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COMMITTEE:	BABERGH CABINET
DATE:	TUESDAY, 9 JANUARY 2024 4.00 PM
VENUE:	KING EDMUND CHAMBER, ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH

Members		
<u>Green Party</u> Jessie Carter Sallie Davies Daniel Potter Deborah Saw	<u>Liberal Democrat</u> David Busby (Chair) Helen Davies	<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

Page(s)

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATION OF INTERESTS BY COUNCILLORS**
- 3 **BCa/23/31 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4 DECEMBER 2023** 5 - 10
- 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 District Council](#)

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| 8 | BCa/23/32 FEES AND CHARGES 2024/25 | 11 - 52 |
| | Cabinet Member for Finance, Assets and Investments | |
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| | Cabinet Member for Housing | |
| 12 | BCa/23/36 2022/23 GREENHOUSE GAS REPORT | 93 - 112 |
| | Cabinet Member for Environment | |
| 13 | EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS) | |
| | To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this/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. | |
| 14 | BCa/23/37 CONFIRMATION OF THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON 04 DECEMBER 2023 | 113 - 114 |

Date and Time of next meeting

Please note that the next meeting is scheduled for Tuesday, 6 February 2024 at 4.00 pm.

Webcasting/ Live Streaming

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

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Introduction to Public Meetings

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

Agenda Item 3

BABERGH DISTRICT COUNCIL

Minutes of the meeting of the **BABERGH CABINET** held in the King Edmund Chamber, Endeavour House, 8 Russell Road, Ipswich on Monday, 4 December 2023

PRESENT:

Councillors:	Sallie Davies	Alastair McCraw
	Deborah Saw	John Ward
	Helen Davies	

In attendance:

Councillors:	Mary McLaren – Chair of Overview and Scrutiny Lee Parker
Guest(s):	Richard Gawthorpe – Director – Norse Daniel Fordham – Director - Norse
Officers:	Chief Executive (AC) Interim Monitoring Officer (JR) Director - Assets and Investments (EA) Director - Housing (DF) Head of Shared Revenues Partnership (AW) Corporate Manager - The Councils' Companies (HB) Corporate Manager - Strategic Policy (JH) Interim Corporate Manager, Finance, Commissioning & Procurement (KW) Performance and Business Planning Lead (AL) Assistant Manager – Governance (HH)

Apologies:

David Busby (Chair)
Jessie Carter
Derek Davis
Daniel Potter

52 DECLARATION OF INTERESTS BY COUNCILLORS

There were no declarations made by Councillors.

53 BCA/23/26 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2023

It was **RESOLVED:-**

That with the following amendments the minutes of the meeting held on the 7 November 2023 be signed as a correct record:

Paragraph 49: that ‘tables’ be amended to ‘tablets’.

54 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE

COUNCIL'S PETITION SCHEME

None received.

55 QUESTIONS BY COUNCILLORS

None received.

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

There were no matters referred from the Overview and Scrutiny nor the Joint Audit and Standard Committees.

57 FORTHCOMING DECISIONS LIST

There were no comments made by Councillors.

58 BCA/23/27 FINANCIAL MONITORING QUARTER 2 2023/24

58.1 The Chair and Cabinet Member for Assets and Investments, Councillor John Ward introduced the report and moved the recommendations as detailed in report BCa/23/27.

58.2 Councillor Alastair McCraw seconded the recommendations.

58.3 In response to Councillor McCraw's question relating to the information presented in the report for the General Fund and Housing Revenue Account (HRA) budgets, Councillor Ward stated that the current financial position for both the General Fund and the HRA budgets were challenging for next year's budget setting. The Council had experienced a reduction in the grants funding, which were contributing to the issues.

By a unanimous vote

It was RESOLVED: -

- 1.1 That, subject to any further budget variations that arise during the rest of the financial year, the projected overspend on the General Fund of £922k referred to in section 4.2 and Appendix A of the report be noted;**
- 1.2 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 £944k over budget referred to in section 4.3 and Appendix B of the report be noted;**
- 1.3 That, the Council's compliance with the Prudential Indicators during quarter two 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.

59 BCA/23/28 UPDATE ON THE REGULATOR OF SOCIAL HOUSING REFERRAL AND OUR CURRENT COMPLIANCE POSITION

- 59.1 The Chair, Councillor John Ward, introduced the report on behalf of the Cabinet Member for Housing, Councillor Jessie Carter, who had forwarded apologies to the meeting.
- 59.2 Councillor Ward moved the recommendations, as set out in report BCa/23/28.
- 59.3 Councillor Sallie Davies seconded the recommendations.
- 59.4 Members were advised that the table in paragraph 16 was compliant on the 10th of November 2023, however due to technical issues with the software the figures could not be updated, until this was resolved.
- 59.5 Councillor McCraw asked for a broad summary of the areas of improvement since the last Cabinet meeting. The Director for Housing advised Members that generally the broad direction was positive, and once the housing IT system issues were resolved, updated figures would be forwarded to Members and included in the minutes.
- 59.6 Councillor Sallie Davies referred to the statistics for the dwellings containing mould and damp and asked for an update. The Director for Housing responded that a quarterly survey was being undertaken, which allowed for additional questions to be asked and this had predominantly encouraged residents, who had not reported damp and mould before, to report it now. Increased contractor resources had been implemented to resolve the issues arising.
- 59.7 In response to further question from Members, the Director for Housing advised that two contractors were currently working for the Council, and further contracts were out for sourcing now. In addition, new updated contracts would be put in place in April, which would include new terms for the contractors to ensure that work was delivery on time.
- 59.8 In response to questions from other Members attending the meeting, the Director for Housing clarified that the Leader of the Council received a monthly update for the housing compliance figures and that the Portfolio Holders received an update every two weeks.

By a unanimous vote

It was RESOLVED: -

That Members noted the report.

REASON FOR DECISION

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.

60 BCA/23/29 BDC Q2 PERFORMANCE REPORT

- 60.1 The Chair, Councillor John Ward invited the Cabinet Member for Customers, Digital Transformation and Improvement to present his report.
- 60.2 Councillor Alastair McCraw introduced paper BCa/23/29 and then invited each Portfolio Holder present to summarise their respective area of the Performance Report.
- 60.3 In addition to the information included in the Q2 Performance Report, Councillor Sallie Davies updated Members on Community Infrastructure Levy and Section 106 grants. Eight community projects had been awarded a total of £205,800 up to September 2023, £3k had been awarded from Section 106 grants and £4,300 had been allocated from the Councillors' Locality Awards Grants. The funding was allocated to the benefit of communities and residents.
- 60.4 Councillor Sallie Davies referred page 69 and the number of houses built in the District, and asked where these houses came from. The Corporate Manager – Councils' Companies, responded that these were purchased from developers under Section 106 grants arrangements.
- 60.5 Councillor Deborah Saw asked that further information was provided for the anti-social behaviour cases to identify which areas of prevention the Council should focus on. This information would be provided to Members outside of the meeting.
- 60.6 In response to questions from other Members attending the meeting, further information would be provided outside of the meeting on the number of days staff had taken off as sickness. This was to be split between sickness and long-term sickness and not as the usual full time equivalent (FTE) but in actual days.
- 60.7 Councillor Ward stated that clarity was key and that the current funding scheme for all neighbourhood was only available until March 2024, but will probably be extended as it was for this year.

The BDC Q2 Performance Report was noted.

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

By a unanimous vote

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.

62 BCA/23/30 BABERGH GROWTH PROJECT UPDATE

This item is exempt from call-in on Grounds of Urgency, as agreed with the Chair of the Council.

Grounds of Urgency are:

The construction contract for the Former HQ site in Hadleigh has been renegotiated and needs to be completed urgently to mitigate costs.

It was RESOLVED: -

That the recommendations as outlined in the report be approved.

REASON FOR DECISION

To enable and support the delivery of housing within the district and support the economic and social prosperity of Hadleigh as a key market town.

The business of the meeting was concluded at 4:06 pm

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Chair & Date

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Agenda Item 8

BABERGH DISTRICT COUNCIL

TO: Babergh Cabinet	REPORT NUMBER: BCA/23/32
FROM: Councillor John Ward, Cabinet Member for Finance	DATE OF MEETING: 9 January 2024
OFFICER: Melissa Evans, Director, Corporate Resources	KEY DECISION REF NO. Item No. CAB451

FEES AND CHARGES 2024/25

1. PURPOSE OF REPORT

- 1.1 This report presents the 2024/25 proposed fees and charges for a range of services provided by the Council, including charges for services governed by statute and charges for discretionary services.
- 1.2 The approved fees and charges will be built into the draft budget for 2024/25.

2. OPTIONS CONSIDERED

- 2.1 The options that have been considered are:
 - a) To review and approve the proposed changes to the fees and charges for the forthcoming financial year (recommended) or,
 - b) To make no change, leave them at the current year's level.

3. RECOMMENDATIONS

- 3.1 That, the proposed Fees and Charges for 2024/25 as shown in Appendix A, be approved.

REASON FOR DECISION

To ensure that the Council achieves sufficient income and thereby reduces the subsidy on non-essential services which may compromise the Councils ability to fund statutory services.

4. KEY INFORMATION

Introduction

- 4.1 Fees and charges are an important source of income to the Council, enabling important services to be sustained and provided. In 2024/25 Babergh's fees and charges are budgeted at £3.837m, which is 16% of the Councils gross expenditure. In order to sustain the delivery of services in the future this revenue is essential.
- 4.2 One of the key themes in the medium-term financial strategy is income generation and to achieve a robust financial strategy. With reducing Government funding, the

stability and growth in the Councils fees and charges is a major part of delivering this strategy.

- 4.3 The Council provides a wide range of services for which it has the ability to make a charge – either under statutory powers (set by the Government) or discretionary (set by the Council). Fees and charges fall into three categories:
- 4.4 **Statutory prohibition on charging:** Local authorities must provide such services free of charge at the point of service. Generally, these are services which the authority has a duty to provide.
- 4.5 **Statutory charges:** Charges are set nationally, and local authorities have little or no opportunity to control such charges. These charges can still contribute to the financial position of the Authority. Income cannot be assumed to increase in line with other fees and charges.
- 4.6 **Discretionary charges:** Local authorities can make their own decisions on setting such charges. Generally, these are services that an authority can provide but is not required to provide.

5. PROPOSED FEES AND CHARGES 2024/25

- 5.1 This report sets out the proposed fees and charges for 2024/25 for a range of services provided by the Council. The Council regularly reviews and revises its rates for fees and charges so that either all or a proportion of the cost-of-service provision can be met and built into the Revenue Budget accordingly.
- 5.2 The fees and charges set out in this report have been built into the Draft General Fund Budget 2024/25.
- 5.3 It should be noted that if the increases in charges are too high, income levels may drop due to customer resistance and affordability for the customer. Usage and uptake of services needs to continue at optimum levels to support funding of increasing service costs, including administration and contract uplifts where applicable. Failure to achieve sufficient income and thereby reduce subsidy on non-essential services may compromise the Councils ability to fund statutory services and savings may need to be made elsewhere in the budget to mitigate a loss of income.
- 5.4 The charges set out are inclusive of value added tax (VAT) at the current rate, where appropriate.
- 5.5 The total income from the proposed fees and charges for 2024/25 is £3.837m compared to £4.075m in 2023/24, a decrease of £238k or 6%. The drop in income is driven by the drop in the volume of Planning fees, mitigated by a statutory 25% increase in those fees, along with the increases in other fees in this report. A detailed breakdown by service area can be found in Appendix B.
- 5.6 Service Managers have reviewed the fees and charges for their relevant areas. Given the pressures on the General Fund budget, where possible fees have been moved toward a model that recovers the costs involved in delivering the service. Though direct comparisons can be difficult, where possible, fees have also been benchmarked against current fees charged by other local councils to ensure cost recovery is balanced with value for money. The proposed detailed schedule of fees and charges for 2024/25 is shown in Appendix A.

- 5.7 For clarity and to aid an informed decision, the value of full cost recovery is shown in the table below along with the proposed monetary and percentage increase.
- 5.8 The proposed changes for 2024/25 are summarised in the tables below:

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
Statutory Charges								
Law & Governance								
Electoral Roll Copies of full register for entitled access only	£126.50	£128.00	£1.50	1%	320		-£480.00	Calculated on Admin fee plus charge per 1000 electors
Licensing								
Food export certificate	£93.50	£118.00	£24.50	26%	0	£118.00	£0.00	Based on costing of hourly rates/travel times/- to cover cost
Destruction of surrendered food certificate	£168.85	£222.00	£53.15	31%	0	£222.00	£0.00	Based on Cost recovery for service
Food Hygiene Rating (FHRS) rescore visits	£180.00	£190.00	£10.00	6%	17	£240.00	-£170.00	Officer time spent processing condemnation on-site plus cost of disposal
Dangerous Wild Animal Licence - New	£496.00	£803.00	£307.00	62%	0	£803.00	£0.00	Based on officer time The new time requirement is a fair and true view and would be full cost recovery.
Dangerous Wild Animal Licence - Renewal	£310.00	£401.00	£91.00	29%	1	£401.00	-£91.00	Renewal due every 2 years. Based on officer time.
Zoo licence Application (Notice of intention)	£589.00	£803.00	£214.00	36%	0	£803.00	£0.00	Fee based on 10 hours Officer time.

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
Zoo licence – New	£930.00	£2,409.00	£1,479.00	159%	0	£2,409.00	£0.00	Based on officer time This includes periodical and informal inspections.
Zoo licence – Renewal	£805.00	£2,008.00	£1,203.00	149%	1	£2,008.00	£-1,203.00	Based on officer time. This includes periodical and informal inspections.
Group 1 Animal Licence Payable prior to issue granted.	£116.00	£125.00	£9.00	8%	47	£125.00	£-423.00	Based on hourly rate and cost recovery
Group 2 Animal Licence Payable prior to issue granted.	£143.00	£152.00	£9.00	6%	3	£152.00	£-27.00	Based on hourly rate and cost recovery
Dog Breeders(1 to 5 breeding bitches) NEW	£249.00	£293.00	£44.00	18%		£293.00	£0.00	Based on hourly rate and cost recovery.
Dog Breeders(1 to 5 breeding bitches) RENEWAL	£183.00	£219.00	£36.00	120%	8	£219.00	£-288.00	Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSDC.
Hiring Out Horses (1-5 animals) NEW	£230.00	£293.00	£63.00	27%		£293.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
								repayable to BMSDC.
Hiring Out Horses (1-5 animals) RENEWAL	£218.00	£256.00	£38.00	17%	7	£256.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSDC.
Home Boarders (1-5 dogs) NEW	£209.00	£256.00	£47.00	23%		£256.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSDC.
Home Boarders (1-5 dogs) RENEWAL	£157.00	£182.00	£25.00	16%	11	£182.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSDC.
Dog Day Care (1-7) NEW	£275.00	£292.00	£17.00	6%		£292.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
								repayable to BMSDC.
Dog Day Care (1-7) RENEWAL	£183.00	£220.00	£37.00	20%	5	£220.00	-£185.00	Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSDC.
Selling animals as pets NEW	£262.00	£276.00	£14.00	5%		£276.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSDC.
Selling animals as pets RENEWAL	£196.00	£220.00	£24.00	12%	6	£220.00	-£144.00	Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSDC.
Keeping or training animals NEW	£222.00	£275.00	£53.00	24%		£275.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
								repayable to BMSDC.
Keeping or training animals RENEWAL	£169.00	£220.00	£51.00	30%	6	£220.00	-£306.00	Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSDC.
Provision of cat or dog boarding in kennels (1-30 animals) NEW	£222.00	£256.00	£34.00	15%		£256.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSDC.
Provision of cat or dog boarding in kennels (1-30 animals) RENEW	£169.00	£200.00	£31.00	18%	3	£200.00	-£93.00	Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSDC.
Dog Breeders (6 or more) NEW	£436.00	£462.00	£26.00	6%		£462.00		Based on hourly rate and cost recovery
Dog Breeders (6 or more) RENEW	£249.00	£264.00	£15.00	6%		£264.00		Based on hourly rate and cost recovery

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
Hiring out horses (6 or more) NEW	£329.00	£435.00	£106.00	32%		£435.00		Based on hourly rate and cost recovery
Hiring out horses (6 or more) RENEW	£266.00	£287.00	£21.00	8%		£287.00		Based on hourly rate and cost recovery
Home Boarders (6 or more) NEW	£249.00	£287.00	£38.00	15%	2	£287.00	-£76.00	Based on hourly rate and cost recovery
Home Boarders (6 or more) RENEW	£178.00	£213.00	£35.00	20%	2	£213.00	-£70.00	Based on hourly rate and cost recovery
Dog Day Care (8 or more) NEW	£329.00	£398.00	£69.00	21%		£398.00		Based on hourly rate and cost recovery
Dog Day Care (8 or more) RENEW	£222.00	£250.00	£28.00	13%		£250.00		Based on hourly rate and cost recovery
Selling animals as pets (large retail unit) NEW	£436.00	£500.00	£64.00	15%		£500.00		Based on hourly rate and cost recovery
Selling animals as pets (large retail unit) RENEW	£249.00	£287.00	£38.00	15%		£287.00		Based on hourly rate and cost recovery
Keeping or training animals (6 or more) NEW	£275.00	£292.00	£17.00	6%		£292.00		Based on hourly rate and cost recovery
Keeping or training animals (6 or more) RENEW	£196.00	£250.00	£54.00	28%		£250.00		Based on hourly rate and cost recovery

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
Provision of boarding cats or dogs (31+) NEW	£329.00	£329.00	£0.00	0%		£329.00		Based on hourly rate and cost recovery
Provision of boarding cats or dogs (31+) RENEW	£196.00	£213.00	£17.00	9%	4	£213.00	-£68.00	Based on hourly rate and cost recovery
Re-evaluation of Inspection	£130.00	£160.00	£30.00	23%		£160.00		Based on hourly rate and cost recovery
Transfer due to death of Licensee	£18.00	£25.00	£7.00	39%		£25.00		Based on hourly rate and cost recovery
Licence copy issue	£18.00	£25.00	£7.00	39%		£25.00		Based on hourly rate and cost recovery
Licence Variation	£64.00	£80.00	£16.00	25%	1	£80.00	-£16.00	Based on hourly rate and cost recovery
Skin Piercing, tattooing, electrolysis For new person or premises	£187.00	£241.00	£54.00	29%	30	£241.00	-£1,620.00	Based on hourly rate and cost recovery
Skin Piercing For additional practitioners at existing premises	£133.00	£161.00	£28.00	21%	2	£161.00	-£56.00	Based on hourly rate and cost recovery
Skin Piercing For existing practitioners moving into new unregistered premises	£133.00	£161.00	£28.00	21%		£161.00		Based on hourly rate and cost recovery
Scrap Metal Collector NEW	£464.00	£492.00	£28.00	6%		£492.00		Based on hourly rate and cost recovery

