



**East Suffolk House, Riduna Park, Station Road,  
Melton, Woodbridge, Suffolk, IP12 1RT**

# Cabinet

## **Members:**

Councillor Steve Gallant (Leader)  
Councillor Craig Rivett (Deputy Leader and  
Economic Development)  
Councillor Norman Brooks (Transport)  
Councillor Stephen Burroughes (Customer  
Services, ICT and Commercial Partnerships)  
Councillor Maurice Cook (Resources)  
Councillor Richard Kerry (Housing)  
Councillor James Mallinder (The Environment)  
Councillor David Ritchie (Planning & Coastal  
Management)  
Councillor Mary Rudd (Community Health)  
Councillor Letitia Smith (Communities, Leisure  
and Tourism)

**Members are invited to a Meeting of the Cabinet  
to be held in the Deben Conference Room, East Suffolk House,  
on Tuesday, 5 April 2022 at 6.30pm**

This meeting will be broadcast to the public via the East Suffolk YouTube  
Channel at <https://youtu.be/ZQQWXvkt97M>

An Agenda is set out below.

**Part One – Open to the Public**

<b>1</b>	<b>Apologies for Absence</b> To receive apologies for absence, if any.	
<b>2</b>	<b>Declarations of Interest</b> Members and Officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered.	
<b>3</b>	<b>Announcements</b> To receive any announcements.	
<b>4</b>	<b>Minutes</b> To confirm as a correct record the Minutes from the meeting held on 1 March 2022.	<b>1 - 4</b>
<b>KEY DECISIONS</b>		
<b>5</b>	<b>Tackling Long Term Empty Homes ES/1106</b> Report of the Cabinet Member with responsibility for Housing.	<b>5 - 18</b>
<b>6</b>	<b>Acceptance of funding from Suffolk County Council for management of the Holiday Activity and Food (HAF) programme for 2022/23 and the following two years ES/1108</b> Report of the Cabinet Member with responsibility for Communities, Leisure and Tourism.	<b>19 - 26</b>
<b>7</b>	<b>Sustainable Construction Supplementary Planning Document ES/1104</b> Report of the Cabinet Member with responsibility for Planning and Coastal Management.	<b>27 - 278</b>
<b>NON-KEY DECISIONS</b>		
<b>8</b>	<b>Changes to the Financial Procedure Rules ES/1111</b> Report of the Cabinet Member with responsibility for Resources and the Assistant Cabinet Member for Resources	<b>279 - 359</b>
<b>9</b>	<b>Environment Task Group - Quarterly Update ES/1107</b> Report of the Cabinet Member with responsibility for the Environment.	<b>360 - 370</b>

## 10 Exempt/Confidential Items

It is recommended that under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act.

## Part Two – Exempt/Confidential

## 11 Exempt Minutes

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

### KEY DECISIONS

## 12 Oulton Broad Yacht Station and The Boulevard, The Crescent and part of The Nicholas Everitt Trust Car Parks

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

## 13 Freeport East Full Business Case

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

### NON-KEY DECISIONS

## 14 Sale of Land between 2 - 3 Glebe Cottages, Homersfield

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

Close



Stephen Baker, Chief Executive

## **Filming, Videoing, Photography and Audio Recording at Council Meetings**

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

The Council cannot guarantee public seating areas will not be filmed or recorded. By entering the Conference Room and sitting in the public seating area, those present will be deemed to have consented to the possible use of filmed images and sound recordings. If you do not wish to be recorded, please speak to a member of the Democratic Services team at the earliest opportunity.

If you require this document in large print, audio or Braille or in a different language, please contact the Democratic Services Team on 01502 523521 or email:

[democraticservices@eastsuffolk.gov.uk](mailto:democraticservices@eastsuffolk.gov.uk)



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East Suffolk Council is committed to achieving excellence in elected member development  
[www.local.gov.uk/Community-Leadership](http://www.local.gov.uk/Community-Leadership)



**Unconfirmed**



Minutes of a Meeting of the **Cabinet** held via Zoom, on **Tuesday, 01 March 2022 at 6:30 pm**

**Members of the Cabinet present:**

Councillor Norman Brooks, Councillor Stephen Burroughes, Councillor Maurice Cook, Councillor Steve Gallant, Councillor Richard Kerry, Councillor James Mallinder, Councillor David Ritchie, Councillor Craig Rivett, Councillor Mary Rudd, Councillor Letitia Smith

**Other Members present:**

Councillor David Beavan, Councillor Peter Byatt, Councillor Linda Coulam, Councillor Frank Mortimer, Councillor Steve Wiles

**Officers present:** Stephen Baker (Chief Executive), Karen Cook (Democratic Services Manager), Sarah Davis (Democratic Services Officer), Andy Jarvis (Strategic Director), Nick Khan (Strategic Director), Brian Mew (Chief Finance Officer & Section 151 Officer), Darren Newman (Economic Regeneration Manager), Agnes Ogundiran (Conservative Political Group Support Officer), Tom Potter (Communications and Marketing Officer), Paul Wood (Head of Economic and Regeneration)

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**1 Apologies for Absence**

There were no apologies for absence from Cabinet Members; Councillor Cooper and Councillor Jepson, both Assistant Cabinet Members, gave their apologies for absence.

**2 Declarations of Interest**

There were no declarations of interest.

**3 Announcements**

The Leader of the Council stated he was sure that members would want to join with him in expressing East Suffolk Council's (ESC's) deep sadness for the situation in Ukraine; he added that he struggled to find polite words to voice his condemnation of the Russian act of war that had already caused so much pain and suffering to so many innocent people. The Leader stated that ESC's thoughts, hopes and prayers were with the Ukrainian people and he added that he had discussed with his fellow Cabinet Members what practical support ESC could offer at this time, ever mindful of the quickly changing circumstances.

As always, the Leader added, ESC wanted to ensure that it did all it could and it was seeking meaningful actions, not empty gestures. The Finance Team was looking at all

investments to ensure they were not supporting the Russian economy and ESC was fully supportive of the actions by Suffolk County Council to break the contract with Gazprom. The British Red Cross was working with the Ukrainian Red Cross Society to provide practical help to those that needed it the most and the Leader concluded that he would ensure that the link to its campaign was provided on ESC's website.

The Cabinet Member with responsibility for Transport announced that he had received a request to provide some parking for a heavy goods vehicle to collect donations, which would then be transported onwards to a central collection point; he would, of course, he stated, be pleased to accommodate this request. Should the same request be received from the Lowestoft area, Councillor Brooks stated, he would be pleased to accommodate it, if possible.

The Cabinet Member with responsibility for Transport also referred to the new bridge across the Lake Lothing and announced that the first section of the bridge had just arrived; it weighed 380 tonnes and was 55 metres long, and had taken 32 hours to reach its destination, by sea, from Belgium, where it was manufactured. The job was ongoing, on budget, and on time Councillor Brooks was delighted to announce.

The Cabinet Member with responsibility for Communities, Leisure and Tourism, commenting on the situation in Ukraine, stated that she, with officers, would be actively monitoring the response within East Suffolk communities and would offer any assistance that could be provided

The Cabinet Member with responsibility for Community Health announced that a new Chief Executive had recently been appointed at the James Paget University Hospital; her name was Jo Segasby, and she had been the Trust's Chief Operating Officer since 2019.

The Deputy Leader, after referring to the very sad situation in Ukraine, provided an update in respect of the Digital Business Festival; he announced that 53 events had taken place and current views on the website were at 1445; the sessions were still available on the Council's YouTube channel along with the business support at East Suffolk Means Business.

The Deputy Leader also referred to the Town Celebration event that would be taking place in Beccles, between 10 am and 2 pm on 5 March 2022; he encouraged everyone to attend and he wished the event all the best of luck for every success.

The Leader, in conclusion and referring back to the situation in Ukraine, stated that ESC would be monitoring the asks from Central Government, particularly relating to the resettlement of refugees, and would be responding positively.

#### **4 Minutes**

#### **RESOLVED**

That the Minutes of the Meeting held on 1 February 2022 be agreed as a correct record and signed by the Chairman.

## **5 Exempt/Confidential Items**

The Leader stated that in exceptional circumstances the Council may, by law, exclude members of the public from all, or part of, an Executive decision-making meeting. The Council should, unless there were urgent circumstances, give notice of its intention to do so via the Forward Plan, which was updated and published on its website 28 clear days prior to the meeting. There were various reasons, the Leader added, that the Council, on occasions, had to do this and examples were because a report contained information relating to an individual, information relating to the financial or business affairs of a particular person, or information relating to any consultations or negotiations.

Tonight, the Leader stated, Cabinet had one exempt matter to consider and it was as outlined on the published agenda at item 7 and related to the Lowestoft Town Investment Plan. The focus of the Towns Deal project was the transformation of the place to encourage and enable economic growth in East Suffolk. The projects looked to transform and repurpose areas of the town centre in line with the town centre masterplan to ensure ESC created new, sustainable and inclusive development. The purpose of the Towns Deal was to provide a platform to encourage and attract private sector development and the projects provided that building block across a wide range of sectors including clean growth, culture, leisure and retail. The projects to date had attracted over £20 in private sector investment.

On the proposition of Councillor Gallant, seconded by Councillor Rivett, it was by unanimous vote

### **RESOLVED**

That under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 3 and 4 of Part 1 of Schedule 12A of the Act.

## **6 Exempt Minutes**

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

## **7 Lowestoft Town Investment Plan**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

The meeting concluded at 7.34 pm

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Chairman



## CABINET

Tuesday, 05 April 2022

<b>Subject</b>	Tackling Long Term Empty Homes
<b>Report by</b>	Councillor Richard Kerry Cabinet Member with responsibility for Housing
<b>Supporting Officer</b>	Teresa Howarth Principal Environmental Health Officer Teresa.howarth@eastsoffolk.gov.uk 07990848926

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable.
<b>Wards Affected:</b>	All Wards

## Purpose and high-level overview

### Purpose of Report:

To set out the business case for additional resources to tackle the problem of long term empty homes (LTEH).

To seek Cabinet approval for the revenue resources required to deliver a three-year trial programme.

### Options:

Do nothing to encourage the re-occupation of long-term empty homes, other than continue to charge the permitted Council Tax Premium.

Continue to deal with problematic long term empty homes on an ad hoc basis as resources are available.

Employ additional resources to tackle problematic long term empty homes in a co-ordinated and effective manner.

### Recommendation:

That Cabinet approve the revenue funding to deliver a three year long term empty homes programme.

## Corporate Impact Assessment

### Governance:

The Council is the Strategic Housing Authority for East Suffolk. One housing challenge within the district is that presented by long term empty homes. A long-term empty property is defined as a residential property that has been empty for more than two years. The challenge presented by these properties is managed within the Private Sector Housing team with oversight by the Head of Housing.

### ESC policies and strategies that directly apply to the proposal:

#### [We are East Suffolk Strategic Plan 2020-24](#)

The approach in dealing with empty homes proactively contributes towards the Councils Strategic Plan with primary and secondary priorities in 3 of the 5 key theme areas including Growing our Economy, Enabling our Communities and Caring for the Environment.

#### [East Suffolk Housing Strategy 2017-23](#)

*Empty homes are a wasted resource at a time of housing crisis and can cause blight on neighbourhoods: attracting anti-social behaviour, vandalism and fly-tipping.*

*Each year the councils review all those properties that are identified by Council Tax data as having been empty for more than 6 months. We will continue to prioritise within the list of long term empty properties so that the service focuses on those where re-occupation would bring most benefit in housing and community terms.*

### Private Sector Housing Strategy

*"There is recognition of the value of bringing an empty home back into the housing stock when compared to building a new house. During the life of this strategy a case will be made, along with other housing priorities, to bring in more resources to address the empty home problem, which at a time of housing shortage is not acceptable.*

*The solutions need to be tailored to each case and owner. They often require an empathetic approach and time to explore all options and present comprehensive arguments. Owners who have left properties vacant for years do not tend to be swayed by one letter or telephone call! Options considered may include encouraged or forced sale, private sector leasing, renovation plans and compulsory purchase."*

This report delivers the above strategy action.

### Acquisitions policy

This policy sets out the principles of when a property may be purchased which includes, on occasions, an empty home:

*"The Council will on occasions seek to purchase a property, either to meet a need or take an opportunity that assists us meeting a wider strategic objective. The Council may seek to purchase units where there is a wish to extend its housing stock to meet the demand for affordable housing within the district. When the financial opportunity permits, the Council will seek properties that meet our stated criteria (which is reviewed annually)."*

### **Environmental:**

Empty homes represent a wasted resource. Where there are opportunities to renovate and return to use, the end result will be a modernised, more energy efficiency home utilising fewer resources than a new build. The solutions are often in the private sector, but the council can have a key role in opening up the opportunity for investment and restoration where this has stalled.

### **Equalities and Diversity:**

ESC has declared Deprivation and Disadvantage as a 10th 'characteristic' for the purpose of assuring Equality in our District. Many of the private sector housing initiatives seek to assist those on low incomes who are suffering from poverty. There are opportunities in working to bring back into use long term empty homes (LTEH), to develop housing units offered at affordable rents, thereby supporting those on low incomes.

Some empty homes may become part of the Council's own stock and provide affordable accommodation, whilst also addressing much needed regeneration. Examples of this include 87 The High Street, Lowestoft, 560 London Road, Lowestoft – converted to a House in Multiple Occupation, and 98 Park Road, Lowestoft now occupied as a five bed Council house. Other interventions have led to properties having private sector leasing schemes with housing associations or private landlords as partners.

### **Financial:**

Funding to support the development of a long-term empty homes programme is available within reserves created from the New Homes Bonus that East Suffolk Council has been able to claim from Central Government in recent years. The New Homes Bonus (NHB) was

introduced in 2011 to provide an incentive for local authorities to encourage housing growth in their areas. The aim of the bonus was to provide a financial incentive to reward and encourage local authorities to help facilitate housing growth.

The estimated costs of the proposed service are summarised below:

Resource required	Annual cost	3 year costs
Salary (Band 8 with oncosts)	£57,941	£173,958
Car allowance	£1,000	£3,000
Mileage	£2,000	£6,000
Training	£1,500	£2,000
Legal fees/ consultants reports (structural engineers etc)	£5,000	£15,000
*CPO legal costs estimated by specialist (NP LAW) 2 per year	£7,000	£21,000
Basic loss payment due to owners at 7.5% of valuation or £75,000	£20,000	£60,000
Publicity and marketing - website	£1,000	£1,000.00
<b>Total</b>	<b>£95,441</b>	<b>£281,958.</b>

\* Disputed CPOs could incur an additional charge of £10 – 15 K

### Property Purchase – Capital

Property purchases would initially use the £250k empty property reserve as a source of funding with capital receipts providing a replenishment to this reserve when properties are sold. The Capital Programme will be updated in the next budget setting process in quarter 3 of 2022/23 to provide a £400k capital budget for these purchases. In the event of a suitable property being identified prior to the capital budget being updated and approved by Council in January 2023 a report will be submitted on an individual basis to Cabinet for approval.

The revenue cost of the service is estimated at £281,958 for three years.

Appendix A details the example of 98 Park Road Lowestoft which was a LTEH that was purchased by agreement and brought into the Housing Revenue Account. This property did not require a CPO to secure its return to use but did require extensive renovations after years of neglect. The table below illustrates the cost of this empty home action versus the cost of a new build property of similar size.

Cost element	HRA	General Fund
<u>Empty home purchased and refurbished (98 Park Road)</u>		
Purchase price	£130,000	
Basic Loss Payment (7.5% of value)		£9,750
Legal and agents fees		£6,800
Renovation costs	£145,150	
	£275,150	£16,550
<b>Total</b>	<b>£291,700</b>	
<u>New build</u>		
Land acquisition (based on current plots for sale with planning consent)	£110,000	



Build costs 4 bed (based on 140sq m @£1563) (range £952 - £5824 per m2)	£218,820	
Total	<b>£328,820</b>	

This scenario does not include the additional savings attributable to reduced anti-social behaviour, supporting families in temporary accommodation and a range of other issues linked to LTEH which are difficult to cost.

The financial case for bringing empty homes back into use vs new build has been set out in this example, however many LTEH are brought back into use through simpler engagement and support and the costs associated with these successes are much less. Compulsory purchase will be an exceptional circumstance.

#### **Human Resources:**

An additional full time Environmental Health Officer / Environmental Health Technical Officer role (Band 8) has been identified to deliver this project.

Finance Year	Pay Band	Scale Point	Hours	Salary (Inc on costs)
2022/23	Band 8	SCP 33	37 hrs	£55,301.00
2023/24	Band 8	SCP 34	37 hrs	£57,941.00
2024/25	Band 8	SCP 35	37 hrs	£60,716.00
			<b>3 Year cost</b>	<b>£173,958.00</b>

#### **ICT:**

No issues identified

#### **Legal:**

There are few legal provisions that specifically relate to empty homes, but there are a number that can be applied to empty homes in the same way as to occupied housing. Legal interventions tend to be implemented when the condition of the property deteriorates to the extent that it impacts on the community. Options to act in various situations are listed below:

- Rodent infestations can be dealt with under the Prevention of Damage by Pests Act 1949 where action can be taken in an owner's default to clear land and property of pests.
- Properties that are in such a condition as to be seriously detrimental to the amenity of the neighbourhood, often badly overgrown gardens, can be dealt with under Town and Country Planning Act 1990.
- Dangerous structures can be dealt with under the Building Act 1984.
- Vandalised buildings can be boarded up to prevent unauthorised entry under Local Government (Miscellaneous Provisions) Act 1982
- Buildings causing damage or disrepair to neighbouring ones can be dealt with under the Environmental Protection Act 1990 as a statutory nuisance.

None of these options by themselves are likely to bring a home back into use but they do enable acute issues to be tackled. It is the next steps that need additional resource to deliver a reoccupied, renovated home.

Most LTEH need a change of owner to bring them back into occupation. This can sometimes be achieved by persuasion and support but sometimes needs a more forceful approach.

- Where there are debts on the property, which can arise from action under the above provisions, or Council tax debts linked to additional premiums, there are options to force sale to recover debts.
- Empty Dwelling Management Orders (EDMOs) can also be used whereby the Council takes over the role of landlord for a property, initially on a 12 month interim basis and then on further application to a First Tier Tribunal for up to seven years. The provision is not widely used but may be appropriate in some cases.
- The most complex option is Compulsory Purchase under the Housing Act 1985 where such an approach can be demonstrated to be in the public interest. Government guidance states that Compulsory Purchase Orders (CPO) for housing may be justified as a last resort in situations where there appears to be no other prospect of a suitable property being brought back into residential use. CPOs have to be approved by Secretary of State who will normally wish to know: how long the property has been vacant; what steps the authority has taken to encourage the owner to bring it into acceptable use and the outcome; and what works have been carried out by the owner towards its reuse for housing purposes. Appendix B shows the process as a flow diagram.

All of the legal options above are complex and the proposal to tackle LTEH includes the involvement of specialist legal firms, particularly with CPO's, where efficiency savings are achievable through utilising expertise.

#### **Risk:**

There are risks of not acting on LTEH including the deterioration of the property resulting in damage and nuisance to adjoining property, antisocial behaviour and decline in the area resulting in detriment to local amenities.

<b>External Consultees:</b>	See body of report
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## **Strategic Plan Priorities**

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>

P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
<b>XXX</b>	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**How does this proposal support the priorities selected?**

Ensuring there are sufficient homes for our residents and these homes are safe, secure and suitable is a key priority that sits within the priority for maximising well-being and health. Empty homes can also attract anti-social behaviour. (P08/P09) Empty homes are a wasted resource and can be brought back into use at a fraction of the cost and material used on new builds (P21). Renovation and reoccupation addresses supporting infrastructure (P05), tackling what matters most to communities by addressing an eyesore and restoring a home (P07). The opportunity to utilise external funding to deliver the proposal makes good use of the rewards available. (P13) By tackling Empty Homes in a proactive and positive manner we will be leading by example (P20)

## Background and Justification for Recommendation

1 Background facts	
1.1	There is no statutory requirement on Councils to deal with empty homes and only if their condition impacts significantly on the community or neighbours (rodent infestation, squatters, antisocial behaviour, dangerous structures) can action be taken. This means that Long Term Empty Homes (LTEH) do not take priority over other statutory work and with the limited resources available in the Private Sector Housing Team only a handful of properties are ever able to be tackled each year.
1.2	In September 2021 the <a href="#">Scrutiny Committee</a> considered a report on empty homes (which can be found by following this hyperlink to the Council's CMIS system) and recommended that a report considering introducing a programme to deal with LTEH was considered by Cabinet. This report sets out to provide information to inform a decision on how LTEH might be tackled more effectively with additional resources.
1.3	A survey carried out on behalf of the charity Empty Homes, in October 2016, found that around three quarters (76%) of adults surveyed believed their local authority should place a higher priority on tackling empty homes.

2 Current position											
2.1	<p>East Suffolk figures for long term empty homes as at 1 March 2022 are set out below. There are approximately 117,000 homes in East Suffolk. The number of LTEH represents less than 0.25%.</p> <table border="1"> <thead> <tr> <th>Empty homes 1 March 2022</th><th>Number</th></tr> </thead> <tbody> <tr> <td>Empty between 2 and 5 years</td><td>187</td></tr> <tr> <td>Empty between 5 and 10 years</td><td>51</td></tr> <tr> <td>Empty 10+ years</td><td>42</td></tr> <tr> <td>TOTAL</td><td>280</td></tr> </tbody> </table> <p>On the same date, the total number of homes identified as empty across the District, including those empty between 6 months and two years, were 1681. This total empty homes number is the figure often quoted in the media. Most of these properties are not a concern as they are empty due to normal flux in the housing market. The number has reduced by approximately 300, when compared to 2019/20. Numbers increased due to the impact of the pandemic when there were delays in disposals, probate, renovations and general sales of empty homes.</p>	Empty homes 1 March 2022	Number	Empty between 2 and 5 years	187	Empty between 5 and 10 years	51	Empty 10+ years	42	TOTAL	280
Empty homes 1 March 2022	Number										
Empty between 2 and 5 years	187										
Empty between 5 and 10 years	51										
Empty 10+ years	42										
TOTAL	280										
2.2	The LTEH in East Suffolk are generally widely distributed across all parts of the District, rather than being concentrated in more deprived areas. This can be seen in the map at Appendix C.										
2.3	The problem of LTEH is a national one and there are a number of Councils across England who have had substantial successes with their programmes. In Kent the										

	12 District Councils have combined forces with Kent County Council to deliver No Use Empty. They have secured funding from the Government's Growing Places initiative and offer short term, secured loans to deliver renovation programmes to derelict properties in partnership with small developers. They have been operating for 17 years and have brought back into use over 7250 units of accommodation.
2.4	More locally Babergh/ Mid Suffolk and Great Yarmouth Borough Council (GYBC) have recently taken on some extra resources to help tackle their Empty Homes and a new Suffolk group has been established to share best practice. All the Suffolk authorities offer an empty homes grant as an incentive to bring homes back into use.

### 3 How to address current situation

3.1	It is proposed that initially, one dedicated Empty Homes Officer be appointed to drive forward both policy and action to achieve the return to use of a significant number of LTEH. This phase of the programme would last 3-years to reflect the length of time needed to deliver complex properties back into use. At the end of this time a full review would be undertaken.
3.2	The 280 properties that have been empty for more than 2 years will be prioritised for action according to house type, location, how long empty and the housing need in that area. Clear processes will be defined and publicised to assist with education and understanding of the priority being given to the initiative. Methodologies will be streamlined, following existing best practise, to be as effective as possible in delivering success.
3.3	It is difficult to accurately predict the number of properties that could be dealt with at this stage, because the amount of resource required to achieve results can vary significantly. Since 2019/20, without any dedicated resource the Private Sector Housing team have enabled 10 properties to be brought back into use through persuasion and eventual sale via auction or own arrangements, two through use of grant aid and two are still under renovation. GYBC have dealt with 43 properties in a 12-month period, 15 were identified for potential CPO and 4 have gone through the whole CPO process. 13 used Council Tax debts to threaten forced sale and the remainder had other enforcement action of a more minor nature carried out such as enforced tidying of gardens, but remain empty. Ipswich BC have a comprehensive Empty Homes Policy and have threatened a significant number of CPO cases but not needed to take an Order all the way.
3.4	It is therefore reasonable to expect that between 25 and 30 properties could be returned to use each year so over a three-year period, the current numbers could be reduced by almost one third for a revenue investment of approximately £94,000 per annum. This sum excludes those costs incurred in CPO cases where additional costs and compensation payments are necessary. These can usually be recovered from onward sale of the property.

3.5	Detailed monitoring of interventions and outcomes will be undertaken to build up an effective toolkit of processes, procedures and standard documents to drive forward the programme. Costs of all actions and their impact on overall LTEH will be kept under review and the programme revised and tailored to maximise the effectiveness. This will also provide a basis for review and decisions on future extension of the programme.
3.6	Provision exists within the New Homes Bonus reserve to fund the costs of employing a fulltime Empty Homes Co-ordinator for 3 years to deliver an ambitious programme to tackle LTEH. The ad hoc action already taken by the private sector housing team has contributed to this New Homes Bonus paid to the Council. Regardless of Government plans to change the basis on which it is paid it can be argued that using some of these monies for this purpose is appropriate.
3.7	Additional capital funding required to support the programme would largely be recycled and opportunities to increase the Council stock in a targeted way will deliver homes at a lower cost than new build.

#### 4 Reason/s for recommendation

4.1	Lack of resources to currently achieve action on a significant number of long-term empty homes that represent a wasted resource.
4.2	Creating a dedicated programme represents a cost-effective investment to bring back into use homes via a variety of options.

## Appendices

#### Appendices:

<b>Appendix A</b>	Park Road summary of action
<b>Appendix B</b>	Flow chart to illustrate the CPO process
<b>Appendix C</b>	Map to illustrate location of LTEH

#### Background reference papers:

Date	Type	Available From
Oct 2021	House of Common's Briefing Paper- Empty Homes	<a href="https://www.parliament.uk/economy/empty-housing/">Empty Housing (England) (parliament.uk)</a>

## Appendix A:

### 98 Park Road, Lowestoft

#### **Background:**

98 Park Road is located within the North of Lowestoft, within a large residential area ;it had been vacant since 06/01/1995 and the owner had not provided sufficient assurances that the property was going to be bought back into beneficial residential use.

The property is a mid-terrace, 2 storey, large three bedroom property, of solid-brick construction, with single-glazed, wooden framed windows – which was in a very poor state of repair. The storm porch doors were permanently open to the front aspect, however, the property was secure; although previously the glazing to the internal door had been smashed and boarded up. Gardens at the property were repeatedly allowed to grow into a very overgrown state affecting neighbouring properties and the amenity of the area. Neighbours had complained of pests taking harbourage in the garden when in its overgrown state causing a nuisance to them.

Although the property itself was of sound construction, it was showing signs of neglect and disrepair externally – most principally, the wooden framed windows and doors which appeared to be rotten; internally without inspection, it was assumed the property was unsuitable for human habitation and was likely to require new windows and doors, a new kitchen, a new bathroom and complete redecoration.

The property had been through probate and relatives had control of the estate and did respond to certain letters, but only to advise they were planning to put the property up for sale, but this never materialised. Communication had been on-going with the Executors since 2009 in response to complaints from neighbouring properties. Given the nature of the gardens, the owners did not seem to be taking an active role in the monitoring/maintaining the premises.

The long term empty premium had been paid on the property since it's inception.

The WDC Housing team indicated this property was one they would potentially be interested in purchasing and details were passed to the owners, but no response was received.





**Action:**

The Local Housing Authority has powers under section 17 of the Housing Act 1985 to compulsorily acquire houses to provide housing accommodation, or to release it to another party who intends to provide housing accommodation, if a need for such accommodation within a ten year period, is proved to the Secretary of State on application.

East Suffolk's Housing Strategy highlighted using Compulsory Purchase as one of its nine priorities for the years 2017-2023, with the reintroduction of empty properties into the housing market, being a cost-effective method of freeing up valuable existing assets in the private housing sector.

The East Suffolk Business Plan had links to two main considerations for the property:

- Improved access to appropriate housing to meet existing and future needs, including more affordable homes for local people
- Continue to reduce the number of long term empty properties

The Private Sector Housing team took the property forward to Cabinet in April 2018 to seek consent to compulsorily purchase the property, working with a law firm specialising in compulsory purchase. Permission was obtained to pursue the CPO, however once this was declared to the executors, they appointed a solicitor to handle disposal of the property, at which point, the Council itself secured the purchase of the property and completed this in early January 2019.

Following the purchase, the Council's own housing development team worked with the Council's in-house building maintenance team and managed the refurbishment of this property. Once completed, the property was let to a local family who was in desperate need of a four-bedroom home. It is now rented out at an affordable rent of £183.82 per week.

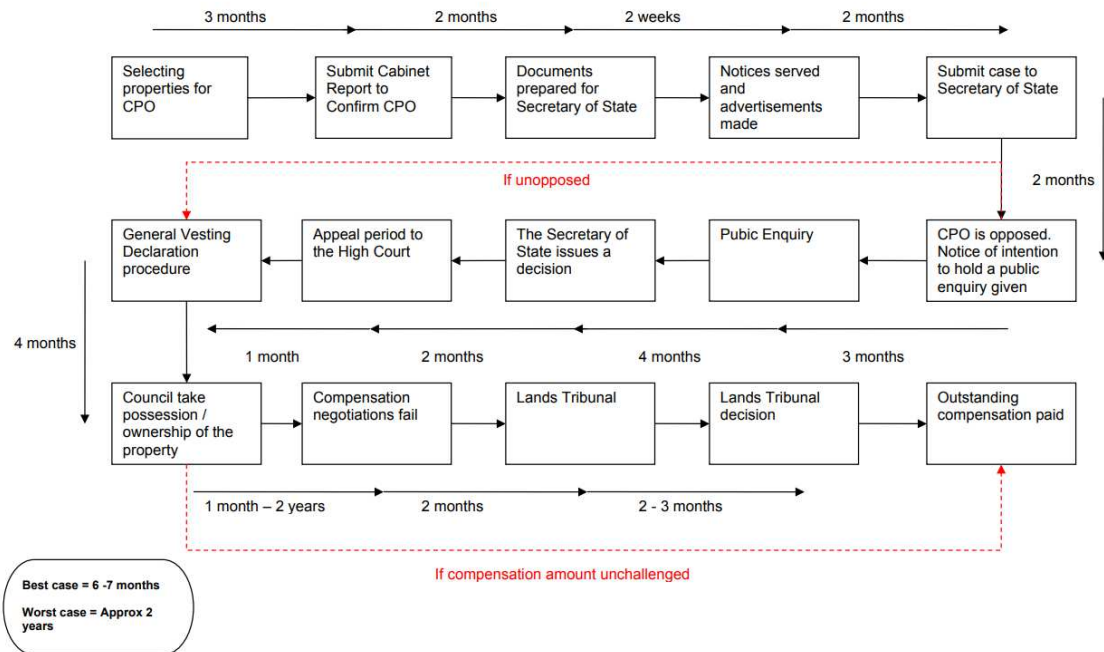
The total cost was £277,492.83; this includes the purchase price and the extensive redevelopment costs.





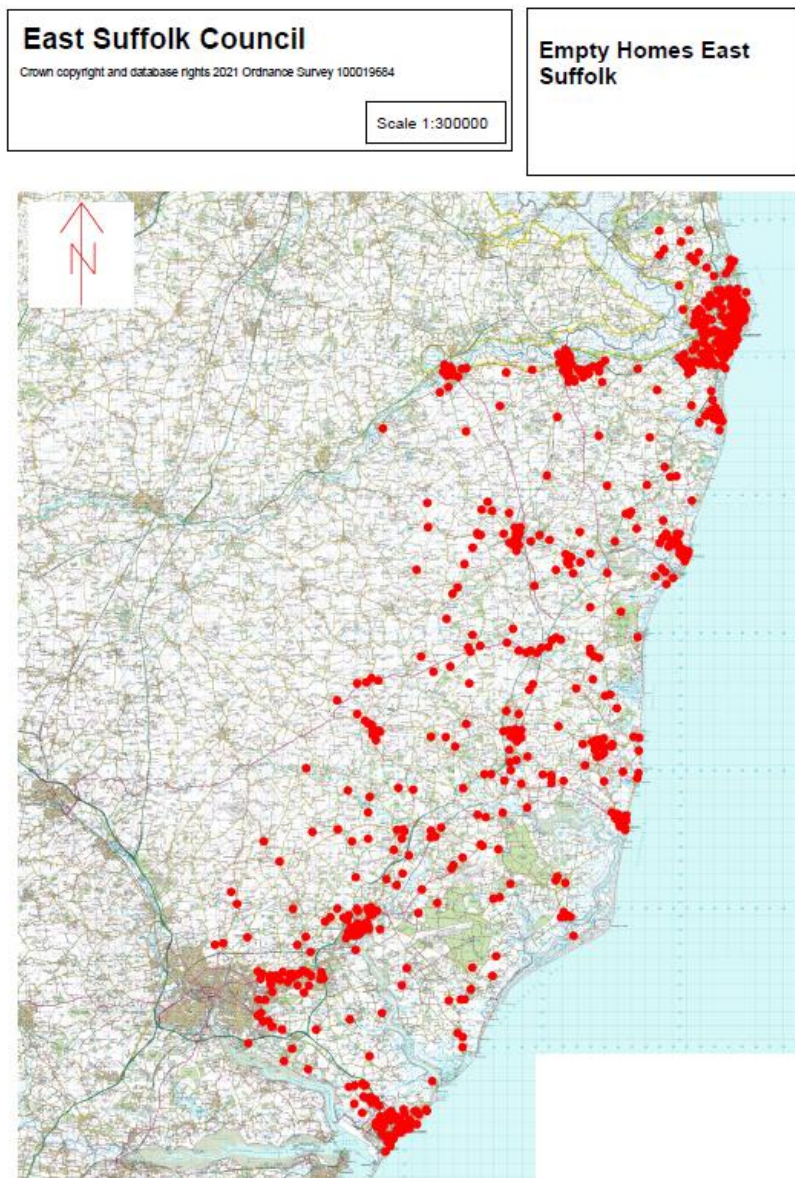
## Appendix B

**Compulsory Purchase Order Process Flow Chart**



## Appendix C

Map Showing distribution of Long-Term Empty Homes (empty for more than 2 years) across East Suffolk (August 2021)





## CABINET

Tuesday, 05 April 2022

<b>Subject</b>	Acceptance of funding from Suffolk County Council for management of the Holiday Activity and Food (HAF) programme for 2022/23 and the following two years.
<b>Report by</b>	Councillor Letitia Smith Cabinet Member with responsibility for Communities, Leisure and Tourism
<b>Supporting Officer</b>	Nicole Rickard Head of Communities Nicole.rickard@eastsuffolk.gov.uk 07766998074 Joss Mullett Communities Officer <a href="mailto:Joss.Mullett@eastsuffolk.gov.uk">Joss.Mullett@eastsuffolk.gov.uk</a> 07920 380535

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable.
<b>Wards Affected:</b>	All Wards

## Purpose and high-level overview

### Purpose of Report:

To seek approval to accept funding of just over £520,000 from Suffolk County Council (via the Department of Education) for the Holiday Activity and Food (HAF) programme in East Suffolk for the financial year 2022/23 and similar amounts in the following two years.

### Options:

The programme was managed by Suffolk County Council in 2021/22. This is an option for the current and future years, but East Suffolk Council has worked closely with SCC on the programme, promoting the opportunity to deliver activities in the programme to potential providers and monitoring the impact of the programme. We believe that we can add value by managing the programme in East Suffolk, albeit still working closely with the team at the County Council.

The funding includes an element for staffing which will enable us to employ additional staff to co-ordinate the programme, working alongside the Communities Officer who currently leads on the HAF programme.

### Recommendation:

It is recommended that Cabinet agree that the Council should accept funding of £522,562 (£486,562 for delivery and £36,000 for staffing) from Suffolk County Council to administer the Holiday Activity and Food programme for East Suffolk for 2022/23 and the following two years (the funding amount in 2023/4 and 2024/5 may vary slightly).

## Corporate Impact Assessment

### Governance:

Regular meetings are held with Suffolk County Council to plan and monitor the HAF programme. The Cabinet Member receives reports on the programme at her monthly briefing meetings.

### ESC policies and strategies that directly apply to the proposal:

The Council's Enabling Communities Strategy emphasises that *"We want to make sure that we do not just work with those who shout the loudest but find those individuals, families and communities who need our help the most. One way of doing this is using data and intelligence to help us to target our work to those areas that most need our support"*. The HAF programme targets families whose children are accessing free school meals, with the aim of ensuring that these children have opportunities to be active and engaged and be provided with at least one meal a day for four days a week in the three longest school holidays (Easter, Summer and Christmas).

### Environmental:

There are no specific environmental benefits, although some of the providers may offer young people the opportunity to participate in projects to improve and enhance the environment.

### Equalities and Diversity:

<p>Age is one of ten Protected Characteristics identified by East Suffolk Council (the nine protected characteristics identified in the Equality Act plus deprivation/socio-economic disadvantage). The HAF programme supports young people in families on lower incomes and therefore has a positive impact on both the Age (Youth People) and Deprivation protected characteristics. There is separate provision organised at Suffolk level for young people with Special Education Needs and Disabilities (Disabilities protected characteristic).</p>	
<p><b>Financial:</b></p> <p>East Suffolk Council will manage the HAF programme in East Suffolk working closely with Suffolk County Council. As outlined above, just over £486k is available for allocation to providers for delivery of the programme, plus £36k towards staffing costs to manage the programme.</p>	
<p><b>Human Resources:</b></p> <p>The Programme will be overseen by the Head of Communities, Communities Manager and lead Communities Officer and a new, part-time post will be created within the Communities Team to act as Project Manager.</p>	
<p><b>ICT:</b></p> <p>None</p>	
<p><b>Legal:</b></p> <p>Advice has been sought from the Legal, Data and Procurement Teams in the development of the HAF programme around their specific areas of specialism.</p>	
<p><b>Risk:</b></p> <p>The programme consists of a range of providers delivering different activities across the District. The main risks are therefore:</p> <ul style="list-style-type: none"> <li>• not securing sufficient providers to provide an attractive and varied offer across the District</li> <li>• limited variety in activities in each location across the six weeks</li> <li>• young people not having equal access to HAF provision in some parts of the District</li> </ul> <p>These risks will be mitigated by a comprehensive marketing campaign, including through our Community Partnerships and via Community Action Suffolk both to secure providers and to attract participants.</p>	

<b>External Consultees:</b>	<p>ESC is working closely with Suffolk County Council on the development of the HAF programme in the district. All organisations who delivered activities as part of the 2021/22 HAF programme have been asked to provide monitoring information so that learning can be captured from previous rounds of the scheme.</p>
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## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P07	Taking positive action on what matters most	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
<b>XXX</b>	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>
<b>How does this proposal support the priorities selected?</b>  <p>The HAF programme is intended to fill a gap in support for lower income families in Suffolk during the school holidays, with a particular focus on the longer Easter, Summer and Christmas holidays.</p> <p>P07 talks about using data and intelligence to provide a <i>'better experience for individuals, families and communities. We will take a targeted, place-based approach to tackling, deprivation, hidden needs and the challenges of rural areas – helping communities to access the tools to identify and tackle their own needs'</i>. The premise of HAF is to provide children from lower income families with the opportunity to engage in stimulating physical activities and enable access to food for six weeks of the school holidays (one at Easter, four in the Summer and one – or 2 + 2 - at Christmas).</p>			



The description of P08 is *'We will provide the environment and opportunities for everyone to lead healthy, active, fulfilling and safe lives. We will connect communities together and help individuals and families to be more resilient, achieve their full potential and age well. We will ensure our communities are safe, helping communities to address issues as early as possible'*. HAF clearly contributes to this ambition in that it is about providing the opportunities for young people to be healthy and active through participation in a diverse range of activities and to access at least one healthy meal per day.

The HAF programme also contributes to P06 in that a number of the Community Partnerships have identified young people as a priority.

## Background and Justification for Recommendation

1 Background facts	
1.1	<p>The Holiday Activity and Food programme was first introduced by the Government in 2019, with the aim of supporting families on low incomes by providing access to free, enriching activity and food to children of school age eligible for free school meals (FSM) meals during the school holidays. The timeline to date has been:</p> <ul style="list-style-type: none"> <li>• 2019 - Suffolk was one of eight pilot counties to deliver the HAF programme over the Summer</li> <li>• 2020 - second pilot year in Suffolk, for the summer holiday only, but seriously affected by covid</li> <li>• 2021 - national roll out covering Easter, Summer and Christmas</li> <li>• 2022 - the first of three years continued funding</li> </ul>
1.2	<p>As outlined above, a partial programme ran in 2020/21 and 2021/22 and this was managed by Suffolk County Council. In 2021/22, East Suffolk Council was actively involved in promoting the opportunity for a range of providers to contribute to the delivery of the programme and for promoting the programme to local families once it was agreed, but Suffolk County Council vetted the providers, held the grant agreements and monitored the programme.</p>
1.3	<p>For 2022/23, East Suffolk Council has been offered the option of developing, managing and overseeing the whole programme for the District. West Suffolk Council held a similar role in 2021/22 for the programme in West Suffolk.</p>
1.4	<p>The role of ESC would include undertaking due diligence on providers, obtaining and checking key documentation (insurance, risk assessments etc), developing and agreeing grant agreements and managing payments to providers. Reporting to Government and overall responsibility would still sit with SCC</p>

2 Current position	
2.1	<p>The HAF programme guidance sets out the seven standards to be met by providers:</p> <ul style="list-style-type: none"> <li>• <b>Food provision</b> - at least one meal a day (breakfast, lunch or tea). All food provided at the holiday club (including snacks) must meet school food standards.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Enriching activity</b> - holiday clubs must provide fun and enriching activities that provide children with opportunities to develop new skills or knowledge, consolidate existing skills and knowledge, try out new experiences and have fun and socialise</li> <li>• <b>Physical activity</b> - all children and young people participating in the HAF programme should engage in moderate-to-vigorous physical activity for an average of at least 60 minutes per day. This does not have to be in the form of a structured activity session, and can include active travel, free play and sports, but should offer a variety of types and intensities of physical activity to develop movement skills, muscular fitness, and bone strength.</li> <li>• <b>Nutritional information</b> - provision must include an element of nutritional education each day aimed at improving knowledge and awareness of healthy eating for children. This could include activities such as getting children involved in food preparation and cooking, growing fruit and vegetables, taste tests, discussing food and nutrition, including food and nutrition in other activities</li> <li>• <b>Signposting</b> - HAF providers should be able to provide information, signposting or referrals to other services and support that would benefit the children who attend their provision and their families</li> <li>• <b>Policies &amp; procedures</b> - All providers must be able to demonstrate that they have in place relevant and appropriate policies and procedures for safeguarding, including the recruitment of staff and volunteers, health and safety, relevant insurance policies, accessibility and inclusiveness</li> <li>• <b>Food education for families and carers</b> - HAF providers should make available weekly training and advice sessions for parents, carers or other family members e.g. advice on how to source, prepare and cook nutritious and low-cost food. This could be combined with the nutritional education aspect of the programme, for example, by inviting children and their families to prepare and eat a meal together.</li> </ul>
2.2	<p>The dates to be covered by the HAF Programme in 2022 are as follows:</p> <p><b>Easter</b> (minimum offer of 4 days) - 11th – 22nd April</p> <p><b>Summer</b> (minimum offer of 16 days) - 22nd July – 31st August</p> <p><b>December</b> (minimum offer of 4 days or 2+2) - 19th – 30th December</p> <p>Each 'day' must include at least 4 hours of provision in total.</p> <p>Some of the holiday dates in some of the schools close to the Norfolk border will vary but the HAF will be available for their specific dates (the ones above are for Suffolk only).</p>



2.3	<p>In terms of eligibility, the HAF programme is open to school aged children (from Reception to Year 11) who receive Free School Meals. Children in reception (years 1 &amp; 2) must be eligible for Universal FSM and Benefit-related FSM.</p> <p>Local authorities have discretion to use up to 15% of their funding to provide free or subsidised holiday club places for children who are not in receipt of benefits-related free school meals but who we believe could benefit from HAF provision. This may include, for example:</p> <ul style="list-style-type: none"> <li>• Children assessed by the local authority as being in need, at risk or vulnerable</li> <li>• Young carers</li> <li>• Looked-after children or previously looked after children</li> <li>• Children with an EHC plan (education, health and care)</li> <li>• Children who have low attendance rates at school or who are at risk of exclusion</li> <li>• Children living in areas of high deprivation or from low-income households who are not in receipt of free school meals</li> <li>• Children in transition phases between nursery and primary school or primary and secondary school</li> <li>• Areas of concern (i.e. diversionary activities)</li> </ul> <p>This list is not exhaustive, and it is open to ESC and SCC to decide which children should benefit from the 15% flexible funding element of their HAF funding.</p>
	<p>Activities Unlimited have been commissioned to deliver specific SEND provision across Suffolk which will target young people with complex needs. We are keen to ensure that the main programme and the Activities Unlimited programme closely align.</p>

### 3 How to address current situation

3.1	The proposal is to allocate the East Suffolk funding by Community Partnership area, with 50% of the allocation divided equally between the eight areas and 50% allocated on the basis of the number of children on Free School Meals within the Community Partnership area. This formula should recognise both deprivation and the increased costs involved in providing activities in rural areas.																	
3.2	The proposed allocation is therefore as follows:																	
	<table><tr><th>Community Partnership</th><th>% Free Schools Meals in East Suffolk</th><th>Amount (£)</th></tr><tr><td>Beccles, Bungay Halesworth and Villages</td><td>11</td><td>£57,170</td></tr><tr><td>Carlton Colville, Kessingland, Southwold and Villages</td><td>15.5</td><td>£68,118</td></tr><tr><td>Lowestoft and Northern Parishes</td><td>39.5</td><td>£125,776</td></tr><tr><td>Aldeburgh, Leiston, Saxmundham and Villages</td><td>6.5</td><td>£46,223</td></tr></table>	Community Partnership	% Free Schools Meals in East Suffolk	Amount (£)	Beccles, Bungay Halesworth and Villages	11	£57,170	Carlton Colville, Kessingland, Southwold and Villages	15.5	£68,118	Lowestoft and Northern Parishes	39.5	£125,776	Aldeburgh, Leiston, Saxmundham and Villages	6.5	£46,223		
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Aldeburgh, Leiston, Saxmundham and Villages	6.5	£46,223																

	Melton, Woodbridge and Deben Peninsular	5	£42,574
	Framlingham, Wickham Market and Villages	5	£42,574
	Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley	6.5	£46,223
	Felixstowe Peninsular	10.5	£55,467
		<b>100%</b>	<b>£484,126</b>
	<p>The remaining £2,436 would be used to purchase breakfast kits for the providers to enable them to offer a light breakfast to children who have not eaten before arriving at the sessions. This is based on feedback from the Christmas 2021 programme where a number of providers fed back that some children were struggling to concentrate and participate in activity sessions as they had not had breakfast that morning.</p>		
3.3	<p>A key aspect of a successful 2022/23 HAF programme will be promoting the opportunity to deliver sessions (ideally across all three holidays) as widely as possible to as many local providers as possible and encourage a range of different types of provision. Providers will be asked to outline their methods of outreach in their proposal e.g. school's portal, local networks (Integrated Neighbourhood Teams etc). As developed by ESC for 2021, there will be an interactive map providing an overview of all offers in the District.</p>		
3.4	<p>We are currently working with SCC to explore the option to provide FSM children with HAF vouchers/codes that they could use to sign up for courses to make it easier for parents and guardians to understand the range of options available in their area.</p>		

#### 4 Reason/s for recommendation

4.1	The Holiday Activity and Food (HAF) programme is an important element of the support available to children and young people from low-income families and provides them with an opportunity to access enriching activities to improve their mental and physical health and wellbeing as well as at least one nutritionally balanced meal each day for four days a week during key holiday periods.
4.2	This provision is likely to be even more in demand in 2022 given the impact of cost-of-living increases combined with the end of the additional £20 per week Universal Credit payment and continuing low wages in East Suffolk on family budgets.

## Appendices

Appendices - None

Background reference papers: None



**CABINET**

**Tuesday, 05 April 2022**

<b>Subject</b>	Sustainable Construction Supplementary Planning Document
<b>Report by</b>	Councillor David Ritchie Cabinet Member with responsibility for Planning and Coastal Management
<b>Supporting Officer</b>	Ruth Bishop Senior Planner (Policy and Delivery) <a href="mailto:Ruth.Bishop@eastsoffolk.gov.uk">Ruth.Bishop@eastsoffolk.gov.uk</a> 01502 523 028

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable.
<b>Wards Affected:</b>	All Wards

## Purpose and high-level overview

### **Purpose of Report:**

The purpose of this report is to recommend the adoption of the Sustainable Construction Supplementary Planning Document (SPD). The SPD supports the implementation of policies relating to sustainable construction in the East Suffolk Council – Suffolk Coastal Local Plan and East Suffolk Council – Waveney Local Plan. The SPD provides guidance on a range of topics including energy efficiency, renewable energy, water conservation, and use of materials.

### **Options:**

Adopt the Sustainable Construction SPD. This will mean the Council has an up-to-date SPD to guide the implementation of the sustainable construction planning policies.

An alternative option would be to not adopt the SPD and continue to implement the planning policies without the additional guidance. However, this would be a missed opportunity to provide further clarification on the requirements of the policies, and address some of the frequently raised matters that come about through the development management process, and so ultimately support effective implementation of the relevant Local Plan policies.

### **Recommendations:**

1. Cabinet adopts the Sustainable Construction Supplementary Planning Document
2. That the Head of Planning and Coastal Management, in consultation with the Cabinet Member for Planning and Coastal Management, is authorised to make any presentational or typographical amendments to the Sustainable Construction Supplementary Planning Document prior to it being published.

## Corporate Impact Assessment

### **Governance:**

No impacts.

### **ESC policies and strategies that directly apply to the proposal:**

The SPD primarily supports the implementation of policy SCLP9.2: Sustainable Construction in the East Suffolk Council – Suffolk Coastal Local Plans and WLP8.28: Sustainable Construction in the East Suffolk Council – Waveney Local Plan.

### **Environmental:**

The SPD supports the implementation of planning policies relating to sustainable construction, and therefore supporting the environment is central to the SPD. This includes reducing energy and water use, reducing the use of materials and the integration of nature into developments and provides guidance on how proposals can maximise their value for biodiversity through the inclusion of a range of features.

**Equalities and Diversity:**

An Equality Impact Assessment Screening Opinion was produced to accompany consultation on the SPD in October 2021 (Appendix C). The SPD was also subject to separate Equality Impact Analysis (ref: EQIA405334667) in March 2022. Both assessments concluded no differential negative impacts on those with protected characteristics.

**Financial:**

The production and adoption of the SPD is covered by the existing budget of the Planning Policy and Delivery Team. As an SPD, it cannot and does not introduce any additional financial requirements upon developers beyond the Local Plan policy requirements.

**Human Resources:**

No Impacts.

**ICT:**

No Impacts.

**Legal:**

The SPD has been produced in accordance with the Town and Country Planning (Local Plans) (England) Regulations 2012 (as amended).

An Equality Impact Assessment Screening opinion was produced to meet the requirements of the Equality Act 2010 (Appendix C). The SPD has been subject to a Strategic Environmental Assessment Screening Opinion in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004 (Appendix D). It has also been subject to a Habitats Regulation Assessment Screening Statement, in accordance with the Conservation of Habitats and Species Regulations 2017 (as amended) (Appendix E).

**Risk:**

There are no risks envisaged in relation to the implementation of the recommendations.

<b>External Consultees:</b>	The Sustainable Construction SPD has been subject to consultation during its preparation in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012. The list of consultees, respondents and summaries of their comments can be found in the consultation statement which is appended to this report (Appendix B).
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## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>

P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>XXX</b>	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>
<b>How does this proposal support the priorities selected?</b>  The Sustainable Construction SPD supports the delivery of Strategic Plan priority P20 by providing guidance to support the sustainable construction of developments. The SPD includes information and guidance on reducing waste, re-using buildings and materials, and different types of low carbon and renewable energy supporting the delivery of Strategic Plan priorities P21, P22 and P23.			

## Background and Justification for Recommendation

1 Background facts	
1.1	The Council has two adopted Local Plans: the East Suffolk Council – Waveney Local Plan (March 2019) and the East Suffolk Council – Suffolk Coastal Local Plan (September 2020). These Local Plans both contain a number of policies relating to climate change and sustainable construction.
1.2	The current Renewable Energy and Sustainable Construction SPD (2013) is considered to be out of date in places in relation to adopted Local Plan policies, current Government policy contained within the National Planning Policy

	Framework (NPPF) and Building Regulations. In addition, that SPD only relates to the former Waveney area.
1.3	The current Renewable Energy and Sustainable Construction SPD also refers to policies in the now superseded Waveney Development Management Policies: Development Plan Document (2011).
1.4	There is no current SPD relating to sustainable construction for the former Suffolk Coastal area.
1.5	The SPD provides guidance on a range of topics including energy efficiency, renewable energy, water conservation, and use of materials. This SPD does not add new policies but rather seeks to provide guidance that will help with the implementation of relevant policies in the Suffolk Coastal and Waveney Local Plans.
1.6	The document has been prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
1.7	The preparation of the SPD has been undertaken through an officer steering group, which included officers from Planning Policy and Delivery, Development Management, Building Control and Environmental Protection and has been overseen by the Local Plan Working Group.
1.8	The Town and Country Planning (Local Plans) (England) Regulations 2012 (as amended) require the Council to undertake consultation to inform the production of the SPD and, as a minimum, requires that the draft document is published for four weeks and that during that time it is available on the Council's website and that hard copies are available for inspection in the Council's offices.
1.9	The SPD was subject to two rounds of consultation during its preparation. The first was an initial consultation to inform the scope and content of the SPD. The initial consultation was carried out between 15 <sup>th</sup> March and 26 <sup>th</sup> April 2021. In total 26 individuals and organisations responded to the consultation. Between them they made 75 comments. The responses received to the initial stage of consultation were used to inform preparation of a draft document which was subsequently subject to a public consultation.
1.10	The Draft Sustainable Construction SPD consultation ran from 1 <sup>st</sup> November and 13 <sup>th</sup> December 2021. The consultation was advertised on the Council's website, as well as on social media. 4,069 emails and 583 letters were sent out at the start of the consultation to the consultees on the planning policy mailing list which includes town and parish councils, individuals, and organisations including those who were previously contacted or responded to the informal stage of the consultation. In total 24 individuals and organisations responded to the consultation. Between them they made 52 comments.
1.11	The main themes of the comments received are summarised below; however, many of the comments covered very specific matters and it is not possible to summarise all of them here in a succinct manner. The full consultation responses have been published on the Council's consultation website (see - <a href="https://eastsuffolk.inconsult.uk/SUSCONSPDDRAFT/listResponses">https://eastsuffolk.inconsult.uk/SUSCONSPDDRAFT/listResponses</a> ) and summarised in the appended Consultation Statement (Appendix B).
1.12	<p>The main issues raised through the consultation were:</p> <ul style="list-style-type: none"> <li>• General support for the approach from Natural England and Historic England.</li> <li>• Natural England noted the SPD could incorporate more information on features beneficial to wildlife, enhancing the character and local distinctiveness of the surrounding natural and built environment,</li> </ul>

	<p>Landscape characterisation and townscape assessments, and associated sensitivity and capacity assessments.</p> <ul style="list-style-type: none"> <li>• The Broads Authority requested reference to dark skies and to impact on the setting of the Broads as well as the Broads landscape sensitivity study.</li> <li>• Felixstowe Town Council found the document to be very comprehensive but difficult to understand in conjunction with the Local Plans.</li> <li>• Some commented the SPD needs to be clear it is not setting new building standards and policy requirements.</li> <li>• Some commented the SPD needs to clear about the role of Building Regulations.</li> <li>• Requests for the Council to require solar panels, air source heat pumps or other renewable or low carbon technologies are installed in homes.</li> <li>• Requests for the Council to require Whole Life Carbon Assessments of proposed developments.</li> <li>• Support for re-using existing buildings/ materials, recognition of the embodied energy in buildings, and requests for a requirement that buildings are retrofitted and not demolished.</li> <li>• Some requests for links to Historic England and Sustainable Traditional Building Alliance guidance on retrofitting.</li> <li>• Where Permitted Development Rights can be restricted, environmental and sustainable (Net Zero) requirements should be included where possible.</li> <li>• A recommendation to include references to CEEQUAL sustainability tools and assessments methods.</li> <li>• Various suggested amendments to the standard condition wording in Appendix C of the SPD.</li> <li>• Comment noting the need to be clear the Checklist in Appendix D of the SPD will not apply to all applications.</li> </ul>
1.13	<p>Changes have been made to address many of the comments received, including:</p> <ul style="list-style-type: none"> <li>• Additional references to RICS Whole Life Carbon assessment for the built environment made.</li> <li>• Additional references to the Future Home Standard and Building Regulation made through out, including the interim uplift that takes effect in June 2022.</li> <li>• Additional text has been added to chapter 4 Materials regarding lighting, concrete, paint and low carbon materials.</li> <li>• Additional text has been added to chapter 5 Waste to emphasise the importance of reusing buildings.</li> <li>• Chapter 6 amended to include reference to the Broads dark skies policy.</li> <li>• Links to Historic England's guidance on renovating historic buildings and improving energy efficiency has been added into Chapter 7.</li> <li>• The text in Chapter 8 has been strengthened to give support for integrating bird boxes into buildings including for swifts.</li> <li>• A new section on CEEQUAL has been added to chapter 10.</li> <li>• Various amendments to the standard condition wording in Appendix C of the SPD.</li> </ul> <p>In addition, changes have been made to address typographical and grammatical errors, to provide clarity on certain elements of guidance and to factually update</p>



	the SPD in relation to forthcoming changes to the national Building Regulations that were announced in December 2021.
1.14	Under the Environmental Assessment of Plans and Programmes Regulations 2004 screening was carried out on the draft SPD to determine whether a full Strategic Environmental Assessment would be required. The screening concluded that this was not required. The final Strategic Environmental Assessment Screening Opinion is appended to this report (Appendix C).
1.15	Habitat Regulations Assessment screening was also undertaken which concluded that implementation of the SPD would not lead to likely significant effects on protected Habitat sites and that it is therefore not considered necessary to undertake an Appropriate Assessment. The final Habitat Regulations Assessment Screening Statement is appended to this report (Appendix E).

## 2 Current position

2.1	<p>Existing planning policy on sustainable construction issues is set out in the adopted Local Plans. Guidance is also provided for the former Waveney area in the Renewable Energy and Sustainable Construction SPD (2013).</p> <p>The two adopted local plans are the East Suffolk Council – Suffolk Coastal Local Plan (September 2020) and the East Suffolk Council – Waveney Local Plan (March 2019).</p> <p>The current guidance in the Waveney Renewable Energy and Sustainable Construction SPD is considered to be out of date in places in relation to adopted Local Plan policies and current Government policy contained within the National Planning Policy Framework (NPPF). The SPD refers to policies in the now superseded Development Management Policies: Development Plan Document (2011). The SPD does not respond to current issues and matters that have evolved over time such as new materials and technologies, and changes to Building Regulations. There is no SPD adopted for the former Suffolk Coastal area.</p> <p>The Council adopted an Environmental Guidance Note in November 2020. Whilst the guidance provides assistance to those seeking to mitigate the impact of construction on climate change by offering support and advice on a range of key environmental issues, its guidance is broader than the Local Plan policies and does not have the statutory weight of an SPD. The Environmental Guidance Note will also remain in place as a broader guidance document.</p>
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## 3 How to address current situation

3.1	The Sustainable Construction SPD contains comprehensive planning guidance on sustainable construction issues within a single document. It has been prepared to support the implementation of policies contained in the adopted Local Plans, as well as being consistent with Government policy, principally that contained within the National Planning Policy Framework. The new SPD also responds to the introduction of the Future Home Standard and planned future changes to national Building Regulations.
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3.2	On adoption the Sustainable Construction SPD will be a material consideration in the determination of planning applications.
3.3	Once adopted, the Sustainable Construction SPD will replace the following SPD: <ul style="list-style-type: none"> <li>Renewable Energy and Sustainable Construction (2013) (for the former Waveney area)</li> </ul>

#### 4 Reason/s for recommendation

4.1	Adoption of the Sustainable Construction SPD will provide up to date guidance to assist with the implementation of the Council's Local Plan policies which relate to sustainable construction.
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## Appendices

### Appendices:

<b>Appendix A</b>	Sustainable Construction Supplementary Planning Document
<b>Appendix B</b>	Consultation Statement (March 2022)
<b>Appendix C</b>	Equality Impact Assessment Screening Opinion (October 2021) (produced to accompany consultation on Draft SPD)
<b>Appendix D</b>	Strategic Environmental Assessment Screening Opinion (October 2021, updated March 2022) (produced to accompany consultation on Draft SPD, and updated in March 2022)
<b>Appendix E</b>	Habitat Regulations Assessment Screening Statement (October 2021) (produced to accompany consultation on Draft SPD)

### Background reference papers:

Date	Type	Available From
March 2019	East Suffolk Council- Waveney Local Plan	<a href="https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/local-plans/">https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/local-plans/</a>
September 2020	East Suffolk Council- Suffolk Coastal Local Plan	<a href="https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/local-plans/">https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/local-plans/</a>


# SUSTAINABLE CONSTRUCTION

## SUPPLEMENTARY PLANNING DOCUMENT

April 2022



## How to use this document

The document comprises of 12 chapters with each chapter covering a different topic. The best way to navigate through the document is by using the interactive contents. By clicking on a specific chapter in the contents, it will automatically take you to that part of the document. Moreover, if you want to go to a different section quickly, the easiest way is to click the home symbol  in the top right corner of the page. This will take you back to the contents where you can then select a different chapter. There is also a guide on the right-hand side of each page, this will show you what chapter of the document you are currently in and where that sits within the rest of the document. Throughout the document there are hyperlinks in the text that provide links to further information.

## What is a Supplementary Planning Document?

Supplementary Planning Documents expand upon policy and provide further detail to support the implementation of policies in [Local Plans](#). Whilst not a part of the development plan, they are a material consideration in the determination of planning applications. The Local Plan policies, which this SPD provides guidance on, can be viewed on the Council's website: [www.eastsuffolk.gov.uk/localplan](http://www.eastsuffolk.gov.uk/localplan)



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# 1 Introduction

## Context

### East Suffolk Council's commitment to mitigating and adapting to climate change

- 1.1 East Suffolk Council has two Local Plans, the Suffolk Coastal Local Plan (2020) and the Waveney Local Plan (2019), which both have policies intended to help development adapt to and mitigate the effects of climate change on people and wildlife. East Suffolk Council has a Strategic Plan (2020-2024) and one of the key themes of the Strategic Plan is 'Caring for the Environment'. This includes becoming carbon neutral by 2030, minimising waste throughout the district, using renewable energy and using the Council's influence to protect the natural environment to create a cleaner, quieter and healthier environment.
- 1.2 The vision for the Suffolk Coastal Local Plan area includes a "healthy economy, healthy population and healthy environment" with a plan that will address climate change "issues relating to flood risk, coastal erosion and wider coastal management and adaptation, as well as ensuring that human impact is reduced and mitigated accordingly." The vision for the Waveney Local Plan area includes a "stronger, more diverse economy benefiting from the growth of offshore renewable energy" with climate change emissions reducing as "people choose more sustainable methods to commute to work and for leisure purposes due to the district's settlements becoming more self-sufficient" and more properties benefiting from flood protection and adapting to coastal change.
- 1.3 The two Local Plans have planned for sustainable growth that addresses the need for new homes and employment. The two Local Plans contain planning policies that support sustainable development, sustainable construction and contribute towards the mitigation of climate change and reduction in energy use. The planning system is distinct from but acts alongside Building Control; this relationship is explained in more detail later in this chapter.
- 1.4 The two Local Plans also form part of the Council's wider corporate ambition to mitigate the effects of climate change that are embedded in the Strategic Plan. East Suffolk Council recognises we are in a climate emergency and is committed to supporting sustainable development, doing more to reduce its own carbon emissions, and to encourage and encourage communities to help fight climate change<sup>1</sup>.
- 1.5 East Suffolk Council unanimously voted on 24<sup>th</sup> July 2019 to declare a recognition of the [climate emergency](https://www.eastsuffolk.gov.uk/2019/east-suffolk-to-battle-climate-change/)<sup>2</sup>. The Motion also pledged to set up a Cross Party Task Force and the Environmental Task Group was subsequently established in October 2019. The Group aims to investigate ways to cut East Suffolk Council's greenhouse gas emissions, and reports on progress on this and other environmental initiatives to Cabinet on a quarterly basis. East Suffolk Council has pledged to work with Suffolk County Council and other partners across the county and region towards making the county of Suffolk carbon neutral by 2030 (as set out in the [Suffolk Climate Emergency Plan](https://www.eastsuffolk.gov.uk/2019/east-suffolk-to-battle-climate-change/)<sup>3</sup>), to work with Government to deliver its 25 year Environmental Plan, and to also work with Government to increase the powers and resource available to local authorities in order to make the 2030 target easier to achieve<sup>4</sup>.

<sup>1</sup> <https://www.eastsuffolk.gov.uk/2019/east-suffolk-to-battle-climate-change/>

<sup>2</sup> [www.eastsuffolk.gov.uk/environment/climate-change/our-climate-commitment/](https://www.eastsuffolk.gov.uk/environment/climate-change/our-climate-commitment/)

<sup>3</sup> [www.greensuffolk.org/about/suffolk-climate-change-partnership/](https://www.greensuffolk.org/about/suffolk-climate-change-partnership/)

<sup>4</sup> <https://www.eastsuffolk.gov.uk/2019/east-suffolk-to-battle-climate-change/>



- 1.6 There is evidence that the gradual impacts of climate change are already being experienced in Suffolk. Suffolk can expect to experience increased summer droughts with crops requiring more irrigation, increased rainfall causing surface water flooding that disrupts travel, and increased storm events including tidal surges and coastal erosion. Climate change, particularly the impacts of flooding and coastal erosion pose a serious risk of damage to residential and non-residential properties and the operation of businesses.
- 1.7 It is well documented that climate change - particularly extreme temperatures and weather events - will affect the health of people, animals and aquatic and plant life. The impact may in some cases be as catastrophic to the built environment too. Floods and droughts will impact on habitats and availability of food for animals and ground conditions. Saltwater inundation from coasts and estuaries can also damage farmland. Floods, drought and saltwater inundation can seriously damage the important green (e.g. woodlands) and blue (e.g. rivers) infrastructure that human health, wellbeing and ways of life depend on.
- 1.8 Further information on climate change in Suffolk is available on the [Green Suffolk<sup>5</sup>](#) website.

## What is Sustainable Construction?

- 1.9 'Sustainable construction' is a part of 'sustainable development'. 'Sustainable development' includes three overarching objectives as identified in the NPPF: development that is environmentally, economically and socially sustainable. Though all three objectives are of importance in

<sup>5</sup> [www.greensuffolk.org/about/suffolk-climate-change-partnership/](http://www.greensuffolk.org/about/suffolk-climate-change-partnership/)

<sup>6</sup> [www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Suffolk-Coastal-Local-Plan/Adopted-Suffolk-Coastal-Local-Plan/East-Suffolk-Council-Suffolk-Coastal-Local-Plan.pdf](http://www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Suffolk-Coastal-Local-Plan/Adopted-Suffolk-Coastal-Local-Plan/East-Suffolk-Council-Suffolk-Coastal-Local-Plan.pdf)

achieving sustainable development, the Sustainable Construction policies of the Local Plans focus on delivering a more environmentally sustainable built environment for the district.

- 1.10 Reflecting the sustainable construction policies in the Local Plans, in this document, the term 'sustainable construction' therefore focuses largely on environmental sustainability, through construction methods, materials and technologies that provide developments which:
- reduce demand and use of finite resources and which result in lower carbon emissions or are 'zero carbon'.
  - avoid or reduce unnecessary harm to the natural environment and wildlife and which support people's good health and wellbeing; and
  - adapt the built environment to the impact of climate change through design.
- 1.11 'Sustainable construction' in this document also means buildings that, through the quality of their design, are built to last a long time, including buildings that are flexible and adaptable.

## Sustainable Construction in East Suffolk

- 1.12 Reducing contributions to climate change and mitigating the impact on the environment are strategic priorities and the objectives of policies in both the [Suffolk Coastal Local Plan<sup>6</sup>](#) and the [Waveney Local Plan<sup>7</sup>](#). Whilst the planning system provides limited scope to improve the performance of existing buildings, a significant amount of new development is planned to

<sup>7</sup> [www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Adopted-Waveney-Local-Plan-including-Erratum.pdf](http://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Adopted-Waveney-Local-Plan-including-Erratum.pdf)



come forward over the plan periods, including non-residential development, and therefore reducing the environmental impact of this development is important.

- 1.13 East Suffolk Council's [Strategic Plan 2020-2024](#)<sup>8</sup> aims to deliver the highest quality of life for everyone who lives, works and visits East Suffolk. It sets the Council's corporate objectives of: growing our economy, enabling our communities, remaining financially sustainable, delivering digital transformation, and caring for our environment. The priorities set out under the 'Caring for our Environment' section include: to lead by example in shrinking our carbon footprint; increase our biodiversity sites; minimise waste; increase recycling and reuse of materials; invest in and support renewable energy; protect our natural environment; and educate and influence our communities to help us achieve a healthier environment for people and wildlife. The Council has also adopted a [Housing Enabling Strategy](#)<sup>9</sup> in which sustainable housebuilding is a key strategy.
- 1.14 The Council is seeking to improve its own buildings and ensure new build housing stock contributes to the Council's aim to become carbon neutral by 2030. The Council is also exploring new ways to encourage and invest in the use of renewable energy through the Council's own consumption and support to residents and businesses.
- 1.15 An [Environmental Guidance Note](#)<sup>10</sup> has been produced to offer clear, concise information on a range of key environmental issues relating to the building industry, assisting those seeking to mitigate the contribution of construction to climate change and its impact on the environment by

<sup>8</sup> [www.paperturn-view.com/uk/east-suffolk/strategic-plan-2020-2024?pid=Nzg78875&p=3&v=1.1](http://www.paperturn-view.com/uk/east-suffolk/strategic-plan-2020-2024?pid=Nzg78875&p=3&v=1.1)

<sup>9</sup> [www.eastsuffolk.gov.uk/assets/Housing/Housing-Enabling-Strategy.pdf](http://www.eastsuffolk.gov.uk/assets/Housing/Housing-Enabling-Strategy.pdf)

<sup>10</sup> [www.eastsuffolk.gov.uk/assets/Environment/Environment-Guidance/Environmental-Guidance-Note.pdf](http://www.eastsuffolk.gov.uk/assets/Environment/Environment-Guidance/Environmental-Guidance-Note.pdf)

offering support and advice. It was endorsed by the Council in November 2020. In addition, a [Sustainable Business Toolkit](#)<sup>11</sup> was published in 2019 to help businesses reduce their environmental impact.

- 1.16 As part of the [Suffolk Climate Change Partnership](#)<sup>12</sup>, East Suffolk is helping businesses and residents to reduce their energy bills through free advice and improvement grants. The [Suffolk Climate Change Partnership](#) has published the Climate Emergency Plan for Suffolk, setting out how the public sector will work together with other stakeholders to support and guide our residents, communities and businesses to make the changes required to best set Suffolk on the path for carbon neutrality across its domestic, industrial, transport and energy sectors by 2030.

## East Suffolk Council's Environmental Task Group

- 1.17 The Environmental Task Group was established as a cross party task group in October 2019 with the purpose of analysing the policies East Suffolk Council inherited from its predecessor's Suffolk Coastal and Waveney district councils, to ensure policies are fit for purpose and identify areas for improvement. The Task Group is committed to ensuring that the environment informs all the Council's decisions, choices, and policies.
- 1.18 The [Environmental Task Group](#)<sup>13</sup> meets quarterly and reports to Cabinet. Details of the work and membership of the Environmental Task Group are available to view on the website.

<sup>11</sup> <https://eastsuffolkmeansbusiness.co.uk/wp-content/uploads/2019/11/Sustainable-Business-Toolkit.pdf>

<sup>12</sup> [www.greensuffolk.org/about/suffolk-climate-change-partnership/](http://www.greensuffolk.org/about/suffolk-climate-change-partnership/)

<sup>13</sup> [www.eastsuffolk.gov.uk/environment/climate-change/east-suffolk-environment-task-group/](http://www.eastsuffolk.gov.uk/environment/climate-change/east-suffolk-environment-task-group/)





## Greenprint Forum

- 1.19 The [East Suffolk Greenprint Forum](https://www.eastsuffolk.gov.uk/environment/east-suffolk-greenprint-forum/)<sup>14</sup> is a voluntary network facilitated by the Council which works to progress environmental issues in East Suffolk, open to anyone who wishes to join. Anyone, from the community, business, or public sectors, and individuals, can join for free and be involved in informing and learning from the group. The Greenprint Forum's vision is of an East Suffolk where significant progress is made by 2030 towards each of its nine goals: includes improving and supporting active travel, eco-friendly development, energy generating homes, environmentally beneficial employment, putting nature first, pollution free environment, quality food and the upcycling culture. With particular regard to its goal of Eco-Friendly Development, the Greenprint Forum's vision is for development that is designed to limit environmental harm, meets changing needs of occupants, copes with changes to the climate and feels part of the wider natural environment.

## Purpose of the Sustainable Construction SPD

- 1.20 This Sustainable Construction Supplementary Planning Document (SPD) provides guidance to assist in the interpretation and implementation of planning policies contained in the Council's two Local Plans; the Suffolk Coastal Local Plan, adopted in September 2020, and the Waveney Local Plan, adopted in March 2019.
- 1.21 This guidance includes information about how sustainable construction methods and materials used in new development can reduce the construction and operational impact on our environment, wildlife, climate change and health and wellbeing. It also provides guidance on how the

operating efficiency of existing buildings can be improved through retrofitting. This document therefore focuses on providing guidance on increasing energy efficiency, water efficiency, the use of sustainable materials, renewable and low carbon energy generation, reducing waste and carbon emissions, nature-based solutions for sustainable drainage systems, designing for future challenges, and designing homes and workplaces that support good health.

- 1.22 The Sustainable Construction SPD will not set building standards. The energy efficiency of all new and renovated buildings for residential and non-residential use is covered by Building Regulations and all developers must build and renovate to current Building Regulation standards. The setting of Building Regulations is carried out by Government and is not within the control of the Council. The Government permits Local Planning Authorities, through planning policy in Local Plans, to set energy performance standards for new housing that are higher than Building Regulations, but only up to the equivalent of Level 4 of the, now withdrawn, Code for Sustainable Homes (approximately 20% above current Building Regulations), as has been undertaken in the Suffolk Coastal Local Plan.
- 1.23 This SPD replaces the following Supplementary Planning Document and guidance:
- Renewable Energy and Sustainable Construction (2013) (this relates to the former Waveney area)
- 1.24 This SPD includes best practice guidance on providing an adequate and complete evidence base for meeting the policy criteria of the key sustainable construction policies of the two Local Plans. As an SPD this document is a material consideration when determining planning

<sup>14</sup> [www.eastsuffolk.gov.uk/environment/east-suffolk-greenprint-forum/](https://www.eastsuffolk.gov.uk/environment/east-suffolk-greenprint-forum/)



applications. The SPD covers the whole of the administrative area of East Suffolk except that part lying within the Broads Authority Executive Area.

## Preparation of the SPD

- 1.25 There have been two rounds of public consultation during the drafting of the SPD. An Initial Consultation was held in March and April 2021 which through a questionnaire sought views on the scope and content of the SPD, and to which we received 75 comments from 26 individuals and organisations. Consultation on the draft SPD was subsequently held between November and December 2021, to which we received 52 comments from 24 individuals and organisations. The comments received during the consultations have informed the final content of the SPD.
- 1.26 The preparation of the SPD has been supported by Strategic Environmental Assessment, Habitats Regulations Assessment and Equality Impact Assessment screening opinions.

## National Climate Policy

- 1.27 The UK Government has been working to address climate change through a range of actions, some of the key strategies of which are listed below:
- Climate Change Act (2008)
  - Signee of UN Paris Climate Change Agreement (2016)
  - Intergovernmental Panel on Climate Change Report (2018)
  - 25 Year Environment Plan (2018)

- National Planning Policy Framework (2021)
- Parliamentary Declaration of Climate Emergency (2019)
- [Energy White Paper: Powering our Net Zero Future \(2020\)](#)<sup>15</sup>
- The Ten Point Plan for a Green Industrial Revolution (2020)
- The Future Homes Standard (expected 2022)

- 1.28 The Government aims to lead the way in tackling climate change globally with plans to reduce greenhouse gas emissions by 2030 by 68% compared to 1990 levels and achieving net zero by 2050.<sup>16</sup> Details on how to achieve the targets are set out [The Ten Point Plan for a Green Industrial Revolution](#)<sup>17</sup>. The plan focuses on £12 billion of government investment to create and support jobs in the following areas:

1. *“advancing offshore wind*
2. *driving the growth of low carbon hydrogen*
3. *delivering new and advanced nuclear power*
4. *accelerating the shift to zero emission vehicles*
5. *green public transport, cycling and walking*
6. *‘jet zero’ and green ships*
7. *greener buildings*
8. *investing in carbon capture, usage and storage*
9. *protecting our natural environment*
10. *green finance and innovation”*

<sup>15</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/945899/201216\\_BEIS\\_EWP\\_Command\\_Paper\\_Accessible.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945899/201216_BEIS_EWP_Command_Paper_Accessible.pdf)

<sup>16</sup> [www.gov.uk/government/news/uk-sets-ambitious-new-climate-target-ahead-of-un-summit](https://www.gov.uk/government/news/uk-sets-ambitious-new-climate-target-ahead-of-un-summit)

<sup>17</sup> [www.gov.uk/government/publications/the-ten-point-plan-for-a-green-industrial-revolution](https://www.gov.uk/government/publications/the-ten-point-plan-for-a-green-industrial-revolution)



- 1.29 Both the Government's Ten Point Plan for a Green Industrial Revolution and the Future Homes Standard focus on operation carbon emissions, rather than embodied carbon. The Government's Ten Point Plan for a Green Industrial Revolution includes the planned development of greener buildings with a target to install 600,000 heat pumps by 2028 and for homes built to the new Future Home Standard to be 'zero carbon ready' with 75-80% lower CO<sub>2</sub> emission than current Building Regulation standards.
- 1.30 The Government's Future Homes Standard will introduce changes to Building Regulations Part L, Volume 1: Dwellings (Conservation of Fuel and Power) and Part F, Volume 1: Dwellings (Ventilation) which will increase energy efficiency standards to result in lower carbon emissions from the heating, cooling and lighting of dwellings. Approved Document L Volume 2: Buildings other than dwellings and Approved Document F Volume 2: Buildings other than dwellings will also be updated. The Future Homes Standard will also include new regulations, Approved Document O: Overheating to address the potential impact of overheating on residential amenity in new residential buildings arising from the anticipated effects of climate change. The changes to the regulations and approved documents will take effect in 2025 with an interim uplift in June 2022 in England

## Planning Policy

- 1.31 The East Suffolk Council - Suffolk Coastal Local Plan and East Suffolk Council - Waveney Local Plan together with the 'made' Neighbourhood Plans and the Minerals and Waste Local Plan produced by Suffolk County Council), form the development plan for the district. The Suffolk Coastal Local Plan and Waveney Local Plan both highlight the importance of climate change issues in their vision and strategic priorities for their respective local plan areas. Each Local Plan has a chapter dedicated to Climate Change with planning policies that support and promote the uptake of decentralised

renewable or low-carbon energy to assist in transitioning to a low carbon future.

