



**Riverside, 4 Canning Road, Lowestoft, Suffolk,
NR33 0EQ**

Cabinet

Members:

Councillor Steve Gallant (Leader)
Councillor Craig Rivett (Deputy Leader and Economic Development)
Councillor Norman Brooks (Transport)
Councillor Stephen Burroughes (Customer Experience, 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 Conference Room, Riverside, Lowestoft on **Tuesday, 6 December 2022 at 6.30pm.**

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

An Agenda is set out below.

Part One – Open to the Public

1	Apologies for Absence To receive apologies for absence, if any.	
2	Declarations of Interest Members and Officers are invited to make any declarations of interests, and the nature of that interest, 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.	
3	Announcements To receive any announcements.	
4	Minutes To confirm as a correct record the Minutes of the Meeting held on 1 November 2022	1 - 12
KEY DECISIONS		
5	Council Tax Base 2023/24 ES/1362 Report of the Cabinet Member with responsibility for Resources	13 - 23
6	Addition of five Historic Parks and Gardens to East Suffolk Council's Local List of Parks and Gardens of Historic or Landscape Interest ES/1363 Report of the Cabinet Member with responsibility for Planning and Coastal Management	24 - 103
NON-KEY DECISIONS		
7	Southwold Harbour Management Committee – Mid-Year Budget Monitoring Report 2022/23 ES/1364 Report of the Cabinet Member with responsibility for Resources	104 - 124
8	Environment Task Group - Quarterly Update ES/1365 Report of the Cabinet Member with responsibility for the Environment	125 - 133
9	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, 2, 3 and 4 of Part 1 of Schedule 12A of the Act.	

10 Exempt Minutes

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

NON-KEY DECISION

11 East Suffolk Property Investments Business Case

- 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 Housing Team Restructure

- Information relating to any individual.
- Information that is likely to reveal the identity of an individual.

13 Asset Acquisition

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

Close



Stephen Baker, Chief Executive

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Unconfirmed



Minutes of a Meeting of the **Cabinet** held in the Deben Conference Room, East Suffolk House, Melton, on **Tuesday, 1 November 2022 at 6.30pm.**

Members of the Cabinet present:

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

Other Members present:

Councillor Edward Back, Councillor David Beavan, Councillor Alison Cackett, Councillor Judy Cloke, Councillor Linda Coulam, Councillor Mike Deacon, Councillor Louise Gooch, Councillor Frank Mortimer, Councillor Trish Mortimer

Officers present: Julia Catterwell (East Suffolk Communities Officer), Karen Cook (Democratic Services Manager), Elliott Dawes (Housing Development Officer), Teresa Howarth (Principal Environmental Health Officer), Andy Jarvis (Strategic Director), Helen Johnson (Culture and Heritage Programme Manager), Nick Khan (Strategic Director), Andrea MacMillan (Planning Manager - Policy, Delivery and Specialist Services), Sue Meeken (Political Group Support Officer (Labour)), Brian Mew (Chief Finance Officer & Section 151 Officer), Nicole Rickard (Head of Communities), Lorraine Rogers (Deputy Chief Finance Officer), Alli Stone (Democratic Services Officer), Heather Tucker (Head of Housing), Paul Wood (Head of Economic Development & Regeneration), Ben Wright (Planner (Policy and Delivery))

1 Apologies for Absence

Apologies for absence were received from Councillor Mallinder, Councillor Cooper and Councillor Jepson.

2 Declarations of Interest

There were no declarations of interest.

3 Announcements

There were no announcements.

4 Minutes

It was by consensus

RESOLVED

That the Minutes of the Meeting held on 4 October 2022 be agreed as a correct record and signed by the Chairman.

5 Continuation of East Suffolk Community Partnerships and Enabling Communities Budgets

Cabinet received report **ES/1322** by the Cabinet Member with responsibility for Communities, Leisure and Tourism, which sought commitment to continue to support the East Suffolk Community Partnership Board and eight individual Community Partnerships, and the Councillor Enabling Budgets, including by investing the necessary resources and funding to enable their continuation.

Cabinet was reminded that a commitment was made by East Suffolk Council (ESC) to develop and deliver Community Partnerships, in response to concerns about a potential democratic deficit caused by the Council having fewer Councillors, covering larger geographical areas, with larger populations than before it was created. A significant amount of time was spent investigating different models at a national level and scoping out the proposed form and function of the Community Partnerships.

The model originally proposed had proved to be an exciting, fresh opportunity to engage with East Suffolk communities and their representatives in an innovative and unique way. It had involved the Community Partnerships in addressing local issues based on data, evidence and insight and in developing solutions, using devolved funding, in exactly the way the Government intended under the Localism Act 2011.

Cabinet was advised that the model had been externally challenged by the Local Government Association Peer Review Team in October 2021. The Team's general observations were that there was lots of evidence that Community Partnerships were 'adding value' and there had been a lot of support to give them a "great start". The Team recognised how ESC had brought people together and used a strong evidence base to identify local priorities, for example around mental health and social isolation. The Team recognised that ESC had backed up its priority by making a significant investment and it noted great examples of how ESC was also using the assets across the district. The Team flagged up the enthusiastic, energetic and committed staff and Members and also the positive feedback from partners describing Community Partnerships as "dynamic" and "innovative".

The proposals contained in the report to continue to operate, resource and fund the Community Partnerships were based on the evidence of impact in the first three and a half years, albeit during the Covid pandemic restrictions, feedback from the Peer Challenge and the opportunities that the Community Partnerships provided for co-ordinated activity to address both local challenges and those facing the whole of the district including the cost-of-living crisis.

Cabinet gave its full support for the proposals contained within the report; the Leader stated that he was a great supporter of the Community Partnerships, the Community Partnership Board and the Councillor Enabling Budgets. The Leader added that the

budgets had allowed Councillors to become community leaders and to make a real difference to small community and residents' groups, across the whole district, which otherwise ESC may have struggled to bring together in such a cohesive way. The Leader concluded that it was right and proper that ESC now sought to continue the Community Partnerships into the future.

The Cabinet Member with responsibility for Housing referred to the Covid pandemic and how the Community Partnerships had come into their own during that period.

Councillor Deacon referred to the Councillor Enabling Budgets, which were currently £7,500 per Councillor; he asked if the amount, going forward, was cast in stone; Councillor Deacon referred to the financial constraints currently faced by the country, and the pressures on everybody, that must be affecting the very people that ESC was trying to help through the grants, and Councillor Deacon asked if the budget could be increased to £8,000 going forward. The Leader, in his response, commented that there would be an opportunity, after the elections in May 2023, for the next Council to consider that.

Councillor Deacon referred to the Lowestoft and Northern Parishes Community Partnership, and the related population of over 66,000 people; Councillor Deacon asked if it would be better to split the Partnership into two, with Lowestoft in one Partnership and the northern parishes in the other. The Leader, in his response, stated that the areas needed to be constantly reviewed; he added that if the number was increased then, in effect, the number of Community Support Officers would need to be increased too. Officers added that the Community Partnership received an additional half post in support resources to recognise the fact that the area was bigger than the other areas.

Councillor Beavan suggested that there should be more emphasis on long term capacity building for resilient communities; he referred to the funding and asked where that would come from going forward. The Leader stated that all Community Partnerships, which were made up of all Members of ESC together with strategic partners and community groups, decided what they wanted to spend the money on; he added that some of the perceived small things were really important to communities. Referring to funding streams, the Leader stated that, going forward, they might change, and that would be taken on board by the Cabinet Member with responsibility for Resources and officers.

Councillor Gooch, commenting on the points made by Councillor Deacon relating to the Lowestoft and Northern Parishes Community Partnership, added that financial equitability should be considered as part of any review. The Leader commented that that was a key issue and had been discussed at the outset; he referred to the population figures and acknowledged why there might be an expectation that there should be more funding going into the populated areas of the district but he referred to rural areas and commented on the cost of delivering a project being far greater than in an urban area.

The Cabinet Member with responsibility for Communities, Leisure and Tourism gave her thanks to all Ward Members and officers for their work related to the Community Partnerships.

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

RESOLVED

That Cabinet recommend to Full Council:

1. That it be agreed to continue to support and enable the Community Partnership Board and the eight Community Partnerships (one for each of the areas shown on the map at Appendix 1 to this report) until the end of March 2027.
2. That it be agreed to continue to support the Enabling Communities Budgets at the current level (£7,500 per Councillor) until the end of March 2027.
3. That £1,064,000 funding per annum be committed for the 2023/24 and 2024/25 financial years from New Homes Bonus, and to fund at a similar level for the following two years subject to the funding being available.
4. That the purpose, remit, governance and structure of Community Partnerships in East Suffolk, as set out in the report, be endorsed and that the impact of the Community Partnerships be reviewed annually through an annual monitoring report.

6 UK Shared Prosperity and Rural England Prosperity Funds

Cabinet received report **ES/1323** by the Deputy Leader and Cabinet Member with responsibility for Economic Development and the Cabinet Member with responsibility for Communities, Leisure and Tourism, which sought approval to receive £2.75m of funding from the UK Shared Prosperity Fund (UKSPF) to deliver a multi-year business support, community development and skills development programme. The report further sought approval to implement ESC's UKSPF Investment Plan which outlined how these activities would be delivered either directly by ESC or with partners and the anticipated outcomes they would achieve. In addition, the report sought approval from Cabinet to receive £1.13m of funding from the Rural England Prosperity Fund (REPF). This was a capital fund scheme designed to support small businesses and community infrastructure projects within the rural areas of East Suffolk. The REPF delivery programme would be an addendum to the existing UKSPF Investment Plan and would be submitted to the Department for the Environment, Food and Rural Affairs (DEFRA) for approval by 30 November 2022.

Councillor Deacon referred to page 35 of the report and the reference to "lack of cultural leadership in East Suffolk"; he asked what was meant by that phrase. Officers referred to, nationally, cultural leadership being very important in terms of driving local economic development. Until recent times, East Suffolk, and particularly areas such as Lowestoft, had suffered from a lack of that. Work was now in progress to redress that through a number of measures and that was a priority for ESC; the Cultural Strategy would provide a strong framework for future investment and activity.

Councillor Deacon also referred to the reference within the report to "the gross disposable income by head of the New Anglia Local Enterprise Partnership, and across

East Suffolk therefore, which was £21,000, which compared badly against £24,000 for the whole of the Norfolk and Suffolk Economic Strategy Area. Councillor Deacon asked for a definition of "gross disposable income". Officers advised that it was a measure of the available income that people had to spend within an area and they added that that needed to be addressed. After further debate on this matter, it was agreed that officers would provide further information and clarification for Councillor Deacon.

Councillor Gooch referred to Lowestoft and the voluntary sector, and indeed the leadership in particular theatres and cultural centres being hugely impressive; she suggested that should be celebrated more. Councillor Gooch also referred to levels of disadvantage and suggested that more should be put in in terms of the transport connectivity and the lack of bus networks, which she said was a major barrier to economic development in the area. The Leader confirmed that rural transport was a key workstream of the Community Partnership Board. Officers referred to transport connectivity and commented that this was probably the wrong fund for that, being £1.1m over three years to spread across the whole district which would not go very far in terms of transport investment. The main aim was to get grants into local communities for local infrastructure projects. Other larger funds would be used to focus on transport investment.

The Deputy Leader and Cabinet Member with responsibility for Economic Development thanked officers for their work.

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

RESOLVED

1. That the receipt of £2.75m from the UK Shared Prosperity Fund be approved.
2. That the implementation of the ESC UK Shared Prosperity Fund Investment Plan be approved.
3. That the receipt of £1.13m from the Rural England Prosperity Fund be approved.
4. That authority be delegated to the Head of Economic Development and the Head of Communities, in consultation with the Cabinet Member with responsibility for Economic Development and the Cabinet Member with responsibility for Communities, Leisure and Tourism, to finalise the Rural England Prosperity Fund delivery plan and submit to DEFRA by 30 November 2022.

7 Partnership Scheme in Conservation Area application and match funding

Cabinet received report **ES/1324** by the Deputy Leader and Cabinet Member with responsibility for Economic Development, who reported that the North Lowestoft Heritage Action Zone, a five-year fixed term project, would complete in March 2023 and was a partnership, working with, Historic England, Lowestoft Town Council, Lowestoft Vision and East Suffolk Building Preservation Trust. Since the launch in 2018 the partnership had successfully restored/allocated funding to 16 buildings/units

equating to £416,088.50 of public funding and £239,241.55 private match. The partnership worked with stakeholders including Norse and Highways to address local issues, implemented new policies (SPD Design Guide and updated Conservation Area Appraisal) and helped establish the Most Easterly Community Group. It also engaged communities and businesses in arts activities to help drive footfall into the High Street.

The report requested approval to apply for a second Partnership Scheme in Conservation Area (PSiCA) from Historic England to continue to repair and restore buildings in the historic High Street, Lowestoft for another five years. The £350,000 match funding, funded from capital reserves, would be required from ESC, over a five-year period once the project had started in April 2023 and would be split between the five years.

Cabinet gave its full support for the proposals within the report, particularly welcoming the encouragement of pride in the community, investment in poverty and making people feel better about the place that they lived and worked in.

Councillor Deacon asked if Lowestoft Town Council would be contributing to the scheme; the Leader stated that that was a matter for the Town Council itself and the Deputy Leader added that the Town Council was a member of the Heritage Action Zone.

The Deputy Leader gave thanks to officers for all of their work.

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

RESOLVED

That £350,000 of match funding over the period of 2023/24 to 2027/28 be approved and that it be agreed to make an application to Historic England for the same amount under the Partnership Scheme in Conservation Areas (PSiCA).

8 Housing in Clusters and Small Scale Residential Development in the Countryside Supplementary Planning Document

Cabinet received report **ES/1325** by the Cabinet Member with responsibility for Planning and Coastal Management, the purpose of which was to recommend the adoption of the Housing in Clusters and Small Scale Residential Development in the Countryside Supplementary Planning Document (SPD).

The SPD would support the implementation of policies relating to small scale residential development in the countryside in the ESC Suffolk Coastal Local Plan and Waveney Local Plan. The SPD would provide guidance including how to identify areas that could be considered as 'Clusters'/'Settlements in the Countryside', the requirements for sites to be considered appropriate for development, the landscape and characters considerations of such development, the expectations of public engagement on proposals and how SCLP5.4 and WLP8.7 related to other policies in the Local Plans.

Cabinet gave its full support for the proposals within the report, particularly commenting on how the SPD was easy to read and understand; Cabinet welcomed that the SPD would answer a lot of the questions that many developers and local communities would have.

Councillor Ritchie gave thanks to officers for all of their work.

On the proposition of Councillor Ritchie, seconded by Councillor Brooks, it was by a unanimous vote

RESOLVED

1. That the Housing in Clusters and Small Scale Residential Development in the Countryside Supplementary Planning Document be adopted.
2. That the Head of Planning and Coastal Management, in consultation with the Cabinet Member with responsibility for Planning and Coastal Management, be authorised to make any presentational or typographical amendments to the Housing in Clusters and Small Scale Residential Development in the Countryside Supplementary Planning Document prior to it being published.

9 East Suffolk Local Council Tax Reduction Scheme (LCTRS) for 2023/24

Cabinet received report **ES/1326** by the Cabinet Member with responsibility for Resources and the Assistant Cabinet Member for Resources, which provided a review the 2022/23 Local Council Tax Reduction Scheme (LCTRS) and set out the options for the LCTRS for 2023/24.

The Cabinet Member with responsibility for Resources reported that each year the Council was required to review its LCTRS. Anglia Revenues Partnership (ARP) had carried out the annual review of the 2022 scheme. In recent years, a number of technical changes to streamline the process and improve the customer journey had been implemented. No further changes of this nature were currently proposed in respect of 2023/24.

Where it was determined to retain the existing scheme, this must be decided by 11 March of the preceding financial year. Retention of the existing scheme with no changes was a decision that could be taken by Cabinet, and did not require external consultation.

The current East Suffolk Working Age LCTRS scheme provided a maximum benefit of 91.5% for working age claimants and the scheme also fully protected War Pensioners. An option that had been reviewed but which was not recommended was to increase the maximum benefit for working age claimants to 100%, ie working age claimants would not have to contribute 8.5%. This option would entail sizable financial impacts on the precepting authorities, particularly the County Council, and the Council was undertaking a range of other initiatives targeted at the cost of living crisis.

Cabinet gave its full support for the proposals within the report.

On the proposition of Councillor Cook, seconded by Councillor Rudd, it was by a unanimous vote

RESOLVED

That it be approved that no change be made to the East Suffolk Local Council Tax Reduction Scheme (LCTRS) for 2023/24.

10 Draft Medium Term Financial Strategy

Cabinet received report **ES/1327** by the Cabinet Member with responsibility for Resources, which sought approval of an updated draft Medium Term Financial Strategy (MTFS), taking account of new and revised risks in order for the Council to set a balanced budget that would deliver its priorities for the period under review 2022/23 (revision of the current year budget) to 2026/27.

The report provided an update on the draft MTFS as at November 2022. The MTFS provided a baseline forecast of income and expenditure and looked at the overall financial climate, including public finances and the local government financial environment.

Councillor Cook reported that following the Chancellor's announcement of some Medium-Term Financial Plan measures in October, it was unlikely that there would be additional funding for local government for 2023/24 and 2024/25, including additional support for inflationary pressures. The current update of the MTFS therefore assumed no change to the current budgets for core and non-core funding streams. Further indication of changes to funding allocations for local government may be provided in the Chancellor's Autumn Statement on 17 November; this was a change from the original intention to deliver the full Medium-Term Fiscal Plan on 31 October.

Councillor Cook stated that the 2023/24 referendum limits for Council Tax were expected to remain unchanged at the higher of 2% or £5 for Shire Districts in two-tier areas. An increase of £4.95 for 2023/24 would equate to a District Band D Council Tax for East Suffolk of £181.17. Growth in the tax base was currently estimated at 1.33%, slightly higher than the original budget assumption of 0.92%. Implementation of Business Rates reform continued to be delayed, and it was now assumed this would not take place until 2025/26. The financially advantageous position of the Council under the current system had been reported in previous years, and this delay improved the budget position of the Council in the region of £5m for each of the next two financial years.

Officers continued to work with service areas to review budgets, and to date the work was reporting a budget pressure of £2.6m for the current year, mainly due to pay cost pressures and a reduction to income budgets. The delay to the Business Rates reforms had significantly improved the budget gap position for next year, the current budget gap for 2023/24 was £1.4m, a reduction of £3.5m from the February position of £4.9m.

Reserves were currently projected to remain healthy over the MTFS at around £46m, which at this time did not include use of reserves to fund the current year or future year budget gaps. If the budget gaps identified at this early stage of the MTFS for the current year and 2023/24, were still present at the end of the budget process, then use of the In-Year Savings Reserve and the risk based reserves would be made to balance the budgets.

Members were advised that Local Government continued to operate in a very uncertain economic environment, making financial planning for the medium-term challenging, and a cautious approach was therefore taken with assumptions on future funding streams. It was hoped that some certainty around government funding for the next two years could be established from the Chancellor's Autumn Statement and the Provisional Local Government Finance Settlement in early December.

The next update of the MTFS would be reported to Cabinet on 3 January 2023 and would include further review of key areas such as establishment costs, business rates income, revenue implications of the capital programme and use of reserves.

Cabinet gave its full support for the proposals within the report, commenting particularly on the global instability and how the Cabinet Member with responsibility for Resources and officers had enabled ESC to deliver many great projects and have the confidence to make significant investments which brought income into the Council. Cabinet gave its thanks to the Cabinet Member with responsibility for Resources and officers for all of their important work.

Councillor Beavan referred to departmental budgets having to absorb inflationary increases for goods and services and asked for clarification that that was correct; Councillor Cook confirmed that was the case.

Councillor Beavan referred to the Spending Review on 17 November 2022 and the MTFS being updated on 4 January 2023; he asked if it would be possible to have an update after the Spending Review. Councillor Cook advised that if there was anything radically significant that needed reporting before 4 January he would do so.

Councillor Deacon referred to the Norse contract coming to an end and asked when ESC would have sight of the financial implications of that. Councillor Cook referred to the business case that had been considered by Cabinet earlier in 2022 and advised that that contained all of the relevant information.

Councillor Deacon referred to the obvious financial and environmental savings from hybrid working and asked if ESC would continue to support that; the Leader confirmed that it would.

On the proposition of Councillor Cook, seconded by Councillor Burroughes, it was by a unanimous vote

RESOLVED

1. That the draft Medium Term Financial Strategy attached as Appendix A to the report be approved.

2. That it be approved that Members and officers develop proposals to set a balanced budget for 2023/24 and beyond.

11 Woodbridge Men's Shed

Cabinet received report **ES/1328** by the Cabinet Member with responsibility for Communities, Leisure and Tourism and the Deputy Leader and Cabinet Member with responsibility for Economic Development, which sought to agree the future use of land owned by the Council, adjacent to the Deben Water Sports Centre, near the boat pond and tea hut in Woodbridge, and to agree to offer a 20-year concessionary ground lease with permission for the Woodbridge Rotary Club to construct a hut (Men's shed) to a specification agreed by the Council's Planning and Asset Management services.

The Cabinet Member with responsibility for Communities, Leisure and Tourism reported that ESC owned the area of land as shown red on the plan adjacent to the Woodbridge boating lake. This area was fenced as it was formally used as a boat store. The former use ceased and was not ideal for that use due to the number of trees in the area. Any new shed or other building would be required to be on pillars due to the low-lying nature of the ground. Officers believed that the site had very limited alternative uses and therefore felt that it would be well suited for the proposed use.

The intention was to provide the Rotary Club with a new 20-year ground lease of the area and subject to relevant planning give it permission to build a base for its activities. The lease would be on a peppercorn basis (£1 if demanded). Each party would be responsible for their own legal and other costs. The tenant would be responsible for all outgoings associated with build and the land on which it stood, including boundaries. The lease would not be available for assignment and would revert to ESC in the event the Men's Club folded. Other terms and conditions would be as agreed with officers. Due to the low-lying land no parking on site would be allowed.

Cabinet gave its full support for the proposals within the report, particularly welcoming the impacts of Men's Shed activities on aspects of user's health and wellbeing, such as decreased levels of depression and increased confidence. Cabinet also welcomed the benefits that Men's Sheds brought to local communities.

The Cabinet Member with responsibility for Communities, Leisure and Tourism thanked officers for their work.

On the proposition of Councillor Smith, seconded by Councillor Brooks, it was by a unanimous vote

RESOLVED

That Woodbridge Rotary be offered a new 20-year ground lease of the land, outlined red on the attached plan at Appendix C of the report, at a peppercorn rent and given a licence to construct a men's shed to a specification agreed by East Suffolk Council Planning and Asset Management.

12 Exempt/Confidential Items

The Leader reported 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 that the Council, the Leader reported, 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 two substantive exempt matters to consider as outlined on the published agenda – items 14 and 15.

Item 14 related to the Romany Lane Traveller Site and outlined proposals for its future management and investment, including the agreement of a preliminary investment programme to improve standards on the site.

Lastly, item 15 related to a proposed Mix Tenure Residential Development in Lowestoft. This was an opportunity to deliver nine new homes utilising a brownfield site. The report outlined the options for the future development of the site and made recommendation for the appointment of a main contractor to design and build the new homes. Subject to detailed design, the build specification for the project would incorporate sustainable innovation such as air source heat pumps, PV panels, electric charging points and water butts. The units were expected to meet an EPC rating of B, as a minimum requirement.

On the proposition of Councillor Gallant, seconded by Councillor Rivett, it was by a 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 involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

13 Exempt Minutes

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

14 Romany Lane Traveller Site – future management and investment

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

15 Mix Tenure Residential Development – Stanley Road, Lowestoft

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

The meeting concluded at 8.05 pm

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Chairman



CABINET

Tuesday, 06 December 2022

Subject	Council Tax Base 2023/24
Report by	Councillor Maurice Cook Cabinet Member with responsibility for Resources
Supporting Officer	Brian Mew Chief Finance Officer and Section 151 Officer Brian.mew@eastsuffolk.gov.uk

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

Purpose and high-level overview

Purpose of Report:

The purpose of this report is to approve the 2023/24 Council Tax Base for the East Suffolk Council area. .

Options:

The Local Authorities (Calculation of Council Tax Base) Regulations 1992 sets out the requirements for the calculation of the council tax base for tax setting purposes, and there are consequently no alternative options to consider.

Recommendation/s:

1. That it be approved that the council tax base for 2023/24 for the East Suffolk district is 90,340.92 Band D equivalent properties.
2. That the council tax bases for 2023/24 for individual town and parish areas, as shown in Appendix A to the report, be approved.

Corporate Impact Assessment

Governance:

None arising directly from this report.

ESC policies and strategies that directly apply to the proposal:

East Suffolk Local Council Tax Reduction Scheme (LCTRS)

East Suffolk Council Discretionary Council Tax Reliefs and Charges policies

Environmental:

None arising directly from this report.

Equalities and Diversity:

An Equalities Impact Assessment (EqIA) is not applicable to calculation of the council tax base, which is a statutory requirement.

Financial:

An increase in the council tax base has financial implications for precepting authorities as their income from a given level of Band D council tax is increased. At the 2022/23 council tax levels, an increase in the tax base of 1,317.49 Band D equivalents results in increases in council tax income of: Suffolk County Council £1.896m; Suffolk Police and Crime Commissioner £326k; and East Suffolk Council £232k.

For town and parish councils, an increase in the tax base means that if the parish kept its precept the same as last year, it would see a reduction in the parish element of the council tax. However, the fact that growth in the number of properties and LCTRS reliefs are not evenly spread across the district means that some parishes have seen decreases in their tax base, whilst others have seen increases greater than the overall increase of

1.48%. There have also been some boundary changes that have has a relatively small impact on a number of parishes.

