

# Public Document Pack



<b>COMMITTEE:</b>	<b>BABERGH CABINET</b>
<b>DATE:</b>	<b>TUESDAY, 5 SEPTEMBER 2023 4.00 PM</b>
<b>VENUE:</b>	<b>MEAD ROOM (ROSE) - ENDEAVOUR HOUSE</b>

<b>Members</b>		
<u>Green Party</u> Jessie Carter Sallie Davies Daniel Potter Deborah Saw	<u>Liberal Democrat</u> David Busby (Chair)	<u>Independent</u> Derek Davis Alastair McCraw John Ward

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## **AGENDA**

### **PART 1**

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

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- 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](#)

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12	<b>BCa/23/12 BDC 2023-24 Q1 PERFORMANCE REPORT</b>	171 - 208
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	A paper presenting performance across the whole Council for the period 1 April – 30 June 2023 (Q1). To note the information contained within the paper, giving the opportunity to reflect and comment on progress made against the key priorities aligned to the Corporate Plan 2019 – 2027.	
13	<b>BCa/23/13 WORKING TOGETHER FOR ANIMAL WELFARE - BANNING PETS AS PRIZES ON COUNCIL OWNED LAND</b>	209 - 214
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14	<b>BCa/23/14 BELLE VUE PARK (SUDBURY) IMPROVEMENTS</b>	215 - 238
	Babergh Cabinet Member - Economic Growth	

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

To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this/these item(s), it is likely that there would be the disclosure to them of exempt information as indicated against the/each item.

The author(s) of the report(s) proposed to be considered in Part 2 of the Agenda is/are satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

16 **BCa/23/14 BELLE VUE PARK (SUDBURY) IMPROVEMENTS - 239 - 242  
CONFIDENTIAL APPENDICES**

**Date and Time of next meeting**

Please note that the next meeting is scheduled for Tuesday, 3 October 2023 at 4.00 pm.

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

### **Introduction to Public Meetings**

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.

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# Agenda Item 3

## BABERGH DISTRICT COUNCIL

Minutes of the meeting of the **BABERGH CABINET** held in the Frink Room (Elisabeth) - Endeavour House on Monday, 10 July 2023

### PRESENT:

Councillor: David Busby (Chair)

Councillors: Jessie Carter  
Derek Davis  
Daniel Potter  
John Ward

Sallie Davies  
Alastair McCraw  
Deborah Saw

### In attendance:

Councillor(s): Simon Dowling  
Helen Davies  
Leigh Jamieson  
Mary McLaren  
John Whyman

Officers: Chief Executive (AC)  
Deputy Chief Executive (KN)  
Corporate Manager - Governance and Civic Office (JR)  
Corporate Manager - Housing Solutions (AAY)  
Corporate Manager – Strategic Policy (JH)  
Performance and Business Planning Lead (AL)  
Housing Enabling Officer (RF)  
Assistant Manager – Governance (HH)

### Apologies:

None.

## 1 DECLARATION OF INTERESTS BY COUNCILLORS

The were no declarations of interests made by Councillors.

## 2 BCA/23/1 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 6 MARCH 2023

The Chair referred to the supplement for the minutes of the meeting held on 17 March 2023 and advised that the minutes from the meeting on 6 March 2023 had previously been approved.

### It was RESOLVED:-

**That the minutes of the meeting held on the 17 March 2023 be confirmed and signed as a true record of the meeting.**

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

None received.

**4 QUESTIONS BY COUNCILLORS**

None received.

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

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

**6 FORTHCOMING DECISIONS LIST**

There were no comments made for the Forthcoming Decisions List.

**7 BCA/23/2 GENERAL FUND FINANCIAL OUTTURN 2022/23**

- 7.1 The Chair invited the Cabinet Member for Finance, Assets and Investments to introduce the report.
- 7.2 Councillor John Ward provided a brief summary of the report and proposed the recommendations, as detailed in the report.
- 7.3 Councillor Alastair McCraw seconded the recommendations.
- 7.4 Councillor Busby referred to page 29 in the papers and queried whether the earmarked Covid-19 reserves had any restrictions for how they could be spent.
- 7.5 Councillor Ward responded that this reserve could be used for general purposes, and the Director for Corporate Resources confirmed there was a Cost-of-Living plan in place to support those, who had been impacted by Covid-19.
- 7.6 Councillor Mary McLaren referred to the number of vacancies in the Council, which were filled by interim posts and questioned how far the recruitment for permanent staff was progressing.
- 7.7 The Chief Executive Officer responded that currently recruiting was not taking place for some of these posts as they were temporary posts.
- 7.8 Councillor McLaren referred to curb side waste collection and whether the waste collections vehicles would have to be changed again when the new regulations were introduced next year.

7.9 Councillor Ward responded that if the regulations required the collection of food waste, then the waste vehicles would have to be changed accordingly.

**It was RESOLVED: -**

- 1.1 That the 2022/23 General Fund financial outturn of £199k overspend compared to budget as set out in this report be noted.
- 1.2 That the revenue carry-forward requests totalling £73k be noted.
- 1.3 That the following transfers be approved:
  - a) £698k be transferred to the Strategic Priorities Reserve
  - b) (£500k) be transferred from the Inflationary Pressure Reserve to absorb pressures experienced in the year
  - c) (£108k) to be transferred from the Council Tax & Business Rates Reserve
  - d) £164k to be transferred to the Waste Reserve
- 1.4 That the capital carry-forward requests totalling £10.820m be approved.

#### **REASON FOR DECISION**

To ensure that Members are kept informed of the outturn position for both General Fund Revenue and Capital and to approve earmarked reserve transfers.

#### **8 BCA/23/3 HOUSING REVENUE ACCOUNT (HRA) FINANCIAL DRAFT OUTTURN 2022/23**

- 8.1 The Chair invited the Cabinet Member for Finance, Assets and investments to introduce the report.
- 8.2 Councillor John Ward provided a brief summary of the main points in the report and proposed the recommendation, as detailed in the report.
- 8.3 Councillor Derek Davis seconded the recommendations.
- 8.4 The Chair invited the Director for Housing to comment on the current housing situation.
- 8.5 The Director for Housing advised Members that the Housing Service was going through a transformation period and currently interim staff had to be engaged at a cost. However, the team was working hard on the challenges around housing repairs and performance, and it would take time to work through these challenges.
- 8.6 Councillor Ward referred to the cost implications of £16m for retro fitting all the Council's housing stock, and that this cost would increase due to inflation.

- 8.7 The Director for Housing advised that a consultant had been employed to implement the retrofitting plan and that there would be a better understanding of the cost implications by October this year. In addition, the decarbonisation fund plan would be implemented in due course to support the retrofitting of the housing stock. A provider was currently being sought for the decarbonisation plan and a bid would be submitted in due course, the Council would then have a couple of years to implement the plan.
- 8.8 Councillor Derek Davis stated that residents were struggling due to the cost-of-living crisis. He referred to the outstanding repairs in the report and asked for definitive dates for when these repairs would be undertaken.
- 8.9 The Director for Housing responded that it was not possible to provide dates now but that a contractor had been employed to work through the backlog of repairs and that officers were contracting those residents in the properties which still had outstanding repairs. An update would be provided to Members in due course.

**It was RESOLVED:-**

- 1.1 That the 2022/23 HRA financial outturn as set out in this report be noted.**
- 1.2 That the transfer of £1.004m, being the HRA revenue deficit for the year (£1.515m worse than originally budgeted) from the Strategic Priorities Reserve be approved.**
- 1.3 That the HRA capital carry-forward requests totalling £8.444m be approved.**

**REASON FOR DECISION**

To ensure that Members are kept informed of the outturn position for both Housing Revenue and Capital and to approve earmarked reserve transfers and carry forward requests.

**9 BCA/23/4 BDC 2022-23 Q4 PERFORMANCE REPORT**

- 9.1 The Chair invited the Cabinet Member for Customers, Digital Transformation and Improvements to introduce the report.
- 9.2 Councillor Alastair McCraw presented each part of the report separately and invited questions from Members for each part.
- 9.3 Councillor John Ward referred to the 'Customer' part of the report and queried the total visits to the Customer Access Points. Councillor McCraw detailed that Sudbury received approximately half of the total number of visits followed by Hadleigh and then Shotley.
- 9.4 Councillor Busby questioned the high number of hits on the Council's website, and Councillor McCraw advised that this number included any connections to the website and all shared documents.



- 9.5 Councillor Deborah Saw referred to the tenant satisfaction rate of 23% for how complaints were handled and queried if this was good. Councillor McCraw replied that work was being undertaken to improve the tenant satisfaction rate.
- 9.6 The Director for Customers, Digital Transformation and Improvement advised Members that a significant number of complaints related to issues around housing repairs.
- 9.7 Councillor Sallie Davies referred to the ICOPE (Integrated Care for Elderly People) Scheme under the Wellbeing section and whether this was an ongoing project. The Deputy Chief Officer advised this was a pilot scheme and that she would forward an update outside of the meeting.
- 9.8 Councillor Saw asked for an update on the success rate for the survival of the trees which the Council had planted recently under the 'Environment' Section of the report.
- 9.9 Councillor Ward queried the success rate for prosecuting fly tipping cases and if it would be possible to install CCTV in hotspots where fly tipping took place.
- 9.10 Councillor Derek Davis commented that glass was the main contamination in the recycling waste collection and that this had an impact on the glass recycling points.
- 9.11 The Cabinet Member for Environment, Councillor Daniel Potter responded that discussions were taking place with the Director of Operations regarding the installation of CCTV in fly tipping hotspots.
- 9.12 Under the section for 'Communities' Councillor Derek Davis, who was also the Chair of Western Suffolk Community Safety Partnership (WSCSP), advised Members that the increase of the HB rate was a result of an increase in these being reported to the police.
- 9.13 Councillor Busby queried how often the Tenant Satisfaction Survey was undertaken and the Director for Housing responded that it was undertaken quarterly, and the Council would have to submit this kind of statistic to the Housing Regulator next year.
- 9.14 In response to questions from other Members attending the meeting, relating to the section under 'Housing' in the report, the Director for Housing assured Members that the Council was on the trajectory to be compliant with the Housing Regulation's requirements within the set timeline. She then detailed some of the action taken by the Housing Team to meet the requirements.
- 9.15 Under the 'Health of the organisation' part of the report, Councillor Busby referred to the low sickness rate of 2.4 days for a full time equivalent employee and asked whether this was for the quarter. Councillor McCraw confirmed that this was for the whole year.

- 9.16 Councillor Ward queried the collection rate of 51% for business rates and that this figure had not changed for a while. The Director for Corporate Resources responded that further information for the collections for the business rates would be provided outside of the meeting. However, she assured Members that the Shared Revenues Partnership (SRP) was proactive for the collection of business rates.
- 9.17 Councillor Mary McLaren queried how the Council compared to neighbouring authorities for the collection of business rates, not including those members of the SRP. The Director for Corporate Resources would provide an update from Anglian Shared Revenues Partnership to Members outside of the meeting.

**The Quarter 4 Performance Report was noted.**

**10 BCA/23/5 UPDATE ON THE REGULATOR OF SOCIAL HOUSING REFERRAL AND OUR CURRENT COMPLIANCE POSITION**

- 10.1 The Chair invited the Cabinet Member for Housing to introduce the report.
- 10.2 Councillor Jessie Carter introduced the report by providing a summary of the progress made by the Council since the last update and the work undertaken by officers as part of the action plan to be compliant with the Housing Regulations.
- 10.3 Councillor Carter proposed recommendation 3.1 as detailed in the report, which was seconded by Councillor Derek Davis.
- 10.4 Councillor Mary McLaren asked how the new Housing Regulator would impact on the Council's compliance to the regulations.
- 10.5 The Director for Housing advised Members that the Council was required to provide statistics to the Housing Regulator and had report if there was any non-compliance to the Regulations. The Housing Regulator would inspect the Council every 2 to 4 years. The Housing Transformation Manager was reviewing what was required in relation to staff resources going forward.
- 10.6 In response to questions from Councillor Derek Davis regarding section 13 in the attached spreadsheet, the Director for Housing advised Members that there had been a failing contractor, but that this had been resolved. Further that the team was working with the Neighbourhood, the Community and the Housing Management Services Teams to gain access to those properties which it had not so far been possible to access for inspection, before taking legal action.
- 10.7 The Council also undertook fire risk assessments in the tenant properties and was working with the residents to enable improvements to their properties.

- 10.8 Councillor Daniel Potter queried whether details of the asbestos inspections would be available soon and the Director for Housing responded that the attached appendix A spreadsheet showed the year to date of work still outstanding. However, as the issues were being resolved moving forward the data in the spreadsheet was already out of date. Further updates would be available in due course.

**It was RESOLVED: -**

**That Members noted the report.**

### **REASON FOR DECISION**

To ensure that members and senior leaders of the councils have oversight over a journey with the regulator back to a position where we are compliant.

## **11 BCA/23/6 AFFORDABLE HOUSING COMMUTED SUMS SPENDING POLICY**

- 11.1 The Leader invited the Cabinet Member for Housing to introduce the report.
- 11.2 Councillor Jessie Carter introduced the report and provided a brief background for the item and a summary of the Affordable Housing Commuted Sums Spending Policy.
- 11.3 Councillor Carter proposed the recommendations as detailed in the report, which was seconded by Councillor Derek Davis.
- 11.4 Councillor Davis queried the allocated commuted sums generated by the development for Ganges on the Shotley peninsula.
- 11.5 The Housing Enabling Officer would provide a response to this question outside of the meeting.
- 11.5 Councillor Davis questioned whether affordable housing on development sites were prioritised, before consideration was given to spend the funding elsewhere. The Housing Enabling Officer responded that the money was not always spent on the development site from where the money was collected due to practical reasons.
- 11.6 Councillor Deborah Saw questioned why developers were allowed to get out of their obligations to build affordable housing by giving the Council commuted sums.
- 11.7 The Housing Enabling Officer advised that usually the Council collected commuted sums from small development sites where there were only a small number of affordable houses planned and no Housing Association involved to take on the management of the properties. Some developers could simply not afford to deliver affordable houses and were allowed to pay commuted sums based on feasibility studies on what they could afford to pay after due process.

- 11.8 In response to several questions from Councillors regarding the spending of the commuted funds and the cost implications, the Director for Housing clarified that to evaluate the feasibility of an affordable housing development a feasibility software was used to look at the scheme over 30 years and estimate whether there would be a net present value or a net present loss. If there was a loss the Council would not be able to cover the interest payment or the cost on the development. The Council needed to know the capital required to make a housing scheme work over 30 years.
- 11.9 Councillor Ward queried if housing units were still allocated through Gateway to Home Choice, which was confirmed by the Director for Housing.
- 11.10 Members considered the issues in the report including whether land was specifically allocated to affordable housing on development sites, the issue for the legal requirement to build 35% affordable housing on sites over a certain size and the implication when developers did not deliver the number of affordable housing as planned
- 11.11 Councillor Sallie Davies referred to the £3.1m commuted sums in the report and queried if the policy would help to spend the money. The Housing Enabling Officer responded that the Policy would provide clarity of what the Council was expecting when speaking to parish councils and the Community Land Trust.
- 11.12 In response to Councillor Deborah Saw's question relating to the environmental performance of homes in relation to compliance to Housing Standard and to Lifetime Home Standard considering the demographic of the District, the Housing Enabling Officer clarified that the Lifetime to Home Standard was now referred to as M42 of the Building Regulations and was dealt with in paragraph 10 of the report as the justification criteria. It was not always possible to expect developers to apply this standard due to the location of sites and he advised Members that there were cost implications for developers when they included the M42 standard in the developments. The Joint Local Plan would be requiring 50% of new homes to comply to M42 in the future.

**It was RESOLVED: -**

- 1.1 To confirm that affordable housing Commuted Sums form part of the operational housing budget and so delegated to the Director for Housing the authority to make the associated spending decisions, in line with adopted policy and in consultation with the Cabinet Member for Housing.**
- 1.2 To adopt the appended Commuted Sums Spending Policy as a means of guiding decision making on Commuted Sums spend.**

- 1.3 That the Director for Housing to be authorised to make future amendments to the Commuted Sums Spending Policy, in consultation with the Cabinet Member for Housing, for example if required to stay up to date with legislation, national or other Council policies.**

**REASON FOR DECISION**

To enable spending decisions to be made in a consistent, prompt and effective manner, in line with Council policy and objectives, and the terms of the spend set through individual Section 106 planning obligations.

**12 PART 2: EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)**

**It was RESOLVED:**

**That pursuant to Part 1 of Schedule 12A of the Local Government Act 1972 the public be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information.**

**13 BCA/23/1 TO CONFIRM THE RESTRICTED MINUTES OF THE MEETING HELD ON THE 17 MARCH 2023**

**It was RESOLVED: -**

**That the confidential minute of the meeting held on 17 March 2023 be confirmed and signed as a true record of the meeting.**

The business of the meeting was concluded at 5:49 pm.

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Chair

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# Agenda Item 8

## BABERGH DISTRICT COUNCIL

<b>COMMITTEE:</b> Cabinet	<b>REPORT NUMBER:</b> <b>BCa/23/8</b>
<b>FROM:</b> Councillor John Ward, Cabinet Member for Finance	<b>DATE OF MEETING:</b> 5 September 2023
<b>OFFICER:</b> Melissa Evans, Director Corporate Resources	<b>KEY DECISION REF NO.</b> CAB426/ CAB427

### FINANCIAL MONITORING QUARTER 1 2023/24

#### 1. PURPOSE OF REPORT

- 1.1 This report summarises the financial activities of the Council for the first quarter of 2023/24, covering General Fund Revenue, the Housing Revenue Account and the Capital Programmes for both funds. There is a new requirement from the start of 2023/24 to monitor the Council's Prudential Indicators on a quarterly basis and this data is attached as Appendix C.

#### 2. OPTIONS CONSIDERED

- 2.1 The recommended option is set out in the Recommendations. There are no other available options.

#### 3. RECOMMENDATIONS

- 3.1 That, subject to any further budget variations that arise during the rest of the financial year, the projected overspend on the General Fund of £703,000 referred to in section 4.2 and Appendix A of the report be noted;
- 3.2 That, subject to any further budget variations that arise during the rest of the financial year, the projected overspend on the Housing Revenue Account of £305,000 referred to in section 4.3 and Appendix B of the report be noted;
- 3.3 That, the Council's compliance with the Prudential Indicators during quarter one referred to in section 4.4 and Appendix C of the report be noted.

#### REASON FOR DECISION

**To ensure that Members are kept informed of the financial position for both General Fund Revenue and Capital, Housing Revenue Account and Capital and the Prudential Indicators.**

## **4. KEY INFORMATION**

### **Background**

- 4.1 The Cabinet receives financial monitoring reports on a quarterly basis. This report covers the financial activity for the first quarter of 2023/24 and the amendments to projections for the year where necessary. It is important to remember that the figures being presented are not actuals at Q1, they represent what the outturn will be at the year-end if current trends are maintained.
- 4.2 The General Fund forecast outturn has worsened by £703,000 from a budgeted surplus of £22,000 to the current projected deficit of £681,000. This has arisen from a combination of factors including shortfalls in income, see Appendix A for further details. There are no significant variations anticipated on the GF Capital Programme at this time.
- 4.3 The Housing Revenue Account forecast outturn has worsened by £305,000 from a budgeted deficit of £602,000 to the current projection of £907,000. This is primarily due to additional staffing costs in Building Services, see Appendix B for further details. There are no significant variations anticipated on the HRA Capital Programme at this time.
- 4.4 There have been no breaches of the council's Prudential Indicators in the first quarter and none are anticipated for the remainder of 2023/24. The new quarterly monitoring report for Prudential Indicators is attached as Appendix C.

## **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:



<b>Key Risk Description</b>	<b>Likelihood 1-4</b>	<b>Impact 1-4</b>	<b>Key Mitigation Measures</b>	<b>Risk Register and Reference*</b>
We may be unable to react in a timely and effective way to financial demands.	3	3	Continued monitoring and reporting of the Councils financial forecast via quarterly reports to Cabinet. Reserves available to call upon.	Strategic Risk Register SRR004BDC
Service delivery may not be accomplished If economic conditions and other external factors are worse than budgeted for.	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 the year via quarterly reports to Cabinet.	Finance, Commissioning and Procurement ORR005BDC

## **9. CONSULTATIONS**

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

## **10. EQUALITY ANALYSIS**

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

## **11. ENVIRONMENTAL IMPLICATIONS**

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

11.2 In subsequent years to support the Council's commitment to be Carbon Neutral by 2030, several initiatives have and are being undertaken from a combination of the Council's own resources and those secured from external sources. Some of these are set out below.

11.3 A solar multi-function carport to generate electricity has been installed at Kingfisher Leisure Centre, Sudbury. The estimated CO<sub>2</sub> savings are equivalent to 4.4 times the volume of the Royal Albert Hall and it is capable of generating enough power to supply 24 average homes in Sudbury.

- 11.4 OZEV supported EV charging points are being moved to the implementation phase.
- 11.5 A property list of carbon emitting buildings is being established for future retrofit consideration.
- 11.6 A performance review of clean power installations on Council assets and operations and maintenance contracts is being commissioned.

**12. APPENDICES**

Title	Location
General Fund Financial Monitoring Quarter 1 2023/24	APPENDIX A
Housing Revenue Account Financial Monitoring Quarter 1 2023/24	APPENDIX B
Prudential Indicators Quarterly Monitoring	APPENDIX C

**13. BACKGROUND DOCUMENTS**

20 February 2023 General Fund Budget 2023/24 and Four-Year Outlook – BC/22/41

20 February 2023 Housing Revenue Account Budget 2023/24 – BC/22/42

20 February 2023 Joint Capital, Investment and Treasury Management Strategies 2023/24 – BC/22/44

# General Fund Financial Monitoring Quarter 1 2023/24

## Babergh District Council September 2023



# 1. Background

## 1. Background

2. The General Fund Budget for 2023/24 was approved by Council in February 2023. After the easing of COVID pressures on the Council's budget new challenges are being driven by the economic effects of the War in Ukraine and the Cost of Living crisis, with inflationary pressures on costs and reductions in expected income. The impact of these factors across the whole organisation is projected to result in overspends.
3. Inflation, measured by the Consumer Price Index (CPI) remains high into the 2023/24 financial year, and while it is assumed to have reached a peak, continuing pressures on the cost of fuel, materials and services has been reflected in the forecast variances for 2023/24.
4. The Bank of England base rate is currently at 5.25% (Aug. 2023) and is expected to rise further during the year before falling back, monitoring continues to identify any risk to the Council's position.
5. Employee costs are approximately 40% of the Councils revenue expenditure budget and an increase of 4% was included in the budget. The pay award for the 2023/24 year has yet to be settled but it may be in excess of the budgeted 4%. Recruitment remains difficult and cost pressures on the budget are being mitigated in part by savings on vacant positions. A pay and reward review is underway and expected to conclude in late Q2.

## 6 Forecast position for 2023/24

- Page 20
- 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.
8. Based upon financial performance and discussions with budget managers and the Senior Leadership Team, key variations on expenditure and income compared to budget have been identified.
  9. The overall position of the Council's Revenue General Fund for 2023/24 is forecast to be a deficit of £681k, £703k worse than budgeted. This is a projection based on current trends, which may fluctuate as the year progresses.
  10. A net overspend on services against budget of £580k is compounded by a reduction of £111k in transfers from reserves.
  11. The key variances that make up this overspend are shown in the following sections of this report. The largest single variance is on planning income which has reduced by £462k from the original estimate of £880k to a new projection of £418k.
  12. Recruitment remains challenging and the Council continues to experience gaps between people leaving the organisation and these posts being filled. The budget includes a £570k savings contingency on salaries centrally held outside of the service areas. The pending national pay award and the results of the Pay & Rewards project being undertaken will add pressure to staffing costs. At Q1 the cost pressures and anticipated savings have balanced employee costs overall to a figure close to budget.

## 2. General Fund Revenue – Forecast

Service Area		Budget	Full Year Forecast	Variance to Budget (underspend) / overspend	Variance as % of Budget
		£'000	£'000	£'000	
<b>Net Service Costs</b>	Assets & Investments	301	318	16	5%
	Communities & Wellbeing	945	1,030	84	9%
	Corporate Resources	2,199	2,593	394	18%
	Customers, Digital Transformation & Improvement	2,312	2,183	(130)	-6%
	Economic Growth & Climate Change	516	510	(6)	-1%
	Operations	4,142	4,007	(134)	-3%
	Housing	885	872	(13)	-1%
	Law & Governance	1,059	1,116	57	5%
	Planning & Building Control	1,367	1,626	259	19%
	HR & Organisational Development	734	784	50	7%
	Senior Leadership Team	731	732	1	0%
<b>Housing Benefits</b>	HB Transfer Payments	11,769	11,769	-	0%
	HB Grants and Contributions	(11,885)	(11,885)	-	0%
<b>Net expenditure on services as above</b>		<b>15,074</b>	<b>15,654</b>	<b>580</b>	<b>4%</b>
<b>Recharges</b>	Charge to HRA/Capital	(1,937)	(1,925)	12	-1%
<b>Capital Financing Costs</b>	Interest Payable - CIFCO	208	208	-	0%
	Interest Payable - Other	1,271	1,271	-	0%
	Minimum Revenue Provision (MRP)	1,708	1,708	-	0%
<b>Investment Income</b>	Pooled Funds Net Income	(569)	(569)	-	0%
	Interest Receivable - CIFCO	(1,144)	(1,144)	-	0%
	Interest Receivable - CIFCO Further Investment	(1,043)	(1,043)	-	0%
	Interest Receivable - Other	(15)	(15)	-	0%
<b>Reserves</b>	Transfers to / (from) Reserves	(1,025)	(914)	111	-11%
<b>Total Net Cost of Services</b>		<b>12,528</b>	<b>13,232</b>	<b>703</b>	<b>6%</b>
<b>Government Grants</b>	New Homes Bonus	(825)	(825)	-	0%
	Revenue Support Grant (RSG)	(130)	(130)	-	0%
	Services Grant	(86)	(86)	-	0%
	Rural Services Delivery Grant	(266)	(266)	-	0%
	Funding Guarantee	(68)	(68)	-	0%
<b>Business Rates</b>	Baseline Business Rates	(705)	(705)	-	0%
	Growth / Pooling Benefit	(457)	(457)	-	0%
	S31 Business Rates Grant	(3,283)	(3,283)	-	0%
	Enterprise Zone income	(319)	(319)	-	0%
	B/R Prior Year Deficit/(Surplus)	25	25	-	0%
<b>Council Tax</b>	Council Tax	(6,416)	(6,416)	-	0%
	Council Tax Prior Year Deficit/(Surplus)	(21)	(21)	-	0%
<b>Total Funding</b>		<b>(12,551)</b>	<b>(12,551)</b>	<b>-</b>	<b>0%</b>
<b>Net Position Before Reserves</b>		<b>(22)</b>	<b>681</b>	<b>703</b>	
<b>Movement in Reserves</b>	Strategic Priorities Reserve	22	(681)	(703)	
		<b>0</b>	<b>(0)</b>	<b>0</b>	

### 3. General Fund Revenue – Major Variances

Babergh District Council					
Area	Full Year Net Budget £'000	Full Year Forecast £'000	Variance £'000	Comments	% Variance
<b>Assets &amp; Investments</b>	<b>301</b>	<b>318</b>	<b>16</b>		<b>5%</b>
Strategic Property	219	246	27	£7K overspend on reactive soakaway repairs to depot. £11K overspend from writing off bad debt from prior tenant. New tenant in situ and payments up to date. £6K overspend Car Park rental of Corks Lane Hadleigh payable to Hadleigh Town Council.	12%
The Councils' Companies	82	71	(11)		-13%
<b>Communities &amp; Wellbeing</b>	<b>945</b>	<b>1,030</b>	<b>84</b>		<b>9%</b>
Communities	717	775	58	£70k additional spend on Youth Social Prescribing funded from Care Commissioning Group and not Council Budget (recognised in movement to/from reserves).	8%
Leisure Contracts	228	255	27	Reactive repairs to Hadleigh Pool and Kingfisher Centre electrical repairs.	12%
<b>Corporate Resources</b>	<b>2,083</b>	<b>2,477</b>	<b>394</b>		<b>19%</b>
Finance, Commissioning & Procurement	2,083	2,477	394	Central Salaries contingency saving balanced with actual savings in the service areas.	19%
<b>Customers, Digital Transformation &amp; Improvement</b>	<b>2,312</b>	<b>2,183</b>	<b>(130)</b>		<b>-6%</b>
Communications	235	229	(5)		-2%
Customer Operations	652	606	(46)	(£46k) underspend due to vacancies in Q1 & Q2, there has been a high turnover in staff at beginning of the year. £10k unused budgeted reserve movement due to reserve funded post not likely being recruited to till end of the year.	-7%
ICT	977	954	(24)	Underspend due to Suffolk County Council contract being less than budgeted for and vacant Digital Support Analyst post for first half of the year.	-2%
Strategic Policy, Performance & Improvements	448	394	(55)	(£54k) underspend due to budget savings/vacancy savings throughout the year and £24k unused budgeted reserve movement due to reserve funded post not likely being recruited to till end of the year.	-12%
<b>Economic Growth &amp; Climate Change</b>	<b>516</b>	<b>510</b>	<b>(6)</b>		<b>-1%</b>
Climate Change	134	134	(0)		0%
Economic Growth & Climate Change	382	377	(6)		-1%
<b>Housing</b>	<b>885</b>	<b>872</b>	<b>(13)</b>		<b>-1%</b>
PV Panels	(149)	(154)	(4)		3%
Housing Solutions	1,034	1,025	(9)		-1%
<b>HR &amp; Organisational Development</b>	<b>734</b>	<b>784</b>	<b>50</b>		<b>7%</b>
HR & OD	734	784	50	Overspend on staffing and SCC advertising costs. £20k of the overspend is reserve funded costs related to the Pay & Reward project.	7%

### 3. General Fund Revenue – Major Variances cont.

Babergh District Council					
Area	Full Year Net Budget £'000	Full Year Forecast £'000	Variance £'000	Comments	% Variance
<b>Law &amp; Governance</b>	<b>1,059</b>	<b>1,116</b>	<b>57</b>		<b>5%</b>
Electoral Services & Land Charges	103	161	58	Additional staffing costs and election costs to be invoiced to Parishes during Q2.	56%
Governance & Civic Office	462	458	(3)		-1%
Internal Audit, Risk & Data	93	96	3		3%
Shared Legal Service	401	401	0		0%
<b>Operations</b>	<b>4,142</b>	<b>4,008</b>	<b>(134)</b>		<b>-3%</b>
Car Parking	354	319	(35)	(£19K) underspend from increase on car park income with machines at Pin Mill back in use raising income. (£13K) underspend from savings expected on electricity budgeted from Light Emitting Diode (LED) lighting installation.	-10%
Health & Safety, Business Continuity and Emergency Planning	262	292	30	Consultancy support at Corporate Manager level to update Health & Safety requirements organisationally while substantive post is recruited. Additionally employee costs incurred for long term absence and severance.	12%
Public Protection	586	541	(46)	Transitional vacancies, job adverts out with a view of full establishment from Q03. Employee costs for backlog COVID works funded by additional income from prior years deferred Contain Outbreak Management Funding (COMF) contributions. Incentives being funded in year across Operations and Communities teams to reduce health inequalities in our district due to the fallout of the COVID pandemic.	-8%
Public Realm	1,409	1,475	65	Equipment costs and staff protective clothing overspent by £22k, remainder of overspend on fleet costs due to need for vehicle hire	5%
Recycling, Waste & Fleet	1,494	1,372	(122)	Favourable variances include Serco waste contract for the year (£45K); garden waste income growth (£34K); transitional officer vacancies (£23K); underspend to budget Materials Recovery Facility (MRF) costs (£12K) ; trade waste income growth (£8K).	-8%
Service Improvement (Environment & Community Services)	35	9	(27)	Current employee resource seconded to Corporate Services.	-75%
<b>Planning &amp; Building Control</b>	<b>1,367</b>	<b>1,626</b>	<b>259</b>		<b>19%</b>
Building Control	139	167	27	Reduction in income levels. Construction industry affected by cost of living pressures.	20%
Development Management, Heritage & Enforcement	811	1,097	285	Vacancy savings offset by >50% reduction in income levels	35%
Service Improvement (Sustainable Communities)	38	39	0		0%
Strategic Planning	378	324	(54)	Staff vacancies	-14%
<b>Senior Leadership Team</b>	<b>731</b>	<b>732</b>	<b>1</b>		<b>0%</b>
Senior Leadership Team	731	732	1		0%
<b>Grand Total</b>	<b>15,074</b>	<b>15,654</b>	<b>580</b>		<b>4%</b>

## 4. Use of General Fund Reserves

Service Areas	Budgeted Movement (From) / To £'000	Forecast Movement (From) / To £'000	Sum of Q1 Forecast Variance £'000	Major Movements from Budget
Communities & Wellbeing	(130)	(195)	(64)	Youth Social Prescribing
Corporate Resources	(143)	(66)	76	Commissioning & Procurement roles and Corporate Manager to be funded within service area instead of reserves and added to core budget from 2024/25
Customers, Digital Transformation & Improvement	(103)	(68)	34	Funding for Fixed Term Executive Assistant posts and Apprenticeship Costs.
Economic Growth & Climate Change	(39)	(43)	(4)	
Housing	(207)	(209)	(2)	
HR & Organisational Development	(39)	(61)	(22)	Reserve funding for pay & reward project resource
Law & Governance	20	20	-	
Operations	(223)	(136)	87	Funding for Fixed Term Contract positions
Planning & Building Control	(162)	(156)	6	
<b>Grand Total</b>	<b>(1,025)</b>	<b>(914)</b>	<b>111</b>	



# 5. General Fund Capital

1. Use of capital and one-off funds is critical and needs to be linked into our future delivery plans.
2. 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 where it is difficult to accurately predict how payments will fall. Councillors 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.
3. No significant variances are currently anticipated so capital expenditure for 2023/24 is forecast on budget at £18.062m.

CAPITAL PROGRAMME 2023/24	Last Years Budget	22/23 Outturn	Cfwd 22/23	Budget Book 23/24	Revised Budget 23/24	Actual Spend	Contractual Commitments	Forecast at Q1	Variance
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>GENERAL FUND</b>									
<b>Total General Fund Housing</b>	2,518	665	1,002	960	1,962	192	-	1,962	
<b>Total Operations</b>	2,135	2,140	59	407	466	73	-	466	
<b>Public Realm</b>	379	331	123	415	538	24	-	538	
<b>Economic Development and Regeneration</b>	1,901	(16)	1,917	-	1,917	10	-	1,917	
<b>Sustainable Communities</b>	446	183	253	170	423	83	81	423	
<b>Leisure Contracts</b>	1,452	236	992	150	1,142	10	-	1,142	
<b>assets and Investments</b>	8,008	1,908	6,476	4,915	11,391	246	-	11,391	
<b>Corporate Resources</b>	325	129	-	75	75	167	196	75	
<b>Customers, Digital Transformation and Improvement</b>									
<b>Customers, Digital Transformation and Improvement</b>	265	267	-	150	150	-	-	150	
<b>Total General Fund Capital Spend</b>	<b>17,429</b>	<b>5,843</b>	<b>10,820</b>	<b>7,242</b>	<b>18,062</b>	<b>806</b>	<b>277</b>	<b>18,062</b>	<b>-</b>

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**Housing Revenue  
Account (HRA)  
Financial Monitoring  
Quarter 1 2023/24**

**Babergh District Council  
September 2023**



# 1. Background

## Background

1. The financial position of the HRA for 2023/24 should be viewed in the context of the 30-year business plan. The budget set in February 2023 showed a forecast deficit position for 2023/24 of £602k.
2. 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. 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.
3. Inflation, measured by the Consumer Price Index (CPI) has reduced during 2023 from the peak of 11.1% in October 2022. For the 12 months to July 2023 CPI increased 6.8%, down from 7.9% in June.

An estimated £1,925 pay increase for 2023/24 has been reflected in the forecast.

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.

## HRA Quarter 1 position 2023/24

1. 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.
2. Based upon financial performance and information for April 2023 to June 2023 and discussions with budget managers and the Senior Leadership Team, key

variations on expenditure and income compared to budget were identified.

3. There is a projected net deficit of £907k for 2023/24, a variance of £305k compared to the budget deficit of £602k.
4. The key variances that make up this projected overspend are shown in the following section of this report. The projection is based on current trends and so may fluctuate as the year progresses.

## Capital Programme

1. Use of capital and one-off funds is critical and needs to be linked into our future delivery plans.
2. 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.
3. The budget and actual spend for 2023/24 for the HRA Capital Programme are shown in section 3.

## 2. Housing Revenue Account (HRA)

	Budget	Forecast	Variance	%
	£'000	Q1 2023/24 £'000	(underspend) / overspend £'000	variance
Dwelling Rents	(18,740)	(18,807)	(67)	0%
Service Charges	(607)	(639)	(32)	5%
Non Dwelling Income	(238)	(224)	14	-6%
Other Income	(67)	(66)	1	-2%
Interest Received	(10)	(10)	-	0%

**Dwelling rents:** Includes £42k increase in number of Shared Ownership properties, £15k Sheltered Accommodation prior year correction and £10k further rental income.