- 1.32 The Local Plans contain several key planning policies to deliver sustainably constructed and well-designed buildings that minimise their impact on the environment. Neighbourhood Plans may also contain policies relating to sustainable construction.
- 1.33 The guidance in this SPD is also complementary to the Government's National Planning Policy Framework (NPPF) (2021) and Planning Practice Guidance to which the Council must have regard, as a material consideration, in reaching decisions on planning applications. Of particular significance are Chapters 2 and 14 of the NPPF. Chapter 2 of the NPPF is dedicated to achieving sustainable development and states that "the purpose of the planning system is to contribute to the achievement of sustainable development. At a very high level, the objective of sustainable development can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their own needs (para.7)". Plans must be prepared with the objective of achieving sustainable development (para.16). Chapter 14 of the NPPF is focused on meeting the challenge of climate change, flooding and coastal change. The NPPF requires the planning system to support the transition to a low carbon future in a changing climate through a range a of measures (para.152). These include contributing to reductions in greenhouse gas emissions, reuse of existing resources and support for renewable and low carbon energy.



## Local Planning Policy – East Suffolk, Waveney Local Plan

- Policy WLP8.21: Sustainable Transport
- Policy WLP8.24: Flood Risk
- Policy WLP8.25: Coastal Change Management Area
- Policy WLP8.26: Relocation and Replacement of Development Affected by Coastal Erosion
- Policy WLP8.27: Renewable and Low Carbon Energy
- Policy WLP8.28: Sustainable Construction
- Policy WLP8.30: Design of Open Spaces
- Policy WLP8.31: Lifetime Design
- Policy WLP8.34: Biodiversity and Geodiversity

## Local Planning Policy – Suffolk Coastal Local Plan

- Policy SCLP7.1: Sustainable Transport
- Policy SCLP8.2: Open Space
- Policy SCLP9.1: Low Carbon & Renewable Energy
- Policy SCLP9.2: Sustainable Construction
- Policy SCLP9.3: Coastal Change Management Area
- Policy SCLP9.4: Coastal Change Rollback or Relocation
- Policy SCLP9.5: Flood Risk
- Policy SCLP9.6: Sustainable Drainage Systems
- Policy SCLP9.7: Holistic Water Management
- Policy SCLP10.1: Biodiversity and Geodiversity



## The roles of Planning Building Control

- 1.34 The Building Control and the planning system perform different functions. Building control deals with the safety, functionality, and performance of buildings against the Building Regulations 2010 (as amended). The Building Regulations are set in law at a national level, and represent minimum standards for development to be delivered to, as applicable to the development element (e.g. the conservation of fuel and power through energy efficiency measures in buildings) and type (e.g. dwellings). Optional (higher) standards, as set out in national planning policy, can be required through adopted Local Plan policies and secured through planning conditions attached to planning permissions. For example, adopting the optional higher water use standard of 110 litres per person per day (otherwise 125 litres per person per day) in East Suffolk Council's Local Plans was possible because it was evidenced through the plan-making process that in East Suffolk there is a need for enhanced water efficiency.
- 1.35 Local Plans have also been able to set higher energy efficiency standards, where these are no higher than the equivalent of Level 4 of the Code for Sustainable Homes, which equates to approximately 20% above the Target Emission Rate for CO<sub>2</sub> as set in the 2013 Edition of the 2010 Building Regulations. Policy SCLP9.2 applies this higher standard.
- 1.36 The Council's Development Management function (principally involving the determination of planning applications) seeks fundamentally to ensure development in the district is economically, socially and environmentally sustainable, and otherwise acceptable in planning terms, with this process being plan-led. This means that development decisions must be made in accordance with the policies of the development unless material considerations indicate otherwise.

## Key Sustainable Construction Local Plan policy requirements

- 1.37 Suffolk Coastal Local Plan policy [SCLP9.1 Low Carbon & Renewable Energy](#) and Waveney Local Plan policy [WLP8.27 Renewable and Low Carbon Energy](#) are very similar policies that support new energy generation schemes. They both support Neighbourhood Plans in identifying suitable areas for renewable and low carbon energy development. The policies also support renewable and low carbon energy schemes in the Local Plan areas, with the exception of wind, subject to requirements such as no significant adverse impacts on the amenity of residential properties and businesses and technology being removed once decommissioned.
- 1.38 Suffolk Coastal Local Plan policy [SCLP9.2 Sustainable Construction](#) and Waveney Local Plan [WLP8.28 Sustainable Construction](#) seek through different approaches to mitigate the impact of construction on climate change through a comprehensive sustainable construction approach that includes higher water and energy efficiency standards.
- 1.39 Policy SCLP9.2 requires developments of more than 10 dwellings to achieve higher energy efficiency standards that result in a 20% reduction in CO<sub>2</sub> emissions below the Target CO<sub>2</sub> Emission Rate (TER) set out in the 2013 Building Regulations. The standard is derived from the energy requirements of Level 4 of the now withdrawn Code for Sustainable Homes. The TER is defined by Building Regulations as the minimum energy performance requirement for a new dwelling and relates to CO<sub>2</sub> emissions from the provision of space heating, hot water, mechanical ventilation and lighting. The Suffolk Coastal Local Plan states the requirement for the submission of an interim compliance report prior to development commencement, and a



final compliance report must be submitted upon development completion for residential development.

- 1.40 Policy WLP8.28 requires new developments of 10 or more dwellings and commercial developments of 1,000sqm or more floorspace to submit a Sustainability Statement. The areas to be addressed in the statement include improved efficiency of heating, cooling and lighting, maximising daylight and passive solar gains, and renewable and low carbon energy generation. Policy WLP8.28 was developed and adopted prior to the Planning Practice Guidance permitting planning policy to set energy performance standards higher than building regulations, up to the equivalent of Level 4 of the Code for Sustainable Homes.
- 1.41 Policy SCLP9.2 and WLP8.28 require some developments to use the British Research Establishment Environmental Assessment Method (BREEAM) to

achieve higher performing buildings. Policy SCLP9.2 requires all new non-residential developments of 1,000sqm or more, and policy WLP8.28 requires all new office and school developments of 1,000sqm or more to achieve the BREEAM 'Very Good' standard or equivalent.

- 1.42 Policy SCLP9.2 and WLP8.28 both require all new residential developments to achieve the optional technical standard for water efficiency of 110 litres/person/day.
- 1.43 Table 1 below sets out key specific policy requirements of the Local Plans. However, there are other elements of the Local Plan policies that relate to sustainable construction, and these are also addressed in the topic based guidance chapters.



Table 1: Summary of key climate change requirements for applications in the Suffolk Coastal Local Plan

Topic	Requirement	Evidence Required	Further advice
<b>Water efficiency &amp; management</b>	SCLP9.2 All new residential developments should achieve 110 litre/person/day.	Confirm water efficiency standard in a Water Statement (can be incorporated into an Energy Statement, Sustainability Statement or Sustainable Drainage Strategy)	<a href="#">Chapter 2</a>
	SCLP9.7 All developments to demonstrate water can be made available to support the development. All new developments expected to incorporate water efficiency and re-use measures.	Confirm water availability and use of water efficiency and re-use measures in a Water Statement (can be incorporated into an Energy Statement, Sustainability Statement or Sustainable Drainage Strategy)	<a href="#">Chapter 2</a>
<b>Sustainable Drainage Systems</b>	SCLP9.6 Developments of 10 dwellings or more, or non-residential development with 1,000sqm+, or site of 1 hectare or more required to utilise sustainable drainage systems.	Sustainable Drainage Strategy	<a href="#">Chapter 2</a>
<b>Energy efficiency and carbon reduction</b>	SCLP9.2 All new residential developments of more than 10 to achieve a 20% reduction in CO <sub>2</sub> emissions below Target CO <sub>2</sub> Emission Rate (TER) in Building Regulations.	Energy Statement by Energy Compliance Specialist or equivalent	<a href="#">Chapter 3</a>
<b>Construction Standards</b>	SCLP9.2 All new non-residential development of 1,000sqm + to achieve BREEAM “Very Good” standard or equivalent.	BREEAM Post construction stage certification (secured through planning condition).	<a href="#">Chapter 3</a> and <a href="#">10</a>
<b>Sustainable Design</b>	SCLP9.2 Proposals should achieve efficiency of heating, cooling and lighting of buildings by maximising daylight and passive solar gain through building orientation.	Energy Statement	<a href="#">Chapter 6</a>



**Table 2:** Summary of climate change requirements for applications in the Waveney Local Plan

Topic	Requirement	Evidence Required	Further advice
<b>Water efficiency &amp; management</b>	WLP8.28 All new residential developments should achieve 110 litre/person/day.	Confirm water efficiency standard in a Water Statement (can be incorporated into an Energy Statement, Sustainability Statement or Sustainable Drainage Strategy)	<a href="#">Chapter 2</a>
<b>Sustainable Drainage Systems</b>	WLP8.24 Developments should use sustainable drainage systems to drain surface water.  No surface water connections to foul systems and connections	Sustainable Drainage Strategy	<a href="#">Chapter 2</a>
<b>Construction Standards</b>	WLP8.28 All new office and school developments of 1,000sqm+ are required to achieve BREEAM 'Very Good' standard.	BREEAM Post construction stage certification (secured through planning condition).	<a href="#">Chapter 3</a> and <a href="#">10</a>
<b>Sustainable Design</b>	WLP8.28 Residential developments of 10 or more and commercial schemes of 1,000sqm or more should demonstrate sustainability.	Sustainability Statement.	<a href="#">Chapter 3</a>



# 2 Water Efficiency and Management

## Key Local & National Policies

### **Suffolk Coastal Local Plan (2020) policies:**

SCLP9.2 Sustainable Construction

SCLP9.5 Flood Risk

SCLP9.6 Sustainable Drainage Systems

SCLP9.7 Holistic Water Management

### **Waveney Local Plan (2019) policies:**

WLP8.24 Flood Risk

WLP8.28 Sustainable Construction

### **NPPF (2021) paragraphs:**

167, 168, 169, 172, 173



## 2 Water Efficiency and Management

### Water conservation: efficiency and holistic management

- 2.1 The East of England is well-known for being the driest region of the UK. According to Anglian Water, East Anglia receives a third less rainfall than anywhere else in the UK – around just 600 millimetres each year. **Of this total rainfall, after** deductions made by plants and water lost through evaporation is accounted for, just a quarter is left available for human use. Anglian Water therefore heavily relies on manmade reservoirs for the storage of freshwater, particularly during the driest months of the year.
- 2.2 According to the Environment Agency<sup>18</sup>, if no action is taken between 2025 and 2050, around 3,435 million additional litres of water per day will be needed in England to address future pressures on public water supply; within this figure it is estimated that the East of England will require an additional 570 million litres per day to meet the needs of residents and the agricultural sector, industry and energy sector. Demand for water can be reduced through buildings design, the selection of appliances and sanitaryware chosen. The inclusion of water efficient systems, such as rainwater harvesting systems, and the selection of water efficient white goods (e.g. washing machines and dishwashers), low flush toilets and other water efficient fixtures can reduce demand for clean drinking water supplied to buildings. Improving the drainage, attenuation, and infiltration capacity of land through sustainable drainage systems will also help to reduce demand on water use. Water conservation can also help to reduce the pollution of water bodies and protected habitats by

<sup>18</sup> Environment Agency (2020) 'Meeting our Future Water Needs: a National Framework for Water Resources'.

reducing surface water run-off. Lower water use can also place less demand on wastewater treatment systems.

- 2.3 England's water companies have set an industry-wide target of reducing water use to an efficiency rate of 110 litres of water per person per day in each region by 2050. To put this figure into context, the average person in the UK is reported to use around 150 litres of water every day<sup>19</sup>. However, research suggests that usage for more recently built homes is lower.
- 2.4 The planning system, together with Building Regulations, has a substantive role in reducing water usage. Minimum water efficiency standards are required and regulated under Requirement G2 and Regulation 36 of Part G of Schedule 1 of the Building Regulations 2010. Practical technical guidance is provided in Approved Document G. Planning Practice Guidance on *Housing: Optional Technical Standards* allows local planning authorities to set Local Plan policies that require new dwellings to meet the Building Regulations optional requirement of 110 litres/person/day, which is a higher level of requirement for water efficiency than the standard requirement of 125 litres/person/day, where there is a clear local need.
- 2.5 Due to the water supply challenges in the district outlined earlier, the Council requires the optional technical standard of 110 litres/ person/ day through both Local Plans' respective Sustainable Construction policies (Policies SCLP9.2 and WLP8.28). A condition will be attached to all qualifying developments granted permission to ensure this is

[assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/873100/National\\_Framework\\_for\\_water\\_resources\\_summary.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/873100/National_Framework_for_water_resources_summary.pdf).

<sup>19</sup> Essex & Suffolk Water (2021) 'Saving water'. [www.eswater.co.uk/savewater](http://www.eswater.co.uk/savewater).



achieved. Standard condition wording is provided in Appendix C of this SPD.

- 2.6 **Policy WLP8.28** states that the optional standard of 110 litres per person per day must be complied with “...unless it can be demonstrated that it is not viable or feasible to do so”. According to *The Housing Standards Review: Cost Impacts* report that was produced for the Department for Communities and Local Government in 2014, the uplift in cost between 125 and 110 litres per person per day is just £9 per dwelling<sup>20</sup>. The Water Cycle Study (2019) undertaken for the Suffolk Coastal Local Plan evidence base noted that the cost would likely now be even less, based on changes in the market<sup>21</sup>. These costs were used in the assessments of the respective Whole Plan Viability Study documents prepared for the Local Plans<sup>22,23</sup>. Therefore, the standard water conservation condition applied to residential permissions is highly unlikely to be able to be varied on viability grounds.
- 2.7 The Council will also support proposals wishing to design for even higher levels of water efficiency. This includes through innovative design approaches. Designing higher levels of water conservation into a development need not be limited to simply reducing the initial use of water, it can also incorporate means to re-use water. This can be through the use of filtered rainwater (collected from where it fell), ‘grey water’ (e.g. wastewater from a washing machine used to flush a toilet) or surface water collected via a sustainable drainage system.
- 2.8 In addition to requiring all new dwellings to meet the higher water use standard, both Local Plans also set out wider expectations on water efficiency.

<sup>20</sup> EC Harris LLP (2014) Housing Standards Review: Cost Impacts. [assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/353387/021c\\_Cost\\_Report\\_11th\\_Sept\\_2014\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/353387/021c_Cost_Report_11th_Sept_2014_FINAL.pdf).

<sup>21</sup> Wood Environment & Infrastructure Solutions UK Limited (2019) Suffolk Coastal District Council and Ipswich Borough Council Cross Boundary Water Cycle Study: Main Report. [www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/Cross-Boundary-Water-Cycle-Study.pdf](https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/Cross-Boundary-Water-Cycle-Study.pdf).

Policy SCLP9.7 Holistic Water Management states that all new developments will be expected to incorporate water efficiency and water re-use measures to maximise their opportunity to reduce water use. Policy WLP8.28 expects proposals for major residential development of 10 or more houses and commercial development schemes of 1,000sqm or more of floorspace should demonstrate, amongst other measures, that they have incorporated sustainable water management measures such as the use of sustainable drainage systems, green roofs and/or rainwater harvesting systems.

## Designing for water efficiency

- 2.9 Requirement G2 (of the Building Regulations) states that “reasonable provision must be made by the installation of fittings and fixed appliances that use water efficiently for the prevention of undue consumption of water”. To estimate the water consumption of a new dwelling (as per Regulation 37), the ‘water efficiency calculator’ set out in Appendix A (Water Efficiency Calculator for New Dwellings) of Approved Document G is generally used, though a ‘fittings approach’ is also acceptable. Evidence of a proposal’s compliance with the planning permission’s water efficiency condition is to be included in a Water Statement, which can be incorporated into a Sustainability Statement for development located in the Waveney Local Plan area.

<sup>22</sup> Aspinall Verdi (2019) Plan Viability Study: Suffolk Coastal District Council. [www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/First-Draft-Local-Plan/Suffolk-Coastal-Whole-Plan-Viability-2019-01-03.pdf](https://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/First-Draft-Local-Plan/Suffolk-Coastal-Whole-Plan-Viability-2019-01-03.pdf).

<sup>23</sup> Aspinall Verdi (2018) Waveney Local Plan – Whole Plan Viability Assessment: Waveney District Council. [www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Background-Studies/Whole-Plan-Viability-Assessment.pdf](https://www.eastsuffolk.gov.uk/assets/Planning/Waveney-Local-Plan/Background-Studies/Whole-Plan-Viability-Assessment.pdf).



2.10 To put water efficiency requirements into the context of typical use, figures provided by the Consumer Council for Water on the average water use of water fixtures and fitted appliances or activities (e.g car washing) are presented in Table 3, alongside figures on their average contribution to overall household water use (second column), and the Building Regulations

maximum consumption rates for appliance fittings where the optional standard is adopted (most relevant where a fittings approach is used). The columns of the table do not all directly compare, but are intended to give an indication of the relationship between average use and technical standards for fittings.





Table 3: Typical water usage and maximum consumption of water by fittings for compliance with Building Regulations

	Water fitting, appliance or action	Average water use of each appliance/action	Approximate % of average household's water use	Building Regulations maximum fittings consumption to achieve optional requirement level of 110 litres per person per day
Bathroom	Showers	Power shower: 13 litres per minute Mixer shower: 8 litres per minute Electric shower: 5 litres per minute	27%	8 litres per minute
	Bath tap	Standard: 80 litres when the bath is 'full'*	12%	170 litres total holding capacity to overflow
	Toilets	Modern cistern: 5 litres per flush Older: 9 litres per flush	18%	4/2.6 litres dual flush
	Bathroom basin	6 litres per minute is used with a running tap	6%	5 litres per minute
Utility	Washing machine	Average cycle: 50 litres	15%	8.17 litres per kg of dry load capacity used per average cycle**
Kitchen	Dishwasher	Average setting: 14 litres per cycle Eco-setting: 10 litres per cycle	16% ('Kitchen')	1.25 litres per place setting capacity used per average cycle**
	Kitchen sink (rinsing/hand washing)	30 litres per minute running tap wash		6 litres per minute
	Washing up dishes by hand	8 litres per bowl wash		N/A
Other	Car wash / Other	250 litres per hose pipe use 30 litres per bucket wash	6% ('Other')	N/A

**Sources:** [www.ccwater.org.uk/households/using-water-wisely/averagewateruse/](http://www.ccwater.org.uk/households/using-water-wisely/averagewateruse/), [www.eswater.co.uk/help/saving-water/at-home/](http://www.eswater.co.uk/help/saving-water/at-home/) and 'Maximum fittings consumption optional requirement level' Table 2.2 of *Approved Document G* of the Building Regulations (2015 edition with 2016 amendments).

\*Here 'full' is used in a colloquial sense, referring to the level to which a person would typically fill the bath to in order to bathe, which is only usually around half of its total holding capacity before it would overflow.

\*\*See EU Energy Label information based on average eco-programme cycle. Most new washing machines and dishwashers will be compliant with these minimums.





Other design elements that can reduce the use of water include:

- **Greywater recycling:** the appropriate collection, treatment and storage of wastewater discharged from kitchens (tap water or dishwasher water), baths or showers, to meet a non-potable water demand in the building, such as toilet flushing, washing machine cycles, outside tap or other non-potable water-compatible use.
- **Rainwater harvesting systems:** the appropriate collection and storage of rainwater run-off from hard outdoor surfaces (e.g. roofs) to meet a non-potable water demand in the building or garden, such as toilet flushing, washing machine cycles, outside tap/watering plants or other non-potable water-compatible use. Rainwater harvesting may also be possible to design into a site's sustainable drainage system (SuDS).
- **Low-flush toilets or waterless compost toilets.**
- **Water-smart landscaping:** using plants that are not dependent on additional watering/do not require a large amount of water. The Royal Horticultural Society have a webpage on trees for climate change<sup>24</sup>, which includes trees that are resistant to drought and therefore are water efficient.

This may also be able to be achieved though exchanging parts of an otherwise fully-lawned garden for a section of permeably surfaced space that features pre-built raised beds for growing ornamental and edible plants. Putting aside the additional benefits of growing plants in raised beds over growing them directly in the ground/at ground level, this is recommended (where appropriate in design and landscape

terms) because of the temptation for occupiers to water their lawns when they turn brown due to lack of rainfall. With well-built raised beds, with water impermeable linings, water will be better retained, meaning plants will not need to be watered as much.

This approach can also be teamed with the use of 'green' (typically grasses or sedum), 'blue' (green plus rainwater harvesting), 'brown' (left to self-seed from windblown seed and bird droppings) or 'biodiverse' (carefully selected planting scheme for supporting priority species) roofs to add additional (and low-water intake, low maintenance) greening and water conservation to the home, therefore reducing demand for more water-intensive lawns.

Avoid using water-intensive plant species such as willows away from water bodies where they can access enough water without the need to drain groundwater, as in the extreme can cause subsidence damage to nearby buildings and drainage systems.

- 2.11** Policy SCLP9.2 Sustainable Construction requires all new non-residential developments of equal or greater than 1,000sqm gross floorspace to achieve the British Research Establishment Environmental Assessment Method 'Very Good' standard or equivalent, unless it can be demonstrated that it is not viable or feasible to do so. BREEAM is a comprehensive assessment that includes a methodology for assessing and scoring water conservation; this is included in the 'water' section of the British Research Establishment's (BRE) *Non-domestic Buildings (England) Technical*

<sup>24</sup> Royal Horticultural Society (2021) 'Trees for Climate Change'.  
[www.rhs.org.uk/advice/profile?PID=712](http://www.rhs.org.uk/advice/profile?PID=712).



*Manual*<sup>25</sup>. Table 8.3 'Water efficient consumption levels by component type' (p.206 of the manual) shows how a BREEAM assessor would assess and score the water efficiency performance levels of fixtures and fitted appliances in a commercial building. Policy WLP8.28 Sustainable Construction requires this for new office and school developments of 1,000sqm or more floorspace. Following delivery of the development post construction BREEAM certificates should be submitted to the Local Planning Authority.

- 2.12 Together with the intention to limit water use as a sustainability goal in its own right, some sites or uses may have a more pressing or specific need to conserve water than others. This may be due to the proposed use requiring significant water usage. Policy SCLP9.7: Holistic Water Management states that all development will be expected to demonstrate that water can be made available to support the development, therefore, in some instances it may be necessary or desirable to take additional measures to avoid or reduce water usage, or to re-use water.
- 2.13 Where proposals are likely to trigger the requirement for an Environmental Impact Assessment (EIA) on the grounds of potential significant water use, applicants are encouraged to request a screening opinion from the Council in the first instance. Following a determination that an EIA will need to be undertaken, a secondary scoping stage will need to take place, whereby it may be determined that the applicant will need to specifically consider the impact of the development on water supply in the preparation of their Environmental Statement. Information on the preparation of

<sup>25</sup>[www.breeam.com/NC2018/content/resources/output/10\\_pdf/a4\\_pdf/print/nc\\_eng\\_a4\\_print\\_mono/eng\\_nondom\\_2018.pdf](http://www.breeam.com/NC2018/content/resources/output/10_pdf/a4_pdf/print/nc_eng_a4_print_mono/eng_nondom_2018.pdf).

Environmental Statements is included in Schedule 4 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2017.

- 2.14 Policy SCLP9.7: Holistic Water Management also states that all development will be expected to demonstrate that adequate foul water treatment and disposal already exists or can be provided in time to serve the development. It is recommended that applicants have regard to the relevant Water Cycle Study undertaken as part of the Plans' evidence bases. Anglian Water should be consulted at an early stage to ascertain specific requirements for the proposal.

## Sustainable drainage and flood risk

- 2.15 Reducing a development's demand on water can go a long way in reducing the costs and environmental harm associated with high – and often unnecessary – usage of water.
- 2.16 However, the district also faces challenges arising at the other end of the water management spectrum: from flooding. Some areas of the district are at higher risk of flooding, which potentially include surface (pluvial, from rainfall), river (fluvial), sewer, artificial (e.g. reservoir), coastal (tidal, particularly from the overtopping of sea defences) or other waterbody (e.g. lake).
- 2.17 As identified in the Suffolk Coastal and Waveney District Councils Strategic Flood Risk Assessment documents (2018), certain parts of the district are at greater risk of flooding than others. Within the former Waveney area there are thousands of properties that fall within one of the flood zones (1,2, 3,



3a 'high probability' or 3b 'functional floodplain'), and the majority of these are in Lowestoft. Similarly, in the former Suffolk Coastal area, Aldeburgh, Woodbridge and Felixstowe are at a high level of risk. However, areas of flood risk exist in other locations across the district.

- 2.18 Much of the district's land is relatively flat, the topography natural, rain-permeable (e.g. agricultural fields) and well-draining (due to soil type, geology and vegetation cover meaning groundwater flooding has limited potential), and the built environment is generally low density. Together this means that during intense rainfall most of the district's land will generally be highly permeable and benefit from slower water attenuation rates, at or close to what is referred to as 'greenfield runoff rates', than more urbanised areas of the UK.
- 2.19 Poor drainage, such as through soil compaction or loss of vegetation (e.g. due to the felling of trees), or an excess of impermeable surfacing added on top (following development, e.g. concrete, buildings, road surfacing, etc.), will significantly decrease the land's absorption capacity and increase surface water run-off rate. This increased volume of un-absorbed surface water must flow and pool somewhere, particularly during intense bouts of rainfall. This flooding may not necessarily collect on site, or even locally, and the effects may be felt much further downstream. The cumulative impact of development over time, if not mitigated with sustainable drainage systems, poses a risk of flooding.

### Site-specific flood risk assessments and the sequential and exception tests

- 2.20 The Planning Practice Guidance on Flood Risk explains that a site-specific flood risk assessment should be undertaken in areas at risk of flooding, which are defined in the PPG, or for sites of 1 hectare or more. The

Council's Local Validation List sets out the circumstances in which a flood risk assessment will be required:

- For every application in Flood Zones 2 or 3
- For any application elsewhere with a site area greater than 1 hectare,
- All new buildings, significant extensions and changes of use within the floodplain or adjacent to a Main River,
- Engineering operations that involve raising the level of land or significantly increasing surface water run-off to non-mains sewer systems such as watercourses and soakaways
- Development in basements and on lowered ground levels
- Development or changes of use to a more vulnerable class (as specified in Table 2 NPPF Technical Guidance) that may be subject to land, groundwater, sewer or canal flooding). Such uses include but are not limited to new dwellings/residential, hospitals, residential institutions, educational establishments, health services, holiday or short-let caravans and camping etc
- Sites adjacent to roads with no drainage (also see Sustainable Drainage Strategy)
- Any development proposals within the flood zones identified in the Strategic Flood Risk Assessment (SFRA).

- 2.21 The site-specific flood risk assessment should be informed by the findings and guidance of the Strategic Flood Risk Assessment for the respective Local Plans, particularly Section 5 Guidance for Developers in Level 1. Further information on undertaking the assessment is also set out in the Local Validation List.





2.22 The sequential test seeks to steer development to areas with the lowest risk of flooding. Proposals for development on sites that are not allocated for development but that have been identified as being at risk of flooding (i.e. as per the Planning Practice Guidance on Flood Risk) will not be permitted if there are reasonably available sites appropriate for the proposed development in areas with a lower risk of flooding, as per paragraph 162 of the NPPF. Applicants wishing to progress such sites are therefore expected to provide evidence in their application that they have:

- applied the **sequential test** to other possible sites at suitable locations for the proposal to see if another suitable site in Flood Zone 1 is available, and if not,
- applied the **exception test** to their proposal (if appropriate under the Flood Risk Vulnerability Classification table in the PPG) and provide evidence of this process as part of their application.

2.23 In more detail, this evidence should demonstrate:

- why that specific site was chosen despite the flood risk/why the development could not be accommodated elsewhere; and
- the case for the wider sustainability benefits to the community which are considered to outweigh the flood risk; and
- how the development will be safe for its lifetime, taking account of the vulnerability of its users and the impact of climate change, without increasing flood risk elsewhere. This should involve testing a range of flood event scenarios and address as a minimum: finished floor levels; safe access and egress; an emergency flood plan; identification and provision of surface water exceedance routes; flood resilience/resistance measures; any increase in built or surfaced area; and any impact on flooding elsewhere, including sewer flooding; and

- where possible, how the development will reduce flood risk overall.

2.24 This is because the severity, type and physical extent of the flood risk needs to be weighed against the physical design and layout of the development proposed, and the vulnerability of the use(s) proposed, and how exposed or safeguarded vulnerable uses are to the threat.

2.25 Sites that include an area of floodplain will be expected to provide a SuDS scheme that does not rely on the floodplain for the storage of surface water run-off. All storage volume should be provided separately, outside of the floodplain.

### Designing to mitigate flood risk

2.26 The existing drainage, attenuation, detention and infiltration capacity of the site and the extent of the potential to drain the developed site through natural green and blue infrastructure (nature-based solutions) should be the initial scoping step. Green infrastructure alone may be able to perform this function through many different means such as landscaping, use of best-performing plant species for the development site's conditions, rain gardens and creation of streams, for example. In more detail, the following should be considered for mitigating flood risk through the design of development (where the principle of development on the site, in flood risk terms, is accepted):

- **the design of the buildings/land uses** – what materials palette to use; whether the buildings incorporate a green, blue or brown roof, or a rainwater harvesting or greywater recycling system; whether buildings/land uses are designed to entirely avoid flood water or to be resilient to the incursion of flood water e.g. by designing buildings that elevate inhabitable space above current or projected flood water levels.



- Some materials may also be more resilient to the occasional incursion and submergence in water than others. Impermeable surfacing (e.g. standard road surfacing or stone setts) can be swapped for more permeable alternatives and/or reduced in use to only the amounts necessary.
- **the organisation of buildings, land uses and public realm on site** – the layout of the site may need to be organised around the identified physical extent of the flood risk. This will also have to be balanced with the design of the separate surface-water drainage system, i.e. sustainable drainage systems (SuDS).
- If an area of the site falls partly within a flood plain, the layout and design may need to ensure that the most vulnerable uses (e.g. housing) are located furthest away or most elevated from the flood zone (depending on topography of the site or design of the buildings) and that any buildings or land use which need to be placed within it meet the tests in the PPG and are made resilient to flooding (see above), or that that section of the site is simply left to act as a natural floodplain, and improved to further enhance its attenuation and infiltration qualities through further landscaping (e.g. planting additional suitable species of tree).
- **the landscaping and planting scheme used, and the extent of artificial engineered elements to be incorporated** – the appropriate approach may need to vary according to the ground conditions, i.e. appropriate landscaping according to soil type, quality, ground saturation levels,

etc., the nature of the flood risk (pluvial, tidal, etc.), and the drainage performance required.

- The Royal Horticultural Society webpage on trees suited to the foreseen effects of climate change<sup>26</sup> includes trees tolerant of waterlogging and therefore may be appropriate for inclusion in or adjacent to SuDS schemes and/or enhancing the effectiveness of flood plains. However, some species of tree, such as willows, can so substantively change ground water levels that they cause subsidence and damage to properties with their roots.

This evidence must be submitted as part of the Sustainable Drainage Strategy document to be submitted as part of the planning application for the proposed development.

<sup>26</sup> Royal Horticultural Society (2021) 'Trees for Climate Change'. Available at: <https://www.rhs.org.uk/advice/profile?PID=712>.

## Sustainable drainage systems

- 2.27 The NPPF states under paragraph 169 that all major developments should incorporate sustainable drainage systems (SuDS). This is regardless of whether the site currently experiences drainage issues, as they are intended to mitigate or improve the site's drainage to as near to greenfield run-off rates as possible.



Figure 1 Planted ditch.



Figure 2 Bridge over rainwater garden.

- 2.28 The two Local Plans build upon the NPPF's requirements via policies SCLP9.6: Sustainable Drainage Systems, WLP8.24 Flood Risk and WLP8.28 Sustainable Construction by requiring all residential development of 10 or more dwellings and commercial development schemes of 1,000sqm or more floorspace to demonstrate that, where practical, they have incorporated sustainable water management measures – which include, but are not limited to, the use of sustainable drainage systems.

- 2.29 Paragraph 169 of the NPPF states that SuDS should have appropriate minimum operational standards, have maintenance arrangements in place to ensure an acceptable standard of operation for the lifetime of the development, and where possible, provide multifunctional benefits. This approach will support delivery of a comprehensive strategy of win-wins for people, environment and wildlife.
- 2.30 SuDS should also be informed by advice given by the lead local flood authority, which in this case is Suffolk County Council. It is therefore expected that development has had regard to the Suffolk Flood Risk Management Strategy (2018) and in particular *Appendix A: Sustainable Drainage Systems (SuDS) – a Local Design Guide*.
- 2.31 The landscaping of the green and blue infrastructure (which includes SuDS) on a site should be considered early in the design process, rather than retrospectively 'layered in'. SuDS schemes can be significant in size and can be intentionally designed as high-quality features and spaces central to the public open space and quality of the overall public realm of the development, using a nature-based solution, without compromising their functionality.
- 2.32 SuDS can be designed to have multiple benefits and these are expected to be provided wherever possible (NPPF para 169). However, their primary function is to efficiently drain a site of its surface water and this must be prioritised in the design scoping process. Before the design process can start, the drainage performance of the site must be established. This process should provide understanding of:

- the existing level of surface water attenuation and infiltration capacity of the site,



- the potential increase in surface water impact following the proposed development, and
- (if necessary) the results of the site-specific flood risk assessment, where potential existing or future flood risk has been identified, taking into account the potential impacts of climate change over the development's lifetime.

**2.33** SuDS schemes are expected to be designed in accordance with the most up to date industry standard on best practice SuDS design, which at the time of writing is the CIRIA (2015) *The SuDS Manual (C753)*. The key principles for designing successful SuDS schemes are for them to (as applicable to site context):

- Store rainwater for later use (i.e. rainwater harvesting) – for use as on its own or in combination with grey water for flushing toilets, appliances or other applications not requiring potable quality water. It can also be used for watering green infrastructure on site, not limited to private gardens or allotment gardens. Rainwater should be harvested and used as close as possible to where it falls unless a communal rainwater harvesting system is being used (i.e. serves multiple buildings);
- Store run-off and release it slowly (attenuation) allowing water to soak into the ground (infiltration); use infiltration techniques, such as porous surfaces in non-clay areas. NB attenuation periods for SuDS should be designed so that SuDS empty within 48 hours of any rainfall unless they have been specifically designed to permanently retain water such as a retention basin doubling as a pond;
- Slowly transport water on the surface;

- filter out pollutants;
- allow sediments to settle out by controlling the flow of the water.

**2.34** Where site-specific challenges are present, such as sites that are contaminated, sloping, very flat, have high ground water levels, or have open space in floodplain zones, a specific approach may be needed to respond to the site conditions.

**2.35** SuDS are expected to:

- Drain surface water and be integrated into the green infrastructure provision of the development (Policy WLP8.24; Policy SCLP9.6). Preference should be given to the installation of blue-green surface infrastructure, as opposed to hardscape (artificial engineered solutions) or underground solutions (as per Suffolk Coastal Local Plan paragraph 9.59), which should be a last resort, due to the wider benefits attained from a landscaped SuDS scheme;
- Where possible, incorporate 'blue corridors' to create a network that facilitates natural hydrological processes that help to minimise flooding (as per Suffolk Coastal Local Plan paragraph 9.58); this approach is also helpful for the movement of wildlife;
- Restrict run-off rates to as close to the greenfield rates, or at the very minimum a betterment of at least 30% over the brownfield run-off rates (Policy SCLP9.6);
- Contribute to the design quality of the scheme;
- Deliver sufficient and appropriate water quality and aquatic biodiversity improvements wherever possible. This should be



complementary of any local designations such as Source Protection Zones;

- Where practical incorporate green roofs and/or rainwater harvesting systems (which could be used on their own for the collection of rainwater in water butts, or integrated into a water recycling system for uses not requiring potable water, such as flushing toilets);
- Should be designed to be safe to access. Where restrictions to access are required due to an unavoidable safety concern, low impact barriers such as landscaping and an appropriate planting scheme should be used instead of fencing, if possible.
- When deciding whether to incorporate a retention element (e.g. a pond with a permanent minimum level of water) or detention element (e.g. a basin which is dry most of the time, having been designed to completely drain within a maximum of 48 hours after rainfall), the amenity benefits of either option should be carefully assessed within the overall site context. For example, is there a publicly accessible blue infrastructure within a walkable radius of the site, or is the community currently under served in this regard. Is a detention basin more suited to the public open space to be provided;
- Should take account of any impacts on the historic environment, where applicable;
- Deliver environmental improvements including improvements to water quality, biodiversity and flood risk;
- Create a more varied natural environment within the site. A SuDS scheme that contrasts but has relationship with other green/blue infrastructure elements on site such as using a 'rock garden'

approach to add variety to what is otherwise a wooded network of green features on site;

- Not connect to the foul system and should only connect to the combined or surface water system in exceptional circumstances where there are no feasible alternatives. Foul and surface water flows should also be separated (Policy SCLP9.6; Policy SCLP9.7; Policy WLP8.24).
- Contribute to the creation of green space, and improving the overall aesthetic quality and enjoyment of the public space on site;
- Contribute to the overall habitat, food source and breeding spaces provided for ecosystems to thrive on the site through the use of supportive flora;
- Improve biodiversity: increasing the amount of biodiversity able to be supported by the site, potentially whilst also prioritising the needs of native and/or priority species, through the use of supportive flora for new habitat creation;
- Inform and educate residents and visitors. This may be through the use of interpretation / signage and/or, on larger sites, the establishment of nature trails (particularly where the SuDS scheme is an integral part of a larger green/blue infrastructure plan for the site);
- Lead to an improvement in the water quality of the surface run-off water (environmental net gain);
- Provide overall space for play and leisure experiences by ensuring the landscaping design is safe to access (most relevant to detention elements);



- Support the physical and mental health of future occupants by being integrated into and having a relationship with other health and wellbeing amenities on site, for example, creating a natural setting to encourage use of the site's nearby outdoor gym equipment and trim trail/equipped area of play.
- Reduce the heat island effect of urban environments: creating urban cooling, particularly where nature-based SuDS schemes include trees with significant canopy cover; the latter is also linked to improving air quality;
- Enable easy site maintenance by being intentionally designed to be low-maintenance and any necessary artificial elements (if relevant) easy to access and repair.
- SuDS can also be used to harvest rainwater for use by on-site or adjacent community green infrastructure such as allotments, community gardens, orchards, school gardens or, where applicable to the mix of land uses present on the site, on-site land-based enterprises (e.g. plant nurseries).

**2.36** Where a nature-based green/blue infrastructure SuDS scheme is being proposed, it is critical that appropriate plant species are selected; plants in a rain garden should be happy to be inundated for a few hours and those on a roof garden should be happy with the growing medium within which they have been planted. The following elements are typically incorporated into nature-based SuDS schemes:

- Rain gardens – these are particularly useful for the installation of SuDS along highways. These can be a useful way of protecting and segregating cyclists and pedestrians from vehicular traffic.

- Blue planters – these rainwater harvesting planters simultaneously provide food and ornamental plant growing space whilst collecting excess rainwater for later use.
- Tree pits – again, tree pits can be used to segregate cyclists and pedestrians from traffic and doors opening from parked cars. It is important that the tree pits are designed for the specific needs for the intended species (soil type, pH, tolerance for drought/saturated roots, aeration, size it will grow to, etc.).
- Green (wildflower or sedum), blue (rainwater harvesting), brown (allowed to self-seed from wind or bird droppings) or biodiverse (intentionally planted according to desired outcomes for biodiversity net gain) roofs. These can be very large or very small (they can be used on bike sheds, bus shelters, garden sheds, bin stores, etc.), which makes them a highly flexible option for environmental and biodiversity net gain on new and conversion developments.
- Retention ponds – maintains a permanent minimum level of water.
- Detention basins – designed for the total amount of surface water collected to infiltrate within a maximum of 48 hours.
- Swales – for conveyance or kept dry or wet.
- Permeable paving.
- Living walls (also known as green walls, also related to vertical gardens) – particularly when these are substantial in scale, spanning multiple stories of external walls.
- Roof gardens with rainwater butts for watering plants.



- Balconies with built-in planters.

- 2.37 Where sites are more challenging, it is recommended that professional expertise is sought early in the design process. To achieve the required greenfield runoff rates and a net improvement from pre-development rates, it may be necessary to use artificial, 'hardscape' engineered solutions.

Figure 3 Infiltration basin at Ravenswood, Ipswich

- 2.38 Policy SCLP11.1 Design Quality and Policy WLP8.29 Design both state that major residential development proposals will be supported where they perform positively when assessed against *Building for Life 12* guidelines and



Figure 1 Infiltration basin at Ravenswood, Ipswich.

<sup>27</sup> Building for a Healthy Life - A Design Toolkit for neighbourhoods, streets, homes and public spaces' Available to download at: <https://www.udg.org.uk/publications/othermanuals/building-healthy-life>.

that, as the guidelines use a 'traffic light' scoring system for assessing design quality against their criteria, developments should avoid red outcomes unless there are exceptional circumstances.

- 2.39 The *Building for Life 12* guidelines have since been superseded by *Building for a Healthy Life*<sup>27</sup> guidelines. This new document places a greater emphasis on how development can support (or undermine) public health. It covers the opportunities presented by designing SuDS as a tool for improving health, amongst other benefits and its primary function to drain surface water. It includes, under the 'Streets for All' section, a sub-section on 'green and blue infrastructure'. As this document is directly referred to in policy, the Council will have regard to it when assessing SuDS scheme design.

## Adapting to Coastal Change

- 2.40 The Suffolk Coastal Local Plan contains planning policies SCLP9.3 Coastal Change Management Area and SCLP9.4 Coastal Change Rollback or Relocation and the Waveney Local Plan contains planning policies WLP8.25 Coastal Change Management Area and WLP8.26 Relocation and Replacement of Development Affected by Coastal Erosion.
- 2.41 The Local Plan policies permit limited temporary development in coastal areas at risk from change within a 20 year time period. Buildings and facilities lost to coastal erosion can be replaced in the Countryside subject to requirements in the Local Plans policies. Replacement development



offers the opportunity to provide homes and facilities that are designed and constructed sustainably.

- 2.42 Further detailed guidance will be provided in the [Coastal Adaption Supplementary Planning Document<sup>28</sup>](#) (SPD) which is currently under preparation. The Coastal Adaptation SPD is being developed in partnership with Great Yarmouth Borough Council, North Norfolk District Council, the Broads Authority and the Coastal Partnership East Team. The document will cover the coastline from Holkham in Norfolk down to Felixstowe in Suffolk. The Coastal Adaptation SPD will provide guidance on interpreting and implementing planning policies in relation to coastal matters.

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<sup>28</sup> [www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/supplementary-planning-documents/](http://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/supplementary-planning-documents/)



# 3 Energy Efficiency and Carbon Reduction

## Key Local & National Policies

### **Suffolk Coastal Local Plan (2020) policies:**

SCLP9.1 Low Carbon & Renewable Energy

SCLP9.2 Sustainable Construction

### **Waveney Local Plan (2019) policies:**

WLP8.27 Renewable and Low Carbon Energy

WLP8.28 Sustainable Construction

### **NPPF (2021) paragraphs:**

8, 152, 153, 154, 155, 156, 157 & 158



### 3 Energy Efficiency and Carbon Reduction

- 3.1 When designing a building it is important to consider the impact that the method of construction and chosen materials will have on carbon emissions and climate change. Buildings account for almost a third of global carbon emission and construction accounts for 11%. The importance of this is increasing – following changes to the Building Regulations through the ongoing roll out of the Future Homes Standard with an interim uplift in June 2022, domestic heating systems that predominately use gas or oil are unlikely to perform well enough to pass the Building Control process (SAP calculations), meaning renewable energy generation, such as through photovoltaics and forms of heat pumps, are likely to be required.

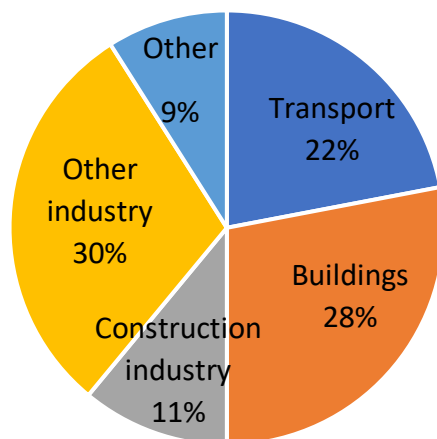


Figure 4 Share of global energy-related CO<sub>2</sub> emission by sector 2015<sup>29</sup>

<sup>29</sup> UN, 2017, Global Status report: Towards a zero-emission, efficient and resilient buildings and construction sector, [https://www.worldgbc.org/sites/default/files/UNEP%20188\\_GABC\\_en%20%28web%29.pdf](https://www.worldgbc.org/sites/default/files/UNEP%20188_GABC_en%20%28web%29.pdf)

### Operational Carbon

- 3.2 Operational carbon is the term given to the carbon emitted during the lifetime of a building. It includes, but is not limited to lighting, heating, artificial ventilation, hot water and running of electrical appliances in buildings. Operational carbon can be reduced through various measures:
- Buildings designed and orientated to reduce the need for artificial lighting.
  - Thermally efficient buildings to reduce the need for heating and ventilation.
  - Installation of energy efficient lighting and electrical appliances.
- 3.3 Improving energy efficiency and reducing operational carbon emissions has the benefit of lowering utility bills for occupants.

### Zero Operational Carbon

- 3.4 New buildings powered 100% by renewable energy and that don't burn fossil fuels emit no carbon. This can be achievable for some buildings including small scale residential properties. Smaller residential buildings can be powered by roof mounted PV panels. Larger residential properties and buildings are likely to require additional off-site renewable energy.



## Embodied Carbon

- 3.5 Carbon is emitted during the extraction and processing of raw materials, the manufacture of building materials, the assembly of materials on-site and during the transportation of building materials. Carbon is emitted during the lifetime of the building during maintenance, repair and replacement of the fabric of the building and during refurbishments and redevelopment of buildings for modernisation or conversion to alternative uses.
- 3.6 Carbon is also emitted at the end of a building's life, during the process of dismantling and demolishing it and transporting the material remains for disposal in landfill or reuse elsewhere. It is for this reason that the Council will support and encourage the retention, renovation, and re-use of existing buildings (in whole or in part) over demolition where retention is a feasible and suitable option for the subsequent use(s).

## Upfront embodied carbon

- 3.7 The carbon emitted during the extraction, manufacture and processing of materials, transportation of materials, and construction of the building. It excludes the embodied carbon emitted during the lifetime of the building and at the end its life.

## Offsetting Carbon

- 3.8 Carbon offsetting is a method of achieving zero embodied carbon by investing in other projects that reduce or store carbon, however it can be less favourable than achieving a truly zero carbon development.

## Whole life net zero carbon

- 3.9 A building would generally be considered to have achieved a lifetime net zero carbon emissions if it was constructed using materials that are 100% recycled/reused and transported to site using renewable energy and powered by 100% renewable energy. It is however accepted that carbon emissions can result from processing recycled materials, construction processes and general repair and maintenance of a building. The building would also need to be dismantled at the end of its life and the component parts transported using renewable energy for reuse in other future projects. This is an aspirational target that considers the full impact of the construction, running and end of life of buildings on carbon emissions and climate change.

## How to reduce embodied carbon

- 3.10 The key to reducing embodied carbon is reusing existing buildings, reusing the materials from demolished buildings, building for longevity, building using materials with a low embodied carbon, and buying locally produced materials.
- 3.11 Many buildings are capable of being repaired and altered to suit new uses. Some buildings may only require minor alterations and others may need to be stripped back to their main structural components. High levels of insulation and new technologies can usually be retrofitted to buildings to achieve high levels of thermal and energy efficiency. The priority should be reusing any existing buildings onsite as this enables carbon emissions to be reduced during the production of materials, construction and demolition of the building.



## Recognised approaches for calculating and reducing carbon

3.12 A detailed whole life study can be carried out at Royal Institute of British Architecture (RIBA) Stage 3 Developed Design and the [RIBA 2030 Climate Challenge \(2021\)](#) provides useful targets and a checklist. Early consideration of all the various building elements including the materials, construction methods, energy efficiency and thermal efficiency will help identify what changes can be made to reduce carbon emissions. RIBA provide useful information for architects and designs here:

- [Embodied and whole life carbon assessment for architects \(2017\)](#)<sup>30</sup>
- [RIBA 2030 Climate Challenge, Version 2 \(2021\)](#)<sup>31</sup>

3.13 An overarching assessment methodology for carbon assessment is provided by RICS here:

- [Whole Life Carbon assessment for the built environment](#), RICS, (November 2017).<sup>32</sup>

3.14 There are several recognised design approaches that refer to the RICS methodology that can assist designers and developers. These include the following design guides:

<sup>30</sup> [www.architecture.com/knowledge-and-resources/resources-landing-page/whole-life-carbon-assessment-for-architects](http://www.architecture.com/knowledge-and-resources/resources-landing-page/whole-life-carbon-assessment-for-architects)

<sup>31</sup> [www.architecture.com/about/policy/climate-action/2030-climate-challenge](http://www.architecture.com/about/policy/climate-action/2030-climate-challenge)

<sup>32</sup> [www.rics.org/globalassets/rics-website/media/news/whole-life-carbon-assessment-for-the-built-environment-november-2017.pdf](http://www.rics.org/globalassets/rics-website/media/news/whole-life-carbon-assessment-for-the-built-environment-november-2017.pdf)

- [Net Zero Carbon Toolkit](#), by Levitt Bernstein, Elementa, Passivhaus Trust and Etude commissioned by West Oxfordshire, Cotswold and Forest of Dean District Councils, funded by the LGA Housing Advisers Programme<sup>33</sup>.
- [Climate Emergency Design Guide](#), London Energy Transformation Initiative (LETI) (Jan 2020)<sup>34</sup>
- [Net Zero Carbon Buildings: A Framework Definition](#), UJ Green Building Council (UKGBC) (April 2019).<sup>35</sup>

## Energy hierarchy

3.15 Developments are recommended to follow the philosophy known as Be Lean, Be Clean and Be Green which advocates the use of an energy hierarchy to reduce energy demand and the associated carbon emissions. The first step is reducing the demand for materials, energy and water consumption through the use of passive design measures. The second step ensures that energy efficient heating, hot water and cooling systems are used. The third step involves the use of renewable sources of energy to reduce carbon emissions.

3.16 The Council strongly recommends that developers appoint an Energy Specialist as early as possible in the design process. This will assist with maximising opportunities for sustainability and minimise the risk of not achieving planning policy compliance. Not considering energy use early may result in a developer retrofitting their development and incurring

<sup>33</sup> <https://cotswold.gov.uk/media/05couqdd/net-zero-carbon-toolkit.pdf>

<sup>34</sup> [https://b80d7a04-1c28-45e2-b904-e0715cface93.filesusr.com/ugd/252d09\\_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf](https://b80d7a04-1c28-45e2-b904-e0715cface93.filesusr.com/ugd/252d09_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf)

<sup>35</sup> [www.ukgbc.org/ukgbc-work/net-zero-carbon-buildings-a-framework-definition/](http://www.ukgbc.org/ukgbc-work/net-zero-carbon-buildings-a-framework-definition/)



unnecessary costs to comply with Building Regulations, planning policy and/or discharge a planning condition.

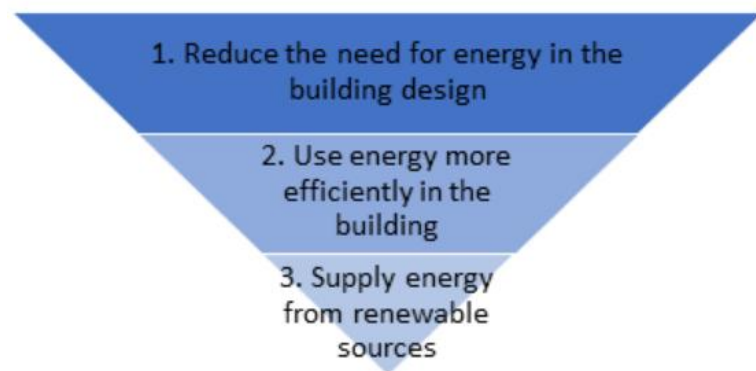


Figure 2 The energy hierarchy

## Policy expectations for new development and conversion development

- 3.17 The Local Plans and this SPD have been produced at a time of changing national policy and Building Regulations. Changes to Building Regulations may impact the requirements and implementation of the planning policies in the Local Plans. Further technical guidance may be produced in the future in response to future changes.
- 3.18 The respective Sustainable Construction policies of the development plan make distinctions between policy requirements that apply to: (1) all new residential development proposals; (2) new major residential development proposals; (3) new commercial development proposals over a size threshold; and (4) conversion development proposals.

- 3.19 Suffolk Coastal Local Plan policy SCLP9.2 requires all new residential developments of more than 10 dwellings to achieve higher energy efficiency standards that result in a 20% reduction in CO<sub>2</sub> emissions below the Target CO<sub>2</sub> Emission Rate (TER) set out in the 2013 Building Regulations.
- 3.20 The requirement under policy SCLP9.2 for an Energy Statement demonstrating a 20% reduction in CO<sub>2</sub> emissions below the Building Regulation target CO<sub>2</sub> emission rate will cease when the Government's Future Homes Standard comes into force amending Part L (conservation of fuel and power) Building Regulations for dwellings.
- 3.21 The Target CO<sub>2</sub> Emission Rate is defined in Building Regulations Part LA: Conservation of fuel and power in new dwellings (2013 edition with 2016 amendments) as the "minimum energy performance requirements for a dwelling". The TER is based on CO<sub>2</sub> emissions from the provision of space heating and hot water, use of pumps and fans, and use of internal lighting. The calculations for the baseline and 20% improvement Target CO<sub>2</sub> Emission Rate (TER) for developments and the Dwelling Emission Rates (DER) should be carried out in compliance with Building Regulations. Planning Policy SCLP9.2 seeks to reduce CO<sub>2</sub> emissions and improve energy efficiency of all the dwellings on site. Applicants should avoid varying energy efficiency standards and DER across a development.
- 3.22 An Energy Statement, or equivalent should be submitted that demonstrates the development meets the policy requirements of SCLP9.2. Building Regulations require each new dwelling to provide an SAP Energy Performance certificate. Sample SAP calculations and certificates may be submitted for comparison to show the increase in energy efficiency compared to Building Regulations. However, calculations are required to demonstrate a 20% reduction in CO<sub>2</sub> emissions below TER.





- 3.23 When new Building Regulations for Part L (Conservation of fuel and power), Part F (Ventilation) and Part O (Overheating) take effect in 2025 with an interim uplift in June 2022, the requirement for an Energy Statement demonstrating a 20% reduction in CO<sub>2</sub> emissions below the Building Regulation target CO<sub>2</sub> emission rate (TER) to meet the requirement of planning policy SCLP9.2 will cease. To meet the requirements of the new Building Regulations is it very likely that renewable and low carbon energy technologies such as solar panel and ground and air source heat pumps will be needed. Planning proposals should carefully consider the impact new technologies will have on a building's appearance and on the wider setting of the streetscape and/or landscape. The location of solar panels, external heat pump units and other technologies should be clearly shown on plans and elevations submitted as part of a Full or Reserved Matters planning application.
- 3.24 Both new and conversion development proposals are expected to submit as part of their planning application, and evidence in their interim and final compliance reports, how they have at least considered the use of locally sourced, reused and recycled materials, along with on-site renewable energy generation in order to achieve environmental net gain. All development proposals are also encouraged to set out measures for minimising waste arising from the construction process.
- 3.25 **Waveney** Local Plan Sustainable Construction policy WLP8.28 does not set a specific energy efficiency target for any kind of development. Policy WLP8.28 is also more select in which non-residential buildings must achieve the British Research Establishment Environmental Assessment Method 'Very Good' standard or equivalent (unless it can be demonstrated that it is not viable or feasible to do so).

## Policy expectations for retrofitting

- 3.26 According to the Centre for Ageing Better's technical briefing '*energy efficiency and decarbonising our homes*' for *The Good Home Inquiry*, to achieve the UK's carbon emission targets and to improve the quality of our existing housing stock we need to retrofit around 26 million homes – this equates to 1.6 homes every minute between now and 2050.
- 3.27 Retrofitting works generally sits outside of the planning system and is therefore not affected by planning policy. This is due to retrofitting primarily taking place inside of buildings. Most improvements to the thermal and energy efficiency of a building such as the addition of solar panels and double glazing are permitted through general permitted development rights. Developers should be aware that Building Regulations may apply even when an application for planning permission is not required

## Permitted development and sustainable construction

- 3.28 Development that is permitted through permitted development rights is not required to comply with policies of the development plan, which includes the sustainable construction policies. However, in the interest of improving the quality, usability, longevity, and resilience of buildings in the district, constructing in a sustainable manner by following the guidance in this SPD is strongly encouraged.
- 3.29 Where applicable, some permitted development rights include prior approval criteria which is relevant to sustainable construction such as, for the creation of new dwellings, the requirement to meet minimum internal space standards and provide adequate natural light in habitable rooms.



3.30 If there is uncertainty over whether development is permitted through the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), please contact the Council’s Planning Team.





# 4 Materials



## Key Local & National Policies

### **Suffolk Coastal Local Plan (2020) policies:**

SCLP9.2 Sustainable Construction

SCLP11.1 Design Quality

### **Waveney Local Plan (2019) policies:**

WLP8.28 Sustainable Construction

WLP8.30 Design

### **NPPF (2021) paragraphs:**

126, 152, 157 & 158



## 4 Materials

- 4.1 Reusing existing buildings onsite should be the priority for any new development. The reuse of existing buildings reduces the need for new materials to be sourced, manufactured or transported to site resulting in lower carbon emissions. Reusing existing buildings can also result in creative design solutions that enhance the character of the local area.
- 4.2 The materials used in a development are a key part of its sustainability. The design, method of construction and materials chosen have a significant impact on the total carbon emitted during the course of a building's lifetime. Embodied carbon can account for more emissions than operational carbon, during the lifetime of a building. The structural system of a building is usually the largest source of embodied carbon in a building, whether this steel or concrete or both.
- 4.3 Consideration of materials at the early design stage can help reduce the buildings overall carbon emissions. The [RICS Whole life Carbon assessment for the built environment](#) is recommended as an approach for identifying opportunities to reduce emissions over the course of a building's lifetime.<sup>36</sup> The [Construction Material Pyramid](#) produced by the Centre for Industrialised Architecture is also a useful tool understanding the impact of different building materials and calculating the carbon emissions.<sup>37</sup>



Figure 3 Black Barn, Dallinghoo

<sup>36</sup> [www.rics.org/globalassets/rics-website/media/news/whole-life-carbon-assessment-for-the-built-environment-november-2017.pdf](http://www.rics.org/globalassets/rics-website/media/news/whole-life-carbon-assessment-for-the-built-environment-november-2017.pdf)

<sup>37</sup> [www.materialepyramiden.dk](http://www.materialepyramiden.dk)



### Key principles

- Reuse existing buildings onsite where practical
- Source materials responsibly (e.g. local materials)
- Use recycled materials or materials with a recycled content
- Use material that can be recycled when the building comes to the end of its life
- Use renewable materials (e.g. FSC timber, sheep's wool insulation)

4.4 Some building materials can be reused or recycled such as bricks, hardcore, timbers, doors and window frames. Re-using materials is preferable over recycling because the former entails less embodied energy. Where materials are to be reused or recycled these will need to be inspected by the developer or a structural engineer if necessary to ensure they are suitable for the development and do not need any repairs. This can reduce the amount of raw materials used in the construction of a building and help retain the character of an existing building or area. This is particularly important when working on a listed building or in a Conservation Area.

4.5 When sourcing materials, care should be taken to use products that minimise impacts on biodiversity. For example, avoid sourcing wood from forested areas at an unsustainable rate or using materials such as peat, weather worn lime-stone or other materials from vulnerable habitats. Materials that have a long lifespan are of greater environmental benefit and a lasting benefit to occupiers of the building. They should exhibit

characteristics of durability, low maintenance and use of waterproofing agents that are not harmful to the environment.

4.6 In some cases more environmentally friendly alternatives or versions of traditional and familiar building materials and products are available on the market. There are lower carbon versions of concrete, lower emission paint options and various types of LED lighting. New products, materials and technologies are being developed all the time and should be considered.

### Concrete

4.7 Globally 4 billion tonnes of cement are produced which account for approximately 8% of global CO<sub>2</sub> emissions each year<sup>38</sup>. Cement is a key component in the production of concrete, which is a mixture of cement and aggregate, and can be reinforced with steel to increase its strength. Concrete is one of the most common and widely used building materials. It is used for foundations, floors, walls and structural frames. The embodied carbon in concrete varies depending on its composition.

4.8 The design of new buildings should minimise the use of concrete and consider the use of alternative materials wherever practical. Recycled or sustainably sourced content should be used for concrete where possible and reusable plastic formwork should be considered. Fly ash and blast furnace slag which are waste products from iron and steel manufacture can be used to create concrete. This recycles a waste material, reduces CO<sub>2</sub> emissions and produces concrete that is usually stronger and more

<sup>38</sup> [www.chathamhouse.org/2018/06/making-concrete-change-innovation-low-carbon-cement-and-concrete-0/executive-summary](https://www.chathamhouse.org/2018/06/making-concrete-change-innovation-low-carbon-cement-and-concrete-0/executive-summary)



durable, but the concrete then takes longer to set/cure and it affects the final colour.<sup>39</sup>

- 4.9 Limecrete is material that can be used as alternative to concrete floor slabs in some instances. It is created from natural hydraulic lime and lightweight aggregate or sand. As it does not include cement it has a lower level of embodied carbon than concrete and is therefore a more environmentally friendly material.<sup>40</sup> Limecrete can take much longer than concrete to set, but it is often specified in historic buildings for its breathable properties.

## Timber

- 4.10 Wood is a renewable material that should be sourced from sustainably managed forests to prevent deforestation. Timber should be sustainably sourced and certified from either the FSC (Forest Stewardship Council) or PEFC (Programme for the Endorsement of Forest Certification). Timber should be sourced as locally as possible to reduce carbon emission from transportation. Where possible the design of a building should minimise the use of engineered timbers as they contain glues/adhesives that make recycling and reuse of the timber more difficult. The use of OS boards (Oriented strand boards) should also be minimised as they contain glues and resins that make recycling and reuse of the timber more difficult. Construction methods should aim to use reversible mechanical fixings or interlocking strategies which require no additional materials.<sup>41</sup>

<sup>39</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/660888/fly-ash-blast-furnace-slag-cement-manufacturing.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/660888/fly-ash-blast-furnace-slag-cement-manufacturing.pdf)

<sup>40</sup> <https://limecrete.co.uk/limecrete-faq/>



Figure 4 Black Barn, Dallinghoo

## Brick

- 4.11 Brick is a commonly used material for external walls in Suffolk and across East Anglia. Brick is often used to help match an extension to an existing building or help a new building match the materials and character of properties in the local area. The process of extracting clay from the ground and firing it at 2,000 degrees to produce a brick emits a significant amount of carbon.

<sup>41</sup> London Energy Transformation Initiative (LETI) Climate Emergency Design Guide, Jan 2020, Appendix 2, page 132





- 4.12 Where possible consideration should be given to using local reclaimed brick and using a mortar which is softer than the brick and can therefore be easily removed enabling the brick to re-used at the end of the building lifespan. Existing damaged bricks can be recycled by being broken up and used as aggregates. Some developments use brick slips to save the time and cost of laying full size bricks. Per kilo brick slips have a higher embodied carbon than full sized bricks because of the steel fixings used to mount them on the wall.<sup>42</sup>
- 4.13 There are various products on the market that have developed around the world to provide more environmentally friendly alternatives to brick and concrete block. Many seek to turn waste, particularly plastic waste, into strong bricks and blocks that reduce the amount of waste that ends up in landfill. Often, they perform the same or better than traditional products. Aesthetically, once rendered and painted external walls look the same, regardless of whether they are constructed from traditional materials or newly developed products.

## Structural steel

- 4.14 Steel is used to form lintels, beams and other important structural elements in buildings. The process of extracting, manufacturing and transporting steel means it has a high level of embodied carbon. By weight steel has a higher level of embodied carbon than concrete. 51% of steel is used for

<sup>42</sup> London Energy Transformation Initiative (LETI) Climate Emergency Design Guide, Jan 2020, Appendix 2, page 133

<sup>43</sup> London Energy Transformation Initiative (LETI) Climate Emergency Design Guide, Jan 2020, Appendix 2, page 133

construction<sup>43</sup> and steel is responsible for 6.6% of global carbon emissions.<sup>44</sup>

Where practical the use of bolted connection details and clamped fittings instead of welded joints assist with the re-use of elements when the building is demolished. Coatings or coverings that will prevent visual assessment for re-use should be avoided if possible. Developers are encouraged to keep an inventory of product origins and properties so that products can be re-used once the building has been demolished.<sup>45</sup>



Figure 5 Black Barn, Dallington

<sup>44</sup> [www.buildinggreen.com/feature/urgency-embodied-carbon-and-what-you-can-do-about-it#:~:text=By%20weight%2C%20steel%20has%20a%20much%20higher%20embodied,basic%20oxygen%20furnaces%20%28BOF%29%20rather%20than%20electric%20](https://www.buildinggreen.com/feature/urgency-embodied-carbon-and-what-you-can-do-about-it#:~:text=By%20weight%2C%20steel%20has%20a%20much%20higher%20embodied,basic%20oxygen%20furnaces%20%28BOF%29%20rather%20than%20electric%20)

<sup>45</sup> London Energy Transformation Initiative (LETI) Climate Emergency Design Guide, Jan 2020, Appendix 2, page 133



## Glass

- 4.15 Glass is manufactured using sand, silica, sodium carbonate, lime, magnesium oxide and aluminium oxide that are non-renewable materials.<sup>46</sup> The process of melting, refining and floating the molten glass to form sheets results in glass having a high level of embodied carbon.
- 4.16 Consideration should be given to the thermal benefits of different double and triple glazed units and the various types of glass available such as solar glass that allows sunlight to pass through while reflecting a large amount of the sun's heat.<sup>47</sup> Timber frames can have a longer useful life than PVC and a superior thermal performance than metal frames.<sup>48</sup> The design of new buildings should consider the portion and orientation of glazing to maximise daylight and solar gain without overheating. Glass can be recycled for use as insulation and aggregate.

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<sup>46</sup> London Energy Transformation Initiative (LETI) Climate Emergency Design Guide, Jan 2020, Appendix 2, page 134

<sup>47</sup> [www.pilkington.com/en-gb/uk/architects/types-of-glass/solar-control-glass](https://www.pilkington.com/en-gb/uk/architects/types-of-glass/solar-control-glass)

<sup>48</sup> London Energy Transformation Initiative (LETI) Climate Emergency Design Guide, Jan 2020, Appendix 2, page 134

# 5 Waste

## Key Local & National Policies

**Suffolk Coastal Local Plan (2020) policies:**

SCLP9.2 Sustainable Construction

**Waveney Local Plan (2019) policies:**

WLP8.28 Sustainable Construction

**NPPF (2021) paragraphs:**

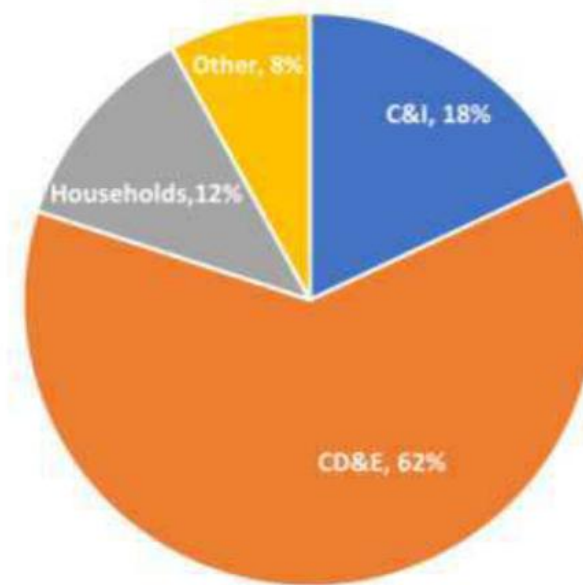
8, 20 & 152





## 5 Waste

- 5.1 Construction, demolition and excavation waste accounts for approximately 60% of the UK's waste.<sup>49</sup> Almost half of the waste is recycled and recovered and approximately a quarter ends up in landfill and the rest incinerated, used for backfilling or used for land treatment or released into water bodies.<sup>50</sup> Backfilling involves using waste in excavated areas such as mines and gravel pits for engineering, landscaping and other reasons.
- 5.2 Carbon emissions that result from the demolition of existing buildings should be considered when carrying out carbon assessments. Consideration should be given to whether demolition is needed for the regeneration and development of the site or whether buildings can be retrofitted to achieve a good outcome for the site. The demolition of existing, structurally sound buildings should be avoided wherever possible to reduce unnecessary waste. Demolition should also be avoided and retrofitting considered where it will result in a reduction in carbon emissions over a development's life span.
- 5.3 The carbon emissions resulting from waste and waste disposal should be considered and included in whole life carbon assessments of a building. (See paragraph 3.12 and 3.13 for information on calculating carbon emissions.)



C&I = Commercial & Industrial  
CD&E = Construction, demolition & excavation

Figure 9 Waste generation split by source, UK, 2016<sup>51</sup>

<sup>49</sup> Department for Environment Food & Rural Affairs, March 2020, UK Statistics on Wastes, page 12  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/918270/UK\\_Statistics\\_on\\_Waste\\_statistical\\_notice\\_March\\_2020\\_accessible\\_FINAL\\_update\\_d\\_size\\_12.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918270/UK_Statistics_on_Waste_statistical_notice_March_2020_accessible_FINAL_update_d_size_12.pdf)

<sup>50</sup> Department for Environment Food & Rural Affairs, March 2020, UK Statistics on Wastes, page 14  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data)

[/file/918270/UK\\_Statistics\\_on\\_Waste\\_statistical\\_notice\\_March\\_2020\\_accessible\\_FINAL\\_update\\_d\\_size\\_12.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918270/UK_Statistics_on_Waste_statistical_notice_March_2020_accessible_FINAL_update_d_size_12.pdf)

<sup>51</sup> Department for Environment Food & Rural Affairs, March 2020, UK Statistics on Wastes, page 11, Figure 3.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/918270/UK\\_Statistics\\_on\\_Waste\\_statistical\\_notice\\_March\\_2020\\_accessible\\_FINAL\\_update\\_d\\_size\\_12.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918270/UK_Statistics_on_Waste_statistical_notice_March_2020_accessible_FINAL_update_d_size_12.pdf)



## How to reduce on-site construction waste

- 5.4 Waste creation during construction and at the end of a building's life can be minimised through good design and site waste management planning. It will also reduce the cost of the construction of a new development.
- 5.5 Developers are encouraged to consider, at the design stage, rooms that are designed to use whole or regular sized sheets of plasterboard so they are not cut to leave unusable off-cuts. Bricks can be collected and reused onsite. Bricks from one part of a construction site for example can be used on another part of the site rather than being disposed of in a skip. Materials should be handled with care to ensure they are not broken by being stood on or bruised by impact damage (e.g. wood or plasterboard). Just-in-time deliveries of materials can help minimise the length of time materials will be stored where they are exposed and vulnerable to damage.

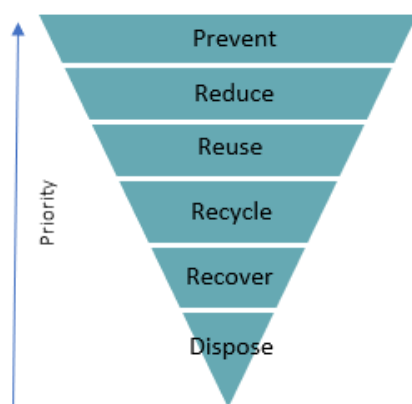


Figure 10 Waste Management Hierarchy

1. Reduce amount of waste by not creating it in the first place
2. Limit the amount of material used that will create waste
3. Reusing materials before they are discarded
4. Transform material into another usable material
5. Destroy waste to reclaim energy for consumption
6. As a last resort store or bury waste

Further information is available at:

- Designing out waste: A design team guide for buildings, available online at: [www.modular.org/marketing/documents/DesigningoutWaste.pdf](http://www.modular.org/marketing/documents/DesigningoutWaste.pdf)
- DEFRA (2009). Code of Practice for the Sustainable Use of Soils on Construction Sites, available online at: [www.gov.uk/government/publications/code-of-practice-for-the-sustainable-use-of-soils-on-construction-sites](http://www.gov.uk/government/publications/code-of-practice-for-the-sustainable-use-of-soils-on-construction-sites)

## Providing waste storage facilities for occupants

- 5.6 The design and layout of a property or development are important factors in waste reduction and management. In larger developments consideration should be given to the location of communal facilities for recycling, particularly for recyclables currently not collected as part of the kerbside collection service, such as a communal bottle bank for glass bottles. Such facilities should be carefully designed and located so as not to cause potential noise disturbance to existing and future residents. At a smaller scale, individual plots need to have enough space for refuse and recycling storage (internal and external) and consideration should be given to the provision of or space for composting facilities if possible. Provision for waste management should be located to:
- be easily accessible;
  - not have the potential to create a nuisance to local people; and
  - not have an adverse impact on local amenity



Figure 11 Wheelie bin storage screen

- 5.7 East Suffolk Council provides 140 litre or 240 litre black and blue wheeled bins for household waste and recycling waste. Green 140 litre or 240 litre wheeled bins are available for garden waste for an annual cost to the occupant.
- 5.8 It is anticipated that the forthcoming Recycling and Waste Strategy for England may impose additional statutory requirements for all local authorities to provide separate collection services for additional recyclable waste streams, such as food waste and glass. Consideration should be given to the potential need in the near future for individual building plots and communal waste facilities to have sufficient space for additional receptacles.
- 5.9 ‘On the go’ recycling facilities should be provided in public spaces to enable the public to recycle their waste while outside of the home or workplace. These are litter bins that provide the opportunity for a person to separate different types of materials for waste recycling (e.g. paper, cans,

non- recyclables). These should be conveniently located for the public to use.

- 5.10 “Unflushables” are a major issue for water sewerage companies and a cause of pollution, and space should be incorporated for their proper disposal. Where a development proposes to include a smoking shelter it should include a suitable receptacle for all smoking-related litter. Smoking shelters should also be located away from any surface water drainage system to minimise the risk of pollution of natural water courses. Such shelters should also be suitably located so as not to cause potential nuisance to nearby neighbours.

### How to manage materials from demolished buildings

- 5.11 When a building has reached the end of its life, consideration should be given to its deconstruction prior to demolition so that materials in a condition to be re-used or recycled can be removed. This will reduce the amount of waste taken to landfill. Burning of any wastes on site is not good practice, increases harmful emissions, may cause nuisance, and could contravene waste legislation.



*Figure 12 Wheelie bin storage screen by front door constructed from the same black horizontal timber as the house*



# 6 Siting, Form and Orientation

## Key Local & National Policies

### **Suffolk Coastal Local Plan (2020) policies:**

SCLP9.2 Sustainable Construction

SCLP11.1 Design Quality

### **Waveney Local Plan (2019) policies:**

WLP8.28 Sustainable Construction

WLP8.30 Design

### **NPPF (2021) paragraphs:**

8, 126, 130, 134, 152 & 157

## 6 Siting, Form and Orientation

- 6.1 The two main design policies of the development plan, Policy WLP8.29 Design and Policy SCLP11.1: Design Quality set out the design approaches that the Council support. Whilst these do not principally cover sustainable construction, there is a clear relationship between these policies and sustainable construction.
- 6.2 Both design policies SCLP11.1: Design Quality and WLP8.29: Design state (inter alia) that permission will be granted where proposals demonstrate a clear understanding of the character of the built, historic and natural environment and use this understanding to complement local character and distinctiveness. The Council expects proposals to respond to local context by relating to surrounding buildings and the form of the wider street scene through scale, layout, height, massing, and the use of appropriate high-quality materials. To be clear, these criteria do not rule out the use of highly energy-efficient, innovative design and materials or use of Modern Methods of Construction (MMC) where they may represent an alternative appearance to that of surrounding properties; the requirement to conform to local context is one material consideration that will be balanced with others. With that said, it is possible to design to high standards of resource efficiency, such as to Passivhaus Standards, whilst still incorporating traditional materials, even if just used for aesthetic purposes.
- 6.3 Policy WLP8.32 Housing Density sets out requirements for minimum densities (units per hectare) in and around Lowestoft and the market towns, and a more 'enclosing' design approach (also known as creating 'perimeter blocks'), using terraced or semi-detached building form in urban areas. Building at higher densities and with fewer detached sides to units makes achieving higher energy efficiency easier, compared with lower densities.



Figure 13 Sustainable design principles incorporated into the design of the housing proposed at the former Deben High School site in Felixstowe



## Orientation of buildings

- 6.4 Important early design considerations are the form and orientation of a building. The orientation of a building together with the placement and proportion of glazing impacts on the daylight, solar gain (heat) and natural ventilation that will benefit a building. The more a building can benefit from natural light, heat and ventilation, the less energy it will be necessary for the building to consume. However, this must be balanced with the potential disbenefits of overheating, and those associated with the inappropriate use of glazing (see Chapter 11 Healthy Buildings and Places section).

