

# Public Document Pack



<b>MID SUFFOLK CABINET</b>	
<b>DATE:</b>	<b>TUESDAY, 9 JANUARY 2024 9.30 AM</b>
<b>VENUE:</b>	<b>KING EDMUND CHAMBER, ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH</b>

<b>Councillors</b>	
Teresa Davis	Cabinet Member for Thriving Towns & Rural Communities
Rachel Eburne	Cabinet Member for Finance & Resources
Andrew Mellen	Cabinet Member for Performance & Resilience
Andrew Stringer	Cabinet Member for Heritage, Planning & Infrastructure
Tim Weller	Cabinet Member for Environment, Culture and Wellbeing
Richard Winch	Cabinet Member for Housing and Property

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## **AGENDA**

### **PART 1**

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

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## 7 **FORTHCOMING DECISIONS LIST**

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

[Forthcoming Decisions List - Mid Suffolk District Council](#)

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| 13 | <b>EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)</b>   |           |
|    | To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information as indicated against the item. The author of the report proposed to be considered in Part 2 of the Agenda is satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. |           |
| 14 | <b>MCa/23/40 STOWMARKET HEALTH, EDUCATION AND LEISURE FACILITIES (SHELF) - CONFIDENTIAL APPENDICES</b>   | 143 - 172 |

### **Date and Time of next meeting**

Please note that the next meeting is scheduled for Tuesday, 6 February 2024 at 9.30 am.

### **Webcasting/ Live Streaming**

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

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

### **Introduction to Public Meetings**

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# Agenda Item 3

## MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK CABINET** held in the Frink Room (Elisabeth)  
- Endeavour House on Tuesday, 5 December 2023

### PRESENT:

Councillors:	Teresa Davis	Rachel Eburne
	Andrew Mellen	Andrew Stringer
	Tim Weller	Richard Winch

### In attendance:

Councillors: John Whitehead

Officers:

- Chief Executive (AC)
- Interim Monitoring Officer (JR)
- Corporate Manager - Open for Business
- Chief Executive
- Director - Economic Development and Regeneration
- Director - Housing
- Corporate Manager - Strategic Policy
- Performance and Business Planning Lead
- Director - Customers, Digital Transformation and Improvements

### Apologies:

None

## 55 DECLARATION OF INTERESTS BY COUNCILLORS

Councillor Rachel Eburne declared an Other Registrable interest in item 13, as a Director of Freeport East Limited. However, the item under discussion did not directly relate to the finances or wellbeing of that interest or affect the finances or wellbeing of that interest to a greater extent than the majority of inhabitants. Therefore, Councillor Eburne was not prevented from participating in the debate and vote in respect of this item.

Councillor Andrew Stringer declared an Other Registrable interest in item 12, as Director of Gateway 14 Limited. However, the Monitoring Officer had granted dispensation to Councillor Andrew Stringer.

## 56 MCA/23/29 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2023

It was **RESOLVED:-**

**That the minutes of the meeting held on the 7 November 2023 be confirmed as a correct record.**

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

None received.

**58 QUESTIONS BY COUNCILLORS**

None received.

**59 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 Standards Committees.

**60 FORTHCOMING DECISIONS LIST**

There were no comments made by Councillors.

**61 MCA/23/30 FINANCIAL MONITORING QUARTER 2 2023/24**

61.1 The Chair, Councillor Andrew Mellen, invited the Cabinet Member for Finance and Resource, Councillor Rachel Eburne to introduce the report.

61.2 Councillor Rachel Eburne provided an overview of the main points in the report and proposed the recommendations, as detailed in report MCA/23/30.

61.3 Councillor Teresa Davies seconded the recommendation.

61.4 Councillor Richard Winch queried if the Housing Revenue Account (HRA) would deteriorate further this year and Councillor Eburne responded that the Housing team was undertaking a lot of work to prevent further issues, and had not given any indication that there would be any further deterioration.

61.5 Councillor Richard Winch referred to the underspend for the Disabled Facilities Grant. Councillor Rachel Eburne stated that the Disabled Facilities Grant was provided by the Government for adaptation of properties occupied by disabled residents. There was a shortage of Occupational Therapists to assess the needs for disabled people in housing and this was partly the cause for the underspend. However, there was also a need to advertise the grant more to get people to use it.

61.6 In response to questions to other people attending the meeting regarding the causes for the state of the HRA, Councillor Rachel Eburne stated that there had been elements of the Housing area that had not been actioned or identified as areas of concerns in the previous administration and that there had been a significant amount of work that had not been done, which the housing team

was now resolving.

61.7 Councillor Richard Winch queried whether there was a direct link between the lack of occupational therapist assessments and the uptake of the Disabled Facilities Grant. The Director of Housing responded that this was usually the case, but this would be checked, and the information would be added to the minutes.

61.8 During the debate Councillor Andrew Stringer advised Members that the issues relating to the occupational therapist appointments had been a concern for a while and that there were alternative solutions which could be used.

61.9 Councillor Eburne thanked the Finance Team and assured Members that by keeping tight controls on the spending the budget positions would improve for next year.

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 surplus on the General Fund of £2.878m 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 £1.488m and the underspend on the capital programme of £19.750m 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.

#### **Alternative Options Considered and Rejected:**

The recommended option is set out in the recommendations. There are no other available options.

**Any Declarations of Interests Declared:** None

**Any Dispensation Granted:** None

**62 MCA/23/31 UPDATE ON THE REGULATOR OF SOCIAL HOUSING REFERRAL AND OUR CURRENT COMPLIANCE POSITION**

- 62.1 The Chair, Councillor Andrew Mellen, invited the Cabinet Member for Housing and Property, Councillor Richard Winch to introduce the report.
- 62.2 Councillor Richard Winch introduce the report and proposed the recommendation as detailed in paper MCA/23/31.
- 62.3 Councillor Andrew Stringer seconded the recommendation.
- 62.4 The Director for Housing advised Members that the housing software was not updating properly. This would be fixed at the end of the week and Members would receive updated data in due course.
- 62.5 Councillor Rachel Eburne referred to fire risk in sheltered housing and whether this would be included in the reporting. The Director for Housing responded that fire detection defects were already included in the report. She detailed the procedures for fire evacuation in place at sheltered housing properties and that Telecare systems were in all the flats.
- 62.6 During the debate Councillor Rachel Eburne stated that it was important to include the data for fire risk and ensure security to the Council's tenants.

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.

## **63 MCA/23/32 PERFORMANCE REPORT 2023-24 - QUARTER 2**

- 63.1 The Chair and Cabinet Member for Performance and Resilience Councillor Andrew Mellen, introduced the report.
- 63.2 Councillor Rachel Eburne referred to the recent floods and the need for emergency planning and that the works that needed to be undertaken was captured in the report.
- 63.3 Councillor Andrew Stringer asked that the number of grants paid to residents, was included in the report.
- 63.4 Councillor Andrew Mellen stated that there was a scope for adding new measures into the report and the Corporate Manager – Strategic Planning responded that there would be discussions taking place to determine the relevance of new measures.
- 63.5 Councillor Richard Winch referred to customer satisfaction performance



measure and the Corporate Plan and that only one third of customers thought the Council provides value for money and asked this to be captured in the report.

63.6 The Director for Customers, Digital Transformation and Improvement responded that this would be taking into consideration as there were several reasons for this performance.

#### **The Performance Report 2023-24 – Quarter 2 was noted**

### **64 MCA/23/33 MSDC RINGFENCED FUNDING FOR RURAL TRANSPORT PROVISION - ADDENDUM RE: FINANCIAL ADMINISTRATION**

64.1 A short break was taken between 10:05 am and 10:08 am.

64.2 The Chair Councillor Andrew Mellen invited the Cabinet Member for Thriving Towns and Rural Communities, Councillor Teresa Davis to introduce the report.

64.3 Councillor Teresa Davis referred to the decision taken by Cabinet in October 2023, not to buy electric buses and but to instead provide rural transport grants, which transpired to be revenue spending rather than capital spending. The recommendation in the report was for audit purposes to formally confirm that the money used was from the revenue account.

64.4 Councillor Teresa Davis proposed the recommendation, as detailed in report MCA/23/33.

64.5 Councillor Rachel Eburne seconded the recommendation.

64.6 Councillor Richard Winch referred to the £170K as part funding with Suffolk County Council and allocated for the purpose of electric buses and asked who would own the buses. The Director for Economic Development and Environment responded that this would now be a grant scheme funding and the £170K would be held back, but this question did not form part of this report.

64.7 During the debate Members considered the issues including that there had been an interest from communities for rural transport, and that it was good that the Council could support communities and businesses who desperately needed support following the effect of Covid 19 Pandemic.

64.8 Councillor Mellen stated that there clearly was a demand from communities for new ways of travel and that he was using his community grant to support these grass root initiatives. Councillor Mellen supported anything that could enhance this, so that people were not depending on the car.

By a unanimous vote

**It was RESOLVED: -**

**That Cabinet approves £560k of the total £820k earmarked reserve funding previously approved in the 2023/24 budget, be spent on revenue rather than capital.**

#### **REASON FOR DECISION**

Formally documenting the approval for this change in capital/revenue budget split provides a clear audit trail.

#### **65 MCA/23/34 SKILLS & INNOVATION CENTRE ON GATEWAY 14**

65.1 The Chair invited the Cabinet Member for Housing and Property, Councillor Richard Winch to introduce the report.

65.2 Councillor Richard Winch introduce the report.

65.3 Councillor Andrew Mellen proposed the recommendations, as detailed in paper MCA/23/34.

65.4 Councillor Tim Weller seconded the recommendations.

65.5 Councillor Andrew Stringer asked if any of the technology in the centre would be sensitive to the pylons situated nearby. The Director for Economic Development and Environment responded that various pieces of hi-tech equipment would be in the Skills and Innovation Centre and Councillor Stringer's concern would be raised with the developer.

65.6 In response to questions from other Members attending the meeting, it was confirmed that a full business case for the Skills and Innovation Centre would be presented to Council in January 2023 and the report contained elements that required further work, which would be included in the full business case.

65.7 Councillor Richard Winch was confident that all the information was included to make a decision even though elements were still to come forward.

65.8 During the debate Members considered the issues including that it was a good project for the community, and that there were opportunities to fulfil the need of businesses, if the building was right and in the right place. The funding that the Skills and Innovation Centre could generate, would benefit Stowmarket and the Council.

65.9 Councillor Andrew Mellen added that this project was begun by the previous administration, but the current administration had decided to carry on with the project due to the part funding from Freeport East and the income from business rates. The Council had looked at other centres in the region and how they worked. This project would be a real benefit to the business park and to the town. Councillor Mellen agreed that the cost was large. However, with the Range already in place on the Gateway 14 site, the business park was already developing well.

By a unanimous vote

**It was RESOLVED: -**

- 1.1 That Cabinet endorsed the Full Business Case (FBC) attached as Appendix A (confidential).**
- 1.2 That Cabinet approved the full delivery of the project as outlined in the FBC for an approximate 35,690 sq ft. Skills and Innovation Centre on Gateway 14 at Stowmarket up to a maximum total cost envelope of £18.75m.**
- 1.3 That Cabinet, if minded to approved recommendation 3.2, approved the recommended funding strategy detailed in Appendix D (confidential) as the Cabinet's preferred method of delivering the project, SUBJECT TO the satisfactory completion of all related legal, financial, cost and valuation advice and contractual agreements, full access to Freeport seed fund capital payment and full access to the required level of Pot B retained business rates generated on the Gateway 14 site as part of Freeport agreements (as forecast in the recommended funding strategy attached as Appendix D - confidential).**
- 1.4 That Cabinet delegated its authority for completion of all necessary matters and agreements pursuant to the approval of recommendation 3.3 to the Council's Director for Economic Growth and Climate Change and Section 151 Officer/Director for Corporate Resources in consultation with the Leader of the Council. This requires that all 'subject to' elements within 3.3 are met.**
- 1.5 That Cabinet authorised the forward funding of next stage technical design, planning and related preparatory works, up to a total value of £150k, from the Gateway 14 capital budget.**

#### **ONWARD RECOMMENDATION TO COUNCIL**

- 1.6 That Council approve the addition of this project to the Capital Programme as outlined in the recommended funding strategy including the virement of the Gateway 14 Capital budget of £10.75m and the use of earmarked reserves or Pot B retained business rates to finance this.**

#### **REASON FOR DECISION**

To maximise the opportunities available to the Council to lead the development of a new unique facility which offers skills development, business support, entrepreneurship and innovation at Gateway 14 in Stowmarket. This local leadership opportunity arises from the Council's economic growth and strategic asset management functions, Gateway 14 site investment, Freeport East designation and the Council's active skills, education and innovation sector partnerships.

This proposal seeks to meet the immediate and future skills needs of employers and workers in the local and wider sub-regional area and to address persistent skills gaps which will support transition towards a higher wage economy. It will provide bespoke services to address gaps in provision and add value to the regional economy with a particular focus on, but not limited to, growth of green skills, digital skills, environmental innovation and support for supply chains in the green economy.

The proposal meets many Council, local partnership and government outcomes but also creates the conditions to stimulate some new and exciting partnerships which enhance opportunities for local communities and provides a regionally significant centre in Stowmarket and within the Freeport area.

### **Alternative Options Considered and Rejected:**

- 2.1 **DO-NOTHING. Not Recommended.** A 'do-nothing' approach will fail to explore an opportunity to deliver an innovative solution towards bridging long-term skills gaps (including green and digital skills) in the local and sub-regional area. It will also fail to contribute towards strategic priority outcomes across a range of corporate and local growth plans and policies. It will not deliver against Gateway 14 aims for the wider site or Freeport East ambitions for growing world-class innovation clusters.
- 2.2 **WORK WITH PARTNERS AND SPECIALISTS TO SCOPE AND DESIGN A VIABLE DEVELOPMENT. Approved at Outline Business Case (OBC) stage.**
- 2.3 **TO APPROVE FULL BUSINESS CASE (FBC) AND PROGRESS WITH DETAILED TECHNICAL DESIGN, PLANNING, LEGAL AGREEMENTS FOR TRANSFER, DUE DILIGENCE, PREFERRED FUNDING MODEL AND FULL PROJECT DELIVERY. Recommended.** To now take forward the project for full delivery. This project is scoped as a multiple-partner collaboration delivering shared benefits and outcomes. Significant work packages have now been completed in support of this option and its Full Business Case (FBC). The FBC contains sufficient information for Cabinet to make an informed decision on whether to proceed fully or not - subject to satisfactory completion of remaining assessments and due diligence. Appraisals will remain ongoing as part of a live business case and will respond to updated information (such as inflation costs, interest rate changes, operational costs and other forecasting/risk management) which would be reported through the governance structures outlined in the FBC. Commitment made now will help to secure the essential seed fund capital and Pot B retained business rates contributions via Freeport.

**PROCEED ONLY UP TO PLANNING OUTCOME STAGE GATEWAY BEFORE MAKING A LATER FINAL DECISION TO INVEST / PROCEED TO ASSET CREATION. Not Recommended.** This option would create risk from both the forward funding of technical design and planning costs and by the Council deferring its commitment to proceeding with the project, which could negatively impact access to the essential seed fund capital and Pot B business rates.

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

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

**67 MCA/23/34 - APPENDICES A TO D - SKILLS & INNOVATION CENTRE ON GATEWAY 14**

The business of the meeting was concluded at 10:32 am.

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Chair

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# Agenda Item 8

## MID SUFFOLK DISTRICT COUNCIL

<b>TO:</b> Mid Suffolk Cabinet	<b>REPORT NUMBER:</b> <b>MCa/23/36</b>
<b>FROM:</b> Leader of Council – Cllr Andy Mellen	<b>DATE OF MEETING:</b> 09/01/2024
<b>OFFICER:</b> Arthur Charvonia, Chief Executive	<b>KEY DECISION REF NO.</b> CAB458

### MID SUFFOLK PLAN

#### 1. PURPOSE OF REPORT

- 1.1 Set out in this report are the refreshed priorities for Mid Suffolk, 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 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 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 Babergh: It is important for our communities to see how we are reacting to the challenges facing our district. Whilst there are commonalities with Babergh and their published priorities, we first want to ensure we have a representation of the challenge and opportunities facing Mid Suffolk.
  - 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 Mid Suffolk Plan setting out the vision and strategic priorities for Mid Suffolk District Council for 2023-2031, as set out in Appendix A.

#### REASON FOR DECISION

#### 4. KEY INFORMATION

4.1 The refreshed Corporate Plan sets out the new vision and strategic priorities of the Council. In October we identified the priorities that were most important to us (Appendix A) 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 Mid Suffolk, 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.

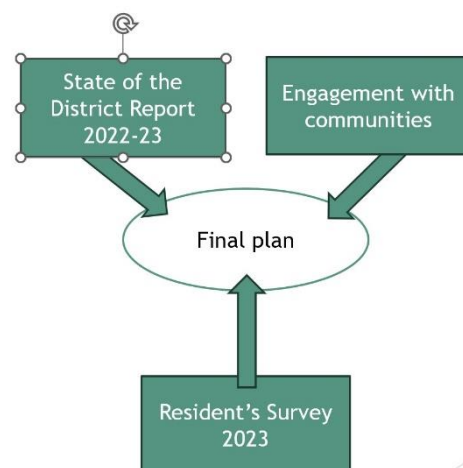


Figure 1: Contributors to the plan

4.3 Engagement happened between 4<sup>th</sup> October to 15<sup>th</sup> 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 680 responses on Mid Suffolk 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.

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.



## Mid Suffolk Summary & Recommendations

Total number responding on Mid Suffolk priorities **680**

Four-in-five (80%) of those commenting on **Mid Suffolk's** priorities agreed that they were the right mixture of priorities for Mid Suffolk District Council to be focusing on, with 37% agreeing 'strongly' and 42% agreeing 'somewhat'

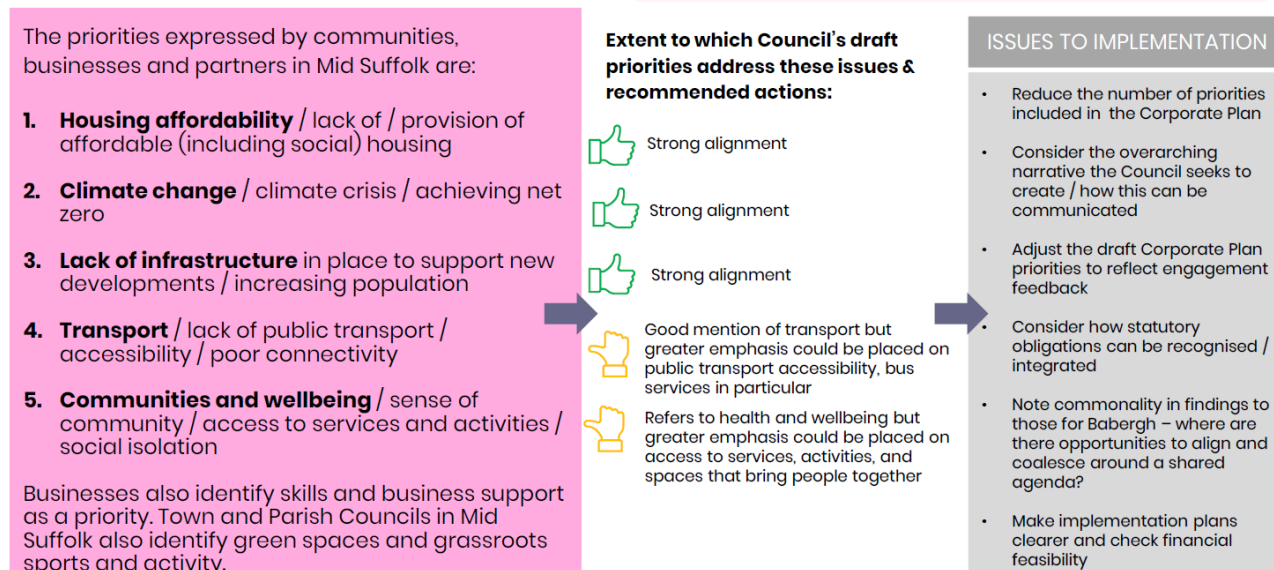


Figure 2: Overview of engagement feedback and recommendations

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 *Reduce the number of priorities;*

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

4.6.3 *Respond to challenges (such as extreme weather events, a pandemic, international events that impact on our communities and economy) and reflect through our Annual Delivery Plan how we adjust what we can deliver in light of these events outside of our control;*

4.6.4 *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 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. 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
Mid Suffolk 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 Budget approval Internal and external audits	SRRR004MSDC
The Councils may suffer a	3	2	Annual Resident survey	SRR005

perception of untrustworthiness and poor reputation.			Engagement with residents for Corporate plan refresh	
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. The Mid Suffolk Plan 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 The Mid Suffolk Plan 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 – Mid Suffolk Plan	Attached

**13. BACKGROUND DOCUMENTS**

13.1 State of the District Report 2023

**14. REPORT AUTHOR**

Jo Hobbs – Corporate Manager – Strategic Policy

# **Helping to create thriving and resilient communities in Mid Suffolk**

**(2023-2027)**

# Vision and foreword from the Leader of Mid Suffolk District Council

This plan represents a re-set of the priorities and approach of Mid Suffolk District Council. Our society faces enormous challenges both now and in the future, and the council must play its part in enabling residents, households and communities to face these with confidence. Our approach reflects what our administration believes the people of Mid Suffolk want to see from their Council. It has three driving principles.