**Housing Management:** £33k additional spend to support Management of Building Services Transformation.

<b>Total Income</b>	<b>(19,662)</b>	<b>(19,746)</b>	<b>(84)</b>	<b>0%</b>
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### Building Services:

- £280k increased employment costs for new Consultant Building Services Surveyors Corporate Manager and additional Agency Costs to give time to fill permanent positions

- £30k payments to tenants
- £14k inflationary increases to supplies and services

Housing Management	5,158	5,196	38	1%
Building Services	4,999	5,323	324	6%
Repairs and Maintenance (all areas except Trades Team)	1,030	1,057	27	3%
Depreciation	4,817	4,817	-	0%
Interest payable	3,068	3,068	-	0%
Revenue Contribution to Capital	1,092	1,092	-	0%
Bad Debt Provision	100	100	-	0%
<b>Total Expenditure</b>	<b>20,264</b>	<b>20,653</b>	<b>390</b>	<b>2%</b>

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

<b>Deficit / (Surplus) for Year</b>	<b>602</b>	<b>907</b>	<b>305</b>	
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### 3. HRA Capital

CAPITAL PROGRAMME 2023/24	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual at end Q1	Full Year Forecast at Q1	Variance after Carry Forwards (underspend) / overspend	Explanation of Significant Variances / Carry Forwards
HOUSING REVENUE ACCOUNT	£'000	£'000	£'000	£'000	£'000	£'000	
<b>Housing Maintenance</b>							
Planned maintenance	3,326	1,323	4,649	421	4,649	-	It is projected that the budget will be completely spent or committed in 2023/24. This is subject to change at quarter 2, when the ability to procure new contracts will be clearer.
Other Maintenance Work	2,000	33	2,033	146	1,950	(83)	It is projected that the budget will be completely spent or committed in 2023/24. This is subject to change at quarter 2, when the ability to procure new contracts will be clearer.
ICT Projects	163	44	207	8	207	-	Van tracker and scheduler scheme approx. £2k and renewal / upgrading of mobile devices for the Trades Team £7k. £8k required for NoiseApp purchase, set up and first year costs to be spent in 2023/24. A further quarter of the Acuity costs to be paid approx. £3k. The remaining budget is expected to be spent on Building Services IT requirements.
Environmental (Neighbourhood) Improvements	500	1,368	1,868	-	1,868	-	Community led projects have so far identified six sites for environmental works. Consultation and the surveying work to commence soon. The intention is to spend or have the budget fully committed in 2023/24
Disabled adaptations to council dwellings	400	49	449	167	532	83	Budget increase of £83k required in 2023/24 to clear the backlog of Flush Floor Showers, Wet Rooms etc.
Horticulture and play equipment	220	130	350	-	350	-	This is a large project involving colleagues from the housing team and the wider organisation. In year 1 we expect to spend as beneath with the remainder spent in 24/25 along with any further capital we are able to secure. In Year 1 the following works are estimated: Essex Drive Jr - £20k; Mountbatten Close, Hawkins Rd & Hawkins Close - £60k; Uplands Road - £75k and Poplar Road - £75k
New build programme inc acquisitions	802	6,853	7,655	(144)	7,655	-	Bulk for Babergh is new builds at Uplands and S106 scheme at Lavenham which is currently on site and scheduled to complete by Q3. Uplands is in early design stage and likely to be onsite in Q4 or 24/25. Monks Eleigh scheme £700k approx is currently on hold due to issues with developer.
<b>Total HRA Capital Spend</b>	<b>7,411</b>	<b>9,800</b>	<b>17,211</b>	<b>598</b>	<b>17,211</b>	<b>0</b>	

## 4. HRA Reserves

BDC Reserves 2023/2024	Balance at 1 April 2023	Transfers to	Transfers from	Balance at 1 April 2024
	£'000	£'000	£'000	£'000
Working Balance	(1,000)			(1,000)
Strategic Reserves	(15,189)		907	(14,282)
Building Council Homes Programme (BHCP) Reserve	(20)			(20)
<b>TOTAL RESERVE BALANCES</b>	<b>(16,209)</b>	<b>-</b>	<b>907</b>	<b>(15,302)</b>

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### Prudential Indicators Q1 2023/24

The Councils measure and manage capital expenditure and borrowing with reference to the following indicators.

It is now a requirement of the CIPFA Prudential Code that these are reported on a quarterly basis.

**Capital Expenditure:** The Councils have undertaken and are planning capital expenditure as summarised below. These figures have been updated for the carry forwards approved by the Cabinets on 10 and 11 July.

<u>Babergh DC</u>	<b>2022/23 actual £m</b>	<b>2023/24 forecast £m</b>	<b>2024/25 budget £m</b>	<b>2025/26 budget £m</b>
General Fund	5.73	18.34	6.01	1.81
Housing Revenue Account	11.49	17.21	8.02	9.29
Total	17.22	35.55	14.03	11.10

The main areas of General Fund spending are £11.4m for assets and investments (which includes £3.2m Babergh Growth, £2.8m regeneration of HQ site, £2.8m strategic investment fund and £2.1m A1071 roadside commercial workspace development), £2m for general fund housing (of which £1m is disabled facilities grants) and £1.9m economic development, (all of which relates to Belle Vue). HRA capital expenditure is recorded separately, and the forecast includes £7.7m for new builds and acquisitions, £4.6m for planned maintenance and £2.0m for other maintenance.

<u>Mid Suffolk DC</u>	<b>2022/23 actual £m</b>	<b>2023/24 forecast £m</b>	<b>2024/25 budget £m</b>	<b>2025/26 budget £m</b>
General Fund	12.32	30.63	5.57	3.41
Housing Revenue Account	21.96	46.63	26.13	8.93
Total	34.28	77.26	31.70	12.34

The main areas of General Fund spending are £23.9m for assets and investments (which includes £10.8m Gateway 14, £9.2m Mid Suffolk Growth, £2.8m strategic investment fund), £2m for leisure centres (of which £1.4m relates to the Stowmarket centre), £1.8m for general fund housing (of which £0.9m is disabled facilities grants) and £1.3m for operations, £0.6m of which relates to electric busses. HRA capital expenditure is recorded separately, and the forecast includes £40.2m for new builds and acquisitions, £3.8m for planned maintenance and £1.9m for other maintenance.

**Capital Financing Requirement:** The Councils cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP repayments and capital receipts used to replace debt.

<u>Babergh DC</u>	<b>31.3.2023 actual £m</b>	<b>31.3.2024 forecast £m</b>	<b>31.3.2025 budget £m</b>	<b>31.3.2026 budget £m</b>
General Fund services	75.65	94.96	89.12	86.58
Council housing (HRA)	94.42	93.14	95.40	98.38
<b>TOTAL CFR</b>	<b>170.07</b>	<b>188.10</b>	<b>184.52</b>	<b>184.95</b>

<u>Mid Suffolk DC</u>	<b>31.3.2023 actual £m</b>	<b>31.3.2024 forecast £m</b>	<b>31.3.2025 budget £m</b>	<b>31.3.2026 budget £m</b>
General Fund services	84.93	108.91	105.30	105.31
Council housing (HRA)	105.84	124.19	142.11	143.76
<b>TOTAL CFR</b>	<b>190.77</b>	<b>233.10</b>	<b>247.42</b>	<b>249.07</b>

**Gross Debt and the Capital Financing Requirement:** Statutory guidance is that debt should remain below the capital financing requirement, except in the short term. The Councils have complied and expect to continue to comply with this requirement in the medium term as is shown below.

<u>Babergh DC</u>	<b>31.3.2023 actual £m</b>	<b>31.3.2024 forecast £m</b>	<b>31.3.2025 budget £m</b>	<b>31.3.2026 budget £m</b>	<b>Debt at 30.6.2023 £m</b>
Debt (incl. PFI & leases)	124.84	143.37	142.85	144.24	118.56
Capital Financing Requirement	170.07	188.10	184.52	184.95	

<u>Mid Suffolk DC</u>	<b>31.3.2023 actual £m</b>	<b>31.3.2024 forecast £m</b>	<b>31.3.2025 budget £m</b>	<b>31.3.2026 budget £m</b>	<b>Debt at 30.6.2023 £m</b>
Debt (incl. PFI & leases)	122.73	167.20	182.13	184.62	119.17

Capital Financing Requirement	190.77	233.10	247.42	249.07
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**Debt and the Authorised Limit and Operational Boundary:** The Councils are legally obliged to set an affordable borrowing limit (also termed the Authorised Limit for external debt) each year. In line with statutory guidance, a lower “operational boundary” is also set as a warning level should debt approach the limit.

<u>Babergh DC</u>	Maximum debt Q1 2023/24 £m	Debt at 30.6.23 £m	2023/24 Authorised Limit £m	2023/24 Operational Boundary £m	Complied? Yes/No
Borrowing	124.84	118.56	200.00	185.00	Yes

<u>Mid Suffolk DC</u>	Maximum debt Q1 2023/24 £m	Debt at 30.6.23 £m	2023/24 Authorised Limit £m	2023/24 Operational Boundary £m	Complied? Yes/No
Borrowing	122.73	119.17	248.00	233.00	Yes

Since the operational boundary is a management tool for in-year monitoring it is not significant if the boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

**Proportion of Financing Costs to Net Revenue Stream:** Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue.

The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

<u>Babergh DC</u>	2022/23 actual	2023/24 forecast	2024/25 budget	2025/26 budget
GF - Financing costs (£m)	0.62	3.11	3.50	3.68
GF - Proportion of net revenue stream	5.68%	20.40%	22.13%	25.10%
HRA - Financing costs (£m)	2.59	3.11	3.18	3.35
HRA - Proportion of net revenue stream	14.65%	16.31%	16.19%	16.57%

<u>Mid Suffolk DC</u>	<b>2022/23 actual</b>	<b>2023/24 forecast</b>	<b>2024/25 budget</b>	<b>2025/26 budget</b>
GF - Financing costs (£m)	2.17	3.00	3.18	3.29
GF - Proportion of net revenue stream	14.78%	16.26%	16.40%	19.03%
HRA - Financing costs (£m)	2.79	3.31	4.20	4.60
HRA - Proportion of net revenue stream	18.00%	19.82%	24.36%	25.91%

# Agenda Item 9

## BABERGH DISTRICT COUNCIL

<b>TO:</b> Cabinet	<b>REPORT NUMBER:</b> <b>BCa/23/9</b>
<b>FROM:</b> Councillor David Busby, Cabinet Member for Planning	<b>DATE OF MEETING:</b> 5 <sup>th</sup> September 2023
<b>OFFICER:</b> Tom Barker Director Planning and Building Control Interim Director Communities and Wellbeing	<b>KEY DECISION REF NO.</b> CAB434

### COMMUNITY INFRASTRUCTURE LEVY (CIL) – CIL EXPENDITURE PROGRAMME SEPTEMBER 2023

#### 1. PURPOSE OF REPORT

- 1.1 The CIL Expenditure Framework and the CIL Expenditure Framework Communications Strategy were adopted by Mid Suffolk and Babergh on 20th March 2023 and 22<sup>nd</sup> March 2023 respectively. These documents were also accompanied by the CIL Key Dates Calendar 2023/24 (see Background Papers).
- 1.2 The processes and governance around CIL expenditure is set out in these documents and the type of infrastructure that CIL monies can be spent on is set out in each Councils Infrastructure Funding Statement – Infrastructure List. (Background Documents refer).
- 1.3 CIL expenditure operates using a process of twice-yearly bid rounds which occur on the 1<sup>st</sup> - 31<sup>st</sup> May and 1<sup>st</sup> - 31<sup>st</sup> October each year. Once all the Bids have been validated, all valid Bids are then screened for the availability of s106 funds and other funding streams. Following this all valid Bids are prioritised using criteria set out in the CIL Expenditure Framework and recommendations on Valid Bids are included within a CIL Expenditure Programme for each District. The CIL Expenditure Programme for that District will be considered by that Councils Cabinet with decisions on all valid Bids either for Cabinet to make or for Cabinet to note (if the Bid has been determined using delegated powers).
- 1.4 This report seeks to obtain approval by Cabinet for Babergh's CIL Expenditure Programme – September 2023 which forms Appendix A to this report. This report contains the following eight CIL Bids including the judgements around the assessment of those Bids (Appendix B).

#### 2. OPTIONS CONSIDERED

- 2.1 There is a diverse spectrum of approaches to CIL expenditure across the country from Unitary Authorities who have absorbed CIL into their individual Capital Programmes to others who ringfence all funds to be spent locally. A range of different approaches was identified in Appendix A of the Framework for CIL Expenditure report provided

to Cabinet's on the 5<sup>th</sup> and 8<sup>th</sup> of February 2018 and discussed in full during the workshops with the Joint Member advisory panel. Members adopted the original Framework documents set out in paragraph 1.1 above by Council decision in April 2018. These were subsequently reviewed and adopted by both Councils on:-

- First Review - March 2019
- Second Review – April 2020
- Third Review – March 2021
- Fourth Review – 21<sup>st</sup> July 2022 (Mid Suffolk) and 6<sup>th</sup> October 2022 (Babergh)
- Fifth Review - March 2023.

### 3. RECOMMENDATIONS

3.1 That the CIL Expenditure Programme (September 2023) and accompanying Technical Assessments of the following CIL Bids (forming Appendices, A and B) be approved (including decisions on these CIL Bids for Cabinet to make/or note) as follows: -

#### Decisions for Cabinet to approve: - Ringfenced Infrastructure Funds (Acton)

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the infrastructure	Cabinet Decision
B23-10 ACTON  Improvements to Acton Play Area	Amount of CIL Bid £20,403.57  Total cost of the project £27,204.76  Total of other funding is split between S106 Funding and Acton Parish Council	<b>Recommendation to Cabinet to approve CIL Bid B23-10 for £20,403.57 from the Ringfenced Infrastructure Fund</b>

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

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the infrastructure	Cabinet Decision
B23-05 BOXFORD  Improvements to Boxford Pavilion Changing Rooms	Amount of CIL Bid £29,565.35  Total cost of the project £39,420.47 (including VAT)  Total of other funding	<b>Recommendation to Cabinet to approve CIL Bid B23-05 for £29,565.35 from the Local Infrastructure Fund</b>

	<p>S106 funding - £3,009.60</p> <p>Parish Council Contribution: £5,000</p> <p>Fund Raising: £1,115</p> <p>Groton Educational Trust: £300</p> <p>Boxford Rovers FC: £430.52</p>	
<p>B23-06 FLATFORD</p> <p>Flatford National Trust</p> <p>Installation of a Changing Places Facility within Flatford National Trust</p>	<p>Amount of CIL Bid £16,155.00</p> <p>Total eligible costs of the project £59,155.00</p> <p>Total of other funding</p> <p>Changing Places Fund DLUHC £42,500.00</p> <p>National Trust £500.00</p>	<p><b>Recommendation to Cabinet to approve CIL Bid B23-06 for £16,155.00 from the Local Infrastructure Fund</b></p>
<p>B22-15 STANSTEAD</p> <p>Improvements to Stanstead Play Area</p>	<p>Amount of CIL Bid £27,677.31</p> <p>Total eligible costs of the project £36,903.08</p> <p>Total of other funding</p> <p>Stanstead Parish Council £ 9,225.77</p>	<p><b>Recommendation to Cabinet to approve CIL Bid B22-15 for £27,677.31 from the Local Infrastructure Fund</b></p>
<p>B23-11 – SUDBURY</p> <p>The Bridge Project (TBP) – Water and electrical connection element of The Triangle Project</p>	<p>Amount of CIL Bid £100,000</p> <p>Total eligible costs of the project £146,000</p> <p>Total of other funding</p> <p>£46,000</p> <p>(Total Net Cost of The Triangle Project £935,460.66)</p>	<p><b>Recommendation to Cabinet to approve CIL Bid B23-11 for £100,000 from the Local Infrastructure Fund</b></p>

**Delegated decisions for Cabinet to note: - Ringfenced Infrastructure Fund**

<b>CIL Bid, Location and Infrastructure Proposed</b>	<b>Amount of CIL Bid and total cost of the infrastructure</b>	<b>Cabinet Decision</b>
B23-07 COCKFIELD MacKenzie Community Open Space Project  (Reapplication)	Amount of CIL Bid £4,422.45  Total cost of the project  £9,379.74  Total of other funding:-  S106 Funding £2,353.08 Parish Council £2,604.21	<b>Recommendation to Cabinet to note this approved CIL Bid B23-07 by delegated decision for £4,422.45 from the Ringfenced Infrastructure Fund</b>
B23-04 LAVENHAM  Lavenham Hall Works	Amount of CIL Bid £3,000  Total cost of the project  £4,000.  Total of other funding:-  Lavenham Parish Council - £500  Lavenham Community Council  £500	<b>Recommendation to Cabinet to note this approved CIL Bid B23-04 by delegated decision for £3,000 from the Ringfenced Infrastructure Fund</b>
B22-17 ACTON  Public Right of Way improvements – Bun Meadow	Amount of CIL Bid £4,590 excluding VAT.  Total cost of eligible project costs £4,590	<b>Recommendation to Cabinet to note this approved CIL Bid B22-17 by delegated decision for £4,590.00 from the Ringfenced Infrastructure Fund</b>

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 10 inclusive (Appendix A Section B) together with details of emerging infrastructure /CIL Bids (Appendix A Section C).



## REASON FOR DECISION

Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL on the 11<sup>th</sup> April 2016. The CIL Expenditure Framework (originally adopted in April 2018) has been reviewed with amendments adopted by both Councils in March 2019, April 2020, March 2021, July 2022 (Mid Suffolk) October 2022 (Babergh) and in March 2023. The CIL Expenditure Framework requires the production of at least two CIL Expenditure Programmes for each District (per year) and contains decisions for Cabinet to make or note on CIL Bids for CIL expenditure. These decisions relating to the expenditure of CIL monies form one of the ways in which necessary infrastructure supporting growth is delivered.

## 4. KEY INFORMATION

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

- Bid round 11 opened on the 1<sup>st</sup> May 2023 and closed on the 31<sup>st</sup> May 2023. 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 with the Technical Assessments, and both are presented to Cabinet to consider.
- This CIL Expenditure Programme document focuses on the following eight CIL Bids. Further key information about these Bids is set out below (augmented by the assessments and conclusions contained in the Technical Assessments which justify the recommendations to Cabinet (Appendix B): -

<b>CIL Parish and type of proposed infrastructure</b>	<b>Bid, and of</b>	<b>Key Information and whether CIL Bid falls within the CIL Expenditure framework and is contained within the current Infrastructure Funding Statement – Infrastructure List for Babergh. Recommendation to Cabinet to approve or for Cabinet to note.</b>
B23-10 ACTON  Improvements to Play area		Acton Parish Council is proposing to provide improved play areas with more diverse equipment that meet the needs of a wider age group and abilities within the local community and surrounding areas. The proposal is for new pieces of additional play equipment.  Falls within the CIL Expenditure Framework and developed under the Community Facilities within the current

	<p>Infrastructure Funding Statement – Infrastructure List for Babergh.</p> <p><b>Recommendation is for Cabinet to approve CIL Bid for £20,403.57</b></p>
<p>B23-05 BOXFORD</p> <p>Improvements to Boxford Pavilion Changing Rooms</p>	<p>This upgrade of existing facilities at the Pavilion changing rooms will ensure that the facilities meet the standards required by the Football Association to allow Boxford Rovers FC to continue to participate in the Essex and Suffolk Border League. The benefits to the local community, and those in the surrounding area, in continuing to provide facilities that enhance the health, fitness and wellbeing (both physically and mentally) is important and this project will achieve this.</p> <p>Falls within the CIL Expenditure Framework and developed under the Community Facilities within the current Infrastructure Funding Statement – Infrastructure List for Babergh.</p> <p><b>Recommendation is for Cabinet to approve CIL Bid for £29,565.35</b></p>
<p>B23-06 FLATFORD</p> <p>New Changing Places facility at Flatford National Trust</p>	<p>Provision of a Changing Places facility at Flatford National Trust building to provide accessibility for all using the National Trust centre and the surrounding area. Supports Health and Wellbeing inclusively.</p> <p>Falls within the CIL Expenditure Framework and developed under the Leisure and Community Facilities within the current Infrastructure Funding Statement – Infrastructure List for Babergh.</p> <p><b>Recommendation is for Cabinet to approve CIL Bid for £16,155.00</b></p>
<p>B22-15 STANSTEAD</p> <p>Improvements to Stanstead Play Area</p>	<p>Stanstead Parish Council is proposing to provide improved play areas with more diverse equipment that meet the needs of a wider age group and abilities within the local community and surrounding areas. The proposal is for the addition of new pieces of additional play equipment. Consultation carried out by the Parish identified that existing equipment is insufficient to meet needs of local children.</p> <p>Falls within the CIL Expenditure Framework and developed under the Community Facilities within the current</p>

	<p>Infrastructure Funding Statement – Infrastructure List for Babergh.</p> <p><b>Recommendation is for Cabinet to approve CIL Bid for £27,677.31</b></p>
<p>B23-11 – SUDBURY</p> <p>The Bridge Project (TBP) – The Triangle Project</p>	<p>The aim of the Triangle Project is to build a single-story building, that has been designed around the needs of services users. The focus of this CIL funding application to provide funding to enable TBP to connect their new building to the National Grid, mains water supply and sewer system. This funding is also to help address a shortfall in project funding, due to project costs increasing by nearly 30% over the last 12 months.</p> <p>The CIL funding if approved would be spent on connecting the new building to the National Grid, including the trenchwork, cabling and wiring, required to provide power the site. District CIL funding will also be used to connect the building to the mains water and sewer system, including trenchwork, pipework and other associated costs.</p> <p>TBP provides 25 spaces a day through their social enterprise and meal delivery services. When the Triangle Project is completed, TBP will be able to provide 10 additional daily spaces within their social enterprise section, provide 15 spaces working in the horticultural section of the organisation and offer an additional 10 volunteer placements. The building will be surrounded by areas of natural open space, that will be used to create a relaxation garden, natural trails and vegetable gardens/allotments</p> <p>Falls within the CIL Expenditure Framework and developed under the Community Facilities within the current Infrastructure Funding Statement – Infrastructure List for Babergh.</p> <p><b>Recommendation is for Cabinet to approve CIL Bid for £100,000</b></p>
<p>B23/07 COCKFIELD</p> <p>MacKenzie Community Open Space Project</p> <p>(Reapplication)</p>	<p>This CIL Bid constitutes a re-application to secure sufficient CIL funds to pay for a project that has now been completed. The circumstances round and justifying this are set out in the Technical Assessment (Appendix B)</p> <p>Given the circumstances the CIL Bid has been treated as an exception to the CIL Expenditure Framework but developed under the Community Facilities within the current Infrastructure Funding Statement – Infrastructure List for Babergh.</p>

	<b>Recommendation is for Cabinet to note delegated decision on CIL Bid for £4,422.45</b>
B23-04 LAVENHAM  Lavenham Hall Works  Electrical works	<p>Lavenham Parish Council, in a joint project with Lavenham Community Council, is proposing to provide an electrical system on the exterior of the Village Hall. This will be a 3 Phase Manual Switch with all cabling to ensure connection of existing power supply to an external generator. The Village Hall is a designated Emergency Rest Centre and the installation of this electrical system will allow a generator to be hooked up in the event of a power failure so that heat, light and the ability to provide hot food can continue if the mains supply were interrupted.</p> <p>Falls within the CIL Expenditure Framework and developed under the Community Facilities within the current Infrastructure Funding Statement – Infrastructure List for Babergh.</p> <p><b>Recommendation is for Cabinet to note delegated decision on CIL Bid for £3,000</b></p>
B22-17 ACTON  Public Right of Way improvements Bun Meadow	<p>Longstanding infrastructure project to a Public Right of Way in Bun Meadow. Widespread community support. Project listed in Acton Action Plan 2023. Although this project is not currently listed within BMSDC’s Local Cycling and Walking Infrastructure Plan (LCWIP), the project has the support of BMSDC’s Sustainable Travel Officer, who believes this project will improve local active travel connectivity, which is one of the key aims of the LCWIP.</p> <p>Falls within the CIL Expenditure Framework and developed under the Walking and Cycling section within the current Infrastructure Funding Statement – Infrastructure List for Babergh.</p> <p><b>Recommendation is for Cabinet to note delegated decision on CIL Bid for £4,590.00.</b></p>

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 10 (inclusive) together with a section which outlines the progress of emerging CIL Bids which are being discussed at pre submission stage (Appendix A).

## 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 1<sup>st</sup> September 2019, each Council was required to publish a list of infrastructure that they will put the CIL monies towards. These lists were known as the "Regulation 123 Lists". However, on the 1<sup>st</sup> September 2019, new CIL Regulations were enacted, with the CIL 123 Lists being abolished, and in order to provide clarity given this changing situation, each Council adopted a CIL Position Statement containing a list of infrastructure that it would spend its CIL monies on. The authority for this was provided by a Council decision in March 2019 when the first review of the CIL Expenditure Framework was undertaken, and a revised scheme was agreed (by both Councils). The CIL Position Statements were identical for both Councils.
- 6.3 However, these replacement documents (known as the CIL Position Statement) were replaced by separate Infrastructure Funding Statements (Infrastructure List) for both Councils. The last iteration of each Council's IFS were produced and published in November 2022.
- 6.4 CIL is collected and allocated in accordance with the CIL Regulations 2010 (as amended). Each Council retains up to 5% of the total CIL income for administration of CIL. From the remainder, 15% is allocated to Parish or Town Councils (subject to a cap) but where there is a made Neighbourhood Plan in place this figure rises to 25% (without a cap). For those parishes where there is no Parish or Town Council in place the Council retains the monies and spends the CIL Neighbourhood funds through consultation with the Parish.
- 6.5 Since the implementation of CIL for both Councils on the 11<sup>th</sup> April 2016 there have been fourteen 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, April and October 2022 and April 2023. At the time that the Neighbourhood payments are made, the 20% set aside for the 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. These monies are known as the “available funds” and are held in the following accounts, and it is these monies that can fund CIL bids.

**6.8 Available CIL Funds as at the 31<sup>st</sup> March 2023 for Cabinet decisions/noting in September 2023**

<b>INFRASTRUCTURE FUND</b>	<b>AVAILABLE BALANCE</b>
Strategic Infrastructure Fund	£2,747,792.29
Ringfenced Infrastructure Fund	£5,923,781.03
Local Infrastructure Fund	£3,404,243.46

**6.9 Total Funds allocated to Infrastructure projects since 2018.**

<b>INFRASTRUCTURE FUND</b>	<b>TOTAL ALLOCATION</b>	<b>TOTAL DE-ALLOATED (UNDERSPEND OR DEADLINE EXPIRY)</b>	<b>PERCENTAGE OF FUNDS RECEIVED ALLOCATED TO PROJECTS</b>
<b>STRATEGIC INFRASTRUCTURE FUND</b>	£531,103.56	£37,769.83	15%
<b>RINGFENCED INFRASTRUCTURE FUND</b>	£626,816.65	£1,651.01	10%
<b>LOCAL INFRASTRUCTURE FUND</b>	£2,109,800.82	£214,596.28	36%

**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 – September 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 all successive reviews of the CIL Expenditure Framework are clear in respect of the determination of these Bids. They are Cabinet decisions and there is provision for delegated CIL Bid decisions which Cabinet are asked to note.

7.4 Regulation 62 of the CIL Regulations 2010 (as amended) required CIL charging authorities to publish monitoring statistics for collection allocations and expenditure of CIL monies by the 31st of December for each year. The 2017, 2018 and 2019 Monitoring Report for 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 to meet a deadline of 31<sup>st</sup> December each year. This also has to be submitted to the Government as a yearly return.

7.2 For Babergh the current Infrastructure Funding Statement (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	3	2	Infrastructure needs are detailed through a published Infrastructure Delivery Plan (IDP),	Strategic Planning Operational

infrastructure. Here is a risk that Infrastructure is not delivered where it is needed.			which is updated periodically.	Risk register 18
Level of Community Infrastructure Levy (CIL) being charged is low. There is a risk that insufficient funds would be available for critical and essential infrastructure.	3	3	Publish revised CIL Charging Schedules for consultation.	Strategic Planning Operational Risk register 19
Unable to progress CIL Charging Schedules to Examination and Adoption. There is a risk that insufficient funds would be available for critical and essential infrastructure.	2	3	Be clear on the purpose and content of the CIL Charging Schedules prior to consultation.	Strategic Planning Operational Risk register 20
Non-payment of CIL or non-collection of s106 payments. There is a risk that Insufficient funds would be available for infrastructure.	3	3	Appointment of a Debt recovery officer in 2021 to ensure improved recovery of CIL and s106 debt.	Strategic Planning Operational Risk register 21
Planning reforms meaning changes to the development plan system and infrastructure delivery resulting in different approaches	3	3	Ensure prepared for any forthcoming changes.	Strategic Planning Operational Risk register 22



<p>needing to be followed. There are risks that Changes to the plan-making process and the replacement of CIL with an Infrastructure Levy.</p>				
<p>Absence of clarity on where expenditure is to be made as a result of plans and strategies being incomplete or out-of-date. There is a risk that Failure to allocate expenditure such that if we do not secure investment in infrastructure (schools, health, public transport improvements etc.), then development is stifled and/or unsustainable.</p>	2	3	<p>Adopted Community Infrastructure Levy (CIL), secures investment on infrastructure via the planning process (which includes S106). Creating the Joint Corporate Plan, the emerging Joint Local Plan with associated Infrastructure strategy and Infrastructure Delivery Plan and Infrastructure Funding Statement will ensure that infrastructure across both Councils is addressed.</p>	<p>Strategic Planning Operational Risk register 33</p>
<p>Failure to produce a yearly Regulation 62 report would result in non-compliance with the CIL Regulations 2010 (as amended) and may mean that Members and the public are not aware of CIL income and expenditure activities. Under the CIL</p>	1	2	<p>The Infrastructure Team produces the required report which is checked and verified by Financial services/open to review by External Audit. Reminders are set to ensure the report is published by the statutory date. The format of the Monitoring report which in future will be known as the annual Infrastructure Funding Statement (IFS) is laid out in the CIL Regulations, so there is</p>	<p>Strategic Planning Operational Risk register 34</p>

<p>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>no risk in relation to the way the information is presented</p>	
<p>Failure to monitor due to an absence of staff undertaking this task. There is a risk that failure to monitor expenditure may result in CIL expenditure not being effective.</p>	2	3	<p>The software which supports CIL collection will be used to support CIL expenditure. In addition, it is envisaged that a twice yearly (at least) CIL Expenditure Programme will be produced which will include details of all allocated and proposed CIL expenditure and this together with the software will be used for effective monitoring.</p>	<p>Strategic Planning Operational Risk register 35</p>
<p>If too high a value is allocated into the Strategic Infrastructure Fund, there is a risk that there would be insufficient Local Infrastructure Funding available to deliver the infrastructure required to mitigate the</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>

harm, thereby ensuring sustainable development.				
If 25% Neighbourhood CIL is automatically allocated to any Parish/Town Councils where there is no Neighbourhood Plan in place, there is a risk that there would be insufficient CIL Funding to allocate to the Strategic Infrastructure Fund and also the risk that there would be insufficient Local Infrastructure Funding available to deliver the infrastructure required to mitigate the harm, thereby ensuring sustainable development.	2	3	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.	Strategic Planning Operational Risk register 37
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	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	Strategic Planning Operational Risk register 38

towards major housing developments, inadequate infrastructure provision would result.			the review to ensure allocations of CIL remain appropriate and projects to make development sustainable are able to be delivered.	
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## Assurances (for collection of CIL monies)

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

**Table 5**

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

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

8.4 In May 2018 the results of an investigation by Internal Audit on behalf of the Assistant Director Planning and Communities (post title changed subsequently to Director Planning and Building Control Interim Director Communities and Wellbeing) were produced following complaints regarding the CIL process in place for Babergh and Mid Suffolk. The investigation concluded: -

“The information provided to the public in relation to the CIL process is superior to that found for some other Councils and the team go over and above the requirements when supporting applicants where resources allow them to do so. It is Internal Audit’s opinion that the Infrastructure team, even though working under challenging

conditions with increasing numbers of applications, are providing a good service to customers and pro-actively looking for ways to improve where possible.”

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

- 8.5 In September 2018 Internal Audit conducted a review of CIL processes and released a written report. It contains a Substantial Assurance audit opinion (with two good practice points needing to be addressed relating to further clarification of “best value” (one of the criteria for assessing CIL Bids) and storage of all electronic communication. Both these matters have been addressed. The first point by including further explanation about Best Value in Appendix A; the second point through resource adjustments.
- 8.6 Within the first review process, information was captured from a wide array of sources and all feedback was shared with the Joint Member Panel including the recommendations of Overview and Scrutiny who met to discuss and review the operation of the CIL Expenditure Framework on the 19<sup>th</sup> November 2018. Their recommendations were considered as part of the first review of the CIL Expenditure Framework process by the Joint Member Panel.
- 8.7 On the 19<sup>th</sup> September 2019, a report was prepared for consideration by Joint Overview and Scrutiny on CIL expenditure with five witnesses including Infrastructure Providers, Cockfield Parish Council, and a member of the Joint Member Panel; the latter of which worked to inform the second review of the CIL Expenditure Framework. Joint Overview asked questions of the witnesses and concluded the following: -
- Joint Overview and Scrutiny Committee endorses the work of the CIL team (and the CIL Member Working Group) and notes that a fit and proper process is in place in respect of the bidding and allocation of CIL funds.
- 8.8 In line with the fifth review, both Councils agreed for the Joint Member Panel to inform a sixth review during Bid round 12 (October 2023) so that any changes could be in place before Bid round 13 commences in May 2024.

## **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 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 CIL Expenditure Framework and how we can continue to work together to provide infrastructure for the benefit of our communities.

## 10. EQUALITY ANALYSIS

10.1 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 (at least twice per year). There is no EIA Assessment required.

## 12. APPENDICES

Title	Location
(a) Appendix A – CIL Expenditure Programme for Babergh – September 2023	Attached
(b) Appendix B – Technical Assessment of CIL Bids – September 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 2023/24 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, March 2021, July 2022 (Mid Suffolk) and September (Babergh) 2022 and March 2023.

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

- Current CIL Expenditure Framework  
[Appendix-A-The-CIL-Expenditure-Framework-Babergh-and-Mid-Suffolk-Final-amended-March-2023-.pdf](#)
- Current CIL Expenditure Framework Communications Strategy.  
[Appendix-B-CIL-Expenditure-Framework-Communication-Strategy-Final-March-2023.pdf \(babergh.gov.uk\)](#)
- Current Key CIL Calendar dates – 2023/24

[Appendix-C-CIL-Expenditure-Calender-Key-dates-2023-24.pdf \(babergh.gov.uk\)](#)

- Infrastructure Funding Statement for Babergh – November 2022

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

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

**Babergh District Council**

**September 2023**

**Appendix A**

## CIL EXPENDITURE PROGRAMME September 2023.

### KEY FACTS

- The CIL Expenditure Framework, the CIL Communications Strategy were revised and changes were approved on the 20<sup>th</sup> March 2023 by Mid Suffolk and by Babergh on the 23<sup>rd</sup> March 2023. A Key date for CIL calendar document 2023/24 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-March-2023-.pdf](#)
- Bid Round 11 (for Infrastructure providers including Officers from Babergh and Mid Suffolk, Parishes and Community Groups) occurred between the 1<sup>st</sup> to 31<sup>st</sup> May 2023. Previous bid rounds were in May and October 2018, May and October 2019, May and October 2020, May and October 2021 and May and October 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 (IFS) – Infrastructure List is currently being produced for publication in November 2023 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 sixth review of the CIL Expenditure Framework is likely to occur Winter 2023 /Spring 2024.