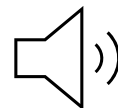


Figure 14 Solar shading in front of windows and doors

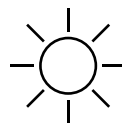
- 6.5 The design and layout should:



Consider overshadowing and the impact on neighbouring properties' daylight and roof/solar panels.



Consider sources of noise that may be present in the location, and how plots and buildings are best located and oriented away so as to reduce the impact on noise-sensitive spaces of homes, workplaces and education buildings, such as bedrooms, studies (or flexible-use spaces that may be used for working/studying from home) offices, break rooms, classrooms, libraries, external amenity areas etc.



Maximise daylight into the active rooms of dwellings and workplaces by orienting the building and/or planning the building's layout so that these rooms benefit most from the sun by being south-facing and well-glazed (balanced with any noise mitigation requirements).

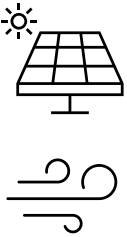


Maximise the productivity and amenity value of gardens by orienting them to be south-facing and unshaded/mostly unshaded (balanced with any noise mitigation requirements).



Have the largest roof surface facing south-west to south-east to maximise access to sunshine for solar panels.





Incorporate solar thermal panels heating hot water or photovoltaics to generate electricity.

Orientate to utilise prevailing winds for natural cooling ventilation.



Figure 15 Solar shading in front of windows and doors

<sup>52</sup> London Energy Transformation Initiative (LETI) Climate Emergency Design Guide, Jan 2020, page 48 [https://b80d7a04-1c28-45e2-b904-e0715cface93.filesusr.com/ugd/252d09\\_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf](https://b80d7a04-1c28-45e2-b904-e0715cface93.filesusr.com/ugd/252d09_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf)

<sup>53</sup> [www.suffolkcoastandheaths.org/managing/reference-library/management-plan/](http://www.suffolkcoastandheaths.org/managing/reference-library/management-plan/)

## Orientation of glazing

6.6 North facing windows usually result in heat loss and southern facing windows in heat gain. South facing glazing should be designed to optimise heat gain without overheating in the summer. East and west facing windows often result in overheating due to the low angle of the sun at the start and end of the day. The optimum glazing ratios are considered to be 25% glazed on the southern elevation, no more than 20% on the east and west elevation, and as little as possible on the north elevation.<sup>52</sup>

6.7 When considering the design, quantity and type of glazing consideration should be given to protecting dark skies, in particular within the Suffolk Coast and Heaths Area of Outstanding Natural Beauty and in proximity to the Broads, where dark skies form part of the intrinsic value of the area. The Suffolk Coast & Heaths Area of Outstanding Natural Beauty Management Plan 2018-2023<sup>53</sup> seek to value and protect the area's dark night skies. In the Broads Plan (2017) a long-term aim is to protect and enhance the sense of tranquillity, wildness, and dark skies<sup>54</sup>. Information on lighting design and glazing in an area with dark skies is available here:

<https://www.darksky.org/towards-a-dark-sky-standard/>

## Building form

6.8 The ratio of the external building surface area to the internal floor area has a significant impact of the thermal efficiency of the building. Buildings with high levels of exposed external wall relative to the internal floor area

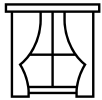
<sup>54</sup> [www.broads-authority.gov.uk/\\_data/assets/pdf\\_file/0023/240665/Broads-Plan-2017.pdf](http://www.broads-authority.gov.uk/_data/assets/pdf_file/0023/240665/Broads-Plan-2017.pdf)



achieve poor levels of energy efficiency and would need increased levels of insulation to compensate. The design of the building form should consider the:



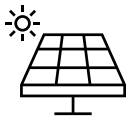
Position of windows for across ventilation.



The size and portion of glazing in each elevation.



Solar shading, overhanging roof, external blinds, shutters or brise soleil over large areas of southern glazing.



Incorporate solar thermal panels heating hot water or photovoltaics to generate electricity.



Where solar panels are not set to be installed at the initial build stage, design the roof angle and surface to be 'solar panel ready' so they can be installed easily later and highly efficient in that location.

# 7 Sustainable Energy and Construction and the Historic Environment

## Key Local & National Policies

### **Suffolk Coastal Local Plan (2020) policies:**

SCLP11.3 Historic Environment

SCLP11.4 Listed Buildings

SCLP11.5 Conservation Areas

### **Waveney Local Plan (2019) policies:**

WLP8.30 Historic environment

WLP8.39 Conservation Areas

### **NPPF (2021) paragraphs:**

152





## 7 Sustainable Energy and Construction and the Historic Environment

- 7.1 East Suffolk's high quality historic environment is an important part of its character and the district is home to many heritage assets including listed buildings, Scheduled Monuments and Conservation Areas. The Council is supportive of measures to adapt historic buildings to improve their energy efficiency and increase the use of renewable energy generation, however acknowledges that this needs to be balanced against the need to preserve the appearance and structure of historic buildings and spaces. It is important to note that the conservation of a historic building and its materials in itself will be conserving the embodied energy that was used in their construction.
- 7.2 Further detailed information and guidance on sustainable construction and the historic environment is set out in the [East Suffolk's Historic Environment SPD](#) (2021)<sup>55</sup> and in Historic England's documents. Historic England has published the following technical guidance:
- Energy Efficiency and Historic Buildings: How to Improve Energy Efficiency (2018)
  - Energy Efficiency and Traditional Homes (2020)
  - Energy Efficiency and Historic Buildings – Application of Part L of the Building Regulations to historic and traditional construction buildings (2017)
  - Energy Efficiency and Historic Buildings: Energy Performance Certificates (2015)

<sup>55</sup> [www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Supplementary-documents/Historic-Environment-SPD/Historic-Environment-SPD-reduced.pdf](http://www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Supplementary-documents/Historic-Environment-SPD/Historic-Environment-SPD-reduced.pdf)

- Planning Responsible Retrofit of Traditional Buildings (2015)

- 7.3 Information and technical guidance documents are subject to review and updating. Developers are advised to check with Historic England for any updated and new relevant guidance:

<https://historicengland.org.uk/advice/technical-advice/energy-efficiency-and-historic-buildings/>

### Listed building consent

- 7.4 Listed building consent is required for work carried out on a listed building. Where listed building consent is required, an application must be made to the Local Planning Authority. Permitted development enables property owners to install some micro-renewable technologies without planning permission, however, this does not apply to listed buildings or scheduled monuments. Where there is any uncertainty, it is advisable to contact the Council's Design and Conservation [Team for further information](#)<sup>56</sup>.

### Article 4 directions

- 7.5 Article 4 directions are used to restrict permitted development rights to protect against inappropriate development in particular areas. Several of these are in effect in the former Waveney area. Further information about Article 4 directions is set out in the Historic Environment Supplementary Planning Document and on the [Council's website](#)<sup>57</sup>.

<sup>56</sup> [www.eastsuffolk.gov.uk/planning/planning-applications-and-enforcement/find-out-if-you-need-planning-permission/pre-application-advice-service/](http://www.eastsuffolk.gov.uk/planning/planning-applications-and-enforcement/find-out-if-you-need-planning-permission/pre-application-advice-service/)

<sup>57</sup> <https://www.eastsuffolk.gov.uk/planning/design-and-conservation/conservation-areas/article-4-directions/>



## Archaeology

- 7.6 It is possible that archaeological resources survive within or beneath a historic building or place. The Suffolk County Council Archaeological Service<sup>58</sup> should be contacted to ascertain the most appropriate way to manage archaeological issues, such as recording or preservation in situ.

### Improving the sustainability of historic buildings

- 7.7 Table 3 below summarises guidance on various works that can be undertaken to make an historic building more sustainable. The table below should be viewed alongside the Historic Environment Supplementary Planning Document which provides detailed guidance on sustainable construction.

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<sup>58</sup> [Archaeological planning and countryside advice | Suffolk County Council](#)





Table 4: Sustainable construction consideration and the historic environment

Technology	Key Considerations
Retrofit insulation	The thermal performance of roofs/ ceilings, floors and walls can all be improved with the addition of insulation. Care needs to be taken to ensure that insulation is located and designed so as not to impact upon the internal or external appearance of an historic building. Care should also be taken to ensure that the insulation does not increase damp/ condensation.
Traditional methods to reduce heat loss	Instead of insulation, traditional methods can be used to improve the building's thermal performance. Thick curtains, shutters, and draft proofing can reduce heat loss from windows and doors.
Glazing	Chapter 10 of the Historic Environment SPD provides guidance on replacing windows and doors and explains the alternatives to double glazing that may also assist with thermal performance, such as secondary glazing. Secondary glazing has excellent acoustic properties and usually provides better noise insulation than double glazing. Historic buildings near busy roads could consider secondary glazing on the building elevations most affected by noise.
Maximize daylight	It is not usually acceptable to insert new windows or expand existing ones in an historic building because this could harm the structure or appearance of a building. It is important to ensure therefore that existing windows are not blocked or obstructed by new extensions.
Installing electric charging points for vehicles	Electric charging points need to be positioned close to the vehicle and careful consideration should be given to minimising the impact of any cables and boxes on the appearance and fabric of a historic building.

Electrical appliances	Energy demand can be reduced through using energy saving light bulbs, installing home appliances with the highest energy rating and avoiding leaving electrical appliances on standby.
Rainwater harvesting	Water butts can be connected to gutters and downpipes to collect water. They should be positioned to minimise the visual impact on the building, such as to the side or rear.  Many historic buildings have wells which may be able to provide a private water supply for home and/or garden. A pump may be needed to extract the water and the water may need to be treated if it is to be used for consumption. All private water supplies used for domestic (or commercial) consumption and use are regulated by the local authority and therefore advice should be sought from Environmental Protection regarding the risk assessment and water sampling regime that may be required.

## Renewable and low carbon technologies

- 7.8 The original purpose, style, height, profile, materials, details and views are important features in defining the character of historic buildings, their setting and streetscapes. Potential impacts can therefore result from the physical attachment of technologies or by the installation of free-standing equipment nearby.
- 7.9 Physical alterations can result in the removal of historic fabric, the attachment of fixtures or the operational effects of equipment such as vibration and emissions. Free-standing equipment can impact on the setting of a historic building if it is located within the principal views to or from the building, or by interrupting spatial relationships with other buildings or



natural features. Where equipment is to be installed in the curtilage of a site, existing outbuildings should be considered for housing or mounting equipment. Table 4 below sets out some of the considerations that relate to historic buildings and small-scale low carbon and renewable energy technologies however the Historic Environment Supplementary Planning Document should be referred to for detailed guidance.

Table 5: Renewable energy considerations and the historic environment

Technology	Key Considerations
Solar PV and Solar Thermal	Solar PV and solar thermal would be most appropriately installed on inconspicuous areas of a roof, such as the inner slopes of a roof valley, or where a flat roof is obscured by a parapet. Principal elevations should be avoided, and consideration given to the appearance of the development in views of the building from higher vantagepoints. Further advice on <a href="#">installing solar photovoltaics in a conservation area and on listed buildings</a> <sup>59</sup> is available on the Council's website.
Air Source Heat Pumps	Sensitive design and siting of the pump, its housing and associated cabling, ducting and other equipment are the principal considerations. Heat pumps distribute heat through underfloor heating. This often requires the setting of heating coils in a concrete floor slab which could potentially damage historic floors.
Ground and Water Source Heat Pumps	Damage to any underground archaeology should be avoided and an unobtrusive location should be sought for the pump equipment and any surface pipe work.

<sup>59</sup> [www.eastsuffolk.gov.uk/planning/design-and-conservation/installing-solar-photovoltaics-in-a-conservation-area/](http://www.eastsuffolk.gov.uk/planning/design-and-conservation/installing-solar-photovoltaics-in-a-conservation-area/)

<sup>60</sup> [https://uk-air.defra.gov.uk/assets/documents/reports/cat09/1901291307\\_Ready\\_to\\_Burn\\_Web.pdf](https://uk-air.defra.gov.uk/assets/documents/reports/cat09/1901291307_Ready_to_Burn_Web.pdf)

Underfloor heating	Underfloor heating can be appropriate in some historic buildings and the heating and cooling process is slow which could be advantageous for some historic buildings. It can however also cause a lot of damage to historic floors either through installation or through maintenance and repair and it is therefore important to understand the full implications of installing, maintaining and repairing underfloor heating.
Biomass	Biomass stoves could bring original spaces for stoves, flues, fireplaces and chimneys back into use. If a new chimney or flue is required, it should be designed and located to be unobtrusive. New appliances must meet relevant environmental standards and guidelines related to their emissions, and similarly must use appropriately sourced and recommended fuels. A new stove should ideally be approved by the Department for Environment, Food and Rural Affairs (Defra). For further information on open fires and stoves Defra have produced the <a href="#">following guide</a> <sup>60</sup> . You can also visit the <a href="#">HETAS</a> <sup>61</sup> website for help with which stove to buy and suppliers. The Environmental Protection Team <a href="#">webpage</a> <sup>62</sup> on biomass and burning provides additional guidance.
Micro-CHP (Combined heat and power)	The external structure to house the CHP generator should be located and designed to fit in with the surrounds. A CHP generator may create sound and vibration. If located internally, care should be taken not to affect internal living areas.

<sup>61</sup> [www.hetas.co.uk](http://www.hetas.co.uk)

<sup>62</sup> [www.eastsuffolk.gov.uk/environment/environmental-protection/air-quality/biomass-and-wood-burning/](http://www.eastsuffolk.gov.uk/environment/environmental-protection/air-quality/biomass-and-wood-burning/)



# 8 Natural Environment

## Key Local & National Policies

### **Suffolk Coastal Local Plan (2020) policies:**

SCLP10.1 Biodiversity and Geodiversity

SCLP10.3 Environmental Quality

SCLP10.4 Landscape Quality

### **Waveney Local Plan (2019) policies:**

WLP8.34 Biodiversity and Geodiversity

WLP8.35 Landscape Character

### **NPPF (2021) paragraphs:**

152, 174, 176, 177, 178 & 179



## 8 Natural Environment

- 8.1 Sustainable buildings should be focused not only on energy efficiency and carbon reduction, but also be designed and constructed with nature and wildlife in mind. Buildings should maximise opportunities to provide lasting benefits for both people and wildlife.
- 8.2 Large scale renewable energy schemes, such as solar farms, have the potential to impact the character of the landscape. The size, height, location, number of solar panels and impact on the landscape should be considered early in the design process for solar farms. The National Planning Policy Framework requires developments to protect and enhance valued landscapes and “recognise the intrinsic character and beauty of the countryside and wider benefits of the ecosystems” (para.174). Designated landscapes such as the Suffolk Coast and Heaths Area of Outstanding Natural Beauty (AONB) in the south-east of the district and the Norfolk and Suffolk Broads to the north are afforded protection in the NPPF which states “great weight should be given to conserving and enhancing landscape and scenic beauty in National Parks, the Broads and Areas of Outstanding Natural Beauty, which have the highest status of protection in relation to these issues” (para.176).
- 8.3 Policies for the protection of designated landscapes are SCLP10.4 Landscape Character in the Suffolk Coastal Local Plan and WLP8.35 Landscape Character in the Waveney Local Plan. Both policy WLP8.35 and SCLP10.4 require developments to demonstrate their location, scale, form, design and materials will protect and where possible enhance the area. Development proposals should include measures to enable a scheme to integrate into the landscape.

<sup>63</sup> [www.broads-authority.gov.uk/planning/planning-policies/development](http://www.broads-authority.gov.uk/planning/planning-policies/development)

- 8.4 Whilst planning applications in the Broads area are determined by the Broads Authority under planning policies in the [Local Plan for the Broads](#)<sup>63</sup>, consideration should be given to impacts on the setting of the Broads from proposals outside, including through reference where appropriate to the Broads [Landscape Sensitivity Study](#) for Renewables and Infrastructure.<sup>64</sup>
- 8.5 Integrating nature into developments or providing easy access to green spaces can improve the health, wellbeing and quality of life for people living and working nearby. The integration of natural features generally results in developments that are considered more attractive. Houses are considered more desirable when they are set in green spaces with access to the countryside and new houses that retain existing natural features, such as trees, hedges and ponds, are usually considered more acceptable to existing residents.
- 8.6 High-quality, wildlife rich, natural green spaces can also provide effective water and pollution management. Green spaces, green roofs, brown roofs, trees, rainwater gardens, swales and attenuation ponds and other natural features, can all assist in effective water and pollution management.
- 8.7 New or extended developments offer the opportunity to incorporate a range of features which improve areas for people and wildlife. All proposals should maximise their value for biodiversity through the inclusion of features such as:
- Creating green corridors and connecting to existing green corridors to provide movement and feeding space for wildlife and that can be used for recreational walking purposes.
  - Incorporating shared community gardens and allotments.

<sup>64</sup> [www.broads-authority.gov.uk/planning/planning-policies/landscape-sensitivity-studies](http://www.broads-authority.gov.uk/planning/planning-policies/landscape-sensitivity-studies)





- Green roofs and walls with plants provided that support wildlife.
- Brown roofs allowed to self-vegetate over time from windblown seeds.
- Using green roofs on bike sheds, bus shelters, sheds, and bin stores as well as houses and offices.
- Well-designed balconies large enough to provide space for a seating area and growing plants.
- Integrating bird nesting opportunities into buildings, including using nest bricks for species such as swifts.
- Installing bat boxes and or bat bricks integrated into buildings.
- Hedgehog holes in fencing.
- Instead of fencing, use hedges and 'fedging' (living hedges made with willow) that can support wildlife.
- Trees to provide shade, improve air quality and support wildlife.
- Wildflowers verges along roads and in informal open spaces.
- Consider planting that will be resistant to climate change.

8.8 Natural lawns and planting should be prioritised where possible for both gardens and public open spaces. Artificial turf does not support wildlife and is made from plastics that use fossil fuels and emits carbon. Soil usually needs to be removed to level the ground and lay the artificial turf. The artificial turf does not biodegrade and cannot be recycled so ends up in landfill.

8.9 Where artificial turf is necessary for sport and leisure facilities consideration should be given to the stabilising infill material used to weight the artificial turf down and keep the fibres vertical during use, the performance infill material used on top (used to reduce injuries) and the shock pads

underneath the turf. A study by FIFA has identified coconut fibres and cork as suitable alternatives to plastic based infills. The study also found the use of cork underneath artificial turf as a shock absorber can reduce the amount of infill material needed on top of the turf and in some instances existing shock absorbers can be reused when a pitch is replaced.

8.10 East Suffolk, particularly the rural areas of the former Waveney district, has some of the darker skies in the country. Many of East Suffolk's rural areas benefit from dark skies that support wildlife and contribute to the tranquil character. Suffolk Coastal Local Plan policy SCLP10.4 Landscape Character and Waveney Local Plan policy WLP8.35 Landscape Character both support proposals that protect and enhance dark skies across the plan area. Light pollution can be reduced by minimising the number of external lights, using down lights and using timer settings to limit light use therefore reducing light pollution that disturbs wildlife.

8.11 Further information is available from:

- [East Suffolk Ecology](#) webpage<sup>65</sup>
- [Wildlife gardening The Wildlife Trust website](#)<sup>66</sup>
- [Homes for people and wildlife: How to build housing in a nature-friendly way](#) by The Wildlife Trust (2018)<sup>67</sup>.
- [Biodiversity Enhancement in New Housing Developments](#), by Campaign to Protect Rural England (CPRE) Sussex and Royal Society for the Protection of Birds (South East)<sup>68</sup>

<sup>65</sup> [www.eastsuffolk.gov.uk/planning/design-and-conservation/ecology/](http://www.eastsuffolk.gov.uk/planning/design-and-conservation/ecology/)

<sup>66</sup> [www.wildlifetrusts.org/gardening](http://www.wildlifetrusts.org/gardening)

<sup>67</sup> [www.wildlifetrusts.org/sites/default/files/2018-05/homes\\_for\\_people\\_and\\_wildlife\\_lr\\_-\\_spreads.pdf](http://www.wildlifetrusts.org/sites/default/files/2018-05/homes_for_people_and_wildlife_lr_-_spreads.pdf)

<sup>68</sup> [www.cpresussex.org.uk/resources/biodiversity-enhancement-in-new-housing-developments/](http://www.cpresussex.org.uk/resources/biodiversity-enhancement-in-new-housing-developments/)



- [Environmental Impact Study on Artificial Football Turf](#) by FIFA (2017)<sup>69</sup>

8.12 It is recognised that the Environment Act (2021) is introducing requirements for mandatory Biodiversity Net Gains (BNG) for many types of new developments, which will impact planning policy. Further technical guidance may be produced in the future in response to this requirement.



*Figure 16 Swift boxes*

<sup>69</sup> [www.eunomia.co.uk/reports-tools/environmental-impact-study-on-artificial-football-turf/](http://www.eunomia.co.uk/reports-tools/environmental-impact-study-on-artificial-football-turf/)

# 9 Renewable and low carbon energy schemes

## Key Local & National Policies

### **Suffolk Coastal Local Plan (2020) policies:**

SCLP9.1 Low Carbon & Renewable Energy

SCLP9.2 Sustainable Construction

### **Waveney Local Plan (2019) policies:**

WLP8.27 Renewable and Low Carbon Energy

WLP8.28 Sustainable Construction

### **NPPF (2021) paragraphs:**

8, 152, 153, 154, 155, 156, 157 & 158





## 9 Renewable and Low Carbon Energy schemes

- 9.1 Planning applications for energy generating projects with a generation capacity of 50MW and less are determined by East Suffolk Council under Planning Policies SCLP9.1 in the Suffolk Coastal Local Plan and WLP8.27 in the Waveney Local Plan.
- 9.2 Applications for more than 50MW are classed as Nationally Significant Infrastructure Projects (NSIPs) and are examined by the Planning Inspectorate who make recommendations to the Secretary of State at the Department for Business, Energy & Industrial Strategy (BEIS). Applications for offshore energy generation of 1MW – 100MW are determined by the Marine Management Organisation. Applications relating to overhead electricity lines below 132kV are determined by the BEIS.<sup>70</sup>



Figure 17 Solar array

<sup>70</sup> [www.gov.uk/guidance/consents-and-planning-applications-for-national-energy-infrastructure-projects#electricity-development-consents](https://www.gov.uk/guidance/consents-and-planning-applications-for-national-energy-infrastructure-projects#electricity-development-consents)

- 9.3 Large scale developments can contribute towards East Suffolk's energy needs. Small-scale installations such as solar photovoltaic panels, solar thermal panels and heat pumps usually generate energy for one or two buildings and provide an important contribution towards long-term energy security. Depending on the scale and location of a proposal, small installations may not require planning permission. Such schemes are known as 'permitted development'.

### Small scale energy generation appropriate for households and commercial buildings

- 9.4 Developments providing technologies such as solar photovoltaics (PV), solar thermal, heat pumps and wind turbines can generate energy to meet some or all of the needs of a building. A single installation will produce a limited amount of energy but cumulatively these technologies will make an important contribution towards securing the district's future energy supply, reducing energy costs for households and businesses. Reducing the need for fossil fuel energy by generating renewable energy at plot, site or neighbourhood level also has the effect of reducing energy demand through the necessary supply chains for finite fuels, e.g. the road miles incurred to transport heating oil. The Energy Savings Trust can provide guidance on energy efficiency measures and small-scale energy generation technologies.

### Market based incentives for energy

- 9.5 The type, number and availability of financial incentives for installing renewable and low carbon energy technology and heating systems, and improving the thermal efficiency of existing homes changes with the



introduction of new initiatives. Details of the latest incentives and eligibility is available on the [Government's website](#)<sup>71</sup>.

## Community-led renewable and low carbon energy schemes

9.6 A community project can be used to generate local electricity, heat, store energy, provide infrastructure for electric vehicles and purchase energy. These projects reduce a community's dependence on centralised energy.

9.7 Community energy schemes can reduce energy demand by making buildings more energy and thermally efficient as well as providing renewable energy. The approach is suited to community centres, schools, small multi storey residential developments, and small-scale residential developments such as sheltered housing complexes.

9.8 Examples of community energy projects include:

- *Community-owned renewable electricity installations such as solar photovoltaic (PV) panels, wind turbines or hydroelectric generation.*
- *Members of the community jointly switching to a renewable heat source such as a biomass boiler, or a low-carbon heat system such as a heat pump or solar thermal.*
- *A community group supporting energy saving measures such as the installation of cavity wall or solid wall insulation, which can be funded wholly or partly by the Green Deal.*

<sup>71</sup> [www.gov.uk/domestic-renewable-heat-incentive](http://www.gov.uk/domestic-renewable-heat-incentive)

<sup>72</sup> [www.gov.uk/guidance/community-energy](http://www.gov.uk/guidance/community-energy)

<sup>73</sup> [www.theguardian.com/sustainable-business/culford-school-bionergy-switch](http://www.theguardian.com/sustainable-business/culford-school-bionergy-switch)

- *Working in partnership with the local Distribution Network Operator (DNO) to pilot smart technologies.*
- *Collective purchasing of heating oil for off gas-grid communities Collective switching of electricity or gas suppliers.*<sup>72</sup>

9.9 As an example, albeit outside of East Suffolk, Culford School in Bury St Edmunds occupies historic buildings dating back to the 16<sup>th</sup> Century and is an example of a project that installed a biomass boiler. The switched from inefficient oil boilers to a biomass boiler resulted a significant cost saving on heating for the school. The biomass boiler not only saved costs but reduced the school's carbon emissions.<sup>73</sup>

Types of low-carbon energy that communities could use:<sup>74</sup>

Electricity	Heat	Electric Vehicles & Hydrogen
Solar PV	Heat pumps	Electric vehicles
Wind Turbines	Biomass	Hydrogen vehicles
Micro hydro	Solar Thermal	

9.10 Renewable energy schemes can be owned by the community with local people buying shares and earning interest. They can also be funded through grants obtained by the community from energy companies or from a range of national and local funds. This requires community groups to form Co-operative Societies, Community Benefit Societies or Community Interest Companies and have a business plan in place. Income can be earned from a

<sup>74</sup>

[https://communityenergyengland.org/files/document/444/1601384608\\_EssexCommunityEnergyRoadmapGuide.pdf](https://communityenergyengland.org/files/document/444/1601384608_EssexCommunityEnergyRoadmapGuide.pdf)





community energy project by selling energy through a Power Purchase Agreement.<sup>75</sup>

- 9.11 Neighbourhood Plans can include community energy projects within their vision for the local area and set policies identifying appropriate areas for renewable energy schemes.

Further information on community energy is available here:

- [www.gov.uk/guidance/community-energy](http://www.gov.uk/guidance/community-energy)
- <https://communityenergyengland.org>

## District Heating Networks

- 9.12 District and community heating are both forms of heating networks that distribute heat from a central renewable or low carbon source via insulated pipes to domestic or non-domestic buildings. District heating networks are designed to supply heating on a large scale to developments with numerous buildings compared to community heating networks that usually supply heat to one or two buildings. District heating networks are generally considered best suited for use in dense urban areas where the distance the heat must travel can be kept to a minimum.
- 9.13 [Heat networks](#)<sup>76</sup> are an important part of the Government's plan to reduce carbon emissions with a target to generate 18% of the UK's heat from heat networks by 2050. Heat networks offer one of the most cost-effective methods of reducing carbon emissions from heating and cutting heating bills for customers as they exploit economies of scale.

<sup>75</sup>

[https://communityenergyengland.org/files/document/444/1601384608\\_EssexCommunityEnergyRoadmapGuide.pdf](https://communityenergyengland.org/files/document/444/1601384608_EssexCommunityEnergyRoadmapGuide.pdf)

Guidance on heat networks for developers is available here:

- [www.gov.uk/government/collections/heat-networks-guidance-for-developers-and-the-supply-chain](http://www.gov.uk/government/collections/heat-networks-guidance-for-developers-and-the-supply-chain)

## Permitted Development

- 9.14 Some alterations to buildings such as the installation of small-scale renewable energy technologies can be made without needing to apply for planning permission. These are called 'Permitted Development Rights'. Permitted development rights vary depending on the type of building (e.g. house, flat, maisonette) and where the site is located. Restrictions are placed on permitted development if the building is listed or located within a protected area such as a Conservation Area, AONB or the Norfolk and Suffolk Broads. The tables in the following section set out where planning permission is required. However, to clarify if permitted development rights are applicable to a proposal the Local Planning Authority should be contacted.

## Photovoltaics (PV)

- 9.15 There is significant potential for domestic-scale solar installations to contribute towards energy supply in the district with most south facing roof space having potential to support PV technology. The more energy that is generated through domestic installations the less justification there is for

<sup>76</sup> [www.gov.uk/guidance/heat-networks-overview](http://www.gov.uk/guidance/heat-networks-overview)



large-scale schemes such as wind turbines and solar arrays to be installed locally. Photovoltaic panels work on the principle of converting sunlight into electrical energy. These can be installed above the roof, integrated into the roof tiles or installed as a free-standing array within the grounds of a building. PV technology can also be applied through window glazing but this technology tends to be more expensive.

- 9.16 The placing of solar panels on the roof of a house or flat can often be carried out under 'Permitted Development' which means there is no need to obtain planning permission, subject to certain conditions. Advice for homeowners on installing solar panels in Conservation areas or on Listed Buildings is available on the East Suffolk website here:

- [Installing solar photovoltaics in a conservation area](https://www.eastsuffolk.gov.uk/planning/design-and-conservation/installing-solar-photovoltaics-in-a-conservation-area/)<sup>77</sup>

- 9.17 This technology works most effectively on south-east to south-west facing roofs and can be installed on any roof slope (optimal angle is 30 degrees). PV cells will continue to produce energy when overhead conditions are overcast but not as much as when the sun is out. Energy will only be produced when it is daylight, therefore, the energy must either be consumed, stored using batteries or sold to the electrical grid as it is generated.
- 9.18 Attention should be given to potential shading caused by trees, nearby structures or parts of the same building such as chimneys and dormer windows. If any solar panel within the solar array is shaded this could stop the system from operating properly. The planting of deciduous trees as part a landscaping scheme will provide shade for a building and reduce the need

for cooling during the summer months while enabling maximum solar receipts during the winter when energy demand is highest.



Figure 18 Solar panels in Ufford

<sup>77</sup> [www.eastsuffolk.gov.uk/planning/design-and-conservation/installing-solar-photovoltaics-in-a-conservation-area/](https://www.eastsuffolk.gov.uk/planning/design-and-conservation/installing-solar-photovoltaics-in-a-conservation-area/)



Figure 19 Solar panels in Woodbridge

9.19 Other considerations that apply to solar PV installations and other micro-energy generating technologies outlined in this section may include:

- The installation of an inverter linked to the fuse box to convert the electricity generated from direct current to alternate current for it to be usable.
- Free-standing technologies within the grounds of the property will need to be connected to the building by underground cabling which should be buried at least 0.5m below the surface to avoid damage.
- Where a building is connected to the electrical grid excess electricity can be sold to the grid when not required. Connection to the grid will

also ensure a continuous supply of energy when not enough is being generated on site.

- Layout of the PV panels on the roof of a building to be in keeping with the character of the building, property and streetscape.

## Solar thermal

9.20 Solar water heating systems comprise of three main components: solar collectors (evacuated tubes or flat plates), a heat transfer system (fluid in the pipes) and a hot water store such as a hot water cylinder. Solar energy heats the water which is then transferred to the storage tank where it is kept until needed. It is then reheated by a conventional boiler to the required temperature ready for use. Space for a water tank will need to be considered before installing the system. Due to the use of conventional boilers, solar thermal heating is not a wholly renewable source of heating nevertheless, provides a lower carbon alternative to traditional heating systems and can help reduce energy bills.

9.21 The collectors, which is the equipment that captures the sun's energy to provide heat, are ideally positioned on a south facing roof on a 30 degree angle (this is not critical) in an area not subject to shading. The same principle can be applied to collectors that are free-standing in the curtilage of a property but additional work would be required to install piping to transfer the pre-heated water to a water store and the building.

9.22 Before mounting solar collectors onto a roof a structural survey will be required to ensure the building is strong enough to hold the additional weight of the collector and the support framework.



9.23 Further information is available from the [Energy Savings Trust](https://energysavingtrust.org.uk/advice/solar-water-heating/)<sup>78</sup>.

## Air source heat pumps

9.24 Air source heat pumps function in a similar fashion to a refrigerator but in reverse. The device absorbs heat from the air which is then used to heat water or internal spaces within a building. An air source heat pump can absorb heat from outside air even when temperatures are as low as -15°C.<sup>79</sup> During the warmer months air source heat pumps can be reversed to be used as air conditioning units to lower internal air temperatures. There are two types of air source heat pump systems:

- air to air systems: take heat from the air outside and pass it into the building through fans;
- air to water systems: take heat from the air and direct it into the wet central heating system, which is usually an underfloor heating system.

9.25 Air source heat pumps are more efficient in air to water systems if teamed with an underfloor heating system (which can be used throughout the floors of a building) than radiators.

9.26 Air source heat pumps require electricity to run unless they are powered by renewable energy generated on site. Air source heat pumps therefore may not provide renewable heating and cooling but are nevertheless a lower carbon alternative to traditional heating systems. Air source heat pumps will become a lower carbon system as the National Grid becomes less dependent on fossil fuels and is decarbonised.

9.27 To be effective, energy efficiency measures should be implemented before a heat pump is installed. If energy efficiency measures are not implemented

then the additional heat generated by the heat pump will be lost making the system less cost effective.



Figure 6 Air Source Heat Pump System

9.28 Space will need to be set aside internally for a pump and tank. External space will be needed for the condenser unit (looks like an air conditioner). These blow out cooler air and can generate noise so they need to be appropriately located. Installation near the window of a habitable room should be avoided. In some cases, a noise assessment may be required depending on the scale of the system, the number of units, and the location of external units relative to neighbours.

<sup>78</sup> <https://energysavingtrust.org.uk/advice/solar-water-heating/>

<sup>79</sup> <https://energysavingtrust.org.uk/advice/air-source-heat-pumps/>





- 9.29 Further information is available from the [Energy Savings Trust<sup>80</sup>](#) and from [the MSC Service](#) (Microgeneration Certification Scheme)<sup>81</sup>.

## Ground (and water) source heat pumps

- 9.30 Ground (and water) source heat pumps can be used for space and water heating. These systems operate by drawing heat from the ground (or water) and transferring it to a heat pump. There are two types of ground source heat pumps:
- Closed loop systems – utilise a sealed pipe buried in the ground. Within the pipe is a continually circulating liquid which extracts heat from the ground. This type of system involves no physical interaction between the system and the environment.
  - Open loop systems – use a borehole to supply groundwater to the system which is then circulated to extract heat from the ground. Once the water has passed through the heat exchanger it is then returned to the ground via a second borehole. An open loop system can impact on groundwater therefore the Environment Agency should be contacted prior to the installation of a heat pump.
- 9.31 Piping is set out in a parallel manner and where space is limited pipes can be laid down in a coiled pattern. The land area required varies depending on how easily the soil can transfer heat to the pump and how much energy the pump can generate. Horizontal piping is not appropriate for small properties. Alternatively, ground pipes can be laid vertically in the ground

using bore holes. Digging is required to bury the pipe network which can be disruptive.

- 9.32 Ground source heat pumps are most effective for under floor heating. However, if radiators are used these should have a large surface area because the water heated by the pump is usually not as hot as the water heated by a conventional boiler. The Environment Agency can advise on the design and materials used as part of any proposal. They can discuss details of a proposal for an air or ground source heat pump system and their appropriateness for a location if contacted early in the process when a scheme is being considered.
- 9.33 Ground and water source heat pumps require electricity to run unless they are powered by renewable energy generated on site. Ground and water source heat pumps therefore may not provide renewable heating but are nevertheless a lower carbon alternative to traditional heating systems. Air source heat pumps will become a lower carbon system as the National Grid becomes less dependent on fossil fuels and is decarbonised. In some cases, a noise assessment may be required depending on the scale of the system, the number of units, and the location of external units relative to neighbours.
- 9.34 Further information is also available from the [Energy Savings Trust<sup>82</sup>](#) and [from the MSC Service](#) (Microgeneration Certification Scheme)<sup>83</sup>.

## Small-scale wind turbines

- 9.35 Small-scale, domestic wind turbines can be pole mounted or building mounted. They can be used to provide some of the energy needs of a

<sup>80</sup> <https://energysavingtrust.org.uk/advice/air-to-water-heat-pumps/>

<sup>81</sup> <https://mcs-certified.com>

<sup>82</sup> <https://energysavingtrust.org.uk/advice/air-to-water-heat-pumps/>

<sup>83</sup> <https://mcs-certified.com>



building. However, the [Net Zero Carbon Toolkit](#)<sup>84</sup> does not recommend the installation of domestic wind turbines. They are currently not a recommended method of generating renewable electricity on a domestic scale due to their relative inefficiency when compared with alternative technologies, but with advances in technology this may change in the future. The cost and energy efficiency of a domestic wind turbine is not a planning consideration.

- 9.36 The National Planning Policy Framework permits wind energy developments involving one or more turbines in areas identified as suitable for wind energy development in the development plan and following consultation (footnote 54). The two Local Plans do not identify areas suitable for wind energy development, however local plan policies do set out that Neighbourhood Plans can identify suitable areas for renewable and low carbon energy development. A stand-alone wind turbine within the boundaries of a house or block of flats<sup>85</sup> and building mounted wind turbines<sup>86</sup> can be considered permitted development subject to limits and conditions.
- 9.37 Turbines are considered to be small-scale when they are of a size small enough to be attached to a building and the height does not exceed 15m above ground level, or if a standalone structure, of a height not greater than 11.1m. These heights are from the ground to the tip of the turbine blade. Small-scale turbines can be attached to buildings using brackets fastened to an external wall or be freestanding on a pole. As a general principle, the higher the turbine the higher the wind speed and the greater the energy output. Urban locations are prone to air turbulence created by wind flowing around buildings, trees and other structures

<sup>84</sup> <https://cotswold.gov.uk/media/05couqdd/net-zero-carbon-toolkit.pdf>

<sup>85</sup> [planningportal.co.uk/info/200130/common\\_projects/57/wind\\_turbines/3](https://planningportal.co.uk/info/200130/common_projects/57/wind_turbines/3)

making small-scale turbines less effective in these areas. When considering the height of a turbine there may be issues with visual amenity with turbines being visually intrusive to neighbours. Other issues to consider are noise, vibration and shadow flicker. It is generally recommended that a noise and vibration assessment is undertaken prior to consideration of development of small-scale wind turbines.

- 9.38 The installation of a small-scale wind turbine may involve works that disturb roof spaces, chimney stacks and potential access points for bats. A survey may need to be undertaken to ascertain if bats are present. If birds are present on the site, work should be undertaken outside of the bird nesting season.
- 9.39 Further information is also available from the [Energy Saving Trust](#)<sup>87</sup>.

## Biomass burners

- 9.40 Biomass burners (or stoves) and boilers are wood fuelled heating systems that use pellets, chips or logs. Stoves are generally used to heat a single room or level of a dwelling. Boilers are connected into a central heating network and can therefore be used to heat an entire building.
- 9.41 Log burning stoves and boilers require a significant amount of wood to heat a dwelling. Wood chips are most suitable for a heating system that will heat multiple dwellings. Wood pellet burners and boilers generally use automatic fuel feeders which need to be refilled on occasion. Pellets burn for a longer time than logs but are more expensive. Please note that appliances should be installed that meet current regulatory and environmental standards/guidance with respect to their burn efficiency and emissions. A

<sup>86</sup> [www.planningportal.co.uk/info/200130/common\\_projects/57/wind\\_turbines/2](https://www.planningportal.co.uk/info/200130/common_projects/57/wind_turbines/2)

<sup>87</sup> <https://energysavingtrust.org.uk/advice/wind-turbines/>





new stove should ideally be one approved by the Department for Environment, Food and Rural Affairs (Defra). For further information on open fires and stoves Defra have produced the [following guide](#)<sup>88</sup>. You can also visit the [HETAS website](#)<sup>89</sup> for help with which stove to buy and suppliers.

9.42 Depending on the scale of the appliance, an assessment in terms of air quality could be required – please contact the Environmental Protection Team for advice. Appliances should only be operated using approved/regulated fuels in order to minimise harmful emissions to the environment. The Environmental Protection Team [webpage](#) on biomass and burning provides additional guidance<sup>90</sup>.

9.43 Further information is also available from the [Energy Saving Trust](#)<sup>91</sup>.

## Micro-CHP

9.44 A micro combined heat and power system (micro-CHP) can generate heat and electricity for a large house, a block of flats or small commercial buildings. They can be a cost effective method of providing energy to a small-medium scale development with a lower impact on the environment. It operates using a power source such as a boiler running on biomass or gas that generates electricity and heat. Whilst gas is a fossil fuel the system is considered low carbon because it uses less carbon than conventional systems that generate heat and use power from the national grid. The captured heat is then pumped around the building for water and space heating. Potential air quality and noise impacts need to be considered and

assessed and the Environmental Protection Team will need to be contacted to provide advice on any assessments required. Buildings that have a relatively constant heating demand are most suitable for micro-CHP. To reduce energy loss during transfer these units should be located either in the building to be supplied with energy or in a separate building.

9.45 Further information is also available from the [Energy Saving Trust](#)<sup>92</sup>.

## Anaerobic digestion

9.46 Anaerobic digestion is the generation of heat and electricity from waste and is considered one method of managing the waste that society produces and preventing adding to landfill. Anaerobic digestion is the process of breaking down organic matter, such as food waste, sewerage, manure, fats and oils, and waste from wineries/breweries, to produce gas to be used as fuel. The by-products include fertilizer and animal bedding.

9.47 The size and scale of anaerobic digestion can vary from domestic to commercial scale. Depending on the scale of the system, this technology requires consideration of noise, odour and emissions to air among other potential environmental impacts. The generators are particularly suited to rural areas where there is easy access to the agricultural and sewerage waste used in anaerobic digestion and where issues of noise, odour and emissions can be mitigated. Anyone considering an installation is recommended to discuss proposals at an early stage not only with the Local Authority (including Planning Policy and Environmental Protection Teams),

<sup>88</sup> [https://uk-air.defra.gov.uk/assets/documents/reports/cat09/1901291307\\_Ready\\_to\\_Burn\\_Web.pdf](https://uk-air.defra.gov.uk/assets/documents/reports/cat09/1901291307_Ready_to_Burn_Web.pdf)

<sup>89</sup> [www.hetas.co.uk](http://www.hetas.co.uk)

<sup>90</sup> [www.eastsuffolk.gov.uk/environment/environmental-protection/air-quality/biomass-and-wood-burning/](http://www.eastsuffolk.gov.uk/environment/environmental-protection/air-quality/biomass-and-wood-burning/)

<sup>91</sup> <https://energysavingtrust.org.uk/advice/biomass/>

<sup>92</sup> <https://energysavingtrust.org.uk/advice/micro-combined-heat-and-power/>



but also with the Environment Agency as most installations will need an exemption, or potentially a Permit to operate.

- 9.48 [Anglia Water Bioresource Strategy 2020-2045](https://www.anglianwater.co.uk/siteassets/household/about-us/pr19-11a-anglian-water-bioresources-strategy-2020-2045.pdf)<sup>93</sup> centres on the treatment of sludge from over 1,100 water recycling centres. The sludge is collected and transported to treatment centres where, through anaerobic digestion, biogas is produced from the waste to fuel engines and

boilers that generate combined heat and power (CHP). The process also produces high quality products for agriculture such as fertilisers. In 2019-20 Anglian Water was able to generate around 30% of their energy from renewable sources and aims to increase this to 44% by 2025.<sup>94</sup>

- 9.49 Further information is also available from [The Official Information Portal on Anaerobic Digestion](https://www.gov.uk/government/collections/official-information-portal-on-anaerobic-digestion)<sup>95</sup>.

<sup>93</sup> <https://www.anglianwater.co.uk/siteassets/household/about-us/pr19-11a-anglian-water-bioresources-strategy-2020-2045.pdf>

<sup>94</sup> [www.anglianwater.co.uk/siteassets/household/about-us/public-affairs-pre-2018/aws---chp---road-to-net-zero-response.pdf](https://www.anglianwater.co.uk/siteassets/household/about-us/public-affairs-pre-2018/aws---chp---road-to-net-zero-response.pdf)

<sup>95</sup> [www.biogas-info.co.uk](https://www.biogas-info.co.uk)



Table 6: Permitted Development and Building Regulations Considerations

Renewable Energy Source	Permitted Development	Building Regulations
Standalone solar panel installation in the grounds of a non-domestic building	<p>The installation of standalone solar panels will not require planning permission if the scheme meets the following criteria:</p> <ul style="list-style-type: none"> <li>• It is less than 4m in height;</li> <li>• It is more than 5m away from the property boundary;</li> <li>• The area of the array is less than 9m<sup>2</sup> or 3mx3m wide;</li> <li>• Not to be installed within the boundary of a listed building or scheduled monument.</li> <li>• The property is not in the Broads, AONB or Conservation Area.</li> <li>• There are no other standalone installations on the property.</li> </ul> <p>Planning permission/listed building consent may be required for any work carried out on a listed building that affects its character or setting.</p> <p>For further information see the General Permitted Development Order Part 14 Class K.</p>	Part P Electrical Safety: Once connected the electrical work will need to be certified.
Solar panels mounted on a house or apartment building	<p>The installation of building mounted solar panels will not require planning permission if the scheme meets the following criteria:</p> <ul style="list-style-type: none"> <li>• Panels should not be installed above the highest part of the roof and should project no more than 200mm from the roof slope.</li> <li>• Must not be fitted to listed buildings.</li> <li>• In Conservation Areas panels must not be fitted to the elevation that fronts the highway.</li> </ul> <p>For further information see the General Permitted Development Order Part 14 Class A.</p>	<p>Part A Structure: The roof will need to be certified as being strong enough to hold the panel(s).</p> <p>Part P Electrical Safety: Once connected the electrical work will need to be certified.</p>
Domestic air source heat pump	<p>The installation of air source heat pumps will not require planning permission if the scheme meets the following criteria:</p> <ul style="list-style-type: none"> <li>• The installation complies with Microgeneration Certification Scheme Planning Standards.</li> </ul>	Part L Conservation of Fuel and Power: Consent for technology installation will be required.



	<ul style="list-style-type: none"> <li>• It is the first installation of an air source heat pump.</li> <li>• It is at least 1m from the boundary.</li> <li>• It is not permitted on pitched roofs and must be 1m from the boundary of flat roofs.</li> <li>• It is not permitted within the curtilage of a Listed Building.</li> <li>• In a Conservation Area it must not be installed on a wall or roof that fronts a highway.</li> </ul> <p>For further information see the General Permitted Development Order Part 14 Class G.</p>	Part P Electrical Safety: Once connected the electrical work will need to be certified.
Domestic ground or water source heat pumps	<p>Planning permission will not be required for the installation of a heat pump within the grounds of the dwelling. Planning permission/listed building consent may be required for any work carried out on a listed building that affects its character or setting. If the site is located within a protected landscape planning permission may be required.</p> <p>For further information see the General Permitted Development Order Part 14 Class C &amp; D.</p>	<p>Part L Conservation of Fuel and Power: Consent for technology installation will be required.</p> <p>Part P Electrical Safety: Once connected the electrical work will need to be certified.</p>
Planning permission for building mounted wind turbines on domestic premises	<p>The installation of building mounted wind turbines will not require planning permission if the scheme meets the following criteria:</p> <ul style="list-style-type: none"> <li>• there are no other building mounted wind turbines on site;</li> <li>• the installation is on a detached dwelling;</li> <li>• the turbine height does not exceed 3m above the highest part of the roof or an overall height of 15m and the blades do not reach a height of less than 5m above the ground;</li> <li>• no part of the turbine is within 5m of the property boundary;</li> <li>• the sweep area of the blades does not exceed 3.8m<sup>2</sup>.</li> </ul> <p>Planning permission/listed building consent may be required for any work carried out on a listed building that affects its character or setting. Planning permission will be required if the site is within a Conservation Area and the wind turbine is to be attached to a wall or roof slope which fronts a highway. If the site is located within a protected landscape planning permission may be required.</p>	<p>Part A Structure: For building mounted wind turbines the roof will need to be certified as being strong enough to hold the turbine.</p> <p>Part P Electrical Safety: Once connected the electrical work will need to be certified.</p>



	For further information see the General Permitted Development Order Part 14 Class H.	
standalone domestic wind turbines	<p>The installation of standalone wind turbines will not require planning permission if the scheme meets the following criteria:</p> <ul style="list-style-type: none"> <li>• there are no other wind turbines or air source heat pumps on site;</li> <li>• wind turbine height does not exceed 11.1m;</li> <li>• no part of the wind turbine blade is lower than 5m above the ground;</li> <li>• no part of the turbine is within a distance equivalent to the height of the turbine plus 10% of the property boundary;</li> <li>• the sweep area of the blades does not exceed 3.8m<sup>2</sup>.</li> </ul> <p>Planning permission/listed building consent may be required for any work carried out on a listed building that affects its character or setting. Planning permission will be required if the site is within a Conservation Area and the wind turbine is to be installed closer to the highway than the building within the grounds. If the site is located within a protected landscape planning permission may be required.</p> <p>For further information see the General Permitted Development Order Part 14 Class I.</p>	Part P Electrical Safety: Once connected the electrical work will need to be certified.
Installing a flue on a domestic building for a biomass or micro-CHP system	<p>Planning permission is not normally needed when installing a biomass system in a house if all the work is internal. The installation of flue for a biomass or CHP system will not require planning permission if the scheme meets the following criteria:</p> <ul style="list-style-type: none"> <li>• If the flue on the rear or side elevation is not more than 1m above the highest part of the roof.</li> <li>• It is not a Listed Building.</li> <li>• In a Conservation Area it must not be installed on a wall or roof that front a highway.</li> </ul> <p>For further information see the General Permitted Development Order Part 14 Class E &amp; F.</p>	<p>Part F Ventilation: Certification is required to ensure there is enough ventilation to create a healthy and safe environment.</p> <p>Part L Conservation of Fuel and Power: Consent for technology installation will be required.</p> <p>Part P Electrical Safety: If the technology requires an electrical connection this will need to be certified.</p>



	The Environmental Protection Team may still need to be made aware and contacted regarding emissions to air from the appliance.	
Installing a flue on a non-domestic building for a biomass or micro-CHP system	<p>The installation of flue will not require planning permission if the scheme meets the following criteria:</p> <ul style="list-style-type: none"> <li>•The system is less than 45 kilowatts.</li> <li>•It is the first flue for either a biomass or CHP system.</li> <li>• The flue is less than 1m above the highest part of the roof.</li> </ul> <p>Planning permission/listed building consent may be required for any work carried out on a listed building that affects its character or setting. If the property is in a Conservation Area planning permission will be required if the flue is to be installed on a wall or roof slope which fronts a highway.</p> <p>For further information see the General Permitted Development Order Part 14 Class N &amp; O. The Environmental Protection Team may still need to be made aware and contacted regarding emissions to air from the appliance.</p>	<p>Part F Ventilation: Certification is required to ensure there is enough ventilation to create a healthy and safe environment.</p> <p>Part L Conservation of Fuel and Power: Consent for technology installation will be required.</p> <p>Part P Electrical Safety: If the technology requires an electrical connection this will need to be certified.</p>



# 10 Construction Methods & Standards

## Key Local & National Policies

**Suffolk Coastal Local Plan (2020) policies:**

SCLP9.2 Sustainable Construction

**Waveney Local Plan (2019) policies:**

WLP8.28 Sustainable Construction

**NPPF (2021) paragraphs:**

8, 152, 153, 154, 155, 156, 157 & 158



## 10 Construction Methods

### Timber Framed buildings

- 10.1 Timber framed buildings have been constructed for centuries in England with many Tudor examples still around today. Timber framed houses are classed as non-standard or non-traditional forms of construction. Timber is popular for its natural, beautiful appearance. Exposed timber frames in barn conversions, old cottages, and modern architect-designed homes are popular.
- 10.2 Modern timber framed buildings can be manufactured off-site and erected within a few days on site. This can save a considerable amount of time on-site. Timber frames can generally accommodate greater levels of insulation than traditional brick and block cavity construction. Insulated timber framed walls can be space saving as they are usually not as wide as brick and block cavity walls with the same levels of insulation. Timber can be sustainably sourced from managed forests and is a renewable material. Timber is a more environmentally friendly material than brick and concrete block which both have high levels of embodied carbon.

### Earth-sheltered buildings

- 10.3 Earth-sheltered homes are set into hills, located below ground or have earth piled up around them to cover three external walls and the roof. Buildings with earth piled up and over are called earth berms.

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<sup>96</sup> [www.eco-home-essentials.co.uk/earth-sheltered-home-designs.html](http://www.eco-home-essentials.co.uk/earth-sheltered-home-designs.html)

- 10.4 Earth-sheltered homes typically have a single elevation exposed, usually orientated south to maximise light and solar gains. Earth can be piled up from 20cm to a metre thick over homes.<sup>96</sup> Vegetation can be planted into the walls and roofs of earth-sheltered homes that support local wildlife and enable the building to blend into the landscape. The thicker the depth of earth the greater variety of plants, scrubs and trees that can be supported.
- 10.5 One of the biggest benefits is the earth creates a climate-controlled environment that does not overheat in the summer and remains warm in the winter. The earth also provides great noise insulation and draught-proofing.
- 10.6 Earth-sheltered homes must be carefully designed and constructed to prevent water penetration from the surrounding earth, prevent condensation due to a lack of ventilation and ensure there is sufficient natural daylight. Homes have to be carefully located away from tree roots that can cause damage to the building in the future. Earth-sheltered homes tend however to be constructed from reinforced concrete which is not an environmentally friendly material, but usually necessary to hold the weight of the earth. The construction of earth-sheltered homes can also be more expensive than a traditional brick and block house.

### Cob Houses

- 10.7 Cob houses are an old, traditional form of building with walls constructed from clay, soil, straw and water. There are examples of cob buildings lasting for hundreds of years. The materials are totally natural, renewable and would traditionally have been gathered locally with no transport related pollution generated. The materials are compacted together to form



thick, solid walls. Norfolk clay lump is similar to cob, but the materials are usually compacted to form large blocks that then form walls.

- 10.8 Cob and clay lump buildings are regarded as having similar properties as earth-sheltered buildings. The thick walls regulate the temperature keeping it cool in summer and warm in winter. The thick walls also provide good noise insulation.
- 10.9 Modern cob walls are constructed on top of a low brick or stone plinth wall and wider cob walls can be loading bearing. Cob can easily be moulded to form curved walls to create a distinctive appearance or form standard straight walls and traditional building shapes. Walls are lime rendered externally and lime plastered internally to give a breathable and smooth finish. The method of cob and clay lump construction is considered suitable for hand's on self builders.
- 10.10 Meeting modern Building Regulations using cob and clay lump construction is a challenge as there is little information on the structural and thermal properties. A new project called CobBauge involving Universities, architects and engineers is researching and testing the properties of cob walls as part of a programme on low energy construction methods that could help buildings achieve net zero carbon. The project is researching the different materials and ratios of materials that can be used to form earth walls. A new cob home is expected to be constructed and monitored in East Suffolk as part of the research.

<sup>97</sup> [www.rics.org/globalassets/rics-website/media/news/news--opinion/modern-methods-of-construction-paper-rics.pdf](http://www.rics.org/globalassets/rics-website/media/news/news--opinion/modern-methods-of-construction-paper-rics.pdf)

<sup>98</sup> [www.huf-haus.com/en-uk/](http://www.huf-haus.com/en-uk/)

## Modern Methods of Construction (MMC)

- 10.11 Modern methods of construction involve constructing building elements, sections or whole rooms of a building offsite and transporting them to site to be connected together. Manufacturing offsite offers the opportunity to improve safety, the level of productivity and the quality of construction. Modern methods of construction may also be able deliver houses at a faster than traditional methods of construction.
- 10.12 Further information on modern methods of construction in housing is available here:
- [Modern Methods of Construction: A forward-thinking solution to the housing crisis?, RICS \(September 2018\)](#)<sup>97</sup>

## Prefabricated or Modular off-site building methods

- 10.13 Modern methods of construction rose to public prominence in 2004 when a Huf Haus<sup>98</sup> was featured on Grand Designs on Channel 4. The house was designed and manufactured in Germany and transported to Walton-on-Thames where it was constructed on a pre-laid concrete base. Walls arrived with working windows and doors that could open and close and had blinds installed between the sheets of glazing. The main building went up in approximately three-and-half days.
- 10.14 Modular buildings are constructed from components that are manufactured in a factory and assembled on-site. Manufactured components can vary in size and scale and be anything from sections of



walls, floors and roofs, to entire walls or even whole rooms. The wall can arrive on site with exterior cladding, breather members, timber frame, insulation and plasterboard all fitted. Sections of a room or complete rooms can arrive on site with plumbing, electrics, fixtures and fittings, tiling and decorations.

- 10.15** Modular homes constructed from components in a factory are usually assembled on pre-prepared foundations/-bases on-site. The length of time to manufacture the components and then assemble them on site varies. Where wall, floor and roof components are delivered to site, and final insulation and, plastering are then carried out, a development can progress to second fix within weeks.<sup>99</sup> In some cases where entire completed rooms are delivered on site, homes can take as little as four days to manufacture and 8 hours to assemble.<sup>100</sup>
- 10.16** Modular buildings are not automatically more sustainable than traditional buildings. The distance to transport components to site and the environmental impact of this must be taken into consideration.
- 10.17** The clean, dry, controlled conditions of a factory enable components to be manufactured to a higher standard than on-site. The factory setting enables a fast and efficient production of components. In the controlled environment of the factory it is possible to use high quality sustainable materials without exposing them to the weather and minimise any possible damage. Material cut lists and the efficiency of production lines can significantly reduce the amount of material waste. Many building materials must be installed correctly for the performance of the building to benefit. For instance, correctly installing insulation is essential to achieve the full

<sup>99</sup> [www.ttfcuk.co.uk/company-profile/](http://www.ttfcuk.co.uk/company-profile/)

<sup>100</sup> <https://idmh.co.uk/ourhome>

thermal benefits and associated reduction in energy demand and factory processes can reduce human error. New innovative materials and construction techniques can be introduced into the factory process without the need to retrain on site construction staff.

- 10.18** Some prefabricated housing companies are seeking to provide eco-friendly housing that exceeds the conventional Passive House Standards.<sup>101</sup> They use modern materials and have developed their own thermally efficient building components that are manufactured to a high standard.

<sup>101</sup> [www.weberhaus.co.uk/eco-friendly-homes/passive-house-design/](http://www.weberhaus.co.uk/eco-friendly-homes/passive-house-design/)





## Construction Standards

### Building Regulations/ Future Home Standard

- 10.19 Buildings Regulation Approval is separate from planning permission. Building Regulations are minimum national, legal standards for the design and construction of buildings to ensure they are safe and structurally sound.
- 10.20 Following the Future Homes Standard consultations existing Building Regulation Approved Documents have been published and take effect on 15<sup>th</sup> June 2022. New homes will be required to produce less CO2 emissions through the installation of low carbon technology and the use of materials in a more energy efficient way. Approved Document Part L on the conservation of fuel and power and Approved Document Part F on ventilation have been update and an entirely new Approved Document Part O on overheating are available online here:
- [www.gov.uk/government/news/new-homes-to-produce-nearly-a-third-less-carbon](https://www.gov.uk/government/news/new-homes-to-produce-nearly-a-third-less-carbon)
- 10.21 The East Suffolk Council Building Control Team can provide support and advice on Building Regulations through their pre-application advice service. Information on charges, quotes, pre-application advice, making a building regulation application and more is available online here:
- [www.eastsuffolk.gov.uk/planning/building-control/](https://www.eastsuffolk.gov.uk/planning/building-control/)

### BREEAM Building standards

- 10.22 The Building Research Establishment Environmental Assessment Method (BREEAM) was first launched in 1990 and proports to be the world's leading sustainability assessment method for masterplanning projects, infrastructure and buildings. BREEAM has developed its own method of assessing the environmental, social and economic performance of developments together with independent assessors and a system of certification. The method is used and recognised globally.
- 10.23 The BREEAM is delivered by British Research Establishment (BRE). The BRE website contains technical manuals that can be downloaded for free that address topics on Communities, Infrastructure, New Construction, In-Use and Refurbishment and Fit-out. BRE provides technical expertise and services on a range of matters such as energy, fire safety, building materials, systems and innovations, and security.
- 10.24 BREEAM works by addressing several different categories. Each category has its own issues on which it is assessed with targets. Each category is scored and awarded credits which are used to assign the development a BREEAM rating.
- 10.25 Developers can appoint an independent licensed BREEAM Assessor to help decide which BREEAM standard best applies to the development. The development is registered through the Assessor who then assesses the project or building to the correct BREEAM standard. A pre-assessment can be carried out prior to work starting on site and details can be submitted as part of a full planning application, an outline planning application or reserved matters application. A pre-assessment can save time and money ensuring a building is designed and constructed meets the requirements of particular rating.



- 10.26** As a development progresses, information should be passed to the BREEAM Assessor to review, monitor and determine compliance with the standard. The Assessor's assessment is submitted to BRE for a certification decision. The developer should receive a certificate showing the rating received and a BREEAM plaque for the building. The BREEAM certificate showing the final decision and rating can be submitted to satisfy Planning Conditions requiring a building achieve a specific BREEAM rating.
- 10.27** East Suffolk Local Plan policies refer to the use of BREEAM building standards. The Suffolk Coastal Local Plan policy SCLP9.2 Sustainable Construction requires non-residential developments of 1,000sqm and the Waveney Local Plan policy WLP8.28 requires all new office and school developments over 1,000sqm to achieve the BREEAM 'Very Good' standard or equivalent.
- 10.28** The BREEAM building standards offer a range of possible standards that developers can achieve from 'Very Good', to 'Excellent' and 'Outstanding'. The BREEAM 'Very Good' Standard does not result in a building achieving 'net zero' carbon. BREEAM can be used however to achieve higher environmental standards than the 'Very Good' standard, such as 'Excellent'. East Suffolk supports the use of BREEAM building standards for new build, conversions and all use types as a method to achieve higher levels of sustainability than those required by Building Regulations. BREEAM can be used to develop a more holistic approach to both the design, construction and use of buildings that results in sustainable buildings.
- 10.29** More information on BREEAM is available here:

<sup>102</sup> [www.breeam.com](http://www.breeam.com)

- [www.breeam.com](http://www.breeam.com) <sup>102</sup>

## RICS Whole Life Carbon Assessment for the Built Environment

- 10.30** The Royal Institution of Charter Surveyors (RICS) is a globally recognised body with qualified professionals and offers guidance on a range of issues. The RICS Whole life Carbon Assessment for the Built Environment can be used to reduce carbon emissions and achieve targets set out in Building Regulation, local planning policies, BREEAM (Building Research Establishment Environmental Assessment Method) and LEED (Leadership in Energy and Environmental Design).
- 10.31** The benefits of the RICS Whole life Carbon Assessment for the Built Environment are that it assesses embodied carbon emissions as well as operation carbon emissions and identifies the overall best approach. The aim of the RICS assessment is to mitigate the impact of carbon emissions from the built environment, make carbon assessments more transparent, mainstream and reliable, and promote long-term thinking. <sup>103</sup>
- 10.32** Detailed advice is available online from RICS here:
- [RICS Whole life Carbon Assessment for the Built Environment](#)
- ### The Passivhaus Standards
- 10.33** According to the Passivhaus Trust, Passivhaus is the leading international low energy, design standard, with over 65,000 buildings designed, built and

<sup>103</sup> [www.rics.org/globalassets/rics-website/media/news/whole-life-carbon-assessment-for-the-built-environment-november-2017.pdf](http://www.rics.org/globalassets/rics-website/media/news/whole-life-carbon-assessment-for-the-built-environment-november-2017.pdf)





tested to this standard worldwide<sup>104</sup>. Building to Passivhaus standards can provide more comfortable, healthy, quiet and usable homes with better air quality, a more constant internal temperature, more daylight, and significantly reduced energy bills for occupants compared with typical traditional builds.

- 10.34 The Passivhaus Trust define the fundamental principle of the Passivhaus Standard as designing a building so that thermal comfort can be achieved solely by post-heating or post-cooling the fresh air flow required for good indoor air quality, without the need for additional recirculation of air<sup>105</sup>. It explains that to achieve the Passivhaus Standard in the UK the design will typically need to include: very high levels of insulation, extremely high performance windows with insulated frames, airtight building fabric, 'thermal bridge free' construction, a mechanical ventilation system with highly efficient heat recovery, and the use of the Passive House Planning Package (PHPP) to model the design<sup>106</sup>.
- 10.35 The former Deben High School site, which in June 2021 was granted full planning permission for the construction of 45 apartments and maisonettes and 16 houses, is also set to be built to Passivhaus Standards.
- 10.36 More information including other useful case studies on how Passivhaus development has been successfully delivered can be found at <https://www.passivhaustrust.org.uk/>.

<sup>104</sup> The Passivhaus Trust (2021) *Home*. Available at: <https://www.passivhaustrust.org.uk/>

<sup>105</sup> The Passivhaus Trust (2021) *What is Passivhaus?* Available at: [https://www.passivhaustrust.org.uk/what\\_is\\_passivhaus.php#3](https://www.passivhaustrust.org.uk/what_is_passivhaus.php#3).

## CEEQUAL Infrastructure and civil engineering sustainability assessment

- 10.37 CEEQUAL stands for Civil Engineering Environmental Quality Assessment and Award Scheme. It is an international evidence-based sustainability assessment, rating system and awards scheme for civil engineering, infrastructure, landscaping and works in public spaces<sup>107</sup>. The scheme aims to achieve sustainable infrastructure that addresses climate change, carbon emissions and resilience. The scheme is delivered by the Building Research Establishment (BRE) who also deliver and operate the BREEAM Building Standards.
- 10.38 Self-assessments of projects are carried out by a trained assessor using the CEEQUAL manual and online assessment platform. The self-assessment is then externally verified and a CEEQUAL certificate is awarded showing the project's score and rating. More information including technical manuals and case studies can be found at [www.bregroup.com/products/ceequal/](http://www.bregroup.com/products/ceequal/)
- 10.39 Where practically possible it is recommended that infrastructure projects use CEEQUAL sustainability tools and assessment methods to achieve the highest possible environmental standards

<sup>106</sup> Ibid.

<sup>107</sup> [www.bregroup.com/products/ceequal/](http://www.bregroup.com/products/ceequal/)

# 11 Healthy Buildings and Places



## Key Local & National Policies

### **Suffolk Coastal Local Plan (2020) policies:**

SCLP9.2 Sustainable Construction

SCLP11.1 Design Quality

### **Waveney Local Plan (2019) policies:**

WLP8.28 Sustainable Construction

WLP8.29 Design

WLP8.31 Lifetime Design

### **NPPF (2021) paragraphs:**

8, 92, 98, 126, 130, 131, 133, 152, 153 & 157



## 11 Healthy Buildings and Places

- 11.1** In addition to environmental sustainability benefits, sustainably constructed developments can also provide 'co-benefits' for the health and wellbeing of the occupants and users of the buildings and spaces by ensuring a 'win/win' design approach. Providing highly energy-efficient dwellings through producing well-insulated, air-tight (but ventilated) and water-tight shells reduces health risks associated with exposure to damp, cold and poor air quality (due to poor circulation and refreshment of air), and the indirect health risks associated with households paying high energy and water bills. Reduced pressures on health and wellbeing not only mean better quality of life for occupants, but also less pressure on local health services.
- 11.2** There are examples of possible opportunities for securing co-benefits for environmental and social sustainability, including:

- incorporating on-site green infrastructure, which benefits people and wildlife, provides green amenity space and/or natural vistas. On-building green infrastructure (e.g. green roofs) may also have the added benefit of improving the building's thermal insulation. The use of trees and plants for sustainable drainage, biodiversity net gain, and shading/cooling purposes which also produces an edible (e.g. fruit or nut bearing trees, culinary herbs) also supports nutritional health. Where applicable, these benefits can help to meet Paragraph 131 of the NPPF, which recognises the multiple benefits of trees and expects these to be incorporated in developments.
- the use of appropriately-located glazing for solar gain in the interests of warming buildings, as this also brings in more natural light and connects the occupants/users of the building to their wider natural and social environment. Exposure to natural light provides health and wellbeing benefits. Careful consideration should

also be given to avoiding negative consequences on occupants/users such as glare from natural light.

- using internal wall and floor construction materials and techniques that incorporate both excellent thermal and sound insulation, particularly for noise sensitive development such as housing (particularly for flats or Houses in Multiple Occupation), schools, libraries, hospitals, etc.
- using locally sourced materials, which as well as reducing transport costs and carbon emissions, stimulates the local economy, and therefore the wider health and wellbeing of the local community.
- being built to last – a building that has been constructed to last at least several lifetimes offers the owner a secure asset that can be passed down through generations.
- using highly energy efficient and sound insulating doors and windows, which are typically thicker and more robust, may also add to the overall security of the building.
- using external and/or internal lighting solutions that, as well as being highly energy-efficient in terms of electricity use, are also designed to produce the minimum amount of light needed to fulfil their function (e.g. porch lights that produce just enough light to identify the correct key for the door, but not enough to disturb neighbours), or that are controlled by timers, also benefit the health of people and wildlife by limiting the impact of light pollution after dark.
- using clerestory windows, transom windows, lightwells, roof lanterns, skylight windows and sun tunnels as means to bring solar heating and light into the building (which are particularly useful in areas otherwise difficult to bring heat or light into), also incentivises the use of higher ceilings in those spaces. Higher ceilings have been linked to a greater





sense of 'psychological freedom' and creativity, which are beneficial for wellbeing and productivity;

- using an approach to the building's construction which optimises the placement of loadbearing walls so that the building is:
  - a) less likely to need to be structurally adapted, extended or demolished, which then necessitates the use of more materials and the embodied carbon in the construction process, and
  - b) where structural adaptations or extensions are still necessary, the building has been designed to be as flexible as possible for the process, keeping different future development options open.

this built-in flexibility not only future proofs the building as a more flexible asset over its lifetime, it also potentially enhances the value of the space to the owners/occupants and future owners/occupants.

- addressing the challenge of heating larger open plan living areas whilst providing the co-benefit of meeting the need created by the shift towards more working from home by creating a home office room or space that can be room-divided when needed (e.g. using sliding double doors). However, this should not be at the expense of an adequately sized/shaped living space for the household to socialise with each other. Where larger spaces are required in the home or in non-domestic buildings, underfloor heating is likely to be more energy efficient and more effective at heating a space than traditional radiators, and the experience of warmth from the floor will contribute positively to the comfort and amenity of the space.
- for Houses in Multiple Occupation, it is recommended that there is sufficient space in the bedrooms for a working from home work station (desk, chair, lamp, etc.) to be set up and safely manoeuvred around so

that occupants have the option to work/study from home. This may also have the added benefit of reducing heating costs as occupants are able to work in smaller spaces (their bedrooms) rather than larger communal spaces (e.g. dining room);

- the provision of suitable spaces within the development for food growing can reduce 'food miles' as well as providing biodiversity, health and educational benefits. This could be anything from providing planter boxes, to providing a community-scale allotment site.
- using computerised systems to manage the operation of internal systems and monitor energy use/costs incurred, as this may help occupants feel more in control of their home and their financial expenditure by being able to monitor and/or make adjustments to reduce it where needed.

**11.3** However, much more than the listed examples can be considered and achieved for supporting health, wellbeing and safety through the overall design approach to buildings, open spaces and the wider public realm. A well-considered layout, with adequate internal space, storage space, natural light, multiple-aspect windows for views and through-ventilation, orientation for solar gain, adequately-sized and fitted kitchens, secure cycle parking, and access to outdoor space can provide more efficient, ergonomic, productive, healthy and attractive developments.

**11.4** Guidance on developing for healthy, safe, and active environments will be provided in the Council's forthcoming Healthy Environments Supplementary Planning Document (planned to be prepared during 2022/23).

# 12 Making a Planning Application







## 12 Making a Planning Application

- 12.1 To achieve a sustainable development a range of environmental issues relating to design and construction need to be considered together with National and Local Planning Policies. A Sustainable Development Checklist has been provided in Appendix D to assist applicants when designing and developing a proposal and submitting a planning application. The checklist aims to assist in a holistic approach to sustainable development. The checklist is designed to prompt applicants to consider a variety of sustainable construction issues together with other aspects of a proposal that contribute to achieving a sustainable development.
- 12.2 East Suffolk Council offers a [pre-application advice service](https://www.eastsuffolk.gov.uk/planning/planning-applications-and-enforcement/find-out-if-you-need-planning-permission/pre-application-advice-service/)<sup>108</sup>. Pre-application advice is not compulsory, but it is a good method of getting feedback on development proposals and increasing the chances of successful planning application. Details of the pre-application enquiry process are available online.

### Energy Statement – Demonstrating a 20% reduction in CO<sub>2</sub> emissions below the Target CO<sub>2</sub> Emission Rate

- 12.3 The requirement under policy SCLP9.2 for an Energy Statement demonstrating a 20% reduction in CO<sub>2</sub> emissions below the Building Regulation target CO<sub>2</sub> emission rate will cease when the Future Homes Standard comes into force amending Part L (conservation of fuel and power) Building Regulations for new homes.
- 12.4 The Suffolk Coastal Local Plan policy SCLP9.2 requires all new residential developments of more than 10 dwellings to achieve higher energy efficiency

standards that result in a 20% reduction in CO<sub>2</sub> emissions below the Target CO<sub>2</sub> Emission Rate (TER) set out in the 2013 Building Regulations. The policy requirement is in accordance with the Planning Practice Guidance on Climate Change (March 2019) that permits planning policy to set energy performance standards higher than Building Regulation, up to the equivalent of level 4 of the Code for Sustainable Homes.

- 12.5 The Council strongly recommends that developers appoint an Energy Specialist as early as possible in the design process. This will assist with maximising opportunities for sustainability and minimise the risk of not achieving planning policy compliance. Not considering sustainability early may result in a developer retro-fitting their development and incurring unnecessary costs to comply with planning policy and/or discharge a planning condition.
- 12.6 The Target CO<sub>2</sub> Emission Rate is defined in Building Regulations Part LA: Conservation of fuel and power in new dwellings (2013 edition with 2016 amendments) as the “minimum energy performance requirements for a dwelling”. The TER is based on CO<sub>2</sub> emissions from the provision of space heating and hot water, use of pumps and fans, and use of internal lighting. The calculations for the baseline and 20% improvement Target CO<sub>2</sub> Emission Rate (TER) for developments and the Dwelling Emission Rates (DER) should be carried out in compliance with Building Regulations. Planning Policy SCLP9.2 seeks to reduce CO<sub>2</sub> emissions and improve energy efficiency of all the dwellings on site.
- 12.7 Building Regulations require each new dwelling to provide a Standard Assessment Procedure (SAP) Energy Performance certificate. Sample SAP calculations and certificates may be submitted for comparison to show the

<sup>108</sup> [www.eastsuffolk.gov.uk/planning/planning-applications-and-enforcement/find-out-if-you-need-planning-permission/pre-application-advice-service/](https://www.eastsuffolk.gov.uk/planning/planning-applications-and-enforcement/find-out-if-you-need-planning-permission/pre-application-advice-service/)





increase energy efficiency compared to Building Regulations. However, calculations are required to demonstrate a 20% reduction in CO<sub>2</sub> emissions below TER. Applicants will need to be mindful of Government’s intention to ban gas boilers in new homes from 2025 and proposed changes to the carbon intensity of electricity SAP, which takes into account the decarbonisation of electricity.

- 12.8 Applicants should avoid varying energy efficiency standards and DER across a development – it should be assessed at the individual dwelling level. However, where a building contains multiple dwellings (e.g. apartment blocks or terraced housing), it is acceptable to assess TER based on the average energy performance of all dwellings within the building. The area weighted average DER and TER must be calculated in accordance with the block averaging methodology defined in clauses 2.7 and 2.16 of Approved Document L1A.
- 12.9 When renewable energy technologies are proposed as part of a development to achieve carbon reduction requirements they should be an integral part of the design. The technologies should be clearly shown on relevant drawings, showing the type and location of technologies. The impact any technologies will have, such as noise, should be considered and assessed early at the design stage with mitigation measures proposed as necessary.
- 12.10 The Energy Statement should include the following completed table providing a concise summary of the results of the calculations carried out in accordance with Building Regulations. (A larger, full sized table is available for use in Appendix B.)

Table 7: Energy\_Statement template

Unit number/address	Target Emission Rate (TER)	Dwelling Emission Rate (DER)	% Improvement on Part L 2013

- 12.11 It is acknowledged that construction materials, methods and details can change during the construction of a building depending on the availability of building materials and other issues. To ensure sustainability measures that achieve a 20% reduction in CO<sub>2</sub> emissions below TER are implemented a planning condition will be attached to the any decision notice. A standard planning condition will require developers to submit details confirming the sustainable measures delivered onsite. Details of standard planning condition wording is available in Appendix C.

Sustainability Statement requirements

- 12.12 Policy WLP8.28 requires new residential developments of 10 or more dwellings and commercial developments of 1,000sqm or more floorspace to demonstrate consideration for the following sustainable measures:
- Improved efficiency of heating, cooling, and lighting of buildings by maximising daylight and passive solar gain through the orientation and design of buildings.

■ Sustainable water management measures such as the use of sustainable drainage systems, green roofs and/or rainwater harvesting systems. Evidence of a proposal’s compliance with water efficiency requirements can be incorporated into a Sustainability Statement, or submitted as a separate Water Statement.



- Locally sourced and recycled materials.
- Renewable and low carbon energy generation into the design of new developments. Larger schemes should explore the scope for district heating.
- Minimising construction waste, including designing out waste during the design stage, selecting sustainable and efficient building materials and reusing materials where possible.
- Accessible and unobtrusive sustainable waste management facilities such as adequate provision of refuse/recycling/composting bin storage.
- A show home demonstrating environmentally sustainable options which can be purchased and installed in homes bought off-plan.

12.13 These measures are not an exhaustive list of the ways to reduce carbon emissions or increase the sustainability of a building. Applicants are encouraged to consider all the latest methods and measures to achieve a building that is sustainable to construct and operate.

12.14 It is recognised that construction materials, methods and other factors can change during development. Developers are advised to contact the Planning Service if they are unable to implement any of the sustainability measures that formed part of a planning application. Changes to a proposal may require planning permission. To ensure sustainability measures are implemented on site a standard planning condition will be attached to decision notices. The planning condition will require developers submit information confirming the sustainable measures delivered onsite. Details of standard planning condition wording is available in Appendix C.