**First**, we want to see Mid Suffolk thriving. Not just economically – though that’s important - but also culturally, socially and environmentally. With our focus on sustainability and community we want this district to be a great place to live, a great place to work, a great place to do business and a great place to visit. If we can achieve this, as councillors, as officers and working with all the other organisations involved, it will be something we can all be proud of.

**Second**, this plan puts environmental sustainability and social justice at the heart of everything we do. Climate change, the loss of biodiversity and the housing crisis are the challenges of our time, so we must do all we can to leave Mid Suffolk a better place for our children and grandchildren. We have to strengthen and enhance all the services we are responsible for and encourage and empower individual citizens, communities and businesses to play their part in creating a resilient district.

**Third**, I can promise leadership that is fully engaged to making change happen and committed to being transparent and responsive. We are not an administration that believes in business as usual, but one that faces the challenges that the future holds, and fully grasps the opportunities to improve the lives of the people of Mid Suffolk.

Cllr Andy Mellen

Leader of Mid Suffolk District Council

(‘Working Together’ with Babergh District Council)

# State of the District at a glance

## Summary

 **102,700**

residents and  
**44,300 households**  
(Census 2021)

**25.3%**



of residents aged 65 and over vs 18.4% across England. By 2043, the 65-plus population is expected to account for almost a third (32.4%) of all residents

**Top 3 employment sectors:**



- Wholesale and retail
- Manufacturing
- Construction



**32.7%**

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** - 84.8 years vs 83.1 in England  
**Males** - 81.4 years vs 79.4 in England

**25.3%** of adults classed as physically inactive (25.8% across England)



**87%**

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



Median house prices are 9.15 times median annual resident earnings



**Rollout of gigabit-capable broadband**

Gigabit-capable broadband coverage: 46.6% vs 77.1% across England (June 2023)

**8.5% average tree canopy cover for wards in Mid Suffolk**



## Our Approach

We want our communities in Mid Suffolk to thrive and we believe this can be achieved by working together.

We will achieve this by:

1. Providing open & honest leadership.
2. Putting environmental sustainability and social justice at the heart of everything we do.
3. Providing high quality council services that are easy to access when needed and that can be relied on.
4. Ensuring we are financially responsible with public money.
5. Continuing to listen to, and work in partnership with, all citizens of Mid Suffolk.
6. Working closely and cooperatively with others.
7. Enabling and empowering citizens to be active in their communities.
8. Nurturing community resilience and helping it to become more robust.



# What we will focus on to help our communities and residents thrive

These are the actions we want to focus on. Some of these we can achieve directly but some we can only influence others to deliver as we do not run these services, but we will continue to represent everyone and lobby hard on their behalf.

## Housing & infrastructure

- Increasing the availability of truly affordable homes, reducing homelessness
- Ensuring we have more insulated and energy efficient homes
- Supporting and encouraging private landlords and homeowners towards zero carbon living
- Enabling sustainability in the built environment
- Supporting better rural transport improving travel connectivity

## Resilience

- Empowering and enabling more active citizenship
- Building capacity & capability within communities
- Ensuring we engage with all our communities
- Protecting heritage and its cultural significance
- Supporting local businesses
- Championing local food production
- Supporting the delivery of a greener, skilled economy

## Community Wellbeing

- Enabling improved physical and mental wellbeing
- Working to respect, harness and promote local culture
- Enabling greater access to green spaces
- Enhancing walking and cycling opportunities
- Addressing inequalities (including health, poverty, educational and employment)
- Promoting greater pride in your place

## Environmental Sustainability

- Working to achieve net zero carbon emissions as a Council and across the whole district
- Supporting and facilitating more community energy production
- Working towards zero waste
- Improving biodiversity and nature recovery
- Enabling and encouraging clean, secure, energy and water supply and management

## **Our next steps**

We will develop an annual delivery plan to target activity in relation to each of the four 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 9

## MID SUFFOLK DISTRICT COUNCIL

<b>TO:</b> Mid Suffolk Cabinet	<b>REPORT NUMBER:</b> <b>MCa/23/37</b>
<b>FROM:</b> Cllr Richard Winch – Cabinet Member for Housing and Property	<b>DATE OF MEETING:</b> 9 <sup>th</sup> January 2024
<b>OFFICER:</b> Director of Housing - Deborah Fenton / Corporate Manager Housing Solutions – Amma Antwi-Yeboah	<b>KEY DECISION REF NO.</b> 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 Mid Suffolk and proposes changes to the policy in respect of premiums from 1<sup>st</sup> April 2024 in line with recent changes in legislation.

#### 2. OPTIONS CONSIDERED

**Option 1 – Introduce the 2018 and 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 1<sup>st</sup> April 2025, reduce the time period for empty premiums to 12 months and increase the premiums as below from 1<sup>st</sup> April 2024.

- Dwellings left unoccupied and substantially unfurnished for 12 months or more, a premium levied of 100%
- Dwellings left unoccupied and substantially unfurnished for 5 years or more, a premium levied of 200%; and
- Dwellings left unoccupied and substantially unfurnished for 10 years or more a premium levied of 300%.

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 at a rate of 50%. Alternatively, it could just be reducing the long-term empty premium qualification time from two years to one, not linking the percentage charge to the length of time the dwelling has been unoccupied and unfurnished 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 at 50%. Do not introduce a premium for second homes.

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

## 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 Mid Suffolk used these powers and implemented a 50% premium on long-term empty dwellings that have been empty and unfurnished for more than two years from the 1<sup>st</sup> April 2013 in order to provide an incentive to bring long term empty properties back into use. Council taxpayers would be paying 150% Council Tax. The table below shows the number of premiums on the first Monday in October from 2019 to 2023.

	2019	2020	2021	2022	2023
Mid Suffolk	68	93	113	112	116

- 4.3 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 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%.

4.4 Mid Suffolk did not implement the changes introduced by the 2018 regulations.

4.5 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 1<sup>st</sup> April 2024.

4.6 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).

4.7 Unlike the changes to the long-term empty home's premium, which can be implemented from the 1<sup>st</sup> 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 1<sup>st</sup> April 2025.

4.8 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.

4.9 An analysis has been undertaken to look at the current situation and what that might look like if the 2018 and 2023 changes are implemented. The table below shows the number of second homes and long-term empty properties as of 14<sup>th</sup> November 2023 by Council Tax band:

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>Total</b>
<b>Second Homes</b>	111	109	99	76	63	32	44	8	542

<b>Empty/Unfurnished &gt; 4wks</b>	86	186	117	64	69	40	12	1	575
<b>Empty/Unfurnished 2years and over (50% Premium)</b>	32	16	20	17	7	7	7	2	108

4.10 The table below shows a breakdown of the long-empty properties on 14<sup>th</sup> November 2023 but forecasting the situation as of 1 April 2024, split by premium and Council Tax band:

<b>Long-term empty Period</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>Total</b>
<b>12 months to 2 years</b>	27	57	44	15	21	11	8	0	183
<b>2-5 years</b>	20	21	17	18	9	7	7	0	99
<b>5 – 10 years</b>	12	4	7	2	1	3	1	2	32
<b>&gt;10 years</b>	5	5	2	1	1	0	0	0	14

4.11 You can see from the table in 4.10, that even though a 50% premium has been in place since 2013, there are still several properties that have been unoccupied and substantially unfurnished for some time.

4.12 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 to commence a 100% premium on long-term empty homes after 12 months and the additional 200%, and 300% premiums (based upon length of time the dwelling is empty and unfurnished) could generate an additional £591,000 in Council Tax revenues (based upon the 23/24 Council Tax rate). Income generated would be shared across the preceptors, this would be £53,910 for Mid Suffolk

6.2 Introducing a 100% premium for periodically occupied dwellings (second homes) could generate around £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 £90,000 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 1992 (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*
Mid Suffolk 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	2	3	The provision of Empty Homes and renovation Loan to help homeowners to bring the property back into occupation.	Operation Risk Register Housing Solutions and 050

the property back into use			Empty Homes Officers to provide support and guidance.	
The implementation of these premiums may cause exceptional hardship to a taxpayer			Consider such cases under the Council's Council Tax discretionary hardship scheme.	

*\*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
(b) EIQA-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**

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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 changes and the changes introduced by 2018 the Rating or Property in Common Occupation and Council Tax (Empty Dwellings) Act 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 includes 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 withing 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 of Housing in consultation with the Cabinet Member for Housing and Property 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

<b>1. Policy/service/function title</b>  <span style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 43</span>	Empty Homes and Second Homes Premium Policy 2024-25
<b>2. Lead officers (responsible for the policy/service/function)</b>	Amma Antwi-Yeboah
<b>3. Is this a new or existing policy/service/function?</b>	<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>
<b>4. What exactly is proposed? (Describe the policy/service/ function and the changes that are being planned?)</b>	<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><b>Empty Homes and Second Homes Premium Policy 2024-25 development process</b></p> <ul style="list-style-type: none"> <li>a. Scoping / ideas / SLT 29<sup>th</sup> November 2023</li> <li>b. Political formal decision-making processes: <ul style="list-style-type: none"> <li>• Portfolio Holders Briefing – 8<sup>th</sup> December 2023</li> <li>• Joint Cabinet Briefing- 12<sup>th</sup> December 2023</li> <li>• Cabinet: Request adoption of both strategies: Scheduled for January 2024</li> </ul> </li> </ul>

<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 <b>discriminating unlawfully</b>, 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 <b>relations between certain groups</b>?</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 <b>focus on, a particular equalities group</b>, 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:** 15<sup>th</sup> Decemner 2023

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

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# Agenda Item 10

## MID SUFFOLK DISTRICT COUNCIL

<b>TO:</b> CABINET	<b>REPORT NUMBER:</b> MCa/23/38
<b>FROM:</b> Cabinet Member for Environment, Culture & Wellbeing	<b>DATE OF MEETING:</b> 9/1/2024
<b>OFFICER:</b> Sarah Wilding – Climate Change Manager	<b>KEY DECISION REF NO.</b> CAB566

### 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 (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), F-gases (hydrofluorocarbons and perfluorocarbons) and sulphur hexafluoride (SF<sub>6</sub>). All values are given as CO<sub>2</sub> equivalent (CO<sub>2</sub>e), which is a measure of the range of GHG as measured against the warming potential of CO<sub>2</sub>. 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 CO<sub>2</sub>e 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 (tCO<sub>2</sub>e).

Emissions in 2022/2023 are calculated as 3,882 tCO<sub>2</sub>e, a reduction against the baseline of 2,051 CO<sub>2</sub>e (34.6%) - see Graph 9, p.10 in Appendix A

5.2.1 At 1,597 tCO<sub>2</sub>e (41%), the leisure centres are the single biggest emissions source.

5.2.3 Overall leisure centre emissions in 2022/23 dropped by **216 tCO<sub>2</sub>e (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 CO<sub>2</sub>e (79.5%) to 290 tCO<sub>2</sub>e, compared to the baseline of 1,417t CO<sub>2</sub>e.

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 <sub>2</sub> 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

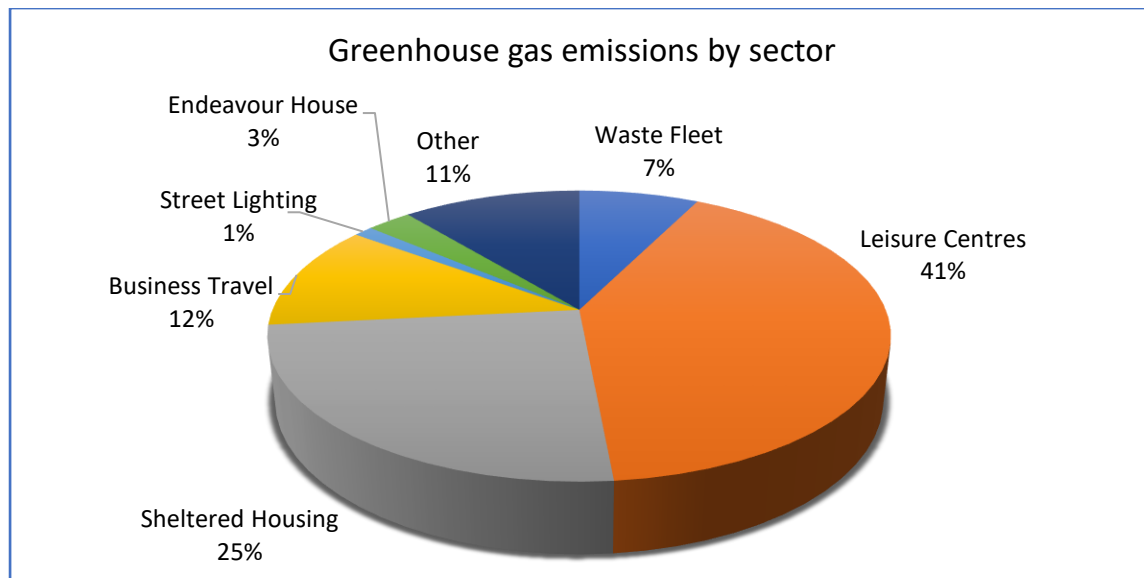
Solar PV  
 CH4  
 N2O  
 CFC  
 PFC  
 SF6

## 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 tCO<sub>2</sub>e (tonnes carbon dioxide equivalent) with a breakdown of service delivery activities and building types shown below.

Graph1: greenhouse gas emissions by sector



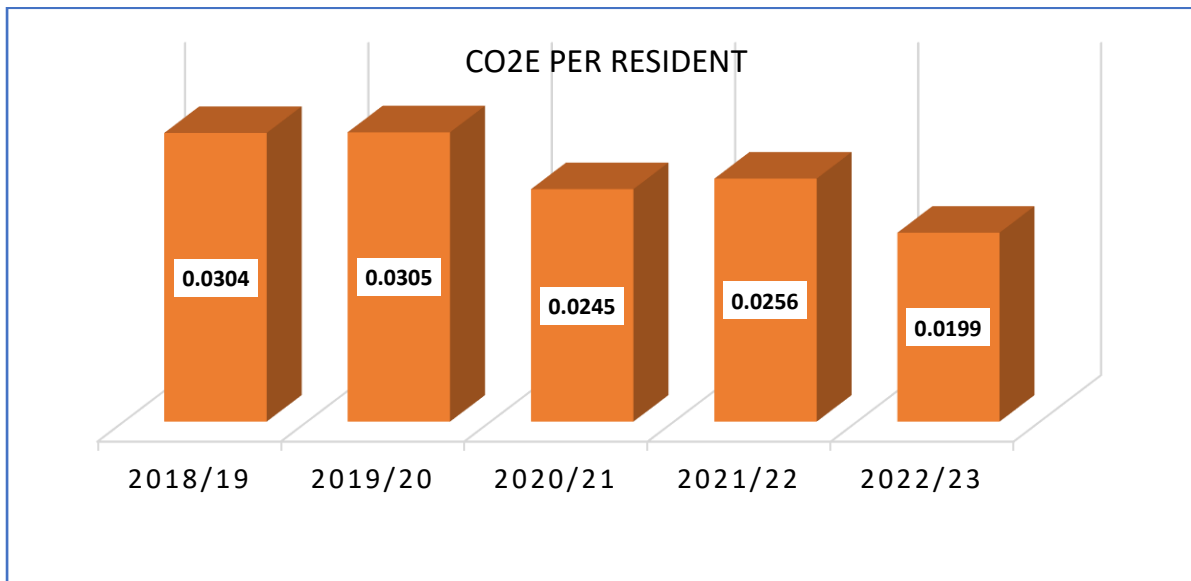
Emissions are 22.2% lower than 2021/2022 mainly because of solar PV (photo-voltaic) and low carbon technologies installations, although against the baseline target, 5,933 tCO<sub>2</sub>e<sup>1</sup>, performance is 2.8% (107 tCO<sub>2</sub>e) from where it needs to be to reach the target at year 4.

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

<sup>1</sup> This figure has been revised following the discovery of data anomalies in previous reports

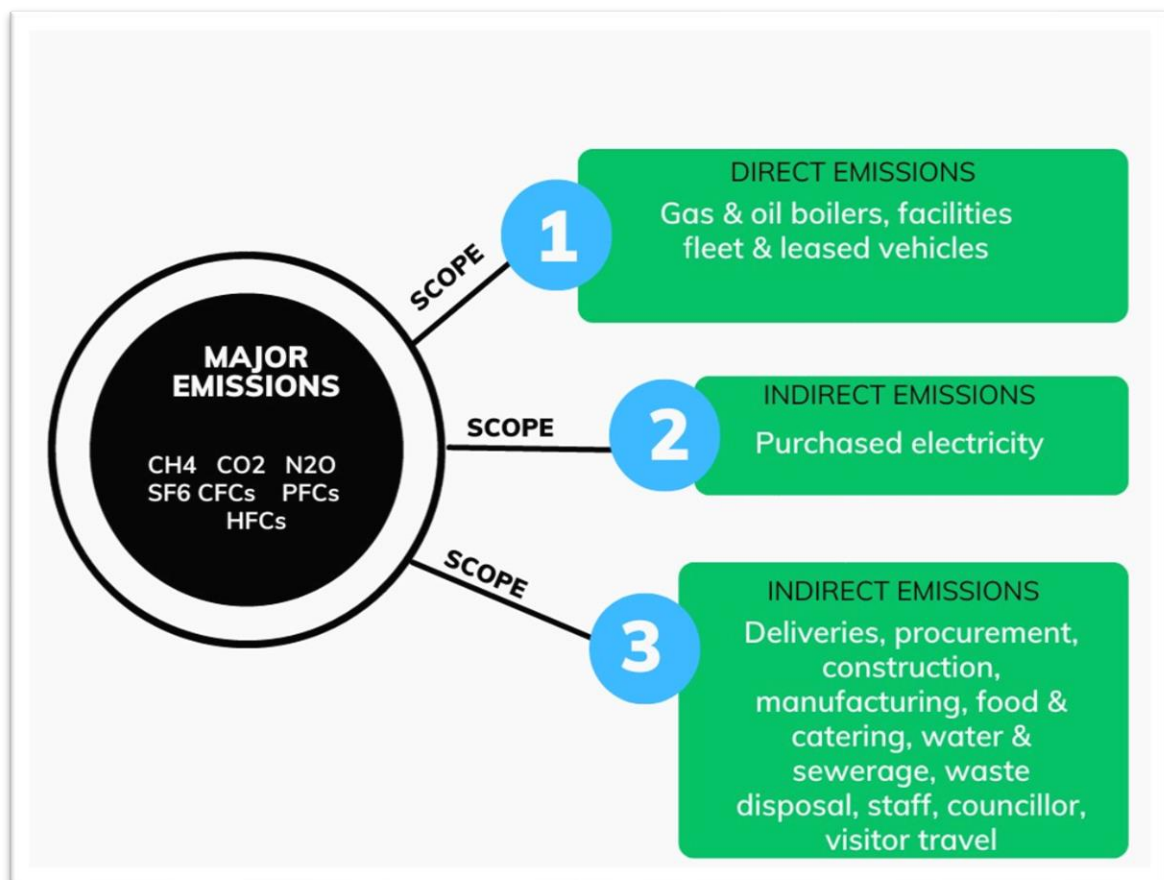


Graph 2: GHG emissions per resident



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.