Human Resources:

None arising directly from this report.

ICT:

None arising directly from this report.

Legal:

Approving a council tax base for the purposes of tax setting is a legal requirement in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992.

Risk:

None arising directly from this report.

External Consultees:

There is no formal requirement to consult on setting of the council tax base. All towns and parishes were written to at the start of November informing them of their individual tax base, outlining the implications for their own precepts and tax levels, and requesting their precepts for 2023/24.

Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
T01	Growing our Economy		
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"/>
T02	Enabling our Communities		
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"/>
T03	Maintaining Financial Sustainability		
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 checked="" 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"/>
T04	Delivering Digital Transformation		
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"/>
T05	Caring for our Environment		
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"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
How does this proposal support the priorities selected? The vision of the East Suffolk Strategic Plan is to “deliver the highest quality of life possible for everyone who lives in, works in and visits East Suffolk”. Council tax is one of the council’s key income streams and directly contributes to the Financial Sustainability theme. Calculation of the council tax base underpins that income stream and provides the basis for tax setting.			

Background and Justification for Recommendation

1 Background facts	
1.1	East Suffolk Council is required to approve its council tax base before 31 January 2023 so that the information can be provided to Suffolk County Council and Suffolk Police and Crime Commissioner for their budget processes. It also enables each Town and Parish Council to set their respective precepts.
1.2	The tax base for the area is the estimated number of chargeable dwellings expressed as a number of band D equivalents, adjusted for an estimated number of discounts, exemptions and appeals plus an allowance for non-collection.
1.3	Increases or reductions in the council tax base have financial implications for precepting authorities as their income from a given level of Band D council tax is either increased or reduced. The financial implications of the overall increase in the base this year are outlined in the report. As far as town and parish councils are concerned, the fact that growth in the number of properties and LCTRS reliefs are not evenly spread across the district means that some parishes have seen increases in their tax base, whilst others have seen decreases.

2 Current position	
2.1	The council tax base is the total taxable value at a point in time of all the domestic properties in the council's area. It is an annual calculation and represents the estimated number of chargeable dwellings after allowing for exemptions and discounts, reliefs, projected changes in the property base and after applying an estimated collection rate.
2.2	The total taxable value referred to above is arrived at by each dwelling being placed in one of eight valuation bands (A – H) by the Valuation Office, with a statutorily set fraction then being applied in order to convert it to a 'band D equivalent' figure. These band D equivalent numbers are then aggregated at a district wide level and are also sub totalled for parishes. This calculation has to be done by the council responsible for sending the bills out and collecting the council tax ('the billing authority'). In two tier areas, district councils fulfil this function.
2.3	The council tax base is used in the calculation of council tax. Each authority divides the total council tax income it needs to meet its budget requirement by the tax base of its area to arrive at its band D council tax. The same fractions referred to in the previous paragraph are then used to work out the council tax for properties in each of the other bands.
2.4	The tax base for central government purposes is calculated as at 3 October 2022 as an extract from the council tax system. This information is submitted to the Department for Levelling Up, Housing and Communities (DLUHC) on the Council Tax Base 1 (CTB1) return. This unadjusted tax base forms part of the basis for funding and allocation assumptions in the local government finance system, such as Revenue Support Grant and New Homes Bonus (NHB) allocations.
2.5	Calculation of the tax base for council tax setting purposes uses an updated CTB1 report at parish level and band D equivalents are adjusted to reflect changes as a result of any technical/LCTRS changes, forecast LCTRS reliefs, projected changes in the property base and predicted collection rates.

3 How to address current situation											
3.1	<p>The CTB1 report shows the analysis of properties across the eight valuation bands for the following classifications of liability:</p> <ul style="list-style-type: none"> - properties attracting 100 per cent liability - properties attracting a premium, such as second homes - properties with an entitlement to a discount of 25, 50 or 100 per cent, such as disabled relief and single person discounts - properties that are exempt - LCTRS discounts. 										
3.2	<p>Elements of the CTB1 return sent to DLUHC relating to the total physical number of properties and the number of empty properties are currently directly used in the calculation of NHB allocations, although it should be noted that the position on NHB for 2023/24 is currently unclear.</p>										
3.3	<p>To produce the council tax base for tax setting purposes the following areas are then reviewed in respect of current and future assumptions:</p> <ul style="list-style-type: none"> - Growth in number of properties - LCTRS discounts - Collection rate 										
3.4	<p>Potential growth in the property base is based on assumed completions from sites within the local plan that are under construction. Post-pandemic, growth has now currently appeared to return to near-normal levels, after significant swings in recent years due to the effects of the pandemic.</p>										
3.5	<p>In 2022/23 the value of LCTRS reliefs has continued to decline compared with the forecasts used this time last year in calculating the tax base. This appears to be largely due to the fact that employment levels have remained high despite the cost of living crisis. At this stage, it has not been assumed in calculating the 2023/24 tax base that there will be significant movements from the current position.</p>										
3.6	<p>Collection rate – Council tax collection in the district has typically been at a very high level, and over the years the collection rate used in the tax base calculation has been increased to 99%. However, the Covid-19 pandemic did impact on collection rates and the collection rate used in the tax base calculation was revised downwards to 98.75% for 2021/22, before being increased to 99% again for 2022/23. Monitoring of the position in 2022/23 now indicates that the 99% collection rate used in the calculation can be maintained for 2023/24.</p>										
3.7	<p>Overall, the tax base for the district shows an increase of 1,317.49, or around 1.48%, on the tax base for the current year of 89,023.43 Band D equivalents. This overall increase in the tax base between 2022/23 and 2023/24 is summarised in the Table below:</p> <table border="1"> <thead> <tr> <th>Summary of changes</th><th>Band D</th></tr> </thead> <tbody> <tr> <td>Net growth in properties</td><td>784.64</td></tr> <tr> <td>Decreased LCTRS Reliefs against estimate</td><td>539.15</td></tr> <tr> <td>Greater growth in properties than estimated</td><td>7.00</td></tr> <tr> <td>Increase in Bad Debt Provision due to Tax Base growth</td><td>-13.30</td></tr> </tbody> </table>	Summary of changes	Band D	Net growth in properties	784.64	Decreased LCTRS Reliefs against estimate	539.15	Greater growth in properties than estimated	7.00	Increase in Bad Debt Provision due to Tax Base growth	-13.30
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	Net change in Band D properties	1317.49
3.8	Appendix A shows the estimated 2023/24 council tax base for the district of 90,340.92 Band D equivalents by parish. This Appendix also shows the increase or decrease in the tax base by parish compared with 2022/23. Where the tax base of a parish has decreased, this is primarily due to factors in the calculation such as the value of discounts and reliefs and not a reduction in the physical number of properties.	

4	Reason/s for recommendation
4.1	To approve a council tax base for the purposes of tax setting as required by the Local Authorities (Calculation of Council Tax Base) Regulations 1992.

Appendices

Appendices:	
Appendix A	East Suffolk Council Tax Base 2023/24 by Town and Parish area
Background reference papers:	
None.	

Appendix A

ES/1362

Band D Equivalent Taxbase by Parish

PARISH	2022/23	2023/24	Difference
Aldeburgh	1,880.77	1,899.17	18.40
Alderton	181.34	181.06	-0.28
Aldringham-Cum-Thorpe	595.58	606.00	10.42
All Saints & St. Nicholas, St. Michael and St. Peter S E	101.13	98.83	-2.30
Badingham	227.98	235.76	7.78
Barnby	217.87	214.86	-3.01
Barsham and Shipmeadow	134.17	134.31	0.14
Bawdsey	196.37	198.00	1.63
Beccles	3,241.87	3,346.33	104.46
Benacre	32.36	32.02	-0.34
Benhall & Sternfield	306.75	311.61	4.86
Blaxhall	110.29	112.93	2.64
Blundeston and Flixton	466.25	479.77	13.52
Blyford and Sotherton	71.37	71.90	0.53
Blythburgh	193.81	198.44	4.63
Boulge	14.14	14.48	0.34
Boyton	60.45	62.44	1.99
Bramfield & Thorington	192.76	197.96	5.20
Brampton with Stoven	150.65	157.53	6.88
Brandeston	142.24	146.98	4.74
Bredfield	147.53	151.22	3.69
Brightwell, Foxhall & Purdis Farm	998.25	998.79	0.54
Bromeswell	154.41	153.62	-0.79
Bruisyard	70.92	71.81	0.89
Bucklesham	203.25	205.35	2.10
Bungay	1,643.44	1,668.62	25.18
Burgh	78.81	78.95	0.14
Butley, Capel St Andrew & Wantisden	114.77	118.69	3.92
Campsea Ashe	156.10	155.80	-0.30
Carlton Colville	2,664.87	2,671.88	7.01
Charsfield	148.83	162.02	13.19
Chediston, Linstead Magna & Linstead Parva	156.02	157.72	1.70
Chillesford	70.86	75.96	5.10
Clopton	138.64	142.46	3.82
Cookley & Walpole	152.70	153.25	0.55
Corton	582.91	588.59	5.68
Covehithe	12.93	13.92	0.99
Cransford	67.01	67.77	0.76
Cratfield	149.71	152.30	2.59
Cretingham, Hoo & Monewden	209.59	208.88	-0.71

Dallinghoo	82.79	82.88	0.09
Darsham	200.99	228.14	27.15
Debach	32.89	33.38	0.49
Dennington	235.11	239.53	4.42
Dunwich	86.56	85.66	-0.90
Earl Soham	202.53	202.51	-0.02
Easton	177.12	178.23	1.11
Eyke	152.94	151.75	-1.19
Felixstowe	8,645.91	8,771.40	125.49
Flixton, St. Cross S E & St. Margaret South Elmham	165.75	167.77	2.02
Framlingham	1,618.57	1,644.19	25.62
Friston	210.80	208.50	-2.30
Frostenden, Uggeshall and South Cove	170.56	172.91	2.35
Gisleham	248.63	248.94	0.31
Great Bealings	132.98	133.06	0.08
Great Glemham	100.06	102.19	2.13
Grundisburgh & Culpho	645.74	655.32	9.58
Hacheston	166.03	165.66	-0.37
Halesworth	1,752.20	1,808.83	56.63
Hasketon	183.82	186.36	2.54
Hemley	25.57	26.41	0.84
Henstead with Hulver Street	136.95	138.11	1.16
Heveningham	63.23	61.42	-1.81
Hollesley	494.63	507.88	13.25
Holton	310.84	311.80	0.96
Homersfield	58.64	59.58	0.94
Huntingfield	75.36	79.71	4.35
Iken	62.83	61.93	-0.90
Kelsale-cum-Carlton	404.66	413.65	8.99
Kesgrave	4,809.30	4,826.19	16.89
Kessingland	1,441.05	1,439.26	-1.79
Kettleburgh	106.24	108.33	2.09
Kirton & Falkenham	555.62	557.47	1.85
Knodishall	313.92	311.92	-2.00
Leiston	1,820.58	1,957.72	137.14
Letheringham	41.42	42.41	0.99
Levington & Stratton Hall	123.38	125.14	1.76
Little Bealings	213.78	216.46	2.68
Little Glemham	67.15	66.78	-0.37
Lound	116.56	127.74	11.18
Lowestoft	12,733.88	12,926.07	192.19
Marlesford	89.65	90.73	1.08
Martlesham	2,296.65	2,142.72	-153.93
Melton	1,905.05	1,945.62	40.57
Mettingham	83.26	83.98	0.72
Middleton	206.24	209.69	3.45

Mutford	186.52	186.40	-0.12
Nacton	343.95	341.61	-2.34
Newbourne	110.64	112.65	2.01
North Cove	151.14	149.77	-1.37
Orford & Gedgrave	396.15	401.90	5.75
Otley	310.55	327.59	17.04
Oulton	1,549.90	1,654.14	104.24
Oulton Broad	3,270.87	3,307.43	36.56
Parham	120.59	131.13	10.54
Peasenhall	240.52	245.78	5.26
Pettistree	88.60	87.12	-1.48
Playford	111.33	110.97	-0.36
Ramsholt	12.22	12.22	0.00
Redisham	53.35	61.82	8.47
Rendham	127.96	127.13	-0.83
Rendlesham	931.19	941.76	10.57
Reydon	1,194.23	1,196.49	2.26
Ringsfield and Weston	220.36	221.74	1.38
Rumburgh	118.80	120.07	1.27
Rushmere	32.68	34.13	1.45
Rushmere St Andrew	2,579.54	2,607.03	27.49
Saxmundham	1,586.60	1,609.94	23.34
Saxtead	127.13	126.45	-0.68
Shadingfield, Sotterley, Willingham and Ellough	185.49	182.31	-3.18
Shottisham	84.00	83.44	-0.56
Sibton	97.02	96.50	-0.52
Snape	328.19	332.72	4.53
Somerleyton, Ashby & Herringfleet	166.95	163.68	-3.27
Southwold	1,082.31	1,100.22	17.91
Spexhall	86.15	85.54	-0.61
St. Andrew Ilketshall	114.71	116.03	1.32
St. James South Elmham	87.25	91.17	3.92
St. John Ilketshall	20.25	20.25	0.00
St. Lawrence Ilketshall	60.24	61.83	1.59
St. Margaret Ilketshall	71.55	70.34	-1.21
Stratford St Andrew and Farnham	139.87	140.49	0.62
Sudbourne	186.67	186.37	-0.30
Sutton	147.22	150.97	3.75
Sutton Heath	367.03	374.89	7.86
Sweffling	95.45	98.89	3.44
Swilland & Witnesham	421.28	427.46	6.18
Theberton	150.49	150.78	0.29
Trimley St Martin	744.63	767.41	22.78
Trimley St Mary	1,272.73	1,268.02	-4.71
Tuddenham St Martin	162.29	159.80	-2.49
Tunstall	259.85	256.12	-3.73

Ubbeston	43.39	45.10	1.71
Ufford	403.37	406.54	3.17
Walberswick	372.62	375.63	3.01
Waldringfield	256.72	255.28	-1.44
Wangford with Henham	257.31	258.05	0.74
Wenhaston with Mells Hamlet	419.07	421.36	2.29
Westerfield	236.87	248.51	11.64
Westhall	131.28	136.42	5.14
Westleton	309.76	308.17	-1.59
Wickham Market	825.34	829.10	3.76
Wissett	124.25	127.62	3.37
Woodbridge	3,226.36	3,389.95	163.59
Worlingham	1,286.19	1,298.40	12.21
Wrentham	377.07	379.37	2.30
Yoxford	349.27	357.01	7.74
East Suffolk Council - Total	89,023.43	90,340.92	1,317.49



CABINET

Tuesday, 06 December 2022

Subject	Addition of five Historic Parks and Gardens to East Suffolk Council's Local List of Parks and Gardens of Historic or Landscape Interest
Report of	Councillor David Ritchie Cabinet Member with responsibility for Planning and Coastal Management
Supporting Officer	Robert Scrimgeour Principal Design and Conservation Officer Robert.scrimgeour@eastsuffolk.gov.uk 07917 590 761

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
Wards Affected:	Wrentham, Wangford & Westleton Beccles and Worlingham Bungay and Wainford

Purpose and high-level overview

Purpose of Report:

The purpose of the report is to seek the addition of five Historic Parks and Gardens to East Suffolk Council's existing Local List of Parks and Gardens of Historic or Landscape Interest.

Options:

Agree the recommendation to add a further five historic parks and gardens to the Council's Local List. The existing Local List is made up entirely of sites that are located in the former Suffolk Coastal area. This recommendation will ensure that the Local List is fully representative of the entire East Suffolk District by adding in sites that are located in the former Waveney area.

Alternatively, not to agree the recommendation, which will mean the opportunity to recognise and provide some status to these areas is not taken, and that the Local List will continue to only apply to the former Suffolk Coastal area.

Recommendation/s:

That the five parks and gardens of historic or landscape interest at Benacre Park, North Cove Hall, Redisham Hall, Sotterley Park and Worlingham Hall, as mapped within the report included at Appendix A of the report and illustrated at Appendix B of the report, be added to the East Suffolk Council Local List of Parks and Gardens of Historic or Landscape Interest.

Corporate Impact Assessment

Governance:

No impacts

ESC policies and strategies that directly apply to the proposal:

Policies WLP8.37 (Historic Environment) and WLP8.38 (Non-Designated Heritage Assets) of the Waveney Local Plan apply to this proposal.

Paragraph 11.45 of the Suffolk Coastal Local Plan (p195) states that the "Council will keep the list of locally identified Historic Parks and Gardens under review and will designate further Historic Parks and Gardens where this is considered appropriate."

Environmental:

This proposal relates strongly to the identification of the significance of the natural and historic environment to the character and quality of the East Suffolk District.

Equalities and Diversity:

No impacts - EQIA463086459

Financial:

The report has been reviewed by the Financial Planning team and there are no impacts. The identification and adoption of the five proposed additions to the Local List is covered by the existing budget of the Specialist Services teams.

Human Resources:
No impacts.
ICT:
No impacts.
Legal:
The report has been reviewed by the Legal and Licensing Services team and there are no impacts.
Risk:
There are no risks envisaged in relation to the implementation of the recommendations.

External Consultees:	Owner/occupiers of all the parks and gardens and properties within them were sent letters by post, together with emails to other interested organisations/parties/parish councils (detailed in the report below).
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
T01	Growing our Economy		
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 checked="" 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"/>
T02	Enabling our Communities		
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 checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability		
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"/>
T04	Delivering Digital Transformation		
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"/>

T05	Caring for our Environment		
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"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>
How does this proposal support the priorities selected?			
This proposal primarily supports:			
<p>T01 Growing Our Economy of the Strategic Plan, priority of P03 - Maximise and grow the unique selling points of East Suffolk as the document will assist in the delivery of the <i>“Protection and enhancement of the natural, built and historic environment”</i> by recognising the importance of historic parks and gardens as characteristic of the East Suffolk natural and historic environment, and by guiding Development Management decisions that may affect them.</p>			
The proposal secondarily supports;			
<p>T01, Growing Our Economy, priority P01 Build the right Environment for East Suffolk, as it serves to support the policies in the <i>“Up to date local plans proving a strategy for growth and place making”</i>; and</p>			
<p>T02, Enabling our communities, priority P09 - Community Pride, as the natural and historic environment of East Suffolk contributes to a sense of place and the richness of the District’s culture.</p>			

Background and Justification for Recommendation

1 Background facts	
1.1	The National Planning Policy Framework in its Glossary identifies heritage assets as, amongst other things, sites, places, areas or landscapes having a degree of significance meriting consideration in planning decisions, because of their heritage interest. It goes on to state that such assets can be identified by the local planning authority, including those on a Local List. Such a list will consist of heritage assets of local significance (only) and which will be described as Non-Designated Heritage Assets, meaning that these assets are identified by the local planning authority. Historic parks and gardens of national significance are identified as such by Historic England and are included on the National Register of Parks and Gardens of Special Historic Interest.
1.2	Inclusion of an historic park and garden on the Local List ensures that, as an identified Non-Designated Heritage Asset, relevant policies in the Local Plans and in the National Planning Policy Framework can be applied for their protection.
1.3	East Suffolk Council is unique in the County of Suffolk in identifying, appraising and recording the local significance of parks and gardens of historic or landscape interest on a list. There are currently sixteen parks and garden so identified in this way and these are all in the former Suffolk Coastal area. They are included within

	the Suffolk Coastal Local Plan; and are protected with a supporting Policy (SCLP 11.8). They were initially identified by Suffolk Coastal District Council in December 1995 in its Supplementary Planning Guidance 6 (now withdrawn but still available to view SPG6-Historic-parks-and-gardens.pdf (eastsuffolk.gov.uk)).
1.4	Additionally, there are seven parks and gardens in the whole East Suffolk District included on the National Register of Parks and Gardens of Special Historic Interest compiled by Historic England. These parks and gardens are Designated Heritage Assets and have a higher threshold of protection afforded them in planning decision making than Non-Designated Heritage Assets.
1.5	Historic parks and gardens are characteristic features of east and west Suffolk – either side of the High Suffolk clay plateau. This reflected the position of the largest landed estates - including in the Suffolk Sandlings - and also their geographical distribution along the historic route between Ipswich and Great Yarmouth. These parks were construed as primarily an aesthetic landscape – an irregular, ‘naturalistic’ setting of grass, trees and woodland around a big house. Parks were expressions of status and wealth, marking out the owner as a member of the landed elite. Parks were used for hunting and fishing, and also as arenas for elite entertainment. Their importance to the East Suffolk District is easy to appreciate: twenty-three already identified as of national or local importance, and another five as part of this proposal – potentially twenty-eight (at least) in total.

2 Current position

2.1	Following the creation of East Suffolk Council in April 2019, it became apparent that there was a difference in the practices and policies of the former Waveney District Council and Suffolk Coastal District Council in some aspects of the historic and natural environment.
2.2	Following extensive survey, research and mapping work undertaken by the University of East Anglia (UEA) in the early 1990s across the county of Suffolk to identify parks and gardens of local historic or landscape interest, Suffolk Coastal District Council used the results to adopt and publish criteria for their identification and included those identified in this way in Supplementary Planning Guidance (SPG).
2.3	Although the results of the UEA’s work was available to other Suffolk authorities, none – including Waveney District Council – used it for any purpose similar to Suffolk Coastal District Council.
2.4	The Suffolk Coastal Local Plan (September 2020) and the Historic Environment Supplementary Planning Document (June 2021) now include the list of locally important historic parks and gardens in the Suffolk Coastal area and, consequently, the old SPG was withdrawn.
2.5	The aforementioned work by the UEA identified and mapped five historic parks and gardens of local interest in the former Waveney area: Benacre Park; North Cove Hall; Redisham Hall; Sotterley Park; and Worlingham Hall.

3 How to address current situation

3.1	Parks and Gardens of local historic or landscape interest are not confined in their geographical spread to the former Suffolk Coastal area, only. It has been apparent since at least the 1990s that there are five examples in the former Waveney area that are worthy of such recognition.
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3.2	The creation of East Suffolk Council has highlighted the differences in the former approach, so the opportunity to provide the same recognition to the parks and gardens in the former Waveney area has now been taken. As reported to Cabinet on June 1 st 2021 at adoption of the Historic Environment SPD, the 'Design and Conservation team intends that a stand-alone Local List of historic parks and gardens will be created and will include the relevant background information of the deleted SPG6 and which will be publicly accessible' (paragraph 3.4).
3.3	To address that imbalance and align the two former areas of the District, the Design and Conservation team, with the support of the Landscape and Arboriculture team, commissioned consultants to undertake a review and update of the original UEA surveys (kindly provided by Suffolk County Council) of these five examples. This work was completed in February 2022 and can be found using the link at Appendix A.
3.4	The report was prepared following guidance from Historic England (Advice Note 7: Local Heritage Listing) and using the criteria published within the Historic Environment Supplementary Planning Document for identifying Non-Designated Heritage Assets. Research and survey were undertaken, with the five sites identified and mapped within the report and their historic or landscape interest fully appraised and recorded. The report confirmed all five sites as parks and gardens of local historic or landscape interest, with one (Worlingham Hall) proposed for adjustment to its boundary.
3.5	All five proposed additions are identified in the February 2022 report and can be seen at the following page numbers: Benacre Park (p11); North Cove Hall (p18); Redisham Hall (p26); Sotterley Park (p36); and Worlingham Hall (p42). Maps of the proposed additions are included at Appendix B for ease of reference. Please note that the reduced area of Worlingham Hall historic park and garden as recommended in the report is agreed by officers.
3.6	Of note is that all five historic parks and gardens provide the setting for important listed buildings that lie within them, and which are intimately connected to their historical development. Understanding these associated landscapes, therefore, is integral and important to understanding these key historic sites within the District.
3.7	Public consultation was undertaken using a draft of the report and included: writing to owners/occupiers of the five sites and included buildings; emailing the relevant parish councils, Historic England, The Suffolk Gardens Trust, Suffolk County Council, The Broads Authority and the Suffolk Preservation Society (see Appendix C for a summary of responses). The report was finalised in February 2022 following feedback received.
3.8	It is proposed that, if the addition of the five aforementioned examples is approved, a standalone Local List on the Council's website will be created where all twenty-one examples can be found and linked to the report and mapping for each.
3.9	Of note is that the national body which is a statutory consultee on planning applications affecting registered parks and gardens, The Gardens Trust, in its 2019 publication 'The Planning System in England and Wales and the Protection of Historic Parks and Gardens: Guidance for Local Planning Authorities' states that parks and gardens should be included in Local Plans as part of a 'positive strategy for the conservation and enjoyment of the historic environment'. Further, Historic England's guidance (op.cit.) states that 'for local authority-compiled (local) lists, once the assets on the shortlist for nomination have passed all the necessary

	checks, final endorsement can be sought at the appropriate level within the local planning authority, which might include Committee or Cabinet Member sign-off’.
3.10	For clarity, if the proposed five additions are approved, they will not be protected by Suffolk Coastal Local Plan Policy SCLP11.8, as they are in the Waveney Local Plan area. However, as Non-Designated Heritage Assets, the relevant national NPPF policy (paragraph 203) will apply in the planning decision-making process.
3.11	Historic England and the Suffolk Gardens Trust have recently initiated a project entitled ‘Suffolk’s Unforgettable Garden Story’ which aims to compile a list of significant but non-designated landscapes - in other words those that are not included on Historic England’s <u>Register of Parks and Gardens</u> . It aims to recruit Suffolk volunteers and train them to research and record historic landscapes. The project will draw attention to the value of the county’s historic designed landscapes, and support local communities to champion their landscape heritage, ensuring its future protection. This project will draw upon work already undertaken by East Suffolk Council and may result in further proposed additions to the Local List on completion in June 2023, as well as additions to the National Register.