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
Scrap Metal Collector RENEW	£464.00	£492.00	£28.00	6%	5	£492.00	-£140.00	Based on hourly rate and cost recovery
Scrap Metal Site NEW	£752.00	£797.00	£45.00	6%		£797.00		Based on hourly rate and cost recovery
Scrap Metal Site RENEW	£752.00	£797.00	£45.00	6%	5	£797.00	-£225.00	Based on hourly rate and cost recovery
Scrap Metal ID Badge	£0.00	£10.50	£10.50	NEW	10	£105.00	-£105.00	New charge introduced from Public Protection.
Scrap Metal Vehicle Plate	£0.00	£22.00	£22.00	NEW	10	£220.00	-£220.00	New charge introduced from Public Protection.
Private Water Sampling	£83.00	£88.00	£5.00	6%	59	£88.00	-£295.00	Based on hourly rate and cost recovery
Private Water Investigation of problems with PWS per hour	£57.00	£80.00	£23.00	40%	21	£80.00	-£483.00	Based on hourly rate and cost recovery
Private Water Supply Administration per hour	£57.00	£80.00	£23.00	40%		£80.00		Based on hourly rate and cost recovery
Public Realm								

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
Litter Bins	£39.73	£69.00	£29.27	74%	543	£98.57	-£15,894.00	Per annum – charges made to Town & Parish Councils - 30% discount on break even for service. No new requests until we review provision with each individual Town / Parish. Corporate Manager has been communicating the proposed new charge and supporting them to evaluate the longer-term needs and requirements of service.
Dog/Fido Bins	£46.53	£69.00	£22.47	48%	398	£98.57	-£8,944.00	Per annum – charges made to Town & Parish Councils - 30% discount on break even for service. No new requests until we review provision with each individual Town /

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
								Parish. Corporate Manager has been communicating the proposed new charge and supporting them to evaluate the longer-term needs and requirements of service.
Planning								
Planning charges Budget Income 23/24							-£880,000.00	
Reduction in Applications Effect:							-£418,000.00	
Increase In Charges Effect:				25%			-£104,500.00	
Total Budget 24/25							-£522,500.00	
Net Reduction in Income							£357,500.00	
Discretionary Charges								
Licensing								
Hackney Carriage Vehicle New	£344.50	£345.00	£0.50		14		-£7.00	Takes into account officer time, including hearings

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
								and monitoring and enforcement
Hackney Carriage Vehicle Renewal	£344.50	£345.00	£0.50		68		-£34.00	Takes into account officer time, including hearings and monitoring and enforcement
Combined HC/PHV Driver New	£135.00	£141.00	£6.00	4%	12	£141.00	-£72.00	This is cost for one year. Licence is 3 years in total but driver pays annually. Matching Babergh to Mid Suffolk and the renewal cost is to match the new fee as the Officer work involved is the same and therefore full cost recovery. Takes into account officer time, including hearings and monitoring and enforcement

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
Combined HC/PHV Driver Renew	£104.50	£141.00	£36.50	35%	186	£141.00	-£6,789.00	This is cost for one year. Licence is 3 years in total, but driver pays annually. Matching Babergh to Mid Suffolk and the renewal cost is to match the new fee as the Officer work involved is the same and therefore full cost recovery. Takes in to account officer time, including hearings and monitoring and enforcement
Change of Name	£15.00	£16.00	£1.00	7%	1	£16.00	-£1.00	Takes in to account officer time, including hearings and monitoring and enforcement
Private Hire Operator 1 vehicle	£151.50	£158.00	£6.50	4%	10	£158.00	-£65.00	5 year licence, takes into account officer time, including hearings and monitoring and enforcement

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
Private Hire Operator 2-3 vehicles	£225	£234.00	£9.00	4%	3	£234.00	-£27.00	5 year licence, takes into account officer time, including hearings and monitoring and enforcement
Private Hire Operator 4-9 vehicles	£332.50	£350.00	£17.50	5%	6	£350.00	-£105.00	5 year licence, takes into account officer time, including hearings and monitoring and enforcement
Private Hire Operator 10+ vehicles	£395	£430.00	£35.00	9%	4	£430.00	-£140.00	5 year licence, takes into account officer time, including hearings and monitoring and enforcement
Change of Address	£15.00	£16.00	£1.00	7%	5	£16.00	-£5.00	Takes in to account officer time, including hearings and monitoring and enforcement
Replacement licence Paper/Badge of Drivers Licence or Paper / Interior Licence of Vehicle	£12.00	£12.50	£0.50	4%	2	£12.50	-£1.00	Takes in to account officer time, including hearings and monitoring and enforcement

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
Pavement Licences Renew	£80.00	£350.00	£270.00	338%	8	£350.00	-£2,800.00	Takes in to account officer time, including hearings and monitoring and enforcement. Introduction of Levelling-Up & Regeneration Act
Pavement Licences NEW	£80.00	£500.00	£420.00	525%	1	£500.00	-£500.00	Takes in to account officer time, including hearings and monitoring and enforcement. Introduction of Levelling-Up & Regeneration Act
Pleasure Boat Licences	£46.00	£48.00	£2.00	4%	1	£48.00	-£2.00	
Boatman Licences	£23.50	£24.50	£1.00	4%	2	£24.50	-£2.00	
Pre-application on-site advice - Licensing	NEW	£80.33	£80.33	100%	1	£80.33		Officer hourly rate with travel inclusion. Bespoke quote dependant on length of visit.
Public Protection								
Requests for Environmental Information	£68.40 per hour	£72.20 per hour	£3.80	6%	1.00	£144.40		Note: these charges are at the Council's discretion and having regard to relevant factors (in accordance with

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
								ICO guidance), may be waived for very simple requests. Based on officer time.
Public Realm								
Public Rights of Way Path Order	£400.00 and £68.15 per hour	£500.00 and £75.00 per hour	£100.00 and £6.85	25% & 10%	22	£75.00 per hour	-\$19,997.00	Based on local authority application fee discussions in network and a staff costs uplift of 10% and benchmarked and discussed with neighbouring authorities.
Electric Vehicle Car Park (EVCP) Income		£0.48					-\$7,194.79	All charge points will be charging 48p per kWh. As of start of 24/25 we will have 26 charge points.

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
Use of Parking Space		£95.00 day one then £55.00 per day	£95.00 day one then £55.00 per day	NEW			-£1,500.00	New charge introduced from parking to have a charging policy for businesses or individuals for advertising or events purposes wishing to hire a space. Day one is proposed at £95.00 and then each subsequent day £55.00 per day per space. This will require review following any Car Park tariff reviews.
1 Month Permit (including VAT)	£25.00	£30.00	£5.00	20%	95		-£395.83	Based on car park fee review
3 Months Permit (including VAT)	£70.00	£85.00	£15.00	21%	138		-£1,725.00	Based on car park fee review
12 Months Permit (including VAT)	£250.00	£300.00	£50.00	20%	48		-£2,000.00	Based on car park fee review
Recycling & Waste								
Bulky Item Collections	£49.50	£59.50	£10.00	20%	1,125	£68.57	-£16,667.00	Up to five items or 10 bags of household refuse/garden waste.

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
New Subscription Admin Fee Garden Waste	£10.00	£20.00	£10.00	100%	500		-£5,000.00	New subscription admin fee as one off in year one on top of annual subscription fee. Based on 500 new subscribers. No charge for bin in for 1st year unlike other councils. Benchmarking largely in line, increase accounts for contribution for overall waste service cost.
Garden Waste Collection RENEW	£59.00	£65.00	£6.00	10%	17,702	£65.14	-£90,489.00	Garden Customer numbers predicted 24/25 18,500. Benchmarking largely in line, increase accounts for contribution for overall waste service cost.
Larger Bins	£41.25	£45.50	£4.25	10%				If entitled to a larger bin, refuse bin charge. Recycling bin no charge.

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2023/24	2024/25						
Replacement Missing Bins	£41.25	£45.00	£3.75	9%				Refuse bin, no charge for recycling bin
New Build Property Set of Bins	£69.00	£76.00	£7.00	10%	457		-£12,400.00	Cost price to Councils for purchase of the bin and . additional costs include the storage and delivery fee chargeable to new developers.

6. LINKS TO JOINT CORPORATE PLAN

- 6.1 Ensuring that the Council makes best use of its resources is what underpins the ability to achieve the 6 corporate strategic priorities set out in the Corporate Plan, and ensuring the Council has a robust financial strategy. One of the key themes in the Medium-Term Financial Strategy is increasing the Councils income.

7. FINANCIAL IMPLICATIONS

- 7.1 The increase in fees and charges income will either have been included in the Draft General Fund budget 2024/25 as a saving or be used to offset the operational costs of the service, for example, the inflationary increases in running costs.

8. LEGAL IMPLICATIONS

- 8.1 Local authorities have a variety of powers to charge for specific statutory services set out in statute.
- 8.2 The Local Government Act 2003 also provides a power to trade and a power to charge for discretionary services, the latter on a cost recovery basis. The power to charge for discretionary services is not available to local authorities if there is a statutory duty to provide the service or if there is a specific power to charge for it or if there is a prohibition on charging.
- 8.3 Additionally, the Localism Act 2011 provides local authorities with a general power of competence that confers on them the power to charge for services but again subject to conditions/limitations similar to those noted above.
- 8.4 Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard, however delivery beyond that point may constitute a discretionary service for which a charge could be made.
- 8.5 All items/services listed in the appendices are pursuant to a power to provide the relevant service whether it is provided because of a statutory obligation to do so, or on a discretionary basis where the authority is not obliged to provide the service but can choose to do so. In relation to the latter, an authority charging for such services would do so on a cost recovery basis, pursuant to the Local Government Act 2003/Localism Act 2011.

9. RISK MANAGEMENT

- 9.1 Key risks are set out below:

Key Risk Description	Likelihood	Impact	Key Mitigation Measures	Risk Register and Reference
Babergh District Council may be unable to react in a timely and effective way to financial demands	3	3	A prudent approach to the assumptions within this report along with a clear budget strategy and robust financial monitoring and	Strategic Risk Register SRR004BDC

			reporting to identify issues early. Reserves levels are sufficient to mitigate these impacts	
Babergh District Council may fail to be financially sustainable	4	4	Robust Medium term financial strategy, shared integrated workforce with Mid Suffolk.	Strategic Risk Register SRR08BDC

10. CONSULTATIONS

10.1 The relevant Portfolio Holders and Councillors have been consulted on any significant areas of increase or change to fee and charges. The need for wider consultation when increasing fees and charges is reviewed by each Corporate Manager and relevant Director, none of the proposed increases in this report have resulted in a need for wider consultation.

11. EQUALITY ANALYSIS

11.1 An equality impact assessment will be undertaken by each Director for any significant changes within these fee and charges proposals.

12. ENVIRONMENTAL IMPLICATIONS

12.1 The use of fees and charges can influence behaviour that will in turn have a positive impact on the environment. Corporate Managers will consider this impact as part of their service strategies.

13. APPENDICES

Title	Location
Appendix A - Fees and charges schedule 2024/25	Attached
Appendix B – Fees and charges by service 2024/25 compared to 2023/24	Attached

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Fees and Charges Schedule 2024/25



Fee Description	Vat / Non-Vat	2023/24 Fee	2024/25 Fee	Rationale
1. Licensing				
1.1 Charges for Inspection				
Food export certificate	Vat	93.50	118.00	
Destruction of surrendered food certificate	Non-VAT	168.85	222.00	
Food Hygiene Rating (FHRS) rescore visits	Non-VAT	180.00	190.00	Plus additional £80.00 per hour for officer time spent processing condemnation on-site plus cost of disposal
1.2 Charges for Licensing				
Animal Welfare				
Dangerous Wild Animal Licence - New	Non-VAT	496.00	803.00	Based on 10 hours of Officer time which is required, previously was 8 hours at the recharge Officer hourly rate in Licensing of £80.33. The new time requirement is a fair and true view and would be full cost recovery.
Dangerous Wild Animal Licence - Renewal	Non-VAT	310.00	401.00	Renewal due every 2 years. Based on 5 hours of Environmental Protection Officer time.
Dangerous Wild Animal Licence - Variation	Non-VAT	Quotation	80.00	Fee based on nature of variation e.g. new species, addition to collection. Charged hourly at Officer rate £80.33 plus vet fees.
Group 1 Animal Licence Payable prior to issue granted.	Non-VAT	116.00	125.00	
Group 2 Animal Licence Payable prior to issue granted.	Non-VAT	143.00	152.00	
Dog Breeders(1 to 5 breeding bitches)		249.00 New 183.00 Renew	293.00 New 219.00 Renew	Additional to fees, vets fees incurred to be fully repayable to BDC.
Home Boarders (1-5 dogs)		209.00 New 157.00 Renew	256.00 New 182.00 Renew	Additional to fees, vets fees incurred to be fully repayable to BDC.

Fee Description	Vat / Non-Vat	2023/24 Fee	2024/25 Fee	Rationale
Dog Day Care (1-7)		275.00 New 183.00 Renew	292.00 New 220.00 Renew	Additional to fees, vets fees incurred to be fully repayable to BDC.
Selling animals as pets		262.00 New 196.00 Renew	276.00 New 220.00 Renew	Additional to fees, vets fees incurred to be fully repayable to BDC.
Keeping or training animals		222.00 New 169.00 Renew	275.00 New 220.00 Renew	Additional to fees, vets fees incurred to be fully repayable to BDC.
Provision of cat or dog boarding in kennels (1-30 animals)		222.00 New 169.00 Renew	256.00 New 200.00 Renew	Additional to fees, vets fees incurred to be fully repayable to BDC.
Dog Breeders(6 or more)		436.00 New 249.00 Renew	462.00 New 264.00 Renew	
Hiring out horses (6 or more)		329.00 New 266.00 Renew	435.00 New 287.00 Renew	
Home Boarders (6 or more)		249.00 New 178.00 Renew	287.00 New 213.00 Renew	
Dog Day Care (8 or more)		329.00 New 222.00 Renew	398.00 New 250.00 Renew	

Fee Description	Vat / Non-Vat	2023/24 Fee	2024/25 Fee	Rationale
Selling animals as pets (large retail unit)		436.00 New 249.00 Renew	500.00 New 287.00 Renew	
Keeping or training animals (6 or more)		275.00 New 196.00 Renew	292.00 New 250.00 Renew	
Provision of boarding cats or dogs (31+)		329.00 New 196.00 Renew	329.00 New 213.00 Renew	
Re-evaluation of Inspection		130.00	160.00	
Transfer due to death of Licensee		18.00	25.00	
Licence copy issue		18.00	25.00	
Licence Variation		64.00	80.00	
Zoos				
Zoo licence Application (Notice of intention)	Non-VAT	589.00	803.00	Fee based on 10 hours Officer time.
Zoo licence – New	Non-VAT	930.00	2409.00	4 year licence Up to 30 hours (additional hours charged at Officer hourly rate £80.33). This includes periodical and informal inspections.
Zoo licence – Renewal	Non-VAT	805.00	2008.00	6-year licence with up to 25 hours Officer time at £80.33 per hour includes periodical and informal inspections.
Zoo Special inspection	Non-VAT	Quotatio n	80.00	Charged at Officer hourly rate at £80.33 plus any vets fees.
Zoo Informal inspection	Non-VAT	No charge	80.00	Charged at Officer hourly rate at £80.33 plus any vets fees.
Zoo Variation	Non-VAT	Quotatio n	Quotatio n	

Fee Description	Vat / Non-Vat	2023/24 Fee	2024/25 Fee	Rationale
Zoo Additional inspector fee	Non-VAT	Quotation	Quotation	Zoos with no dispensation under the Zoo Licensing Act 1981 and for new applications and renewals (where appropriate)
Zoo plus Vets Inspection Fee – recovery of costs	Non-VAT	Cost Incurred	Cost Incurred	
Skin Piercing				
Skin Piercing, tattooing, electrolysis For new person or premises	Non-VAT	187.00	241.00	
Skin Piercing For additional practitioners at existing premises	Non-VAT	133.00	161.00	
Skin Piercing For existing practitioners moving into new unregistered premises	Non-VAT	133.00	161.00	
Licensing Act 2003 (Alcohol, Entertainment and Late Night Refreshment)				
LA 2003 Temporary Event Notice (TEN)		21.00	21.00	
LA 2003 Premises Licences incl. annual fee		Variable	Variable	Based on ratable value of property
LA 2003 Club premises incl. annual fee		Variable	Variable	Based on ratable value of property
LA 2003 DPS Variation/Community DPS		23.00	23.00	
LA 2003 Transfer		23.00	23.00	
LA 2003 Notice of Interest		21.00	21.00	
LA 2003 Copy or replace licence		12.00	10.50	Statutory Licensing Fees Regulations Part 2 Schedule 6
LA 2003 Personal licences		37.00	37.00	Plus £25 for DBS check
Street Trading				
Street Trading		820.00 to 2,450.00	820.00 to 2,450.00	Street Trading not charged in Mid Suffolk.
1.3 Scrap Metal Dealers				
Scrap Metal Collector NEW		464.00	492.00	
Scrap Metal Collector RENEW		464.00	492.00	
Scrap Metal Site NEW		752.00	797.00	
Scrap Metal Site RENEW		752.00	797.00	
Scrap Metal ID Badge		NEW	10.50	

Fee Description	Vat / Non-Vat	2023/24 Fee	2024/25 Fee	Rationale
Scrap Metal Vehicle Plate		NEW	22.00	
1.4 Local Authority Pollution Prevention & Control (LAPPC)				
LAPPC (Pollution Prevention Control)	Non-VAT	See website		Statutory fees which are set by Defra and which won't be published until April 2024. Note: they have not changed for several years, so suggest we assume they will be unchanged again for 2024/25.
1.5 Private Water Supplies				
Private Water Risk Assessment – typical cost	Non-VAT	200.00 - 250.00	250.00	
Private Water Sampling		83.00	88.00	
Private Water Investigation of problems with PWS per hour		57.00	80.00	
Private Water Supply Administration per hour		57.00	80.00	
2. Planning				
Planning Applications		See website	Increase of 24-35% dependent on application type	https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
Pre-planning advice		See website		https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf
3. Building Control				
Building Control	Non-VAT	See website	See website	https://www.babergh.gov.uk/building-control
Property Name Change (per request)	Non-VAT	110.00	110.00	
1 plot	Non-VAT	110.00	110.00	
2-5 plots	Non-VAT	215.00	215.00	

Fee Description	Vat / Non-Vat	2023/24 Fee	2024/25 Fee	Rationale
6-10 plots	Non-VAT	325.00	325.00	
11-20 plots	Non-VAT	540.00	540.00	
21-50 plots	Non-VAT	1080.00	1080.00	
51-100 plots	Non-VAT	Quotation	Quotation	
101+ plots	Non-VAT	Quotation	Quotation	
4. Land Charges				
Land charges		See website	151.20	https://www.babergh.gov.uk/land-charges
5. Green Environment				
5.1 Dog Control				
Dog Control Statutory Penalty	Non-VAT	25.00	25.00	See Discretionary Charges for administration fee, kennelling and vet treatments.
Dog Control Lost & Found		38.50 with microchip/ 49.50 without. 16.50 + VAT per kennelling day (min charge two days).	40.00 with microchip/ 51.50 without. 16.50 + VAT per kennelling day (min charge two days).	
5.2 Bins				