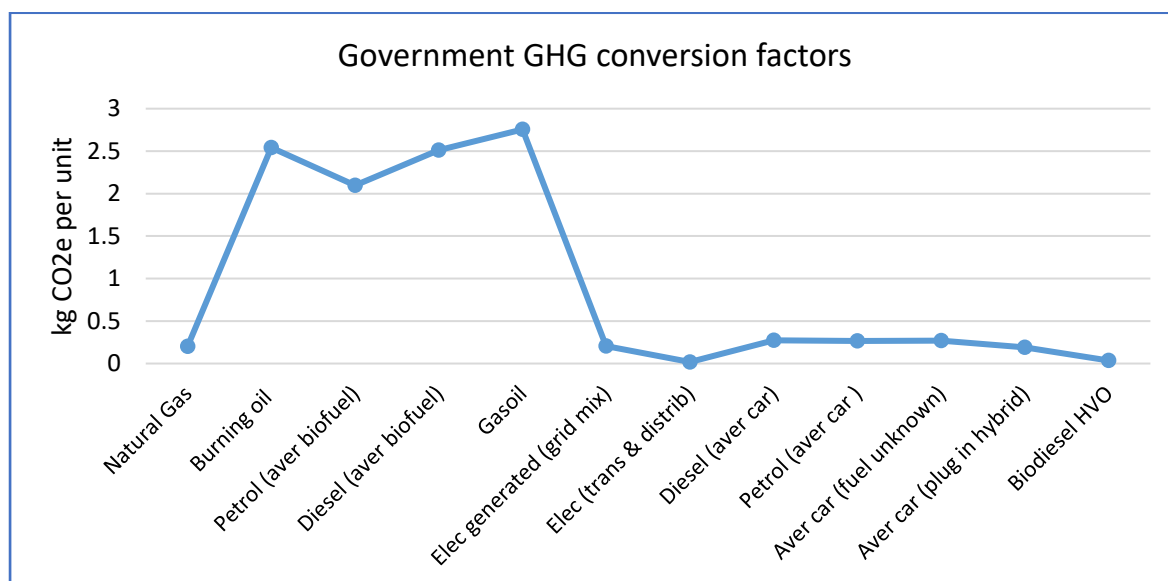
## Methodology

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 (CO<sub>2</sub>e)

CO<sub>2</sub>e 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 (CO<sub>2</sub>)
- methane (CH<sub>4</sub>)
- nitrous oxide (N<sub>2</sub>O)
- F-gas hydrofluorocarbons and perfluorocarbons (CFCs, PFCs)
- sulphur hexafluoride (SF<sub>6</sub>)

The analysis in this report is therefore based on these gases as CO<sub>2</sub>e better reflects the climate impact of our emissions, rather than CO<sub>2</sub> 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

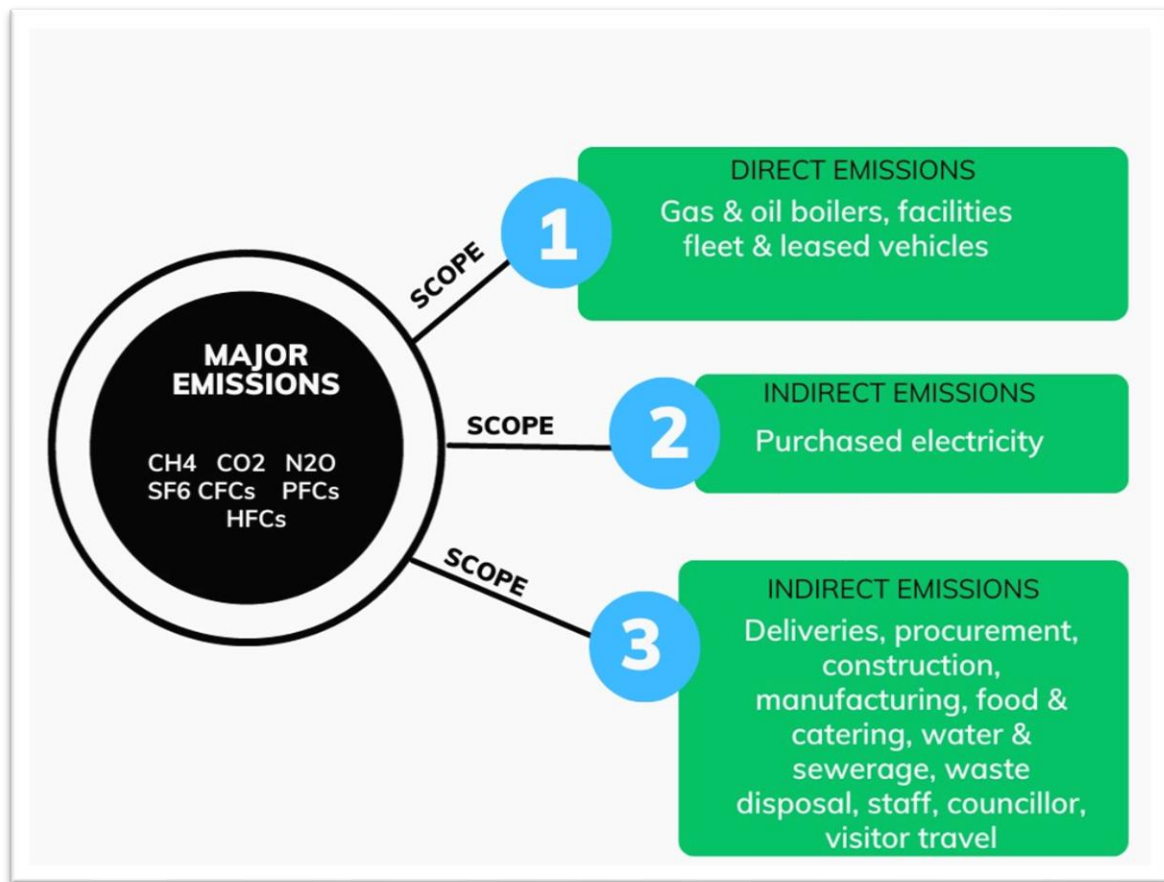
Staff commuting miles to offices are excluded from our organisational boundary (although the staff travel survey helps us to capture and monitor these).

## 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.

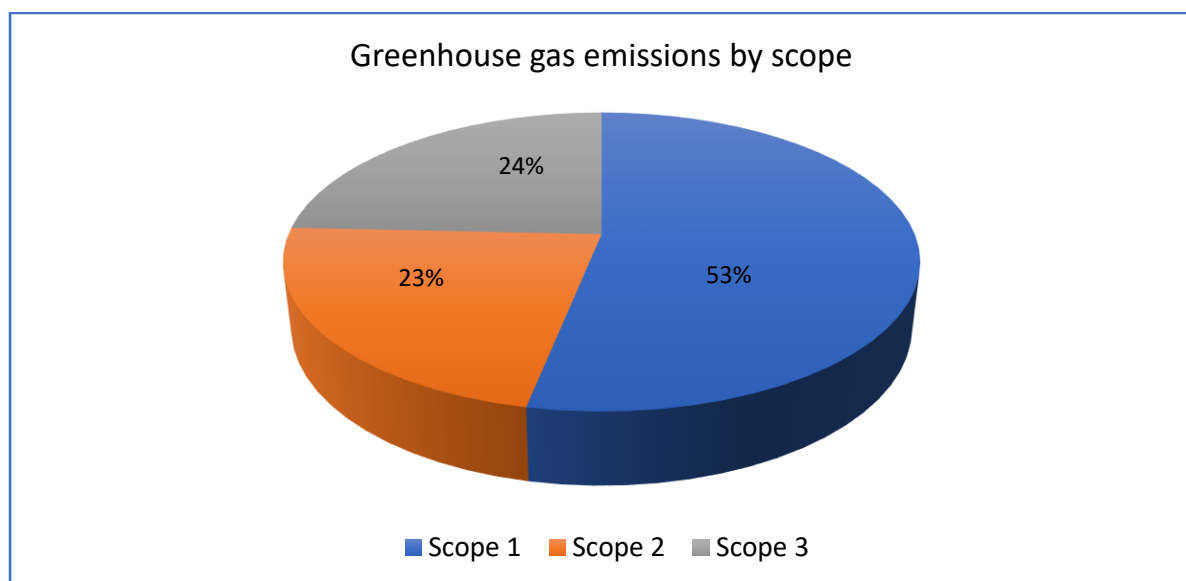


Chart 2: Scope 1, 2 and 3 emissions



In 2022/2023 the Councils GHG emissions amounted to 3,882 tCO<sub>2</sub>e (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.



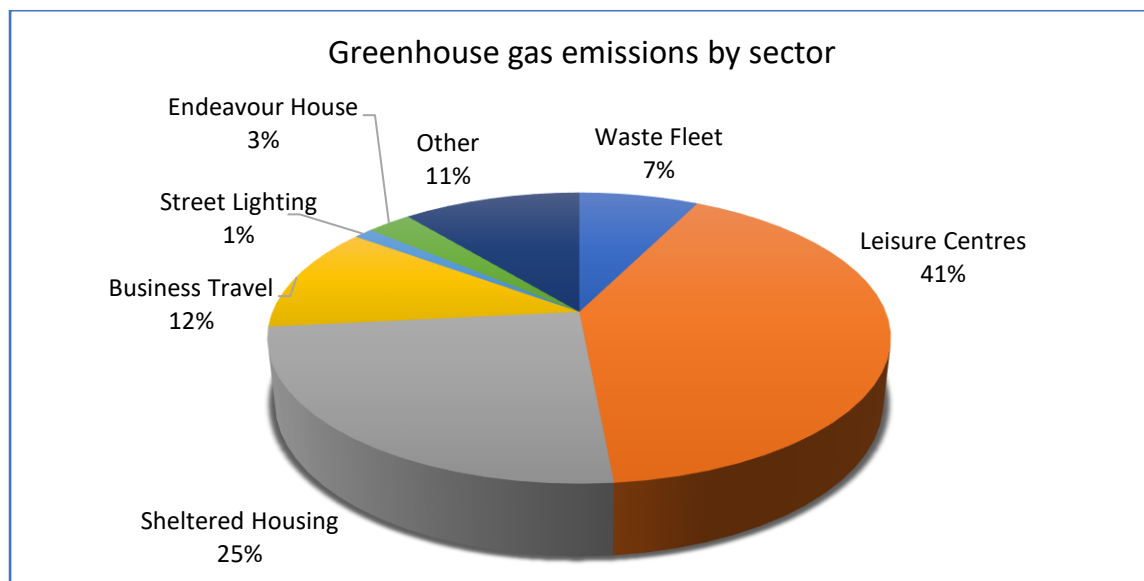
## Scope Change

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 tCO<sub>2</sub>e with a breakdown of service delivery activities and building types shown below.

Graph 5: greenhouse gas emissions by sector

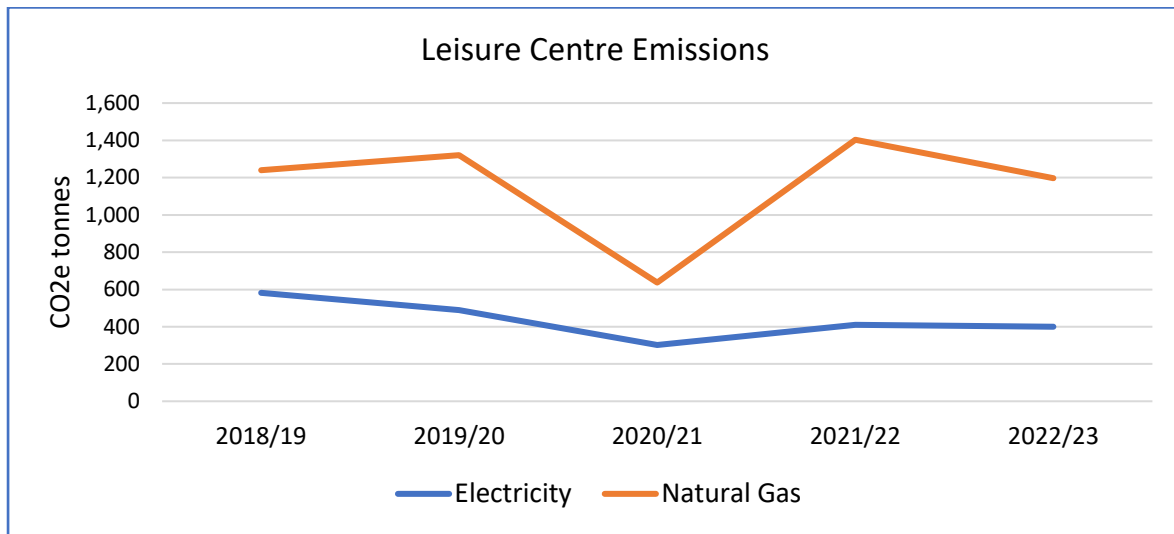


## Leisure Centres

Overall leisure centre emissions in the reporting year dropped by 216 tCO<sub>2</sub>e (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.



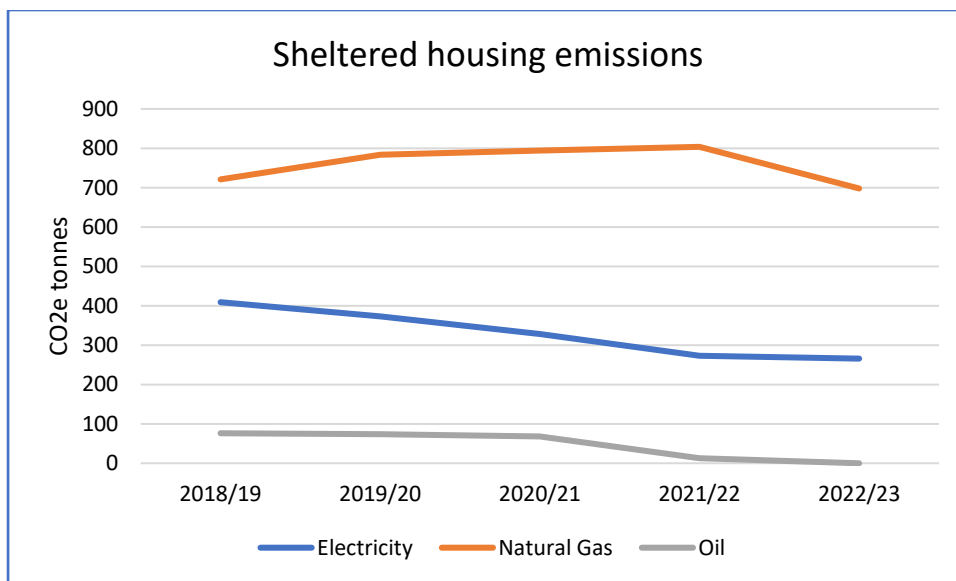
Graph 6: leisure centre greenhouse gas emissions



### 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

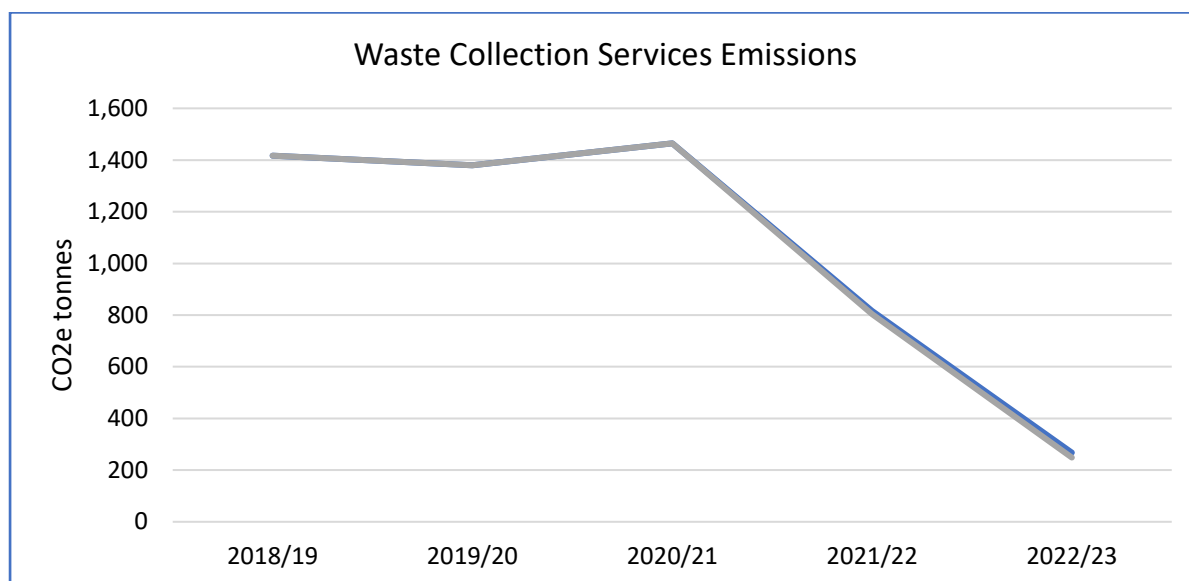


### Waste and Refuse Collection Services

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.

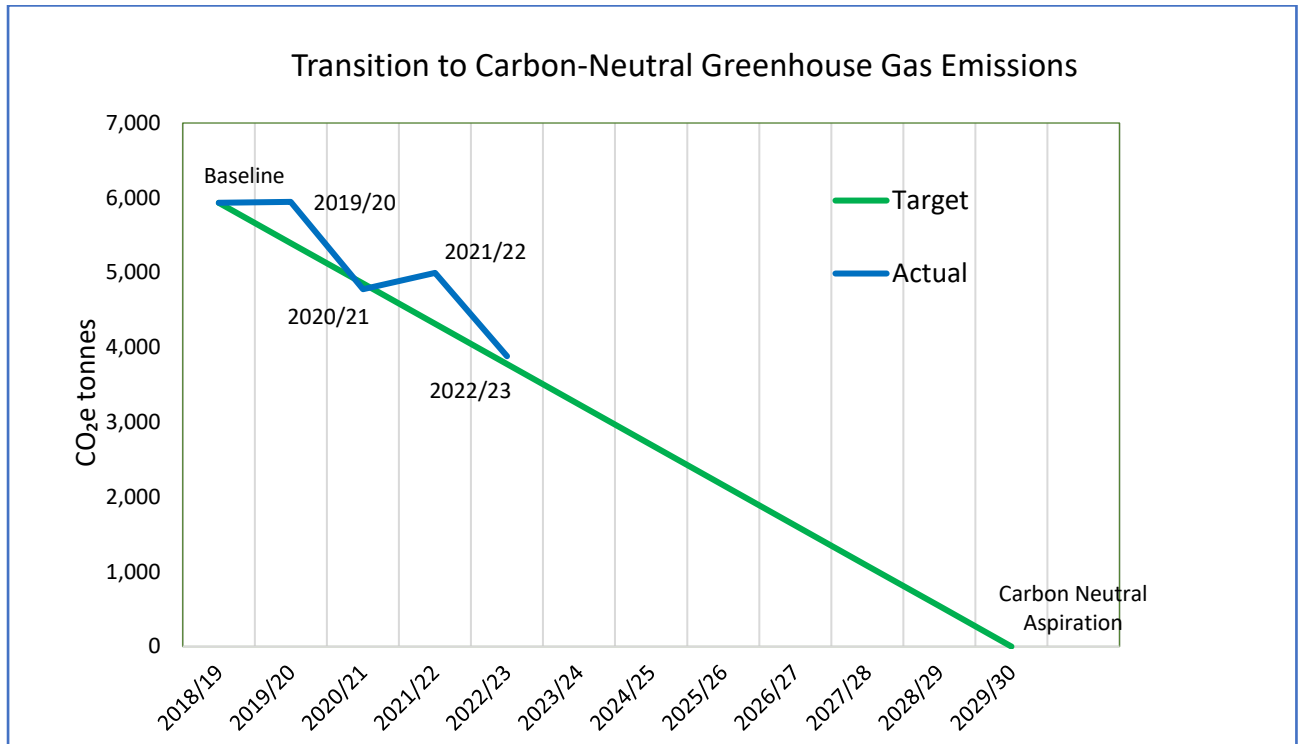
Emissions reductions of 3.6 t CO2e are being realised by our EV (electric vehicle) charging points at Lavenham, Needham Lakes and Regal Theatre while at the same time locally improving air quality to give health benefits. Further publicly accessible EV infrastructure is planned in Council car parks to 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 tCO<sub>2</sub>e but decreased to 4,777 tCO<sub>2</sub>e in 2020/2021 mainly because of the Covid lockdown.

Performance to 2022/2023 (year 4) is currently 2.8% (107 tCO<sub>2</sub>e) from where it needs to be. Going forward we must continuously realise reductions on average of 539 tCO<sub>2</sub>e (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

CO<sub>2</sub>e 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 <sub>2</sub> 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
<b>Totals</b>				<b>221.6</b>	<b>633.2</b>

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.

