funds)	Yes – The CIL Bid application is also funded via many different types of funding. The Sudbury AFC have advised that they will pick up any additional costs.
Timeliness	The project is ready to begin in Summer 2023.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)	<p>The project is a collaborative between the District Council (CIL) and other funders, detailed below:</p> <p>The total cost of the project is £1,013,272.67</p> <p>Club Funds - £65,000</p> <p>Anglian Water - £150,000</p> <p>Football Foundation - £698,272.68</p> <p>The CIL Bid Fund application is for £100,000</p> <p>£5,416.21 from the Ringfenced Infrastructure Fund and £94,583.79 from the Local Infrastructure Fund)</p>
Community Bid – Funding percentage of project	10% will be funded with CIL.

Supports housing and employment growth	Yes – The new pitch will provide further sporting and community provision to the local and wider areas.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – AFC Sudbury will maintain and ensure the equipment is inspected to current guidelines and legislation.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This project meets the CIL Expenditure Framework criteria and has been developed under the Community Infrastructure section under the Infrastructure Funding Statement (infrastructure List) for Babergh.
How does the proposal affect green infrastructure principles?	Low carbon and sustainable materials to be used where practicable.
How does the project address green/sustainability principles/infrastructure?	The club provide further accessible car parking as part of the development. Active travel and cycling also promoted by the club.
How does the project affect state aid implications?	No State aid concerns for this project
How does the project affect security and safety in the community?	Secure site which is managed by the club. CCTV is used and the overall security for the site is overseen by the facility manager.

CONCLUSIONS

- AFC Sudbury are proposing to create a new 3G Artificial pitch for which they are seeking a contribution from District CIL. This project will be part of further additional construction that is taking place on the site. This will include additional disability car parking spaces and a small new unit for use by the club which will be used for catering.
- AFC Sudbury is embedded in both the local and wider communities of Sudbury and the Babergh area. The club have working partnerships with groups and organisations such as The Bridge (who work with disadvantaged adults such as dementia, learning disabilities and mental health issues), Local Schools and the Active Suffolk Partnership. AFC Sudbury also have inclusive programmes designed for women and girls to promote recreational provision in these groups.
- The construction of this new pitch will enable AFC Sudbury to increase their provision to provide services to the local and wider communities. The key beneficiaries will be young people from the ages of 3-4 upwards to those in later years of life. The new pitch will have no restriction on who can access the facility. It will also be used for students aged 16-25 who are part of the football in education

programme at AFC Sudbury. This programme helps maintain young adults in education for longer. Overall, this project will ensure that the site is futureproofed.

- This project has the support of the Football Association (FA) who have detailed this in a letter provided with the CIL application. The FA are completing the procurement and planning permission processes for this project. **A decision on the grant of planning permission is expected by early March 2023 and this recommendation of approval is subject to planning permission being granted.**
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £100,000 represents 10% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.

RECOMMENDATION

- Subject to planning permission being granted for the 3G pitch, the recommendation to Cabinet is to approve the CIL Bid for £100,000.00 which is 10% of the total eligible project costs from the Ringfenced Infrastructure Fund and Local Infrastructure Fund.

Technical Assessment of Bid – Project B22-03 – Children’s Play Area at Playing Field – Capel St Mary from the Ringfenced Infrastructure Fund (Capel St Mary)

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	This project is to address an out-of-date play area at the Playing Field for a growing community. The existing play area is 35 years old and requires improved security and up to date facilities to incorporate inclusive use by all. Public consultation has taken place and the project is also included in the Parish Infrastructure Investment Plan as a priority for the community.

Delivery /timescales	The project aims to start in once funding is secured.
Necessary other approvals	Planning permission has been granted – DC/22/01644 – 23 rd August 2022
Public or private land	The land is owned Freehold by the Capel Community Trust who have submitted this bid with the Parish Council. It is public land
State aid details if any	N/A
Details of future funding maintenance	Capel Community Trust will maintain the new provision as they do at present for the existing site. This will include regular inspections and repairs where necessary.

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

BIDS SCREENED	ASSESSMENT
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes – Provision of leisure and community facilities
Can the infrastructure be provided using s106 funds	Yes – S106 funding is available for this project
Is Bid complete	Yes
Has information be verified	Yes
Is this infrastructure linked to a major housing project which has priority?	No

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk strategies or external strategies Babergh and Mid Suffolk support and/or input into	Yes – contributes to the promotion of community activities within the locality.

It represents key infrastructure (essential)	No
Value for money	Yes
Clear community benefits	Yes
Community support (including results of Consultation exercise.)	Yes – public consultation has been sought and the project is listed in the parishes Infrastructure Investment Plan Meeting held with both District and County members and the Parish Council who all support the project.
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Yes – the project is aimed to be delivered as soon as funding is approved
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)	The total cost of the project - £187,916.13 Net Cost (Parish can reclaim VAT) S106 Funding - £25,483.23 Parish Council £41,590.83 Capel Community Trust - £20,842.07 CIL Funding required - £100,000.00
Community Bid – Funding percentage of project	53%
Supports housing and employment growth	Yes – contributes to the promotion of community activities within the locality and encourages active play for the children. Provision for additional parking within the village centre.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Capel Community Trust will maintain the site and address maintenance, repair and site inspections as required.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	Project not listed in the Infrastructure Delivery Plan; however, the project would be of benefit to existing and new residents and ensure increased usage of outdoor play facilities for the community of Capel St Mary.
How does the proposal affect green infrastructure principles?	The construction materials being used in the project.

How does the project address green/sustainability principles/infrastructure?	N/A
How does the project affect state aid implications?	N/A
How does the project affect security and safety in the community?	Perimeter fencing is being installed for security

CONCLUSIONS

- The project will provide an up to date inclusive play area for a growing community. The existing facility is out dated and not fit for purpose for a community which has seen housing growth. The project will involve an improved design and layout of the play equipment which will maximise space for play and provide seating for parents/guardians
- This proposal represents an “oven ready” scheme with evidence of wide community support that would provide additional leisure and community facilities for the community and encourages active outdoor play for the children. The project will be funded through collaborative spend, with the CIL fund portion being 62% of the project costs (see above) funded from the Ringfenced Infrastructure Fund for Capel St Mary, together with funding contributions from the Capel Community Trust and the Parish Council along with funds from s106 Developer Contributions.
- In view of the above the amount of CIL funding is regarded as acceptable under the terms of the current CIL Expenditure Framework as this CIL Bid of £100,000.00 represents 53% of the total eligible project costs. It lies within the community infrastructure threshold of not exceeding £100,000 and 75% of the total project eligible costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.

RECOMMENDATION

Recommendation to Cabinet to approve CIL Bid for £100,000.00 as per bid application from the Ringfenced Infrastructure Fund (Capel St Mary)

.....

Technical Assessment of Bid – Project B22-10 – Monks Eleigh Play Area Improvements – Monks Eleigh - from the Ringfenced Infrastructure Fund (Monks Eleigh) and Local Infrastructure Fund

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	This project is to improve the existing playground at the Village Hall in Monks Eleigh. There are currently baby and child swings, a young child slide and springy rocker and a MUGA. This project will provide more facilities including a zip wire which will improve the offer for all ages and provide accessible play equipment for all. There are different ranges of use for this equipment, existing children in the village, visitors to the village and hirers of the village hall.
Delivery /timescales	The project aims to start once funding is secured.
Necessary other approvals	Planning permission is not required due to the equipment not exceeding 4m in height and the parish council will carry the project out under permitted development. Environmental Health have been contacted and the proposed project meets their criteria.
Public or private land	The land is owned Freehold by the Parish Council who have submitted this bid. It is public land
State aid details if any	N/A
Details of future funding maintenance	Monks Eleigh Parish Council will maintain the new provision as they do at present for the existing site. This will include regular inspections and repairs where necessary.

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

BIDS SCREENED	ASSESSMENT
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes – Provision of leisure and community facilities
Can the infrastructure be provided using s106 funds	Yes – S106 funding is available for this project
Is Bid complete	Yes
Has information been verified	Yes
Is this infrastructure linked to a major housing project which has priority?	No

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk strategies or external strategies Babergh and Mid Suffolk support and/or input into	Yes – contributes to the promotion of community activities within the locality.
It represents key infrastructure (essential)	No
Value for money	Yes
Clear community benefits	Yes
Community support (including results of Consultation exercise.)	Monks Eleigh Parish Council carried out a survey of all the residents of the parish by way of a leaflet drop through all doors. 270 surveys were delivered, and the parish received back 24 replies. The suggestions for the play equipment have been taken into account with the design of the additional play equipment proposed.
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Yes – the project is aimed to be delivered as soon as funding is approved
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)	The total cost of the project - £78,078.00 S106 Funding - £27,009.65 CIL Funding required - £51,068.35
Community Bid – Funding percentage of project	65%

Supports housing and employment growth	No
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Monks Eleigh Parish Council will maintain the site and address maintenance, repair and site inspections as required.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	Project not listed in the Infrastructure Delivery Plan; however, the project would be of benefit to existing residents, new residents, visitors and hirers of the village hall and will ensure increased usage of outdoor play facilities for the community of Monks Eleigh.
How does the proposal affect green infrastructure principles?	The construction materials being used in the project.
How does the project address green/sustainability principles/infrastructure?	The play equipment is located within close proximity to other recreation provision and may offer opportunities for play for families engaged in different aspects of play in this localised area
How does the project affect state aid implications?	N/A
How does the project affect security and safety in the community?	The Play equipment is in an area of natural surveillance (by other dwellings) with boundary treatment which will improve the security of users of the equipment

CONCLUSIONS

- The project will provide additional play equipment on the existing playground area at the Village Hall at Monks Eleigh. The new equipment will provide an inclusive play area which will offer a wider age range of provision. This facility will benefit the children living in the village, visitors to the parish and the hirers of the Village Hall. The village has seen a development of 17 new houses which when occupied could result in additional families moving into the village who will benefit from the new additional play facilities.
- This proposal represents an “oven ready” scheme with evidence of wide community support that would provide additional leisure and community facilities for the community and encourages active outdoor play for the children. The project will be funded through collaborative spend, with the CIL fund portion being 65% of the project costs (see above) funded from the Ringfenced Infrastructure Fund for Monks Eleigh and the Local Infrastructure Fund together with funding contributions from Monks Eleigh Parish Council alongside funds from s106 Developer Contributions.

- In view of the above the amount of CIL funding is regarded as acceptable under the terms of the current CIL Expenditure Framework as this CIL Bid of £51,068.35 represents 65% of the total eligible project costs. It lies within the community infrastructure threshold of not exceeding £100,000 and 75% of the total project eligible costs. This project has been delivered under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.

RECOMMENDATION

Recommendation to Cabinet to approve CIL Bid for £51,068.35 as per bid application from the Ringfenced Fund (Monks Eleigh) and Local Infrastructure Fund.

.

This page is intentionally left blank

Equality Impact Assessment (EIA) Initial Screening Form



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

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

<p>1. Policy/service/function title</p>	<p>Strategic Planning Policy – Infrastructure – Community Infrastructure Levy (CIL) - CIL Expenditure Programme. – March 2023 One separate report and one separate CIL Expenditure Programme for Babergh together with a technical assessment for each of the CIL Bids being considered or noted by Cabinet.</p>
<p>2. Lead officer (responsible for the policy/service/function)</p>	<p>Christine Thurlow – Professional Lead – Key Sites and Infrastructure.</p>
<p>3. Is this a new or existing policy/service/function?</p>	<p>New Existing: Existing (see 5 below)</p>
<p>4. What exactly is proposed? (Describe the policy/service/ function and the changes that are being planned?)</p>	<p>The Community Infrastructure Levy (CIL) - CIL Expenditure Business Plan – September 2018 was presented to both Councils Cabinets in September 2018 (relating to CIL Bids submitted in Bid Round 1 (in May 2018). The report recommended decisions by both Councils Cabinet and delegated decisions for Cabinet to note and endorse on the Bids in their Districts for delivery of infrastructure. Subsequent changes were made to the CIL Expenditure Framework through the second review (April 2020),third review (March 2021)and fourth review (July/October 2022).</p> <p>The Community Infrastructure Levy (CIL) - CIL Expenditure Business Plan – March 2019 was presented to both Councils Cabinets in March 2018 (relating to CIL Bids submitted in Bid Round 2 (in October 2018). The report recommended decisions by both Councils Cabinet and delegated decisions for Cabinet to note on the Bids in their</p>

	<p>Districts for delivery of infrastructure.</p> <p>The Cabinet decisions relating to infrastructure projects made in respect of Bids rounds 3 (May 2019) 4 (October 2019) 5 (June 2020) and 6 (October 2020), 7 (May 2021) 8 (October 2021) 9 (May 2022) and 10 (October 22) were made in August/ September 2019 and March, June September and December 2020 and March, October 2021 and December 2021 and March, September and November 2022, respectively.</p> <p>This report focuses on Bids made in CIL Bid Round 9 and 10 (in May and October 2022) at the time of writing the reports However it also includes a delivery update for CIL Bids submitted in Bid Rounds 1 to 10 (inclusive) including decisions at Cabinet in September and November 2022 together with a list of emerging infrastructure projects being developed for future Bid submission (in accordance with the revisions to the CIL Expenditure Framework)</p>
<p>5. Why? (Give reasons why these changes are being introduced)</p>	<p>All the Bids submitted for CIL funding are different and relate to different Parishes, different types of infrastructure and as both Councils are sovereign Councils, monies are collected recorded and spent separately.</p> <p>There are two Bid Rounds each year and each Bid is validated screened for other forms of funding and then prioritised according to the agreed criteria, for each Bid. Dependant on whether the spend is above or below £10,000 the decision will either be made by Cabinet (£10,000 and above) or under delegated decision (under £10,000) where the decisions will be presented to Cabinet to be noted.</p> <p>At least two CIL Expenditure Programmes are produced for both Council's Cabinets to consider each year so that delivery of infrastructure can be responsive to demand, and focus can be maintained on outcomes related to delivery of infrastructure supporting growth.</p> <p>In this way the development that is carried out is sustainable as any harm from the development is mitigated by the infrastructure provision.</p>
<p>6. How will it be implemented? (Describe the decision-making process, timescales, process for implementation)</p>	<p>The processes and procedure including governance arrangements for CIL expenditure are set out in the CIL Expenditure Framework and the CIL Expenditure Communications Strategy with timescales set out in the associated Key CIL Calendar document. The processes are described</p>

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

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

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

This page is intentionally left blank

Agenda Item 12

BABERGH DISTRICT COUNCIL

TO: Babergh District Council Cabinet	REPORT NUMBER: BCa/22/48
FROM: Cllr Jan Osborne Cabinet Member for Housing	DATE OF MEETING: 06/03/2023
OFFICER: Deborah Fenton Director for Housing	KEY DECISION REF NO. CAB398

PRIVATE SECTOR HOUSING ENFORCEMENT & CIVIL PENALTIES POLICY

1. PURPOSE OF REPORT

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

2. OPTIONS CONSIDERED

2.1 OPTION 1

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

2.3 OPTION 2

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

responsible for the costs incurred by the Council having to take action where minimum legal requirements are not being met.

3. RECOMMENDATIONS

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

REASON FOR DECISION

To ensure that the Council has a consistent and effective policy to tackle poor conditions in private sector housing.

To make full use of housing enforcement powers available, including civil penalties and ensure effective enforcement.

To recover enforcement costs incurred.

4. KEY INFORMATION

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

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

5. LINKS TO CORPORATE PLAN

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

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

6. FINANCIAL IMPLICATIONS

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

7. LEGAL IMPLICATIONS

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

8. RISK MANAGEMENT

- 8.1 Key risks are set out below:

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

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

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

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

9. CONSULTATIONS

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

10. EQUALITY ANALYSIS

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

11. ENVIRONMENTAL IMPLICATIONS

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

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

12. APPENDICES

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

13. BACKGROUND DOCUMENTS

13.1 None other than relevant legislation and statutory guidance

14. REPORT AUTHOR

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

This page is intentionally left blank



BABERGH & MID SUFFOLK DISTRICT COUNCILS
PRIVATE SECTOR HOUSING ENFORCEMENT POLICY

1. INTRODUCTION

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

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

2. AIMS OF THE POLICY

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

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

2.3 The Policy aims to ensure:

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

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

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

Email: housingstandards@baberghmidsuffolk.gov.uk

3. THE POLICY

3.1 The Council's duties

Duties fall under the main headings as follows:

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

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

3.2 Policy Principles

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

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

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

3.3 Authorisation of Officers

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

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

3.4 Approach to enforcement

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

3.4.1 Private Tenants

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

3.4.2 Owner-occupiers

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

3.4.3 Registered Providers (RPs)

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

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

3.4.4 Private Rented Sector

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

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

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

3.4.5 Partnership working

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

3.5 Deciding on the Course of Action

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

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

3.6 Options and Types of Action

3.6.1 No Action

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

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

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

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

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

3.6.2 Advice and Guidance

Officers will offer the following:

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

3.6.3 Informal Action

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

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

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

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

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

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

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

3.6.4 Notices of Entry

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

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

3.6.5 Formal Action

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

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

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

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

3.6.6 Statutory Notices

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

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

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

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

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

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

3.6.7 Emergency enforcement actions

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

3.6.8 Work in default

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

3.6.9 Debt recovery

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

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

3.6.10 Licensing

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

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

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

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

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

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

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

3.6.11 Simple Caution

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

3.6.12 Prosecution

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

The following factors will be taken into account:

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

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

3.6.13 Civil and Monetary Penalties

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

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

Approach

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

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

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

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

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

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

We have specific policies relating to each of these requirements.

3.6.14 Rent Repayment Orders

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

3.6.15 Banning Orders

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

4. COMPLAINTS AND APPEALS PROCEDURES

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

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

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

5. CHARGING FOR ENFORCEMENT ACTION

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

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

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

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

Published March 2023

This page is intentionally left blank



BABERGH & MID SUFFOLK DISTRICT COUNCILS
PRIVATE SECTOR HOUSING CIVIL PENALTIES POLICY

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

1.0 INTRODUCTION

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

2.0 RELEVANT LEGISLATION

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

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

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

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

3.0 APPLYING THE MATRICES

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

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

4.0 GUIDE TO APPLYING THE CIVIL PENALTY FEE MATRICES

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

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

4.2 Vulnerable individuals

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

4.3 The Matrices

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

5.0 FACTORS TO BE CONSIDERED FOR OFFENCES

5.1 Nature and Severity of The Offence

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

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

5.2 Culpability and Seriousness of Harm

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

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

This involves 3 steps: -

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

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

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

5.3 Determination of Culpability

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

Table 1 : Culpability

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

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

5.4 Determining Seriousness of Harm

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

Table 2 – Seriousness of Harm

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

5.5 Determining the starting point for the penalty

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

Table 3: Penalty Bands

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

MATRIX B-HMO Offences

5.6 Determination of Culpability and Severity of offences

Table 4: HMO Offences-Starting Points

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

5.6.1 Severity Levels for HMO offences

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

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

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

Low Severity

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

Medium Severity

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

High Severity

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

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

6.0 BANNING ORDER OFFENCES

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

7.0 MITIGATING AND AGGRAVATING FACTORS

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

7.1 Examples of Mitigating Factors:

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

7.2 Examples of Aggravating Factors:

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

8.0 REDUCTIONS WITH REGARD TO OFFENDER'S ABILITY TO PAY

The CPN Statutory Guidance requires that: -

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

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

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

9.0 DETERMINING SUBSEQUENT OFFENCES

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

10.0 SUMMARY OF SENTENCING GUIDELINE PRINCIPLES FOR CPN CHARGE

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

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

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

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

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

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

STAGES IN CALCULATING A CIVIL PENALTY NOTICE (CPN)

Stage 1.