Fee Description	Vat / Non-Vat	2023/24 Fee	2024/25 Fee	Rationale
Litter Bins		39.73	69.00	Per annum – charges made to Town & Parish Councils - 30% discount on break even for service. No new requests until we review provision with each individual Town / Parish.
Dog/Fido Bins		46.53	69.00	Per annum – charges made to Town & Parish Councils - 30% discount on break even for service. No new requests until we review provision with each individual Town / Parish.
5.3 Abandoned Vehicles				
Removal of Vehicles		See website	200.00	https://www.babergh.gov.uk/abandoned-vehicles
6. Resources				
6.1 Sale of Electoral Roll				
Electoral Roll Copies of full register for entitled access only		126.50	128.00	Based on register size (price per elector) as at 01.12.20
Electoral Roll Monthly Updates		193.50	193.50	£21.50 per month for 9 months
Electoral Roll General Public Copy of Edited Register		62.00	62.00	
Discretionary Charges				
1. Public Protection				
1.1 Hackney Carriage / Private Hire Vehicles Charges				
Hackney Carriage New		344.50	345.00	
Hackney Carriage Renewal		344.50	345.00	
Hackney Carriage Change		Variable	156.00	
Private Hire Vehicle New		319.50	319.50	
Private Hire Vehicle Renewal		319.50	319.50	
Private Hire Vehicle Change		Variable	156.00	
Combined HC/PHV Driver New		135.00	141.00	Takes in to account officer time, including hearings and monitoring and enforcement
Combined HC/PHV Driver Renew		104.50	141.00	Takes in to account officer time, including hearings and monitoring and enforcement

Fee Description	Vat / Non-Vat	2023/24 Fee	2024/25 Fee	Rationale
Operator Licence New		Variable	158.00 to 234.00 & 346.00 to 411.00	Price ranges from £137.50 to £430.00 depending on number of vehicles
Operator Licence Renewal		Variable	158.00 to 234.00 & 346.00 to 411.00	
Vehicle Plate (cost if lost etc)		22.00 Rear 8.00 Interior	22.00 Rear 8.00 Interior	
Vehicle Plate Bracket		20.00	20.00	
Transfer of Vehicle Licence		45.00	70.00	
Vehicle Change from PHV to HC		45.00	70.00	Plus test fee, if appropriate
Vehicle Change from HC to PHV		45.00	70.00	Plus test fee, if appropriate
Temporary Vehicles HC		124.00 to 197.00	129.00 to 205.00	cost for 3 months temp or 6 month
Temporary Vehicles PHV		121.00 to 192.00	126.00 to 200.00	cost for 3 months temp or 6 month
Change of Name		15.00	16.00	
Change of Address		15.00	16.00	
Replacement licence Paper/Badge of Drivers Licence or Paper / Interior Licence of Vehicle		12.00	12.50	
Licence reissued after suspension		15.00	15.00	
HC Fare Tariff Card		5.00	5.00	
HC Meter Calibration Check		25.00	15.00	external charge to garage
1.2 Premises Licences (Gambling Act 2005)				
Small Lotteries (part of Gambling Act 2005)				
Lottery NEW		40.00	40.00	

Fee Description	Vat / Non-Vat	2023/24 Fee	2024/25 Fee	Rationale
Lottery RENEWAL		20.00	20.00	
Gambling Premises & Permits				
Betting Shop (Non-Track) NEW		3000.00	3000.00	
Betting Shop (Non-Track) RENEWAL		600.00	600.00	
Betting Shop (Non-Track) Variation		1500.00	1500.00	
Betting Shop (Non-Track) Transfer and/or Reinstatement		1200.00	1200.00	
Betting Shop (Non-Track) Provisional Statement		3000.00	3000.00	
Betting Shop (Non-Track) Licence Application (Provisional Statement Holders)		1200.00	1200.00	
Betting Shop (Track) NEW		2500.00	2500.00	
Betting Shop (Track) Annual Fee		1000.00	1000.00	
Betting Shop (Track) Variation		1250.00	1250.00	
Betting Shop (Track) Transfer and/or Reinstatement		950.00	950.00	
Betting Shop (Track) Provisional Statement		2500.00	2500.00	
Betting Shop (Track) Licence Application (Provisional Statement Holders)		950.00	950.00	
On-Licence Gaming Machine Permit NEW		150.00	150.00	
On-Licence Gaming Machine Permit - Variation		100.00	100.00	
On-Licence Gaming Machine Permit - Annual Fee		50.00	50.00	
On-Licence Gaming Machine Permit - Copy Fee		15.00	15.00	
On-Licence Gaming Machine Permit - Transfer of Amend		25.00	25.00	
Club Machine or Gaming Permit - NEW		200.00	200.00	
Club Machine or Gaming Permit - Variation		100.00	100.00	
Club Machine or Gaming Permit - Annual Fee		50.00	50.00	
Club Machine or Gaming Permit - Copy Fee		15.00	15.00	
Club Machine or Gaming Permit - Transfer or Amend		25.00	25.00	
Adult Gaming Centre - NEW		2000.00	2000.00	
Adult Gaming Centre - Annual Fee		750.00	750.00	
Adult Gaming Centre - Variation		1000.00	1000.00	
Adult Gaming Centre - Transfer/Reinstatement		1200.00	1200.00	
Adult Gaming Centre -Provisional Statement		2000.00	2000.00	

Fee Description	Vat / Non-Vat	2023/24 Fee	2024/25 Fee	Rationale
Adult Gaming Centre - Licence Application (Provisional Statement Holders)		1200.00	1200.00	
Family Entertainment Centres - NEW		2000.00	2000.00	
Family Entertainment Centre's - Annual Fee		1000.00	1000.00	
Family Entertainment Centre's - Variation		1000.00	1000.00	
Family Entertainment Centre's - Transfer/Reinstatement		950.00	950.00	
Family Entertainment Centre's - Provisional Statement		2000.00	2000.00	
Family Entertainment Centre's - Licence Application (Provisional Statement Holders)		950.00	950.00	
Regional Casino - NEW		15000.00	15000.00	
Regional Casino - Annual Fee		15000.00	15000.00	
Regional Casino - Variation		7500.00	7500.00	
Regional Casino - Transfer/Reinstatement		8500.00	8500.00	
Regional Casino - Provisional Statement		15000.00	15000.00	
Regional Casino - Licence Application (Provisional Statement Holders)		8000.00	8000.00	
Large Casino - NEW		10000.00	10000.00	
Large Casino - Annual Fee		10000.00	10000.00	
Large Casino - Variation		5000.00	5000.00	
Large Casino - Transfer/Reinstatement		2150.00	2150.00	
Large Casino - Provisional Statement		10000.00	10000.00	
Large Casino - Licence Application (Provisional Statement Holders)		5000.00	5000.00	
Small Casino - NEW		8000.00	8000.00	
Small Casino - Annual Fee		5000.00	5000.00	
Small Casino - Variation		4000.00	4000.00	
Small Casino - Transfer/Reinstatement		1800.00	1800.00	
Small Casino - Provisional Statement		8000.00	8000.00	
Small Casino - Licence Application (Provisional Statement Holders)		3000.00	3000.00	
Bingo - NEW		3500.00	3500.00	
Bingo - Annual Fee		1000.00	1000.00	
Bingo - Variation		1750.00	1750.00	

Fee Description	Vat / Non-Vat	2023/24 Fee	2024/25 Fee	Rationale
Bingo - Transfer/Reinstatement		1200.00	1200.00	
Bingo - Provisional Statement		3500.00	3500.00	
Bingo - Licence Application (Provisional Statement Holders)		1200.00	1200.00	
Gambling Copy of Licence		25.00	25.00	
Gambling Notification of change		50.00	50.00	
Gambling Temporary Use Notice - NEW		500.00	500.00	
Gambling Temporary Use Notice - Copy Fee		25.00	25.00	
1.3 Caravan Licensing				
Caravan New Park Home Licence		276.00 to £378.00	276.00 to 378.00	
Caravan Annual Licence Fee		221.00	221.00	
Caravan Licence Transfer		101.00 to £122.00	101.00 to 122.00	
Caravan Licence Variation		120.00	120.00	
Caravan Deposit of Site Rules		20.00	20.00	
1.4 Other Licensing				
Pavement Licences Renewal		80.00	350.00	Introduction of Levelling-Up & Regeneration Act
Pavement Licences NEW		80.00	500.00	Introduction of Levelling-Up & Regeneration Act
Pleasure Boat Licences		46.00	48.00	
Boatman Licences		23.50	24.50	
Requests for Environmental Information		68.40 first hour then 34.20 per half hour thereafter.	72.20 first hour then 36.10 per half hour thereafter.	Note: these charges are at the Council's discretion and having regard to relevant factors (in accordance with ICO guidance), may be waived for very simple requests.
Sexual Entertainment Venue - new/renewal		3000.00	3000.00	Officer hourly rate £65.35 calculation for time and travel. Hearing and legal costs included and managers time.
Sex Establishment - transfer/variation		1500.00	1500.00	

Fee Description	Vat / Non-Vat	2023/24 Fee	2024/25 Fee	Rationale
Sex Shop - new/renewal		0.00	1820.00	Officer hourly rate £65.35 calculation for time and travel. Hearing and legal costs included and managers time. Hearing required for all new and renewal
2. Community Access				
2.1 Car Parking				
Car Parking Charges		see website		Under Review and options being worked & costed. https://www.babergh.gov.uk/car-parks-and-parking
1 Month Permit		25.00	30.00	Based on car park fee review
3 Months Permit		70.00	85.00	Based on car park fee review
12 Months Permit		250.00	300.00	Based on car park fee review
Pin Mill Residents' Car Park by licence agreement		196.22		
Mooring Charges		New		To consider in 2025/26 with Pin Mill works
Use of Parking Space		New	95.00 & 55.00	
Electric Vehicle Car Park (EVCP) Income		0.48	0.48	All charge points will be charging 48p per kWh. As of start of 24/25 we will have 26 charge points in BDC. Income for 24/25 is based on the current year usage and estimated income from EVCP's that are yet to be installed but will be by end of 23/24. As we have minimal historic data to estimate income, we have used sensible assumptions to estimate this income. Full breakdown available.
3. Housing				
3.1 Houses of Multiple Occupation				
Houses of Multiple Occupation (HMO) License		567.53	567.53	
3.2 Amenity Charges for Bed & Breakfast Accommodation				
Bed & Breakfast Amenity Charges per week		10.30 per week	10.30	
3.3 Mobile Home Fee Policy				
Mobile Home Fee		See website	See website	https://www.babergh.gov.uk/w/park-homes-and-caravan-sites-registers

Fee Description	Vat / Non-Vat	2023/24 Fee	2024/25 Fee	Rationale
4. Green Environment				
4.1 Household Waste				
Bulky Item Collections	Exempt	49.50	59.50	Up to five items or 10 bags of household refuse/garden waste
New Subscription Admin Fee Garden Waste	Exempt	10.00	20.00	New subscription admin fee as one off in year one on top of annual subscription fee. Based on 500 new subscribers.
Garden Waste Collection RENEW	Exempt	59.00	65.00	Garden Customer numbers predicted 24/25 18,500 Babergh.
Hazardous Waste Collection (25 working days)	Exempt	48.16	48.16	Quoted price tbc
Bonded Asbestos Collection (25 working days)	Exempt	80.17	80.17	Quoted price tbc
Larger Bins	Exempt	41.25	45.00	If entitled to a larger bin, refuse bin charge. Recycling bin no charge.
Replacement Missing Bins	Exempt	41.25	45.00	Refuse bin, no charge for recycling bin
Additional Waste Sacks (Clear Recycling)	VAT	0.12	0.12	
Additional Waste Sacks (Orange)	VAT	N/A	N/A	
Additional Waste Sacks (Green Garden)	VAT	N/A	N/A	Propose removal of these as contradictory to garden subscription and plastic manufacturing.
Business Waste Services - Trade Waste Collection	Exempt	Quoted price		
Metal Bin	Exempt	NEW	350.00	
New Build Property Set of Bins	Exempt	69.00	76.00	
5. Planning				
5.1 Planning				
Planning charges	VAT	See website		https://www.babergh.gov.uk/w/fees-and-payments https://www.planningportal.co.uk/services/help/faq/applications/how-much-does-a-planning-application-cost
Copies of Microfiche from Storetec	VAT	25.00		
History search (1-4 dwellings)	VAT	60.00		
History search (over 4 dwellings)	VAT	80.00		
5.2 Public Path Orders				

Fee Description	Vat / Non-Vat	2023/24 Fee	2024/25 Fee	Rationale
Public Rights of Way Path Order		400.00 Applicati on, Fees 68.15 p/h	500.00 Applicati on, Fees 75.00 p/h	Based on local authority application fee discussions in network and a staff costs uplift of 10% and benchmarked and discussed with neighbouring authorities. The £500 initial fee is non refundable. A straightforward diversion order made under the Highways Act 1980 or Town & County Planning Act 1990 is likely to have a total cost of £4,500 chargeable. Ensure split time for other authorities is apportioned evenly with Babergh and Mid Suffolk.
5.3 Building Control				
		see website	See website	
		see website	See website	
Levies				
1.1 Community Infrastructure Levy (CIL)				
Community Infrastructure (CIL)		See Website		https://www.babergh.gov.uk/w/cil-calculation

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Fees and charges by service 2024/25 compared to 2023/24

Service Area	Budget 2023/24 £000's	Budget 2024/25 £000's	(Increase) / Decrease £000's	%
Garden Waste Collection Income	(1,123)	(1,213)	(90)	8%
Trade Waste Income	(684)	(700)	(16)	2%
Planning Fees	(968)	(611)	358	-37%
General Fees & Charges	(300)	(304)	(4)	1%
Licensing Income	(193)	(205)	(12)	6%
CIL Admin Charge	(155)	(155)	-	0%
Full Plans Inspection Fees	(151)	(151)	-	0%
Car park income	(112)	(112)	-	0%
Building Notice Fees	(136)	(100)	36	-26%
Full Plans Submission Fees	(85)	(78)	8	-9%
Bulky Refuse Charge	(55)	(72)	(17)	30%
Sale of Twin Bins	(25)	(37)	(12)	50%
Car park permits/season tickets	(26)	(31)	(4)	16%
Licence Fee Income	(17)	(21)	(5)	28%
Discharge of Conditions	(9)	(11)	(2)	25%
SAP Survey Fees	(6)	(6)	-	0%
Other (less than £5k budget)	(30)	(31)	(0)	1%
Total	(4,075)	(3,837)	238	-6%

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Agenda Item 9

BABERGH DISTRICT COUNCIL

COMMITTEE: Cabinet	REPORT NUMBER: BCa/23/33
FROM: Councillor David Busby, Leader of the Council	DATE OF MEETING: 09/01/2024
OFFICER: Mark Emms, Director of Operations	KEY DECISION REF NO. CAB451

FEES AND CHARGES - CAR PARKING

1. PURPOSE OF REPORT

- 1.1 Babergh Council has an approved Parking Strategy for 2022-2042 and this report proposes the next action for the charge's theme within this strategy.
- 1.2 Subsidising the current 3-hour free parking in council car parks in villages and towns including Sudbury, Hadleigh and Lavenham, cost the council approximately £425K this year. The cost is set to increase further next year and given a budget gap of at least £1.5m, the Council cannot continue this level of subsidy if wants to deliver its approved car parking strategy and to continue delivering other essential services for residents and communities.
- 1.3 This report considers options and makes recommendations for the decision-making process to vary car park charges, giving due consideration to engagement, expediency, and risk.

2. OPTIONS CONSIDERED

- 2.1 Options that have been considered and shared with cabinet include outsourcing of car parks to an external provider, not varying the charges and varying the charges.
- 2.2 Outsourcing to another provider has been rejected based on factors such as diminished control of tariff setting and road traffic order requirements, distracting focus on contract management and contract value versus strategy delivery, and incompatibility between on-street and off-street enforcement delivery not leading to any perceived savings.
- 2.3 Not varying the charges has been rejected as this will make delivery of the agreed strategy unaffordable, and this option was previously rejected by cabinet in 2021.

3. RECOMMENDATIONS

- 3.1 Carry out engagement and consultation with the four town and parish councils which the council owned car parks are located in, and with Babergh Councillors and with any other recognised groups making representation over the engagement period.
- 3.2 A proposal for varying car parking charges and road traffic orders across Babergh Council car parks will be presented to the Overview and Scrutiny Committee for their examination and advice to Cabinet.

<p>3.3 Proposals will be brought to Babergh Cabinet (after presenting to O&S) for varying car parking charges and off-street road traffic orders across Babergh Council car parks.</p>
<p>REASON FOR DECISION</p> <p>Varying car parking charges had previously been agreed by Cabinet. To deliver the approved parking strategy and remove the budget burden of subsidising this service from other non-parking income, varying charges must now be urgently considered.</p>

4. KEY INFORMATION

- 4.1 Babergh Cabinet approved and published its long-term Parking Strategy for 2022-2042 in October 2022 and has since started to make changes to the service over the last year, including the introduction of on-line purchasing of digital permits to park, commencing the roll out of new car park signage required and required car park enhancements and updating the car park website pages.
- 4.2 The approved strategy recognises a range of service themes including enforcement, technology, land use, sustainable transport, designation, quality, capacity and charges.
- 4.3 To progress delivery of the approved strategy funding is required, and the strategy theme of varying charges needs to be progressed from the current postponed decision position.
- 4.4 The parking service is subsidised by other non-parking derived income and this is neither fair to non-car users or financially sustainable to the Council. Parking for the first 3 hours is currently free of charge (other than Pin Mill, Chelmondiston), and is free all day in Lavenham, despite tariffs being set lower than other local councils.
- 4.5 It is proposed that targeted engagement and consultation will be carried out by officers with Sudbury, Hadleigh, Lavenham and Chelmondiston Town and Parish Councils, District Councillors, County Councillors, and any other recognised groups making representations over this period, which is expected to run during January and into early February 2024. It is envisaged that this part of the process may take 4-6 weeks to complete, with views and evidence being sought that will inform proposed variations to tariffs and associated off-street road traffic orders.
- 4.6 Detailed consultation has already been carried out to inform the councils approved parking strategy and this further short piece of engagement and consultation work is aimed at obtaining any additional local intelligence or recent changes that will minimise any unintended operational consequences of proposed changes. Any evidence that that is presented or obtained from site survey will be considered.
- 4.7 Communication releases were made on Friday 15th December to the press, District Councillors and the four town and parish councils where council car parks are located.

5. LINKS TO CORPORATE PLAN

- 5.1 Whilst the Councils corporate plan is about to be updated, and this report is to agree a process as opposed to the actual proposal to vary charges, clear links from a future proposal to the corporate plan can be assumed.
- 5.2 Sustainability - this is a core theme in the Councils proposed new corporate plan, and it should be noted that the car parking service financial position is currently 'not' sustainable.
- 5.3 Environment and Sustainable Travel - see section 11 Environmental Implications.
- 5.4 Economy - ensuring car parking spaces are appropriately used to support the town centres and their vitality, whilst also providing spaces for workers and commuters and making sure the car parks, which are often a gateway to the town centres, are attractive and welcoming.
- 5.5 Development and Regeneration - supporting delivery of key town centre projects and active travel cross-town links.