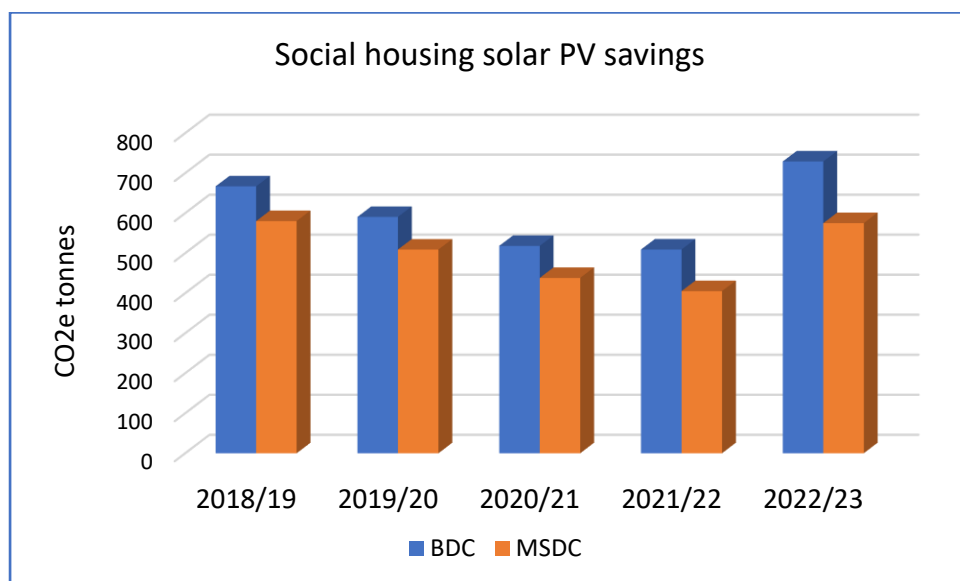
### Solar PV Council owned Housing

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 tCO<sub>2</sub>e 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 11

## MID SUFFOLK DISTRICT COUNCIL

<b>COMMITTEE:</b> Cabinet	<b>REPORT NUMBER:</b> <b>MCa/23/39</b>
<b>FROM:</b> Councillor Rachel Eburne, Cabinet Member for Finance	<b>DATE OF MEETING:</b> 9 January 2024
<b>OFFICER:</b> Melissa Evans, Director, Corporate Resources	<b>KEY DECISION REF NO.</b> 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 Mid Suffolk's fees and charges will generate £4.827m, which is 20% 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 £4.827m compared to £5.407m in 2023/24, a decrease of £580k or 11%. 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 and are confident that where changes are proposed these are reasonable increases in terms of benchmarking against others. The proposed detailed schedule of fees and charges for 2024/25 is shown in Appendix A.

5.7 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
	2024/25	2024/25						
<b>Statutory Charges</b>								
<b>Law &amp; Governance</b>								
Electoral Roll Copies of full register for entitled access only	£126.50	£143.00	£16.50	13%	440		-£7,260.00	Calculated on Admin fee plus charge per 1000 electors
<b>Licensing</b>								
Food export certificate	£93.50	£118.00	£24.50	26%	114	£118.00	-£2,793.00	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		Based on cost recovery for service
Food Hygiene Rating (FHRS) rescore visits	£180.00	£190.00	£10.00	6%	8	£240.00	-£80.00	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		Based on officer time which is required, 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 5 hours of Food Safety Officer time.
Zoo licence Application (Notice of intention)	£589.00	£803.00	£214.00	36%		£803.00		Fee based on officer time.

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2024/25	2024/25						
Zoo licence – New	£930.00	£2,409.00	£1,479.00	159%	0	£2,409.00		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		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%	48	£125.00	-£438.00	Based on hourly rate and cost recovery
Group 2 Animal Licence Payable prior to issue granted.	£143.00	£152.00	£9.00	6%	6	£152.00	-£54.00	Based on hourly rate and cost recovery
Dog Breeders(1 to 5 breeding bitches) RENEWAL	£183.00	£219.00	£36.00	20.00%	15	£219.00		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	27.00%		£293.00		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) RENEWAL	£218.00	£256.00	£38.00	17.00%	2	£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	23.00%		£256.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2024/25	2024/25						
								to be fully repayable to BMSCD.
Home Boarders (1-5 dogs) RENEWAL	£157.00	£182.00	£25.00	16.00%	14	£182.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSCD.
Dog Day Care (1-7) NEW	£275.00	£292.00	£17.00	6.00%		£292.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSCD.
Dog Day Care (1-7) RENEWAL	£183.00	£220.00	£37.00	20.00%		£220.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSCD.
Selling animals as pets NEW	£262.00	£276.00	£14.00	5.00%		£276.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSCD.
Selling animals as pets RENEWAL	£196.00	£220.00	£24.00	12.00%	3	£220.00	-£72.00	Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSCD.

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2024/25	2024/25						
Keeping or training animals NEW	£222.00	£275.00	£53.00	24.00%		£275.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSSDC.
Keeping or training animals RENEWAL	£169.00	£220.00	£51.00	30.00%	1	£220.00	-£51.00	Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSSDC.
Provision of cat or dog boarding in kennels (1-30 animals) NEW	£222.00	£256.00	£34.00	15.00%		£256.00		Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSSDC.
Provision of cat or dog boarding in kennels (1-30 animals) RENEW	£169.00	£200.00	£31.00	18.00%	3	£200.00	-£93.00	Based on hourly rate and cost recovery. Additional to fees, vets fees incurred to be fully repayable to BMSSDC.
Dog Breeders (6 or more) NEW	£436.00	£462.00	£26.00	6.00%		£462.00		Based on hourly rate and cost recovery
Dog Breeders (6 or more) RENEW	£249.00	£264.00	£15.00	6.00%		£264.00		Based on hourly rate and cost recovery
Hiring out horses (6 or more) NEW	£329.00	£435.00	£106.00	32.00%		£435.00		Based on hourly rate and cost recovery
Hiring out horses (6 or more) RENEW	£266.00	£287.00	£21.00	8.00%		£287.00		Based on hourly rate and cost recovery



Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2024/25	2024/25						
Home Boarders (6 or more) NEW	£249.00	£287.00	£38.00	15.00%	2	£287.00	-£76.00	Based on hourly rate and cost recovery
Home Boarders (6 or more) RENEW	£178.00	£213.00	£35.00	20.00%	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	21.00%		£398.00		Based on hourly rate and cost recovery
Dog Day Care (8 or more) RENEW	£222.00	£250.00	£28.00	13.00%		£250.00		Based on hourly rate and cost recovery
Selling animals as pets (large retail unit) NEW	£436.00	£500.00	£64.00	15.00%		£500.00		Based on hourly rate and cost recovery
Selling animals as pets (large retail unit) RENEW	£249.00	£287.00	£38.00	15.00%		£287.00		Based on hourly rate and cost recovery
Keeping or training animals (6 or more) NEW	£275.00	£292.00	£17.00	6.00%		£292.00		Based on hourly rate and cost recovery
Keeping or training animals (6 or more) RENEW	£196.00	£250.00	£54.00	28.00%		£250.00		Based on hourly rate and cost recovery
Provision of boarding cats or dogs (31+) NEW	£329.00	£329.00	£0.00	0.00%		£329.00		Based on hourly rate and cost recovery
Provision of boarding cats or dogs (31+) RENEW	£196.00	£213.00	£17.00	9.00%	3	£213.00		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

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2024/25	2024/25						
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%	27	£241.00	-£1,458.00	Based on hourly rate and cost recovery
Skin Piercing For additional practitioners at existing premises	£133.00	£161.00	£28.00	21%	5	£161.00	-£140.00	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
Scrap Metal Collector RENEW	£464.00	£492.00	£28.00	6%	3	£492.00	-£84.00	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%	9	£797.00	-£405.00	Based on hourly rate and cost recovery
Scrap Metal ID Badge	£0.00	£10.50	£10.50	NEW	12	£10.50	-£126.00	New charge introduced from Public Protection.
Scrap Metal Vehicle Plate	£0.00	£22.00	£22.00	NEW	12	£22.00	-£264.00	New charge introduced from Public Protection.
Private Water Sampling	£83.00	£88.00	£5.00	6%	60	£0.88	-£300.00	Based on hourly rate and cost recovery
Private Water Investigation of problems with PWS per hour	£57.00	£80.00	£23.00	40%	29	£80.00	-£667.00	Based on hourly rate and cost recovery

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2024/25	2024/25						
Private Water Supply Administration per hour	£57.00	£80.00	£23.00	40%		£80.00		Based on hourly rate and cost recovery
<b>Public Realm</b>								
Litter Bins	£39.73	£49.00	£9.27	23%	537	£98.57	-£4,977.99	Per annum – charges made to Town & Parish Councils - 50% 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	£57.00	£10.47	23%	359	£98.57	-£3,758.73	Per annum – charges made to Town & Parish Councils - 42% 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.

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2024/25	2024/25						
<b>Planning</b>								
Planning charges Budget Income 23/24							-£1,569,784.00	-
Reduction in Applications Effect:							-£700,000.00	-
Increase In Charges Effect:				25%			-£175,000.00	-
Total Budget 24/25							-£875,000.00	-
Net Reduction in Income							£694,784.00	-
<b>Discretionary Charges</b>								
<b>Licensing</b>								
Private Hire Vehicle New	£264.50	£293.50	£29.00	11%	9	£319.50	-£261.00	Takes in to account officer time, including hearings and monitoring and enforcement. Mid Suffolk aligned to Babergh DC
Private Hire Vehicle Renewal	£264.50	£293.50	£29.00	11%	51	£319.50	-£1,479.00	Takes in to account officer time, including hearings and monitoring and enforcement. Mid Suffolk aligned to Babergh DC
Hackney Carriage Vehicle New	£339.50	£345.00	£5.50	2%	4		-£22.00	Mid Suffolk aligned to Babergh DC Takes in to account officer time, including hearings and monitoring and enforcement
Hackney Carriage Vehicle Renewal	£339.50	£345.00	£5.50	2%	65		-£357.50	Mid Suffolk aligned to Babergh DC Takes in to account officer time, including hearings and

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2024/25	2024/25						
								monitoring and enforcement
Combined HC/PHV Driver Renew	£110.50	£141.00	£30.50	28%	115	£141.00	-£3,507.50	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
Temporary Vehicle HC 3 Months	£104.00	£124.00	£20.00	19%	1		-£20.00	Cost for 3 months. Matching Mid Suffolk to Babergh as process is the same. Takes into account officer time, including hearings and monitoring and enforcement
Temporary Vehicles HC 6 Months	£157.00	£197.00	£40	25%	1		-£40.00	Cost for 6 months. Matching Mid Suffolk to Babergh as process is the same. 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
	2024/25	2024/25						
Temporary Vehicles PHV 3 Months	£117.00	£121.00	£4	3%	1		-£4.00	Cost for 3 months. Matching Mid Suffolk to Babergh as process is the same. Takes into account officer time, including hearings and monitoring and enforcement
Temporary Vehicles PHV 6 Months	£184.00	£192.00	£8	4%	1		-£8.00	Cost for 6 months. Matching Mid Suffolk to Babergh as process is the same. Takes into 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 into account officer time, including hearings and monitoring and enforcement
Private Hire Operator 1 vehicle	£137.50	£158.00	£20.50	15%	15	£20.50	-£307.50	5-year licence, takes into account officer time, including hearings and monitoring and enforcement
Private Hire Operator 2-3 vehicles	£217.50	£234.00	£16.50	7%	2	£16.50	-£33.00	5-year licence, takes into account officer time, including hearings and monitoring and enforcement
Private Hire Operator 4-9 vehicles	£349.50	£350.00	£0.50		4	£350.00	-£2.00	5-year licence, takes into account officer time, including hearings and

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2024/25	2024/25						
								monitoring and enforcement
Change of Address	£15.00	£16.00	£1.00	7%	5	£16.00	-£5.00	Takes into 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 into account officer time, including hearings and monitoring and enforcement
Pavement Licences Renew	£80.00	£350.00	£270.00	338%	1	£350.00	-£270.00	Takes into 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 into account officer time, including hearings and monitoring and enforcement. Introduction of Levelling-Up & Regeneration Act
Pre-application on-site advice - Licensing	NEW	£80.33	£80.33	100.00%	1	£80.33		Officer hourly rate with travel inclusion. Bespoke quote dependant on length of visit.
<b>Public Protection</b>								

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2024/25	2024/25						
Requests for Environmental Information	£68.40 per hour	£72.20 per hour	£3.80	6%	1.00	£72.20		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. Average officer time.
<b>Public Realm</b>								
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%	32	£75.00 per hour		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 nonrefundable. Then an hourly rate charged on top of this for Officer Time and Travel time and mileage repayments. 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



Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2024/25	2024/25						
								Babergh and Mid Suffolk which has now been corrected as the Officer's time is split 50:50
Electric Vehicle Car Park (EVCP) Income		£0.48					-£18,199.40	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

Fee & Charge Description	Fee	Fee	Increase		Volume per year	Full Cost Recovery value	Budget Income Growth	Rationale
	2024/25	2024/25						
								breakdown available. Please note that these fees are full cost recovery therefore offset by increased electricity costs.
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.
<b>Recycling &amp; Waste</b>								
Bulky Item Collections	£49.50	£59.50	£10.00	20%	1,454	£68.75	-£13,333.00	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
	2024/25	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	£62.00	£3.00	5%	19,443	£65.14	-£58,329.00	Garden Customer numbers predicted 24/25 20,000. 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.
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%	1,374		-£38,750.00	Cost price to Councils for purchase of the bin and additional storage and delivery costs chargeable to 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
Mid Suffolk District Council may be unable to react in a timely and effective	3	3	A prudent approach to the assumptions within this report along with a clear budget strategy and	Strategic Risk Register SRR004MSDC

way to financial demands			robust financial monitoring and reporting to identify issues early. Reserves levels are sufficient to mitigate these impacts	
Mid Suffolk District Council may fail to be financially sustainable	4	4	Robust Medium term financial strategy, shared integrated workforce with Babergh	Strategic Risk Register SRR08MSDC

## 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 2023/24 2024/25**

Fee Description	Vat/Non-VAT	2023/24 Fee	2024/25 Fee	Rationale
<b>1. Licensing</b>				
<b>1.1 Charges for Inspection</b>				
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
<b>1.2 Charges for Licensing</b>				
<b>Animal Welfare</b>				
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	
		249.00 New	293.00 New	
Dog Breeders(1 to 5 breeding bitches)		183.00 Renew	219.00 Renew	Additional to fees, vets fees incurred to be fully repayable to MSDC.
		230.00 New	293.00 New	
Hiring Out Horses (1-5 animals)		218.00 Renew	256.00 Renew	Additional to fees, vets fees incurred to be fully repayable to MSDC.



**Fee Description**
**VAT**
**2023/24**
**2024/25**

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 MSDC.
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 MSDC.
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 MSDC.
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 MSDC.
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 MSDC.
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 2023/24 2024/25**

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	
<b>Zoos</b>				
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	Quotation	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	Quotation		
Zoo Additional inspector fee	Non-VAT	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		
<b>Skin Piercing</b>				

## Fee Description

VAT 2023/24 2024/25

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	
<b>Licensing Act 2003 (Alcohol, Entertainment and Late Night Refreshment)</b>				
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
<b>Street Trading</b>				
Street Trading		Contact	Contact	Street Trading not charged in Mid Suffolk.
<b>1.3 Scrap Metal Dealers</b>				
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		0.00	10.50	
Scrap Metal Vehicle Plate		0.00	22.00	
<b>1.4 Local Authority Pollution Prevention &amp; Control (LAPPC)</b>				
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.
<b>1.5 Private Water Supplies</b>				
Private Water Risk Assessment – typical cost	Non-VAT	200.00 - 250.00	250.00	

Fee Description	VAT	2023/24	2024/25
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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	
<b>2. Planning</b>				
Planning Applications		See website	Increase of 24-35% dependent on application type	<a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>
Pre-planning advice		See website		<a href="https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf">https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf</a>
<b>3. Building Control</b>				
Building Control	Non-VAT	See website		<a href="https://www.midsuffolk.gov.uk/w/fees-and-payments">https://www.midsuffolk.gov.uk/w/fees-and-payments</a>
Property Name Change (per request)	Non-VAT	110.00		
1 plot	Non-VAT	110.00		
2-5 plots	Non-VAT	215.00		
6-10 plots	Non-VAT	325.00		
11-20 plots	Non-VAT	540.00		
21-50 plots	Non-VAT	1080.00		
51-100 plots	Non-VAT	Quotation		
101+ plots	Non-VAT	Quotation		
<b>4. Land Charges</b>				
Land charges		See website	151.20	<a href="https://www.midsuffolk.gov.uk/land-charges">https://www.midsuffolk.gov.uk/land-charges</a>

**Fee Description**
**VAT 2023/24 2024/25**

<b>5. Green Environment</b>				
<b>5.1 Dog Control</b>				
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 up to date tag and microchip/ 49.50 without. 16.50 + VAT per kennelling day (min charge two days).	40.00 with up to date tag and microchip/ 51.50 without. 16.50 + VAT per kennelling day (min charge two days).	
<b>5.2 Bins</b>				
Litter Bins		39.73	49.00	Per annum – charges made to Town & Parish Councils - 50% discount on break even for service. No new requests until we review provision with each individual Town / Parish.
Dog/Fido Bins		46.53	57.00	Per annum – charges made to Town & Parish Councils - 43% discount on break even for service. No new requests until we review provision with each individual Town / Parish.
<b>5.3 Abandoned Vehicles</b>				
Removal of Vehicles		See website	200.00	<a href="https://www.midsuffolk.gov.uk/abandoned-vehicles">https://www.midsuffolk.gov.uk/abandoned-vehicles</a>
<b>6. Resources</b>				
<b>6.1 Sale of Electoral Roll</b>				
Electoral Roll Copies of full register for entitled access only		126.50	143.00	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	
<b>Discretionary Charges</b>				
<b>1. Public Protection</b>				
<b>1.1 Hackney Carriage / Private Hire Vehicles Charges</b>				

**Fee Description**
**VAT 2023/24 2024/25**

Hackney Carriage New		339.50	339.50	
Hackney Carriage Renewal		339.50	339.50	
Hackney Carriage Change		Variable	156.00	
Private Hire Vehicle New		264.50	293.50	
Private Hire Vehicle Renewal		264.50	293.50	
Private Hire Vehicle Change		Variable	156.00	
Combined HC/PHV Driver New		141.00	141.00	Takes into account officer time, including hearings and monitoring and enforcement
Combined HC/PHV Driver Renew		110.50	141.00	Takes into account officer time, including hearings and monitoring and enforcement
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		Variable	70.00	
Vehicle Change from PHV to HC		Variable	70.00	Plus test fee, if appropriate
Vehicle Change from HC to PHV		Variable	70.00	Plus test fee, if appropriate
Temporary Vehicles HC		104.00 to 157.00	129.00 to 205.00	cost for 3 months temp or 6 month
Temporary Vehicles PHV		117.00 to 184.00	126.00 to 200.00	cost for 3 months temp or 6 months
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	

**Fee Description**
**VAT 2023/24 2024/25**

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
<b>1.2 Premises Licences (Gambling Act 2005)</b>				
<b>Small Lotteries (part of Gambling Act 2005)</b>				
Lottery NEW		40.00	40.00	
Lottery RENEWAL		20.00	20.00	
<b>Gambling Premises &amp; Permits</b>				
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	

**Fee Description****VAT****2023/24****2024/25**

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	
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	



Fee Description	VAT	2023/24	2024/25	
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Bingo - NEW		3500.00	3500.00	
Bingo - Annual Fee		1000.00	1000.00	
Bingo - Variation		1750.00	1750.00	
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	
<b>1.3 Caravan Licensing</b>				
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	
<b>1.4 Other Licensing</b>				
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		N/A	N/A	
Boatman Licences		N/A	N/A	
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 manager's time.
Sex Establishment - transfer/variation		1500.00	1500.00	

Fee Description	VAT	2023/24	2024/25	
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Sex Shop - new/renewal		0.00	1820.00	Officer hourly rate £65.35 calculation for time and travel. Hearing and legal costs included and manager's time. Hearing required for all new and renewal
<b>2. Community Access</b>				
<b>2.1 Car Parking</b>				
Car Parking Charges				Under Review and options being worked & costed.
1 Month Permit				Based on car park fee review
3 Months Permit		80.00	80.00	Based on car park fee review
12 Months Permit		300.00	300.00	Based on car park fee review
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 and 27 charge points in MSDC. 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.
<b>3. Housing</b>				
<b>3.1 Houses of Multiple Occupation</b>				
Houses of Multiple Occupation (HMO) License		567.53	567.53	
<b>3.2 Amenity Charges for Bed &amp; Breakfast Accommodation</b>				
Bed & Breakfast Amenity Charges per week		10.30 per week	10.30	
<b>3.3 Mobile Home Fee Policy</b>				
Mobile Home Fee		See website	See website	<a href="https://www.midsuffolk.gov.uk/w/park-homes-and-caravan-sites-registers">https://www.midsuffolk.gov.uk/w/park-homes-and-caravan-sites-registers</a>
<b>4. Green Environment</b>				
<b>4.1 Household Waste</b>				
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.