Consider the nature and severity of the offence.

Stage 2.

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

Stage 3.

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

Stage 4.

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

WORKED EXAMPLE

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

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

Step 1.

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

Step 2.

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

Published March 2023

This page is intentionally left blank



BABERGH & MID SUFFOLK DISTRICT COUNCILS

PRIVATE SECTOR HOUSING

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

Introduction

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

Enforcement Action

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

Electrical Safety Matrix

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

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

Starting Points for Offences

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

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

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

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



BABERGH & MID SUFFOLK DISTRICT COUNCILS
PRIVATE SECTOR HOUSING

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

Introduction

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

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

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

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

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

Enforcement

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

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

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

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

Enforcement Action

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

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

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

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

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

Table 1-Table of offences under Energy Efficiency Regulations

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

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

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

Recovery of financial penalty

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

Changes to Legislation/guidance

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

Published March 2023

This page is intentionally left blank



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

APPENDIX 5: Joint Overview & Scrutiny Feedback

1.0 INTRODUCTION

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

2.0 QUESTIONS and FEEDBACK

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

3.0 RECOMENDATIONS

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

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

Agenda Item 13

BABERGH DISTRICT COUNCIL

TO: Babergh Cabinet	REPORT NUMBER: BCa/22/49
FROM: Cllr Jan Osborne – Cabinet Member for Housing	DATE OF MEETING: 06.03.2023
OFFICER: Deborah Fenton – Director of Housing	KEY DECISION REF NO. CAB412

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

1. PURPOSE OF REPORT

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

2. OPTIONS CONSIDERED

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

3. RECOMMENDATIONS

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

REASON FOR DECISION

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

they require to monitor and scrutinise the Housing Service effectively.

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

4. KEY INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Future governance and monitoring arrangements

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

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

8. **LINKS TO CORPORATE PLAN**

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

9. **FINANCIAL IMPLICATIONS**

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

10. **LEGAL IMPLICATIONS**

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

11. RISK MANAGEMENT

11.1 Key risks are set out below:

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

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

12. CONSULTATIONS

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

13. EQUALITY ANALYSIS

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

14. ENVIRONMENTAL IMPLICATIONS

12.1 None

15. APPENDICES

13.1 None

BACKGROUND DOCUMENTS - None

Agenda Item 14

BABERGH DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: BCa/22/50
FROM: Cllr. John Ward, Leader and Cabinet Member for Economic Growth	DATE OF MEETING: 06/03/2023
OFFICER: Fiona Duhamel, Director – Economic Growth and Climate Change	KEY DECISION REF NO. CAB370

BABERGH AND MID SUFFOLK CULTURE, HERITAGE AND VISITOR ECONOMY STRATEGY

1. PURPOSE OF REPORT

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

2. OPTIONS CONSIDERED

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

3. RECOMMENDATIONS

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

REASON FOR DECISION

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

4. BACKGROUND

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

5. STRATEGY DEVELOPMENT

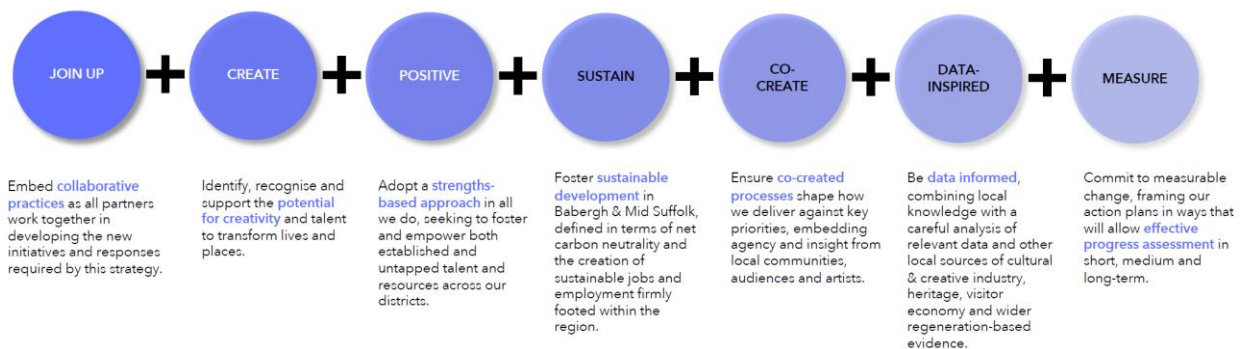
- 5.1 Creative Tourist (CT) Ltd were appointed in September 2022 to support the Council with the development of this Strategy.
- 5.2 Their approach has been as follows:
- Step 1 – scoping and researching – defining the scale and scope of the development project.
 - Step 2 – engaging and testing – exploring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

6. KEY OUTPUTS FROM THE STRATEGY

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

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

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



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

7. LINKS TO CORPORATE PLAN

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

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

8. FINANCIAL IMPLICATIONS

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

9. LEGAL IMPLICATIONS

9.1 There are no legal implications associated with this report.

10. RISK MANAGEMENT

10.1 Key risks are set out below:

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

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

11. STAKEHOLDER ENGAGEMENT & CONSULTATION

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

12. EQUALITY ANALYSIS

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

13. ENVIRONMENTAL IMPLICATIONS

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

14. APPENDICES

Title	Location
-------	----------

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

15. REPORT AUTHORS

Zoey Banthorpe – Arts and Culture Lead

Michelle Gordon – Corporate Manager, Economy & Business

This page is intentionally left blank

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

Page 215



CONTENTS

Executive summary 04

A. CONTEXT

i. Introduction & Overview 07

ii. Insights 12

iii. Themes 17

B. VISION

i. Vision Statement 30

ii. Shared Principles 32

iii. Strategic Aims & Objectives 33

C. STRATEGY

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

ii. Action plan framework 38

iii. Concluding statement 39

D. ADDENDUM

i. List of consultees 41

ii. Bibliography 44

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

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

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

Commissioned by



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

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

EXECUTIVE SUMMARY

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

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

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

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

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

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



SUFFOLK FOOD HALL

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

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

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

Page 219

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

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



SPOTLIGHT: CREWE’S CREATIVE REGENERATION

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



A. CONTEXT

A1. INTRODUCTION & OVERVIEW

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

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

It’s the Heart of Suffolk.

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

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

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

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

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

LOCAL POPULATION

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



DANCEEAST

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

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

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

Page 222

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

“Babergh & Mid Suffolk is the white space of Suffolk.”

Stakeholder comment

ON THE CULTURE, HERITAGE & TOURISM SECTORS

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

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

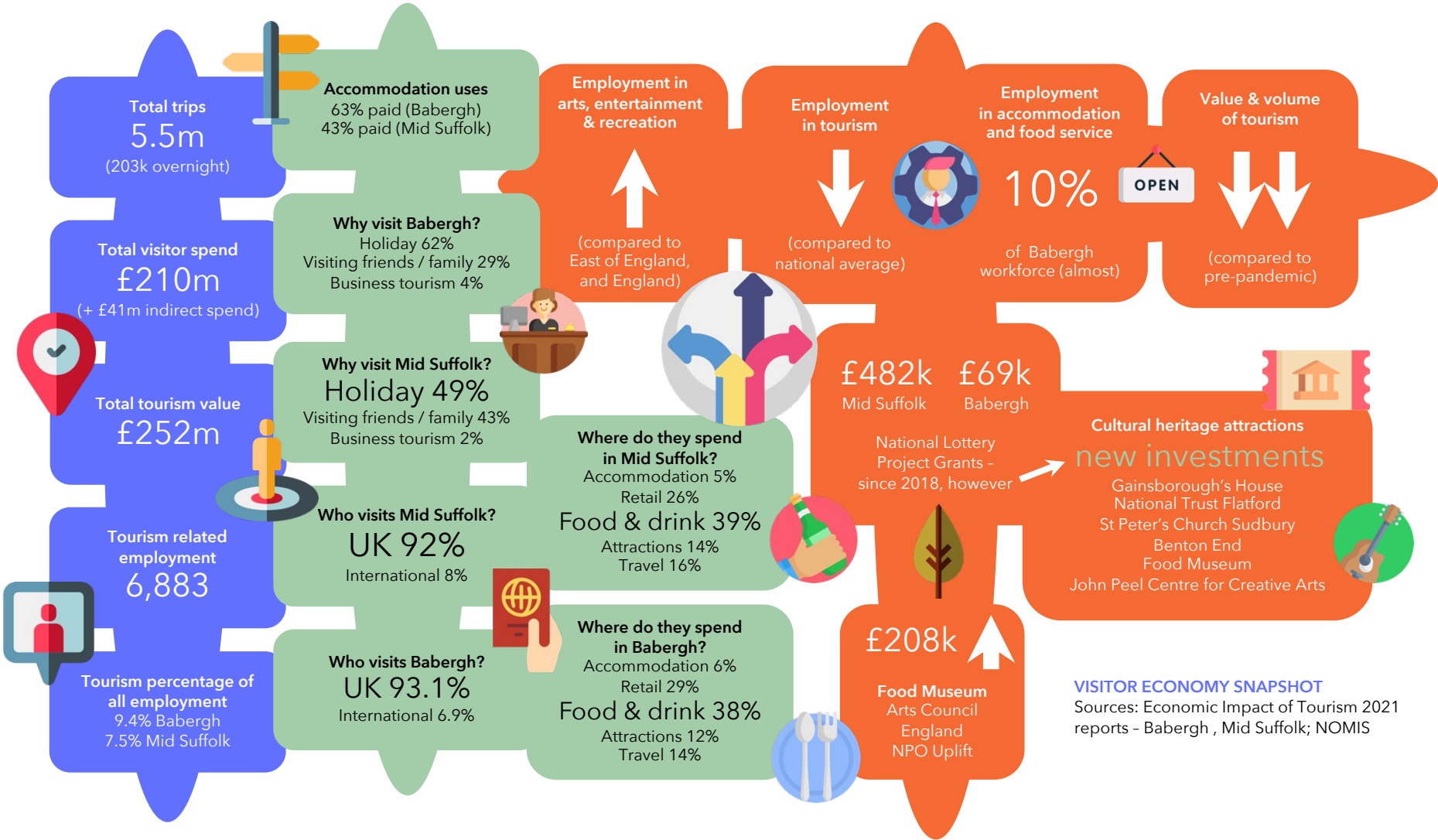
And the link with culture and heritage is clear, with a focus on the visual arts heritage providing opportunities for growth and recovery. Gainsborough’s House’s reopening provides a focus around which the sector can collaborate. The rebrand and relaunch of the Food Museum offers similar opportunities.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

1 Census 2021 data
2 South Norfolk has one of the highest increases of under 15s nationally, at 11.8%
3 <https://www.theguardian.com/travel/2022/nov/19/salt-flats-and-autumn-sun-a-car-free-break-on-suffolks-shotley-peninsula>



JOHN PEEL CENTRE FOR CREATIVE ARTS

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



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

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

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

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

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



PRIMADONNA FESTIVAL

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

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

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

Page 225

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

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

appreciate and enjoy the significance of the built heritage environment.

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



SUFFOLK WILDLIFE TRUST

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

Image: Suffolk Wildlife Trust Youth Board

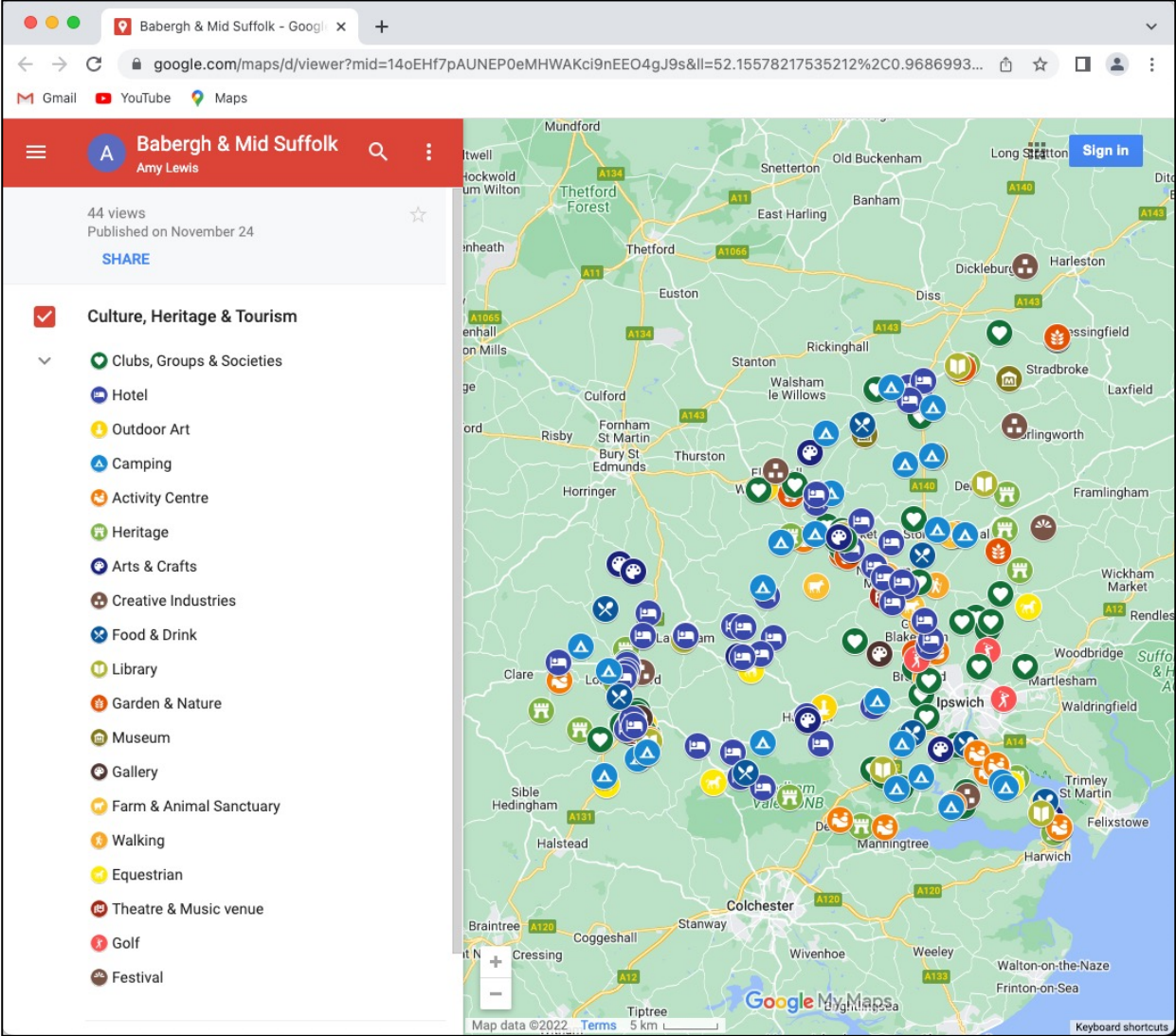
A2. INSIGHTS

OVERVIEW

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

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

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



Page 226

SWOT ANALYSIS SUMMARY (ABRIDGED)

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

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

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

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

Page 227

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

OPPORTUNITIES	THREATS
<ol style="list-style-type: none"> 1. Clear appetite to build cultural capital with resident populations 2. Change in resident audience and visitor expectations post-pandemic 3. Development of a strong, structured regional destination management model 4. Development of a strong, structured sub-brand for Babergh & Mid Suffolk destination 5. Year round offer, winter offer, shoulder season and linking with residents 6. Contributing to managing regional over-tourism 7. Valley Ridge: potential game-changing development 8. Valley Ridge: place / destination positioning / image impact 9. Tap into spirit of piloting and managed risk taking, e.g. 'visiteering' packages 10. Emerging locally-driven infrastructure for attractions to network, collaborate, share 11. Regional visitor markets (e.g. Essex, London), promoting key themes (e.g. outdoors, cultural heritage, food) and new investments 12. Potential role of culture in place ambassadors programme 13. Case-making and demonstrable enabling of residents and communities to benefit from visitors, not just absorb the negative impacts (traffic, parking issues, litter, impact of seasonal fluctuations) - a civic pride approach 14. Screen tourism 	<ol style="list-style-type: none"> 1. Lack of collaboration across regional political boundaries, especially within Suffolk, e.g. Explore Suffolk 2. Lack of cross-sector working if not continually supported centrally (e.g. by Councils) 3. Cost of living crisis and securing a sustainable economic and funding model (even for non-chargeable offer) 4. National funding focus in other regions 5. Local destination competitiveness and lack of joint branding, marketing, use of data etc. 6. Low-wage economy across tourism and hospitality 7. Access to green space not being proactively incorporated into new developments, from towns 8. Continued challenges of local provision caused by rurality, e.g. lack of public transport and infrastructure, digital poverty, cultural poverty, social and rural isolation, lack of opportunities for young people etc. 9. Imbalance between resident and visitor needs

CULTURE PLACE WHEEL®

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

Page 229

The Wheel offers a 360° perspective across four categories:

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

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

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

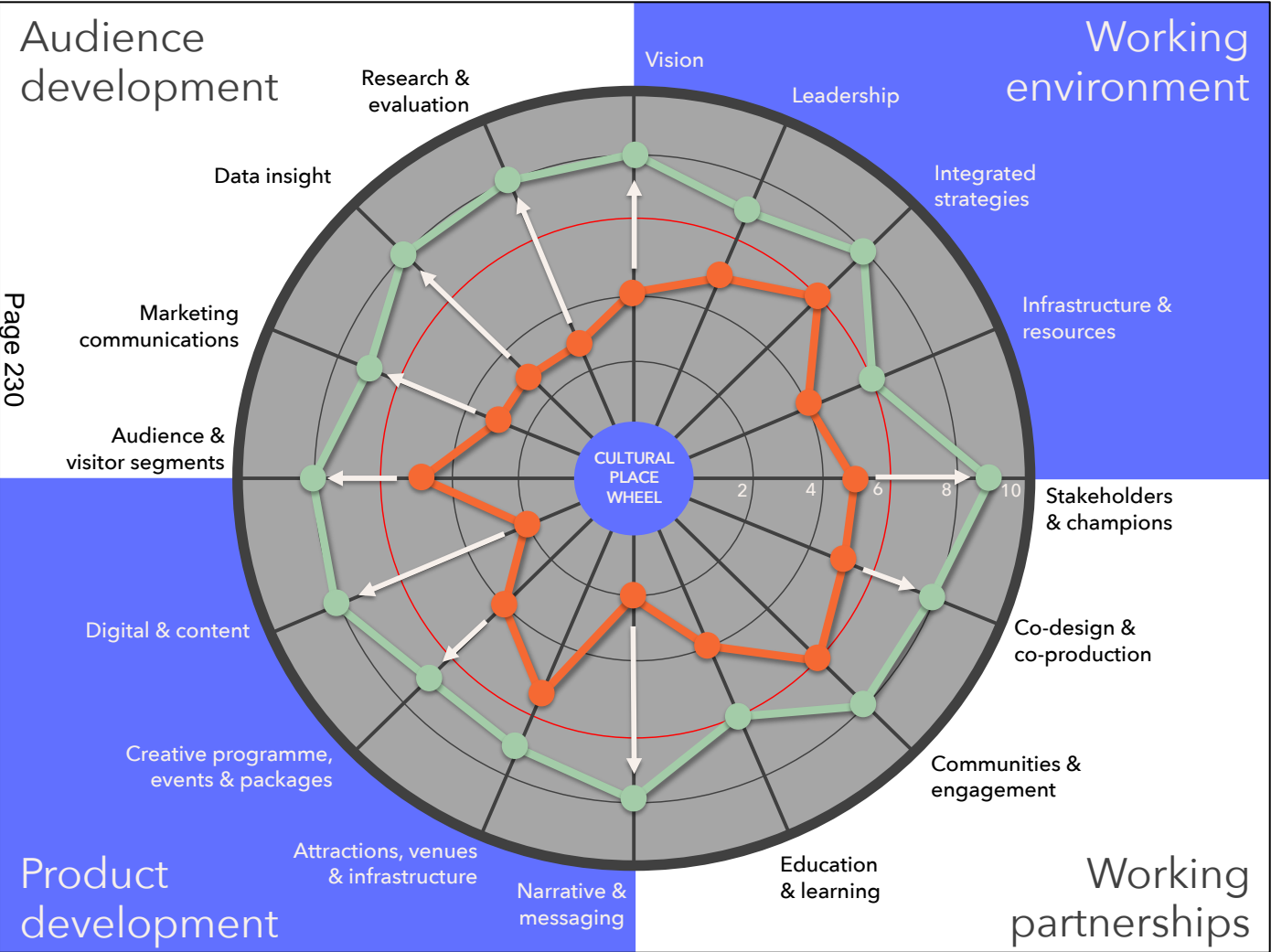
- 1. *Working Environment* - A lack of a unifying vision and clear forward plans should be able to be addressed through this Strategy, connecting to cross-cutting social and economic priorities.
- 2. *Working Partnerships* - There are some strong voices locally and regionally, but we need more. The emerging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



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

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

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



SPOTLIGHT: ROCHEDALE UPRISING MURAL FESTIVAL - CONNECTING ART, HERITAGE & PLACE

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

Hayley Garner, street artist, Nomad Clan

A3. THEMES

DEFINING THE THEMES

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

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

Page 231

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

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

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

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

Stakeholder comments

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

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



THE BANK ARTS CENTRE, EYE

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

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

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

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

Public survey comments

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

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

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

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

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

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

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



HELMINGHAM HALL

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

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

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

Page 233

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

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

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

Stakeholder comments

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

residents as possible to benefit from these schemes.