## CONSIDERATION OF BIDS

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

## PRIORITISATION OF FUNDS

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

can be safeguarded for the community receiving the growth. These monies and the Strategic and Local Infrastructure Fund monies shall be known as the “**available funds**” for expenditure in the bid round process. These schemes where works have started and are subject to CIL will be listed below in this document (**at section D below**) 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

**AVAILABLE FUNDING FOR BID ROUND ELEVEN (May 2023) for consideration by Cabinet in September 2023**

**Total Amount of CIL monies available for this bid round**

<b>INFRASTRUCTURE FUND</b>	<b>AVAILABLE BALANCE</b>
Strategic Infrastructure Fund	<b>£2,747,792.29</b>
Ringfenced Infrastructure Fund	<b>£5,923,781.03</b>
Local Infrastructure Fund	<b>£3,404,243.46</b>

**Total expenditure of CIL Bids within this report to be funded from the Infrastructure Funds = £205,813.68 Total**

<b>CIL BIDS</b>	<b>STRATEGIC INFRASTRUCTURE FUND</b>	<b>RINGFENCED INFRASTRUCTURE FUND</b>	<b>LOCAL INFRASTRUCTURE FUND</b>
B22-17 - Acton	-	£4,590.00	-
B23-06 - Flatford	-	-	£16,155.00
B23-04 – Lavenham	-	£3,000.00	-
B23-05 - Boxford	-	-	£29,565.35
B23-07 – Cockfield	-	£4,422.45	-
B23-10 – Acton	-	£20,403.57	-
B22-15 - Stanstead	-	-	£27,677.31
B23-11 – Sudbury	-	-	£100,000.00
<b>TOTAL EXPENDITURE</b>	<b>£0.00</b>	<b>£32,416.02</b>	<b>£173,397.66</b>

**Total remaining balance left in the reserve funds if all CIL bids within this report are approved.**

<b>INFRASTRUCTURE FUND</b>	<b>REMAINING AVAILABLE BALANCE FOR FUTURE BID ROUNDS</b>
Strategic Infrastructure Fund	<b>£2,747,792.29</b>
Ringfenced Infrastructure Fund	<b>£5,891,365.01</b>
Local Infrastructure Fund	<b>£3,230,845.80</b>

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**SECTION A - LIST OF BIDS TAKEN FORWARD INTO AND/OR RECEIVED FOR BID ROUND ELEVEN (1<sup>ST</sup>- 31<sup>ST</sup> MAY 2023) FOR BABERGH DISTRICT COUNCIL (including recommendations for Cabinet to make decisions or for Cabinet to note delegated decisions already made).**

The following table comprises a list of CIL Bids received before or during Bid round 11 (1<sup>st</sup> - 31<sup>st</sup> May 2023). 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 understandin	<b>Held over whilst education need established for the project with SCC including any timescales for delivery based on committed and substantive growth in the locality(including HMS Ganges). Project scope/ costings/ need/ formal approvals are awaited. Outstanding issues require consideration and resolution. Cabinet decision ultimately</b>

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
									<p>g as Kidzone currently use 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.</p>	

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)
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. Costings will also need to be provided with quotes.	<b>Bid held in abeyance until all information has been received and it can be validated, and consultation can occur.</b>  <b>Cabinet decision ultimately</b>
B22-01	BURSTALL- Village Hall improvements	Community Bid – The Burstall Village Hall Committee	Yes - Provision of community facilities	Unknown at this stage	unknown	Unknown at this stage	No, Bid invalid at present	No	Reviewed in June 2023 Form incomplete Costings, planning permission, and quotes currently being investigated by the applicant. Currently no timescales for delivery.	<b>Bid continues to be progressed until all outstanding information is received and it can be validated, and consultation can occur.</b>  <b>Cabinet decision ultimately</b>



Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
B22-13	NAYLAND WITH WISSINGTON – Environmental improvements to the Village Hall	Community Infrastructure – Nayland with Wissington Parish Council	Yes Provision of community facilities and	£100,000	No – 37% of project cost	Total project cost - £273,000.00 excluding VAT Nayland Community 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	No, Bid invalid at present	No	Reviewed in July 2023. Awaiting resolution of all other funding streams before this can be presented for determination	<b>Bid continues to be progressed such that all the funding from other streams has been secured as CIL is the final funder so as to complete the funding strategy for the project.</b>  <b>Cabinet decision ultimately.</b>
B22-15	STANSTEAD – Play Area	Community Infrastructure – Stanstead Parish Council	Yes Provision of community facilities	£27,677.31	No 75% of the project costs	Total project costs £36,903.08 Other sources of income	Consultation completed	Yes	N/A	<b>Recommendation to Cabinet to approve CIL Bid B22-15 for £27,677.31 from the</b>

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
						Stanstead Parish Council				Local Infrastructure Fund
B22-17	ACTON – Public Right of Way (PRoW) resurfacing project Bun Meadow path	Walking and Cycling Infrastructure – Acton Parish Council and SCC PRoW team supported by the Councils Active Travel officer	Yes under the Provision of Walking and Cycling section	£4,590.00	No – 100% of the eligible project costs	Total eligible project costs - £4,590.00	Consultation started	Yes	N/A	Recommendation to Cabinet to note approved CIL Bid B22-17 for £4,590.00 from the Ringfenced Infrastructure Fund (by delegated decision)
B22-19	IPSWICH – New GP Surgery on old Tooks site	Health Infrastructure – Integrated Car Board (ICB)	Yes, Provision of Health facilities	£1,200,000	No – 17% of project costs	Total project cost - £7,350,000 IBC S106 funds - £750,000	No, Bid invalid at present	No	Reviewed in July 2023 Precise details of project currently unknown Business case not yet submitted Funding strategy not	<b>Bid held in abeyance until it can be validated, and consultation can occur The Bid will be determined by Cabinet ultimately</b>

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
									yet submitted. Discussions taking place with the Integrated Care Board and Ipswich Borough Council	
B23-01	HADLEIGH – Rebuilding of Layham Road Sports Ground Pavilion	Community Infrastructure – Hadleigh Parish Council	Yes Provision of community facilities	£100,000.00	No 17% of project costs	Total project cost – £1,063,495 Other sources of funding Hadleigh TC- £427,581.00 BDCs106- £98,250 BDCs106 (following grant of planning permission) £10,241.00 BDC Capital grants	No, Bid invalid at present	No	Reviewed in June2023 Awaiting a decision on a submitted planning application. Awaiting final costings	<b>Bid held in abeyance until it can be validated, and consultation can occur The Bid will be determined by Cabinet ultimately</b>

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
						(following grant of planning permission) £10,000.00 Persimmon Community Champions grant-applied for £10,000.00 Tesco Community grant- £1,500.00 Applied for \Football Foundation £25,000.00 Government - solar panels £25,000.00 Landfill Community Fund following grant of planning permission)				

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)
						£100,000 Queens Platinum (following grant of planning permission) £10,000.00 Sponsorship and /or Public Works Loan Board (following grant of planning permission) £242,293				
B23-02	TATTINGSTONE Play Equipment	Community Infrastructure – Tattingstone Village Playing Field	Yes Provision of community facilities	£19,218.00	No ? % of project costs	Total project cost – £25,624 (Inc Vat) Funds currently secured - £6,406	No, Bid invalid at present	No	Reviewed in July 2023. Awaiting determination of whether Planning permission is required	<b>Bid held in abeyance until it can be validated, and consultation can occur</b> <b>The Bid will be determined by Cabinet ultimately</b>

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)
									Costings may need to be reviewed	
B23-03	HARTEST – Roof insulation	Community Infrastructure –Boxted and Hartest Institute	Yes Provision of community facilities	unknown	No ?.% of project costs	Total project cost – £? Other sources of funding	No, Bid invalid at present	No	Reviewed in July 2023 Awaiting final costs.	<b>Bid held in abeyance until it can be validated, and consultation can occur The Bid will be determined by Cabinet ultimately</b>
B23-04	LAVENHAM – Provision of an electrical system to allow generator hook up (in the event of a power failure)  Lavenham Village Hall	Community Infrastructure –Lavenham Community Council and Lavenham Parish Council	Yes Provision of community facilities –	£3,000.00	No 75%of total eligible project costs	Total project cost – £4,000 Other sources of funding Lavenham Parish Council - £500 Lavenham Community Council £500	Consultation completed	Yes	N/A	<b>Recommendation to Cabinet to note delegated decision on this CIL Bid for £3,000 from the Ringfenced Infrastructure Fund</b>
B23-05	BOXFORD – Upgrade to Boxford Pavilion Amenities	Community Infrastructure – Boxford Playing	Yes Provision of community facilities	£29,565.35	No 75% of project costs	Total project cost – £39,420.47 (including VAT)	Consultation completed	Yes	N/A	<b>Recommendation to Cabinet to approve CIL Bid B23-05 for £29,565.35 from the</b>

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
	(improvements to changing facilities and shower and toilet facilities including heating and electrical installation)	Fields Management Committee of Boxford Community Council (in partnership with Boxford Rovers FC)				Other sources of funding Boxford Parish Council £5,000 S106 £3009.60 Fund Raising £1,115 Groton Educational Trust £300 Boxford Rovers FC £430.52				Local Infrastructure Fund
B23-06	FLATFORD – Installation of a Changing Places Facility within Flatford National Trust	Community Infrastructure – Babergh District Council and National Trust	Yes Provision of community facilities	£16,155.00	No 27% of project costs	Total project cost – £59,155.00 Other sources of funding  Changing Places Fund DLUHC - £42,500.00	Consultation commenced 10 <sup>th</sup> July 2023 and finished 23 <sup>rd</sup> July 2023	Yes	N/A	Recommendation to Cabinet to approve CIL Bid B23-06 for £16,155.00 from the Local Infrastructure Fund

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of 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)
						National Trust - £500.00				
B23-07	COCKFIELD – MacKenzie Community Open Space Project  (Reapplication )	Community Infrastructure – Cockfield Parish Council	Yes Provision of community facilities	£4,422.45	No 47% of project costs	Total project cost – £9,379.74 Other sources of funding S106 - £2,353.08 Cockfield Parish Council funds - £2,604.21	Consultation completed	Yes	N/A	<b>Recommendation is Cabinet to note this approved CIL Bid B23-07 by delegated decision for £4,422.45 from the Ringfenced Infrastructure Fund.</b>
B23-08	BRANTHAM – Play area upgrade – Merriam Close	Community Infrastructure – Brantham Parish Council	Yes Provision of community facilities	£15,000	No 75% of project costs	Total project cost – £27,599.99 Other sources of funding Brantham Parish Council £ 1,538.36	No, Bid invalid at present	No	CIL Bid application involves new play equipment - some on land in Parish ownership and some on land in third party ownership with no lease (as required	<b>Discussions have taken place with the Parish Council.</b>  <b>Bid held in abeyance until it can be validated, and consultation can occur</b>  <b>The Bid will be determined by Cabinet ultimately when outstanding</b>



Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of funding	Consultation and expiry date (on valid Bids only)	Valid	Reason(s) why Bid is invalid	Recommendation to Cabinet for decision or delegated decision (for Cabinet to note)
									by the CIL Expenditure Framework). As such the CIL Bid currently falls outside the CIL Expenditure Framework. Discussions continue with the applicant to resolve this issue.	issues are resolved providing the spend of any revised CIL Bid is over £10,000.
B23-09	BELSTEAD – Belstead Parochial Church Council The building of an external toilet block and the creation of a servery within the church	Community Infrastructure –	Yes Provision of community facilities	£100,000	No ?% of project costs	Total project cost – £155,150.00 Other sources of funding Valencia £100,000 or maximum award – unsecured as yet £10,000	No, Bid invalid at present	No	Reviewed in July 2023 Awaiting scope and detail of project and final costs.	<b>Discussions have taken place with the Parish Council.</b>  <b>Bid held in abeyance until it can be validated, and consultation can occur</b>  <b>The Bid will be determined by Cabinet ultimately</b>

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)
										when outstanding issues are resolved
B23-10	ACTON – Lime Tree Garden Additional Play Equipment	Community Infrastructure – Action Parish Council	Yes Provision of community facilities	£20,403.57	No 75% of project costs	Total project cost – £27,204.76 (excluding VAT) Other sources of funding S106 – £2,580.00 (set aside for Acton) Parish Council Neighbourhood CIL £4,221.19	Consultation completed	Yes	N/A	Recommendation to Cabinet to approve CIL Bid B23-10 for £20,403.57 from the Ringfenced Infrastructure Fund
B23-11	SUDBURY – The Bridge project	Community Infrastructure – The Bridge Project	Yes Provision of community facilities	£100,000	No 68% of eligible project costs	Total project costs– £935,460.66 Total eligible project costs £146,000 Other sources of funding:	Consultation started	Yes	N/A	Recommendation to Cabinet to approve CIL Bid B23-11 for £100,000 from the Local Infrastructure Fund

Bid Ref.	Location by Parish/ Address	Type of Bid and Bidder	Infrastructure Funding Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of 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)
						Own funding £46,000				

**SECTION B - PROGRESS OF BIDS APPROVED IN PREVIOUS BID ROUNDS – SUMMARY (Bid Rounds 1 to 10 inclusive)**

The following tables set out the progress on determined CIL Bids as follows:-

- Table 1 - Summary of total number of Bids and allocated and actual project spend together with any expenditure returned to reserves (as for example the project came in under budget or the deadline for claiming monies has expired)
- Table 2 – CIL Bids in progress and projects not yet complete
- Table 3 – CIL Bids that are completed and came in on budget
- Table 4 – CIL Bids that are completed and came in under budget or time expired.

**Table 1 – Summary of CIL Bids**

TOTAL NUMBER OF BIDS APPROVED AND ALLOCATED	TOTAL AMOUNT OF CIL FUNDING ALLOCATED	TOTAL PROJECT SPEND	TOTAL OF FUNDING RETURNED TO RESERVES	TOTAL REMAINING ALLOCATED FUNDING BALANCE
51	£3,267,721.03	£2,261,291.19	£254,017.12	£752,412.72

**Table 2 - CIL Bids in progress and projects not yet complete**

BID REF	PROJECT	PROJECT REF (EXACOM)	AMOUNT OF CIL FUNDING ALLOCATED	PROJECT SPEND	REMAINING FUNDING BALANCE	PROJECT DETAIL
B21-04	<b>EDUCATION – Brantham</b> – Brooklands Primary School Education – Suffolk County Council	768	£345,360.00	£0.00	£345,360.00	Bid offer letter issued. Offer accepted and works started on site. Jan 23 Update – Awaiting claim for funds from SCC.
B22-04	<b>COMMUNITY FACILITY – Sudbury</b> – CCTV at Kingfisher Leisure Centre	781	£5,416.21	£0.00	£5,416.21	Delegated Decision noted by Cabinet on the 5 <sup>th</sup> of September 2022 Offer letter sent.
B22-02	<b>COMMUNITY FACILITY – Capel St Mary-</b> Play Area Improvements and additional car parking spaces at the Community Centre	784	£100,000.00	£70,835.23	£29,164.77	Agreed by Cabinet in September 2022 – Bid offer letter issued. Offer accepted, signed acceptance dated 06/09/2022 Play area complete,

BID REF	PROJECT	PROJECT REF (EXACOM)	AMOUNT OF CIL FUNDING ALLOCATED	PROJECT SPEND	REMAINING FUNDING BALANCE	PROJECT DETAIL
						car park works to be completed 21/07/2023
B22-05	<b>COMMUNITY FACILITY – Cockfield</b> – Provision of a bus shelter	787	£25,028.08	£0.00	£25,028.08	Agreed by Cabinet in September 2022 – Bid offer letter issued. Offer accepted
B22 -09	<b>COMMUNITY FACILITY – Lindsey</b> – Befriending Scheme – provision of care farm with educational facilities	802	£100,000.00	£60,906.61	£27,472.44	Agreed by Cabinet in November 2022 – Bid offer letter issued. Offer accepted. Project in progress. CIL bidder returned £11,620.95. Returned monies returned to Local Infrastructure Fund. Remaining balance reduced by this amount.
B22-11	<b>COMMUNITY FACILITY – Stutton</b> - Extension to the Village Hall. New Activity Room	816	£100,000.00	£18,000.00	£82,000.00	Agreed by Cabinet in March 2023 – Bid Offer letter issued. Offer accepted. Project underway 21/07/2023.

BID REF	PROJECT	PROJECT REF (EXACOM)	AMOUNT OF CIL FUNDING ALLOCATED	PROJECT SPEND	REMAINING FUNDING BALANCE	PROJECT DETAIL
B22-03	<b>COMMUNITY FACILITY – Capel St Mary</b> – Playing Area improvements at the Playing field	813	£100,000.00	£0.00	£100,000.00	Agreed by Cabinet in March 2023 – Bid offer letter issued. Offer accepted
B22-10	<b>COMMUNITY FACILITY – Monks Eleigh</b> – Playing Area improvements	814	£51,068.35	£13,097.13	£37,971.22	Agreed by Cabinet in March 2023 – Bid offer letter issued. Offer accepted. Project underway
B22-16	<b>COMMUNITY FACILITY – Sudbury</b> – Artificial Pitch and site development		£100,000.00	£0.00	£100,000.00	Subject to the grant of planning permission , Cabinet agreed to this CIL Bid. However, CIL Bid Offer letter cannot be issued until planning permission granted. We are still awaiting a decision on the planning permission
	<b>TOTAL NUMBER OF BIDS – 9</b>		<b>£926,872.64</b>	<b>£162,838.97</b>	<b>£752,412.72</b>	

**Table 3 - CIL Bids that are completed and were on budget.**

BID REF	PROJECT	PROJECT REF EXACOM	AMOUNT OF CIL FUNDING ALLOCATED	PROJECT SPEND	PROJECT DETAIL
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B02-18	<b>COMMUNITY FACILITY – Monks Eleigh</b> – Village hall Hearing Loop	533	£10,750.00	£10,750.00	Agreed by Cabinet in September 2018.CIL Bid offer letter issued 25/9/18. Offer accepted. <b>Project completed.</b>
B06-18	<b>COMMUNITY FACILITY – East Bergholt</b> – Tiered Seating East Bergholt High School	638	£45,000.00	£45,000.00	Agreed by Cabinet in March 2019.CIL offer issued 13/3/19.Offer accepted. <b>Project Complete</b>
B09-18	<b>COMMUNITY FACILITY– Cockfield</b> Village hall kitchen & electric supply	529	£9,928.76	£9,928.76	Noted by Cabinet in September 2018. CIL Bid offer letter issued 25/9/19Offer accepted Work commenced – Phase one of electrical works has begun in the kitchens. Materials & appliances being ordered. Remaining £7,738.64 to be claimed – <b>Project Completed</b>
B10-18	<b>GREEN ENERGY – Lindsey</b> Electric Vehicle Charging Point	532	£5,534.34	£5,534.34	Noted by Cabinet in September 2018.CIL Bid offer letter issued 25/9/19Offer accepted. <b>Project Completed</b>
B12-18	<b>COMMUNITY FACILITY – Lavenham</b> Community Hub	634	£30,000.00	£30,000.00	Agreed by Cabinet in September 2018.CIL Bid offer letter issued 13/3/19. Offer accepted. <b>Project Completed – Building transferred on 20/05/2019</b>
B19-18	<b>SPORTS AND FITNESS – Sudbury</b> Kingfisher Leisure Pool (Strategic Fund)	636	£100,000.00	£100,000.00	Agreed by Cabinet in March 2019 .CIL Bid offer letter issued 13/3/19.

					Offer accepted CIL monies paid towards the project in March 2020. <b>Money transferred to offset expenditure to date – Project Complete for CIL purposes</b>
B19-04	<b>COMMUNITY FACILITY – Sudbury</b> Gainsborough House	621	£200,746.00	£200,746.00	Agreed by Cabinet in September 2019. CIL Bid offer letter issued 18/9/19. Offer accepted. Update 28/07/2020, Project progressing well, working to a six-week delay on handover due to Covid 19. Handover estimated for end of August 2021. To be reopened late 2021- early 2022. <b>Update 2021 –</b> Work progressing well although there have been some hold ups due to Covid. Handover is due to take place Nov 2021 with opening planned for Spring 2022. Funds have been claimed so this <b>project complete</b> from a finance perspective. Another bid in for additional funds to complete project.
B19-07	<b>COMMUNITY FACILITY – Monks Eleigh</b> Village Hall New car Park	632	£28,765.32	£28,765.32	Agreed by Cabinet in September 2019 CIL Bid offer letter issued 18/9/19. Offer accepted – <b>Project completed</b>
B17-18	<b>COMMUNITY FACILITY – Assington</b> befriending scheme – Building to provide permanent	416	£26,800.00	£26,800.00	Agreed by Cabinet in September 2019.CIL Bid offer letter issued 18/9/19. Offer accepted. Project



	toilets on site, disabled ramps storage				underway, first instalment paid over to the scheme. Awaiting further requests for payment <b>Project complete</b>
B19-10	<b>COMMUNITY FACILITIES – East Bergholt</b> Constable Memorial Hall – Village hall improvements	666	£14,333.00	£14,333.00	Agreed by Cabinet in March 2020. CIL Bid offer letter issued 19/3/20 Offer accepted. <b>Project Complete</b>
B19-16	<b>OPEN SPACE – Cockfield</b> Great Green	665	£25,000.00	£25,000.00	Agreed by Cabinet in March 2020. CIL Bid offer letter issued 16/3/20. Offer accepted. <b>Project Complete.</b>
B19-14	<b>COMMUNITY FACILITY – Sudbury</b> – St Peters	675	£75,288.00	£75,288.00	Agreed by Cabinet in June 2020. CIL Bid offer letter issued 9/6/20. Offer accepted 26/06/2020 <b>Update June 2021</b> Main contractors due on site in September, enabling work to be undertaken in August 2021. <b>Project complete</b> from a finance perspective
B20-01	<b>HEALTH – Hadleigh</b> Health Centre	684	£3,526.00	£3,526.00	Agreed by Cabinet in September 2020. Bid offer letter issued. Offer accepted. <b>Project Complete.</b>
B20-02	<b>COMMUNITY FACILITY – Holbrook</b> Village Hall	683	£9,900.00	£9,900.00	Agreed by Cabinet in September 2020. Bid offer letter issued. Offer accepted <b>Project Complete.</b>
B19-18	<b>OPEN SPACE AND RECREATION FACILITY – Chattisham and Hintlesham –</b>	700	£9,920.83	£9,920.83	Agreed by delegated decision in September 2020. Bid offer letter issued. Offer accepted. Cabinet to note decision in December 2020.

	Improved surface for play area and new adult fitness equipment				<b>Update Jan 2021</b> – Delegated decision noted at December 2020 Cabinet. Work has started but is now delayed due to the current lockdown. Project completion now estimated for June 2021. <b>Project Complete.</b>
B20-04	<b>COMMUNITY FACILITY – Lavenham</b> Tenter Piece Sheltered Accommodation	715	£36,054.00	£36,054.00	Agreed by Cabinet in December 2020. Bid offer letter issued. Offer accepted. Project started and first stage payment made. <b>Project complete</b>
B20-12	<b>COMMUNITY FACILITY – Long Melford</b> – Upgrade to Old School car park including additional spaces lighting and drainage and EV charging	727	£22,000.00	£22,000.00	Agreed by Cabinet in March 2021 – Bid offer letter issued. Offer accepted 23/03/2021 <b>Project Complete.</b>
B20-15	<b>COMMUNITY FACILITY – Lavenham</b> Upgrade to public toilets including new room for Parish Office – Church Street Car Park	726	£43,440.00	£43,440.00	Agreed by Cabinet in March 2021 – Bid offer letter issued. Offer accepted 16/03/2021. <b>Project Complete</b>
B20-14	<b>EDUCATION – Holbrook</b> – School extension for the creation of 10 places	733	£237,750.00	£237,750.00	Agreed by Cabinet in June 2021 – Bid offer letter issued. Offer accepted January 23 update – Awaiting claim for funds from SCC <b>Project Complete</b>
B21-01	<b>COMMUNITY FACILITY – Preston St Mary</b> – Extension to Preston St Mary Village Hall	734	£109,000.00	£109,000.00	Agreed by Cabinet in June 2021 – Bid offer letter issued. Offer accepted and works started on site. Awaiting final claim. <b>Project Complete</b>

B21-02	<b>COMMUNITY FACILITY Lavenham</b> Prentice Street Car Park – Power Supply to EV Charging points	732	£9,999.99	£9,999.99	Bid offer letter issued. Offer accepted and works started on site. <b>Project Complete</b>
B21-03	<b>COMMUNITY FACILITY Sudbury</b> Go Start Community Transport (Registered Charity) Provision of Community Facilities and Transport Improvements	774	£2,024.72	£2,024.72	Delegated Decision noted by Cabinet on the 5 <sup>th</sup> of September 2022 Bid offer letter issued. Offer accepted and works started on site. <b>Project Complete</b>
B21-05	<b>COMMUNITY FACILITY – Bentley</b> – Bentley Village Playing Field, Bentley	775	£5,706.00	£5,706.00	Delegated Decision noted by Cabinet on the 5 <sup>th</sup> of September 2022 Offer letter sent and accepted. <b>Project Complete</b>
B22-06	<b>COMMUNITY FACILITY – Sudbury</b> – Provision of Community facilities Gainsborough House	786	£152,504.86	£152,504.86	Agreed by Cabinet in September 2022 – Bid offer letter issued. Offer accepted <b>Project Complete</b>
B22-07	<b>COMMUNITY FACILITY – Great Cornard</b> – Provision of a car park	801	£55,927.50	£55,927.50	Agreed by Cabinet in November 2022 – Bid offer letter issued <b>Project Complete</b>
B22-08	<b>COMMUNITY FACILITY – Great Waldingfield</b> – Provision of a car park	800	£30,824.92	£30,824.92	Agreed by Cabinet in November 2022 – Bid offer letter issued <b>Project Complete</b>
	<b>TOTAL NUMBER OF BIDS – 26</b>		<b>£1,300,724.24</b>	<b>£1,300,724.24</b>	

**Table 4 – CIL Bids that are completed and were under budget and/or are time expired.**

BID REF	PROJECT	PROJECT REF (EXACOM)	AMOUNT OF CIL FUNDING ALLOCATED	PROJECT SPEND	UNDERSPEND/EXPIRED FUNDS RETURNED TO RESERVE FUNDS	PROJECT DETAIL
B03-18	<b>OPEN SPACE – Cockfield</b> Mackenzie Community Open Space Project	228	£27,843.51	£19,809.00	£8,034.51 Local Infrastructure Fund	Agreed by Cabinet in September 2018.CIL Bid offer letter issued. 25/9/18.Offer accepted Commenced. Land exchange and completed on the 19/6/19.Issues with access to site which prevented completion of the project. Will reapply if expiry date is reached before the project is complete. <b>Project not complete but deadline for spend reached so part payment made.</b>
B04-18	<b>OPEN SPACE – Cockfield</b> Glebe Community Open Space Project	539	£21,160.94	£20,356.02	£804.92 Local Infrastructure Fund	Agreed by Cabinet in September 2018.CIL Bid offer letter issued 25/9/18. Offer accepted. Glebe land purchased from Diocese on 19/6/19. Land Registry <b>Project completed under budget and monies returned to the Local Infrastructure Fund.</b>
B07-18	<b>COMMUNITY FACILITY – Preston St Mary Village hall - Kitchen and Toilet Extension</b>	635	£130,091.00	£0.00	£130,091.00	Agreed by Cabinet in March 2019 CIL Bid offer letter Issued 13/03/19. Offer accepted. CIL Bid has expired, and the money has been returned to the Local Infrastructure Fund. New bid included in this report for Cabinet approval. <b>Project time deadline expired.</b>
B13-18	<b>GREEN ENERGY -</b>	637	£33,455.99	£28,688.02	£4,767.97	Agreed by Cabinet in March 2019 CIL Bid offer letter issued 13/3/19

	<b>Lavenham</b> Electric Vehicle Charging Point				Local Infrastructure Fund	Offer accepted. Work commenced on 10 July but was aborted due to large number of tourists in the area. The contractor has applied to Suffolk CC to install traffic lights on Church Street. Expected restart of the works is September 2019. <b>Project complete. Came in under budget.</b>
B14-18	<b>OPEN SPACE - Cockfield</b> Culvert Open Space Project	603	£3,340.00	£2,803.50	£536.50 Local Infrastructure Fund	Noted by Cabinet in March 2019. CIL Bid offer letter issued 13/3/19. Offer accepted Started – Offered £3,340 (as per CIL Bid application) Land exchange completed on 19/6/19. Exchange documentation outstanding. Update 28/07/2020, project at 50% completion, hopefully this will be completed by December 2020. <b>Project Complete</b>
B19-01	<b>COMMUNITY FACILITY – Long Melford</b> (Village Hall improvements)	474	£6,808.00	£5,778.00	£1,030.00 Local Infrastructure Fund	Agreed by Cabinet in September 2019. CIL Bid offer letter issued 18/9/19. Offer accepted <b>Works undertaken and project completed and coming under the allocated budget.</b>
B19-02	<b>COMMUNITY FACILITY – Long Melford</b> Village Hall New Car Park Chemist Lane	244	£26,044.16	£21,536.80	£4,507.36 Local Infrastructure Fund	Agreed by Cabinet in September 2019. CIL Bid offer letter issued 18/9/19. Offer accepted. <b>Works undertaken and project completed coming in under allocated budget.</b>
B19-15	<b>COMMUNITY FACILITY – Lavenham – Car Park Water Street</b>	667	£190,000.00	£155,914.15	£34,085.85 Local Infrastructure Fund	Agreed by Cabinet in March 2020. CIL Bid offer letter issued 17/3/20. Offer accepted. 03/08/2020 Update – Work ongoing in relation to this bid, timescale being affected by Covid 19 restrictions. <b>Update Jan 2021 –</b>

						Site has not been acquired yet due to discussions with National Grid as to the restoration work on the gas holder. Background work is in place so that work can start as soon as the site is acquired. <b>Project Complete</b>
B19-17	<b>BUS PASSENGER TRANSPORT IMPROVEMENT Capel St Mary – Bus Shelter Thorney Road</b>	668	£8,000.00	£6,348.99	£1,651.01 Ringfenced Infrastructure Fund	Noted by Cabinet in March 2020. CIL Bid offer letter issued 17/3/20. Offer accepted. <b>Project Completed under budget. Funds returned to the Ringfenced Infrastructure Fund.</b>
B19-05	<b>OPEN SPACE AND RECREATION FACILITY – Newton Green – Play equipment</b>	673	£87,891.90	£85,011.36	£2,880.54	Agreed by Cabinet in June 2020. CIL Bid offer letter issued 9/6/20. Offer accepted 11/06/2020 First staged payment made. <b>Update Jan 2021 – project has started with stage payments made. Project Complete with underspend</b>
B19-06	<b>COMMUNITY FACILITY – Chelsworth – Community facility All Saints Church</b>	674	£136,244.00	£136,243.22	£0.78 Local Infrastructure Fund	Agreed by Cabinet in June 2020. CIL Bid offer letter issued 9 /6/20. Offer accepted 23/06/2020. <b>Project Completed under budget with funds returned to the Local Infrastructure Fund.</b>
B20-05	<b>COMMUNITY FACILITY - Lavenham Prentice Street Car Park</b>	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 <b>Project Complete</b>

B20-11	<b>COMMUNITY FACILITY – Sudbury and Hadleigh</b> CCTV Arrangements	714	£183,000.00	£162,467.67	£20,532.33 Strategic Infrastructure Fund	Agreed by Cabinet in December 2020. Bid offer letter issued. Staged payments made <b>Project Complete</b>
B20-06	<b>WASTE INFRASTRUCTURE – Sudbury</b> – HVO Fuel Tank	722	£50,000.00	£32,762.50	£17,237.50 Strategic Infrastructure Fund	Agreed by Cabinet in March 2021 – Bid offer letter issued. <b>Project Complete</b>
B20-16	<b>OPEN SPACE FACILITY – Cockfield</b> Green Ridge Howe Lane	723	£15,799.36	£0.00	£15,799.36 Local Infrastructure Fund	Agreed by Cabinet in March 2021 – Bid offer letter issued. Offer accepted 25/03/2021. <b>Bid Expired before funding claimed. New bid has been submitted and approved.</b>
B22-11	<b>COMMUNITY FACILITY – Edwardstone</b> – Millennium Green Play equipment Upgrade		£11,445.29	£11,120.38	£324.91 Local Infrastructure Fund	Noted by Cabinet in March 2023 – Bid offer letter issued. Offer accepted. <b>Project complete with underspend</b>
	<b>TOTAL NUMBER OF BIDS - 16</b>		<b>£1,040,124.15</b>	<b>£797,727.98</b>	<b>£242,396.17</b>	

**SECTION 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
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EPB 20-01	<b>HEALTH – Capel St Mary</b>	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 are known at this stage.
EPB 20-04	<b>EDUCATION – Shotley Primary School</b>	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	<b>COMMUNITY FACILITY – Capel St Mary – Football Artificial Grass Pitch and Community Hub</b>	Councillor David Busby	Unknown at this stage	Unknown at this stage	CIL Project Enquiry form submitted. First meeting took place on 15 <sup>th</sup> October 2020. Project is held in abeyance at present.
EPB 20-12	<b>EDUCATION – Long Melford Early Years</b>	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.
EPB 21-04	<b>WALKING AND CYCLING INFRASTRUCTURE – Copdock - Cycleway</b>	Copdock Parish Council	Unknown at this stage	Unknown at this stage	Discussions have commenced. CIL Project Enquiry form submitted
EPB 22-03	<b>COMMUNITY FACILITY – CAPEL - New MUGA to replace tennis courts</b>	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	<b>COMMUNITY FACILITY – Capel</b> Playing Field New Emergency Access to the playing field	Chris Whitley – Capel Community Trust	£15,000.00	£20,000.00	Discussions have started. Project being progressed by the applicant. Applicant is working with planning concerning permissions that may be required for the project
EPB 22-05	<b>COMMUNITY FACILITY – CAPEL</b> - New Skate Park to serve Capel 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	<b>WALKING AND CYCLING – Freston Hill</b> 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 Sustainable Travel Officer regarding the LCWIP.
EPB 22-16	<b>EDGE OF IPSWICH - WOLSEY GRANGE</b> Wolsey Grange Two – Bridge	IBC and SCC	Unknown at this stage	Unknown at this stage	Discussions taking place. Related to the grant of a planning permission No CIL Project Enquiry Form submitted as yet
EPB 22-19	<b>COMMUNITY FACILITY - COCKFIELD –</b> Footpath	Steve Ball – Parish Clerk	Unknown at this stage	Unknown at this stage	Discussions have started with Parish Council and matter is on hold (by the Parish Council)
EPB 22-23	<b>LIBRARIES - GLEMSFORD</b> 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	<b>LIBRARIES LONG MELFORD</b> 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	<b>LIBRARIES Capel</b> - 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	<b>WASTE - Sudbury</b> - 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	<b>WASTE - IPSWICH</b> - 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. No CIL Project Enquiry Form submitted as yet
EPB 22-28	<b>LIBRARIES - SUDBURY</b> Library project	Suffolk County Council	Unknown at this stage	Unknown at this stage	Discussions have started and are at an early stage
EPB 22-34	<b>COMMUNITY FACILITY RAYDON</b> – New Community Building	Nev Davenport – King George’s Field, Raydon	£100,000	£600,000	CIL Project Enquiry form submitted Meeting requested by the Infrastructure Team with the applicant to discuss the project
EPB22-35	<b>COMMUNITY FACILITY MONKS ELEIGH</b> – EV charging points	Lucinda Rodgers Parish Council Clerk	Unknown	Unknown	CIL Project Enquiry form submitted Being discussed
EPB22-36	<b>COMMUNITY FACILITY BURES ST MARY</b> – Bus shelter	Jenny Wright – Parish Council	£2,350	£3,085	CIL Project Enquiry form submitted Being discussed

EPB22-38	<b>COMMUNITY FACILITY COPDOCK –</b> Improvements to the vehicular access to Copdock playing field	Adrian Ward	£11,250	£15,000	CIL Project Enquiry form submitted Being discussed
EPB22-39	<b>COMMUNITY FACILITY – LEAVENHEATH</b> Playground	Trevor Smith	£150,000	£200,000	24/10/2022 – Funding will be applied for in the May 2023 bid round. Applicant advised that they are currently not ready to apply
EPB22-40	<b>COMMUNITY FACILITY BRANTHAM –</b> new playing field at Gravel Pit Lane and Merriam Close Play areas	Sarah Keys	£15,000	£27,000	CIL Bid submitted for play areas in May 2023 Bid round. CIL Project Enquiry form submitted Being discussed.
EPB22-43	<b>COMMUNITY FACILITY - KERSEY</b> Village Hall improvements	Natalie Blyth	£7,000	£11,146	CIL Project Enquiry form submitted Being discussed
EPB22-64	<b>COMMUNITY FACILITY – ACTON -</b> Play Area refresh	Fiona Mullins	£21,000	£29,802	CIL Bid submitted in May 2023 -

**SECTION D – LIST OF ALL DEVELOPMENTS OF OVER 10 DWELLINGS THAT HAVE BEEN THE SUBJECT OF S106 CONTRIBUTIONS FOR INFRASTRUCTURE AND/OR WHERE CIL HAS BEEN OR IS CURRENTLY BEING COLLECTED.**

**HOUSING SCHEMES (10 dwellings and over – where CIL has been collected and commenced since adoption of CIL – 11th April 2016 up to 27th June 2023)**

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated (P) where appropriate)	CIL received to 27 June 2023	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
SUDBURY	Walnut tree Hospital Walnut tree Lane	B/16/01192	49	£9,072.48	£9,072.48	None
BRANTHAM	Land North of Windy ridge,	DC/18/01020	13	£693.41	£693.41	None

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated (P) where appropriate)	CIL received to 27 June 2023	Infrastructure Requirements at the time of the Planning Application
	Brantham Hill					
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
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

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated (P) where appropriate)	CIL received to 27 June 2023	Infrastructure Requirements at the time of the Planning Application
						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
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

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated (P) where appropriate)	CIL received to 27 June 2023	Infrastructure Requirements at the time of the Planning Application
						Travel Plan - £70,460.00
WHERSTEAD	Klondyke Field, West of Bourne Hill, Wherstead, Suffolk	DC/20/00701	75	£736,901.88	£736,901.88	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	£959,235.10	Habitat Mitigation - £14,000
LAVENHAM	Land North West And South West Of, Norman Way, Lavenham, Suffolk	DC/21/06906 (DC/18/03615)	25	£525,071.06	£399,648.30	Transport - £8,000 Public Rights of Way – £2,379 Shared ownership - £80,000

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated (P) where appropriate)	CIL received to 27 June 2023	Infrastructure Requirements at the time of the Planning Application
HADLEIGH	1 Middle Meadow, Hadleigh, Ipswich, Suffolk, IP7 6FW	DC/19/04128	15	£102,133.93	£102,133.93	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	£1,725,045.54	£1,380,036.43	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 Bus Service - £600,000 Northern Road Crossing - £75,000



Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated (P) where appropriate)	CIL received to 27 June 2023	Infrastructure Requirements at the time of the Planning Application
						Highways - £45,000 Pedestrian & Cycle - £130,000 Rights of Way - £225,340 RTP1 - £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	£147,671.31	RAMS - £121.89 per dwelling
BRANTHAM	Land South Of, Slough Road, Brantham, Suffolk	DC/21/04359	65	£832,910.59	£333,164.24	Under Outline DC/19/01973 Habitat Sites Mitigation - £121.89 per dwelling Public RoW (upgrade of Footpath 1 Brantham to

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated (P) where appropriate)	CIL received to 27 June 2023	Infrastructure Requirements at the time of the Planning Application
						bridleway status and creation of bridleway) - £13,210.00 School Transport - £57,600.00
ELMSETT	Land East Of, Hadleigh Road, Elmsett, Suffolk	DC/22/01754	44	£647,122.82	£258,849.12	None
EAST BERGHOLT	Land East Of The Constable Country Medical Centre, Heath Road, East Bergholt, Suffolk	DC/20/04663	75	£1,411,910.27	£282,382.05	Highways - £48,725.00 Highways Speed limit works - £15,000 Highways Passenger - £20,000 Highways Footpath - £13,725.00 SPA Impact - £10,750.00
SUDBURY	Crown Building, Newton Road, Sudbury, Suffolk	DC/19/02488	19	£76,616.07	£76,616.07	None
COCKFIELD	Land to The North West of, Mackenzie Place, Cockfield	DC/17/05332	51	P1-£0.00 P2-£143,021.88 P3-£157,735.50	P1- £0.00 P2-£143,021.88 P3-157,735.50	Affordable rented dwellings = 12 Shared Ownership dwellings = 6
SPROUGHTON	Russetts, Hadleigh Road, Sproughton, Ipswich	B/15/00029	14	Pre-CIL	Pre-CIL	Education: £36,543.00 Affordable rented dwellings = 3 Shared Ownership dwellings = 2
COPDOCK AND WASHBROOK	Football Ground, Back Lane, Copdock and Washbrook	B/16/00802	15	P1-£0.00 P2-£44,866.47 P3-£68,142.75	P1-£0.00 P2-£44,866.47 £68,142.75	Affordable Rented dwellings=4 Shared Ownership dwelling=1 Public Transport: £4,000 Highways: £12,500.00