## Fee Description

VAT 2023/24 2024/25

Garden Waste Collection RENEW	Exempt	59.00	62.00	Garden Customer numbers predicted 24/25 20,000 Mid Suffolk
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	45.50	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	0.84	0.84	
Additional Waste Sacks (Green Garden)	VAT	1.20	1.20	
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	
<b>5. Planning</b>				
<b>5.1 Planning</b>				
Planning charges	VAT	See website		<a href="https://www.midsuffolk.gov.uk/w/fees-and-payments">https://www.midsuffolk.gov.uk/w/fees-and-payments</a> <a href="https://www.planningportal.co.uk/services/help/faq/applications/how-much-does-a-planning-application-cost">https://www.planningportal.co.uk/services/help/faq/applications/how-much-does-a-planning-application-cost</a>
Copies of Microfiche from Storetec	VAT	25.00		
History search (1-4 dwellings)	VAT	60.00		
History search (over 4 dwellings)	VAT	80.00		
<b>5.2 Public Path Orders</b>				
Public Rights of Way Path Order		400.00 Application , Fees 68.15 p/h	500.00 Application , 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.
<b>5.3 Building Control</b>				

Fee Description	VAT	2023/24	2024/25
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Levies			
<b>1.1 Community Infrastructure Levy (CIL)</b>			
Community Infrastructure (CIL)		See Website	<a href="https://www.midsuffolk.gov.uk/w/cil-calculation">https://www.midsuffolk.gov.uk/w/cil-calculation</a>

## 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	(1,190)	(1,253)	(63)	5%
Planning Fees	(1,643)	(948)	695	-42%
Car park income	(616)	(628)	(12)	2%
Trade Waste Income	(576)	(594)	(18)	3%
General Fees & Charges	(454)	(400)	54	-12%
Full Plans Inspection Fees	(170)	(170)	-	0%
CIL Admin Charge	(155)	(155)	-	0%
Licensing Income	(140)	(144)	(4)	3%
Sale of Twin Bins	(75)	(114)	(39)	52%
Building Notice Fees	(100)	(100)	-	0%
Full Plans Submission Fees	(94)	(94)	-	0%
Bulky Refuse Charge	(66)	(79)	(13)	20%
Sale of Refuse Sacks	(50)	(50)	-	0%
Car park permits/season tickets	(14)	(23)	(9)	60%
Licence Fee Income	(16)	(18)	(3)	16%
Discharge of Conditions	(10)	(12)	(2)	25%
Sale of Books/Publications	(2)	(9)	(7)	292%
Regularisation Fees	(8)	(8)	-	0%
SAP Survey Fees	(7)	(7)	-	0%
Other (less than £5k budget)	(21)	(21)	-	0%
<b>Total</b>	<b>(5,407)</b>	<b>(4,827)</b>	<b>580</b>	<b>-11%</b>

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# Agenda Item 12

## MID SUFFOLK DISTRICT COUNCIL

<b>TO:</b>	<b>Mid Suffolk Cabinet</b>	<b>REPORT NUMBER: MCa/23/40</b>
<b>FROM:</b>	<b>Cabinet Members for Environment, Culture and Wellbeing / Thriving Towns and Rural Communities</b>	<b>DATE OF MEETING: 09/01/2024</b>
<b>OFFICER:</b>	<b>Director – Economic Growth and Climate Change</b>	<b>KEY DECISION REF NO. CAB414</b>

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

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

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

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

### **STOWMARKET HEALTH, EDUCATION AND LEISURE FACILITIES (SHELF)**

#### **PURPOSE OF REPORT**

- 1.1 To report to Cabinet progress made since the initial Outline Business Case (OBC) for the Sports, Health, and Leisure Project in Stowmarket in June 2022. The Council has continued to assess the viability and develop the project as deliverable work packages, alongside ongoing discussions with key stakeholders and partners.
- 1.2 To seek Cabinet's endorsement of the Full Business Case (FBC) for Work Package 1, which incorporates all pitch-based facilities, specifically this includes the lengthened and improved rugby pitch for Chilton Fields, new 3G pitch, multi-use games area (MUGA), athletics mini-track, active track, cricket nets and trim trail alongside other improvements to grass pitches and connectivity routes with some car parking improvements.
- 1.3 To seek Cabinet's approval to proceed with the full delivery of Work Package 1, subject to securing the necessary external funding as detailed in confidential Appendix B AND subject to the recommendations within this report which propose an appropriate officer delegation for the completion of essential assessments, land agreements, contract procurement and due diligence.
- 1.4 To seek Cabinet's approval of the proposed funding strategy (Appendix B – confidential) including the financial contribution of £450k and for Cabinet to make an onward recommendation to Council for addition of this project to the capital programme.

## 2. OPTIONS CONSIDERED

- 2.1 **DO-NOTHING. Not Recommended.** A 'do-nothing' approach will fail to deliver improved facilities for Stowmarket to meet current and future identified community needs. Without investment and partnership interventions the decline in provision and facilities will continue.
- 2.2 **CONTINUE TO WORK WITH PARTNERS AND STAKEHOLDERS TO DEVELOP A FULLY VIABLE SCHEME WHICH INCLUDES ALL WORK PACKAGES TO BE DELIVERED IN A SINGLE PHASE.** Due to the different funding milestones attached to various elements of the project (as outlined in the business case) and due to the need to replace the existing sports infrastructure on the site as soon as possible, as they have reached the end of their economic life, it is recommended that the scheme is delivered in specific work packages.
- 2.3 **TO APPROVE THE FULL BUSINESS CASE (FBC) AND FUNDING STRATEGY FOR WORK PACKAGE 1 WHILST CONTINUING TO WORK ON REMAINING PACKAGES AND MOVE TOWARDS THE DELIVERY OF THE FIRST COMPONENTS OF THE SCHEME AS SOON AS POSSIBLE. Recommended.** To now take forward Work Package 1 for full delivery in accordance with the milestones outlined in the business case in Appendix A confidential. Enabling this part of the project to go first will see much needed delivery of significant components of the scheme which in part will see replacement of some facilities which have reached the end of their economic life. By taking forward Work Package 1 the Council can then focus on the funding strategy and deliverability of further work packages to ensure they are brought forward in a timely way.

## 3. RECOMMENDATIONS

- 3.1 That Cabinet endorse the Full Business Case (FBC) for Work Package 1 in respect of the Stowmarket, Health, Education and Leisure Facilities as attached as Appendix A (confidential).
- 3.2 That Cabinet approve the full delivery of this element of the project as outlined in the FBC which will include pitch and land-based elements of the overall masterplan.
- 3.3 That Cabinet, if minded to approve recommendation 3.2, approve the recommended funding strategy detailed in Appendix B (confidential) as the Cabinet's preferred method of delivering the project, SUBJECT TO the securing of all internal and external funding outlined in the recommended funding strategy.
- 3.4 That Cabinet delegate its authority for completion of all necessary matters and agreements pursuant to the approval of recommendation 3.3, including any land legals and transactions required to facilitate Work Package 1, to the Council's Director for Economic Growth and Climate Change and Section 151 Officer/Director for Corporate Resources in consultation with the Cabinet Member for Environment Culture and Wellbeing
- 3.5 That Cabinet notes work carried out to date on a sustainable management model for the wider Stowmarket, Health, Education and Leisure Facilities (as outlined in Appendix A – Business Case confidential) but agree that a further recommendation on the preferred model will be brought back to Cabinet for consideration early in 2024.



## **ONWARD RECOMMENDATION TO COUNCIL**

- 3.6 That Council approve the addition of this project to the Capital Programme as outlined in the recommended funding strategy, specifically the Council's commitment of £450,000 from the Council's Strategic Reserve towards the total cost of delivery of Work Package 1.

## **REASON FOR DECISION**

To maximise the opportunities available to the Council to lead the delivery of a new project which supports multiple health, sports, and wellbeing outcomes.

To meet the goals set out in the Council's Sport and Leisure Strategy (refreshed in 2021) and Wellbeing Strategy whilst meeting the priorities in the emerging Corporate Plan for Mid Suffolk.

To support and grow new and existing partnerships on the site and in the local areas, between local clubs, health and wellbeing providers, leisure operators and the local education sector to help improve local health determinants which are consistently below regional and national averages.

To ensure locally provided facilities are fit for purpose and meet the needs of a growing population in Stowmarket and wider Mid Suffolk.

## **4. KEY INFORMATION**

- 4.1 This project relates to the delivery of Work Package 1 of the wider Stowmarket, Health, Education and Leisure Facilities which specifically relates to pitch and land-based sports, which includes:
- A new 3G football pitch (synthetic turf with rubber infill)
  - A new mini-track for athletics
  - A new multi-use games area (MUGA)
  - Improvement to grass pitches including the provision of an improved first team pitch for Stowmarket Rugby Club
  - A community track
  - Other outdoor provision (trim trail and cricket nets)
  - Associated connectivity infrastructure including improved car parking provision
- 4.2 On 6<sup>th</sup> June 2022 the Council (via Cabinet Paper MCa/22/05) approved the Outline Business Case gateway stage and authorised the next phase of work to commence towards a Full Business Case, which is now ready to report back to Cabinet.
- 4.3 The Full Business Case document is attached at Appendix A (confidential) – together with its supporting Annexes (confidential) attached as Appendix B (confidential) and Appendix C to this report - and is the primary reference point for this report and its recommendations. The approval is only being sought for Work Package 1 at this stage given the complexity, risks, and cost of delivering all stages together. The clear priority, including key stakeholder feedback, is that existing sports infrastructure on the site should be upgraded as soon as possible as they are not fit for purpose.

- 4.4 A number of the facilities will be new, replacing existing structures e.g. the 3G pitch, or adding to the sporting mix on the site with the mini-track. All elements of the scheme have been designed to be as sustainable as possible with the current certified and approved surfaces by the National Governing Bodies. Discussions are underway to enhance bus services to the site and improvements to cycle route 51 that passes the scheme, to encourage alternative methods of travel to the location.
- 4.5 A detailed planning application, which also covers Work Package 2 and Work Package 3 in outline, has already been submitted to the Council's Planning Department and will be determined early in 2024. This is one of a number of milestones which need to be delivered to bring forward Work Package 1. Other key milestones include;
- Submission of various external funding bids to Football Foundation, National Lottery, A full funding strategy is attached as Appendix B of this report.
  - Release of third-party developer S106 monies – the funding for a multi-use games area (MUGA) has already been allocated from a neighbouring development but must now be drawn down to use on the scheme.
  - Internal application for Community Infrastructure Levy monies to support the scheme infrastructure.
  - Identification and agreement regarding an operator of the completed facilities. Considerable work has already been undertaken with partners and stakeholders to explore a management model for the wider site. A further report to Cabinet will be brought back in early 2024 to recommend a sustainable management option for the site.
- 4.6 Officers are taking external legal and internal commercial and property advice to ensure the structure of current and future land-based agreements to facilitate the delivery of all work packages are optimal and allow for any future redevelopment.
- 4.7 In Stowmarket, and particularly Chilton Ward, the health inequalities are significantly worse in comparison to the local area and nationally. There is a detailed data pack attached as Appendix C outlining these statistics. Delivering the scheme where identified is essential for targeting the health improvements needed for the community in this locality. In summary:
- Stowmarket obesity prevalence **12.2%** compared to England at 10.1%. Chilton ward **13.5%**
  - **26.4% of children in Stowmarket are obese or overweight.** 79% of obese children are found to remain obese in adulthood
  - Stowmarket asthma prevalence 8.1% compared to England 6%, found as a comorbidity with obesity
  - Stowhealth based in Chilton Ward **higher depression prevalence 12.1%** compared to England 10.7%
  - **38%** of children in Mid Suffolk meet physical activity recommendations against an England rate of 47%

4.8 The Council appointed Saunders Boston Architects and REAL Consulting who have continued to support the design process and viability considerations within the Full Business Case alongside FMG consulting who are specialists in sporting and leisure provision.

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

5.1 The Council administration new priorities include a focus on supporting communities to thrive with specific actions which are delivered through this project.

These include:

- Improved physical and mental wellbeing
- Respecting, harness and promoting local culture
- Access to green spaces
- Addressing inequalities (including health, poverty, educational and employment)

5.2 The project will enable a wider range of opportunities for the local community to become more active. The growing partnerships between health providers, sports clubs, the onsite leisure provider, and local education can provide targeted interventions to increase activity and promote wellbeing. This will specifically seek to address the pockets of health inequality within Stowmarket.

5.3 The project links directly to the Council's Communities and Wellbeing Strategies and its Economic Recovery Plan but also meets partners strategic outcomes and the recently launched Sport England "Uniting the Movement" Strategy 2022-25

## **6. FINANCIAL IMPLICATIONS**

6.1 Appendix B outlines the recommended funding strategy for Work Package 1. It is a mix of external funding, S106, CIL application and a contribution from the Council's strategic reserve of £450k which will cover the external works, professional fees and surveys and contractor overheads and preliminaries which are not covered by the external funding streams. All external funding streams have different application timescales which means creating a fully funded scheme is complex and requires careful management of funding deadlines, risks and scheme interdependencies.

6.2 The scheme costs have been developed by the Council's cost consultant and have been subject to ongoing review to ensure they are realistic and allow for cost inflation taking into account national build cost fluctuations over the last 2 years. A detailed cost plan for Work Package 1 can be found in Appendix B. All financial information and forecasting will be kept regularly updated in response to inflationary costs, economic evidence base, business rate forecast modelling and other data and intelligence.

6.3 'Whole life' (assumed as 30 years) operational, management and maintenance costings, not just up-front capital costs have been considered and are being built into the management model that will come back to Cabinet for consideration at a later stage. Whilst the scheme is not being developed for commercial profit, it is generally recognised that it is good practice to ensure a model is created which allows the future running of all facilities to be as financially sustainable as possible and to not place a future revenue burden on the Council.

6.4 Within the Appendix B – financial and funding strategy there are projected financial forecasts for the 3G pitch, mini track and MUGA. It specifically details the projected expenditure and income for each element including a cost for life cycle maintenance and depreciation.

## 7. LEGAL IMPLICATIONS

7.1 The sites are broadly in two freehold ownerships; Mid Suffolk District Council who own the leisure centre, land adjacent and the Chilton Fields Sports sites, and Suffolk County Council who own the high school site as education authority. The school site is leased to the Waveney Valley Academies Trust and strict national guidelines exist in respect of sale or alternative uses of school land.

7.2 The Council’s Sport and Leisure consultants have outlined models in respect of the future management of the site and respective legal structures but as outlined above, further work is required with stakeholders to conclude this area of work and any future recommendations will be brought back to Cabinet in the New Year.

7.3 The Council will also be taking procurement advice regarding the appointment of an operator in due course. The Public Contracts Regulations 2015 remain in force in the UK until the Procurement Act 2023 comes into force, anticipated in autumn 2024.

## 8. RISK MANAGEMENT

8.1 The initial key risks are set out below relating specifically to work package 1. For this gateway reporting stage, risks are mainly confined to the high level strategic, plus the ‘missed opportunity’ risks should the authority not endorse the project’s continuation to delivery. However, there are some key operational risks around not securing the external required to deliver the proposals. See also Section 2 above on options considered.

Key Risk Description	Likelihood 1-4	Impact 1-4	Mitigation	Risk Register and Reference
Additional cost pressures for MSDC may result in a significant overspend that needs to be funded from reserves	4	3	Ongoing dialogue with external funders, Realistic and appropriate cost plan inflation has been included in the work to date	SRR013
Decline in our key towns impact upon economic prosperity of the districts	3	4	Whilst clearly some local outcomes and benefits require the whole scheme to be delivered, some very obvious benefits will be realised from delivery of Work Package 1 – these include facilities which are fit for purpose	08 – significant operational risk register

The Councils may be perceived to be untrustworthy and have a poor reputation	4	3	Most stakeholders are aware of the risks in bringing forward a large and complex scheme of this type. Ongoing dialogue with particularly the sports stakeholders through the established forum will mitigate this risk	SRR05
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8.2 The risk summary from the high-level project risk register has been included in the Full Business Case attached at Appendix A (confidential) and the full risk register is kept regularly updated and within appendix A (confidential). This will be managed operationally and through key programme milestone management, gateways, and programme board exception reporting. Risk identification and management will evolve alongside the project phasing and into detailed construction programme.

## 9. CONSULTATIONS

9.1 Extensive engagement and consultation has been carried out with a range of partners and specialists and this is detailed in the FBC. During the summer there was a focus on face-to-face engagement events in order to gather insights on the preferred activities and lifestyle opportunities for children between the ages of 5 and 13. We also wanted to gain parents' opinions on positive changes and additions to active lifestyle options for their children. Throughout the course of these, more than 300 people took part in the survey and voted for their favourite activities. This face-to-face method allowed for direct and personal communication.

9.2 Work is ongoing in terms of consultation and engagement with sports clubs, national governing bodies, NHS partners and other potential occupiers of the site. The partnership project group continues to provide overarching governance to the project through monthly meetings and internal officer project group also meets monthly.

9.3 To date this has included regular meetings with an extensive range of sports clubs and societies in a specially created "Sports Stakeholder Forum". This Forum has been running for over 18 months and has provided an essential steer through the evolution of the project.

9.3 Formal consultation has been carried as part of the planning application and a number of comments and letters of support for sporting groups have been considered.

9.4 The scheme governance includes an internal cross-service meetings to discuss the scheme and to ensure all areas are fully involved in the scheme. As the scheme is broad and complex there are leads nominated to oversee key work streams including funding, legal, comms and operating models.

## 10. EQUALITY ANALYSIS

10.1 A full equality impact assessment has been carried out. The scheme has several positive impacts on several protected characteristics. The full EIA is attached in appendix D. Along the assessment we have been working in partnership with the Mid Suffolk Disability Forum (MSDF).

## 11. ENVIRONMENTAL IMPLICATIONS

- 11.1 The scheme is based in the North-West side of Stowmarket, on the same site as the existing Mid Suffolk Leisure Centre and Stowmarket High School. Work package 1 has minimal environment impacts as no hedges and trees are being removed. However, some grass is being replaced with artificial surfaces. Where possible the most sustainable alternative will be used and ensuring that these are approved by National Governing Bodies.
- 11.2 In respect of sustainable travel improvements, the Council sustainable officer has been working on viable opportunities to the route that benefits the scheme. There are improvements planned by Suffolk County Council and the Councils Sustainable officer to cycle route 51 which passes the scheme and improves the connectivity. Additional cycle parking will be added for the new provision, and with a service level agreement in place for additional car parking to maximise use of existing car parking - lessening the need for a new parking area and losing green spaces.
- 11.3 Alongside this scheme we are undertaking a feasibility study which is exploring the viability of providing heat to range of premises within North-west of Stowmarket where this scheme is located. The Council secured external funding; £55,000 from HNDU and £25,000 from the Net Zero hub to complete the study.