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

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

Stakeholder comment

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



SUFFOLK LIBRARIES

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

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

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

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

Stakeholder comment

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

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

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

Stakeholder comment

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

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

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



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

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

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

Image: Suffolk Artlink

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

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

Page 235

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

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

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

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

Stakeholder comments

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

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

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

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

Public survey comments

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



SPOTLIGHT: THE NATIONAL FOREST

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

⁸ Visit East of England Destination Development Plan

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

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

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

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

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

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

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

Stakeholder comments

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

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



FOOD MUSEUM

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

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

Stakeholder comment

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

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

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

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

Stakeholder comment

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



THE PIN MILL STUDIO

A lovely facility on the stunning Shotley peninsula, The Pin Mill Studio offers photography and painting courses as well as a commercial photographic studio for commissioned work.

The location also offers a photography art gallery and cafe with with constant inspiration for professionals and amateurs alike as well as contributing to the visitor offer - for example, through the Arthur Ransome walking trail. The studio was established by two photographers moving out of London for a better family life; demonstrating the attractiveness of Suffolk for creatives looking to establish their practice and businesses.

agendas around regeneration, economic growth, improved health and wellbeing and vibrant communities. Investment into schemes which improve, build and grow these sectors will realise benefits not only for the sectors themselves but for the economy and community as a whole. Culture-led regeneration is a well-known tool and driver for inward investment, and forms the basis of New Anglia LEP's 'Culture Drives Impact' strategy for inclusive and sustainable growth. The opportunities provided through the newly announced Rural England Prosperity Fund allocations, especially in relation to rural tourism, can help Babergh and Mid Suffolk capitalise on opportunities identified in this strategy and address issues such as lack of (diverse) accommodation in the area.

Page 238

"If you support creative industries then it will pay back for the long term and will generate ancillary spend."

"Culture-led development is the only game in town. Retail is not the future. Experiences are."

Stakeholder comment

"A rural quite traditionally English area with many olde world villages to explore. Some have many beautiful buildings and churches to enjoy walking around in the peace and quiet these places afford away from the hustle and bustle of larger busier towns."

Public survey comments

**THEME 2.2:
ACCELERATING PROGRESS - DATA, INSIGHT & DIGITAL
TRANSFORMATION**

Throughout the engagement process, we heard over and over again that these sectors have issues with promoting their activities and residents struggle to know what's on. Some of this is due to the older population and rural nature of the districts creating digital poverty, meaning that many people will still want newspaper adverts and posters on village notice boards. But much of it is due to an overly complex, underfunded and ineffective destination management system. The former Heart of Suffolk brand had merit in trying to create a cohesive identity for the region. Many towns have closed their visitor information centres (a national trend), reducing the infrastructure to promote activities and events. The likes of Love Lavenham and Visit Hadleigh provide excellent local information and bring together local businesses, but cannot reach beyond relatively local audiences. Visit Suffolk is under resourced, and sits under Visit East of England, which also runs the Head East brand. There are also other town-based destination management initiatives

"Babergh and Mid Suffolk is clunky, it doesn't have a cohesive identity."

"As a resident I've always thought that there isn't enough promotion of existing assets on our doorstep."

Stakeholder comments



FLATFORD (NATIONAL TRUST)

Flatford is one of the biggest visitor attractions in the region, preserving and celebrating Constable's famous views and the artistic heritage of the Stour Valley. The National Trust site welcomes over 150k visitors pa. The new development at the Granary will enable an enhanced visitor experience and understanding of the Constable story. However, like many places in the Dedham Vale AONB, there are issues with over-tourism at times. Finding ways to better spread visitors across the week and year would enable a better visitor experience as well as ease conservation and environmental issues for Flatford and the surrounding areas.

of varying quality and reach (through no fault of their own). But it can be confusing for prospective visitors and spreads impact too thinly. Independent commercial voices are not prominent.

Covid-19 has accelerated changes in consumer behaviour that have been building in recent years. It has driven more consumers online. Travel providers and distributors have been forced to explore new product categories, audiences, marketing channels, skills and working practices, policies, technologies, and even business models.

Page 239

Research indicated that while many experienced suppliers are aware of the need for digital transformation, they are being held back by underpowered booking systems and websites, and also by gaps in digital content, knowledge, skills, and budgets.

The failure to adopt online distribution to connect with markets is making operators less efficient and making it more difficult for to measure and optimise performance. These weaknesses also affect the customer experience - by limiting the ability of consumers and the travel trade to discover, book, and bundle live inventory through internet-connected channels.

We can summarise barriers to digital transformation under four main headings:

1. **Capacity:** businesses lack digital assets such as people (especially staff with digital skills and knowledge), properties such as websites, booking and distribution platforms, performance data, and digital processes or policies. Without these digital assets, businesses do not have the capacity to scale up, to increase efficiency, or to meet changing customer needs. Digital transformation depends on finding these capacity gaps or traps, and on finding ways to plug or release them. Outside direction, support, or funding may be required to kickstart the digital transformation process while promoting a diverse and high-quality culture, heritage and tourism offer.
2. **Capability:** Some providers and distributors have no specialist digital staff, no online systems, no websites, and are not delivering any online marketing or communications. These gaps are relatively easy to identify. Others already have basic digital assets in place - a staff member who manages social media, for instance, or an online appointments system, or a brochure-style website. Whether the businesses are aware of it or not, however, their assets may not be fit-for-purpose in terms of changing customer needs and behaviours or of a changing competitive landscape.



(MORE THAN) WOOL TOWNS

These historic towns are quintessentially English. Some of the best-preserved mediaeval settlements are here. Grand timber frames and colourful paintwork charm residents and visitors alike. Lavenham, an archetypal Wool Town has over 340 listed buildings, leading to it becoming 'Godric's Hollow' in the Harry Potter film series. The screen tourism industry is growing. Location scouts are attracted by the wealth of natural and built heritage. The heritage offer plays a vital role in the celebration of local stories, building pride in place. Openness to filming and screen tourism provides a contemporary relevance for wider audiences - but the Wool Town story should not be lost in the limelight!

3. **Cost:** Most businesses, before they spend their own money on digital advertising, content, or resources, may first want to see evidence that those investments will deliver a positive return. As they carry on with under-powered websites that do not represent the quality of their products and that do not convert users into customers, businesses risk losing revenue to more digitally-capable competitors. Or in the case of tours, activities, and attractions visitors may simply experience less of Suffolk on their trip - resulting in reduced economic impact and (because visitors are less satisfied) lower rates of retention and referral. In order for a programme of digital transformation to become sustainable, it needs to ensure that industry can obtain data that demonstrates the impact and financial value of transformation efforts.

4. **Culture:** Digital transformation is about changing culture. It's about looking at the qualities that are valuable to customers and using digital systems and processes to reinforce and enhance these qualities. Digital transformation is about changing how organisations work. Support programmes will need to provide oversight and direction, to ensure that businesses are able to frame their digital transformation ambitions in ways that reflect changes in consumer behaviour, travel markets, and technology.

"I know I need to sort out my website, but I don't have time. I would love to have an online ticketing system, integrated mailing lists, digital transformation. We're stuck in the past but it's expensive and time consuming so I would need to contract someone to deliver it for me, and I can't afford that."

"We direct our marketing to Essex, because they invest in and support the culture, heritage and visitor economy. I don't bother with Suffolk."

Stakeholder comments

These issues are regional (in fact global) and a programme to address them should be looking at at least county level, if not to East Anglia. However, Babergh and Mid Suffolk is more vulnerable to these challenges than its neighbours, since it lacks urban conurbations or natural clusters which might create collective interest from prospective visitors (e.g. Suffolk Coast). Without the brand recognition of a destination, and without a prominent digital presence, it is hard for visitors to find out about Babergh and Mid Suffolk and inspire them to book a visit. If Babergh and Mid Suffolk were to lead a programme like this in partnership with other districts, centred around the cultural and heritage sector, it would potentially have the most to gain.



JIMMY'S FARM

Jimmy's Farm & Wildlife Park is a visitor attraction which promotes farming, conservation, and field to fork food. As well as exotic species, the Farm is home to a variety of rare breeds, for example, the Suffolk Punch horse which is so rare it is classed at Critically Endangered. A full range of workshops are available which are directly related to the curriculum, from nursery to further education, and for a variety of subject areas. The Farm is building an events programme which includes cultural experiences such as jazz music, ballroom dancing and wellness walks.

**THEME 3:
DRIVING COLLABORATION TO EVOLVE CULTURAL HERITAGE
PLACES AND DESTINATIONS**

Babergh and Mid Suffolk do not have a strong identity in destination terms. There is a relative lack of infrastructure, especially compared to the Suffolk Coast. It lacks a strong destination brand. Babergh and Mid Suffolk is a relatively anonymous, blank canvas. Rather than perceiving this as a negative thing, it can be seen as an advantage. This strategy proposes that Babergh and Mid Suffolk take an approach of being a 'good neighbour' and refute the reputation of being a 'poor cousin.' The district councils and local partners work across geographical boundaries to deliver their plans. Developing this collaborative mindset further with neighbouring districts and counties will allow Babergh and Mid Suffolk to realise more potential for its assets and communities.

For example, Mid Suffolk will never compete with the popularity of the East Anglian coast. But most visitors must travel through Mid Suffolk to get to the sea. By working with neighbours, and creating joined up itineraries and visitor offers, value can be created.

There are themes ripe for development which would support cultural tourism. The visual arts heritage, as already mentioned, is rich and links to the uniqueness of place. The landmark reopening of Gainsborough's House, the upcoming developments at

National Trust Flatford, and the planned reopening of Benton End, provide a more cohesive visitor offer which will allow the very best of British painting to be understood and enjoyed within a manageable weekend break. Crossing district boundaries again, developing the partnership with Colchester & Ipswich Museums service is a natural one, given their huge collections of Gainsborough and Constable. The connection between Benton End and the Ipswich Art School is another good example.

And there are further angles to be taken: the liberal, radical queer history of the East Anglian School and its students; and local, contemporary visual arts practice and how it is influenced by place.

The exploitation of these through packages, trails and itineraries would diversify the visitor offer and therefore create more resilience within the sector. There are other ways to support this as well, which will be necessary to fully realise the potential of these interconnected sectors. Creating the infrastructure for networking and collaboration will generate more partnerships, deepen understanding and share best practice. Given the large geographical footprint and challenges of public transport, networking events may have to include online and in-person options. Some individual towns have recently started their own collaborative networks, notably Stowmarket Culture Forum and Sudbury Culture Group. But these are in larger conurbations



GAINSBOROUGH'S HOUSE

This represents a jewel in the area's heritage and tourism crown. Now it has been boosted by a major capital investment - a superb extension and redisplay elevates its anchor attraction for Sudbury and the surrounding area. It also reconnects with the strong visual art heritage alongside Constable, Benton End and other places/

The challenge now is to make the connections that enable visitors to plan a cultural itinerary visit, and for locals to access the creative and social resources that the venue now offers to a national standard.

“There is an artistic heritage worth celebrating.”

“Many artists and writers have lived and worked here over time, but they are seen as individuals, but not as a cluster or movement. We should be championing the region as a centre of landscape to abstraction art.”

Stakeholder comments

where there is more critical mass of culture, heritage and creative businesses. Ensuring that rural organisations are part of the conversation is important. Additionally, working across geopolitical boundaries within the county and across county lines will be essential in order to help Babergh and Mid Suffolk realise its full potential, where itineraries and partnerships align. For example, no tour of Constable Country can ignore Christchurch Mansion, despite it being in Ipswich; and the local visual arts heritage should include Alfred Munnings, despite the Munnings Art Gallery being located in Essex.

The infrastructure of culture, heritage venues and visitor attractions is growing. Until recently, it has been largely volunteer-run groups, very small organisations, and then very commercial attractions and historic properties run by major players like the National Trust. The subsidised sector, usually the tier which has both the capacity and the agenda to progress sector

development and new initiatives, is only just beginning to reach a level at which it can have impact.

There are smaller venues, such as the John Peel Centre for Creative Arts, The Bank Arts Centre in Eye and Wingfield Barns, which have the right ambition to step into this tier, but require organisational development to do so. Looking across the region, there could be venues in neighbouring districts and counties which could provide peer support, ‘buddying’ or mentoring to help accelerate the development of these organisations which show potential. Similarly, working cross-sector would help to build an experience economy.



WINGFIELD BARNS

The majority of their audiences either come from within a 5 mile radius, or from over 20 miles away; this demonstrates the quality of their programming is enough to encourage people to travel whilst also serving a hyperlocal audience. They see rural isolation as no reason to experience cultural poverty. Wingfield makes the most of their beautiful location through new partnerships, such as writing residencies with HighTide Theatre. However, the rural location makes profitability difficult, which discourages risk-taking or programming new work. This is indicative of how the cost of living crisis intersects with rural isolation and can curtail cultural opportunity.

In memory of Lee Dunford

27th & 28th May 2017
MELFORD HALL IN SUFFOLK

LEESTOCK

Music Festival

In aid of
 **willow**
special days for seriously ill young adults

Saturday 27th May

NEWTON FAULKNER

 * **TINCHY STRYDER**

DJ JACK RABBIT SLIM'S
KYPHER MOBILE SUPER FURRY PARTY
PACIFIC+ THROPTOWN MONOTONES+ SWEET MACHETE+ Hi+ THE BRINK+ SURGE+ 

Sunday 28th May

toploader

 + **goldie lookin chain** + the bunnys +
rachael sage +  + walkvay + Tom Sanderson

Phoebe flustin +  + GABBY RIVERS

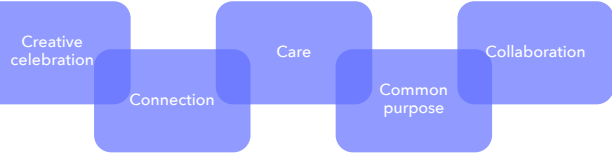
www.leestock.org

B1. VISION STATEMENT

1.1 TOWARDS A POWERFUL CULTURAL VISION

This agenda for what cultural leadership needs to look like in Babergh & Mid Suffolk reflects the views of key stakeholders all across the Districts (and wider county and region), including the Councils. The essence of what we have heard from everyone we spoke to, who are all heavily invested in Babergh & Mid Suffolk’s future cultural, heritage and visitor economy success, was the vital importance of these dominant interlocking values:

Page 244



Celebrate the offer, connect it, care for and preserve the cultural heritage, with common purpose, and do it all collaboratively. And crucially, these values are a clarion call for the development of a clear long-term vision and accompanying set of ambitions.

Ambition not for grand new cultural institutions or international marketing campaigns, as nice as those would be. But rather clear ambitions for how culture, heritage and the visitor economy can combine in order to enrich the lives of people who live in Babergh & Mid Suffolk, and enrich the experiences of those who visit, The Strategy aims to create new connections and opportunities as a means to generate positive social and economic impacts for and with communities, businesses and stakeholders.

Engagement with culture, heritage and creativity is the soil out of which new ideas, jobs, innovative practices, movements and moments can grow – professionally, personally, as individuals and as place-based communities.

Therefore, the vision of this Cultural, Heritage & Visitor Economy Strategy is:

Set in a landscape of enduring inspiration, we will work together to create distinctive, welcoming, and vital cultural places and experiences that energise our communities, our enterprises and our visitors to embrace the progressive heart of Suffolk.

This draws on the landscape that has defined the culture, food and arts of the region for millennia. It makes it clear that this project is a joint one – across districts, towns and villages, but also sectors and agendas. The Suffolk pace and perspective on life is an influence, creating a warm welcome, time to renew and space to be creative.

The vision strikes a balance between local residents, businesses and organisations – who may associate much more with their town or village than a district or region – and the visitor economy which should be complementary to communities, supporting the economy and local services.



SPOTLIGHT: CREATIVE ‘HUB’ COLCHESTER

Creative Colchester is all about progress through partnership and sector leadership – across culture, digital and creative industries. As a hub, they share, promote, consult, signpost, review, recommend, advocate. And most importantly they seek to follow through as a partner on delivery projects and other initiatives. Colchester has strength in depth: 4 NPOs and over 3,500 creative businesses, 2021’s Art Fund Museum of the Year (Firstsite). Advocacy and collaboration works. Colchester is recognised as the Creative, Cultural and Digital Hub for North Essex, by the National Endowment for Science, Technology and the Arts (NESTA) and as a creative cluster, as well as being recognised in the government’s Industrial Strategy Sector Deal for the Creative Industries.

A young child with blonde hair, wearing a white t-shirt, is smiling and holding a large, fresh bunch of vegetables. The bundle includes several large, dark-skinned potatoes, several bright orange carrots, and various green leafy vegetables like spring onions and leafy greens. The child is standing in a field of green plants, likely a vegetable patch or farm. The background is a soft-focus green field.

Set in a landscape of enduring inspiration, we will work together to create distinctive, welcoming, and vital cultural places and experiences that energise our communities, our enterprises and our visitors to embrace the progressive heart of Suffolk.

B2. SHARED PRINCIPLES

OUR SHARED PRINCIPLES

In taking forward the development and delivery of this Strategy, we commit to work together, across places, districts, agendas and sectors to:



Page 246

Embed **collaborative practices** as all partners work together in developing the new initiatives and responses required by this strategy.

Identify, recognise and support the **potential for creativity** and talent to transform lives and places.

Adopt a **strengths-based approach** in all we do, seeking to foster and empower both established and untapped talent and resources across our districts.

Foster **sustainable development** in Babergh & Mid Suffolk, defined in terms of net carbon neutrality and the creation of sustainable jobs and employment firmly footed within the region.

Ensure **co-created processes** shape how we deliver against key priorities, embedding agency and insight from local communities, audiences and artists.

Be **data informed**, combining local knowledge with a careful analysis of relevant data and other local sources of cultural & creative industry, heritage, visitor economy and wider regeneration-based evidence.

Commit to measurable change, framing our action plans in ways that will allow **effective progress assessment** in short, medium and long-term.