6. FINANCIAL IMPLICATIONS

- 6.1 Subsidising the current 3-hour free car parking in place in most of the Councils car parks will cost approximately £425,000 this year (revenue and corporate overhead only), with costs set to increase further in 2024-25. This cost is subsidised through other non-parking income, and considering predicted budget pressures this subsidy is no longer sustainable.
- 6.2 The proposals will include details of all current and projected service expenditure, including inter service impacts, along with proposed tariff variations and projected income levels.
- 6.3 It should be recognised that due to the required legal and operational change processes, it is likely to take around 6 months from a decision to the point of implementing any agreed new tariffs. The level of in-year benefit would need to be considered against this and any presented transformation costs.

7. LEGAL IMPLICATIONS

- 7.1 Any agreed variation to charges is expected to require the councils off-street road traffic order to be updated. This is a statutory process which must be carried out in accordance with law. The Road Traffic Regulation Act 1984, together with the Local Authorities' Traffic Orders (Procedure) (England & Wales) Regulation 1996, set out the procedure the Council must follow. The Council is required to publish the proposed (updated) order in the car park and in the local press. The Council must also consult with the County Council (who must consent to the order) and other appropriate organisations including the Police. Cabinet must consider all representations received before making the order.

8. RISK MANAGEMENT

- 8.1 The Key corporate risk which the recommendation in this report could contribute to a reduction in likelihood is:

Key Risk Description	Likelihood	Impact	Key Mitigation Measures	Risk Register and Reference
Babergh District Council may fail to be financially sustainable	3	3	Robust Medium term financial strategy, shared integrated workforce with Mid Suffolk.	Strategic Risk Register SRR08BDC

- 8.2 A significant risk the Council faces is not being financially sustainable if it does not adequately address budgets shortfalls in its medium-term financial plan. As a significant council income line, varying parking charges is key to delivering the agreed car parking strategy, as well as reducing the future predicted shortfall.
- 8.3 Risk associated to the proposal will be covered fully in the next reporting stage. For the purposes of the recommendations in this report, officers and leaders have been transparent in producing early communications, have committed to further targeted engagement and consultation, and bringing the proposal back via the Overview and Scrutiny committee before Cabinet.

9. CONSULTATIONS

- 9.1 This is covered in section 4. Key Information and forms a key part of the proposal and recommendation.

10. EQUALITY ANALYSIS

- 10.1 There are no specific equalities implications that directly affect any groups with protected characteristics at this stage. The report proposes a consultation on parking charges only. Equality Impact Assessment (EIA) will be carried out at the next stage for the proposal.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 Environment - tariffs can influence driver behaviour and encourage modal shift to other, more sustainable forms of transport. This could reduce traffic congestion and cruising for spaces, and lead to associated improvement in local in town air quality issues. Modal shift to other types of transport into town will likely include multi-modal journeys with elements of active travel, which in turn brings additional public health and well-being benefits
- 11.2 Sustainable Travel - additional funding could contribute to a range of sustainable transport initiatives and interventions. BDC is developing a pipeline of potential projects that could be implemented if funded, including, but not limited to;
- increasing provision of electric vehicle charging points in car parks,
 - increase provision of cycle parking, e-bike charging, bike maintenance facilities and e-bike rental pilots

- new passenger transport provisions
- delivering active travel infrastructure
- behaviour change engagement to encourage and enable modal shift

11.3 If progressed and subject to further investigation and feasibility assessments, these interventions would focus on balancing the needs of all road users and would support Local Transport Plan priorities (including junction improvements), Pinch Point mitigation, the council's Local Cycling and Walking Infrastructure Plan.

12. APPENDICES

12.1 None

13. BACKGROUND DOCUMENTS

13.1 The Council's Parking Strategy can be viewed on our website <https://www.babergh.gov.uk/w/parking-strategy>

14. REPORT AUTHORS

Mark Emms – Director of Operations

Matt Smith – Parking Services Manager

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Agenda Item 10

BABERGH DISTRICT COUNCIL

TO: Babergh Cabinet	REPORT NUMBER: BCa/23/34
FROM: Acting Leader of Council – Cllr John Ward	DATE OF MEETING: 09/01/2024
OFFICER: Arthur Charvonja, Chief Executive	KEY DECISION REF NO. CAB458

Our Plan for Babergh

1. PURPOSE OF REPORT

- 1.1 Set out in this report are the refreshed priorities for Babergh, that we have collectively identified in communication with our communities, businesses and partners. In October we set out our draft priorities to Cabinet and intent to engage with different people, groups and sectors.
- 1.2 Our Plan for Babergh sets out the approach we intend to take to help create a resilient, more sustainable future, with and for, all residents and communities of Babergh. We are ambitious for our communities, but also we recognise we need to be financially sound in challenging financial circumstances for local authorities.
- 1.3 This report sets out how we went about that engagement, the feedback we received and how we have taken onboard that feedback. This has enabled us to develop our final refreshed priorities for the next eight years, which are set out in Appendix A. This gives us our vision, direction and accountability for what we will deliver for our communities in the next four years, and into the longer term.

2. OPTIONS CONSIDERED

- 2.1 Options considered include:
 - 2.1.1 No plan: This was not pursued as there are new challenges for our districts that the Council needs to respond to within its refreshed plan.
 - 2.1.2 Plan adopted with no amendments from draft version: This option was not chosen as valuable feedback and insight was provided by stakeholders during the engagement that we wish to reflect in the final plan.
 - 2.1.3 Joint plan with Mid Suffolk: It is important for our communities to see how we are reacting to the challenges facing our district. Whilst there are commonalities with Mid Suffolk and their published priorities, we first want to ensure we have a representation of the challenge and opportunities facing Babergh.
 - 2.1.4 Respond to feedback from the engagement and amend plan to reflect, to ensure the priorities identified consider the valuable insight shared during this engagement.

3.	RECOMMENDATIONS
3.1	To consider the feedback from engagement and endorse the final plan setting out the vision and strategic priorities for Babergh District Council for 2023-2031, as set out in Appendix A.
REASON FOR DECISION	
To enable adoption of Our Plan for Babergh by Council on 23 rd January 2024.	

4. KEY INFORMATION

4.1 The refreshed plan sets out the new vision and strategic priorities of the Council. At Cabinet in October we identified and agreed the priorities that were most important to us with a view to seek the views of our communities, businesses, stakeholders and partners on these.

4.2 Informing these draft priorities was insight we had received from our communities and partners in the months and years running up to our successful election in May. Our annual State of the District Report for Babergh, considered at Full Council in September, also sets out the issues facing our district using data and insight. Following on from these, we have sought feedback from our communities, businesses, partners and our own staff on these priorities to find out their views and opinions, alongside the completion of our annual Resident’s Survey.

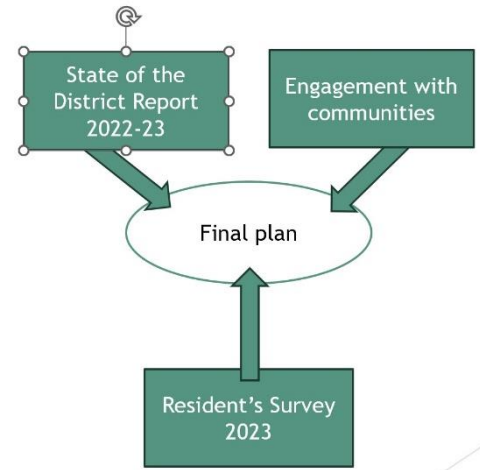


Figure 1: Contributors to the plan

4.3 Engagement happened between 4th October to 15th November, during which time an online survey was live and promoted with our public sector partners in Suffolk, Town and Parish Councils, on our social media channels, to our businesses, Voluntary, Community, Social and Faith (VCSF) sector organisations and own members of staff. Events, meetings and community conversations were held with a number of the above as well, including conversations with organisations or individuals who represented our seldom heard voices to ensure we achieved the most representative view we could of our communities.

4.4 Across our social media campaign, 22,600 people viewed our ‘Have you say’ posts. 1014 responses were received to the engagement in total, which included 540 responses on Babergh priorities. This response rate benchmarked well compared to similar engagement other councils have recently undertaken. The response rate for the whole population may be low, but the rate is in line with what would usually be expected for engagement on this more strategic discussion. There were also some low response rates from some areas, including businesses and the VCSF sector, but an ongoing commitment is in place to continue the conversation with these groups moving forward. The number of responses was large enough for us to be assured that we have received the full breadth of views across the district.

4.5 The outcome of this engagement and data is shown in summary in Figure 2 below. Whilst feedback broadly supported the priorities, the approach to achieving these priorities could benefit from clarity.

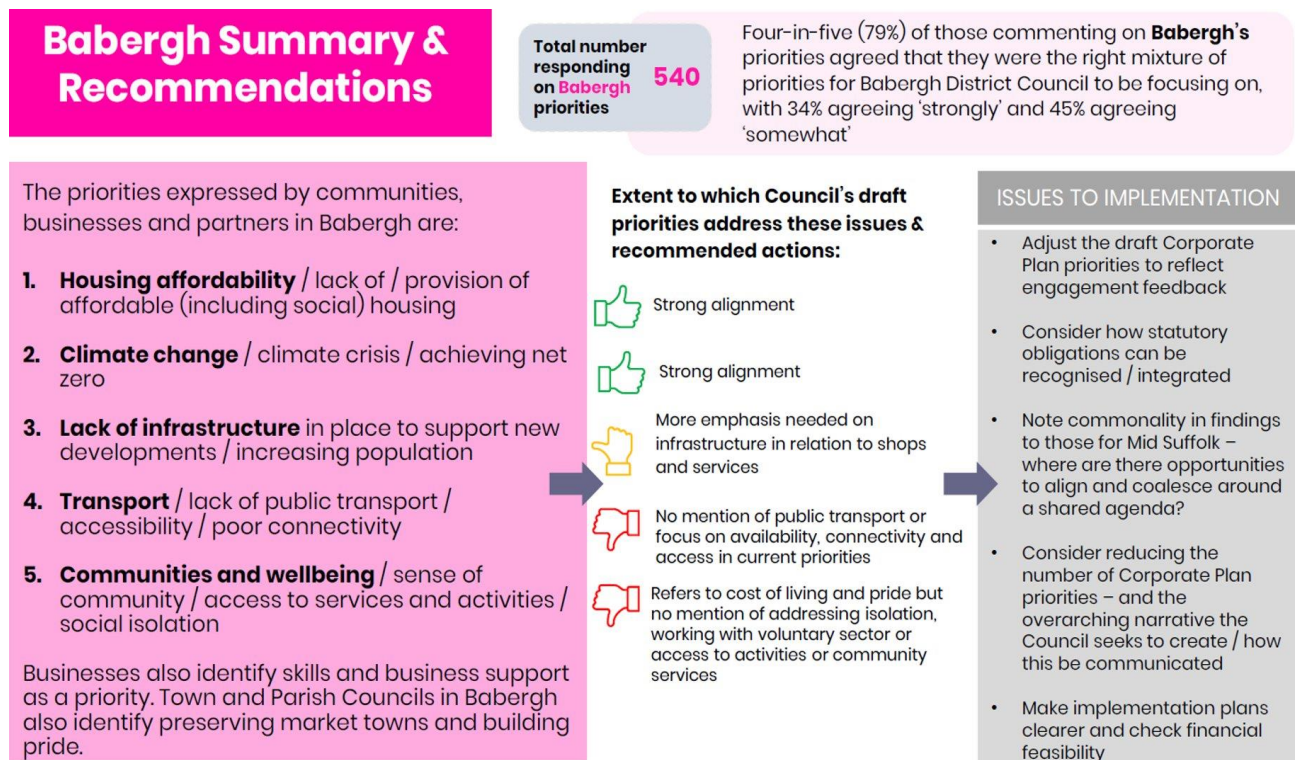


Figure 2: Overview of engagement feedback and recommendations

4.6 Following this engagement feedback, it was clear that how we approach these priorities was vital. To address this feedback amendments have been made as follows;

4.6.1 *Ensuring we provide core service delivery, in a financially responsible way;*

4.6.2 *Respond to challenges (such as extreme weather events, a pandemic, international events that impact on our communities and economy) and build in the ability to reflect on such challenges through our Annual Delivery Plan;*

4.6.3 *Ensuring we are clear that we can directly deliver some priorities, but others we can only work in partnership to influence others to deliver.*

4.7 We also have the commitment to ensure we are delivering through the development of appropriate performance targets for these priorities. These will be developed and reported through the Annual Delivery Plan.

4.8 A key focus of the plan is sustainability. From sustaining core services to ensuring our actions create the most sustainable future for our residents and communities. Sustainability has a different meaning in different contexts. It can mean ensuring something is maintained to the same level (e.g. service provision) to having the most minimal impact to avoid depletion of a resource (e.g. biodiversity). As the priorities develop through the Annual Delivery Plan, the concept of sustainability will be explored further to articulate this into real outcomes for our district.

4.9 The final plan (Appendix A) reflects the feedback we received through our engagement, forming an excellent foundation to move forward from, provide direction, clarity to our communities and our staff, and accountability to deliver on these strategic priorities for the next eight years.

5. LINKS TO CORPORATE PLAN

5.1 This is the refresh of the previous corporate plan, providing new strategic priorities for the Council moving forward over the next eight years.

6. FINANCIAL IMPLICATIONS

6.1 The plan identifies priorities to be delivered over the next four to eight years. There will be financial implications from the delivery of these priorities, but the priorities will need to be developed further into specific outcomes to be able to determine the budget associated with these. And indeed, as identified in the foreword to the plan, the council is facing a challenging financial situation and will need to respond accordingly. The plan identifies in the next steps that we will develop an annual delivery plan to target activity in relation to each of the three areas of focus. Budgetary information will be considered at this stage and as decisions are made by Cabinet and Council on delivering these outcomes.

7. LEGAL IMPLICATIONS

7.1 There are no legal implications from this report. Core services will continue to be delivered, with a focus for new strategic priorities provided.

8. RISK MANAGEMENT

8.1 Key risks are set out below:

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
The Councils may not have the capacity to respond to member demands in 2023/24	3	2	Agree refreshed corporate plan, including priorities and outcomes for both councils	SRR011
The joint arrangement between the two Councils could cease	2	4	Joint Member briefings	SRR012
Babergh Council may be unable to react in a timely and effective way to financial demands	3	3	Monitoring and reporting of financial forecast Capital reserves SLT position review workshops Cabinet briefings to review position and budget options	SRRR004MSDC

			Budget approval Internal and external audits	
The Councils may suffer a perception of untrustworthiness and poor reputation.	3	2	Annual Resident survey Engagement with residents for corporate plan refresh	SRR005
Failure to deliver a revised corporate strategy	3	4	Ongoing discussion with Cabinets to ensure development of Corporate Plans reflects needs of organisation to ensure ambitions are aligned to strategy in Corporate Plans.	Strategic Policy ORR009

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

9. CONSULTATIONS

9.1 Consultation has taken place within our own Council staff, externally with our communities, businesses, partners and stakeholders as set out above in the report.

10. EQUALITY ANALYSIS

10.1 An Equality Impact Assessment (EIA) initial screening has been completed. This determined that a full EIA was not required. Our Plan for Babergh will guide the council's actions and activities over the next eight years, but how the council goes about those activities will provide the detail that can be subject to scrutiny for impact on those with protected characteristics. None of the strategic priorities directly or indirectly disadvantage any protected group. But ensuring later strategies, projects and programmes are appropriately assessed will ensure no adverse impact on any groups with protected characteristics.

10.2 In addition, in development of the final plan, engagement has been undertaken with our communities including groups representing seldom heard voices (people who we may not usually reach and effectively engage with). Groups approached and engaged with represented groups with protected characteristics.

11. ENVIRONMENTAL IMPLICATIONS

11.1 Our Plan for Babergh provides a framework to promote environmental responsibility. The plan therefore will positively impact the environment through delivery of the strategic priorities identified.

12. APPENDICES

Title	Location
(a) Appendix A – Our Plan for Babergh	Attached

13. BACKGROUND DOCUMENTS

13.1 State of the District Report 2023

14. REPORT AUTHOR

Jo Hobbs – Corporate Manager – Strategic Policy

Our Plan for Babergh:

***A more resilient and
sustainable future for
Babergh***

(2023-2027)

Our Vision

“To help to create a resilient, more sustainable future, with and for, all the residents and communities of Babergh”

We believe it is our role to help create a more sustainable future in Babergh. We are driven by doing what is right for our residents, communities, parishes and towns now and for the future.

Babergh District Council has a long tradition of political collaboration. Our commitment to partnership and cooperation, is exemplified by the make-up of our political administration¹ and the way we work together with our communities, our towns and parishes, the voluntary sector, and local businesses, to grasp the opportunities and respond to the challenges that confront us all.

In developing this plan, we have listened carefully to all your views, and we promise to continue to do so. We want to have continuous engagement and conversation with our communities.

We are extremely ambitious for all our communities and all our residents. **We believe that a sustainable society must be built on the strong foundations of its communities, economy and environment.** As described in this plan, we will further strengthen these foundations to develop more resilient communities, and even greater pride and aspiration in the towns and villages where you live.

We are committed to being open and honest with you. Councils across the land are struggling with the same challenges. Their financial position has been eroded each year since 2010 as they try to contend with the twin pressures of cuts in funding from central government and over the last two years by inflation which increases costs dramatically. Babergh District Council is not immune from these pressures. Whilst the Council's income from fees and charges for services and council tax has remained well below the rate of inflation, the cost of almost everything else from energy to materials has risen, together with interest rate rises. This means we will have to find extra income and / or savings of over £10m over the next four years just to continue delivering the services we currently do.

¹ A political coalition of the Green Party, Independents and Liberal Democrats

While this national economic crisis is not of our making, we must respond to it nevertheless – and must do so in a responsible way. In light of the serious financial challenges facing us we have difficult decisions to make.

We have already made significant savings year on year and have a absolute focus on running our services as efficiently as we can. But much more must be done, and some tough choices lie ahead. We remain committed to doing all we can to protect the essential services that local and vulnerable people rely on.

We will remain positive and ambitious; and we will continue to deliver good quality core district council services. However, we do need to reduce our costs as an organisation and increase some of the fees we charge for some services to balance our books. But we cannot keep doing this year after year. Yes, the backdrop is challenging but it demands that we use our expertise and ingenuity to develop new approaches to service design and delivery that meet your aspirations for the place where you live and creates a more sustainable future for all our residents and communities. Testing times call for imagination and innovation but also collaboration, listening to you about what you think is important and together we can develop sustainable local solutions to local issues.