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated (P) where appropriate)	CIL received to 27 June 2023	Infrastructure Requirements at the time of the Planning Application
				P4-£0.00	£0.00	
SHOTLEY	Former Shotley Lodge Residential Care Home, Bristol Hill, Shotley	B/15/01672	12	Pre-CIL	Pre-CIL	Affordable Housing - £54,000.00 Education - £12,181.00 Pre-School - £6,091.00 Waste - £612.00
SPROUGHTON	Land to The North and South of, Poplar Lane, Sproughton	B/15/00993	305	Strategic Site (phased)	Strategic Site (phased)	Healthcare - £149,880.00 Bus Stop - £20,000.00 Early Years - £276,924.00 Education - £2,369,333.00 Footpath - £1,000.00 HRA Chantry Park Mitigation: £14,7500.00 HRA Stour & Orwell Estuaries SPA Mitigation - £15,250.00 Library - £102,600.00 New Bus Stop - £15,000.00 Public Rights of Way - £33,916.00 Travel Plan Evaluation & Support - £1,000.00 Phase 1 – affordable rent dwellings = 23 Phase 1 – affordable low cost home ownership = 6
HADLEIGH	Former Babergh District Council Officers, Corks Lane	DC/18/04966	57	P1-£0.00 P2-£171,232.35 (not yet commenced)	P1-£0.00 P2-£0.00	Habitats Sites Mitigation - £6,947.73

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated (P) where appropriate)	CIL received to 27 June 2023	Infrastructure Requirements at the time of the Planning Application
	and Bridge Street, Hadleigh					
LONG MELFORD	Former Fleetwood Caravans Ltd, Hall Street, Long Melford	B/15/01043	44	Pre-CIL	Pre-CIL	Education - £97,448.00 Pre-School - £18,273.00 Libraries - £9,504.00 Off-Site Affordable Housing - £153,642.00
HOLBROOK	Land on the east side of Ipswich Road, Holbrook	B/14/01288	78	Pre-CIL	Pre-CIL	Affordable Rent dwellings – 20 Affordable Low Cost Home Ownership – 7 Alton Water - £10,000.00 Reade Field (funding for improvements to play provision at Reade Field) - £15,000.00 Signage Contribution - £2,900.00 Spa Info Pack - £6,500.00 SPA Visitor Monitoring – £15,000.00
HADLEIGH	Land South of Tower Mill Lane/East of Frog Hall Lane, Hadleigh	DC/19/05419	273	Nil (Strategic Site)	Nil (Strategic Site)	Affordable Rented dwellings = 71 Shared Ownership dwellings = 25 Dog Bin - £74.26 per annum Early Years - £451,176.00 Employment Open Space Land Commuted Sum - £4.59 per m2 per annum for parkland and recreation areas; £0.62 m2 per annum for amenity space and natural green space x 10 Healthcare - £157,300.00

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated (P) where appropriate)	CIL received to 27 June 2023	Infrastructure Requirements at the time of the Planning Application
						Highways Improvement (Benton Street) - £50,000.00 Highways PROW - £15,000.00 (upgrade of Hadleigh Public Footpath 22 & Aldham Footpath 3; Upgrade Bridleway 27 HRA Mitigation - £33,276.00 Libraries - £58,968.00 NEAP - £91,000.00 Off Site Skylark Mitigation - £23,000.00 Open Space Commuted Sum - £601,293.00 Primary School - £431,700.00 Secondary School - £1,093,650.00 Secondary School Land - £134,916.00 Sixth Form - £213,975.00 Sports Facilities - £98,250.00 Travel Plan - £101,365.00
HADLEIGH	Land on The South Side of The A1071, Gallows Hill, Hadleigh	DC/22/01606	14	£101,857.05	£0.00	Under DC/19/04247 – Affordable Housing - £68,342.00 Habitat Sites Mitigation - £1,706.46
STUTTON	1 Fison Place, Stutton, Ipswich	DC/21/0100	14	£210,998.58	£168,798.88	Affordable dwellings = 5 Ecological Mitigation = £168.32 per dwelling Community Facilities = £25,000.00
BURES ST MARY	Former Chambers Bus Depot, Church Square, Bures St Mary	DC/22/00754	10	£22,857.28	£0.00	Highways = £11,500.00 (legal procedures for amendment to traffic regulations B1508 High Street)

Location	Address	Planning Reference	No of Dwellings Approved	Total CIL due (Phases indicated (P) where appropriate)	CIL received to 27 June 2023	Infrastructure Requirements at the time of the Planning Application
COCKFIELD	Land to the Rear of Plough and Fleece Inn, Great Green, Cockfield	DC/21/02296	28	£373,613.65	£149,445.46	Under DC/19/04755) Highways - £18,060.00 Affordable Housing
CHELMONDISTON	Land Adjacent Woodlands, Main Road, Chelmondiston	DC/19/01634	24	£333,210.83	£66,642.17	Under DC/18/00236 Affordable rented dwellings = 6 Shared Ownership = 2 Habitat Mitigation = £140 per dwelling
EAST BERGHOLT	Land North West of, Moores Lane, East Bergholt	DC/22/05077	144	P1 - £0.00 P2-£411,457.72 P3-£816,448.59 P4-£401,690.43	P1-£0.00 P2-£0.00 P3-£0.00 P4-£0.00	Under B/15/00673 Affordable Housing = 50 Stour and Orwell Estuaries SPA Mitigation =- £10,750.00 Travel Plan Evaluation and Support - £5,000.00

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

### Technical Assessment of Bid – B22-17 Acton Parish Council and Suffolk County Council Bun Meadow Public Right of Way (from the Ringfenced Infrastructure Fund)

#### ASSESSMENT

##### Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>Discussions regarding improvements to Bun Meadow Public Right of Way (PRoW), have been ongoing since 1997. In March 2016, representatives from Acton Parish Council met with Suffolk County Council officers to discuss the concerns residents had with cars speeding along certain roads in village and what measures could be put into place to reduce speed. To help improve safety, Suffolk County Council representatives felt that pedestrians should make more use of Bun Meadow PRoW, but to make it more useable and accessible for residents, both the surface and the drainage should be improved.</p> <p>Plans to improve Bun Meadow were put forwards in 2016, however the project didn't go ahead due to opposition to the project from residents whose properties were located near the PRoW. Many of these residents wished for the PRoW to remain as a traditional country path. Over time, many of the people who opposed the original project have moved and the project has gained more support.</p> <p>Bun Meadow is a well-established PRoW and is in constant use by pedestrians because it links the approximately 63 households living in Clay Hall Lane and Clay Hall Place with the rest of the village. The only alternative route the alternative is to walk a much longer route from Clayhill Lane to Waldingfield Road, which adds a quarter of a mile on to all journeys, with sections of the route not having established pavements.</p> <p>Parents living in the Clay Hall Lane area of Acton use Bun Meadow to access the village school and the PRoW also links to one of the main county walking routes.</p> <p>Bun Meadow was resurfaced in 2003 using a shingle surface. However, over the last 19 years the surface has broken down and been absorbed into the ground. As a result, during the winter months the PRoW becomes very muddy and almost unusable. Large sections of the PRoW are narrow due to vegetation growing through the surface and because of poor drainage, Bun Meadow is prone to flooding, particularly during winter months.</p>

	<p>In February 2022, a SCC PRow officer met with members of Acton Parish Council to look at Bun Meadow improvements. He agreed that proper resurfacing and hard surfacing was required to make the PRow more accessible for people with mobility issues and to ensure the path is accessible throughout the year.</p> <p>The planned improvements to Bun Meadow will involve the scraping away of the current surface and the removal of old fencing and vegetation, to increase the width of the PRow. In the sections of the PRow that are prone to flooding, the base will be raised and drainage will be improved. Once this work has been completed, a new tarmac, hard wearing surface will be laid.</p> <p>In October 2022, the Parish Council held a consultation event for local residents, to develop the Acton Parish Council Action Plan for 2023. 110 people attended the event and out of the 59 separate items residents were consulted on, pavements and safe paths within the village received the 8th highest number of responses with 61 people rating pavements and footpaths as either bad, or in need of further consideration. As a result, improvements to Bun Meadow is listed within the Acton Action Plan for 2023.</p>
Delivery /timescales	The Parish Council and SCC expect the project to be completed within five months. Project expected to start when funding agreed.
Necessary other approvals	N/A
Public or private land	The PRow is on land that is owned privately, but the route is designated as a PRow and is managed by Suffolk County Council. Suffolk County Council have been involved in designing the project and in selecting the potential contractors. This project is supported by Suffolk County Council PRow Officers.
State aid details if any	<p>SCC Locality grants</p> <p>2021 Locality Grant Wildlife Reserve: £500.00</p> <p>2022 Locality grant for 7 grit bins: £1,128.00</p> <p>2022 Locality grant for bench at Cuckoo Tye: (expected) approx. £2,150.00</p> <p>2022 Locality grant for work on Marsh Walk hedge: £1,580.00</p> <p>Babergh District Council grants</p> <p>2021 play equipment: £4,000.00</p> <p>2021 Parish grant payment (covid) £675.00</p> <p>2021 Grant for noticeboard and dog bag dispenser £600.00</p>
Details of future funding maintenance	Suffolk County Council will be responsible for ongoing repairs and maintenance.



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

<b>BIDS SCREENED</b>	<b>ASSESSMENT</b>
Must follow the Infrastructure Funding statement (infrastructure List)	Yes
Can the infrastructure be provided using s106 funds	No
Is Bid complete	Yes
Has information been verified	Yes
Is this infrastructure linked to a major housing project which has priority?	No. However, four new houses are being built in close proximity to Bun Meadow

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

<b>PRIORITISATION CRITERIA</b>	<b>ASSESSMENT</b>
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	<p>Yes – the project scores positively against District Council objectives.</p> <p>This project is listed in Acton Parish Council's – Acton Action Plan 2023.</p> <p>Although this project is not currently listed within the Councils Local Cycling and Walking Infrastructure Plan (LCWIP), the project has the support of the Councils Sustainable Travel Officer, who believes this project will improve local active travel connectivity, which is one of the key aims of the LCWIP.</p> <p>This project would support some of the strategic outcomes listed in the Councils Leisure, Sport and Physical Activity Strategy, particularly the Active Places and Spaces strategic theme through:</p> <ul style="list-style-type: none"> <li>• Protect and maintain sustainable green and open spaces that provide opportunities for formal and informal outdoor sport, recreation and physical activity (Bun Meadow connects Acton to other PRoW's and the county's walking route network).</li> <li>• Support and promote clear, safe routes that enable confident, active travel through early intervention into the planning stages of new development and through the councils' wider approach to sustainable travel.</li> </ul>

	This project would also support the Health theme of the Councils Wellbeing Strategy: “People will have good mental and physical health throughout most of their lives, supported by the right opportunities, facilities and activities”.
It represents key infrastructure (essential)	No
Value for money	Yes
Clear community benefits	<p>By upgrading the surface and improving the drainage of Bun Meadow, the PRow will be usable throughout the year, as the problems caused by mud and flooding during the winter months, will be removed. These improvements, combined with extending the width of the PWR (through the removal of weeds and other forms of vegetation), will make this route accessible to wheelchair users and people with mobility issues.</p> <p>This PRow provides a safe route for people living in the Clay Hall Lane and Clay Hall Place areas of Acton to access the school and other village facilities. The alternative is a much longer and more dangerous route, with concerns being raised regarding speeding cars in the village and sections of the route not having pavements for pedestrians.</p> <p>By providing a safe and accessible link between residential areas and village’s main facilities, it will hopefully encourage people to walk/cycle, rather than use their cars to do the school run, shopping trips, etc.</p>
Community support (including results of the Consultation exercise)	<p>In October 2022, the Parish Council held a consultation event for local residents, to develop the Acton Parish Council Action Plan for 2023. 110 people attended the event and out of the 59 separate items residents were consulted on, pavements and safe paths within the village received the 8th highest number of responses with 61 people rating pavements and footpaths as either bad, or in need of further consideration. As a result, improvements to Bun Meadow is listed within the Acton Action Plan for 2023.</p> <p>The Parish Council keeps residents updated on key issues and community projects via the Parish Council website and newsletter, which is published regularly throughout the year.</p>
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	The Parish Council expects the project to take five months to complete if funding is granted. The expected start date will be after the agreement to CIL funding
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e., Infrastructure providers, Parish/Town Councils,	<p><b>Total eligible cost of the project excluding VAT = £4,590.00</b></p> <p>This is 100% of the funding as allowed for in the CIL Expenditure Framework</p>

BMSDC infrastructure provision, or LEP/Government funding)	<b>CIL funding required: £4,590.00</b>
Supports housing and employment growth	N/A
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Once the project has been completed, Suffolk County Council will be responsible for the ongoing repairs and maintenance of Bun Meadow.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	This project is not listed in the current version of the Councils IDP, but the project does support the themes and outcomes listed in several Council strategy documents. This project will improve local active travel connectivity, which is one of the key aims of the LCWIP. This project would also support some of the strategic outcomes listed in Councils Leisure, Sport and Physical Activity Strategy and Wellbeing Strategy.
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?	This project would encourage more people to walk and cycle around Acton, by providing a safe and accessible route between homes and village facilities all-year round, residents will not be reliant on their cars to do the school run or access village amenities.
How does the project affect state aid implications?	N/A
How does the project affect security and safety in the community?	<p>Cars speeding through Acton is an issue of concern for many residents and without access to Bun Meadow residents have to take a long route around the village to access village facilities (school, shops, etc). Some sections of this alternative route around Acton does not provide pathways and therefore pedestrians (including parents and children) are forced to walk on the road, which can be difficult, especially during winter months.</p> <p>By creating a safe, accessible and direct route between Clay Hall Lane, Clay Hall Place and the village centre, it will reduce the number of people having to take a long route around part of the village and walking in the road.</p>

## CONCLUSIONS

- Acton Parish Council, in partnership with Suffolk County Council are seeking funding to make improvements to the Bun Meadow Public Right of Way. Due to the current condition of the PRow surface, the route becomes extremely muddy during periods of wet weather and is almost totally unusable by people with mobility issues, wheelchairs and pushchairs. Portions of the route are very narrow, due to amount of vegetation that has grown, making it very difficult for users to pass, whilst on the route. Due to drainage issues the PRow is also prone to flooding, particularly during the winter months. By installing a new hard surface and raising portions of the route, Bun Meadow will be usable throughout the year and by widening the path, the PRow will be accessible for wheelchairs, pushchairs and cyclists and will also be able to accommodate two-way traffic.
- Bun Meadow provides direct access to the centre of the village from the Clay Hall Lane area. The alternative route is much longer in terms of time and distance, and there are some concerns regarding pedestrian safety, as one of the main concerns Acton residents have, is with cars speeding through the village and there are sections of the alternative route between Clay Hall Lane, the Primary School and other village facilities, which do not have pavements.
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £4,590.00 represents 100% of the total eligible project costs. It lies within and has been developed under the walking and cycling infrastructure section within the Infrastructure Funding Statement (Infrastructure List) for Babergh.

## RECOMMENDATION

Recommendation to Cabinet to note this delegated decision for this CIL Bid for £4,590.00 from the Ringfenced Infrastructure Fund

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**Technical Assessment of Bid – Project B23-07 – Cockfield Revised MacKenzie Community Open Space project (a re - application of some elements of B03-18 and B20-16 in order to complete the project) from the Ringfenced Infrastructure Fund.**

## ASSESSMENT

### Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>Directly serves development ref DC/17/05332 as well providing open space for existing residents. Project will enable access through to other areas of village for residents.</p> <p><b>Original Project (subject of CIL Bid B 03/18)</b></p> <p>Provision of 3.96 acres of recreational land, gazebo shelter and picnic furniture etc, river and bridge which will secure a long term and strategic legacy for the village and provide joined up access to other green spaces. This project was approved by Babergh originally as B03-18. The Parish Council successfully purchased the land for which Babergh paid Cockfield £19,809.00 on 14/09/20.</p> <p>Unfortunately, because of delays (listed below) that were outside the Parish Council's control, its contractors were unable to gain access to the site, meaning that the project could not be completed within the two year deadline. The delays were caused initially by conveyancing problems, followed by Jeffries Green being blocked off and comprising the only access road down to the meadow from the A1141, This was compounded by a building development site lockdown due to Covid19, so the access road was blocked for a long period, having an impact on the programme. The Parish Council claimed CIL funding for the works completed within the 2-year deadline and were advised by the Infrastructure Team to resubmit another CIL bid for the remaining works.</p> <p><b>First reapplication - subject of CIL Bid B20-16</b></p> <p>The Parish Council's CIL Bid for the remaining works was approved as CIL Bid B20-16. This included for the Refurbishment of the steel and timber bridge, and the erection of a Gazebo shelter and picnic furniture.</p> <p>The bridge refurbishment has been completed and a couple of benches installed and paid for, but the Parish Council decided not to erect the Gazebo shelter or the picnic tables. The reason for this is that Suffolk County Council had offered to donate &amp; transfer to the Parish Council, a further parcel of land located between the above mentioned 3.2 acre meadow &amp; river and the new housing development at Jeffreys Green, and the Parish Council believed this to be a better location for the Gazebo shelter, picnic tables and for a small children's playground. The Parish Council have earmarked a budget towards the cost of the playground, (which may need to be</p>

	<p>supplemented by a future CIL Bid). Unfortunately, the timing of the transfer of this land is outside the control of the Parish Council and is yet to be finalised.</p> <p>The Clerk to Cockfield Parish Council delayed submitting the Parish Council's claim for reimbursement of the Bridge reinstatement costs and new benches, as he hoped to include the cost of the Gazebo shelter and picnic area (in its new location in the adjacent meadow). However, when this became impossible to achieve, he submitted the Parish Council's claim on 26/03/23. Unfortunately, this was an error as he mistakenly thought the submission for claim deadline was the end of the financial year (31/03/23) and not 2 years from the date of the original CIL Bid Offer letter.</p> <p>Therefore, although much of work included within B20-16 was completed well within the 2-year deadline, the claim was 10 days late and outside the 2 year window for payment and therefore could not be claimed against CIL Bid reference B20-16.</p> <p>To conclude the Parish Council were advised by the Infrastructure Team to submit a new CIL Bid seeking reimbursement for works previously approved by Babergh, completed and paid for by the Parish Council.</p> <p>This CIL Bid is therefore for £4,422.45 (CIL funding) and £2,353.08 (S106 Funding) out of the original £15,799.36 (CIL Funding approved under B20-16) and £2,353.08 (S106 Funding agreed and deferred from B03-18).</p>
Delivery /timescales	<p>This project was initially divided into four stages. Stage One and Two have been completed within the timescale set within the first original CIL Bid (B03-18 for the purchase of land for public open space and shelter) Stages Three and Four were the subject of a separate and subsequent CIL Bid B20-16 which was approved in March 2021. It was anticipated that the remaining works of B20-16 would be claimed for within 12 months of approval of that CIL Bid. However, for the reasons set out above the works have been completed but the claim against the last CIL Bid (B03-18) was unsuccessful as the claim was submitted 10 days beyond the last date of claiming. On that basis this CIL Bid has been submitted; the works are complete and approval of this CIL Bid is recommended below.</p>
Necessary other approvals	No planning permission required
Public or private land	Public
State aid details if any	N/A

Details of future funding maintenance	The Meadow & Railway are now a Parish Council asset. However, the infrastructure (meadow, former railway, structures and shelter) will be maintained on a day to day basis by the Community led Earls Meadow Working Group, plus volunteer services from local farmers. Funding for trees, flowers benches, bird boxes etc will be provided by Neighbourhood CIL funding or Parish precept.
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**SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)**

<b>BIDS SCREENED</b>	<b>ASSESSMENT</b>
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes – Provision of Off-site Open Space – project has been developed under the Community Infrastructure section of the Infrastructure Funding Statement (Infrastructure List).
Can the infrastructure be provided using s106 funds	Yes – In the previous CIL bid, S106 monies £2,353.08 were allocated but not used so this allocation will be moved to fund the completion of the project. Confirmation has been received from the Communities team that the use of the s106 funds in this way is acceptable.
Is Bid complete	Yes
Has information be verified	Yes – site has been visited with photos taken
Is this infrastructure linked to a major housing project which has priority?	No - but directly serves development under planning permission DC/17/05332

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

<b>PRIORITISATION CRITERIA</b>	<b>ASSESSMENT</b>
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	Project directly serves DC/17/05332. Open Space is specified in Committee report by Babergh Landscape team as being necessary, but this project is not specifically specified. The Master Plan identifies land adjacent to the Project Land as being “community land” provided by the developer. The project land would link this community land to another existing piece of Open Space via the railway path.
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	Open Space provides area for exercise and outdoor activity. Joint Corporate Plan says Babergh will “Shape, influence and provide the leadership to support and facilitate active, healthy and safe communities”.
It represents key infrastructure (essential)	No
Value for money	Existing quotes from the previous bid still to be used. Parish have confirmed that if there is any increase in these costs that the Parish will fund that from their Neighbourhood CIL funds.

Clear community benefits	Yes – linking new development with existing facilities in the village, more open space for play and outdoor activity
Community support (including results of Consultation exercise.)	<p>Yes – During the extensive public consultation during the planning and development phase of the new 51 dwelling housing scheme on the land to the northeast of MacKenzie Place, Cockfield Parish and Babergh District Councillors were repeatedly asked by residents to include open green space leisure and recreational facilities for close to the development. This was viewed as an important consideration, because of the number of new properties in proposed village developments, that have limited garden space and would help to mitigate the deficiencies.</p> <p>The Parish Council had been keen to procure this land for several years and this was documented in various Parish Council meetings. Furthermore, a petition was signed by residents in 2011, supporting a proposal by the Parish Council to attempt to purchase land in this location. Councillor support was gained and letters of support were provided to the Parish Council and the land has been acquired</p> <p>A 14 day consultation period has been undertaken for this CIL Bid and Consultation emails have been sent on the 28<sup>th</sup> June 2023 to:-</p> <p>District Cllr Clover - My view is that these open spaces have been well managed and presented by the Parish Council and the same will apply to any future open spaces that the parish council manages. The open spaces are vital to a community where they can enjoy a safe place to exercise and enjoy recreation. They are highly valued and well used by residents and an important facility to preserve the mental health of village life. I would therefore like to endorse this bid.</p> <p>District Cllr Maybury – Supports the Project County Cllr Lindsay – Views awaited</p>
Deliverability (“oven ready” schemes)	Yes – CIL
Affordability (from CIL Funds)	Yes
Timeliness	Project has been divided into four stages. Stage one and two have been completed within the timescale set within the first original CIL bid. Stages three and four have been completed but as the claim proved unsuccessful under CIL Bid B03-18 this CIL bid has been submitted for those works to be paid for.



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)	Yes Cockfield Parish Council funds - £2,604.21 £2,353.08 – S106 funding (previously allocated to CIL bid B03-18 and not used) <b>The CIL Bid is £4,422.45 and represents 47% of the total eligible project costs</b> <b>The total cost of the project is £9,379.74</b>
Community Bid – Funding percentage of project	This CIL Bid represents 47% of the total eligible costs of the project and is under the CIL Expenditure Framework threshold limit of 75% of the total cost of the project and £100,000.
Supports housing and employment growth	Yes – see above
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
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This is not within the Infrastructure Delivery Plan but has been developed under the Community section of the Infrastructure Funding Statement (Infrastructure List) for Babergh
How does the proposal affect green infrastructure principles?	This project delivers green open space for the community in the parish. It is providing access walkways between different areas of the village.
How does the project address green/sustainability principles/infrastructure?	The project in the previous stages have already provided new tree planting to create a small orchard and owl boxes have been erected. The aim is to only cut the meadow once a year (apart from keeping the grass pathways clear) to encourage wildflowers and insects. The aim is to keep this infrastructure within the parish ownership so that the community will benefit from this infrastructure for years to come. It will also provide a haven for wildlife.
How does the project affect state aid implications?	State aid implications do not apply
How does the project affect security and safety in the community?	This project includes the upgrade/replacement of rotten timber sleepers and corroded steel works on the bridge which joins up areas of the village. This will mean that the bridge which had been shut due to safety reasons but will now be able to be used by the residents in a safe and secure way.

## CONCLUSIONS

- The amount of CIL funding for the completion of this project is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £4,422.45 represents 47% of the total eligible project costs. However, as the infrastructure works set out above are already completed, this project must be treated as an acceptable exception to the CIL Expenditure framework (as the Framework does not normally allow for CIL funding to be awarded when works are already complete). It lies within the community infrastructure thresholds of not exceeding £100,000 and 75% of the total eligible costs. This project has been developed under the Community Infrastructure section within the Infrastructure Funding Statement (Infrastructure List) within Babergh.

## RECOMMENDATION

- Recommendation for Cabinet to note this approved CIL Bid for £4,422.45 which was approved as an exception to the CIL Expenditure Framework from the Ringfenced Infrastructure Fund.

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### Technical Assessment of Bid – Project B 23-06 Flatford National Trust Changing Places Facility from the Local Infrastructure Fund

## ASSESSMENT

### Validation

VALIDATION	ASSESSMENT
Need /Justification	This project will see a Changing Places Facility built within Flatford National Trust refurbishing the current John Constable Exhibition space (which will be relocated) within the current building into an improved equipped facility. The project is a bathroom facility designed to include specialist equipment such as a height adjustable changing bench, peninsular toilet, ceiling tracked hoist and shower. This space will provide accessibility and extra equipment and space to allow use of these facilities for people with profound multiple learning disabilities or with physical disabilities such as spinal injuries, muscular dystrophy, multiple sclerosis. This project will mean that Flatford National Trust and the surrounding countryside can be accessed by all benefitting health and wellbeing inclusively. It would also further increase the provision already provided by the National Trust who already offer powered mobility vehicles to use and an accessible country path to Dedham. The nearest Changing Places Facilities are located in Colchester, Harwich and Ipswich so no provision is currently being provided to serve the rural areas of Babergh District Council; this project will help to address this shortfall.

Delivery /timescales	Start date end of October 2023 with a completion in mid-November. Due to Government funding this facility must be built and registered by March 2024.
Necessary other approvals	No planning permission required
Public or private land	Freehold land – Babergh District Council own the building with National Trust holding the lease. The lease is currently undergoing renewal but is working on a rolling heads of terms basis as this progresses.
State aid details if any	There are no state aid concerns relating to this bid for CIL funding.
Details of future funding maintenance	The National Trust have an existing schedule for cleaning of the public conveniences met through the properties operational budget and these facilities will be added to that schedule. This specification will also be included within the renewed lease terms.

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

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

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

<b>PRIORITISATION CRITERIA</b>	<b>ASSESSMENT</b>
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or	Yes – this project will provide facilities to improve accessibility for communities for health and wellbeing.

Infrastructure Strategies or other Babergh and Mid Suffolk strategies or external strategies Babergh and Mid Suffolk support and/or input into	
It represents key infrastructure (essential)	No
Value for money	Yes – Two quotes received.
Clear community benefits	Yes – Accessibility for all. The facility will be available regardless of whether entrance is paid for into the National Trust. Will provide facilities to support the rural location.
Community support (including results of Consultation exercise.)	<p>Yes – The Disability Forum, who represent members of the community with disabilities have been consulted on the project. They are supportive and have encouraged the installation of this facility at this location. Changing Places Fund and MDUK have awarded £45,000 of DLUHC money to support this project due to its appropriate location allowing opportunities for the community to access leisure facilities and green space.</p> <p>Consultation has taken place with local Councillors and Parish Council in accordance with the CIL Expenditure Framework.</p> <p>Councillor - SCC Cllr Georgia Hall</p> <p>Councillor – BDC Cllr Sallie Davies</p> <p>East Bergholt Parish Council</p>
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes – Collaborative spend.
Timeliness	The project is ready to begin once the funding is approved.

By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)	<p>The project is a collaborative spend between the District Council (CIL), funding from DLUHC Changing Places Fund and the National Trust. These project costs only represent costings for actual Infrastructure costs eligible under the CIL Expenditure Framework. Other costings for design work/ Signage etc have been covered through further funding from the National Trust and BDC Assets contribution.</p> <p><b>Project Cost - £59,155.00</b></p> <p>Changing Places Fund DLUHC - £42,500.00</p> <p>National Trust - £500.00</p> <p><b>The CIL Bid Fund application is for £16,155.00</b></p>
Community Bid – Funding percentage of project	27% will be funded with District CIL.
Supports housing and employment growth	N/A
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – The maintenance and cleaning costs of this facility at Flatford will be added to the existing schedules for the cleaning of the public conveniences at Flatford National Trust. This will be met through the existing properties operational budget.
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 District Council.
How does the proposal affect green infrastructure principles?	N/A
How does the project address green/sustainability principles/infrastructure?	N/A
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?	N/A

## CONCLUSIONS

- Babergh District Council in conjunction with Flatford National Trust will be carrying out this project to provide a Changing Places Facility within the National Trust Building to provide accessibility for all accessing the National Trust site and surrounding countryside.
- This project will provide a Changing Places Facility within the rural location of Babergh District Council.
- Supports Health and Wellbeing for all.
- The amount of District CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £16,155.00 represents 27% 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 District Council.

## RECOMMENDATION

Recommendation to Cabinet to approve this CIL Bid for £16,155.00 which is 27% of the total eligible project costs of the project from the Local Infrastructure Fund.

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### Technical Assessment of Bid – Project B23-04 Lavenham Village Hall Works (from the Ringfenced Infrastructure Fund)

## ASSESSMENT

### Validation

VALIDATION	ASSESSMENT
Need /Justification	Lavenham Parish Council, in a joint project with Lavenham Community Council, is proposing to provide an electrical system on the exterior of the Village Hall. This will be a 3 Phase Manual Switch with all cabling to ensure connection of existing power supply to an external generator. The Village Hall is a designated Emergency Rest Centre and the installation of this electrical system

	<p>will allow a generator to be hooked up in the event of a power failure so that heat, light and the ability to provide hot food can continue if the mains supply were interrupted.</p> <p>After undertaking a review, as UK Power Networks has withdrawn its provision of generators, Lavenham Parish Council has identified that the Village Hall is not entirely fit for purposes as an Emergency Rest Centre as it cannot fully support local people nor the emergency services if the mains supply were interrupted.</p>
Delivery /timescales	As soon as the CIL funding is approved.
Necessary other approvals	The remaining funds will be provided by Lavenham Parish Council and Lavenham Community Council.
Public or private land	Private land leased from Lavenham Parochial Church Council (lease currently expires June 2044 but negotiations are underway to extend this) – Landowner is in agreement with the works
State aid details if any	There are no state aid concerns relating to this bid for CIL funding.
Details of future funding maintenance	No anticipated maintenance costs but if any these will be funded by Lavenham Community Council

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

<b>BIDS SCREENED</b>	<b>ASSESSMENT</b>
Must follow the Infrastructure Funding Statement (Infrastructure List)	Project developed under the Community Infrastructure Section of the Infrastructure funding Statement (Infrastructure List) for Babergh
Can the infrastructure be provided using s106 funds	None available.
Is Bid complete	Yes – Validation has taken place and criteria has been met.
Has information be verified	Yes
Is this infrastructure linked to a major housing project which has priority?	No

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

<b>PRIORITISATION CRITERIA</b>	<b>ASSESSMENT</b>
Infrastructure necessary for an approved growth project (those with planning	No

permission) in order that development carried out is sustainable.	
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 Village Hall is a designated Emergency Rest Centre and this project will ensure that Lavenham Parish Council has the capability of fully supporting the local residents and emergency services in the event of a failure of the main supply.
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 the most cost effective quote has been used. The amount of CIL funding is £3,000 and represents 75% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 or 75% of the total costs. This funding would be completed under a delegated decision.
Clear community benefits	Yes – this project will ensure that the Lavenham Village Hall has full capability to operate as an Emergency Rest Centre in the event of failure of the mains supply especially as UK Power Networks no longer support generator provisions.
Community support (including results of Consultation exercise.)	This need was identified when Lavenham Parish Council undertook a review of the capability of the Village Hall to operate as an Emergency Rest Centre.
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 Parish Council Neighbourhood CIL and Lavenham Community Council
Timeliness	The project is ready to begin once 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 collaborative between the District Council (CIL), the Parish Council using their Neighbourhood CIL funds and reserves and Lavenham Community Council.</p> <p><b>The total cost of the project is £4,000.00</b></p> <p>Parish Council Contribution: £500.00</p> <p>Lavenham Community Council Contribution: £500.00</p> <p><b>The CIL Bid Fund application is for £3,000.00</b></p>
Community Bid – Funding percentage of project	75% will be funded with District CIL
Supports housing and employment growth	Yes – this provision will ensure that the Parish Council can provide a fully functioning Emergency Rest Centre which will support the local residents and the emergency services.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	It is not anticipated that there will be ongoing maintenance costs (which will be funded by Lavenham Community Council if any are identified) however the Parish Council will conduct an annual electrical check in accordance with current guidelines and legislation as part of their routine electrical checks for the Village Hall.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This project meets the CIL Expenditure Framework criteria 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?	The installation is being undertaken by a local contractor.
How does the project address green/sustainability principles/infrastructure?	With the addition of Phase 3 Manual Switch and all cabling to allow a generator hook up, the local residents and emergency services can be properly catered for in the event of an emergency. Hot food, heat and lighting can be provided to ensure that their welfare is looked after.
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?	This project will ensure that Lavenham Village Hall can operate as a fully functioning Emergency Rest Centre in the event of an emergency. This benefits not only the residents but the emergency services responding the emergency.
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## CONCLUSIONS

- Lavenham Parish Council, in conjunction with Lavenham Community Council are proposing the installation of an electrical system on the exterior of the Village Hall to allow a generator to be hooked-up in the event of a mains supply were interrupted. The Village Hall functions as a designated Emergency and Rest Centre in the event of a major incident being called in the area and after conducting a review it has become apparent that without the provision of a generator connection capability it cannot operate fully as an Emergency and Rest Centre.
- The installation of this connection will ensure that when a major incident occurs, the Village Hall can fully operate as an Emergency and Rest Centre hub and provide all the necessary facilities (light, heat and hot food) to residents of Lavenham and the surrounding communities who might be evacuated to the Village Hall following a major incident.
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid of £3,000 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 note the delegated decision for CIL Bid for £3,000 which is 75% of the total eligible project costs from the Ringfenced infrastructure Fund.

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## Technical Assessment of Bid – Project B23-05 – Boxford Pavilion Changing Rooms (from the Local Infrastructure Fund)

### ASSESSMENT

#### Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>Boxford Playing Fields Management Committee of Boxford Community Council, in partnership with Boxford Rovers FC, are proposing to upgrade the existing Pavilion facilities to meet the standards required by the Football Association to allow Boxford Rovers FC to compete in the Essex and Suffolk Border League.</p> <p>The current facilities need upgrading and with the linking of the existing home and away changing rooms to new wet room shower and WC facilities and separate changing, WC and shower facilities for match officials, it will benefit all variety of community sports and recreation clubs as well as the local community. When the reconfiguring of the internal layout is completed, it will provide an opportunity for the local clubs who use the facilities to attract new members with a more appealing venue. There are 5 community/group organisations that use the facilities on a regular basis (either weekly or monthly), local community events are held there and it is also hired by private individuals.</p> <p>Boxford Rovers FC have been granted funds by the Football Association around the condition of their facilities due to the non-availability elsewhere. However, this temporary dispensation expires at the end of September 2023 and the upgrades needed to the facilities should be underway before this expires. During the 2022/23 season, the Men's football team had to play from neighbouring villages/town and should the work not be carried out, then there is a real possibility that the men's team would have to fold due to the Football Association ruling that the facilities are inadequate.</p>
Delivery /timescales	Once the CIL funding is approved.
Necessary other approvals	The remaining funding will be provided by Boxford Parish Council, Groton Educational Trust, Stoke by Nayland Golf Club, Boxford Rovers FC and local fund raising. All these funds have been secured.
Public or private land	Freehold land – owned by Boxford Community Council and managed by its Playing Fields Management Committee
State aid details if any	There are no state aid concerns relating to this bid for CIL funding
Details of future funding maintenance	The facilities will be maintained under existing arrangements by the Playing Fields Management Committee and will charge users of the enhanced facilities appropriately.

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

<b>BIDS SCREENED</b>	<b>ASSESSMENT</b>
Must follow the Infrastructure Funding Statement (Infrastructure List)	
Can the infrastructure be provided using s106 funds	Yes £3009.06 from S106 has been allocated.
Is Bid complete	Yes – Validation has taken place and all criteria has been met.
Has information be verified	Yes
Is this infrastructure linked to a major housing project which has priority?	No

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

<b>PRIORITISATION CRITERIA</b>	<b>ASSESSMENT</b>
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk strategies or external strategies Babergh and Mid Suffolk support and/or input into	Yes – Community Provision. The aim is to upgrade and enhance the facilities that are currently provided to bring them up to FA standards. Local sport and community groups already use the facilities; however, the upgrade will provide an opportunity to expand the use and also for these groups to look at expanding their membership.  The facilities support the health and wellbeing of all members of the local and surrounding communities.
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 has been used. The amount of CIL funding is £29,565.35 and represents 75% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £75,000 and 75% of the total costs.
Clear community benefits	Yes – This project will provide upgrade facilities in the Pavilion which will allow its increased usage by community sports groups/other community groups and by private individuals. It will also support health, mental health, fitness for the local community and allow the current sports clubs to grow and encourage others to use the facilities.