## 12. APPENDICES

Title	Location
Appendix A: Business Case - CONFIDENTIAL	Attached
Appendix B: Finance And Funding Strategy - CONFIDENTIAL	Attached
Appendix C: Stowmarket Health Inequality	Attached
Appendix D: EQIA	Attached

## 13. BACKGROUND DOCUMENTS

None other than Appendices above

## APPENDIX A:

# HEALTH AND WELLBEING INEQUALITY STATISTICS FOR STOWMARKET AND SURROUNDING AREAS

MID SUFFOLK DISTRICT COUNCIL

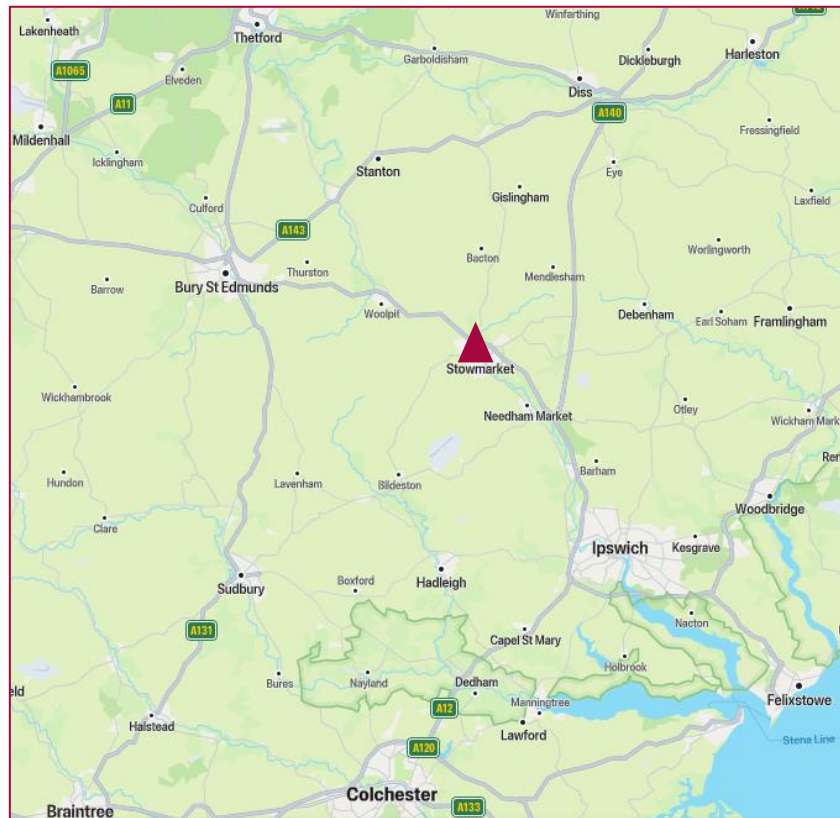
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## Overview

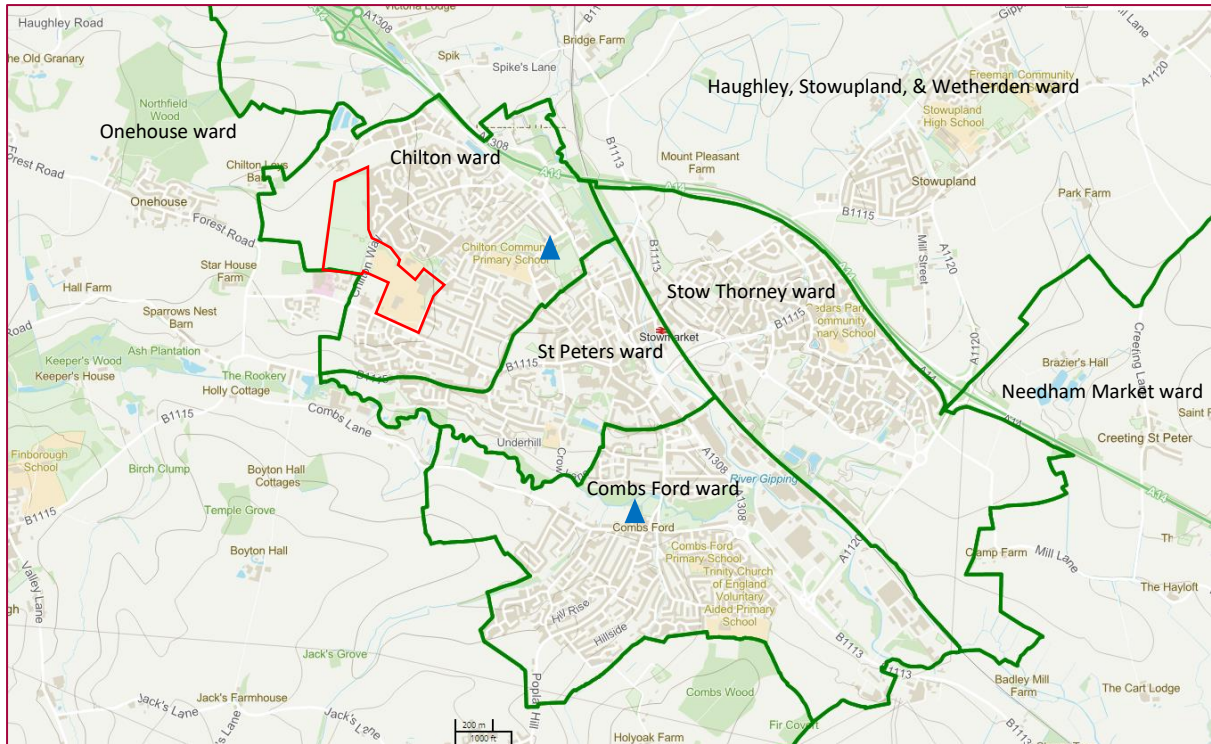
Stowmarket is situated within Mid Suffolk District Council approximately 20km from Bury St Edmunds, and 18km from Ipswich. It comprises four main wards in the town centre, surrounded by mainly larger rural wards.



**Figure 1: Site Location Plan**

The Stowmarket Health, Education, and Leisure Facilities (SHELF) project is a proposed scheme creating a new sports and leisure pavilion, education, health, and wellbeing facilities in one hub. The proposed site is located to the northwest of Stowmarket, close to Stowmarket High School and Mid Suffolk Leisure Centre. As health provision evolves and becomes more holistic, this project is essential to meet the demands of the community and fulfil a gap in the current health and wellbeing services to Chilton, Stowmarket, and the surrounding rural areas.

This report aims to give reason for the choice of location within Stowmarket, and more specifically Chilton ward using a variety of health, wellbeing, economic, and environmental data.



**Figure 2:** Site plan including red line boundary, wards, and GP practices (Stowhealth to the north, Combs Ford Surgery to the south)

The most recent available data found that there is increasing concern over the health and wellbeing inequality of Stowmarket and its surrounding rural areas.

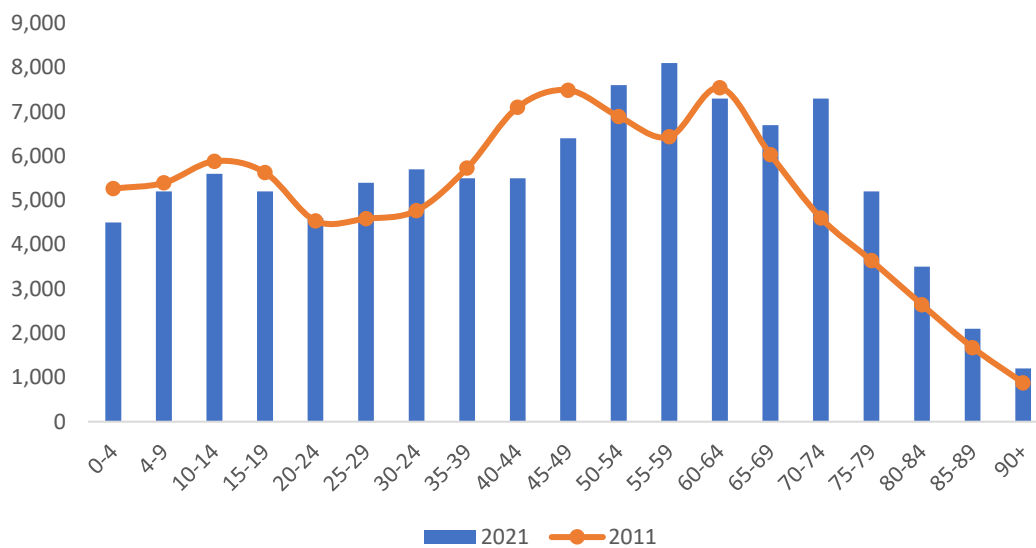
A general increasing population coupled with a significant ageing population in the area may see an increased demand of current resources, and further inequality within and between communities. Child, adult, and elderly health data found the area is more deprived in most determinants than the Suffolk and England averages, with significant challenges surrounding childhood obesity, dementia, and frailty. Data available at a ward level found Chilton to experience greater health and wellbeing inequality than its neighbours, particularly surrounding obesity and mental health.

Data has been collated from Census 2011 and phase 1 release of Census 2021, Stowmarket Integrated Neighbourhood Team (INT): Place-Based Needs Assessment 2020, Suffolk Observatory, and Suffolk Police.

## Population

Stowmarket INT which includes Stowmarket, Needham Market, and the surrounding rural areas has an estimated population of 40,000 in late 2020.

Census 2021 data for Mid Suffolk District detailed a population increase of 6.2% since 2011. There is a significant ageing population within the area; an increase in the over 65s since 2011 of 33.5%. Population projections by the INT only see this increasing, with a projected rise of 25.5% in the over 65s, and a 54.1% increase in the over 85s population from 2017-2028. This forecast of the over 85s is significantly higher than the Ipswich and East Suffolk Clinical Commissioning Group (IESCCG) projection of 35.6%, highlighting the need for age-related healthcare in the immediate future.



**Figure 3:** Population change in Mid Suffolk District from Census 2011 and 2021 data.

## Health

### Adult Health

Obesity prevalence in Stowmarket is significantly higher than England at 12.2% and 10.1% comparatively. Most notably, Stowhealth Surgery based in Chilton Ward and Combs Ford Surgery based in Combs Ford Ward have a 13.5% and 13.3% prevalence respectively.

The percentage of people with diabetes in Stowmarket is slightly lower than England, at 6.4% and 6.9% comparatively.

Mental health statistics, inferred from depression prevalence, was found at 10.1%, lower compared to England at 10.8%. Variation exists between wards, for example, Stowhealth surgery based in Chilton Ward has a significantly higher figure of 12.1%.

Severe mental illness including conditions such as schizophrenia and bipolar disorder have similar prevalence in Stowmarket INT and IESCCG at 0.8% and 0.9% respectively, but lower than England at 1.0%. Again, variation exists between wards, with Combs Ford Surgery based in Combs Ford Ward reporting a prevalence of 1.1% in 2018-2019.

Stowmarket has an asthma prevalence of 8.1% in comparison to 6% in England generally, which has been found as a comorbidity with obesity in recent qualitative data from One Life Suffolk.

## Elderly Health

Stowmarket INT has a significantly higher prevalence of dementia compared to England at 1.2% and 0.8% respectively. This figure may be compounded in future with the significant ageing population in the area.

Stowmarket INT residents have a significantly higher rate of frailty than England, which have been inferred from emergency admissions across multiple conditions such as pneumonia, heart failure, and sepsis.

Stowmarket residents have a slightly higher rate of hospital admissions relating to falls compared to Suffolk, at 14.3 per 1000 and 14.0 per 1000 respectively.

Stowmarket INT found a higher prevalence of osteoporosis in those over 50 compared to IESCCG and England, at 1.0% compared to 0.8% and 0.8% respectively. Variations across the wards have been found, with Stowhealth GP practice reporting a 1.4% osteoporosis prevalence compared to Combs Ford Surgery at 0.5%, although some reporting limitations exist with the current electronic reporting system.

When considering the above data for elderly health together with forecasts of significantly increasing ageing populations in the area, it can be suggested that these figures are likely to become compounded in future.

## Children's Health

Considering the adult obesity prevalence of 12.2% in Stowmarket, the data for childhood obesity is significantly higher, with 26.4% of children classed as overweight or obese. Research from NHS National Child Measurement Programme (NCMP) has found that up to 79% of children who are obese in their teens are likely to remain obese as adults. The data from this programme also found a tangible link between children that are classed as overweight or obese and adults registered to a GP practice classed as obese. Childhood obesity is associated with many diseases and health conditions such as Type 2 diabetes.

Data from IESCCG area show there is a higher rate of admissions for children and young people under 10 years old with diabetes compared to England, at 133.0 per 100,000 compared to 78.5 per 100,000.

IESCCG also has a higher rate of hospital admissions for self-harm for those aged 10-24 compared to England, at 479.4 per 100,000 compared to 426.9 per 100,000.

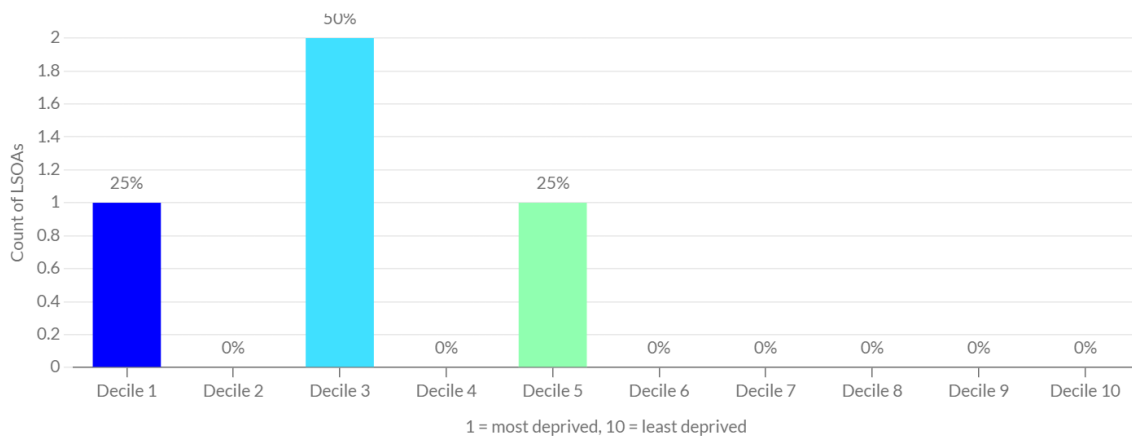
## Employment

Suffolk Observatory indicate 7.3% of 16-18 year olds were classified as Not in Education, Employment, or Training (NEET) in the Stowmarket South area in Jan 2021, more than twice the rate for Mid Suffolk. Stowmarket North and Stowupland NEET rate was 4.2% with significant yearly fluctuations, but generally above the mid Suffolk average.

Data available at a district level indicate the percentage of economically inactive people over 16 years old in Mid Suffolk in mid 2022 is lower than both the Suffolk and England rates, at 37.4%, 40.9%, and 36.6%. It should be noted that this statistic includes retired people as well as the unemployed.

The Index of Multiple Deprivation (IMD) indicates a wide variation in classifications across the area, with the most and next most deprived areas indicated around Stowmarket Town Centre, specifically those around Stowhealth GP Surgery based in Chilton Ward and Combs Ford GP Surgery based in Combs Ford Ward.

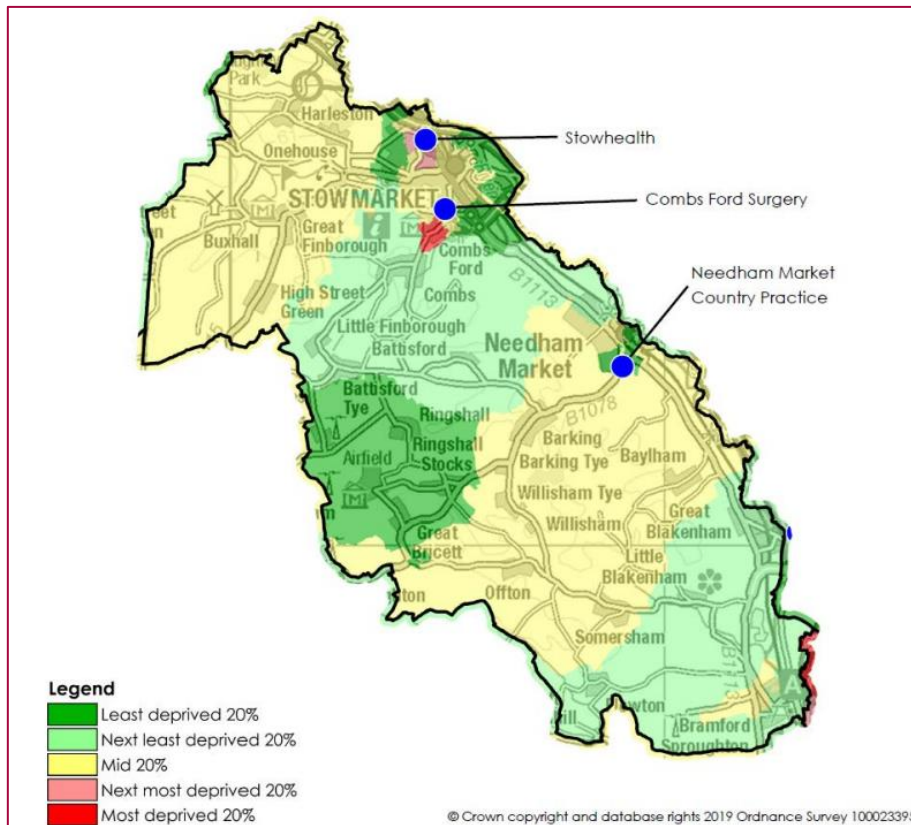
IMD data for Chilton (2019) found children and young people to be in the 5 most deprived deciles.



Source: MHCLG



**Figure 4:** IMD deciles for children and young people in Chilton ward in 2019. Decile 1 is most deprived, decile 10 least deprived. Source: MHCLG via Suffolk Observatory.

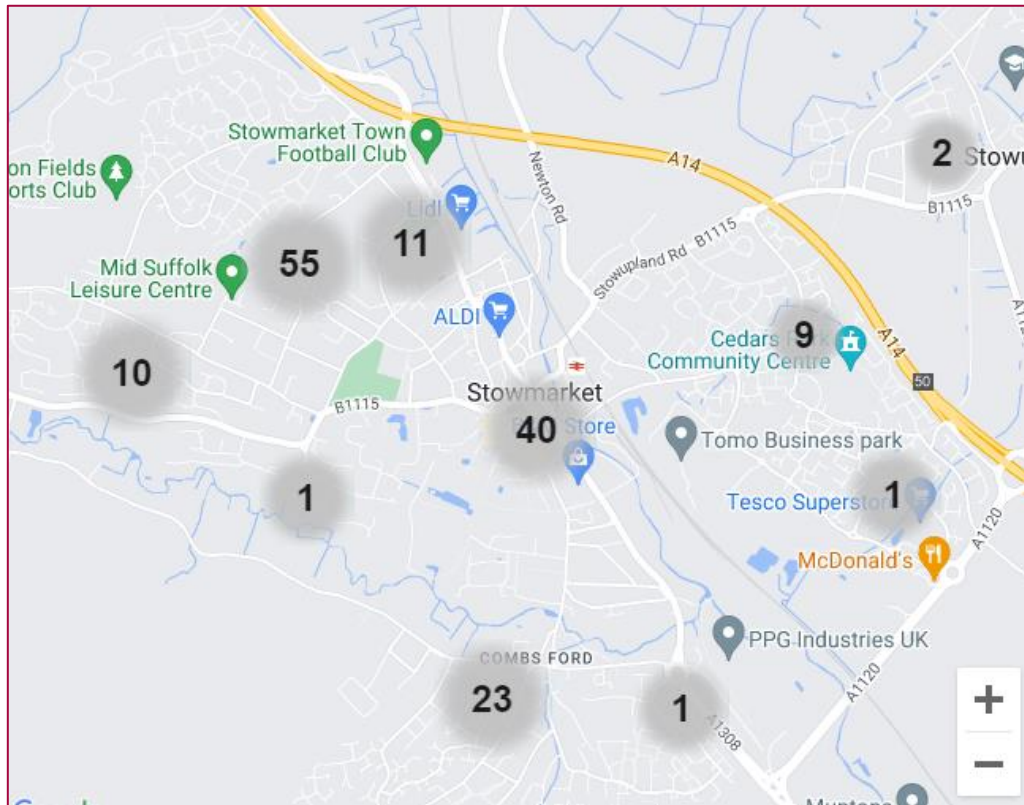


**Figure 5:** IMD 2019 classifications across Stowmarket. Source: Suffolk Observatory/INT

## Crime

Stowmarket crime rates appear to be lower than the Suffolk average with 62 crimes per 1000 persons compared to 71 crimes per 1000, however there is significant geographical variation with crime and anti-social behaviour rate 12 times higher mainly in the four wards of the Town Centre.

The crime maps available from Suffolk Police detail a regularly concentrated reported crime rate in Chilton ward over most months in the past year.



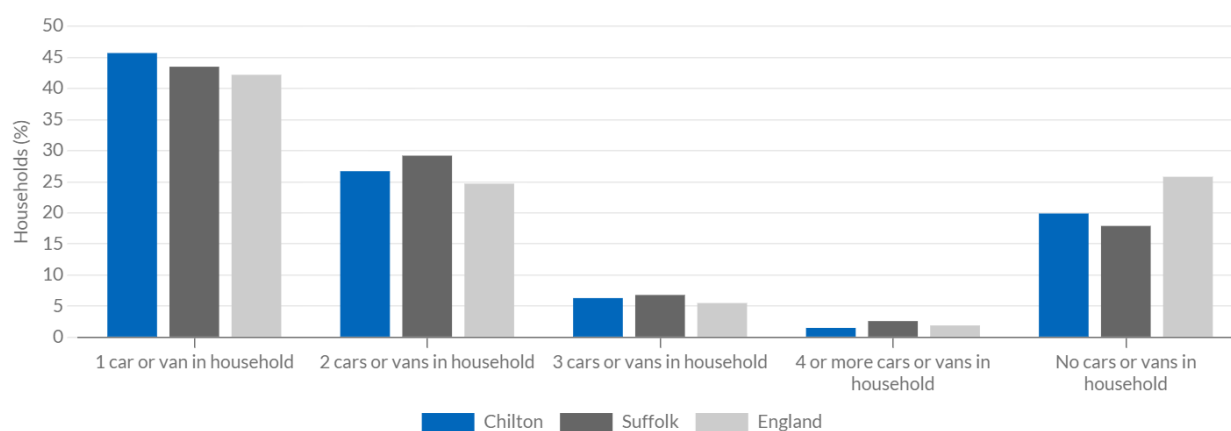
**Figure 6:** Suffolk Police crime map during September 2022 across Stowmarket

## Transport

Stowmarket is located 20km from Bury St Edmunds, and 18km from Ipswich, the two closest hospitals. If health services are unavailable in Stowmarket, travel to Ipswich Hospital or West Suffolk Hospital takes 20 and 30 minutes by car respectively.

If families have no or limited access to their own transportation, public transport would take significantly longer, with train or bus travel around 1 hour for either hospital, not accounting for the limitations in accessibility for those with mobility or additional needs. This also doesn't account for travel to the relevant train/bus stations and the limitations in timetables to get to early or late health appointments.

Census 2011 data available for Chilton ward found that Chilton had more households without cars or vans than the Suffolk average at 19.9% and 17.9% respectively. Even households with one car or van may struggle with their own transport to health appointments at alternative locations due to other users in the household.