Dave Busby

Deborah Saw

John Ward

Leader of the Council

Deputy Leader

Deputy Leader

(Liberal Democrat)

(Green)

(Independent)

(‘Working Together’ with Mid Suffolk District Council)

Babergh district at a glance

 **92,300**

residents and
40,200 households
(Census 2021)

26.6%



of residents aged 65 and over vs 18.4% across England. By 2043, the 65-plus population is expected to account for a third (33.8%) of all residents

Top 3 employment sectors:



- Wholesale and retail
- Manufacturing
- Education



31.9%

of 16 to 64-year-olds hold a level 4 (degree-level) qualification or above vs 37.1% in England

Better than average levels of health but challenges remain



Life expectancy at birth:

Females - 85.2 years vs 83.1 in England
Males - 81.6 years vs 79.4 in England

26.1% of adults classed as physically inactive (25.8% across England)



85%

of residents are satisfied with their local area as a place to live



Median house prices are 10.60 times median annual resident earnings



Rollout of gigabit-capable broadband

Gigabit-capable broadband coverage: 38.1% vs 77.1% across England (June 2023)

10.3% average tree canopy cover for wards in Babergh



Our Approach

We need to create a more sustainable future for all our residents and communities in Babergh. We will achieve this by:

- Delivering good quality core council services;
- Ensuring Babergh District Council is a financially viable organisation now and for the future;
- Providing open & honest leadership;
- Putting sustainability at the heart of everything we do;
- Continuing to listen to you and work in partnership on the things that matter most to you;
- Supporting and empowering you to design and deliver community-based solutions to local issues;
- Working in partnership and cooperation with all our communities, the local voluntary sector, our partners across the public sector and our local businesses to tackle the challenges we all face; and
- Influencing others to ensure you have local access to all the services and facilities that you need to be able to live well.

What we will focus on to create a more sustainable future, with and for, all the residents and communities of Babergh

These are the opportunities and challenges that we will focus on. Some of these are things we can directly deliver but many can only be achieved in partnership with others or through influencing others to change. We will work in whatever way necessary to create a more sustainable future for the residents and communities of Babergh:

Revitalised and improved environment

- Tackling and mitigating the impacts of climate change
- Reducing council and district carbon emissions
- Protecting and enhancing our natural landscape and our wildlife habitats; increasing biodiversity and nature recovery
- Increasing tree planting and habitat restoration
- More insulated and energy efficient buildings
- Supporting delivery of local community energy projects
- Zero tolerance to fly-tipping
- Enabling greater re-use and recycling
- Promoting greener and healthier forms of travel

Thriving economy

- Prioritising and promoting the green economy
- Championing solutions to retrofitting & renewable energy
- Promoting higher paid, higher skilled, sustainable jobs for all
- Increasing opportunities to learn new skills, particularly those in green technology sectors
- Creating the conditions for start-ups & social enterprises to flourish
- Supporting local businesses
- Attracting inward investment and responsible tourism to our towns and villages
- Ensuring access to the infrastructure your communities need to thrive

Resilient communities

- Championing market towns and villages
- Engaging, empowering and enabling communities to find local solutions to local issues
- Ensuring every part of Babergh is clean and tidy
- Securing the right quality homes, in the right places
- Securing more affordable housing
- Enabling older people to live independently in their own homes for longer
- Improving access to the services and facilities that support thriving communities & the health and wellbeing of our residents
- Helping those struggling with the high cost of living
- Supporting the development of more neighbourhood plans
- Helping improve the energy efficiency of listed buildings
- Reaffirming our commitment to the Armed Forces Covenant

Our next steps

We will develop an annual delivery plan to target activity in relation to each of the three areas of focus. This will include a combination of outcomes, outputs, performance indicators and targets that will form part of the quarterly performance reports and progress will be reported annually through the State of the District report. We will also utilise other external metrics for benchmarking such as the [United Nations Sustainable Development Goals](#) and the [Thriving Places Index](#).

Agenda Item 11

BABERGH DISTRICT COUNCIL

TO: Babergh	REPORT NUMBER: BCa/23/35
FROM: Cllr Jessie Carter	DATE OF MEETING: 9 th January 2024
OFFICER: Director of Housing - Deborah Fenton / Corporate Manager Housing Solutions – Amma Antwi-Yeboah	KEY DECISION REF NO. CAB460

EMPTY HOMES AND SECOND HOMES POLICY

1. PURPOSE OF REPORT

- 1.1 This report provides an overview of the current Council Tax charges levied on long term empty properties and second homes within Babergh and proposes changes to the policy in respect of premiums from 1st April 2024 in line with recent changes in legislation.

2. OPTIONS CONSIDERED

Option 1 – Introduce the 2023 changes to the empty homes premium and introduce a premium for dwellings periodically occupied (second homes).

- 2.1 In line with the draft policy in appendix A, implement the proposed changes to introduce a premium of 100% for second homes from 1st April 2025, reduce the time period for empty premiums to 12 months.

Implementing the changes will generate additional income and incentivise bringing unoccupied properties back into use.

Implement only one of the proposed changes.

- 2.2 Implement only one of the proposed changes. This could be either implementing a premium of up to 100% for second homes and leaving the current long term empty qualifying time period for the premium at 2 years. Alternatively, it could just be reducing the long-term empty premium qualification time from two years to one, and not implementing any change for second homes.

This would have the same benefits as option 1 but to a lesser scale.

Do Nothing

- 2.3 Do nothing, leave existing premiums in place for long term empty properties, namely that they would be applied after the two-year period. Do not introduce a premium for second homes.

<p>3. RECOMMENDATIONS</p> <p>3.1 That Council approve the empty homes and second homes premiums policy for 2024-25 attached in appendix A</p> <p>3.2 That Council delegate authority to the Director of Housing in consultation with the Cabinet Member for Housing to make technical amendments to the policy to ensure it meets the criteria set by Government and the Council</p>
<p>REASON FOR DECISION</p> <p>To maximise revenue, but more importantly to incentivise owners to bring empty and under-utilised properties back into use.</p> <p>To ensure the policy is kept in line with Government regulations.</p>

4. KEY INFORMATION

- 4.1 Prior to April 2013 billing authorities could charge up to a maximum of 100% Council Tax on dwellings that had been unoccupied and substantially unfurnished for more than two years (long-term empty dwellings). From April 2013 billing authorities were given powers to charge a premium of up to 50% of the Council Tax payable in these circumstances. The intention of the premium was to encourage homeowners to occupy homes and not leave them vacant in the long term.
- 4.2 In 2018 the Rating of Property in Common Occupation and Council Tax (Empty Dwellings) Act allowed billing authorities to increase the levels of premiums on long-term empty dwellings with effect from 1 April 2019 as follows;
- Dwellings left unoccupied and substantially unfurnished for 2 years or more, - from 1April 2019 a premium can be levied up to 100%
 - Dwellings left unoccupied and substantially unfurnished for 5 years or more, - from 1April 2020 a premium can be levied up to 200%; and
 - Dwellings left unoccupied and substantially unfurnished for 10 years or more, - from 1April 2021 a premium can be levied up to 300%.
- 4.3 Babergh used this discretion and implemented the revised premiums mentioned above in 4.2 to provide an incentive to bring long term empty properties back into use. The table below shows the number of premiums on the first Monday in October from 2019 to 2023.

	2019	2020	2021	2022	2023
2 – 5 yrs	73	51	31	62	67
5 – 10 yrs		28	7	14	9
>10 yrs			13	14	11

- 4.4 The Levelling Up and Regeneration Act 2023 provides for further changes whereby it permits the Council to impose an empty homes premium on long-term empty dwellings after one year instead of two years from the 1st April 2024.
- 4.5 Alongside changes to the empty home premium, the Levelling Up and Regeneration Act 2023 also introduces the ability to charge a Council Tax premium of up to 100% on dwellings which are occupied periodically (properties that are substantially furnished but no one's sole or main residence, second homes).
- 4.6 Unlike the changes to the long-term empty home's premium, which can be implemented from the 1st April 2024, a decision to implement a premium on second homes must be taken at least 12 months before the financial year to which it would apply. In other words, the earliest it could take effect would be 1st April 2025.
- 4.7 The Government have indicated that there will be some exceptions to both the long-term empty premium and second home premium being charged. Regulations are expected that cover these exceptions in the new year. As a guide, listed below are the exceptions listed in a previous Government consultation.
- Properties undergoing probate.
 - Properties that are being actively marketed for sale or rent.
 - Empty properties undergoing major repairs.
 - Annexes forming part of, or being treated as, part of the main dwelling.
 - Job related dwellings.
 - Occupied caravan pitches and houseboat moorings.
 - Seasonal homes where year-round or permanent occupation is prohibited or has been specified for use as holiday accommodation or prevents occupancy as a person's sole or main residence.
- 4.8 An analysis has been undertaken to look at the current situation and what that might look like if the 2023 changes are implemented. The table below shows the number of second homes and long-term empty properties as of 15th November 2023 by Council Tax band:

	A	B	C	D	E	F	G	H	Total
Second Homes	116	108	105	88	54	44	46	15	576
Empty/Unfurnished > 4wks	96	144	111	69	44	34	8	1	507
Empty/Unfurnished 2 – 5 years	14	17	15	10	7	4	2	1	70

Empty/ Unfurnished 5 – 10 years	3	0	1	2	1	1	0	0	8
Empty/ Unfurnished > 10 years	2	2	3	2	0	0	2	0	11

- 4.9 The table below shows a breakdown of the long-empty properties on 15th November 2023 but forecasting the situation as of 1 April 2024 for the introduction of premium after 12 months, by Council Tax band:

Long-term empty Period	A	B	C	D	E	F	G	H	Total
12 months to 2 years	21	46	38	24	13	12	3	1	158

- 4.10 You can see from the table in 4.9 that introducing the premium after 12 months will significantly increase the number of properties charged.
- 4.11 Considering the recent changes introduced by the Government and the number of empty and second homes, it would be an ideal time to review and update the current scheme for premiums.

5. LINKS TO CORPORATE PLAN

- 5.1 The policy supports the Council's objectives in respect of housing, wellbeing and communities and the economy.

6. FINANCIAL IMPLICATIONS

- 6.1 Initial high-level analysis suggests that the adoption of a 100% premium on long-term empty homes after 12 months could generate an additional £300,689 in Council Tax revenues (based upon the 23/24 Council Tax rate). Income generated would be shared across the preceptors, this would be £27,062 for Babergh
- 6.2 Introducing a 100% premium for periodically occupied dwellings (second homes) could generate around £1.1m in additional Council Tax revenue (based upon the 23/24 Council Tax rate). Like the long-term empty premium, the income generated would be shared across the preceptors. this would be £106,000 for Mid Suffolk.
- 6.3 However, it needs to be recognised that this estimate could be reduced once the Government legislates for the exceptions.
- 6.4 It also should be noted that these changes will also impact on the Housing Revenue Account if there are Council owned properties that meet the qualifying criteria.
- 6.5 The introduction of the premiums is to support bringing properties back in to use. If successful, the income generated from premiums should reduce over time.

7. LEGAL IMPLICATIONS

7.1 The legislation that covers this report and the recommendations made is as follows:

- S11A & S11B of the Local Government finance Act 1992
- S11C of the Local Government Finance Act 1192 (as introduced by the Levelling Up and Regeneration Act 2023)
- The Levelling Up and Regeneration Act 2023
- S13A(1)(c) Local Government Finance Act 1992

8. RISK MANAGEMENT

8.1 This report is most closely linked with the Council's Significant Risk No. SRR004MSDC – We may be unable to respond in a timely and effective way to financial demands.

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
Babergh District Council may be unable to react in a timely and effective way to financial demands	3	4	Monitoring and reporting of financial forecast Capital reserves. SLT position review workshops Cabinet briefings to review position and budget options. Budget approval Internal and external audits	SRR004MSDC
The additional premiums are difficult to collect			Regular review of cases All enforcement remedies will be used	
The long-term empty premium is levied against a Council Taxpayer who is unable to bring the property back into use	2	3	The provision of Empty Homes and renovation Loan to help homeowners to bring the property back into occupation. Empty Homes Officers to provide support and guidance.	Operation Risk Register Housing Solutions and 050
The implementation of these premiums may cause exceptional			Consider such cases under the Council's Council Tax discretionary hardship scheme.	

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

9. CONSULTATIONS

- 9.1 Consultations have taken place with Assistant Directors, Corporate Managers, and other Budget Managers as appropriate.
- 9.2 There is no statutory requirement to consult on these proposals. However, contact will be made with those Council taxpayers likely to be subject to the changes prior to annual bills being issued in March 2024.

10. EQUALITY ANALYSIS

- 10.1 EQIA screening please the attached appendix (b)

11. Environmental Implications

There are no negative Environmental impacts directly associated with this report and policy.

12. Appendices

Title	Location
(a) Empty Homes and Second Homes Premium Policy 2024-25	Attached
EQIA- Empty Homes and Second Homes Premium Policy 2024	Attached

13. REPORT AUTHORS

- *Amma Antwi-Yeboah Corporate Manager – Housing Solutions*
- *Andrew Wilcock – Joint Head of SRP*



Empty Homes and Second Homes Premium Policy 2024-25

Contents

1. Introduction and background
2. Empty homes premiums (From 1 April 2024)
3. Introduction of premiums for second homes (From 1 April 2025)
4. Exceptions from the premiums (empty homes premiums and second homes premiums)
5. Outcome expected and 'safety net'
6. Legislation
7. Finance
8. Notification
9. Appeals
10. Delegated Powers
11. Fraud
12. Complaints

1. Introduction and background

- 1.1. The following policy outlines the Council's approach to the levying of empty homes premium and second homes premiums.
- 1.2. Premiums were also introduced by Government from 1 April 2013 with a view to encouraging homeowners to occupy homes and not leave them vacant in the long term.
- 1.3. The legislation introducing premiums is S11B of the Local Government Finance Act 1992 was inserted by the Local Government Finance Act 2012.
- 1.4. Initially premiums could only be charged on long-term empty dwellings. An empty dwelling is one which is 'unoccupied' and 'substantially unfurnished'. The definition of long-term is where the dwelling has been empty for a continuous period of at least 2 years.
- 1.5. Initially the maximum level of premium was set by Government at 50% of the amount of Council Tax chargeable. Each Council could determine the level of premium up to a maximum and this is charged in addition to the amount determined by the Council as payable for an empty dwelling.
- 1.6. Certain classes of dwellings cannot be charged a premium, namely:
 - A dwelling which would be the sole or main residence of a person, but which is empty while that person resides in accommodation provided by the Ministry of Defence by reason of their employment i.e., service personnel posted away from home; and
 - Dwellings which form annexes in a property which are being used as part of the main residence or dwelling in that property.
- 1.7. In 2018 the Rating of Property in Common Occupation and Council Tax (Empty Dwellings) Act allowed authorities to increase the level of premiums on empty dwellings with effect from 1 April 2019 as follows;
 - Dwellings left unoccupied and substantially unfurnished for 2 years or more, - from 1 April 2019 a premium can be levied up to 100%
 - Dwellings left unoccupied and substantially unfurnished for 5 years or more, - from 1 April 2020 a premium can be levied up to 200%; and
 - Dwellings left unoccupied and substantially unfurnished for 10 years or more, - from 1 April 2021 a premium can be levied up to 300%.
- 1.8. It should be noted that premiums are charged in addition to the 100% Council Tax payable on empty premises.

- 1.9. Government, together with local authorities (including the Council) has unfortunately seen a rise in the number of empty homes together with a growth in second homes.
- 1.10. Inconsistencies in the legislation have also been identified whereby a premium can be avoided by the taxpayer merely by furnishing an empty premises, when it would become a 'second home' which currently has a maximum charge of 100% with no premium.
- 1.11. In order to address these inconsistencies, and also to bring more dwellings into use, Government has introduced sections within the Levelling Up and Regeneration Act 2023 (the Act).
- 1.12. This policy details the Council's approach in the charging of premiums as allowed within the new legislation.
- 1.13. The continued pressure on local authority finances (both the Council and the Major Preceptors) together with the need to encourage all owners of domestic premises to bring them back into use, makes it essential that the Council changes its approach to empty homes. The new legislation for second home premiums will encourage the use of dwellings as primary residences.

2. Empty homes premiums (From 1 April 2024)

- 2.1. Section 79 (1)(b) of the Levelling Up and Regeneration Act 2023 permits the Council to impose an empty homes premium after one year instead of two years. Section 80 of the Act provides that from 1 April 2024, a property can be charged an empty homes premium at 100% after one year, even if it became empty before 1 April 2024.
- 2.2. The Council has resolved to implement these with effect from 1 April 2024.
- 2.3. This means that the empty homes premiums will be:
 - Dwellings left unoccupied and substantially unfurnished for 1 year or more, - a premium can be levied up to 100%
 - Dwellings left unoccupied and substantially unfurnished for 5 years or more, - a premium can be levied up to 200%; and
 - Dwellings left unoccupied and substantially unfurnished for 10 years or more, - a premium can be levied up to 300%.
- 2.4. The legislation requires the Council to be mindful of any guidance or further regulation in relation to the implementation of the premiums and this is detailed in Section 4 of this policy.

3. Introduction of premiums for second homes (From 1 April 2025)

- 3.1 The definition of a second home for Council Tax purpose is a dwelling which has 'no one resident' but is 'substantially furnished'.
- 3.2 Section 80 (2) of the Act inserts a new section 11C into the Local Government Finance Act 1992. This permits the Council to apply a premium on second homes. The maximum Council Tax charge in these cases would be a standard 100% charge plus a premium of 100% making a total Council Tax charge of 200%.
- 3.3 Unlike empty dwellings, there is no requirement for a property to have been used as a second home for a fixed period of time before the premium can apply.
- 3.4 As with other changes introduced by the Act, section 11C (3) requires that the first decision to impose this class of premium must be taken at least 12 months before the financial year to which it would apply. In effect this means that premiums for second homes will not take effect until the 2025-26 financial year at the earliest.
- 3.5 The Council has resolved to charge second home premiums and has given the required notice.
- 3.6 The Act provides that a dwelling cannot be subject to both a second homes premium and an empty homes premium imposed under section 11B of the 1992 Act, and that an existing empty homes premium would cease to apply to a property which became subject to a second homes premium.

4. Exceptions from the premiums (empty homes premiums and second homes premium)

- 4.1 At the time of writing this policy, Government has issued a consultation (which has now ended), seeking views on possible categories of dwellings which should be dealt with as exceptions to the Council Tax premiums. Regulations are expected to cover the exceptions for both empty homes premium, and also the second homes premiums.
- 4.2 **The Council has included the proposed exceptions below however, it should be noted that these MAY CHANGE when the new regulations are commenced.**
- 4.3 The consultation proposes that there will be circumstances where either premium will either not apply or be deferred for a defined period of time. These are as follows:
 - **Properties undergoing probate** – the Government proposes that these properties should be exceptions to both the second homes and empty homes premiums for a **maximum of 12 months**. The

exceptions would start once probate or letters of administration is granted. This will not affect the Class F Council Tax exemption or the ability for the Council to charge its determined rate of Council Tax following the expiry of the Class F exemption;

- **Properties that are being actively marketed for sale or rent** - the Government proposes that this exception will apply for up to a **maximum of 6 months** from the date that active marketing commenced, or until the property has been sold or rented, whichever is the sooner. The Council, in determining whether this exemption applies will require the following evidence:
 - a) Evidence that the dwelling is being **actively** marketed for sale or rent through a recognised agent (evidence can include contracts with agents, advertisements in recognised newspapers or marketing websites);
 - b) Where the premises are being self-marketed by the owner or landlord, evidence that the premises is being **actively** marketed (evidence can include advertisements in recognised newspapers or letting websites);
 - c) Where for sale, evidence that the premises are being sold at a true market level for the size and type of dwelling within the area in which it is situated. Where the dwelling is for let, that the rent requested is at a true market level for the size and type of dwelling within the area which it is situated.