Community support (including results of Consultation exercise.)	Yes – The local community support the project and there is a clear need for the upgrade as the current facilities do not meet the FA standards and if Boxford Rovers wish to remain a member and participate in the Essex and Suffolk Border League. The project will ensure that other local community groups also benefit.
Deliverability (“oven ready” schemes)	The project is ready to begin once funding has been approved.
Affordability (from CIL Funds)	Yes – The CIL Bid application is also funded via Parish Council NCL and reserves, S106 funds, donations from Boxford Rovers FC, Stoke by Nayland Golf Club, Groton Educational Trust, and from local fund raising activities. All these funds have been secured.
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 District Council (CIL), S106 Funding, Parish Council (NCIL and reserves) and other organisations:</p> <p><b>Total cost of the project is: £39,420.47 (including VAT)</b></p> <p>S106 funding - £3,009.60</p> <p>Parish Council Contribution: £5,000</p> <p>Fund Raising: £1,115</p> <p>Groton Educational Trust: £300</p> <p>Boxford Rovers FC: £430.52</p> <p><b>The CIL Bid Fund Application is for £29,565.35</b></p>
Community Bid – Funding percentage of project	75% will be funded with CIL
Supports housing and employment growth	N/A
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the	Yes – in accordance with the current maintenance of the Pavilion by the Boxford Playing Fields Management Committee

infrastructure such that its longevity can be assured	
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?	Although the project does not allow for green principles, the Pavilion provides support for the large open space that the village community uses.
How does the project address green/sustainability principles/infrastructure?	With the upgrade to the changing room facilities and the provision of additional facilities, it allows local community groups to use it more effectively and efficiently.
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?	N/A

## CONCLUSIONS

- Boxford Community Council is a charitable organisation that owns the Boxford Playing Fields pavilion. The Pavilion is managed by the Playing Fields Management Committee who are proposing to upgrade the changing facilities within the Pavilion. This upgrade will ensure that the facilities meet the standards required by the Football Association to allow Boxford Rovers FC to continue to participate in the Essex and Suffolk Border League. The Football Association requires that the home and away teams and match officials have separate changing facilities which is currently not the case and that separate toilet facilities are provided for spectators.
- The existing building was constructed about 27 years ago (after the original timber structure was destroyed by fire) and is now in need of an upgrade and enhancement. Currently there are a number of organisations (both sport and community) who use the Pavilion on a weekly/monthly basis and it is anticipated that once the upgrade is completed then this will encourage new members to use the facilities. It is also hoped that the individuals/organisations will continue to hire the Pavilion for events which will generate more income to help maintain the Pavilion as the Charity who owns it does not operate for profit.
- The benefits to the local community, and those in the surrounding area, in continuing to provide facilities that enhance the health, fitness and wellbeing (both physically and mentally) is important and this project will do this as well as encouraging social interaction.

- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid is of £29,565.35 represents 75% of the total project costs. It lies within the community infrastructure thresholds of not exceeding £75,000 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 the Cabinet to approve the CIL Bid for £29,565.35 from the Local Infrastructure Fund.

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**Technical Assessment of Bid – Project B23-10 Improvements to Acton Play Area (from the Ringfenced Infrastructure Fund)**

**ASSESSMENT**

**Validation**

<b>VALIDATION</b>	<b>ASSESSMENT</b>
Need /Justification	<p>Acton Parish Council is proposing to provide improved play areas with more diverse equipment that meet the needs of a wider age group and abilities within the local community and surrounding areas. The proposal is for new pieces of additional play equipment.</p> <p>The Parish Council monitors community views through a variety of means (public participation in Parish Council meetings and via various social media groups that identify local issues). This monitoring has identified the view held in the village that the play equipment provided is insufficient to meet a wide range of needs for local children and they would benefit from more diverse play equipment.</p> <p>The project will enable a wider range of individuals to access the facilities and with more diverse equipment offered. These proposed works have been requested under the Parish Council’s Action Plan. The project will support the growth in numbers of young people in Acton as the new housing at Tamage Road and Clay Hall Lane are now occupied by 100 plus additional families who will benefit.</p>

Delivery /timescales	Summer 2023 (once CIL funding is approved)
Necessary other approvals	The remaining funding is being provided by the Parish Council. The District Councils planning department has confirmed that no planning permission is required. Other funding for the project has been secured.
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	Acton Parish Council currently completes the maintenance on both play areas and will continue to do so for the proposed equipment.  Equipment will be inspected annually in line with current obligations and repairs funded by the Parish Council as required.

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

<b>BIDS SCREENED</b>	<b>ASSESSMENT</b>
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes
Can the infrastructure be provided using s106 funds	Being Used
Is Bid complete	Yes – Validation has taken place and all criteria has been met.
Has information be verified	Yes
Is this infrastructure linked to a major housing project which has priority?	Yes

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

<b>PRIORITISATION CRITERIA</b>	<b>ASSESSMENT</b>
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	Yes
Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk strategies or	Yes – Community Provision. The aim is to provide more diverse play areas to support a wider age range of children and abilities, they are also utilised by a local childcare provider. This will help development of the children’s imagination as well as social and physical skills. These new facilities will help in supporting the health and wellbeing of children and adults alike.



external strategies Babergh and Mid Suffolk support and/or input into	
It represents key infrastructure (essential)	No
Value for money	Yes – The Infrastructure team has worked with the applicant to ensure that the project is value for money and the most cost-effective quote has been used.
Clear community benefits	Yes – this project will provide newly upgraded play areas and will improve the age range and abilities that the equipment is able to be used by.
Community support (including results of Consultation exercise.)	Yes – the local residents requested that the play areas are upgraded to provide a greater range of equipment to support a wider age and ability range. This is a Parish Council run project.
Deliverability (“oven ready” schemes)	The project is ready to begin once funding is approved.
Affordability (from CIL Funds)	Yes – The CIL Bid application is also funded via Parish Council Neighbourhood CIL. The Parish Council has advised that they will pick up any additional costs.
Timeliness	This project is ready to begin once funding is approved.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e., Infrastructure providers, Parish/Town Councils, Babergh and Mid Suffolk infrastructure provision, or LEP/Government funding)	<p>The project is a collaborative spend between the District Council (CIL) and the Parish Council using their Neighbourhood CIL funds.</p> <p><b>Total cost of the project is £27,204.76.</b></p> <p>The rest of the funding package is split between Section 106 £2,580.00 and Neighbourhood CIL £4,221.19.</p> <p><b>The CIL Bid Fund application is for £20,403.57</b></p>
Community Bid – Funding percentage of project	75% will be funded with CIL
Supports housing and employment growth	Yes – The upgraded play areas support families moving into the area and a local provider is undertaking the work
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – The Parish Council will maintain and ensure the equipment is inspected to current guidelines and legislation.

Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This project meets the CIL Expenditure Framework criteria and has been developed under the Community Infrastructure section under the Infrastructure Funding Statement (Infrastructure List) for Babergh.
How does the proposal affect green infrastructure principles?	The new equipment is being sourced using recycled materials.
How does the project address green/sustainability principles/infrastructure?	With additional and improved local facilities families will not have to travel by car to access play and outdoor 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 is a safe, age-appropriate play areas for children to play in the local area.

## CONCLUSIONS

- Acton Parish Council after consultation with local residents are proposing to upgrade and provide additional equipment to widen the age range and abilities which these play areas cater for. The Parish Council will achieve this by installing new improved equipment which include 23m Aerial Runway, Basket Brasilia, Cornillea Pro Outdoor Table for example. Using new sustainable materials to ensure longevity and equipment will ensure easier maintenance.
- Parish Council has identified a need to ensure that the play areas provided for the local families offer the best facilities available and has taken the feedback from local residents on board when deciding to upgrade the play areas. The play areas also provide a place where a local childcare provider takes the children in their care to play encouraging social and physical skills. It is anticipated that with the provision of more age-appropriate equipment for under-fives it will ensure that these areas continue to be utilised not only by the local residents but also by those in the surrounding area.
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid is for £20,403.57 and represents 75% of the CIL eligible project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 or 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 this CIL Bid for £20,403.57 which is 75% of the total eligible project costs from the Ringfenced Infrastructure Fund.

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### Technical Assessment of Bid – Project B22-15 Improvements to Stanstead Play Area (from the Local Infrastructure Fund)

## ASSESSMENT

### Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>Stanstead Parish Council is proposing to provide improved play areas with more diverse equipment that meet the needs of a wider age group and abilities within the local community and surrounding areas. The proposal is for the addition of new pieces of additional play equipment.</p> <p>The Parish Council monitors community views through a variety of means (public participation in Parish Council meetings and via various social media groups that identify local issues). This monitoring has identified the view held in the village that the play equipment provided is insufficient to meet a wide range of needs for local children and they would benefit from more diverse play equipment.</p> <p>The project will enable a wider range of individuals to access the facilities and with more diverse equipment offered. This project will also remove the current unsafe equipment on the site, which is currently unstable</p>
Delivery /timescales	Summer 2023 (once CIL funding is approved)
Necessary other approvals	The remaining funding is being provided by the Parish Council. The District Councils planning department has confirmed that no planning permission is required. Other funding for the project has been secured.
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	<p>Stanstead Parish Council currently completes the maintenance on both play areas and will continue to do so for the proposed equipment.</p> <p>Equipment will be inspected annually 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)**

<b>BIDS SCREENED</b>	<b>ASSESSMENT</b>
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes
Can the infrastructure be provided using s106 funds	None
Is Bid complete	Yes – Validation has taken place and all criteria has been meet
Has information be verified	Yes
Is this infrastructure linked to a major housing project which has priority?	Yes

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

<b>PRIORITISATION CRITERIA</b>	<b>ASSESSMENT</b>
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	Yes
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 more diverse play areas to support a wider age range of children and abilities, they are also utilised by a local childcare provider. This will help development of the children’s imagination as well as social and physical skills. These new facilities will help in supporting the health and wellbeing of children and adults alike.
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 the most cost-effective quote has been used.

Clear community benefits	Yes – this project will provide newly upgraded play areas and will improve the age range and abilities that the equipment is able to be used by.
Community support (including results of Consultation exercise.)	Yes – the local residents requested that the play areas are upgraded to provide a greater range of equipment to support a wider age and ability range. This is a Parish Council run project.
Deliverability (“oven ready” schemes)	The project is ready to begin once funding is approved.
Affordability (from CIL Funds)	Yes – The CIL Bid application is also funded via Parish Council Neighbourhood CIL. The Parish Council has advised that they will pick up any additional costs.
Timeliness	This project is ready to begin once 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.</p> <p><b>Total cost of the project is £36,903.08.</b></p> <p>The rest of the funding package is from Neighbourhood CIL that the Parish has held for this project.</p> <p><b>The CIL Bid Fund application is for £27,677.31</b></p>
Community Bid – Funding percentage of project	75% will be funded with CIL
Supports housing and employment growth	Yes – The upgraded play areas support families moving into the area and a local provider is undertaking the work
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – The Parish Council will maintain and ensure the equipment is inspected to current guidelines and legislation.
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This project meets the CIL Expenditure Framework criteria and has been developed under the Community Infrastructure section under the Infrastructure Funding Statement (Infrastructure List) for Babergh.
How does the proposal affect green infrastructure principles?	The new equipment is being sourced using recycled materials.

How does the project address green/sustainability principles/infrastructure?	With additional and improved local facilities families will not have to travel by car to access play and outdoor 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 is a safe, age-appropriate play areas for children to play in the local area.

## CONCLUSIONS

- Stanstead Parish Council after consultation with local residents are proposing to upgrade and provide additional equipment to widen the age range and abilities which these play areas cater for. The Parish Council will achieve this by installing new improved equipment which include new Bespoke UniPlay, Turo Swing- Four Place Vibrant Green, Fencing and Phyton Springer 1 Seater. Using new sustainable materials to ensure longevity and equipment will ensure easier maintenance.
- Parish Council has identified a need to ensure that the play areas provided for the local families offer the best facilities available and has taken the feedback from local residents on board when deciding to upgrade the play areas. It is anticipated that with the provision of more age-appropriate equipment for under-fives it will ensure that these areas continue to be utilised not only by the local residents but also by those in the surrounding area.
- The amount of CIL funding is regarded as acceptable under the terms of the CIL Expenditure Framework as the CIL Bid is for £27,677.31 and represents 75% of the CIL eligible project costs. It lies within the community infrastructure thresholds of not exceeding £100,000 or 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 the Cabinet to approve the CIL Bid for £27,677.31 which is 75% of the total project costs from the Local Infrastructure Fund.

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**Technical Assessment of Bid – B23-11 – The Bridge Project (TBP) Sudbury – The Triangle Project from the Local Infrastructure Fund.**

## ASSESSMENT

**Validation**

<b>VALIDATION</b>	<b>ASSESSMENT</b>
Need /Justification	<p><u>The Project</u>                      The aim of the Triangle Project is to build a single-story building, that has been designed around the needs of services users. The focus of this CIL funding application to provide funding to enable TBP to connect their new building to the National Grid and mains water supply. This funding is also to help address a shortfall in project funding, due to project costs increasing by nearly 30% over the last 12 months.</p> <p><u>Project Background</u>                      TBP was set up in 1995, to assist disadvantaged adults living in Sudbury and TBP is dedicated to providing a safe, nurturing environment to people who are living with dementia, learning disabilities and people experiencing mental health issues.</p> <p>Previously, TBP operated out of a three-story, Victorian building in Gainsborough Street, Sudbury, which provided limited accessibility for service users with mobility issues and needed renovation in order to continue to meet the needs of service users and enable TBP to grow and expand.</p> <p>The cost of the renovation would have been prohibitively high for TBP and would achieve only a limited benefit to service users. Therefore, TBP have developed the Triangle Project that will provide a base for the organisation and enhance the range of experiences and opportunities for their service users.</p> <p>The Triangle Project has been so named, because the project is located on a piece of land locally referred to as 'The Triangle', but the name also represents the three different aspects of TBP delivery:</p> <ul style="list-style-type: none"> <li>• Student Services – for adults with learning difficulties</li> <li>• Social Enterprise – providing opportunities for service users</li> <li>• Link/gateway to the community</li> </ul> <p>TBP states in their CIL application:  <i>“We will be providing a venue and services that will place our students at the heart of the community, and at the same time providing for, and safeguarding other vulnerable people within the community whilst at</i></p>

*the same time providing numerous volunteering opportunities to create a cohesive and thriving community where all can contribute, feel safe and thrive”.*

TBP provides service users with a programme of day placements, social activities, learning and development opportunities, work experience and creative workshops. TBP has established a working partnership with AFC Sudbury, where TBP service users cook and serve healthy meals to academy team members and TBP operates all the catering and hospitality services to fans during match days. TBP also operates a hot meal delivery service, which provides up to 70 meals a day, to vulnerable living in the community.

Currently, TBP provides 25 spaces a day through their social enterprise and meal delivery services. When the Triangle Project is completed, TBP will be able to provide 10 additional daily spaces within their social enterprise section, provide 15 spaces working in the horticultural section of the organisation and offer an additional 10 volunteer placements.

When completed, the building will be fully accessible and contain 3 classrooms, a social room, a large multi-use room, an independent living/Life Skills classroom, kitchen facilities, storage spaces and office space for TBP’s central services team. The building will be surrounded by areas of natural open space, that will be used to create a relaxation garden, natural trails and vegetable gardens/allotments.

The additional facilities will enable TBP to offer vocational training courses in customer care, food preparation and food hygiene, to those service users who are able to undertake them. The facilities will also be made available for community use and private hire, which will provide an additional income stream for the organisation.

#### The Financial Situation

The initial net cost of the Triangle Project was quoted at £935,460.66, which has been broken down into the following costings:

Architects Fees	£32,500.00
Planning	£2,800.00



	Removal and Transportation of Building	£76,000.00
	A V Piling (Groundwork Services)	£43,000.50
	Legal Fees	£4,018.00
	Access Fees	£33,000.00
	Site Surveys & Prelims	£3,400.00
	Site Clearance – Tree felling, landscaping & access	£90,000.00
	Heavy landscaping	£72,000.00
	Alterations & Repairs	£14,717.00
	Structural Steelwork	£34,750.00
	Roof Cladding	£34,186.91
	Wall Cladding	£33,573.21
	Building Reconstruction	£41,366.00
	Insultation	£13,411.00
	External Windows & Doors (double glazed)	£48,123.34
	Guttering	£5,493.34

	Stairs, Walkways & Balustrades	£12,000.00
	Proprietary Linings & Partitions	£37,444.60
	Ceiling Installation	£18,161.37
	Internal Doors	£17,738.82
	Ironmongery	£8,851.00
	Carpentry & Joinery	£2,336.00
	Floor Finishes	£24,685.72
	Painting & Decorating	£13,297.00
	Furniture Fittings & Equipment	£1,311.19
	Sanitary Fittings	£10,545.66
	Water and Foul Drainage Connections	£56,000.00
	M&E, including Mains Connection and Wiring	£90,000.00
	Security Systems	£2,500.00
	Fire Alarm Systems	£6,000.00
	Car Park and Access	£23,000.00

	Cycle Parking and Electric Car Charger	£2,700.00
	Overheads	£26,550.00
	Net Cost	£935,460.66
	<p>To fund this project TBP has committed the proceeds from the sale of their Gainsborough Road premises and used their own funding reserves. To date, TBP has spent £515,311.62 on pre-project costs, site preparation and erecting the modular building. However, over the last 12 months the costs of equipment and materials has increased by almost 30%, which has created a shortfall in funding for the project of £240,000.00.</p> <p><b>The £100,000.00 that TBP are applying for from District CIL, will help to reduce the shortfall in funding and enable the project to keep on track and achieve a key project milestone, through connecting the new building to key utilities.</b></p> <p>To fund the remaining costs of the project, TBP as working with officers of Babergh District Council, External Funding Officers from Suffolk County Council and other partners to identify and apply for external sources of funding. TBP has also launched its own five-year growth strategy, that aims to rebuild their level of reserves, whilst allowing the organisation to continue to provide a high level of service to service users.</p>	
Delivery /timescales	The project started in September 2022 and TBP hopes to complete the project by December 2023.	
Necessary other approvals	The project has been granted planning permission (DC/22/00417)	
Public or private land	The site of the Triangle project is owned by AFC Sudbury, who have agreed a 99 year lease with TBP	
State aid details if any	N/A	
Details of future funding maintenance	Income to help maintain and fund the new facilities will be generated from placements, services the Bridge Project provides to the local community (Meals on Wheels service, AFC Sudbury catering services), as well as through private hires and accessing external sources of funding.	

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

<b>BIDS SCREENED</b>	<b>ASSESSMENT</b>
Must follow the Infrastructure Funding Statement (Infrastructure List)	Yes - It is classed as a community infrastructure project under the Infrastructure Funding Statement (Infrastructure List) and therefore complies with this criterion.
Can the infrastructure be provided using s106 funds	No
Is Bid complete	Yes
Has information been verified	Yes albeit there is (in addition to the CIL Bid) an unsecured sum of money for this project which is still outstanding - £100,000.00. TBP is working with District and County Council officers and other voluntary/community support organisations to secure this remaining amount of funding.
Is this infrastructure linked to a major housing project which has priority?	No - This project is not directly linked to any particular housing development but will support the growing population of Sudbury and the surrounding area. This project has been granted Planning Permission and this new facility is vital in ensuring TBP is able to grow and develop its services, ensure the organisation's long-term sustainability and provide a venue that meets the complex needs of its service users.

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

<b>PRIORITISATION CRITERIA</b>	<b>ASSESSMENT</b>
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	<p>No. However, TBP is the only provider in the area that provides work experience placements and learning &amp; skill development opportunities for people with learning difficulties. As the population of Sudbury and the surrounding area increases, there will be a greater demand for day placements, training, education, volunteer and work experience placements for people with learning difficulties in the local area.</p> <p>As the population gets older, there will also be more demand placed on some of the services the Bridge Project provides, such as the Meals on Wheels service. The services the Bridge Project provides will support housing developments and employment opportunities in Sudbury and the surrounding area.</p>

<p>Positively scores against provisions /objectives of Joint Corporate Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other Babergh and Mid Suffolk strategies or external strategies Babergh and Mid Suffolk support and/or input into</p>	<p>Yes – The Triangle project scores positively against District Council objectives and will make a significant contribution towards the Babergh and Mid Suffolk District Councils strategic priorities of:</p> <ul style="list-style-type: none"> <li>• Well-being – Families lead active, health, safe and independent lives; children have the best start in life and adults manage their own health and wellbeing.</li> <li>• Community – All our communities are attractive, successful and connected place for people to live and work.</li> </ul> <p>The Triangle Project will enable TBP to expand its range of services and number of placements, which will provide training and development opportunities for people with learning and physical disabilities, boosting self-confidence, self-esteem and wellbeing.</p> <p>By working with local partners, the Bridge Project is able to provide its service users with opportunities they would otherwise not be able to access.</p> <p>Through increasing the size and scope of its Meals on Wheels service, the Bridge Project will be providing daily hot meals to vulnerable people, helping them to maintain a healthy diet and remain independent in their own homes for longer.</p> <p>Through this project TBP will be supporting Babergh and Mid Suffolk District Councils to achieve the following outcomes that are listed in the Wellbeing Strategy:</p> <ul style="list-style-type: none"> <li>• People will have opportunities for social connection, whatever their situation, and fewer people will feel lonely.</li> <li>• People will have good mental and physical health throughout most of their lives, and will be supported by the right opportunities, facilities and activities.</li> <li>• People with disabilities, long term health conditions and additional needs will be supported to access and enjoy all aspects of a full life, as independently as possible.</li> </ul> <p>By providing these services and activities TBP is helping Babergh and Mid Suffolk District Councils to deliver some of the key aims that are listed within the Community Strategy, specifically the aim of:</p> <p style="padding-left: 40px;">Contribute to better public health and reduced health inequality by enabling all people to live healthy lifestyles and to maintain and improve their personal health.</p>
<p>It represents key infrastructure (essential)</p>	<p>No. This project is not critical or essential infrastructure in respect of the Councils Infrastructure Delivery Plan.</p>

	<p>However, TBP is the only provision in the local area that provides this type of training, development and socialisation opportunities to people with learning difficulties. TBP also provides a range of services that benefit vulnerable people in Sudbury and the surrounding area.</p> <p>In order to meet the needs of their service users and provide additional placements, the project has needed to acquire a building that was fit for purpose and space necessary for expansion.</p> <p>TBP states:  <i>“We will be providing a venue and services that will place our students at the heart of the community, and at the same time providing for, and safeguarding other vulnerable people within the community whilst at the same time providing numerous volunteering opportunities to create a cohesive and thriving community where all can contribute, feel safe and thrive.”</i></p>
Value for money	<p>In preparation for this project, TBP undertook a comprehensive and competitive tender process.</p> <p>Purchasing and transporting a modular building proved to be a cheaper option, rather than a new build. The building will be equipped with a range of energy saving measures such as enhanced levels of insulation, solar panels, etc, which will keep running costs to a minimum and supports Babergh District Council’s environmental goals and targets.</p>
Clear community benefits	<p>The Triangle project will create additional day placements and enable TBP to continue providing a range of training, skill development, vocational education, volunteering and work experience opportunities to people with learning difficulties and long-term medical conditions.</p> <p>The services TBP provide are designed to help isolated and vulnerable people to improve self-confidence, self-esteem and wellbeing. The Triangle Project will provide a safe, accessible and supportive environment in which people can learn and develop new skills and lead a more independent and fulfilling lives.</p> <p>TBP will be able to expand its Meals-on-Wheels service to cover a wider area, providing warm/healthy meals to vulnerable/elderly people, helping them to remain independent and live in their own homes for longer.</p>

	<p>The Triangle Project will enable TBP to expand the number of placements and the range of services and activities that it can provide. This will ensure the ongoing needs of service users continue to be met, whilst ensuring the long-term sustainability of the organisation.</p>
Community support (including results of Consultation exercise.)	<p>TBP has a sitting “Student Council”, which feeds directly into a TBP Trustee subcommittee. Their feedback has been used to develop the Triangle Project, as service users have stated that they would like more outside places to grow plants, have more time in the kitchens, to support the Meals-on-Wheels delivery service and spend more time with meal recipients, which would reduce levels of isolation, loneliness and bring different aspects of the community together.</p> <p>During the development phase of the project, TBP has consulted with a range of different organisations to look at the needs and requirements of service users. These groups included - One Life Suffolk, ACE Suffolk, Suffolk MIND, Community Action Suffolk and Suffolk and North East Essex Integrate Care Board.</p> <p>TBP is a strategic partner of Suffolk County Council and Babergh District Council and is involved in the development and delivery of a number of projects both within Sudbury and the wider district.</p> <p>The Triangle Project is supported by Sudbury Town Council, Suffolk County Council, Babergh District Council, Community Action Suffolk, Suffolk MIND Sudbury Vision Group and local residents.</p>
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	<b>Yes – TBP is applying for £100,000.00 District CIL funding, which is the maximum they can apply for under the existing CIL Expenditure Framework. For this element of the Triangle project this amount equates to 68% of the eligible project costs.</b>
Timeliness	Yes – the funding will be spent within two years. TBP hope to complete the Triangle Project by the end of 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><b>Total eligible costs for connecting utilities to the new building: £146,000.00.</b></p> <p>TBP own funding: £46,000.00</p> <p><b>CIL funding required: £100,000.00</b></p>

Community Bid – Funding percentage of Total Eligible project costs	68% of the eligible costs
Supports housing and employment growth	<p>No. However, TBP is the only provider in the area that provides work experience placements and learning &amp; skill development opportunities for people with learning difficulties. As the population of Sudbury and the surrounding area increases, there will be a greater demand for day placements, training, education, volunteer and work experience placements for people with learning difficulties in the local area.</p> <p>As the population gets older, there will also be more demand placed on some of the services the Bridge Project provides, such as the Meals on Wheels service. The services the Bridge Project provides will support housing developments and employment opportunities in Sudbury and the surrounding area.</p>
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	<p>Income to help maintain and fund the new facilities will be generated from placements, services the Bridge Project provides to the local community (Meals on Wheels service, AFC Sudbury catering services), as well as through private hires and accessing external sources of funding.</p> <p>By equipping the building with a range of energy efficiency measures, running costs will be kept to a minimum.</p>
Must be based on the developing Infrastructure Delivery Plan unless circumstances dictate otherwise	This project is in line with Babergh and Mid Suffolk District Councils strategic priorities and supports some of the objectives listed in the Babergh & Mid Suffolk Communities and Wellbeing strategies.
How does the proposal affect green infrastructure principles?	<p>The Triangle 'Modular' building was due to be demolished by its previous owner and sent to landfill. By purchasing, relocating and repurposing this building, TBP has managed to reduce project costs and the project's carbon footprint.</p> <p>When built, the building will exceed recommendations on the level of insulation, double glazing and energy efficiency. By installing PV cells on the roof, the building will be able to generate its own electrical power. Project plans also include the provision of EV charging points in the car park.</p> <p>TBP also states:  <i>"The new building will also be linked closely to the environment, by creating safe outdoor spaces linked to the classrooms, a relaxation garden and nature trail. our environmental</i></p>



	<p><i>commitment extends to re planting 30 native trees (donated by the Wildlife trust), reinstating historic native hedgerows, creation of an attenuation pond to help develop biodiversity on the site, links with the AONB and Stour Valley trail and water meadows, our service users plan to volunteer to build paths and hedgerows, as well as regular litter picks along the trails.”</i></p> <p>The building will be equipped with a range of energy saving measures such as enhanced levels of insulation, solar panels, etc, which will keep running costs to a minimum and supports Babergh District Council’s environmental goals and targets.</p>
How does the project address green/sustainability principles/infrastructure?	<p>The building is within walking distance of the Town Centre, which is serviced by public transport. The Triangle site is also accessible via a well-used walking route, which runs adjacent to the site</p> <p>TBP operates a mini bus service for service users and for its meal delivery service, TBP operates a fleet on electric vehicles.</p> <p>By have a provide such as TBP operating in Sudbury, people from across the District will not have to travel so far to access similar types of services and activities.</p>
How does the project affect state aid implications?	TBP receive an annual £20,000.00 Revenue Grant from the BMSDC Communities Team
How does the project affect security and safety in the community?	TBP provides a safe/supportive environment to service users and provides a range of services and activities that are designed to enhance mental health and wellbeing, helping vulnerable people to remain safe and independent in their own homes for longer.

## CONCLUSIONS

- TBP is the only provider in the area that provides work experience placements and learning & skill development opportunities for people with learning difficulties. TBP also operates a Hot Meal service, which provides up to 70 meals a day to elderly and vulnerable people in Sudbury and the surrounding area. The Triangle Project will enable TBP to grow and expand enabling them to create more day placements and volunteering opportunities, as well as increase the catchment area and number of meals it can provide through its hot meals service.
- The Triangle building will be fully accessible and contain 3 classrooms, a social room, a large multi-use room, an independent living/Life Skills classroom, kitchen facilities, storage spaces and office space for TBP’s central services team. The building will be surrounded by areas of natural open space, that will be used to create a relaxation garden, natural trails and vegetable gardens/allotments. These facilities will enable TBP to offer vocational training courses in customer care, food preparation and food hygiene, to those service users

who are able to undertake them. The facilities will also be made available for community use and private hire, which will provide an additional income stream for the organisation.

- This project will support the Council to achieve its Corporate Priorities in relation to Wellbeing and Communities, as well as contribute towards achieving outcomes listed within the Councils Wellbeing and Community strategies. By equipping the building with a range of energy saving measures, TBP will be supporting the Council in helping to achieve its green energy/environmental goals and targets.
- The project will ensure the long-term sustainability of TBP and ensure that the organisation can continue to meet the needs of services users who have complex additional needs, both now and in the future. Therefore, this project has a lot of support from key partners, stakeholders, service users and the local community.
- This proposal represents an “oven ready” scheme with evidence of wide community support. The project will be funded through collaborative spend, with the CIL fund portion being 68% of the eligible costs of the project funded from the Local Infrastructure Fund, (together with funding contributions from TBP).
- 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 68% of the total eligible 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.

## **RECOMMENDATION**

Recommendation for Cabinet to approve this CIL Bid for £100,000.00 from the Local Infrastructure Fund

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# Equality Impact Assessment (EIA) Initial Screening Form



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

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

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

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

7. Is there potential for differential impact (negative or positive) on any of the protected characteristics?	<p>Yes</p> <p><b>No</b> Infrastructure provision is necessary to mitigate the harm from the impact of growth so that the development that is carried out is sustainable.</p> <p>Communities in general benefit from infrastructure provision and delivery and its provision generally causes positive impacts for that community that all can benefit from. It does not impact on a specific equality strand unless it has been particularly designed to do so</p> <p>Identify how the impact would affect the specific equality strand.</p>
8. Is there the possibility of <b>discriminating unlawfully</b> , directly or indirectly, against people from any protected characteristic?	<p>Yes</p> <p><b>No No</b></p>
9. Could there be an effect on <b>relations between certain groups</b> ?	<p>Yes</p> <p><b>No No</b></p>
10. Does the policy explicitly involve, or <b>focus on a particular equalities group</b> , i.e. because they have particular needs?	<p>Yes</p> <p><b>No No</b></p>
<p>If the answers are 'no' to questions 7-10 then there is no need to proceed to a full impact assessment and this form should then be signed off as appropriate.</p> <p>If 'yes' then a full impact assessment must be completed.</p>	
<p>Authors signature Christine Thurlow</p> <p>Date of completion 20<sup>th</sup> October 2022.</p>	

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

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

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# Agenda Item 10

## BABERGH DISTRICT COUNCIL

<b>TO:</b> Cabinet	<b>REPORT NUMBER:</b> BCa/23/10
<b>FROM:</b> Councillor David Busby, BDC Leader	<b>DATE OF MEETING:</b> 5 September 2023
<b>OFFICER:</b> Arthur Charvonja, Chief Executive	<b>KEY DECISION REF NO.</b> CAB441

### UK100 NETWORK AND OUR COMMITMENT TO SIGN-UP FOR A MEMBERSHIP

#### 1. PURPOSE OF REPORT

- 1.1 In 2019, Babergh District Council acknowledged a 'climate emergency' alongside other partners of the Suffolk Climate Change Partnership<sup>1</sup>. As part of this, the Council committed to work together with other partners to make Suffolk carbon neutral by 2030.
- 1.2 In the same year, the UK parliament passed legislation to bring all greenhouse gas emissions to Net Zero by 2050. This was to keep in line with international commitment in the Paris Agreement to limit global warming to 1.5 degrees. The UK100 is a network of local leaders who have pledged to lead a rapid transition to Net Zero with Clean Air in their communities ahead of the government's legal target (by 2045 at the latest).
- 1.3 UK100's aim is to support a local-led rapid transition to Net Zero and Clean Air through collaboration. To accelerate action, they believe in bringing together the most influential leaders across the country to learn together and agree on priorities for legislative and regulatory change while empowering them to engage with national decision-makers. They provide their network with the knowledge, tools and connections to make this happen.
- 1.4 The purpose of this report is to provide information on the UK100 membership to be noted by elected members and to consider joining UK100. Appendix A provides detailed information on the membership pack.
- 1.5 Babergh Council agreed a motion at Full Council on 18<sup>th</sup> July 2023 to join UK100. This paper provides further information on the network and seeks to reiterate the commitment to join this network.

#### 2. OPTIONS CONSIDERED

- 2.1 Other options were not considered since the UK100 membership is the only network for UK local leaders focused solely on climate, clean energy and clean air policy.

#### 3. RECOMMENDATIONS

- 3.1 To note the content of Appendix A & B and agree to join the UK100 network.

#### REASON FOR DECISION

We are committed to become a member of the UK100 network. This membership has the potential to help local authorities to fulfil and accelerate the Council's commitments to tackling the climate emergency and deliver local Net Zero.

<sup>1</sup> [Suffolk Climate Change Partnership – Green Suffolk](#)

## **4. KEY INFORMATION**

### **4.1 Benefits of membership – Membership of UK100 supports local authorities by:**

- (i) facilitating dialogue with national politicians and senior officials across Whitehall, amplifying the voices of local leaders via collective advocacy to national government
- (ii) enabling knowledge sharing between members including meetings, webinars, roundtables and workshops, and promoting best practice via social media and newsletters
- (iii) providing tailored insights, evidence and recommendations on the challenges and solutions to local Net Zero, inviting members to inform and participate in research
- (iv) connecting local leaders with world-leading business and industry to help local authorities plan and implement the solutions needed to reduce emissions in their local area
- (v) demonstrating the collective ambition, commitment and ability of democratically elected local leaders to deliver Net Zero.

### **4.2 Joining the Countryside Climate Network (CCN)**

4.2.1 Members representing rural communities are also invited to join the UK100 CCN. The CCN is a sub-group of UK100 network members whose authority covers predominantly rural areas. The Leader can actively participate in or elect an appropriate cabinet member representative to participate in, quarterly CCN meetings.

### **4.3 Pathway to signing the pledge and becoming a member**

4.3.1 To become a member of UK100, the Council is required to sign and adopt the UK100 Net Zero Pledge (attached at Appendix B). This includes the following commitments:

- (i) Have set ambitious Net Zero targets for greenhouse emissions of 2030 for council operations and 2045 for areawide emissions at the latest.
- (ii) Report their carbon emissions annually, for scope 1 and scope 2, for council emissions and scope 3 for areawide emissions.
- (iii) Commit to limiting the use of offsets, and if used, to be as local as possible.

4.3.2 The pledge is not legally binding, in the sense that UK100 will not take legal action if the Council does not reach the targets. However, if the Net Zero targets are adopted by the Council, and set as an official policy, then there is some accountability in the same way.

4.3.3 By signing the pledge, Babergh District Council is committed to meet the Net Zero targets for greenhouse emissions of 2030 for council operations and 2045 for areawide emissions.

### **4.4 Current members of the UK100 network**

4.4.1 Mayors and local leaders representing more than one third of the UK population have signed the Net Zero Pledge. This includes local authorities from all regions in England, alongside Scottish and Welsh local authorities, across all tiers from district councils to combined authorities. Suffolk County Council are members of this network. See full members' list [here](#).

### **4.5 Costs and Membership Renewal**

4.5.1 There is no membership fee for local authorities to join UK100. Members in the network do not need to be renewed on an annual basis, only membership can be terminated if the Council no longer meets the criteria.



4.5.2 If the political administration changes, the network will engage with the new administration and officers to confirm the new political leadership is compatible with the Council's continued membership of UK100.

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

5.1 The UK100's mission is to 'devise and implement plans for the transition to clean energy that are ambitious, cost effective and take the public and business with them'. Our Joint Outcomes Framework, which is underpinned by the Council's six strategic priorities, demonstrate various links between the UK100 mission and the Council's vision 'to build great communities with bright and healthy futures that everyone is proud to call home'. We are also reviewing our strategic priorities for the Council through the Corporate Plan refresh.

## **6. FINANCIAL IMPLICATIONS**

6.1 There are no direct financial implications arising from this report.

## **7. LEGAL IMPLICATIONS**

7.1 There are no direct legal implications arising from this report.

## **8. RISK MANAGEMENT**

8.1 This paper only concerns key risks and there are no key risks associated with signing up for a membership with UK100. There are no membership costs, and the pledge is not legally binding in the sense that UK100 will not take legal action if the Council does not reach the targets. However, once the Net Zero targets are adopted by the Council, some level of accountability will be required with risk of membership termination if the Council does not meet the targets.

## **9. CONSULTATIONS**

9.1 This decision will be noted and discussed with elected members via Joint Cabinet Briefing and BDC Cabinet meeting.

## **10. EQUALITY ANALYSIS**

10.1 Equality Impact Assessment (EIA) not required. The membership does not discriminate and/or exclude any of the protected characteristics under the Equality Act 2010.

## **11. ENVIRONMENTAL IMPLICATIONS**

11.1 The commitment to sign-up for this membership can bring positive environmental impacts for the district by helping the Council to accelerate the delivery of local Net Zero and tackle the climate emergency.

## **12. APPENDICES**

Title	Location
(a) UK100 Membership Pack	Attached
(b) UK100 Net Zero Pledge	Attached

### **13. BACKGROUND DOCUMENTS**

13.1 [UK100's new, more ambitious Net Zero pledge | UK100](#)

### **14. REPORT AUTHORS**

14.1 Francine Tarn – Policy and Strategy Lead

# UK100

# Membership Pack

The only network for highly ambitious UK locally elected leaders committed to cleaner, more powerful communities.



UK:  
100

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# About:

## Background

In 2019, the UK parliament passed legislation to bring all greenhouse gas emissions to Net Zero by 2050. This was to keep in line with international commitment in the Paris Agreement to limit global warming to 1.5 degrees. **But science tells us we need to start now and make rapid reductions much sooner.**

As a nation, we have demonstrated throughout our history that we are able and willing to lead on finding solutions to the challenges the world faces. The success and prosperity of our nation has largely rested on our ability to harness the power of dirty fossil fuels.