**Figure 5:** Cars or vans available to members of households in Chilton. Source: ONS via Suffolk Observatory

## Chilton Ward

Reported data from Stowhealth GP Surgery indicate a significant inequality in Chilton ward compared to the wider area. The table below details the clear inequalities when compared to averages in England, IESCCG, and even compared to Stowmarket as a whole.

Determinant (%)	Stowhealth	Stowmarket INT	IESCCG	England
Asthma	<b>8.7</b>	8.1	6.6	6.0
Cancer	<b>3.1</b>	3.4	3.5	3.0
COPD	<b>2.3</b>	2.0	1.8	1.9
Dementia	<b>1.2</b>	1.2	1.0	0.8
Depression	<b>12.1</b>	10.1	10.8	10.7
Diabetes	<b>6.4</b>	6.4	6.3	6.9
Heart Disease	<b>3.3</b>	3.6	3.6	3.1
Heart Failure	<b>1.4</b>	1.2	1.2	0.9
Obesity	<b>13.5</b>	12.2	11.5	10.1
Serious Mental Health	<b>0.9</b>	0.8	0.9	1.0
Smoking	<b>15.4</b>	14.9	16.1	16.7
Stroke	<b>2.1</b>	2.1	1.8	1.8



## Acronyms

<b>Acronym</b>	<b>Full Term</b>	<b>Definition</b>
<b>IESCCG</b>	Ipswich and East Suffolk Clinical Commissioning Group	Clinically-led statutory NHS body responsible for planning and commissioning health care services in the area. This is now called NHS Suffolk and North East Essex Integrated Care Board.
<b>IMD</b>	Index of Multiple Deprivation	Measure of relative deprivation for small geographical areas. Combines data domains: Income, Employment, Education, Skills and Training, Health and Disability, Crime, Barriers to Housing Services, Living Environment.
<b>INT</b>	Integrated Neighbourhood Team	Team comprising several professions including adult/child social care, health, council, police, mental health.
<b>NCMP</b>	National Child Measurement Programme	Programme that measures the height and weight of children in reception (aged 4-5) and in year 6 (aged 10-11), to assess overweight and obesity levels.
<b>NEET</b>	Not in Education, Employment, or Training	A person who is unemployed and not receiving education or vocational training.

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## Equality Impact Assessment (EQIA)

The characteristics protected by the Equality Act 2010 are:

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

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

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

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

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

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

<b>Details</b>	
<b>Service or policy title</b>	Stowmarket, Health, Education and Leisure Facilities Project (SHELF)
<b>Lead officer</b> <i>(responsible for the policy or service/function)</i>	Kate Parnum
<b>Officers carrying out the EQIA</b> <i>(at least one must have done EQIA training and it is recommended that an officer responsible for the policy or service/function is involved in completion)</i>	David Price
<b>Is this new or a revision?</b> <i>(If revision state when previous EQIA undertaken)</i>	This is a new EQIA following <a href="#">Initial Screening Assessment</a> on 6 May 2022
<b>Is this the first time this policy or function has been assessed?</b>	See above

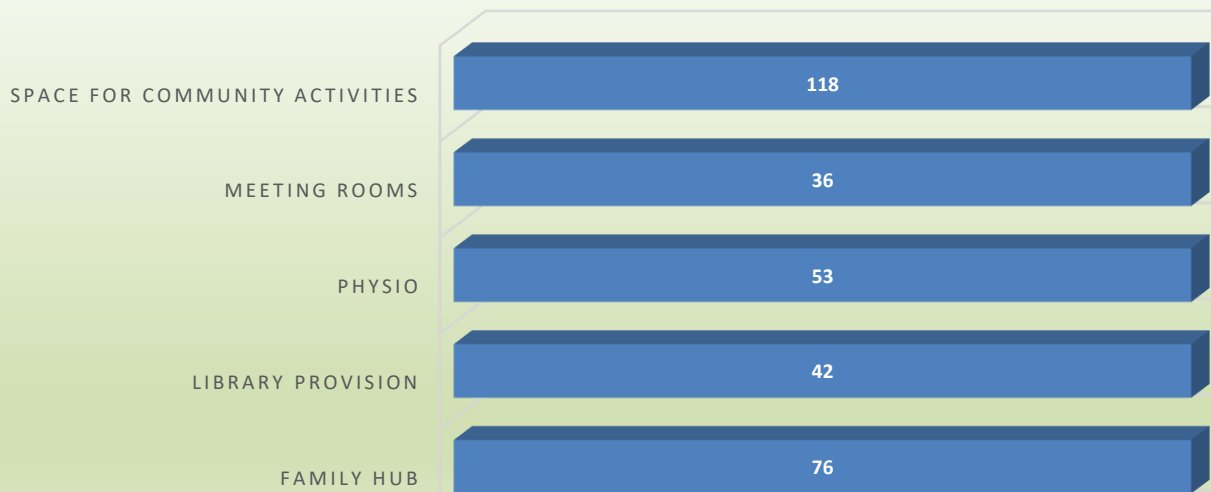
## Equality Impact Assessment (EQIA)

<b>Date of completing this EQIA</b>	2 October 2023
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<b>Description</b>
<p><b>What exactly is proposed?</b> <i>(Describe the service/policy and the changes that are being planned)</i></p> <p>The proposed Masterplan brings together three key sites. Each of the sites are operated by different organisations, which consist of a high school, leisure centre, three sports clubs and a children’s nursery. The sites although they are well operated do not benefit from all opportunities which could be created in terms of partnership working, that would include better sharing of facilities to maximise the use of the sites both during the day and at night.</p>
<p><b>Why?</b> <i>(Give reasons why these changes are being introduced)</i></p> <p>This is an exciting opportunity which has become available to be able to collaborate and provide community services with several key partners. To achieve this the project will look to invest in sport, leisure facilities and wellbeing provision which will serve Stowmarket and surrounding villages with the right facilities.</p>
<p><b>What will the effect of the changes be?</b> <i>(Describe which people, communities, localities etc. will be affected by the changes)</i></p> <p>Although part of the provision is on Stowmarket High School these provisions/facilities will be a public provision for all ages and demographics. This will be a positive impact as the provisions will be accessible and inclusive. This is part of the holistic approach for services and for local provision to adapt delivery to become more collaborative and inclusive as outlined in the Council’s Sports and Physical Activity Strategy refresh. There is strong case from the engagement and local sports clubs for this provision to come forward, and a strong willingness to adapt, provide greater provision for inclusivity.</p> <p>A full engagement in 2022 which was responded to by 165 people from Sports Clubs, Employees, Local Schools, Residents and Visitors, the feedback and comments from the survey showed:</p> <p>Please tick which services or provisions you would like most to see in the wellbeing and health hub?</p> <ul style="list-style-type: none"> <li>(a) Family hub</li> <li>(b) Library provision</li> <li>(c) Physio</li> <li>(d) Meeting rooms</li> <li>(e) Space for community activities</li> </ul>

## Equality Impact Assessment (EQIA)

### WELLBEING HUB PROVISION

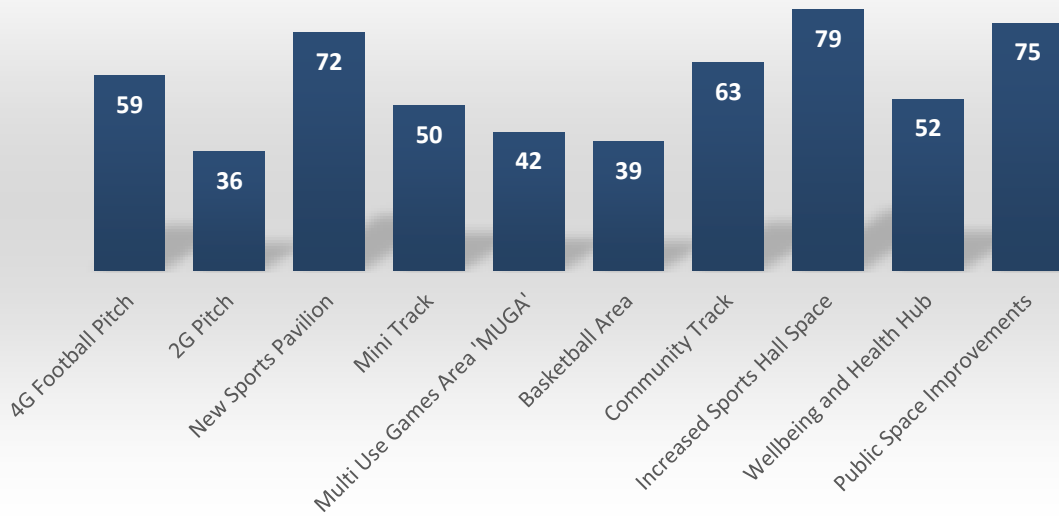


Please select the elements within the draft masterplan that you would most likely use (noting this is still a concept design)?

- a) 4G football pitch
- b) 2G pitch
- c) New sports pavilion
- d) Mini track
- e) Multi Use Games Area 'MUGA'
- f) Basketball area
- g) Community track
- h) Increased sport hall space
- i) Wellbeing and health hub
- j) Public space improvements

### Equality Impact Assessment (EQIA)

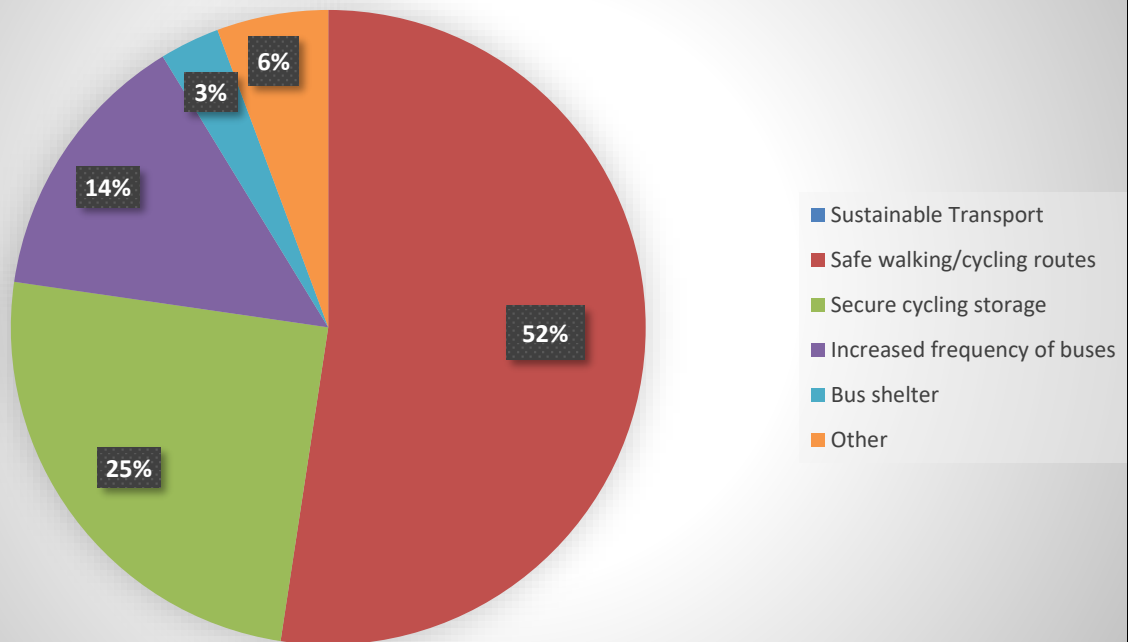
#### Elements most liked form the Masterplan



What would encourage you to use sustainable transport?

- (a) Safe walking and/or cycling routes
- (b) Secure cycling storage at the location
- (c) Increased frequency of bus provision
- (d) Bus Shelter
- (e) Other

#### Sustainable Transport



### Equality Impact Assessment (EQIA)

Economic case - The scheme will be designed for services to share spaces and facilities and for all elements of the scheme to be sustainable and fit for purpose. The provision will be available to both schools and the community maximise its use and long-term economic viability

Commercial case – The scheme will be designed to maximise use of all elements of the site to ensure full and constant use. Whilst first and foremost a community focused development, where income is generated from activities and facilities on site it is intended to be recycled for use within the site to maintain the high quality of facilities and spaces and also to further build and enhance wellbeing opportunities through local partnerships and clubs’ delivery.

Financial case – Opportunities for external capital funding to support development will be maximised, there is an ambition to work towards a cost neutral position for the Council in terms of running costs and as above income generated will be re invested back into the site and its long-term management.

Governance case – This project has clear governance in place with external and internal stakeholders ensuring that the project is delivered to meet identified outcomes.

The Councils emerging Wellbeing strategy identified the need to focus on a range of health outcomes post pandemic and physical activity and sport will play a key role in delivering such outcomes. This project specifically embeds the outcomes from the refreshed Leisure, Sport, and Physical Activity Strategy (SLPA), and using the Communities’ strategy of 10 different approaches to create great places to live and to empower local people and communities to shape what happens in their area. As a growing town Stowmarket was identified in the Leisure Sport and physical Activity Strategy as requiring more sports facilities.

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

Cabinet to approve final masterplan, full business case, cost plan and funding strategy.

Mid Suffolk Council to approve the final masterplan, full business case, cost plan and funding strategy to develop the scheme to RIBA 7.

- September 2022 - Public engagement including focused engagement with pupils in the area
- February 2023 - Pre-planning application submitted; Design and further funding approved at Cabinet
- March 2023 - Planning application submission
- January 2024 - Mid Suffolk Planning Committee
- January 2024 - Full Business Case and funding strategy to Cabinet and Council for work package 1
- June 2024 –Commencement of works for work package 1

**When is it due to start?** *(Planned start of new/revised policy/service)*

### Equality Impact Assessment (EQIA)

The new facilities within work package 1 should be open to the public for first use by January 2025

#### Any other relevant details

N/A

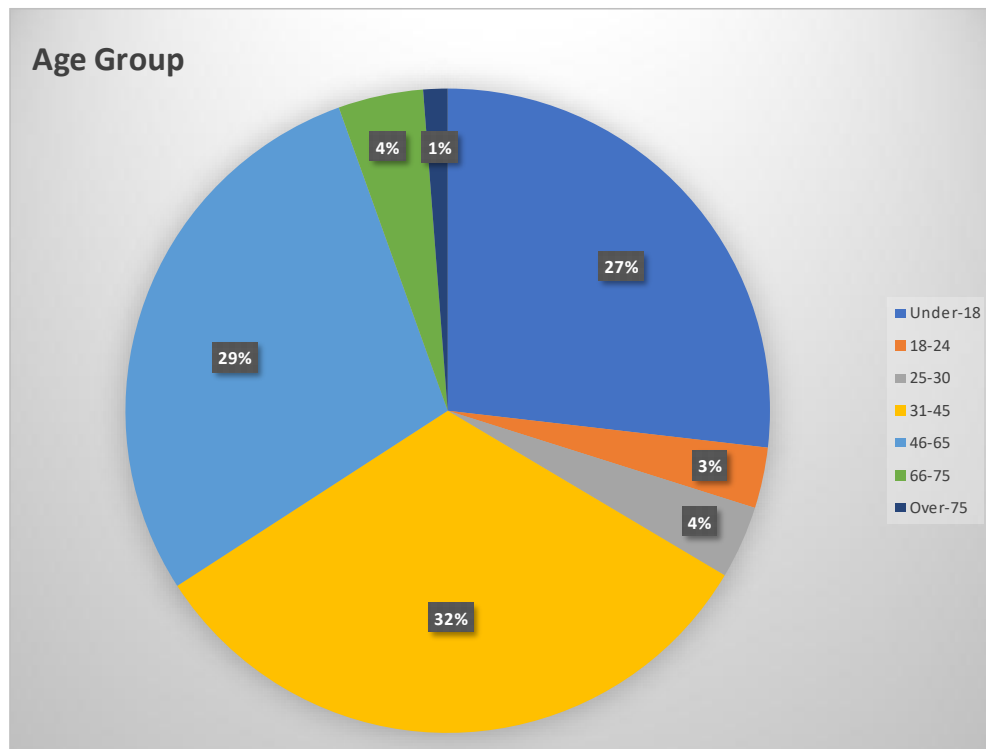
### Data about the population

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

Linked profiles:

- Population
- Health

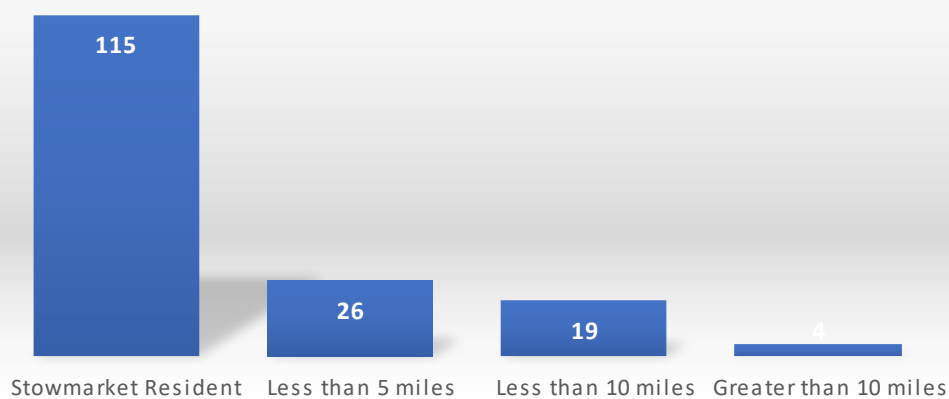
From the 2022 engagement activities the demographic of respondents' age/locality to the site were:





## Equality Impact Assessment (EQIA)

### Distance from the site



During our survey we've received the following comments in response to Disability and Health:

### Disability and Health Comments



- Stowmarket High School should have no jurisdiction over any of the well-being services. They are unbelievably poor and have let down many students and staff in recent history with well-being issues.
- Mental health services
- GP drop in service or at least a community nurse.
- Something to do with mental health
- I think an easy read information base would be brilliant. Easy reads are useful for not only people with disabilities but also children; people who's first language isnt English
- More medical facilities
- Selection of service along with Physio like Oestopath; Chiropractor; Acupuncture etc
- I cant fit this all in ;but your plans. You havent got a changing places toilet at the pavilion. This means anyone in a wheel chair who uses a hoist or anyone who requires support to get changed or used the toilet cant. You do have a disabled changing room will this have a shower; changing bed and hoist? Will this be open when the pavilion is open? You already have a disability football team this could be opened up to more disabilities; you could be the first disabled Suffok rugby team too.
- Please make the tracks useable for all wheels; not just running. We have local roller skaters who cant train on bumpy tracks.
- Kids activity playground that is accessible to all children with disabilities
- Disability sports equipment

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

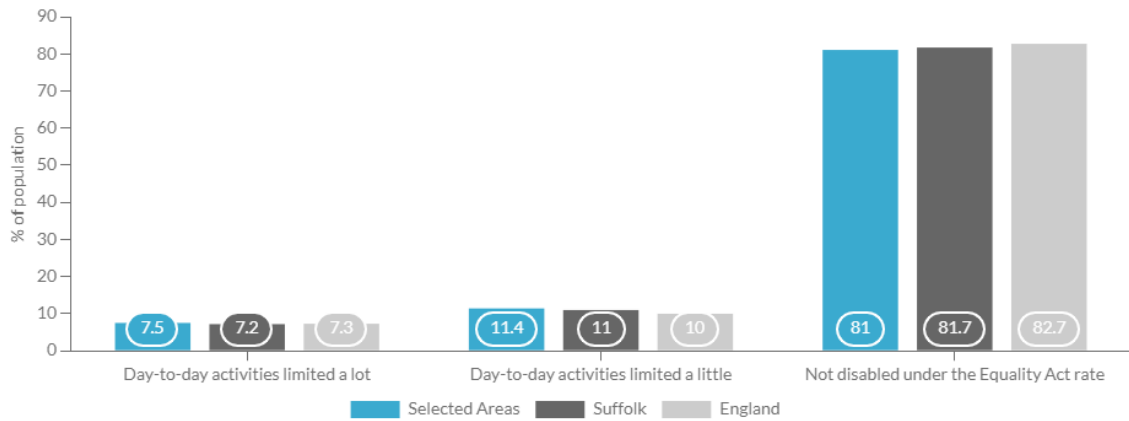
As these provision/facilities will be open to the public we've collated data from the Chilton Ward of the Stowmarket area as a baseline for the profile.