## Accessible and Adoptable Dwellings

12.15 National Planning policy allows local planning authorities to set optional technical standards for new housing regarding the accessibility and adaptability of dwellings and for wheelchair housing standards. The Local Plans both have planning policy requirements to provide dwellings that meet Requirement M4(2) of the Building Regulations for accessible and adoptable dwellings. The requirements will potentially enable residents to remain living in their own homes longer.

12.16 Suffolk Coastal Local Plan policy SCLP5.8: Housing Mix requires 50% of dwellings to meet Part M4(2) and Waveney Local Plan policy WLP8.31: Lifetime Design requires 40% of dwellings to meet Part M4(2). Dwellings that meet M4(3) of Part M of the Building Regulations will be supported and can count towards the requirement.

12.17 Standard Condition Wording for planning applications is provided in Appendix C and full details are expected to be provided with Reserved Matters and Full planning applications.

## Standard Planning Conditions

12.18 This SPD contains standard planning conditions that are designed to assist planning officers and planning applicants, which are available in Appendix C. The standard conditions help planning officers deal with applications in a consistent and efficient manner and ensure the delivery of sustainable construction measures detailed in planning policies SCLP9.2 and WLP8.28. The standard conditions also offer applicants a degree of consistency and



certainty regarding the manner in which their applications will be processed and determined.

- 12.19 The standards planning conditions that relate to sustainable construction planning policies SCLP9.2 and WLP8.28 are listed in Appendix C of this document. The list is not exhaustive, and some planning approvals may require more than one conditions. Where necessary conditions will be amended, or “new” “non-standard” conditions drawn up to suit the needs of the proposal and application. Some planning conditions require text to be insert or deleted depending on the circumstances. The list covers the circumstances where a planning condition will be needed.

### Viability and feasibility

- 12.20 The carbon reduction requirements of the Sustainable Construction Policy SCLP9.2 in the Suffolk Coastal Local Plan are subject to viability and feasibility considerations and the sustainable measures supported in the Sustainable Construction Policy WLP8.28 in the Waveney Local Plan are subject to practically. The relevant requirements of the Sustainable Construction policies should be integrated early into the design and layout of the scheme to maximise the benefits of sustainable measures and minimise their cost. Early consideration of passive design measures and renewable technologies is recommended. Early consideration enables applicants to weight the potential advantages of different approaches and improve energy efficiency as much as possible.
- 12.21 Both Local Plans and the requirements of the planning policies within were viability tested during the preparation of the Local Plans. The starting point is therefore that the policy requirements are viable. Applicants are strongly advised to engage early with the Planning Service if the requirements of the

planning policies are not considered viable and feasible and full policy compliance is not possible, in order to agree in principle whether there are any acceptable alternative ways a development can mitigate the impact of climate change and achieve the aims of the Council’s sustainability policies and environmental objectives. Early engagement can also help minimise delays during the formal planning application process.

- 12.22 Information on the requirements for viability assessments is set out in Appendix G of the Suffolk Coastal Local Plan and Appendix 5 of the Waveney Local Plan.

### Water Statement requirements

- 12.23 A statement that demonstrates compliance with the water efficiency policy criteria of either policy SCLP9.2 or WLP8.28 (as relevant) must be submitted. The statement should clearly show what measures have been introduced to achieve the 110 litre/ person/ day water efficiency standard. The statement can be submitted as part of a Sustainability Statement.
- 12.24 Compliance will be secured with the agreement of the applicant through a Planning Condition attached to the decision notice. Details of standard planning condition wording is available in Appendix C.

### Sustainable Drainage Strategy requirements

- 12.25 All development proposals that are required in policies SCLP9.6 or WLP8.28 (as relevant) to incorporate a sustainable drainage system (SuDS) should include a Sustainable Drainage Strategy as part of the planning application. The Sustainable Drainage Strategy may be included either as part of the application’s overall Sustainability Statement (for Waveney Local Plan area proposals) or separately (for Suffolk Coastal Local Plan area proposals).



## Noise, transport and air pollution

- 12.26 The construction phase of a new development, whether large or small, residential or commercial could have environmental impacts on existing residents and neighbours. For many developments therefore a Construction Management Plan (CMP) should be prepared and submitted for approval, ideally at the planning application stage, to set out how environmental impacts will be controlled and managed during this phase.
- 12.27 The CMP should in particular deal with noise, transport and air quality. With respect to noise, the document should set out matters to include: working times, plant types, control measures that may be required (e.g. acoustic barriers/screens, attenuators etc.), and a noise complaints procedure.
- 12.28 Given dry conditions that often prevail in East Suffolk, dust impacts can be a significant problem during the construction phase, and therefore should also be addressed within the CMP. Measures should include having an adequate supply of water on site at the commencement of development, and a range of equipment and techniques for the control of dust emissions.
- 12.29 For larger sites there may need to be an assessment of transport (perhaps also within a sustainability statement), and movement of materials. As

discussed previously, re-use of on-site materials could reduce the volume of vehicle movements associated with the construction phase, and in turn reducing emissions.

- 12.30 If there is uncertainty about new development and the implications of noise or air pollution it is recommended that the Council's Environmental Protection Team be contacted.

## Future changes to Building Regulations

- 12.31 It is recognised that changes to Building Regulations may impact the requirements and implementation of the Planning Policies in the Local Plans. Further technical guidance may be produced in the future in response to changes once they adopted.



## Appendix A

### Evidence Base & Further Guidance

Suffolk Coastal Local Plan [evidence base<sup>109</sup>](#):

- Strategic Flood Risk Assessment (April 2018)
- Cross Boundary Water Cycle Study (January 2019)
- Suffolk Coastal Whole Plan Viability Report (January 2019)

Waveney Local Plan [evidence base<sup>110</sup>](#):

- Cycle Strategy (July 2016)
- Green Infrastructure Strategy (July 2015)
- Open Space Needs Assessment (July 2015)
- Strategic Flood Risk Assessment – Level 1 (April 2018)
- Strategic Flood Risk Assessment – Level 2 (April 2018)
- Renewable Energy and Sustainable Study (November 2009)
- Water Cycle Strategy (June 2017)
- Broads Landscape Sensitivity Study for Renewables and Infrastructure (July 2012)
- Whole Plan Viability Assessment (March 2018)

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<sup>109</sup> [www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/local-plans/local-plan-evidence-base/](http://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/local-plans/local-plan-evidence-base/)

<sup>110</sup> [www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/local-plans/local-plan-evidence-base/](http://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/local-plans/local-plan-evidence-base/)





- The East of England Renewable and Low Carbon Energy Capacity Study (DEEC, 2012)

[www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/Document-Library/Infrastructure/east-of-england-renewable-energy-capacity-study.pdf](http://www.eastsuffolk.gov.uk/assets/Planning/Suffolk-Coastal-Local-Plan/Document-Library/Infrastructure/east-of-england-renewable-energy-capacity-study.pdf)

#### Historic and Listed Buildings guidance

- Energy Efficiency and Historic Buildings: How to Improve Energy Efficiency, Historic England (2018)  
<https://historicengland.org.uk/images-books/publications/eehb-how-to-improve-energy-efficiency/>
- Energy Efficiency and Historic Buildings: Application of Part L of the Building Regulations to Historically and Traditionally Constructed Buildings, Historic England (2017)  
<https://historicengland.org.uk/images-books/publications/energy-efficiency-historic-buildings-ptl/>
- Historic Environment SPD, East Suffolk Council (June 2021)  
[www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Supplementary-documents/Historic-Environment-SPD/Historic-Environment-SPD-reduced.pdf](http://www.eastsuffolk.gov.uk/assets/Planning/Planning-Policy-and-Local-Plans/Supplementary-documents/Historic-Environment-SPD/Historic-Environment-SPD-reduced.pdf)
- Solar PV and Planning / Building Regulations in Conservation Areas or on Listed Buildings, East Suffolk Council, 2021  
[www.eastsuffolk.gov.uk/planning/design-and-conservation/installing-solar-photovoltaics-in-a-conservation-area/](http://www.eastsuffolk.gov.uk/planning/design-and-conservation/installing-solar-photovoltaics-in-a-conservation-area/)

#### Other sources of guidance:

- Planning Responsible retrofit of Traditional Buildings, Sustainable Traditional Buildings Alliance (STBA) (2015)  
<https://historicengland.org.uk/images-books/publications/planning-responsible-retrofit-of-traditional-buildings/responsible-retrofit-trad-bldgs/>
- Good Practice Guidance: Sustainable Design and Construction, BREEAM (August 2012)  
[https://tools.breeam.com/filelibrary/BREEAM%20and%20Planning/Good\\_Practice\\_Guidance\\_-\\_Sustainable\\_Design\\_and\\_Construction.pdf](https://tools.breeam.com/filelibrary/BREEAM%20and%20Planning/Good_Practice_Guidance_-_Sustainable_Design_and_Construction.pdf)
- Place-Based Approaches to Climate Change, RTPI (March 2021)



[www.rtpi.org.uk/media/8105/2place-based-approaches-to-climate-change\\_final.pdf](http://www.rtpi.org.uk/media/8105/2place-based-approaches-to-climate-change_final.pdf)

- Guide 4: Masterplanning for Net-Zero Energy, TCPA (March 2016)

[www.tcpa.org.uk/Handlers/Download.ashx?IDMF=60228049-dbb0-411d-bf93-82fb7b7dc4f8](http://www.tcpa.org.uk/Handlers/Download.ashx?IDMF=60228049-dbb0-411d-bf93-82fb7b7dc4f8)

- Ensuring Place-Responsive Design for Solar Photovoltaics On Buildings: A good practice guide for designers, manufacturers and installers, CPRE (October 2016)

[www.cpre.org.uk/wp-content/uploads/2019/11/Place-ResponsiveZDesignZforZSolarZPhotovoltaics.pdf](http://www.cpre.org.uk/wp-content/uploads/2019/11/Place-ResponsiveZDesignZforZSolarZPhotovoltaics.pdf)

- Climate Emergency Design Guide, London Energy Transformation Initiative (LETI) (Jan 2020)

[https://b80d7a04-1c28-45e2-b904-e0715cface93.filesusr.com/ugd/252d09\\_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf](https://b80d7a04-1c28-45e2-b904-e0715cface93.filesusr.com/ugd/252d09_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf)

- Net Zero Carbon Toolkit, Levitt Bernstein, Elementa, Passivhaus Trust and Etude commissioned by West Oxfordshire, Cotswold and Forest of Dean District Councils, funded by the LGA Housing Advisers Programme (July 2021)

<https://cotswold.gov.uk/media/05couqdd/net-zero-carbon-toolkit.pdf>

- AVO Residential Design Guide, The Association of Noise Consultants (Jan 2020) (Interactions between noise, ventilation and overheating)

[www.association-of-noise-consultants.co.uk/avo-guide/](http://www.association-of-noise-consultants.co.uk/avo-guide/)

- Biomass and wood burning » East Suffolk Council website

[www.eastsuffolk.gov.uk/environment/environmental-protection/air-quality/biomass-and-wood-burning/](http://www.eastsuffolk.gov.uk/environment/environmental-protection/air-quality/biomass-and-wood-burning/)

- Open fires and wood-burning stoves - a practical guide (defra.gov.uk), Defra (January 2019)

[https://uk-air.defra.gov.uk/assets/documents/reports/cat09/1901291307\\_Ready\\_to\\_Burn\\_Web.pdf](https://uk-air.defra.gov.uk/assets/documents/reports/cat09/1901291307_Ready_to_Burn_Web.pdf)

- HETAS | The solid fuel safety and standards organisation | Stoves Biomass

[www.hetas.co.uk](http://www.hetas.co.uk)



Other evidence may need to be considered as part of a planning application and these are referred to in the relevant sections in this document. Local sources of information may be relevant to a particular site or application and should be referred to on a case by case basis.



## Appendix B

### Sustainability Statement/Energy Statement TER Template

The template relates to the requirement for a 20% reduction in CO<sub>2</sub> emissions below the TER set out in Building Regulations in policy SCLP9.2 of the Suffolk Coastal Local Plan.

To assist Planning Officers in checking submitted information meets the requirements of policy SCLP9.2, applicants are requested to use the template below. The template is designed to ensure the information provided in applications is clear and consistent. Subject to the information provided in an application, this level of detailed information may not be required for outline planning applications, but will be required for Full Planning Applications and Reserved Matters Applications in accordance with the conditions set out in Appendix C.

Unit number/address	Target Emission Rate (TER)	Dwelling Emission Rate (DER)	% Improvement on Part L 2013



## Appendix C

### Standard Condition wording

#### Standard Planning Condition wording for the Water Efficiency Standard

##### To be applied to all new residential developments

Condition	Prior to occupation, evidence of how the required water efficiency standard of 110 litres per person per day will be achieved shall be submitted to and approved in writing by the Local Planning Authority.
Reason	To ensure that the finished dwelling(s) comply with Policy SCLP9.2 of the East Suffolk Council – Suffolk Coastal Local Plan (2020) / Policy WLP8.28 of the East Suffolk Council – Waveney Local Plan (2019) (delete as appropriate), and to ensure Building Control Officers and Independent Building Inspectors are aware of the water efficiency standard for the dwelling(s).

#### Standard Planning Condition wording for a Sustainability Statement

Outline planning applications for residential developments of 10 or more dwellings or commercial schemes of 1,000sqm or more floorspace in the former Waveney area. (If information regarding appearance, landscaping or layout is included, it may be possible to have discussions about the orientation of buildings, maximising daylight and passive solar gain, sustainable water management, and renewable and low carbon energy generation etc at the outline planning application stage.)

Condition	Concurrent with the first reserved matters application, a detailed Sustainability Statement shall be submitted to and approved in writing by the Local Planning Authority. The identified measures shall be implemented prior to occupation and thereafter be retained and maintained in their approved form.
Reason	To ensure the finished development implements the approved sustainable measures in compliance with the requirements of Policy WLP8.28 of the East Suffolk Council – Waveney Local Plan (2019).

#### Standard Planning Condition wording for Energy Statements (including 20% reduction in CO<sub>2</sub> emissions)

Outline Planning Applications in the former Suffolk Coastal area.

Condition	Concurrent with the first reserved matters application, an Energy Statement shall be submitted to and approved in writing by the Local Planning Authority and include details demonstrating how a 20% reduction in CO <sub>2</sub> emissions below the Target CO <sub>2</sub> Emission Rate (TER) set out in Building Regulations is achieved. The identified measures shall be implemented in accordance with the approved statement, and thereafter be retained and maintained in their approved form.
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Reason	To ensure the finished development implements the approved sustainable measures to comply with Policy SCLP9.2 of the East Suffolk Council – Suffolk Coastal Local Plan (2020).
<b>Full Planning Applications in the former Suffolk Coastal area.</b>	
Condition	Prior to commencement of the hereby approved development, an Energy Statement shall be submitted to and approved in writing by the Local Planning Authority and include details demonstrating how a 20% reduction in CO <sub>2</sub> emissions below the Target CO <sub>2</sub> Emission Rate (TER) set out in Building Regulations is achieved,. The identified measures shall be implemented in accordance with the approved statement, and thereafter be retained and maintained in their approved form.
Reason	To ensure the finished development implements the approved sustainable measures to comply with Planning Policy SCLP9.2.
<b>Standard Planning Condition wording for BREEAM Certification (where applicable)</b>	
<b>Outline Planning Applications.</b>	
Condition	Concurrent with the submission of the reserved matters application, a British Research Establishment Environmental Assessment Method (BREEAM) new-build design stage interim rating and certificate of assessment demonstrating the building(s) will achieve at least the 'Very Good' standard or equivalent, shall be submitted to and approved by the Local Planning Authority, unless otherwise agreed in writing.
Reason	To ensure the development complies with Planning Policy SCLP9.2 / WLP8.28 (delete as appropriate).
<b>Full Planning Applications and Reserved Matters.</b>	
Condition	Prior to first occupation and/-or use of the hereby permitted development a British Research Establishment Environmental Assessment Method (BREEAM) New Build Post Construction Stage (PCS) final rating and certificate of assessment demonstrating the development achieved the 'Very Good' standard or equivalent shall be submitted to and approved in writing by the Local Planning Authority, unless otherwise agreed in writing.
Reason	To ensure the development complies with Planning Policy SCLP9.2 / WLP8.28 (delete as appropriate).
<b>Standard Planning Condition wording for M4(2) Homes</b>	
<b>Outline Planning Applications for residential developments of 10 or more dwellings in the former Suffolk Coastal area.</b>	
Condition	An application for the approval of reserved matters shall include provision for 50% of all dwellings (including affordable dwellings) to meet the requirements of M4(2) of Part M of the Building Regulations for accessible and adaptable dwellings. Drawings and/ or documents shall list which units/ plots meet the M4(2) (and/or M4(3) standards where applicable).





<b>Reason</b>	To ensure the development complies with Planning Policy SCLP5.8.
<b>Outline Planning Applications for residential developments of 10 or more dwellings in the former <b>Waveney</b> area.</b>	
<b>Condition</b>	An application for the approval of reserved matters shall include provision for 40% of all dwellings (including affordable dwellings) to meet the Requirements of M4(2) of Part M of the Building Regulations for accessible and adaptable dwellings. Drawings and/ or documents shall list which units/ plots meet the M4(2) (and/or M4(3) standards where applicable).
	To ensure the development complies with Planning Policy WLP8.31.
<b>Full Planning Applications and Reserved Matters for all new residential developments of 10 or more dwellings.</b>	
<b>Condition</b>	The hereby approved development must include provision for 40%/50% (delete as appropriate) dwellings, including affordable dwellings, that meet the requirements of M4(2) (or M4(3) of Part M of the Building Regulations, where applicable) for accessible and adaptable dwellings. Drawings and/or documents shall list which units/plots meet the M4(2) (or M4(3) standards) and shall be submitted to and approved in writing by the local planning authority prior to development of each phase.
<b>Reason</b>	To ensure the development complies with Planning Policy SCLP5.8 / WLP8.31 (delete as appropriate), ensure awareness and enforcement of requirements by Building Control/ Building Inspectors and enabling monitoring.



## Appendix D

### Sustainable development checklist

The checklist aims to assist in delivering sustainable development. The list is not exhaustive and not all questions will be relevant in all cases, depending on the Local Plan area and the type of development.

	Question	Tick – Yes, Partly, No	Comments
Energy efficiency and carbon reduction	Have you submitted an interim and/ or final Energy/ Sustainability Statement demonstrating a 20% reduction in CO2 emissions below the TER in Building Regulations?		
	Have you included an Energy Table within the Energy/ Sustainability Statement listing the unit number, TER achieved and % improvement on Part L 2013?		
	Have you submitted an Energy/ Sustainability Statement demonstrating how sustainable measures have been incorporated?		
	Have you used the Energy Hierarchy (Be Lean, Be Clean, Be Green) to achieve improved sustainability?		
	Have you submitted a Viability and Feasibility Statement to justify the exceptional circumstance required for not providing an Energy/ Sustainability Statement or introducing any sustainable measures in the development?		
Materials	Have you carried out a RICS Whole Life Carbon assessment for the built environment (or similar) for the proposed development?		
	Are there any onsite buildings that could be reused as part of the development?		
	Have you considered building materials made with a recycled content?		
	Have you considered using recycled, reclaimed or renewable materials?		
	Have the materials been sourced responsibly?		
	Have you considered building using materials that can be recycled when the building comes to the end of its life?		
Construction methods and standards	Are you going to provide a BREEAM Design stage certificate and Post Construction stage certificate that can be secured through a Planning Condition?		
	Have you considered constructing to Passivhaus standards?		
	Have you considered constructing a zero carbon or off-grid development?		
	Have you considered modular or off-site constructions measures to achieve increased sustainability?		



Siting, form and orientation	Have you demonstrated how the building's orientation maximises the use of natural daylight, solar gain and natural ventilation?		
	Have you included measures to prevent overheating?		
	Have you considered the orientation and quantity of glazing on different elevations?		
	Have you considered the impact of the building form (ratio of the external building surface area to the internal floor area) on energy efficiency?		
Renewable or low carbon energy	Does the proposal include any renewable or low carbon energy technology?		
	Is your proposal future-proofed against the Government's intention to ban new gas boilers in new developments from 2025?		
	Are you providing instructions and guidance for the occupant to help ensure the efficient use of the technology installed?		
	Are there any market based incentives for energy?		
Historic Environment	Is the building Listed?		
	Is the development in a Conservation Area?		
	Are there any Article 4 directions?		
	Have you consulted the Historic Environment SPD?		
Nature and Wildlife	Is the development in or near a Special Areas of Conservation (SACs)?		
	Is the development in or near a Special Protection Areas (SPAs)?		
	Is the development in or near a Ramsar sites?		
	Is the development in or near a Area of Outstanding Natural Beauty (AONB), National Nature Reserve (NNR)?		
	Is the development in or near the Broads?		
	Is the development in or near a Site of Special Scientific Interest (SSSI)?		
	Is the development in or near a County Wildlife Site (CWS)?		
	Is the development in or near a Local Nature Reserve (LNR)?		
	Does the development achieve environmental/ biodiversity net gain?		
	Does the development include brown, green or biodiverse roofs or walls?		
	Does the development include bird boxes?		
	Does the development include swift nesting bricks?		
	Does the development include bat boxes?		
	Does the development include hedgehog holes?		
	Does the development include species rich grass lands?		
	Does the development include any or other measures to support wildlife?		



Sustainable Travel	Have you included a Travel Plan if required by Planning policy WLP8.21 Sustainable Transport in the <a href="#">Waveney Local Plan</a> or policy SCLP7.1 Sustainable Transport in the <a href="#">Suffolk Coastal Local Plan</a> ?		
	Have you demonstrated that you have considered the principles in the <a href="#">Suffolk Design: Streets Guide</a> ?		
	Have you consulted the <a href="#">East Suffolk Cycling and Walking Strategy</a> ?		
	Does the development provide secure, onsite cycle storage?		
	Does the development have regard for the <a href="#">Suffolk County Council Parking Standards</a> ?		
Water conservation	Does the development provide electric charging points for vehicles?		
	Have you included a Water Statement (as a stand-alone document or within the Energy/ Sustainability Statement, Design and Access Statement or the Sustainable Drainage Strategy)?		
	Have highly water efficient fittings been used to ensure lower water use and costs for occupants?		
	Does the Water Statement confirm the dwelling achieves a 110 litres/person/day water efficiency?		
	Does the Water Statement confirm water availability, use of water efficiency and re-use measures?		
Flood Risk and Sustainable Drainage systems	Has water-smart landscaping been incorporated into the landscape design (such as plants that are not dependant on additional water)?		
	Have you provided a Sustainable Drainage Strategy?		
	Has Sustainable Drainage Strategy been incorporated into the landscape design for the development?		
	Have you included a site specific Flood Risk Assessment including a sequential test/exception test.		
Waste	Have you included information on how you plan to reduce onsite construction waste?		
	Have you demonstrated use of the Waste Management Hierarchy?		
	Have you provided on site waste storage facilities for the occupants?		
	Have you considered how the materials in any existing buildings can be reused?		
Healthy Buildings and Places	Have you maximised energy and water efficiency in the materials, technologies and methods used to support future occupants' health, wellbeing and reduce their housing costs?		
	Has/ve the dwelling(s) been insulated, solar gain/shade managed, and ventilated to stabilise the internal temperature, reduce moisture, and ensure sufficient fresh air circulates throughout the property?		



	Have windows been optimally placed for increasing a sense of security over access to the property (where applicable), attractive views, natural surveillance of communal spaces and to provide ventilation to areas of the building where excess heat may accumulate (e.g. kitchens)?		
	Have you maximised the local economic benefit of the build by sourcing materials locally?		
	Have you considered how to make the building more flexible and adaptable for future uses, alterations or extensions to the building?		
	Have you maximised the sustainable urban drainage and amenity value of your landscaping/sustainable urban drainage system by using a both functional and attractive planting scheme?		



## Appendix E List of Photograph Credits

Photos are sourced from East Suffolk Council, unless referenced below.

Page 22 Planted ditch, former Deben High School development, Felixstowe (Source – Tate Hindle Architects for East Suffolk Council) [www.tatehindle.co.uk](http://www.tatehindle.co.uk)

Page 22 Bridge over rainwater garden, Deben High School development, Felixstowe (Source – Tate Hindle Architects for East Suffolk Council) [www.tatehindle.co.uk](http://www.tatehindle.co.uk)

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This document is available in alternative formats and in different languages on request. If you need support or assistance to help you read and/or understand this document, please contact the Council using one of the methods above.

[www.eastsuffolk.gov.uk/Planning](http://www.eastsuffolk.gov.uk/Planning)

# Consultation Statement

Agenda Item 7

ES/1104

## Sustainable Construction Supplementary Planning Document

March 2022



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# 1 Introduction

East Suffolk Council has produced the Sustainable Construction Supplementary Planning Document (SPD). The purpose of this document is to provide guidance on a range of topics including energy efficiency, renewable energy, water conservation, and use of materials, to support the implementation of East Suffolk Council's Local Plan policies.

This SPD does not add any additional policies, but rather provides guidance to assist with the implementation of the sustainable construction policies contained within the East Suffolk Council - Suffolk Coastal Local Plan (September 2020) and the East Suffolk Council - Waveney Local Plan (March 2019). This SPD was prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). Under part 12 of the Regulations, a local planning authority must undertake a programme of consultation when preparing an SPD. The Council is also required to undertake consultation on the draft SPD under Regulation 13.

The Council's approach to engagement in the preparation of a Supplementary Planning Document is also set out in its Statement of Community Involvement (SCI). At the start of preparation of the SPD the Statements of Community Involvement adopted in September 2014 were in place (covering the former Waveney and Suffolk Coastal districts). The Council adopted a new Statement of Community Involvement in April 2021 which applies to the consultation on the draft SPD and to the adoption of the SPD. While preparing the Sustainable Construction SPD East Suffolk Council has consulted with relevant organisations and members of the public, in accordance with the SCI. Details of this consultation process are set out below.

An initial stage of consultation was held between 15<sup>th</sup> March and 26<sup>th</sup> April 2021. A formal consultation on the Draft SPD was held between 1<sup>st</sup> November and 13<sup>th</sup> December 2021.

A Consultation Statement was produced to accompany the formal consultation on the Draft SPD and has subsequently been updated to reflect the consultation responses received during that consultation.

## 2. Who was consulted?

Consultation was split into two stages: an initial stage that informed the preparation of the Draft Supplementary Planning Document; and a formal stage of consultation that sought views on the Draft SPD.

### Initial consultation

The initial consultation was carried out between 15<sup>th</sup> March and 26<sup>th</sup> April 2021. The following organisations and groups were directly consulted as part of the informal stage of consultation, and the consultation was also made available to the public on the Council's website:

- Town and Parish Councils
- Elected members
- Developers / landowners / agents
- Suffolk County Council
- Broads Authority
- Historic England
- Natural England
- Environment Agency
- Members of the public

#### Consultation on the Draft SPD

Consultation on the Draft SPD was held between 1<sup>st</sup> November and 13<sup>th</sup> December 2021. At the formal stage of consultation, all of those registered on the Council's planning policy mailing list were directly consulted, including those listed above. Steps were taken to advertise the consultation to others, as set out below.

### 3. How were they consulted?

There were two stages to the consultation process, which are set out below.

#### **Initial consultation**

The initial consultation ran from 15<sup>th</sup> March and 26<sup>th</sup> April 2021 and the consultation documents were made available on the East Suffolk Council website via the pages below:

<https://eastsuffolk.inconsult.uk/SustConSPD/consultationHome>

The consultation was advertised on the Council's website, as well as on social media. The consultation was also advertised through a press release and public notices in the Beccles and Bungay Journal, Lowestoft Journal, East Anglian Daily Time and the Eastern Daily Press. The Press release and public notices that accompanied this consultation can be found in Appendix 3 and 4.

A questionnaire, providing some background to the consultation and asking a series of questions, was published on the Council's website. Town and Parish Councils, elected members and other organisations referred to above were notified directly by email or post.

The consultation asked the following questions:

1. Do you consider that the proposed content is appropriate?  
Yes/No  
If no, please suggest how the scope and content should be amended.

2. Are there any elements of the existing [Renewable Energy and Sustainable Construction SPD](#) (2013) that should be retained?  
Please provide details.
3. Are there any elements of the existing [Renewable Energy and Sustainable Construction SPD](#) (2013) that should **not** be retained?  
Please provide details.
4. Are there any specific elements of the Local Plan policies that you consider require further guidance in the document?  
If yes, please explain what guidance is required.
5. Are there any elements of national policy on sustainable construction that you consider require additional guidance in the document?  
If yes, please explain what guidance is required.
6. What specific sustainable design and construction measures do you consider could be incorporated in developments of 10 or more new dwellings?
7. What specific sustainable design and construction measures do you consider could be incorporated in new commercial properties of 1,000sqm gross floorspace or more?
8. Do you have any views on sustainable design and construction that you consider should be addressed in the document?
9. Do you have any views the Council's [Environmental Guidance Note](#) being included as an Appendix within the SPD?
10. Are you aware of any good practice from elsewhere that could be applied in East Suffolk?  
If yes, please provide details.
11. Are you aware of any examples of good sustainable design and construction in East Anglia that could be used as a case study within the Sustainable Construction SPD?
12. Please let us know if you have any other comments.

Hard copies of the document were also made available free of charge by post by contacting the Planning Policy and Delivery team as the usual locations for viewing documents were closed to the public, due to the Covid-19 pandemic.



The initial consultation was presented at East Suffolk Council's Developer Forum meeting on 15<sup>th</sup> April 2021. The presentation included information on proposed scope and content, questions for discussion and links to the consultation documents.

In total 26 individuals and organisations responded to the consultation. Between them they made 75 comments.

Full copies of the responses have been published on the Council's website at

<https://eastsuffolk.inconsult.uk/SustConSPD/listResponses>

### **Consultation on the Draft SPD**

The Draft Sustainable Construction SPD consultation ran from 1<sup>st</sup> November and 13<sup>th</sup> December 2021 and the consultation documents were made available on the East Suffolk Council website via the pages below:

<https://eastsuffolk.inconsult.uk/SUSCONSPDDRAFT/consultationHome>

The consultation was advertised on the Council's website, as well as on social media. 4,069 emails and 583 letters were sent out at the start of the consultation to the consultees on the planning policy mailing list which includes town and parish councils, individuals, and organisations including those who were previously contacted or responded to the informal stage of the consultation. The list of consultation bodies can be found at Appendix 1.

The consultation was advertised through the use of posters (provided to Town and Parish Councils and libraries), a press release and social media posts. The poster and an example Twitter post that accompanied the consultation can be found in Appendix 5, 6 and 7.

Hard copies of the draft Sustainable Construction SPD and accompanying Consultation Statement were made available at all libraries in the district and in the Council's Customer Service Centres at the Marina Centre in Lowestoft, Woodbridge Library and Felixstowe.

Due to the ongoing impacts of the Covid-19 pandemic, for those unable to view the documents online, at a library or in the Customer Service Centres, an offer of assistance along with contact details for the Planning Policy and Delivery Team was included on letters, emails and the poster.

In total 24 individuals and organisations responded to the consultation. Between them they made 52 comments. The responses are summarised in Appendix 8, along with a description of how the comments have been addressed.

Full copies of the responses have been published on the Council's website at

<https://eastsuffolk.inconsult.uk/SUSCONSPDDRAFT/listResponses>

## Appendix 1: Consultation Bodies

The following organisations and groups were consulted during the preparation of the Supplementary Planning Document:

- Elected members
- Developers / landowners / agents
- Suffolk County Council
- Broads Authority
- Historic England
- Natural England
- Environment Agency
- Members of the public

### **Specific consultation bodies**

- The Coal Authority
- Environment Agency
- English Heritage
- Marine Management Organisation
- Natural England
- Network Rail
- Highways Agency
- Suffolk County Council
- Parish and Town Councils within and adjoining East Suffolk
- Suffolk Constabulary
- Adjoining local planning authorities – Ipswich Borough Council, Mid Suffolk District Council, Babergh District Council, Great Yarmouth Borough Council, Broads Authority, South Norfolk District Council
- Anglian Water
- Essex and Suffolk Water
- Homes England
- Electronic communication companies who own or control apparatus in the Suffolk Coastal District
- Relevant gas and electricity companies
- NHS England
- Ipswich and East Suffolk Clinical Commissioning Group
- Great Yarmouth and Waveney Clinical Commissioning Group

### **General consultation bodies**

- Voluntary bodies some or all of whose activities benefit any part of the District
- Bodies which represent the interests of different racial, ethnic or national groups in the District
- Bodies which represent the interests of different religious groups in the District
- Bodies which represent the interests of disabled persons in the District
- Bodies which represent the interests of persons carrying on business in the District

- Bodies which represent the interests of environmental groups in the District

**Other individuals and organisations**

Includes local businesses, high schools, individuals, local organisations and groups, planning agents, developers, landowners, residents and others on the Local Plan mailing list.

## Appendix 2: Initial Consultation

The table below lists the main issues raised in the initial consultation responses, the Council's response and how they informed the preparation of the document.

*The online consultation page was updated on the 25<sup>th</sup> March 2021. The consultation page was updated, following a technical error that had allowed anonymous responses, to request the name of respondents and to ensure that responses were made to the questionnaire only. Any responses submitted before that date are still accepted and are included in the table below.*

### 1. Do you consider that the proposed content is appropriate?

Respondent	Summary of comments	Council response
Dickerson, Adrian & Greta	<p>Scope of existing SPD strongly supported, although scope of new SPD not directly covered in the response.</p> <p>Respondent commented that use of renewable energy to result in net export of energy from new development should be the standard, together with better overall air-tightness/fabric standards for insulation. Recognises this is cheaper, easier and more efficient to design this technology in during the initial build phase rather than having to retrofit.</p> <p>Suggests the range of EV vehicles (i.e. without charging) would meet the needs of most people just with charging at home, with the odd longer-distance trip requiring en-route</p>	<p>The draft SPD advocates following the energy hierarchy, as set out in Chapter 3. Under the energy hierarchy first consideration is given to reducing the need for energy, second to using energy more efficiently and third to supplying energy from sustainable sources.</p> <p>The provision for electric charging points is set out under Policy SCLP7.1 Parking Proposals and Standards and Policy WLP8.21 Sustainable Transport the Sustainable Construction SPD has incorporated this into the sustainable development checklist in Appendix D.</p>

	<p>electric charging points. It was suggested that EV charging points should be provided to support longer trips (e.g. at service stations in the district). It was commented that charging points at workplaces would help to meet the needs of electric vehicle owners with longer commutes.</p>	
<p>Bawdsey Parish Council</p>	<p>The respondent suggests that there should be more best practice examples relating to larger scale housing developments. Reference is made to the RTPI's 2018 guide 'Rising to the Climate Crisis: A Guide for Local Authorities on Planning for Climate Change', including a number of suggestions for setting ambitious climate change policies including policies to improve on Building Regulations energy efficiency standards.</p> <p>Highlights the importance of the language used in the SPD - 'could', 'should' and 'may' versus 'must', 'will' and 'shall'.</p> <p>It is suggested that the SPD should be very encouraging of anaerobic digestion proposals for biogas. Case study of Bentwaters and the use of biogas to fuel public transport in Sweden provided.</p> <p>It is suggested that encouragement and guidance should be provided in the SPD on maximising south-facing roof surface area for optimising the use of PV panels. Respondent feels very strongly that developers have a duty to at least provide the opportunity (through unit design) for the installation of PV panels and solar heating at a later date (retrofitted), if not included for in the original unit design.</p>	<p>The SPD cannot create new policies. The Local Plans both contain policies on Sustainable Construction which the SPD will provide guidance on. Policy SCLP9.2 Sustainable Construction of the Suffolk Coastal Local Plan sets out policy securing a 20% increase in energy efficiency above Building Regulations requirements on developments of more than 10 dwellings. Policy SCLP9.2 and Policy WLP8.28 Sustainable Construction both require BREEAM 'very good' for certain non residential; developments. Both policies also require all new development to meet the higher water use standard of 110 litres per person per day.</p> <p>As the SPD is providing guidance it cannot require development to meet certain standards that are not set out in the adopted Local Plan policies.</p> <p>Chapter 6 provides guidance in relation to anaerobic digestion proposals and reference to south facing roofs to support solar generation is included in the section on Siting, Form and Orientation.</p>

Saxmundham Town Council	There should be a section about wildlife friendly design such as fences that allows hedgehogs and frogs to move between gardens.	This guidance has been incorporated into Chapter 8 Natural Environment of the Draft SPD.
Anonymous Respondent 5	<p>The SPD should provide guidance on Policy WLP8.24 of the Waveney Local Plan.</p> <p>Anglian Water will be looking to develop more renewable energy from wind and solar so guidance should not be limited to community led schemes.</p> <p>Water conservation and sustainable drainage should appear as one chapter to link water re-use measures with SuDS.</p>	Chapter 2 on Water Efficiency and Management in the Draft SPD provides guidance relating to Policy WLP8.24.
Peter Freer, Suffolk County Council	The County Council is pleased with the proposed content and supports its purpose.	Support for the content is appreciated.
Pigeon Investment Management representation from Turley	<p>The respondent supports the content of the SPD but believes other issues should also be consider including:</p> <ul style="list-style-type: none"> <li>- The SPD should incorporate sufficient flexibility to take individual site constraints into consideration recognising the need the to efficiently deliver new housing and impact of additional financial requirements</li> <li>- It is also important to recognise the requirements of Town and Country Planning Regulations (2012) in respect of the relationship between Local Plans and SPDs, with the role of SPDs to provide further guidance on particular matters or sites, and should not be used to introduce new requirements which are not set out in the Local Plan.</li> </ul>	<p>Support for the content is appreciated.</p> <p>Planning Policies in the Local Plans provide sufficient flexibility and the whole of the Local Plans have been viability tested.</p> <p>The requirements of the Town and Country Planning Regulations (2012) have been considered.</p> <p>Reference to the planning policies being impacted by Future Home Standard is made in Chapter 12 Making a Planning Application.</p> <p>Site allocations and planning policies in the have been viability tested as part of the whole Local Plan. Planning</p>



	<ul style="list-style-type: none"> <li>- It is important that the SPD confirms that the Future Home Standard (FHS) will supersede local policy once adopted. It is also important for the SPD to recognise that the method of achieving the FHS is the responsibility of the developer or housebuilder and the SPD should not require specific technologies to meet Building Regulations.</li> <li>- The SPD should recognise that each development site is unique and that there are often site specific constraints that impact upon viability.</li> <li>- The SPD must be flexible enough to adapt to future Building Regulation changes.</li> <li>- Over the course of the SPD it is highly likely that the BREEAM Standard will be updated by the Building Research Establishment (BRE). Should an update to BREEAM occur the SPD must recognise that it cannot simply request the previous rating without understanding the constraints of the new BREEAM methodology.</li> <li>- The SPD must not introduce new standards or requirements that are not contained within the Local Plan without formal technical and viability testing. Furthermore the SPD must consider if there any additional indirect costs or technical requirements resulting from specific measures. An example of this point could occur if the SPD chooses to make a specific recommendation for the installation of Electric Vehicle (EV) charging points in dwellings or buildings</li> </ul>	<p>Policies SCLP9.2 Sustainable Construction and WLP8.28 clearly state that exceptions should only apply where they are expressed in the Building Regulations or where applicants can demonstrate, to the satisfaction of the Council, that it is not viable or feasible to meet the standards.</p> <p>It is recognised that changes to Building Regulations may impact the requirements and implementation of the Planning Policies in the Local Plans. Chapter 12 confirms that further technical guidance may be produced in the future in response to changes once they adopted.</p> <p>The SPD does not introduce new standards relating to BREEAM, vehicle charging points or Planning Policies in the Local Plans.</p> <p>General guidance and support for SuDS is provided in the SPD, but reference is made to Suffolk County Council and their guidance Flood Risk Management Strategy (2018) and in particular <i>Appendix A: Sustainable Drainage Systems (SuDS) – a Local Design Guide</i> in chapter 2 of the SPD.</p> <p>CHP Heating systems in one of a number of renewable and low carbon technologies detailed in chapter 10.</p> <p>The focus on the environmental pillar of sustainability is considered appropriate for this SPD which seeks to primarily assist in the interpretation and implementation of planning</p>
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	<ul style="list-style-type: none"> <li>- Sustainable drainage systems are proposed to be included in this SPD, Pigeon are aware of specific Suffolk County Council guidance with respect to this issue and therefore this topic should be excluded.</li> <li>- The SPD should recognise the significant sustainability benefits that will occur as a result of decarbonisation of the national grid. As a result of grid decarbonisation described above, it is widely recognised that gas fired Combined Heat and Power (CHP) heating systems are no longer the most sustainable option for large residential and mixed use developments given the carbon content of gas will be higher than grid electricity within a couple of years. The SPD should recognise the constraint of this technology and not request the use of gas fired district heating systems on any sites.</li> <li>- At present the SPD is solely focused on the environmental pillar of sustainable development however Pigeon believe that the social aspect is of equal importance and should be recognised by the SPD. For example if a site is providing a higher proportion of affordable housing or critical infrastructure such as schools, then the SPD should recognise this as positive commitment.</li> <li>- The SPD should allow flexibility with the implementation of the measures it prescribes and make it clear that it is not expected that all measures described therein are adopted</li> </ul>	<p>policies SCLP9.2 Sustainable Construction and WLP8.28. Sustainable Construction.</p> <p>The SPD provides flexibility by suppling a range of sustainable measures that developers could utilise to increase the sustainability of their developments.</p>
Paul Cobbold	<p>Respondent desires tougher air tightness targets for new buildings to reduce heat loss and energy consumption.</p> <p>Respondent notes that builders have a lack of</p>	<p>The Council does not set national Building Regulations. The SPD provides guidance in information to support the planning policies in the two Local Plans.</p>

	understanding regarding air tightness resulting in a poor quality installation of materials a “performance gap”	
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2. Are there any elements of the existing [Renewable Energy and Sustainable Construction SPD \(2013\)](#) that should be retained?  
Please provide details.

Respondent	Summary of comments	Council response
Bawdsey Parish Council	The list of case studies in the existing SPD should be updated.	Recent case studies and photographs have been included.
Westerfield Parish Council	The basis of the Renewable Energy and Sustainable Construction SPD (2013) is still applicable but in rewriting for the new SPD there are more up-to-date references and standards that can be incorporated.	Comment noted. The SPD will reflect current policies.
Pigeon Investment Management representation from Turley	Pigeon believe that the new SPD should not retain any of the technical information contained in the 2013 SPD due to advances in building design, building regulations, renewable energy technologies and indeed the knowledge of sustainable design and construction which justify a completely new SPD utilising the headings outlined in this consultation document.	Information in the 2013 SPD has been reviewed and where relevant has been updated for inclusion in the new SPD.

3. Are there any elements of the existing [Renewable Energy and Sustainable Construction SPD \(2013\)](#) that should **not** be retained?  
Please provide details.

Respondent	Summary of comments	Council response
Bawdsey Parish Council	Any Cases now considered inappropriate should be augmented with a brief "Learning Points" Addendum as to why they are no longer applicable.	Recent case studies and photographs have been included. This is considered to provide clearer guidance than updating previous case studies with learning points.
Westerfield Parish Council	3. The basis of the Renewable Energy and Sustainable Construction SPD (2013) is still applicable but in rewriting for the new SPD there are more up-to-date references and standards that can be incorporated	Comment noted. The Draft SPD reflects current policies.
Pigeon Investment Management representation from Turley	Pigeon believe that the new SPD should be drafted using the very latest technical information and that none of the previous information should be retained.	Information in the 2013 SPD has been reviewed and where relevant has been updated for inclusion in the new SPD.
Paul Cobbold	The respondent does not consider the information in the "Code for sustainable homes" worth retaining. The respondent recommends reducing the heat loss, using passive solar gain, using solar shading, increasing air tightness standards, incorporating MVHR and using higher quality products that last longer.	The Code for Sustainable Homes was withdrawn by the Government. The SPD includes chapters on Energy Efficiency and Carbon Reduction, Materials, Sitting, Form and Orientation, and Renewable and Low Carbon Energy Technologies.

4. Are there any specific elements of the Local Plan policies that you consider require further guidance in the document?

Respondent	Summary of comments	Council response
Felixstowe Town Council	There should be more precise guidance on Policy SCLP9.2: Sustainable Construction, Policy SCLP9.7: Holistic Water Management and a high quality of evidence for drainage issues.	The SPD contains detailed guidance on the implementation of Policy SCLP9.2. Guidance on water management and drainage is covered in Chapter 2 Water Efficiency and Management.
Bawdsey Parish Council	All key subject areas appear to be covered, but need to see the detail.	Comment noted.
Saxmundham Town Council	There should be Wildlife friendly design for larger developments.	This guidance has been incorporated into Chapter 8 Natural Environment of the Draft SPD.
Boyton Parish Council	Guidance on "meaningful proportion" in the sentence "a meaningful proportion of the energy consumed by new builds or conversions should be provided from an on-site renewable source" in SCLP9.2 precursor text (paragraph 9.19).	The Policy SCLP9.2 does not require a specific proportion of energy to be generated onsite. The national Planning Policy Guidance does not permit Local Planning Authorities to request this. Support is provided in Chapter 9 of the Draft SPD for a variety of renewable and low carbon technologies that generate energy on site.
Anonymous Respondent 5	Guidance should cover the multifunctional benefits of SuDS and the design of different types of water re-use measures. Guidance should be provided on integrated water management including how water efficiency in homes, water re-use measures and surface water drainage will be achieved.	Chapter 2 on Water Efficiency and Management contains guidance on approaches to securing the multifunctional benefits of SuDS as well as guidance on water efficiency and re-use measures.

Pigeon Investment Management representation from Turley	Pigeon believe if the proposed SPD structure and the content of these representations are implemented than this should address all relevant sustainability policies.	Comment noted.
Paul Cobbold	Respondent recommends addressing the issue of "embodied energy" and the continual use of brick and block cavity construction. Brick and block walls performed poorly compared to timber framed construction, or pre-fabrication panel systems. Regulators should lead and force change.	The Council does not set national Building Regulations. Guidance on embodied carbon is provided in chapter 3, guidance on materials such as brick is provided in chapter 4, and guidance on construction methods is provided in Chapter 10.

5. Are there any elements of national policy on sustainable construction that you consider require additional guidance in the document?

Respondent	Summary of comments	Council response
Felixstowe Town Council	Request for guidance on understanding the interaction of the NPPF, Building Regulations and other relevant public policy to sustainable construction when considering planning applications.	The SPD refers to the relevant parts of the NPPF and the Building Regulations where applicable. The role of the Building Regulations is, in particular, set out in relation to implementing the planning policies on water use and energy efficiency.
Bawdsey Parish Council	Reference should be made to national matters covered in the RTPI's 'Rising to the Climate Crisis / A Guide for Local Authorities on Planning for Climate Change'.	National planning policy is set out in the National Planning Policy Framework which is referenced in the document where relevant.
Pigeon Investment Management	Pigeon believe that the SPD could be simplified by deferring all matters relating to energy and carbon reductions to the Building Regulations. This action would avoid duplication of	The Future Home Standard has been taken into consideration when developing the SPD. Guidance has been provided on energy and carbon reduction for those wish to maximise



representation from Turley	resources to meet similar policies at both a national and local level.	opportunities and exceed the requires of the Building Regulations.
Paul Cobbold	<ol style="list-style-type: none"> <li>1. Reduced heat load</li> <li>2. Air tightness standards</li> <li>3. Solar shading and how best to achieve it effectively</li> <li>4. Modern methods of construction and move away from traditional building practices</li> <li>5. MVHR in most new dwellings to improve air quality and ventilation</li> <li>6. Put more emphasis on quality of construction rather than quantity to eliminate the "performance gap"</li> </ol>	The Council does not set national Building Regulations. However, the Draft SPD provides guidance on energy efficiency in chapter 3, solar gain and shading in chapter 6, methods of construction in chapter 10 and renewable and low carbon technologies in chapter 9.

## 6. What specific sustainable design and construction measures do you consider could be incorporated in developments of 10 or more new dwellings?

Respondent	Summary of comments	Council response
Gooch, Cllr Louise (East Suffolk Councillor for Pakefield and Kirkley)	<p>The respondent would like the following content added to the scope of the SC SPD:</p> <ul style="list-style-type: none"> <li>• Shared communities gardens</li> <li>• Shared communities allotments</li> <li>• Shared recycling facilities, especially for glass</li> <li>• Shared secure bicycle lock-ups and/or secure bicycle lock-up facilities at the front of properties</li> </ul>	The provision of such communal garden areas and allotments is incorporated in Chapter 8 on the Natural Environment. The Sustainable Development checklist in Appendix D refers to the provision of secure on-site cycle storage, as does Chapter 11 on Healthy Buildings and Places.
Felixstowe Town Council	Sustainable construction should be site wide, not individual dwellings basis.	The draft SPD contains guidance that applies at the site level such as in relation to healthy places (Chapter 11) and drainage (Chapter 2). It is appropriate for energy efficiency requirements to be required at individual building level in

		order that this can be implemented through Building Regulations in accordance with Policy SCLP9.2.
Bawdsey Parish Council	BREEAM Level 4 or BRE HQM standards, which demand serious consideration for the inclusion of Renewable energy facilities or Passivhaus principles.	Policies SCLP9.2 and WLP8.28 in the Council's Local Plans set requirements for BREEAM to be met for certain non residential developments.
Westerfield Parish Council	For developments of 10 or more dwellings serious consideration should be given to incorporating sustainable design and construction measures for the whole complex. It is reasonably economical to incorporate these within a development compared to single properties and greater requirements should be applied to larger developments.	Policy SCLP9.2 Sustainable Construction in the Suffolk Coastal Local Plan requires all new developments of more than ten dwellings to result in a 20% reduction in CO2 emissions below the Building Regulations. Policies SCLP9.2 and WLP8.28 in the Council's Local Plans set requirements for BREEAM to be met for certain non residential developments.
Water Management Alliance	Drainage Hierarchy/SuDS/Sustainable drainage solutions.	Chapter 2 on Water Efficiency and Management contains guidance on drainage and SUDS.
Boyton Parish Council	All new developments and conversions should be required to incorporate on site renewable energy generation. Roof top solar should be possible for most new dwellings.	The SPD cannot set new policy but can only provide guidance on existing policies.
Pigeon Investment Management representation from Turley	Pigeon believes the viability of implementing the sustainability measures within the SPD is somewhat (although not exclusively) linked to low housing delivery. Pigeon requests flexibility to respond to site specific constraints and consideration of green infrastructure, secure design, accessibility, sustainable transportation and social infrastructure.	The SPD does not introduce new planning policy requirements. All policy requirements are contained in the adopted Local Plans which have been subject to whole plan viability testing. A range of sustainability measures are provided in the SPD to allow a flexible approach.
Paul Cobbold	All new dwellings should use a heat pump rather than oil or gas. PV on many more new houses. Higher build and design standards as mentioned above.	The Council does not set national Building Regulations. However, the SPD provides guidance on renewable and low carbon technologies in chapter 9.

7. What specific sustainable design and construction measures do you consider could be incorporated in new commercial properties of 1,000sqm gross floorspace or more?

Respondent	Summary of comments	Council response
Gooch, Cllr Louise (East Suffolk Councillor for Pakefield and Kirkley)	Provision of secure bicycle lock-up facilities at should be provided at the front of properties.	Chapter 11 on Healthy Buildings and Places refers to the provision of secure cycle parking. Whilst this should be easily accessible the front of the house may not always be the best location.
Bawdsey Parish Council	BREEAM Level 4 or BRE HQM standards, plus consideration for economies of scale opportunity to incorporate community heating infrastructure like Ground Source Heating etc.	Policies SCLP9.2 and WLP8.28 in the Council's Local Plans set requirements for BREEAM to be met for certain non residential developments.
Westerfield Parish Council	Use of ultra-low carbon products should be a requirement and other alternative products to concrete.	Chapter 4 of the draft SPD sets out that concrete use should be minimised and suggests alternatives that are more sustainable.
Water Management Alliance	Drainage Hierarchy/SuDS/Sustainable drainage solutions	Chapter 2 on Water Efficiency and Management contains guidance on drainage and SUDS.
Boyton Parish Council	All such properties should be required to incorporate on site renewable energy generation. Roof top solar should be possible for most new dwellings.	The SPD cannot set new policy but can only provide guidance on existing policies.
Pigeon Investment	Pigeon supports the threshold of buildings of 1,000 sqm for applying the BREEAM standard however other factors may	Local Plan policies state BREEAM applies unless it can be demonstrated that it is not viable or feasible to do so. The

Management representation from Turley	<p>affect the technical and commercial viability of the BREEAM standard. Pigeon believe that the SPD should consider this flexibility when applying the BREEAM standard if evidence is provided by the sustainability statement.</p> <p>The SPD must recognise the need for flexibility with the application of the BREEAM standard particularly for any buildings that may require a significant element of refurbishment.</p>	SPD does not seek to change exiting planning policy in the Local Plans.
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8. Do you have any views on sustainable design and construction that you consider should be addressed in the document?

Respondent	Summary of comments	Council response
Bawdsey Parish Council	The Council is expected to have strong ideas on what is required to meet Government targets.	Comment noted.
Westerfield Parish Council	Effect on the environment from traffic generation should be considered and the whole life environmental sustainability.	The Sustainable Development checklist in Appendix D includes a section on sustainable transport. The Council is also producing a cycling and walking strategy to help to secure improvements for cycling and walking.
Pigeon Investment Management representation from Turley	Pigeon have presented a number of issues for consideration within Question 1 of this document which we believe are also applicable to question 8.	Comment noted.

9. Do you have any views the Council's [Environmental Guidance Note](#) being included as an Appendix within the SPD?

Respondent	Summary of comments	Council response
Gooch, Cllr Louise (East Suffolk Councillor for Pakefield and Kirkley)	The respondent felt that the Environmental Guidance Note would be valuable to include.	Having reflected on the format of the SPD, a link to the Environmental Guidance Note has been included in Chapter 1.
Bawdsey Parish Council	The Environmental Guidance Note must be given obligation and purpose.	The Environmental Guidance is not a Supplementary Planning Document and therefore does not have statutory weight but is promoted by the Council as a guidance note which can apply beyond Planning.
Westerfield Parish Council	It should be included as an appendix.	Having reflected on the format of the SPD, a link to the Environmental Guidance Note has been included in Chapter 1.
Boyton Parish Council	It makes sense to do this.	Having reflected on the format of the SPD, a link to the Environmental Guidance Note has been included in Chapter 1.
Pigeon Investment Management representation from Turley	Pigeon have no objection to the inclusion of the Environmental Guidance Note within the SPD provided that it is made clear that the note is for guidance only and that only the requirements within the SPD are adopted policy, superseding this Guidance Note. The guidance note contains references to standards such as Passivhaus and the Home Quality Mark which have significant commercial and	Having reflected on the format of the SPD, a link to the Environmental Guidance Note has been included in Chapter 1.

	technical requirements which have not been tested and approved within adopted policy.	
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## 10. Are you aware of any good practice from elsewhere that could be applied in East Suffolk?

Respondent	Summary of comments	Council response
Gooch, Cllr Louise (East Suffolk Councillor for Pakefield and Kirkley)	The respondent felt modular low-carbon eco-housing represented good practice that could be encouraged more in East Suffolk.	Guidance on modular building is included in chapter 10.
Bawdsey Parish Council	ESC lacks the expertise and knowledge to advise on such areas and therefore a local independent consultant should be used.	A number of examples and case studies have been sourced, to illustrate the guidance through the use of photographs and illustrations.
Boyton Parish Council	Good practices should be required in local policy.	The SPD cannot set new policy but can only provide guidance on existing policies.
Pigeon Investment Management representation from Turley	Pigeon's approach to the implementation of sustainable development which has resulted in the delivery of a range of sustainable new communities in East Suffolk. Pigeon are focused on - <ul style="list-style-type: none"> <li>• identify potential improvements to cycle and pedestrian links</li> <li>• identify opportunities to invest in public transport</li> <li>• measures to reduce everyday trips by car</li> </ul>	Pigeon's methods are noted and information on similar measures are provided in the SPD.



	<ul style="list-style-type: none"> <li>• provision of superfast broadband/fibre</li> <li>• ensure that sustainable travel behaviour is embedded within every scheme</li> <li>• meeting and where possible exceeding standards on environmental matters</li> <li>• meeting the Future Homes Standard by 2025</li> <li>• design schemes that the layout optimises the use of natural sunlight and ventilation,</li> <li>• utilising solar gains and ambient energy to help buildings respond to seasonal temperatures.</li> <li>• delivering sites that prioritise an 'electric only' strategy and avoid the use of natural gas</li> <li>• designing schemes with a fabric first approach</li> <li>• prioritise where possible the use of ground and air source heat pumps</li> <li>• deploy photovoltaic cells where appropriate to provide renewable electricity;</li> <li>• support measures that increase water efficiency and reduce water consumption</li> <li>• advocating LED technology as standard across buildings and where appropriate install smart meters in homes;</li> <li>• assess the feasibility of delivering energy positive homes as advocated by the UK Green Building Council.</li> <li>• use an ecologist to assist in maximising the ecological benefit of schemes</li> <li>• preserve and enhance vegetation on-site.</li> <li>• retain existing trees and hedgerows</li> </ul>	
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	<ul style="list-style-type: none"> <li>• where possible use new native planting</li> <li>• include sustainable drainage systems (SuDS) using the infiltration hierarchy.</li> </ul>	
Paul Cobbold	Yes. Germany, Holland, Belgium have better built buildings and the populations in those countries have higher expectations of quality.	The comments are noted. Local examples have been featured to inspire and demonstrate what is possible locally.

# 11. Are you aware of any examples of good sustainable design and construction in East Anglia that could be used as a case study within the Sustainable Construction SPD?

Respondent	Summary of comments	Council response
Felixstowe Town Council	Case study suggestions: <ul style="list-style-type: none"> <li>• Flagship scheme for site-wide shared ground source heat pumps (</li> <li>• Goldsmiths Street, Norwich</li> <li>• ESC's Deben School proposal</li> </ul>	The Council appreciates these suggestions and has incorporated images of the proposed development on the former Deben School site in Felixstowe.
Bawdsey Parish Council	Case studies could be from outside of East Anglia.	The Council has not limited itself to East Anglia specifically however through using local case studies users of the document may be familiar with these.
Boyton Parish Council	Forge Bungalow, Boyton, has been redeveloped with state-of-the-art insulation and a renewable energy focus.	<i>Photo to be sourced</i>
Pigeon Investment Management representation from Turley	Please see our response to Q10 above.	Comment noted.

## 12. Please let us know if you have any other comments.

Respondent	Summary of comments	Council response
Historic England	<p>Historic England welcome the inclusion of a section in the SPD on the historic environment.</p> <p>It is pointed out that listed buildings, buildings in conservation areas and scheduled monuments are exempt from the need to comply with energy efficiency requirements of the Building Regulations where compliance would unacceptably alter their character and appearance and that special considerations under Part L are also given to locally listed buildings, buildings of architectural and historic interest within registered parks and gardens and the curtilages of scheduled monuments, and buildings of traditional construction with permeable fabric that both absorbs and readily allows the evaporation of moisture. A link is provided to Historic England's guidance '<i>Energy Efficiency and Historic Buildings – Application of Part L of the Building Regulations to Historically and Traditionally Constructed Buildings</i>' (2017).</p>	<p>A chapter on the historic environment has been included in the Draft SPD which largely refers to the detailed guidance in the Historic Environment Supplementary Planning Document which was adopted in June 2021.</p> <p>Reference to Building Regulations exemptions is noted, however as more detail is provided in the Historic Environment SPD it is not considered necessary to introduce this detail in this SPD.</p>
Broads Authority	<p>Suggestion to include reduction of light pollution, linked to reducing energy use.</p> <p>For large scale renewable energy developments the impact on the setting of the Broads must be considered. Early engagement with us on any schemes near to our boundary would also be appropriate.</p>	<p>Light pollution is covered in Chapter 8 on the Natural Environment and in Chapter 11 on Healthy Buildings and Places.</p> <p>Chapter 8 on the Natural Environment explains the policy approach to protecting the landscape of the Broads.</p>

Ipswich Borough Council	Ipswich Borough Council do not wish to comment at this time.	Comment noted
Westerfield Parish Council	Please to note the comprehensive proposals and look forward to consideration of the draft SPD.	Comment noted.
Water Management Alliance	Reference should be included to internal drainage boards and their role within planning process. A link is provided to the Water Management Alliance Planning and Byelaw Strategy.	Chapter 2 of the Draft SPD covers Water Efficiency and Management and provides a link to the strategy and guidance produced by the Lead Local Flood Authority which contains information on Internal Drainage Boards.
Natural England	Natural England does not have any comments to make on the Sustainable Construction SPD.	Comment noted
Anonymous Respondent 1	Any steps to mitigate future climate change problems should be introduced. If Building Regulations are not sufficient than any changes to planning to improve energy efficiency should be taken.	Policies SCLP9.2 and WLP8.28 in the Local Plans set policy for energy efficiency measures, in places going above the Building Regulation requirements. The SPD provides guidance on implementing these policies.
Anonymous Respondent 2	<p>Respondent supports:</p> <ul style="list-style-type: none"> <li>• a presumption that brownfield sites will be developed first;</li> <li>• refurbishment and retrofitting over demolition;</li> <li>• streets rather than cul-de-sacs;</li> <li>• green roofs;</li> <li>• rainwater recycling;</li> <li>• a presumption in favour of leaving and building around existing trees, hedges and ponds;</li> <li>• design for playing outside;</li> <li>• imaginative eco-design and traditional design;</li> </ul>	<p>The Local Plans allocate brownfield sites for development as part of a mixed approach which also involves greenfield development in acknowledgment of the limited scope for brownfield in a predominantly rural district.</p> <p>Chapter 3 on Material promotes reusing existing buildings over demolition.</p> <p>The Sustainable Development checklist in Appendix D of the Draft SPD sets out questions relating to sustainable travel.</p>

	<ul style="list-style-type: none"> <li>Hedgehog holes, swift boxes and similar and Wildlife-friendly landscape design;</li> </ul> <p>More community consultation and architectural solutions, defined by “commodity, firmness and delight”.</p>	<p>Water saving measures are set out in Chapter 2 on Water Efficiency and Management.</p> <p>Chapter 8 on the Natural Environment includes guidance on the provision of wildlife friendly features such as hedgehog holes and landscaping that is wildlife friendly.</p> <p>The Council will also be producing a Healthy Environments SPD which provides an opportunity to provide guidance on such topics as play space, and this forthcoming SPD is referenced in Chapter 11 on Healthy Buildings and Places.</p>
Anonymous Respondent 3	<p>All deciduous indigenous trees should be protected, so that they can only be felled in exceptional circumstances.</p> <p>Driveways should not be paved and artificial turf should not be used.</p>	<p>The benefits of trees are highlighted in the SPD such as in Chapter 8 on the Natural Environment, however the SPD cannot be used to amend legislation relating to the protection of trees.</p> <p>Permeable paving is supported in Chapter 2 on Water Efficiency and Management.</p> <p>Guidance discouraging artificial lawns is contained in Chapter 8 on the Natural Environment.</p>
Anonymous Respondent 4	<p>Concern raised over the impact on wildlife on the site when development takes place.</p>	<p>The Local Plans contain policies on the natural environment which seek to protect and enhance the natural environment and that seek net gains for biodiversity. Chapter 8 of the Draft SPD sets out guidance on incorporating measures into new development to better integrate nature into development.</p>

Anonymous Respondent 6	Comments that the majority of the cost of installing domestic PV panels is in the scaffolding and installation labour, and these should therefore be compulsory on new builds along with better insulation. Solar water heating should also be required. Air source heat pumps should be required rather than gas boilers. Net zero in Suffolk by 2030 will need these urgently.	The SPD cannot set new planning policies, above those set out in the Local Plan. However the SPD provides encouragement for installing renewable energy as part of complying with the policies on sustainable energy.
Anonymous Respondent 7	Comments that all developments should comply with zero-carbon construction and that renewable energy generation is long overdue.	The SPD cannot set new planning policies, above those set out in the Local Plan, however provides guidance on meeting the energy elements of the policies in the Local Plans and provides guidance to support renewable energy generation.
Anonymous Respondent 8	Comments that provision should be made for wildlife and suggests hedgehog tunnels/holes, wild-life friendly ponds, indigenous species of hedgerow, nesting sites and trees.  Comments that all construction should have solar panels.	Chapter 8 of the draft SPD relates to the Natural Environment and provides guidance on incorporating wildlife-friendly measures.  The SPD cannot set new planning policies, above those set out in the Local Plan, however provides guidance on meeting the energy elements of the policies in the Local Plans and provides guidance to support renewable energy generation.
Anonymous Respondent 9	Respondent submitted the following link to the 'Purple Turtle Co' blog: <a href="https://purpleturtleco.com/blogs/news/sustainable-cities-and-their-goals-for-the-future">https://purpleturtleco.com/blogs/news/sustainable-cities-and-their-goals-for-the-future</a>	Comment noted. The SPD is seeking to promote Sustainable Construction and help to ensure the implementation of the Council's policies on sustainable construction.
Peter Freer, Suffolk County Council	The County Council is pleased with the proposed content and supports its purpose.  The County Council notes that policies are often worded "Developers should consider" and recommends the wording	Support for the content is appreciated.  The Supplementary Planning Document cannot change the existing planning policy wording in the either Local Plans.



	<p>“Developers must implement,” but recognises that the council does not set Building Regulations for new houses.</p> <p>The County Council notes that heat networks form an important part of the government’s plan to reduce carbon and cut heating bills for customers. District heating is highlighted as an area for further consideration.</p>	Information on renewable and low carbon technologies and schemes is provided Chapter 9.
Pigeon Investment Management representation from Turley	Pigeon welcome the opportunity to comment on the proposed scope and structure of the Sustainable Design and Construction SPD and would welcome the opportunity to discuss these representations further with the Council in the form of a workshop where practicable.	Comment noted.
John Forbes	The respondent believes every new or altered property needs to have an on-site source of renewable energy sufficient to provide (possibly 50%) of its needs and that the LPA should adopt ideas without waiting for central government instruction.	<p>Local Planning authorities cannot seek to introduce planning policy requirements that exceed those permitted by National Planning Policy and Planning Policy Guidance.</p> <p>The Supplementary Planning Document cannot change the existing planning policy wording in the either Local Plans.</p>
Adrian Cooper, Felixstowe Community Nature Reserve	<p>Respondent supports:</p> <p>Hedgehog holes and tunnels for all fencing between all properties</p> <p>All open public green space areas having a wildlife-friendly pond</p> <p>All new buildings having roof-mounted PV panels (commercial and domestic)</p>	<p>Support for hedgehog hole in fences and green wildlife rich space is provided in Chapter 8 of the Draft SPD which relates to the Natural Environment.</p> <p>Planning Policy cannot required roof-mounted PV panels but support and information for PV panels is provided in Chapter 9.</p>

## Appendix 3: Initial Consultation Public Notices

Public Notice in the Lowestoft Journal and the Beccles and Bungay Journals published 19<sup>th</sup> March 2021

**EAST SUFFOLK COUNCIL**

East Suffolk Council is holding two public consultations from **Monday 15th March to 5pm Monday 26th April 2021** and welcomes all comments.

**East Suffolk Sustainable Construction Supplementary Planning Document (SPD)**

The Sustainable Construction SPD will provide guidance on a range of topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials, to support the implementation of the Council's adopted Local Plan policies.

This preliminary consultation asks what information should be included in the SPD and a short questionnaire has been prepared. Once adopted the Sustainable Construction SPD will be a material consideration in the determination of planning applications.

**East Suffolk Community Infrastructure Levy (CIL) Charging Schedule**

A CIL Charging Schedule sets out the amount that certain kinds of development must pay to help contribute to the delivery of infrastructure in an area.

This initial consultation focuses on the basic viability/development cost assumptions, to help underpin the preparation of a Viability Report, which will be a key evidence base for the CIL Charging Schedule. The Council is also consulting on a draft East Suffolk CIL Instalments Policy.

**How to provide comments**

To view and respond to the consultation material, including supporting information, please visit **[www.eastsuffolk.gov.uk/planning-policy-consultations](http://www.eastsuffolk.gov.uk/planning-policy-consultations)**. If you are unable to submit comments online you can email [planningpolicy@eastsuffolk.gov.uk](mailto:planningpolicy@eastsuffolk.gov.uk) or write to us at East Suffolk Council, Planning Policy and Delivery Team, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ.

If you are unable to view the consultation documents online, you may request a paper copy of the consultation documents and SPD questionnaire free of charge by contacting us via the contact details provided above. Please note that if you wish to contact us via telephone (01502 523029), we are currently operating a voicemail service. Please leave a message including your contact details and your call will be returned as soon as possible.



**EASTSUFFOLK**  
COUNCIL

Public Notice in the East Anglian Daily Times, page 35 and East Daily Press, page 43 published 16<sup>th</sup> March 2021



East Suffolk Council is holding two public consultations from **Monday 15th March to 5pm Monday 26th April 2021** and welcomes all comments.

#### **East Suffolk Sustainable Construction Supplementary Planning Document (SPD)**

The Sustainable Construction SPD will provide guidance on a range of topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials, to support the implementation of the Council's adopted Local Plan policies.

This preliminary consultation asks what information should be included in the SPD and a short questionnaire has been prepared. Once adopted the Sustainable Construction SPD will be a material consideration in the determination of planning applications.

#### **East Suffolk Community Infrastructure Levy (CIL) Charging Schedule**

A CIL Charging Schedule sets out the amount that certain kinds of development must pay to help contribute to the delivery of infrastructure in an area.

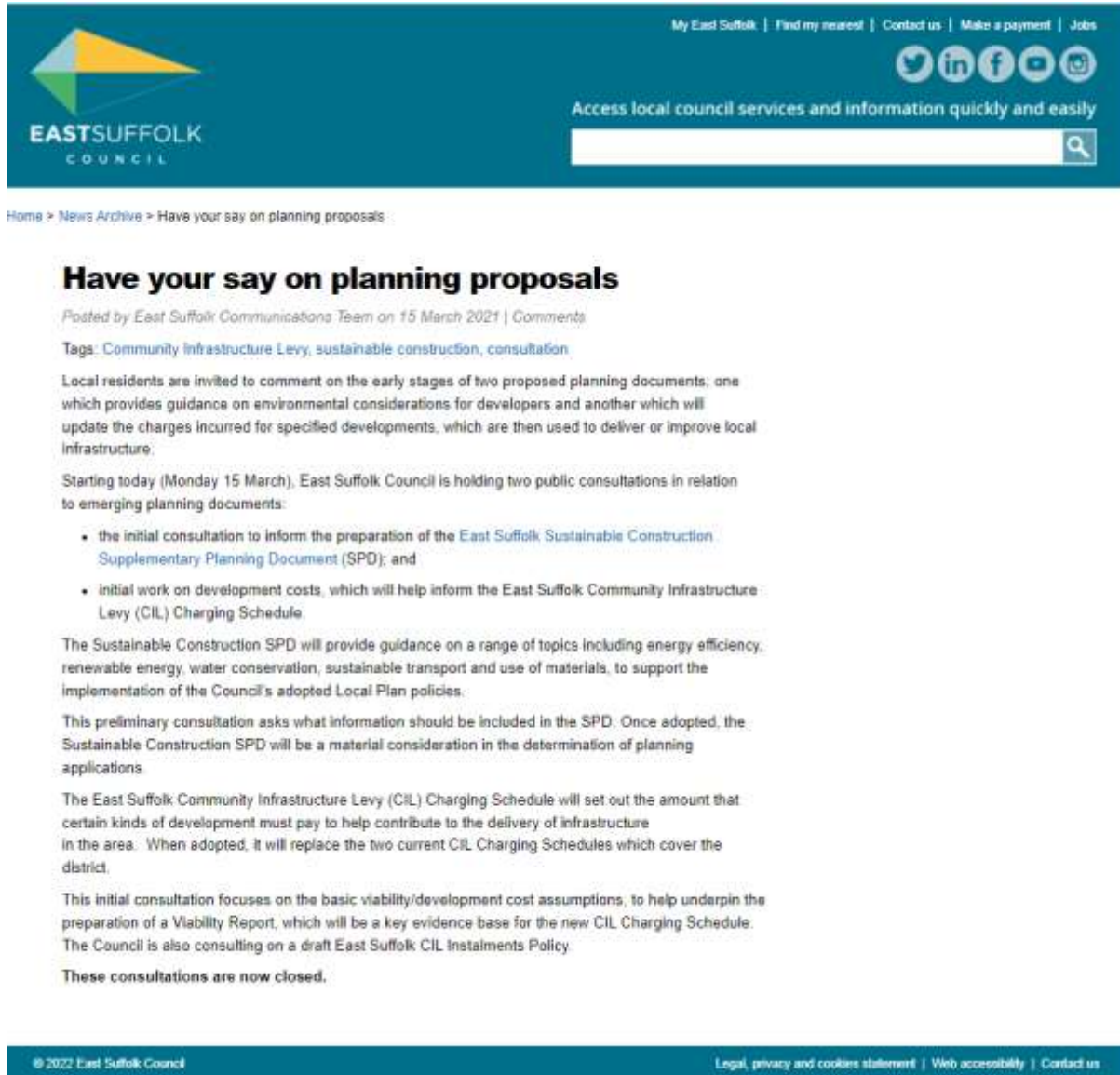
This initial consultation focuses on the basic viability/development cost assumptions, to help underpin the preparation of a Viability Report, which will be a key evidence base for the CIL Charging Schedule. The Council is also consulting on a draft East Suffolk CIL Instalments Policy.

#### **How to provide comments**

To view and respond to the consultation material, including supporting information, please visit **[www.eastsuffolk.gov.uk/planning-policy-consultations](http://www.eastsuffolk.gov.uk/planning-policy-consultations)**. If you are unable to submit comments online you can email **[planningpolicy@eastsuffolk.gov.uk](mailto:planningpolicy@eastsuffolk.gov.uk)** or write to us at East Suffolk Council, Planning Policy and Delivery Team, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ.

If you are unable to view the consultation documents online, you may request a paper copy of the consultation documents and SPD questionnaire free of charge by contacting us via the contact details provided above. Please note that if you wish to contact us via telephone 01502 523029, we are currently operating a voicemail service. Please leave a message including your contact details and your call will be returned as soon as possible.

## Appendix 4: Initial Consultation Press Release



The screenshot shows the East Suffolk Council website. At the top, there is a navigation bar with links: 'My East Suffolk', 'Find my nearest', 'Contact us', 'Make a payment', and 'Jobs'. Below this are social media icons for Twitter, LinkedIn, Facebook, YouTube, and Instagram. A search bar is also present with the text 'Access local council services and information quickly and easily'. The main content area has a breadcrumb trail: 'Home > News Archive > Have your say on planning proposals'. The title of the article is 'Have your say on planning proposals', posted by the East Suffolk Communications Team on 15 March 2021. The tags are 'Community Infrastructure Levy', 'sustainable construction', and 'consultation'. The text of the press release follows, detailing the council's consultation on planning documents. It mentions that local residents are invited to comment on two proposed planning documents: one providing guidance on environmental considerations and another updating charges for specified developments. The council is holding two public consultations starting on Monday 15 March. The first consultation is to inform the preparation of the East Suffolk Sustainable Construction Supplementary Planning Document (SPD), and the second is initial work on development costs to help inform the East Suffolk Community Infrastructure Levy (CIL) Charging Schedule. The SPD will provide guidance on energy efficiency, renewable energy, water conservation, sustainable transport, and use of materials. The preliminary consultation asks what information should be included in the SPD. Once adopted, the SPD will be a material consideration in the determination of planning applications. The CIL Charging Schedule will set out the amount that certain kinds of development must pay to help contribute to the delivery of infrastructure in the area. When adopted, it will replace the two current CIL Charging Schedules which cover the district. This initial consultation focuses on the basic viability/development cost assumptions, to help underpin the preparation of a Viability Report, which will be a key evidence base for the new CIL Charging Schedule. The Council is also consulting on a draft East Suffolk CIL Instalments Policy. The press release concludes with 'These consultations are now closed.' The footer of the website shows '© 2022 East Suffolk Council' and links for 'Legal, privacy and cookies statement', 'Web accessibility', and 'Contact us'.

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Access local council services and information quickly and easily

Home > News Archive > Have your say on planning proposals

### Have your say on planning proposals

Posted by East Suffolk Communications Team on 15 March 2021 | Comments

Tags: [Community Infrastructure Levy](#), [sustainable construction](#), [consultation](#)

Local residents are invited to comment on the early stages of two proposed planning documents; one which provides guidance on environmental considerations for developers and another which will update the charges incurred for specified developments, which are then used to deliver or improve local infrastructure.

Starting today (Monday 15 March), East Suffolk Council is holding two public consultations in relation to emerging planning documents:

- the initial consultation to inform the preparation of the [East Suffolk Sustainable Construction Supplementary Planning Document \(SPD\)](#); and
- initial work on development costs, which will help inform the [East Suffolk Community Infrastructure Levy \(CIL\) Charging Schedule](#).

The Sustainable Construction SPD will provide guidance on a range of topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials, to support the implementation of the Council's adopted Local Plan policies.

This preliminary consultation asks what information should be included in the SPD. Once adopted, the Sustainable Construction SPD will be a material consideration in the determination of planning applications.

The East Suffolk Community Infrastructure Levy (CIL) Charging Schedule will set out the amount that certain kinds of development must pay to help contribute to the delivery of infrastructure in the area. When adopted, it will replace the two current CIL Charging Schedules which cover the district.

This initial consultation focuses on the basic viability/development cost assumptions, to help underpin the preparation of a Viability Report, which will be a key evidence base for the new CIL Charging Schedule. The Council is also consulting on a draft East Suffolk CIL Instalments Policy.

**These consultations are now closed.**

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Please note that links were live during the consultation period.

## Appendix 5: Initial Consultation on Social Media

Twitter – 15<sup>th</sup> March 2021



East Suffolk Council Planning  
@eastsuffolkplan

...

Have your say on the East Suffolk Sustainable Construction Supplementary Planning Document – consultation open until 26th April 2021.

[eastsuffolk.inconsult.uk/SustConSPD/con...](https://eastsuffolk.inconsult.uk/SustConSPD/con...)