The above list is not exhaustive, and the Council reserves the right to request further evidence to support any claim or exemption. The exemption will only apply once to any taxpayer or taxpayers if they are jointly and severally liable;

- **Empty properties undergoing major repairs** – this is time limited to 6 months. The Government proposes that empty properties undergoing major repair works or structural alterations should be an exception to the premium for up to 6 months once the exception has been applied or when the works has been completed, whichever is the sooner. The exceptions will be applied at any time after the property has been empty for at least 12 months, so long as the Council is satisfied that the necessary repair work is being undertaken. As with all other exemptions to the premiums, the Council will require the taxpayer to provide such evidence as is required to support their application;
- **Annexes forming part of, or being treated as, part of the main dwelling** – the Government proposes that such annexes should be an exception to the Council Tax premium on second homes;

- **Job related dwellings** – currently, there is a Council Tax discount for up to 50% for properties which are unoccupied because the owner is required to live elsewhere for employment purposes. The discount applies where the dwelling is provided for the better performance of the duties of employment, and it is one of the kinds of employment in the case of which it is customary for employers to provide dwellings for employees. The Government proposes that the dwelling should also be an exception to the second homes premium. **The exception will not apply to cases where someone chooses to have an additional property to be closed to work while having a family home elsewhere or where an individual is posted to a new location but maintained their previous address;**
- **Occupied caravan pitches and houseboat moorings** – the Government proposes that these caravans and boats should be an exception to the Council Tax premium on second homes; and
- **Seasonal homes where year-round or permanent occupation is prohibited or has been specified for use as holiday accommodation or prevents occupancy as a person’s sole or main residence** – the Government proposes that properties that have restrictions or conditions preventing occupancy for a continuous period of at least 28 days in any 12 month periods, or specifies its use as a holiday let, or prevents occupancy as a person’s sole or main residence, should be an exceptions to the second homes premium.

4.4 It is understood that regulations will be issued late 2023 or early 2024 and the Council will need to ensure that any policy is in line with legislation. Therefore, the Council’s Section 151 Officer is granted delegated powers to amend the policy in line with legislative or Government requirements.

5. Outcome expected and ‘safety net’.

- 5.1. The expected outcomes of this policy are as follows:
- a) Taxpayers will be encouraged, through the implementation of the premiums, to bring empty properties into use and to revert the use of second homes to primary residences;
 - b) The reduction of empty homes and second homes with the Council’s area in line with the Council’s empty property strategy ; and
 - c) Increased Council Tax income from empty homes and second homes.
- 5.2. There may be circumstances where the implementation of these changes may cause exceptional hardship to a taxpayer. In such cases, the Council will consider applications for a reduction in liability under its Section 13A (1)(C) of the Local Government Finance Act 1992 – Discretionary Financial Assistance policy.

- 5.3. Where such an application is received, it will be considered on an individual case basis taking into account the circumstances of the taxpayer and the situation regarding the level of Council Tax charges. Should the taxpayer be aggrieved by any decision of the Council a further right of appeal will be with the independent Valuation Tribunal.

6. Legislation

- 5.1. The legislation that covers this report and the recommendations made is as follows:
- S11A & S11B of the Local Government Finance Act 1992;
 - S11C of the Local Government Finance Act 1992 (as introduced by the Levelling Up and Regeneration Act 2023);
 - The Levelling Up and Regeneration Act 2023; and
 - S13A(1)(c) Local Government Finance Act 1992 (reduction in liability).
- 5.2. Due to changes in the legislation, the Council will be required to amend this policy at any time, in line with statute.

7. Finance

- 7.1. Any amount of premium received will be part of the Council's collection fund and will be shared between the Council and Major Precepting authorities in line with their share of the Council Tax.
- 7.2. Any reduction granted under S13A(1)(C) will be financed through the Council's general fund and do not form part of the collection fund.

8. Notification

- 8.1. Where a taxpayer is granted an exemption, a revised demand notice will be issued. Where an exemption is applied for but not granted, the Council will provide a notification of its decision.

9. Appeals

- 9.1. Appeals against the Council's decision may be made in accordance with Section 16 of the Local Government Finance Act 1992.
- 9.2. **The taxpayer must in the first instance write to the Council outlining the reason for their appeal. Once received the Council will then consider whether any additional information has been received which would justify a change to the original decision and notify the taxpayer accordingly.**
- 9.3. Where the taxpayer remains aggrieved, a further appeal can then be made to the Valuation Tribunal. This further appeal should be made within 2 months of the decision of the Council not to grant any reductions. Full details can be

obtained from the Council's website or from the Valuation Tribunal Service website.

10. Delegated Powers

- 10.1. This policy for the Council Tax premiums has been approved by the Council. However, the Director for Housing in consultation with the Cabinet Member for Housing is authorised to make technical amendments to ensure it meets the criteria set by the Government and the Council.

11. Fraud

- 11.1. The Council is committed to protecting public funds and ensuring that premiums are correctly charged.
- 11.2. A taxpayer who tries to reduce their Council Tax liability by falsely declaring their circumstances, providing a false statement or evidence in support of their application, may have committed an offence under the Fraud Act 2006.
- 11.3. Where the Council suspects that such a fraud may have been committed, this matter will be investigated as appropriate and may lead to criminal proceedings being instigated.

12. Complaints

- 12.1. The Council's complaints procedure (available on the Council's website) will be applied in the event of any complaint received about this policy.

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Equality Impact Assessment (EIA) Initial Screening Form



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

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

1. Policy/service/function title Page 89	Empty Homes and Second Homes Premium Policy 2024-25
2. Lead officers (responsible for the policy/service/function)	Amma Antwi-Yeboah
3. Is this a new or existing policy/service/function?	<p>Empty Homes and Second Homes Premium Policy 2024-25 is 1.1. The following policy outlines the Council’s approach to the levying of empty homes premium and second homes premiums. Premiums were also introduced by Government from 1 April 2013 with a view to encouraging homeowners to occupy homes and not leave them vacant in the long term. The legislation introducing premiums is S11B of the Local Government Finance Act 1992 was inserted by the Local Government Finance Act 2012.</p>
4. What exactly is proposed? (Describe the policy/service/ function and the changes that are being planned?)	<p>If policy / service or function changes are required as part of the Empty Homes and Second Homes Premium Policy 2024-25, specific Equality Impact Assessment work will be carried out as that programme of work is developed.</p>

<p>5. Why? (Give reasons why these changes are being introduced)</p>	<p>There is a legal requirement for the Councils to carry out a review of Homelessness in its Districts every five years and then formulate a strategy and associated action plan to detail how the Councils will continue to tackle homelessness issues over the next five years.</p>
<p>6. How will it be implemented? (Describe the decision- making process, timescales, process for implementation)</p>	<p>Empty Homes and Second Homes Premium Policy 2024-25 development process</p> <ul style="list-style-type: none"> a. Scoping / ideas / SLT 29th November 2023 b. Political formal decision-making processes: <ul style="list-style-type: none"> • Portfolio Holders Briefing – 8th December 2023 • Joint Cabinet Briefing- 12th December 2023 • Cabinet: Request adoption of both strategies: Scheduled for January 2024

<p>7. Is there potential for differential impact (negative or positive) on any of the protected characteristics?</p>	<p>Yes, there is a potential, but it is likely to be a positive impact.</p> <p>Any policies to be adopted to support the delivery and implementation of the Homelessness Empty Homes and Second Homes Premium Policy 2024-will complete an EQIA to ensure there are no negative impacts.</p> <p>The aim of the Empty Homes and Second Homes Premium Policy 2024-is to outlines the Council's approach to the levying of empty homes premium and second homes premiums. Premiums were also introduced by Government from 1 April 2013 with a view to encouraging homeowners to occupy homes and not leave them vacant in the long term.</p>
<p>8. Is there the possibility of discriminating unlawfully, directly, or indirectly, against people from any protected characteristics?</p>	<p>No; Empty Homes and Second Homes Premium Policy 2024- is focused on creating a positive impact on residents, housing availability, current housing stock conditions and housing related services in the housing market.</p>
<p>9. Could there be an effect on relations between certain groups?</p>	<p>No.</p> <p>Empty Homes and Second Homes Premium Policy 2024- is intended to enhance relations between certain groups by extending and creating greater choice and options in the local housing markets, improving the quality and affordability of housing.</p>
<p>10. Does the policy explicitly involve, or focus on, a particular equalities group, i.e., because they have particular needs?</p>	<p>No, but should any policy / service or function changes be required as part of the implementation of the Empty Homes and Second Homes Premium Policy 2024 outcomes, additional specific EQIA work will be carried out as that programme of work is developed to ensure compliance with the Public-Sector Equality Duties.</p>

Proceed to full assessment: **Equalities Lead sign-off:**

Authors signature: Amma Antwi-Yeboah, Corporate Manager – Housing Solutions

Date of completion: 15th Decemner 2023

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

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Agenda Item 12

BABERGH DISTRICT COUNCIL

TO: Babergh District Council	REPORT NUMBER: BCa/23/36
FROM: Cabinet Member for Environment	DATE OF MEETING: 9/1/2024
OFFICER: Sarah Wilding - Climate Change Manager	KEY DECISION REF NO. CAB466

Greenhouse Gas Report 2022-23

1. PURPOSE OF REPORT

- 1.1 This report sets out the Council's Greenhouse Gas Emissions Report for 2022-23 and the progress made by the Council in reducing Greenhouse Gas emissions.

2. OPTIONS CONSIDERED

- 2.1 Do nothing.

3. RECOMMENDATIONS

- 3.1 That the contents of the Greenhouse Gas Emissions Report 2022-23 at Appendix A to the report be noted.

REASON FOR DECISION

Since 2011, the Department of Energy and Climate Change (DECC) has required local authorities to measure and report greenhouse gas (GHG) emissions from their estate and operations. Each Local Authority has been requested to publish their Greenhouse Gas reports locally online each year.

The Council is therefore required to note this report prior to publication on the Councils website.

Over 4 years ago the Council declared a climate emergency and produced their first Carbon Reduction Management Plan a refresh of this Plan is also nearing completion.

4. KEY INFORMATION

- 4.1 This report provides a comprehensive breakdown of the carbon footprint for Babergh and Mid Suffolk District Councils' operations in 2022/23. It provides detail on the trajectory of Greenhouse Gas (GHG) emissions since the establishment of a baseline in 2018/19 and provides supporting information for policy making and action planning to enable the Councils to respond to the declaration of a Climate Emergency and the commitment to become carbon neutral by 2030.

- 4.2 This report uses as its baseline the 'Greenhouse Gas Emissions Report – 2018/19 Financial Year' as this was the first comprehensive GHG report the Councils prepared. The report measures progress in terms of carbon emissions against the baseline and provides a trajectory which will need to be met to achieve the Councils' carbon neutral ambition.
- 4.3 Each activity that the Council operates has been assessed for its direct and indirect energy use. The electricity and gas use of buildings, direct fuel use in Council-owned vehicles and mileage in private vehicles whilst undertaking Council operations have been assessed.
- 4.4 The report is based on emissions of the 'basket of six' GHGs as defined by the Kyoto Protocol and include: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), F-gases (hydrofluorocarbons and perfluorocarbons) and sulphur hexafluoride (SF₆). All values are given as CO₂ equivalent (CO₂e), which is a measure of the range of GHG as measured against the warming potential of CO₂. This is standard practice and better reflects the climate impact of the Council's emissions.
- 4.5 This report uses a location-based methodology to calculate the CO₂e emissions from electricity usage. The location-based method reflects the average emissions intensity of the national grid.
- 4.6 The GHG Protocol advises that in setting organisational boundaries, an organisation should select an approach for consolidating GHG emissions and then consistently apply the selected approach to define those business activities and operations that constitute the organisation for the purpose of accounting and reporting GHG emissions. A 'control approach' has been used to evaluate the Council's GHG emissions i.e., all GHG emissions from operations over which Councils have control. GHG emissions from operations in which the Councils have an interest but have no control have not been included. Control can be defined in either financial or operational terms.
- 4.7 The organisational boundary has been taken to be those emissions from the Council's headquarters, touchdown points, leisure centres, streetlighting operated by the Council, vehicles owned by the Council, third parties delivering Council services, and internal Council policies that result in emissions of GHG.
- 4.8 To help delineate direct and indirect emission sources, improve transparency, and provide utility for different types of organisations, three "scopes" (Scope 1, Scope 2, and Scope 3) are defined by the GHG Protocol for accounting and reporting purposes (see Table 1.0).

Scope

- 1 These are emissions from fuels that the Council directly consumes e.g., gas, diesel, and petrol in the direct delivery of Council business by Council employees.
- 2 These are indirect emissions such as electricity use in Council premises.

- 3 These are emissions derived from third party contractors supplying services on behalf of the Councils.
- 4.9 There is some discretion within the Protocol on what to include in each scope, for example where information is not recorded, where third party data is unavailable, or where the accuracy of data cannot be relied upon. The following have not been included for such reasons:
- The impact of the Council's supply chains. Only those services that are delivered directly by the Councils or through third party suppliers on the Councils' behalf have been assessed.
 - Contracts where the impact would be regarded as minimal e.g., the collection of a small number of abandoned vehicles by third party service providers.
 - GHG emissions associated with the air conditioning within Endeavour House.
 - Embedded carbon resulting from water use.
- 4.10 Since the pandemic, the practice of homeworking has increased significantly and the Council will look at evaluating the associated emissions in the next GHG report.

5. REPORT HIGHLIGHTS

- 5.1 The Council committed to become carbon neutral by 2030, using 2018/19 as its baseline, calculated as 5,993 tonnes carbon dioxide equivalent (tCO₂e).
- Emissions in 2022/2023 are calculated as 3,882 tCO₂e, a reduction against the baseline of 2.051 CO₂e (34.6%) - see Graph 9, p.10 in Appendix A
- 5.2.1 At 1,597 tCO₂e (41%), the leisure centres are the single biggest emissions source.
- 5.2.3 Overall leisure centre emissions in 2022/23 dropped by **216 tCO₂e (11.9%)** following the installation of roof mounted solar PV (photo voltaic), low carbon heat pump technology (in the bowls hall at Mid Suffolk, Stowmarket) and the replacement of life expired boilers with energy efficient boiler plant and controls.
- 5.2.4 Existing solar PV panels on the social housing estate continue to reduce scope 2 emissions.
- 5.2.5 Emission reductions have drastically reduced with the introduction of using hydro-treated vegetable oil (HVO) in waste refuse collection vehicles and Public Realm vehicles. For year 22/23, emissions have been reduced by 1,127t CO₂e (79.5%) to 290 tCO₂e, compared to the baseline of 1,417t CO₂e.
- 5.2.6 Installing publicly accessible electric vehicle charging infrastructure is providing residents wider (car) choice, which together with the switch from diesel in Council waste refuse vehicles, is reducing emissions and improving air quality locally to give health benefits.

5.2.7 The Council's journey to Net Zero was disrupted by Covid but large-scale interventions since 2021 will support further reductions in emissions. It is also encouraging that emissions have not risen to pre pandemic levels.

5.2.8 In 2020 Babergh and Mid Suffolk Councils approved a Carbon Reduction Management Plan to support the Net Zero ambition, this is currently being refreshed and will be presented to joint Cabinet in due course.

6. FINANCIAL IMPLICATIONS

6.1 Table 3.0 in the Greenhouse Gas report identifies that to decarbonise heating in the built estate will require a capital investment of circa £11 Million and will reduce the Councils' overall emissions by a further 45%. This figure is an estimate only and further work is required to better understand future costs of decarbonising the Councils estate. This work will form part of the refreshed Carbon Reduction Management Plan.

6.2 Since the previous report external funding has been applied for via a Sports England Swimming Pool bid totalling £1.8m for both Babergh and Mid Suffolk Leisure Centres.

6.3 A Social Housing Decarbonisation Funding (SHDF) bid is currently in the early stages of being developed and, if successful will include approximately 200 properties, 100 from each district. The estimated value of the bid is between approximately £4 - 5 million with BMSDC being responsible for 50% of the funding.

7. LEGAL IMPLICATIONS

7.1 There are no legal implications arising from this report.

8. RISK MANAGEMENT

8.1 The inability to meet Net Zero targets is a key risk in the Councils' Strategic Risk Register. Mitigation is already underway through the investments over the last 3 years, but further work is ongoing to identify next stage actions

9. CONSULTATIONS

9.1 No consultation has been carried out in respect of the Greenhouse Gas report as this is a factual evidence-based study. However, projects identified within the report have been subject to consultation and engagement with a range of stakeholders.

10. EQUALITY ANALYSIS

10.1 If any of the protected grounds may be affected because of the recommendations in this report a full Equality Impact Assessment (EIA) will need to be carried out. Initial screening has concluded that a full Equality Impact Assessment (EIA) not required at this point.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 This report identifies Council carbon emissions as of 2022-3. It is likely that the next report, currently under development, will show a further decrease in carbon missions as the Councils work towards Net Zero.

12. APPENDICES

Title	Location
(a) Greenhouse Gas Report 2022/23	Attached

13. BACKGROUND DOCUMENTS

None other than Appendices above

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Babergh and Mid Suffolk District Councils' Greenhouse Gas Emissions Report – April 2022 to March 2023

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Glossary

Air-Source Heat Pump	ASHP
Carbon Dioxide Equivalent Tonnes	tCO ₂ e
Greenhouse Gas	GHG
Hydrotreated Vegetable Oil	HVO
Kilowatt Hour	kWh
Kilowatt Peak	kWp
Megawatt Hour	MWh
Global Warming Potential	GWP



Solar Photovoltaic
 Methane
 Nitrous Oxide
 F-gas hydrofluorocarbon
 F-gas perfluorocarbon
 Sulphur hexafluoride

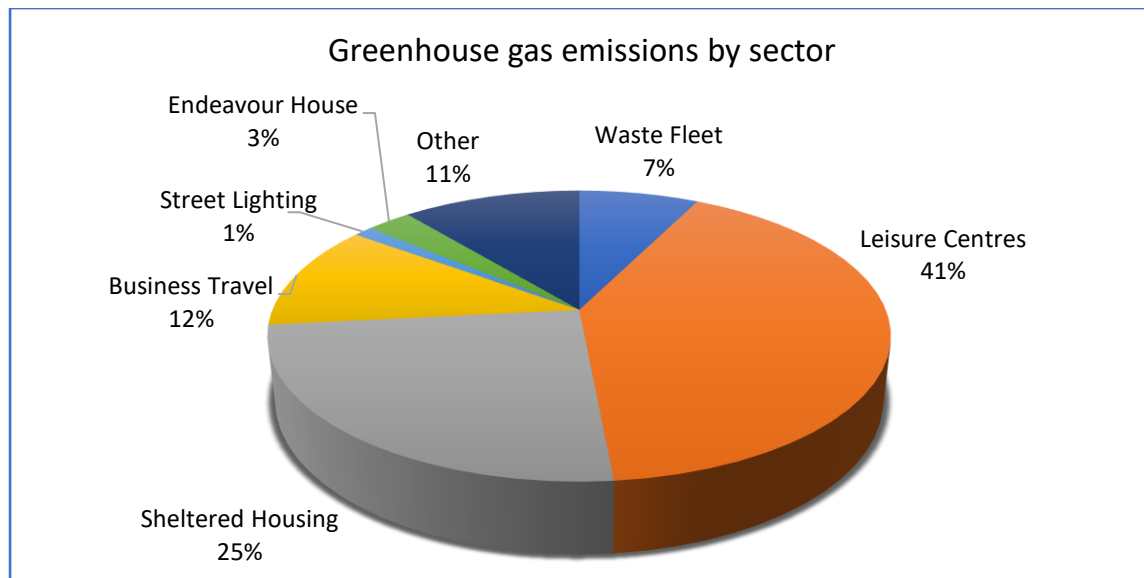
Solar PV
 CH4
 N2O
 CFC
 PFC
 SF6

Summary

Babergh and Mid Suffolk District Councils have declared a climate emergency to achieve carbon neutrality by 2029 against the 2018 baseline. This report outlines the performance of our greenhouse gas (GHG) emissions, tracks and monitors progress towards achievement of this ambitious sustainability target both in the current reporting year and since the baseline.