4 Reason/s for recommendation	
4.1	The consultants’ report highlights that the Local List continues to be developed and designed landscapes added, so the identification and careful consideration of sites is an ongoing and important process undertaken in conformance with local policy. Local Lists can identify heritage assets which are valued by the local community as distinctive elements of the local historic environment and may certainly include parks and gardens. The inclusion of parks and gardens in a Local List raises their profile and also brings the benefits of applied national and local planning policy.
4.2	The proposal, if adopted, will assist in delivery of the Strategic Plan 2020-2024, by supporting delivery of T01 Growing Our Economy of the Strategic Plan, priority of P03. “Protection and enhancement of the natural, built and historic environment.” It will secondarily support the delivery of priority P01 Build the right Environment for East Suffolk, as it serves to support the policies in the “Up to date local plans proving a strategy for growth and place making.”
4.3	Officers judge that the public consultation exercise undertaken has demonstrated that, amongst those who responded, there is support of the proposal.
4.4	Officers judge that the proposal confirms the merit of the five proposed additions to the Local List of Parks and Gardens of Historic or Landscape Interest; and that their inclusion will now provide the recognition and protection of these characteristic landscape features across the entire East Suffolk District.
4.5	If the proposal is approved, owners and occupiers will be informed, as will all consultees. The five sites will be updated on the Suffolk County Council Historic Environment Record and identified on the Council’s Public Access mapping system. A Local List of Parks and Gardens of Historic or Landscape Interest will be added to the Council’s website.

Appendices

Appendices:	
Appendix A	East Suffolk Local List – Historic Parks and Gardens – February 2022
Appendix B	Maps of proposed five additions to Local List of Parks and Gardens of Historic or Landscape Interest
Appendix C	Summary of Consultee responses

Background reference papers:		
Date	Type	Available From
January 2021	Historic England Advice Note 7: Local Heritage Listing	Local Heritage Listing: Identifying and Conserving Local Heritage Historic England

East Suffolk Local List Historic Parks and Gardens

February 2022



Version	Date	Author	Description of changes
1.0	16/08/2021	Megan Lloyd-Regan	Draft Document
2.0	17/08/2021	Maria Medlycott	Internal Review
3.0	04/10/2021	Robert Scrimgeour and Nick Newton	External review
4.0	27/10/2021	Megan Lloyd-Regan	Consultation draft following external review
5.0	02/02/2022	Megan Lloyd-Regan	Final draft, including edits post-consultation
		Name	
Title of report		East Suffolk Local List Parks and Gardens Review and Assessment	
Client		East Suffolk Council	
Client representative		Robert Scrimgeour	
Survey completed by		Megan Lloyd-Regan, Historic Environment Consultant and Maria Medlycott, Senior Historic Environment Consultant	
Report prepared by		Megan Lloyd-Regan, Historic Environment Consultant	
Approved		Maria Medlycott, Senior Historic Environment Consultant	

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Front page image: walled gardens of North Cove Hall

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1. Introduction

This study will review and assess the five Historic Parks and Gardens identified by the Council within the former Waveney area, to bring them into the new East Suffolk District Local List.

Project Aims

East Suffolk Council commissioned Place Services to review five historic parks and gardens which were identified within the former Waveney area, in order to extend the existing Local List of Historic Parks and Gardens to include this area. This will align both inherited parts of the new East Suffolk District. The list has been in place in the former Suffolk Coastal area for a long time, and the aim of this work is to unify the local list to encompass this area.

This project will assist East Suffolk Council in updating its record of non-designated historic parks and gardens, and thereby provide greater clarity and certainty for developers and decision-makers.

Purpose

The purpose of this report is to review the five Historic Parks and Gardens which were previously identified in the 1990s as being of historic interest (Benacre Park, North Cove Hall, Redisham Park, Sotterley Park and Worlingham Hall), and to assess the sites in light of current national policy and best practice guidance. It will review existing documentation for the sites, including the research undertaken by the University of East Anglia in the 1990s, and assess the sites using the criteria identified in the Local Plan and national guidance. This study will also review the boundaries of these sites and make recommendations for and possible alterations where necessary.

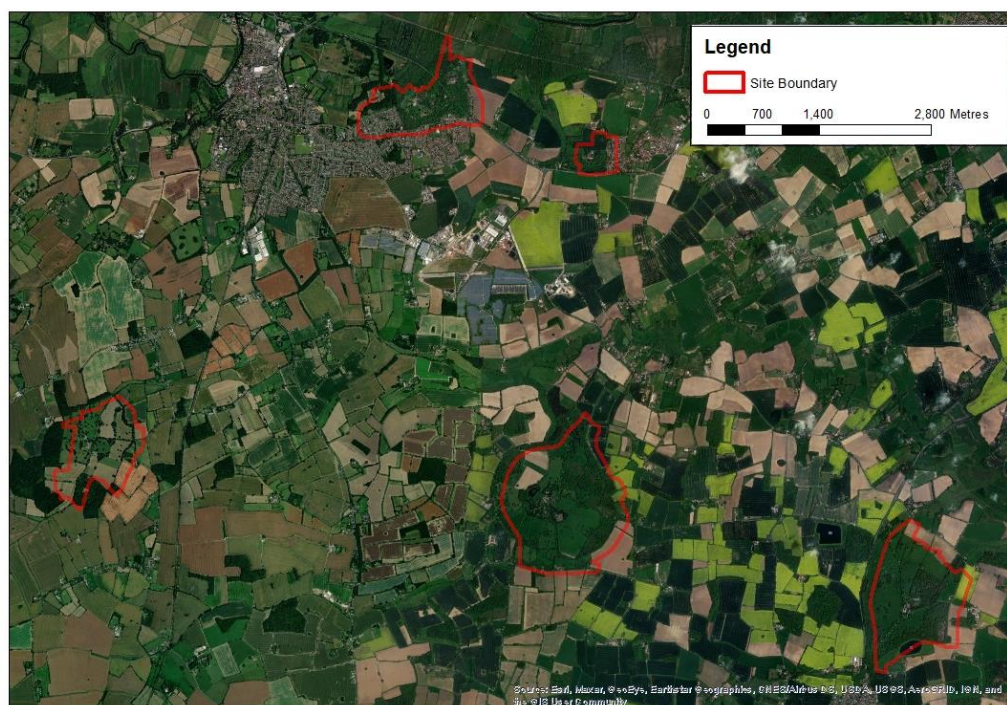


Figure 1 Map of the location of original boundaries of the historic parks and gardens assessed within this report

1.1 Methodology

The methodology of this report follows the Historic England guidance document Historic England Advice Note 7: Local Heritage Listing (2021), which sets out proposed methods and criteria for assessing Local Heritage Lists. This report considers the previous approach that has been used in the identification of potential assets and their assessment for inclusion in the Local List. It comprises the following sections to achieve this:

Stage 1: Review of Policy and Guidance

A review of current national and local policy guidance which relates to the establishment of Local Lists and the assessment and review of local heritage assets, with a focus on historic parks and gardens, will be undertaken. This will include national guidance by Historic England and any local guidance which is relevant to East Suffolk Council's parks and gardens.

Stage 2: Review of five identified sites

A review of the existing research and documentation pertaining to the five specific sites will be undertaken. This section will outline the current approach and highlight how far it reflects the criteria for inclusion of parks and gardens in the East Suffolk Local List, any inconsistencies between the approach and national policy and guidance, and opportunities to strengthen the approach. No new sites were considered as part of this review.

Stage 3: Recommendations

Recommendations will draw from the findings of Stage 1 and Stage 2 to propose the best approach for inclusion of the five sites within the new local list. It will identify areas where there is scope to strengthen the list, highlighting sites where changes might be required to ensure a robust approach. This may include recommendations for boundary reviews, or further assessment of sites to determine their suitability for inclusion on the local list.

Stage 4: Assessment of five identified sites

Based on the findings of Stage 4, an assessment and site visit of the five parks and gardens will be undertaken. This will address any gaps which have been identified in Stages 1-3 (above) and ensure a thorough assessment is made to bring the former Waveney list in line with national policy and guidance and align it with East Suffolk District's local list. The assessment is written up within the Appendix of this report, using pro-formas.

Stage 5: Conclusions

This section will collate the findings, recommendations and assessments of the five sites for their inclusion in the new East Suffolk Council's local list for historic parks and gardens.

1.2 Planning Policy Context

The relevant planning policy, national and local guidance, and background studies which have been taken into account include:

- National Planning Policy Framework (2021);
- National Planning Practice Guidance: conserving and enhancing the historic environment (2014);
- Historic England (2017) Good Practice Advice in Planning Note 3 (Second Edition): The Setting of Heritage Assets;
- Historic England Good Practice Advice in Planning Note 1: The Historic Environment in Local Plans (2015);
- English Heritage (2019) Conservation Principles, Policies and Guidance;
- Historic England Advice Note 7: Local Heritage Listing (2021);
- Historic England Advice Note 12: Statements of Heritage Significance: Analysing Significance in Heritage Assets (2019);
- Historic England (2017) Rural Landscapes: Register of Parks and Gardens Selection Guide;
- East Suffolk Council Local Plan;
- East Suffolk Council Historic Environment Supplementary Planning Document (2021), Section 5: Historic Parks and Gardens; and
- The Gardens Trust: The Planning System in England and the Protection of Historic Parks and Gardens: Guidance for Local Planning Authorities (2016).

Summaries of key details which relate to the creation and adoption of Local Heritage Lists and Historic Parks and Gardens are outlined below.

The National Planning Policy Framework (NPPF)

The National Planning Policy Framework (2021, Para. 189) outlines that heritage assets range from sites and buildings of local historic value to those of the highest significance, such as World Heritage Sites which are internationally recognised to be of Outstanding Universal Value. These assets are an irreplaceable resource and should be conserved in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of existing and future generations.

National Planning Practice Guidance

The National Planning Practice Guidance notes non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes identified as having a degree of heritage significance meriting consideration in planning decisions, but which do not meet the criteria for designated heritage assets.¹

Historic England Advice Note 7: Local Heritage Listing (2021)

Historic England's Advice Note 7: Local Heritage Listing highlights that while there is no one method which will suit all requirements for a Local Planning Authority to complete their Local List of Heritage Assets, the key stages to this process are identified as being:

¹ Planning Practice Guidance Paragraph: 039 Reference ID: 18a-039-20190723

1. Identification of potential assets;
2. Assessing suitability of assets for inclusion in the local list;
3. Ratification of the proposed list;
4. Publication of Local Heritage List; and
5. Review and updating.

In order to achieve a strategic approach while establishing or reviewing a Local Heritage List, the following methods are identified in order to ensure consistency and thoroughness:

- **Historic theme:** looking at the study area in terms of historic themes that are distinctive to the locality (for example industrial, military).
- **Asset type:** similar to the thematic approach, but structuring the local list based on asset type (for example buildings, parks & gardens).
- **Geographic:** breaking down the study area into more manageable geographical units, for instance by parish, ward or neighbourhood; especially applicable to local authorities covering large areas or rich in heritage assets.
- **Building on existing lists or sources of information:** including the old lists of 'Grade III' buildings or existing lists of significant conservation area or landmark buildings.

The guidance highlights a range of methods which are suitable for the identification of sites, including existing research publications, local amenity societies, the planning authority, and specialist knowledge. Importantly, all methods are required to be backed by information of sufficient detail and accuracy to demonstrate that they meet the requirements set by the selection criteria.

Table 1 Historic England Scope for Local Heritage Lists

Criterion	Description
Age	The age of an asset may be an important criterion, and the age range can be adjusted to take into account distinctive local characteristics or building traditions.
Rarity	Appropriate for all assets, as judged against local characteristics
Aesthetic Interest	The intrinsic design value of an asset relating to local styles, materials or any other distinctive local characteristics.
Group Value	Groupings of assets with a clear visual design or historic relationship.
Archaeological Interest	The local heritage asset may provide evidence about past human activity in the locality, which may be archaeological – that is in the form of buried remains – but may also be revealed in the structure of buildings or in a manmade landscape. Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them.
Archival Interest	The significance of a local heritage asset of any kind may be enhanced by a significant contemporary or historic written record.
Historical Association	The significance of a local heritage asset of any kind may be enhanced by a significant historical association of local or national note, including links to important local figures. Blue Plaque and other similar schemes may be relevant.
Designed Landscape Interest	The interest attached to locally important historic designed landscapes, parks and gardens which may relate to their design or social history. This may complement a local green space designation, which provides special protection against development for green areas of particular importance to local communities for their current use.
Landmark Status	An asset with strong communal or historical associations, or because it has especially striking aesthetic value, may be singled out as a landmark within the local scene.
Social and Communal Value	Relating to places perceived as a source of local identity, distinctiveness, social interaction and coherence, sometimes residing in intangible aspects of heritage, contributing to the 'collective memory' of a place.

Further guidance is provided on the creation of selection criteria:

The selection guides and supporting documents produced by Historic England and dealing with listed buildings, scheduled monuments, **registered parks and gardens**, registered battlefields and protected wreck sites set out further information on the types of criteria that can be adapted to Local Heritage Listing. While Local Heritage Lists covering buildings are the most well established, it is worth considering whether other asset categories should be included, and what criteria they should meet.

Historic England: Register of Parks and Gardens Selection Guide

Historic England's Selection Guide for Registered Parks and Gardens contains guides for Rural Landscapes, Urban Landscapes, Landscapes of Remembrance and Institutional Landscapes. While this guidance is for designated Parks and Gardens, the former is relevant to East Suffolk, and the guidance on criteria for selection is consistent across these documents.

The document outlines that the following are key considerations when assessing candidates for inclusion in the Register of Designated Parks and Gardens:

- Date and rarity;
- Sites which were influential in the development of taste, whether through reputation or reference in literature;
- Sites which are early or representative examples of a style of layout or a type of site, or the work of a designer (amateur or professional) of national importance;
- Sites having an association with significant persons or historic events; and
- Sites with a strong group value with other heritage assets.

East Suffolk Council Historic Environment Supplementary Planning Document (2021)

The Historic Environment SPD (2021) Section 5 and Appendix 2 pertain to Historic Parks and Gardens. The SPD identifies 16 parks and gardens of historic interest, which are important within the East Suffolk area. They are identified primarily for their historic landscape significance. Further parklands are also identified, such as those which have deteriorated to the point where they can no longer be recognised at either a national or local level, as well as smaller parks and urban parks which are of importance.

The criteria for identifying the existing Historic Parks and Gardens are set out in Appendix 2 of the 2021 Historic Environment SPD:

- The extent of parkland coverage is significant, or has been in the past, usually in excess of 50 hectares;
- The parkland either provides, or did so in the past, the setting of an historic house;
- The parkland's historical development is considered unique within the District;
- The parkland's evolution has been influenced by a notable landscape designer;
- The parkland contains fine examples of those features associated with historic parklands. These features are outlined in Section 5 of the SPD;
- The parkland positively contributes to the wider, surrounding, landscape; and
- When lying adjacent to a settlement, the parkland provides an attractive setting and, indeed may have a relationship with that settlement.

The Parkland Boundary Delineation is defined by:

- That area currently forming the visual extent of parkland, and
- Any additional area which historically formed part of the extent of parkland and which continues to display remnants of that former park.

The Gardens Trust ‘The Planning System in England and the Protection of Historic Parks and Gardens: Guidance for Local Planning Authorities’ (2019)

This guidance produced by the Gardens Trust outlines that: parks and gardens should be included in Local Plans as part of a *‘positive strategy for the conservation and enjoyment of the historic environment’*, which *‘should be shaped by early, proportionate and effective engagement between plan makers...and statutory consultees’* (NPPF, para 16).

This document highlights that the register continues to be developed and designed landscapes added, so the identification and careful consideration of non-designated sites is an ongoing and important process undertaken by Local Planning Authorities. Local lists identify heritage assets which are valued by the local community as distinctive elements of the local historic environment and may certainly include parks and gardens. The inclusion of parks and gardens in a local list raises their profile and also brings the benefits of national and local planning policy.

2. Review of Historic Parks and Gardens

This section includes a review of the parks and gardens identified by the East Suffolk Council which formerly were part of the Waveney area. This review will identify how far the current list is in line with the findings of Stages 1-3 of this report.

Summaries of significance and character are informed by the UEA Reports (1990s), Suffolk Garden's Trust Reports (2009) and desk-based research and field survey undertaken on the 12th August 2021. The assessment of the sites in light of policy and guidance will identify areas where there is scope to build on baseline information, and in particular any sites where changes to boundaries or loss of historic features have been identified, to ensure a robust approach.

2.1. Benacre Park

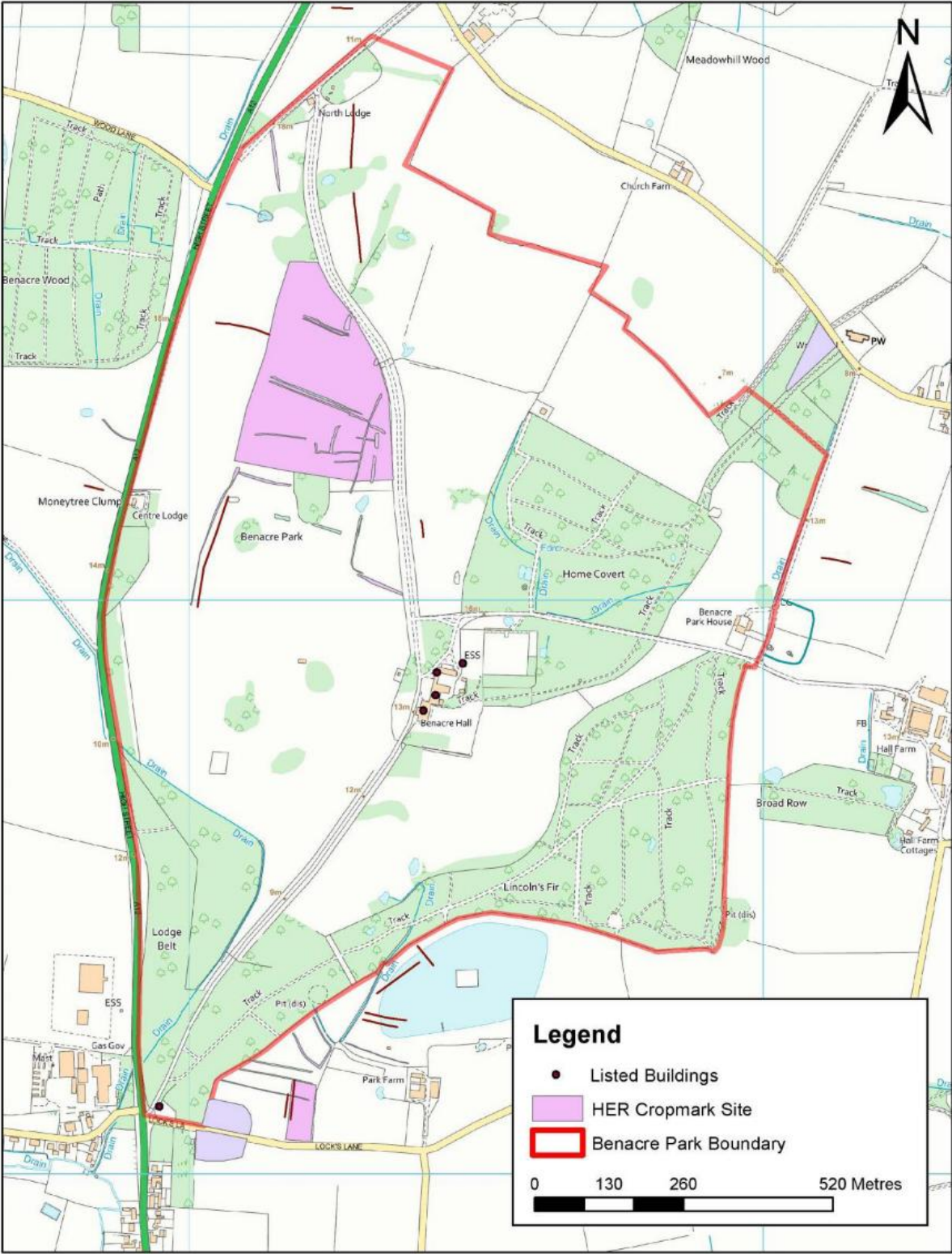








Figure 2 Ordnance Survey Map Suffolk XIX. SW Revised 1903, Published 1905

Review of existing research, reports and documentation

Benacre Park was assessed by the UEA Landscape team in the early 1990s, and the findings of this research project were compiled into a report on the park. This report addressed: The Site, The House and Owners, and The Development of the Park. It is considered that this research is thorough and provides a robust baseline of the context and history of the site. There is scope to build on this work, as there was no site visit possible at the original time of survey, and assessment could only be made from public roads. This means that a current assessment of character, field survey and desk-based assessment to identify any changes and existing features of significance, would be beneficial.

The walled gardens at Benacre were surveyed in 2009 by the Suffolk Gardens Trust's Walled Garden Group and a field survey and a short report on the garden was made. This provides a thorough assessment of the walled gardens and the features within them. The assessment concluded that the walled gardens at Benacre were in good condition at the time of survey, and in use as a productive kitchen garden.

Summary of significance

The significance of Benacre Park is derived from its post-medieval development as parkland, and rarity as an eighteenth-century Suffolk deer park.

It is likely that the park first came to be following the acquisition of the property by Sir Thomas Gooch (Bishop of Norwich and Ely) in the 1750s. The substantial present house was built in 1764 (replacing or incorporating parts of an earlier house dating from the 1720s); it was designed by Thomas Brettingham, a prestigious Norfolk architect. The park is first shown on a map of 1770, when a Survey of Benacre Hall was made by Thomas Barker of Holton. At this time, it appears as a compartmentalised deer park with an exterior pale and internal paled subdivisions. There was also a dovecote to the north east of the hall, and an area of garden to the south east. The layout of the parkland is of significance, as Benacre is one of the few examples of a true deer park created in Suffolk during the second half of the eighteenth century.

Over the following decades, the park was altered extensively to create a more fashionable landscape park. It is likely that changes occurred after 1783 (the date of Hodskinsons map) and before 1827.² By the time of the Tithe Award Map of 1840, Benacre Park appeared as a classic landscape park, with long driveways and lodges to the north and south, extensive planting, a pleasure grounds, and a kitchen garden. The park was later extended slightly to the west, likely in the early nineteenth century, and reduced in the north east.

It is likely that the boundaries of the kitchen garden and adjacent grounds have remained substantially the same since the early nineteenth century and possibly earlier.³

To the north of the park, west of the driveway, is an area of land which contains earthworks. These are of archaeological interest, and include medieval to post medieval field systems, a possible deserted village, and areas of ridge and furrow, some of which are visible as earthworks on aerial photographs.⁴

The park is also located within the Suffolk Coast and Heaths Area of Outstanding Natural Beauty and comprises of parts of ancient woodland. Its south west corner is located within Wrentham Conservation Area.

Summary of character

It was intended that a field survey of the park and garden be undertaken, however the owners declined permission to access the site. Therefore, assessment of current character has been made from surrounding public rights of way and using aerial imagery.

Benacre Park covers a large area of over 100 hectares, the hall located roughly 2.7km west of the coastline. The park is gently undulating in its topography, which creates an enclosed character and limits views into the park from the surrounding landscape. The wider parkland predominantly comprises of open parkland with dotted tree clumps, particularly to the west of the hall, along with scattered trees and dense areas of woodland to the east and south of the hall. The dense planting to the east of the hall is located within Home Covert, and to the south within Lincoln's Fir. Lodge Belt forms a narrow strip of densely planted trees along the southern tip of the park. There is also a small clump to the west, named Monkeytree Clump. Trees appear to be mostly deciduous, and a number of ancient trees (mainly oak) were visible from the perimeter.

There are a number of small ponds located throughout the park, which appear to still exist today, and are often surrounded by some tree planting.

The parkland is bisected by the tree lined driveways which extend to the north and south, and which are terminated by the Benacre Lodge to the north and Wrentham Lodge to the south. These buildings are both surviving, although only the southern lodge is visible from public rights of way. This is a one storey building in yellow and gault brick with a pedimented porch supported by four columns. The entrance gates to the park are cast iron, with painted statues adorning each side. The remains of a track leading to the west of the park is also still visible in aerial imagery; a lodge once stood at the end of this track, however this no longer appears to exist.

The undulating land and dense tree planting mean that views into the park are very limited. Figure 3 highlights the view from The Street, looking south towards the park. The line of mature trees marks the northern boundary of the historic park.

² University of East Anglia, Benacre Report, 1993

³ Suffolk Gardens Trust, Benacre Report, 2009

⁴ Suffolk HER BNC 001 - MSX275



Figure 3 View looking south towards the northern boundary of the park

The early twentieth century water tower is also visible from this road. It is a large red brick structure, of historic and architectural interest, which appears to have retained many original fixtures and fittings internally. The structure contributes to the park forms a working relationship where it once served the main hall.⁵

Closer to the site of the hall there are a number of notable built features within the historic park. The Pavilion appears on the Ordnance Survey Map of 1927, located to the west of the hall and at this time adjoining a circular Sports Ground within the parkland. This structure is still visible on the aerial imagery.

The principal house within the park, Benacre Hall, is Grade II Listed, and comprises of a large Georgian white brick building. It makes a positive contribution to the park and forms the centrepiece to the designed landscape. To its north is a Grade II service wing, which is in red brick and dates to the mid-nineteenth century. It connects the main hall with the Grade II stables and coach houses, which were constructed in 1763-4 by Matthew Brettingham, and form a substantial building also in red brick. This is a notable building, and a fine and remarkably unaltered example of eighteenth-century stabling.⁶

The immediate setting of the hall and its associated service wing and stables is of a more formal garden. Lawns surround the house and appear to be bounded by a ha ha to the east and west. These distinguish the immediate gardens from the wider parkland. Within the gardens there are trimmed hedges flanking the hall, and some shrubbery planting in the immediate vicinity of the hall. To the rear of the hall is a small circular fountain, which appears on early Ordnance Survey mapping. There also appear to be more ornamental trees planted within the gardens here.