4:19 pm · 15 Mar 2021 · Twitter Web App



## Twitter – 15<sup>th</sup> March & 25<sup>th</sup> March 2021



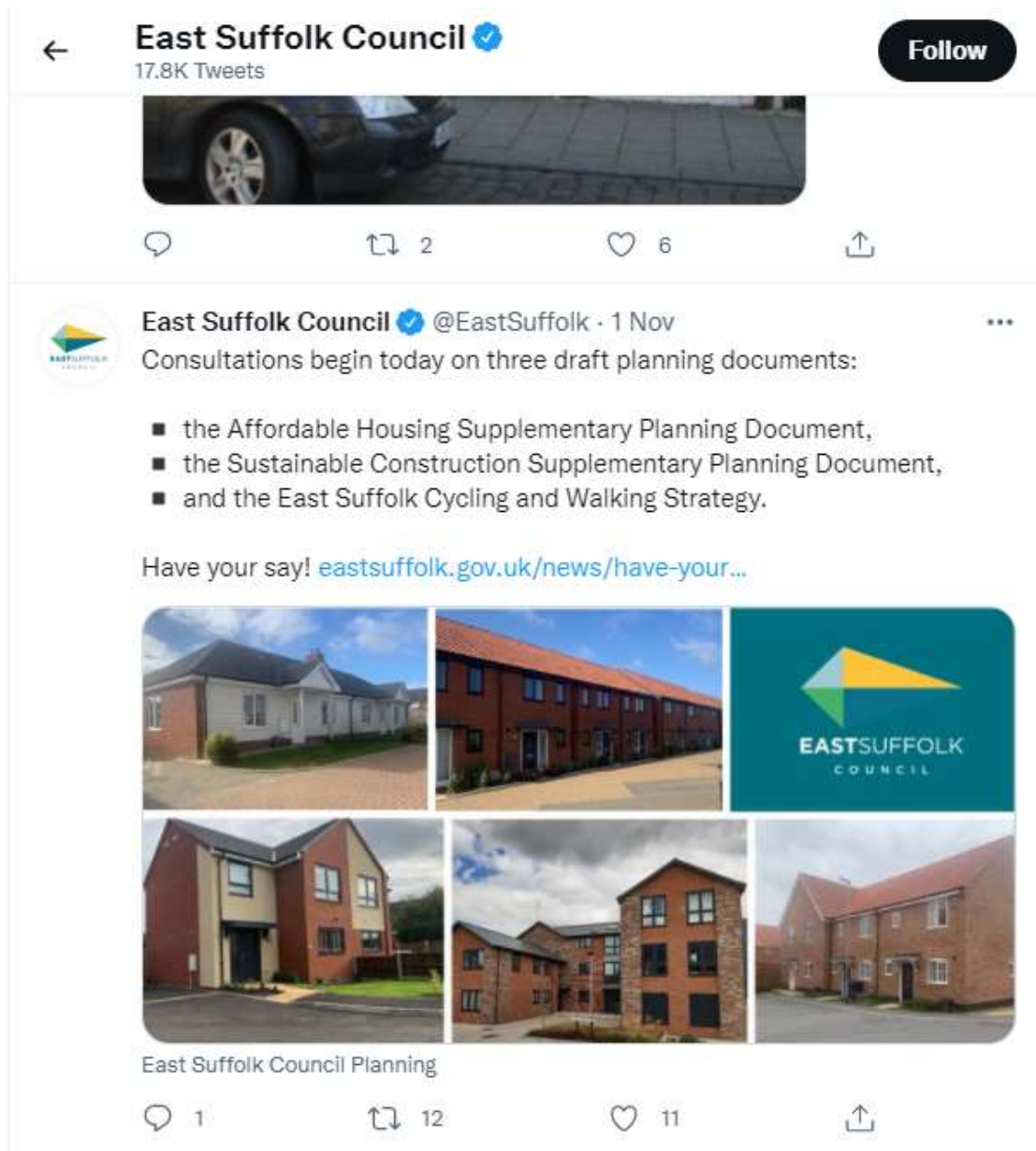
## Twitter – 22<sup>nd</sup> April 2021





## Appendix 6: Formal Consultation on Social Media

Twitter – 1<sup>st</sup> November 2021



Twitter – 22<sup>nd</sup> November 2021



Facebook – 24<sup>th</sup> November 2021

**East Suffolk Council**  
2 mins · 🌐

Have your say! 🗨️

Consultations on three draft planning documents are still open. You can comment on:

- the Affordable Housing Supplementary Planning Document,
- the Sustainable Construction Supplementary Planning Document,
- and the East Suffolk Cycling and Walking Strategy.

View the documents and comment at  
<https://www.eastsuffolk.gov.uk/.../planning-policy-consultat.../>



 Like     Comment     Share

[See all](#)

## Appendix 7: Formal Consultation Poster



# Have your say

### Draft Sustainable Construction Supplementary Planning Document

### Draft Affordable Housing Supplementary Planning Document

Consultation period  
1<sup>st</sup> November to 5pm 13<sup>th</sup> December 2021

### Draft Cycling and Walking Strategy

Consultation period  
1<sup>st</sup> November 2021 to 5pm 10<sup>th</sup> January 2022

#### What are we doing?

East Suffolk Council is in the process of preparing a new Sustainable Construction Supplementary Planning Document and a new Affordable Housing Supplementary Planning Document which will provide guidance to support the Council's planning policies on these matters.

We are also preparing a Cycling and Walking Strategy, which identifies potential cycling and walking infrastructure opportunities across the district.

#### How can you get involved?



**GIVE YOUR VIEWS**

Visit the website below to view and comment on the draft documents. Hard copies of the three documents are also available to view in libraries and the Council's Customer Service Centres. Please contact us if you need any assistance in viewing the documents.

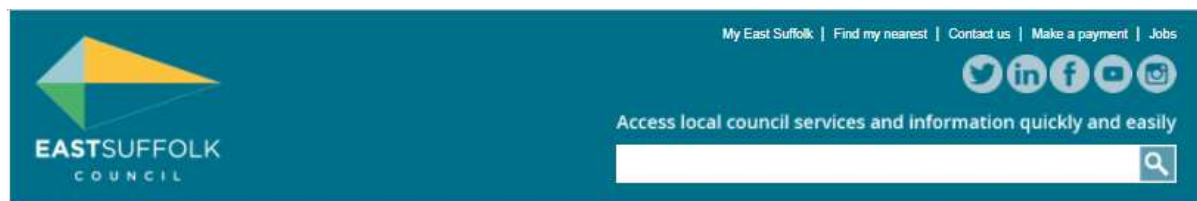
**Find out more and give your views:**  
[www.eastsuffolk.gov.uk/  
planning-policy-consultations](http://www.eastsuffolk.gov.uk/planning-policy-consultations)

Alternatively, please send comments to:  
East Suffolk Council, Planning Policy & Delivery Team, Riverside, 4 Canning Road, Lowestoft, Suffolk NR33 0EQ.

✉ [planningpolicy@eastsuffolk.gov.uk](mailto:planningpolicy@eastsuffolk.gov.uk)  
☎ 01394 444557 / 01502 523029



## Appendix 8: Formal Consultation Press Release



[Home](#) > [News](#) > [Have your say on draft planning documents](#)

### Have your say on draft planning documents

Posted by on 1 November 2021 | [Comments](#)

Tags: [planning](#), [cycling](#), [environment](#)

East Suffolk residents are invited to have their say on three new planning documents covering affordable housing, sustainable construction and cycling and walking.

Consultations on three draft documents have launched today (Monday 1 November):

- the draft Affordable Housing Supplementary Planning Document
- the draft Sustainable Construction Supplementary Planning Document
- and the draft East Suffolk Cycling and Walking Strategy.

The Affordable Housing Supplementary Planning Document (SPD) will provide guidance on the implementation of East Suffolk Council's affordable housing planning policies. The draft SPD covers a range of matters including types of affordable housing, identifying an appropriate mix of affordable housing, the design of affordable housing, legal agreements, carrying out local housing need assessments and making planning applications.

**This consultation is now closed.**

The Sustainable Construction Supplementary Planning Document (SPD) will provide guidance on the Council's planning policies on sustainable construction, including guidance on a range of topics relating to the construction of environmentally sustainable buildings. Examples include increasing water efficiency in buildings, increasing energy efficiency and reducing carbon emissions from buildings, use of responsibly sourced and renewable materials, reducing construction waste, orienting buildings for solar gain, and using green infrastructure to increase biodiversity.

**This consultation is now closed.**

The draft [East Suffolk Cycling and Walking Strategy](#) provides a district-wide shortlist of cycling and walking infrastructure opportunities. The strategy aims to encourage greater use of sustainable forms of transport, reduce contributions to climate change, support the growth of the tourism industry, and to improve the health and wellbeing of residents by ensuring more trips to work, school, leisure, day-to-day errands, or public transport hubs, such as train stations or park and ride sites, are accessible by bike or on foot. Once adopted, this strategy will replace the Waveney Cycle Strategy (2016) and will cover the whole of the district.

Cllr David Ritchie, Cabinet Member for Planning and Coastal Management said: "We want to increase the opportunities for people to walk and cycle safely around the district, reducing reliance on vehicles, improving the environment, and benefiting people's health. Our Cycling and Walking Strategy sets out ways we can do this, and we would welcome any feedback on this and on the Supplementary Planning Documents which will enable us to make decisions on future developments."

**This consultation is now closed.**



Please note that links were live during the consultation period.

## Appendix 9: Summary of responses to consultation on the Draft SPD

### General Comments

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Water Management Alliance (Jessica Nobbs)	9	<p>The respondent provided information on the Internal Drainage District of the East Suffolk Internal Drainage Board and the Waveney, Lower Yare and Lothingland Internal Drainage Board. It also provided information on their role, their byelaws and adopted watercourses, and provided website links to maps of the respective catchment areas. The information included advice on legally discharging into watercourses, for proposals within 9m of a Board adopted watercourse, and proposals to alter a watercourse.</p> <p>The respondent added that they would support all new development incorporating water efficiency and water re-use measures, and support the policy approach that all major residential developments incorporate sustainable water management measures, such as SUDs.</p>	The information received and support for the Local Plans' sustainable construction policies is appreciated and has been noted. However, the guidance has not been added to the SPD as it was considered to be too detailed, and is better addressed on a case by case basis on relevant planning applications with the WMA notified and engaged with as a consultee.	No changes have been made to the SPD because of these comments.
Herries, Rupert	13	Concern raised over the validity of consultations due to the process related to the proposal for 70 dwellings on Chapel Field in Grundisburgh.	The respondent will have received the consultation email due to being registered on the planning policy mailing list. The comments raised are	No changes have been made to the SPD as a result of these comments.

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
			noted but are not related to the Sustainable Construction SPD.	
Natural England	14	<p>Support stated for the SPD.</p> <p>This SPD could incorporate features beneficial to wildlife within development, in line with paragraphs 8, 72, 102, 118, 170, 171, 174 and 175 of the NPPF. Consider providing guidance on bat roosts or bird boxes for example. An example of good practice is the Exeter Residential Design Guide SPD.</p> <p>The SPD may provide opportunities to enhance the character and local distinctiveness of the surrounding natural and built environment; use natural resources more sustainably; and bring benefits for the local community.</p> <p>Landscape characterisation and townscape assessments, and associated sensitivity and capacity assessments are useful tools for planners and developers</p> <p>Natural England has produced Standing Advice to help local planning authorities assess the impact of particular developments on protected or priority species.</p>	<p>The Exeter Residential Design SPD provides a wealth of detailed advice on the provision for biodiversity in new developments. The Sustainable Construction SPD has focused on energy reduction and carbon emissions in accordance with the requirements of policies SCLP9.2 and WLP8.28. The level of detail in the Exeter Residential Design SPD, whilst excellent, is not considered necessary or appropriate for this particular SPD.</p> <p>SEA Screening and Habitats Regulations Assessment Screening were undertaken for the SPD and concluded that a full SEA or HRA was not required. Natural England were consulted on the draft SEA and HRA Screening reports prior to the consultation on the Draft SPD and the final screening reports were published as part of the consultation on the Draft SPD.</p>	No changes have been made to the SPD because of these comments.



Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		An SPD only requires an SEA in exceptional circumstances. While an SPD is unlikely to give rise to likely significant effects on European Sites, they should be considered a plan under Habitat Regulations. Should the plan be amended in a way that significantly affects its impact on the natural environment, Natural England wish to be consulted again.		
Westerfield Parish Council (Peter Miller)	15	No objection to the SPD.	Comment noted.	No changes have been made to the SPD because of these comments.
Broads Authority (Natalie Beal)	16	Support for the document given and request for reference to dark skies. (See detailed comment.)	It is agreed that the SPD should include reference to dark skies.	Chapter 6 amended to include reference to the Broads dark skies policy.
Felixstowe Town Council (Ash Tadjrishi)	31	The respondent has commented that they found the document to be very comprehensive but difficult to understand in conjunction with the Local Plans. The respondent also questioned the viability of the adopted optional water efficiency standard. The respondent also requested that paragraph 3.26 of the SPD is extended to cover permitted development rights.	The SPD has been drafted to make clear which policies of the Local Plans the guidance refers to throughout; where differences in policy approach varies between the equivalent policies of the Local Plans, this has been stated. The water efficiency optional standard is a requirement of planning policies SCLP9.2 and WLP8.28 and was viability tested during the development and examination of the Local Plans. It was calculated at the time of assessment to only cost an additional £9 per dwelling to meet the optional standard.	No changes have been made to the SPD because of these comments.

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
			Permitted development rights are covered lightly in the SPD where relevant (e.g. see Chapter 9 Renewable and Low Carbon Energy Schemes Table 6), reflecting their placement outside of planning control where no prior approval of set criteria is required.	
Hopkins Homes	32	It is important the SPD is clear it is not setting new building standards and policy requirements.	Comments noted.	No changes have been made to the SPD because of these comments.
Martlesham Parish Council (Debbie Chappell)	33	<ol style="list-style-type: none"> <li>1. East Suffolk should require solar panels on new buildings or require the building company to explain why they are not included.</li> <li>2. East Suffolk should require air source heat pumps instead of gas boilers or require the building company to explain why they are not included.</li> <li>3. East Suffolk should require a Carbon Construction Assessment to be made of 'embodied carbon' in line with EN 15978/ISO14044 and the RICS Whole Life Carbon Assessment for the Built Environment.</li> <li>4. Whether a building could be repurposed for alternative use should override any consideration of demolition.</li> </ol>	<ol style="list-style-type: none"> <li>1. The Government's Planning Practice Guidance allows local planning authorities to "set energy performance standards for new housing or the adaptation of buildings to provide dwellings, that are higher than the building regulations, but only up to the equivalent of Level 4 of the Code for Sustainable Homes." East Suffolk cannot require solar panels are installed on new buildings. Guidance on solar panels can be found in paragraphs 9.14-9.16.</li> <li>2. The type of heating system installed in a building is subject to Building Regulations. New Building Regulations are set to ban the installation of new gas and oil boilers in new homes from 2025. Guidance on air source heat pumps can be found in paragraphs 9.22 - 9.26.</li> </ol>	Support for the reuse of existing buildings provided in paragraph 5.2.

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
			<p>3. The Government's Planning Practice Guidance on Climate Change states "The Written Ministerial Statement on Plan Making dated 25 March 2015 clarified the use of plan policies and conditions on energy performance standards for new housing developments. The statement sets out the government's expectation that such policies should not be used to set conditions on planning permissions with requirements above the equivalent of the energy requirement of Level 4 of the Code for Sustainable Homes (this is approximately 20% above current Building Regulations across the build mix)." East Suffolk cannot require a Carbon Construction Assessment is carried out or certificate submitted. Support and guidance on reducing carbon emissions can be found in chapter 3.</p> <p>4. Changes have been made to strengthen support for the reuse of existing buildings where possibly in paragraphs 5.2</p>	
Lowestoft Town Council (Sarah Foote)	34	<p>Use Swift Bricks in all new builds of more than one storey.</p> <p>There is no mention of renovation which is recommended by Historic England to reduce carbon emissions</p>	<p>The recommendations regarding swift bricks and information on renovations is accepted and changes proposed to incorporate the comments. Comments regarding Sizewell are</p>	<p>The text in Chapter 8 has been strengthened to give support for integrating bird boxes into buildings including for swifts. Links to Historic England's</p>

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		<p>Sizewell C is not 'advanced' in nuclear energy terms.</p> <p>Why is waste taken to Ipswich as this cannot be a good way to reduce carbon emissions with the distance of travel involved.</p>	<p>noted.</p> <p>This Supplementary Planning Document (SPD) aims to provide advice and guidance to support planning policies SCLP9.2 Sustainable Construction in the Suffolk Coastal Local Plan and WLP8.28 Sustainable Construction in the Waveney Local Plans. Local Plan policies SCLP9.2 and WLP8.28 are focused on new developments. Guidance in the SPD aims to help reduce construction waste and the associated carbon emissions from new developments.</p>	<p>guidance on renovating historic buildings and improving energy efficiency has been added into Chapter 7.</p>
Chris Rogers	35	<p>Hasn't seen anything in the SPD about unnecessary demolition. Provided links to information on building demolition/reuse.</p> <p>Commented on Planning Application DC/20/0902/OUT for the Police HQ site at Martlesham.</p>	<p>Chapter 4 paragraph 4.1 recommends reusing existing buildings, but the text can be strengthened.</p>	<p>Additional text has been added to chapter 5 Waste to emphasise the importance of reusing buildings.</p>
National Grid Ventures	43	<p>Agents on behalf of the National Grid Ventures recommend that section 10 Construction Methods and Standards includes references to and recommends the use of CEEQUAL sustainability tools and assessments methods.</p>	<p>It is agreed that the SPD should include references to and recommend the use of CEEQUAL in chapter 10.</p>	<p>A new section on CEEQUAL has been added to chapter 10 Construction Methods and Standards. New paragraphs provide information and links regarding CEEQUAL and recommend use of the scheme to achieve the highest possible sustainability standards.</p>

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Historic England (Marsh, Andrew)	44	Welcome the production of the Supplementary Planning Document, but do not currently have capacity to provide detailed comments.	Comments noted.	No changes have been made to the SPD because of these comments.
Defence Infrastructure Organisation (Chris Waldron)	47	The MOD want to be consulted regarding any potential development within the Aerodrome Height safeguarding zones surrounding Wattisham Airfield which consists of structures or buildings exceeding 91.4M Above Ground Level or any development within the statutory safeguarding zones that surround the East 2 WAM Network.	Comments noted. East Suffolk will endeavour to continue to consult the MOD on all relevant planning applications.	No changes have been made to the SPD because of these comments.
Pigeon Investment Management Ltd (Fillmore, Andrew)	48	<p>Pigeon support the Council's general approach set out in the SPD, but these ambitions need to be balanced against housing delivery requirements. Not enough emphasis is placed on addressing existing housing stock. Paragraphs 3.24 and 3.25 don't provide any guidance or encourage for improving energy efficiency in existing housing. The SPD fails to recognise the role of Building Regulations in ensuring standards for energy efficiency and strongly recommends that such matters should be controlled through Building Regulations rather than local planning policy/ guidance.</p> <p>Welcome the opportunity to comment</p>	<p>Paragraphs 3.24 and 3.25 provide limited information regarding retrofitting existing buildings as this work generally sits outside the planning systems. This SPD aims to provide advice and guidance to support planning policies SCLP9.2 Sustainable Construction in the Suffolk Coastal Local Plan and WLP8.28 Sustainable Construction in the Waveney Local Plans. The SPD cannot set new planning policies and the existing policies only address new development.</p> <p>The role of Building Regulations is acknowledged in paragraph 1.22 and the future changes to Building Regulations are referenced in</p>	No changes have been made to the SPD because of these comments.

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		<p>on draft conditions but emphasises these are best secured at Reserved Matters stage when greater detail of a scheme is known.</p> <p>It is noted that certain criteria in the checklist will not apply to outline planning applications and requirements will vary depending on the scale of the scheme. The use of a 'one size fits all' approach is inappropriate.</p>	<p>paragraph 12.28. Whilst the setting of Building Regulations are not within the control of the Council, Local Planning Authorities can set energy performance standards for new housing that are higher than building regulations, but only up to the equivalent of Level 4 of the, now withdrawn, Code for Sustainable Homes (this is approximately 20% above current Building Regulations) and this is explained in paragraph 1.32. This requirement is part of policy SCLP9.2 in the adopted Suffolk Coastal Local Plan. The SPD also seeks to encourage developers to exceed the energy efficiency standards set out in Building Regulations wherever possible.</p> <p>The Sustainable Development checklist in Appendix D aims to be flexible. It is acknowledged that the list is not exhaustive and will not apply to all schemes or stages of a development.</p>	

## 1 Introduction

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Saul D Humphrey (Saul Humphrey)	1	Recommends immediately adopting the Future Home Standard now to have a single, simple, cost, effective national standard that avoid numerous local alternatives. Also recommends lobbying central Government to revise the Future Home Standard to ensure embodied carbon is reduced.	The Future Home Standard proposes changes to Building Regulations that are due to be introduced in June 2022. East Suffolk Council does not have the authority to adopt the Future Homes Standard now before it is introduced by the Government. This Supplementary Planning Document aims to provide advice and guidance to support planning policies SCLP9.2 Sustainable Construction in the Suffolk Coastal Local Plan and WLP8.28 Sustainable Construction in the Waveney Local Plans.	No changes have been to the SPD because of these comments.
Martin Minta	2	Wants robust and immediate requirements for all new buildings, information on grant funding to convert buildings, and disagrees with the inclusion of reference to nuclear energy.	<p>This Supplementary Planning Document (SPD) aims to provide advice and guidance to support planning policies SCLP9.2 Sustainable Construction in the Suffolk Coastal Local Plan and WLP8.28 Sustainable Construction in the Waveney Local Plans. The SPD cannot set new planning policies.</p> <p>Comments regarding Government grant funding are noted, but grant options vary overtime. The Council has also produced an Environmental Guidance Note which can be more easily updated/amended than an SPD. The Environmental Guidance Note could therefore be a better place to provide information about government grants. The Environmental Guidance Note is available here:  <a href="http://www.eastsuffolk.gov.uk/environment/environmental-guidance-note/">www.eastsuffolk.gov.uk/environment/environmental-guidance-note/</a></p>	No changes have been made to the SPD because of these comments.



Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
			Nuclear power is present in East Suffolk. The SPD only refers to nuclear power as being part of the Government's Ten Point Plan for a Green Industrial Revolution.	
David Beavan (East Suffolk Councillor)	3	The reuse of old frames and concrete pads should be the default position with structural surveys required to justify demolition. Builders should be encouraged to provide community skips where people can source used materials. Care should be taken when building near floodplains.	Chapter 4 Materials and chapter 5 Waste aim to emphasise the importance of reusing and recycling buildings and materials.	Additional text has been added to chapters 5 to emphasise the importance of reusing and recycling buildings and materials.
David George	8	Finds the text on carbon footprint weak and cannot see any mandates regarding solar PV generation.	This Supplementary Planning Document (SPD) aims to provide advice and guidance to support planning policies SCLP9.2 Sustainable Construction in the Suffolk Coastal Local Plan and WLP8.28 Sustainable Construction in the Waveney Local Plans. The SPD cannot set new planning policies or mandate the use of solar panels.	No changes have been made to the SPD because of these comments.
Sally Hopper	10	The SPD needs to be stronger and mandate standards for development including on 1) renewable energy systems, 2) LED lighting, 3) environmentally friendly concrete (e.g. as made by Novacem, and others), 4) low emission paint. The SPD should promote more low carbon materials. The document is of zero value as developers will ignore it.	This Supplementary Planning Document (SPD) aims to provide advice and guidance to support planning policies SCLP9.2 Sustainable Construction in the Suffolk Coastal Local Plan and WLP8.28 Sustainable Construction in the Waveney Local Plans. The SPD cannot set new planning policies or mandate requirements for renewable energy. However, a new paragraph 4.6 has been added that supports new products and materials.	Additional text has been added to chapter 4 Materials regarding lighting, concrete, paint and low carbon materials.

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Sally Hopper	11	<p>1. Doesn't understand why the Suffolk Coastal and Waveney Local Plan policies are different and wants them better aligned.</p> <p>2. Want the SPD to set requirements using the words 'should' or 'are expected to'.</p> <p>3. Requests '10' in SCLP9.2 is defined, is this 10 occupants, 10 garages, 10 dwellings?</p> <p>4. Wants SCLP9.2 to apply to all new development not just residential developments of more than 10.</p> <p>5. Wants SCLP9.2 to be more ambitious than 20%.</p>	<p>1. East Suffolk has two Local Plans and the northern area of the district falls within the Broads Authority who have their own Local Plan. The three Local Plans were developed and adopted at different times using different evidence. The Suffolk Coastal Local Plan policy SCLP9.2 Sustainable Construction and Waveney Local Plan policy WLP8.27 Sustainable Construction are very similar policies that seek through different approaches to mitigate the impact of construction on climate change through a comprehensive sustainable construction approach that includes higher water and energy efficiency standards.</p> <p>2. This Supplementary Planning Document (SPD) aims to provide advice and guidance to support planning policies SCLP9.2 Sustainable Construction in the Suffolk Coastal Local Plan and WLP8.28 Sustainable Construction in the Waveney Local Plans. The SPD cannot set new planning policies and this is reflected in the language used in the SPD.</p> <p>3. The first paragraph of policy SCLP9.2 relates to development of 10 or more dwellings.</p> <p>4. As mentioned above an SPD cannot set new planning policies or change existing planning policies.</p> <p>5. The energy efficiency of new houses is covered by Building Regulations. The setting of Building Regulations are not within the control of the Council. Local Planning Authorities can set energy performance standards for new housing that are</p>	No changes have been made to the SPD because of these comments.

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
			higher than building regulations, but only up to the equivalent of Level 4 of the, now withdrawn, Code for Sustainable Homes (this is approximately 20% above current Building Regulations).	
Sally Hopper	12	<p>6. Explain paragraph 1.22 and why the 20% limit in policy SCLP9.2 exists.</p> <p>7. Explain paragraph 1.29 and the targets for installing heat pumps and changes to Building Regulation Standards. It is not clear whether this is a target for our region, or something else.</p> <p>8. Explain paragraph 1.29 regarding homes being 'zero carbon ready' and whether it conflicts with paragraph 1.22.</p>	<p>6. The reason for the 20% limit in policy SCLP9.2 is explained in Chapter 1 of the SPD. The setting of Building Regulations are not within the control of the Council.</p> <p>7. The SPD is clear that the targets and proposed changes to Building Regulation Standards are national targets and standards set by the Government.</p> <p>8. The Government is proposing to achieve the targets and standards set out paragraph 1.29 through a variety of measures including changes to Building Regulations.</p>	Text in paragraph 1.29 has been amended to provide greater clarity.
Reydon Parish Council (Fiona Taylor)	26	Reydon Parish Council supports the SPD.	Comments noted.	No changes have been made to the SPD because of these comments.
Elizabeth Newton	30	<p>The document is clear, accurate, informative and well written. More work needs to be done to advertise the document and promote it widely.</p> <p>The Council's aim in committing to sustainable construction needs to be made BIG and public and visible. Recommends publicising it in the East Suffolk Council household</p>	Comments noted. It is not intended that the SPD will be regularly reviewed given that it accompanies the adopted Local Plan. The Council has however also produced an Environmental Guidance Note that can be updated more regularly.	No changes have been to the SPD because of these comments, but further consideration will be given to methods of advertising and promoting the document. Once adopted the SPD will be publicised including on social media.

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		<p>leaflet.</p> <p>The chapters on materials and energy are particularly helpful. The document supports the development of sustainable construction. Acknowledges the challenge of getting the information read and understand so it can influence construction.</p> <p>The suggestions that an energy nominated advisor is appointed is particularly important. Need to keep the SPD updated regularly. Examples/contacts of energy advisors may be helpful as would links to existing sustainable projects.</p>		
Suffolk Preservation Society (Bethany Philbedge)	36	<p>Reference should be made to the RIBA2030 Challenge Targets (May 2021). See also GLA Whole Life Carbon Policy Guidance SI2 for Benchmarks.</p> <p>The Environmental Audit Select Committee on Whole Life Carbon in July 2021, the UKGBC stated that “Constructing a new build constitutes the bulk of the carbon emissions, and in some cases accounts for 50% of a new building’s whole life cycle impact.”</p>	<p>The recommendations are accepted and changes proposed to incorporate the comments.</p> <p>The heat pump targets referred to paragraph 1.29 have been set by the Government in the Ten Point Plan for a Green Industrial Revolution. Target emission rates are set out in Building Regulations.</p> <p>East Suffolk Council cannot set Building Regulations and paragraph 1.32 explains Local Plans are only able to set higher energy efficiency standards, where these are no higher than the equivalent of Level 4 of the Code for Sustainable</p>	<p>A new sentence has been added to paragraph 1.29 noting that the Government’s Ten Point Plan for a Green Industrial Revolution and the Future Homes Standard focus on operational not embodied carbon. Reference to the RIBA 2030 Climate Challenge added to paragraph 3.12.</p>

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		<p>Retrofit should be prioritised over new build.</p> <p>New builds should include an assessment and explanation as to how the project will perform in the future in relation to climate change and meet the highest current standards.</p> <p>1.27: It is important to note the Future Homes Standard does not cover all carbon emissions (specifically embodied emissions) and is therefore not covering the full 'Net Zero' requirement.</p> <p>1.28: The same is true of the 'Ten Point Plan for a Green Industrial Revolution' which also does not encompass embodied emissions.</p> <p>1.29: refers heat pumps targets but there is no requirement to examine the carbon cost of this or any plans to mitigate the embodied carbon.</p> <p>This should be a requirement in local policy.</p>	<p>Homes, which equates to approximately 20% above the Target Emission Rate for CO<sub>2</sub> as set in the 2013 Edition of the 2010 Building Regulations.</p>	
Ipswich and East Suffolk Clinical Commissioning Group	45	<p>The CCG recommend that references to BREEAM note that achieving the 'Very Good' Standard does not result in net zero. The CCG notes UK Green Building Council (UKGBC has developed a 'Net Zero Carbon Buildings; A Framework</p>	<p>This Supplementary Planning Document (SPD) aims to provide advice and guidance to support planning policies SCLP9.2 Sustainable Construction in the Suffolk Coastal Local Plan and WLP8.28 Sustainable Construction in the Waveney Local Plans. The SPD cannot set new planning policies or add requirements relating to other building</p>	<p>References to BREEAM Very Good standard not resulting in net zero has been added to paragraph 10.28. Links added to Building Back Better with BREEAM and Net Zero</p>

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		<p>Definition' Net Zero Carbon Buildings: A Framework Definition - UKGBC - UK Green Building Council in 2019 in an attempt to bridge the gap between 'good' and 'net zero'. Notes that BREEAM is evaluating how this can be tackled in Building Back Better: Net zero carbon and BREEAM - Designing Buildings working in partnership.</p> <p>The CCG recommends the local authority planning policies have greater flexibility in future to allow for wider consideration than just BREEAM and references to achieving net zero. Recognition should be given to other guides and examples. Should recognise design that improves health in addition to addressing carbon emissions. Need more consideration of green spaces and places as an integral part of developments, so that building design/performance that tackles net zero carbon also includes reference to green spaces and places noting the health benefits. The CCG recommends that offsetting of carbon is actively discouraged.</p>	standards. However, the SPD can provide further guidance and links as suggested.	Carbon and BREEAM added in chapter 10 on BREEAM.

## 2 Water Efficiency and Management

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
David Beavan (East Suffolk Councillor)	4	Supports guidance on flooding. States reservoirs should be funded by CIL.	Larger reservoirs are operated and managed by water companies and any new such reservoirs need very careful consideration (technical, planning and licensing). Any necessary funding is normally secured through the five-yearly Asset Management Planning process that water companies need to go through with Ofwat, with the cost of improvements etc. in essence paid for through water bills. There is therefore not a formal role for spending CIL monies on such infrastructure.	No changes have been made to the SPD because of these comments.
Broads Authority (Natalie Beal)	17	The presentation of information in Table 3 needs to be made clearer and more accessible, particularly in relation to guidance on dishwashers, washing machines and bath tubs.	It is agreed that the information presented in Table 3 could have been clearer, and so amendments to the text and the addition of footnotes to aid interpretation of this information have been added.	Table 3's text has been clarified and footnotes added to aid interpretation of the information presented. Various amendments have also been made to the text of Chapter 2 to make the context of Table 3 clearer.
Reydon Parish Council (Fiona Taylor)	27	Respondent supports the guidance included in the SPD relating to water efficiency and management.	Support noted.	No changes have been made to the SPD because of these comments.
Ipswich and East Suffolk Clinical Commissionin g Group	46	The Ipswich and East Suffolk Clinical Commissioning Group have advised that NHS England has taken the policy stance to not fund or accept Section 106 or CIL contributions towards the extension or	This information is helpful to the Council from an infrastructure planning perspective, though is not appropriate for inclusion in the Sustainable Construction SPD and therefore will not be included in the guidance.	No changes have been made to the SPD because of these comments.



Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		creation of new healthcare facilities in flood risk areas.		

### 3 Energy Efficiency and Carbon Reduction

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
David Beavan (East Suffolk Councillor)	5	Wants paragraph 3.6 to be worded stronger. Wants the retention and reuse of existing buildings to be the default position and new buildings to be built to last.	Chapter 4 Materials and chapter 5 Waste both emphasise the importance of reusing buildings and chapter 11 Healthy Buildings and Places emphasises the importance of building to last.	Additional text has been added to chapters 5 to emphasize the importance of building to last.
Reydon Parish Council (Fiona Taylor)	28	Reydon Parish Council fully supports requirements for the reduction of energy use in building design and for more efficient energy use in the building itself.	Comments noted.	No changes have been made to the SPD because of these comments.
Suffolk Preservation Society (Bethany Philbedge)	37	Chapter 3 should require specific requirements and targets. (See Greater London Authority Plan Policy SI2 for the detailed guidance, and benchmarks, which are aligned with Royal Institute of British Architecture 2030 and London Energy Transformation Initiative Targets.) All assessments for external infrastructure should include a carbon assessment.	This Supplementary Planning Document (SPD) aims to provide advice and guidance to support planning policies SCLP9.2 Sustainable Construction in the Suffolk Coastal Local Plan and WLP8.28 Sustainable Construction in the Waveney Local Plans. The SPD cannot set new planning policies, specific requirements or targets.  Retrofit works generally sit outside the planning system. Local Plan policies SCLP9.2 and	Paragraph 3.9, 3.13 and 3.14 have been amended to provide greater clarity.  Reference to RIBA 2030 Climate Challenge added into paragraph 3.12.

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		<p>There should be detailed guidance on retrofitting existing buildings.</p> <p>Paragraph 3.9 is very misleading. This is because there are whole life carbon emissions that this statement does not cover, such as processing recycled material, construction processes, and in use repair and maintenance.</p> <p>Paragraph 3.13: It should be noted that the RCIS Whole Life Carbon assessment is the overarching assessment methodology (due to be upgraded by Summer 2022) for carbon assessment across the UK, whereas the 'Net Zero Carbon Toolkit' and the 'Climate Emergency Design Guide' are design guides that refer back to the RICS methodology.</p>	<p>WLP8.28 both relate to new developments not the retrofitting of existing buildings. It is agreed that paragraph 3.9 and 3.13 could be clearer and changes have been made in response to the comments.</p>	

## 4 Materials

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Broads Authority (Natalie Beal)	18	<p>Support for the emphasis on re-using existing buildings/ materials and a recognition of the embodied energy they retain.</p> <p>Recommend amending paragraph 3.12 or 3.25 to include reference to Historic England and Sustainable Traditional Buildings Alliance guidance.</p> <p>Recommend altering the start of paragraph 3.7.</p> <p>Notes the image on page 36 on Glass has a glazed façade that would result in light pollution. A caveat is suggested for the section that mentions the Broads has intrinsic dark skies protected through the NPPF.</p>	The recommendations for additional information are accepted and changes proposed to incorporate the comments.	Links to Historic England and Sustainable Traditional Buildings Alliance guidance have been added to chapter 7. Reference has been added to Chapter 6 that mentions the Broads has intrinsic dark skies.
Suffolk Preservation Society (Bethany Philbidge)	38	Suffolk Preservation Society consider a requirement should be added for a RICS Whole Life Carbon assessment to be carried out for each construction project whether new build or retrofit.	The Local Planning Authority cannot set a policy requirement for a RICS Whole Life Carbon assessment to be carried out. This Supplementary Planning Document builds upon and provides more detailed advice to support planning policy SCLP9.2 Sustainable Construction in the Suffolk Coastal Local Plan (2020) and WLP8.28 Sustainable Construction	A RICS Whole Life Carbon assessment for the built environment is recommended in paragraph 3.13 of the chapter on Energy Efficiency and Carbon Reduction. Additional references recommending and promoting

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
			in the Waveney Local Plan (2019), but it cannot introduce new planning policies or requirements into the plan.	the use of a RICS Whole Life Carbon assessment have been added to paragraph 4.3 of the chapter on Materials and to the Sustainable development checklist in Appendix D.

## 5 Waste

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Broads Authority (Natalie Beal)	20	Typo in paragraph in 5.2 noted.	Comment noted.	Typo corrected.
Suffolk Preservation Society (Bethany Philbidge)	39	The carbon impacts of waste and waste disposal should be included in any assessment.	It is agreed that the carbon emissions from waste and waste disposal could be included in any building assessment, but it is not a requirement of policy SCLP9.2. The purpose of a Supplementary Planning Document is to provide more detailed advice or guidance on policies in the Local Plans. Supplementary Planning Documents do not set planning policy.	A sentence has been added to paragraph 5.3 stating carbon emissions from waste and waste disposal should be considered and included in whole life carbon assessments of a building.

## 6 Siting, Form and Orientation

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Broads Authority (Natalie Beal)	21	It is suggested that paragraph 6.6 refers to the fact that the Broads has intrinsic dark skies protected through the NPPF.	The recommendations are accepted and changes proposed to incorporate the comments.	Chapter 6 has been amended to include reference to the Broads dark skies policy.

## 7 Sustainable Energy and Construction and the Historic Environment

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Broads Authority (Natalie Beal)	19	Suggested that Table 3 on page 48 highlights the need for retrofitting to consider damp/ condensation and provide links to Historic England documents.	The recommendations are accepted, and changes proposed to incorporate the comments.	Table 3 has been amended as suggested and links to Historic England documents added to chapter 7.
Suffolk Preservation Society (Bethany Philbidge)	40	There needs to be better guidance and signposting to guidance on retrofitting historic buildings including support for direct contact with Historic England and use of whole life carbon assessments. The limiting of permitted development should include sustainable/net zero requirements.	It is agreed that further guidance and signposting to Historic England's guidance could be provided.  The Local Planning Authority could use Article 4 directions to restrict the scope of permitted development rights either in relation to a particular area, or a particular type of development. However, the purpose of a Supplementary Planning Document is to provide more detailed advice or guidance on policies in the Local Plans. Supplementary Planning Documents do not set planning policy.	Additional information and links to Historic England's technical guidance has been provided in chapter 7, together with advice that historic buildings should use whole life carbon assessments.

## 8 Natural Environment

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
David Beavan (East Suffolk Councillor)	6	The height of solar panels on solar farms should be regulated better to minimise their impact of the landscape.	Additional information and advice regarding the height of solar panels and their impact on the landscape can be provided in the section on Photovoltaics (PV) in chapter 9.	Additional information and advice regarding the height of solar panels and their impact on the landscape provided in the section on Photovoltaics (PV) in chapter 9.
Trimley St Martin Parish Council, (Caroline Ley)	24	Typo in paragraph 8.6 noted.	Comment noted.	Typo corrected.
Reydon Parish Council (Fiona Taylor)	29	Reydon Parish Council is keen to support policies that aim to support wildlife and achieve biodiversity gain.	Comments noted.	No changes have been made to the SPD because of these comments.

## 9 Renewable and Low Carbon Energy schemes

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Broads Authority (Natalie Beal)	22	Section 9 – this should refer to impact on the setting of the Broads as well as the Broads landscape sensitivity study.	The recommendations are accepted and changes proposed to incorporate the comments.	A new paragraph 8.4 has been added in Chapter 8 Natural Environment that refers to the Broads Authority setting and Broads Landscape Sensitivity Study for renewable and Infrastructure.

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Trimley St Martin Parish Council, (Caroline Ley)	25	Requested more guidance on collective, community-based solutions into which parish councils can play an active role.	<p>This Supplementary Planning Document (SPD) aims to provide advice and guidance to support planning policies SCLP9.2 Sustainable Construction in the Suffolk Coastal Local Plan and WLP8.28 Sustainable Construction in the Waveney Local Plans. Local Plan policies SCLP9.2 and WLP8.28 are focused on new developments.</p> <p>It is acknowledged that Parish Councils may want more guidance so they can play an active role in mitigating climate change. Parish Councils can use the information within the SPD to improve buildings they own and run such as villages halls, and community heating systems can be used to supply renewable or low carbon heating to a relatively small development.</p>	No changes have been made to the SPD because of these comments.
Suffolk Preservation Society (Bethany Philbedge)	41	<p>Schemes using low carbon or passive measures should assess embodied carbon against operational carbon benefit. A fabric first approach should be part of the assessment.</p> <p>Where Permitted Development Rights can be restricted, environmental and sustainable (Net Zero) requirements should be included where possible.</p>	<p>Paragraphs 3.12 and 3.13 provide information on recognised approaches for calculating and reducing carbon, and paragraph 3.14 promotes the use of the Energy Hierarchy and fabric first approach.</p> <p>The Local Planning Authority could use Article 4 directions to restrict the scope of permitted development rights either in relation to a particular area, or a particular type of development. However, the purpose of a Supplementary Planning Document is to provide more detailed advice or guidance on policies in the Local Plans. Supplementary Planning Documents do not set planning policy.</p>	No changes have been made to the SPD because of these comments.



## 10 Construction Methods & Standards

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Suffolk Preservation Society (Bethany Philbidge)	42	All construction methods proposed should be assessed using the RICS Whole Life Carbon assessment methodology. A BREEAM MAT 01 assessment doesn't cover the full scope of the RICS Whole Life Carbon assessment, however there is no conflict between these requirements. Passivhaus or EnerPhit projects would also benefit from RICS Whole Life Carbon assessments to reveal the overall efficiency.	The RICS Whole Life Carbon assessment is supported in paragraph 3.13, but the SPD would benefit from reference to it in Chapter 10.	Reference to RICS Whole Life Carbon assessment added into chapter 10.

## 12 Making a Planning Application

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
David Beavan (East Suffolk Councillor)	7	Developers should not be allowed to use viability to avoid environmental constraints and considerations when they have paid too much for a site.	This Supplementary Planning Document (SPD) aims to provide advice and guidance to support planning policies SCLP9.2 Sustainable Construction in the Suffolk Coastal Local Plan and WLP8.28 Sustainable Construction in the Waveney Local Plans. The SPD doesn't address site specific viability issues. The policies in the Local Plans were subject to viability assessments. If viability is an issue with a specific planning application/ site, it is the responsibility of the	No changes have been made to the SPD because of these comments.

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
			applicant to submit sufficient and satisfactory information to the Local Planning Authority.	

## Appendix A - Evidence Base & Further Guidance

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Broads Authority (Natalie Beal)	23	In Appendix A please add reference to the Sustainable Traditional Building Alliance guidance in the 'Further Guidance' list.	The recommendation is accepted.	Appendix A has been amended with reference to the STBA guidance added to the 'Further Guidance' list.

## Appendix B - Sustainability Statement TER Template

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Pigeon Investment Managemen t Ltd (Fillmore, Andrew)	49	The level of information required by the Sustainability Statement Target Emission Rate (TER) Template in Appendix B is inappropriate for outline applications and may encourage standardised house types and disadvantage SME home builders.	Policy SCLP9.2 in the Suffolk Coastal Local Plan requires information on TER to be submitted. This SPD is not requiring additional information. The template in Appendix B is designed to simply and standardise the presentation of TER information so Planning Officers can easily check compliance with policy SCLP9.2.	Additional text has been added in Appendix B to clarify that the information may not be required at outline planning application stage.

## Appendix C - Standard Condition wording

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Pigeon Investment Management Ltd (Fillmore, Andrew)	50	Considers the standard planning condition wording for water efficiency confusing because it could be applied to Outline and/or reserved matters stage. Recommends it only applies at Reserved Matters stage. As the condition relates solely to water efficiency, requirements relating to energy efficiency measures should be removed.	The recommendations are accepted and changes proposed to incorporate the comments.	The wording has been changed so the condition simply applies to residential development
Pigeon Investment Management Ltd (Fillmore, Andrew)	51	Standard Planning Condition wording for a Sustainability Statement for Outline Planning Applications for residential developments of 10 or more dwellings or commercial schemes of 1,000sqm or more floorspace in the former Waveney area. – Pigeon generally supports the condition but recommends that a Sustainability Statement should only be required for Reserved Matters applications for appearance of the building and not required for layout, landscaping or access matter.  Standard Planning Condition	The recommendations are accepted and changes proposed to incorporate the comments.	Standard Planning Condition wording for a Sustainability Statement for Outline Planning Applications for residential developments of 10 or more dwellings or commercial schemes of 1,000sqm or more floorspace in the former Waveney area. – Text amended so the condition details requested concurrent with the first reserved matter applications.  Standard Planning Condition wording for a Sustainability Statement for Planning Applications and Reserved

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		<p>wording for a Sustainability Statement for Planning Applications and Reserved Matters for residential developments of 10 or more dwellings or commercial schemes of 1,000sqm or more floorspace in the former Waveney area. –</p> <p>Pigeon finds it unclear what level of information is required to discharge the condition and requests further guidance and examples in the document.</p> <p>Standard Planning Condition wording for Energy Statements (including 20% reduction in CO2 emissions) for Outline Planning Applications in the former Suffolk Coastal area. –</p> <p>Pigeon support the requirement for more detailed information to be required at Reserved Matters stage, but caution such information should only be required for matters relating to appearance. Appendix D of the SPD should be updated to clarify the level of information required and include relevant examples.</p>		<p>Matters for residential developments of 10 or more dwellings or commercial schemes of 1,000sqm or more floorspace in the former Waveney area. – Condition removed from SPD.</p> <p>Standard Planning Condition wording for Energy Statements (including 20% reduction in CO2 emissions) for Outline Planning Applications in the former Suffolk Coastal area. – Text amended requiring measures to be implemented in accordance with approved statement.</p> <p>Standard Planning Condition wording for Energy Statements (including 20% reduction in CO2 emissions) for Full Planning Applications and Reserved Matters in the former Suffolk Coastal area. – Text amended requiring measures to be implemented in accordance with approved statement.</p>

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		<p>Standard Planning Condition wording for Energy Statements (including 20% reduction in CO2 emissions) for Full Planning Applications and Reserved Matters in the former Suffolk Coastal area. –</p> <p>No objection from Pigeon.</p> <p>Standard Planning Condition wording for BREEAM Certification for Outline Planning Applications. –</p> <p>Pigeon supports the aim of this condition but would caution that such information should only be required when matters relating to appearance are being sought. Appendix D of the SPD should be updated to clarify the level of information required and include relevant examples.</p> <p>Standard Planning Condition wording for BREEAM Certification for Full Planning Applications and Reserved Matters. –</p> <p>No objection from Pigeon.</p> <p>Standard Planning Condition wording for M4(2) Homes for Outline Planning Applications for</p>		<p>Standard Planning Condition wording for BREEAM Certification for Outline Planning Applications. –</p> <p>No changes made to this condition wording.</p> <p>Standard Planning Condition wording for BREEAM Certification for Full Planning Applications and Reserved Matters. –</p> <p>Condition kept.</p> <p>Standard Planning Condition wording for M4(2) Homes for Outline Planning Applications for residential developments of 10 or more dwellings in the former Suffolk Coastal area. –</p> <p>Text amended to clarify condition relates to M4(2) and/or M4(3) standards where applicable.</p> <p>Standard Planning Condition wording for M4(2) Homes for Outline Planning Applications for residential developments of 10 or more dwellings in the former Waveney area. -</p>

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		<p>residential developments of 10 or more dwellings in the former Suffolk Coastal area. – Pigeon notes the policy requirement clearly relates to Part M4(2). The condition should be clear there is no requirement for the provision of dwellings which comply with Part M4(3).</p> <p>Standard Planning Condition wording for M4(2) Homes for Outline Planning Applications for residential developments of 10 or more dwellings in the former Waveney area. - Pigeon notes the policy requirement clearly relates to Part M4(2). The condition should be clear there is no requirement for the provision of dwellings which comply with Part M4(3).</p> <p>Standard Planning Condition wording for M4(2) Homes for Full Planning Applications and Reserved Matters for all new residential developments of 10 or more dwellings.- Pigeon notes the policy requirement clearly relates to Part</p>		<p>Text amend to clarify condition relates to M4(2) and/or M4(3) standards where applicable.</p> <p>Standard Planning Condition wording for M4(2) Homes for Full Planning Applications and Reserved Matters for all new residential developments of 10 or more dwellings.- Text amended to clarify and simplify condition.</p>

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		M4(2). The condition should be clear there is no requirement for the provision of dwellings which comply with Part M4(3).		

## Appendix D - Sustainable development checklist

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
Pigeon Investment Management Ltd (Fillmore, Andrew)	52	<p>Checklist topic – Energy efficiency and carbon reduction – Pigeon notes there needs to be a distinction in the SPD between the carbon reduction calculations that are required for outline planning applications and a detailed submission.</p> <p>An outline application can provide generic carbon reduction calculations but the value of these are questionable. The SPD, as currently drafted, seeks a level and detail of information that is unnecessary, inappropriate and disproportionate to the requirements (at either national or local level) of an outline application submission.</p>	<p>The checklist is not intended to be a comprehensive list for each type of planning application or development, it is not intended to replace the validation list and it is not providing detailed guidance and information.</p> <p>The checklist as stated in Appendix D is intended to assist in delivering sustainable development. The checklist prompts applicants to consider various aspects of sustainable development that may or may not be relevant to their development. Consideration of issues at an early stage in development can assist in the incorporation of different principles.</p>	No changes have been made to the SPD because of these comments.



Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		<p>Checklist topic – Materials – Pigeon notes there needs to be a distinction in the SPD between the information required for outline planning applications and a detailed submission. If the use of recycled building materials is to be a requirement of a detailed planning application, then the SPD needs to set out clearer guidance as to what proportion is acceptable. We would suggest that worked example(s) are included in the SPD.</p> <p>Checklist topic – Construction methods and standards – Pigeon notes that details of construction methods will only be known post Reserved Matters consent, and the SPD should make clear these details will be secured by condition appended to the Reserved Matters approval.</p> <p>Checklist topic – Siting, form and orientation – Pigeon requests an explanation for what is need for an outline application versus a detailed application. Greater clarity is</p>		

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		<p>needed in terms of the proportion of buildings which are needed to be orientated in a way which maximises daylight, solar gain and natural ventilation. Many factors influence a site layout and the orientation of buildings. Each site has constraints and opportunities and whilst important this aspiration needs to be balanced against others as part of a holistic design approach for each site.</p> <p>Checklist topic – Renewable or low carbon energy – Pigeon notes there needs to be a distinction in the SPD between the information required for outline planning applications and a detailed submission.</p> <p>Checklist topic – Historic Environment – It is unclear how many of these requirements relate to this SPD. To avoid duplication this section of the Appendix should be removed. It is already in the Historic Environment SPD.</p> <p>Checklist topic – Nature and</p>		

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		<p>Wildlife– No objection from Pigeon.</p> <p>Checklist topic – Sustainable Travel – No objection from Pigeon.</p> <p>Checklist topic – Sustainable Travel – Pigeon considers the level of detail required to demonstrate compliance is excess for an outline planning application. The SPD needs to make clear this only needs to be addressed as part of a Full or Reserved Matters Application.</p> <p>Checklist topic – Flood Risk and Sustainable Drainage Systems – No objection from Pigeon.</p> <p>Checklist topic – Waste – Pigeon requested the SPD provides further details on the level of information sought along with examples relating to waste.</p> <p>Checklist topic – Healthy Buildings and Places – Pigeon considers the level of detail</p>		

Name/ Organisation	Comment ID / Ref	Comment Summary	Council Response	Action
		required to demonstrate compliance is excess for an outline planning application. The SPD needs to make clear this only needs to be addressed as part of a Full or Reserved Matters Application.		



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# Equality Impact Assessment Screening Opinion

Agenda Item 7

ES/1104

Sustainable Construction Supplementary  
Planning Document

October 2021



## Introduction

1. It is the Council's duty under the Equality Act 2010 to undertake an Equality Impact Analysis at the time of formulating a decision, drafting a report, designing or amending a policy. This will ensure that the Council is considering and taking positive action where possible to promote access to services for all their communities, including their wider communities. The Equality Impact Assessment Screening Assessment will assess whether there is any impact upon any of the groups with protected characteristics under the Equalities Act, which are listed in the table below. If an adverse impact upon any of these groups is identified then a full Equalities Impact Assessment will be required.
2. The Sustainable Construction Supplementary Planning Document (SPD) will provide guidance on a range of topics to support the implementation of East Suffolk Local Plan policies. Once adopted by the Council, the document will be a material consideration in the determination of planning applications. As such it will be of use to architects, designers, agents, planning application applicants and developers. Guidance in this SPD will be divided into the following sections:

### **1: Introduction**

Provides background information on the purpose of the document, the Council's commitment to fighting climate change, and what sustainable construction is.

### **2: Water Efficiency and Management**

Provides information on ways to reduce water usage, sustainable drainage systems and designing to mitigate flood risk.

### **3: Energy Efficiency and Carbon Reduction**

This section explains the different terminologies and approaches to reducing carbon emissions. It also supports the use of the energy hierarchy to reduce energy demand and the associated carbon emissions.

### **4: Materials**

This section explains sourcing materials responsibility, using materials with a recycled content, material that can be recycled when a building comes to the end of its life and the use of renewable materials.

### **5: Waste**

This section provides information on reducing on-site waste and providing waste storage facilities for occupants.



## **6: Siting, Form and Orientation**

This section considers a range of design related issues that can increase the sustainability of a building including maximising daylight, maximising solar gain, designing roofs to be solar panel ready and utilising natural ventilation.

## **7: Sustainable Energy and Construction and the Historic Environment**

This section will provide examples of how historic buildings can achieve high environment standards.

## **8: Natural Environment**

This section focuses on design buildings that are not only energy efficient and reduce carbon emissions but are designed and construction with nature and wildlife in mind.

## **9: Renewable and Low Carbon Energy Schemes**

This section provides information on a range of renewable and low carbon energy technologies including permitted development and Building Regulations.

## **10: Construction Methods**

This section covers timber framed buildings, earth-sheltered buildings, cob houses, prefabricated and modular off-site building methods. The section also covers BREEAM and Passivhaus building standards.

## **11: Healthy Buildings and Places**

This section provides information on a range of measures to maximise the health benefits of sustainably constructed buildings for occupants and users.

## **12: Making a Planning Application**

This section provides guidance on submitting a planning application including information on Energy Statements, standard planning conditions, viability and feasibility and water statement requirements.

## **Appendix A: Evidence Base & Further Guidance**

## **Appendix B: Sustainability Statement TER Template**

## **Appendix C: Standard Condition Wording**

## Appendix D: Sustainable development checklist

## Appendix E: List of Photograph Credits

3. Key topics within this SPD will provide guidance on a range of topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials, to support the implementation of the Local Plan policies. Links to further websites and other sources of practical advice will also be provided.
4. The Sustainable Construction SPD will help to implement policies contained in the Suffolk Coastal and Waveney Local Plans, all of which have been subject to an Equality Impact Assessment screening. The following Local Plan policies will be implemented by the Sustainable Construction SPD:

Suffolk Coastal Local Plan (September 2020):

- SCLP9.1: Low Carbon and Renewable Energy
- SCLP9.2: Sustainable Construction
- SCLP9.6: Sustainable Drainage Systems
- SCLP9.7: Holistic Water Management

Waveney Local Plan (March 2019):

- WLP8.27: Renewable and Low Carbon Energy
- WLP8.28: Sustainable Construction

5. The Equality Act 2010 lists nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. East Suffolk Council has added a tenth characteristic, socio-economic deprivation, in addition to the nine protected characteristics listed in the legislation. This reflects the pockets of deprivation that exist across East Suffolk.

## Screening of impact on different groups

	Groups	Likely Impact (positive/negative/no impact)	Reason for your decision
a	Age (Includes safeguarding issues)	Positive	The Sustainable Construction SPD will support and encourage design to meet the requirements M4(2)

			and M4(3) of Part M of the Building Regulations for accessible and adaptable dwelling, and design which supports the needs of older people and those with dementia, which will have a positive impact for the elderly. Consultation documents will be available online, in libraries and in the Council's customer service centres and the Council has offered assistance in its publicity material for those unable to access the documents in the ways set out above. This may involve sending hard copies by post, if needed. The consultation materials will be available to people of all ages and therefore will not discriminate in terms of age.
b	Disability	Positive	The Sustainable Construction SPD will support and encourage design to meet the requirements M4(2) and M4(3) of Part M of the Building Regulations for accessible and adaptable dwelling, and design which supports the needs of older people and those with dementia, which will have a positive impact on those with a disability. Consultation documents will be available online, in libraries and in the Council's customer service centres and the Council has offered assistance in its publicity material for those unable to access the documents in the ways set out above. This may involve sending

			hard copies by post, if needed. The consultation will therefore not discriminate against those with a disability.
C	Gender reassignment	No impact	The Sustainable Construction SPD provides guidance on topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council's customer service centres and the Council has offered assistance in its publicity material for those unable to access the documents in the ways set out above. This may involve sending hard copies by post, if needed. This consultation will therefore not discriminate against those who have undergone gender reassignment.
D	Marriage and Civil Partnership	No impact	The Sustainable Construction SPD provides guidance on topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council's customer service centres and the Council has offered assistance in its publicity material for those unable to access the documents in the ways set out

			above. This may involve sending hard copies by post, if needed. This consultation will therefore not discriminate against those who are married or in a civil partnership.
E	Pregnancy and maternity	No impact	The Sustainable Construction SPD provides guidance on topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council's customer service centres and the Council has offered assistance in its publicity material for those unable to access the documents in the ways set out above. This may involve sending hard copies by post, if needed. This consultation will therefore not discriminate against those who are pregnant or on maternity leave.
F	Race	No impact	The Sustainable Construction SPD provides guidance on topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council's customer service centres and the Council has offered assistance in its publicity material for those unable to access the documents in the ways set out

			above. This may involve sending hard copies by post, if needed. The consultation will therefore not discriminate against those from any racial background.
G	Religion or Belief	No impact	The Sustainable Construction SPD provides guidance on topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council's customer service centres and the Council has offered assistance in its publicity material for those unable to access the documents in the ways set out above. This may involve sending hard copies by post, if needed. The consultation will therefore not discriminate against those of different religious beliefs.
H	Sex	No impact	The Sustainable Construction SPD provides guidance on topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council's customer service centres and the Council has offered assistance in its publicity material for those unable to access the documents in the ways set out

			above. This may involve sending hard copies by post, if needed. The consultation will therefore not discriminate against those of different sexual identities.
I	Sexual orientation	No impact	The Sustainable Construction SPD provides guidance on topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council's customer service centres and the Council has offered assistance in its publicity material for those unable to access the documents in the ways set out above. This may involve sending hard copies by post, if needed. The consultation will therefore not discriminate against those of different sexual orientations.
J	Socio-economic deprivation	No impact	The Sustainable Construction SPD provides guidance on topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials. It will therefore not discriminate against this group. Consultation documents will be available online, in libraries and in the Council's customer service centres and the Council has offered assistance in its publicity material for those unable to access the documents in the ways set out



			above. This may involve sending hard copies by post, if needed. The consultation will therefore not discriminate against those who are experiencing socio-economic deprivation.
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## Consultation and Engagement

6. There has been consultation during the preparation of the Sustainable Construction SPD. An initial informal consultation took place between 15<sup>th</sup> March 2021 and 26<sup>th</sup> April 2021, on the proposed scope and contents of the Sustainable Construction SPD. Members of the Town and Parish Councils, Suffolk County Council, East Suffolk Councillors, neighbouring district Councils including the Broads Authority, developers, agents, landowners, business associations, civic societies, infrastructure providers, and public were consulted.
7. The consultation was advertised on the Council's website, as well as on social media. A questionnaire, providing some background to the consultation and asking a series of questions, was published on the Council's website. Town and parish councils, elected members and other organisations referred to above were notified directly by email or post. Hard copies of the document were also made available free of charge by post for those unable to access them online by contacting the Planning Policy and Delivery team as the usual locations for viewing documents were closed to the public, due to the pandemic.
8. The initial consultation was presented at East Suffolk Council's Developer Forum meeting on 15<sup>th</sup> April 2021. The presentation covered the existing SPD for the former Waveney area that would be replaced, the Sustainable Construction policies in the Local Plans, the proposed scope and content of the new SPD and the opportunity for questions and discussion.
9. In total 26 individuals and organisations responded to the consultation. Between them they made 75 comments. The Council's response and how the comments informed the preparation of the Sustainable Construction SPD is detailed in the Sustainable Construction SPD Initial Consultation Statement.

10. A second public consultation will take place from 1<sup>st</sup> November to 13<sup>th</sup> December 2021 on the Draft Sustainable Construction SPD. This Sustainable Construction SPD consultation will be held at the same time as the Affordable Housing SPD and Walking and Cycling Strategy consultations (note the consultation on the Cycling and Walking Strategy has a later end date of 10<sup>th</sup> January). Consultation letters and emails covering all three consultations will be sent to consultees on the Council's planning policy mailing list. Posters and press releases covering all three consultations will take place, and information will be contained in the Council's Planning and Building Control Newsletter. The planning policy mailing list includes Town and Parish Councils, Suffolk County Council, East Suffolk Councillors, neighbouring district Councils including the Broads Authority, developers, agents, landowners, business associations, civic societies, infrastructure providers, and members of the public.
11. Hard copies of consultation documents will be available online, in libraries and in the Council's customer service centres. Due to the ongoing Covid-19 pandemic, contact details have been provided in publicity material along with an offer of assistance in accessing the consultation material, should anyone be unable to view the documents in any of the ways set out above.
12. In view of the ongoing Covid-19 social pandemic, the Council has set out measures to enable safe participation in the consultation and to ensure that those who wish to engage in the consultation are not disadvantaged. For those unable to view the consultation documents online, in libraries or in the Customer Service Centres, hard copies will be made available on request (free of charge) by post. In view of these measures the Council does not consider that this consultation will disadvantage any of the groups covered by this EQIA screening exercise.

## Presentation in Different Languages

13. As part of a six-week period of formal consultation, the document will be published on the Council's website, with hard copies available on request for those unable to access it online. The document may be requested in a different language. When such requests are received the Customer Services Team will be involved with ensuring this request is actioned.

## Proposed Changes

14. The Council will analyse responses received during the public consultation and will make any appropriate changes as a result of comments received.

## Conclusion

15. No negative impact upon any group with protected characteristics or experiencing socio-economic deprivation was identified and therefore a full Equality Impact Assessment is not required.



# Strategic Environmental Assessment Screening Opinion

## Draft Sustainable Construction Supplementary Planning Document

October 2021 (Updated March 2022)

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## 1. Introduction

The Sustainable Construction Supplementary Planning Document (SPD) is being produced by East Suffolk Council. The SPD will apply to the whole of the East Suffolk Council area, excluding the parts of East Suffolk that are within the Broads National Park, for which the Broads Authority is the local planning authority.

In some circumstances a Supplementary Planning Document could have significant environmental effects and may fall within the scope of the Environmental Assessment of Plans and Programmes Regulations 2004 and so require Strategic Environmental Assessment.

This screening report is designed to test whether or not the contents of the Sustainable Construction Supplementary Planning Document require a full Strategic Environmental Assessment (SEA). The legislative background below outlines the regulations that require the use of this screening exercise. Section 4 provides a screening assessment of the likely significant effects of the SPD and the need for a full SEA. This SEA report reviews an early draft of the Sustainable Construction Supplementary Planning Document (SPD).

This screening report was updated in March 2022 to reflect the receipt of a consultation response from the Environment Agency (see page 2). This does not change the screening conclusions.

## 2. Legislative Background

The basis for Strategic Environmental Assessment legislation is European Directive 2001/42/EC 'on the assessment of the effects of certain plans and programmes on the Environment'. This document is also known as the Strategic Environmental Assessment (or SEA) Directive. European Directive 2001/42/EC was transposed into English law by the Environmental Assessment of Plans and Programmes Regulations 2004, or SEA Regulations.

The SEA Regulations include a definition of 'plans and programmes' to which the regulations apply. SEA requirements relate to plans or programmes which are subject to preparation or adoption by an authority at national, regional or local level, which includes those prepared for town and country planning and

land use. SEA is required where the plan or programme is likely to have significant environmental effects. It is therefore necessary to screen the SPD to identify whether significant environmental effects are likely. Where screening identifies significant environmental effects, a full Strategic Environmental Assessment is required.

### 3. Criteria for determining the likely significance of effects referred to in Article 3(5) of Directive 2001/42/EC

The preparation of the SPD triggers a requirement to determine whether it is likely to have a significant environmental effect. This requirement is discharged by the 'responsible authority' being the authority by which or on whose behalf the plan is prepared. Before making a determination, the responsible authority shall: -

- a) Take into account the criteria specified in Schedule 1 to the Regulations;  
and
- b) Consult the consultation bodies.

The consultation bodies are defined in section 4 of the SEA Regulations. The opinions from the statutory consultation bodies: Historic England, the Environment Agency and Natural England, are therefore to be taken into account. The Council consulted with the three consultation bodies and provided five weeks for a response. Responses were received prior to public consultation on the Draft SPD from Historic England and Natural England and these are contained in Appendix 1. The Environment Agency responded in November 2021 and their response is also contained in Appendix 1.

Schedule 1 of the SEA Regulations sets out the criteria for determining likely significant effects as follows:

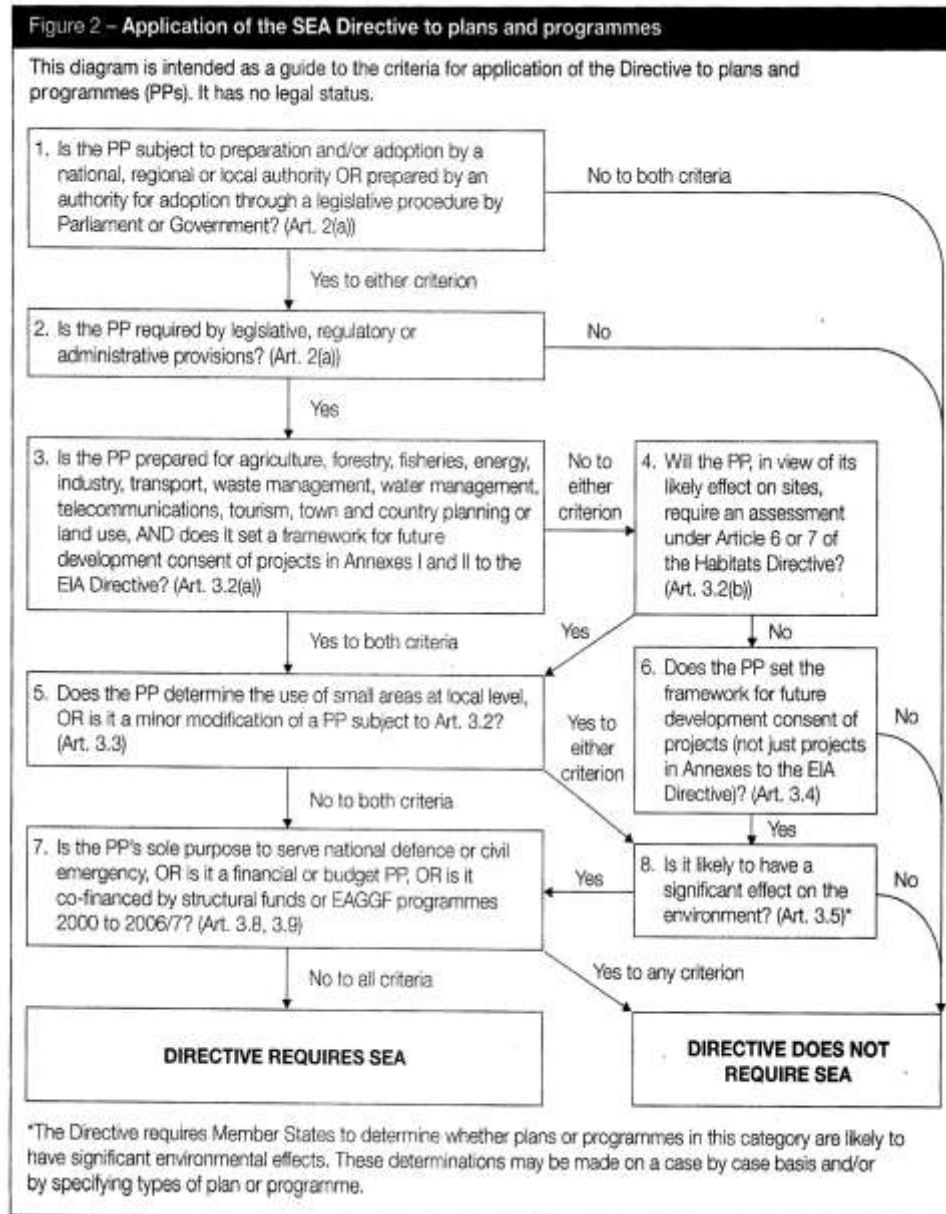
- 1. The characteristics of plans and programmes, having regards, in particular to:
  - a. The degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources.



- b. The degree to which the plan or programme influences other plans and programmes including those in a hierarchy.
  - c. The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development.
  - d. Environmental problems relevant to the plan or programme.
  - e. The relevance of the plan or programme for the implementation of community legislation on the environment (e.g. plans and programmes linked to waste-management or water protection).
2. Characteristics of the effects and of the area likely to be affected, having regard, in particular, to:
- a. The probability, duration, frequency and reversibility of the effects.
  - b. The cumulative nature of the effects.
  - c. The trans boundary nature of the effects.
  - d. The risks to human health or the environment (e.g. due to accidents).
  - e. The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected),
  - f. the value and vulnerability of the area likely to be affected due to:
    - i. special natural characteristics or cultural heritage;
    - ii. exceeded environmental quality standards or limit values;
    - iii. intensive land-use; and
  - g. the effects on areas or landscapes which have a recognised national, community or international protection status.

## 4. Assessment

The diagram below illustrates the process for screening a planning document to ascertain whether a full SEA is required.



Source: A Practical Guide to the Strategic Environmental Assessment Directive (2005)

The following assessment applies the questions from the preceding diagram. The answers determine whether the Supplementary Planning Document will require a full Strategic Environmental Assessment.

**1. Is the PP subject to preparation and/or adoption by a national, regional or local authority OR prepared by an authority for adoption through a legislative procedure by Parliament or Government? (Art. 2(a))**

Yes. The preparation and adoption of the draft Sustainable Construction Supplementary Planning Document (SPD) is being carried out by East Suffolk Council. The SPD is being produced in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

**2. Is the PP required by legislative, regulatory or administrative provisions? (Art. 2(a))**

Yes. The production of the SPD forms part of the delivery of the statutory Development Plan and the process for preparing SPDs is set out in the Town and Country Planning (Local Development) (England) Regulations 2012 and relates to the administration of the Council's planning service.

**3. Is the PP prepared for agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use, AND does it set a framework for future development consent of projects in Annexes I and II to the EIA Directive? (Art 3.2(a))**

The SPD is prepared in support of the delivery of town and country planning and land use policies.

The SPD will not set a framework for the future consent of projects listed in Annexes I and II of the EIA Directive.

**4. Will the PP, in view of its likely effect on sites, require an assessment for future development under Article 6 or 7 of the Habitats Directive? (Art. 3.2 (b))**

A separate screening exercise has been carried out under the Habitats Directive (92/43/EEC) and Conservation of Habitats and Species Regulations (2017) (as amended). This has determined that a full Appropriate Assessment is not required.

**5. Does the PP determine the use of small areas at local level, OR is it a minor modification of a PP subject to Art. 3.2? (Art. 3.3)**

Not applicable (based on the responses to questions 3 and 4 above).

**6. Does the PP set the framework for future development consent of projects (not just projects in annexes to the EIA Directive)? (Art 3(4))**

Yes. The draft Sustainable Construction Supplementary Planning Document will be a material consideration in the determination of planning applications and will be applied alongside the policy framework provided by the Local Plans.

**7. Is the PP's sole purpose to serve the national defence or civil emergency, OR is it a financial or budget PP, OR is it co-financed by structural funds or EAGGF programmes 2000 to 2006/7? (Art 3.8, 3.9)**

No. Not applicable.

**8. Is it likely to have a significant effect on the environment? (Art. 3(5))**

No. The guidance contained in the Sustainable Construction Supplementary Planning Document will provide information and advice concerning the implementation of the Council's Local Plan policies that relate to sustainable construction. The SPD will provide guidance on policies within both the Suffolk Coastal Local Plan and the Waveney Local Plan, principally policies SCLP9.1 'Low Carbon & Renewable Energy', Policy SCLP9.2 'Sustainable Construction', Policy SCLP9.5 'Flood Risk', Policy SCLP9.6 'Sustainable Drainage Systems' and Policy SCLP9.7 'Holistic Water Management' of the Suffolk Coastal Local Plan and policies Policy WLP8.24 'Flood Risk', Policy WLP8.27 'Renewable and Low Carbon Energy' and Policy WLP8.28 'Sustainable Construction' of the Waveney Local Plan. It is unlikely that the SPD will have a significant impact upon the environment. All policies within both Local Plans have been subject to a full Sustainability Appraisal, incorporating the requirements for Strategic Environmental Assessment.

## 5. Conclusion

The Sustainable Construction Supplementary Planning Document will support the implement of policies in the East Suffolk Council - Suffolk Coastal Local Plan (adopted September 2020) and the East Suffolk Council - Waveney Local Plan (adopted March 2019) which were both subject to Sustainability Appraisal including Strategic Environmental Assessment.

It is considered by East Suffolk Council that it is not necessary for a Strategic Environmental Assessment to be undertaken of the draft Sustainable Construction Supplementary Planning Document to ensure compliance with SEA legislation.

Signed:



Dated: 09/03/2022

Desi Reed

Planning Manager (Policy, Delivery and Specialist Services)

East Suffolk Council

## Appendix 1: Responses from Statutory Consultees

---

From: Ipswich, Planning <[REDACTED]>  
Sent: 22 November 2021 08:57  
To: Andrea McMillan <[REDACTED]>  
Subject: RE: Supplementary Planning Documents - Draft Strategic Environmental Assessment Screening

Dear Andrea

Apologies for only just replying to your email and thank you for the confirmation. I've taken a quick scan through the document and don't have any initial comments. I note we have missed the deadline so please do let me know if you'd like us to have a look in any further detail.

Kind Regards

Liam

Liam Robson

Sustainable Places Planning Advisor – East Anglia Area (East)  
Environment Agency | [REDACTED]

*Please be aware that due to COVID-19 – any post will not be picked up. Please direct all correspondence electronically.*

[REDACTED]

[REDACTED]



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From: Andrea McMillan <[REDACTED]>  
Sent: 26 October 2021 11:50  
To: Ipswich, Planning <[REDACTED]>  
Subject: RE: Supplementary Planning Documents - Draft Strategic Environmental Assessment Screening

Dear Liam

Thank you for your response. Apologies for any confusion, however I was seeking your views on the draft Strategic Environmental Assessment Screening Opinions which conclude that it is not considered that SEA will be required for the Supplementary Planning Documents. A consultation on the two SPDs themselves will be taking place between 1<sup>st</sup> November and 13<sup>th</sup> December and you will therefore be able to comment on these during this time.

In the meantime I would be grateful if you could respond in relation to the SEA screening to confirm whether you concur or otherwise with our conclusion. We will be publishing the SEA Screening Opinions alongside the SPDs on 1<sup>st</sup> November and if you are therefore able to provide a response in relation to this over the next couple of days it would be very much appreciated.

Please let me know if you have any queries. I have re-attached the original email which contains all four attachments.

Kind Regards

Andrea



Andrea McMillan BSc(Hons) MRTPI  
Principal Planner (Policy and Delivery)  
East Suffolk Council

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East Suffolk Council will continue to review and prioritise the delivery of its services during this unprecedented time. The COVID-19 outbreak will severely impact what we are able to do, however we will continue to support and protect our communities, delivering the critical services you need.

From: Ipswich, Planning - [REDACTED]  
Sent: 26 October 2021 09:15  
To: Andrea McMillan [REDACTED]  
Subject: RE: Supplementary Planning Documents - Draft Strategic Environmental Assessment Screening

Dear Andrea

I hope you are well. Thank you for your consultation. I am afraid I have only just got to this consultation so haven't been able to make detailed comments. However, we are pleased to see that you have included the optimal 110 litres per day water consumption target in your Sustainable Construction SPD.

I can confirm that we have no comments on the Affordable Housing Supplementary Planning Document.

Kind Regards

Liam

Liam Robson  
Sustainable Places Planning Advisor – East Anglia Area (East)  
Environment Agency [REDACTED]

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Environment Agency





From: Andrea McMillan [REDACTED]  
Sent: 21 September 2021 17:06  
To: Ipswich, Planning [REDACTED]  
Subject: Supplementary Planning Documents - Draft Strategic Environmental Assessment Screening

Dear Sir/Madam,

Please find attached Strategic Environmental Assessment draft screening opinions relating to two documents that the Council is preparing – the Affordable Housing Supplementary Planning Document and the Sustainable Construction Supplementary Planning Document, on which I would be grateful for your response. I also attach the working draft versions of the Supplementary Planning Documents on which the screening is based – please note these are not currently publicly available so please treat as confidential.

The draft screening opinion concludes that no further SEA work is required.

I would be grateful if you could respond within five weeks, by Tuesday 26<sup>th</sup> October 2021.

If you have any queries or require any assistance please do not hesitate to contact me.

Kind Regards

Andrea McMillan



Andrea McMillan BSc(Hons) MRTPI  
Principal Planner (Policy and Delivery)  
East Suffolk Council  
[REDACTED]

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East Suffolk Council will continue to review and prioritise the delivery of its services during this unprecedented time. The COVID-19 outbreak will severely impact what we are able to do, however we will continue to support and protect our communities, delivering the critical services you need.