"If cultural activities are to play a strategic role in supporting urban regeneration initiatives, many new kinds of partnership will be needed - between departments and disciplines, between the public and private sectors and, critically, with the voluntary sector and community organisations."

The Art of Regeneration: Urban Renewal through Cultural Activity, Charles Landry, Lesley Greene, Francois Matarasso, Franco Bianchini.

B3. STRATEGIC AIMS & OBJECTIVES

AIM 1:
BABERGH & MID SUFFOLK WILL SUPPORT ITS RESIDENTS TO LIVE FULL CULTURAL LIVES, BUILDING CULTURAL CONFIDENCE AND CIVIC PRIDE.

OBJECTIVES

1. Develop initiatives which enable residents to form connections, experience their local area, and relate to its identity better more fully.
2. Babergh & Mid Suffolk Councils will provide development and support services for cultural and heritage organisations which enable them to realise their potential.
3. Support the LCEP, increasing opportunities for school pupils to learn from local practising artists and creatives, and supporting teachers to develop their professional experience.
4. Increase opportunities for participation and training in cultural and heritage activities, particularly for residents without a background of cultural engagement.
5. Building as standard an approach to cultural programming which includes skills development and work experience opportunities.

6. Support green social prescribing initiatives which enable residents to better connect with landscape, culture and heritage, and including better training and support for organisations hosting prescribed patients.
7. Explore 'volunteering for wellbeing' schemes.
8. Support burgeoning place-based cultural forums to develop and deliver their ambitions.
9. Support and facilitate the development of an events strategy which is 'of place' and grows local talent.
10. Improve facilities, communications and activities which enable marginalised groups to participate in culture and heritage activities (e.g. Changing Places secured funding for accessible toilet facilities).



PERISCOPE LCEP

Periscope is the Local Cultural Education Partnership working across Babergh, Mid Suffolk and Bury St Edmunds, which aims to build connections between schools and arts, culture and creative industries. Tiny Plays, Big Ideas was a project where school students worked together to develop plays, which were then performed by professional actors on stage at the Theatre Royal. This was a great project for the students, but it also invited parents & guardians into the theatre to see their children's work, thereby building cultural engagement across the family unit.

AIM 2:

THE CULTURE, HERITAGE AND VISITOR ECONOMY SECTORS WILL BE SUSTAINABLE, RESILIENT AND WILL CHAMPION THE REGION'S DISTINCTIVE QUALITIES.

OBJECTIVES

1. Embed Babergh & Mid Suffolk's 'sense of place', brand values and personality - with a new singular destination brand name based on the 'heart of Suffolk' that more local places can use to present the variety of the visitor offer. This then can provide a gateway to more specific sub-brands, like Constable Country, and Wool Towns.
2. Develop new brand-led marketing communications to drive effective and consistent messaging, growing its appeal as a destination to visit and stay, aligning with East of England planning, research and campaign delivery.
3. Position, empower and support the cultural, heritage & visitor economy to harness opportunities for investment, innovation and growth.
4. Develop programmes which manage overtourism, including educating visitors on how to treat the environment, and finding ways to disperse visitors by time and place, e.g. peak periods, congested 'honeypots'.
5. Find new uses for empty or underutilised (heritage) buildings, for meanwhile and more permanent uses.

6. Support all venues, but particularly heritage and listed sites to improve their environmental sustainability.
7. Support venues and organisations to improve their accessibility (physical, attitudinal, marketing and communications) for a range of audiences and visitors.
8. Explore new visitor markets, including but not limited to the Purple Pound, wellbeing markets (including leisure cycling and outdoor activity breaks).
9. Ensure clear (sector and public-targeted) information provision and data capture are effectively managed, including a structured annual research programme.
10. Harness digital as a transformative 'growth and innovation' tool for sector and individual business development.
11. Support diversification of the local visitor offer, especially accommodation infrastructure and proactively support new developments.
12. Research ways to encourage culinary innovation and entrepreneurship to boost the eating out / evening economy.
13. Provide quality improvement and business development advice regarding existing schemes and peer support.



SPOTLIGHT: GENERATING DIGITAL REACH - GENERATING IN NEW WAYS

It's not news to say that the Internet can reach (global) audiences in ways that traditional media cannot. Quirky and surprising viral stories can capture the imagination, but they can also be supported. People who could never visit The Gamble could become users, even fans. In 2019, nearly half a million people tuned in online to watch a live stream tour of the Village Museum in Ruddington, Nottinghamshire. Feixue Huangdu, a Chinese-national Masters degree student made the webcast and built a huge audience back home during her time studying in the UK.

www.bbc.co.uk/news/uk-england-nottinghamshire-48758680

**AIM 3:
 BABERGH AND MID SUFFOLK'S CULTURE, HERITAGE AND
 VISITOR SECTORS WILL WORK COLLABORATIVELY WITH
 NEIGHBOURING ORGANISATIONS, DISTRICTS AND COUNTIES
 TO TRIAL NEW APPROACHES.**

OBJECTIVES

1. Develop a distinctive approach to sustainable tourism, inspired by the local food production heritage.
2. Develop an experience economy driven by culture and heritage which is visible in towns and communities.
3. Explore cross-sector and cross-boundary ways of working, especially innovative commissioning models, trails and thematic packages, e.g. food, visual arts heritage.
4. Develop and test brand offer, and market via travel trade / media trips through experience-based offer.
5. Utilise sub-regional infrastructure to the best effect for Babergh & Mid Suffolk's residents, businesses and visitors.
6. Work outside of comfort zones, employ a spirit of piloting and risk taking, with an understanding that models must be agile and evolving.

7. Commit to a faster rate of sector innovation which includes the commercial and subsidised sectors working collaboratively.
8. Support development of niche 'getaway' opportunities in the business tourism conference market.
9. Support the newly invested signature attractions as audience / visitor drivers and experience to fully develop potential as gateway experiences to the wider area, e.g. Shotley Peninsula, Sudbury etc.
10. Review and explore modelling for 'pilot & roll-out' initiatives, such as the wayfinding strategy in Stowmarket.
11. Identify and develop entrepreneurial opportunities and training partnerships to upskill the workforce and encourage the retention of hospitality students, notably working with the Further and Higher Education institutions.

Local partnerships and communities will become strong partners and leaders in increasing cultural participation – inspired by place, contributing to civic pride, environmental, educational, skills development and health & wellbeing goals. The sector will be supported with targeted and place-specific development programmes to better celebrate Babergh & Mid Suffolk's resident and visitor offer through its creative businesses, culture, heritage, and natural environment partners, telling our stories in a way that builds the local economy through strategic partnership.



CENTRE FOR CULTURE AND HERITAGE

The University of Suffolk continues to develop this Centre, building a cross-faculty team including arts & culture, creativity, history, law, architecture and English. In seeking to be the 'hub' for Creative Suffolk, CCH's aims include:

- Being a hub of creative excellence for research and creative projects;
- Connecting history and culture through events, exhibitions, research, education & outreach;
- Working with communities, individuals, and organisations in order to support the region's culture and heritage;
- Engaging with international partners.

www.uos.ac.uk/content/centre-culture-heritage



C1. A ROUTE MAP - CONVERGING COMMON PURPOSE ACROSS BABERGH & MID SUFFOLK

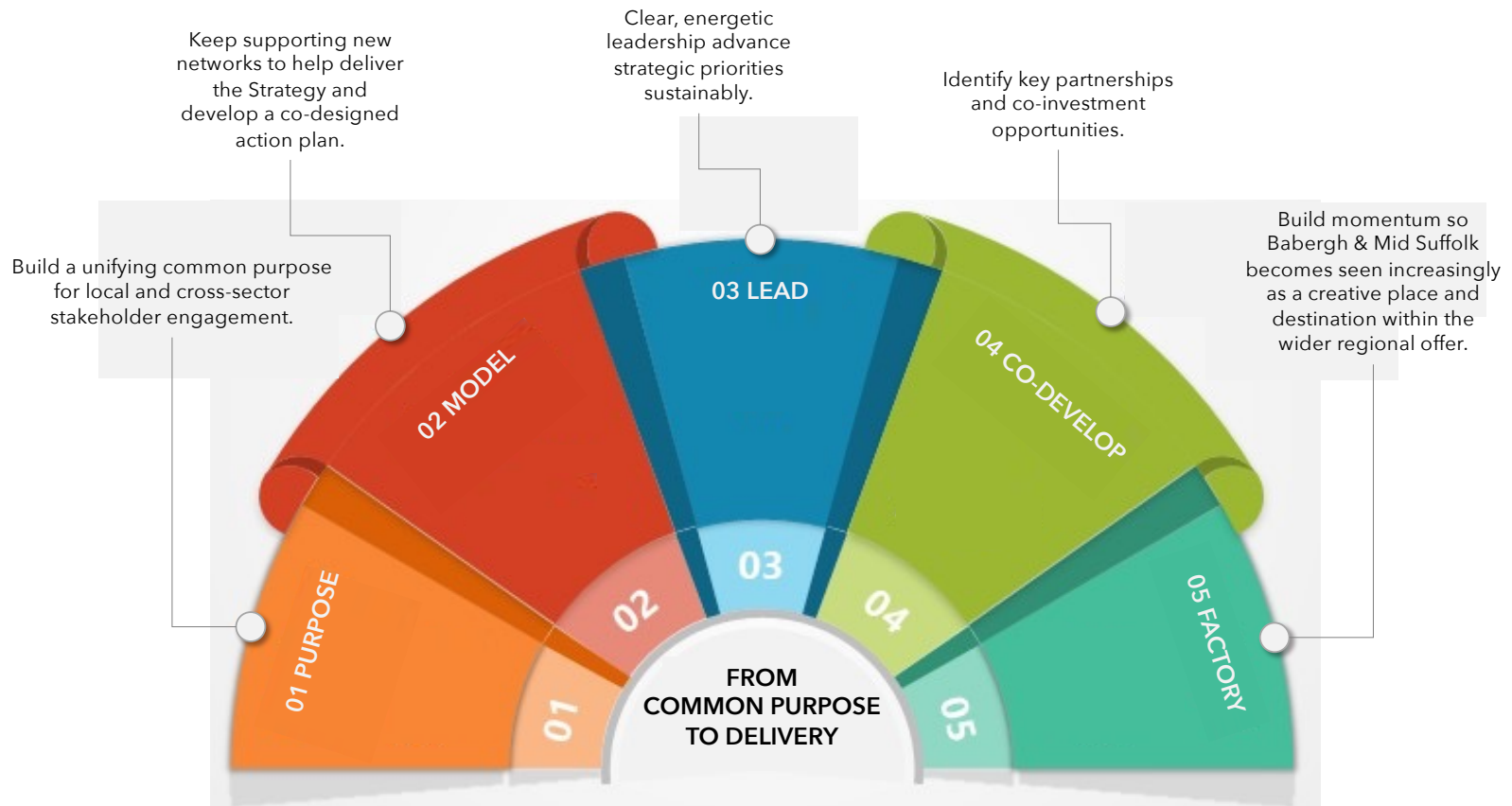
The cultural, heritage and visitor economy sectors will look to the Councils for strategic leadership (and guidance and advice for regional connectivity, funding and advocacy of course).

FROM COMMON PURPOSE TO DELIVERY

A strategic process to drive implementation of the Strategy.

In viewing the cultural, heritage, creative industries and tourism sectors as regenerators, social and economic value creators, the Council can respond with tools, expertise and support to drive demonstrable impacts, including through nurturing cultural partnership and entrepreneurship.

The Council can be a fulcrum for cultural development, co-designing (across departments and with external partners) and deploying local and hyperlocal responses and programmes, as well as districts-wide.



Page 25/31

C2. ACTION PLAN FRAMEWORK

C2.1 INTRODUCTION

The Action Plan covers an initial 2-year period, with annual reviews and updates through the duration of the period covered by the Strategy. It is designed as a live, transitional plan to guide actions and build capacity over this period. It should be seen and used as an iterative document, being updated on a regular basis (at least annually, but ideally much more often), as impacts, insights and opportunities present, through programme investment and evaluation.

The Action Plan is structured according to strategic priorities and their underlying objectives. Specifically, where possible, it:

- Sets realistic targets;
- Identifies the actions needed to achieve the target;
- Allocates responsibility to task leaders and supporters;
- Defines timescales;
- Identifies methods for evaluating the success rate and impact of each activity against the relevant target;
- Suggests indicative costs where possible.

While every attempt has been made to allocate responsibility, timescale, and resource requirements for each action, implementation of the Action Plan depends on a clear locus and structure for cultural development leadership being agreed / achieved.

C2.2 PROGRESSIVE FOCUS

The Year 1 focus in is to get getting up and running. Year 2 is more about implementing plans, building on Year 1 activities. As lessons are learnt, and new circumstances and opportunities emerge, proposed actions should be reviewed and refined.

C2.3 CO-PRODUCTION OF AN ACTION PLAN

The development of the action plan will be a fully collaborative process. As such this sample framework is very much a starting point only.

OBJECTIVES TO ACTIONS	Priority	Timescale	Lead / partners	Resource	Evaluation
Aim / Objective					
Action...					
Action...					

C3. CONCLUDING STATEMENT

This Strategy is all about making Babergh & Mid Suffolk a more attractive and dynamic place for residents and visitors alike. Babergh & Mid Suffolk aspires to be one of the UK's greenest, most welcoming, most liveable places, with residents and visitors inspired by its culture, heritage, food & drink, landscape and the diversity and quality of its accessible experiences and opportunities.

This Strategy sets out a visitor economy vision of a more integrated year-round offer; a unified presentation of the districts (and the distinctive places that make the whole) as a timeless yet contemporary destination.

This Strategy also sets out how more effective delivery partnerships can help Babergh & Mid Suffolk realise its ambitions to become more visible, connected and competitive as a place to be and a place to visit through its unique and rich culture and (natural and built) heritage. This can make a compelling case to build civic pride and participation, attract and retain visitors, continue to develop place-based and thematic partnerships and appeal to funders and investors.

In support of these aims this Strategy seeks to improve the quality, reach and effectiveness of Babergh & Mid Suffolk's cultural, heritage and visitor offer. Locals can discover and rediscover 'their' part of Suffolk, and visitors can find their own brand of ownership of a special place that is full of hidden and not-so-hidden gems.

The Strategy also seeks to be a vital foundation of wider economic development efforts for Babergh & Mid Suffolk, enabling the key partners to come together in more effective working structures that will allow them to compete successfully for the necessary supporting investment vital to future product, service and infrastructure development and promotion.

Babergh & Mid Suffolk's vision is to create a tourism offer that is:

- **Diverse** - The range and quality of opportunities and experiences accessible from Babergh & Mid Suffolk is second to none in the region.
- **Differentiated** - Babergh & Mid Suffolk is recognised and promoted as a vital cultural heritage hub for Suffolk and the region - a distinctive, welcoming, and captivating place.
- **Dynamic** - An enriched, joined up, cultural heritage-led tourism-friendly offer driving community and visitor growth, sustainable social and economic success.

What comes next is the important bit. It is all about continuing to build the local, district and regional partnerships that can help to deliver the ambitions of this Strategy for Babergh & Mid Suffolk's communities, visitors, businesses and partners. This start with an action plan, and a clear, collective response to both the exciting opportunities and challenges in meeting them with the energy, resources and capacity they deserve.



BENTON END

The philosophy of the art school was an informal, holistic education with a sense of the avant-garde and a radicalism which enabled creativity across disciplines spanning painting, literature botany, cookery, horticulture, environmentalism and more. Recently acquired by the Garden Museum, a project is underway to reopen the site to visitors, artists and creative practitioners, and the community, all in the spirit of the School's founders. Due to reopen in 2027, it will be an important addition to the wider artistic heritage offer as well as a resource for contemporary practice. More significantly, Benton End will be vital for the community through a full education, wellbeing, and environmental programme.



D. ADDENDUM

Image: John Peel Centre for Creative Arts, Stowmarket

D1. LIST OF CONSULTEES

Role	Organisation
Executive Director	Visit East of England
Innovation and Sectors Manager	New Anglia LEP
Co-Director	Suffolk Art Link
Chief Executive	MENTA
Arts Development Manager	Suffolk County Council
Pro Vice-Chancellor, Business and Entrepreneurship	University of Suffolk
Operations & Business Development Manager	Screen Suffolk
Head of Creative Programmes	DanceEast
Growing Places Fund Senior Coordinator	New Anglia LEP
Director	The Food Museum
Director	Gainsborough's House
Development Officer	Gainsborough's House
Events & Theatre Manager	The Regal Theatre and Cinema
Manager	Wingfield Barns
Development Officer	St. Peter's Church / Arts Venue
Project Founder, Painter	Pasture Place
Owner	Helmingham Hall & Gardens
Manager	Flatford Mill
Co-Owner	Suffolk Food Hall / Shotley Tourism Action Group
VE Strategic Lead, AONB Officer	Suffolk County Council
Strategic Lead for the Visitor Economy	Suffolk Growth Partnership
Brand Manager	Visit Suffolk
Chair	The Bank Arts Centre, Eye
Founder, CEO, Strategic Management Coordinator	Kinetic Science
Head of Engagement	Suffolk Wildlife Trust
	Stowmarket Stories

One-to-one consultations were conducted with representatives from a variety of culture, heritage, tourism creative and other sectors. The tables below set out who has responded to consulting approaches to date, from a larger database of over 150 contacts, which also served the workshops.