To the north east of the hall is a kitchen garden, which is screened by dense woodland planting. Within the walled garden are extensive greenhouses along the northern wall. It is also possible that a boiler room and bothy are located on this northern wall, which was possibly once a heated wall originally.

⁵ BRITISH WATER TOWER APPRECIATION SOCIETY, The Benacre Water Tower Family, and <https://www.28dayslater.co.uk/threads/benacre-water-tower-suffolk-august-2020.128023/>

⁶ <https://historicengland.org.uk/listing/the-list/list-entry/1032108>

Early maps also indicate there was an icehouse located to the north east of the walled garden, along with a small range of outbuildings, however this area is densely wooded and so it is not possible to determine whether these are still extant.

Assessment of condition

It was not possible to undertake a field survey, so the condition of the site has been assessed from public rights of way (where possible) and using aerial imagery. It is considered that the historic park and garden are in good condition. There appear to be some young trees, although there are potentially trees thinning to the south wood, and so the site may benefit from a management plan to ensure succession planting and regrowth.

Recommendations

There are no changes recommended to the boundary. The site is recommended for inclusion on the Local Heritage List due to its size, age, and retention of historic layout and features which contribute to its character as a historic landscape park and garden.

2.2. North Cove Hall





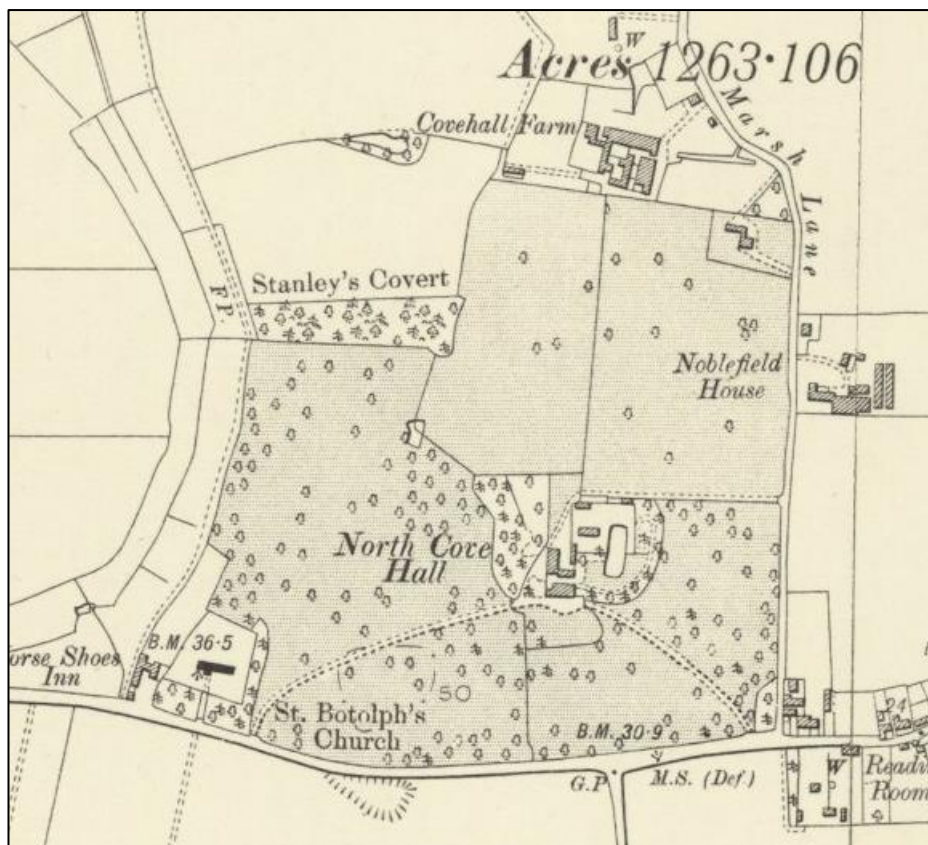


Figure 4 Ordnance Survey Map Norfolk XCIX.SE, Revised 1903, Published 1906

Review of existing research, reports and documentation

North Cove Hall was assessed by the UEA Landscape team in 1994, and the findings of this research project were compiled into a report on the park. This report addressed the following aspects of the park and garden: The Site, The House and Owners, and The Development of the Park. The report identifies the lack of documentary sources relating to the site but suggests that this in itself is reflective of its smaller scale, and the fact that sites such as these were quite common throughout the nineteenth century and therefore there are fewer records for them.

It is considered that this research is thorough and provides a robust baseline of the context and history of the site. There is scope to build on this work, as a site survey was not possible at the time. Therefore, it would be beneficial to build on this work to provide a current assessment of character, and field survey to identify any changes and existing features of significance.

Summary of significance

North Cove Hall derives its significance from its early nineteenth century origin as a small-scale ornamental park, which has been largely unaltered throughout the nineteenth century and remains relatively unchanged to this day. Although there is little documentary evidence about the development of the park, North Cove presents a well-preserved example of a smaller nineteenth-century designed landscape which was once common in the county, but of which few examples survive today in such condition.⁷

The hall passed to a number of owners, many of whom were connected with Broad House in Lowestoft, and was most notably, for a time, home to the well-known solicitor, writer, traveller and benefactor Nicholas Everitt.⁸

⁷ University of East Anglia, North Cove Hall, 1994

⁸ Suffolk Record Office, Lowestoft Branch, Evidences to title to the North Cove Hall Estate, Reference 849 <https://discovery.nationalarchives.gov.uk/details/r/af7e3c38-585e-4ce8-bbbc-94c3c4c68f7c>

During the early twentieth century it is likely that improvements were made to the garden while in the ownership of Mrs. Charlotte Lister, who was a keen gardener.⁹

Part of the park comprises of areas of ancient woodland.

Summary of character

North Cove Hall is a small park of roughly 6.5 hectares. This is what gives it its small scale, parkland character. The nineteenth century parkland has retained a great deal of its original planting and features, including scattered mature trees within the park and a tree belt which is formed by the plantations and covert established to the south and west of the lawns. There is also evidence of some specimen planting. There are mature evergreen trees located within the park, close to the hall, which provide screening to the west where housing has been constructed along Marsh Lane.

Views within the parkland are somewhat limited, due mainly to planting, however there are views to the north across arable fields towards Covehall Farm.

Within the park, the East and West lawns, with plantations to the south, are shown on the Tithe Map and still legible in the parkland today. To the east is a field which is grazed and separated visually by large coniferous planting.



Figure 5 Parkland with scattered trees and some succession planting

The wider parkland is separated from the gardens and pleasure ground by a ha ha to the south of the hall, and a fence with some original fittings and gates. The mid-eighteenth century hall is the principal house within the park, built in red brick. It is Grade II*, and likely has an earlier seventeenth century core. The hall is well proportioned and maintained and makes a positive contribution as the centrepiece of the designed landscape. It is accessed by a tree lined driveway to the east.

⁹ North Cove History Society, North Cove and Barnby: a history of two villages, 2002



Figure 6 Historic gate and fencing with North Cove Hall and garden beyond



Figure 7 North Cove Hall with ha ha separating the park from the gardens

Close to the hall are more formal elements of the garden, including shrubberies and border planting and specimen trees. There are also associated buildings to the north, which include a cottage and stables, both in good condition.

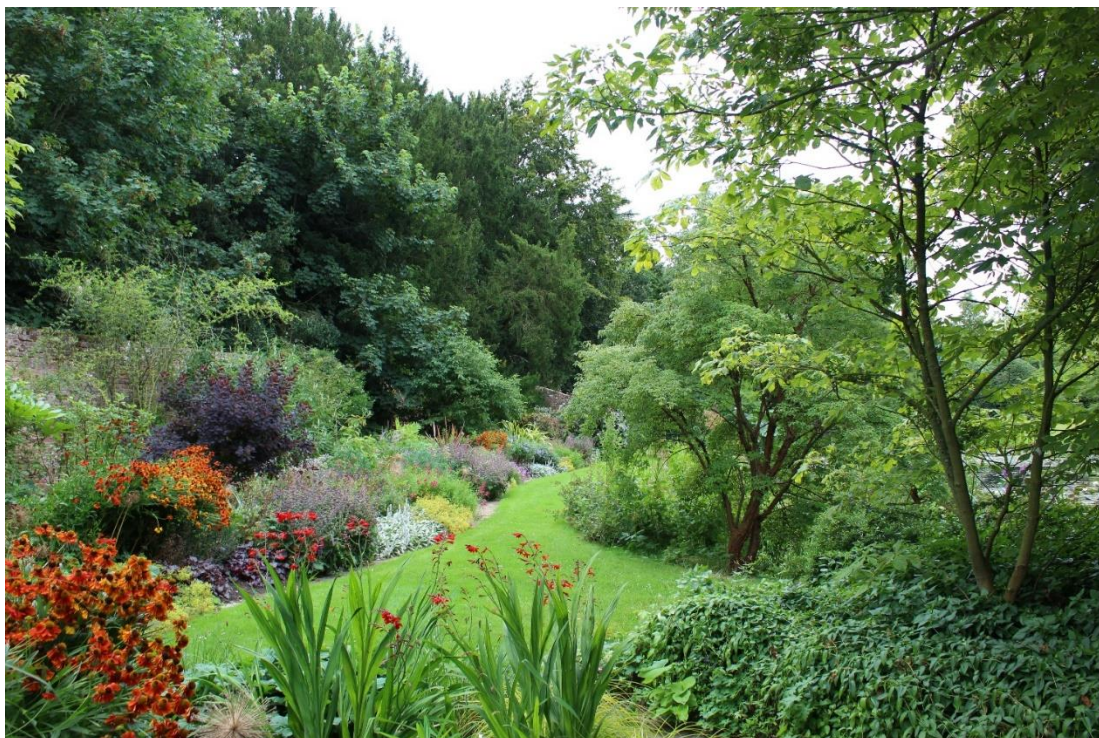


Figure 8 Border planting within the walled garden

To the north west of these buildings is an orchard, which is shown on the Tithe map of 1842, and contains some notable historic trees within it as well as younger fruit trees.

To the north east is the historic garden and pleasure grounds. These include the walled garden. This area comprises of slightly undulating lawns with dense shrub planting, which create a tranquil and enclosed series of spaces centred around the pond and walled garden. The pond is unusual in that it forms the east border to the walled garden, creating intervisibility between the walled garden and pleasure ground beyond. The walled garden is red brick, with curved corner walls, and with a sunken greenhouse to the north. The gardens contain elaborate border planting, pergola with original brick posts, a box hedge parterre garden, and modern swimming pool. The swimming pool is located on the site of a former greenhouse, which no longer exists. There are some outbuildings to the west of the garden.



Figure 9 Box hedge parterre garden with modern swimming pool

Surrounding the pleasure grounds is an area of dense planting, with many evergreen trees. There are some earthworks within this wooded area.



Figure 10 A collection of stones and rocks, perhaps evidence of a planned rockery

Beyond the boundary of the park and garden to the south west is the medieval, Grade I listed thatched Church of St Botolph. The churchyard is largely surrounded by dense tree planting, however there are some glimpsed views into the parkland, particularly during the winter months when leaf coverage is sparser. The church tower is also partially visible from within the park, and therefore, forms a positive part of its setting.

Assessment of condition

The park and garden at North Cove Hall are considered to be in excellent condition. There is renewal planting within the parkland, and the gardens are well maintained with designed and sympathetic planting schemes, renewal planting, and ongoing maintenance of garden structures and features.

Recommendations

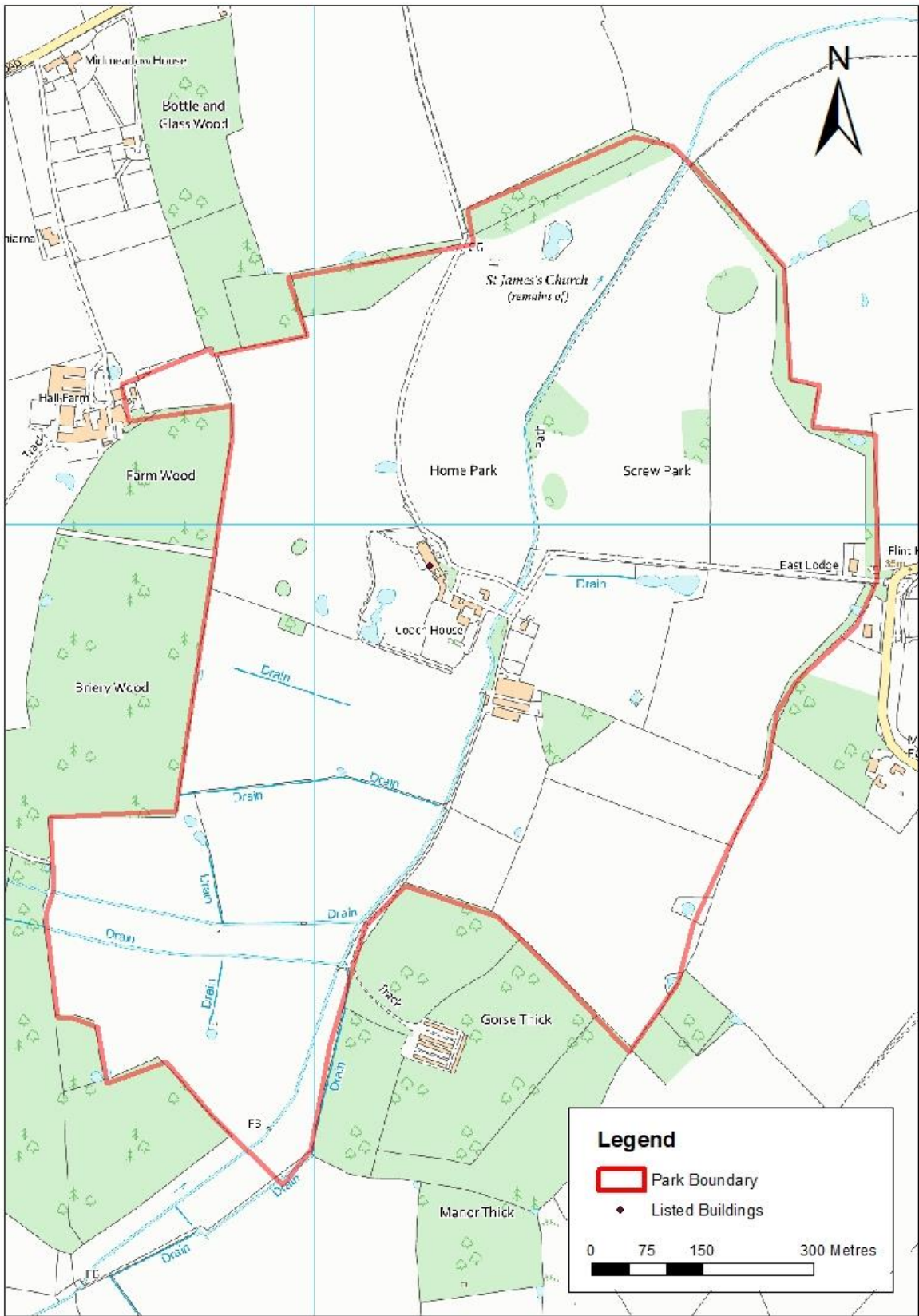
There are no changes recommended to the boundary. Part of the historic garden has been laid to arable fields to the north of the hall. Within the Tithe Award map of 1842, they are recorded as being the barn and chestnut meadow, and so served a separate use than the parkland to the south. They are not legible as the parkland and are largely screened from view from within the park and garden. Therefore, they feel separate in character, and no longer share a function as parkland. There is scope to preserve the parkland features within them, such as the mature parkland tree in Figure 11, and to re-establish this relationship between the two.



Figure 11 View north across arable field with one remaining parkland tree

The site is recommended for inclusion on the Local Heritage List due to its age and it being a quality example of its type. Although it falls beneath the recommended size threshold for inclusion on the local list, it is considered that its size is partly what gives it its historic interest; it is a well-preserved example of a smaller scale parkland, which was once common in the nineteenth century, but many have been lost. Therefore, to include this on the local list would provide insight into this fashion and period of park design.

2.3. Redisham Hall





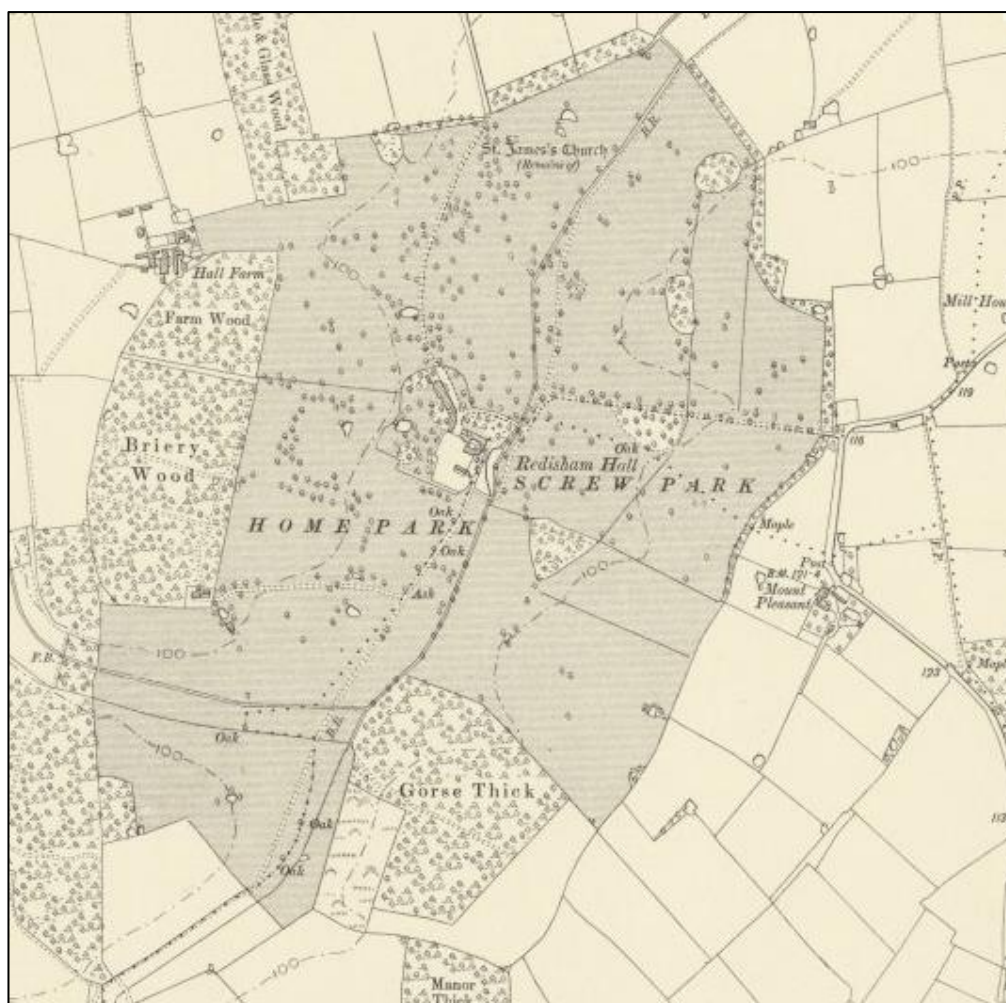


Figure 12 Ordnance Survey Map, Suffolk XVIII.NW, Revised 1903, Published 1906

Review of existing research, reports and documentation

Redisham Park was assessed by the UEA Landscape team in 1995, and the findings of this research project were compiled into a report on the park. This report provided a history of the site, the hall and the park, as well as a character assessment of the park at the time. It is considered that this research is thorough and provides a robust baseline of the context and history of the site. The report also included a site visit, which subdivided the park into character areas and detailed features of the park including the mature trees within it and their condition at the time. The report concluded that at the time of survey the park survived in good condition. There is scope to build on this work, to review the character areas and provide a current assessment of character and identify any changes to the park and existing features of significance.

The walled gardens at Redisham were surveyed in 2009 by the Suffolk Gardens Trust's Walled Garden Group and a field survey and a short report on the garden was made. This provides a thorough assessment of the walled gardens and the features within them, and concluded that they were in excellent condition, in use productively and ornamentally, and that a restoration of the glasshouses had been completed in 1994.

Summary of significance

Redisham Park derives its significance as an example of a well-preserved example of a medium-sized early nineteenth century landscaped park.

The old hall lay slightly to the south west of the present hall and was of sixteenth century origins (likely 1592). At this time, the hall had a small area of garden and pleasure ground although was without a wider park and was instead surrounded by enclosed fields and woodland.¹⁰ The old hall was demolished in 1820, and a new house built in the current location and parkland laid out. The Tithe maps show that by 1840 the park was subdivided (to allow for better grazing management), and that it was slightly smaller in size than the current park. By the 1880s, the first edition Ordnance Survey shows very little change in features within the park, however it has extended to the north to incorporate the ruinous church.

Redisham Hall was, notably, home of Princess Caroline Murat, the great niece of Napoleon Bonaparte, after she married John Lewis Garden. John Lewis Garden's grandfather had acquired the site of Redisham Hall and had demolished the old hall and rebuilt the current one in 1823. It was considerably enlarged and refaced by John Lewis Garden c.1880. It is likely that changes were made to the gardens during this time also, and the large porch to the rear of the house was possibly added. The Princesses memoirs provide insight into life at the estate and her time in Suffolk, which she recounted unfavourably. The Hall was sold in 1902 following her death and was purchased and further added to by Thomas De la Garde Grissell in 1904.

There are a number of notable features within the park which are well-preserved and of historic interest, such as the mature trees, ha ha (which is constructed in eighteenth century bricks and may, therefore, predate the current house), and kitchen garden.

Part of the park comprises of areas of ancient woodland.

Summary of character

The site, covering roughly 90 hectares, comprises of a historic parkland and formal gardens including working kitchen garden.

The main access routes are formed by a northern and eastern driveway. These are flanked by planting, predominantly oak to the east and horse chestnut to the north. There is original fencing in place along the majority of these drives, and a red brick ornamental bridge crossing the river which bisects the park. A track also follows the river and is also marked by planting.



Figure 13 View east along drive showing railings and ornamental bridge

¹⁰ University of East Anglia, Redisham Park Report, 1994



Figure 14 Ornamental bridge

The majority of the park comprises of sweeping parkland, laid to lawn on gently undulating land, with mature and specimen trees and evidence of young planting as well. It is grazed and has retained its historic layout and character.



Figure 15 Parkland lawns to the west of the Hall

The south portion of the park has some arable farming, and a new wetland has been created to encourage biodiversity. There are also modern twentieth century farm buildings, which are visible from the ha ha to the south of the walled garden (Figure 16).



Figure 16 Modern farm buildings and ha ha

The ha ha is of an earlier date to the existing hall, and is in good condition, with evidence of recent maintenance works undertaken. It separates the wider park from the gardens and pleasure ground which surrounds the hall.

The walled garden comprises of a working kitchen garden as well as decorative flower and shrub planting, particularly close to the Coach House, where some private gardens and courtyards are located. There is a modern pergola leading from the new entrance to the garden in the north east. The gardens contain a number of greenhouses, many of which have been restored in recent years, and are well maintained and still in use. The easternmost has a red brick boiler attached to its northern end. The curved glass on the northernmost greenhouse is well preserved, and a fine example of this glasswork, which directs the flow of water off the roof.



Figure 17 Greenhouse with boiler



Figure 18 Walled gardens in use



Figure 19 Gardener's cottage which flanks the walled garden, and view towards the greenhouse which displays the curved glass roof

To the north of the walled gardens are a group of buildings, including the gardener's cottage and Coach House. These are red brick and have retained much of their historic character and architectural interest. The Coach House in particular is a notable building, with a curved floor plan and original flooring.



Figure 20 The Coach House

To the north of these buildings is the Hall. The Grade II listed regency Redisham hall is the principal building within the park, and is of historic, aesthetic and architectural interest. Its main elevation overlooks the sweeping drive and original railings, beyond which are wide reaching views across the undulating parkland, comprising of lawns and scattered mature trees. Immediately surrounding the hall are shrubberies and some ornamental tree and flower planting. To the rear of the hall is a garden with specimen planting, manicured lawns, border planting and ponds. The gardens are bordered by clipped hedges with topiary. There are some earthworks within the gardens, perhaps indicating the site of the former hall to the south of the current one. However, there is no LIDAR coverage for the area to determine the site further.



Figure 21 Front elevation of Redisham Hall



Figure 22 Rear gardens



Figure 23 View north across garden towards the hall

To the north of the hall a new woodland and wildflower garden has been established. The north driveway passes the Church ruins, which are screened from view by fences and planting, but the low remains are likely still visible.