# **Habitats Regulations Assessment Screening Statement**

**Draft Sustainable Construction  
Supplementary Planning Document**

**October 2021**

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## 1. Introduction

1.1 The Conservation of Habitats and Species Regulations (2017) (as amended) provide protection for sites that are of exceptional importance in respect of rare, endangered or vulnerable natural habitats and species. The network consists of Special Areas of Conservation (SACs) and Special Protection Areas (SPAs). Both types can also be referred to as European Sites. The National Planning Policy Framework (NPPF) states that Ramsar sites should be afforded the same level of protection and refers to SACs, SPAs and Ramsar sites as 'Habitat Sites'.

1.2 The requirement to undertake Habitats Regulation Assessment (HRA) of plans and projects is set out in the Conservation of Habitats and Species Regulations (2017) (as amended).

1.3 Regulation 105 of the Conservation of Habitats and Species Regulations (2017) states:

'Where a land use plan:

(a) Is likely to have a significant effect on a European site or a European offshore marine site (either alone or in combination with other plans or projects), and

(b) Is not directly connected with or necessary to the management of the site, The plan-making authority for that plan must, before the plan is given effect, make an appropriate assessment of the implications for the site in view of that site's conservation objectives.'

1.4 The HRA is therefore undertaken in stages and should conclude whether or not a proposal or policy would adversely affect the integrity of any sites.

Stage 1: Determining whether a plan is likely to have a significant effect on a European site. This needs to take account of the likely impacts in combination with other relevant plans and projects. This assessment should be made using the precautionary principle. The screening assessment must reflect the outcomes of the 2018 judgement of the Court of Justice of the European

Union<sup>1</sup>, which has ruled that where mitigation is necessary this must be identified through an Appropriate Assessment.

Stage 2: Carrying out Appropriate Assessment and ascertaining the effect on site integrity. The effects of the plan on the conservation objectives of sites should be assessed, to ascertain whether the plan has an adverse effect on the integrity of a European site.

Stage 3: Identifying mitigation measures and alternative solutions. The aim of this stage is to find ways of avoiding or significantly reducing adverse impacts, so that site integrity is no longer at risk. If there are still likely to be negative impacts, the option should be dropped, unless exceptionally it can be justified by imperative reasons of overriding public interest.

- 1.5 The draft Sustainable Construction Supplementary Planning Document (SPD) is being produced by East Suffolk Council. The SPD will apply to the whole of the East Suffolk Council area, outside of the Broads. This report considers whether there are likely to be significant effects on protected Habitat sites and where a full Appropriate Assessment may be required.
- 1.6 East Suffolk (outside of the Broads) is covered by two Local Plans, the East Suffolk Council - Suffolk Coastal Local Plan adopted September 2020 and the Waveney Local Plan adopted March 2019.
- 1.7 Both Local Plans were subject to Habitats Regulations Assessment as part of their production. Where screening identified a likely significant effect, Appropriate Assessment was undertaken and the mitigation measures identified were incorporated within the Plans, resulting in conclusions that the plans will not lead to any adverse effects on Habitat sites within and in the vicinity of the (then) Suffolk Coastal and Waveney Districts. Both Appropriate Assessments identified recreational disturbance particularly from dog walkers as a significant effect. The Council has subsequently produced a Recreational Avoidance and Mitigation Strategy and requires payment towards mitigation from residential developments within 13km of the protected Habitat sites.

---

<sup>1</sup> C-323/17 – People over Wind, Peter Sweetman v Coillte Teoranta

## 2. Protected sites covered by this report

- 2.1 Sites included in this assessment are listed in Table 1. This includes all sites that are within 20km of East Suffolk. The locations of the sites are shown on maps in Appendix 2 and the Qualifying Features and Conservation Objectives of the sites are contained in Appendix 3, along with a summary of the pressures and threats as documented in the Appropriate Assessments for the Local Plans.

**Table 1: Relevant Habitat sites**

Name
Alde-Ore and Butley Estuaries SAC,
Alde-Ore Estuary SPA, Ramsar
Benacre to Easton Bavents SPA
Benacre to Easton Bavents Lagoons SAC
Breydon Water SPA, Ramsar
Broadland SPA, Ramsar
Deben Estuary SPA, Ramsar
Dew's Ponds SAC
Great Yarmouth North Denes SPA
Haisborough, Hammond and Winterton SAC
Minsmere to Walberswick Heaths & Marshes SAC
Minsmere – Walberswick SPA, Ramsar
Norfolk Valley Fens SAC
Outer Thames Estuary SPA
Orfordness – Shingle Street SAC
Sandlings SPA
Southern North Sea SAC
Staverton Park and The Thicks, Wantisden SAC
Stour and Orwell Estuaries SPA, Ramsar
The Broads SAC
Winterton-Horsey Dunes SAC

### 3. Sustainable Construction Supplementary Planning Document

- 3.1 This HRA report reviews an early draft of the Sustainable Construction Supplementary Planning Document (SPD).
- 3.2 The draft Sustainable Construction SPD provides information and advice on a range of topics including energy efficiency, renewable energy, water conservation, and use of materials. The guidance contained in the draft SPD will assist in the implementation of Local Plan and Neighbourhood Plan policies for East Suffolk. The SPD, when adopted, will be a material consideration in the determination of applications for planning permission. The SPD does not cover parts of East Suffolk that are within the Broads, for which the Broads Authority is the local planning authority.
- 3.3 Chapter 1 of the SPD is descriptive, setting out Council's commitment to fighting climate change, explaining the policy context and purpose of the SPD. This section is descriptive and has therefore not been included in the screening table in section 5 of this report.
- 3.5 Other chapters in the SPD provide detailed guidance on the different aspects of sustainable construction policies. These chapters cover a number of aspects and considerations, including: water efficiency and management, energy efficiency and carbon reduction, siting and orientation, materials, waste, sustainable construction and the historic and natural environments, renewable and low carbon energy, construction methods and healthy buildings and places. The SPD also includes further guidance for those making planning applications.
- 3.5 The SPD also includes appendices. These provide additional detail to support the main body of the SPD but do not in themselves introduce any new requirements and have therefore not been included in the screening table in section 5 of this report.



## 4. Other Plans and Projects

- 4.1 Regulation 105 of the Habitats Regulations requires consideration to be given to whether a Plan will have an effect either alone or in combination with other plans or projects.
- 4.2 As noted in the introduction, the other key plans are the Local Plans. The Local Plans set out the broad scale and distribution of development across the area of East Suffolk formerly covered by Suffolk Coastal District and Waveney District.
- 4.3 The draft Sustainable Construction Supplementary Planning Document (SPD) adds detail to a number of policies within both the Suffolk Coastal Local Plan and the Waveney Local Plan, specifically:

### **Suffolk Coastal Local Plan:**

- Policy SCLP7.1: Sustainable Transport
- Policy SCLP8.2: Open Space
- Policy SCLP9.1: Low Carbon & Renewable Energy
- Policy SCLP9.2: Sustainable Construction
- Policy SCLP9.3: Coastal Change Management Area
- Policy SCLP9.4: Coastal Change Rollback or Relocation
- Policy SCLP9.5: Flood Risk
- Policy SCLP9.6: Sustainable Drainage Systems
- Policy SCLP9.7: Holistic Water Management
- Policy SCLP10.1: Biodiversity and Geodiversity

### **Waveney Local Plan**

- Policy WLP8.24: Flood Risk
- Policy WLP8.25: Coastal Change Management Area
- Policy WLP8.26: Relocation and Replacement of Development Affected by Coastal Erosion
- Policy WLP8.27: Renewable and Low Carbon Energy
- Policy WLP8.28: Sustainable Construction
- Policy WLP8.30: Design of Open Spaces
- Policy WLP8.31: Lifetime Design
- Policy WLP8.34: Biodiversity and Geodiversity

- 4.4 A screening process considered each policy in the Suffolk Coastal and Waveney Local Plans and concluded whether significant effects were likely and if Appropriate Assessment was therefore needed. The Appropriate Assessments of the Suffolk Coastal and Waveney Local Plans considered the following themes:
- Recreation pressure,
  - Air quality and traffic emissions,
  - Biodiversity net gain,
  - Urbanisation,
  - Water quality, resources and treatment, and
  - Flood risk and coastal erosion.
- 4.5 Mitigation measures were identified within the Appropriate Assessments and incorporated within both Local Plans, resulting in a conclusion that neither plan would lead to any adverse effects on Habitat sites within and in the vicinity of the (then) Suffolk Coastal and Waveney Districts.

## 5. Assessment of likely significant effects of the Draft Sustainable Construction Supplementary Planning Document (SPD) on Habitat sites

- 5.1 Table 3 below considers each relevant section of the draft Sustainable Construction Supplementary Planning Document (SPD) in relation to whether there is potential for a likely significant effect on protected Habitat sites. This constitutes Stage 1 as set out under paragraph 1.4 above. Consideration is given to the characteristics and location of the protected sites. The relevant sections are considered within the context of the Local Plan policies from which they hang and which have themselves been subject to Habitats Regulations Assessment, as set out in section 4 above.

**Table 3: Likely significant effects of the Draft Sustainable Construction Supplementary Planning Document**

<b>Chapter</b>	<b>Assessment of potential impact on Habitat sites</b>	<b>Habitat sites that could possibly be affected</b>	<b>Likely significant effect identified</b>	<b>AA needed?</b>
2. Water Efficiency and Management	<p>This chapter outlines the policy requirements in relation to water efficiency and management, and provides specific guidance and advice on the following aspects: efficiency and holistic management; designing for water efficiency; sustainable drainage and flood risk; and, sustainable drainage systems. The requirements in this chapter directly address flood risk and water quality, resources and treatment- two of the themes considered through the Local Plan HRAs.</p> <p>This chapter provides detailed guidance for those considering these specific elements of sustainable construction in schemes. The guidance contained here does not in itself promote new development and will therefore not lead to likely significant effects on Habitat Sites.</p> <p>This chapter also references local plan policies relating to coastal change and</p>	None	None	No

Chapter	Assessment of potential impact on Habitat sites	Habitat sites that could possibly be affected	Likely significant effect identified	AA needed?
	highlights the emerging Coastal Adaptation SPD currently being prepared. The Coastal Adaptation SPD will provide further detailed guidance on this matter. This chapter is descriptive and does not in itself promote new development and will therefore not lead to likely significant effects on Habitat Sites.			
3. Energy Efficiency and Carbon Reduction	This chapter defines many of the terms associated with energy efficiency and carbon reduction and provides guidance on calculating whole life carbon. The policy provides further detail in respect of reducing CO2 emissions from developments and retrofitting works. The chapter also clarifies requirements for permitted development. This chapter provides detailed guidance for those applying these specific elements of sustainable construction to schemes. The guidance contained here does not in itself promote new development and will therefore not lead to likely significant effects on Habitat Sites.	None	None	No

<b>Chapter</b>	<b>Assessment of potential impact on Habitat sites</b>	<b>Habitat sites that could possibly be affected</b>	<b>Likely significant effect identified</b>	<b>AA needed?</b>
4. Materials	The chapter details some overall principals to be considered in the selection of materials for use in developments and also provides specific advice on the use of the following: concrete, timber, brick, structural steel and glass. This chapter provides detailed guidance for those applying these specific elements of sustainable construction to schemes. The guidance contained here does not in itself promote development and will therefore not lead to likely significant effects on Habitat Sites.			
5. Waste	This chapter provides advice on waste management during construction, and the provision of waste storage facilities for final occupants. This chapter provides detailed guidance for those considering these specific elements of sustainable construction in schemes. The guidance contained here does not in itself promote development and will therefore not lead to likely significant effects on Habitat Sites.	None	None	No
6. Sitting, Form & Orientation	This chapter provides specific guidance on design in relation to sustainable			

<b>Chapter</b>	<b>Assessment of potential impact on Habitat sites</b>	<b>Habitat sites that could possibly be affected</b>	<b>Likely significant effect identified</b>	<b>AA needed?</b>
	construction. The guidance contained here does not in itself promote development and will therefore not lead to likely significant effects on Habitat Sites.			
7. Sustainable energy and construction and the Historic Environment	This chapter provides specific advice on managing potential impacts on heritage assets. This chapter provides detailed guidance for those wishing to apply sustainable construction methods to, or within the vicinity of, heritage assets. The guidance contained here does not in itself promote development and will therefore not lead to likely significant effects on Habitat Sites.	None	None	No
8. Sustainable energy and construction and the Natural Environment	This chapter provides specific advice on managing potential impacts on the natural environment and specifically landscape character. This chapter specifically references 'European Protected Species' and the need for applicants to demonstrate that their proposals do not compromise the particular objectives of the designation. The guidance contained here will therefore not	None	None	No



<b>Chapter</b>	<b>Assessment of potential impact on Habitat sites</b>	<b>Habitat sites that could possibly be affected</b>	<b>Likely significant effect identified</b>	<b>AA needed?</b>
	lead to likely significant effects on Habitat Sites.			
9. Renewable and Low Carbon Energy	This chapter clarifies the schemes which are determined but the Council and those that are classified as Nationally Significant Infrastructure Projects. Specific advice is given in relation to community led renewable and low carbon energy schemes. This chapter also provides specific advice in the relation to renewable and local carbon energy technologies such as air source heat pumps, small-scale wind turbines and biomass boilers. This chapter includes clarification around planning permission requirements and building control requirements. It provides detailed guidance for those applying these specific elements of sustainable construction to schemes. The guidance contained here does not in itself promote development and will therefore not lead to likely significant effects on Habitat Sites.	None	None	No
10. Construction Methods and Standards	This chapter provides advice and guidance on the use of sustainable construction	None	None	No

<b>Chapter</b>	<b>Assessment of potential impact on Habitat sites</b>	<b>Habitat sites that could possibly be affected</b>	<b>Likely significant effect identified</b>	<b>AA needed?</b>
	methods. It also provides an explanation of the standards relating to sustainable construction. This chapter provides detailed guidance for those considering these specific elements of sustainable construction in schemes. The guidance contained here does not in itself promote development and will therefore not lead to likely significant effects on Habitat Sites.			
11. Healthy Buildings and Places	This chapter highlights the health benefits of sustainably constructed developments. The guidance contained here does not in itself promote development and will therefore not lead to likely significant effects on Habitat Sites.	None	None	No
12. Making a Planning Application	This chapter provides guidance for those wishing to make a planning application that meets the requirement of the Council's climate change planning policies. This chapter is focused on the information that should be submitted alongside such an application, it is primarily descriptive and will therefore not lead to likely significant effects on Habitat Sites.	None	None	No



## 6. Summary and conclusions

- 6.1 The draft Sustainable Construction Supplementary Planning Document (SPD) provides additional guidance to inform the determination of planning applications alongside the Waveney and Suffolk Coastal Local Plans. The draft Sustainable Construction SPD provides further guidance and advice concerning the sustainable design and construction of residential and commercial developments. The guidance contained in the draft SPD will assist in the implementation of Local Plan and Neighbourhood Plan policies for East Suffolk relating to sustainable design and construction. The SPD, when adopted, be a material consideration in the determining of applications for planning permission.
- 6.2 Natural England were consulted on a draft of this Screening Statement as statutory nature conservation body. Their response is contained in Appendix 4.
- 6.3 Implementation of the Sustainable Construction Supplementary Planning Document will not lead to likely significant effects on protected Habitat sites.

Signed: 

Dated: 27/10/2021

Desi Reed  
Planning Policy and Delivery Manager  
East Suffolk Council

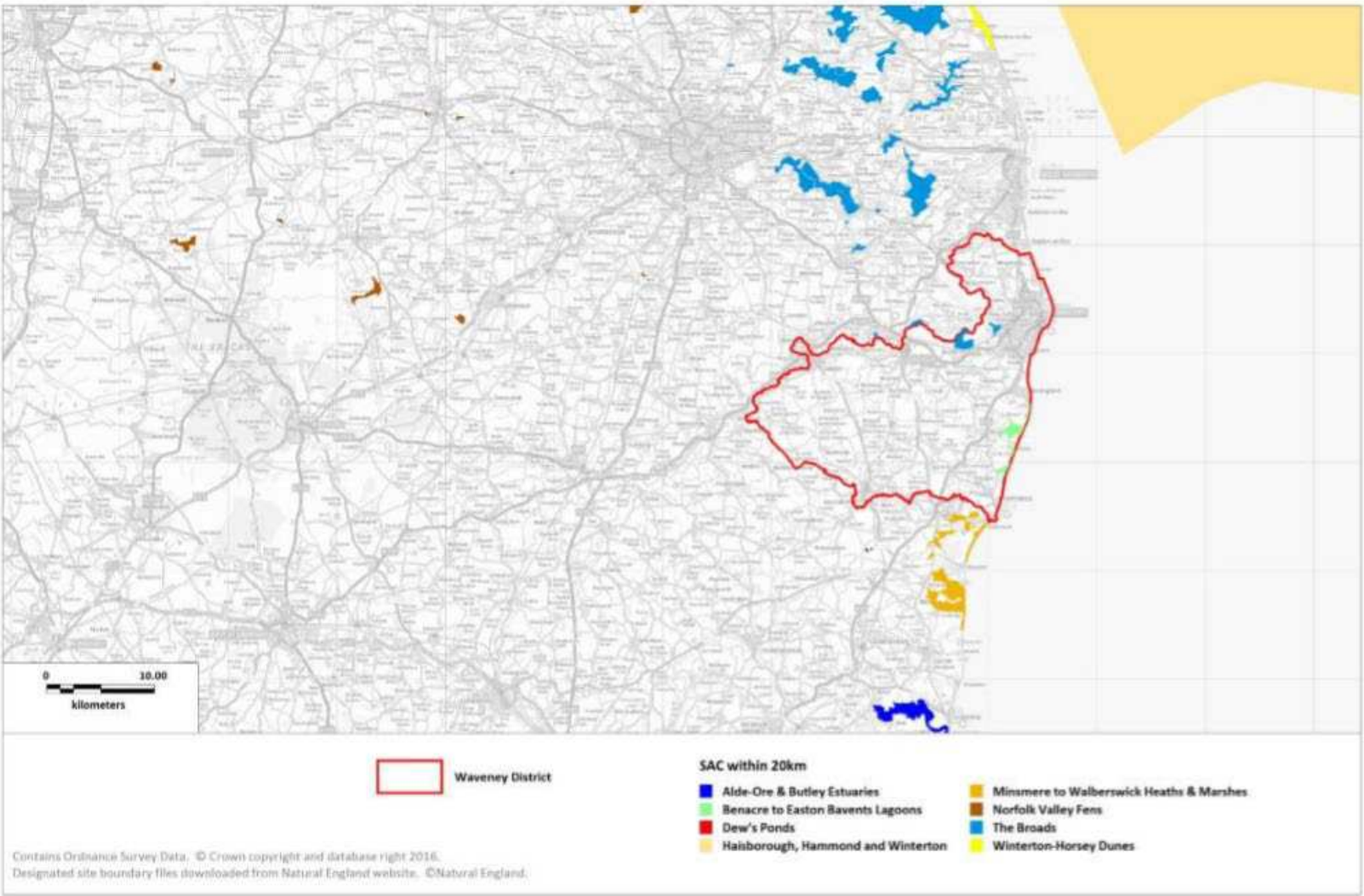
## Appendix 1: Sources of background information

- East Suffolk Council – Suffolk Coastal Local Plan (September 2020)
- East Suffolk Council – Waveney Local Plan (March 2019)
- Habitats Regulations Assessment for the Suffolk Coastal Local Plan at Final Draft Plan stage (incorporating Main Modifications) (May 2020)
- The Habitats Regulations Assessment of the Waveney Local Plan (December 2018)
- Habitats Regulations Assessment Recreational Disturbance Avoidance and Mitigation Strategy for Ipswich Borough, Babergh District, Mid Suffolk District and East Suffolk Councils (May 2019)

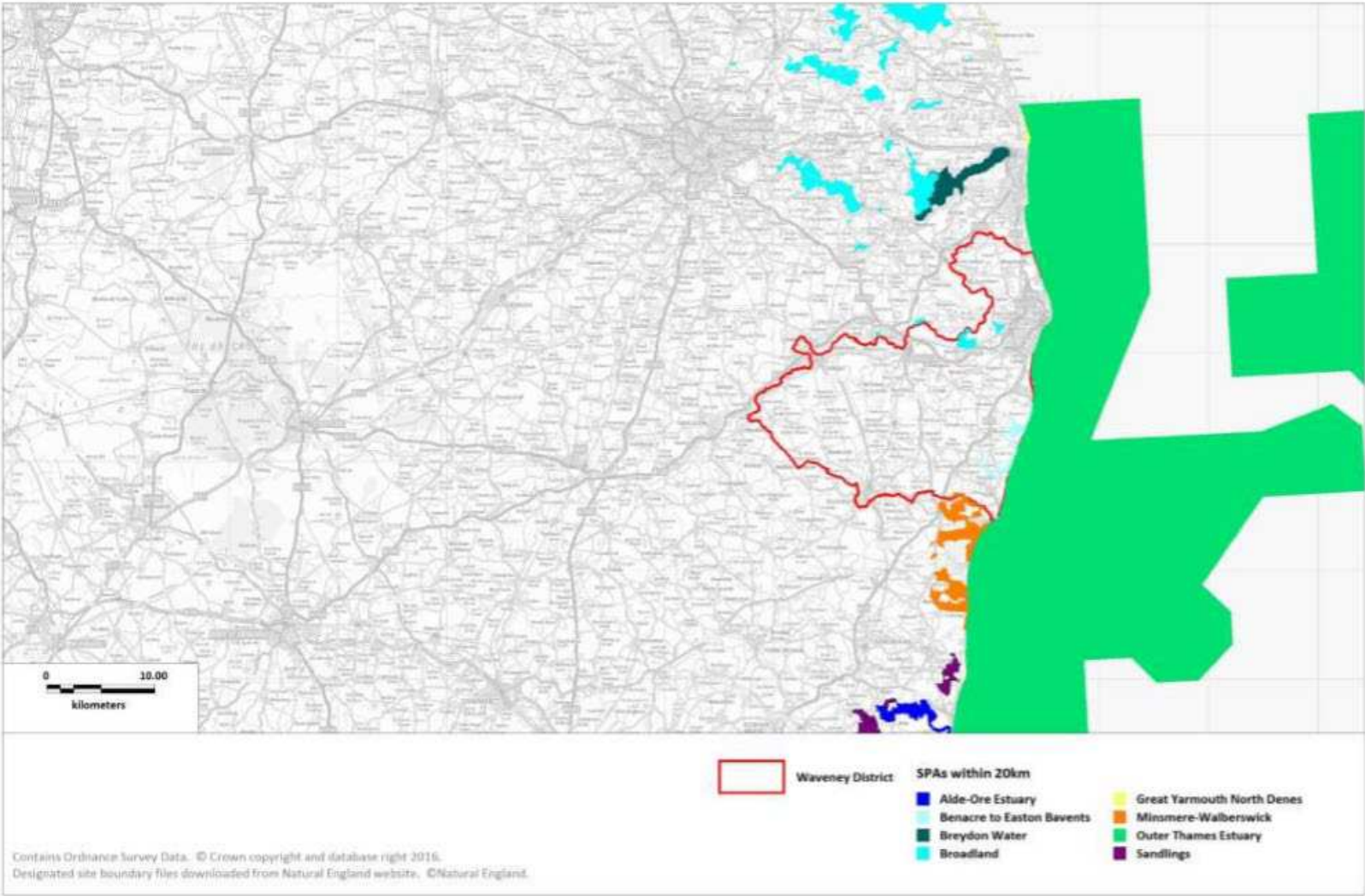
## Appendix 2: Locations of Habitat sites

Habitat sites within 20km of the East Suffolk Council-  
Waveney Local Plan Area

Map 1: SACs

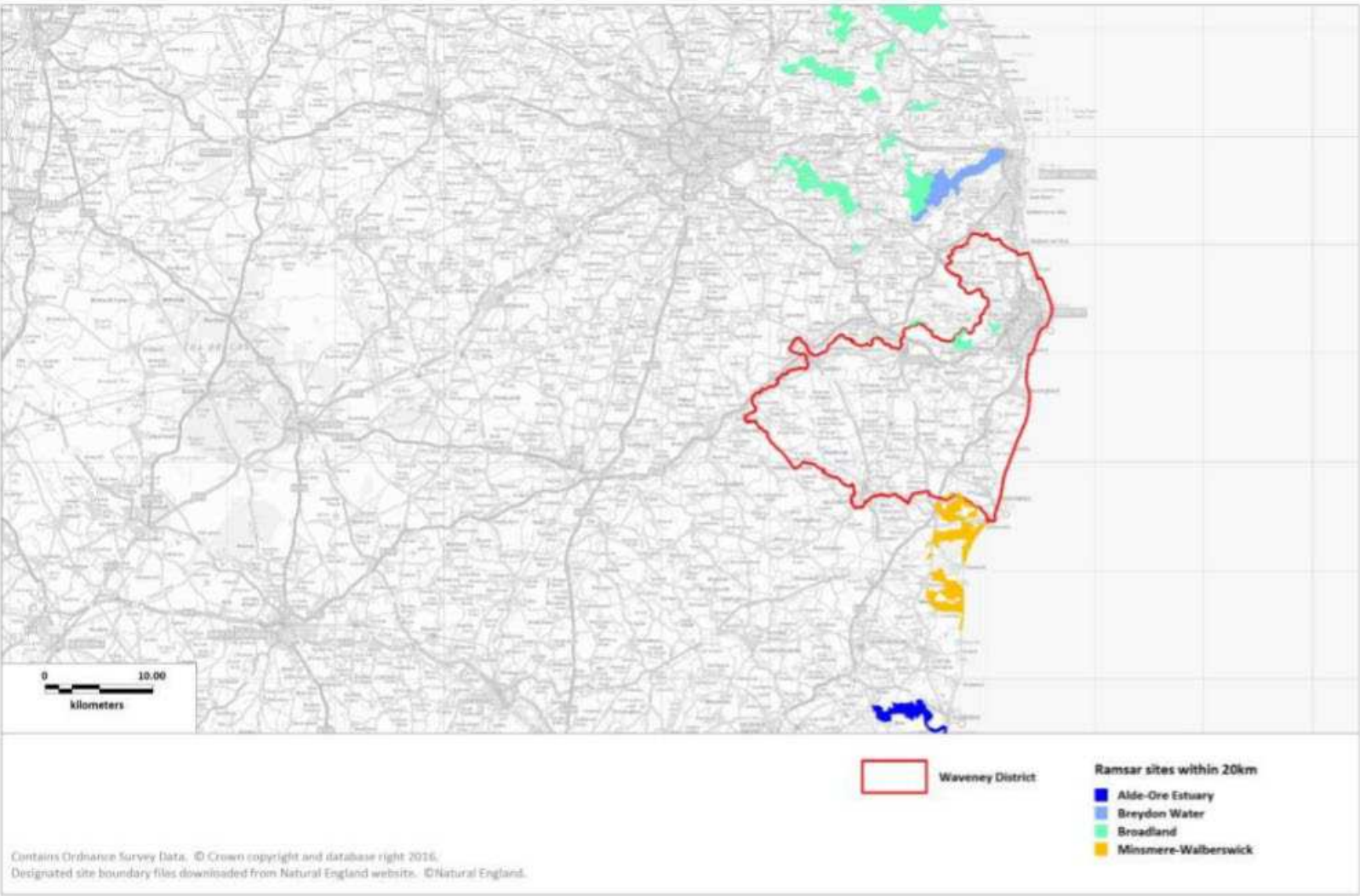


Map 2: SPAs



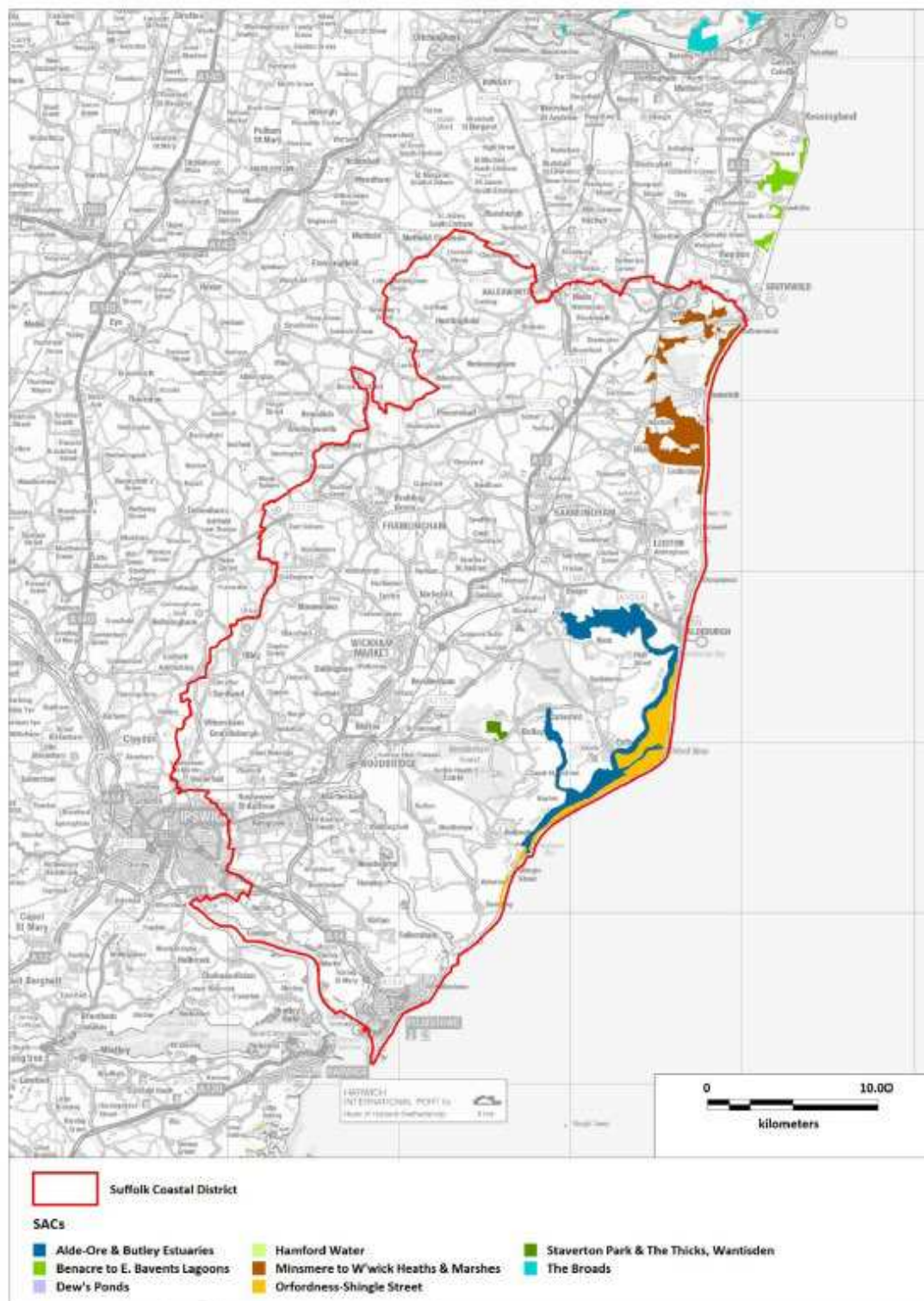


Map 3: Ramsar Sites

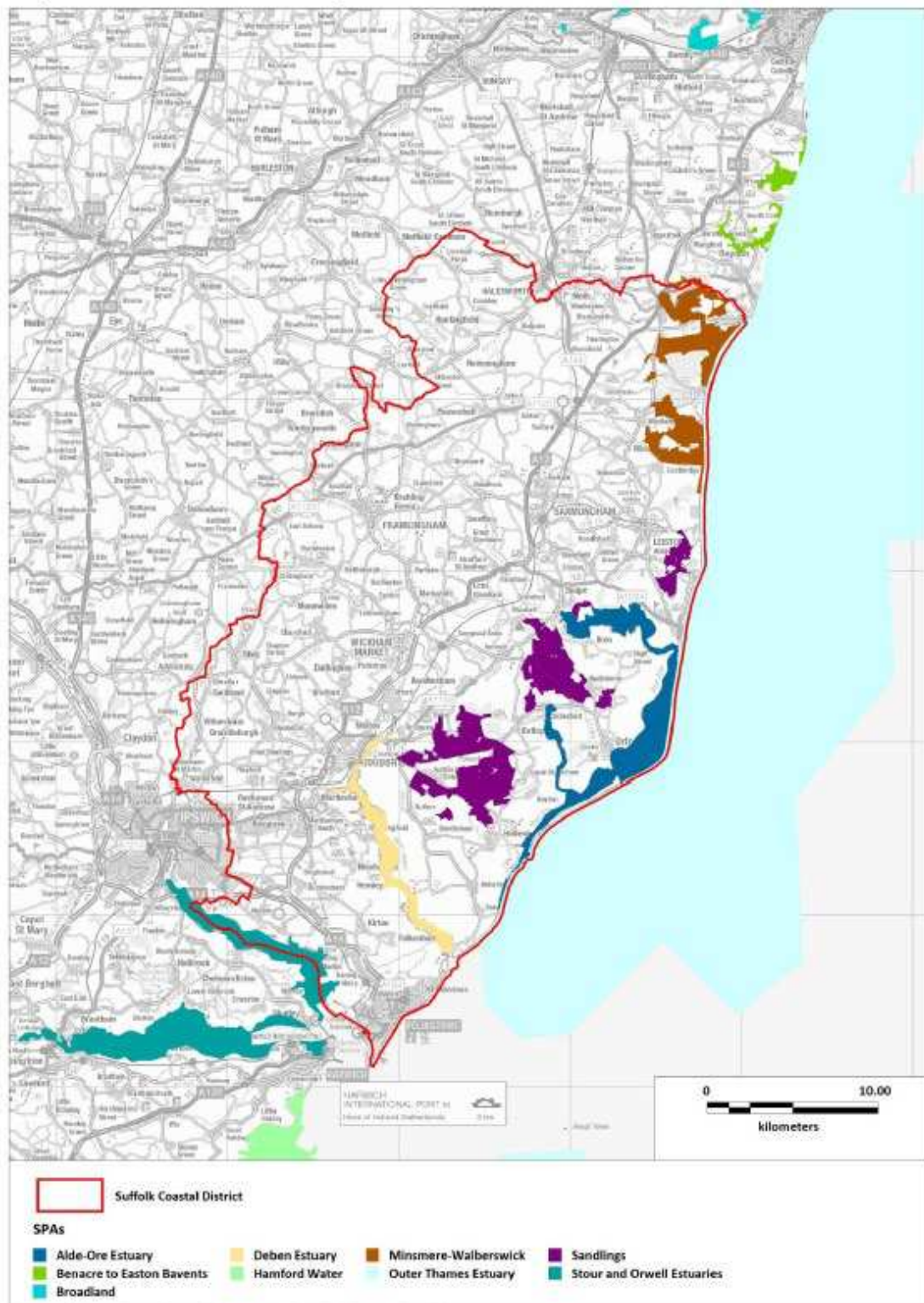


## Habitat sites within 20km of the East Suffolk Council- Suffolk Coastal Local Plan Area

**Map 1: SAC sites where boundary within 20km of Suffolk Coastal District**



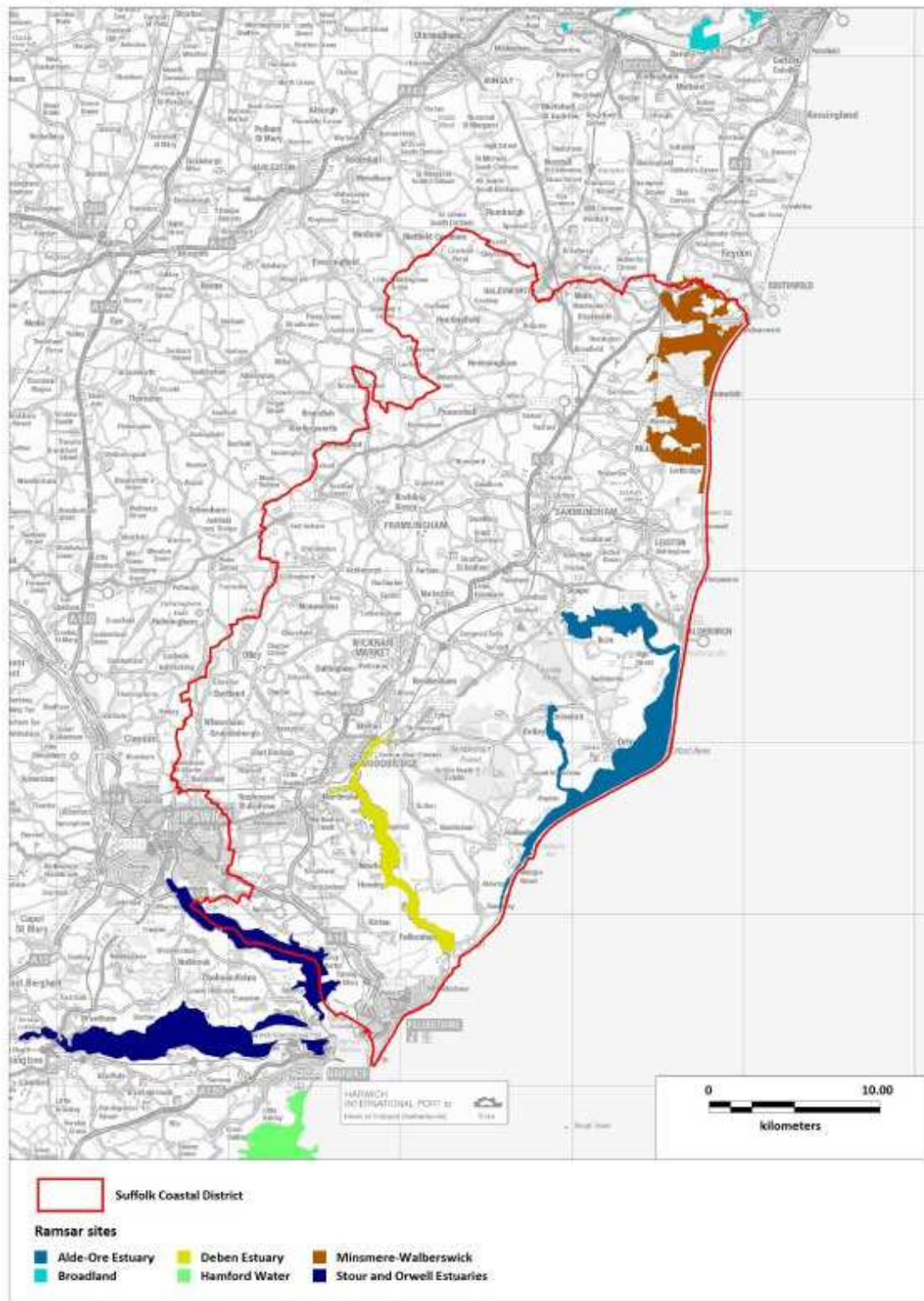
**Map 2: SPA sites where boundary within 20km of Suffolk Coastal District**



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Contains Natural England Information © Natural England and Database Right. All rights Reserved.



**Map 3: Ramsar sites where boundary within 20km of Suffolk Coastal District**



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Contains Natural England Information © Natural England and Database Right. All rights Reserved.

## Appendix 3: Relevant Habitat sites

Name	Qualifying features	Conservation Objectives	Pressure and threats (as summarised in the Habitats Regulations Assessment for the Suffolk Coastal Local Plan at Final Draft Plan Stage (December 2018))
<b>Special Areas of Conservation</b>			
Alde-Ore and Butley Estuaries	H1130: Estuaries H1140: Mudflats and sandflats not covered by seawater at low tide; Intertidal mudflats and sandflats H1330: Atlantic salt meadows	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features by maintaining or restoring: The extent and distribution of qualifying natural habitats; The structure and function (including typical species) of qualifying natural habitats; The supporting processes on which qualifying natural habitats rely.	Hydrological changes, public access/disturbance, inappropriate coastal management, coastal squeeze, inappropriate pest control, changes in species distributions, invasive species, air pollution, fisheries (commercial marine and estuarine) (Alde-Ore and Butley Estuaries SAC and Alde-Ore SPA)
Benacre to Easton Barents Lagoons	H1150# Coastal lagoons, A195(B) <i>Sterna albifrons</i> : Little tern A021(B) <i>Botaurus stellaris</i> : Great bittern A081(B) <i>Circus aeruginosus</i> : Eurasian marsh harrier	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features, by maintaining or restoring; The extent and distribution of qualifying natural habitats,	Public access/disturbance, water pollution, physical modification, changes in species distributions, fisheries (marine and estuarine).

		The structure and function (including typical species) of qualifying natural habitats, and, The supporting processes on which qualifying natural habitats rely.	
Dew's Ponds	S1166 Triturus cristatus: Great crested newt	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features, by maintaining or restoring; The extent and distribution of the habitats of qualifying species, The structure and function of the habitats of qualifying species, The supporting processes on which the habitats of qualifying species rely, The populations of qualifying species, and, The distribution of qualifying species within the site.	None identified
Minsmere to Walberswick Heath and Marshes	H4030 European dry heaths H1210 Annual vegetation of drift lines H1220 Perennial vegetation of stony banks A052(B) Anas crecca: Eurasian teal A021(B) Botaurus stellaris: Great bittern A081(B) Circus aeruginosus: Eurasian marsh harrier	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features, by maintaining or restoring; The extent and distribution of qualifying natural habitats and habitats,	Coastal squeeze, public access/disturbance, changes in species distributions, invasive species, inappropriate pest control, air pollution, water pollution, deer, fisheries (commercial marine and estuarine)

	<p>A082(NB) <i>Circus cyaneus</i>: Hen harrier</p> <p>A224(B) <i>Caprimulgus europaeus</i>: European nightjar</p> <p>A056(B) <i>Anas clypeata</i>: Northern shoveler</p> <p>A056(NB) <i>Anas clypeata</i>: Northern shoveler</p> <p>A051(B) <i>Anas strepera</i>: Gadwall</p> <p>A051(NB) <i>Anas strepera</i>: Gadwall</p> <p>A132(B) <i>Recurvirostra avosetta</i>: Pied avocet</p> <p>A195(B) <i>Sterna albifrons</i>: Little tern</p> <p>A394(NB) <i>Anser albifrons</i>: Greater white-fronted goose</p>	<p>The structure and function (including typical species) of qualifying natural habitats, and,</p> <p>The supporting processes on which qualifying natural habitats rely.</p>	
Orfordness – Shingle Street	<p>H1150: Coastal Lagoons</p> <p>H1210: Annual vegetation of drift lines</p> <p>H1220: Perennial vegetation of stony banks; Coastal shingle vegetation outside the reach of waves</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features by maintaining or restoring:</p> <p>The extent and distribution of qualifying natural habitats;</p> <p>The structure and function (including typical species) of qualifying natural habitats; and</p> <p>The supporting processes on which qualifying natural habitats rely.</p>	Not identified in Suffolk Coastal Final Draft Local Plan HRA.



Staverton Park and The Thicks, Wantisden	H9190: Old acidophilous oak woods with <i>Quercus robur</i> on sandy plains; Dry oak-dominated woodland.	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features by maintaining or restoring: The extent and distribution of qualifying natural habitats; The structure and function (including typical species) of qualifying natural habitats; and The supporting processes on which qualifying natural habitats rely.	Woodland management, disease, atmospheric pollution.
The Broads	H7210# Calcareous fens with <i>Cladium mariscus</i> and species of the <i>Caricion davallianae</i> S1016 <i>Vertigo moulinsiana</i> : Desmoulin's whorl snail H7230 Alkaline fens H6410 <i>Molinia</i> meadows on calcareous, peaty or clayey-silt-laden soils ( <i>Molinion caeruleae</i> ) H91E0# Alluvial forests with <i>Alnus glutinosa</i> and <i>Fraxinus excelsior</i> ( <i>Alno-Padion</i> , <i>Alnion incanae</i> , <i>Salicion albae</i> ) H7140 Transition mires and quaking bogs	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features, by maintaining or restoring; The extent and distribution of qualifying natural habitats and habitats of qualifying species, The structure and function (including typical species) of qualifying natural habitats, The structure and function of the habitats of qualifying species, The supporting processes on which qualifying natural habitats and the habitats of qualifying species rely,	Water pollution, climate change, invasive species, siltation, inappropriate water levels, hydrological changes, water abstraction, change in land management, inappropriate ditch management, inappropriate scrub control, changes in species distributions, public access/disturbance, undergrazing, drainage, direct impact from 3rd party

	<p>H3140 Hard oligo-mesotrophic waters with benthic vegetation of Chara spp</p> <p>H3150 Natural eutrophic lakes with Magnopotamion or Hydrocharition-type vegetation</p> <p>S1355 Lutra lutra: Otter</p> <p>S1903 Liparis loeselii: Fen orchid</p> <p>S4056 Anisus vorticulus: Little ramshorn whirlpool snail</p>	The populations of qualifying species, and, The distribution of qualifying species within the site.	
<b>Special Protection Areas</b>			
Alde-Ore Estuary (also Ramsar site)	<p>A081: Eurasian marsh harrier (breeding)</p> <p>A132: Pied avocet (non-breeding)</p> <p>A132: Pied avocet (breeding)</p> <p>A151: Ruff (non-breeding)</p> <p>A162: Common redshank (non-breeding)</p> <p>A183: Lesser black-backed gull (breeding)</p> <p>A191: Sandwich tern (breeding)</p> <p>A195: Little tern (breeding)</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring:</p> <p>The extent and distribution of the habitats of the qualifying features;</p> <p>The structure and function of the habitats of the qualifying features;</p> <p>The supporting processes on which the habitats of the qualifying features rely;</p> <p>The population of each of the qualifying features; and</p> <p>The distribution of the qualifying features within the site.</p>	<p>Hydrological changes, public access/disturbance, inappropriate coastal management, coastal squeeze, inappropriate pest control, changes in species distributions, invasive species, air pollution, fisheries (commercial marine and estuarine)</p> <p>(Alde-Ore and Butley Estuaries SAC and Alde-Ore SPA)</p>
Benacre to Easton Bavents	<p>H1150# Coastal lagoons,</p> <p>A195(B) Sterna albifrons: Little tern</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to</p>	<p>Public access/disturbance, water pollution, physical modification, changes</p>

	A021(B) <i>Botaurus stellaris</i> : Great bittern A081(B) <i>Circus aeruginosus</i> : Eurasian marsh harrier	achieving the aims of the Wild Birds Directive, by maintaining or restoring; The extent and distribution of the habitats of the qualifying features, The structure and function of the habitats of the qualifying features, The supporting processes on which the habitats of the qualifying features rely, The population of each of the qualifying features, and, The distribution of the qualifying features within the site.	in species distributions, fisheries (marine and estuarine).
Broadlands (also Ramsar site)	H7210# Calcareous fens with <i>Cladium mariscus</i> and species of the <i>Caricion davallianae</i> S1016 <i>Vertigo moulinsiana</i> : Desmoulin's whorl snail H7230 Alkaline fens H6410 <i>Molinia</i> meadows on calcareous, peaty or clayey-silt-laden soils ( <i>Molinion caeruleae</i> ) H91E0# Alluvial forests with <i>Alnus glutinosa</i> and <i>Fraxinus excelsior</i> ( <i>Alno-Padion</i> , <i>Alnion incanae</i> , <i>Salicion albae</i> ) H7140 Transition mires and quaking bogs H3140 Hard oligo-mesotrophic waters with benthic vegetation of <i>Chara</i> spp	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the Favourable Conservation Status of its Qualifying Features, by maintaining or restoring; The extent and distribution of qualifying natural habitats and habitats of qualifying species, The structure and function (including typical species) of qualifying natural habitats, The structure and function of the habitats of qualifying species, The supporting processes on which qualifying natural habitats and the habitats of qualifying species rely, The populations of qualifying species, and,	Water pollution, climate change, invasive species, siltation, inappropriate water levels, hydrological changes, water abstraction, change in land management, inappropriate ditch management, inappropriate scrub control, changes in species distributions, public access/disturbance, undergrazing, drainage, direct impact from 3rd party

	H3150 Natural eutrophic lakes with Magnopotamion or Hydrocharition-type vegetation S1355 Lutra lutra: Otter S1903 Liparis loeselii: Fen orchid S4056 Anisus vorticulus: Little ramshorn whirlpool snail	The distribution of qualifying species within the site.	
Deben Estuary (also Ramsar site)	A046a: Dark bellied brent goose (non-breeding) A132: Pied avocet (non-breeding)	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring: The extent and distribution of the habitats of the qualifying features; The structure and function of the habitats of the qualifying features; The supporting processes on which the habitats of the qualifying features rely; The population of each of the qualifying features; and The distribution of the qualifying features within the site.	Coastal squeeze, disturbance to birds, water and air pollution.
Outer Thames Estuary	A001: Red-throated Diver (Non-breeding) A195: Common Tern (Breeding) A193: Little Tern (Breeding)	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring: The extent and distribution of the habitats of the qualifying features;	Not identified in Suffolk Coastal Final Draft Local Plan HRA. SIP identifies fisheries.

		<p>The structure and function of the habitats of the qualifying features;</p> <p>The supporting processes on which the habitats of the qualifying features rely;</p> <p>The population of each of the qualifying features; and</p> <p>The distribution of the qualifying features within the site.</p>	
Minsmere to Walberswick (also Ramsar site)	<p>H4030 European dry heaths</p> <p>H1210 Annual vegetation of drift lines</p> <p>H1220 Perennial vegetation of stony banks</p> <p>A052(B) <i>Anas crecca</i>: Eurasian teal</p> <p>A021(B) <i>Botaurus stellaris</i>: Great bittern</p> <p>A081(B) <i>Circus aeruginosus</i>: Eurasian marsh harrier</p> <p>A082(NB) <i>Circus cyaneus</i>: Hen harrier</p> <p>A224(B) <i>Caprimulgus europaeus</i>: European nightjar</p> <p>A056(B) <i>Anas clypeata</i>: Northern shoveler</p> <p>A056(NB) <i>Anas clypeata</i>: Northern shoveler</p> <p>A051(B) <i>Anas strepera</i>: Gadwall</p> <p>A051(NB) <i>Anas strepera</i>: Gadwall</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring;</p> <p>The extent and distribution of the habitats of the qualifying features,</p> <p>The structure and function of the habitats of the qualifying features,</p> <p>The supporting processes on which the habitats of the qualifying features rely,</p> <p>The population of each of the qualifying features, and,</p> <p>The distribution of the qualifying features within the site.</p>	<p>Coastal squeeze, public access/disturbance, changes in species distributions, invasive species, inappropriate pest control, air pollution, water pollution, deer, fisheries (commercial marine and estuarine)</p>

	A132(B) <i>Recurvirostra avosetta</i> : Pied avocet A195(B) <i>Sterna albifrons</i> : Little tern A394(NB) <i>Anser albifrons</i> : Greater white-fronted goose		
Outer Thames Estuary	A001 (W) <i>Gavia stellata</i> Red-throated Diver A195 (B) <i>Sterna hirundo</i> Common Tern A193 (B) <i>Sternula albifrons</i> Little Tern	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring; The extent and distribution of the habitats of the qualifying features, The structure and function of the habitats of the qualifying features, The supporting processes on which the habitats of the qualifying features rely, The population of each of the qualifying features, and, The distribution of the qualifying features within the site.	Not identified in Suffolk Coastal Final Draft Local Plan HRA. SIP identifies fisheries.
Sandlings	A224: European nightjar (breeding) A246: Woodlark (breeding)	Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring: The extent and distribution of the habitats of the qualifying features;	Changes in species distributions, inappropriate scrub control, deer, air pollution, public access/disturbance.

		<p>The structure and function of the habitats of the qualifying features;</p> <p>The supporting processes on which the habitats of the qualifying features rely;</p> <p>The population of each of the qualifying features; and</p> <p>The distribution of the qualifying features within the site.</p>	
Stour and Orwell Estuaries (also Ramsar site)	<p>A046a: Dark bellied brent goose (non-breeding)</p> <p>A054: Northern pintail (non-breeding)</p> <p>A132: Pied avocet (non-breeding)</p> <p>A141: Grey plover (non-breeding)</p> <p>A143: Red knot (non-breeding)</p> <p>A149: Dunlin (non-breeding)</p> <p>A156: Black-tailed godwit (non-breeding)</p> <p>A162: Common redshank (non-breeding)</p> <p>Waterbird assemblage</p>	<p>Ensure that the integrity of the site is maintained or restored as appropriate, and ensure that the site contributes to achieving the aims of the Wild Birds Directive, by maintaining or restoring:</p> <p>The extent and distribution of the habitats of the qualifying features;</p> <p>The structure and function of the habitats of the qualifying features;</p> <p>The supporting processes on which the habitats of the qualifying features rely;</p> <p>The population of each of the qualifying features; and</p> <p>The distribution of the qualifying features within the site.</p>	Coastal squeeze, disturbance to birds, air pollution and new development.

## Appendix 4: Natural England Consultation Response



Date: 26 October 2021  
Our ref: 368549  
Your ref:



Andrea.McMillan@eastsoffolk.gov.uk  
**BY EMAIL ONLY**

Hornbeam House  
Crewe Business Park  
Electra Way  
Crewe  
Cheshire  
CW1 6GJ

T 0300 060 3900

Dear Andrea McMillan,

**Planning Consultation: Strategic Environmental Assessment (SEA) and Habitats Regulation Assessment (HRA) screening opinion for the draft Sustainable Construction Supplementary Planning Document (SPD)**

Thank you for your consultation on the above dated 21 September 2021 which was received by Natural England on the same date.

Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.

We would like to state our support for the SPD which will positively contribute to Suffolk's admirable target of carbon neutrality by 2030, as lead by East Suffolk Council, Suffolk County Council, and their partners.

**Screening Opinion Request: Strategic Environmental Assessment and Habitats Regulation Assessment**

**Habitats Regulations Assessment**

Natural England notes that your authority, as competent authority under the provisions of the Habitats Regulations, has screened the proposal to check for the likelihood of significant effects.

Your assessment concludes that the proposal can be screened out from further stages of assessment because significant effects are unlikely to occur, either alone or in combination. On the basis of the information provided, Natural England concurs with this view.

**Strategic Environmental Assessment**

Your assessment concludes that the proposal can be screened out from further stages of assessment because significant effects on the environment as a result of the proposal are unlikely to occur. On the basis of the information provided, Natural England concurs with this view.

If you have any queries relating to the advice in this letter please contact me on [REDACTED]

Yours faithfully

Sam Kench  
Norfolk and Suffolk Team



**CABINET**

**Tuesday, 05 April 2022**

<b>Subject</b>	Changes to the Financial Procedure Rules
<b>Report by</b>	Councillor Maurice Cook Cabinet Member with responsibility for Resources Councillor Edward Back Assistant Cabinet Member for Resources
<b>Supporting Officer</b>	Brian Mew Chief Finance Officer <a href="mailto:Brian.mew@eastsuffolk.gov.uk">Brian.mew@eastsuffolk.gov.uk</a>

Is the report Open or Exempt?	OPEN
-------------------------------	------

Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not Applicable
<b>Wards Affected:</b>	None

## Purpose and high-level overview

**Purpose of Report:**

To enable the Cabinet to review and comment on proposed changes to the Financial Procedure Rules in the Council's Constitution.

**Options:**

The Financial Procedure Rules (FPR) provide the framework for the financial administration of the Council with a view to ensuring that financial matters are conducted in a sound and proper manner, constitute value for money and minimise the risk of legal challenge. The Chief Finance Officer is responsible for maintaining a continuous review of the Financial Procedure Rules and submitting any additions or changes necessary to the Council for approval.

In determining the approach to giving clarity to the rules in areas that tend to have alternate interpretations, consideration has been given to either:

- a. Adding further wording to the constitution.
- b. Introducing financial guidelines (required by the current FPR)

To avoid the FPR becoming excessively detailed and ensuring that the FPR covers the key principles and the framework for financial management in the Council, rather than detailed processes, the approach chosen has been to introduce guidelines that give effect to the FPR but do not change the FPR.

**Recommendation:**

That the Cabinet review, comment upon, and recommend the proposed changes to the Financial Procedure Rules to Full Council for approval.

## Corporate Impact Assessment

**Governance:**

The proposed changes are primarily aimed at simplification; greater operational relevance; increased accountability; and enhanced compliance with best practice, including the CIPFA Financial Management Code.

**ESC policies and strategies that directly apply to the proposal:**

East Suffolk Council Strategic Plan

Medium Term Financial Strategy

General Fund Budget and Capital Programme

Housing Revenue Account and Housing Capital Programme

Financial Procedure Rules

**Environmental:**

There are no direct environmental impacts of this proposal.

**Equalities and Diversity:**

No impacts

**Financial:**

The changes will foster active budget management and use of virement to efficiently direct Council resources where they are most required thereby increasing financial sustainability. All resources required to implement the proposed changes are within existing revenue budgets.

**Human Resources:**

Successful implementation of the proposed changes and supporting Financial Guidelines will require increased awareness of budget responsibilities. The proposals and guidelines are intended to provide greater clarity to staff on their duties. Staff statutory responsibilities have not changed because of the proposals, and no contractual changes are required in respect of terms and conditions.

A series of half day sessions are being planned to communicate the changes along with financial management refresher sessions to ensure the new procedures are embedded Council-wide.

**ICT:**

Current processes will need to be enhanced in some areas to ensure effective implementation and embedding in the authority. In particular, the upgrade of the council's Financial Management System, Navision, to Business Objects during 2022/23 will facilitate this.

**Legal:**

The proposed changes to the financial procedure rules have taken into account consultation with the Head of Legal and Democratic Services as well as with input from external legal advisors on the proposed principles for governance and transacting with our companies.

**Risk:**

The proposed changes include amendments to financial thresholds. This will naturally give greater financial responsibility to budget managers than is currently the case and the Internal Audit team have identified that some of the changes may increase risks associated with financial governance and oversight at Management level.

To mitigate against this risk, the applicability of these amended thresholds has been restricted only to financial management decisions that do not increase the Council's financial commitment during the MTFS period. Hence financial decisions which budget holders are permitted to take are strictly in fulfilment of their delegated responsibilities and within existing council resources, and to the extent that they do not increase the net resource requirement.

The training and development plan for budget holders will mitigate the increased risk identified by the Internal Audit review.

The financial threshold for key decisions to be referred to the Cabinet remains the same at £250,000.

Finally, the Internal Audit review also highlighted that “there are also benefits in reducing the volume of items to be considered by senior management, allowing the opportunity to focus on high-value strategic matters only”.

<b>External Consultees:</b>	External legal advisors provided advice on principles of governing and transacting with East Suffolk owned companies to align them with Companies Act 2006.
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## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being, and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education, and influence	<input type="checkbox"/>	<input type="checkbox"/>
<b>XXX</b>	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>How does this proposal support the priorities selected?</b>			

The proposed changes are primarily aimed at simplification; greater operational relevance; increased accountability; and enhanced compliance with best practice, including the CIPFA Financial Management Code, enhancing and strengthening Corporate Governance in the Council.

## Background and Justification for Recommendation

1 Background facts	
1.1	<p>The purpose of the constitution as defined in part 1, paragraph 1.2. - is “...to ensure that the Council's <i>decision-making and governance</i> arrangements help the Council to achieve its aims, objectives and priorities <i>effectively</i> and <i>efficiently</i>”.</p> <p>Existing provisions in the constitution in Part 3, paragraph 1.2.6. – also state that “The CFO is responsible for maintaining a continuous review of the Financial Procedure Rules and submitting any additions or changes necessary to the Council for approval. An annual review shall be undertaken”.</p>
1.2	In October 2019, CIPFA published the Financial Management Code (FM Code), presented to Audit and Governance Committee in December 2021, which provides guidance for good and sustainable financial management in local authorities and will provide assurance that authorities are managing resources effectively.
1.3	The FM Code applies a principle-based approach. It does not prescribe the financial management processes that local authorities should adopt. Instead, the code requires that a local authority demonstrates that its processes satisfy the principles of good financial management for an authority of its size, responsibilities, and circumstances.

2 Current position	
2.1	In addition to the introduction of the FM Code, the Council’s circumstances, and levels of activity in a range of areas have changed significantly following becoming one council three years ago. Any review and revision of the FPR inevitably involves some routine tidying up of the document, however in response to these key developments, the three most significant areas of changes to the FPR – Revenue Budget Monitoring, Capital Programme Monitoring, and ESC companies - are referred to in section 3 below.

3 How to address current situation	
3.1	<p><b>Revenue Budget Monitoring</b></p> <p><u>Virements (Budget Transfers)</u></p>
	<p>A “whole service” approach is proposed in respect of allocating existing budget commitments, whereby, for example, Heads of Service and Budget managers will be able to move existing budgets around as required for service delivery, provided they do not create additional budget commitments or significantly change ESC services and policy. The proposed virement (budget transfer) thresholds that give effect to this approach are shown below:</p>

	<table><tr><th colspan="3">Virement Scheme Approver Thresholds - Summary of Para 3.1.19 – 3.1.21</th></tr><tr><th>Approver</th><th>Individual Threshold</th><th>Cumulative threshold</th></tr><tr><td>Budget holder</td><td>up to £50,000</td><td>N/A</td></tr><tr><td>Head of service</td><td>up to £100,000</td><td>N/A</td></tr><tr><td>Portfolio holder and Section 151 Officer</td><td>£100,001 - £250,000</td><td>£250,000 per portfolio</td></tr><tr><td>Cabinet</td><td>£250,001 - £1,000,000</td><td>£1,000,000</td></tr><tr><td>Council</td><td>Over £1,000,000</td><td>N/A</td></tr></table>	Virement Scheme Approver Thresholds - Summary of Para 3.1.19 – 3.1.21			Approver	Individual Threshold	Cumulative threshold	Budget holder	up to £50,000	N/A	Head of service	up to £100,000	N/A	Portfolio holder and Section 151 Officer	£100,001 - £250,000	£250,000 per portfolio	Cabinet	£250,001 - £1,000,000	£1,000,000	Council	Over £1,000,000	N/A
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Council	Over £1,000,000	N/A																				
	<p><u>Guidelines</u></p>																					
3.2	<p>Guidelines have been produced using simple wording and decision flow trees to provide clear guidance to staff in applying Budget Management rules.</p>																					
	<p><u>Grant Funding</u></p>																					
3.3	<p>The proposed changes encourage a long-term view in accepting grants and clarify budget managers’ existing delegated authority to accept grants that are in line with strategic priorities and have net zero financial commitment outside the council’s existing budgets. All grant funding that requires additional net budgets or which significantly change services and/or policies will continue to require Cabinet approval up to the cumulative £1m threshold and Council approval beyond that threshold.</p>																					
	<p><u>Earmarked Reserves</u></p>																					
3.4	<p>The proposals provide clearer rules on delegated authority for the allocation of earmarked reserves, the officers that can approve this use, including a definitive list of general reserves, the use of which still require Cabinet and/or Council approval.</p>																					
	<p><u>Supplementary Estimates</u></p>																					
3.5	<p>The proposals are intended to streamline the approval, monitoring, and reporting of supplementary estimates. This includes guidance to officers in the financial guidelines to equip them to consider alternatives before requiring supplementary budgets. The thresholds for these are presented below and are in accordance with the current Constitution thresholds for Significant items:</p>																					
	<table><tr><th colspan="3">Supplementary Budget Thresholds</th></tr><tr><th>Approver</th><th>Individual Threshold</th><th>Cumulative Threshold</th></tr><tr><td>Portfolio holder and Section 151 Officer</td><td>Up to £250,000</td><td>£250,000</td></tr><tr><td>Cabinet</td><td>£250,001 - £1,000,000</td><td>£1,000,000</td></tr><tr><td>Council</td><td>Over £1,000,000</td><td>N/A</td></tr></table>	Supplementary Budget Thresholds			Approver	Individual Threshold	Cumulative Threshold	Portfolio holder and Section 151 Officer	Up to £250,000	£250,000	Cabinet	£250,001 - £1,000,000	£1,000,000	Council	Over £1,000,000	N/A						
Supplementary Budget Thresholds																						
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Council	Over £1,000,000	N/A																				



	<b>Capital Programme Monitoring</b>
3.6	The FPR now also references the Capital Programme guidelines that have been drafted by Finance in consultation with the Asset Management Group (AMG).
3.7	There will now be an explicit requirement in the capital programme guidelines for officers to adopt the project management framework, including a need to prepare an options appraisal for all new projects for AMG consideration prior to presenting to Cabinet and Council.
3.8	A requirement is now also included for AMG to conduct post implementation reviews of significant capital programmes (Over £250,000 spend) to foster organisation wide learning on programme management and project delivery. There is also intended to be Cabinet review of these post implementation reports, especially where there is significant divergence from approved capital programme.
3.9	<b>Principles for monitoring and transacting with ESC Companies</b>
	The proposals introduce principles for designing sustainable services to and from companies; including clearer responsibilities for Heads of Service for council services contracted out to companies. These should ensure control is retained over statutory services, whilst ensuring that trading entities do not receive unusually favourable arrangements stifling the ability of local businesses to compete.
3.10	<p>The proposals include basic principles for Council companies to align annual business planning and periodic performance reporting timelines to the Council. They are also intended to create the base for company governance arrangements to be designed in line with Companies Act 2006.</p> <p><i>NOTE: These do not represent the governance arrangements of Council companies. Each company governance arrangement will be contained in their articles of association and ESC's shareholder or membership agreement with each of them. These documents will be presented along with papers relating to those companies as required.</i></p>
3.11	The Audit and Governance Committee considered the proposed changes to Financial Procedure Rules at its meeting on 14 March 2022, and Full Council will consider the recommendations of both Cabinet and the Audit and Governance Committee at its meeting on 25 May 2022.

<b>4 Reason/s for recommendation</b>	
4.1	To enable the Cabinet to review, comment upon, and recommend the proposed changes to the Financial Procedure Rules to Full Council.
4.2	The recommendations are considered to strike an important balance between the ability of officers to deliver services within delegated authorities, whilst ensuring effective and appropriate financial management, governance, and oversight.

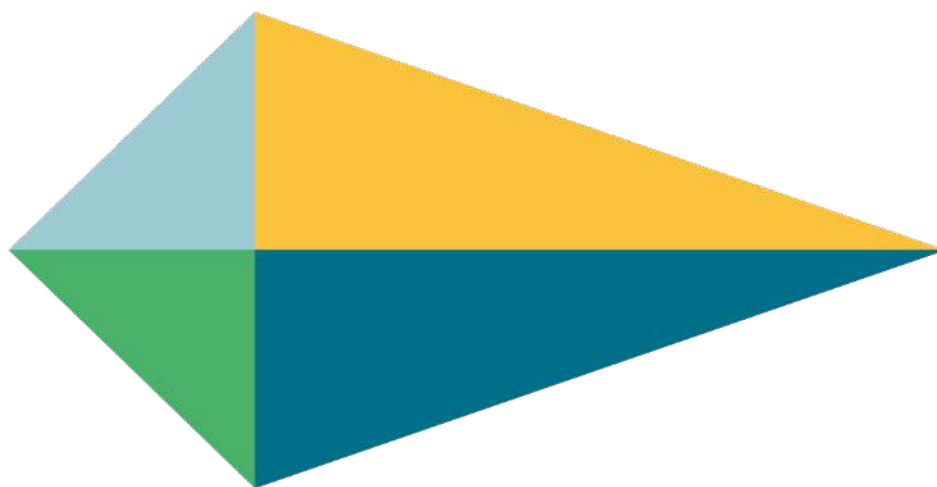
## Appendices

### Appendices:

<b>Appendix A</b>	East Suffolk Council Constitution_ Financial Procedure Rules Proposed Version incorporating proposed changes (to be dated 25 May 2022)
<b>Appendix B</b>	East Suffolk Council Constitution_ Financial Procedure Rules Version dated 14 October 2021

### Background reference papers:

Date	Type	Available From
13 December 2021	Audit & Governance Committee - CIPFA Financial Management Code	CMIS



**EASTSUFFOLK**  
C O U N C I L

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# FINANCIAL PROCEDURE RULES

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*Version dated: 25 May 2022*

## Finance Procedure Rules

### 1. Introduction

#### 1.1 ROLE OF CHIEF FINANCE OFFICER (CFO)

- 1.1.1 Section 151 of the [Local Government Act 1972](#) states, “every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their Officers has responsibility for the administration of those affairs”.
- 1.1.2 The Officer designated by East Suffolk Council as having the statutory responsibility set out in Section 151 of the 1972 Act is the “Chief Finance Officer and Section 151 Officer” (“the CFO”).
- 1.1.3 The Chief Finance Officer will appoint a deputy and keep them briefed on emerging issues. The Deputy will act in place of the Chief Finance Officer if the Chief Finance Officer is absent or unable to act due to conflict or other relevant issues.

#### 1.2 FINANCIAL PROCEDURE RULES

- 1.2.1 The Financial Procedure Rules provide the framework for the financial administration of the Council with a view to ensuring that financial matters are conducted in a sound and proper manner, constitute value for money and minimise the risk of legal challenge. The [Financial Guidelines](#) provide more detailed and operational considerations which give meaning to the Financial Procedure Rules.
- 1.2.2 All financial decisions and decisions with financial implications must have regard to proper financial control. Any doubt as to the appropriateness of a financial proposal or correctness of a financial action must be clarified in advance of the decision or action with the CFO.
- 1.2.3 [Financial Guidelines](#) and other financial instructions may be issued and updated from time to time by the CFO, where assistance is needed with the interpretation of Financial Procedure Rules.
- 1.2.4 Failure to observe Financial Procedure Rules (including existing [financial guidelines](#) and financial instructions), may result in action under the Council’s disciplinary procedures.
- 1.2.5 These Financial Procedure Rules should be read in conjunction with the [Contract Procedure Rules](#) and the [Scheme of Delegation](#).
- 1.2.6 The CFO is responsible for maintaining a continuous review of the Financial Procedure Rules and submitting any additions or changes necessary to the Council for approval. An annual review of the FPR and Financial Guidelines shall be undertaken.
- 1.2.7 The CFO is also responsible for reporting, where appropriate, breaches of the Financial Procedure Rules to the Council and/or to the Cabinet. The CFO is authorised to temporarily suspend Financial Procedure Rules in exceptional circumstances, and where such a suspension is authorised, a written record shall be kept of the reasons for this.

- 1.2.8 Strategic Directors and Heads of Service are responsible for ensuring that all staff in their Directorates/Services are aware of the existence and content of the Financial Procedure Rules and that they comply with them.

### **1.3 RESPONSIBILITIES**

#### **To the Council**

- 1.3.1 Elected Members and employees of the Council are responsible for ensuring that they use the resources and assets entrusted to them in a responsible and lawful manner. They should strive to achieve value for money and avoid legal challenge to the Council.
- 1.3.2 These responsibilities apply equally to Members and employees when representing the Council on outside bodies.

#### **Personal**

- 1.3.3 Any person charged with the use or care of Council resources and assets should make themselves aware of the Council's requirements under the Financial Procedure Rules. If anyone is in any doubt as to their obligations, then they should seek advice. Unresolved questions of interpretation should be referred to the CFO.
- 1.3.4 All officers of ESC are collectively responsible for the security of the of the Council's property and for ensuring integrity accuracy, probity, and value for money in the use of resources.
- 1.3.5 All employees must report immediately to their manager, supervisor, or other responsible senior Officer any illegality, impropriety, serious breach of procedure or serious deficiency in the provision of services that they suspect or become aware of. Employees can do this without fear of recrimination providing they act in good faith via the Council's Whistle Blowing Policy. In such circumstances managers must record and investigate such reports and take appropriate action. Compliance with the Council's Anti-Fraud and Corruption Strategy and the [Code of Conduct for Officers](#) is mandatory for all Officers.

#### **Chief Finance Officer**

- 1.3.6 Section 114 of the [Local Government Finance Act 1988](#) requires the CFO to report to Council, Cabinet and External Auditor if the Council or one of its Officers:
- Has made, or is about to make, a decision which involves or would involve the authority incurring unlawful expenditure;
  - Has taken, or is about to take, unlawful action which has resulted or would result in a loss or deficiency to the Council; or
  - Is about to make an unlawful entry in the Council's accounts.
- 1.3.7 Section 114 of the 1988 Act also requires:
- The CFO to nominate a properly qualified member of staff to deputise should they be unable to perform the duties under section 114 personally; and
  - The Council to provide the CFO with sufficient staff, accommodation, and other resources – including legal advice where this is necessary – to carry out the duties under Section 114.

1.3.8 The CFO has a range of general responsibilities, which underpin an overriding responsibility to ensure the proper administration of the financial affairs of the Council. These include:

- Setting financial management standards and to monitor compliance with them;
- Ensuring proper professional practices are adhered to, and to act as head of profession in relation to the standards, performance and development of finance staff throughout the Council;
- Advising on the key strategic controls necessary to secure sound financial management; and
- Ensuring that financial information is available to enable accurate and timely monitoring and reporting of financial and non-financial performance indicators.

1.3.9 Reference to the CFO includes those authorised by them to undertake the various functions concerned.

#### **Strategic Directors/Heads of Service**

1.3.10 Strategic Directors and Heads of Service are responsible for ensuring that the Financial Procedure Rules are observed throughout all areas under their control and shall:

- Provide the CFO with such information and explanations as the CFO feels is necessary to meet their obligations under the Financial Procedure Rules;
- Consult with the CFO and seek approval on any matter liable to affect the Council's finances materially, before any commitments are incurred;
- Ensure that executive Members are advised of the financial implications of all significant proposals and that the financial implications have been agreed by the CFO;
- Inform the CFO of failures of financial control resulting in additional expenditure or liability, or loss of income or assets;
- Wherever any matter arises which may involve irregularities in financial transactions, consult with the CFO and, if a serious irregularity is confirmed, the matter shall be reported to the Chief Executive, appropriate Cabinet Member, and the HR & Workforce Development Manager; and
- Ensure the legality of their Directorate/Service's actions.

1.3.11 Strategic Directors and Heads of Service are also responsible for:

- Promoting the financial management standards set by the CFO in their departments and to monitor adherence to the standards and practices, liaising as necessary with the CFO; and
- Promoting sound financial practices in relation to the standards, performance, and development of staff in their service areas.

1.3.12 Reference to the Strategic Directors/ Head of Service includes those authorised by them to undertake the various functions concerned. Strategic Directors/Heads of Services will designate budget holders within their service to carry out day to day financial management within their areas of responsibility. Service managers with access to approval of financial commitments on the financial management system are considered budget holders within their areas of responsibility.

## 2. Financial Planning

### 2.1 BUDGETING

#### a) Budget Format

The budget format determines the level of detail to which financial control and management will be exercised. The format shapes how the rules around virement operate, the operation of cash limits and sets limits at which funds may be reallocated.

#### CFO Responsibilities

- 2.1.1 Advise Cabinet on the format and content of the budget to be approved by Council.

#### Strategic Directors/ Heads of Service Responsibilities

- 2.1.2 Comply with budgetary guidance provided by CFO including those documented in the [Financial Guidelines](#).

#### b) Budget and Medium-Term Planning

The Council is a complex organisation responsible for delivering a wide variety of services. It needs to plan effectively and to develop systems to enable scarce resources to be allocated in accordance with carefully weighted priorities. The budget is the financial expression of the Council's plans and policies.

The revenue budget must be constructed to ensure that resource allocation properly reflects the service plans and priorities of Council. Budgets (spending plans) are needed so that the Council can plan, authorise, monitor, and control the way money is allocated and spent. It is illegal for a Council to budget for a deficit.

Medium-term planning involves a cycle in which managers develop their own plans in conjunction with the CFO. As each year passes, another future year will be added to the Medium-Term Financial Strategy (MTFS). This ensures that the Council is always preparing for events in advance.

#### CFO Responsibilities

- 2.1.3 Prepare and submit reports on revenue budget forecasts to Cabinet, including resource constraints set by Government. Reports should take account of medium-term forecasts, where appropriate.
- 2.1.4 Determine detailed form of revenue budgets and the methods for preparation, consistent with the budget approved by Council, and after consultation with Cabinet, Strategic Directors and Heads of Service.
- 2.1.5 Prepare and submit reports to Cabinet on aggregate spending plans of service areas and on the resources available to fund them, identifying, where appropriate, implications for the level of taxation to be levied.
- 2.1.6 Advise on the medium-term and long-term financial implications of service decisions and alternative options.
- 2.1.7 Work with Strategic Directors and Heads of Service, and all Council Officers, to identify opportunities to improve economy, efficiency, and effectiveness,

encouraging good practice financial appraisals of development or savings options, and in developing the financial aspects of service planning.

- 2.1.8 Advise Council on Cabinet proposals in accordance with responsibilities under Section 151 of the [Local Government Act 1972](#).

### **Strategic Directors/Heads of Service Responsibilities**

- 2.1.9 Prepare detailed draft revenue budgets in consultation with the CFO, for submission to Cabinet and approval by Council.
- 2.1.10 Integrate financial and budget plans into service planning, so that budget plans can be supported by financial and non-financial performance measures.
- 2.1.11 When drawing up draft revenue budgets, have regard to spending/income patterns and pressures, volatility to external influences, legal requirements, policy requirements, initiatives already underway and external grants and contributions.

### **c) Capital Programme**

**Capital expenditure involves acquiring or enhancing fixed assets with long-term value to the Council, such as land, buildings, and major items of plant, equipment or vehicles. Capital assets shape the way services are delivered in the long term and create financial commitments for the future in the form of financing costs and revenue running costs.**

**Capital expenditure must form part of an investment strategy and must be carefully prioritised and scrutinised in order to maximise the benefit of scarce resources.**

### **CFO Responsibilities**

- 2.1.12 Prepare capital budgets jointly with Strategic Directors/Heads of Service and report them to Cabinet for approval. The Cabinet will make recommendations on the capital budgets and on any associated financing requirements to Council. Cabinet Member approval is required where a Strategic Director/Head of Service proposes to bid for or exercise additional borrowing, not anticipated in the Capital Programme (extra borrowing will create future commitments to financing and capital repayment costs).
- 2.1.13 Prepare and submit reports to Cabinet on projected income, expenditure and resources compared with approved budgets.
- 2.1.14 Issue guidance on capital schemes [processes](#), and controls e.g. revenue costs, project appraisal techniques. The definition of capital will be determined by the CFO, having regard to government regulations and accounting requirements.
- 2.1.15 Obtain Cabinet authorisation for individual schemes where estimated expenditure exceeds Capital Programme provision by more than £50,000.