In 2022/2023 (year 4) the Councils emissions amounted to 3,882 tCO₂e (tonnes carbon dioxide equivalent) with a breakdown of service delivery activities and building types shown below.

Graph1: greenhouse gas emissions by sector



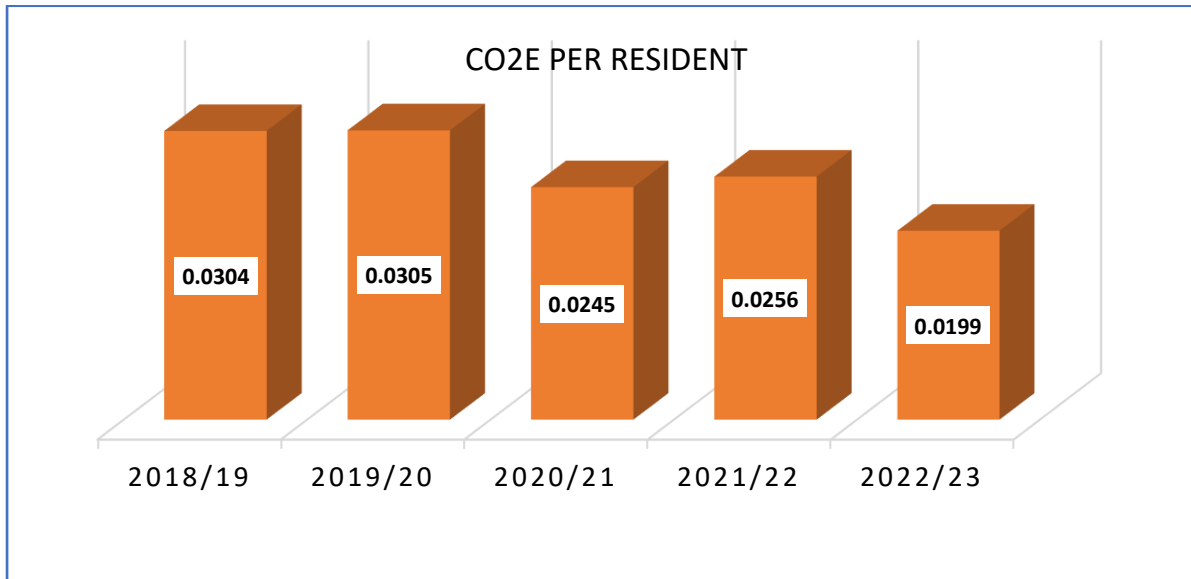
Emissions are 22.2% lower than 2021/2022 mainly because of solar PV (photo-voltaic) and low carbon technologies installations, although against the baseline target, 5,933 tCO₂e¹, performance is 2.8% (107 tCO₂e) from where it needs to be to reach the target at year 4.

The Councils 2022/2023 carbon footprint per resident key performance indicator (KPI), however is 34.5% lower than the baseline. See graph 2.

¹ This figure has been revised following the discovery of data anomalies in previous reports

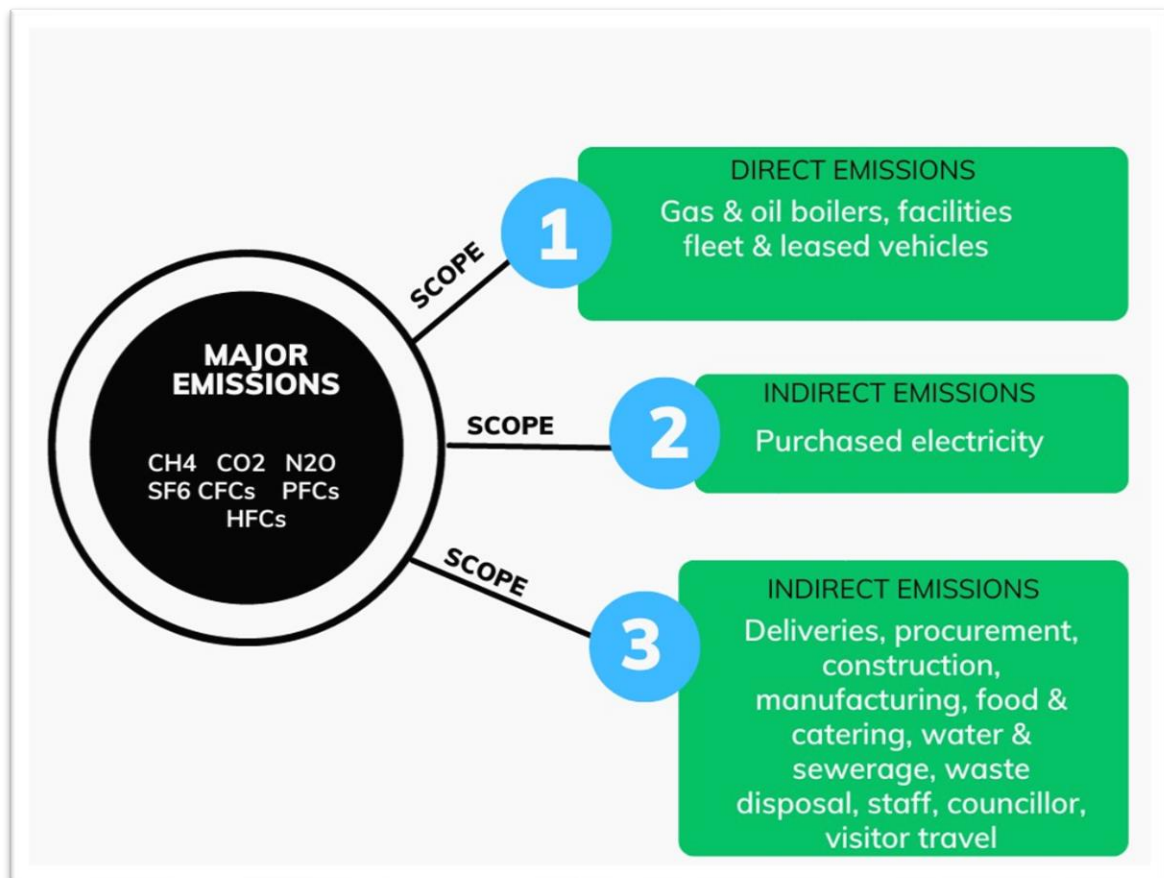


Graph 2: GHG emissions per resident



The basis of our GHG reporting, reducing emissions and identifying climate related risks are in line with three emissions categories, referred to as scope 1, 2 and 3 emissions as defined by the Greenhouse Gas Protocol of 2001 and shown in the following chart.

Chart 1: scope 1, 2 and 3 emissions





Introduction

This comprehensive carbon footprint report for Babergh and Mid Suffolk District Councils is for the (fiscal) reporting year 2022/2023. The report defines the trajectory of greenhouse gas (GHG) emissions since the baseline year 2018/2019 and provides vital information to support policymaking, action planning and the transition to net zero. Its purpose is to respond to the climate emergency declaration and to realise the Councils commitment to achieving carbon neutrality by 2029/2030.

The report complements the work currently underway with the refreshed Carbon Reduction Management Plan for the Councils' operations in 2022/23. It identifies both successes and areas of concern; notably the need to decarbonise the Council owned sheltered housing and leisure centres (which account for almost 70% of total emissions).

This report, as with the previous one, uses 2018/19 as the baseline and measures the progress in terms of carbon emissions, together with the trajectory in which we will need to travel to meet the Councils' aim of being carbon neutral by 2029/2030.

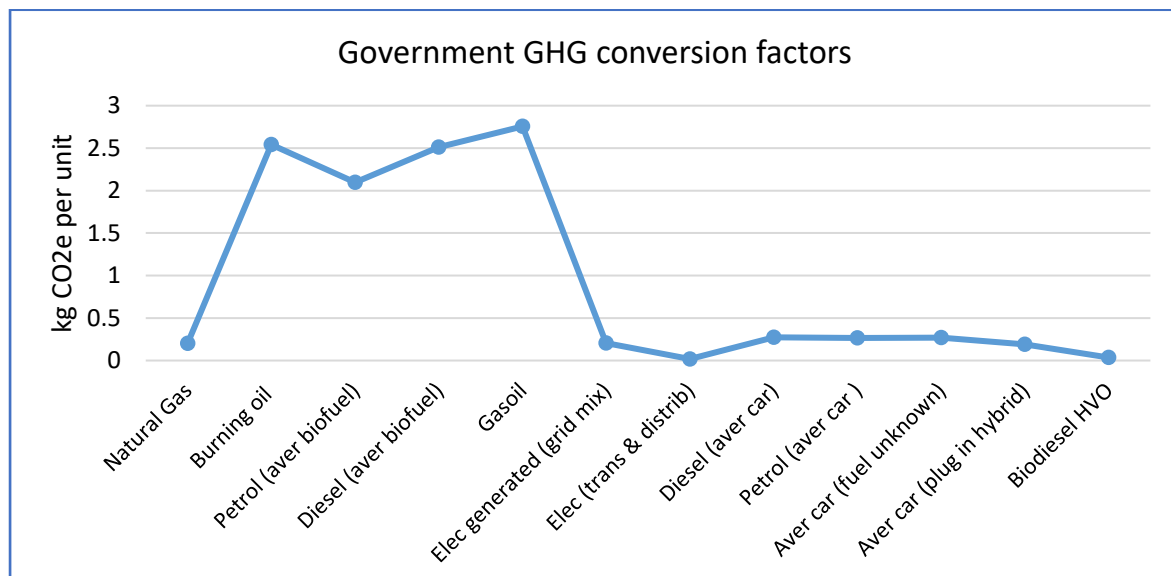
Methodology

The methodology to monitor, measure and report the Councils' carbon footprint uses the HM Government, Environmental Reporting Guidelines. See Appendix 1 for a full list of the other guidelines also used.

For each Council-operated service delivery activity, we assess both direct and indirect energy consumption including electricity and gas usage in buildings, fuel usage in Council-owned vehicles and mileage of private (and leased) cars used for Council business.

The carbon footprint of each activity and building is evaluated using data provided by internal service departments and third parties and carbon conversion factors published annually by the UK Government - see below,

Graph 3: 2022/2023 Government GHG conversion factors





The above graph shows the relatively high carbon intensity of gas, oil and travel or transport fuels and if we are to reach our net zero target these are the activity areas we need to focus on.

Carbon Dioxide Equivalent (CO₂e)

CO₂e is a measure or indicator of the global warming potential (GWP) of carbon dioxide and includes a basket of six greenhouse gases defined by the Kyoto Protocol. These are:

- carbon dioxide (CO₂)
- methane (CH₄)
- nitrous oxide (N₂O)
- F-gas hydrofluorocarbons and perfluorocarbons (CFCs, PFCs)
- sulphur hexafluoride (SF₆)

The analysis in this report is therefore based on these gases as CO₂e better reflects the climate impact of our emissions, rather than CO₂ only, using the universal GWP unit of measurement.

Organisational Boundary

The greenhouse gas Protocol helps us define our boundaries for accounting and reporting emissions. This report therefore adopts a 'control approach' to focus on emissions from business operations entirely under our control. These include: -

- headquarters
- touchdown points
- leisure centres
- social housing
- streetlighting
- Council-owned vehicles
- third-party services and internal policies leading to emissions
- mileage claimed by councillors to attend Council business meetings
- mileage claimed by staff on Council business

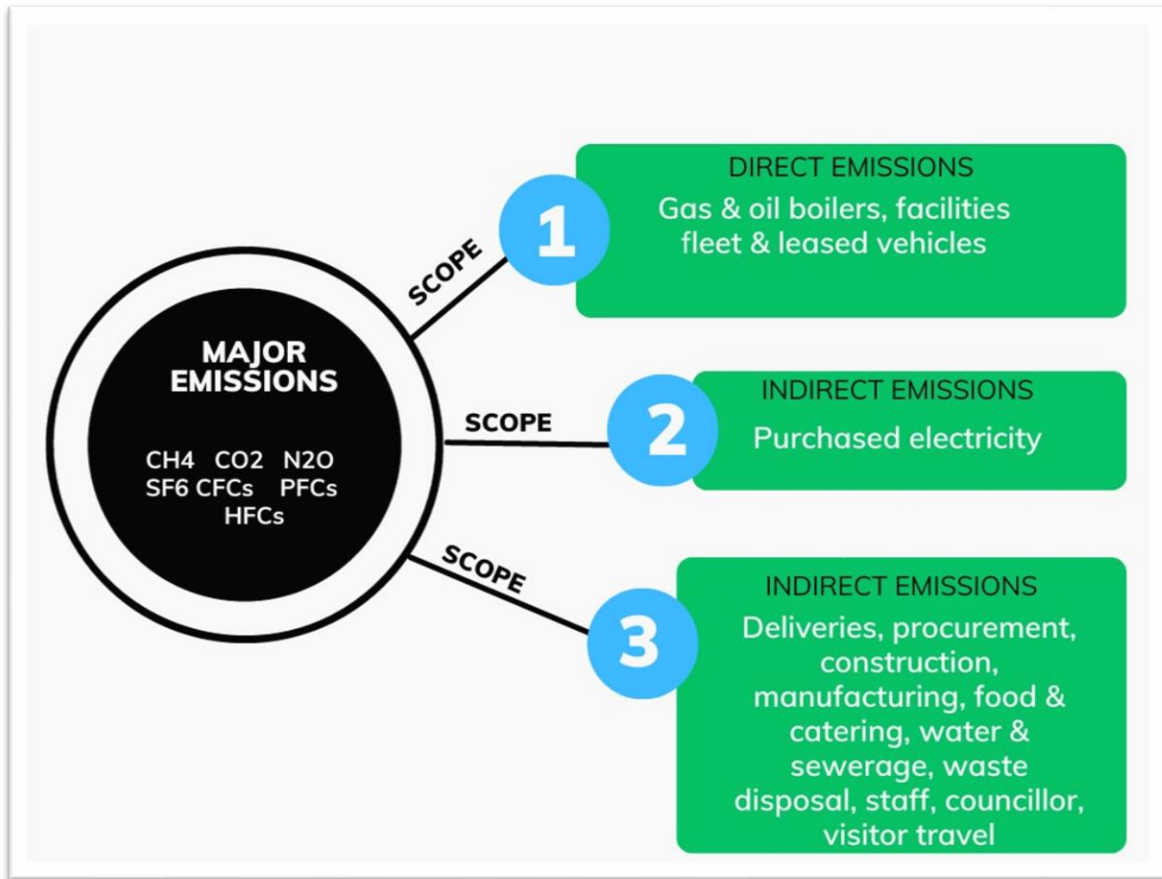
Staff commuting miles to offices are excluded from our organisational boundary (although the staff travel survey helps us to capture and monitor these).

Scope Emissions

Every area of our activity impacts the environment, creating greenhouse gas (GHG) scope emissions as defined by the GHG Protocol. See chart 2.

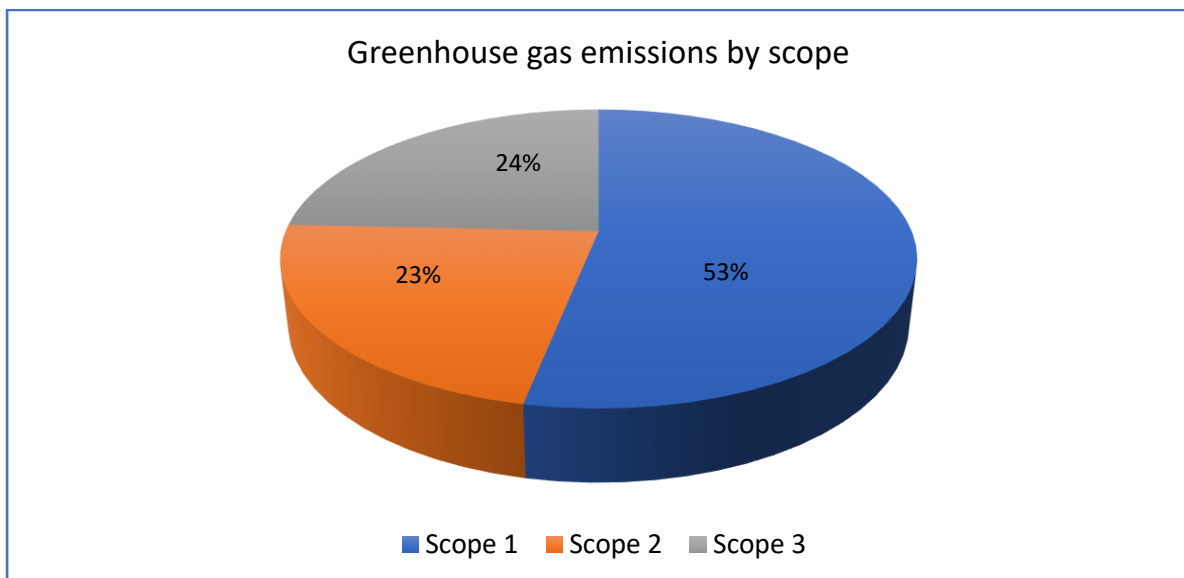


Chart 2: Scope 1, 2 and 3 emissions



In 2022/2023 the Councils GHG emissions amounted to 3,882 tCO₂e (tonnes carbon dioxide equivalent) with scope 1 making up more than half (53%) of total emissions as graph 4 shows.

Graph 4: Councils GHG scope emissions breakdown



Our initial efforts target scopes 1 and 2 to provide the greatest emissions reductions while we continue to map and assess how to develop a standardised reporting mechanism for scope 3 emissions, which are predominantly from our suppliers and contractors, i.e., the supply chain.