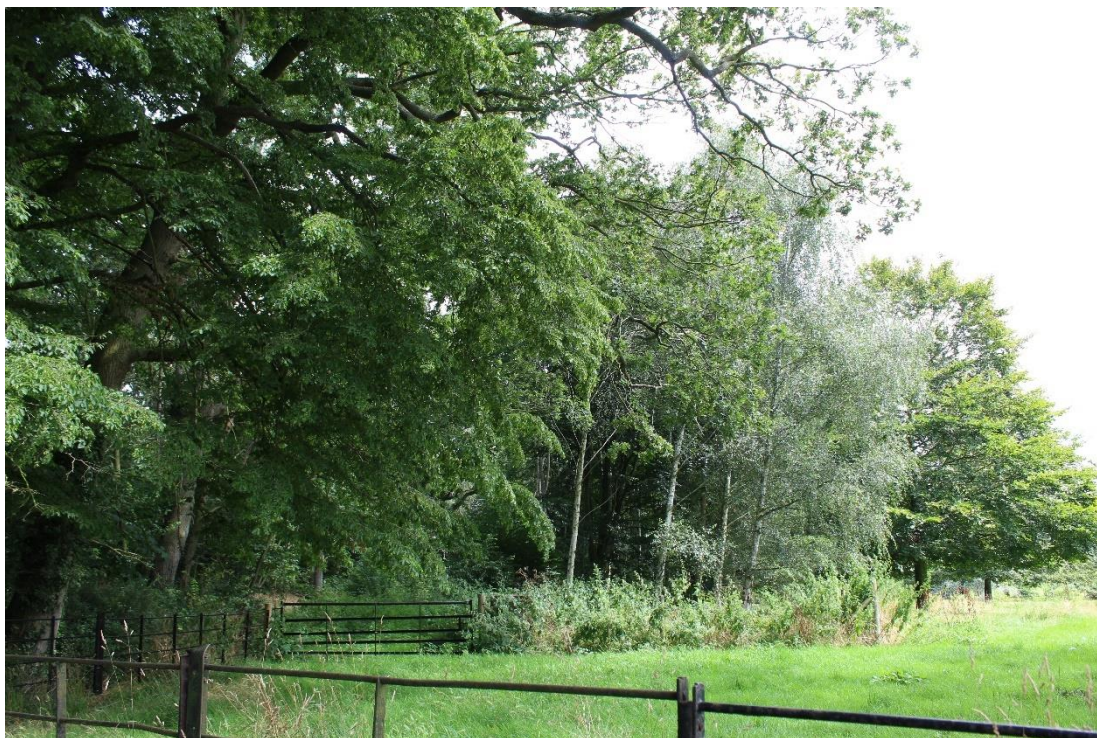


Figure 24 Site of the Remains of St James Church

There are substantial areas of woodland planting, however these predominantly fall outside of the boundary of the historic park and garden, and so form its setting. These are the Gorse Thick to the south, Briery Wood and Farm Wood to the west and Bottle and Glass Wood to the north.

Assessment of condition

The park and garden are considered to be in excellent condition. It is, still maintained and designed with succession planting of appropriate species. The walled garden in particular is managed well, and functions as a working garden, it is open to the public.

Recommendations

There are no changes recommended to the boundary. The site is recommended for inclusion on the Local Heritage List due to its size, age, and retention of historic layout and features which contribute to its character as a historic landscape park and garden.

2.4. Sotterley Park

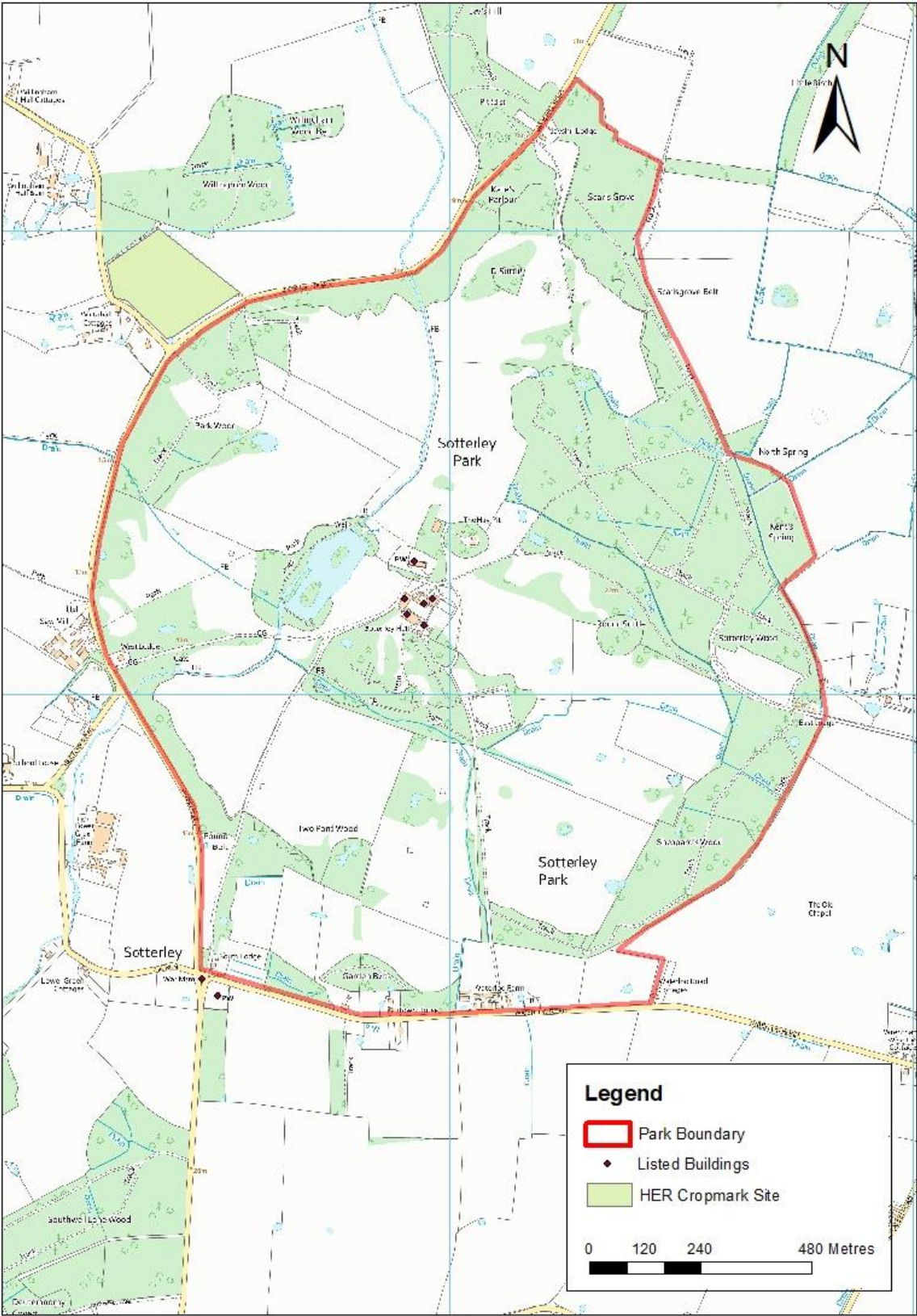






Figure 25 Ordnance Survey Map, Suffolk XVIII.NE and SE, Revised 1903, Published 1905

Review of existing research, reports and documentation

Sotterley Park was assessed by the UEA Landscape team in 1993, and the findings of this research project were compiled into a provisional report on the park. This report addressed the historic development of the house and park, as well as its condition and character at the time and recommendations for its management.

It is considered that this research is thorough and provides a robust baseline of the context and history of the site. There is scope to build on this work, to provide a current assessment of character, and field survey to identify any changes and existing features of significance.

Summary of significance

Sotterley Park derives its significance from its historic interest and development, which has preserved and incorporated a number of landscape features which predate the laying out of the landscape park in the 1740s and 50s. It is a parkland which has adapted through the centuries and has retained its historic character as well as

notable elements of considerable antiquity, particularly the ancient trees.¹¹ These survivals mainly comprise of pollarded oaks and some ancient unpollarded hedgerow trees, which are widespread through the park, remnants of medieval woodland with some well-preserved hornbeam stools, and outgrown hornbeam coppicing. These trees indicate a complex history and development of ancient woodland features which were incorporated into a park landscape.¹² The historic drives, pleasure grounds and eighteenth-century park features such as the lake and canal with its brick walls, and grotto which possibly dates to the eighteenth century, are also of interest.

In the medieval period the manorial estate was held by the de Soterles, but in about 1470 it was confiscated by the Duke of York, subsequently Edward IV and bestowed on one of his adherents Thomas Playters. The Playters family retained the manor and advowson of Sotterley until the year 1744, when John Playters Esq sold the estate to Miles Barne Esq, the son of a London merchant. Miles Barne pulled built a new country house on nearly the same site as the old hall, possibly incorporating some of the original fabric in the new building.¹³ Quadrant screen walls originally flanked the house; however, these no longer exist.

In 1744 it was recorded that the hall was surrounded by stables, granaries, walled gardens, kitchen gardens, orchards, courtyards, a dovecote and land of around 16 acres.¹⁴ A brick kiln, malthouse, and lake with summer house were also recorded. There was no landscaped park in existence until around 1746, though it is possible that before this date there was a compartmentalised deer park. The park was first depicted in detail in the Tithe Award map of 1842, where the layout of the parkland and its planting appears much unchanged to what exists today.

The park is notable for the woodland within it, particularly Park Wood, Sheppard's Wood, Scarls Grove and Scarls Grove Belt, which were likely in existence prior to the Tithe Award Map and are shown on Hodskinson's map (1786). Therefore, many of the ancient trees within the park would predate the laying out of the parkland in the 1740s and 50s. Part of the park comprises of areas of ancient woodland, and part is also a site of special scientific interest.

Summary of character

It was intended that a field survey of the park and garden be undertaken, however the owners declined permission to access the site. Therefore, assessment has been made from surrounding public rights of way, from the permissive route to St Margaret's Church, and using aerial imagery. No photographs from the permissive route are reproduced within this assessment.

The boundary of the current park and garden covers an area of roughly 211 hectares. The park is roughly circular in its shape and bounded almost entirely by dense woodland planting. There are some glimpsed views from public roads which surround the park, however these largely serve to provide screening from outside the park (Figure 26). They create an enclosed character from within it as well. These woodlands comprise of Sheppard's Wood, Sotterley Wood and Scarls Grove Belt to the east, Scarls Grove to the north, Park Wood to the west, and Pound Belt, Two Pond Wood and Garden Belt to the south. These appear to be planted with mixed species, predominantly deciduous, with many historic and ancient trees visible throughout the park and its wooded areas.

¹¹ University of East Anglia, Sotterley Report, 1992

¹² University of East Anglia, Sotterley Report, 1992

¹³ Alfred Suckling, 'Sotterley', in *The History and Antiquities of the County of Suffolk: Volume 1* (Ipswich, 1846), pp. 81-96. British History Online <http://www.british-history.ac.uk/no-series/suffolk-history-antiquities/vol1/pp81-96> [accessed 16 August 2021].

¹⁴ University of East Anglia, Sotterley Report, 1992



Figure 26 Glimpsed views east into parkland, showing sweeping lawn and scattered mature trees

A good portion of the park is open parkland with mature scattered trees and some replanting of young oaks is visible to the west. The pattern of mature trees reflects the historic removal of hedgerows marking former field boundaries, and retention of trees to create the landscape park. There are some areas where the lawns have been replaced by arable planting to the north west of the lake. The parkland is also characterised by the series of small ponds across it, which are dotted throughout the park and along with the lake and stream which traverses the park, creating a number of water features within it.

The Hall is accessed by two driveways, to the east and west. These are terminated by the West Lodge and East Lodge. West Lodge is visible from Pound Road and is a small single storey red brick building which makes a positive contribution to the park and marks the entranceway to the drive. The grotto which is shown on historic Ordnance Survey mapping located along the western driveway is not visible from aerial imagery due to dense planting, and so while it is likely still there this is not certain.

There is a large lake located centrally within the park, which is surrounded by woodland to the south and has retained two small islands within it, which are also planted. The weir at northern end still exists, however the historic boathouse is not legible on aerial imagery, and so it is not certain it still exists. Online images show a Grecian circular temple on the lake.

A stream runs into the lake, and is crossed by an ornamental bridge, which takes the driveway across to Sotterley Hall. The Hall is Grade I listed, constructed in 1745 with later alterations in 1840 and 1911. It is a prominent red brick manor house with elaborate architectural detailing and is a positive centrepiece to the park and garden. The hall overlooks an area of manicured lawn to the west, which leads to the lake, and provides pleasant views to and from the hall. To the north east of the hall is the Grade I listed Church of St Margaret. The church shares a close relationship with the hall and is a key landmark within the parkland. It is a medieval church, restored in 1900, with flint rubble wall; it makes a positive contribution, and is visible from areas of the park and garden as well as the hall. To the east of the hall are a number of listed outbuildings associated with the estate, including the grade II Service Wing (built c. 1840), the Grade II Stable and Coach House (built c.1840), the Grade II Cowsheds (mid-nineteenth century) and the Grade II Water Tower (late nineteenth-century). These buildings all make a positive contribution to the park and garden and demonstrate the historic development and expansion of the estate through the nineteenth century.

The group of buildings are located centrally within the park, and there are maintained lawns that surround them, along with scattered tree planting and some ornamental tree planting. There is some shrub planting and clipped

hedgerows located immediately beside the hall. It is likely that a ha ha separates the gardens to the east of the hall from the wider parkland, which the hall overlooks to the east. There appears to be a tennis court to the north east of the Cowsheds. There is a Pleasure Ground to the south of the hall, which is fairly wooded and contains the walled garden. It appears that the greenhouses are lost within the walled garden, however aerial imagery shows that part has been tilled.

There is a large riding school located to the north of the church, which is partially visible from the churchyard.

Assessment of condition

It was not possible to access the park and garden to ascertain the current condition of the site. However, from areas of public realm, the permissive route, and aerial imagery, an overall assessment has been made.

There is evidence of some felling and regrowth visible on aerials, particularly in Park Wood and Sheppard's Wood. Within the report undertaken in the 1990's by the UEA team, it was noted that there was not sufficient or sympathetic replanting taking place. Although some young trees were visible in places, it is considered that a management plan for regrowth would be beneficial. Some clearing of the open parkland for arable has also detracted from the parkland character.

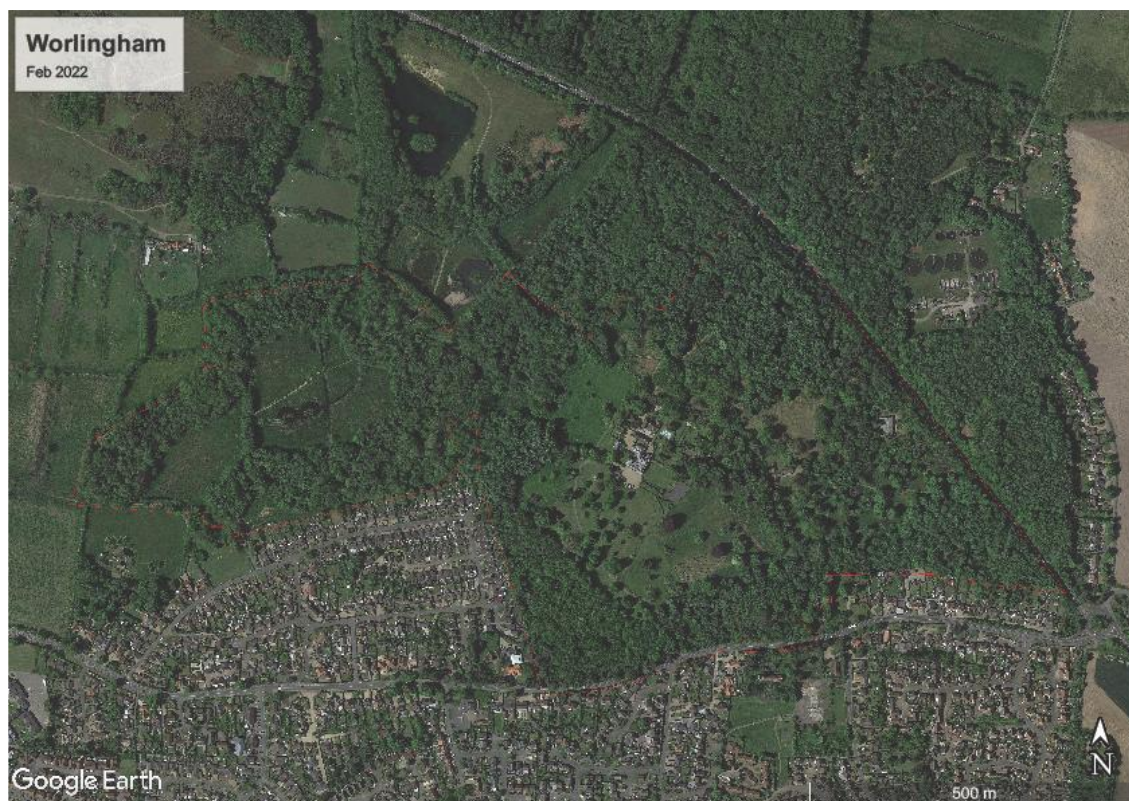
The principal hall appeared in good condition, and maintenance was being undertaken at the time of survey. The Church was in good condition, but signs did highlight risk of falling flint from the walls, demonstrating that it is in some need of repair and maintenance.

It is also likely that the greenhouses and features within the walled gardens have been lost, so there is opportunity to enhance and restore some garden features here.

Recommendations

There are no changes recommended to the boundary. The site is recommended for inclusion on the Local Heritage List due to its size, age, and character as a historic landscape park and garden.

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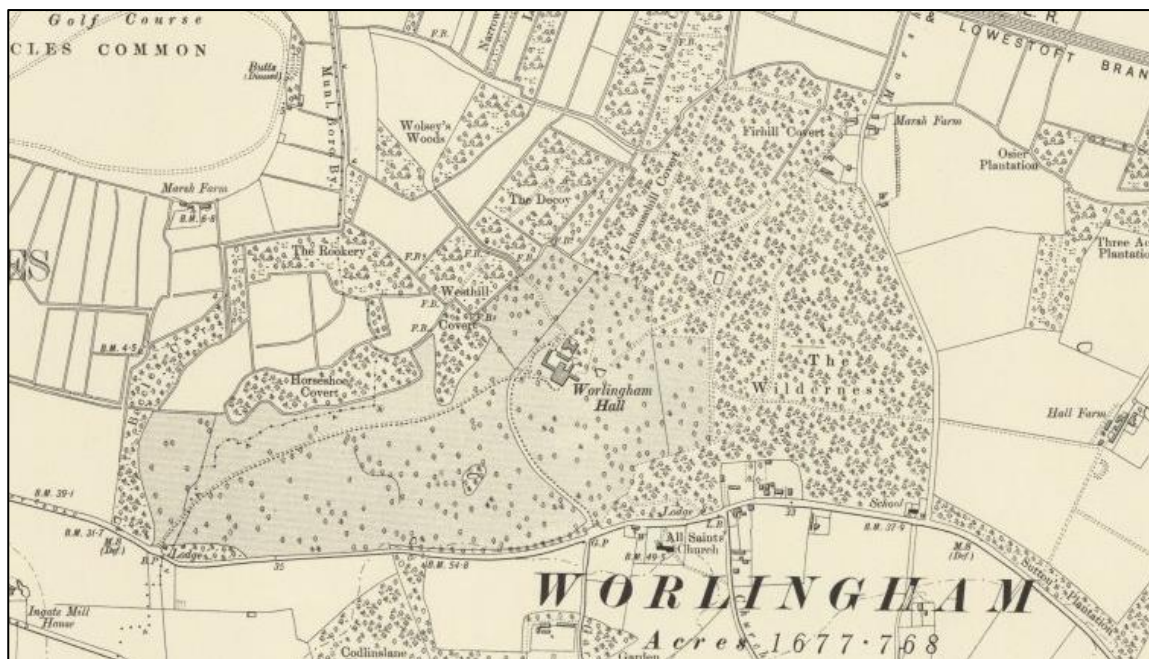


Figure 27 Ordnance Survey Map Norfolk XCIX.SE, Revised 1903, published 1906

Review of existing research, reports and documentation

Worlingham Hall was assessed by the UEA Landscape team in the 1990s, and the findings of this research project were compiled into a report on the park. This report addressed: The House and Owners, The Development of the Park and The Development of the Gardens. It is considered that this research is thorough and provides a robust baseline of the context and history of the site. There is scope to build on this work, as a site survey was not possible at the time. Therefore, it would be beneficial to build on this work to provide a current assessment of character, and field survey to identify any changes and existing features of significance.

It is also considered that substantial alterations may be required to the site boundary, due to modern housing development in the south and south east.

Summary of significance

Worlingham Hall derives its significance as a surviving medium eighteenth-century parkland, which is first depicted on Hodskinson's map of Suffolk 1783. This map shows the hall, driveway, and building close to the house. At this time, the park covered roughly 18 hectares.

In 1797, the park expanded to take in the majority of Worlingham Common to the east of the park, as well as further land to the north and north west. Under the ownership of Robert Sparrow at the turn of the century, considerable expansion of the park took place, and a large new area of parkland was laid out and substantial tracts of woodland were planted to the north west, north and east.¹⁵

By the 1842 Tithe Award, the map shows a park of around 50 hectares. The principal house was located in the east-centre of the park, which was surrounded by dense woodland to the north and east and belted on the west. Winding drives led to the lodges on the south west and south east corners. In the mid-nineteenth century, an icehouse and dovecote were also recorded.

Sales particulars from this time advertise that there was partridge shooting, a snipe ground, and other field sports.

¹⁵ University of East Anglia, Worlingham Hall Report, 1992

Minor changes to the woodland boundaries occurred throughout the second half of the nineteenth century, however large-scale alterations were made in 1914 when the main estate was put up for sale. The hall, park and woodlands were retained, however between 1914 and 1959 a new housing estate was built in a portion carved out of the south west corner of the park. After 1959, the housing estate was extended to the east. The south east drive, named Park Drive on historic mapping, disappeared after these changes and was replaced with a curved south drive.

The Ordnance Survey map of the mid twentieth century depicts the expansive Wilderness to the east of the hall, which is traversed by a network of paths. The Icehousehill Covert to the north indicates the historic location of the icehouse within the park. There are also the Horseshow Covert, Westhill Covert and The Decoy to the west. This historic development and use of the park is still legible in the existing landscape, and therefore contributes to the significance of Worlingham Hall as a medium sized, heavily wooded shooting estate.

The construction of the A146 in the later twentieth century effectively severed part of the parkland, crossing through the wilderness and Firhill Covert to the north and east of the parkland. Some further development has also taken place along this south eastern corner, including housing and a sewerage plant to the north of the bypass.

Part of the park comprises of areas of ancient woodland. The northern part of site is a County Wildlife Site, and a small area of open space (covered by Waveney Local Plan policy WLP8.23) is located in southwest corner of the site.

Summary of character

The current boundary of the park and garden at Worlingham extends to roughly 98 hectares. It predominantly comprises of densely planted woodlands and coverts, which are maintained for shooting. The wider landscape of former parkland includes large mature trees and more recent regrowth, which blends into the surrounding woodland areas and shooting coverts. This is characterised as a gradual increasing density of planting, meaning that the boundary to the wooded areas and parkland is blurred, particularly in views across the parkland.



Figure 28 View from a track within the woodland surrounding the hall

Close to the hall is an area of open parkland, which contains mown lawns and scattered mature and specimen trees. These provide wide reaching views from the hall and across the parkland. A sweeping drive leads from the south of the park to the hall, which lies in the centre east of the park.



Figure 29 View south from the hall towards the parkland

Worlingham Hall is Grade I listed, built in the eighteenth century by John Felton and remodelled in c.1800 by Francis Sandys in brick and stucco. The hall possibly retains a seventeenth century core. It is painted brightly and sits starkly within the lawns which surround it. The driveway is marked by a low balustrade, which separates the parkland from the driveway and gardens (Figure 29).



Figure 30 View of the hall from the garden to the east

There are formal gardens surrounding the principal hall, which include mown lawns, manicured hedgerows, shrub and flower border planting, statues, a covered walkway, pond (which is drained) and a modern swimming pool. There are also some buildings associated with the hall to its north, which were not visible at the time of survey but appear to contain stables and estate cottages. There are also tennis courts located to the east of the hall.



Figure 31 View of formal gardens including statues and hedgerows

The west side of the park is notably different in soil type, as it sits along the Waveney Valley, leading to a wet and boggy landscape. The parkland is traversed by tracks, causeways, and small timber bridges.

Throughout the parkland and woodland are significant veteran trees of considerable age. These include the American Oak shown in Figure 32, which is located close to the modern bungalow Worlingham Court.



Figure 32 American Oak

Assessment of condition

It is considered that the park and garden are in good condition. There is some regrowth and maintenance occurring throughout the park, and the gardens close to the hall are planted with sympathetic species and are well maintained. New areas of parkland are also being established sympathetically to the north west of the current boundary.

Recommendations

It is recommended that the boundary is redrawn to the south and north east, to ensure that areas of modern housing developments are not within the boundary, and to reflect the changes in the landscape brought by the addition of the bypass road. This road severs the parkland, and the area to the north no longer falls within the ownership of the Worlingham Estate. The establishment of the sewerage treatment works also impacts the character of this area of parkland. It is therefore recommended that the boundary is redrawn to reflect the current boundary of the historic park, to support in its effective management, with the area to the north east forming an important part of the setting of this historic landscape. The site is recommended for inclusion on the Local Heritage List due to its size, age, and retention of historic layout and features which contribute to its character as a historic landscape park and garden and as a shooting estate.

3. Conclusions

This report has comprised:

- A review of policy and guidance, including current national and local policy guidance which relates to the establishment of Local Heritage Lists and the assessment and review of local heritage assets;
- Defining of the scope and criteria of the local heritage list in relation to historic parks and gardens; and
- A review of current parks and gardens which have been nominated for inclusion in the East Suffolk Local List, including recommendations for boundary reviews, or further assessment of sites to determine their suitability for inclusion on the local list against robust criteria.

It is considered that, thus far, a thorough assessment of the historic development and significance of the parks and gardens in the former Waveney area had already been undertaken, through the work of the UEA Landscape Department and their reports in the 1990s. However, it has been identified that without applying a criteria for assessment, there was an opportunity to strengthen this work. Historic England's guidance on Local Heritage Lists notes a variety of values by which a site can be assessed, including: Age; Rarity; Aesthetic Interest; Group Value; Archaeological Interest; Archival Interest; Historical Association; Designed Landscape Interest; Landmark Status; and Social and Communal Value.