It is now our shared responsibility to turn this ingenuity to solving the climate emergency in a way that has a positive impact on our communities. We need to ensure our future is better than our past.

## Our mission

**UK100 is a network of highly ambitious local government leaders, which seeks to devise and implement plans for the transition to clean energy that are ambitious, cost effective and take the public and business with them.**

**It supports decision-makers in UK towns, cities and counties in their transition to Net Zero. It is the only**

**network for UK local leaders focused solely on climate, clean energy and clean air policy.**

The most ambitious - our Net Zero Pledge members - are doing everything within their power to get their communities to Net Zero as soon as possible, and by 2045 at the latest.

This is not just good for the planet but for the people they serve, who deserve warm homes, affordable energy, clean air, local and seasonal food, access to thriving nature and healthy landscapes, and to live in a place of which they can be proud.

To accelerate the transition to this Net Zero society, UK100 brings together local authorities across the country to share knowledge, collaborate, and petition the UK government with their collective power.

They are working together to create flourishing communities - seizing the opportunities of technology to create jobs and establishing a nationwide project of renewal, focussed on local needs and ambitions.

**UK100 is a private company, limited by guarantee, without share capital.**



# Joining our network:

## How to become a member

To become a member of UK100, the council must sign and adopt the [Net Zero Pledge](#). This includes the following commitments:

### **1. Have set ambitious Net Zero targets for greenhouse emissions of 2030\* for council operations and 2045\* for areawide emissions at the latest:**

#### **Combined authorities**

- Net Zero council operations: 2045
- Net Zero areawide emissions: 2045

#### **County councils**

- Net Zero council operations: 2030
- Net Zero areawide emissions: 2050

#### **Unitary councils, metropolitan, London boroughs and districts**

- Net Zero council operations: 2030
- Net Zero areawide emissions: 2045

### **2. Report their carbon emissions annually, for scope 1 and scope 2, for council emissions and areawide emissions.**

\* There is an exception on Net Zero target dates for counties and combined authorities due to their size, strategic scale, wide-ranging responsibilities and sometimes rural geography that means they have different powers and responsibilities.

### **3. Commit to limiting the use of offsets, and if used, to be as local as possible.**

## Net Zero Pledge

**As local leaders across the UK, we recognise our responsibility to tackle the climate emergency and take bold action towards Net Zero.**

We will continue to lead the UK's response to climate change, acting sooner than the government's goal by making substantial progress within the next decade to deliver Net Zero. We will use our experience and achievements to advocate to the UK government in order to accelerate the delivery of ambitious local climate action. With greater powers and funding, we would go further.

We commit to do everything within our power and influence to rapidly reduce our greenhouse gas emissions and work with our residents and businesses to bring our wider communities' emissions in line with Net Zero as soon as possible.

We pledge to understand our impact on climate change, prioritise where action needs to be taken and monitor progress towards our goals. We will reduce our emissions at source and limit the use of carbon offsets as part of the global effort to avoid the worst impacts of climate change.

We are closer to the people who live and work in our communities, so we have a better understanding of their needs. This means we can collaborate with them to build consensus for the solutions we need to transition to a Net Zero society that delivers multiple benefits and is fair, just and works for everyone.

# Benefits of membership:

## Why join?

**Membership of UK100 supports you in fulfilling your commitments to tackling the climate emergency and delivering local Net Zero by:**

- [facilitating dialogue](#) with national politicians and senior officials across Whitehall, amplifying the voices of local leaders via [collective advocacy](#) to national government
- enabling [knowledge sharing](#) between members including meetings, webinars, roundtables and workshops, and promoting best practice via social media ([Twitter](#) and [Linkedin](#)) and [newsletters](#)
- providing tailored [insights, evidence and recommendations](#) on the challenges and solutions to local Net Zero, inviting members to inform and participate in research
- connecting you with [world-leading business and industry](#) to help you plan and implement out the solutions needed to reduce emissions in your local area
- demonstrating the collective ambition, commitment and ability of democratically elected local leaders to deliver Net Zero.

**You will also have access to our members-only programmes and services, including briefings on our research and publications.**

## Joining the Countryside Climate Network

**Members representing rural communities are also invited to join the UK100 Countryside Climate Network (CCN).**

The CCN is a sub-group of UK100 network members whose authority covers predominantly rural areas.

If you sign the Net Zero Pledge and fit into this description, then you are automatically eligible to become a member of the CCN, giving you access to CCN meetings and specific events as well as those of the broader UK100 network.

Leaders can actively participate in, or elect an appropriate cabinet member representative to participate in, quarterly CCN meetings.



# FAQ:

## Net Zero Pledge

### **What is the Net Zero Pledge?**

From November 2020, councils must sign the Net Zero Pledge in order to become a member of UK100. This pledge requires the council to commit to a number of actions. The pledge is designed to demonstrate the ambition and ability of democratically elected local leaders to deliver Net Zero. It is also intended to create the conditions for stronger climate action at national level to help local authorities reach Net Zero faster.

### **Who has already signed?**

Mayors and local leaders representing more than one third of the UK population have signed the Net Zero Pledge - you can find the full list [here](#). This includes local authorities from all regions in England, alongside Scottish and Welsh local authorities, across all tiers from district councils to combined authorities.

### **How does the UK100 Net Zero Pledge relate to the previous UK100 membership pledge?**

When UK100 launched in 2015, our original pledge was a commitment of 100% clean energy by 2050. Much progress has been made over the last few years since the Paris Agreement, with climate emergency declarations and the UK government's Net Zero by 2050 target showing increased awareness of the

climate crisis and a desire to avert the worst impacts of climate change. Many of our existing members are doing far more than they originally signed up to and therefore the new pledge reflects this, showing a significant increase in ambition from the previous pledge and is a wider commitment on climate action.

The Net Zero Pledge works in the same way as our previous pledge, a political pledge that amplifies the ambition of local leaders, and that is used in advocacy for greater powers, funding and collaboration from national government to enable local climate action.

### **How were the Net Zero target dates in the pledge chosen?**

UK100 ran a consultative process over a period of a few months with our board, advisory council and many of our existing members. As many of our members were doing far more than they originally signed up to, we came to the conclusion that the pledge should be both reflective of the progress made and stretching ambition. Therefore, the new pledge shows a wider commitment on climate action and significant increase in ambition, with dates chosen by our members.

### **Why is there an exception on dates for county councils and combined authorities?**

Following extensive conversations with our members during the process of creating the Net Zero Pledge, we decided to provide an exception on net zero target dates for counties and combined authorities due to their strategic scale, wide-ranging responsibilities and sometimes rural geography that means they have different powers and responsibilities. They also often cover a larger and more varied geographical area.



### **Are there targets for biodiversity and adaptation?**

The focus of the Net Zero Pledge is mitigation, which is UK100's focus of work. Although the ecological emergency is an important related issue, biodiversity and adaptation are not specific targets of this pledge.

### **How can councils set an areawide target if they do not have power/control over those emissions?**

In the pledge, we use the phrase 'we will do everything within our power and influence to rapidly reduce our greenhouse gas emissions.' This recognises that local authorities do not necessarily have all the powers yet to reach their ambitious net zero targets. The Net Zero Pledge feeds into our ongoing dialogue with national government, and will increase the pressure on government for policy changes that will enable you to do what you need to meet your Net Zero target in a way that brings everyone in your community along with you.

### **Should we set interim targets?**

UK100 strongly encourages its members to set interim targets in order to accelerate the transition to Net Zero, focussing on early actions and prioritising sectors that will contribute to rapid reductions in GHG emissions.

### **Is the pledge legally binding?**

The pledge is not legally binding, in the sense that UK100 will not take legal action if you do not reach the targets. However, if the Net Zero targets are adopted by the council, and set as an official policy, then there is some accountability in the same way

you would be accountable for other types of policies that you publicly commit to.

## **Joining UK100**

### **How does a local authority join UK100?**

The pathway for signing the pledge and becoming a member is as follows:

Officers and cabinet members of the interested authority contact the membership team via [membership@uk100.org](mailto:membership@uk100.org) to schedule an introductory conversation to answer any questions you may have. Then, an official invitation to join the network is sent to the leader from UK100's Network Membership Director, to which the leader should respond confirming membership via email. We would also recommend the leader prints and physically signs the pledge, with a picture and quote taken for related comms when the council's membership is announced.

### **What if our council's internal decision making process is different from that suggested above?**

We understand how decisions are made and announced will vary from local authority to local authority, so we are happy to work with members to fulfill their governance requirements. Often, councils have the ability to proceed at an officer level using a delegated decision notice if the pledge is something already consistent with existing council policy. However, if the pledge and targets go beyond current policy, it is necessary to get formal cabinet approval.

## **How to book a meeting with or contact the UK100 membership team?**

Email [membership@uk100.org](mailto:membership@uk100.org) and someone will respond shortly.

## **Are there communications relating to signing the pledge?**

We schedule multiple announcements throughout the year to celebrate new leaders and councils who have joined UK100 and signed the Net Zero Pledge, whether this be through our newsletter, blog, social media or a press release.

You will be given a comms toolkit/media pack to support you with this.

## **Does a district or borough council automatically become a member of UK100 if the upper tier authority in the area has already signed the Net Zero Pledge?**

Due to different powers and responsibilities, we ask councils in two-tier areas to sign the Net Zero Pledge separately. This is so that both councils may take full advantage of the benefits of UK100 membership, and distinguishes between the different Net Zero targets that the different councils may have.

## **What is the cost for joining UK100?**

There is no membership fee for local authorities to join UK100.

## **What membership entails**

### **How regular are UK100 membership meetings?**

The UK100 network meets twice a year to discuss its activities and advocacy. We also have issue-specific events, including meetings, webinars, roundtable discussions, summits and conferences, that we encourage members to attend, which are aimed at different levels (leaders, cabinet members, officers). These events are an opportunity for members to inform our research and advocacy work. The Countryside Climate Network meets quarterly. We also expect our members to provide regular updates - via email - on their climate action plans and projects.

### **Can you connect us to businesses?**

Yes, the UK100 [Business Supporter Network](#) connects you with world-leading business and industry to help you figure out the solutions needed to reduce emissions in your local area, bringing the private and public sector together around their shared ambitions.

### **Can you connect us to other members?**

Members are able to connect with each other at events, including webinars, roundtable discussions and summits. We can also make connections to other members outside of these events with their consent.

### **Does the membership need to be renewed?**

Our Net Zero members in the network do not need to be renewed on an annual basis, only membership can be terminated if a council no longer meets the criteria.

### **What if my local authority's political administration changes?**

We will engage with the new administration and officers to confirm the new political leadership is compatible with the council's continued membership of UK100.

### **How do I stay in contact with the UK100 membership team?**

The membership team can be reached by emailing [membership@uk100.org](mailto:membership@uk100.org)



## Get in touch

To find out more about the work we do  
please contact [membership@uk100.org](mailto:membership@uk100.org).





## Membership Pledge

**As local leaders across the UK, we recognise our responsibility to tackle the climate emergency and take bold action towards Net Zero.**

**We will continue to lead the UK’s response to climate change**, acting sooner than the government’s goal by making substantial progress within the next decade to deliver Net Zero. We will use our experience and achievements to advocate to the UK government in order to accelerate the delivery of ambitious local climate action. **With greater powers and funding, we would go further.**

**We commit to do everything within our power and influence** to rapidly reduce our greenhouse gas emissions and work with our residents and businesses to bring our wider communities’ emissions in line with Net Zero as soon as possible.

**We pledge to understand our impact on climate change, prioritise where action needs to be taken and monitor progress towards our goals.** We will reduce our emissions at source and limit the use of carbon offsets as part of the global effort to avoid the worst impacts of climate change.

**We are closer to the people who live and work in our communities, so we have a better understanding of their needs.** This means we can collaborate with them to build consensus for the solutions we need to transition to a Net Zero society that delivers multiple benefits and is fair, just and works for everyone.

.....

Leader of .....

Date: .....

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# Agenda Item 11

## BABERGH DISTRICT COUNCIL

<b>TO:</b> Cabinet	<b>REPORT NUMBER:</b> BCa/23/11
<b>FROM:</b> Councillor Jessie Carter – Cabinet Member for Housing	<b>DATE OF MEETING:</b> 5 <sup>th</sup> September 2023
<b>OFFICER:</b> Deborah Fenton – Director of Housing	<b>KEY DECISION REF NO.</b> N/A

### UPDATE ON THE REGULATOR OF SOCIAL HOUSING REFERRAL AND OUR CURRENT COMPLIANCE POSITION

#### 1. PURPOSE OF REPORT

- 1.1 To share with members the update on our recent meeting with Regulator for Social Housing. In addition, to give members an update and context on our compliance report.

#### 2. OPTIONS CONSIDERED

- 2.1 None

<b>3. RECOMMENDATIONS</b>
3.1 That members note the report.
<b>REASON FOR DECISION</b>
To ensure that members and senior leaders of the councils have oversight of the journey with the Regulator back to a position where we are compliant.

#### 4. KEY INFORMATION

- 4.1 Central Government and the English Regulator for Social Housing are in the process of introducing new regulatory requirements on all social landlords, including local authority landlords of more than 1000 properties.
- 4.2 Following the diagnostic exercise on Compliance, which was started in 2020, a referral was made to the Regulator of Social Housing in November 2022 regarding concerns about compliance. As you are aware, this resulted in a regulatory judgement. The CEO, Deputy CEO and Director of Housing meet monthly with the regulator.
- 4.3 Following the commencement of our diagnostic around the compliance and the subsequent referral to the Regulator, significant progress has been made, including the following:
- Recruited a specialist to support us in carrying out procurement

- Ensuring we have more robust data across all compliance areas, helping us to manage our properties better.
- Reduction in outstanding compliance actions
- Appointed a contractor to support us in addressing damp issues
- Recruited to phase one of our compliance structure
- Recruited an additional resource to support us in addressing complaints
- Presented the Asset diagnostic to the Transformation Board (final version to be presented in 2 weeks)
- Presented the DLO excellence plan to the Transformation Board (final version to be presented in 2 weeks)

## **5. REGULATOR FOR SOCIAL HOUSING**

5.1 The Regulator for Social Housing is pleased with our progress and continuing plans to deliver full compliance. Meetings are held each month, and discussions include:

- Compliance
- Damp and Mould
- Transformation

5.2 Meetings will continue until the Regulator is confident of our return to compliance

5.3 Our compliance will be reviewed by an external auditor to give us and the Regulator assurance. We are in the process of putting this in place.

## **6. COMPLIANCE UPDATE**

6.1 The table below shows the updated compliance position as of 3<sup>rd</sup> August.

6.2 It should be noted that the increase in water testing is due to our stringent view on having available data.

6.3 The increase in damp and mould is due to carrying out surveys and asking specific questions regarding damp and mould.

## **7. CONTRACTOR UPDATE**

7.1 Members were made aware that our contract with Aaron Services (whole house contract) would be terminated early, with the contract ending on 8th August.

7.2 We have two contractors ready to take on the servicing contract from Aarons and are working with those contractors to ensure that mobilisation is planned appropriately.

## **8. LINKS TO CORPORATE PLAN**

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

## **9. FINANCIAL IMPLICATIONS**

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



## 10. LEGAL IMPLICATIONS

- 10.1 Performance measurement is required to ensure members comply with the consumer regs. Should the regulations be breached, the RSH 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	2	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 Consultation has been carried out with SLT, members and the Regulator of Social Housing .

## 13. EQUALITY ANALYSIS

N/A

## 14. ENVIRONMENTAL IMPLICATIONS

- 12.1 None

## 15. APPENDICES

- 13.1 None

## 16. BACKGROUND DOCUMENT

	COMPLIANCE AREA	NO. OVERDUE @ 02.07.23		NO. OVERDUE @ 09.07.23		NO. OVERDUE @ 16.07.23		NO. OVERDUE @ 23.07.23		NO. OVERDUE @ 30.07.23	
<b>HEATING</b>											
1	GAS SAFETY CHECK (DOMESTIC) - BABERGH	34	↔	31	↓	28	↓	27	↓	27	↔
2	GAS SAFETY CHECK (DOMESTIC) - MID-SUFFOLK	12	↔	14	↑	18	↑	20	↑	18	↓
3	GAS SAFETY CHECK (COMMUNAL) - BABERGH	0	✓	0	✓	0	✓	0	✓	0	✓
4	GAS SAFETY CHECK (COMMUNAL) - MID SUFFOLK	0	✓	0	✓	0	✓	0	✓	0	✓
<b>ELECTRICAL</b>											
5	ELECTRICAL TESTING - DOMESTIC DWELLINGS - BABERGH	62	↓	60	↓	56	↓	55	↓	55	↔
6	ELECTRICAL TESTING - DOMESTIC DWELLINGS - MID SUFFOLK	88	↔	88	↔	87	↓	86	↓	85	↓
7	ELECTRICAL TESTING - COMMUNAL - BABERGH	0	✓	0	✓	0	✓	0	✓	0	✓
8	ELECTRICAL TESTING - COMMUNAL - MID SUFFOLK	0	✓	0	✓	0	✓	0	✓	0	✓
<b>FIRE SAFETY</b>											
9	FIRE RISK ASSESSMENTS - BABERGH	0	✓	0	✓	0	✓	0	✓	0	✓
10	FIRE RISK ASSESSMENTS - MID SUFFOLK	0	✓	0	✓	0	✓	0	✓	0	✓
11	FIRE RISK ASSESSMENT ACTIONS / WORKS BY PRIORITY - BABERGH										
	(Immediate action) AA	0	✓	0	✓	0	✓	0	✓	0	✓
	(Action within 8 weeks) A	0	✓	0	✓	3	↑	0	✓	0	✓
	(Action within 18 weeks) B	2	↔	2	↔	2	↔	2	↔	2	↔
	(Action within 52 weeks) C	0	✓	0	✓	0	✓	0	✓	0	✓
12	FIRE RISK ASSESSMENT ACTIONS / WORKS BY PRIORITY - MID SUFFOLK										
	(Immediate action) AA	0	✓	2	↑	1	↓	0	✓	0	✓
	(Action within 8 weeks) A	0	✓	0	✓	0	✓	0	✓	0	✓
	(Action within 18 weeks) B	0	✓	0	✓	0	✓	0	✓	0	✓
	(Action within 52 weeks) C	0	✓	0	✓	0	✓	0	✓	0	✓
13	SMOKE DETECTOR INSTALLATION - BABERGH	831	↓	654	↓	572	↓	531	↓	462	↓
14	SMOKE DETECTOR INSTALLATION - MID SUFFOLK	571	↓	397	↓	381	↓	372	↓	307	↓
<b>DETECTOR INSTALLATION PROGRAMME</b>											
15	DETECTOR PROGRAMME - BABERGH	713	↓	629	↓	563	↓	501	↓	453	↓
16	DETECTOR PROGRAMME - MID SUFFOLK	498	↓	414	↓	349	↓	328	↓	299	↓
<b>WATER HYGIENE</b>											
17	WATER HYGIENE SERVICING / TESTING - BABERGH	0	✓	38	↑	38	↔	42	↑	9	↓
18	WATER HYGIENE SERVICING / TESTING - MID SUFFOLK										
19	WATER HYGIENE RISK ASSESSMENTS - BABERGH			37		37	↔	37	↔	37	↔
20	WATER HYGIENE RISK ASSESSMENTS - MID SUFFOLK			50		50	↔	50	↔	50	↔
<b>ASBESTOS</b>											
21	ASBESTOS REINSPECTIONS - BABERGH	0	✓	0	✓	0	✓	0	✓	0	✓
22	ASBESTOS REINSPECTIONS - MID SUFFOLK	0	✓	0	✓	0	✓	0	✓	0	✓
23	ACTIONS ARISING FROM REINSPECTIONS - BABERGH	0	✓	0	✓	0	✓	0	✓	0	✓
24	ACTIONS ARISING FROM REINSPECTIONS - MID SUFFOLK	0	✓	0	✓	0	✓	0	✓	0	✓
<b>LIFTS</b>											
25	LIFTS - SERVICING / TESTING - BABERGH	0	✓	0	✓	0	✓	0	✓	0	✓
26	LIFTS - SERVICING / TESTING - MID SUFFOLK	0	✓	0	✓	0	✓	0	✓	0	✓
<b>DAMP AND MOULD ENQUIRIES</b>											
27	DAMP AND MOULD ENQUIRIES - NO. OF COMPLETED SURVEYS - BABERGH	173		173	↔	175	↑	210	↑	211	↑
28	DAMP AND MOULD ENQUIRIES - NO. OF COMPLETED SURVEYS - MID SUFFOLK	260		260	↔	266	↑	266	↔	294	↑



# Performance Report

## 2023-24 Quarter One

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Babergh District Council

Agenda Item

12



Customers



Communities



Wellbeing



Environment



Housing



Economy



Health of the Organisation



This performance report covers the period from April to June 2023 (Quarter 1).

This report sets out how the council is performing against its six key priorities from the current Corporate Plan (2019-27). The main body of the report is aligned to the 21 outcomes from the current outcome framework, setting out notable achievements by teams across the organisation during the latest quarter. This report also looks towards work in progress for the next quarter, where planned activity for Q2 (July to September 2023) is set out at the end of the report.

We are also using 2023/24 as an exciting opportunity to start a new performance journey. Performance management is about using data to inform action that will improve outcomes for people. The term 'performance management' includes a range of processes, techniques, and methods to identify shared goals and various measurements of progress towards these.

In this report a selection of Key Performance Indicators (KPIs) have been included to show a direction of travel (DoT). This provides an indication of the direction of performance compared with the previous quarter. Sometimes down is good (for example a decrease in complaints) and sometimes down requires action. Sometimes up is good (for example an increase in compliments) and sometimes up requires action.

The Performance Reports will look different for the next few quarters as we develop and evolve our performance over time.



# Our Achievements

## for Quarter One

# Customers – Q1 Achievements

**Outcome 1:** All our customers are able to access high quality services and support

## **Customers are digitally included and can use technology to access services and advice and 3.45 Communities are digitally connected with the right infrastructure and skills to minimise digital exclusion**

- We have completed an application to join The Databank through The Good Things Foundation. If approved this will enable us to launch a pilot supplying free mobile data for those that experiencing data poverty. This will be targeted to homeless households in temporary accommodation.
- We have continued to deliver digital inclusion sessions with 8 sessions delivered to 17 customers in the last quarter.
- We have continued to work with Anglian Water to design and move forward with the social tariff passporting pilot, we have notified the DWP of our intention to use Council Tax Reduction data as part of the pilot and are in the process of drafting relevant data sharing agreements in order to proceed.

## **Customers say the councils met their needs the first time they made contact**

- We have delayed our launch of live chat service to Q2, whilst we create further templates to provide faster responses to frequently asked questions. This will help us to meet customer needs the first time they make contact.

# Customers – Q1 Achievements

**Outcome 2:** Residents have a voice - enabled to democratically engage and empowered to do so

## **Residents feel well informed about council services, activities and plans that may affect them**

- The Customer Service and Communications Teams collaborated to send out targeted communication to a range of residents, raising awareness of cost of living support available to them.
- Planning – Work continued towards improved functionality of the Council's "Public Access" system for searching and commenting on submitted planning applications. The upgrade will be released in Q2 on the planning application and search webpage.

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## **Customer and community needs are at the heart of service design and improvement, and they are engaged in testing and piloting new ideas**

- Customer Service – We have asked people to let us know if they are happy to speak to us about their experience of our online forms to allow for us to redesign them with our customers, over this quarter 542 have stated they would be happy to be contacted to allow us to start undertaking some customer journey mapping.
- Housing – We held a Community Action Day in Gainsborough Road where staff, residents and members came out in force to help tidy the area, disposing of unwanted items to reduce fly-tipping. We used this opportunity to consult residents about what improvements they would like to see in their neighbourhood - ideas included a bike store for the flat blocks.

# Customers – Q1 Achievements

## Outcome 3: Residents are satisfied with Council services

### Residents are satisfied that council services meet their needs

- To increase tenant satisfaction, Housing and Customer Service colleagues held an Improvement Day in May to look at common themes across the survey and how-to drive-up satisfaction and improvement within the service over the next 12 months. Outputs from the day are being incorporated into our Tenant Satisfaction Measure improvement plans which we intend to publish on our website to ensure tenants and members can hold us to account.
- We have completed our Quarter 1 Tenant Satisfaction Survey. Of the 146 Babergh tenants surveyed, 32% have made a complaint in the last 12 months, with 26% of those tenants satisfied with the way we handled their complaint.

### Residents say the council listens and acts on feedback

- Overall, 42% of residents say the Council listens to concerns of local residents and acts on feedback, based on feedback from the Annual Residents Survey 2022.
- 45% of housing tenants feel the Council as a landlord listens and acts on their feedback, based on feedback from the latest Quarterly Tenant Survey.

### Residents have high-quality experiences and interactions with the councils

- Housing Complaints Taskforce, made up of staff and a tenant, continues to meet quarterly to review complaint handling, including lessons learnt and trends and identify improvements to the service and improvements around the way we handle complaints.
- The Joint Local Planning Enforcement Plan (JLPEP) was published in May [Joint Local Planning Enforcement Plan » Babergh Mid Suffolk](#) to help customers understand the different investigation steps. This will provide greater visibility around the planning enforcement process to help residents engage with our service.



# Wellbeing - Q1 Achievements

## Outcome 4: Inequalities are reduced for all groups

### **Every child has the best start in life**

- Planning for the family fun days in Shotley (27 July), Hadleigh (28 July) and Sudbury (31 July) was successfully executed, with a variety of activity providers, stall holders and picnic providers confirmed.
- Active week was delivered at Wells Hall Primary School in Great Cornard from 12<sup>th</sup>-16<sup>th</sup> June. Over 700 children from 7 different schools tried up to 25 different activities over 5 days. This included activities such as archery, fencing and karate. Officers assisted with the planning of the events through providing contacts of club groups that could put on activities and funding the costs towards kickboxing and karate sessions.

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### **Older people have a good quality of life**

- Orchestra's Live Musical Wellbeing Workshops have been confirmed to take place in three locations on 19 and 20 July. They are being hosted at local ageing well or dementia related services including The Bridge Project in Sudbury (linked in with Sudbury Sporting Memories Group), Hadleigh Dementia Support Group and Tattingstone Good Neighbourhood Scheme, combined with Tattingstone Parish Council.

### **Residents age well with the best quality of life; and residents have equal access to high-quality health and care services**

- Work continues with Ipswich Borough Council and East Suffolk Council to deliver a strength and balance programme with Ipswich and East Suffolk Alliance across our districts. Hadleigh Leisure Centre and community group ActivLives are delivering the programme in Shotley and East Bergholt. Local GP practices in this area are sharing details about this referral pathway to their patients.

# Wellbeing - Q1 Achievements

## Outcome 5: Residents have the best possible opportunities to improve their physical and mental health and well-being

### **Residents have improved mental health and well-being**

- Officers continue to work with The Mix and 4YP to develop the programme of work for Youth Social Prescribing project at Holbrook Academy. The programme is due to start in September.
- Work continues with other districts on a County-wide approach to delivering Health Behaviours for the Autumn launch. Those involved are putting together a new framework model for improving people's health and wellbeing across Suffolk and how this service delivery will look moving forward.

### **Residents have improved physical health; opportunities to participate in leisure and sport to improve their health and tackle obesity; and live longer and healthier lives**

- 178 Suffolk Walking Festival launched at Thornham Walks on Saturday 13 May and ran until 28<sup>th</sup> May. There were over 70 walking routes. The festival ran at near 100% capacity as 1,195 people participated and 6,600 miles were walked. As a result of the event, 44% of attendees reported that they were more active.
- Working with Abbeycroft Leisure to support our communities accessing Sport & Leisure facilities across Babergh with 106,206 residents accessing the leisure centre for swimming, gyms and classes in the last quarter. Overall, the Leisure Centres are at a 94% rate of recovery post-Covid pandemic.

### **Residents live longer and healthier lives**

- The Annual Active Lives Adult Survey was published in Q1. Sport England surveyed 500 Babergh residents from Nov 21 to Nov 22 which showed 62.8% of adults were undertaking 150+ minutes of moderate intensity equivalent (MIE) activity, just below the England average of 63.1%.

# Wellbeing - Q1 Achievements

## Outcome 6: Families lead active, healthy, safe and independent lives and manage their own health and wellbeing

### **Residents are supported to help us tackle our most pressing public health challenges**

- The content for our signposting leaflets with the Independent Food Aid Network has now been finalised, we are in the process of confirming locations for the leaflets.
- Our 'Fuel Poverty Toolkit' is now live internally providing information to staff and councillors on the support available to households who are struggling with their energy bills. In addition, an all staff cost of living 'Lunch and Learn' was held to signpost and highlight the support available to customers and staff who have been impacted by the cost of living crisis.

### **Residents with care needs have personalised support, independence and choice, enabling a good quality of life**

- 6 Activity providers delivered Babergh's May half-term holiday activity programme, with 281 eligible children attending. Feedback showed 83% of guardians could go to work because of the activities; 100% felt activities improved the young person's physical health and confidence; and 66% stated that the provision improved the young person's mental health.
- Over Easter, 466 eligible children attended activities such as cheerleading, family park cooking, crafting and multi-sports with the Easter HAF programme funded by the Department for Education. Guardian feedback stated, *'My daughter always goes to Maxim (holiday activity provider) camps when the funding is there and it is great as I can try to work and she has the best day!'*
- Babergh's Summer HAF Programme has been organised by the HAF Team, accepting numerous applications by activity providers to develop an exciting summer programme for young people.

### **Residents and visitors are and feel safe in the districts**

- Officers supported the Suffolk Modern Slavery Awareness Week from 26th – 30th June to raise awareness of modern slavery. This year's campaign concentrated on labour exploitation with a focus on rural communities. Engagement events were held with partners including Suffolk Constabulary and Mothers Union.

# Environment – Q1 Achievements

## Outcome 7: Biodiversity is enhanced and protected

### **Biodiversity on council owned land is enhanced**

- Work commenced on the Biodiversity Strategy and progress continued the Biodiversity Action Plan.
- Work continued with the Communities Team, aiming to increase volunteer activity in conservation work across the district.

### **Babergh and Mid Suffolk increasing tree and hedgerow canopy cover contributes to biodiversity gain**

- The 2023/24 applications for trees, hedges and wildflower planting were assessed.
- Applications for 22 Tree Preservation Orders were received in Q1, of which 17 have been determined.

### **Wild flower planting enhances the landscape in our districts**

- The Grassland Management Strategy has been drafted and is currently out for consultation.
- Mulching progressed in Essex Avenue using volunteers. Staffing issues prevented further work (grass cutting a major challenge this spring for the team). Further mulching may be possible in the winter, although most planting will be established by then.
- Meadow management areas were monitored, both for their condition and public response to them. Mapping work also underway and considerable experience gained on how the mowing team adapt to the change.

### **Biodiversity gain is optimised in new developments**

- Biodiversity Net Gain implementation - continued involvement including helping to identify potential offsite delivery sites, and production of Local Nature Recovery Strategy. Site meetings scheduled with Suffolk Wildlife Trust to look at what they are doing and how we can work with them on this.

# Environment – Q1 Achievements

## Outcome 8: Babergh and Mid Suffolk have a low carbon footprint

The refresh of the Carbon Reduction Management Plan is still underway, which will set out the improvements needed to deliver climate resilience.

### **Everyone in Babergh and Mid Suffolk can access and use sustainable, net zero, transport options**

- The Office for Zero Emission Vehicles (OZEV) On-street Residential Chargepoint Scheme (ORCS) and Electric Vehicle (EV) installations have progressed through Phase 1.
- EV Infrastructure Implementation Plan in development.
- Submitted 2 CIL applications for LCWIP schemes.

### **Everyone in Babergh and Mid Suffolk understands the need to reduce carbon emissions and energy use - making sustainable choices**

- Completed recruitment of Climate Change Manager and 2 x project officers for the team.
- Delivered 5 days of 'Doctor Bike' sessions across two sites for all BMSDC staff and councillors.
- Part-funded and helped to facilitate interactive assemblies on travelling to school sustainably across 5 primary schools in Babergh.

### **New development will achieve high levels of energy efficiency, minimise carbon emissions and support green infrastructure and The Councils maximise low carbon energy generation for council owned buildings**

- Greenhouse Gas report 22/23 being developed alongside work to refresh the Carbon Reduction Management Plan which will include a Member Task and Finish Group. An energy audit across council buildings is underway.
- Continued to support plans for redevelopment of key employment sites including Vanners, Delphi, Copdock, Brantham, Wherstead and Sproughton including regular discussions with marketing agents, meetings with site owners to discuss future plans

# Environment – Q1 Achievements

## Outcome 9: Babergh and Mid Suffolk are healthier, safer and sustainable places

### **Our communities reduce, reuse and recycle by default**

- Attended Hadleigh Show in May. Our stand promoted recycling, food waste reduction and home composting. A bin lorry was there as an extra attraction.
- Supported the Suffolk Waste Partnership at 2 large events at Trinity Park; The school Farm and County fair in April and Suffolk Show in June.
- Ran compost giveaways in April and May in Sudbury and Hadleigh where we had a total of 540 keen 'customers'

### **Local businesses are safe and healthy for residents and visitors**

- We are planning to migrate all data management systems in public protection and public realm to upgraded software during Quarter 1 2023/24.
- Recruitment will commence for a Trainee/Apprentice Environmental Health Officer in Public Protection for succession planning and helping meet our increased staff resource.
- As part of the new Food Standards Agency (FSA) delivery model consultation, the Councils will be attending a Local Authority Stakeholder event in April 2023.

# Economy – Achievements

## Outcome 10: Babergh and Mid Suffolk's places and economy are supported to be innovative, green and resilient

### **Babergh and Mid Suffolk have employment sites to meet demand, maximise business growth and opportunities and provide good quality jobs**

- Continued to support plans for redevelopment of key employment sites including Vanners, Delphi, Copdock, Brantham, Wherstead and Sproughton.

### **Babergh and Mid Suffolk's economy and places are supported to be a home for new ideas, creativity and innovation**

- Hadleigh Workspace: Third party planning application lodged for Starbucks drive thru (drive thru) and land transfer from Persimmon to BDC nearly completed. Dealing with Anglian Water and other site investigations prior to submitting council application for the next stages of development.
- Innovate Local scheme continues to support start up businesses at Hadleigh and Sudbury Markets and Innovation Labs in Sudbury which is expanding its offer to local schools and is working with the Department for Work and Pensions to help local people currently out of work.

### **Our town centres are supported through regeneration and culture to be resilient, vibrant and creative places**

- Hamilton Road Quarter/Bus Station area – Ongoing discussions with SCC Highways on bus and junction improvements as well as reviewing options for reprofiling development pending release of next LUF funding round.
- Belle Vue site, Sudbury – Progressing all elements including design of modular café and toilet options, including changing place facilities and prepared early concept to open up park frontage. Briefed councillors and town council – both supportive and to prioritise café/toilets plans.

# Economy – Achievements

## Outcome 10: Babergh and Mid Suffolk's places and economy are supported to be innovative, green and resilient

### **Our places are growing visitor destinations with a wealth of cultural opportunities**

- Culture, Heritage & Visitor Economy Strategy – online stakeholder engagement on priorities to supplement earlier workshops and cross-party member working group planned to act as a critical friend to review the draft action plan.
- Flatford Mill Changing Places tender process delayed due to quotes coming in over budget. Work ongoing to secure further funding through several sources - Awaiting CIL approval at September Cabinet. Work to commence in Autumn to limit operational impact. Engage with contractor, RISE, to provide detailed plan for MDUK approval.

### **Our districts benefits from strong and inclusive partnerships to deliver sustainable regeneration and economic growth**

- The Innovate to Elevate Partnership with the University of Essex has seen 2 Babergh businesses chosen for the programme in the first couple of months of inception.
- The Town Vision Partnership work is being reviewed and refreshed



# Economy – Achievements

## Outcome 11: We will become a growing area for Innovation, Enterprise and Creativity in the East

### **Our places and businesses can flourish and grow, by accessing high speed broadband**

- Content development and site testing of new Inward Investment website.

### **Our places are home to a diverse network of spaces where residents can work and test new business ideas**

- Work with Innovation Labs on expansion of membership for Sudbury Hub including work with local schools and Job centre.
- Submitted SPF end of year report and “credible plan” to DHLUC by deadline on 2 May with approval received
- Delivery commenced for year 2 Share Prosperity Fund (SPF) programmes – procurement completed for business start-up programme and social enterprise start-up scheme. Tenders published for Net Zero consultancy and Growth Hub service as part of a pan-Suffolk contract.
- Proposals developed for Rural Prosperity Fund (RPF) grant programmes ready for launch in August once monies are received.

### **Our places and spaces are well connected with green and sustainable travel infrastructure**

- Submitted 2 Community Infrastructure Levy (CIL) applications for LCWIP schemes within Babergh (Sally Woods Lane, near Creting St Mary (resurfacing a section of National Cycle Route 51) and Palmer Street in Walsham Le Willows
- Supported community transport operators in each district with their rural innovation fund projects.
- Continued ongoing comms to all staff and Cllrs regarding Green Travel offers to encourage more sustainable commuting Developed some GIS mapping to help inform the joint council’s EV Infrastructure Implementation Plan, which is now in the final stages of being drafted.

# Economy – Achievements

## Outcome 12: Babergh and Mid Suffolk communities are supported to be the best skilled workforce across the East with high levels of aspiration

### **Residents are supported to have the skills, knowledge and access to training and opportunities to access local jobs in key growth sectors**

- Working with Department for Work and Pensions (DWP) and other education partners to scope specialist recruitment support programme for businesses funded by SPF year 3 funds.
- Working with Suffolk County Council and other Local Authority partners on development of skills and employability programmes for wider SPF programme.

### **Babergh and Mid Suffolk's growth and traditional core sectors are supported to flourish, expand and innovate**

- Working with Department for Work and Pensions (DWP) and Porch Project in Hadleigh to fund retention of work coach service in the town for 6 months
- Food & drink sector analysis work ongoing with focus on data gathering and stakeholder consultation.

### **Economic growth is inclusive with every resident given equal opportunity to participate and succeed**

- Developing "Set Ready" training package for young people seeking employment in the screen industry.