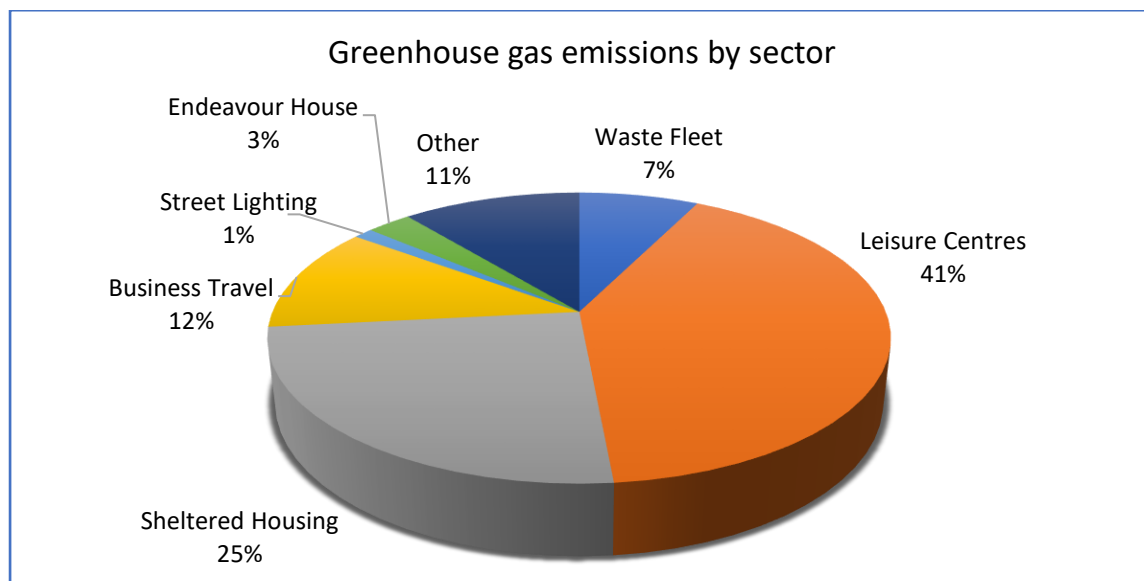
Scope Change

Although some changes occurred in how the Councils managed the payment of the energy and utilities invoices for its leisure centres resulting in scope changes, the overall carbon emissions figures for these buildings remained unaffected.

GHG Emissions 2022/2023

In the reporting year the Councils emissions amounted to 3,882 tCO₂e with a breakdown of service delivery activities and building types shown below.

Graph 5: greenhouse gas emissions by sector

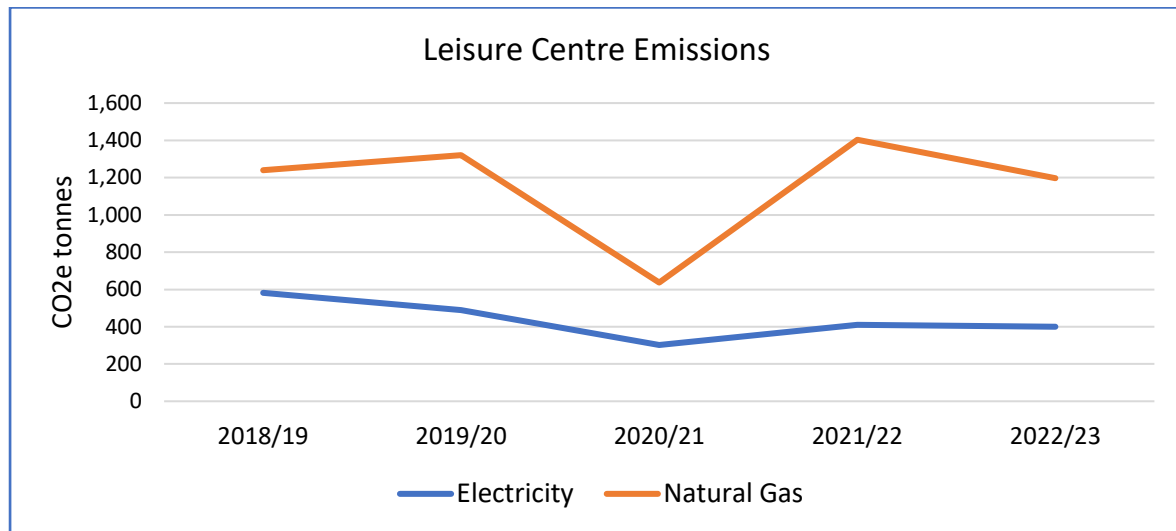


Leisure Centres

Overall leisure centre emissions in the reporting year dropped by 216 tCO₂e (11.9%) following the installation of roof mounted solar PV (photo voltaic), low carbon heat pump technology (at the bowls hall at Mid Suffolk, Stowmarket) and the replacement of life expired boilers with energy efficient boiler plant and modern control systems.



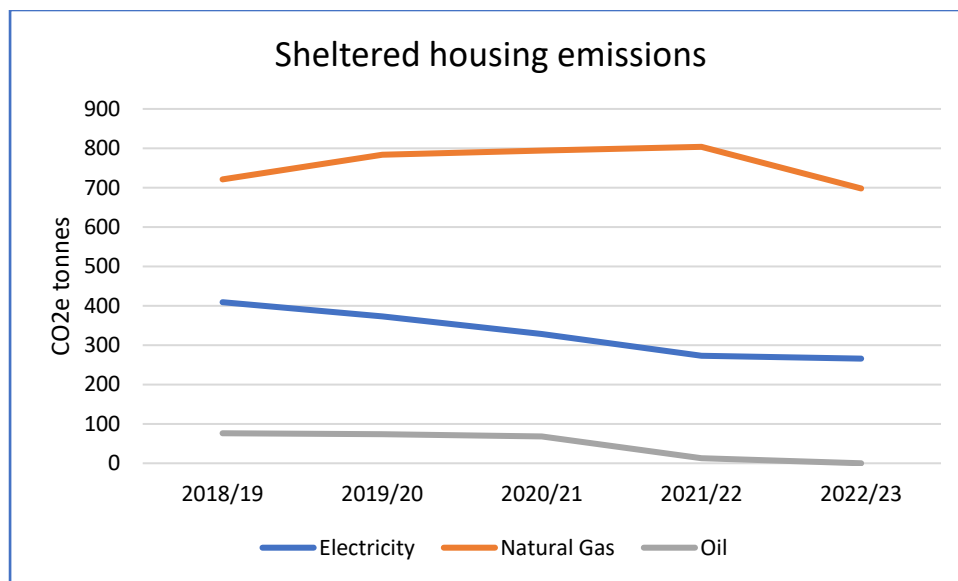
Graph 6: leisure centre greenhouse gas emissions



Sheltered Housing

In the reporting year sheltered housing emissions amounted to 964 tCO2e with a significant proportion (72.4%) stemming from gas as the following graph shows.

Graph 7: sheltered housing greenhouse gas emissions

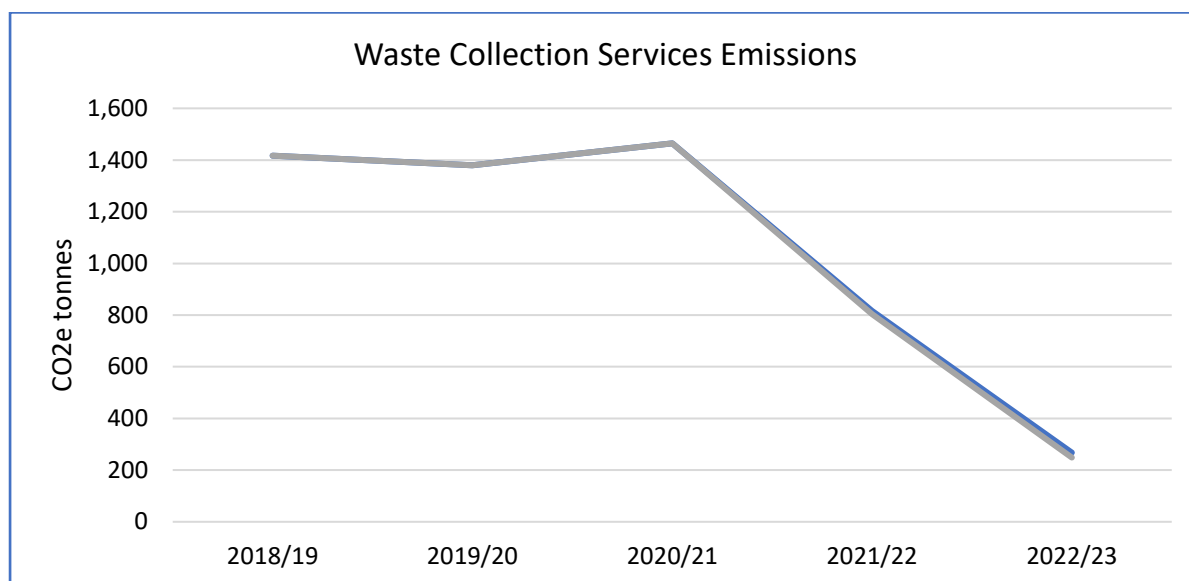


Waste and Refuse Collection Services

Emissions from the waste refuse collection fleet service continue to drop following the switch over in August 2021 to Hydrotreated Vegetable Oil (HVO), as the primary fuel source, with its inherently lower carbon intensity compared to diesel (see page 4, graph 3).



Graph 8: waste collection fleet services greenhouse gas emissions



Data Gaps and Reliability

Accurate GHG emissions reporting is dependent on third parties providing buildings energy usage, for example and internal departments providing accurate vehicle mileage and transport fuels data. Any missing or untimely data could therefore lead to a margin of error, estimated at +/- 5% in this report, although by 2029/2030 (year 11) this could be marginal.

Other Emissions

Endeavour House contributed 107 tCO2e, 3% of our total emissions, based on the proportion of the floorspace occupied (14%) as tenants by Babergh and Mid Suffolk District Councils.

It is impossible to quantify (without energy sub-metering) how behavioural changes by our staff and visitors would impact energy usage, especially electricity, to potentially reduce emissions.

In the reporting year emissions from private vehicles used by Council staff and councillors on official business amounted to 119 tCO2e or 3.1% of the total.

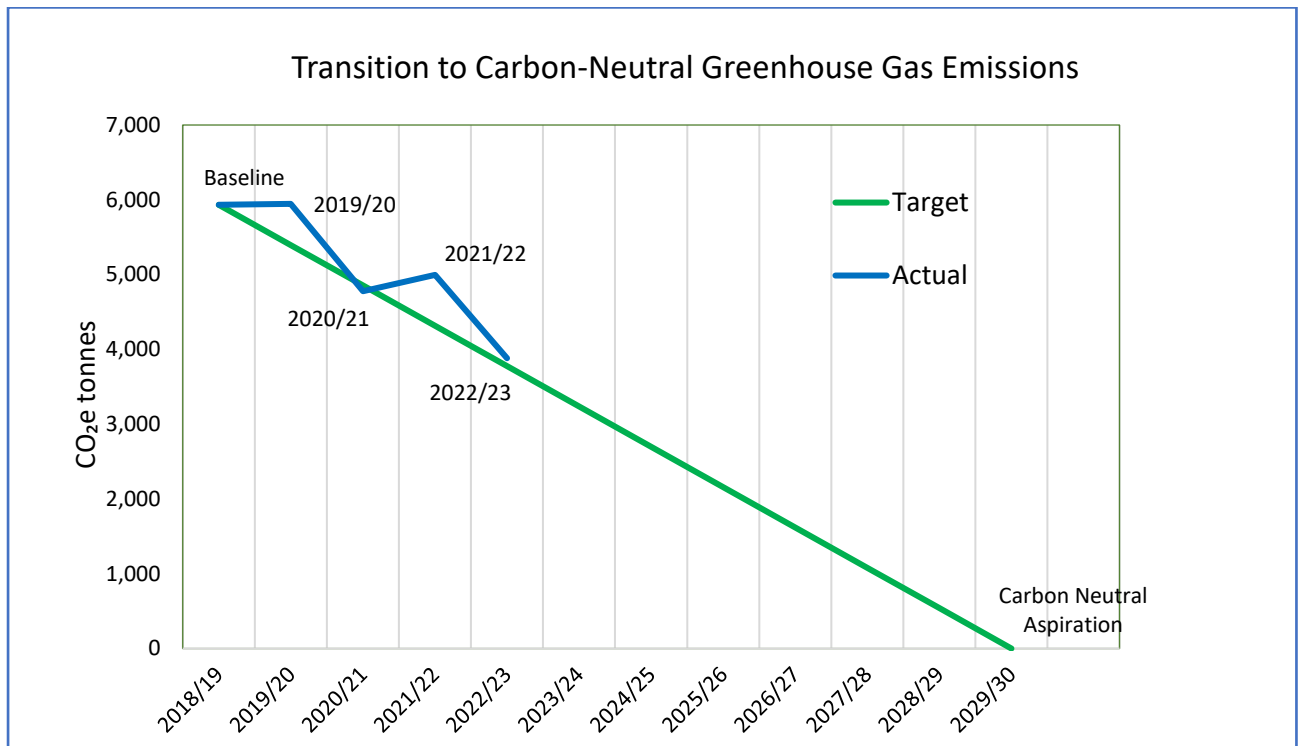
Emissions reductions of 3.6 t CO2e are being realised by our EV (electric vehicle) charging points at Lavenham, Needham Lakes and Regal Theatre while at the same time locally improving air quality to give health benefits. Further publicly accessible EV infrastructure is planned in Council car parks to provide residents with wider (car) choice.

Transition to Carbon Neutrality

Graph 9 shows our progress towards achieving a carbon-neutral target by 2029/2030, starting from the 2018/19 baseline of 5,933 tCO2e.



Graph 9: emissions trajectory to carbon neutrality



The graph compares actual emissions (blue line) against the trajectory (green line). In 2019/2020, carbon emissions increased slightly to 5,945 tCO₂e but decreased to 4,777 tCO₂e in 2020/2021 mainly because of the Covid lockdown.

Performance to 2022/2023 (year 4) is currently 2.8% (107 tCO₂e) from where it needs to be. Going forward we must continuously realise reductions on average of 539 tCO₂e (9.1%) each year to then be constantly **below** the green line to ensure we reach our target date.

Realised and Pipeline GHG Reduction Projects

CO₂e emissions savings are being realised from several projects carried out just before the start of the reporting year with other projects expected to provide further savings including potential savings from actual and pipeline projects as table 1 shows.



Table 1: Actual and pipeline emissions savings projects

Building name	Funding source	Project description	Operational start	Annual savings tCO ₂ e	
				Actual	Projected
Leisure Centres	Salix Public Sector Decarbonisation Scheme	Roof mounted solar PV	Feb / March 2022	197.2	
Wenham Road Depot	As above	Roof mounted solar PV + new roof	As above	4.9	
Mid-Suffolk, Stowmarket	As above	Electric heat pump	As above	19.5	
Kingfisher, Sudbury	Central Government Getting Building Fund	Solar car port + battery storage	Feb / March 2023		110.9
Mid-Suffolk, Stowmarket	As above		As above		77.0
Leisure Centres	Sport England	Package of energy efficiency measures	Waiting for funding approval		445.3
Totals				221.6	633.2

In addition, we are also in the process of submitting a funding bid to the Salix Social Housing Decarbonisation Fund to support the energy performance of our social housing stock.

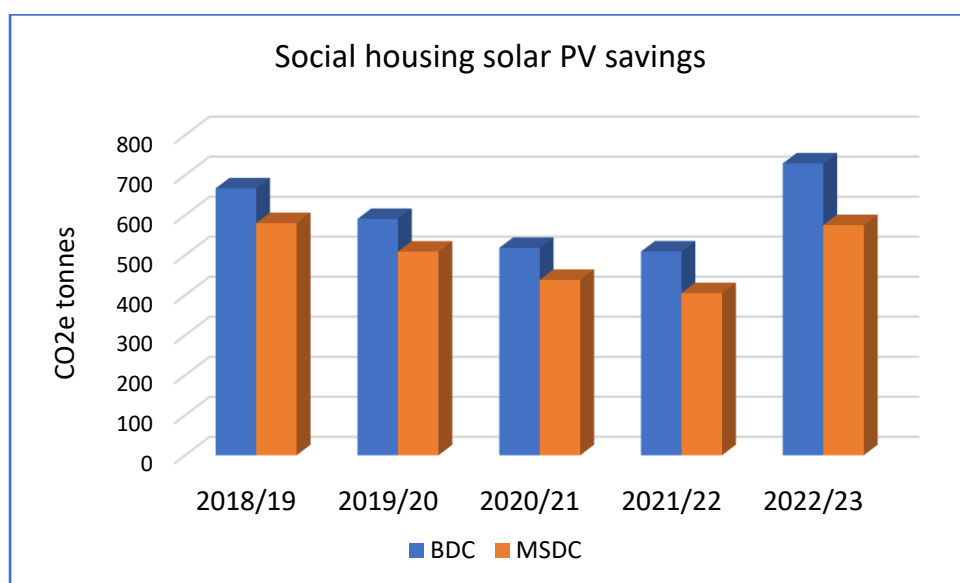
Solar PV Council owned Housing

The Councils have installed approximately 5 MWp of roof mounted solar PV in some 2,000 Council-owned housing. Although the emissions saved from these installations are not reportable as an offset according to the Government's standard guidelines due to the electricity companies' claims, the investment contributes to decarbonising grid electricity by replacing it with local, renewable power.

Since 2018/19, the solar PV installations are providing emissions savings of 5,519 tCO₂e in our Councils social housing - see graph below.



Graph 10: social housing solar PV emissions



Conclusion

This report highlights the significant challenge of making the Councils carbon neutral by 2029/2030. We have to date successfully secured external funding to support emissions reductions in our built environment, which is giving tangible benefits, but this needs to be accelerated. Furthermore, efforts need to also be intensified in areas like sheltered housing, travel and transport as well as education, awareness and behavioural changes in our supply chain (scope 3 emissions) if we are to achieve our carbon neutrality target.

Appendix 1

Guidelines used to define the GHG reporting methodology: -

- HM Government, Environmental Reporting Guidelines
- Streamlined energy and carbon reporting guidance, March 2019 (Updated Introduction and Chapters 1 and 2)
- WRI / WBSCD - The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition), March 2004.
- WRI / WBSCD - The Greenhouse Gas Protocol: Scope 2 Guidance, An GHG Protocol Corporate Standard amendment, 2015
- UK Government Conversion Factors for Company Reporting (2022) - DBEIS / DEFRA

References

1. HM Government (2019): "Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance," HM Government. Available at: [Link](#)
2. World Resources Institute and World Business Council for Sustainable Development (2004): "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)," World Resource Institute, Washington, USA. Available at: [Link](#)



3. World Resources Institute and World Business Council for Sustainable Development (2013): "Required Greenhouse Gases in Inventories, Accounting and Reporting Standard Amendment," World Resource Institute, Washington, USA. Available at: [Link](#)
4. DBEIS and DEFRA (2022): "UK Government Conversion Factors for Company Reporting (2022)," Department for Business, Energy and Industrial Strategy. Available at: [Link](#)

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Agenda Item 14

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