Role	Organisation
Administrative Officer	High Tide
Author	Easterly Artists, Suffolk Open Studios
Co-Director	Suffolk Artlink
Marketing and Digital Communications Officer	Eastern Angles
Director	Folk East
Secretary	Association for Suffolk Museums
CEO	Suffolk Libraries
Head of Primary Care Partnerships; Deputy Director of Partnerships and Alliance Delivery	East Suffolk CCG; Ipswich and East Suffolk Alliance
Chair	Mid Suffolk Disability Forum
Project Director	Benton End
Chair	Periscope LCEP

Organisations	
All About Ipswich	Frinfings
Babergh and Mid Suffolk District Councils	Gainsborough's House
Churches Conservation Trust	Hadleigh Town Council
De Vere House Accommodation	Haughley Park Ltd
Dedham Vale Area of Outstanding Natural Beauty	Heat Design
Dream On CIC & Blossom Charity	Hintlesham Hall Hotel
EA Festival	Jimmy's Farm & Wildlife Park
East Anglian Festival Network	John Peel Centre for Creative Arts
East Bergholt Parish Council	Little Hall Museum, Lavenham
Eye Heritage Group	MENTA
Eye Magazine	New Anglia LEP
Eye Town Council	Oakmere Solutions Ltd
Eyes Open Community Interest Company	Orchestras Live
Footprints Theatre Company	Rattlesden River Valley Network
Freelancers	Rectory Manor Hotel

A series of [stakeholder engagement workshops](#) were held. These workshops tested some early and emerging themes developed from the desk research and one-to-one consultations already undertaken, through use of stimulus questions and facilitated discussions. Attendees included community, cultural, heritage, tourism, hospitality, leisure and voluntary groups and organisations; businesses; creative practitioners; and Council officers, with representatives from the following organisations:

Organisations	
River Stour Festival	The Banks Arts Centre
SCC1	The Bridge Project
Screen Suffolk	The ERD Connection
Stow Stories	The Food Museum
Stowmarket Town Council	The Hotel Folk
Sudbury Common Lands Charity	The Kinetic Science Foundation
Sudbury Museum Trust	The Offshoot Foundation
Sudbury Town Council	The Old Rectory, Kettlebaston
Suffolk Artlink	The Pin Mill Studio
Suffolk Chamber of Commerce	The Quay Theatre
Suffolk County Council	Thomas Gainsborough School
Suffolk Growth Partnership	Visit Hadleigh
Suffolk Libraries	Wingfield Barns

D2. BIBLIOGRAPHY

<p>CORPORATE & GOVERNMENT</p>	<ol style="list-style-type: none"> 1. Wellbeing Strategy, Babergh & Mid Suffolk District Councils, 2021-2027 2. The State of Children in Suffolk, 2016 3. Suffolk Devolution Deal, 2022 4. Recovery Plan, Babergh & Mid Suffolk District Councils, 2022 5. Mid Suffolk, Investment Plan Application, UK Shared Prosperity Fund, 2022 6. Babergh, Investment Plan Application, UK Shared Prosperity Fund, 2022 7. Explore Suffolk Business Improvement District (BID) Feasibility Report, Locus, 2022 8. Communities Strategy, Babergh & Mid Suffolk District Councils, 2019-2036 9. Create Growth Programme Application, New Anglia LEP, 2022 10. Leisure, Sport and Physical Activity Strategy, Babergh & Mid Suffolk District Councils, Update 2021 11. Eat The View, Promoting Sustainable Local Products, The Countryside Agency 12. South Norfolk and High Suffolk Claylands, National Character Area Profile, Natural England, 2014 13. Living With Covid, Town Centre Grant, Suffolk Growth, Babergh & Mid Suffolk District Councils, 2022
<p>VISITOR ECONOMY</p>	<ol style="list-style-type: none"> 1. Volume and Value Report: Economic Impact of Tourism, Babergh Report, 2019, 2020, 2021 2. Volume and Value Report: Economic Impact of Tourism, Mid Suffolk Report, 2019, 2020, 2021 3. Destination Development Plans, Visit East of England & Partners, 2021 4. Visit East of England - Consumer Sentiment Survey, 2021 5. Visit East of England - B2B Survey Results 6. Volume and Value Report: Economic Impact of Tourism, Eye Report, 2018 7. Volume and Value Report: Economic Impact of Tourism, Hadleigh Report, 2018 8. Volume and Value Report: Economic Impact of Tourism, Lavenham Report, 2018 9. Volume and Value Report: Economic Impact of Tourism, Long Melford Report, 2018 10. Volume and Value Report: Economic Impact of Tourism, Needham Market Report, 2018 11. Volume and Value Report: Economic Impact of Tourism, Stowmarket Report, 2018 12. Volume and Value Report: Economic Impact of Tourism, Sudbury Report, 2018 13. Suffolk Visitor Economy Data Collection Brief, and Proposal, T-stats 2022 14. Economic Impact of Tourism, Suffolk Coast & Heaths AONB, Destination Research, 2021 15. Economic Impact of Tourism, Stour Valley Project, Destination Research, 2021 16. Economic Impact of Tourism, Suffolk, Destination Research, 2021 17. Economic Impact of Tourism, Mid Suffolk, Destination Research, 2021 18. Economic Impact of Tourism, Babergh, Destination Research, 2021 19. Economic Impact of Tourism, Dedham Vale AONB, Destination Research, 2021 20. Naturally Creative Brief and Brand Creation, Visit East of England, 2022 21. South Suffolk, The BID for South Suffolk, Locus 22. AirBnB Suffolk Area Profile 23. Accessibility and Inclusion: Enabling growth of the Suffolk Visitor Economy, Suffolk Growth, 2023

Page 258

This is a representative rather than exhaustive list. A number of other articles, databases, academic and other studies and other reports will have been used in addition to this selection.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 259</p> <p>CULTURE & HERITAGE</p>	<ol style="list-style-type: none"> 1. Heritage Engagement Ideas for the Suffolk Wool Towns, 2018 2. Head East, Lite Campaign Update, 2022 3. Head East, Campaign Evaluation, 2021 4. Driving Cultural Placemaking Overview, The Sudbury Culture Group 5. Feasibility Study on the Development of a Film Studio, Training Centre and Creative Cluster in Brantham, Olsberg SPI, 2022 6. John Peel Centre for Creative Arts, NPO Application, 2022 7. MEND at MEAL, Museum Estate and Development Fund Bid, Museum of East Anglian Life 8. NPO and IPSO Programme Bid, Museum of East Anglian Life, 2022 9. Project Summary Gainsborough's House 10. Culture Drives Growth, The East's Cultural Strategy, 2016-2022 11. Culture Drives Impact, The Norfolk and Suffolk Culture Board Manifesto, TFCC, 2022 12. Cultural Strategy, Evidence Report, New Anglia LEP, Hatch, 2021 13. Building the Cultural Economy Report, StartEast, BOP Consulting, 2021 14. Revenue Grant Application Form, Museum of East Anglian Life, Babergh & Mid Suffolk District Councils, 2023-23 15. Revenue Grant Application Form, Eastern Angles, Babergh & Mid Suffolk District Councils, 2023-23 16. Revenue Grant Application Form, DanceEast, Babergh & Mid Suffolk District Councils, 2023-23 17. Revenue Grant Application Form, East Anglian Traditional Music Trust, Babergh & Mid Suffolk District Councils, 2023-23 18. Revenue Grant Application Form, Eyes Open CIC, Babergh & Mid Suffolk District Councils, 2023-23 19. Revenue Grant Application Form, Suffolk ArtLink, Babergh & Mid Suffolk District Councils, 2023-23 20. Revenue Grant Application Form, John Peel Centre for Creative Arts, Babergh & Mid Suffolk District Councils, 2023-23 21. Revenue Grant Application Form, The Quay Theatre, Babergh & Mid Suffolk District Councils, 2023-23
<p>PLACE & COMMUNITIES, DEMOGRAPHICS & DATA</p>	<ol style="list-style-type: none"> 1. What's Next for Sudbury - Key Projects under the Sudbury Vision Programme, 2022 2. What's Next for Sudbury - Questionnaire Initial Feedback, 2022 3. Delivering a Vision for Prosperity in Stowmarket: All-Issues Response 4. Delivering a Vision for Prosperity in Stowmarket: 5-Year Action Plan 5. Creating Wayfinding In Sudbury, The Public Art Company, 2021 6. Local Strategic Plans Framework (Plan on a Page), Sudbury Vision 7. Local Strategic Plans Framework (Plan on a Page), Stowmarket Vision 8. Vision (Plan on a Page), Invest in Hadleigh 9. Stowmarket Masterplan (SHELF), Stowmarket Vision 10. Community Development Grant Scoring Matrix, Babergh & Mid Suffolk District Councils 11. Retail and Commercial Leisure Town Centre Study, Ipswich Borough & Suffolk Coastal District, 2017 12. Stowmarket Place Making and Creative Wayfinding Brief, Stowmarket Vision, 2022 13. Stowmarket Place Making and Creative Wayfinding Interim Report, Counterculture, 2022 14. Vision Engagement Activity Feedback, Invest in Needham Market 15. Programme and Scope, Invest in Eye Programme, Mid Suffolk District Council and Eye Town Council, 2021 16. Programme and Scope, Invest in Eye (Plan on a Page), Invest in Eye, 2021 17. C-CARE Reset and Redesign, Town Centre Recovery: new approaches, ITQ Feasibility/Pilot Project, Norfolk or Suffolk



ctconsults.

The Intelligence Agency

©2023

Babergh & Mid Suffolk cultural, heritage and visitor economy strategy

Engagement Phase
Insights Report
January 2023



Contents

SECTION A OVERVIEW

1 Project introduction 03

2 Engagement approach & profile 04

SECTION B CONSULTATION STAGE SUMMARY

1 SWOT analysis 09

2 PESTLE analysis 11

3 Culture place wheel® 13

4 Visitor survey 18

SECTION C NEXT STEPS

1 Looking ahead 31

Quotes included in this report are verbatim comments from the interview consultations and workshops to date.

A1. Project introduction

A1.1 Why consult?

Do we just want to be seen to have listened to stakeholders before we produce a Strategy? Or do we really want to (in fact need to) engage as part of a longer-term collaborative way of working?

Our approach is the latter and it is as critical hyper-locally as it is regionally. Babergh & Mid Suffolk does not and cannot act in isolation – especially in tourism, but also across culture and heritage. The importance of Suffolk and East of England plans, positioning and collaboration is likely to become ever more important to Babergh & Mid Suffolk. The Strategy development process will support the Councils on their shared journey as it builds understanding of the current landscape, its challenges and opportunities. In other words, what you are dealing with and how the role of improved creative identity can benefit, e.g. community wellbeing on one hand, and visitors and inward investment on the other.

A1.1.1 Our approach

Step 1 - Scoping and researching – defining the scale and scope of the development project.

Step 2 - Engaging and testing – exploring issues and building engagement through consultation and critical thinking; test the pillars of the Strategy – its themes and strategic priorities;

Step 3 - Prioritising and defining – developing the aspirations and values into a Strategy and action plan; taking ownership by creating a route map.

This allows the Strategy development process to be open and flexible, factoring in influencing factors that may not have been present when the original brief was created, e.g. cost-of-living crisis, further changes in government (policy), post-pandemic funding, other major local authority strategies to align with, and so on.

Within the budget and timeframe the public, e.g. participants, visitors, attenders, volunteers, and those less engaged will fall outside the scope of the engagement phase of Strategy development. A consultation version of the Strategy can of course be a start point to bring the residents of Babergh & Mid Suffolk’s communities into the process, and connect to the ongoing community engagement of the cultural, heritage and tourism sectors.

A1.1.2 Important note on findings

These reports seek out critical commentary. The process does not seek to create a ‘place hagiography’ for Babergh & Mid Suffolk or select easy plus-points to focus on. In asking people’s opinion of ‘their’ Babergh & Mid Suffolk, and what is important to them, engagement asks what can be better more than what is already good (although that is explored as well to identity strengths to build upon).

This results in delivering a collective voice that is weighted to the critical – which can make for occasionally tough reading. This should not be read as indicative of relative / competitive disadvantage or poor performance.

A2. Engagement approach and profile

A2.1 Scale and scope

This Insight Report presents findings from a series of 1:1 interviews, desk research, a visitor survey, mini-workshop activity and a series of stakeholder engagement workshops. The purpose of the report is to secure a mandate for the direction of strategy development - areas of focus, critical themes, level of ambition etc. This report provides a view of what the engagement phase has revealed, leading to early themes and priorities for the Strategy.

The research, consultation and analysis that has informed this interim report has been conducted between October and December 2022.

One-to-one consultations were conducted with representatives from a variety of culture, creative, tourism and other sectors. The table below sets out who has responded to consulting approaches to date, from a larger database of over 150 contacts, which also served the workshops.

Some of those consulted also participated in the in-person workshops taking place across Babergh & Mid Suffolk. A number of outstanding consult targets may also be re-approached at a later date, subject to need. Previous consultees may also be re-contacted to conduct follow-up interviews to explore key issues in more detail.

Name	Role	Organisation
Pete Waters	Executive Director	Visit East of England
James Allen	Innovation and Sectors Manager	New Anglia LEP
Alex Casey	Co-Director	Suffolk Art Link
Alex Till	Chief Executive	MENTA
Jayne Knight	Arts Development Manager	Suffolk County Council
Prof. Gurpreet Jagpal	Pro Vice-Chancellor, Business and Entrepreneurship	University of Suffolk
Jim Horsfield	Operations & Business Development Manager	Screen Suffolk
Lucy Bayliss	Head of Creative Programmes	Dance East
Iain Dunnett	Growing Places Fund Senior Coordinator	New Anglia LEP
Jenny Cousins	Director	The Food Museum
Mark Bills	Director	Gainsborough's House
Arabella McKessar	Development Officer	Gainsborough's House
David Marsh	Events & Theatre Manager	The Regal Theatre and Cinema
Anna Fielding	Manager	Wingfield Barns
Allison Burke	Development Officer	St. Peter's Church / Arts Venue
Ruth Philo	Project Founder, Painter	Pasture Place
Edward Tollemache		Helmingham Hall & Gardens
Simon Peachey	Manager	Flatford Mill
Oliver Paul	Co-Owner	Suffolk Food Hall / Shotley Tourism Action Group

Paula Booth	VE Strategic Lead, Area of Outstanding Natural Beauty (AONB) Officer	Suffolk County Council
Richard Hunt	Strategic Lead for the Visitor Economy	Suffolk Growth Partnership
Helen Cutting	Brand Manager	Visit Suffolk
Peter Brooke	Chair	The Bank, Eye
Debbie Ball	Founder, CEO, Strategic Management Coordinator	Kinetic Science
Sara Holman	Head of Engagement	Suffolk Wildlife Trust
Judith Thompson		Stowmarket Stories
Holly White	Administrative Officer	High Tide
Miles Barry	Author	Easterly Artists, Suffolk Open Studios
Hayley Field	Co-Director	Suffolk Artlink
Emily Walden	Marketing and Digital Communications Officer	Eastern Angles
Rebecca Marshall-Potter	Director	Folk East
Jayne Austin	Secretary	Association for Suffolk Museums
Bruce Leeke	CEO	Suffolk Libraries
Louise Hardwick	Head of Primary Care Partnerships; Deputy Director of Partnerships and Alliance Delivery	East Suffolk CCG; Ipswich and East Suffolk Alliance
Tom Beese	Arts, Libraries & Museums Project Officer	Suffolk Culture Network, Suffolk County Council

A series of stakeholder engagement workshops were held at The Bank, Eye, Jimmy's Farm & Wildlife Park, Wherstead, Gainsborough's House, Sudbury and The John Peel Centre for the Arts, Stowmarket in November 2022. These workshops tested some early and emerging themes developed from the desk research and one-to-one consultations already undertaken, through use of stimulus questions and facilitated discussions. Attendees included community, cultural,

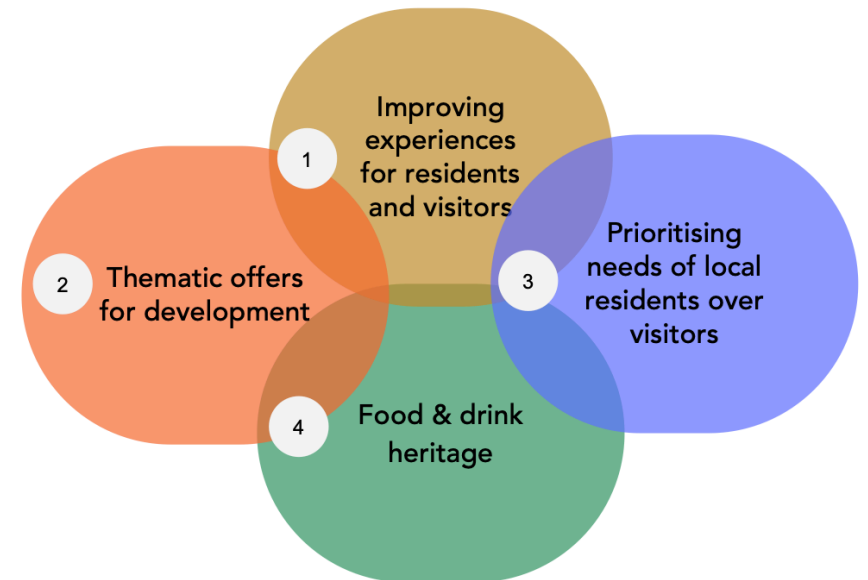
heritage, sport and voluntary groups and organisations; businesses; creative practitioners; and Council officers, with representatives from the following organisations:

Organisation
All About Ipswich
Babergh and Mid Suffolk District Councils
Churches Conservation Trust
De Vere House Accommodation
Dedham Vale Area of Outstanding Natural Beauty
Dream On CIC & Blossom Charity
EA Festival
East Anglian Festival Network
East Bergholt Parish Council
Eye Heritage Group
Eye Magazine
Eye Town Council
Eyes Open Community Interest Company
Footprints Theatre Company
Freelancers
Frinfings
Gainsborough's House
Hadleigh Town Council
Haughley Park Ltd
Heat Design
Hintlesham Hall Hotel
Jimmy's Farm & Wildlife Park
John Peel Centre for Creative Arts
Little Hall Museum, Lavenham
MENTA
New Anglia LEP

Oakmere Solutions Ltd
Orchestras Live
Rattlesden River Valley Network
Rectory Manor Hotel
River Stour Festival
SCC1
Screen Suffolk
Stow Stories
Stowmarket Town Council
Sudbury Common Lands Charity
Sudbury Museum Trust
Sudbury Town Council
Suffolk Artlink
Suffolk Chamber of Commerce
Suffolk County Council
Suffolk Growth Partnership
Suffolk Libraries
The Banks Arts Centre
The Bridge Project
The ERD Connection
The Food Museum
The Hotel Folk
The Kinetic Science Foundation
The Offshoot Foundation
The Old Rectory, Kettlebaston
The Pin Mill Studio
The Quay Theatre
Thomas Gainsborough School
Visit Hadleigh
Wingfield Barns

Additionally, extensive desk research has been undertaken to build the picture of existing documents, strategies, data and evidence relating to Babergh & Mid Suffolk Councils-led past and current initiatives and other relevant agencies and organisations. This has built a picture of Babergh & Mid Suffolk's strengths and needs in a local, county and regional context.

A dynamic online map of cultural and creative assets is available to continue to be populated at (see screengrab two pages below): <https://bit.ly/3WQvB8M>. With over 300 categorised entries, it includes theatres, museums, heritage assets, arts centres, visitor attractions, creative infrastructure and supply chain, cinemas, events and music venues, public art, community hubs, visitor attractions and active lifestyle offer. Stimulus sheets (see below) were used to help workshop participants to explore the issues around one of four thematic topics, framed from the responses of earlier 1:1 consultations:



1

Improving experiences for residents and visitors

What are local residents proud of? Where do they take their friends and relatives when visiting the area?

How can the local offer be more visible – to residents and to visitors?

What cultural & heritage assets could be used as hooks for hotspots and itineraries?

What does the 'off season' offer in B&MS look like, for residents and visitors?

What infrastructure is needed to improve visitor experiences?

Which demographics are not attending culture / heritage / tourism attractions?

What barriers are there to them attending currently? How can those barriers be overcome?

How can we be more joined-up across the culture, heritage and tourism sector? Why?

Who is managing audiences / visitors – and their experiences – well?

Where is the sector leadership in B&MS?

How could B&MS disperse visitors from honeypot areas?

Visitor number pressures in certain areas, especially around Stour Valley, Dedham Vale.

Need for data and insight to better understand audiences and their behaviours.

Need to broaden audience / visitor demographics.

Issues with visibility of offer for residents and visitors.

"Some people don't want more people to come, but I'd like it to be more vibrant."

"A lot of people who have lived there their whole life – so lack of comparison to other places. They're making comparisons to the past rather than other places."

"If you support creative industries then it will pay back for the long term and will generate ancillary spend."

"As a resident I've always thought that there isn't enough promotion of existing assets on our doorstep."

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

How can the visitor experience be more localised?

ctconsults.

2

Thematic offers for development

Visual arts heritage

Prioritising outdoor pursuits / water-based activities

Emphasising B&MS' unspoilt quietness as a place to get away from it all and recharge

How can B&MS make the most of its artistic heritage? What partners are needed to make this successful? What infrastructure needs to be developed or improved?

Growing interest in outdoor pursuits has caused some friction between visitors and residents. Is it better to be on the front foot and better manage outdoor pursuits, or to try and dissuade visitors? Why? How could this be implemented?

What does this mean for residents? What projects and programmes are needed to help residents better engage with these themes?

What's missing from this list? Are there any opportunity areas we have overlooked? What are they?

"Babergh and Mid Suffolk is clunky, it doesn't have a cohesive identity."

"Babergh and Mid Suffolk is clunky, it doesn't have a cohesive identity."

"There is an artistic heritage worth celebrating."

"Culture needs punk people not cabinet meetings."

"Many artists and writers have lived and worked here over time, but they are seen as individuals, but not as a cluster or movement. We should be championing the region as a centre of landscape to abstraction art."