# Communities – Q1 Achievements

**Outcome 13: Communities have the capacity and are supported and empowered with the infrastructure and skills to maximise opportunities and thrive**

## **Community assets are optimised to create thriving communities**

- First application window for Capital Grants closed on 2<sup>nd</sup> June. 9 applications were received, with £37,662.00 so far awarded to four successful applicants, allowing for a variety of community facility improvements and support for community projects. For example, Polstead Parish Council was awarded £6,450.00 for the installation of Outdoor Gym equipment.
- Unsuccessful applications to the first round of Capital Grant funding have been supported by the Grants Team. This has been done through signposting to VCFSE support services such as Community Action Suffolk to lend support with governance, sustainability and other issues affecting village halls and community facilities. This may help strengthen any potential future applications for grants.
- Bid round 11 opened in May 2023 for acceptance of CIL Bid applications. We received 11 bids within the bid round.
- The fourteenth round of CIL parish payments were made to the parishes in April 2023 from CIL income collected from October to March 2023. The total amount of Neighbourhood CIL paid out was £425,902.10 between 30 Parish and Town Councils with £8,354.95 held on behalf of 2 Parish Meetings.

## **Communities are equipped and supported to be resilient, deliver local services and volunteer**

- Suffolk Volunteering Strategy draft policy and business case was taken to the People Programme Board (PPB) this quarter. PPB were supportive of the policy in principle, including the 3-day allowance and TOIL. Some amendments were recommended, and the PPB decided the policy would need to go to an early warning meeting so the new Green administration have oversight before the policy is launched.

# Communities – Q1 Achievements

## Outcome 14: Our places and their communities are well connected and valued by residents and visitors

### **Residents actively participate in their local communities and work to improve them**

- The third fully funded Mental Health First Aid Training course was delivered this quarter with 14 delegates completing their training. This course has been offered to VCFSE groups across both districts for those in roles such as line managers, team leaders and volunteer coordinators who want to better support the wellbeing of their staff, colleagues and volunteers.

### **Residents have positive relationships across communities**

- Officers attended Crucial Crew in Sudbury to provide support. Crucial Crew is aimed at year 6 students to provide a variety of safety messages. It was delivered by The Bridge Project and 600 children attended.
- Officers continue to attend the Prevent County Wide Delivery Group, updating actions against the local strands.

### **Our communities lead discussions on what is important to them and inform decisions to improve their quality of life**

- Support for social enterprises project, which will offer bespoke support for existing and new organisations, has been commissioned to Community Action Suffolk and they are currently recruiting staff team to support this project.
- The first round of capital funding awarded funding to Abi's Footprints, Polstead Parish Council, Kersey Village Hall, Burstal Village Hall and Nayland Village Hall Management Committee.

# Communities – Q1 Achievements

## Outcome 15: Local places are inclusive, safe, and accessible for walking, cycling and public transport

### **Local places are inclusive, safe, and accessible for walking, cycling and public transport**

- A light touch strategic assessment was completed for the Western Suffolk Community Safety Partnership to help identify which crime and disorder priorities to focus on in the coming year.
- Work continues with the Serious Violence Partnership on producing a Serious Violence Strategy for Suffolk. The partnership is engaging with both professionals and members of the community. This is an essential part of the Serious Violence Duty Strategic Needs Assessment and will ultimately shape the Suffolk Serious Violence Strategy.

### **Residents access and enjoy a range of activities in their local community spaces**

The Tour of Britain, the UK's leading cycle race, will return to Suffolk on 7th September 2023. The race will come through Babergh, Mid Suffolk, East Suffolk council areas with the finish in Felixstowe and work is commencing to engage with the community to promote the race.

# Housing

## Outcome 16: Residents are settled, safe and healthy in affordable and high-quality homes that meet their needs

### **Residents have access to quality affordable homes that meet their needs**

- 11 new homes have been delivered by the Affordable Housing Delivery Team, these homes are all for rent.
- The AH Delivery team are currently working on an engagement strategy for a site to deliver a further 14 new homes in the future.
- 8 new Shared Ownership properties which were delivered by the AH Delivery Team are sold STC and progressing through the legal process.
- There were 14 dwelling planning applications granted in Quarter 1 resulting in 23 new dwelling permissions.

### **Vulnerable and homeless residents have somewhere safe and appropriate to live and homelessness is prevented**

- The Customer Service Team have completed an application to join The Databank through The Good Things Foundation. If approved a pilot supplying free mobile data for those that experiencing data poverty will go ahead. This will be targeted to homeless households in temporary accommodation, enabling them to keep in touch, arrange job interviews, find and access essential health or other information online.

### **Residents understand and can access the most appropriate options to get housing**

- Officers from across Housing and Customer Services came together for our first Improvement Day, looking at common themes across our Tenant Satisfaction Survey and how we can start to solve some of the issues important for tenants. An action plan is being developed and will be shared with Portfolio Holders, Tenants and Staff. We will hold two Improvement Days a year to ensure we can deliver the actions within the plan and review. Our second will be held in Quarter 3.

# Housing

## Outcome 16: Residents are settled, safe and healthy in affordable and high-quality homes that meet their needs

### **New homes are in high quality sustainable environments, served by jobs, community facilities, green spaces and effective transport links.**

- We have now completed five Community Action Days (CAD) in our Districts. The latest CAD took place on Blackfriars estate in Sudbury. Volunteers from across Housing, Communities and Environment, plus Councillors joined our Public Realm team to clear overgrown vegetation, weed communal areas, litter-pick and collect bulky waste items that have either been fly-tipped or requested by tenants.

### **Residents are able to live as healthy, safely, independently as possible in local communities**

- See Outcome 6 (slide 10) for family activities delivered by the Communities Team.

### **Residents live in high quality and safe homes**

- Collection of our Tenant Satisfaction Measures data has begun to ensure that we can comply with the Regulatory return in Spring 2024.
- We have completed our Quarter 1 Tenant Satisfaction Survey. Of the 146 Babergh tenants surveyed, 79% were satisfied that we provide a safe home, 68% were satisfied that we provide a well-maintained home, 62% were satisfied we make a positive contribution to their neighbourhood, 44% were satisfied with our approach to handling Anti-Social Behaviour, of those that have communal areas 38% are satisfied that we keep these areas clean and well-maintained, 78% were satisfied with our repairs service, and 71% were satisfied with the time taken to complete their repair. 73% were satisfied with the overall services provided by us as their Landlord.

# Housing – Q1 Achievements

## Outcome 17: Residents have a say in the future of housing

### **Residents are included and actively participate in how their areas are evolving and changing**

- We want to ensure that all of our estates are great places to live, which contribute to tenants' wellbeing. In Q1 we invested in our neighbourhoods' service with additional resource to better manage our estates. We are now able to provide a swifter and more efficient response to customer enquiries. We are working hard to improve the appearance and letting of garages; we have more feet on the ground to proactively inspect our communal areas and resolve issues, and we are developing a strategy to continuously improve our neighbourhoods for tenants.
- Additional resource in our income team in Q1 means we are able to reach out to more tenants to prevent arrears and to support tenants out of debt, ensuring that tenants can remain in their accommodation.

### **Council tenants and leaseholders are involved in the management and improvement of their housing services**

- We have completed our Quarter 1 Tenant Satisfaction Survey. Of the 146 Babergh tenants surveyed, 61% were satisfied that we listen to views and act, 68% were satisfied that we kept them informed and 72% were satisfied that we treated them fairly and with respect. Tenants who answered that they were dissatisfied in this area were contacted so that we could further understand their answer, and this is helping to shape our Tenant Stigma Campaign, which will be launching shortly.

### **Tenants and leaseholders receive high quality services from our councils.**

- Our new Tenant Engagement Co-Ordinator has started, and we now have two full-time officers working on Tenant Engagement and delivering the actions set out within our Tenant Engagement Strategy.
- We have launched our new Tenant Performance Dashboards. The dashboards were designed with tenants and contain performance information around our repairs, tenant satisfaction and compliance. Dashboards are published monthly on our websites and linked through our monthly email Bulletin.



# Housing – Q1 Achievements

**Outcome 18: Homes are sustainable, with reducing carbon emissions, that are future proofed to meet resident needs**

## **Babergh and Mid Suffolk's homes have improved energy efficiency**

The refresh of the Carbon Reduction Management Plan is still underway, which sets out the improvements needed to deliver climate resilience.

# Health of the Organisation

## Quarter One Achievements:

**Outcome 19:** 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

- Concluded the 300+ job evaluation interviews in this phase of the Pay and Reward Review Project
- Continue the work on our people data provision
- Selection of potential providers for our Equality, Diversity and Inclusion programme, following the tendering process
- Selection of potential providers for our Leadership and Aspiring Leaders Programme following the tendering process
- Delivered updated Mental Health First Aider training and supported Mental Health Awareness at Work week in May
- Created new content for the Onboarding and Induction pages on our internal site for new starters and line managers
- Delivered 121 Person Centred training to a further cohort of line managers
- First meeting of our Equality, Diversity and Inclusion Champions across the organisation
- Onboarded our group of 5 summer interns working in Public Protection, Communities and Wellbeing, Economic Growth and Climate Change, Democratic Services, and Housing Solutions

# Health of the Organisation

## Quarter One Achievements:

**Outcome 20:** 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

- Responded to outstanding queries on partially completed 2020/21 audit and began dialogue to agree date to recommence.
- Published draft outturns for both General Fund and Housing Revenue Account.
- Worked with colleagues across the Councils to update and enhance the forward procurement plan.
- Produced updated drafts of Contract Standings Orders and the Procurement Manual.
- Completed Super User testing of new Financial Management System and recruited systems champions from service areas.

**Outcome 21:** Effective and efficient management of our property portfolio to make the best use of our assets

- Touchdown accommodation project engagement and data gathering is in progress via staff working group and all staff survey to identify end user requirements.
- Compliance, condition and energy data gathering is in progress and on track for general fund owned buildings.
- Recruited two new Estates Surveyors who will join Strategic Property in August.
- Prepare Company Business Plans for approval.











# Our Direction of Travel

Customers KPIs		Outcomes Framework						Trend	
		2021/22 Q4	Q1	2022/23 Q2 Q3		Q4	2023/24 Q1		
<b>Outcome 1</b> <b>Customer Access</b>	Calls per day	592	630	556	542	619	556		
	Average wait time in seconds	235	303	341	224	179	151		
	Abandon rate	22	26	28	18	14	13		
	Successful collections for domestic refuse, recycling and garden waste (Babergh)	99.91%	99.93%	99.93%	99.94%	99.91%	99.93%		
<b>Outcome 2</b> <b>Engaged Residents</b>	Average daily web visits	3758	1750	1356	942	1550	1651		
	X (formally Twitter) impressions (Babergh)	64,600	50,000	47,000	53,000	68,500	131,900		
	Tenant Survey (quarterly) on feeling informed about decision-making						58%	63%	<b>New KPI for 23/24</b>
	Numbers of customers and communities involved in service design and improvement								<b>Establishing baseline</b>
	Numbers of customers engaged in testing new ideas and services by priority								<b>Establishing baseline</b>
<b>Outcome 3</b> <b>Resident Satisfaction</b>	Compliments	56	50	46	53	40	52		
	(Stage 1) Complaints	203	210	194	193	261	242		
	Tenant Survey (quarterly) on whether Council (as landlord) treats tenants fairly and with respect						63%	65%	<b>New KPI for 23/24</b>
	Tenant Survey (quarterly) on whether the Council (as landlord) listens and acts on feedback						44%	45%	<b>New KPI for 23/24</b>

Housing KPIs		Outcomes Framework						Trend
		2021/22 Q4	Q1	2022/23		Q4	2023/24 Q1	
Outcome 16 Affordable and High Quality Homes	Affordable homes built or acquired for HRA (Babergh)	13	9	8	0	29	11	
	Households placed into temporary accommodation (Babergh)	29	39	35	39	47	51	
	Cases where homelessness has been prevented or relieved (Babergh)	13	40	55	53	40	65	
	Gas safety compliance (Babergh) - backlog number				72	52	34	
	Electrical safety compliance (Babergh) - backlog number				130	98	62	
Outcome 17 Engaged Residents and Tenants	Number of residents engaged in community action days						22	New KPI for 23/24
	Number of tenants involved in codesign of services						122	New KPI for 23/24
	Improvement in Overall Tenant Satisfaction Survey results (Combined for both Councils, can be split)						68%	New KPI for 23/24
	Average number of days for VOID relets (Babergh)	40	42	44	61	61	63	
	Number of properties relet (Babergh)	52	63	50	44	63	49	

Environment KPIs		Outcomes Framework						Trend
		2021/22 Q4	Q1	Q2	Q3	Q4	2023/24 Q1	
Outcome 7 Biodiversity	Trees planted as part of green canopy (Babergh)	34	Tree and hedgerow planting (3.23) are annual figures to be reported in Q4			79		Annual
	Hedgerows planted through the planting scheme (Babergh)	1,545				1,695		Annual
	Number of tree preservation orders (TPOs) determined (Babergh)					17		New KPI for 23/24
	Square metres of wildflower seeds distributed (Babergh)		Wildflower seed and meadow management (3.24) are annual figures to be reported in Q4			1,200		Annual
	Meadow Management Areas sqm (Babergh)	1,570				41,231		Annual
Outcome 8 Climate Change	Number of EV charge points installed by Babergh (cumulative)					11	24	New for 23/24
	Percentage of BMSDC owned houses that meet the EPPC standard or above (all to achieve by 2030)							Data to follow
	Carbon emissions from council owned buildings							Data to follow
Outcome 9 Healthy, Safe and Sustainable	Total garden waste subscribers (Babergh)	16,769	16,991	17,042	16,971	17,077	17,475	
	No. of business waste customers (Babergh)	910	910	909	900	896	896	
	Contaminated recycling (Babergh)	17.80	13.23	13.40	13.40	15.40	13.56	
	Incidents of flytipping (Babergh)	90	67	90	74	112	79	
	Number of ASB triggers called for (Babergh)	3	0	0	0	0	0	

Wellbeing, Economy, Community KPIs		Outcomes Framework					2023/24 Q1	Trend
		2021/22 Q4	Q1	Q2	Q3	Q4		
Outcome 5	Access to sport and leisure facilities in Babergh (Abbeycroft)						106,206	New KPI for 23/24
Outcome 10	Town Centre Vacancy Rates 1 - Hadleigh (BDC)		11.00%	10.00%	11.40%	14.00%	13.00%	New KPI for 23/24
Support for Places and Economy	Town Centre Vacancy Rates 2 - Sudbury (BDC)		10.00%	10.00%	7.40%	7.00%	7.00%	New KPI for 23/24
Outcome 13 Community Capacity	Total visits to the CAP (Sudbury, Shotley and Hadleigh)	315	515	506	520	596	427	
	Capital grant spend (Babergh)		£25,000	£44,454	£96,317	£31,092	£27,662	
	Minor grant spend (Babergh)		£12,055	£1,000	£1,802	£0	£0.00	
	S106 funds spent or allocated (Babergh)		£48,368	£53,735	£2,948	£136,563	£67,458	
Outcome 15 Inclusive, safe and accessible	ASB cases reviewed by the ASB partnership (Babergh)		9	29	9	6	17	
	New ASB cases received separate to those discussed with the ASB partnership panels (Babergh)				47	36	66	
	Percentage of ASB cases open more than 6 months (Babergh)	0.0%	0.0%	2.4%	1.0%	1.0%	3.0%	
	Number of ASB triggers called for (Babergh)	3	0	0	0	0	0	





# Our Plans for Quarter Two

## Customers – Our Plans for Q2

- 15,000 randomly sampled households (7,500 per district) to take part in the 2023 Residents Survey during July. Results will help to inform priorities in our refreshed Corporate Plan.
- Following on from the Residents Survey, a more detailed Institute of Customer Service satisfaction survey will be launched, benchmarking our customer satisfaction nationally against both Local Government and the private sector.
- Complaints training will be delivered to housing colleagues. We are also reviewing opportunities to deliver complaints refresher training across the organisation.
- Customer journey mapping to be carried out to redesign forms based on customer experience.
- Testing of new website ahead of go live, expected end of Q2, plus further development based on customer feedback.
- Upgrade to the 'planning application and search' webpage and launch of online measuring tool to allow customers to easily measure the distance on plans.
- Customer call back pilot, providing customer choice if they wish to stay on hold or receive a call back that day. Full launch of live chat service.
- Launch of new Instagram channels to supplement other social media platforms (Twitter, Facebook etc) and continued traditional comms.
- 'Refreshed Cost of Living Action Plan, ensuring our approach remains responsive and we identify further opportunities to support our communities.
- Continued work with Anglian Water to develop a social water tariff referral pilot.
- Continued work with the Independent Food Aid Network to raise awareness of the support available.
- Tenant engagement open day' in early August to support the delivery of our tenant engagement strategy.
- Two new apprentices with focus on business improvement to be embedded into the Customer Services team.

## Wellbeing – Our Plans for Q2

- Further engagement with businesses, schools and communities to promote the Tour of Britain cycle race.
- Information to go to all parish councils highlighting the opportunity to host 'Dementia Friends' awareness sessions and promote the services and support available to residents.
- Work continues for dementia audits across community, council-owned and leased buildings across the district.
- Working with West Suffolk Alliance on a consultation event with key stakeholders in September to assist with priority-setting and understanding local needs and challenges.
- Sports, Leisure, Health and Wellbeing team presence at Suffolk and North East Essex's (SNEE) Integrated Care Board (ICB) Health Exposition Event in July, showcasing work and building relationships with other organisations, networks and VCFSEs.
- Delivery of £2,500 fund to support Holiday Activity Fund providers with equipment. Applications sent to all summer HAF providers to be reviewed by a panel and funding awarded, or feedback and support provided to find funding elsewhere.
- Planning for Babergh's October holiday activities programme, with new county-wide booking system to improve the process for activity providers and families. The system will also streamline the data returns process which will aid the production of key performance indicators for this programme.
- Planning for 'Silver Sunday', a national day in October aimed at tackling social isolation and loneliness in older populations.

## Environment – Our Plans for Q2

- Continue assessing applications for the 2023-24 tree, hedges and wildflower scheme and re-publicise scheme once new webpage is live.
- Finalise and publish Grassland Management Strategy.
- Issue Tree Planting Strategy for consultation.
- Continue work on Biodiversity Strategy and the Biodiversity Action Plan.
- Cut and clear meadow management trial areas and assess outcome of the trials. Alter locations and extend as required. Add suitable wildflower seed to areas that will benefit.
- Continue preparing for Biodiversity Net Gain implementation and Local Nature Recovery Strategy.
- Continue to increase volunteer activities on conservation work across both districts.
- Following joint data and mapping work, Strategic Property and Public Realm to develop Asset Action Plans linked to Biodiversity Action Plan.
- ORCS phase 1 installation to be complete and phase 2 to start
- Publish EV infrastructure implementation plan
- Continue to support local communities' renewable energy ambitions through the SCCP
- Continue to work across councils to bring forward LCWIP schemes
- Drive forwards the development of the Capel to Copdock cycle route scheme with secured ATF5 funding for design and feasibility works
- Deliver a programme of activity for 'Cycle to Work day' in August Duplicated in Economy
- Attendance at Family Fun Days at Shotley and Sudbury to promote recycling, food waste reduction and home composting.
- Continuing education sessions to pupils and waste management guidance to staff/leadership at local schools.
- Review options for Local Energy Showcase event.

## Economy – Our Plans for Q2

- Deliver a programme of jobs fairs in association with DWP to support businesses to recruit locally. Review skills and employability programmes including Careeriosity and the Enterprise Challenge.
- Review end of second quarter of Lapwing programme delivery
- Finalise scope and complete tender process for pan Suffolk skills & employability programmes for Shared Prosperity Fund (SPF). Review options of district specific skills programmes for Year 3 and continue delivery of Year 2 programmes.
- Conclude transfers in and out on Hadleigh Workspace development ready for planning process. Secure anchor tenant and commence marketing for remaining commercial units.
- Belle Vue site – progress working group with Sudbury Town Council, freeze layout scheme for supplier tender and governance cycle scheduled for September 2023.
- Instalment of changing place facilities – Flatford
- Launch of new Inward Investment website.
- Publish Culture, Heritage & Visitor Economy Strategy action plan.
- Develop capital grant funding pack for Rural Prosperity Fund grants and SPF small Grants Scheme. Launch in August.
- Complete food & drink sector analysis and identify next steps.
- Progress options for delivery of pop-up arts space and potential mobile leisure opportunity in Sudbury.
- Love Exploring info presence at Family Fun days
- Investigation into AI trails in Shotley Peninsula and Flatford.
- Ongoing work to refresh Economic Evidence Base and develop new Economic Strategy.
- Refresh and relaunch of existing business grants scheme
- Promotion of Innovate to Elevate scheme including press release, LinkedIn and telemarketing campaigns to drive enquiries.

## Communities – Our Plans for Q2

- Anti-Social Behaviour (ASB) Awareness Week during July with public engagement events in Hadleigh and Sudbury to promote the work of Community Safety officers and raise awareness of victims' rights and ASB Case Review.
- Promotion of volunteer opportunities to council staff during July.
- Our third mental health first aid course for VCFSE groups in July.
- Community Infrastructure Levy (CIL) Parish Briefings and CIL Project Development Training sessions for members and parish clerks
- Valid CIL bids to September Cabinet for approval or noting.
- CIL Exacom Database training for members during September.
- Contribution and attendance at Suffolk Funders Network. Full Cost Recovery training is to be made available for VCFSE groups and funders across the County. A bursary will be provided for organisations to enable them to attend.
- Volunteer Management training course for VCFSE groups in Babergh in October.
- Tendering for a provider to deliver a food network coordinator role to support community food projects as part of our Cost of Living action plan.
- Development of training sessions against the various priorities including Modern Slavery workshops and Safeguarding and Corporate Parenting Training sessions.
- Continue to support the Western Suffolk Community Safety Partnership and our ongoing multi-agency work around the Serious Violence Duty.

## Housing – Our Plans for Q2

- Identifying areas to benefit from the Greater Places, Better Spaces Fund, particularly projects which are sustainable or eco-friendly in nature.
- Developing action plan to help increase tenant satisfaction and carrying out next Tenant Satisfaction Survey
- Reviewing the provision of play facilities in Sudbury council housing areas.
- Beginning resident engagement on a potential new housing site that the Council would deliver as a fully affordable scheme – reflecting the Councils' new Design Guide and Specification for sustainable homes.
- Completion of 8 Shared Ownership sales with residents moving into their new homes
- Applying for wave 3 of the Decarbonisation of Social Housing funding.
- Delivering training to tackle council tenant stigma to those handling complaints, following feedback from the Tenant Satisfaction Measures Survey, plus a lunch and learn session on the history of social housing for all staff.
- Initial consultation on the Older Persons Strategy to gain an understanding of residents' thoughts around the topic of older persons housing.
- First tenant engagement meet and greet event in August to provide more information on the various tenant engagement activities we can offer, as well as how the service operates.

## Health of the Organisation – Our Plans for Q2

- Go live with the line manager support webinars on 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 )
- Deliver phase 2 of the Pay and Reward Project which includes benchmarking roles and pay across various organisations and sectors and researching and proposing a range of benefits including salary sacrifice schemes, leisure schemes and others – currently in research phase
- Go live with Equality, Diversity and Inclusion training for out Equality, Diversity and Inclusion Champions and develop and start to scope out and deliver training in other areas of the Councils
- Commence work on the Employee Lifecycle review to ensure all our policies and processes are as inclusive as possible
- Work with our new suppliers on the Aspiring and Future Leaders programmes and agree communication and dates to recruit participants to the programmes
- Undertake data reconciliation of land and property ownership data between Uniform, GIS and the fixed asset register
- Reduce backlog of Capital Pooling Return audits.
- Publish draft accounts for 2022/23.
- Source tailored training on procurement for senior managers, to help achieve cultural change.
- Recommence the Procurement Board and reduce the number of exemptions from contract standing orders.
- Complete User Acceptance Testing of new Financial Management System.



# Agenda Item 13

## BABERGH DISTRICT COUNCIL

<b>TO:</b> Cabinet	<b>REPORT NUMBER:</b> BCa/23/14
<b>FROM:</b> Councillor John Ward, Cabinet Member for Finance, Assets & Investments, Councillor Daniel Potter, Cabinet Member for Environment	<b>DATE OF MEETING:</b> 5 September 2023
<b>OFFICER:</b> Emily Atack – Director, Assets & Investments	<b>KEY DECISION REF NO.</b> CAB444

### **WORKING TOGETHER FOR ANIMAL WELFARE – BANNING PETS AS PRIZES ON COUNCIL LAND**

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

- 1.1 The report provides the context on the ban of the giving live animals (e.g., goldfish, etc) as prizes as set out in the Royal Society for Prevention of Cruelty to Animal (RSPCA) continuing campaign and explains the current legislation framework and its shortcomings. The report also provides details of actions taken by other local authorities and makes recommendations of actions that Babergh & Mid Suffolk Councils can take in support of the RSPCA campaign on an outright ban of giving live animals in Council owned land.

#### **2. OPTIONS CONSIDERED**

- 2.1 Adopt RSPCA recommendations.
- 2.2 Doing nothing could lead to animal welfare issues and result in customer complaints.

<b>3. RECOMMENDATIONS</b>
3.1 <b>The councils are recommended to agree to support the RSPCA campaign and thereby resolve:</b>
3.2 <b>That an outright ban on the giving of live animals as prizes, in any form, on Babergh &amp; Mid Suffolk Council owned land is implemented</b>
3.3 <b>That the Councils write to UK Government requesting an outright ban on live animals as prizes on both public and private land</b>
3.4 <b>That the Councils carry out a review of the current policies and the terms and conditions of the contract agreements relating to the hire of council owned land and premises to ensure that they reflect the councils' positions as regards giving of live animals as prizes.</b>
<b>REASON FOR DECISION</b>

**With the RSPCA gaining traction since 2021 with some 50 local authorities adopting the RSPCA's recommendations it would be prudent to adopt the recommendations and lobby UK Government for an outright ban**

#### **4. KEY INFORMATION**

- 4.1 In its briefing RSPCA has provided reasons as to why the giving of such prizes is an outdated practice expressing their great concerns, including animal welfare, release of unwanted animal prizes into the environment and the lack of preparation and understanding of the care that animals require to provide them with suitable environment. It can be argued that even if the donors of the prize were to impose conditions before prizes are offered there remains a real risk that the prize recipients may not adhere to those conditions once in ownership of those animals.
- 4.2 The Council is cognisant of the fact many cases of pets given as prizes go unreported each year since some of these transactions happen on fairgrounds, social media and other channels where is hard to keep track or due to lack of public understanding of the legality of such activities.
- 4.3 Therefore, by issuing an outright ban of such activities on all Council owned or operated land and properties, the Council will send a clear message of its commitment to ensure the welfare of animals and help reinforce the message that these practices are no long desirable in our communities.

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

- 5.1 N/A

#### **6. FINANCIAL IMPLICATIONS**

- 6.1 There are no financial implications associated with this report.

#### **7. LEGAL IMPLICATIONS**

- 7.1 A standard clause needs to be inserted into licences to hire which clearly sets that the giving of live animals as prizes on Council owned or managed land and premises is prohibited because the model pet shop conditions cannot be met, and that the prohibition is reasonable.
- 7.2 It should be noted that although many councils have adopted this ban on their land and premises, this position has not been tested in law.

#### **8. RISK MANAGEMENT**

- 8.1 Although many local authorities have adopted the ban of giving live animals as prizes on the land and premises, it should be noted that the ban has not been tested in law. So there remains a risk that some aggrieved customers may seek to challenge the

legality of the decision. However, the likelihood of such a challenge being lodged is highly unlikely due to the publics' attitude towards these practices changing.

8.2 Any reputational risk related to legal challenge would be supported by the Councils current strategic risk SRR005:

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
The Councils may be perceived to be untrustworthy and have a poor reputation.	3	2	Optimisation of the governance systems and processes	SRR005

## 9. CONSULTATIONS

9.1 N/A

## 10. EQUALITY ANALYSIS

10.1 There are no specific equalities implications that directly affect the Councils arising from this report.

Equality Impact Assessment (EIA) not required.

## 11. ENVIRONMENTAL IMPLICATIONS

11.1 There are no environmental implications associated with this report.

## 12. APPENDICES

12.1 N/A

## 13. BACKGROUND DOCUMENTS

13.1 In May 2021 RSPCA launched a nationwide campaign urging local authorities to ban the giving of live animals as prizes on their land. The campaign, which was covered in national media outlets, also is urging the local authorities to write to the UK Government to instigate a similar ban on both public and private land.

13.2 Statistics received from RSPCA show that since there were 147 cases reported to them of live animals being given as prizes in England, however it is feared many more cases go unreported due to lack of awareness around animal welfare and existing legislations. The number of cases reported has been dwindling in recent years which may indicate a change of attitude towards giving live animals as prizes or people have stopped reporting cases of live animals given as prizes for lack of motivation. It will be presumptuous of this report to try and assume the cause of the current decline in the number of incidences. However, if the practice is still not outlawed chances are the incidents may increase in the future.

- 13.3 Since the start of the RSPCA campaign, several county, district, and town councils have supported it through issuing statements of intents and passed resolutions to ban the practice of giving animals as prizes in their land and properties. Some Councils have either had to review their events licencing and hiring terms and condition or adopt Animals Welfare Charters to reflect their stance on this practice.
- 13.4 Among the Councils that have passed resolutions to support the RSPCA campaign include Caerphilly County Council, The Vale of Glamorgan, Torridge District Council, Sunderland Council, Stevenage Borough Council, London Assembly, Bridgend Council, Cheshire West and Chester Councils and Shropshire Council.
- 13.5 The current legislations, The Animal Welfare Act (England and Wales) 2006, does not for forbid giving live animals as prizes unless they are given to unaccompanied children. The Act makes it an offence, in England and Wales, to give away live animals as prizes if the person can reasonably be believed to be under 16 years of age and is not accompanied by an adult. However, there are some exceptions in section 11 (3)-(6) of the Act. It is a different matter in Scotland, where it is an offence, under the Animal Health and Welfare (Scotland) Act 2006, to offer or give an animal to another person as a prize (whatever their age), except where it is offered in a family context
- 13.6 RSPCA believes that this legislation does not go far enough and does not cover the animal welfare issues associate with this practice and therefore, they would like to see similar legislation to the Animal Health and Welfare (Scotland) Act 2006 is introduced in England which makes it an offence to give an animal as prize, regardless of age, except within the family context.
- 13.7 The Council has an opportunity to ban this practice in its land and premises and thereby, serves to raise public awareness of animal welfare surrounding the giving of live animals as prizes.
- 13.8 In view of the current legislation, the Council can introduce a ban either though changing its terms and conditions of the licencing and hiring agreements or by adopting Animal Welfare Charter or do both.
- 13.9 In order to affect the ban some local authorities have amended their licences conditions to operators of events and fairs to include prohibition of giving pets, including goldfish, as prizes. However, the inclusion of these terms and conditions have not been tested by law. But so far, no Councils have been challenged on inclusion of prohibition of giving pets as prizes in their terms and conditions of use of its facilities. There are no model conditions under licensing that supports this, and it is not something officers would currently pursue as they follow best practice as set out by DEFRA. Information is available on the councils' website for advice and to signpost event organisers via the Safety Advisory Group. Currently, there is no legal process of imposing a fine on people who are in breach of this ban. The only recourse is to revoke their licences or hire agreement and evict them for breach of such a ban.
- 13.10 Animal Welfare Charter is a statement of intent which reflects the views and concerns of the organisation as regards the welfare of animals. On its own Animal Welfare Charter does not carry legal powers but through the existing legal framework the Council can use it to best promote improvement of animal welfare.

- 13.11 Animal Welfare Charter should also set out how the Council will work together with other external agencies and organisations to ensure a coordinated approach to animal welfare issues. It may not be able to address every aspect of animal welfare but may give serve to highlight those areas that the Council considers important and where it feels it can provide influence as a responsible and representative public body
- 13.12 Currently the Councils does not have an Animal Welfare Charter in place in which it can set out clearly its position on animal welfare and use it an opportunity to promote animal welfare and send a clear message to the community that is strongly oppose any form of animal cruelty.
- 13.13 The Councils have general conditions which applies to all licensable activities involving animals in accordance with the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. However, these conditions do not provide for prohibition of giving live animals as prizes. It should be borne in mind that this Regulation only applies to licensable activities as set out therein.
- 14. REPORT AUTHORS** – *Sara Cameron Corporate Manager Strategic Property*

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# Agenda Item 14

## BABERGH DISTRICT COUNCIL

<b>TO:</b> Cabinet	<b>REPORT NUMBER:</b> BCa/23/14
<b>FROM:</b> Councillor Derek Davis, Cabinet Member Economic Growth	<b>DATE OF MEETING:</b> 5 September 2023
<b>OFFICER:</b> Fiona Duhamel, Director Economic Growth and Climate Change	<b>KEY DECISION REF NO.</b> CAB439

This report is open for public inspection. However, Appendices referred to within the report are not open for public inspection as they contain exempt information by virtue of which the Council are likely to exclude the public during the discussion of the agenda item to which the report relates.

The description of the exempt information under Schedule 12A of the Local Government Act 1972 (as amended) is as follows: -

1. Information relating to the financial or business affairs of any particular person (including the authority holding that information)

*The author(s) confirm(s) that the public interest in maintaining the exemption outweighs the public interest in disclosing the information*

## **BELLE VUE PARK (SUDBURY) IMPROVEMENTS**

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

- 1.1 To report to Cabinet progress made to date on designing a new modular building café incorporating toilet block element for the Belle Vue Park site in Sudbury. This would necessitate the demolition of the existing late-1930's era toilet block at the site, which is in poor condition and has been regularly damaged through instances of vandalism.
- 1.2 To recommend to Cabinet that the project is taken forward and to ask Cabinet to approve a funding strategy for the new build which includes diversion of the capital receipt from the (May 2023) sale of Belle Vue House and an element of capital borrowing at the prevailing interest rate.
- 1.3 It should be noted that access to a central government Changing Place match fund award towards capital expenditure (£45k) for the new toilet block will be withdrawn should the facility not be delivered and approval registered by 31 March 2024. There is no flexibility from the government on this deadline. In this risk scenario the additional gap would need to be funded by further borrowing unless a viable alternative source is secured.

### **2. OPTIONS CONSIDERED**

- 2.1 **DO-NOTHING. Not Recommended.** A 'do-nothing' approach will fail to deliver multiple benefits to the park and wider town centre.
- 2.2 **DELIVER A NEW MODULAR BUILD CAFÉ WITH INTEGRATED SEPARATE ACCESS TOILET BLOCK AND CHANGING PLACE FACILITY. Recommended.** A

modular build is more expedient and cost effective than a traditional build. It will deliver multiple benefits for park users, visitors to the town and support the wider improvement of Belle Vue Park. A Changing Place unit will deliver enhanced accessibility infrastructure.

### **3. RECOMMENDATIONS**

- 3.1 That Cabinet **review and note** the progress made in scoping and designing a suitable modular build café and toilet block facility for Belle Vue park, including the estimated breakdown of costs attached as Confidential Appendix B (which includes an estimate of borrowing costs).
- 3.2 That Cabinet **approve** the recommendation to proceed with delivery of a new café and toilets as a modular build which includes provision of a changing place facility.
- 3.3 That Cabinet **approve** the funding of the works from the Changing Places Grant, the capital receipt from the sale of Belle Vue House and the existing capital budget (borrowing) for works at Belle Vue. The capital programme currently includes a budget of £1.9m for works at Belle Vue and it is anticipated that this scheme will require £105,000 of that budget, or in the worst case £150,000 if it is not possible to complete the scheme in the timescale required to be able to utilise the £45,000 Changing Place grant.
- 3.4 That Cabinet **note** the intention to directly award a supplier for the modular unit design and delivery from a suitably approved contract framework under officer delegation to the Director for Economic Growth and Climate Change. This is for expediency due to the funding deadline set for accessing Changing Place grant.

### **REASON FOR DECISION**

Supporting the regeneration of Sudbury town centre and improvements to Belle Vue Park, by investing directly in expanded and new opportunities for local residents and visitors to the town to engage in healthy activities and pursuits.

Further, this intervention will support the town's amenities, connectivity and bring a range of positive economic, environmental and social benefits. This will also improve a Council asset in line with the aims of the Joint Strategic Asset Management Plan to 2025.

### **4. KEY INFORMATION**

- 4.1 Provision of improved toilet facilities and a new café at Belle Vue Park have been fed back by the public as being a higher priority for the park area for a number of years, including through a public exhibition and engagement period undertaken during late 2021.
- 4.2 The Council had developed up to pre-planning stage a traditional construction and build design café facility with integrated toilets. However, due to rising costs of construction, associated extensive ground and retaining works needed, and a wider review of the site strategy, this option was paused in late-2022. Opportunities for a less expensive, sustainable, energy efficient, high quality and more expedient modular build were explored.
- 4.3 A new scheme has been developed by the Economic Growth Team, working closely in partnership with the Council's Public Realm Team in respect of the wider plans for



park improvements. Spatial and practical considerations have been assessed regarding demolishing the existing toilet block and installing new facilities. The proposed new scheme outline design is attached as Appendix A (subject to further work before planning submission). The exact location of the new facility is to be determined but the general area is identified, which is on existing hardstanding and nearer to park activities than the existing toilet block.

- 4.4 The Council was also successful in a bid for Changing Place funding for the district, of which a £45k allowance is held for Belle Vue (but must be delivered in 2023/24 financial year). This would greatly improve accessibility facilities in the park and make a tangible contribution towards wider town connectivity and accessibility improvements, but the government timeframe is non-negotiable so this element remains at significant risk.
- 4.5 The Council has undertaken a planning pre-application process, including heritage element, on 08 August 2023. The building must be of sufficient quality, durability and design befitting its location and intended uses within the historic park setting and given its importance to the town. The planning process and timeline risks, alongside procurement and contracting work required, may push the scheme delivery past the deadline for benefitting from £45k Changing Place grant.