To ensure consistency in the Council's approach and that the full value of the parks and gardens is realised, it was recommended that criteria was applied to the five sites to ascertain any changes in features or character, and to assess their current condition. This informed definitively and transparently whether the historic park and garden was of high enough value to be included within the local heritage list. The findings of this assessment were written up into pro-formas, which are included in the appendix of this report.


It was identified that all parks retained sufficient interest for inclusion on the local heritage list. They provide the setting to historic houses, demonstrate well-preserved examples of parklands from a range of sizes and ages within the area, and many contain notable historic features and character, in line with the Historic Environment SPG. Although the North Cove Hall park is significantly smaller than the others, which are medium-large in scale, it is a unique and well-preserved example of this scale of parkland which was common for the time yet rarely survives so intact. Therefore, it is recommended for inclusion as a representative example of its type.

There are some recommendations for boundary changes to Worlingham Hall to reflect recent changes within the park, and better reflect the high quality of the areas within the historic parks and gardens. The boundary will then demonstrate the area currently forming the visual extent of parkland, and areas which historically formed part of the parkland but have been heavily altered will form part of the wider setting of this park and garden.

4. Appendices

4.1. Completed Pro-formas

Section A - Overview

1. Name	Benacre Park			
2. UID				
3. Address	Estate Office, Benacre, Beccles			
4. Postcode	NR34 7LW			
5. Grid Ref	TM 50409 83807			
6a. Conservation Area	Yes	x	No	
6b. If yes, which CA	Southwest corner located within Wrentham Conservation Area			
7. Description				
<p>Benacre Park covers a large area of over 100 hectares, the hall located roughly 2.7km west of the coastline. The park is gently undulating in its topography, which creates an enclosed character and limits views into the park from the surrounding landscape. The wider parkland predominantly comprises of open parkland with dotted tree clumps, particularly to the west of the hall, along with scattered trees and dense areas of woodland to the east and south of the hall. The dense planting to the east of the hall is located within Home Covert, and to the south within Lincoln's Fir. Lodge Belt forms a narrow strip of densely planted trees along the southern tip of the park. There is also a small clump to the west, named Monkeytree Clump. Trees appear to be mostly deciduous, and a number of ancient trees (mainly oak) were visible from the perimeter.</p> <p>There are a number of small ponds located throughout the park, which appear to still exist today, and are often surrounded by some tree planting.</p> <p>The parkland is bisected by the tree lined driveways which extend to the north and south, and which are terminated by the Benacre Lodge to the north and Wrentham Lodge to the south. These buildings are both surviving, although only the southern lodge is visible from public rights of way. This is a one storey building in yellow and gault brick with a pedimented porch supported by four columns. The entrance gates to the park are cast iron, with painted statues adorning each side. The remains of a track leading to the west of the park is also still visible in aerial imagery; a lodge once stood at the end of this track, however this no longer appears to exist.</p> <p>The undulating land and dense tree planting mean that views into the park are very limited.</p> <p>The early twentieth century water tower is also visible from this road. It is a large red brick structure, of historic and architectural interest, which appears to have retained many original fixtures and fittings internally. The structure contributes to the park forms a working relationship where it once served the main hall.¹⁶</p>				

¹⁶ BRITISH WATER TOWER APPRECIATION SOCIETY, The Benacre Water Tower Family, and <https://www.28dayslater.co.uk/threads/benacre-water-tower-suffolk-august-2020.128023/>

Closer to the site of the hall there are a number of notable built features within the historic park. The Pavilion appears on the Ordnance Survey Map of 1927, located to the west of the hall and at this time adjoining a circular Sports Ground within the parkland. This structure is still visible within aerial imagery.

The principal house within the park, Benacre Hall, is Grade II Listed, and comprises of a large Georgian white brick building. It makes a positive contribution to the park and forms the centrepiece to the designed landscape. To its north is a Grade II service wing, which is in red brick and dates to the mid-nineteenth century. It connects the main hall with the Grade II stables and coach houses, which were constructed in 1763-4 by Matthew Brettingham, and form a substantial building also in red brick. This is a notable building, and a fine and remarkably unaltered example of eighteenth-century stabling.¹⁷

The immediate setting of the hall and its associated service wing and stables is of a more formal garden. Lawns surround the house and appear to be bounded by a ha ha to the east and west. These mark the immediate gardens from the wider parkland. Within the gardens there are manicured hedges flanking the hall, and some shrubbery planting in the immediate vicinity of the hall. To the rear of the hall is a small circular fountain, which appears on early Ordnance Survey mapping. There also appear to be more ornamental trees planted within the gardens here.

To the north east of the hall is a kitchen garden, which is screened by dense woodland planting. Within the walled garden are extensive greenhouses along the northern wall. It is also possible that a boiler room and bothy are located on this northern wall, which was possibly once a heated wall originally.

Section B - Assessment

8. Age (X)									
Pre-1750		1750 - 1820	x	1820 - 1939		Post War		Post 1990 of high quality	
Exact date (if known):		Likely first laid out in the 1750s, with later alterations as the park was developed from a deer park to a landscape park							
9. Authenticity (X)									
	A single significant phase and which is largely intact								
	A single significant phase with some alterations and/or extensions								
x	A single significant phase with significant alterations and/or extensions								
	The asset is of multiple significant phases								
10. Aesthetic / Architectural Value (Sites which reflect the development of taste)									
The site is of considerable aesthetic value as a designed landscape park, which reflects the development of taste and fashions in parks, incorporating elements of the earlier landscape into the later open parkland. It has retained park and garden features which contribute to its aesthetic and architectural value, such as the lawns, ponds, planting, and gardens which surround the principal buildings.									
11. Historic / Associative Value (Sites which are early or representative examples of a style of layout or a type of site, or the work of a recognised designer of local importance or sites having an association with significant persons or historic events)									
The historic value of Benacre Park is derived from its post-medieval development as parkland, and rarity as an eighteenth-century Suffolk deer park.									
It is likely that the park first came to be following the acquisition of the property by Sir Thomas Gooch (Bishop of Norwich and Ely) in the 1750s. The substantial present house was built in 1764 (replacing or incorporating parts of an earlier house dating from the 1720s); it was designed by Thomas Brettingham, a prestigious Norfolk architect. The park is first shown on a map of 1770, when a Survey of Benacre Hall was made by Thomas Barker of Holton. At this time, it appears as a compartmentalised deer park with an exterior pale and internal paled subdivisions. There was also a dovecote to the north east of the hall, and an area of garden to the south									

¹⁷ <https://historicengland.org.uk/listing/the-list/list-entry/1032108>

east. The layout of the parkland is of significance, as Benacre is one of the few examples of a true deer park created in Suffolk during the second half of the eighteenth century, contributing to its interest.

Over the following decades, the park was altered extensively to create a more fashionable landscape park. It is likely that changes occurred after 1783 (the date of Hodskinsons map) and before 1827.¹⁸ By the time of the Tithe Award Map of 1840, Benacre Park appeared as a classic landscape park, with long driveways and lodges to the north and south, extensive planting, a pleasure grounds, and a kitchen garden. The park was later extended slightly to the west, likely in the early nineteenth century, and reduced in the north east.

It is likely that the boundaries of the kitchen garden and adjacent grounds have remained substantially the same since the early nineteenth century and possibly earlier.¹⁹

12. Social / Communal Value

None

13. Group Value (Sites with a strong group value with other heritage assets)

The park is of value with other designated assets, as it is also located within the Area of Outstanding Natural Beauty and comprises of parts of ancient woodland.

14. Landmark / Townscape Value

The principal hall and attached service wing and stables are of landmark value within the parkland, forming the centrepiece to the designed landscape. The Water Tower is also prominent in views into the park from the northern boundary.

15. Archaeological Value

To the north of the park, west of the driveway, is an area of land which contains earthworks. These are of archaeological value, and include medieval to post medieval field systems, a possible deserted village, and areas of ridge and furrow, some of which are visible as earthworks on aerial photographs.²⁰

16. Overall Condition

Good		Fair		Poor		Very Poor	
Unknown	x	Notes:	Site visit was not possible, so the area was assessed from areas of public realm. Current condition could not be assessed fully. The owner confirmed that it is being managed sympathetically as sheep pasture.				

17. Recommended for inclusion	Yes	x	No
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18. Date of assessment	12/08/2021
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¹⁸ University of East Anglia, Benacre Report, 1993

¹⁹ Suffolk Gardens Trust, Benacre Report, 2009

²⁰ Suffolk HER BNC 001 - MSX275

Section A - Overview

1. Name	North Cove Hall Park			
2. UID				
3. Address	North Cove, Beccles			
4. Postcode	NR34 7PH			
5. Grid Ref	TM 46480 89474			
6a. Conservation Area	Yes		No	x
6b. If yes, which CA				



7. Description
<p>North Cove Hall is a small park of roughly 6.5 hectares. This is what gives it its small scale, parkland character. The nineteenth parkland has retained a great deal of its original planting and features, including scattered mature trees within the park and a tree belt which is formed by the plantations and covert established to the south and west of the lawns. There is also evidence of some specimen planting. There are mature evergreen trees also located within the park, close to the hall, which provide screening to the west where housing has been constructed along Marsh Lane.</p> <p>Views within the parkland are somewhat limited, due mainly to planting, however there are views to the north across arable fields towards Covehall Farm. These fields historically formed part of the parkland.</p> <p>Within the park, the East and West lawns, with plantations to the south, are shown on the Tithe Map and still legible in the parkland today. To the east is a field which is grazed and separated visually by large coniferous planting.</p> <p>The wider parkland is separated from the gardens and pleasure ground by a ha ha to the south of the hall, and a fence with some original fittings and gates. The mid-eighteenth-century hall is the principal house within the park, built in red brick. It is Grade II*, and likely has an earlier seventeenth century core. The hall is well proportioned and maintained and makes a positive contribution as the centrepiece of the designed landscape. It is accessed by a tree lined driveway to the east.</p> <p>Close to the hall are more formal elements of the garden, including shrubberies and border planting and specimen trees. There are also associated buildings to the north, which include a cottage and stables, both in good condition.</p> <p>To the north west of these buildings is an orchard, which is shown on the Tithe map of 1842, and contains some notable historic trees within it as well as younger fruit trees.</p> <p>To the north east is the historic garden and pleasure grounds. These include the walled garden. This area comprises of slightly undulating lawns with dense shrub planting, which create a tranquil and enclosed series of spaces centred around the pond and walled garden. The pond is unusual in that it forms the east border to the walled garden, creating intervisibility between the walled garden and pleasure ground beyond. The walled garden is red brick, with curved corner walls, and with a sunken greenhouse to the north. The gardens contain elaborate border planting, pergola with original brick posts, a box hedge parterre garden, and modern swimming pool. The swimming pool is located on the site of a former greenhouse, which no longer exists. There are some outbuildings to the west of the garden.</p>

Surrounding the pleasure grounds is an area of dense planting, with many evergreen trees. There are some earthworks within this wooded area.

Section B - Assessment

8. Age (X)									
Pre-1750		1750 - 1820	x	1820 - 1939		Post War		Post 1990 of high quality	
Exact date (if known):		First depicted in survey drawing of 1815							
9. Authenticity (X)									
x	A single significant phase and which is largely intact								
	A single significant phase with some alterations and/or extensions								
	A single significant phase with significant alterations and/or extensions								
	The asset is of multiple significant phases								
10. Aesthetic / Architectural Value (Sites which reflect the development of taste)									
The site is of aesthetic value as a small scale designed landscape park, which reflects the development of taste and fashions in parks in the early nineteenth-century. It has retained park and garden features which contribute to its aesthetic and architectural value, such as the lawns, planting, walled garden and pleasure grounds which surround the principal buildings.									
11. Historic / Associative Value (Sites which are early or representative examples of a style of layout or a type of site, or the work of a recognised designer of local importance or sites having an association with significant persons or historic events)									
<p>North Cove Hall derives its significance from its early nineteenth century origin as a small-scale ornamental park, which has been largely unaltered throughout the nineteenth century and remains relatively unchanged to this day. Although there is little documentary evidence about the development of the park, North Cove presents a well-preserved example of a smaller nineteenth-century designed landscape which was once common in the county, but of which few examples survive today in such condition.²¹</p> <p>The hall passed to a number of owners, many of whom were connected with Broad House in Lowestoft, and was most notably, for a time, home to the well-known solicitor, writer, traveller and benefactor Nicholas Everitt.²²</p> <p>During the early twentieth century it is likely that improvements were made to the garden while in the ownership of Mrs. Charlotte Lister, who was a keen gardener.²³</p>									
12. Social / Communal Value									
None									
13. Group Value (Sites with a strong group value with other heritage assets)									
Part of the park comprises of areas of ancient woodland. Beyond the boundary of the park and garden to the south west is the medieval, Grade I listed thatched Church of St Botolph. The churchyard is largely surrounded by dense tree planting, however there are some glimpsed views into the parkland, particularly during the winter months when leaf coverage is sparser. The church tower is also partially visible from within the park, and therefore, forms a positive part of its setting and is of group value.									
14. Landmark / Townscape Value									
The principal house is of landmark value within the designed landscape. The church tower, which sits outside of the boundary, is also visible from within the park and is of landmark value due to its scale, use, and contribution that it makes to the park.									

²¹ University of East Anglia, North Cove Hall, 1994

²² Suffolk Record Office, Lowestoft Branch, Evidences to title to the North Cove Hall Estate, Reference 849 <https://discovery.nationalarchives.gov.uk/details/r/af7e3c38-585e-4ce8-bbbc-94c3c4c68f7c>

²³ North Cove History Society, North Cove and Barnby: a history of two villages, 2002

15. Archaeological Value							
The site is of archaeological value, as the Historic Environment Record identifies areas of earthworks to the west of the hall. These are earth banks, likely showing an old track or boundary.							
16. Overall Condition							
Good	x	Fair		Poor		Very Poor	
Unknown		Notes:	The park and garden is considered to be in excellent condition.				
17. Recommended for inclusion				Yes	x	No	
18. Date of assessment				12/08/2021			

Section A - Overview

1. Name	Redisham Hall			
2. UID				
3. Address	Redisham Hall, Redisham, Beccles			
4. Postcode	NR34 8LZ			
5. Grid Ref	TM 40156 85945			
6a. Conservation Area	Yes		No	x
6b. If yes, which CA				



7. Description
<p>The site, covering roughly 90 hectares, comprises of a historic parkland and formal gardens including working kitchen garden.</p> <p>The main access routes are formed by a northern and eastern driveway. These are flanked by planting, predominantly oak to the east and horse chestnut to the north. There is original fencing in place along the majority of these drives, and a red brick ornamental bridge crossing the river which bisects the park. A track also follows the river and is also marked by planting.</p> <p>The majority of the park comprises of sweeping parkland, laid to lawn on gently undulating land, with mature and specimen trees and evidence of young planting as well. It is grazed and has retained its historic layout and character.</p> <p>The south portion of the park has some arable farming, and a new wetland has been created to encourage biodiversity. There are also modern twentieth century farm buildings, which are visible from the ha ha to the south of the walled garden (Figure 16).</p> <p>The ha ha is of an earlier date to the existing hall, and is in good condition, with evidence of recent maintenance works undertaken. It separates the wider park from the gardens and pleasure ground which surrounds the hall.</p> <p>The walled garden comprises of a working kitchen garden as well as decorative flower and shrub planting, particularly close to the Coach House, where some private gardens and courtyards are located. There is a modern pergola leading from the new entrance to the garden in the north east. The gardens contain a number of greenhouses, many of which have been restored in recent years, and are well maintained and still in use. The easternmost has a red brick boiler attached to its northern end. The curved glass on the northernmost greenhouse is well preserved, and a fine example of this glasswork, which directs the flow of water off the roof.</p> <p>To the north of the walled gardens are a group of buildings, including the gardener's cottage and Coach House. These are red brick and have retained much of their historic character and architectural interest. The Coach House in particular is a notable building, with a curved floor plan and original flooring.</p> <p>To the north of these buildings is the Hall. The Grade II listed regency Redisham hall is the principal building within the park, and is of historic, aesthetic and architectural interest. Its main elevation overlooks the sweeping drive and original railings, beyond which are wide reaching views across the undulating parkland, comprising of lawns and scattered mature trees. Immediately surrounding the hall are shrubberies and some ornamental tree and flower planting. To the rear of the hall is a garden with specimen planting, manicured lawns, border planting and ponds. The gardens are bordered by clipped hedges with topiary. There are some earthworks within the</p>

gardens, perhaps indicating the site of the former hall to the south of the current one. There is no LIDAR coverage for the area to determine the site further.

To the north of the hall a new woodland and wildflower garden has been established. The north driveway passes the Church ruins, which are screened from view by fences and planting, but the low remains are likely still visible.

There are substantial areas of woodland planting, however these predominantly fall outside of the boundary of the historic park and garden, and so form its setting. These are the Gorse Thick to the south, Briery Wood and Farm Wood to the west and Bottle and Glass Wood to the north.


Section B - Assessment

8. Age (X)									
Pre-1750		1750 - 1820		1820 - 1939	x	Post War		Post 1990 of high quality	
Exact date (if known):		Likely laid out in 1820 soon after the present house was built							
9. Authenticity (X)									
	A single significant phase and which is largely intact								
x	A single significant phase with some alterations and/or extensions								
	A single significant phase with significant alterations and/or extensions								
	The asset is of multiple significant phases								
10. Aesthetic / Architectural Value (Sites which reflect the development of taste)									
The site is of considerable aesthetic value as a designed landscape park, which reflects the development of taste and fashions in parks, incorporating elements of the earlier landscape into the later open parkland. It has retained park and garden features which contribute to its aesthetic and architectural value, such as the lawns, lakes, specimen planting, walled gardens and pleasure grounds which surround the principal buildings.									
11. Historic / Associative Value (Sites which are early or representative examples of a style of layout or a type of site, or the work of a recognised designer of local importance or sites having an association with significant persons or historic events)									
<p>Redisham Park derives its historic value as an example of a well-preserved example of a medium-sized early nineteenth century landscaped park.</p> <p>The old hall lay slightly to the south west of the present hall and was of sixteenth century origins (likely 1592). At this time, the hall had a small area of garden and pleasure ground although was without a wider park and was instead surrounded by enclosed fields and woodland.²⁴ The old hall was demolished in 1820, and a new house built in the current location and parkland laid out. The Tithe maps show that by 1840 the park was subdivided (to allow for better grazing management), and that it was slightly smaller in size than the current park. By the 1880s, the first edition Ordnance Survey shows very little change in features within the park, however it has extended to the north to incorporate the ruinous church.</p> <p>Redisham Hall was, notably, home of Princess Caroline Murat, the great niece of Napoleon Bonaparte, after she married John Lewis Garden. This contributes to its associative value. John Lewis Garden's grandfather had acquired the site of Redisham Hall and had demolished the old hall and rebuilt the current one in 1823. It was considerably enlarged and refaced by John Lewis Garden c.1880. It is likely that changes were made to the gardens during this time also, and the large porch to the rear of the house was possibly added. The Princesses memoirs provide insight into life at the estate and her time in Suffolk, which she recounted unfavourably. The Hall was sold in 1902 following her death and was further added to by Thomas De la Garde Grissell in 1904.</p>									

²⁴ University of East Anglia, Redisham Park Report, 1994

There are a number of notable features within the park which are well-preserved and of historic interest, such as the mature trees, ha ha (which is constructed in eighteenth century bricks and may, therefore, predate the current house), and kitchen garden.							
12. Social / Communal Value							
None							
13. Group Value (Sites with a strong group value with other heritage assets)							
Part of the park comprises of areas of ancient woodland							
14. Landmark / Townscape Value							
The principal hall is of landmark value within the park, and acts as the centrepiece of the designed landscape.							
15. Archaeological Value							
There are some earthworks within the pleasure ground gardens which surround the hall; there is a possibility that these show the site of the former hall, however this is not possible to confirm by LIDAR data.							
16. Overall Condition							
Good	x	Fair		Poor		Very Poor	
Unknown		Notes:	The park and garden is considered to be in excellent condition.				
17. Recommended for inclusion				Yes	x	No	
18. Date of assessment				12/08/2021			

Section A - Overview

1. Name	Sotterley Park			
2. UID				
3. Address	Sotterley Hall Sotterley, Beccles			
4. Postcode	NR34 7TU			
5. Grid Ref	TM 45903 85204			
6a. Conservation Area	Yes		No	
6b. If yes, which CA				
7. Description				
<p>The boundary of the current park and garden covers an area of roughly 211 hectares. The park is fairly circular in its shape and bounded almost entirely by dense woodland planting. There are some glimpsed views from public roads which surround the park, however these largely serve to provide screening from outside the park. They create an enclosed character from within it as well. These woodlands comprise of Sheppard's Wood, Sotterley Wood and Scarls grove Belt to the east, Scarls Grove to the north, Park Wood to the west, and Pound Belt, Two Pond Wood and Garden Belt to the south. These appear to be planted with mixed species, predominantly deciduous, with many historic and ancient trees visible throughout the park and its wooded areas.</p> <p>A good portion of the park is open parkland with mature scattered trees and some replanting of young oaks is visible to the west. The pattern of mature trees reflects the historic removal of hedgerows marking former field boundaries, and retention of trees to create the landscape park. There are some areas where the lawns have been replaced by arable planting to the north west of the lake. The parkland is also characterised by the series of small ponds across it, which are dotted throughout the park and along with the lake and stream which traverses the park, create a number of water features within it.</p> <p>The Hall is accessed by two driveways, to the east and west. These are terminated by the West Lodge and East Lodge. West Lodge is visible from Pound Road and is a small single storey red brick building which makes a positive contribution to the park and marks the entranceway to the drive. The grotto which is shown on historic Ordnance Survey mapping located along the western driveway is not visible from aerial imagery due to dense planting, and so while it is likely still there this is not certain.</p> <p>There is a large lake located centrally within the park, which is surrounded by woodland to the south and has retained two small islands within it, which are also planted. The weir at northern end still exists, however the historic boathouse is not legible on aerial imagery, and so it is not certain it still exists. Online images demonstrate that there is a temple on the lake.</p> <p>A stream runs into the lake, and is crossed by an ornamental bridge, which takes the driveway across to Sotterley Hall. The Hall is Grade I listed, constructed in 1745 with later alterations in 1840 and 1911. It is a prominent red brick manor house with elaborate architectural detailing and is a positive centrepiece to the park and garden. The hall overlooks an area of manicured lawn to the west, which leads to the lake, and provides pleasant views to and from the hall. There are a number of associated buildings within the vicinity of the hall, predominantly dating from the mid nineteenth century.</p> <p>The group of buildings are located centrally within the park, and there are maintained lawns that surround them, along with scattered tree planting and some ornamental tree planting. There is some shrub planting and clipped</p>				

hedgerows located immediately beside the hall. It is likely that a ha ha separates the gardens to the east of the hall from the wider parkland, which the hall overlooks to the east. There appears to be a tennis court to the north east of the Cowsheds. There is a Pleasure Ground to the south of the hall, which is fairly wooded and contains the walled garden. It appears that the greenhouses are lost within the walled garden, however aerial imagery shows that part has been tilled.

There is a large riding school located to the north of the church, which is partially visible from the churchyard.

Section B - Assessment

8. Age (X)									
Pre-1750	x	1750 - 1820		1820 - 1939		Post War		Post 1990 of high quality	
Exact date (if known):		The present park was likely first laid out soon after 1746							
9. Authenticity (X)									
	A single significant phase and which is largely intact								
	A single significant phase with some alterations and/or extensions								
x	A single significant phase with significant alterations and/or extensions								
	The asset is of multiple significant phases								
10. Aesthetic / Architectural Value (Sites which reflect the development of taste)									
The site is of considerable aesthetic value as a designed landscape park, which reflects the development of taste and fashions in parks, incorporating elements of the earlier landscape into the later open parkland. It has retained park and garden features which contribute to its aesthetic and architectural value, such as the lawns, lakes, specimen planting, walled gardens and pleasure grounds which surround the principal buildings.									
11. Historic / Associative Value (Sites which are early or representative examples of a style of layout or a type of site, or the work of a recognised designer of local importance or sites having an association with significant persons or historic events)									
<p>Sotterley Park derives its significance from its historic interest and development, which has preserved and incorporated a number of landscape features which predate the laying out of the landscape park in the 1740s and 50s. It is a parkland which has adapted through the centuries and has retained its historic character as well as notable elements of considerable antiquity, particularly the ancient trees.²⁵ These survivals mainly comprise of pollarded oaks and some ancient unpollarded hedgerow trees, which are widespread through the park, remnants of medieval woodland with some well-preserved hornbeam stools, and outgrown hornbeam coppicing. These trees indicate a complex history and development of ancient woodland features which were incorporated into a park landscape.²⁶ The historic drives, pleasure grounds and eighteenth-century park features such as the lake and canal with its brick walls, and grotto which possibly dates to the eighteenth century, are also of interest.</p> <p>The owners of the estate were, for a long time, descendants of Thomas Playters, the successful Yorkist. The family retained the manor and advowson of Sotterley until the year 1744, when John Playters Esq sold the estate to Miles Barne Esq, the son of a London merchant. Miles Barne pulled built a new country house on nearly the same site as the old hall, possibly incorporating some of the original fabric in the new building.²⁷ Quadrant screen walls originally flanked the house; however, these no longer exist.</p> <p>In 1744 it was recorded that the hall was surrounded by stables, granaries, walled gardens, kitchen gardens, orchards, courtyards, a dovecote and land of around 16 acres.²⁸ A brick kiln, malthouse, and lake with summer house were also recorded. There was no landscaped park in existence until around 1746, and before this date it is likely that a compartmentalised deer park existed here. The park was first depicted in detail in the Tithe</p>									

²⁵ University of East Anglia, Sotterley Report, 1992

²⁶ University of East Anglia, Sotterley Report, 1992

²⁷ Alfred Suckling, 'Sotterley', in *The History and Antiquities of the County of Suffolk: Volume 1 (Ipswich, 1846)*, pp. 81-96. British History Online <http://www.british-history.ac.uk/no-series/suffolk-history-antiquities/vol1/pp81-96> [accessed 16 August 2021].