"Babergh & Mid Suffolk is a Cinderella place – it has good opportunities but it's in the shadow of Bury, Newmarket and Ipswich."

"Unspoilt, quiet, get away from it all, recharge, cosy, pastoral, soft, beautiful, quaint, pretty, charming, 'wee but attractive'."

"There is a personal appeal, a soul to events here. Not WOW moments but we like to be small, be personal, intimate. Mid Suffolk is not grand or overpowering, it's about individual character."

B&MS has an 'unspoilt quietness' is a place 'to get away from it all and recharge.' Is this the 'right message'? If so, how could this be emphasised? If not, how could it be changed?

ctconsults.

3

Prioritising needs of local residents over visitors

Suffolk has an ambition to be the 'greenest' county in the UK (greensuffolk.org) but Mid Suffolk is the 4th worst local authority in England for access to public green space.*

NHS Suffolk & North East Essex ICP is a national leader in social prescribing.

"There are loads of special arts societies (for middle class, retired people), but they're not tapping into everyday people, children and families"

Rural communities and transport challenges make a hyperlocal cultural offer more important

Suffolk Libraries are national leaders in cultural projects.

Lack of opportunities for culture / heritage / tourism pathways, study, work experience, paid early career work – young people move away to gain this.

What venues can be utilised for better access to cultural participation?

How can more opportunities for creativity in the outdoors be developed?

What skills development and early career opportunities could be developed for young people?

How can creative engagement be better utilised for promoting improved health and wellbeing?

What partnerships are needed to help tackle rural isolation?

What does being 'the greenest' place mean for the culture, heritage and tourism sector?

Are cultural opportunities evenly distributed, visible, shared? What could or should change in order to rebalance this?

"People are a lot more aware of benefits of spending time outdoors in green and blue spaces and for health and wellbeing, recharging, time out to do simple things. Access to countryside exists across the district but have to try harder to find it."

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

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

"The area is becoming increasingly attractive, to new residents and tourists. Local pride needs to be generated to help both – and help not to neglect existing communities."

* ONS – Access to public parks and green spaces dataset 2020 - an average distance of 689.33m to access public green space. Babergh is 40th with 533.15m.

ctconsults.

4

Food & drink heritage

Links with the environment, sustainability and biodiversity

Existing food-related attractions such as Jimmy's Farm & Suffolk Food Hall.

The Food Museum has the potential to grow national significance.

Two Food Enterprise Zones in Stowmarket and Whestead.

"There are lots of food attractions developing quickly. It's very encouraging."

A growing wine production industry in B&MS.

Does this theme balance the needs of residents and visitors? How? (If not, why not?)

How can the sector develop local understanding of B&MS' agricultural heritage? How can the connection with and pride in this heritage grow?

Sharing food is a way that the local food culture be used to tackle local social issues?

How could this theme explore issues around climate change, biodiversity and appreciation of Suffolk's unique environment?

What partnerships and resources are needed to make the most of this theme?

How can the tourism sector capitalise more on local food heritage and contemporary production?

B&MS could be a sustainable tourism area. What would enable this to grow?

"Connecting with food, nature and the environment should be exciting. We want to take away the drudgery of preparing food and make it inspiring"

"Culture-led development is the only game in town. Retail is not the future. Experiences are."

"You don't get big collaborative ideas between heritage sector, never joined up offer."

"Huge number of visitors have expectations about sustainable visit – currently a niche market"

ctconsults.

A2.2 Local Context

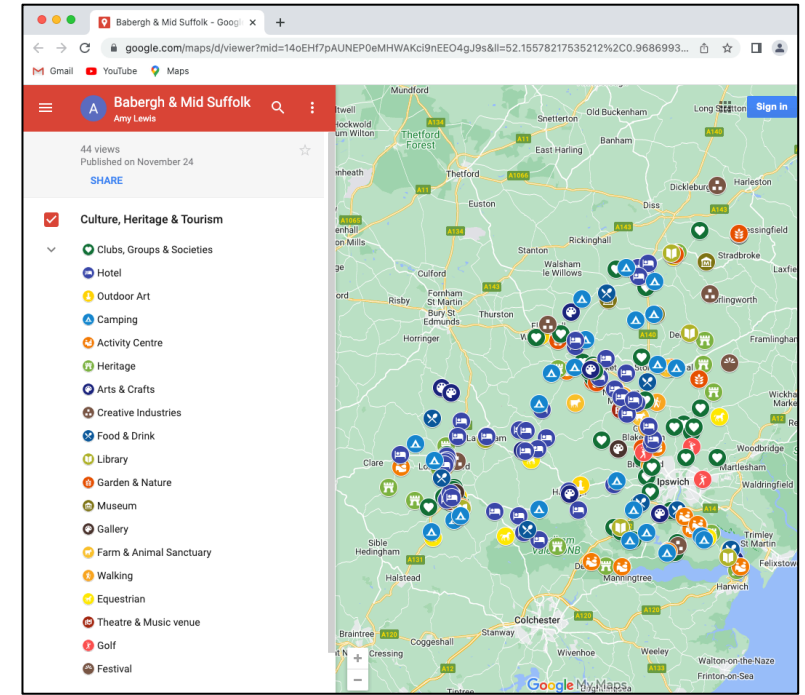
"Suffolk is the poor cousin of East Anglia and Mid Suffolk is the poor cousin of Suffolk"

Stakeholder

Babergh & Mid Suffolk's cultural, heritage and visitor economy sectors are notable in its structure, variety and distribution.

What do we mean by these three generic titles, and where are the interdependencies?

We are referring to a wide range of diverse, dispersed organisations, businesses, programmes and groups, all of which impact on creative participation and visitor experience and sense of identity for Babergh & Mid Suffolk's residents and visitors. How these layers connect and collaborate in order to realise collective ambitions is key to the success of the area's potential – as is the physical cultural geography; its places and spaces which connect physically, thematically and through shared heritage and identity.



Dynamic asset map

www.google.com/maps/d/viewer?ll=52.17579877882994%2C0.943694000000105&z=10&mid=14oEHf7pAUNEP0eMHWAKci9nEEO4gJ9s

B1. SWOT analysis

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

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

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

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

Strengths	Weaknesses
<ul style="list-style-type: none"> - Landscape, environmental heritage; culture as foundation of local life - Contemporary heritage - visual arts, food & drink production, literature - Councils role and relationships within Suffolk and region - 'Naturally' campaign, sustainable tourism, outdoor pursuits - Sense of place - relaxing, tranquil, soft, a place to (re)discover - Demonstrably strong stories and themes, e.g. food, ancient heritage, landscape, nature and pace of living - Accessibility to large domestic visitor markets - Investment in ambitious, nationally significant cultural assets e.g. Gainsborough's House, Food Museum 	<ul style="list-style-type: none"> - A lack of cultural capital (e.g. skills, education, knowledge) within resident populations (who lack cultural entitlement / confidence) - Rural isolation and cultural poverty - Public transport and road networks slow / inhibit movement - Data collection and market insight; data-driven market and product development - Historic infrastructure for attractions to network, collaborate, share (between each other and for residents / visitors) - Lack of developed (bookable) experiences - Food and drink heritage flawed if field to table offer not fully realised, e.g. artisan food, markets, dining offer etc.
Opportunities	Threats
<ul style="list-style-type: none"> - Clear appetite to build cultural capital with resident populations - Change in resident audience and visitor expectations post-pandemic 	<ul style="list-style-type: none"> - Lack of collaboration across regional political boundaries, especially within Suffolk, e.g. Explore Suffolk - Lack of cross-sector working if not continually supported centrally

<p><i>“Covid has provided a fresh canvas. Audiences are behaving differently. It’s time to try new things.”</i></p> <ul style="list-style-type: none"> – Development of a strong, structured regional destination management model – Development of a strong, structured sub-brand for Babergh & Mid Suffolk destination – Year round offer, winter offer, shoulder season and linking with residents – Contributing to managing regional over-tourism – Valley Ridge: potential game-changing development – Valley Ridge: place / destination positioning / image impact – Tap into spirit of piloting and managed risk taking, e.g. visitteering packages – Emerging locally-driven infrastructure for attractions to network, collaborate, share – Regional visitor markets (e.g. Essex, London), promoting key themes (e.g. outdoors, cultural heritage, food¹) and new investments – Potential role of culture in place ambassadors programme – Case-making and demonstrable enabling of residents and communities to benefit from visitors, not just absorb the negative impacts (traffic, parking issues, litter, impact of seasonal fluctuations) - a civic pride approach – Screen tourism 	<p>(e.g. by Councils)</p> <p><i>“Collaboration is not a strength of Suffolk”</i></p> <p><i>“There’s a long tradition of not working together”</i></p> <ul style="list-style-type: none"> – Cost of living crisis and securing a sustainable economic and funding model (even for non-chargeable offer) – National funding focus in other regions – Local destination competitiveness and lack of joint branding, marketing, use of data etc. – Low-wage economy across tourism and hospitality – Access to green space not being proactively incorporated into new developments, from towns – Continued challenges of local provision caused by rurality, e.g. lack of public transport and infrastructure, digital poverty, cultural poverty, social and rural isolation, lack of opportunities for young people etc. – Imbalance between resident and visitor needs
--	--

¹ <http://publications.naturalengland.org.uk/publication/62072>

B2. PESTLE analysis

PESTLE is an analytical tool most often in marketing planning. As a tool it can be used to provide an overview and track the environment that a place / organisation is operating in, which can be especially useful when a new plan or product / service is in development.

Political	
Babergh & Mid Suffolk Council	Local elections / leadership - stability of long-term policy commitments. Pockets of deprivation can be hidden by overall level of relative affluence in UK terms.
Revenues	Funding implications from local settlements and strategic priorities / plans.
Regional - County Council, LEP, ACE, East of England	Regional partnerships and policy imperatives - whether that is the national Let's Create arts strategy or rural regeneration plans, Babergh & Mid Suffolk needs to connect in to these visions with local and regional partnerships.
National	National government policy and influence on funding and investment, e.g. Levelling Up, Towns Fund, Shared Prosperity Fund.
Economic	
Post-pandemic	Responses ² have included a new innovation network, key towns programme, identifying cultural regeneration as a key driver ³ , grant schemes (notably for SMEs), Virtual High Street programme, Innovation Local (retail).
Development & investment	Regeneration - active and pipeline projects, including visitor attraction / culture venue / heritage site investment, town centre masterplanning and major private sector projects. Local powerhouses - environment, outdoor, food, tourism and visitor experience.
Work	Employment levels show marked differences across the two districts, and when set against regional averages. Key sectors and growth areas - Freeport East, Valley Ridge and food production are highlighted alongside culture / creative / digital and media, and leisure and hospitality. But the creative and tourism industries are lacking the investment and support necessary to grow. The cost-of-living crisis is impacting on households' ability to access paid / ticketed cultural provision - in Suffolk and elsewhere.
Social	
General	Schools - quality and diversity is generally good, and appealing to households with / planning families Health & wellbeing, especially mental health, post-pandemic - rural isolation as an exacerbating factor.
Trends	Post-pandemic lifestyle and consumer behaviour trends - a continued reluctance to attend cultural venues and ticketed events, magnified again by the cost-of-living crisis.

² <https://www.babergh.gov.uk/assets/Communications/Recovery-Plan-2022.pdf>

³ <https://www.local.gov.uk/sites/default/files/documents/Culture-led%20regeneration%20achieving%20inclusive%20and%20sustainable%20growth.pdf>

	Hyper-localism - the potential benefit of a polycentric borough of towns and villages to respond to cultural appetites on a more local level.
Technological	
People	Skills and talent development - there is a focus on the areas noted in the Economic section. Flexible working and impacts on local services. This is an emerging factor / opportunity, and one that an urban / suburban / rural district needs to address carefully.
Digital	Data capture and management - whether plugging into regional 'Big Data' projects or more local and/or culture-led. Media and communication infrastructure (hardware and software) - usage, attitudes etc., understanding how the districts engage, its hotspots and preferred channels.
Legal	
Data	GDPR and data protection - the role of the Councils and key (districts, East of England) agencies in managing and using resident data.
Planning & development	Culture sector and provision status - as discretionary provision of local government. Local exemplars of creative and cultural investment and regeneration, e.g. Food Museum, Food Enterprise Zones, Mill Lane Stowmarket; and devolvement e.g. Vision Programme (Eye, Hadleigh, Needham Market, Stowmarket, Sudbury). Local policy and management - the planning, health & safety, licensing and cross-functional approach to supporting proposals, programmes and operational activity.
Environmental	
	Carbon neutral agenda - the priorities and relevance of the Environment and Climate Change Task Force for Babergh & Mid Suffolk, connected to wider regional and national strategies and funded programmes. Heritage and conservation - the relationship between culture and heritage through venues, conservation areas, biodiversity and access. Natural environment conservation - the relationship between culture and heritage through venues, conservation areas, biodiversity and access.

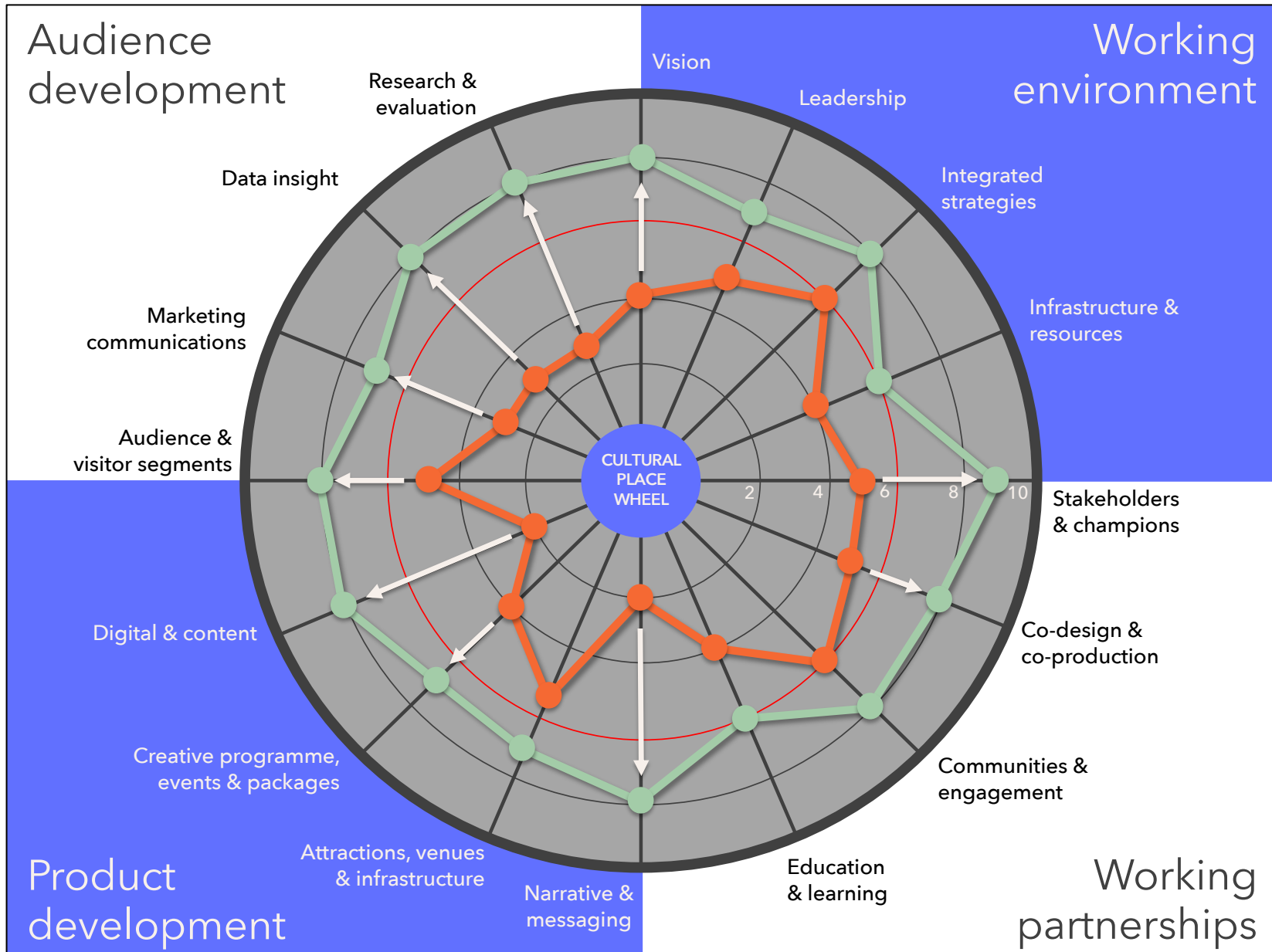
B3. Culture place wheel®

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

Some supporting annotation follows, but the wheel sets out a rating for a number of audience-focused criteria (0-10, where 0 is extremely poor and 10 is perfection).

The green line represents the current level of performance and the orange line presents the possible uplift from a successful development cycle in c.5 years' time post-investment or shift in approach – e.g. a new cultural strategy. The white arrows highlight where marked changes – more transformational – are seen as achievable targets within the current plans.

This is a districts-wide analysis. Clearly some programmes, venues and plans have a notable influence, but the (subjective) ratings seek to present a balanced view.