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

- 5.1 The organisational vision is *'great communities with bright & healthy futures that everyone is proud to call home'* supported by the Council's mission to *'provide strong, proud, and inspirational leadership; striving for excellence, and together building great communities for everyone to live, work, visit and invest in'*. This proposal is a strong fit towards the vision and mission.
- 5.2 There are a range of strategic priorities and Council policies which align with this project, including:
- Joint District Wellbeing Strategy (2021-2027) - overarching vision that *'The residents of Babergh and Mid Suffolk will have the best possible conditions for good wellbeing and have lives that are healthy, happy and rewarding.'*
  - Strategic Asset Management Plan 2020-2025 (SAMP) aims to *'Maintain and renew as appropriate, all publicly accessible assets'*
  - Place Regeneration and Sudbury Vision delivery – responding to public feedback for improvement to Belle Vue Park as part of the town regeneration programme
  - Carbon Reduction Management Plan and Biodiversity Action Plan supported through rooftop solar PV panel installations on the units and new planting as part of the setting for the new café facility

## **6. FINANCIAL IMPLICATIONS**

- 6.1 Appendix B (confidential) to this report contains an initial high-level financial appraisal as part of the business case. The bulk of the financial risk is addressed through approval of use of the capital receipt of sale proceeds from the house. That however will not cover the full cost of works, so an amount of borrowing at prevailing PWLB interest rates will be required and in addition to the Changing Place grant if that can be utilised.

- 6.2 More than one work package is needed to progress this development – the supplier of the modular units, demolition of the existing toilet block and undertaking groundworks/civils, services connections and provision of temporary toilets during works. An estimate of these costs is provided in confidential Appendix B and reflected within the report recommendations. A direct award under officer delegation is proposed given the upper value cost estimate of these works.
- 6.3 Whilst not a purely commercially driven investment, due to the considerable wider benefits to the park and town, the Council will retain ownership of the café facility and derive an income stream from occupier licence or lease/profit share arrangements etc. in due course. This will recoup the initial investment over an extended period of time. An indicative annual lease income is shown in Appendix B.
- 6.4 There are associated costs of maintaining and repair, some of which can pass to the tenant operator but others to be borne by Public Realm or Building Services. This will in part be an offset of repair and maintenance resource once the existing toilet block is demolished. Further, the existing toilet block is regularly vandalised at cost to the Council. The new facility will be more secure and monitored.
- 6.5 CIL would only fund one element of the whole site infrastructure strategy for Belle Vue site so this is likely to be more beneficial to seek for any future park entrance improvements, which will be more costly and extensive than the café/toilet delivery.

## **7. LEGAL IMPLICATIONS**

- 7.1 All land at Belle Vue Park is held within the long-term ownership of Babergh District Council. The house and associated land parcel have been disposed of into private ownership from May 2023. Appendix C shows the overall site outline strategy.
- 7.2 The Council will implement public sector compliant procurement processes/access approved contract frameworks in securing the unit supplier, civils and the café operator in due course.
- 7.3 A full repairing and insuring lease agreement is likely for any onward tenancy and operation of the café, although the procurement of an operator will be at a later stage of the delivery. Legal advice will be sought at the appropriate time.
- 7.4 As a park improvement and facilities enhancement project, there is no ‘disposal’ of land under this proposal activating Asset of Community Value or open space loss matters. It is likely that the demolishing of the 1930’s toilet block will open up wider opportunities for improving that area of the park also, and as part of the emerging wider park strategy.
- 7.5 Legal Services form part of the extended project team and their advice is sought as appropriate (for example terms of lease agreements, construction contracts etc.), as is input from the S151 Officer and Monitoring Officer where required. The Council also observes all relevant guidance, obligations and practice in relation to construction project management - for example CDM Regulations 2015 compliance.

## 8. RISK MANAGEMENT

8.1 The key risks are set out below. For also noting is the missed opportunities from not accessing Changing Place funding. See also Section 3 above on options considered.

Key Risk Description	Likelihood 1-4	Impact 1-4	Mitigation	Risk Register and Reference
Failure to deliver a holistic strategy for park improvements in line with public and stakeholder expectations	1	3	Refer to public consultation priorities where toilets and café where higher priority	Belle Vue Site Project Risk Register – BV14
Costs overrun on delivering a café and new toilet block	2	3	Quantity Surveyor costed works and suitable contingency allowance. Approved funding strategy. Robust procurement processes	Belle Vue Site Project Risk Register – BV15
Failing to deliver the café and toilets by 31/03/2024 meaning the secured £45k of Changing Places grant is handed back	4	3	Take all possible steps to twin-track or expedite elements of the delivery programme. <b>A residual high risk remains</b> due to the non-controllable elements such as planning and third-party supplier availability and existing order commitments	Belle Vue Site Project Risk Register – BV16
The modular development option is less durable, lower quality and higher maintenance than a full traditional build solution	2	3	Suitable tender specification and on finish options to befit the setting, intended use and available budget. Good quality modular units have an anticipated 50 year lifetime and good thermal and energy performance	Belle Vue Site Project Risk Register – BV17

8.2 The project risk register for the Belle Vue site programme is kept regularly updated. This will be managed operationally and through key governance gateway decision points and programme board reporting as appropriate.

## 9. CONSULTATIONS

9.1 Periodic and regular engagement and consultation has been carried out over a number of years and with a range of partners as well as the general public. Belle Vue Park specific public engagement took place over October and November of 2021. Stakeholder views on town matters via the Sudbury Vision and Working Together for Sudbury programmes are regularly sought.

9.2 The Economic Growth Team work collaboratively across all relevant teams and individuals within the three-tiers of public sector partners, and with a range of groups and interested parties as appropriate.

9.3 Formal consultation will be carried out as part of the linked planning application.

## 10. EQUALITY ANALYSIS

10.1 Initial screening informed the Council to undertake a full Equality Impact Assessment (EIA). This has now been completed and has found that the proposals from this development are generally very positive and are fair, equitable and proportionate (and where possible mitigate against any adverse impacts) on people from the different protected characteristics.

10.2 The Council and chosen supplier are following 2021 Changing Places Guidance detailed specifications in terms of delivering a fully compliant Changing Place facility. This is a requirement of the funding allocation.

10.3 Part M Building Regulations 'Access to and Use of Buildings' compliance and planning pre-application advice will be followed.

10.4 It is the Council's published ambition to improve access for all to the park as part of its wider site ambitions.

## 11. ENVIRONMENTAL IMPLICATIONS

11.1 Environmental and sustainability issues are being considered as part of the design, planning and delivery process however there are no direct environmental implications in respect of the recommendations at section 3.

11.2 The modular build facility will have an EPC (Energy Performance Certificate) rating of 'A' (most efficient). Solar PV will be utilised on available roof space and fittings and furniture will be sourced from ethical and sustainable sources/suppliers wherever possible.

11.3 A traditional built development would have associated environment impacts requiring increased assessment and mitigation. However, a modular development is far less invasive or impactful. It can be delivered fully constructed within 10-12 weeks of an order and normally only 2 weeks would be needed on site. The units are of good longevity (50 years range) and quality and can sit on pad foundations rather than excavated e.g. piling or retained groundworks. This also helps to mitigate carbon release from more traditional and lengthy works/removal of waste. A construction management plan will be provided including demolition, waste management and groundworks activities.

11.4 The initial design work has proposed roof mounted solar PV and air source heat pumps, to provide self-consumption energy opportunities and cost savings for occupiers. Active and sustainable travel, biodiversity planting and features to the park will be considered as part of wider strategy but included within the planning application where relating specifically to the café/toilet element.

## 12. APPENDICES

Title	Location
APPENDIX A – Outline Scheme Concept	ATTACHED
APPENDIX B – Outline costs and funding strategy	ATTACHED

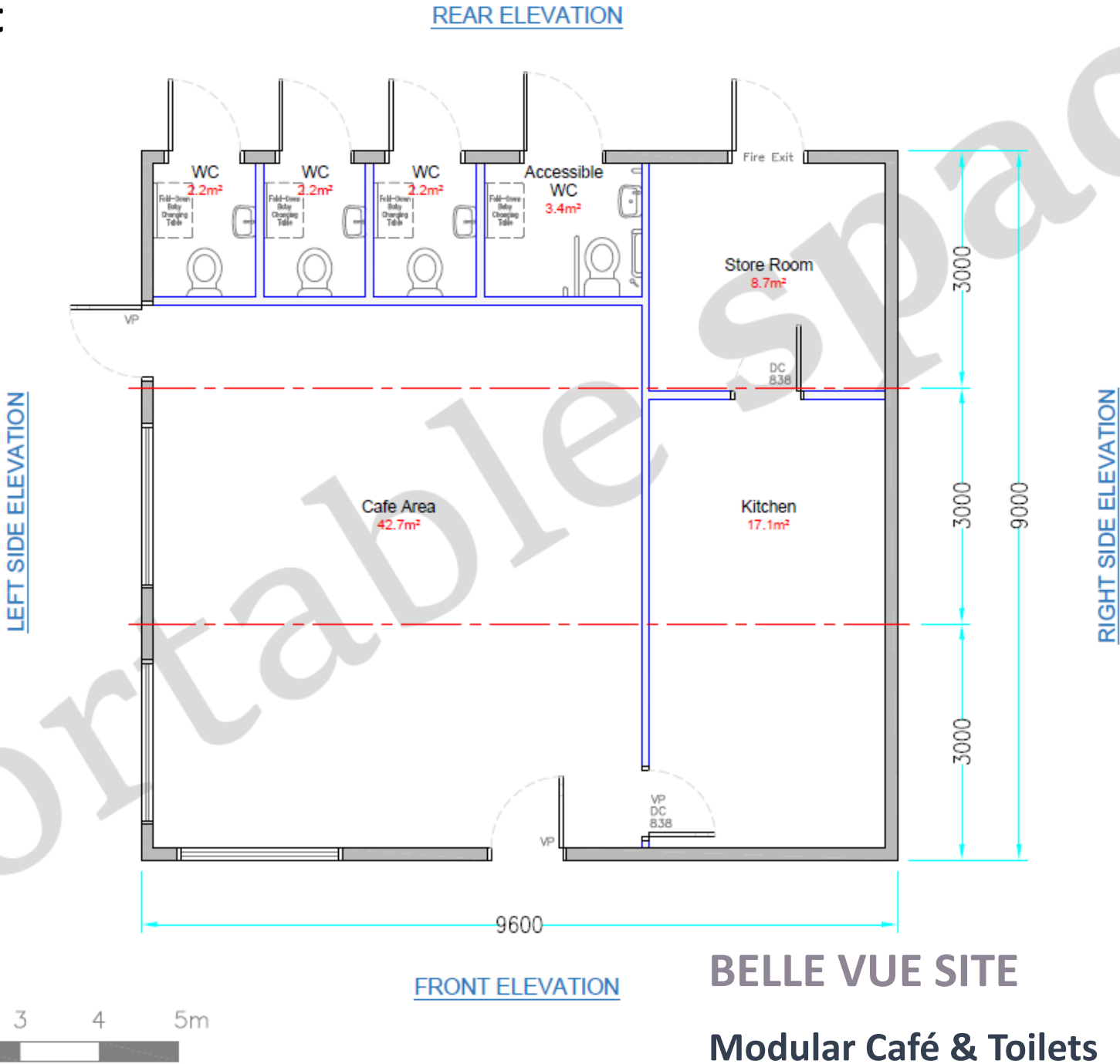
*** CONFIDENTIAL ***	
APPENDIX C – Wider Belle Vue Site Overview	ATTACHED
APPENDIX D – Programme Timeline (Aug 2023) *** CONFIDENTIAL ***	ATTACHED
APPENDIX E - EQIA	ATTACHED

**13. BACKGROUND DOCUMENTS**

None other than Appendices above

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# APPENDIX A – Outline Scheme Concept (illustrative only)

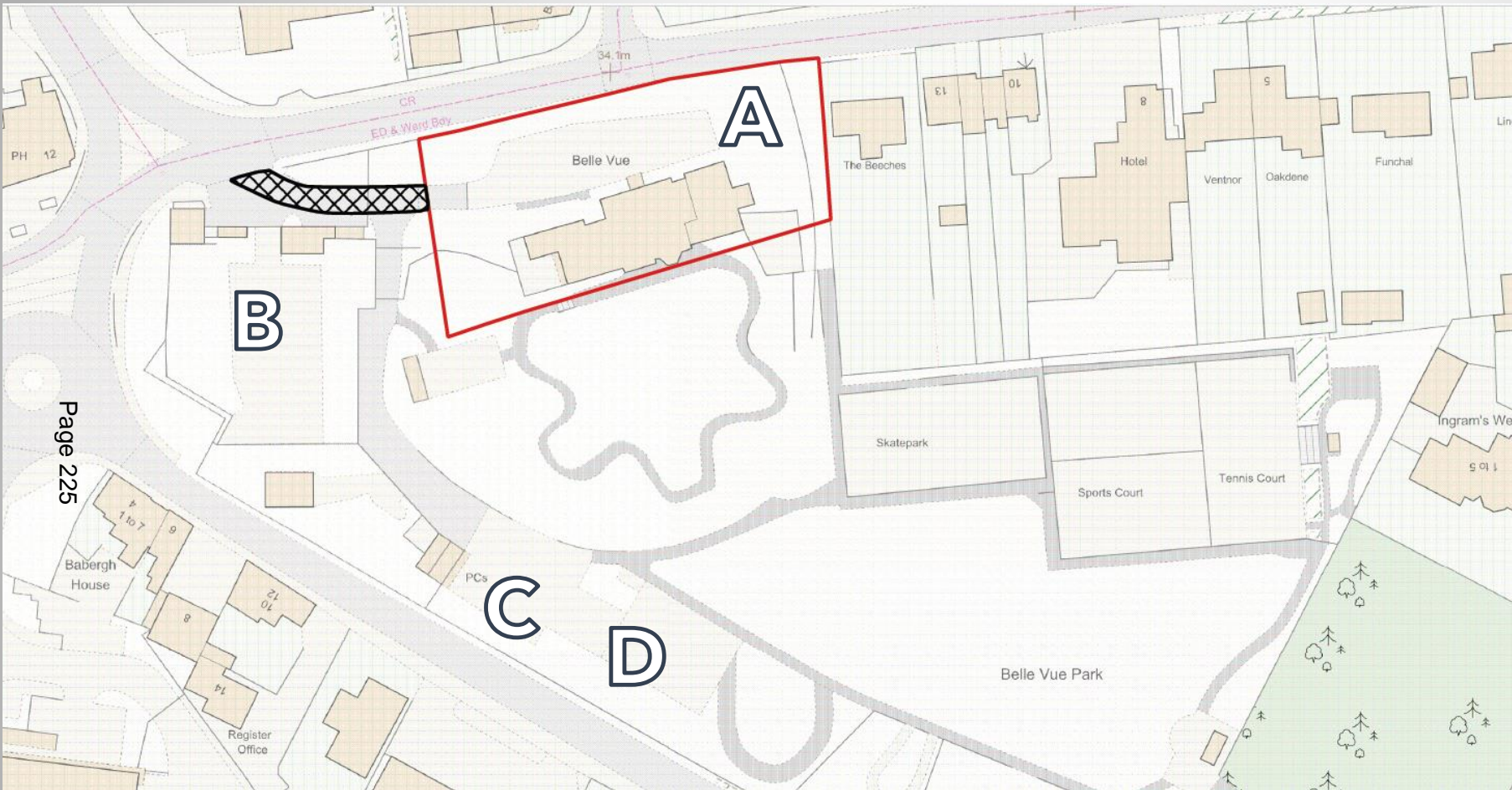


# Contemporary design and with timber effect energy efficient cladding finish TBC - illustrative only





# APPENDIX C – Wider Belle Vue Site Overview



- A** House plot sold to local developer for restoration / residential conversion to 2 family dwellings – sale completion **09 May 2023**
- B** Former outdoor pool site (infilled since 1986). Previous agreed disposals lapsed. Undertaken initial high-level scoping re design layout to open park and gain indicative costing - **June 2023**
- C** New (modular) café and toilet block, including changing places unit, being designed **Summer 2023**
- D** 5-year phased plan for park play facilities, accessibility and activities improvements

## Notes:

- Planning consent for new accessible entrance granted 10 August 2022 (DC/22/00985) remains dormant pre-commencement pending wider site review of options/alternatives
- Changing Place Fund (£45k) must be drawn down by 31 March 2024

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## Equality Impact Assessment (EQIA)

The characteristics protected by the Equality Act 2010 are:

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

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

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

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

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

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

Details	
<b>Service or policy title</b>	New café and replacement and improvement to the public convenience in Belle Vue
<b>Lead officer</b> <i>(responsible for the policy or service/function)</i>	Lee Carvell
<b>Officers carrying out the EQIA</b> <i>(at least one must have done EQIA training and it is recommended that an officer responsible for the policy or service/function is involved in completion)</i>	Kate Parnum
<b>Is this new or a revision?</b> <i>(If revision state when previous EQIA undertaken)</i>	This is new EQIA but aligns with the EQIA completed for Belle Vue front entrance that was completed 8 <sup>th</sup> July 2022
<b>Is this the first time this policy or function has been assessed?</b>	Please see above, the entrance concept was assessed alongside the impact for opening up the park. This EQIA is focused on improving the current public convenience provision and a new café (both modular construction) to support the use of the park.

## Equality Impact Assessment (EQIA)

<b>Date of completing this EQIA</b>	18 <sup>th</sup> August 2023
-------------------------------------	------------------------------

Description
<p><b>What exactly is proposed?</b> <i>(Describe the service/policy and the changes that are being planned)</i></p> <p><i>The demolition of the current (1930's era) dilapidated public conveniences, and replacement with a new café, public conveniences and new changing place facility</i></p>
<p><b>Why?</b> <i>(Give reasons why these changes are being introduced)</i></p> <p><i>The current provision has reached the end of this life and is costly to repair and maintain whilst being of poor quality and appearance given the importance of the park to the town and community. There are regular instances of vandalism and no regular monitoring of the facilities.</i></p> <p><i>There is a temporary café kiosk which offers a limited provision on the other side of the park. There is no seating, a very limited food and beverage offer and irregular and seasonal hours of operation.</i></p> <p><i>The proposal is to have a modular café of good quality and contemporary finish befitting the park setting, with new public conveniences and changing place facilities together. This will also improve monitoring and security on the site and give reassurance to visitors who may be concerned with the vandalism and ASB that has been experienced in the park. It may increase the footfall, frequency and duration of visits.</i></p> <p><i>Better facilities on site will also support a range of park events and future programme development which are of benefit to the local community and economy.</i></p>
<p><b>What will the effect of the changes be?</b> <i>(Describe which people, communities, localities etc. will be affected by the changes)</i></p> <p><i>The park is a public facility for people of all ages and demographics. This will be a positive impact as the provision will be accessible and inclusive, and is part of a wider site strategy and improvement programme for the site. There have been several engagements with the community and local stakeholders about what they want at Belle Vue Park, and it has effectively been a stalled site for a number of years but there has been strong consensus that toilet provision and with a café is a higher priority.</i></p> <p><i>A full engagement over 2 months in late 2021 in the park was well responded to, and over 190 visitors viewed concepts and proposals over the 2-day park event, and the feedback from comments and surveys showed:</i></p>

## Equality Impact Assessment (EQIA)

### QUESTION ONE

**Please rank the suggested improvements to the park area in order of what is most important to you?**

RANKING OF RESPONSES

- 1 New toilets, including enhanced accessibility features
- 2 Improved play areas and equipment (for all age groups)
- 3 New café with indoor & outdoor seating
- 4 Improving pedestrian and cycle access to the park
- 5 New park entrance with accessibility ramps
- 6 Sensory garden and improved space for socialising and wellbeing
- 7 Improved security measures
- 8 Biodiversity support (e.g. planting, bug hunt)
- 9 Improved routeways around the park, including seating points
- 10 Space to support park events (e.g. hard-standing for staging)

### QUESTION TWO

**What physical features of a new café facility do you think are most important?**

RANKING OF RESPONSES

- 1 Integrated/same location toilet facilities
- 2 Sightlines from seating to play area
- 3 Ability to be seated both indoors and outdoors (including for wheelchair and buggy users)
- 4 Design aesthetics (sustainable materials, architecture, lighting etc.)
- 5 Security measures and installations (e.g. CCTV)
- 6 Setting – e.g. biodiversity planting to embed the facility into the park

### QUESTION THREE

**Which connectivity improvements do you believe to be most important to the routeways around the park?**

RANKING OF RESPONSES

- 1 Accessible routes for wheelchair users and buggies/prams
- 2 Attractions and activities along the routes – e.g. sensory garden, formal garden views
- 3 Bench/seating stops along routes
- 4 Surfaces treatment
- 5 Shorter route options

**Communities** – To provide café and public conveniences that are fit for purpose and provide a provision that can be used by the community. Changing Place will offer enhanced inclusivity to those visitors with a range of needs and abilities.

**Accessibility and inclusivity** – The provisions are all inclusive units including anyone that is or is undergoing gender reassignment and anyone that have health impacting conditions. By having both a disabled toilet and changing place facilities this will allow all people with disabilities to have the right provision for their needs so that their can enjoy the park and events held there.

**Localities** – With the engagements with the community about what they wanted at Belle Vue Park this design and facilities were codesigned so that the community and localities have the provision they need and wanted to improve the area.

**How will it be implemented?** (Describe the decision making process, timescales, process for implementation)

Proposal for the new provision was agreed at Cabinet on 04 September 2023.  
 Procurement of supplier and operator are underway from late-Summer 2023.  
 Planning application to be submitted October 2023.

### Equality Impact Assessment (EQIA)

<p><b>When is it due to start?</b> <i>(Planned start of new/revised policy/service)</i></p> <p>The new facility should be open to the public for first-use by April 2024.</p>
<p><b>Any other relevant details</b></p> <p>N/A</p>

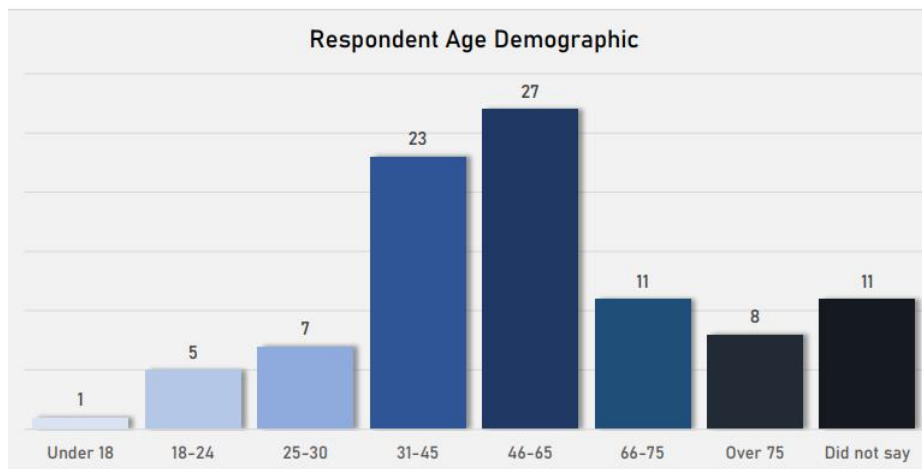
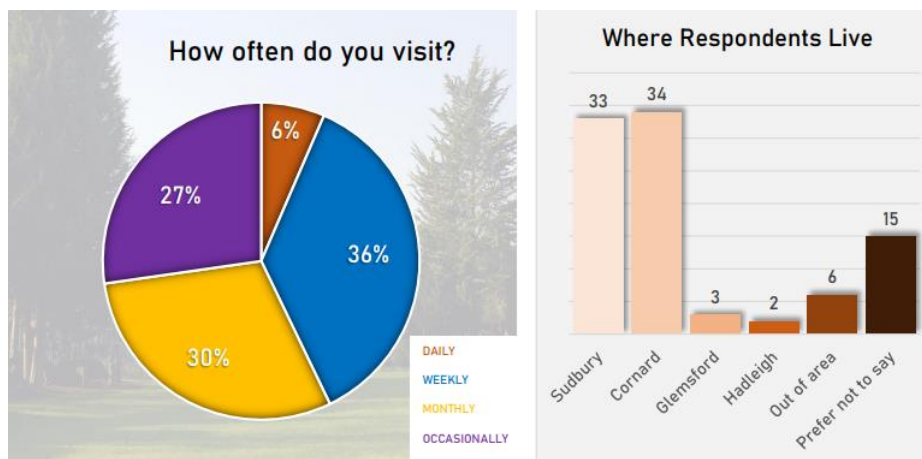
### Data about the population

**What is the demographic profile or make up of the community you are serving?** *(A brief overview of quantitative data used and qualitative research undertaken, including customer surveys and focus groups, plus links to reports, local or national data that you have used, suggested sources of information can be found at the end of this document)*

Linked profiles:

- Population
- Health

From the 2021 engagement activities the demographic of respondents' age/locality were:



We also had specific comment on accessibility:

## Equality Impact Assessment (EQIA)

### ACCESSIBILITY COMMENTS



- Better than existing entrance which is poor for access
- Safe crossing points / locations in busy and congested area
- Rails needed on entrance ramps and raised kerb edging for open elevations
- Resting points must be level
- Crossings should be at grade (no bumps)
- Care that entrance not used as skateboard ramp. However, misuse risks must not outweigh the accessibility improvements for all
- Better for all users, not just those with access needs
- Wide entrance better for achieving compliant gradient
- Ensure entrance ramps compliant with requirements
- Play equipment for all users including those with disabilities
- Accessible toilets very welcome. Preferable to have 4 toilets including regular accessible and higher level and controlled 'Changing Place'
- Ensure volunteers remain involved with park and can access facilities
- Deliveries for maintenance and café need management
- Pathway routes on one level are better
- Cycle lane safety and compliance
- "Pleased to see that new entrance is being considered - it has always been so difficult to get from the main car parks into the park or from town generally"

**What is the profile or make up of your service users by protected characteristics?** (Where this data is available. If it is not currently available state any plans to collect this in future)

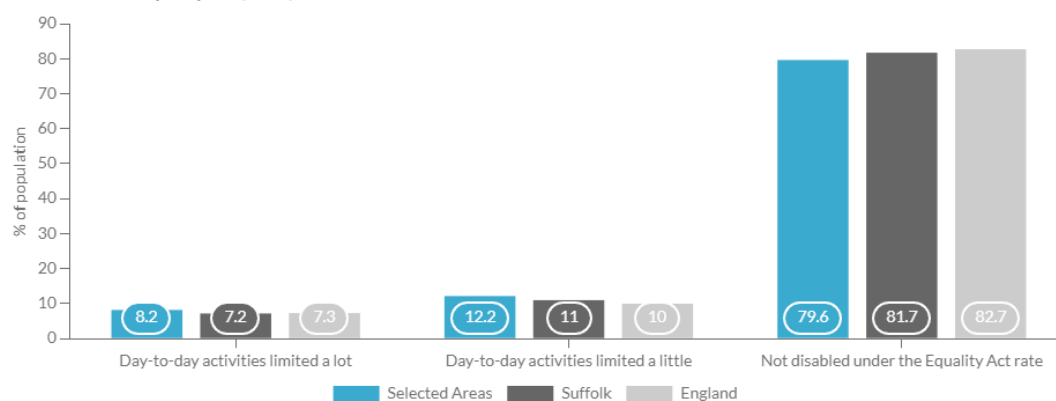
As this provision is open to the public, we can only provide the data for the Sudbury Area as a baseline for the profile. We do know that others visit the park but capturing this information will be challenging to collect.

The linked profiles give a full population and health profile for the Sudbury area - we have provided the tables/graphs for ease within this assessment. This is census data so that we can understand the impact whether positive or negative on the protected characteristics. However, there is no data on three of the protected characteristics - sexual orientation, pregnancy and gender reassignment on this level.

#### Disability

Disability

Disabled under the Equality Act (2021)



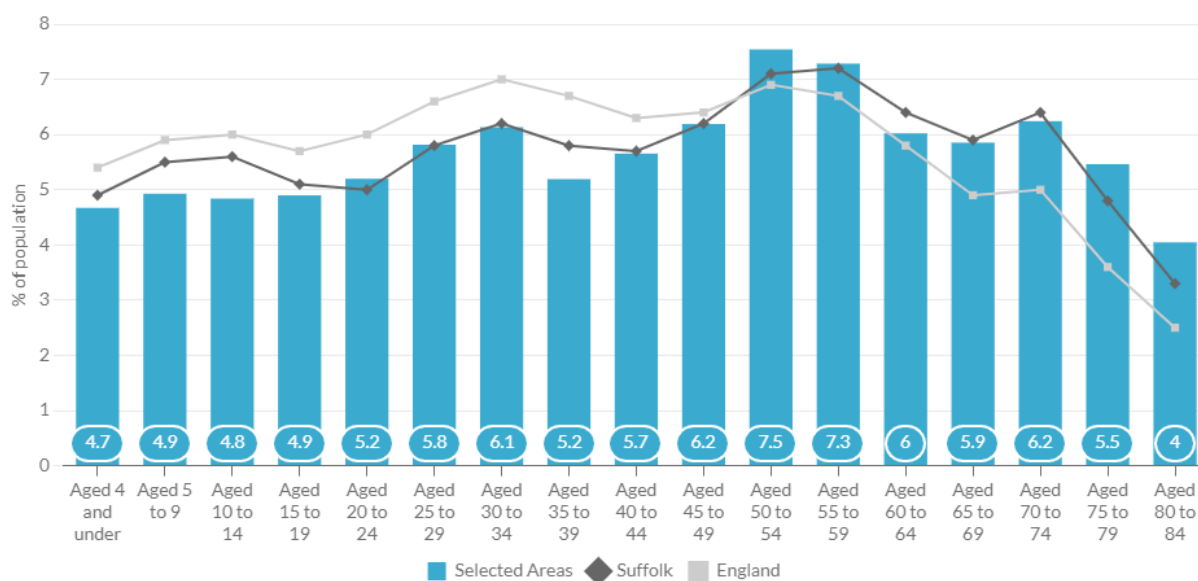
Source: ONS



## Equality Impact Assessment (EQIA)

### Age

Population by five-year age groups (2021)



Source: ONS, Census 2021



### Religion/belief

	Selected Areas	Suffolk	England
Christian	6,002	358,454	26,167,899
Christian (%)	44.1	47.1	46.3
Buddhist	44	2,792	262,433
Buddhist (%)	0.3	0.4	0.5
Hindu	24	3,024	1,020,533
Hindu (%)	0.2	0.4	1.8
Jewish	20	778	269,283
Jewish (%)	0.1	0.1	0.5
Muslim	144	9,279	3,801,186
Muslim (%)	1.1	1.2	6.7
Sikh	3	770	520,092
Sikh (%)	0	0.1	0.9
Other religion	69	4,019	332,410
Other religion (%)	0.5	0.5	0.6

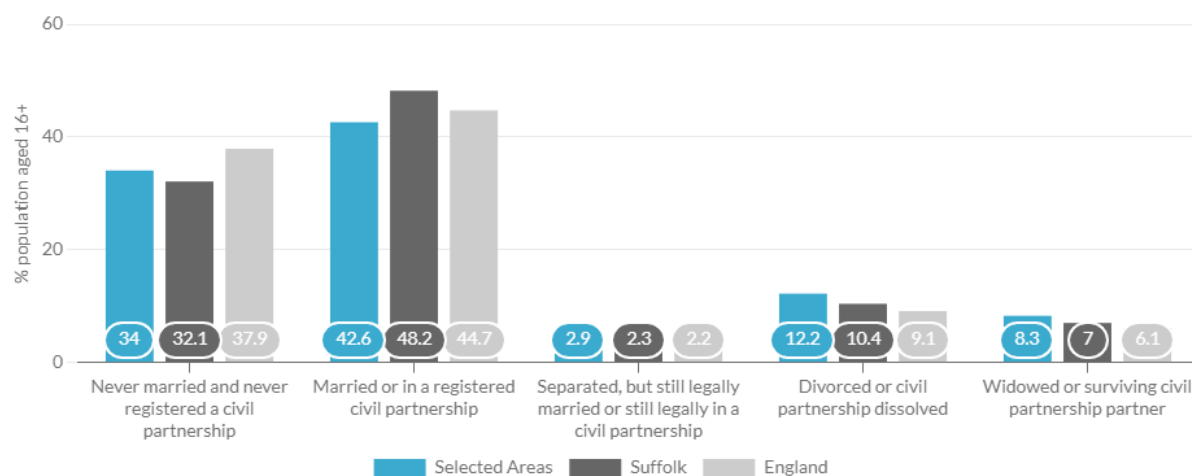
Date: 2021 Source: ONS, Census 2021



## Equality Impact Assessment (EQIA)

### Marriage/civil partnership

Legal partnership status (2021)



Source: ONS, Census 2021



### Race




	Selected Areas	Suffolk	England
Asian, Asian British or Asian Welsh	209	17,483	5,426,392
Asian, Asian British or Asian Welsh (%)	1.5	2.3	9.6
Black, Black British, Black Welsh, Caribbean or African	60	10,168	2,381,724
Black, Black British, Black Welsh, Caribbean or African (%)	0.4	1.3	4.2
Mixed or Multiple ethnic groups	211	17,807	1,669,378
Mixed or Multiple ethnic groups (%)	1.5	2.3	3
White	13,032	708,271	45,783,401
White (%)	95.7	93.1	81
Other ethnic group	106	6,958	1,229,153
Other ethnic group (%)	0.8	0.9	2.2

Date: 2021 Source: ONS, Census 2021



### Sex

## Equality Impact Assessment (EQIA)

<p><b>All persons</b> Selected areas (2021)</p> <p style="font-size: 2em; font-weight: bold;">13,617</p> <p></p>	<p><b>Females</b> Selected areas (2021)</p> <p style="font-size: 2em; font-weight: bold;">7,090</p> <p></p>	<p><b>Males</b> Selected areas (2021)</p> <p style="font-size: 2em; font-weight: bold;">6,527</p> <p></p>
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Implications for communities and workforce	
<b>Disability</b>	
<p>What is the impact on people with a disability (including children with additional needs) and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i></p>	<p>Positive –20.4% of the population in Sudbury that has their day-to-day activities impacted. This is higher than Suffolk and England percentage which are 18.3% and 17.3% respectively.</p> <p>By have both a disabled toilet and changing place facilities this will ensure that all disabilities will have the right facilities to have a positive experience at Belle Vue Park.</p>
<p>How does it have a positive or negative impact?</p>	<p>Positive</p>
<p>What could be done to mitigate any adverse impact or further promote positive impact?</p>	<p>Advertisement – will be advertising through the changing place facilities register for the facilities and will publicly advertise the new provision.</p>
<b>Age</b>	
<p>What is the impact on people of different ages and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i></p>	<p>No impact, the provision is standard provision. There is a positive impact on health conditions that are not a disability but are limiting in</p>
<p>How does it have a positive or negative impact?</p>	<p>Positive</p>
<p>What could be done to mitigate any adverse impact or further promote positive impact?</p>	<p>Advertisement through public platforms (social media and press releases) and notify charities that support these health conditions</p>
<b>Sex (gender)</b>	
<p>What is the impact on people of different genders and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i></p>	<p>No impact, there will be provision for both sexes</p>
<p>How does it have a positive or negative impact?</p>	<p>neutral</p>
<p>What could be done to mitigate any adverse impact or further promote positive impact?</p>	<p>N/A</p>
<b>Gender reassignment</b>	

### Equality Impact Assessment (EQIA)

What is the impact on people who have undergone gender reassignment (i.e. transgender people) and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	Positive impact – the facilities are inclusive units that will provide complete privacy for all users of the facilities. There will be no space with the public conveniences for any possible negative interactions and provide a comfortable space for people that are and have transitioned.
How does it have a positive or negative impact?	Positive
What could be done to mitigate any adverse impact or further promote positive impact?	Advertisement of the type of facilities that are being provided
<b>Marriage/civil partnership</b>	
What is the impact on people who are married or in a civil partnership and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	No impact, there are provision for all
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Pregnancy/maternity</b>	
What is the impact on people who are pregnant women or those with a young child and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	There will be a range of baby changing facilities, both in the disabled unit and the male and female provision.
How does it have a positive or negative impact?	positive
What could be done to mitigate any adverse impact or further promote positive impact?	Advertisement of the type of facilities that are being provided
<b>Race</b>	
What is the impact on people from different races or ethnic groups and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	No impact, there are provision for all
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Sexual orientation</b>	

### Equality Impact Assessment (EQIA)

What is the impact on people according to their sexual orientation and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	No impact, there are provision for all
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Religion/belief</b>	
What is the impact on people according to their religion or belief and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	No impact, there are provision for all
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A

<b>Rurality</b>	
Where people live is not a characteristic protected by law: but for Babergh and Mid Suffolk District Councils it is good practice to consider carefully how location may affect people's experience of a policy or service.	
What is the impact on people according to whether they live in an urban or rural environment and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	No impact, there are provision for all
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A

<b>Making Decisions</b>	
Having completed this equality impact assessment indicate which decision is recommended to be taken.	
Should the policy or service be implemented as the correct course of action?	Yes
Should the policy or service be amended as suggested by the	No as there has been sufficient consideration

### Equality Impact Assessment (EQIA)

report so that mitigating actions are taken to address an adverse or negative impact on any characteristic?	
Should the policy or service be reviewed and revised more significantly to take into account its impact on different groups?	Survey once the provision and facilities are open to the public to ensure we lesson from and make changes where feasible.
Should the policy or service not be actioned as there are too many negative impacts?	No

<b>Monitoring Impact</b>	
Assessing the impact on equality is an ongoing process that does not end once a policy or service had been agreed or implemented.	
How frequently will the policy or service be reviewed?	Survey once the provision and facilities are open to the public to ensure we lesson from and make changes where feasible.
Who will be involved?	Communities and public realm teams
Will there need to be an action plan completed for any amendments?	All feedback to be considered and reviewed and actions whether suitable through cabinet member involvement.
What further evidence or consultation will be needed to check that the policy or service is working well?	Survey of the provision

<b>Completion</b>	
Authors signature	Kate Parnum
Date of completion	18 <sup>th</sup> August 2023

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

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

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

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

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

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

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# Agenda Item 16

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