### **Strategic Directors/Heads of Service Responsibilities**

- 2.1.16 Comply with guidance on capital projects and controls issued by CFO.
- 2.1.17 Develop and implement asset management plans in conjunction with CFO.
- 2.1.18 Ensure that all capital projects are strategically aligned and have undergone a robust appraisal, including economic and financial appraisal in the manner prescribed in the [Financial Guidelines](#). Ensure that the project appraisal has been approved by Financial and Legal Services, before being presented and discussed



by the appropriate management group (and before inclusion in the Capital Programme).

- 2.1.19 Prepare regular reports reviewing Capital Programme provisions for their services, and prepare a quarterly return of estimated final costs of schemes in the approved Capital Programme for inclusion in the quarterly financial monitoring reports to management.
- 2.1.20 Ensure adequate records are maintained for all capital contracts.
- 2.1.21 In consultation with the CFO, accelerate the progress of a scheme by deferring the start of another scheme in that year's programme or, if delays are occurring generally, may bring forward a scheme programmed to start in a later year.
- 2.1.22 Proceed with projects only when there is adequate provision in the Capital Programme, following Cabinet or Council approval, and with the agreement of the CFO where required. Cabinet can approve projects up to a value of £1,000,000 (General Fund) and £1,000,000 (Housing Revenue Account) in any one financial year. Projects that breach the £1,000,000 limits – either alone or cumulatively – require Council approval.
- 2.1.23 Prepare and submit quarterly reports, jointly with the CFO, to Cabinet, of any variation in contract costs greater than £50,000. The Cabinet may meet cost increases of the project by virement from identified savings arising from other projects within the capital programme.
- 2.1.24 Follow the appropriate project management framework in the initiation and delivery of significant capital projects. Prepare and submit post implementation reports, jointly with the CFO, to Cabinet on completion of schemes where the final expenditure varies from the approved budget by more than £50,000. Prepare post implementation reports, on completion of all capital schemes with capital spend over £250,000 through the life of the project for review by the Strategic Plan Financial Sustainability Theme Group.
- 2.1.25 Ensure credit arrangements, such as leasing agreements over the de-minimus level (£10,000), are not entered into without prior CFO approval, who will need to undertake an assessment of the type of lease arrangement being entered into. Where the lease is considered to be capital expenditure, it will go through the Capital Programme approval [process](#) established by the CFO.
- 2.1.26 Consult with the CFO and seek Cabinet approval where Strategic Director/Head of Service proposes to bid for Government funding to support expenditure that has not been included in current year's Capital Programme.

## 2.2 MAINTENANCE OF RESERVES

**The Council must decide the minimum level of General Reserves it wishes to maintain before it can decide the level of Council Tax. Reserves are maintained as a matter of prudence. They enable the Council to provide for unexpected events and thereby protect it from overspending, should such events occur. There are also reserves earmarked for specific purposes.**

### **CFO Responsibilities**

- 2.2.1 To advise Cabinet and/or Council on prudent levels of reserves for the Council, and to take account of the advice of [CIPFA](#) in this matter.

### **Strategic Directors/Heads of Service Responsibilities**

- 2.2.2 To ensure that reserves are used only for the purposes for which they were intended.

## **3. Financial Management**

### **3.1 MANAGING INCOME & EXPENDITURE**

#### **a) Budget Monitoring and Control**

Proper budget management ensures that – once the budget has been approved by Council – allocated resources are used for their intended purposes and are properly accounted for. Budgetary control is a continuous process, enabling the Council to review and adjust its budget targets during the financial year. It also provides the mechanism that calls to account, managers responsible for defined elements of the budget.

By continuously identifying and explaining variances against budget targets, the Council can identify changes in trends and resource requirements at the earliest opportunity. The Council itself operates within an annual revenue limit, approved when setting the annual budget. To ensure that the Council does not overspend in total, each service is required to manage its own income and expenditure within the budget allocated to it. For the purposes of budgetary control by managers, a budget will usually be the planned income and expenditure excluding support and capital charges, for a department.

### **CFO Responsibilities**

- 3.1.1 Submit reports to Cabinet and Council, in consultation with the relevant Strategic Director/Head of Service, where a Strategic Director/Head of Service's expenditure and resources are significantly outside the approved budgets under their control.
- 3.1.2 Prepare and submit quarterly reports on the Council's projected income and expenditure compared with the budget to the Cabinet.
- 3.1.3 Establish an appropriate framework of budgetary management and control that ensures that:
- Budget management is exercised within the approved budget unless Cabinet approves a supplementary estimate;
  - Each Strategic Director/Head of Service/ Budget Holder has timely information on income and expenditure on each budget which is sufficiently detailed to enable managers to monitor their budgetary responsibilities;
  - As a minimum, quarterly updates are held between a Head of Service, budget holder and their Finance representative;
  - All Officers responsible for income and expenditure, comply with the relevant guidance and the Financial Procedure Rules;
  - Each cost centre has a single named manager, designated by the relevant Strategic Director/Head of Service. As a general principle, budgetary responsibility should be aligned as closely as possible to the decision-making processes that commit expenditure; and

- Significant variances from approved budget are investigated and reported by budget holders monthly and advised to the Strategic Management Team and Cabinet.

3.1.4 Administer the Council's Scheme of Virement (refer to Section 3B below).

#### **Strategic Directors/Heads of Service Responsibilities**

- 3.1.5 Consult with CFO on any matter which is liable materially to affect the finances of the Council before any provision or other commitment is incurred and before reporting to Members.
- 3.1.6 Maintain budgetary control within their services, in adherence to the principles above, and to ensure that all income and expenditure is properly recorded and accounted for.
- 3.1.7 Ensure that an accountable budget holder is identified for each item of income and expenditure under the control of the Strategic Director/Head of Service (grouped together in a series of department codes). Budget responsibility should be aligned as closely as possible to the decision-making that commits the expenditure.
- 3.1.8 Ensure that spending remains within the service's overall budget limit, and that individual budget heads are not overspent, by monitoring and taking appropriate corrective action where significant variations from the approved budget are forecast and to report these to the CFO. This regulation shall also apply to any action or decision, which will give rise to a reduction in income.
- 3.1.9 Ensure that a monitoring process is in place to review performance levels in conjunction with the budget and is operating effectively within the guidelines set down by the CFO.
- 3.1.10 Obtain prior approval by Council or Cabinet (refer to Section 3E below) for new proposals outside of the budget and policy framework, of whatever amount, that:
- Create financial commitments in the current year and future years;
  - Change existing policies, initiate new policies or cease existing policies; or
  - Materially extends or reduces Council services.
- 3.1.11 Ensure compliance with Scheme of Virement (refer to Section 3B below).
- 3.1.12 Consult with the relevant Strategic Director/Head of Service, where it appears that a budget proposal, including a virement proposal, may impact on another service area or another Strategic Director/Head of Service's service activity, prior to any action being taken.

#### **Budget Holder Responsibilities**

- 3.1.13 Budget holders must ensure that:
- All expenditure is incurred or committed in accordance with the FPR, the Procurement Procedure Rules and all guidance notes produced by the CFO, including the appropriate levels of internal and external approval;
  - Planned and actual expenditure takes full account of the need to achieve value for money in terms of economy, efficiency and effectiveness;
  - They meet with the designated finance business partners regularly;
  - Forecasting of expenditure against budget is robust and where a budget allocation is no longer fully needed or where there is a risk of overspending this is reported promptly to the financial planning team; and

- Information must be supplied promptly to the Financial Planning team as required to enable budgets to be compiled and periodic account close procedures to be completed.
- Detailed considerations for budget managers are included in the [Financial Guidelines](#).

**b) Virement**

**A Virement is the transfer between existing budgets that enables Cabinet, Strategic Directors, Heads of Service, and their staff, to manage budgets with a degree of flexibility within the overall budget and policy framework determined by the Council, and therefore to optimise the use of resources.**

- 3.1.14 The Scheme of Virement is administered by the CFO. Administrative guidelines for effecting virements are detailed in the [Financial Guidelines](#).
- 3.1.15 Virement does not create additional overall budget liability and should not be used to create additional budget demand in future years.
- 3.1.16 Virement is not allowed:
- From capital financing charges, interest credits, council tax and housing benefit payments and projects financed by external grants and contributions, corporate finance costs (e.g., bank charges), precepts etc. or internal recharges (e.g. departmental support service recharges); or
  - For a transfer of resources between funds (e.g., between the General Fund and the HRA and or any other earmarked fund); or
  - For creating income and corresponding expenditure budgets (Use supplementary budgets in **section f** for this purpose)
- 3.1.17 Virement is only allowed from employee costs with the approval of the CFO and after consideration of the overall budget position on employees since the budget anticipates savings on employee budgets from natural staff turnover, and virements on employee costs could create permanent expenditure commitments.

**CFO Responsibilities**

- 3.1.18 Prepare – jointly – with the relevant Strategic Director/Head of Service a report to Cabinet on proposed virements, where required under the Scheme.

<b>Virement Scheme Approver Thresholds - Summary of Para 3.1.19 – 3.1.21</b>		
<b>Approver</b>	<b>Individual Threshold</b>	<b>Cumulative threshold</b>
Budget holder	up to £50,000	N/A
Head of service	up to £100,000	N/A
Portfolio holder and Section 151 Officer	£100,001 - £250,000	£250,000 per portfolio
Cabinet	£250,001 - £1,000,000	£1,000,000
Council	Over £1,000,000	N/A

**Strategic Directors/Heads of Service Responsibilities**

- 3.1.19 Strategic Directors/Heads of Service may exercise virement on budgets under their control for gross amounts up to £100,000 within Departmental budgets or between Departmental budgets within the same Service budget (any combination

thereof), following consultation with the CFO and subject to the conditions in paragraphs 3.1.20 to 3.1.24 below.

- 3.1.20 Amounts greater than £100,000 require Portfolio Holder approval, following a joint report by the CFO and the Strategic Director/Head of Service, which must specify the proposed expenditure and the source of funding, and must explain the implications in the current and future financial year. Each Cabinet Member has a cumulative limit of £250,000 per financial year.
- 3.1.21 Amounts greater than £250,000 require Cabinet approval. The Cabinet has a cumulative limit of £1,000,000 per financial year. Amounts greater than £1,000,000 require Council approval.
- 3.1.22 Virements relating to a specific financial year, should not be made after 31<sup>st</sup> March in that year.
- 3.1.23 Where an approved budget is a lump-sum budget or contingency intended for allocation during the year, its allocation will not be treated as a virement, provided that:
- The amount is used in accordance with the purposes for which it has been established; and
  - Cabinet has approved the basis and the terms, including financial limits, on which it will be allocated. Individual allocations more than the financial limits should be reported to the Cabinet.
- 3.1.24 All Virements will be recorded in a way prescribed by the Chief Finance Officer who will arrange for Virements to be incorporated into subsequent financial monitoring report to the Cabinet. See [Financial Guidelines](#) for the latest documentation requirements.

#### **Budget Holder Responsibilities**

- 3.1.25 Officers with budget holder responsibilities may exercise virement on budgets under their control for gross amounts up to £50,000 within assigned Departmental budgets only, following consultation with the CFO and subject to the conditions in paragraphs 3.1.19 to 3.1.24 above.

#### **c) Year-End Balances**

**The treatment of year-end balances is administered by the CFO within guidelines set by the Council. The rules below cover arrangements for the transfer of resources between accounting years, i.e. a carry-forward.**

#### **Year-End Balances ('carry forwards')**

- 3.1.26 The Scheme of Carry-Forwards is administered by the CFO within guidelines set by Council and any variation from the Scheme requires Council approval.
- 3.1.27 The rules cover arrangements for transferring resources between accounting years (i.e. carry-forwards).

#### **CFO Responsibilities**

- 3.1.28 Administer the Scheme of Carry-Forwards within guidelines approved by Council:
- Underspent Capital budgets at year-end will be carried forward in the Capital Programme automatically unless no longer required

- Underspent Revenue budgets up to £30,000 on individual budgets may be carried forward with CFO approval
- Underspent Revenue budgets in excess of £30,000 on individual budgets may be carried forward with Cabinet approval
- All underspent Revenue budgets approved to be carried forward will be retained in an earmarked reserve.

3.1.29 Report jointly with relevant Strategic Director/Head of Service on all material overspends and underspends on service budgets carried forward to the Cabinet and to Council.

#### **Strategic Directors/Heads of Service Responsibilities**

- 3.1.30 Underspends on service budgets up to £30,000 under the control of the Strategic Director/Head of Service may be carried forward with prior CFO approval. Underspends over £30,000 require Cabinet approval.
- 3.1.31 Take account of Capital underspends carried forward into the following years Capital Programme.

#### **d) Use of Earmarked Reserves**

**Earmarked reserves are funds and balances set aside for specific purposes and can arise from specific external funding (i.e., funding with restricted use) or year-end balances brought forward. A general reserve for which the council has broad discretion over use is excluded from this segment and is covered by the provisions in section f. For the avoidance of doubt, a list of all earmarked reserves specifying who can request their use is included in the [Financial Guidelines](#). Anything not on the list is a general reserve, the use of which is a supplementary estimate.**

- 3.1.32 Budget changes to be funded by earmarked reserves must be aligned with the purpose for which the earmarked reserve was created.
- 3.1.33 The CFO will ensure that proposed use of earmarked funding or reserve is aligned with the purpose of such earmarked funding or reserve.
- 3.1.34 The CFO has the authority to change the designation of earmarked reserves if it is determined that the funds are no longer required for the purpose for which the reserve was created and there is no further obligation to an external party who may have provided the initial funding held in the reserve.
- 3.1.35 Reserves Unmarked by the CFO will generally be applied to meet deficits in the general fund budget.

#### **e) Emergency Expenditure**

**The Council needs a procedure in place for meeting immediate needs if an emergency arises in the district. Further guidance is provided in the [Financial Guidelines](#).**

- 3.1.36 The Chief Executive and CFO shall have authority to approve expenditure on items essential to meet immediate needs created by an emergency or which is subject to Section 138 of the Local Government Act 1972, subject to a subsequent report to Cabinet and/or Council depending on whether or not the expenditure can be met within the current budget framework.

- 3.1.37 The Leader or Deputy Leader (having received report from Chief Executive and CFO), shall have power to incur expenditure essential to meet immediate needs created by an emergency, or which is referable to Section 138 of the Local Government Act 1972 (or subsequent legislation) which is not otherwise authorised, or where it is necessary in the Council interest to settle legal proceedings. A subsequent report shall be submitted to Cabinet and/or Council, depending on whether the expenditure can be met within the current budget framework.
- 3.1.38 The CFO will ensure – retrospectively – the submission of a claim for reimbursement under the “Bellwin Scheme” for any eligible emergency costs incurred i.e. costs incurred on, or in connection with, immediate actions to safeguard life and property or to prevent suffering or severe inconvenience as a result of a disaster or emergency in the district. Grant is limited by Section 155 of the Local Government and Housing Act 1989 and local authorities are expected to have budgeted for a certain amount of emergency expenditure (the ‘threshold’).

**f) Supplementary Budget**

**Supplementary budget is a budget through which changes are made in respect of receipts or payments or which either no provision is available or the provision available is inadequate in the current year’s budget. Further guidance is provided in the [Financial Guidelines](#). The supplementary budget process will apply to the approval of budget proposals for creating or extending services which will be funded by anticipated income.**

- 3.1.39 The supplementary budget is administered by the CFO within guidelines set by Council and any variation from the Scheme requires Council approval.
- 3.1.40 Supplementary budget typically creates additional overall budget liability in exceptional cases which are not emergencies (See **Section e** for emergency expenditure rules).
- 3.1.41 The CFO/Strategic Directors/Heads of Service/Budget holder must have considered virements and alternative measures to meet a service need and found them insufficient before resorting to initiating a supplementary budget.
- 3.1.42 The following approval limits will apply to the net supplementary budget (i.e., after considering the expected income or other funding):

<b>Supplementary Budget Threshold</b>		
<b>Approver</b>	<b>Individual Threshold</b>	<b>Cumulative Threshold</b>
Portfolio holder and Section 151 Officer	Up to £250,000	£250,000
Cabinet	£250,001 - £1,000,000	£1,000,000
Council	Over £1,000,000	N/A

- 3.1.43 All Supplementary budgets will be recorded in a way prescribed by the Chief Finance Officer who will arrange for the supplementary budgets to be incorporated into subsequent financial monitoring reports to the Cabinet. See [Financial Guidelines](#) for further guidance.



## **4. Financial Accounting**

### **4.1 ACCOUNTING POLICIES**

The CFO is responsible for preparing the Council's Statement of Accounts, in accordance with proper practices as set out in the format required by the [Code of Practice on Local Authority Accounting in the United Kingdom](#) (the Code) issued by (CIPFA/LASAAC), for each financial year.

#### **CFO Responsibilities**

- 4.1.1 Select suitable accounting policies and ensure they are applied consistently. Accounting policies are set out in the annual Statement of Accounts.

#### **Strategic Directors/Heads of Service Responsibilities**

- 4.1.2 Adhere to accounting policies, timetables and guidelines approved by the CFO.

### **4.2 ACCOUNTING RECORDS AND RETURNS**

**Maintaining proper accounting records is one of the ways in which the Council discharges its responsibility for the stewardship of public resources. The Council has a statutory responsibility to prepare an annual Statement of Accounts that give a "true and fair view" of the financial position and transactions of the Council.**

**The accounting records are subject to external audit. The audit provides assurance that the Statement of Accounts have been prepared properly, that proper accounting practices have been followed and that robust arrangements have been made for securing economy, efficiency, and effectiveness in the use of Council resources.**

#### **CFO Responsibilities**

- 4.2.1 Determine the accounting procedures and records for the Council. Where these are maintained outside of Financial Services, the CFO should consult the Strategic Director/Head of Service concerned.
- 4.2.2 Arrange for the compilation of all accounts and accounting records under his or her direction.
- 4.2.3 Comply with the following principles when allocating accounting duties:
- Separating the duties of providing information about sums due to or from the Council and calculating, checking, and recording these sums from the duty of collecting or disbursing them; and
  - Employees with the duty of examining or checking the accounts of cash transactions must not themselves be engaged in these transactions.
- 4.2.4 Ensure that claims for funds, including grants, are made by the due date.
- 4.2.5 Make proper arrangements for the audit of the Council's Statement of Accounts in accordance with the latest Accounts and Audit (England) Regulations.
- 4.2.6 Prepare and publish the Statement of Accounts for each financial year in accordance with the statutory timetable, and present audited Statements for approval by the Audit and Governance Committee before 31<sup>st</sup> July each year. Submit provisional outturn results for financial year to Cabinet as soon as practicable.



- 4.2.7 Ensure the retention of financial documents in accordance with the Council's Document Retention Policy.
- 4.2.8 Undertake or receive monthly reconciliations for all fundamental IT financial systems and sign off as evidence of CFO's review.

#### **Strategic Directors/Heads of Service Responsibilities**

- 4.2.9 Consult and obtain the approval of the CFO before making changes to accounting arrangements, records, and procedures.
- 4.2.10 Comply with segregation of duties principles outlined in Paragraph 4.2.3 when allocating accounting duties.
- 4.2.11 Maintain records that provide a management trail, leading from income/expenditure source through to the accounting statements, and carry out regular monthly reconciliations of fundamental IT financial systems to the Council's corporate financial management information system.
- 4.2.12 Supply information required to enable the Statement of Accounts to be completed by the statutory deadline of 31<sup>st</sup> May each year and in accordance with guidelines issued by the CFO.

### **4.3 STATEMENT OF ACCOUNTS**

**The Council has a statutory responsibility to prepare its own Statement of Accounts, which give a "true and fair view" of the financial position and transactions of the Council.**

**The Audit & Governance Committee is responsible for approving the statutory annual Statement of Accounts.**

#### **CFO Responsibilities**

- 4.3.1 Select suitable accounting policies and to apply them consistently.
- 4.3.2 Make judgements and estimates that are reasonable and prudent.
- 4.3.3 Ensure compliance the CIPFA/LASAAC Accounting Code of Practice.
- 4.3.4 Sign and date the Statement of Responsibilities with the Statement of Accounts, stating it gives a true and fair view of the financial position and transactions of the Council (including group financial statements where applicable) at the year ended 31<sup>st</sup> March.
- 4.3.5 Draw up the timetable for final accounts preparation and to advise Officers and external auditors accordingly.

#### **Strategic Directors/Heads of Service Responsibilities**

- 4.3.6 Comply with accounting guidance provided by the CFO and supply the CFO with information when required.

## **5. Risk Management and Control of Resources**

### **5.1 RISK MANAGEMENT**

All organisations, whether in the private or public sector, face risks to people, property, and continued operations. Risk is the chance or possibility of loss, damage, injury, or failure to achieve objectives caused by an unwanted or uncertain action or event. Risk Management is the planned and systematic approach to the identification, evaluation, and control of risk. Its objectives are to secure the assets of the organisation and to ensure its continued financial and organisational well-being. In essence it is an integral part of good business practice.

Risk Management is concerned with evaluating the measures an organisation already has in place to manage perceived risks and then recommend the actions the organisation needs to take to control these risks effectively.

The Audit and Governance Committee monitors the effective development and operation of Risk Management, and it is the overall responsibility of Cabinet to approve the Risk Management Strategy, and to promote a culture of risk management awareness throughout the Council.

#### **CFO Responsibilities**

- 5.1.1 Develop and maintain a Risk Management Strategy.
- 5.1.2 Develop and maintain a Risk Register.
- 5.1.3 Develop and promote a proactive and positive corporate Risk Management culture, including awareness and the implementation and maintenance of Risk Management controls.
- 5.1.4 Include all appropriate employees in suitable Fidelity Guarantee insurance cover.
- 5.1.5 Arrange suitable corporate insurance cover, through external insurance and internal funding, and negotiate claims for losses in consultation with other Officers, and partner organisations, where necessary.

#### **Strategic Directors/Heads of Service Responsibilities**

- 5.1.6 Promote a proactive and positive Risk Management culture within service area, including raising awareness and the implementation and maintenance of Risk Management controls.
- 5.1.7 Show due regard to advice from specialist Officers (e.g. health and safety) and review risks through the Service Planning process at least quarterly.
- 5.1.8 Promptly notify CFO of all significant new risks, properties, vehicles or other assets that require insurance and of any alterations affecting existing insurances and to provide information when requested.
- 5.1.9 Immediately notify CFO of any loss, liability or damage that may lead to a claim against the Council, together with any information or explanation required by the CFO or the Council's insurers.
- 5.1.10 Consult with the CFO and the Head of Legal and Democratic Services on the terms of any indemnity that the Council is requested (or has offered) to give.

- 5.1.11 Ensure that employees, or anyone covered by Council insurance, do not admit liability, or make any offer to pay compensation that may prejudice the assessment of liability in respect of any insurance claim.

## **5.2 INTERNAL CONTROLS**

**The Council is complex and beyond the direct control of individuals. It therefore requires internal controls to manage and monitor progress towards strategic objectives and to monitor compliance with statutory obligations.**

**The Council faces a wide range of financial, legal, administrative and commercial risks, both from internal and external factors, which threaten the achievement of its objectives. Internal controls are necessary to manage these risks and to protect the Council from the impact of uncertainties.**

### **CFO Responsibilities**

- 5.2.1 Assist the Council to put in place an appropriate control environment and effective internal controls which provide reasonable assurance of effective and efficient operations, financial stewardship, probity and compliance with laws and regulations.
- 5.2.2 Ensure an effective internal audit function is resourced and maintained.
- 5.2.3 Ensure that the Council has put in place effective arrangements for internal audit of the control environment and systems of internal control as required by professional standards and in line with CIPFA's Code of Practice.
- 5.2.4 Ensure an effective audit committee is developed and maintained.

### **Strategic Directors/Heads of Service Responsibilities**

- 5.2.5 Manage processes to check that established controls are being adhered to and to evaluate their effectiveness, to be confident in the proper use of resources, achievement of objectives and management of risks.
- 5.2.6 Review existing controls in the light of changes affecting the Council and to establish and implement new ones in line with guidance from the CFO. Strategic Directors/Heads of Service should also be responsible for removing controls that are unnecessary or not cost or risk effective – for example, because of duplication.
- 5.2.7 Ensure Officers have a clear understanding of the consequences of lack of control.

## **5.3 AUDIT REQUIREMENTS**

### **a) Internal Audit**

**The requirement for an internal audit function for local authorities is implied by Section 151 of the Local Government Act 1972, which requires that authorities “make arrangements for the proper administration of their financial affairs”. More specific requirements are set out in the Accounts and Audit Regulations 2015, which require the Council to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”**

### **Chief Executive**

- 5.3.1 Ensure that the Head of Internal Audit has direct access to and freedom to report in his or her own name and without fear or favour to the Chief Executive and the CFO, the Cabinet and the Audit & Governance Committee, all levels of management, Officers and elected Members. This should include the ability to meet the Chairman of the Audit & Governance Committee alone (outside of the Committee meeting) and External Auditors to discuss significant concerns that they may have over the adequacy and effectiveness of internal controls and risk management activities.

### **CFO Responsibilities**

- 5.3.2 Implement appropriate measures to prevent and detect fraud and corruption and ensure that effective procedures are in place to investigate promptly any identified fraud or irregularity.
- 5.3.3 Report to Cabinet requesting additional funding where insufficient internal audit resources have been identified.

### **Head of Internal Audit Responsibilities**

- 5.3.4 Ensure that Internal Audit has unrestricted access to all information (including records, computer files, property and personnel) and activities undertaken by the Council, and those of partner organisations and third-party service providers where contract terms include Internal Audit access rights.
- 5.3.5 Assisting the CFO in discharging their responsibilities under Section 151 of the Local Government Act 1972 in relation to internal controls.
- 5.3.6 Providing and maintaining an Internal Audit function which meets the requirements of the Public Sector Internal Audit Standards (PSIAS).
- 5.3.7 Developing and delivering an annual Audit Plan for the Council using a risk-based methodology. Following consultation with the Chief Executive Officer, CFO and SMT, the Head of Internal Audit will submit such plan to the Audit & Governance Committee for review and approval prior to the commencement of each financial year.
- 5.3.8 Providing an annual Internal Audit opinion, compliant with PSIAS requirements, which informs the Annual Governance Statement on how the Council's control environment, including risk management processes, accounting records, governance and value for money arrangements, established by management, are operating within the Council.
- 5.3.9 Issuing other reports which provide assurance to the Chief Executive, CFO, Monitoring Officer and the Strategic Management Team, and making recommendations for improvement.
- 5.3.10 Comply with any requests from the External Auditor or access to any information, files or working papers obtained or prepared during audit work that is required to discharge their responsibilities.
- 5.3.11 Reporting to the Chief Executive, CFO and the audit committee, if the Head of Internal Audit concludes that resources are insufficient.

### **Strategic Directors/Heads of Service Responsibilities**

- 5.3.12 Ensure that Internal Audit are given access at all reasonable times to premises, human resources, documents, and assets that the auditors consider necessary for the purposes of their work.
- 5.3.13 Ensure that auditors are provided with any information and explanations that they seek in the course of their work.
- 5.3.14 Consider and respond promptly to recommendations/actions in Internal Audit reports.
- 5.3.15 Ensure that agreed actions arising from audit recommendations are carried out in a timely and efficient fashion.
- 5.3.16 Notify the Head of Internal Audit immediately of any suspected fraud, theft, irregularity, improper use or misappropriation of Council property, assets or resources. Pending investigation and reporting, the Strategic Director/Head of Service should take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration.
- 5.3.17 Ensure that new systems for maintaining financial records, or records of assets, or changes to such systems, are discussed with and agreed by the Head of Internal Audit prior to implementation.

### **b) External Audit**

**The Local Audit and Accountability Act 2014 (“the Act”) sets out the framework for audit of local authorities. It replaces the provisions of the Audit Commission Act 1998 following the closure of the Audit Commission. The duties and responsibilities of external auditors are primarily set out in Part 5 of the Act and reflected in a Code of Audit Practice issued by the National Audit Office.**

**The Statement of Accounts is scrutinised by the external auditors, who must be satisfied that they give a “true and fair view” of the financial position and transactions of the Council (including any group financial statements where applicable) during the year and complies with all legal requirements.**

### **CFO Responsibilities**

- 5.3.18 Ensure that external auditors are given access at all reasonable times to premises, human resources, documents, and assets that the external auditors consider necessary for the purposes of their work.
- 5.3.19 Ensure there is effective liaison between external and internal audit.
- 5.3.20 Work with the external auditor and advise Council, Cabinet and Strategic Directors/Heads of Service on their responsibilities in relation to external audit.

### **Strategic Directors/Heads of Service Responsibilities**

- 5.3.21 Ensure that external auditors are given access at all reasonable times to premises, human resources, documents, and assets which the external auditors consider necessary for the purposes of their work.
- 5.3.22 Ensure that all records and systems are up to date and available for inspection.

## 5.4 PREVENTING FRAUD AND CORRUPTION

The Council will not tolerate fraud and corruption in the administration of its responsibilities, whether from inside or outside the Council.

The Council's expectation of propriety and accountability is that Members and Officers at all levels will lead by example in ensuring adherence to legal requirements, rules, procedures and practices.

The Council also expects that individuals and organisations, including partner organisations, suppliers, contractors and service providers with whom it comes into contact will act towards the Council with integrity and without thought or actions involving fraud and corruption.

### **Chief Executive Responsibilities**

- 5.4.1 Maintain adequate and effective internal control arrangements.

### **CFO Responsibilities**

- 5.4.2 Implement appropriate measures to prevent and detect fraud and corruption.

### **Head of Internal Audit Responsibilities**

- 5.4.3 Develop and maintain a comprehensive Anti-Money Laundering Strategy.
- 5.4.4 Develop and maintain a comprehensive Anti-Fraud and Corruption Strategy.
- 5.4.5 Develop and maintain a Code of Corporate Governance; monitor and report on compliance to the Audit and Governance Committee. Non-compliant areas, or areas requiring improvement, to be included within an "Annual Statement of Assurances" prepared by the Chief Executive.
- 5.4.6 Report all suspected irregularities (as appropriate) to the Chief Executive, the CFO, and the Audit & Governance Committee.

### **Strategic Directors/Heads of Service Responsibilities**

- 5.4.7 Ensure that all suspected irregularities are reported to the Head of Internal Audit without delay.
- 5.4.8 Instigate the Council's disciplinary procedures where the outcome of an audit investigation indicates improper behaviour.
- 5.4.9 Ensure that where financial impropriety is discovered, the CFO and Head of Internal Audit are informed as soon as possible, and where sufficient evidence exists to believe that a criminal offence may have been committed, the police are informed to determine with the Crown Prosecution Service whether any prosecution will take place.
- 5.4.10 Maintain corporate Register of Interests' for both councillors and Officers.

## 5.5 ASSETS

### a) Security of Property

The Council holds assets in the form of property, vehicles, plant, software, equipment other items worth many millions of pounds. It is important that assets are safeguarded and used efficiently in service delivery, and that there are arrangements for the security of both assets and information required for service operations. An up-to-date asset register is a prerequisite for proper fixed asset accounting and sound asset management.

#### **CFO Responsibilities**

- 5.5.1 Maintain an Asset Register in accordance with good practice for all fixed assets with a value more than £10,000. The function of the Asset Register is to provide the Council with information about fixed assets so that they are safeguarded, used efficiently and effectively, and adequately maintained.
- 5.5.2 Receive and process information required for accounting, costing and financial records from each Strategic Director/Head of Service.
- 5.5.3 Ensure that assets are valued in accordance with the Code issued by (CIPFA/LASAAC).
- 5.5.4 Issue guidelines on best practice (*"Local Authority Assets: Disposal Guidance - DCLG March 2016"*) for asset disposals
- 5.5.5 Ensure appropriate accounting entries are made to remove the value of asset disposals from the Council's records, including the proceeds of sale where appropriate.
- 5.5.6 (Independently) review and authorise proposed stock write-offs (including obsolete and surplus stock) submitted by Strategic Directors/Heads of Service, within predetermined limits. Values in excess of predetermined limits should be forwarded for approval by the Portfolio Holder for Resources and/or Cabinet as appropriate.

#### **Strategic Directors/Heads of Service Responsibilities**

- 5.5.7 Notify the CFO immediately of any additions/disposals/variations to the Asset Register. Any use of property by a service area or establishment, other than for direct service delivery, should be supported by documentation identifying terms, responsibilities and duration of use.
- 5.5.8 Arrange for the valuation of assets for accounting purposes to meet requirements specified by the CFO.
- 5.5.9 Recommend surplus land and buildings for sale to the Asset Management Group (AMG), followed by a joint report prepared by the relevant Strategic Director/Head of Service and the CFO to Cabinet.
- 5.5.10 Follow best practice guidelines for asset disposals, issued by the CFO.
- 5.5.11 Ensure prospective occupiers of Council land are not allowed to take possession or enter until a lease or agreement (in a form approved by the Strategic Director/Head of Service in consultation with the Head of Legal and Democratic Services) has been established as appropriate.
- 5.5.12 Ensure security of buildings and other assets, including vehicles, plant, equipment, furniture, stock, stores and other property, within service area. Consult CFO



where security is thought to be defective or where it is considered that special security arrangements may be needed.

- 5.5.13 Pass title deeds to Head of Legal and Democratic Services, for safe custody. The Head of Operations must keep a record of all properties owned by the Council, recording Portfolio, the purpose for which it is held, the location, the plan reference, purchase details, particulars of interest and rent payable, and particulars of tenancies granted.
- 5.5.14 Ensure that cash holdings on premises are kept within insurance limits (determined by CFO) and keys to safes and similar receptacles are carried on the person of those responsible at all times. Loss of any such keys must be reported to the CFO immediately.
- 5.5.15 Ensure all employees are aware of their personal responsibility to protect and retain the confidentiality of information, whether held in manual or computerised records. Information may be sensitive or privileged, or may possess some intrinsic value, and its disclosure or loss could result in a cost to the Council.

#### **Inventories**

- 5.5.16 Maintain an Inventory List within service area, recording descriptions of any furniture, fittings, equipment, plant, and machinery, with individual values of £75 or more. The Purchasing & Payables Manager must be notified if the value of a single item exceeds £10,000.
- 5.5.17 Carry out annual check of all significant inventory items to verify location, condition and act in relation to surpluses or deficiencies, annotating the inventory accordingly. Portable items such as computers, cameras and video recorders should be identified with Council security markings.
- 5.5.18 Make sure that property is only used during Council business, unless the Strategic Director/Head of Service concerned has given permission otherwise.

#### **Stocks and Stores**

- 5.5.19 Make appropriate arrangements for the care and custody of stocks and stores within service area.
- 5.5.20 Maintain stocks at reasonable levels and ensure regular (minimum quarterly) independent physical stock checks. Stock discrepancies should be immediately investigated and pursued to a satisfactory conclusion.
- 5.5.21 Recommend stock write-offs (including obsolete and surplus stock) by submitting proposal in writing to CFO (seeking advice from purchasing advisors where appropriate).

#### **b) Intellectual Property**

**Intellectual property is a generic term that includes inventions and writing. If these are created by the employee during employment, then, as a general rule, they belong to the Council, not the employee.**

**Certain activities undertaken within the Council may give rise to items that may be patentable, for example, software development. These items are collectively known as intellectual property.**



### **CFO Responsibilities**

- 5.5.22 Develop and disseminate good practice through the Council's intellectual property procedures.

### **Strategic Directors/Heads of Service Responsibilities**

- 5.5.23 Ensure that controls are in place to ensure that staff do not carry out private work in Council time and that Officers are aware of an employer's rights regarding intellectual property.

## **5.6 TREASURY MANAGEMENT, BANKING AND PETTY CASH**

**Millions of pounds pass through Councils' accounts each year. This has led to the establishment of CIPFA's *"Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes"* (the Code).**

**The Code aims to provide assurance that Council money is properly managed in a way that balances risk with return, with overriding consideration given to the security of capital sums.**

**Banking arrangements and petty cash should also be managed appropriately with key responsibilities confined to the CFO and a limited number of authorised individuals.**

### **CFO Responsibilities**

- 5.6.1 Undertaking borrowing and investment activities in full compliance with CIPFA's *"Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes"*. Any other lending or borrowing cannot be undertaken without the approval of Council, following consultation with the CFO.
- 5.6.2 Ensuring that all borrowing and investing activities are undertaken in the name of the Council (or nominee approved by Council) and detailed records/registers maintained and appropriate arrangements are made for the safe custody of all securities and title deeds.
- 5.6.3 Arranging and administering banking arrangements, including negotiate banking arrangements, opening accounts, signing Direct Debit mandates, ordering cheque books, and arranging BACS payments.
- 5.6.4 Along with the Chief Executive, signing bank mandates authenticating the signatures of Officers designated as cheque signatories, and signatories for other instruments for the payment, collection, or transfers of monies. All cheques must bear the signature of two authorised Officers of the Council and dispatched directly from the CFO (or his or her staff) to payees.
- 5.6.5 Making arrangements with the bank for the issue of corporate Purchasing Cards.
- 5.6.6 Developing, maintaining, and disseminating a detailed Purchasing Card Policy, ensuring that all card holders sign their acceptance of its terms and conditions.
- 5.6.7 Developing and operating a Petty Cash Imprest system (including a set of CFO prescribed rules), which balances operational need with efficiency and appropriate cash control measures.

### **Strategic Directors/Heads of Service Responsibilities**

- 5.6.8 Following instructions on banking and purchase cards issued by the CFO.

- 5.6.9 Utilising Purchasing Cards in accordance with the corporate Purchasing Card Policy. Cardholders must formally sign to indicate their acceptance of the Policy, prior to usage.
- 5.6.10 Ensure Trust Funds are held in the Council's name wherever possible. Officers acting as Trustees, due to their official position, must deposit securities etc. relating to the Trust with the CFO, unless the deed otherwise provides.
- 5.6.11 Ensure Trust Funds are operated within relevant legislation and the specific requirements for each Trust. Secure administration arrangements must be approved by the CFO.
- 5.6.12 Ensure employees within service area operate Petty Cash Imprest system in compliance with CFO prescribed rules.

## **6. Financial Systems and Procedures**

### **6.1 GENERAL**

**Service areas have many systems and procedures relating to the control of the Council's assets, including purchasing, costing and management systems. Service areas are increasingly reliant on ICT for their financial management information. The information must therefore be accurate and the systems and procedures sound and well administered. They should contain controls to ensure that transactions are properly processed, errors detected promptly and system reconciliations completed and evidenced monthly.**

**The CFO has a professional responsibility to ensure that Council financial systems are sound and should therefore be consulted at an early stage in the process prior to the implementation of any new developments or changes/upgrades to existing systems.**

#### **CFO Responsibilities**

- 6.1.1 Make arrangements for the proper administration of the Council's financial affairs, including:
  - Issuing advice, guidance and procedures for Officers and others acting on the Council's behalf
  - Determining the accounting systems, form of accounts and supporting financial records
  - Establishing arrangements for audit of the Council's financial affairs
  - Approving any new financial systems to be introduced; and
  - Approving any changes to be made to existing financial systems.

#### **Strategic Directors/Heads of Service Responsibilities**

- 6.1.2 Comply with procedures and guidance issued by the CFO.
- 6.1.3 Ensure that accounting records are properly maintained and held securely.
- 6.1.4 Ensure that vouchers and documents with financial implications are not destroyed, except in accordance with arrangements set out in the approved Document Retention Policy.

- 6.1.5 Ensure that a complete management trail, allowing financial transactions to be traced from the accounting records to the original document, and vice versa, is maintained.
- 6.1.6 Incorporate appropriate controls to ensure that, where relevant:
- All input is genuine, complete, accurate, timely and not previously processed
  - All processing is carried out in an accurate, complete and timely manner
  - Output from the system is complete, accurate and timely; and
  - Output is reconciled, at least monthly, to the Council's general ledger and signed off by the preparer and reviewer of the reconciliation.
- 6.1.7 Ensure that the organisational structure provides an appropriate segregation of duties to provide adequate internal controls and to minimise the risk of fraud or other malpractice.
- 6.1.8 Ensure there is a documented and tested disaster recovery plan to allow information system processing to resume quickly in the event of an interruption.
- 6.1.9 Ensure systems are documented and Officers trained in operations.
- 6.1.10 Consult with CFO before changing existing financial systems or introducing new financial systems.
- 6.1.11 Establish a scheme of delegation identifying Officers authorised to act upon the Strategic Director/Head of Service's behalf in respect of payments, income collection and placing orders, including variations, and showing the limits of their authority.
- 6.1.12 Supply lists of authorised Officers, with specimen signatures and delegated limits, to the CFO, together with any subsequent variations.
- 6.1.13 Ensure that effective contingency arrangements, including back-up procedures, exist for computer systems. Where possible, back-up information should be retained in a secure location, preferably off site or at an alternative location within the building.
- 6.1.14 Ensure that, where appropriate, computer systems are registered in accordance with data protection legislation and that staff are aware of their responsibilities under the legislation.
- 6.1.15 Ensure relevant standards and guidelines for computer systems issued by Strategic Directors/Heads of Service are observed.
- 6.1.16 Ensure computer equipment and software is protected from loss and damage through theft, vandalism etc.
- 6.1.17 Comply with the copyright, designs, and patents legislation. In particular, ensure that only software legally acquired and installed by the Council is used on its computers.

## **6.2 INCOME AND EXPENDITURE**

### **a) Income**

**Income can be a vulnerable resource and effective income collection systems are necessary to ensure that all income due is identified, collected, receipted and properly banked. It is preferable to obtain income in advance of supplying goods or services as this improves cash flow and avoids the time and cost of administering debts.**

### **CFO Responsibilities**

- 6.2.1 Agree arrangements for the collection of income due to the Council and approve the procedures, systems, and documentation for its collection.
- 6.2.2 Periodically issuing guidance on charging policy, including key principles on fees and charges (e.g. full cost recovery and benchmarking), taxation and inflationary assumptions.
- 6.2.3 Order and supply to service areas receipt forms, books or tickets and similar items and satisfy themselves regarding control arrangements.
- 6.2.4 Agree the write-off of bad debts (in consultation with the relevant Strategic Director/Head of Service) up to £15,000 in value in each case and refer sums more than this limit, but up to £100,000, to the Cabinet Member for Resources for approval. Individual sums to be written off that exceed £100,000 require Cabinet approval.
- 6.2.5 Keep records of all sums written off and ensure appropriate accounting adjustments are made.
- 6.2.6 Ensure that refunds are not made for sums under £5.00, unless specifically requested by the individual.

### **Strategic Directors/Heads of Service Responsibilities**

- 6.2.7 Establish charging policy for the supply of goods or services in accordance with guidance issued by the CFO, reviewing it regularly, in line with corporate policies.
- 6.2.8 Separate responsibility for identifying amounts due and responsibility for collection, as far as is practicable.
- 6.2.9 In consultation with the CFO, establish and initiate appropriate recovery procedures, including legal action where necessary, for debts that are not paid promptly.
- 6.2.10 Issue official receipts for all cash transactions (except where a legal document is the receipt for money received) and maintain other documentation for income collection where receipts are not required.
- 6.2.11 Ensure wherever practical that at least two employees are present when post is opened at a site where income is regularly received.
- 6.2.12 Securely hold receipts, tickets and other records of income in accordance with Document Retention Policy.
- 6.2.13 Lock away all cash to safeguard against loss or theft, and to ensure security of cash handling.
- 6.2.14 Ensure income is paid promptly and fully into Council bank account in the form in which it is received. Appropriate details should be recorded to provide a full audit trail. Money collected and deposited must be reconciled to bank accounts monthly (minimum).
- 6.2.15 Ensure income received is not used to cash personal cheques or make any other payments.
- 6.2.16 Supply CFO with details relating to work done, goods supplied, services rendered or other amounts due, to enable the CFO to correctly record the sums due to the Council and to ensure accounts are sent out promptly. To do this, Strategic Directors and Heads of Service should use established debt recovery systems to monitor the recovery of income and flag up areas of concern to the CFO. Heads of Service have a responsibility to assist the CFO in collecting debts that they have

originated, by providing any further information requested by the debtor, and in pursuing the matter on the Council's behalf.

- 6.2.17 Keep a record of every transfer of money between employees of the Council. The receiving Officer must sign for the transfer and the transferor must retain a copy.
- 6.2.18 Recommend debts for write-off to the CFO and keep a record of all sums written off. Once raised, bona fide debts must not be cancelled, except by full payment or by formal write off. A credit note to replace a debt can only be issued to correct a factual inaccuracy or administrative error in the calculation and/or billing of the original debt, a waiver or reduction in charges.
- 6.2.19 Where delegated authority has been granted by the CFO, individuals can write-off bad debts up to their specified limit in each case (Note – delegated authority must be exercised in strict observance of 'separation of duties' principles; referred to above in Paragraph 6.2.8). Sums in excess of their limit must be referred to the CFO for approval, who in turn will seek Cabinet Member approval for write-off of bad debt exceeding £15,000 in line with Paragraph 6.2.4 above.
- 6.2.20 Notify CFO of outstanding income relating to the previous financial year as soon as possible after 31<sup>st</sup> March in line with timetable determined by the CFO, and not later than 10<sup>th</sup> April or nearest working day thereafter.

**b) Ordering and paying for work, goods, and services**

**Public money should be spent with demonstrable probity and in accordance with Council policies. Councils have a statutory duty to achieve best value, in part through economy and efficiency. Council procedures should help to ensure that services obtain value for money from their procurement arrangements. These procedures should be read in conjunction with the Council's Contract Procedure Rules.**

- 6.2.21 Officers and Members engaged in contractual or procurement decisions on behalf of the Council have a responsibility to declare links or personal interests that they may have with purchasers, suppliers and/or contractors, in accordance with appropriate codes of conduct.
- 6.2.22 Official orders must be issued for all work, goods, or services to be supplied to the Council, except for supplies of utilities, periodic payments such as rent or rates, corporate purchasing card purchases, petty cash purchases or other exceptions specified by the CFO. Any order placed by telephone shall be confirmed by the issue of an official order within 5 working days.
- 6.2.23 Purchase orders must conform to guidelines approved by Council for the procurement of goods, services, and suppliers. Standard terms and conditions must not be varied without the prior CFO approval.
- 6.2.24 The normal payment method will be by BACS payment direct to the customer, drawn on the Council bank account, approved by the CFO. Direct debits will require prior CFO agreement, or a designated bank signatory, before any agreement is signed. Purchasing card payments may be made by Officers pre-authorised by the CFO and identified on the Authorised Signatory List. VAT receipts for all goods must accompany monthly statements submitted to the CFO. Spending limits will be set/approved the CFO.
- 6.2.25 Official orders must not be raised for personal or private purchases, nor must personal or private use be made of Council contracts.

### **CFO Responsibilities**

- 6.2.26 Ensure Council financial systems and procedures are sound and properly administered, approving changes to existing systems (whether new systems or upgrades) before implementation.
- 6.2.27 Approve the form of official orders and associated terms and conditions.
- 6.2.28 Make payment from Council funds on Strategic Directors/Heads of Service authorisations that expenditure has been duly incurred in accordance with Financial Procedure Rules.
- 6.2.29 Make payment (irrespective of budget provision) where it is required by statute or court order.
- 6.2.30 Arrange for the keeping of a Contract Register where contracts provide for payment by instalments.
- 6.2.31 Make payments to contractors upon receipt of properly completed certificates from Strategic Directors/Heads of Service. Such payments must be entered and appropriately cross referenced in the Contract Register.
- 6.2.32 Provide advice and encouragement on making payments by the most economical means.

### **Strategic Directors/Heads of Service Responsibilities**

- 6.2.33 The Head of Legal and Democratic Services will determine the form of contract to be used for building, constructional or engineering work.
- 6.2.34 Ensure that all contract variations are in writing and agreed before work on the variation commences.
- 6.2.35 Refer claims from contractors on matters not clearly within existing contract terms to Head of Legal and Democratic Services for consideration of Council liability and to the CFO for financial consideration, before settlement is reached.
- 6.2.36 Take appropriate action, in consultation with Head of Legal and Democratic Services, in respect of any claim for liquidated and ascertained damages where contract completion is delayed. This provision will not apply if there are reasons qualifying for an extension.
- 6.2.37 Ensure that unique NAV generated official orders are used for all goods and services, other than the exceptions specified in Paragraph 6.2.22.
- 6.2.38 Ensure orders are only used for goods and services provided to the relevant service area. Members and Officers must not use official orders to obtain goods or services for private use. Neither may Officers place orders for goods or services for personal use using the Council's e-procurement system.
- 6.2.39 Ensure that only staff authorised by Strategic Directors/Heads of Service authorise orders and maintain an up-to-date list of such authorised staff, including specimen signatures, identifying the limits of their authority. The authoriser of the order should be satisfied that works, goods, supplies and services ordered are appropriate and needed, that there is adequate budgetary provision and that Contract Procedure Rules have been followed.
- 6.2.40 Ensure that works, goods, supplies and services are checked on receipt to verify that they are in accordance with the order. This check should, where possible, be carried out by a different Officer from the authoriser of the order. Entries should then be made in inventories or stores records where appropriate.

- 6.2.41 Ensure payment is not made unless a proper VAT invoice has been received, checked, coded and certified for payment.
- 6.2.42 Ensure a minimum of two authorised members of staff are involved in the ordering, receiving and payment process. If possible, a different Officer from the person who signed the order, and in every case, a different Officer from the person checking a written invoice, should authorise invoices.
- 6.2.43 Periodically review a list of their staff approved to authorise invoices. New authorising Officers, together with specimen signatures, and details of their authority limits, must be forwarded to the CFO.
- 6.2.44 Ensure that payments are not made on photocopied or faxed invoices, statements or other documents. Any instances of these being rendered should be reported to the Head of Internal Audit. In exceptional circumstances, where payment is made against such a document, where properly authenticated, the transaction must be processed in accordance with CFO guidance.
- 6.2.45 Encourage suppliers to accept payment by the most economical means for the Council. Payments made by Direct Debit must have the prior approval of the CFO or an authorised bank signatory.
- 6.2.46 Ensure service area achieves value for money by taking appropriate steps to obtain competitive prices for works, goods, supplies and services of appropriate quality, in line with best practice guidelines issued by the CFO, consistent with best value principles and contained within the Contract Procedure Rules.
- 6.2.47 Utilise the Procurement Team in putting purchases, where appropriate, out to competitive quotation or tender. These will comply with Contract Procedure Rules.
- 6.2.48 Ensure that employees are aware of the Code of Conduct (Part 5 of the Constitution).
- 6.2.49 Ensure that loans, leases or rental arrangements are not entered into without prior CFO agreement. This is to protect the Council against entering into unapproved credit arrangements that might adversely affect financial standing and to ensure that value for money is being obtained.
- 6.2.50 Notify CFO of outstanding committed expenditure relating to previous financial year as soon as possible after 31<sup>st</sup> March in line with timetable determined by CFO and, in any case, not later than 10<sup>th</sup> April.
- 6.2.51 With regard to construction contracts and alterations to buildings and for civil engineering works, to document and agree with CFO the systems and procedures to be adopted in relation to all financial aspects, including certification of interim and final payments, checking, recording and authorising payments, the system for monitoring and controlling capital schemes and the procedure for validation of subcontractors' tax status.
- 6.2.52 Notify the CFO immediately of any expenditure to be incurred as a result of statute/court order where there is no budgetary provision.
- 6.2.53 Ensure that all appropriate payment records are retained and stored for the defined period, in accordance with the Document Retention Policy.



c) **Payments to employees and Members**

**Staff costs are the largest item of expenditure for most Council services. It is therefore important that payments are accurate, timely, made only where they are due for services to the Council and that payments accord with individuals' Contract of Employment. It is also important that all payments are accurately and completely recorded and accounted for and that Member allowances are authorised in accordance with the scheme adopted by Council.**

**CFO Responsibilities**

- 6.2.54 Ensure appropriate arrangements are in place to control secure and reliable payment of salaries, wages, compensation or other emoluments to existing and former employees, in accordance with procedures prescribed by them, on the due date.
- 6.2.55 Record and make arrangements for the accurate and timely payment of tax, pension contributions and other deductions and to complete all relevant HMRC returns.
- 6.2.56 Make arrangements for payment of all travel and subsistence claims or financial loss allowance.
- 6.2.57 Make arrangements for paying Members travel or other allowances upon receiving the prescribed documentation, duly completed and authorised.
- 6.2.58 Provide advice and encouragement to secure payment of salaries by the most economical means.
- 6.2.59 Ensure that there are adequate arrangements for administering pension matters on a day-to-day basis.
- 6.2.60 Act as an advisor on areas such as taxation and monitoring of the Suffolk County Council Pension Fund, as appropriate.

**Strategic Directors/Heads of Service Responsibilities**

- 6.2.61 Ensure that appointments are made in accordance with the regulations of the Council and the approved Establishment List, grades and scale of pay and that adequate budget provision is available.
- 6.2.62 Notify the Human Resources and Workforce Development Manager of all appointments, terminations or variations which may affect the pay or pension of an employee or former employee, in the form and to the timescale required by the Human Resources and Workforce Development Manager.
- 6.2.63 Ensure that adequate and effective systems and procedures are operated, so that:
  - Payments are only authorised to bona fide employees
  - Payments are only made where there is a valid entitlement
  - Conditions and contracts of employment are correctly applied; and
  - Employees' names listed on the payroll are checked at regular intervals to verify accuracy and completeness.
- 6.2.64 Provide and maintain an up-to-date list of the names of Officers authorised to complete and return records to the Human Resources and Workforce Development Manager, together with specimen signatures, where appropriate. The 'Yourself' HR system should contain update lists of Human Resources Officers and Officers authorised to approve timesheets and claims.



- 6.2.65 Ensure that payroll transactions are processed only through the payroll system. Strategic Directors and Heads of Service should give careful consideration to the employment status of individuals employed on a self-employed consultant or subcontract basis and take advice from the Human Resources and Workforce Development Manager.
- 6.2.66 Approve travel and subsistence claims and other allowances, but only when they have been made through 'Yourself' or an approved travel expenses form and within three months of the travel or subsistence being incurred. Approval is taken to mean that journeys were authorised, and expenses properly and necessarily incurred, and that allowances are properly payable by the Council, ensuring that cost-effective use of travel arrangements is achieved. Due consideration should be given to tax implications and that the Human Resources and Workforce Development Manager is informed where appropriate.
- 6.2.67 Ensure that the Human Resources and Workforce Development Manager is notified of the details of any employee benefits in kind, to enable full and complete reporting within the income tax self-assessment system.
- 6.2.68 Ensure that all appropriate payroll documents are retained and stored for the defined period in accordance with the Document Retention Policy.
- 6.2.69 The Human Resources and Workforce Development Manager to act as an advisor to Strategic Directors and Heads of Service on areas such as employment status, National Insurance and Pension Contributions, as appropriate.
- 6.2.70 Ensure that the staffing budget is an accurate forecast of staffing levels in accordance with the approved Establishment List and is equated to an appropriate revenue budget provision (including on-costs and overheads).
- 6.2.71 Ensure the Chief Executive (or the Officer delegated by them) has approved any changes in employment conditions where the full year cost of such changes would exceed £1,000.
- 6.2.72 Monitor staff activity to ensure adequate control over costs such as sickness, overtime, training, and temporary staff.
- 6.2.73 Ensure that the staffing budget is not exceeded without prior authority from the CFO / HR & Workforce Development Manager and that it is managed to enable the agreed level of service to be provided.
- 6.2.74 Ensure that the Human Resources and Workforce Development Manager and the CFO are immediately informed if the staffing budget is likely to be significantly overspent or underspent.

### **Member Responsibilities**

- 6.2.75 Submit claims for Member travel and subsistence allowances on a monthly basis (or within three months of incurring the travel or subsistence) and, in any event, within one month of year end.

## **6.3 TAXATION**

**The Council is responsible for ensuring its tax affairs are in order. Tax issues are often very complex and the penalties for incorrectly accounting for tax are severe. The creation and use of Local Authority Companies, has resulted in added Tax considerations, including Corporation Tax and different VAT rules. It is therefore very important for all Officers to be aware of their role.**

### **CFO Responsibilities**

- 6.3.1 Complete Council VAT returns and annual Partial Exemption calculations in accordance with HMRC timescales.
- 6.3.2 Discharge Tax related responsibilities for Council-owned companies, including all Corporation Tax and VAT duties and returns.
- 6.3.3 Provide details to the HMRC regarding the Construction Industry Scheme (CIS).
- 6.3.4 Maintain up-to-date guidance for Council employees on taxation issues.

### **Strategic Directors/Heads of Service Responsibilities**

- 6.3.5 Ensure that the correct VAT liability is attached to all income due and that all VAT recoverable on purchases complies with HMRC regulations.
- 6.3.6 Ensure that, where construction and maintenance works are undertaken, the contractor fulfils the necessary CIS requirements.
- 6.3.7 Ensure that all persons employed by the Council are added to the Council's payroll and tax deducted from any payments, except where the individuals are bona fide self-employed or are employed by a recognised staff agency.
- 6.3.8 Follow the guidance on taxation issued by the CFO or the Human Resources and Workforce Development Manager in the Council's accounting guides and Basic guide to VAT.

## **6.4 TRADING ACCOUNTS AND BUSINESS UNITS (excluding Local Authority Companies)**

**Trading accounts and business units have been growing in importance for many years as local councils have progressively developed a more enterprising culture. Under proper accounting practices, Councils are required to keep trading accounts for services provided on a basis other than a straightforward recharge of cost in accordance with the Accounting Code of Practice. Not every trading account requires a separate company. These rules do not relate to companies running as separate legal entities and going concerns.**

### **CFO Responsibilities**

- 6.4.1 Advise on the establishment and operation of trading accounts and business units including the financial appraisal of proposed projects and trading opportunities.
- 6.4.2 Prepare income statements for trading units in accordance with relevant accounting practice.
- 6.4.3 Ensure compliance with all relevant extant tax legislation in respect of trading accounts, including the preparation of tax and other financial returns.
- 6.4.4 Arrange and maintain adequate insurance cover for business units and trading accounts, where appropriate.

### **Strategic Directors/Heads of Service Responsibilities**

- 6.4.5 Follow CFO advice on the establishment and operation of trading accounts and business units.
- 6.4.6 Follow CFO advice on the establishment and proposed operating model of new business units and trading accounts. It is essential that the robustness of all new commercial proposals and significant expansion of existing business units is established through CFO input at the concept and development stage(s).

- 6.4.7 Ensure that appropriate accounting principles (as guided by the CFO) are applied in relation to Council trading accounts, including any tax implications, where applicable.
- 6.4.8 Ensure that each business unit prepares an annual business plan in time to incorporate the impact of their activities on the General Fund into Council budgets.
- 6.4.9 Review financial and non-financial performance of each business unit to ensure they continue to deliver on the Council's strategic priorities, and they remain financially sustainable. Ensure financial performance review reports are delivered in time to be presented alongside Council's annual outturn.

## 7. External Arrangements

### 7.1 PARTNERSHIPS

**Partnerships can exist in many forms and play a key role in delivering community strategies and in helping to promote and improve the well-being of the area. East Suffolk Council works in partnership with others – public agencies, private companies, community groups and voluntary organisations. ESC's leadership role in partnerships is to bring together the contributions of the various stakeholders. We therefore need to deliver a shared vision of partnership services based on our strategic priorities.**

- 7.1.1 A partner is defined as either:
  - (a) An organisation (private or public) undertaking, part funding or participating as a beneficiary in a project; or
  - (b) A body whose nature or status gives it a right or obligation to support the project.

#### **CFO Responsibilities**

- 7.1.2 Advise on effective controls and the key elements of entering any partnership – to ensure that resources are not wasted. Examples include, but are not limited to:
  - (a) A scheme appraisal for financial viability in both the current and future years, together with capital/revenue cash flow forecasts for at least three years
  - (b) Risk appraisal and management
  - (c) Resourcing, including taxation / VAT issues
  - (d) Audit, security, and control requirements
  - (e) Carry-forward arrangements; and
  - (f) Review annual business plan for financial sustainability.

- 7.1.3 Ensure that the partnership accounting and governance arrangements comply with all relevant regulations and codes of practice.

#### **Strategic Directors/Heads of Service Responsibilities**

- 7.1.4 Ensure that, before entering into any agreement with external bodies, an appraisal of the financial viability of the arrangement is prepared in consultation with the CFO and approved by the Cabinet.
- 7.1.5 Ensure that, before entering into agreements with external bodies, a risk management appraisal has been prepared for the CFO.
- 7.1.6 Ensure that arrangements are in place for cessation of a partnership, including an exit strategy.

- 7.1.7 Ensure that such agreements and arrangements are strategically aligned to the Council's strategic plan.
- 7.1.8 Ensure that all agreements and arrangements are properly documented.
- 7.1.9 Prepare an annual business plan for the partnerships which sit within their service areas.
- 7.1.10 Ensure collective decisions taken by partnerships are approved by the Council in accordance with its scheme of delegation and key decision threshold.
- 7.1.11 Maintain a register of all contracts entered in to with external bodies in accordance with the contract procedure rules.
- 7.1.12 Provide appropriate information to the CFO to determine any requirement for a note to be entered into the Council's Statement of Accounts in accordance with relevant accounting Codes of Practice is required.

## 7.2 EXTERNAL FUNDING

**External funding is an important source of income, therefore funding conditions need to be carefully considered to ensure that they are compatible with the aims and objectives of the Council. Councils are increasingly encouraged to provide seamless service delivery through working closely with communities, other agencies, and private service providers.**

**In some instances, although the scope for external funding has increased, such funding is linked to tight specifications and may not be flexible enough to link to the Council's overall corporate/spending plans.**

### **Strategic Directors/Heads of Service Responsibilities**

- 7.2.1 Review and document how each proposed funding bid aligns with the Council's strategic priorities and ensure that only funding that aligns with the Council's strategic priorities are pursued.
- 7.2.2 Evaluate the immediate, medium, and long-term financial impact of any proposed grant offer. Prepare a business case for all grant funded projects with match funding requirement over £100,000 in consultation with the Chief Finance Officer, for approval by as outlined in 7.2.3. Guidance is provided in the [Financial Guidelines](#) on match funding and other financial considerations. A [financial appraisal toolkit](#) is provided to aid the evaluation.
- 7.2.3 The net budget impact (i.e., cost of delivery over the MTFS less funding) of delivering the funded activity is to be considered in determining the appropriate approval required prior to the acceptance of external funding in line with the table below:

Approver	Threshold	Cumulative threshold
Virement rules in Section B and guidelines apply	Excluded funding	
Portfolio holder and Section 151 Officer	Up to £250,000	£250,000
Cabinet	£250,001 - £1,000,000	£1,000,000
Council	Over £1,000,000	N/A
<b>Excluded funding</b>		
- Statutory or emergency requirements which the Government or related		

institution choose to fund. For example, funding received in response to national events and policies.

- Funding received that support capital schemes (or revenue budgets) already approved in the capital program, in so far as the funding requirements do not exceed our original capital and revenue commitments to the schemes. For example, flood defence.
- Funding that has no net capital or revenue cost impact on the council in the current and future periods except where the arrangement:
  - o Changes existing policies, initiate new policies, or cease existing policies; or

Materially extends or reduces Council services

- 7.2.4 Ensure that the CFO is consulted prior to the completion of all applications for external funding and is provided with a written copy of all grant approvals, together with grant and auditing conditions, and that all claims for funds are made in conjunction with Finance staff and submitted by the due date.
- 7.2.5 Agree all grant conditions with the Head of Legal and Democratic Services prior to accepting the grant/ funding.
- 7.2.6 Ensure that the project progresses in accordance with the agreed project and that all expenditure is properly incurred and recorded.
- 7.2.7 Records of achievements against key targets to be met must be maintained for both financial and non-financial indicators in the format required by the funding body.
- 7.2.8 Documentation must be made available for access by either internal and/or external audit where required.
- 7.2.9 Ensure that the retention and archiving of records complies with the conditions and requirements of the funding body.

### **CFO Responsibilities**

- 7.2.10 Review proposed funding arrangements to satisfy that they comply with our financial sustainability strategic theme. Ensure that funding applications are approved appropriately based on the thresholds in the table below, subject to exclusions below.
- 7.2.11 Ensure that funding notified by external bodies is received and properly recorded in the Council's accounts.
- 7.2.12 Ensure that match-funding requirements are considered prior to entering into agreements and that future revenue budgets reflect these requirements.
- 7.2.13 Ensure that internal and external audit requirements are met.

### 7.3 LOCAL AUTHORITY COMPANIES

Councils are seeking ever more innovative ways to achieve financial sustainability, with legislative changes (notably the introduction of a “general power of competence” under Section 1 of the Localism Act 2011) aiding the proliferation of local authority trading companies.

The Council may choose to deliver some services through local authority companies.

Legislation also enables the Council to provide a range of services to others, including controlled companies. Such work may enable a service to maintain economies of scale and existing expertise. Whatever service delivery arrangements are used (either ‘in house’ or through a company), robust procedures should be in place to ensure that the risks associated with such work are minimised, and that such work is legal.

#### **CFO Responsibilities**

- 7.3.1 Advice on the establishment and design of operating model of **new** local authority companies. Review the business plans of all **new** company and business proposals (Or subsidiaries requiring **capital injection or loss cover** from the council).
- 7.3.2 Ensure compliance with all relevant extant companies and tax legislation in relation to the preparation of the Council’s Group accounts (consolidating the trading company financial results) and other financial returns.
- 7.3.3 Review financial performance of each local authority company periodically to ensure it remains financially sustainable for the council to retain its shareholding in/ membership of each company.
- 7.3.4 Review the annual business/ service plan of local authority companies to incorporate the impact of their activities on the General Fund into Council budgets.
- 7.3.5 Issue guidance about the financial aspects of services to be delivered by the council to its trading concerns and controlled companies (also known as related parties). Such guidance will be designed to ensure that the trading concern or controlled company is not subsidised by the Council and that all services, officer time and other support provided to the company is charged to the trade or company in accordance with the CIPFA Best Value Accounting Code of Practice.
- 7.3.6 Disseminate financial information that enables the relevant Strategic Director/Head of Service to monitor the cost of services delivered on the Council’s behalf by related parties.

#### **Strategic Directors/Heads of Service Responsibilities**

- 7.3.7 Follow CFO advice on the establishment and design of operating models of **new** local authority companies. It is essential that the robustness of all new company and business proposals (Or subsidiaries requiring capital injection from the council) is established through CFO input at the concept and development stage(s).

- 7.3.8 Ensure that each local authority company prepares an annual business/ service plan in time to incorporate the impact of their activities on the General Fund into Council revenue and capital budgets.
- 7.3.9 Provide appropriate information to CFO to determine any Accounting Code of Practice requirements.
- 7.3.10 Ensure operational and financial statements and related performance review reports of the companies are delivered in time to be presented alongside Council's annual outturn.

#### ***Services to companies***

- 7.3.11 Ensure that proposals for the council to provide services to related parties are properly costed in advance in accordance with CFO guidance. It is essential that contracts are priced as though they were at arm's length and no contract is subsidised by the Council.
- 7.3.12 Ensure that – wherever possible – payment is received in advance of service delivery, but in any event, payments must be promptly paid in accordance with the contract.
- 7.3.13 Ensure service area has the appropriate expertise to deliver services to related parties. Consider conflict of interest in determining resource requirement for delivering services to related parties.
- 7.3.14 Ensure services provided to related parties do not adversely impact on services delivered for the Council.

#### ***Services to the council***

- 7.3.15 Ensure that contracts awarded to controlled companies by the Council are added to the contracts register in accordance with the contract procedure rules.
- 7.3.16 Where a controlled company delivers services for the council, the relevant head of service/ strategic director remains responsible for overseeing the contract and ensuring the arrangement continues to deliver value for money.

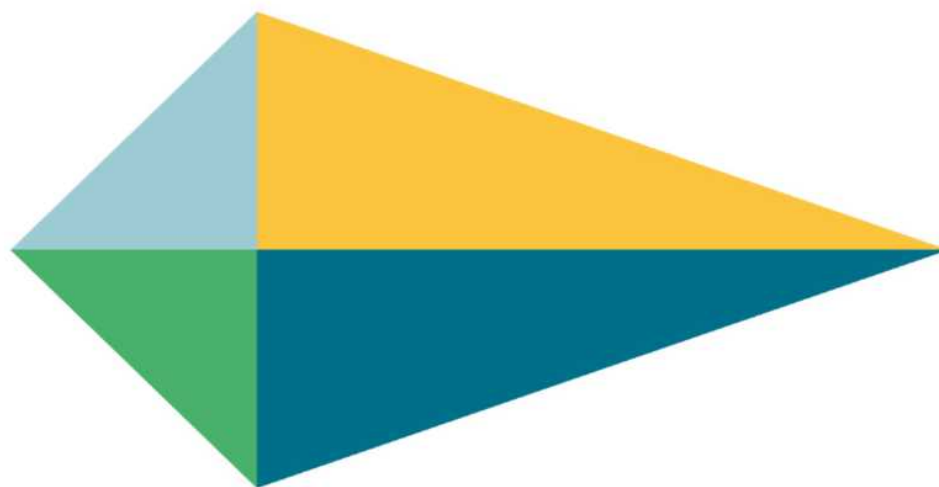
#### ***Overseeing a Trading Company - Directorships***

- 7.3.17 The Council may choose to appoint representatives to the board of directors of its controlled trading company. A director's principal duty, under the relevant legislation e.g., the Companies Act 2006, is to the company. Members and officers who sit on a board of directors must be aware of the potential for conflicts of interest and therefore make themselves familiar with the applicable scheme of delegation and company law rules on conflict of interest
- 7.3.18 To avoid a conflict of interests arising in the roles of Chief Finance Officer and Monitoring Officer, neither the Chief Finance Officer, nor the Head of Legal and Democratic Services should become directors of a trading company.
- 7.3.19 Unless appointed to the board of directors of a trading company, members and officers must avoid becoming shadow directors of a trading company or compromising the governance arrangements of the trading company and/or the Council. Therefore, unless appointed to the board of directors, members and officers must not:
  - a) participate in board meetings of the company (except as observers)
  - b) take any decision on behalf of the company

c) require the trading company to clear or seek approval for its decisions with themselves (Save for reserved matters)

7.3.20 Oversight and control of the trading company should be exercised in accordance with its articles of association and shareholders' agreement.





**EASTSUFFOLK**  
C O U N C I L

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# CONSTITUTION

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*Version dated: 21 October 2021*

## Finance Procedure Rules

### 1. Introduction

#### 1.1 ROLE OF CHIEF FINANCE OFFICER (CFO)

- 1.1.1 Section 151 of the [Local Government Act 1972](#) states, “every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their Officers has responsibility for the administration of those affairs”.
- 1.1.2 The Officer designated by East Suffolk Council as having the statutory responsibility set out in Section 151 of the 1972 Act is the “Chief Finance Officer and Section 151 Officer” (“the CFO”).
- 1.1.3 The Chief Finance Officer will appoint a deputy and keep them briefed on emerging issues. The Deputy will act in place of the Chief Finance Officer if the Chief Finance Officer is absent or unable to act due to conflict or other relevant issues.

#### 1.2 FINANCIAL PROCEDURE RULES

- 1.2.1 The Financial Procedure Rules provide the framework for the financial administration of the Council with a view to ensuring that financial matters are conducted in a sound and proper manner, constitute value for money and minimise the risk of legal challenge. Financial Procedure Rules are not intended to constitute a set of detailed rules to respond to every contingency.
- 1.2.2 All financial decisions and decisions with financial implications must have regard to proper financial control. Any doubt as to the appropriateness of a financial proposal or correctness of a financial action must be clarified in advance of the decision or action with the CFO.
- 1.2.3 and other financial instructions may be issued from time to time by the CFO, where assistance is needed with the interpretation of Financial Procedure Rules.
- 1.2.4 Failure to observe Financial Procedure Rules (including any supplementary and financial instructions), may result in action under the Council’s disciplinary procedures.
- 1.2.5 These Financial Procedure Rules should be read in conjunction with the [Contract Procedure Rules](#) and the [Scheme of Delegation](#).
- 1.2.6 The CFO is responsible for maintaining a continuous review of the Financial Procedure Rules and submitting any additions or changes necessary to the Council for approval. An annual review shall be undertaken.
- 1.2.7 The CFO is also responsible for reporting, where appropriate, breaches of the Financial Procedure Rules to the Council and/or to the Cabinet. The CFO is authorised to temporarily suspend Financial Procedure Rules in exceptional circumstances, and where such a suspension is authorised, a written record shall be kept of the reasons for this.
- 1.2.8 Strategic Directors and Heads of Service are responsible for ensuring that all staff in their Directorates/Services are aware of the existence and content of the Financial Procedure Rules and that they comply with them.

### **1.3 RESPONSIBILITIES**

#### **To the Council**

- 1.3.1 Elected Members and employees of the Council are responsible for ensuring that they use the resources and assets entrusted to them in a responsible and lawful manner. They should strive to achieve value for money and avoid legal challenge to the Council.
- 1.3.2 These responsibilities apply equally to Members and employees when representing the Council on outside bodies.

#### **Personal**

- 1.3.3 Any person charged with the use or care of Council resources and assets should make themselves aware of the Council's requirements under the Financial Procedure Rules. If anyone is in any doubt as to their obligations, then they should seek advice. Unresolved questions of interpretation should be referred to the CFO.
- 1.3.4 All employees must report immediately to their manager, supervisor or other responsible senior Officer any illegality, impropriety, serious breach of procedure or serious deficiency in the provision of services that they suspect or become aware of. Employees are able to do this without fear of recrimination providing they act in good faith via the Council's Whistle Blowing Policy. In such circumstances managers must record and investigate such reports and take appropriate action. Compliance with the Council's Anti-Fraud and Corruption Strategy and the [Code of Conduct for Officers](#) is mandatory for all Officers.

#### **Chief Finance Officer**

- 1.3.5 Section 114 of the [Local Government Finance Act 1988](#) requires the CFO to report to Council, Cabinet and External Auditor if the Council or one of its Officers:
- Has made, or is about to make, a decision which involves or would involve the authority incurring unlawful expenditure;
  - Has taken, or is about to take, unlawful action which has resulted or would result in a loss or deficiency to the Council; or
  - Is about to make an unlawful entry in the Council's accounts.
- 1.3.6 Section 114 of the 1988 Act also requires:
- The CFO to nominate a properly qualified member of staff to deputise should they be unable to perform the duties under section 114 personally; and
  - The Council to provide the CFO with sufficient staff, accommodation and other resources – including legal advice where this is necessary – to carry out the duties under Section 114.
- 1.3.7 The CFO has a range of general responsibilities, which underpin an overriding responsibility to ensure the proper administration of the financial affairs of the Council. These include:
- Setting financial management standards and to monitor compliance with them;
  - Ensuring proper professional practices are adhered to, and to act as head of profession in relation to the standards, performance and development of finance staff throughout the Council;

- Advising on the key strategic controls necessary to secure sound financial management; and
- Ensuring that financial information is available to enable accurate and timely monitoring and reporting of financial and non-financial performance indicators.

1.3.8 Reference to the CFO includes those authorised by them to undertake the various functions concerned.

### **Strategic Directors/Heads of Service**

1.3.9 Strategic Directors and Heads of Service are responsible for ensuring that the Financial Procedure Rules are observed throughout all areas under their control and shall:

- Provide the CFO with such information and explanations as the CFO feels is necessary to meet their obligations under the Financial Procedure Rules;
- Consult with the CFO and seek approval on any matter liable to affect the Council's finances materially, before any commitments are incurred;
- Ensure that executive Members are advised of the financial implications of all significant proposals and that the financial implications have been agreed by the CFO;
- Inform the CFO of failures of financial control resulting in additional expenditure or liability, or loss of income or assets;
- Wherever any matter arises which may involve irregularities in financial transactions consult with the CFO and, if a serious irregularity is confirmed, the matter shall be reported to the Chief Executive, appropriate Cabinet Member and the HR & Workforce Development Manager; and
- Ensure the legality of their Directorate/Service's actions.

1.3.10 Strategic Directors and Heads of Service are also responsible for:

- Promoting the financial management standards set by the CFO in their departments and to monitor adherence to the standards and practices, liaising as necessary with the CFO; and
- Promoting sound financial practices in relation to the standards, performance and development of staff in their service areas.

## **2. Financial Planning**

### **2.1 BUDGETING**

#### **a) Budget Format**

**The budget format determines the level of detail to which financial control and management will be exercised. The format shapes how the rules around virement operate, the operation of cash limits and sets limits at which funds may be reallocated.**

### **CFO Responsibilities**

2.1.1 Advise Cabinet on the format and content of the budget to be approved by Council.

### **Strategic Directors/ Heads of Service Responsibilities**

- 2.1.2 Comply with budgetary guidance provided by CFO.

#### **b) Budget and Medium-Term Planning**

The Council is a complex organisation responsible for delivering a wide variety of services. It needs to plan effectively and to develop systems to enable scarce resources to be allocated in accordance with carefully weighted priorities. The budget is the financial expression of the Council's plans and policies.

The revenue budget must be constructed so as to ensure that resource allocation properly reflects the service plans and priorities of Council. Budgets (spending plans) are needed so that the Council can plan, authorise, monitor and control the way money is allocated and spent. It is illegal for a Council to budget for a deficit.

Medium-term planning involves a cycle in which managers develop their own plans in conjunction with the CFO. As each year passes, another future year will be added to the Medium-Term Financial Strategy (MTFS). This ensures that the Council is always preparing for events in advance.

#### **CFO Responsibilities**

- 2.1.3 Prepare and submit reports on revenue budget forecasts to Cabinet, including resource constraints set by Government. Reports should take account of medium-term forecasts, where appropriate.
- 2.1.4 Determine detailed form of revenue budgets and the methods for preparation, consistent with the budget approved by Council, and after consultation with Cabinet, Strategic Directors and Heads of Service.
- 2.1.5 Prepare and submit reports to Cabinet on aggregate spending plans of service areas and on the resources available to fund them, identifying, where appropriate, implications for the level of taxation to be levied.
- 2.1.6 Advise on the medium-term implications of spending decisions and alternative options.
- 2.1.7 Work with Strategic Directors and Heads of Service, and all Council Officers, to identify opportunities to improve economy, efficiency and effectiveness, encouraging good practice financial appraisals of development or savings options, and in developing the financial aspects of service planning.
- 2.1.8 Advise Council on Cabinet proposals in accordance with responsibilities under Section 151 of the [Local Government Act 1972](#).

#### **Strategic Directors/Heads of Service Responsibilities**

- 2.1.9 Prepare detailed draft revenue budgets in consultation with the CFO, for submission to Cabinet and approval by Council.
- 2.1.10 Integrate financial and budget plans into service planning, so that budget plans can be supported by financial and non-financial performance measures.
- 2.1.11 When drawing up draft revenue budgets, have regard to spending/income patterns and pressures, volatility to external influences, legal requirements, policy requirements, initiatives already underway and external grants and contributions.