Element	Commentary
Working environment	
Vision	There is no current unifying vision for culture, heritage and tourism – which of course the new strategy will help with. Previous individual plans and strategies have been individual, e.g. visitor economy only.
Leadership	Having a twin-local authority model provides no shortage of leaders. The challenge is to engineer an effective and efficient strategic leadership, building on strong officer-level engagement and operational leadership.
Integrated strategies	The portfolio of strategies across Babergh & Mid Suffolk demonstrate a clear set of cross-cutting priorities that this Strategy can connect with.
Infrastructure & resources	A largely rural geography inevitably creates challenges for connectivity – of transport, online and wider service provision. However, cluster activity mitigates this alongside District-wide and County programmes. There is relevant infrastructure for transport, libraries and outdoor – but these assets are not always fully exploited, especially from a cultural heritage perspective.
Working partnerships	
Stakeholders & champions	Some existing strong voices exist at local and regional level, but more are needed. More critically, they need to have coherence and consistency, in messaging, targeting and timing. The emergence of a new destination management organisation for East of England is an example of a sector recognising a weakness and seeking to mitigate it collectively.
Co-design & co-production	Limited due to lack of resource and networks to deliver this. Its importance is understood in principle, but it has proved harder to deliver in practice. Not all responses need to be large-scale or regional, and the cultural heritage distinctiveness of market towns and villages can be an effective ‘place platform’, as can be seen in Stowmarket and now Sudbury (Vision bodies and Culture Groups). As this strategy suggests, working across traditional sectors (like culture, heritage and the visitor economy) can create more funding and development opportunities.
Communities & engagement	There are lots of grassroots organisations (funded and voluntary) delivering community-based work and lots of opportunities to work with them, and encourage their ongoing programmes and development. The fragmented geography makes this a potential priority focus within the Strategy.
Education & learning	A strong education sector delivering formal cultural learning is present, but with the omission of a LCEP (present in West Suffolk, East Suffolk, Ipswich, Lowestoft for example).
Product development	
Narrative & messaging	In ‘place’ terms, Babergh & Mid Suffolk has a problem. It doesn’t really exist on the map (the one that the world uses anyway). As such it is not, and cannot become a destination (or at least it cannot without massive and unnecessary investment). The place narrative already exists around the Districts – at regional, county, and local levels. There are times when using ‘Babergh & Mid Suffolk’ makes sense, e.g. when a strong, committed local

	<p>authority partner is essential. This includes regeneration, general economic development and inward investment. This is essentially messaging in a business-to-business context, and should not be blurred with consumer-facing messaging, as for tourism or community engagement with culture. Mixing these together will confuse audiences, investors and stakeholders. In tourism, the Heart of Suffolk destination brand has been used (with some impact) in the past, although it has been unsurprisingly overshadowed by the Norfolk / Suffolk coast narrative. This does not mean it cannot be effective, and indeed draw on the strengths of the coastal visitor offer to its own advantage.</p> <p>Once a narrative is defined (whilst being open to working across geo-political boundaries where the market dictates) the messaging can be developed, connecting culture, heritage and the visitor offer.</p> <p>This is currently lacking in terms of structure and management of a place brand positioning, and therefore in promotional terms for the culture and/or heritage and/or visitor offer that you can expect to enjoy in Babergh and Mid Suffolk. As already noted, there are encouraging collaborations beginning in some market towns, but it is early days.</p> <p>The Strategy process will help to shape and define this - for the districts, for Councils, and for key venues and themed (artform, hospitality etc.) place-based consortia and networks. A more positive assessment can be in part based on connecting with existing messages around a common (but not constraining) set of brand values.</p>
Attractions, venues & infrastructure	There are plenty of quality cultural, heritage and attraction venues of most types and sizes and for all audiences and group types. A national museum, confidently rebranding. Perhaps the most famous farm park in the country. And yet... this has awareness with existing visitors but perhaps less so for potential markets. The heritage of the region is diverse, but perhaps leading themes - food for example - can facilitate more joined-upness in presenting, and developing the offer for local and tourist audiences.
Creative programme, events & packages	The Districts deliver a distinct and diverse offer, working within constraints of funding, infrastructure and so on. But it does not always match up to the quality expected by visitors and audiences, or tap into local collective creative talent.
Digital & content	There is a lack of coordinated approach, which needs to be addressed via a common vision and narrative, as well as investment in infrastructure, capacity and skills.
Audience development	
Audience & visitor segments	There are strong and active base of cultural attenders across the districts, and pockets of strong visitor activity, but they are consuming culture in particular elsewhere more often than inside (the coast, Norwich, Ipswich,

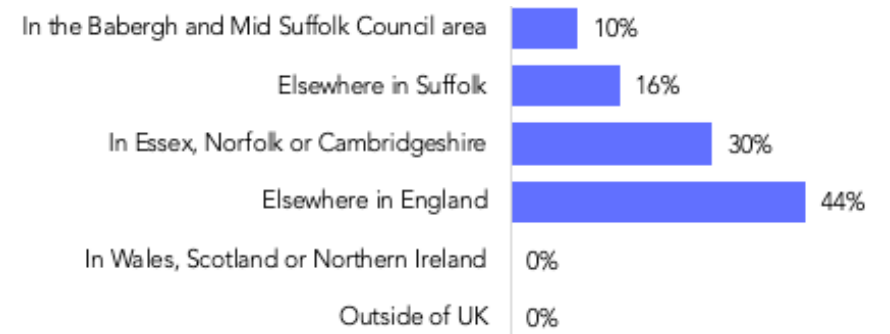
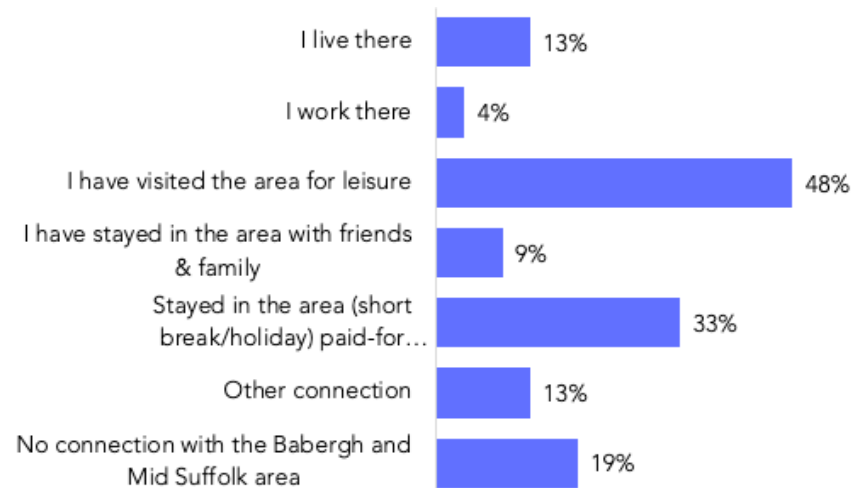
	Bury St Edmunds etc. are notable 'pulls'). The demographic that heads for the coast in large numbers is also receptive to the inland offer (and has to pass through it).
Marketing communications	The vision and narrative development will shape marketing planning and campaign delivery and help convert local audiences to consume culture more locally, and encourage visitors to take a closer look at Babergh & Mid Suffolk.
Data insight	No detailed data has been provided but it would be easy to begin monitoring this in a simple, structured way. The opportunity to overlay data and forward plans from the key cultural, heritage and visitor attraction organisations would create additional insight to develop local programmes and audiences. Furthermore, hospitality and accommodation (and related transport) is very fragmented, leaving broad regional surveys and anecdotal evidence as main sources of market insight.
Research & evaluation	Cultural planning as districts can be limited by a lack of data, but this should be easy to address with coordination and modest investment.

B4. Visitor survey

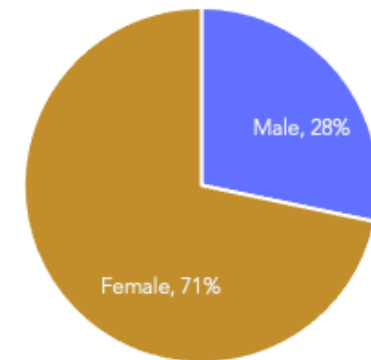
B4.1 Overview

A total of 86 online responses were generated in the first wave, with a further two-week promotional push from 30 December expected to bring further responses. This summary is based on the initial 80 received by 30 November 2022, following survey launch on the evening of 24 November.

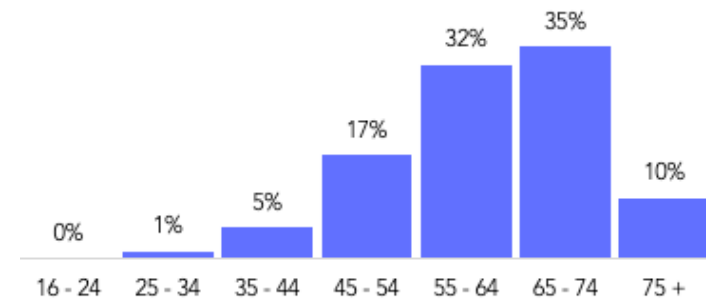
The sample showed a skew to older female respondents. As expected from the source database (a visitor database held by the Council), a good proportion have visited the area previously. Of those 26% have visited in the last couple of months, 34% in Summer 2022 and the rest in 2021 or before.



A good spread of locals and non-locals were represented.

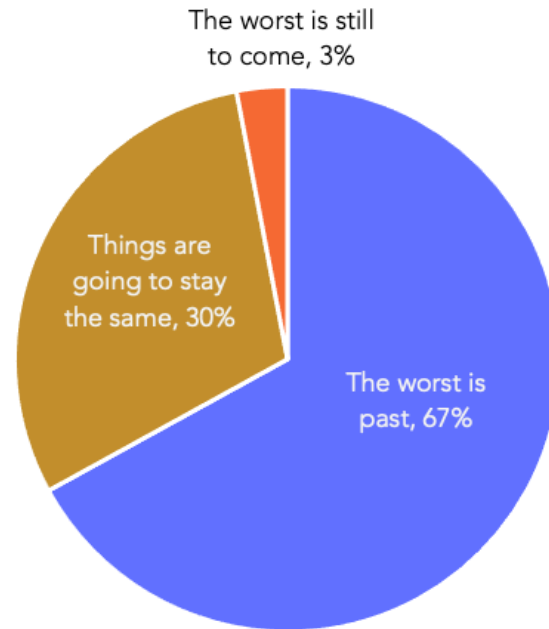


71% do not have children in their household, and 51% are retired, reflecting the older-than-average demographic.



B4.2 Profiles - confidence and financial stability

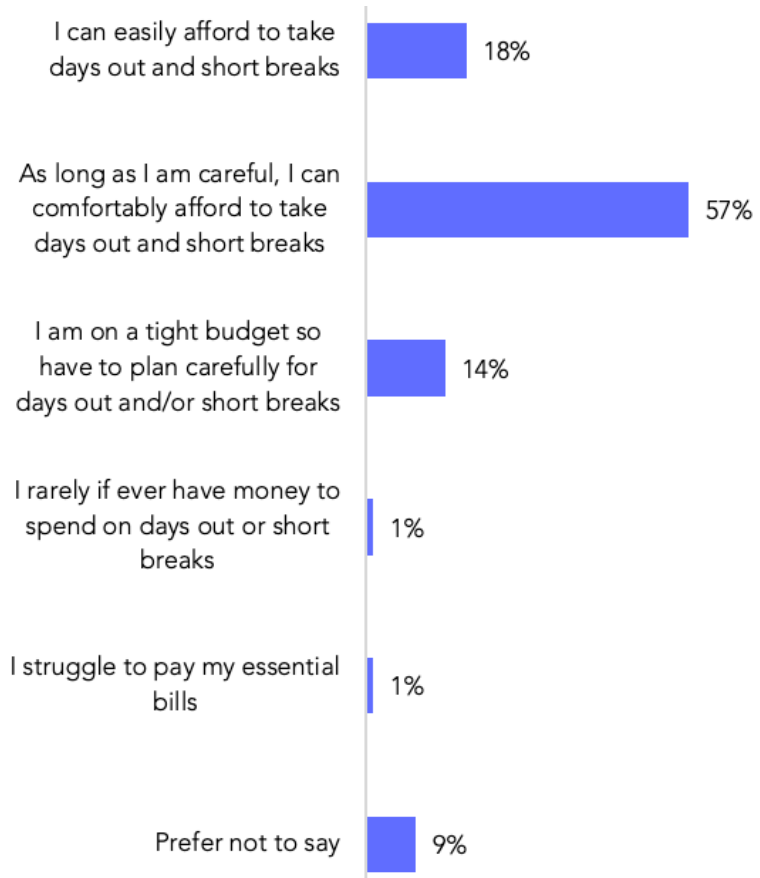
Some caution still surrounds Covid - understandable, even before considering the older profile. A survey has a reasonably affluent group of respondents, though budget management a growing challenge, with many cutting back on leisure spend. Younger people and those with kids are most financially concerned.



Regarding the situation of Coronavirus in the UK and the way it is going to change in the coming months, which of the following best describes your opinion?



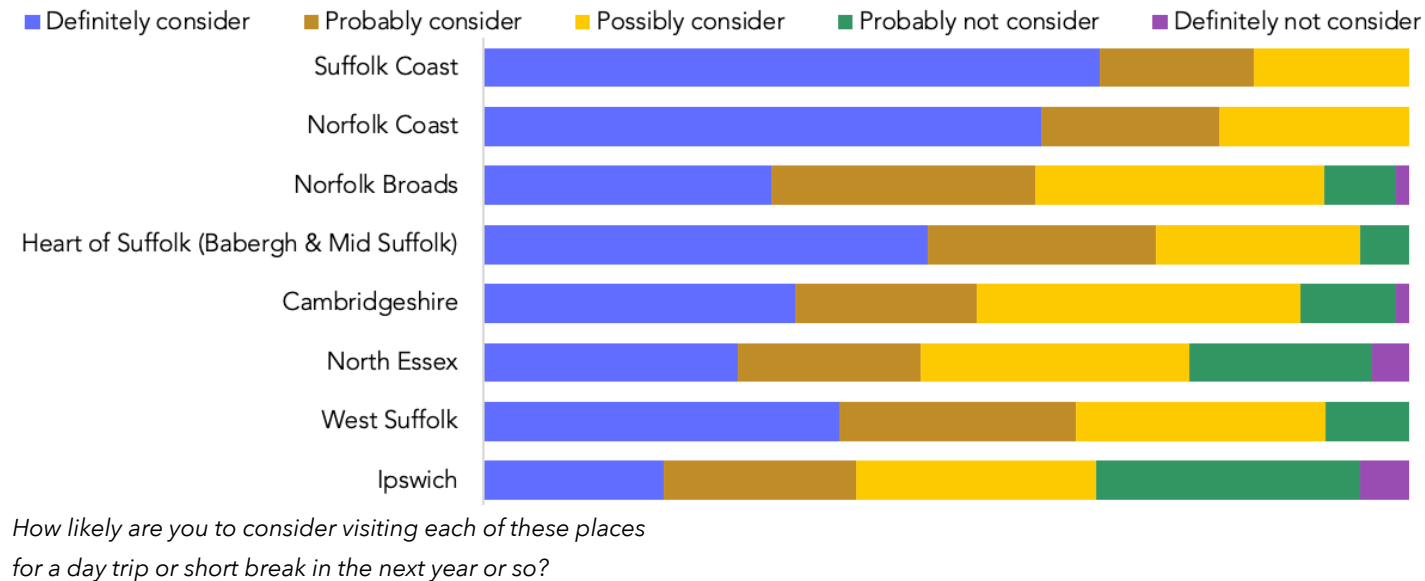
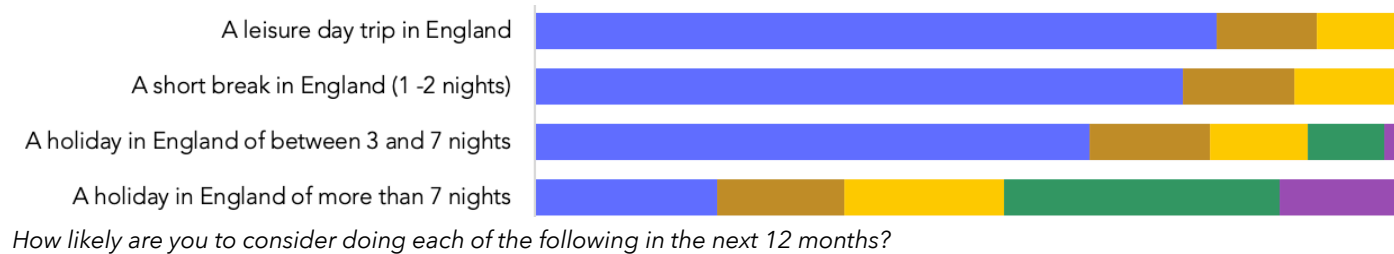
Regarding the 'cost of living' crisis in the UK, and the way it is going to change over the coming months, which, if any, of the following are you likely to do in response to the current economic situation?



How would you describe your financial situation currently?

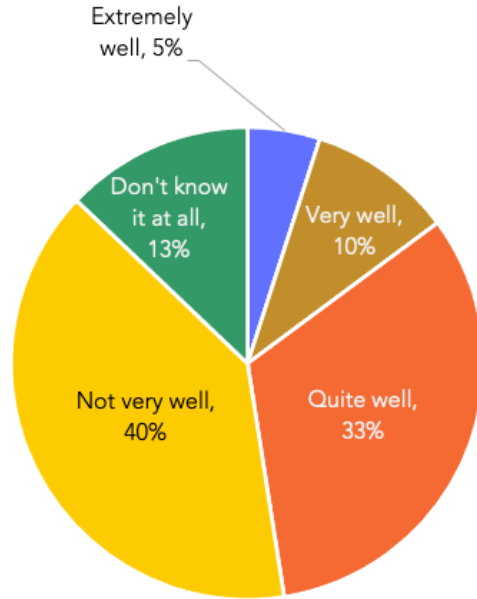
B4.3 Profiles - travel habits

Day trips and short breaks are still definitely planned for the next year, longer stays less so. This engaged audience are likely to consider trips to Babergh & Mid Suffolk, though the coast (Norfolk and Suffolk) remain more popular options.

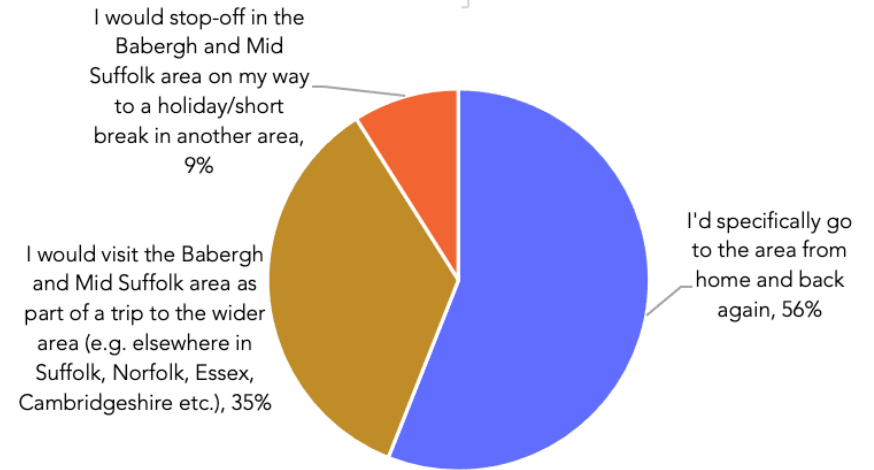


B4.4 Profiles - travel habits

Knowledge of the area is quite limited. Most likely visits are day trips or short breaks in paid-for accommodation. Just over half would visit the area specially and a third would visit as part of a wider trip to the area.



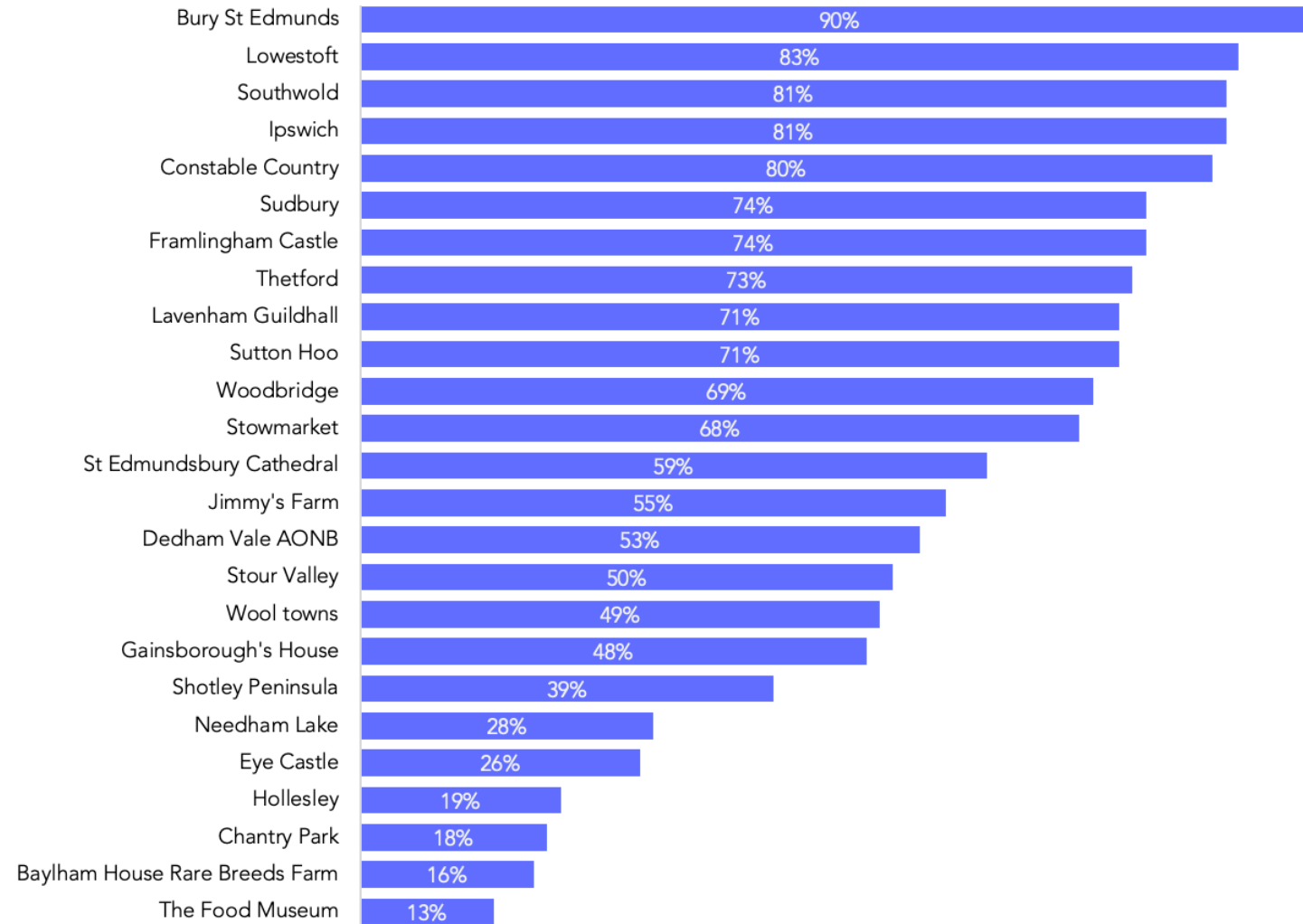
How well do you know the Babergh and Mid Suffolk Area?