## Equality Impact Assessment (EQIA)

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

### Disability

Disabled under the Equality Act (2021)



Source: ONS

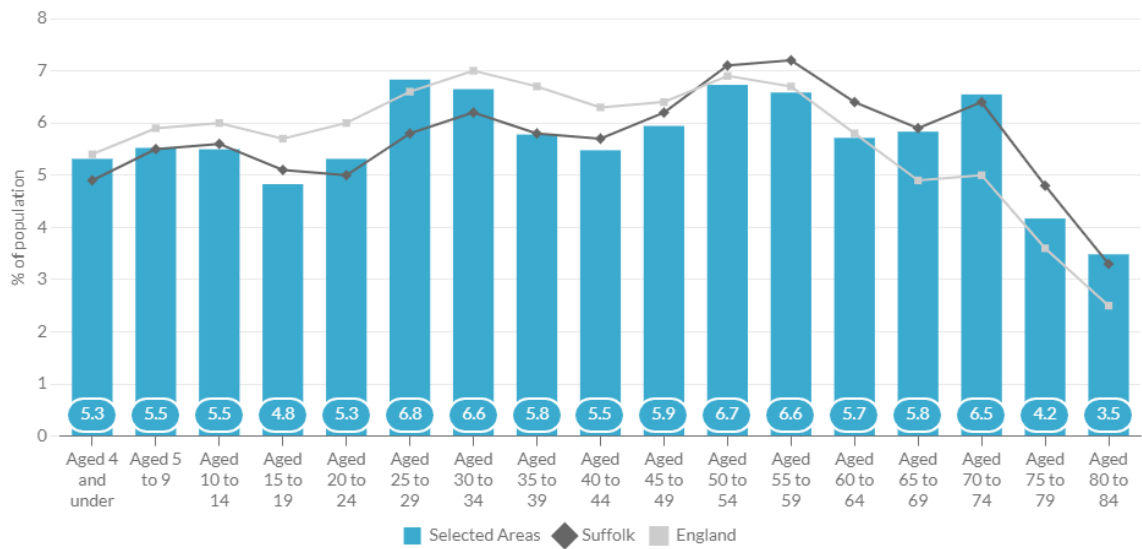
	Selected Areas	Suffolk	England
Day-to-day activities limited a lot	823	55,084	4,140,357
Day-to-day activities limited a lot (%)	7.5	7.2	7.3
Day-to-day activities limited a little	1,250	83,903	5,634,153
Day-to-day activities limited a little (%)	11.4	11	10
Not disabled under the Equality Act	8,864	621,701	46,715,538
Not disabled under the Equality Act (%)	81	81.7	82.7

Date: 2021 Source: ONS

Age:

## Equality Impact Assessment (EQIA)

Population by five-year age groups (2021)



### Religion/belief

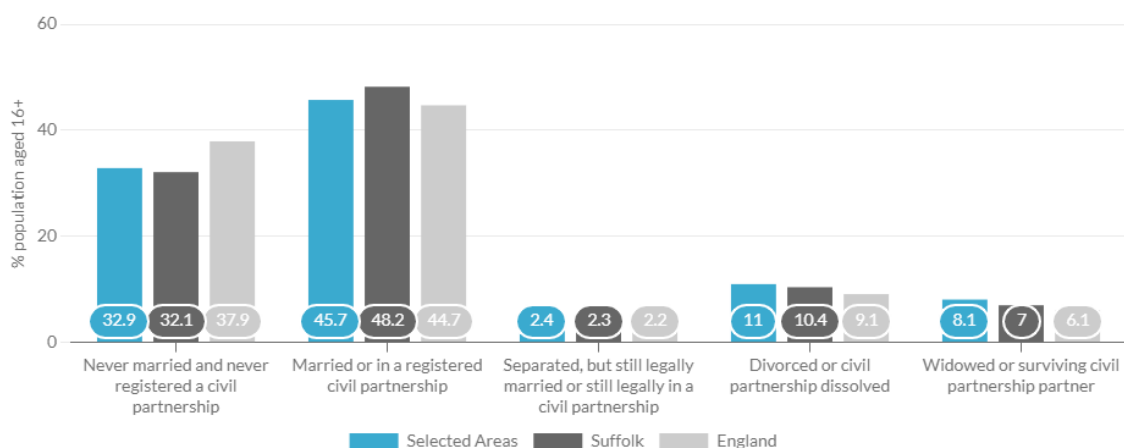
	Selected Areas	Suffolk	England
Christian	5,092	358,454	26,167,899
Christian (%)	46.5	47.1	46.3
Buddhist	51	2,792	262,433
Buddhist (%)	0.5	0.4	0.5
Hindu	17	3,024	1,020,533
Hindu (%)	0.2	0.4	1.8
Jewish	6	778	269,283
Jewish (%)	0.1	0.1	0.5
Muslim	45	9,279	3,801,186
Muslim (%)	0.4	1.2	6.7
Sikh	4	770	520,092
Sikh (%)	0	0.1	0.9
Other religion	49	4,019	332,410
Other religion (%)	0.4	0.5	0.6

Date: 2021 Source: ONS, Census 2021

### Marriage/civil partnership

## Equality Impact Assessment (EQIA)

Legal partnership status (2021)



## Race

	Selected Areas	Suffolk	England
Asian, Asian British or Asian Welsh	125	17,483	5,426,392
Asian, Asian British or Asian Welsh (%)	1.1	2.3	9.6
Black, Black British, Black Welsh, Caribbean or African	56	10,168	2,381,724
Black, Black British, Black Welsh, Caribbean or African (%)	0.5	1.3	4.2
Mixed or Multiple ethnic groups	161	17,807	1,669,378
Mixed or Multiple ethnic groups (%)	1.5	2.3	3
White	10,556	708,271	45,783,401
White (%)	96.5	93.1	81
Other ethnic group	40	6,958	1,229,153
Other ethnic group (%)	0.4	0.9	2.2

Date: 2021 Source: ONS, Census 2021

## Sex

## Equality Impact Assessment (EQIA)

### All persons

Selected areas (2021)

# 10,939



### Females

Selected areas (2021)

# 5,624



### Males

Selected areas (2021)

# 5,315



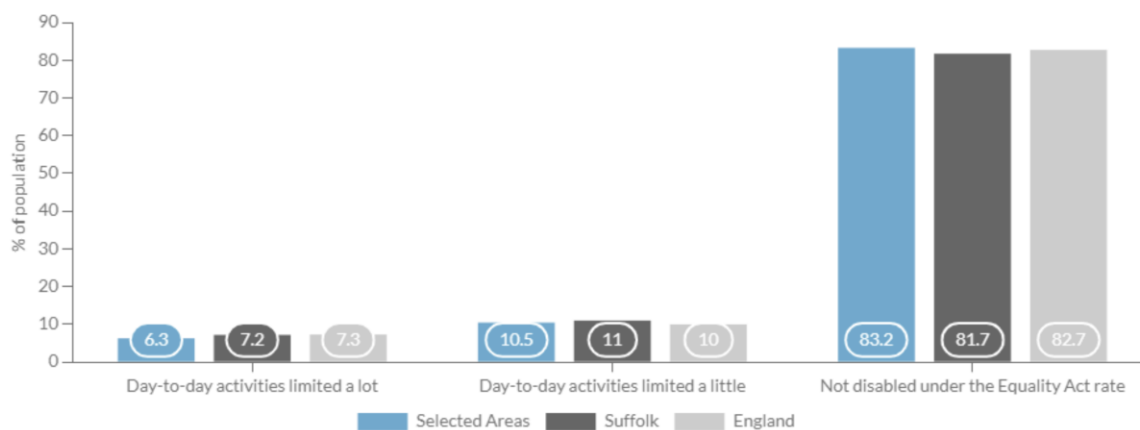
	Selected Areas	Suffolk	England
Females	5,624	385,976	28,833,712
Females (%)	51.4	50.7	51
Males	5,315	374,712	27,656,336
Males (%)	48.6	49.3	49

Date: 2021 Source: ONS, Census 2021

Although the above is based on Chilton ward of Stowmarket, given the nature of the development, we are expecting it to effect a 7 mile radius.

### Disability

Disabled under the Equality Act (2021)



Source: ONS

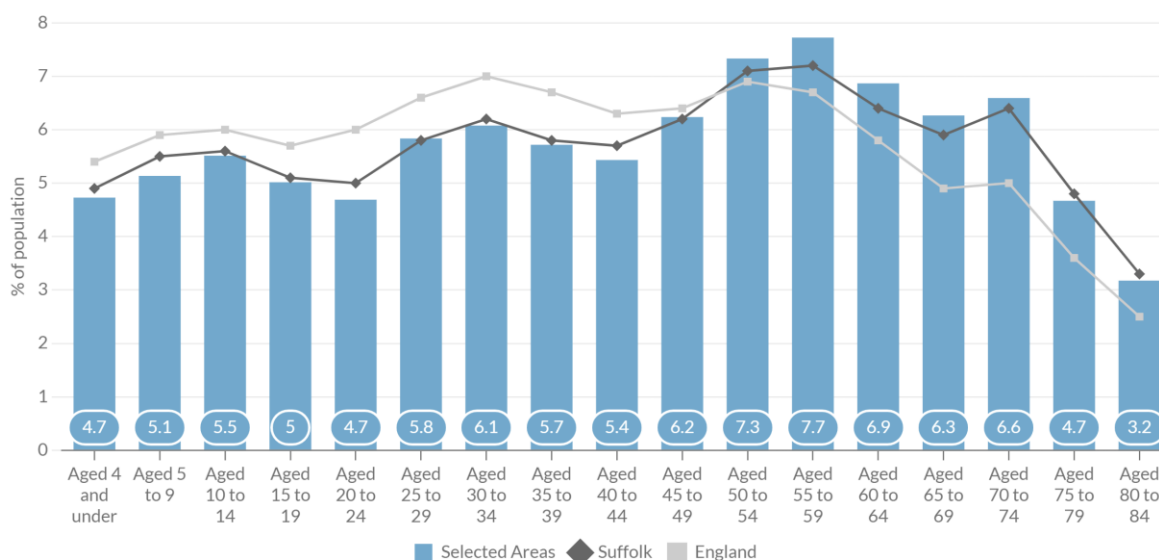
	Selected Areas	Suffolk	England
Day-to-day activities limited a lot	4,655	55,084	4,140,357
Day-to-day activities limited a lot (%)	6.3	7.2	7.3
Day-to-day activities limited a little	7,745	83,903	5,634,153
Day-to-day activities limited a little (%)	10.5	11	10
Not disabled under the Equality Act	61,596	621,701	46,715,538
Not disabled under the Equality Act (%)	83.2	81.7	82.7

Date: 2021 Source: ONS

## Equality Impact Assessment (EQIA)

### Age

Population by five-year age groups (2021)



Source: ONS, Census 2021

### Religion/belief

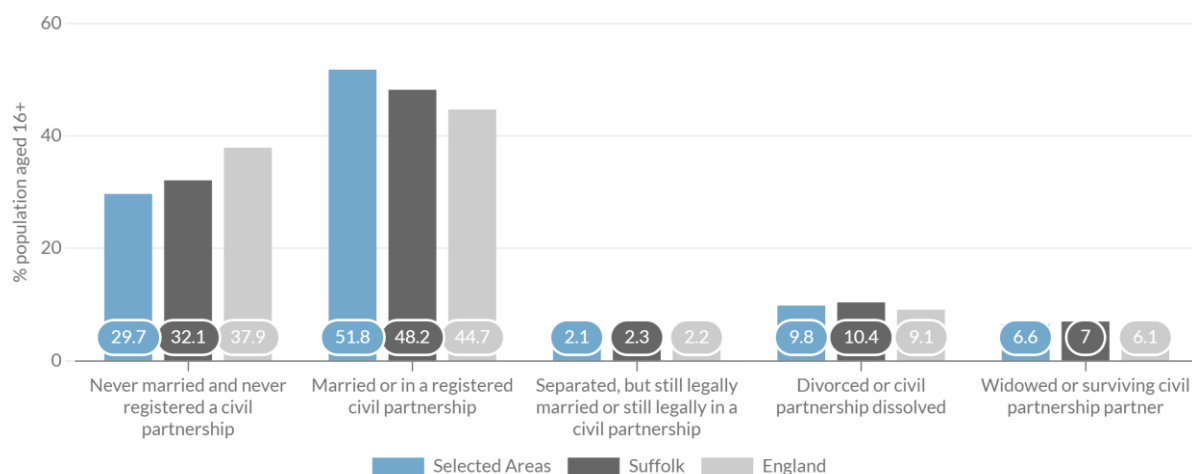
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Christian (%)	48.4	47.1	46.3
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Jewish	56	778	269,283
Jewish (%)	0.1	0.1	0.5
Muslim	200	9,279	3,801,186
Muslim (%)	0.3	1.2	6.7
Sikh	25	770	520,092
Sikh (%)	0	0.1	0.9
Other religion	277	4,019	332,410
Other religion (%)	0.4	0.5	0.6

Date: 2021 Source: ONS, Census 2021

### Marriage/civil partnership

## Equality Impact Assessment (EQIA)

### Legal partnership status (2021)



Source: ONS, Census 2021



### Race

	Selected Areas	Suffolk	England
Asian, Asian British or Asian Welsh	633	17,483	5,426,392
Asian, Asian British or Asian Welsh (%)	0.9	2.3	9.6
Black, Black British, Black Welsh, Caribbean or African	431	10,168	2,381,724
Black, Black British, Black Welsh, Caribbean or African (%)	0.6	1.3	4.2
Mixed or Multiple ethnic groups	1,086	17,807	1,669,378
Mixed or Multiple ethnic groups (%)	1.5	2.3	3
White	71,545	708,271	45,783,401
White (%)	96.7	93.1	81
Other ethnic group	313	6,958	1,229,153
Other ethnic group (%)	0.4	0.9	2.2

Date: 2021 Source: ONS, Census 2021

### Sex

### Equality Impact Assessment (EQIA)

<p><b>All persons</b> Selected areas (2021)</p> <p style="font-size: 24pt; font-weight: bold;">73,993</p> <p style="text-align: center;"></p>	<p><b>Females</b> Selected areas (2021)</p> <p style="font-size: 24pt; font-weight: bold;">37,362</p> <p style="text-align: center;"></p>	<p><b>Males</b> Selected areas (2021)</p> <p style="font-size: 24pt; font-weight: bold;">36,631</p> <p style="text-align: center;"></p>																					
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%;">Selected Areas</th> <th style="width: 20%;">Suffolk</th> <th style="width: 30%;">England</th> </tr> </thead> <tbody> <tr> <td>Females</td> <td style="text-align: center;">37,362</td> <td style="text-align: center;">385,976</td> <td style="text-align: center;">28,833,712</td> </tr> <tr> <td>Females (%)</td> <td style="text-align: center;">50.5</td> <td style="text-align: center;">50.7</td> <td style="text-align: center;">51</td> </tr> <tr> <td>Males</td> <td style="text-align: center;">36,631</td> <td style="text-align: center;">374,712</td> <td style="text-align: center;">27,656,336</td> </tr> <tr> <td>Males (%)</td> <td style="text-align: center;">49.5</td> <td style="text-align: center;">49.3</td> <td style="text-align: center;">49</td> </tr> </tbody> </table>					Selected Areas	Suffolk	England	Females	37,362	385,976	28,833,712	Females (%)	50.5	50.7	51	Males	36,631	374,712	27,656,336	Males (%)	49.5	49.3	49
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Implications for communities and workforce	
Disability	
<p>What is the impact on people with a disability (including children with additional needs) and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i></p>	<p>Positive - 18.9% of the population in the Chilton ward that has their day-to-day activities impacted. This is higher than Suffolk and England percentage which are 18.2% and 17.3% respectively.</p> <p>The pavilion will have disabled toilets on the ground and first floors (including external ground floor disabled toilet) and changing place facilities as will the Wellbeing hub, this will ensure that all disabilities will have the right facilities to have a positive experience at the sites.</p>
<p>How does it have a positive or negative impact?</p>	<p>Positive</p>
<p>What could be done to mitigate any adverse impact or further promote positive impact?</p>	<p>Advertisement – we will be advertising through the changing place facilities register for the facilities and we will be publicly advertise the new provisions.</p>
Age	
<p>What is the impact on people of different ages and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i></p>	<p>This will have a positive impact on different ages, different sports clubs are looking to develop their Youth offering. The local schools will benefit from the sports facilities during the school day and integrate with Sports Clubs during the school day and after school activities providing a new generation for the sports clubs.</p>
<p>How does it have a positive or negative impact?</p>	<p>Positive</p>



### Equality Impact Assessment (EQIA)

What could be done to mitigate any adverse impact or further promote positive impact?	Advertisement of the new provision for all ages, support for clubs from the Partnership Role in developing their offering.
<b>Sex (gender)</b>	
What is the impact on people of different genders and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	No impact, there will be provision for both sexes
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Gender reassignment</b>	
What is the impact on people who have undergone gender reassignment (i.e. transgender people) and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	Positive impact – the facilities are inclusive and will provide complete privacy for all users of the facilities.
How does it have a positive or negative impact?	Positive
What could be done to mitigate any adverse impact or further promote positive impact?	Advertisement of the type of facilities that are being provided
<b>Marriage/civil partnership</b>	
What is the impact on people who are married or in a civil partnership and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	No impact
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Pregnancy/maternity</b>	
What is the impact on people who are pregnant women or	There will be a range of baby changing facilities, there will be the ability to have increase classes/social

### Equality Impact Assessment (EQIA)

those with a young child and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	interaction for pregnant women and those with young children.
How does it have a positive or negative impact?	Positive
What could be done to mitigate any adverse impact or further promote positive impact?	Advertisement of the type of facilities and provision that will be provided.
<b>Race</b>	
What is the impact on people from different races or ethnic groups and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	No impact
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Sexual orientation</b>	
What is the impact on people according to their sexual orientation and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	No impact
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
<b>Religion/belief</b>	
What is the impact on people according to their religion or belief and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	No impact
How does it have a positive or negative impact?	Neutral

### Equality Impact Assessment (EQIA)

What could be done to mitigate any adverse impact or further promote positive impact?	N/A
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<b>Rurality</b>																									
<b>Where people live is not a characteristic protected by law: but for Babergh and Mid Suffolk District Councils it is good practice to consider carefully how location may affect people's experience of a policy or service.</b>																									
<p>What is the impact on people according to whether they live in an urban or rural environment and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i></p>	<p>We are putting in place better sustainable travel links, better cycle routes, a new bus service and walking/cycling links via new crossings.</p> <div data-bbox="624 748 1251 1146"> <table border="1"> <caption>Sustainable Transport</caption> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Safe walking/cycling routes</td> <td>52%</td> </tr> <tr> <td>Secure cycling storage</td> <td>25%</td> </tr> <tr> <td>Increased frequency of buses</td> <td>14%</td> </tr> <tr> <td>Bus shelter</td> <td>3%</td> </tr> <tr> <td>Other</td> <td>6%</td> </tr> </tbody> </table> </div> <div data-bbox="624 1184 1251 1563"> <table border="1"> <caption>Transport</caption> <thead> <tr> <th>Mode</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Walk</td> <td>82</td> </tr> <tr> <td>Cycle</td> <td>12</td> </tr> <tr> <td>Bus</td> <td>1</td> </tr> <tr> <td>Private Vehicle/Taxi/Minicab</td> <td>66</td> </tr> <tr> <td>Train</td> <td>0</td> </tr> </tbody> </table> </div>	Category	Percentage	Safe walking/cycling routes	52%	Secure cycling storage	25%	Increased frequency of buses	14%	Bus shelter	3%	Other	6%	Mode	Count	Walk	82	Cycle	12	Bus	1	Private Vehicle/Taxi/Minicab	66	Train	0
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Train	0																								
How does it have a positive or negative impact?	Positive																								
What could be done to mitigate any adverse impact or further promote positive impact?	Further surveys once sustainable transport is in place. Advertisement of new sustainable transport provisions. Information passed to Sports Clubs to promote members and visiting Clubs using sustainable transport.																								

### Making Decisions

Having completed this equality impact assessment indicate which decision is recommended to be taken.

### Equality Impact Assessment (EQIA)

Should the policy or service be implemented as the correct course of action?	Yes
Should the policy or service be amended as suggested by the report so that mitigating actions are taken to address an adverse or negative impact on any characteristic?	No
Should the policy or service be reviewed and revised more significantly to take into account its impact on different groups?	Surveys once the provision and facilities are open to the public to ensure we learn from and make changes where these are feasible.
Should the policy or service not be actioned as there are too many negative impacts?	No

### Monitoring Impact

Assessing the impact on equality is an ongoing process that does not end once a policy or service had been agreed or implemented.	
How frequently will the policy or service be reviewed?	Survey once the provision and facilities are open to the public to ensure we learn from and make any changes where this is feasible.
Who will be involved?	Sports Clubs, Everyone Active, Schools, Communities Team, Public Realm, Assets, Suffolk County Council, Active Suffolk, NHS
Will there need to be an action plan completed for any amendments?	All feedback to be considered and reviewed. Actions to be taken, where suitable through cabinet member involvement
What further evidence or consultation will be needed to check that the policy or service is working well?	Survey of the provision

### Completion

Authors signature	David Price
Date of completion	2 October 2023

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

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

## Equality Impact Assessment (EQIA)

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

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

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

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

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# Agenda Item 14

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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