#### **c) Capital Programme**

**Capital expenditure involves acquiring or enhancing fixed assets with long-term value to the Council, such as land, buildings, and major items of plant, equipment or vehicles. Capital assets shape the way services are delivered in the long term and create financial commitments for the future in the form of financing costs and revenue running costs.**

**Capital expenditure must form part of an investment strategy and must be carefully prioritised and scrutinised in order to maximise the benefit of scarce resources.**

### **CFO Responsibilities**

- 2.1.12 Prepare capital budgets jointly with Strategic Directors/Heads of Service and report them to Cabinet for approval. The Cabinet will make recommendations on the capital budgets and on any associated financing requirements to Council. Cabinet Member approval is required where a Strategic Director/Head of Service proposes to bid for or exercise additional borrowing, not anticipated in the Capital Programme (extra borrowing will create future commitments to financing costs).
- 2.1.13 Prepare and submit reports to Cabinet on projected income, expenditure and resources compared with approved budgets.
- 2.1.14 Issue guidance on capital schemes and controls e.g. revenue costs, project appraisal techniques. The definition of capital will be determined by the CFO, having regard to government regulations and accounting requirements.
- 2.1.15 Obtain Cabinet authorisation for individual schemes where estimated expenditure exceeds Capital Programme provision by more than 10% or £50,000 whichever is the lower (subject to minimum overspend of £5,000).

### **Strategic Directors/Heads of Service Responsibilities**

- 2.1.16 Comply with guidance on capital projects and controls issued by CFO.
- 2.1.17 Develop and implement asset management plans in conjunction with CFO.
- 2.1.18 Ensure that all capital projects have undergone a robust appraisal which has been approved by Financial and Legal Services, before being presented and discussed by the appropriate management group.
- 2.1.19 Prepare regular reports reviewing Capital Programme provisions for their services. Also prepare a quarterly return of estimated final costs of schemes in the approved Capital Programme for submission to CFO.
- 2.1.20 Ensure adequate records are maintained for all capital contracts.
- 2.1.21 In consultation with the CFO, accelerate the progress of a scheme by deferring the start of another scheme in that year's programme or, if delays are occurring generally, may bring forward a scheme programmed to start in a later year.
- 2.1.22 Proceed with projects only when there is adequate provision in the Capital Programme, following Cabinet or Council approval, and with the agreement of the CFO where required. Cabinet can approve projects up to a cumulative value of £500,000 (General Fund) and £500,000 (Housing Revenue Account) in any one financial year. Projects that breach the £500,000 limits – either alone or cumulatively – require Council approval.
- 2.1.23 Prepare and submit reports, jointly with the CFO, to Cabinet, of any variation in contract costs greater than approved limits. The Cabinet may meet cost increases

of up to 5% of the project by virement from identified savings arising from other projects within the capital programme.

- 2.1.24 Prepare and submit reports, jointly with the CFO, to Cabinet on completion of schemes where the final expenditure varies from the approved budget by more or less than 10% or £50,000 whichever is the lower (subject to minimum overspend/underspend of £5,000).
- 2.1.25 Ensure credit arrangements, such as leasing agreements, are not entered into without prior CFO approval, who will need to undertake an assessment of the type of lease arrangement being entered into and, if applicable, approval of the scheme through the Capital Programme.
- 2.1.26 Consult with the CFO and seek Cabinet approval where Strategic Director/Head of Service proposes to bid for Government approvals to support expenditure that has not been included in current year's Capital Programme.

## **2.2 MAINTENANCE OF RESERVES**

**The Council must decide the minimum level of General Reserves it wishes to maintain before it can decide the level of Council Tax. Reserves are maintained as a matter of prudence. They enable the Council to provide for unexpected events and thereby protect it from overspending, should such events occur. There are also reserves earmarked for specific purposes.**

### **CFO Responsibilities**

- 2.2.1 To advise Cabinet and/or Council on prudent levels of reserves for the Council, and to take account of the advice of [CIPFA](#) in this matter.

### **Strategic Directors/Heads of Service Responsibilities**

- 2.2.2 To ensure that reserves are used only for the purposes for which they were intended.

## **3. Financial Management**

### **3.1 MANAGING INCOME & EXPENDITURE**

#### **a) Budget Monitoring and Control**

**Proper budget management ensures that – once the budget has been approved by Council – allocated resources are used for their intended purposes and are properly accounted for. Budgetary control is a continuous process, enabling the Council to review and adjust its budget targets during the financial year. It also provides the mechanism that calls to account, managers responsible for defined elements of the budget.**

**By continuously identifying and explaining variances against budget targets, the Council can identify changes in trends and resource requirements at the earliest opportunity. The Council itself operates within an annual revenue limit, approved when setting the annual budget. To ensure that the Council does not overspend in total, each service is required to manage its own income and expenditure within the budget allocated to it. For the purposes of budgetary**

**control by managers, a budget will usually be the planned income and expenditure excluding support and capital charges, for a Department.**

### **CFO Responsibilities**

- 3.1.1 Submit reports to Cabinet and Council, in consultation with the relevant Strategic Director/Head of Service, where a Strategic Director/Head of Service's expenditure and resources are significantly outside the approved budgets under their control.
- 3.1.2 Prepare and submit quarterly reports on the Council's projected income and expenditure compared with the budget to the Cabinet.
- 3.1.3 Establish an appropriate framework of budgetary management and control that ensures that:
  - Budget management is exercised within the approved budget unless Cabinet approves a supplementary estimate;
  - Each Strategic Director/Head of Service has timely information on income and expenditure on each budget which is sufficiently detailed to enable managers to monitor their budgetary responsibilities;
  - As a minimum, quarterly updates are held between a Head of Service, budget holder and their Finance representative;
  - Expenditure is committed only against the approved budget cost centre;
  - All Officers responsible for income and expenditure, comply with the relevant guidance and the Financial Procedure Rules;
  - Each cost centre has a single named manager, designated by the relevant Strategic Director/Head of Service. As a general principle, budgetary responsibility should be aligned as closely as possible to the decision-making processes that commit expenditure; and
  - Significant variances from approved budget are investigated and reported by budget holders monthly and advised to the Strategic Management Team and Cabinet.
- 3.1.4 Administer the Council's Scheme of Virement (refer to Section 3B below).

### **Strategic Directors/Heads of Service Responsibilities**

- 3.1.5 Consult with CFO on any matter which is liable materially to affect the finances of the Council before any provision or other commitment is incurred and before reporting to Members.
- 3.1.6 Maintain budgetary control within their services, in adherence to the principles above, and to ensure that all income and expenditure is properly recorded and accounted for.
- 3.1.7 Ensure that an accountable budget holder is identified for each item of income and expenditure under the control of the Strategic Director/Head of Service (grouped together in a series of department codes). Budget responsibility should be aligned as closely as possible to the decision-making that commits the expenditure.
- 3.1.8 Ensure that spending remains within the service's overall budget limit, and that individual budget heads are not overspent, by monitoring and taking appropriate corrective action where significant variations from the approved budget are



forecast and to report these to the CFO. This regulation shall also apply to any action or decision, which will give rise to a reduction in income.

- 3.1.9 Ensure that a monitoring process is in place to review performance levels in conjunction with the budget and is operating effectively within the guidelines set down by the CFO.
- 3.1.10 Obtain prior approval by Council or Cabinet (as appropriate) for new proposals outside of the budget and policy framework, of whatever amount, that:
- Create financial commitments in the current year and future years (Cabinet approval limit up to £500,000 cumulative in a single financial year individually for both General Fund and HRA , Council approval for higher amounts)
  - Change existing policies, initiate new policies or cease existing policies; and
  - Materially extends or reduces Council services.
- 3.1.11 Ensure compliance with Scheme of Virement (refer to Section 3B below).
- 3.1.12 Consult with the relevant Strategic Director/Head of Service, where it appears that a budget proposal, including a virement proposal, may impact on another service area or another Strategic Director/Head of Service's service activity, prior to any action being taken.

**b) Virement**

**A Virement is the transfer between budgets that enables Cabinet, Strategic Directors, Heads of Service and their staff, to manage budgets with a degree of flexibility within the overall budget and policy framework determined by the Council, and therefore to optimise the use of resources.**

- 3.1.13 The Scheme of Virement is administered by the CFO within guidelines set by Council and any variation from the Scheme requires Council approval.
- 3.1.14 Virement does not create additional overall budget liability and should not be used to create additional budget demand in future years.
- 3.1.15 Virement is not allowed:
- From capital financing charges, interest credits, council tax and housing benefit payments and projects financed by external grants and contributions, corporate finance costs (e.g. bank charges), precepts etc. or internal recharges (e.g. departmental support service recharges); or
  - For a transfer of resources between funds or Capital projects.
- 3.1.16 Virement is only allowed from employee costs with the approval of the CFO and after consideration of the overall budget position on employees, since the budget anticipates savings on employee budgets from natural staff turnover.

**CFO Responsibilities**

- 3.1.17 Prepare – jointly – with the relevant Strategic Director/Head of Service a report to Cabinet on proposed virements, where required under the Scheme.

**Strategic Directors/Heads of Service Responsibilities**

- 3.1.18 Strategic Directors/Heads of Service may exercise virement on budgets under their control for gross amounts up to £30,000 in total (cumulative within a single financial year), within Departmental budgets or between Departmental budgets within the same Service budget (any combination thereof), following the approval of the CFO and subject to the conditions in paragraphs 3.2.20 to 3.2.22 below.

- 3.1.19 Amounts greater than £30,000 require Portfolio Holder approval, following a joint report by the CFO and the Strategic Director/Head of Service, which must specify the proposed expenditure and the source of funding, and must explain the implications in the current and future financial year. Each Cabinet Member has a cumulative limit of £250,000 per financial year.
- 3.1.20 Amounts greater than £250,000 require Cabinet approval. The Cabinet has a cumulative limit of £500,000 per financial year. Amounts greater than £500,000 require Council approval.
- 3.1.21 Prior Cabinet approval is required for any virement where it is proposed to:
- vire between budgets of different accountable Cabinet Members; and
  - vire between budgets managed by different Strategic Directors/Heads of Service.
- 3.1.22 Virements relating to a specific financial year, should not be made after 31<sup>st</sup> March in that year.
- 3.1.23 Where an approved budget is a lump-sum budget or contingency intended for allocation during the year, its allocation will not be treated as a virement, provided that:
- The amount is used in accordance with the purposes for which it has been established; and
  - Cabinet has approved the basis and the terms, including financial limits, on which it will be allocated. Individual allocations in excess of the financial limits should be reported to the Cabinet.

**c) Year-End Balances**

**The treatment of year-end balances is administered by the CFO within guidelines set by the Council. The rules below cover arrangements for the transfer of resources between accounting years, i.e. a carry-forward.**

**Year-End Balances ('carry forwards')**

- 3.1.23 The Scheme of Carry-Forwards is administered by the CFO within guidelines set by Council and any variation from the Scheme requires Council approval.
- 3.1.24 The rules cover arrangements for transferring resources between accounting years (i.e. carry-forwards).

**CFO Responsibilities**

- 3.1.25 Administer the Scheme of Carry-Forwards within guidelines approved by Council:
- Underspent Capital budgets at year-end will be carried forward in the Capital Programme automatically unless no longer required
  - Underspent Revenue budgets up to £30,000 on individual budgets may be carried forward with CFO approval
  - Underspent Revenue budgets in excess of £30,000 on individual budgets may be carried forward with Cabinet approval
  - All underspent Revenue budgets approved to be carried forward will be retained in an earmarked reserve.

- 3.1.26 Report jointly with relevant Strategic Director/Head of Service on all material overspends and underspends on service budgets carried forward to the Cabinet and to Council.

#### **Strategic Directors/Heads of Service Responsibilities**

- 3.1.27 Underspends on service budgets up to £30,000 under the control of the Strategic Director/Head of Service may be carried forward with prior CFO approval. Underspends over £30,000 require Cabinet approval.
- 3.1.28 Take account of Capital underspends carried forward into the following years Capital Programme.

#### **d) Emergency Expenditure**

**The Council needs a procedure in place for meeting immediate needs if an emergency situation arises in the district.**

- 3.1.29 The Chief Executive and CFO shall have authority to approve expenditure on items essential to meet immediate needs created by an emergency or which is referable to Section 138 of the Local Government Act 1972, subject to a subsequent report to Cabinet and/or Council depending on whether or not the expenditure can be met within the current budget framework.
- 3.1.30 The Leader or Deputy Leader (having received report from Chief Executive and CFO), shall have power to incur expenditure essential to meet immediate needs created by an emergency, or which is referable to Section 138 of the Local Government Act 1972 (or subsequent legislation) which is not otherwise authorised, or where it is necessary in the Council interest to settle legal proceedings. A subsequent report shall be submitted to Cabinet and/or Council, depending on whether or not the expenditure can be met within the current budget framework.
- 3.1.31 The CFO will ensure – retrospectively – the submission of a claim for reimbursement under the “Bellwin Scheme” for any eligible emergency costs incurred i.e. costs incurred on, or in connection with, immediate actions to safeguard life and property or to prevent suffering or severe inconvenience as a result of a disaster or emergency in the district. Grant is limited by Section 155 of the Local Government and Housing Act 1989 and local authorities are expected to have budgeted for a certain amount of emergency expenditure (the ‘threshold’).

## **4. Financial Accounting**

### **4.1 ACCOUNTING POLICIES**

**The CFO is responsible for preparing the Council’s Statement of Accounts, in accordance with proper practices as set out in the format required by the [Code of Practice on Local Authority Accounting in the United Kingdom](#) (the Code) issued by (CIPFA/LASAAC), for each financial year.**

#### **CFO Responsibilities**

- 4.1.1 Select suitable accounting policies and ensure they are applied consistently. Accounting policies are set out in the annual Statement of Accounts.

### **Strategic Directors/Heads of Service Responsibilities**

- 4.1.2 Adhere to accounting policies, timetables and guidelines approved by the CFO.

## **4.2 ACCOUNTING RECORDS AND RETURNS**

**Maintaining proper accounting records is one of the ways in which the Council discharges its responsibility for the stewardship of public resources. The Council has a statutory responsibility to prepare an annual Statement of Accounts that give a “true and fair view” of the financial position and transactions of the Council. The accounting records are subject to external audit. The audit provides assurance that the Statement of Accounts have been prepared properly, that proper accounting practices have been followed and that robust arrangements have been made for securing economy, efficiency and effectiveness in the use of Council resources.**

### **CFO Responsibilities**

- 4.2.1 Determine the accounting procedures and records for the Council. Where these are maintained outside of Financial Services, the CFO should consult the Strategic Director/Head of Service concerned.
- 4.2.2 Arrange for the compilation of all accounts and accounting records under his or her direction.
- 4.2.3 Comply with the following principles when allocating accounting duties:
- Separating the duties of providing information about sums due to or from the Council and calculating, checking and recording these sums from the duty of collecting or disbursing them; and
  - Employees with the duty of examining or checking the accounts of cash transactions must not themselves be engaged in these transactions.
- 4.2.5 Ensure that claims for funds, including grants, are made by the due date.
- 4.2.4 Make proper arrangements for the audit of the Council’s Statement of Accounts in accordance with the latest Accounts and Audit (England) Regulations.
- 4.2.6 Prepare and publish the Statement of Accounts for each financial year in accordance with the statutory timetable, and present audited Statements for approval by the Audit and Governance Committee before 31<sup>st</sup> July each year. Submit provisional outturn results for financial year to Cabinet as soon as practicable.
- 4.2.7 Ensure the retention of financial documents in accordance with the Council’s Document Retention Policy.
- 4.2.8 Undertake or receive monthly reconciliations for all fundamental IT financial systems and sign off as evidence of CFO’s review.

### **Strategic Directors/Heads of Service Responsibilities**

- 4.2.9 Consult and obtain the approval of the CFO before making changes to accounting arrangements, records and procedures.
- 4.2.10 Comply with segregation of duties principles outlined in Paragraph 4.2.3 when allocating accounting duties.
- 4.2.11 Maintain records that provide a management trail, leading from income/expenditure source through to the accounting statements, and carry out

regular monthly reconciliations of fundamental IT financial systems to the Council's corporate financial management information system.

- 4.2.12 Supply information required to enable the Statement of Accounts to be completed by the statutory deadline of 31<sup>st</sup> May each year and in accordance with guidelines issued by the CFO.

#### **4.3 STATEMENT OF ACCOUNTS**

**The Council has a statutory responsibility to prepare its own Statement of Accounts, which give a "true and fair view" of the financial position and transactions of the Council.**

**The Audit & Governance Committee is responsible for approving the statutory annual Statement of Accounts.**

##### **CFO Responsibilities**

- 4.3.1 Select suitable accounting policies and to apply them consistently.
- 4.3.2 Make judgements and estimates that are reasonable and prudent.
- 4.3.3 Ensure compliance the CIPFA/LASAAC Accounting Code of Practice.
- 4.3.4 Sign and date the Statement of Responsibilities with the Statement of Accounts, stating it gives a true and fair view of the financial position and transactions of the Council (including group financial statements where applicable) at the year ended 31<sup>st</sup> March.
- 4.3.5 Draw up the timetable for final accounts preparation and to advise Officers and external auditors accordingly.

##### **Strategic Directors/Heads of Service Responsibilities**

- 4.3.6 Comply with accounting guidance provided by the CFO and supply the CFO with information when required.

### **5. Risk Management and Control of Resources**

#### **5.1 RISK MANAGEMENT**

**All organisations, whether in the private or public sector, face risks to people, property and continued operations. Risk is the chance or possibility of loss, damage, injury or failure to achieve objectives caused by an unwanted or uncertain action or event. Risk Management is the planned and systematic approach to the identification, evaluation and control of risk. Its objectives are to secure the assets of the organisation and to ensure its continued financial and organisational well-being. In essence it is an integral part of good business practice. Risk Management is concerned with evaluating the measures an organisation already has in place to manage perceived risks and then recommend the actions the organisation needs to take to control these risks effectively.**

**The Audit and Governance Committee monitors the effective development and operation of Risk Management, and it is the overall responsibility of Cabinet to approve the Risk Management Strategy, and to promote a culture of risk management awareness throughout the Council.**

### **CFO Responsibilities**

- 5.1.1 Develop and maintain a Risk Management Strategy.
- 5.1.2 Develop and maintain a Risk Register.
- 5.1.3 Develop and promote a proactive and positive corporate Risk Management culture, including awareness and the implementation and maintenance of Risk Management controls.
- 5.1.4 Include all appropriate employees in suitable Fidelity Guarantee insurance cover.
- 5.1.5 Arrange suitable corporate insurance cover, through external insurance and internal funding, and negotiate claims for losses in consultation with other Officers, and partner organisations, where necessary.

### **Strategic Directors/Heads of Service Responsibilities**

- 5.1.6 Promote a proactive and positive Risk Management culture within service area, including raising awareness and the implementation and maintenance of Risk Management controls.
- 5.1.7 Show due regard to advice from specialist Officers (e.g. health and safety) and review risks through the Service Planning process at least quarterly.
- 5.1.8 Promptly notify CFO of all significant new risks, properties, vehicles or other assets that require insurance and of any alterations affecting existing insurances and to provide information when requested.
- 5.1.9 Immediately notify CFO of any loss, liability or damage that may lead to a claim against the Council, together with any information or explanation required by the CFO or the Council's insurers.
- 5.1.10 Consult with the CFO and the Head of Legal and Democratic Services on the terms of any indemnity that the Council is requested (or has offered) to give.
- 5.1.11 Ensure that employees, or anyone covered by Council insurance, do not admit liability or make any offer to pay compensation that may prejudice the assessment of liability in respect of any insurance claim.

## **5.2 INTERNAL CONTROLS**

**The Council is complex and beyond the direct control of individuals. It therefore requires internal controls to manage and monitor progress towards strategic objectives and to monitor compliance with statutory obligations.**

**The Council faces a wide range of financial, legal, administrative and commercial risks, both from internal and external factors, which threaten the achievement of its objectives. Internal controls are necessary to manage these risks and to protect the Council from the impact of uncertainties.**

### **CFO Responsibilities**

- 5.2.1 Assist the Council to put in place an appropriate control environment and effective internal controls which provide reasonable assurance of effective and efficient operations, financial stewardship, probity and compliance with laws and regulations.
- 5.2.2 Ensure an effective internal audit function is resourced and maintained.
- 5.2.3 Ensure that the Council has put in place effective arrangements for internal audit of the control environment and systems of internal control as required by professional standards and in line with CIPFA's Code of Practice.

- 5.2.4 Ensure an effective audit committee is developed and maintained.

#### **Strategic Directors/Heads of Service Responsibilities**

- 5.2.5 Manage processes to check that established controls are being adhered to and to evaluate their effectiveness, in order to be confident in the proper use of resources, achievement of objectives and management of risks.
- 5.2.6 Review existing controls in the light of changes affecting the Council and to establish and implement new ones in line with guidance from the CFO. Strategic Directors/Heads of Service should also be responsible for removing controls that are unnecessary or not cost or risk effective – for example, because of duplication.
- 5.2.7 Ensure Officers have a clear understanding of the consequences of lack of control.

### **5.3 AUDIT REQUIREMENTS**

#### **a) Internal Audit**

**The requirement for an internal audit function for local authorities is implied by Section 151 of the Local Government Act 1972, which requires that authorities “make arrangements for the proper administration of their financial affairs”. More specific requirements are set out in the Accounts and Audit Regulations 2015, which require the Council to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”**

#### **Chief Executive**

- 5.1.1 Ensure that the Head of Internal Audit has direct access to and freedom to report in his or her own name and without fear or favour to the Chief Executive and the CFO, the Cabinet and the Audit & Governance Committee, all levels of management, Officers and elected Members. This should include the ability to meet the Chairman of the Audit & Governance Committee alone (outside of the Committee meeting) and External Auditors to discuss significant concerns that they may have over the adequacy and effectiveness of internal controls and risk management activities.

#### **CFO Responsibilities**

- 5.3.2 Implement appropriate measures to prevent and detect fraud and corruption and ensure that effective procedures are in place to investigate promptly any identified fraud or irregularity.
- 5.3.3 Report to Cabinet requesting additional funding where insufficient internal audit resources have been identified.

#### **Head of Internal Audit Responsibilities**

- 5.3.4 Ensure that Internal Audit has unrestricted access to all information (including records, computer files, property and personnel) and activities undertaken by the Council, and those of partner organisations and third party service providers where contract terms include Internal Audit access rights.
- 5.3.5 Assisting the CFO in discharging their responsibilities under Section 151 of the Local Government Act 1972 in relation to internal controls.



- 5.3.6 Providing and maintaining an Internal Audit function which meets the requirements of the Public Sector Internal Audit Standards (PSIAS).
- 5.3.7 Developing and delivering an annual Audit Plan for the Council using a risk based methodology. Following consultation with the Chief Executive Officer, CFO and SMT, the Head of Internal Audit will submit such plan to the Audit & Governance Committee for review and approval prior to the commencement of each financial year.
- 5.3.8 Providing an annual Internal Audit opinion, compliant with PSIAS requirements, which informs the Annual Governance Statement on how the Council's control environment, including risk management processes, accounting records, governance and value for money arrangements, established by management, are operating within the Council.
- 5.3.9 Issuing other reports which provide assurance to the Chief Executive, CFO, Monitoring Officer and the Strategic Management Team, and making recommendations for improvement.
- 5.3.10 Comply with any requests from the External Auditor or access to any information, files or working papers obtained or prepared during audit work that is required to discharge their responsibilities.
- 5.3.11 Reporting to the Chief Executive, CFO and the audit committee, if the Head of Internal Audit concludes that resources are insufficient.

#### **Strategic Directors/Heads of Service Responsibilities**

- 5.3.12 Ensure that Internal Audit are given access at all reasonable times to premises, human resources, documents and assets that the auditors consider necessary for the purposes of their work.
- 5.3.13 Ensure that auditors are provided with any information and explanations that they seek in the course of their work.
- 5.3.14 Consider and respond promptly to recommendations/actions in Internal Audit reports.
- 5.3.15 Ensure that agreed actions arising from audit recommendations are carried out in a timely and efficient fashion.
- 5.3.16 Notify the Head of Internal Audit immediately of any suspected fraud, theft, irregularity, improper use or misappropriation of Council property, assets or resources. Pending investigation and reporting, the Strategic Director/Head of Service should take all necessary steps to prevent further loss and to secure records and documentation against removal or alteration.
- 5.3.17 Ensure that new systems for maintaining financial records, or records of assets, or changes to such systems, are discussed with and agreed by the Head of Internal Audit prior to implementation.

#### **b) External Audit**

**The Local Audit and Accountability Act 2014 ("the Act") sets out the framework for audit of local authorities. It replaces the provisions of the Audit Commission Act 1998 following the closure of the Audit Commission. The duties and responsibilities of external auditors are primarily set out in Part 5 of the Act and reflected in a Code of Audit Practice issued by the National Audit Office.**



**The Statement of Accounts is scrutinised by the external auditors, who must be satisfied that they give a “true and fair view” of the financial position and transactions of the Council (including any group financial statements where applicable) during the year and complies with all legal requirements.**

#### **CFO Responsibilities**

- 5.3.18 Ensure that external auditors are given access at all reasonable times to premises, human resources, documents and assets that the external auditors consider necessary for the purposes of their work.
- 5.3.19 Ensure there is effective liaison between external and internal audit.
- 5.3.20 Work with the external auditor and advise Council, Cabinet and Strategic Directors/Heads of Service on their responsibilities in relation to external audit.

#### **Strategic Directors/Heads of Service Responsibilities**

- 5.3.21 Ensure that external auditors are given access at all reasonable times to premises, human resources, documents and assets which the external auditors consider necessary for the purposes of their work.
- 5.3.22 Ensure that all records and systems are up to date and available for inspection.

### **5.4 PREVENTING FRAUD AND CORRUPTION**

**The Council will not tolerate fraud and corruption in the administration of its responsibilities, whether from inside or outside the Council.**

**The Council’s expectation of propriety and accountability is that Members and Officers at all levels will lead by example in ensuring adherence to legal requirements, rules, procedures and practices.**

**The Council also expects that individuals and organisations, including partner organisations, suppliers, contractors and service providers with whom it comes into contact will act towards the Council with integrity and without thought or actions involving fraud and corruption.**

#### **Chief Executive Responsibilities**

- 5.4.1 Maintain adequate and effective internal control arrangements.

#### **CFO Responsibilities**

- 5.4.2 Implement appropriate measures to prevent and detect fraud and corruption.

#### **Head of Internal Audit Responsibilities**

- 5.4.3 Develop and maintain a comprehensive Anti-Money Laundering Strategy.
- 5.4.4 Develop and maintain a comprehensive Anti-Fraud and Corruption Strategy.
- 5.4.5 Develop and maintain a Code of Corporate Governance; monitor and report on compliance to the Audit and Governance Committee. Non-compliant areas, or areas requiring improvement, to be included within an “Annual Statement of Assurances” prepared by the Chief Executive.
- 5.4.6 Report all suspected irregularities (as appropriate) to the Chief Executive, the CFO, and the Audit & Governance Committee.

#### **Strategic Directors/Heads of Service Responsibilities**

- 5.4.7 Ensure that all suspected irregularities are reported to the Head of Internal Audit without delay.
- 5.4.8 Instigate the Council's disciplinary procedures where the outcome of an audit investigation indicates improper behaviour.
- 5.4.9 Ensure that where financial impropriety is discovered, the CFO and Head of Internal Audit are informed as soon as possible, and where sufficient evidence exists to believe that a criminal offence may have been committed, the police are informed to determine with the Crown Prosecution Service whether any prosecution will take place.
- 5.4.10 Maintain corporate Register of Interests' for both councillors and Officers.

## **5.5 ASSETS**

### **a) Security of Property**

**The Council holds assets in the form of property, vehicles, plant, software, equipment other items worth many millions of pounds. It is important that assets are safeguarded and used efficiently in service delivery, and that there are arrangements for the security of both assets and information required for service operations. An up-to-date asset register is a prerequisite for proper fixed asset accounting and sound asset management.**

### **CFO Responsibilities**

- 5.5.1 Maintain an Asset Register in accordance with good practice for all fixed assets with a value in excess of £10,000. The function of the Asset Register is to provide the Council with information about fixed assets so that they are safeguarded, used efficiently and effectively, and adequately maintained.
- 5.5.2 Receive and process information required for accounting, costing and financial records from each Strategic Director/Head of Service.
- 5.5.3 Ensure that assets are valued in accordance with the Code issued by (CIPFA/LASAAC).
- 5.5.4 Issue guidelines on best practice ("*Local Authority Assets: Disposal Guidance - DCLG March 2016*") for asset disposals
- 5.5.5 Ensure appropriate accounting entries are made to remove the value of asset disposals from the Council's records, including the proceeds of sale where appropriate.
- 5.5.6 (Independently) review and authorise proposed stock write-offs (including obsolete and surplus stock) submitted by Strategic Directors/Heads of Service, within predetermined limits. Values in excess of predetermined limits should be forwarded for approval by the Portfolio Holder for Resources and/or Cabinet as appropriate.

### **Strategic Directors/Heads of Service Responsibilities**

- 5.5.7 Notify the CFO immediately of any additions/disposals/variations to the Asset Register. Any use of property by a service area or establishment, other than for direct service delivery, should be supported by documentation identifying terms, responsibilities and duration of use.
- 5.5.8 Arrange for the valuation of assets for accounting purposes to meet requirements specified by the CFO.

- 5.5.9 Recommend surplus land and buildings for sale to the Asset Management Group (AMG), followed by a joint report prepared by the relevant Strategic Director/Head of Service and the CFO to Cabinet.
- 5.5.10 Follow best practice guidelines for asset disposals, issued by the CFO.
- 5.5.11 Ensure prospective occupiers of Council land are not allowed to take possession or enter until a lease or agreement (in a form approved by the Strategic Director/Head of Service in consultation with the Head of Legal and Democratic Services) has been established as appropriate.
- 5.5.12 Ensure security of buildings and other assets, including vehicles, plant, equipment, furniture, stock, stores and other property, within service area. Consult CFO where security is thought to be defective or where it is considered that special security arrangements may be needed.
- 5.5.13 Pass title deeds to Head of Legal and Democratic Services, for safe custody. The Head of Operations must keep a record of all properties owned by the Council, recording Portfolio, the purpose for which it is held, the location, the plan reference, purchase details, particulars of interest and rent payable, and particulars of tenancies granted.
- 5.5.14 Ensure that cash holdings on premises are kept within insurance limits (determined by CFO) and keys to safes and similar receptacles are carried on the person of those responsible at all times. Loss of any such keys must be reported to the CFO immediately.
- 5.5.15 Ensure all employees are aware of their personal responsibility to protect and retain the confidentiality of information, whether held in manual or computerised records. Information may be sensitive or privileged, or may possess some intrinsic value, and its disclosure or loss could result in a cost to the Council.

#### **Inventories**

- 5.5.16 Maintain an Inventory List within service area, recording descriptions of any furniture, fittings, equipment, plant and machinery, with individual values of £75 or more. The Purchasing & Payables Manager must be notified if the value of a single item exceeds £10,000.
- 5.5.17 Carry out annual check of all significant inventory items to verify location, condition and take action in relation to surpluses or deficiencies, annotating the inventory accordingly. Portable items such as computers, cameras and video recorders should be identified with Council security markings.
- 5.5.18 Make sure that property is only used in the course of Council business, unless the Strategic Director/Head of Service concerned has given permission otherwise.

#### **Stocks and Stores**

- 5.5.19 Make appropriate arrangements for the care and custody of stocks and stores within service area.
- 5.5.20 Maintain stocks at reasonable levels and ensure regular (minimum quarterly) independent physical stock checks. Stock discrepancies should be immediately investigated and pursued to a satisfactory conclusion.
- 5.5.21 Recommend stock write-offs (including obsolete and surplus stock) by submitting proposal in writing to CFO (seeking advice from purchasing advisors where appropriate).

### **b) Intellectual Property**

**Intellectual property is a generic term that includes inventions and writing. If these are created by the employee during the course of employment, then, as a general rule, they belong to the Council, not the employee.**

**Certain activities undertaken within the Council may give rise to items that may be patentable, for example, software development. These items are collectively known as intellectual property.**

#### **CFO Responsibilities**

- 5.5.22 Develop and disseminate good practice through the Council's intellectual property procedures.

#### **Strategic Directors/Heads of Service Responsibilities**

- 5.5.23 Ensure that controls are in place to ensure that staff do not carry out private work in Council time and that Officers are aware of an employer's rights with regard to intellectual property.

### **5.6 TREASURY MANAGEMENT, BANKING AND PETTY CASH**

**Millions of pounds pass through Councils' accounts each year. This has led to the establishment of CIPFA's "*Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*" (the Code).**

**The Code aims to provide assurance that Council money is properly managed in a way that balances risk with return, with overriding consideration given to the security of capital sums.**

**Banking arrangements and petty cash should also be managed appropriately with key responsibilities confined to the CFO and a limited number of authorised individuals.**

#### **CFO Responsibilities**

- 5.6.1 Undertaking borrowing and investment activities in full compliance with CIPFA's "*Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes*". Any other lending or borrowing cannot be undertaken without the approval of Council, following consultation with the CFO.
- 5.6.2 Ensuring that all borrowing and investing activities are undertaken in the name of the Council (or nominee approved by Council) and detailed records/registers maintained and appropriate arrangements are made for the safe custody of all securities and title deeds.
- 5.6.3 Arranging and administering banking arrangements, including negotiate banking arrangements, opening accounts, signing Direct Debit mandates, ordering cheque books and arranging BACS payments.
- 5.6.4 Along with the Chief Executive, signing bank mandates authenticating the signatures of Officers designated as cheque signatories, and signatories for other instruments for the payment, collection or transfers of monies. All cheques must bear the signature of two authorised Officers of the Council and dispatched directly from the CFO (or his or her staff) to payees.
- 5.6.5 Making arrangements with the bank for the issue of corporate Purchasing Cards.

- 5.6.6 Developing, maintaining and disseminating a detailed Purchasing Card Policy, ensuring that all card holders sign their acceptance of its terms and conditions.
- 5.6.7 Developing and operating a Petty Cash Imprest system (including a set of CFO prescribed rules), which balances operational need with efficiency and appropriate cash control measures.

#### **Strategic Directors/Heads of Service Responsibilities**

- 5.6.8 Following instructions on banking and purchase cards issued by the CFO.
- 5.6.9 Utilising Purchasing Cards in accordance with the corporate Purchasing Card Policy. Cardholders must formally sign to indicate their acceptance of the Policy, prior to usage.
- 5.6.10 Ensure Trust Funds are held in the Council's name wherever possible. Officers acting as Trustees, due to their official position, must deposit securities etc. relating to the Trust with the CFO, unless the deed otherwise provides.
- 5.6.11 Ensure Trust Funds are operated within relevant legislation and the specific requirements for each Trust. Secure administration arrangements must be approved by the CFO.
- 5.6.12 Ensure employees within service area operate Petty Cash Imprest system in compliance with CFO prescribed rules.

## **6. Financial Systems and Procedures**

### **6.1 GENERAL**

**Service areas have many systems and procedures relating to the control of the Council's assets, including purchasing, costing and management systems. Service areas are increasingly reliant on ICT for their financial management information. The information must therefore be accurate and the systems and procedures sound and well administered. They should contain controls to ensure that transactions are properly processed, errors detected promptly and system reconciliations completed and evidenced monthly.**

**The CFO has a professional responsibility to ensure that Council financial systems are sound and should therefore be consulted at an early stage in the process prior to the implementation of any new developments or changes/upgrades to existing systems.**

#### **CFO Responsibilities**

- 6.1.1 Make arrangements for the proper administration of the Council's financial affairs, including:
  - Issuing advice, guidance and procedures for Officers and others acting on the Council's behalf
  - Determining the accounting systems, form of accounts and supporting financial records
  - Establishing arrangements for audit of the Council's financial affairs
  - Approving any new financial systems to be introduced; and
  - Approving any changes to be made to existing financial systems.

### **Strategic Directors/Heads of Service Responsibilities**

- 6.1.2 Comply with procedures and guidance issued by the CFO.
- 6.1.3 Ensure that accounting records are properly maintained and held securely.
- 6.1.4 Ensure that vouchers and documents with financial implications are not destroyed, except in accordance with arrangements set out in the approved Document Retention Policy.
- 6.1.5 Ensure that a complete management trail, allowing financial transactions to be traced from the accounting records to the original document, and vice versa, is maintained.
- 6.1.6 Incorporate appropriate controls to ensure that, where relevant:
  - All input is genuine, complete, accurate, timely and not previously processed
  - All processing is carried out in an accurate, complete and timely manner
  - Output from the system is complete, accurate and timely; and
  - Output is reconciled, at least monthly, to the Council's general ledger and signed off by the preparer and reviewer of the reconciliation.
- 6.1.7 Ensure that the organisational structure provides an appropriate segregation of duties to provide adequate internal controls and to minimise the risk of fraud or other malpractice.
- 6.1.8 Ensure there is a documented and tested disaster recovery plan to allow information system processing to resume quickly in the event of an interruption.
- 6.1.9 Ensure systems are documented and Officers trained in operations.
- 6.1.10 Consult with CFO before changing existing financial systems or introducing new financial systems.
- 6.1.11 Establish a scheme of delegation identifying Officers authorised to act upon the Strategic Director/Head of Service's behalf in respect of payments, income collection and placing orders, including variations, and showing the limits of their authority.
- 6.1.12 Supply lists of authorised Officers, with specimen signatures and delegated limits, to the CFO, together with any subsequent variations.
- 6.1.13 Ensure that effective contingency arrangements, including back-up procedures, exist for computer systems. Where possible, back-up information should be retained in a secure location, preferably off site or at an alternative location within the building.
- 6.1.14 Ensure that, where appropriate, computer systems are registered in accordance with data protection legislation and that staff are aware of their responsibilities under the legislation.
- 6.1.15 Ensure relevant standards and guidelines for computer systems issued by Strategic Directors/Heads of Service are observed.
- 6.1.16 Ensure computer equipment and software is protected from loss and damage through theft, vandalism etc.
- 6.1.17 Comply with the copyright, designs and patents legislation. In particular, ensure that only software legally acquired and installed by the Council is used on its computers.

## **6.2 INCOME AND EXPENDITURE**

### **a) Income**

**Income can be a vulnerable resource and effective income collection systems are necessary to ensure that all income due is identified, collected, receipted and properly banked. It is preferable to obtain income in advance of supplying goods or services as this improves cash flow and avoids the time and cost of administering debts.**

#### **CFO Responsibilities**

- 6.2.1 Agree arrangements for the collection of income due to the Council and approve the procedures, systems and documentation for its collection.
- 6.2.2 Periodically issuing guidance on charging policy, including key principles on fees and charges (e.g. full cost recovery and benchmarking), taxation and inflationary assumptions.
- 6.2.3 Order and supply to service areas receipt forms, books or tickets and similar items and satisfy themselves regarding control arrangements.
- 6.2.4 Agree the write-off of bad debts (in consultation with the relevant Strategic Director/Head of Service) up to £15,000 in value in each case and refer sums in excess of this limit, but up to £100,000, to the Cabinet Member for Resources for approval. Individual sums to be written off that exceed £100,000 require Cabinet approval.
- 6.2.5 Keep records of all sums written off and ensure appropriate accounting adjustments are made.
- 6.2.6 Ensure that refunds are not made for sums under £5.00, unless specifically requested by the individual.

#### **Strategic Directors/Heads of Service Responsibilities**

- 6.2.7 Establish charging policy for the supply of goods or services in accordance with guidance issued by the CFO, reviewing it regularly, in line with corporate policies.
- 6.2.8 Separate responsibility for identifying amounts due and responsibility for collection, as far as is practicable.
- 6.2.9 In consultation with the CFO, establish and initiate appropriate recovery procedures, including legal action where necessary, for debts that are not paid promptly.
- 6.2.10 Issue official receipts for all cash transactions (except where a legal document is the receipt for money received) and maintain other documentation for income collection where receipts are not required.
- 6.2.11 Ensure wherever practical that at least two employees are present when post is opened at a site where income is regularly received.
- 6.2.12 Securely hold receipts, tickets and other records of income in accordance with Document Retention Policy.
- 6.2.13 Lock away all cash to safeguard against loss or theft, and to ensure security of cash handling.
- 6.2.14 Ensure income is paid promptly and fully into Council bank account in the form in which it is received. Appropriate details should be recorded to provide a full audit trail. Money collected and deposited must be reconciled to bank account on a monthly basis (minimum).
- 6.2.15 Ensure income received is not used to cash personal cheques or make any other payments.



- 6.2.16 Supply CFO with details relating to work done, goods supplied, services rendered or other amounts due, to enable the CFO to record correctly the sums due to the Council and to ensure accounts are sent out promptly. To do this, Strategic Directors and Heads of Service should use established debt recovery systems to monitor the recovery of income and flag up areas of concern to the CFO. Heads of Service have a responsibility to assist the CFO in collecting debts that they have originated, by providing any further information requested by the debtor, and in pursuing the matter on the Council's behalf.
- 6.2.17 Keep a record of every transfer of money between employees of the Council. The receiving Officer must sign for the transfer and the transferor must retain a copy.
- 6.2.18 Recommend debts for write-off to the CFO and keep a record of all sums written off. Once raised, bona fide debts must not be cancelled, except by full payment or by formal write off. A credit note to replace a debt can only be issued to correct a factual inaccuracy or administrative error in the calculation and/or billing of the original debt, a waiver or reduction in charges.
- 6.2.19 Where delegated authority has been granted by the CFO, individuals can write-off bad debts up to their specified limit in each case (Note – delegated authority must be exercised in strict observance of 'separation of duties' principles; referred to above in Paragraph 6.2.8). Sums in excess of their limit must be referred to the CFO for approval, who in turn will seek Cabinet Member approval for write-off of bad debt exceeding £15,000 in line with Paragraph 6.2.4 above.
- 6.2.20 Notify CFO of outstanding income relating to the previous financial year as soon as possible after 31<sup>st</sup> March in line with timetable determined by the CFO, and not later than 10<sup>th</sup> April or nearest working day thereafter.

**b) Ordering and paying for work, goods and services**

**Public money should be spent with demonstrable probity and in accordance with Council policies. Councils have a statutory duty to achieve best value, in part through economy and efficiency. Council procedures should help to ensure that services obtain value for money from their procurement arrangements. These procedures should be read in conjunction with the Council's Contract Procedure Rules.**

- 6.2.21 Officers and Members engaged in contractual or procurement decisions on behalf of the Council have a responsibility to declare links or personal interests that they may have with purchasers, suppliers and/or contractors, in accordance with appropriate codes of conduct.
- 6.2.22 Official orders must be issued for all work, goods or services to be supplied to the Council, except for supplies of utilities, periodic payments such as rent or rates, corporate purchasing card purchases, petty cash purchases or other exceptions specified by the CFO. Any order placed by telephone shall be confirmed by the issue of an official order within 5 working days.
- 6.2.23 Purchase orders must conform to guidelines approved by Council for the procurement of goods, services and suppliers. Standard terms and conditions must not be varied without the prior CFO approval.
- 6.2.24 The normal payment method will be by BACS payment direct to the customer, drawn on the Council bank account, approved by the CFO. Direct debits will require prior CFO agreement, or a designated bank signatory, before any



agreement is signed. Purchasing card payments may be made by Officers pre-authorised by the CFO and identified on the Authorised Signatory List. VAT receipts for all goods must accompany monthly statements submitted to the CFO. Spending limits will be set/approved the CFO.

- 6.2.25 Official orders must not be raised for personal or private purchases, nor must personal or private use be made of Council contracts.

### **CFO Responsibilities**

- 6.2.26 Ensure Council financial systems and procedures are sound and properly administered, approving changes to existing systems (whether new systems or upgrades) before implementation.
- 6.2.27 Approve the form of official orders and associated terms and conditions.
- 6.2.28 Make payment from Council funds on Strategic Directors/Heads of Service authorisations that expenditure has been duly incurred in accordance with Financial Procedure Rules.
- 6.2.29 Make payment (irrespective of budget provision) where it is required by statute or court order.
- 6.2.30 Arrange for the keeping of a Contract Register where contracts provide for payment by instalments.
- 6.2.31 Make payments to contractors upon receipt of properly completed certificates from Strategic Directors/Heads of Service. Such payments must be entered and appropriately cross referenced in the Contract Register.
- 6.2.32 Provide advice and encouragement on making payments by the most economical means.

### **Strategic Directors/Heads of Service Responsibilities**

- 6.2.33 The Head of Legal and Democratic Services will determine the form of contract to be used for building, constructional or engineering work.
- 6.2.34 Ensure that all contract variations are in writing and agreed before work on the variation commences.
- 6.2.35 Refer claims from contractors on matters not clearly within existing contract terms to Head of Legal and Democratic Services for consideration of Council liability and to the CFO for financial consideration, before settlement is reached.
- 6.2.36 Take appropriate action, in consultation with Head of Legal and Democratic Services, in respect of any claim for liquidated and ascertained damages where contract completion is delayed. This provision will not apply if there are reasons qualifying for an extension.
- 6.2.37 Ensure that unique NAV generated official orders are used for all goods and services, other than the exceptions specified in Paragraph 6.2.22.
- 6.2.38 Ensure orders are only used for goods and services provided to the relevant service area. Members and Officers must not use official orders to obtain goods or services for private use. Neither may Officers place orders for goods or services for personal use using the Council's e-procurement system.
- 6.2.39 Ensure that only staff authorised by Strategic Directors/Heads of Service authorise orders and maintain an up-to-date list of such authorised staff, including specimen signatures, identifying the limits of their authority. The authoriser of the order should be satisfied that works, goods, supplies and services ordered are

appropriate and needed, that there is adequate budgetary provision and that Contract Procedure Rules have been followed.

- 6.2.40 Ensure that works, goods, supplies and services are checked on receipt to verify that they are in accordance with the order. This check should, where possible, be carried out by a different Officer from the authoriser of the order. Entries should then be made in inventories or stores records where appropriate.
- 6.2.41 Ensure payment is not made unless a proper VAT invoice has been received, checked, coded and certified for payment.
- 6.2.42 Ensure a minimum of two authorised members of staff are involved in the ordering, receiving and payment process. If possible, a different Officer from the person who signed the order, and in every case, a different Officer from the person checking a written invoice, should authorise invoices.
- 6.2.43 Periodically review a list of their staff approved to authorise invoices. New authorising Officers, together with specimen signatures, and details of their authority limits, must be forwarded to the CFO.
- 6.2.44 Ensure that payments are not made on photocopied or faxed invoices, statements or other documents. Any instances of these being rendered should be reported to the Head of Internal Audit. In exceptional circumstances, where payment is made against such a document, where properly authenticated, the transaction must be processed in accordance with CFO guidance.
- 6.2.45 Encourage suppliers to accept payment by the most economical means for the Council. Payments made by Direct Debit must have the prior approval of the CFO or an authorised bank signatory.
- 6.2.46 Ensure service area achieves value for money by taking appropriate steps to obtain competitive prices for works, goods, supplies and services of appropriate quality, in line with best practice guidelines issued by the CFO, consistent with best value principles and contained within the Contract Procedure Rules.
- 6.2.47 Utilise the Procurement Team in putting purchases, where appropriate, out to competitive quotation or tender. These will comply with Contract Procedure Rules.
- 6.2.48 Ensure that employees are aware of the Code of Conduct (Part 5 of the Constitution).
- 6.2.49 Ensure that loans, leases or rental arrangements are not entered into without prior CFO agreement. This is to protect the Council against entering into unapproved credit arrangements that might adversely affect financial standing and to ensure that value for money is being obtained.
- 6.2.50 Notify CFO of outstanding committed expenditure relating to previous financial year as soon as possible after 31<sup>st</sup> March in line with timetable determined by CFO and, in any case, not later than 10<sup>th</sup> April.
- 6.2.51 With regard to construction contracts and alterations to buildings and for civil engineering works, to document and agree with CFO the systems and procedures to be adopted in relation to all financial aspects, including certification of interim and final payments, checking, recording and authorising payments, the system for monitoring and controlling capital schemes and the procedure for validation of subcontractors' tax status.
- 6.2.52 Notify the CFO immediately of any expenditure to be incurred as a result of statute/court order where there is no budgetary provision.

- 6.2.53 Ensure that all appropriate payment records are retained and stored for the defined period, in accordance with the Document Retention Policy.

**c) Payments to employees and Members**

**Staff costs are the largest item of expenditure for most Council services. It is therefore important that payments are accurate, timely, made only where they are due for services to the Council and that payments accord with individuals' Contract of Employment. It is also important that all payments are accurately and completely recorded and accounted for and that Member allowances are authorised in accordance with the scheme adopted by Council.**

**CFO Responsibilities**

- 6.2.54 Ensure appropriate arrangements are in place to control secure and reliable payment of salaries, wages, compensation or other emoluments to existing and former employees, in accordance with procedures prescribed by them, on the due date.
- 6.2.55 Record and make arrangements for the accurate and timely payment of tax, pension contributions and other deductions and to complete all relevant HMRC returns.
- 6.2.56 Make arrangements for payment of all travel and subsistence claims or financial loss allowance.
- 6.2.57 Make arrangements for paying Members travel or other allowances upon receiving the prescribed documentation, duly completed and authorised.
- 6.2.58 Provide advice and encouragement to secure payment of salaries by the most economical means.
- 6.2.59 Ensure that there are adequate arrangements for administering pension matters on a day-to-day basis.
- 6.2.60 Act as an advisor on areas such as taxation and monitoring of the Suffolk County Council Pension Fund, as appropriate.

**Strategic Directors/Heads of Service Responsibilities**

- 6.2.61 Ensure that appointments are made in accordance with the regulations of the Council and the approved Establishment List, grades and scale of pay and that adequate budget provision is available.
- 6.2.62 Notify the Human Resources and Workforce Development Manager of all appointments, terminations or variations which may affect the pay or pension of an employee or former employee, in the form and to the timescale required by the Human Resources and Workforce Development Manager.
- 6.2.63 Ensure that adequate and effective systems and procedures are operated, so that:
- Payments are only authorised to bona fide employees
  - Payments are only made where there is a valid entitlement
  - Conditions and contracts of employment are correctly applied; and
  - Employees' names listed on the payroll are checked at regular intervals to verify accuracy and completeness.
- 6.2.64 Provide and maintain an up-to-date list of the names of Officers authorised to complete and return records to the Human Resources and Workforce Development Manager, together with specimen signatures, where appropriate.

The 'Yourself' HR system should contain update lists of Human Resources Officers and Officers authorised to approve timesheets and claims.

- 6.2.65 Ensure that payroll transactions are processed only through the payroll system. Strategic Directors and Heads of Service should give careful consideration to the employment status of individuals employed on a self-employed consultant or subcontract basis and take advice from the Human Resources and Workforce Development Manager.
- 6.2.66 Approve travel and subsistence claims and other allowances, but only when they have been made through 'Yourself' or an approved travel expenses form and within three months of the travel or subsistence being incurred. Approval is taken to mean that journeys were authorised and expenses properly and necessarily incurred, and that allowances are properly payable by the Council, ensuring that cost-effective use of travel arrangements is achieved. Due consideration should be given to tax implications and that the Human Resources and Workforce Development Manager is informed where appropriate.
- 6.2.67 Ensure that the Human Resources and Workforce Development Manager is notified of the details of any employee benefits in kind, to enable full and complete reporting within the income tax self-assessment system.
- 6.2.68 Ensure that all appropriate payroll documents are retained and stored for the defined period in accordance with the Document Retention Policy.
- 6.2.69 The Human Resources and Workforce Development Manager to act as an advisor to Strategic Directors and Heads of Service on areas such as employment status, National Insurance and Pension Contributions, as appropriate.
- 6.2.70 Ensure that the staffing budget is an accurate forecast of staffing levels in accordance with the approved Establishment List and is equated to an appropriate revenue budget provision (including on-costs and overheads).
- 6.2.71 Ensure the Chief Executive (or the Officer delegated by them) has approved any changes in employment conditions where the full year cost of such changes would exceed £1,000.
- 6.2.72 Monitor staff activity to ensure adequate control over costs such as sickness, overtime, training and temporary staff.
- 6.2.73 Ensure that the staffing budget is not exceeded without prior authority from the CFO / HR & Workforce Development Manager and that it is managed to enable the agreed level of service to be provided.
- 6.2.74 Ensure that the Human Resources and Workforce Development Manager and the CFO are immediately informed if the staffing budget is likely to be significantly overspent or underspent.

#### **Member Responsibilities**

- 6.2.75 Submit claims for Member travel and subsistence allowances on a monthly basis (or within three months of incurring the travel or subsistence) and, in any event, within one month of year end.

### **6.3 TAXATION**

**The Council is responsible for ensuring its tax affairs are in order. Tax issues are often very complex and the penalties for incorrectly accounting for tax are severe. It is therefore very important for all Officers to be aware of their role.**

**The Council's Commercial Investment Strategy, which includes the creation and use of Local Authority Trading Companies (LATC's), has resulted in added Tax considerations, including Corporation Tax and 'different VAT rules'.**

**CFO Responsibilities**

- 6.3.1 Complete Council VAT returns and annual Partial Exemption calculations in accordance with HMRC timescales.
- 6.3.2 Discharge Tax related responsibilities for Council-owned trading companies (LATCs), including all Corporation Tax and VAT duties and returns.
- 6.3.3 Provide details to the HMRC regarding the Construction Industry Scheme (CIS).
- 6.3.4 Maintain up-to-date guidance for Council employees on taxation issues.

**Strategic Directors/Heads of Service Responsibilities**

- 6.3.5 Ensure that the correct VAT liability is attached to all income due and that all VAT recoverable on purchases complies with HMRC regulations.
- 6.3.6 Ensure that, where construction and maintenance works are undertaken, the contractor fulfils the necessary CIS requirements.
- 6.3.7 Ensure that all persons employed by the Council are added to the Council's payroll and tax deducted from any payments, except where the individuals are bona fide self-employed or are employed by a recognised staff agency.
- 6.3.8 Follow the guidance on taxation issued by the CFO or the Human Resources and Workforce Development Manager in the Council's accounting guides and Basic guide to VAT.

**6.4 TRADING ACCOUNTS AND BUSINESS UNITS (including Local Authority Trading Companies)**

**Trading accounts and business units have been growing in importance for many years as local councils have progressively developed a more commercial culture. Under proper accounting practices, Councils are required to keep trading accounts for services provided on a basis other than a straightforward recharge of cost in accordance with the Accounting Code of Practice.**

**On-going reductions in Government support is further increasing the rate of 'council commercialisation'. Councils are seeking ever more innovative ways to achieve financial self-sufficiency, with legislative changes (notably the introduction of a "general power of competence" under Section 1 of the Localism Act 2011) aiding the proliferation of local authority trading companies.**

**CFO Responsibilities**

- 6.4.1 Advise on the establishment and operation of trading accounts and business units.
- 6.4.2 Advise on the establishment and operation of local authority trading companies, including the professional financial appraisal of proposed commercial investments, projects and trading opportunities.
- 6.4.3 Prepare financial statements for local authority trading companies in accordance with relevant proper accounting practice.

- 6.4.4 Ensure compliance with all relevant extant companies and tax legislation in respect of local authority trading companies, including the preparation of taxation and other financial returns.
- 6.4.5 Arrange and maintain adequate insurance cover for local authority trading companies, where appropriate.

#### **Strategic Directors/Heads of Service Responsibilities**

- 6.4.6 Follow CFO advice on the establishment and operation of trading accounts and business units.
- 6.4.7 Follow CFO advice on the establishment and operation of local authority trading companies. In particular, it is essential that the robustness of all commercial proposals is established through CFO input at the concept and development stage(s).
- 6.4.8 Consult with the CFO where a business unit wishes to enter into a third-party contract where the contract expiry date exceeds the remaining life of their main contract with the Council. In general, such contracts should not be entered into unless they can be terminated within the main contract period without penalty.
- 6.4.9 Ensure that appropriate accounting principles (as guided by the CFO) are applied in relation to Council trading accounts, and statutory accounts required for trading companies, including any tax implications, where applicable.
- 6.4.10 Ensure that each business unit and trading company prepares an annual business plan.

## **7. External Arrangements**

### **7.1 PARTNERSHIPS**

**Partnerships can exist in many forms and play a key role in delivering community strategies and in helping to promote and improve the well-being of the area. Councils are working in partnership with others – public agencies, private companies, community groups and voluntary organisations. Councils still deliver some services, but their distinctive leadership role is to bring together the contributions of the various stakeholders. They therefore need to deliver a shared vision of services based on user and community wishes.**

**Councils will mobilise investment, bid for funds, champion the needs of their areas and harness the energies of local people and community organisations. Councils will be measured by what they achieve in partnership with others.**

**Jointly Controlled Operations (JCO's) are activities undertaken by the Council in conjunction with partners that involve the use of assets and resources of the partners, rather than the establishment of a separate entity.**

- 7.1.1 A partner is defined as either:
  - (a) An organisation (private or public) undertaking, part funding or participating as a beneficiary in a project; or
  - (b) A body whose nature or status gives it a right or obligation to support the project.

#### **CFO Responsibilities**

- 7.1.2 Advise on effective controls and the key elements of entering into any partnership – including JCO’s – to ensure that resources are not wasted. Examples include, but are not limited to:
- (a) A scheme appraisal for financial viability in both the current and future years, together with capital/revenue cash flow forecasts for at least three years
  - (b) Risk appraisal and management
  - (c) Resourcing, including taxation / VAT issues
  - (d) Audit, security and control requirements
  - (e) Carry-forward arrangements; and
  - (f) Ensure that an annual business plan is prepared.
- 7.1.3 Ensure that the partnership accounting and governance arrangements comply with all relevant regulations and codes of practice.

#### **Strategic Directors/Heads of Service Responsibilities**

- 7.1.4 Ensure that, before entering into any agreement with external bodies, including the terms of operation, the CFO is consulted and the Cabinet approval is obtained.
- 7.1.5 Maintain a register of all contracts entered in to with external bodies in accordance with procedures specified by the CFO.
- 7.1.6 Ensure that, before entering into agreements with external bodies, a risk management appraisal has been prepared for the CFO.
- 7.1.7 Ensure that arrangements are in place for cessation of a partnership, including an exit strategy.
- 7.1.8 Ensure that such agreements and arrangements do not impact adversely upon existing Council services.
- 7.1.9 Ensure that all agreements and arrangements are properly documented.
- 7.1.10 Provide appropriate information to the CFO to determine if any requirement for a note to be entered into the Council’s Statement of Accounts in accordance with relevant accounting Codes of Practice is required.

## **7.2 EXTERNAL FUNDING**

**External funding is an important source of income, but funding conditions need to be carefully considered to ensure that they are compatible with the aims and objectives of the Council. Councils are increasingly encouraged to provide seamless service delivery through working closely with communities, other agencies and private service providers.**

**In some instances, although the scope for external funding has increased, such funding is linked to tight specifications and may not be flexible enough to link to the Council’s overall corporate/spending plans.**

#### **CFO Responsibilities**

- 7.2.1 Ensure that arrangements are approved in advance by Cabinet.
- 7.2.2 Ensure that funding notified by external bodies is received and properly recorded in the Council’s accounts.
- 7.2.3 Ensure that match-funding requirements are considered prior to entering into agreements and that future revenue budgets reflect these requirements.
- 7.2.4 Ensure that internal and external audit requirements are met.



### **Strategic Directors/Heads of Service Responsibilities**

- 7.2.5 Ensure that the CFO is consulted prior to the completion of all applications for external funding and is provided with a written copy of all grant approvals, together with grant and auditing conditions, and that all claims for funds are made in conjunction with Finance staff and submitted by the due date.
- 7.2.6 Ensure that the project progresses in accordance with the agreed project and that all expenditure is properly incurred and recorded.
- 7.2.7 Records of achievements against key targets to be met must be maintained for both financial and Non-Financial indicators.
- 7.2.8 Documentation must be made available for access by either internal and/or external audit where required.
- 7.2.9 To ensure that the retention and archiving of records complies with the conditions and requirements of the funding body.

### **7.3 WORKING FOR THIRD PARTIES**

**Legislation has enabled the Council to provide a range of services to other bodies for some time. Such work may enable a unit to maintain economies of scale and existing expertise. More recently, the Council has adopted a Commercial Investment Strategy which means that such services will increasingly be delivered through local authority trading companies.**

**Whatever service-delivery arrangements are used (either 'in house' or through a company), robust procedures should be in place to ensure that any risks associated with such work are minimised, and that such work is legal.**

### **CFO Responsibilities**

- 7.3.1 Advise on appropriate service delivery arrangements for third party working proposals.
- 7.3.2 Where work is to be delivered through a trading company, ensure compliance with Section 6.4 of these Rules (paragraphs 7.3.3 to 7.3.5 apply to in-house service delivery arrangements only).
- 7.3.3 Issue guidance with regard to the financial aspects of third-party contracts.
- 7.3.4 Provide financial information in order for the relevant Strategic Director/Head of Service to monitor the contract.
- 7.3.5 Arrange and maintain adequate insurance cover for third party contracts through corporate policy, where appropriate.

### **Strategic Directors/Heads of Service Responsibilities**

- 7.3.6 Follow CFO advice on appropriate service delivery arrangements for third party working proposals.
- 7.3.7 Where work is to be delivered through a trading company, ensure compliance with Section 6.4 of these Rules (paragraphs 7.3.8 to 7.3.14 apply to in-house service delivery arrangements only).
- 7.3.8 Ensure that potential proposals are properly costed in advance in accordance with CFO guidance. It is essential that no contract is subsidised by the Council.
- 7.3.9 Ensure Cabinet approval is obtained before negotiations are concluded to work for third parties.



- 7.3.10 Maintain third party contracts register in accordance with procedures specified by CFO and ensure all contracts are properly documented.
- 7.3.11 Ensure that – wherever possible – payment is received in advance of service delivery, but in any event, payments must be promptly paid in accordance with the contract.
- 7.3.12 Ensure service area has the appropriate expertise to undertake the contract.
- 7.3.13 Ensure contracts do not adversely impact on services provided for the Council.
- 7.3.14 Provide appropriate information to CFO to determine any Accounting Code of Practice requirements.





**CABINET**

**Tuesday, 05 April 2022**

<b>Subject</b>	Environment Task Group - Quarterly Update
<b>Report by</b>	<p>Cllr James Mallinder</p> <p>Cabinet Member with responsibility for the Environment</p>
<b>Supporting Officer</b>	<p>Andrew Jarvis</p> <p>Strategic Director</p> <p>andrew.jarvis@eastsuffolk.gov.uk</p> <p>01394 444323</p>

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable
<b>Wards Affected:</b>	All Wards

## Purpose and high-level overview

### **Purpose of Report:**

The purpose of this report is to advise Cabinet on the work of the cross-party Environment Task, chaired by the Cabinet Member with responsibility for the Environment, since its last report on 4 January 2022. Confirmation is also sought that the Group is continuing to deliver on the task it was set to investigate ways to cut East Suffolk Council's carbon and other harmful emissions.

### **Options:**

Not applicable

### **Recommendations:**

1. That this report from the Environment Task Group be accepted and approved.
2. That it be confirmed that the Environment Task Group is to continue to deliver the task it was set to investigate ways to cut East Suffolk Council's carbon and investigate positive environmental policy.

## Corporate Impact Assessment

### **Governance:**

The Environment Task Group is a cross-party group chaired by the Cabinet Member with responsibility for the Environment and reports direct to Cabinet.

### **ESC policies and strategies that directly apply to the proposal:**

The work of the Environment Task Group directly supports the Council's Strategic Plan and delivering on the corporate commitment to "put the environment at the heart of everything we do" is progressively influencing all the Council's policies and strategies.

### **Environmental:**

The Environment Task Group through the issues it is considering and monitoring is having a direct and far-reaching effect on the Council's environmental agenda and priorities.

### **Equalities and Diversity:**

There are no specific equalities or diversity impacts arising from this report. The work of the Environment Task Group directly and through its influence the work of the Council to respond to the Climate Emergency will however impact on all those who live and work in East Suffolk or visit the area.

### **Financial:**

There are no specific Financial impacts arising from this update report.

### **Human Resources:**

There are no Human Resources impacts arising from this update report.

### **ICT:**

There are no ICT impacts arising from this update report.	
<b>Legal:</b> There are no Legal impacts arising from this update report.	
<b>Risk:</b> There are no new Risks arising from this update report.	
<b>External Consultees:</b>	None

## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input checked="" type="checkbox"/>

XXX	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>How does this proposal support the priorities selected?</b></p> <p>The Environment Task Group continues to be a valuable forum in which to consider and debate environmental issues and to help deliver on the Council's commitment to put the environment at the heart of everything we do. The environmental work done by Council and the resultant spending is directly impacting on the local economy and the Council is increasingly engaging with businesses engaged in renewable and low carbon energy, sustainable development and wider environmental protection work. Several initiatives the Task Group has worked on or has supported have involved community groups, for example environmental promotion, biodiversity projects, tree planting, action on plastic and as further projects are delivered it is confidently predicted that there will be an increasing feeling of community pride in what has been delivered. Financial Sustainability is a key consideration in the work of the Task Group, some carbon saving changes requires investment but many also result in coincidental cost savings, for example, energy cost savings/income from solar power generation on council buildings and savings on chemical and grass cutting costs. The Group have been supportive of the role digital technology can play in reducing carbon emission savings, for example, through the wider enablement of home working and video conferencing and the consequent reduction in travel. It is suggested that the Environment Task Group is good example of collaborative working and that in the comparatively short time it has been working it has helped the delivery of the Council environment priorities significantly. This is expected to continue as further significant challenges arise, for example in helping to formulate the Council's response to the nation Resources and Waste Strategy.</p>			

## Background and Justification for Recommendation

<b>1</b>	<b>Background facts</b>
1.1	<p><b>FORMATION</b></p> <p>On 24 July 2019 (Full Council agenda item 9(a)), the Council resolved unanimously to:</p> <ul style="list-style-type: none"> <li>• Declare a climate emergency</li> <li>• Set up a Cross Party Task Group, commencing by October 2019, to investigate ways to cut East Suffolk Council's carbon and harmful emissions on a spend to save basis, with ambition to make East Suffolk Council (including all buildings and services) carbon neutral by 2030.</li> <li>• To work with Suffolk County Council and other partners across the county and region, including the LEP and the Public Sector Leaders, towards the aspiration of making the county of Suffolk carbon neutral by 2030.</li> <li>• To work with the government to: <ul style="list-style-type: none"> <li>• a) deliver its 25-year Environmental Plan, and</li> <li>• b) increase the powers and resources available to local authorities in order to make the 2030 target easier to achieve.</li> </ul> </li> </ul> <p>656 The Environment Task Group was formed as a cross-party Task Group</p>

2 In context of the East Suffolk Council Strategic Plan	
2.1	The Council's Strategic Plan sets out its vision to deliver the highest possible quality of life for everyone who lives, works in or visits the district. The five themes of the Strategic Plan are: Growing our Economy; Enabling our Communities; Remaining Financially Sustainable; Delivering Digital Transformation; and Caring for our Environment.
2.2	Within the theme of Caring for our Environment, the Council is committed to lead by example, seeking environmental benefit in everything we do, working with communities for biodiversity and optimising the use digital solutions to reduce environmental impacts; to minimise waste, promote reuse and maximise recycling; to explore opportunities to invest in renewable energy solutions as a council and encourage others to do the same; and to use our influence and regulatory functions to protect our natural environment and coastline.
2.3	The Strategic Plan recognises the interconnectivity between the five Themes of the Plan, with actions arising under each theme having the potential to contribute towards any or all of the other themes.

3 Summary of Environment Task Group activity since last report	
3.1	<p>THE ETG has met once (12 January 2022) since its last report to Cabinet on 4 January 2022 when it discussed:</p> <ul style="list-style-type: none"> <li>• Fireworks Policy Consultation</li> <li>• Motion for the Ocean</li> <li>• Waste water pollution</li> </ul> <p>In terms of actions:</p> <ul style="list-style-type: none"> <li>• An 8 week public consultation seeking views on whether or not the council should change its policy on permitting fireworks displays on council land is to be launched in late March 2022, the results of which are intended to inform a decision by Cabinet on whether to make any changes to the policy on 5 July 2022.</li> <li>• An internal audit of existing ocean protection work will be undertaken to provide a basis for Members to consider the position the Council would be able to take in the event of a formal Motion for the Ocean being submitted to Full Council.</li> </ul>
3.2	<p><b>East Suffolk Climate Action Plan</b></p> <p>Since 2008, the Council has conducted its own internal Annual Greenhouse Gas (AGHG) Report to quantify the emissions emanating from the activities and estates of the council, including the fuel and energy consumed by its fleet, built assets and business mileage, with our approach having been validated independently by Groundwork East.</p> <p>This AGHG report enables the council to identify those services and assets that have the largest impacts in terms of their emissions and what the trends over time</p>

	<p>are, and in turn enables the council to prioritise actions. It will also help us to track progress towards our 20230 carbon neutrality goal.</p> <p>Pending the development of a codified Climate Action Plan, the AGHG report has nonetheless enabled targeted action to be taken, for example the HVO interim fuel solution project to reduce fleet emissions which typically represented around 40% of ESC emissions, with a future key focus to be the redevelopment of the Felixstowe leisure facilities given the current Felixstowe Leisure Centre alone typically accounting for 10% of ESC emissions.</p> <p>These actions and others that are already underway and ongoing, and that contribute to our carbon neutrality and environmental ambitions will, once the new Lead Officer (see point 3.17) is in post, be translated into the formal Climate Action Plan later in the year.</p>
3.3	<p><b>Alternative Vehicle fuel – an interim fuel solution to reduce fleet emissions</b></p> <p>As many of the suppliers of HVO do not develop the product themselves the supply chain for this product is particularly elongated. Current issues with the costs of all fuels being extremely volatile due to the conflict in Eastern Europe has resulted in an extremely aggressive market at present. This is currently causing us to experience a delay with the final procurement of HVO.</p> <p>The Council’s procurement team are currently working to resolve this issue before the arrival of new fleet in April, which will entail the replacement of all remaining Euro 5 vehicles (which cannot accept HVO) with Euro 6 compliant vehicles (which can accept HVO).</p>
3.4	<p><b>Members’ Green Training Programme</b></p> <p>A programme of sessions to update and inform Elected Members about a range of environmental themes, services and issues is currently under development for inclusion as part of the wider Member’s Training. The intention is to provide Members with the information they need in the course of their engagements with their constituents on environmental issues.</p> <p>Topics that are intended for coverage include:</p> <ul style="list-style-type: none"> <li>• The Annual Greenhouse Gas Report</li> <li>• Waste reduction and recycling</li> <li>• The Suffolk Coast &amp; Heaths AONB</li> <li>• Tree Preservation Orders and Tree Wardens</li> <li>• Planning and the Environment</li> <li>• Electric vehicle charging infrastructure</li> <li>• The Greenprint Forum</li> <li>• Nature and verges</li> <li>• Cycling &amp; Walking Strategy</li> </ul> <p>The programme has already commenced, with a session on Enviro-Crime already having been delivered by Environmental Protection Manager Andrew Reynolds on 3 February, with AONB Manager Simon Amstutz to deliver a session about the AONB on 31 March. Members are encouraged to register for these sessions as they become available.</p>



3.5	<p><b>Greenprint Quiet Lanes</b></p> <p>As of March 2022, 199 lanes in 66 parishes countywide have so far been designated under the project, of which approximately 116 lanes are in 29 parishes in East Suffolk alone, with the intention of improve connectivity with existing bridleways and footpaths for active and vulnerable travellers and encouraging sustainable rural mobility whilst also adding to the visitor attraction of the rural economy for those wishing to enjoy rural Suffolk on foot or bike.</p> <p>The impact of the project has already started to become noticed both within Suffolk, with enquiries also having been received from a number of other local authorities from around the country; it had originally been envisaged that the Suffolk project would provide a template for others to follow. Whilst the full publicity campaign is yet to be launched, Suffolk's Quiet Lanes has already received a brief mention at the beginning of BBC Escape to the Country on 1 March 2022 in addition to positive regional TV coverage last year.</p> <p>Within Suffolk, there are a number of links being by this project made with other work streams, including the Suffolk-wide Travel Behaviour Change Steering Group, the Visitor Economy workstream of the Suffolk Growth Partnership, and the emerging East Suffolk Cycling and Walking Strategy.</p> <p>Quiet Lanes Suffolk received its initial funding secured in 2019 by the Greenprint Forum from the former East Suffolk Partnership, with a significant boost to funding subsequently secured from SCC enabling what began as an East Suffolk community-driven project to become a county-wide project demonstrating replicability. Community support has so far been very positive with almost all lanes reaching the formal public consultation stage going on to be formally designated.</p>
3.6	<p><b>Staff engagement</b></p> <p>The Council's Health and Wellbeing Group organised two voluntary activities for members of staff to participate in the Council's practical conservation work alongside the Countryside Team from Norse in early February. Six members of staff attended a tree planting session at Woods Meadow, planting an estimated 250 trees, with a further four attending the heathland conservation session at Upper Hollesley Common. A separate session held on behalf of the Greenprint Forum at Upper Hollesley Common attracted eleven volunteers.</p>
3.7	<p><b>Air Quality</b></p> <p>The Environmental Protection Team have recently recruited an Air Quality Technical Officer on a fixed term 1-year contract to review and update the Council's Air Quality Strategy and assist with technical aspects of the Council's legal obligations with regard to Local Air Quality Management.</p>
	<p><b>Planning</b></p>



3.12	<p><b>Deben redevelopment Passivhaus project</b></p> <p>The project at the Former Deben High School site in Felixstowe has moved into Phase 3 – Residential delivery. The demolition phase completed in December 2021. Hamson Barron Smith (HBS) have been appointed as the Project Development Managers and are assisting the housing team with their in-house consultancy services.</p> <p>Following the appointment of HBS, they were asked to carry out an initial gap analysis to establish what further information would be required to take the current information (planning package) to a sufficient level of detail to issue a robust tender package for a main contractor. This work established a number of workstreams which are being progressed concurrently and will complete in April ready for a Main Contractor to be procured via National Framework.</p> <p>A sales and marketing agent has also been appointed and will be marketing the properties throughout the construction phase. A number of launch events, including targeted days for ‘First time buyers’ and ‘An introduction to living in a PassiveHaus’ are proposed to promote the uptake of homes.</p> <p>ESC Officers continue to liaise with local residents and community groups regarding the progress of the development. HBS will be contacting all neighbouring residents inviting them to participate in engagement events / workshops to provide updates and understand any concerns about the proposed development.</p> <p>A project risk register is maintained and updated to reflect progress. Currently the team are working to mitigate risks which may lead to delays or overspend. At this stage, the most significant risks are associated with the detail design, ensuring the planning approval is deliverable within site constraints and within budget.</p> <p>Start on site is scheduled for summer 2022 with homes being delivered in phases between 2023/24.</p>
3.13	<p><b>Low carbon hydrogen</b></p> <p>The Council’s vision is to establish as the regional and potentially national hub for the generation, distribution, innovation, and adoption of low carbon hydrogen as part of the collective ambition of the private and public sector to achieve net zero by 2030. The <b>key objectives are as follows</b></p> <ol style="list-style-type: none"> <li>1. To identify a suitable site(s) within the district to locate low-carbon hydrogen demonstrator projects.</li> <li>2. To establish East Suffolk as a test bed for a range of low carbon hydrogen facilities</li> <li>3. To develop the alignment between existing and potential hydrogen projects across East Suffolk and the wider region to form the foundations of a hydrogen hub.</li> </ol> <p>The low carbon hydrogen ambitions for East Suffolk are closely aligned with other major initiatives and developments. These include Freeport East, which will involve</p>

	<p>the development of a Green Energy Hub, the proposed Sizewell C development, and ABP's significant outer harbour development which is supported by the development of the Powerpark. If realised, these projects might span between 30 MW to 100 MW from 2030 as they scale, and electrolyser costs fall.</p> <p>ESC is leading on local co-ordination with low-carbon hydrogen developers (and partners) to support collaboration with the aim of establishing ES a regional green hydrogen hub.</p>
3.14	<p><b>East Suffolk Business Festival</b></p> <p>As part of the East Suffolk Business Festival held in February 2022, a number of webinar+Q&amp;A sessions were held online to promote environmentally positive business practices. These included:</p> <ul style="list-style-type: none"> <li>• How could an electric cargo bike benefit your business or community? 43 businesses supported</li> <li>• Apps, STARS and data: happier &amp; healthier employees through sustainable workplace travel in the digital age. 32 businesses supported.</li> <li>• Introduction to Carbon Literacy. 69 businesses supported.</li> <li>• Net Zero Jargon Buster Webinar (Suffolk Chamber of Commerce event). 60 businesses supported.</li> </ul>
3.15	<p><b>Lead Officer – Environment &amp; Climate Change</b></p> <p>East Suffolk Council has created the new post of Lead Officer – Environment &amp; Climate Change to coordinate its environmental sustainability work across all of its services and estates and accelerate the Council's response to climate change. This new senior post will report to Strategic Director Nick Khan and will be the Council's central lead for environmental and climate change work and will further develop and accelerate the Council's policies and strategies in this area. The post will also lead engagement with key external stakeholders and lead this Council's contribution to the delivery of the Suffolk Climate Emergency Plan. The post was advertised in late February and interviews are due to be held in late March.</p>
3.16	<p><b>Communication of wider activities of the Council with regards to the environment</b></p> <p>The ETG regularly hears from internal and external speakers on environmental projects that the council is leading on or contributing towards.</p> <p>To help communicate progress on the environmental agenda to a wider audience, even where the ETG itself has not played a central role in driving particular projects, in order to raise the profile of these wider activities, this progress is being collated and publicised on the ETG's webpage <a href="#">Work so far » East Suffolk Council</a>.</p>

4 Reason/s for recommendation	
4.1	It has been agreed that the Environment Task Group would provide quarterly updates on its work to Cabinet. The Group has been performing well and considers it is fulfilling the role set and the tasks allocated.
4.2	As the need to react further and faster to the climate emergency becomes increasingly apparent the Group will continue to have a significant role considering and supporting initiatives and providing opinions to Cabinet on any matters referred to it. For this reason, Cabinet is invited to confirm it is delivering the task it was set and to give any further guidance it considers appropriate.

## Appendices

### Appendices:

None.

### Background reference papers:

None.