Which, if any of the following might you consider doing in the Babergh and Mid Suffolk area in the next 12 months?

B4.5 Place and attraction - awareness

There is strong awareness of main towns, Constable Country and several of the major attractions.



B4.6 Describing Babergh and Mid Suffolk

Descriptors are predominantly linked to countryside and rural themes. Some potential misattribution are present, as a few mentions are made of the coast. This is not unexpected, as the area will be conflated with Suffolk as a whole for some.



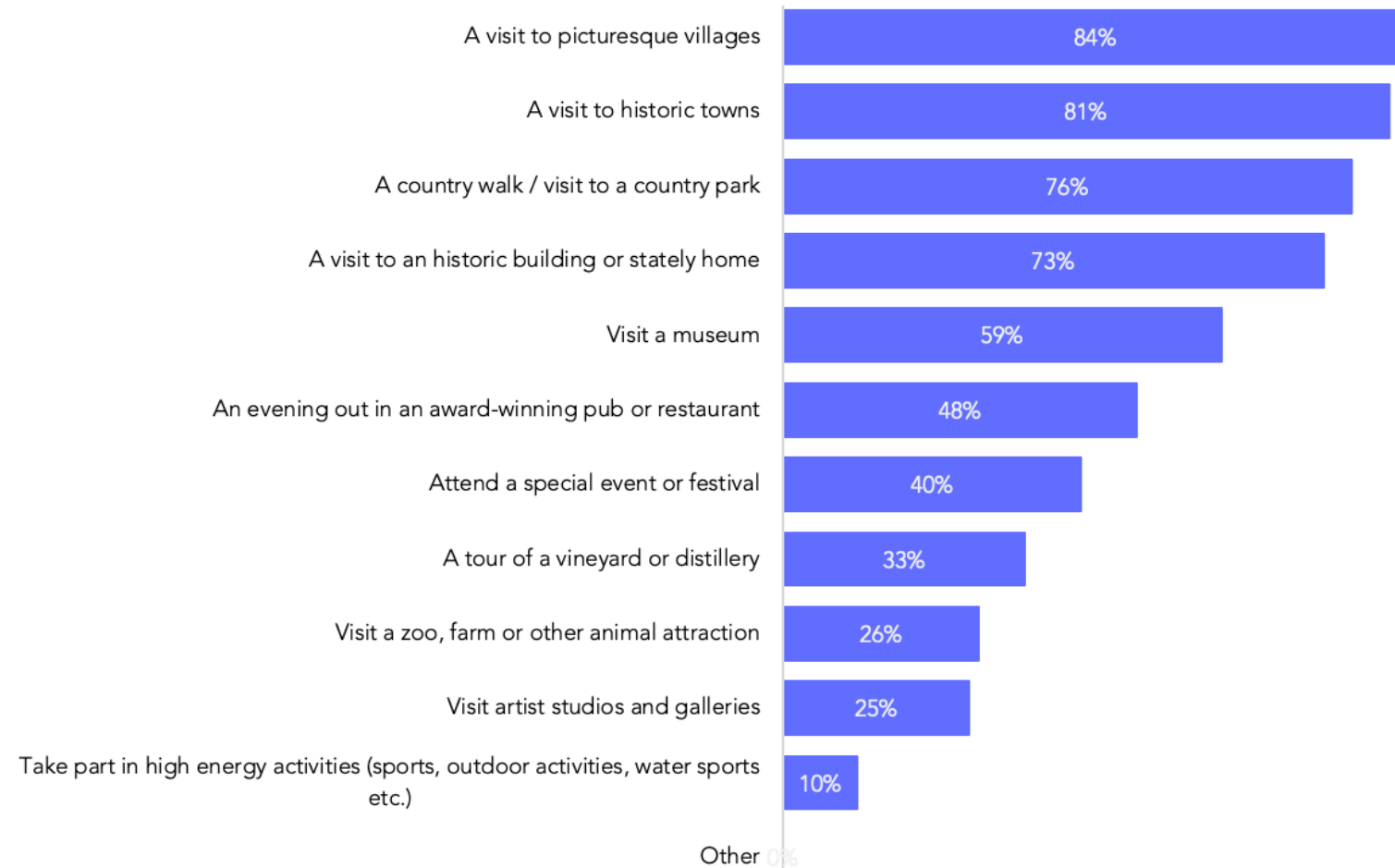
*How might you describe the Babergh and Mid Suffolk area to other people (if you aren't familiar with it, please say how you imagine it might be)?
(selected verbatim quotes)*



How might you describe the Babergh and Mid Suffolk area to other people (if you aren't familiar with it, please say how you imagine it might be)? (word cloud of keyword responses)

B4.6 Leisure activities and attractions

This focus on rural / countryside leads to the most likely activities being relaxing, mainly outdoor activities.

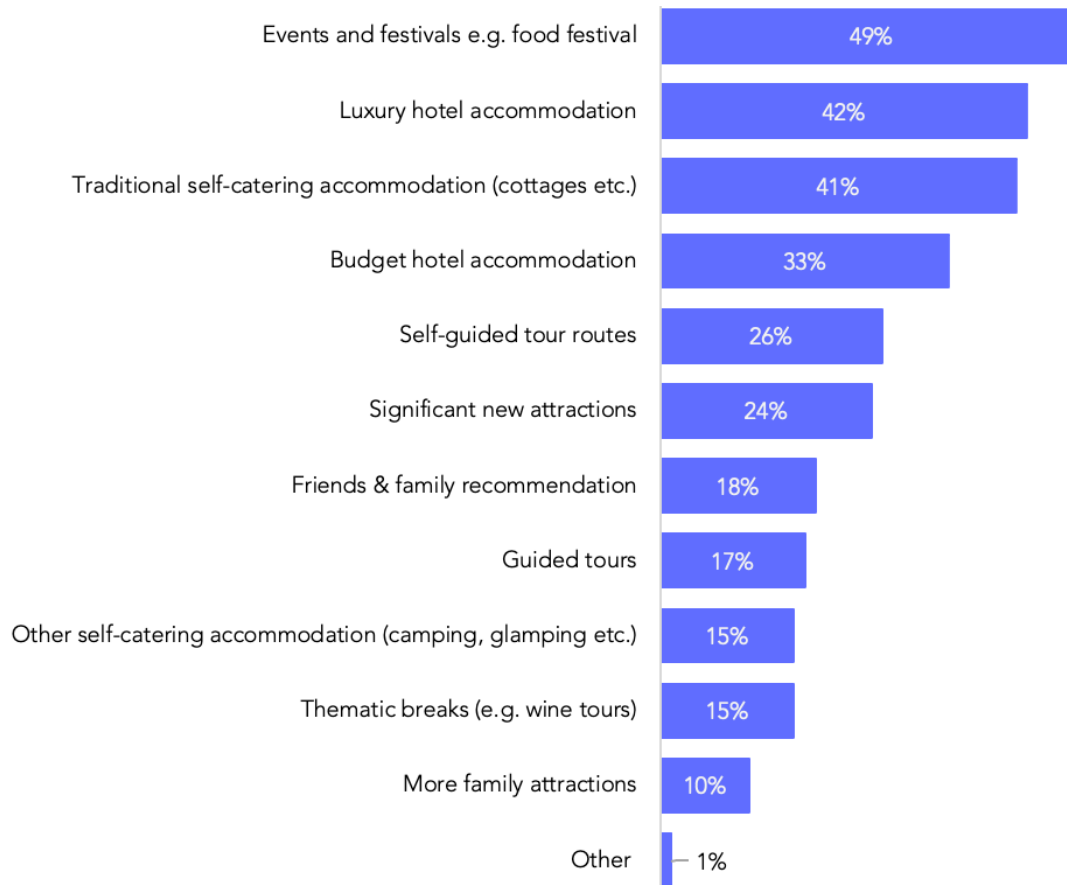


Which of these activities might you anticipate doing in the Babergh and Mid Suffolk area?

B4.7 Encouraging visits

Events and festivals are recognised as something that would trigger a visit, with the virtue of creating a time-sensitive reason to visit that can overcome procrastination (*'it'll still be there next year'*). New attractions more generally are also of interest, so showcasing where new attractions / offers exist or are 'coming soon' is a key for promotional activity.

Accommodation choices are vital for optimising visitor volumes – from luxury to affordable options.



What would encourage you to consider visiting the Babergh and Mid Suffolk area?

B4.8 What they love, and want to improve

Again, countryside and rural themes dominate the positives. There are few active negatives mentioned - with improvements mainly

around affordability (accommodation) and a few mentions of public transport, cycle routes and advertised / marked walking routes.



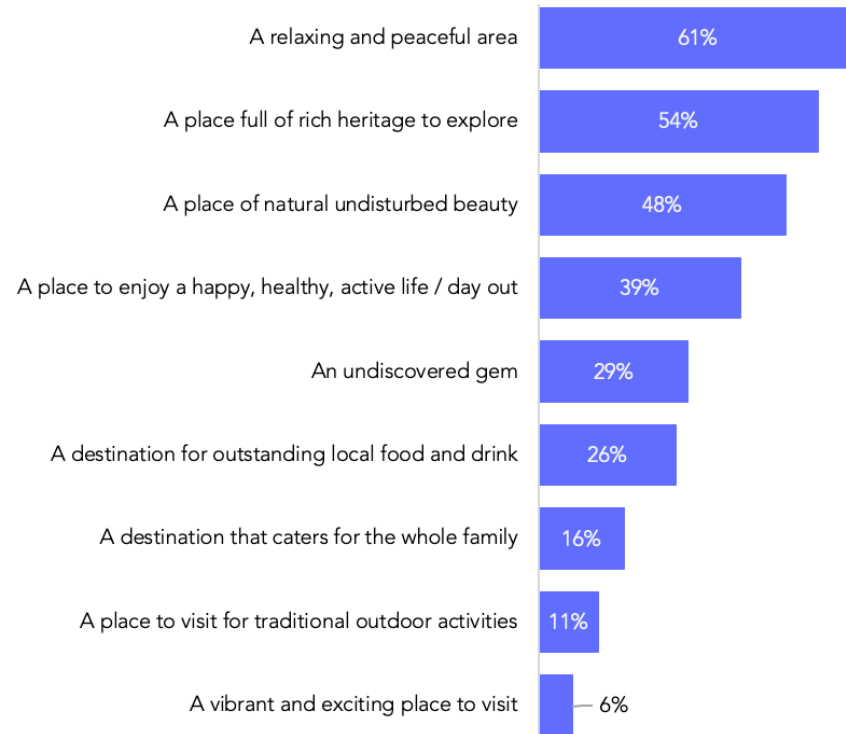
What do you love best and why, about Babergh and Mid Suffolk?



What, if anything, would make Babergh and Mid Suffolk more appealing as a leisure destination for you?

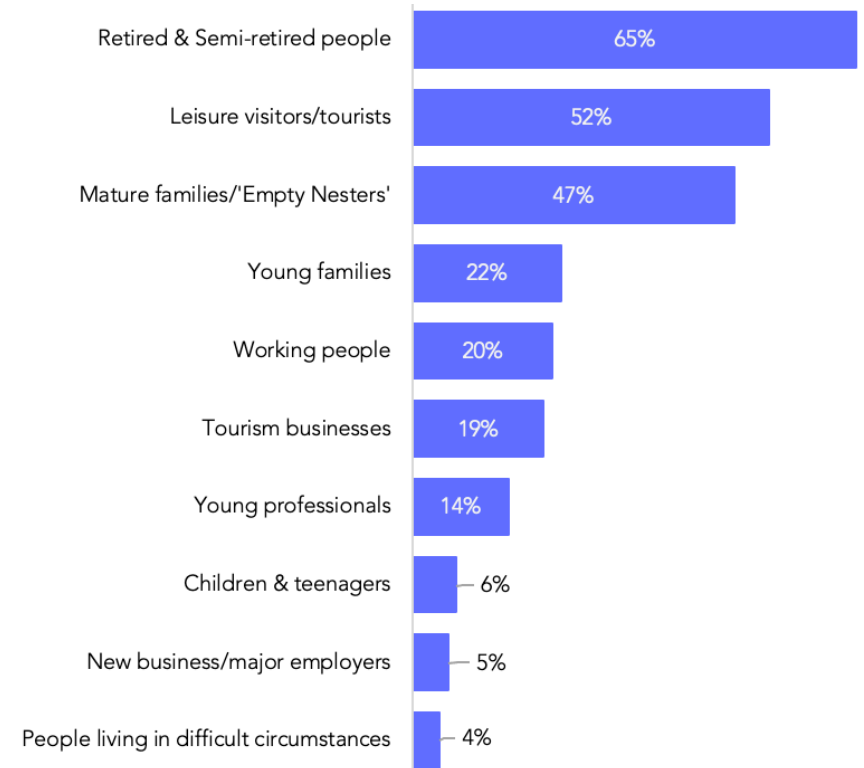
B4.9 Descriptors

Descriptors again centre on calm and peaceful images of countryside and heritage.



Please select up to 3 of these statements which you think most likely to apply to the Babergh and Mid Suffolk area?

The target audience is, for the most part, 'people like me' taking part in the survey i.e. older people without children.



C1. Looking Ahead

A number of key insights have emerged as this process has progressed. They will all feed directly into the next stage of development for the Culture, Heritage and Visitor Economy Strategy.

There is much to build on. There is a diverse cultural and creative ecology across Babergh & Mid Suffolk – which is bigger and broader than many realise. Whilst it is fragmented and (often) fragile, the work of the sector players and partners has a straightforward connection into wider programmes, including masterplanning and public realm, place-making and place-based working.

Consequently, the opportunity to deliver to a consensus around local visions and values will help to leverage more collaborative working across key agencies and communities in Babergh & Mid Suffolk.

The resulting impact on collective visibility, engagement and partnership will help to build a more resilient and strategically-focused network of cultural, heritage and tourism partners. Looking at how the Strategy might now be envisioned, the opportunities to demonstrate how it can work in practice can start to emerge.

Emerging areas of focus for the Strategy therefore include:

1. The creation of a powerful, **shared narrative vision** for the cultural heritage and visitor offer. One that can be used to champion the many strengths of the sectors together, but

also make the case for investment to ensure they can respond to the evident needs and opportunities within the wider community and markets.

2. Work within Babergh & Mid Suffolk and at a regional level to redefine a **positioning for the heartland of Suffolk**, built on environment, food, culture and heritage – developing reasons to visit and stay for tourists, and opportunities to participate and develop public spaces and programmes locally.
3. Defining how the Councils will supply the **leadership and drive** for districts-wide cultural engagement – drawing on its existing good operational practices and networks to date. The nature of the role of local authorities in driving this agenda forward – as a leader, a partner, a convenor – will be critical. This is alongside how this Strategy will contribute to Councils priority agendas, regeneration and responsibilities for ensuring a virtuous **balance between the needs of residents and visitors**, e.g. over-tourism, local services.
4. Locally-based elements of the strategy need to explicitly embed the principles and practice of EDI – **Equality, Diversity & Inclusivity** – to mitigate historic inequities of opportunity and representation.
5. Establishing **cross-sector collaborative practice** at a local level (e.g. Shotley Peninsula, Eye), within and across the Councils and also drawing in county and regional partner contributions – bringing strategic partners to the table to respond to shared agendas, e.g. transport, town centres, health & wellbeing; inclusion and cost of living; education & skills; regeneration & inward investment; leisure & tourism economy and enterprise (including tourist dispersal and itineraries); environment; digital.
6. Scoping an appropriate (and manageable) set of **networks, hubs and clusters** that will enable better and stronger:
 - i. *Collaboration* (e.g. strategic interventions and

- development programmes, events, cross-sector partnerships);
- ii. *Coordination* (e.g. marketing communications, programming);
- iii. *Capability & Capacity building* (e.g. skills development, data capture, shared learning, resources).

These will need to consider how they can work for different localities across Babergh & Mid Suffolk, as well as district-wide clusters and networks given the wide range of needs to respond to. This is likely to include fresh thinking and consideration of roles for local government officers in how they connect to key partners like East of England DMO, the LEP and County Council; and for hubs in the town centre localities such as Stowmarket Culture Group – in order to create an effective layered network.

7. **Digital transformation** – including infrastructure, programmes and upskilling re: the capture and use of data, and how to harness to drive better intelligence & insight; digital engagement and communications activity; commerciality & income generation.
8. Further activation of the strong (but often overshadowed by the coast) and distinctive **blue & green assets** as ‘connective’ spaces for cultural heritage and visitor activity and engagement (drawing on food, heritage and climate as sub-themes) – and similarly, activation of the towns and village centres and high streets as spaces for cultural and event activity and engagement in partnership with BIDS, developers, accommodation providers, producers, schools, and diverse community groups.
9. A ‘collective’ response to the **cost of living crisis**. Identifying what this could mean in terms of access to provision; the opportunity to engage with harder-to-reach attendees by promoting cultural

- venues and heritage experiences as creative ‘warm’ spaces; to embed ways of working with the volunteer and community hubs network; how to mitigate the financial impact on cultural enterprises and small businesses (publicly funded or otherwise).
10. Establishing clear **pathways for young people** in Babergh & Mid Suffolk to access thematic, creative and cultural activities (for skills, talent and career development, enterprise or ‘just’ life-enrichment) beyond Key Stage 4 / 5 and also outside of the formal education environment. A bespoke ‘LCEP’-style approach⁴ to cultural education which specifically responds to local needs (which may change dramatically as local families reassess spending during the cost-of-living crisis). Coupled with strategic partnerships including the further education sector, cultural education could be delivered via an innovative and blended model, building on existing strengths in sports and leisure education.

The Strategy vision and aims will be developed from these ten pillars to set the level of scale and scope and level of ambition. In other words, setting out, in challenging times, what will success look like in 5-10 years if this strategy is effective?

The next opportunity for the client team to fully engage with and challenge the strategic direction that we will be recommending will be the supply of the draft vision, aims and objectives. We will also be following up with some specific 1:1 conversations with select stakeholders and officers to expand on some of the development thinking for the strategic objectives and priorities, ahead of full drafting of the Strategy. This should include members of the leadership team, to ensure the right balance across culture, heritage and tourism within the strategy.

⁴ LCEPs are established in almost every other part of Suffolk.

For more details contact

Andrew Palmer

Director

andrew@ctconsults.com

+44 (0) 161 228 7512

ctconsults.com

creativetourist.com

culturehosts.co.uk

Page 293

ctconsults.

This page is intentionally left blank