²⁸ University of East Anglia, Sotterley Report, 1992

Award map of 1842, where the layout of the parkland and its planting appears much unchanged to what exists today.

The park is notable for the woodland within it, particularly Park Wood, Sheppard's Wood, Scarls Grove and Scarls Grove Belt, which were likely in existence prior to the Tithe Award Map and are shown on Hodskinson's map (1786). Therefore, many of the ancient trees within the park would predate the laying out of the parkland in the 1740s and 50s.

12. Social / Communal Value

None

13. Group Value (Sites with a strong group value with other heritage assets)

Part of the park comprises of areas of ancient woodland, and part is also a site of special scientific interest.

To the north east of the hall is the Grade I listed Church of St Margaret. The church shares a close relationship with the hall and is a key landmark within the parkland. It is a medieval church, restored in 1900, with flint rubble wall; it makes a positive contribution, and is visible from areas of the park and garden as well as the hall. To the east of the hall are a number of listed outbuildings associated with the estate, including the grade II Service Wing (built c. 1840), the Grade II Stable and Coach House (built c.1840), the Grade II Cowsheds (mid-nineteenth century) and the Grade II Water Tower (late nineteenth-century). These buildings all make a positive contribution to the park and garden and are of group value; they demonstrate the historic development and expansion of the estate through the nineteenth century.

14. Landmark / Townscape Value

The principal hall is of landmark value within the park, and acts as the centrepiece of the designed landscape. The church is also a prominent landmark building, its tower visible from areas within the park and the hall.

15. Archaeological Value

NA

16. Overall Condition

Good		Fair		Poor		Very Poor	
Unknown	x	Notes:	Full site visit was not possible, so the area was assessed from areas of public realm. Current condition could not be assessed fully.				
17. Recommended for inclusion				Yes	x	No	
18. Date of assessment				12/08/2021			

Section A - Overview

1. Name	Worlingham Hall				
2. UID					
3. Address	Worlingham Hall, Lowestoft Rd, Worlingham, Beccles				
4. Postcode	NR34 7RA				
5. Grid Ref	TM4427890151				
6a. Conservation Area	Yes		No	x	
6b. If yes, which CA					
7. Description					
<p>The current boundary of the park and garden at Worlingham extends to roughly 98 hectares. It predominantly comprises of densely planted woodlands and coverts, which are maintained for shooting. The wider landscape of former parkland includes large mature trees and more recent regrowth, which blends into the surrounding woodland areas and shooting coverts. This is characterised as a gradual increasing density of planting, meaning that the boundary to the wooded areas and parkland is blurred, particularly in views across the parkland.</p> <p>Close to the hall is an area of open parkland, which contains mown lawns and scattered mature and specimen trees. These provide wide reaching views from the hall and across the parkland. A sweeping drive leads from the south of the park to the hall, which lies in the centre east of the park.</p> <p>Worlingham Hall is Grade I listed, built in the eighteenth century by John Felton and remodelled in c.1800 by Francis Sandys in brick and stucco. The hall possibly retains a seventeenth century core. It is painted brightly and sits starkly within the lawns which surround it. The driveway is marked by a low balustrade, which separates the parkland from the driveway and gardens.</p> <p>There are formal gardens surrounding the principal hall, which include mown lawns, manicured hedgerows, shrub and flower border planting, statues, a covered walkway, pond (which is drained) and a modern swimming pool. There are also some buildings associated with the hall to its north, which were not visible at the time of survey but appear to contain stables and estate cottages. There are also tennis courts located to the east of the hall.</p> <p>The west side of the park is notably different in soil type, as it sits along the Waveney Valley, leading to a wet and boggy landscape. The parkland is traversed by tracks, causeways, and small timber bridges.</p> <p>Throughout the parkland and woodland are significant veteran trees of considerable age. These include the American Oak, which is located close to the modern bungalow Worlingham Court.</p> <p>The construction of the A146 in the later twentieth century effectively severed part of the parkland, crossing through the wilderness and Firhill Covert to the north and east of the parkland. Some further development has also taken place along this south eastern corner, including housing and a sewerage plant to the north of the bypass.</p>					

Section B - Assessment

8. Age (X)									
Pre-1750		1750 - 1820	x	1820 - 1939		Post War		Post 1990	of

								high quality	
Exact date (if known):		The first indication of a park here dates to 1783 (Hodskinson's map of Suffolk)							
9. Authenticity (X)									
	A single significant phase and which is largely intact								
	A single significant phase with some alterations and/or extensions								
X	A single significant phase with significant alterations and/or extensions								
	The asset is of multiple significant phases								
10. Aesthetic / Architectural Value (Sites which reflect the development of taste)									
<p>The site is of aesthetic value as a designed landscape park, which reflects the development of taste and fashions in parks, incorporating elements of the earlier landscape into the later open parkland. It has retained park and garden features which contribute to its aesthetic and architectural value, such as the lawns, specimen planting, mature woodland, gardens and pleasure grounds which surround the principal buildings.</p>									
11. Historic / Associative Value (Sites which are early or representative examples of a style of layout or a type of site, or the work of a recognised designer of local importance or sites having an association with significant persons or historic events)									
<p>Worlingham Hall derives its historic value as a surviving medium eighteenth-century parkland, which is first depicted on Hodskinson's map of Suffolk 1783. This map shows the hall, driveway, and building close to the house. At this time, the park covered roughly 18 hectares.</p> <p>In 1797, the park expanded to take in the majority of Worlingham Common to the east of the park, as well as further land to the north and north west. Under the ownership of Robert Sparrow at the turn of the century, considerable expansion of the park took place, and a large new area of parkland was laid out and substantial tracts of woodland were planted to the north west, north and east.²⁹</p> <p>By the 1842 Tithe Award, the map shows a park of around 50 hectares. The principal house was located in the east-centre of the park, which was surrounded by dense woodland to the north and east and belted on the west. Winding drives led to the lodges on the south west and south east corners. In the mid-nineteenth century, an icehouse and dovecote were also recorded.</p> <p>Sales particulars from this time advertise that there was partridge shooting, a snipe ground, and other field sports.</p> <p>Minor changes to the woodland boundaries occurred throughout the second half of the nineteenth century, however large-scale alterations were made in 1914 when the main estate was put up for sale. The hall, park and woodlands were retained, however between 1914 and 1959 a new housing estate was built in a portion carved out of the south west corner of the park. After 1959, the housing estate was extended to the east. The south east drive, named Park Drive on historic mapping, disappeared after these changes and was replaced with a curved south drive.</p> <p>The Ordnance Survey map of the mid twentieth century depicts the expansive Wilderness to the east of the hall, which is traversed by a network of paths. The Icehousehill Covert to the north indicates the historic location of the icehouse within the park. There are also the horseshow Covert, Westhill Covert and The Decoy to the west. This historic development and use of the park is still legible in the existing landscape, and therefore contributes to the value of Worlingham Hall as a medium sized, heavily wooded shooting estate.</p>									
12. Social / Communal Value									
None									
13. Group Value (Sites with a strong group value with other heritage assets)									
Part of the park comprises of areas of ancient woodland, and there is a small area of open space (covered by Waveney Local Plan policy WLP8.23) located in southwest corner of the site.									

²⁹ University of East Anglia, Worlingham Hall Report, 1992

14. Landmark / Townscape Value							
The principal hall is of landmark value within the park, and acts as the centrepiece of the designed landscape.							
15. Archaeological Value							
NA							
16. Overall Condition							
Good	x	Fair		Poor		Very Poor	
Unknown		Notes:	The park and garden is considered to be in good condition.				
17. Recommended for inclusion				Yes	x	No	
18. Date of assessment				12/08/2021			

4.2. Bibliography

A.I Suckling, History and Antiquities of the County of Suffolk (1848)

North Cove History Society, North Cove and Barnby: a history of two villages (2002)

Richard Lloyd, Welcome to Sotterley, Banrey Books (N.D)

Reports

University of East Anglia, Benacre Park Report, 1992 - 1995

University of East Anglia, North Cove Hall Report, 1994

University of East Anglia, Redisham Hall Report, 1995

University of East Anglia, Sotterley Park Report, 1993

University of East Anglia, Worlingham Hall Report, 1992

Suffolk Gardens Trust, Walled Gardens of Suffolk, 2014

Maps

Various Ordnance Survey Maps, 1882 – 1950s

Various Tithe Award Maps, 1842 - 1848

Webpages

BRITISH WATER TOWER APPRECIATION SOCIETY, The Benacre Water Tower Family
<http://bwtas.blogspot.com/2009/05/benacre-water-tower-family.html>

REPORT - BENACRE WATER TOWER. SUFFOLK, AUGUST 2020
<https://www.28dayslater.co.uk/threads/benacre-water-tower-suffolk-august-2020.128023/>

Suffolk Record Office, Lowestoft Branch, Evidences to title to the North Cove Hall Estate, Reference 849
<https://discovery.nationalarchives.gov.uk/details/r/af7e3c38-585e-4ce8-bbbc-94c3c4c68f7c>

4.3. Legislation, Policy and Guidance

LEGISLATION/POLICY/GUIDANCE	DOCUMENT	SECTION/POLICY
Primary Legislation	Planning (Listed Buildings and Conservation Areas) Act 1990	66: General duty as respects listed buildings in exercise of planning functions. 72: General duty as respects conservation areas in exercise of planning functions.
National Planning Policy	National Planning Policy Framework (2021) DCLG	Section 16; Annex 2
National Guidance	National Planning Practice Guidance (2014) DCLG	ID: 18a
National Guidance	Historic England (2017) Good Practice Advice in Planning Note 3 (Second Edition): The Setting of Heritage Assets	
National Guidance	Historic England Good Practice Advice in Planning Note 1: The Historic Environment in Local Plans (2015);	
National Guidance	English Heritage (2019) Conservation Principles, Policies and Guidance	
National Guidance	Historic England Advice Note 7: Local Heritage Listing (2021)	
National Guidance	Historic England Advice Note 12: Statements of Heritage Significance: Analysing Significance in Heritage Assets (2019)	
Local SPD	East Suffolk Council, Historic Environment Supplementary Planning Document (June 2021)	Section 5 Appendix 2
Local SPD	Waveney Local Plan (2019)	WLP8.37 WLP8.23
Local SPD	Draft Mettingham, Barsham, Shipmeadow, Ringsfield and Weston Neighbourhood Plan	
Local SPD	Draft Shadingfield, Sotterley, Willingham and Ellough Neighbourhood Plan	Draft Policy NEP1 (Protecting Wildlife Habitats and Open Spaces) and draft Policy HEP1 (Protecting and Enhancing Heritage Assets) (SUBJECT TO CHANGE)
Local SPD	Beccles Neighbourhood Plan	
Local SPD	Worlingham Neighbourhood Plan	Draft policy WORL14 (Country Park Landscaping and Management)

Place Services
County Hall, Essex CM1 1QH

T: +44 (0)3330 136 844
E: enquiries@placeservices.co.uk

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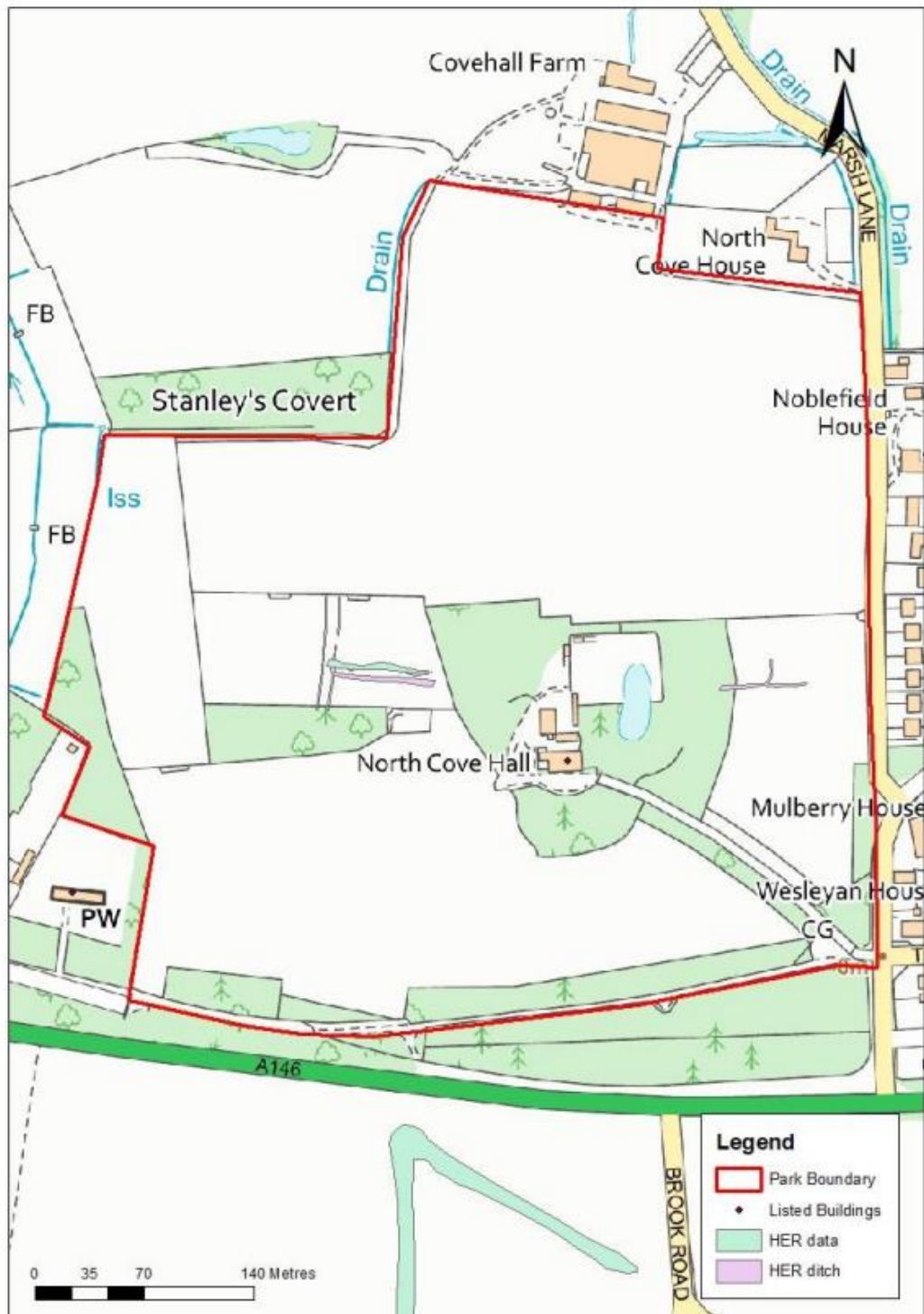
 [@PlaceServices](https://twitter.com/PlaceServices)

Benacre Park:

ES/1363



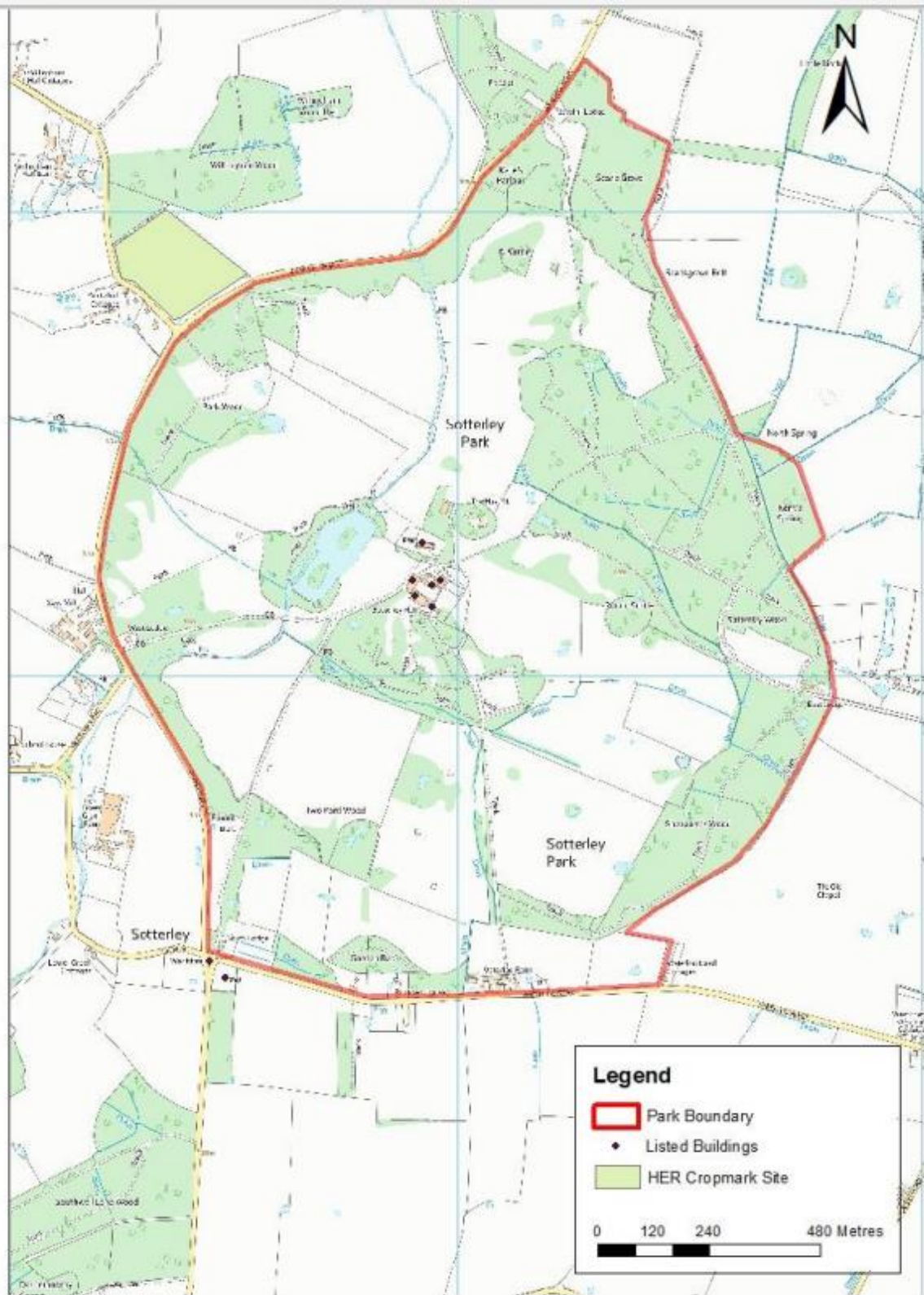
North Cove Hall:



Redisham Hall:

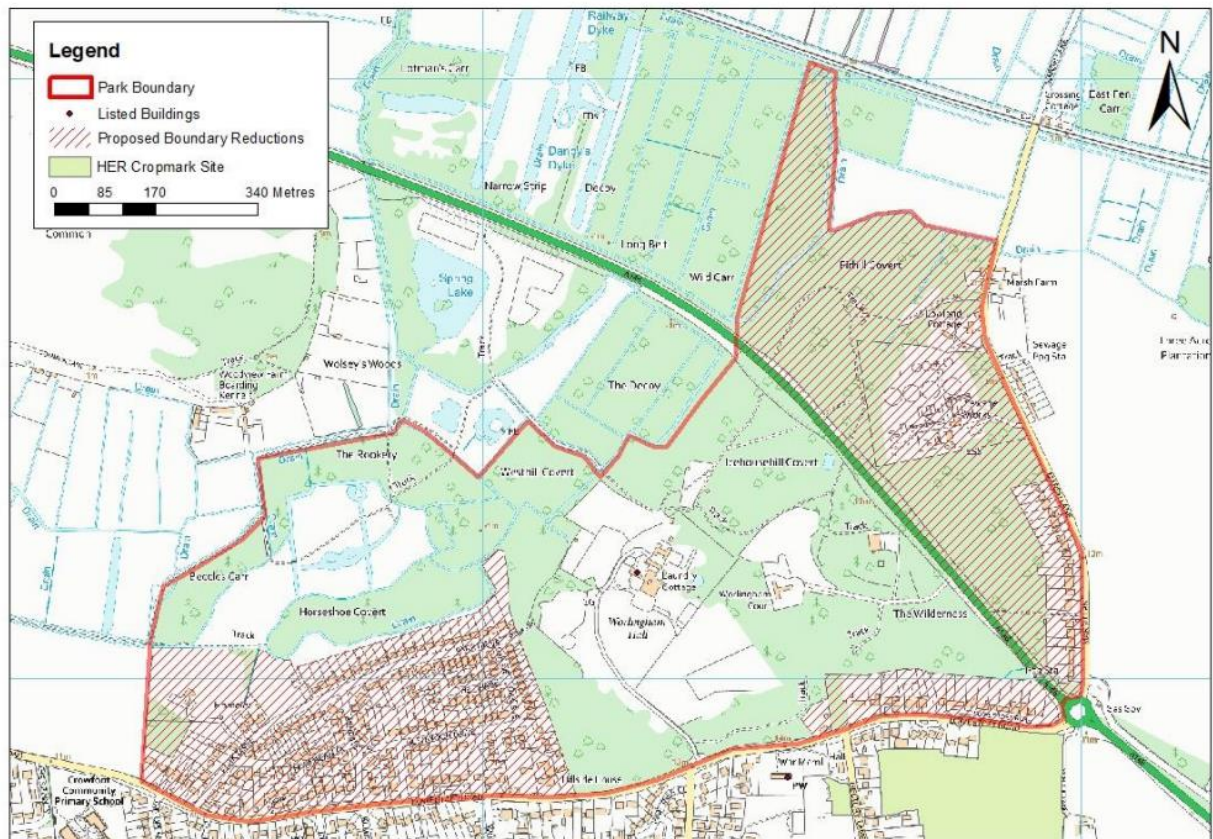


Sotterley Park:



Worlingham Hall:

(please note that the proposed boundary reductions shown on the map below are agreed by officers and are included in the report recommendation)



Appendix C Summary of Consultee responses

ES/1363

The Suffolk Gardens Trust	SGT welcomes the report and is in favour of the five historic parks and gardens being added to the Local List. The report forms a useful summary of the history and features of the gardens, and we recommend that a similar treatment is given to the parks and gardens already on ESC's Local List, and that this is made available to a wider public.
Suffolk Preservation Society	We are pleased that the five parks and gardens in the former Waveney District are finally to be incorporated into the Local List and will join the 16 locally listed parks and gardens located within the former Suffolk Coastal District. We take this opportunity to highlight that a copy of the Local List is not available online. This needs to be published as a list or incorporated as an interactive map layer.
Suffolk County Council Archaeology Service	SCCAS supports the principle of the List, in order to highlight and inform the conservation of these identified parks and gardens in the Waveney area and take into account their characteristics in plan-making. We also support the addressing of the imbalance in the local plan between East Suffolk and Waveney.
Historic England	HE welcomes this exercise to extend the existing Local List of Historic Parks and Gardens for the former Suffolk Coastal area to include sites within the former Waveney area, aligning both parts of the new East Suffolk Council. All of these sites have been assessed using best practice guidance, including HE's Advice Note 7: Local Heritage Listing (2021) and reflecting national policy. The assessment is robust with appropriate levels of information about each site. We fully support the recommendation to designate all five sites. HE also suggests further sites for consideration which are likely to be the subject of the (aforementioned) project 'Suffolk's Unforgettable Garden Story'.
SCC Highways and Infrastructure	Congratulations on this valuable piece of work which complements the work to review and extend East Suffolk's Conservation Areas.
Broads Authority	Supports the change in the proposed boundary of the historic park and garden at Worlingham Hall to exclude the modern estate development and sewage works, which seems reasonable and justified in ensuring the effective management of the historic estate and gardens at the Hall.



CABINET

Tuesday, 06 December 2022

Subject	Southwold Harbour Management Committee – Mid-Year Budget Monitoring Report 2022/23
Report by	Councillor Maurice Cook Cabinet Member with responsibility for Resources
Supporting Officer	Lorraine Rogers Deputy Chief Finance Officer Lorraine.rogers@eastsuffolk.gov.uk

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

Purpose and high-level overview

Purpose of Report:

The purpose of this report is for the Southwold Harbour Management Committee (SHMC) to report to Cabinet the mid-year budget monitoring position for 2022/23.

Options:

Reporting on mid-year performance against budget is a requirement under the Southwold Harbour Management Committee's Terms of Reference.

Recommendation:

That the mid-year budget monitoring position for 2022/23 as reviewed by the Southwold Harbour Management Committee be noted.

Corporate Impact Assessment

Governance:

None arising directly from this report.

ESC policies and strategies that directly apply to the proposal:

East Suffolk Strategic Plan

Environmental:

The SHMC must act in the best interests of the Port, which includes ensuring its long term sustainability and success. Environmental factors are taken into account in the decisions which the SHMC makes.

Equalities and Diversity:

An Equalities Impact Assessment (EqIA) is not required.

Financial:

This is summarised in Section 2 of the report and detailed in **Appendix A**.

Human Resources:

None arising directly from this report.

ICT:

None arising directly from this report.

Legal:

None directly arising from this report.

Risk:

None arising directly from this report.

External Consultees:

The attached report was presented to the Southwold Harbour Management Committee for review at its meeting on Thursday 20 October 2022.

Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
T01	Growing our Economy		
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 checked="" type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T02	Enabling our Communities		
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 checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability		
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 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"/>
T04	Delivering Digital Transformation		
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"/>
T05	Caring for our Environment		
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"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
How does this proposal support the priorities selected? The wider representational base of the SHMC and the Advisory Group provides greater opportunities for engagement within our Communities and enables them to contribute to the running of an important local asset. The Governance arrangements support plans to develop or renovate the built environment of the Southwold Harbour Lands, to attract inward investment, maximise its economic development and support the delivery of infrastructure.			

Background and Justification for Recommendation

1 Background facts	
1.1	The Terms of Reference of the Southwold Harbour Management Committee (SHMC) state that the Committee will monitor performance against approved budgets and take appropriate action where this is required, and that the Committee will make a six monthly and annual report to the Cabinet reporting on performance against budget.
2 Current position	
2.1	The mid-year budget monitoring report for 2022/23 and considered by the SHMC at its meeting on 20 October 2022, is attached as Appendix A .
2.2	The mid-year position for both the Harbour and the Caravan and Campsite shows an overall net deficit position on direct income and expenditure of £26k. The income at the Campsite and Caravan Site is underperforming against the budget. This is attributable to further vacant static sites and Campsite income being less than budgeted for the year to date.
2.3	Appendix A also includes a year-end forecast position. This is based on the mid-year position, known commitments for the remainder of the year and prior year trends. The overall net position is expected to be in line with the budget after taking into consideration internal support recharges. Refer to Section 3 of Appendix A for further details.
2.4	<p>The unconfirmed minutes for this item from the Southwold Harbour Committee meeting on 20 October 2022 is provided below.</p> <p>The committee received report ES/1317 which provided an update on the mid-year position for the Harbour against budget. Councillor Cook introduced the report and noted that the format had been updated to provide more detail and clarity on the items in the budget and spending of funds. With regards to income and expenditure in the Harbour, there was a surplus of £18,000 against the budget for the year to September. Some of this had been received in advance of the second half of the year, and the actual position was in line with the budget. On the Caravan and Campsite, the overall net position was a deficit of £44,000 against budget for the year to September, due to income being less than budgeted for. The Chairperson of the Advisory Group thanked the Committee for making the budget clearer for those outside the Council to understand. He asked if last year's budget could be provided as a comparison, and if the recharges shown in this report were realistic. With regard to the caravan park, it was disappointing about the number of empty spaces, and the Chairperson asked whether anything could be done in the short term to increase revenue. Councillor Cook stated that accounts were available publicly on the Council's website. With regards to recharges these were being reviewed as some figures seemed too large and others too low, this would be reported on in due course. Discussions on redevelopment of the caravan site were ongoing, while it would be necessary to have some vacant spaces to enable works, but use of these spaces could be maximised in the meantime.</p>

	<p>There being no further questions, on the proposition of Councillor Cook, seconded by Councillor Smith it was by a unanimous vote</p> <p>RESOLVED</p> <p>That the Harbour Management Committee, having noted the Mid-Year Budget Monitoring Report 2022/23 recommend this to Cabinet.</p>
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3 How to address current situation

3.1	For Cabinet to note the mid-year budget monitoring report for 2022/23 as reviewed by the Southwold Harbour Management Committee.
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4 Reason/s for recommendation

4.1	To fulfil both the Cabinet's and the Southwold Harbour Management Committee's responsibilities in respect of budget monitoring.
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Appendices

Appendices:

Appendix A	Southwold Harbour Management Committee Mid-Year Budget Monitoring Report 20 October 2022
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Background reference papers:

None.

SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 20 October 2022

Subject	SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE – MID-YEAR BUDGET MONITORING REPORT 2022/23
Supporting Officer	Lorraine Rogers Deputy Chief Finance Officer lorraine.rogers@eastssuffolk.gov.uk

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	N/A
Wards Affected:	Southwold

Purpose and high-level overview

Purpose of Report:

This report provides the Committee with a mid-year overview of financial performance against approved budgets for 2022/23.

Recommendation/s:

The Committee is recommended to:

1. Review the Mid-Year Budget Monitoring Report 2022/23 and report this to Cabinet.

Impact Assessment

Governance:

None directly arising from this report.

Environmental:

None directly arising from this report.

Equalities and Diversity:

None directly arising from this report.

Financial:

The financial monitoring and reporting information is provided in Section 2 and 3.

Legal:

None directly arising from this report.

Risk:

None directly arising from this report.

Harbour Business Plan Priorities

To be added when the plan is in place.

East Suffolk Council Strategic Plan Priorities

Select the themes of the Strategic Plan which are supported by this proposal:		
T01	Growing our Economy	<input checked="" type="checkbox"/>
T02	Enabling our Communities	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation	<input type="checkbox"/>
T05	Caring for our Environment	<input checked="" type="checkbox"/>

Background and Justification for Recommendation

1 Background facts

- 1.1 The Terms of Reference of the Harbour Management Committee state that the Committee will;
- monitor performance against approved budgets and take appropriate action where this is required, and
 - make a six monthly and annual report to the Cabinet reporting on performance against budget.

2 Current position

- 2.1 A mid-year budget monitoring summary for Southwold Harbour, the Caravan and Camping Site, and a combined position, is provide in Appendix A. Further supporting detail is provided in Appendix B. Sections 2.2 to 2.8 below, provide commentary on the mid-year position.

2.2 Southwold Harbour Income

April to September 2022	Actuals + Commitments	Budget	Variance
Mooring Fees/Harbour Dues	£(89,242.00)	£(84,000.00)	£(5,242.00)
Property Lettings	£(51,672.00)	£(33,060.00)	£(18,612.00)
Other Fees & Charges	£(26,143.00)	£(16,414.00)	£(9,729.00)
Total Income	£(167,057.00)	£(133,474.00)	£(33,583.00)

The mid-year income position for the Harbour shows a surplus of £34k. This includes £15k of income received in advance of the second half of the year, for property rent and storage charges. Income from Mooring Fees and Harbour Dues is in line with the budget. Other income from the sale of electric use and diesel is slightly ahead of the budget by £10k.

2.3 Southwold Harbour Expenditure

April to September 2022	Actuals + Commitments	Budget	Variance
Employee Expenses	£46,223.00	£40,300.00	£5,923.00
Transport Expenses	£370.00	£600.00	£(230.00)
Premises Expenses	£11,498.00	£21,700.00	£(10,202.00)
Supplies & Services	£41,851.00	£22,100.00	£19,751.00
Total Cost	£99,942.00	£84,700.00	£15,242.00

The mid-year expenditure position for the Harbour shows an overspend of £15k but this is expected to be managed within the overall expenditure budgets for the year.

Employee Costs – the £5.9k overspend to date is due to overtime of Harbour staff during the peak period. This has not been budgeted for.

Premises Costs – there is a budget provision of £9.3k for planned and responsive repairs and maintenance during the first half of the year. To date actual spend has been just over £1k, and primarily accounts for the £10k underspend on premises expenses.

	Supplies and Services – there is £20k overspend in this area as at September. This is due to the spend on diesel for resale being ahead of the budget profile by £17k and the cost of the Harbour Revise Order Application fee of £4k which was not budgeted. As in previous years, it is anticipated the additional cost of diesel will be offset by additional resale income.																																																
2.4	Southwold Harbour Net Position The below table brings together the direct income and expenditure in Sections 2.2 and 2.3, to present the overall net summary position for the Harbour, a surplus of £18k against the budget for the year to September. Allowing for £15k of income received in advance of the second half of the year, this would reduce the position to a surplus of £3k, which indicates the account is performing in line with the budget. <table><tr><th>April to September 2022</th><th>Actuals + Commitments</th><th>Budget</th><th>Variance</th></tr><tr><td>Mooring Fees/Harbour Dues</td><td>£(89,242.00)</td><td>£(84,000.00)</td><td>£(5,242.00)</td></tr><tr><td>Property Lettings</td><td>£(51,672.00)</td><td>£(33,060.00)</td><td>£(18,612.00)</td></tr><tr><td>Other Fees & Charges</td><td>£(26,143.00)</td><td>£(16,414.00)</td><td>£(9,729.00)</td></tr><tr><td>Total Income</td><td>£(167,057.00)</td><td>£(133,474.00)</td><td>£(33,583.00)</td></tr><tr><td>Employee Expenses</td><td>£46,223.00</td><td>£40,300.00</td><td>£5,923.00</td></tr><tr><td>Transport Expenses</td><td>£370.00</td><td>£600.00</td><td>£(230.00)</td></tr><tr><td>Premises Expenses</td><td>£11,498.00</td><td>£21,700.00</td><td>£(10,202.00)</td></tr><tr><td>Supplies & Services</td><td>£41,851.00</td><td>£22,100.00</td><td>£19,751.00</td></tr><tr><td>Total Cost</td><td>£99,942.00</td><td>£84,700.00</td><td>£15,242.00</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Total Direct Income/Expenditure</td><td>£(67,115.00)</td><td>£(48,774.00)</td><td>£(18,341.00)</td></tr></table>	April to September 2022	Actuals + Commitments	Budget	Variance	Mooring Fees/Harbour Dues	£(89,242.00)	£(84,000.00)	£(5,242.00)	Property Lettings	£(51,672.00)	£(33,060.00)	£(18,612.00)	Other Fees & Charges	£(26,143.00)	£(16,414.00)	£(9,729.00)	Total Income	£(167,057.00)	£(133,474.00)	£(33,583.00)	Employee Expenses	£46,223.00	£40,300.00	£5,923.00	Transport Expenses	£370.00	£600.00	£(230.00)	Premises Expenses	£11,498.00	£21,700.00	£(10,202.00)	Supplies & Services	£41,851.00	£22,100.00	£19,751.00	Total Cost	£99,942.00	£84,700.00	£15,242.00					Total Direct Income/Expenditure	£(67,115.00)	£(48,774.00)	£(18,341.00)
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Transport Expenses	£370.00	£600.00	£(230.00)																																														
Premises Expenses	£11,498.00	£21,700.00	£(10,202.00)																																														
Supplies & Services	£41,851.00	£22,100.00	£19,751.00																																														
Total Cost	£99,942.00	£84,700.00	£15,242.00																																														
Total Direct Income/Expenditure	£(67,115.00)	£(48,774.00)	£(18,341.00)																																														
2.5	Southwold Caravan and Campsite Income <table><tr><th>April to September 2022</th><th>Actuals + Commitments</th><th>Budget</th><th>Variance</th></tr><tr><td>Static Caravan Fees</td><td>£(268,686.00)</td><td>£(297,000.00)</td><td>£28,314.00</td></tr><tr><td>Touring Fees</td><td>£(279,730.00)</td><td>£(295,000.00)</td><td>£15,270.00</td></tr><tr><td>Other Fees & Charges</td><td>£(7,810.00)</td><td>£(6,100.00)</td><td>£(1,710.00)</td></tr><tr><td>Total Income</td><td>£(556,226.00)</td><td>£(598,100.00)</td><td>£41,874.00</td></tr></table> The mid-year income position for the Caravan and Campsite shows income to be underbudget for the year to date by £42k. The budget does include an allowance for empty static sites, but addition sites have become vacated during the year. Despite the good weather during the summer season, campsite income is less than budgeted. A likely explanation is more people taking holidays abroad for the first time since the pandemic.	April to September 2022	Actuals + Commitments	Budget	Variance	Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00	Touring Fees	£(279,730.00)	£(295,000.00)	£15,270.00	Other Fees & Charges	£(7,810.00)	£(6,100.00)	£(1,710.00)	Total Income	£(556,226.00)	£(598,100.00)	£41,874.00																												
April to September 2022	Actuals + Commitments	Budget	Variance																																														
Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00																																														
Touring Fees	£(279,730.00)	£(295,000.00)	£15,270.00																																														
Other Fees & Charges	£(7,810.00)	£(6,100.00)	£(1,710.00)																																														
Total Income	£(556,226.00)	£(598,100.00)	£41,874.00																																														
2.6	Southwold Caravan and Campsite Expenditure <table><tr><th>April to September 2022</th><th>Actuals + Commitments</th><th>Budget</th><th>Variance</th></tr><tr><td>Employee Expenses</td><td>£97,187.00</td><td>£100,500.00</td><td>£(3,313.00)</td></tr></table>	April to September 2022	Actuals + Commitments	Budget	Variance	Employee Expenses	£97,187.00	£100,500.00	£(3,313.00)																																								
April to September 2022	Actuals + Commitments	Budget	Variance																																														
Employee Expenses	£97,187.00	£100,500.00	£(3,313.00)																																														

Transport Expenses	£91.00	£650.00	£(559.00)
Premises Expenses	£101,141.00	£96,350.00	£4,791.00
Supplies & Services	£24,270.00	£22,600.00	£1,670.00
Total Cost	£222,689.00	£220,100.00	£2,589.00

The mid-year position on expenditure for the Caravan and Campsite is in line with the budget, with a small overspend of £2k.

Employee Costs – direct staffing costs are underspend to September by £29k due to a vacant post (Southwold and Harbour Assets Manager) held in the establishment. This post has now been filled. This underspend has been offset by contractor costs for cleaning and security, which has exceeded the budget to date by £26k.

Premises Costs – the overspend to date of £5k is due to the profiling of budget against actual spend.

2.7 Southwold Caravan and Campsite Net Position

The below table brings together the direct income and expenditure in Sections 2.5 and 2.6, to present the overall net summary position for the Caravan and Campsite, a deficit of £44k against the budget for the year to September. This is attributable to the income position being less than budgeted for the Static Caravan and Camping sites.

April to September 2022	Actuals + Commitments	Budget	Variance
Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00
Touring Fees	£(279,730.00)	£(295,000.00)	£15,270.00
Other Fees & Charges	£(7,810.00)	£(6,100.00)	£(1,710.00)
Total Income	£(556,226.00)	£(598,100.00)	£41,874.00
Employee Expenses	£97,187.00	£100,500.00	£(3,313.00)
Transport Expenses	£91.00	£650.00	£(559.00)
Premises Expenses	£101,141.00	£96,350.00	£4,791.00
Supplies & Services	£24,270.00	£22,600.00	£1,670.00
Total Cost	£222,689.00	£220,100.00	£2,589.00
Total Direct Income/Expenditure	£(333,537.00)	£(378,000.00)	£44,463.00

2.8 Combined Net Position

This table brings together the mid-year position for both the Harbour and the Caravan and Camping Site. This shows an overall deficit position on direct income and expenditure of £26k. As referenced in Section 2.7, the income at the Caravan and Campsite is underperforming against the budget for the year to date.

April to September 2022	Actuals + Commitments	Budget	Variance
Mooring Fees	£(89,242.00)	£(84,000.00)	£(5,242.00)
Property Lettings	£(51,672.00)	£(33,060.00)	£(18,612.00)

Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00
Touring Fees	£(279,730.00)	£(295,000.00)	£15,270.00
Other Fees & Charges	£(33,953.00)	£(22,514.00)	£(11,439.00)
Total Income	£(723,283.00)	£(731,574.00)	£8,291.00
Employee Expenses	£143,410.00	£140,800.00	£2,610.00
Transport Expenses	£461.00	£1,250.00	£(789.00)
Premises Expenses	£112,639.00	£118,050.00	£(5,411.00)
Supplies & Services	£66,121.00	£44,700.00	£21,421.00
Total Cost	£322,631.00	£304,800.00	£17,831.00
Total Direct Income/Expenditure	£(400,652.00)	£(426,774.00)	£26,122.00

3 How to address current situation

3.1 Appendix C includes a year-end forecast position as at 30 September 2022 for Southwold Harbour and the Caravan and Camping Site.

3.2 The table in provides a year-end forecast combined position for the Southwold Harbour and the Caravan and Campsite. This is based on the mid-year position, known commitments for the remainder of the year and prior year trends.

Southwold Caravan and Campsite Forecast Position 2022/23

April 2022 to March 2023	Forecast for year	Budget for Year	Forecast Variance for the Year
Mooring Fees	£(90,000.00)	£(94,000.00)	£4,000.00
Property Lettings	£(75,000.00)	£(66,000.00)	£(9,000.00)
Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00
Touring Fees	£(285,000.00)	£(295,000.00)	£10,000.00
Other Fees & Charges	£(64,043.00)	£(44,400.00)	£(19,643.00)
Total Income	£(782,729.00)	£(796,400.00)	£13,671.00
Employee Expenses	£284,500.00	£282,700.00	£1,800.00
Transport Expenses	£600.00	£2,500.00	£(1,900.00)
Premises Expenses	£162,000.00	£189,400.00	£(27,400.00)
Supplies & Services	£93,000.00	£98,900.00	£(5,900.00)
Total Cost	£540,100.00	£573,500.00	£(33,400.00)
Total Direct Income/Expenditure	£(242,629.00)	£(222,900.00)	£(19,729.00)
Support Recharges (Year End Charge)	£105,800.00	£81,700.00	£24,100.00
Total Indirect Income/Expenditure	£105,800.00	£81,700.00	£24,100.00

	<table><tr><td>TOTAL INCOME STATEMENT</td><td>£(136,829.00)</td><td>£(141,200.00)</td><td>£4,371.00</td></tr></table>	TOTAL INCOME STATEMENT	£(136,829.00)	£(141,200.00)	£4,371.00											
TOTAL INCOME STATEMENT	£(136,829.00)	£(141,200.00)	£4,371.00													
3.3	Income is forecast to be underbudget for the year due to income being down against the budget at the Caravan and Campsite. This is partially compensated by a projected underspend on expenditure, primarily premises expenses, where budgets are held for unforeseen costs such as repairs and maintenance															
3.4	The overall net position is expected to be in line with the budget after taking into consideration internal support recharges. This is covered in Section 3.7 below.															
3.5	<p>Commitments for October to March</p> <p>The following items are included in the above forecast:</p> <ul style="list-style-type: none">• Assumption for staff pay awards for 2022/23 is in line with the National Employers’ final pay offer (to be agreed) for local government employees• £15,000 commitment for Estuary Studies• Harbour Revision Order advertising costs £5,000															
3.6	<p>Energy Bill Relief from October 2022 to March 2023</p> <p>This scheme will provide energy bill relief for non-domestic customers, including the public sector. This is currently being reviewed to understand how this will impact on the Council’s energy costs. This has not been taken into account in the forecast position.</p>															
3.7	<p>Internal Support Recharges</p> <p>Internal Support Recharges is the cost of the Council’s support services to Southwold Harbour and the Caravan and Campsite. The costs are recharged at the end of the year, on a basis that reflects the use of those services, using the same methodology as applied across other Council services. Following the establishment of the Southwold Harbour Management Committee in 2021 it was considered appropriate for these recharges to be reviewed for the 2021/22 year-end to ensure the overall recharge reflected the Council’s support to the new arrangements and was reasonable.</p> <p>Actual charges for the previous year are used as a forecast for the current year, on the basis that there is no significant change anticipated to the level of support provided. This does show an increase against the budget of £24k. The below table shows the breakdown of the charges and the basis on which they are allocated.</p> <p>Internal Support Recharges for Southwold Harbour and Caravan and Campsite</p> <table><tr><th>Support Recharge</th><th>2021/22 Actual</th><th>2022/23 Budget</th><th>2022/23 Estimate</th><th></th></tr><tr><td>Accounting Services</td><td>£27,000</td><td>£0</td><td>£27,000</td><td>Covers transactional processing, budget monitoring, budget setting and reporting.</td></tr><tr><td>Corporate Expenses (Democratic Services, Comms.</td><td>£2,000</td><td>£0</td><td>£2,000</td><td>This is based on a pro rata of the overall council expenditure for the service mentioned.</td></tr></table>	Support Recharge	2021/22 Actual	2022/23 Budget	2022/23 Estimate		Accounting Services	£27,000	£0	£27,000	Covers transactional processing, budget monitoring, budget setting and reporting.	Corporate Expenses (Democratic Services, Comms.	£2,000	£0	£2,000	This is based on a pro rata of the overall council expenditure for the service mentioned.
Support Recharge	2021/22 Actual	2022/23 Budget	2022/23 Estimate													
Accounting Services	£27,000	£0	£27,000	Covers transactional processing, budget monitoring, budget setting and reporting.												
Corporate Expenses (Democratic Services, Comms.	£2,000	£0	£2,000	This is based on a pro rata of the overall council expenditure for the service mentioned.												

	Health & Safety, Internal Audit)				
	Customer Services	£20,000	£31,700	£20,000	Based on usage of the call centre and website etc.
	Estates/Asset Management	£5,000		£5,000	Based on a percentage of the value of the portfolio.
	Human Resources	£4,800	£7,700	£4,800	Fixed charge per person. This covers all of the HR function (recruitment, payroll, etc).
	ICT	£35,000	£42,300	£35,000	ICT is also a fixed charge per person to cover the kit that is used plus the systems and tech support and infrastructure and license fees.
	Legal Services	£8,000	£0	£8,000	Legal record their time
	Senior and Corporate Management	£4,000	£0	£4,000	Proportion of Head of Operations.
	Total	£105,800	£81,700	£105,800	
3.8	The Committee will receive the Quarter 3 Budget Monitoring Report at its January meeting, along with the Draft Budget for 2023-24. The proposed schedule of fees and charges for next year will be presented at the November meeting.				

4 Reason/s for recommendation

4.1	To fulfil the Committee's responsibilities in respect of budget monitoring, and for reporting to the Cabinet on performance against approved budgets.
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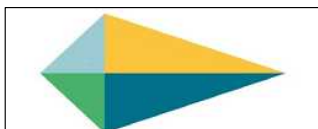
Appendices

Appendices:

Appendix A	2022-23 Mid-Year Budget Monitoring Summary
Appendix B	2022-23 Mid-Year Budget Monitoring Detailed Schedules
Appendix C	2022-23 Year End Forecast as at 30 September 2022

Background reference papers:

Date	Type	Available From



Southwold Harbour Income & Expenditure for year to 30th September 2022

April to September 2022	Actuals + Commitments	Budget	Variance
Mooring Fees/Harbour Dues	£(89,242.00)	£(84,000.00)	£(5,242.00)
Property Lettings	£(51,672.00)	£(33,060.00)	£(18,612.00)
Other Fees & Charges	£(26,143.00)	£(16,414.00)	£(9,729.00)
Total Income	£(167,057.00)	£(133,474.00)	£(33,583.00)
Employee Expenses	£46,223.00	£40,300.00	£5,923.00
Transport Expenses	£370.00	£600.00	£(230.00)
Premises Expenses	£11,498.00	£21,700.00	£(10,202.00)
Supplies & Services	£41,851.00	£22,100.00	£19,751.00
Total Cost	£99,942.00	£84,700.00	£15,242.00
Total Direct Income/Expenditure	£(67,115.00)	£(48,774.00)	£(18,341.00)
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
Total Indirect Income/Expenditure	£0.00	£0.00	£0.00
TOTAL INCOME STATEMENT	£(67,115.00)	£(48,774.00)	£(18,341.00)

Southwold Caravan/Campsite Income & Expenditure for year to 30th September 2022

April to September 2022	Actuals + Commitments	Budget	Variance
Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00
Touring Fees	£(279,730.00)	£(295,000.00)	£15,270.00
Other Fees & Charges	£(7,810.00)	£(6,100.00)	£(1,710.00)
Total Income	£(556,226.00)	£(598,100.00)	£41,874.00
Employee Expenses	£97,187.00	£100,500.00	£(3,313.00)
Transport Expenses	£91.00	£650.00	£(559.00)
Premises Expenses	£101,141.00	£96,350.00	£4,791.00
Supplies & Services	£24,270.00	£22,600.00	£1,670.00
Total Cost	£222,689.00	£220,100.00	£2,589.00
Total Direct Income/Expenditure	£(333,537.00)	£(378,000.00)	£44,463.00
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
Total Indirect Income/Expenditure	£0.00	£0.00	£0.00
TOTAL INCOME STATEMENT	£(333,537.00)	£(378,000.00)	£44,463.00

Southwold Harbour and Caravan/Campsite Income & Expenditure for year to 30th September 2022

April to September 2022	Actuals + Commitments	Budget	Variance
Mooring Fees	£(89,242.00)	£(84,000.00)	£(5,242.00)
Property Lettings	£(51,672.00)	£(33,060.00)	£(18,612.00)
Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00
Touring Fees	£(279,730.00)	£(295,000.00)	£15,270.00
Other Fees & Charges	£(33,953.00)	£(22,514.00)	£(11,439.00)
Total Income	£(723,283.00)	£(731,574.00)	£8,291.00
Employee Expenses	£143,410.00	£140,800.00	£2,610.00
Transport Expenses	£461.00	£1,250.00	£(789.00)
Premises Expenses	£112,639.00	£118,050.00	£(5,411.00)
Supplies & Services	£66,121.00	£44,700.00	£21,421.00
Total Cost	£322,631.00	£304,800.00	£17,831.00
Total Direct Income/Expenditure	£(400,652.00)	£(426,774.00)	£26,122.00
Support Recharges (Year End Charge)	£0.00	£0.00	£0.00
Total Indirect Income/Expenditure	£0.00	£0.00	£0.00
TOTAL INCOME STATEMENT	£(400,652.00)	£(426,774.00)	£26,122.00

2022-23 MID-YEAR BUDGET MONITORING DETAILED SCHEDULES

APPENDIX B

Monthly Finance Report - September 22

Department 23514 - Southwold Harbour
Service Harbours and Yacht Stations
Committee Communities, Leisure and Tourism



2021/22 Outturn	Account Code & Description	2022/23 Original Budget 2223B £	2022/23 Current Budget 2223A £	2022/23 Actuals YTD £	2022/23 Commitments YTD £	2022/23 Budget YTD 2223A £	2022/23 Variance YTD £	Notes
Direct Income & Expenditure								
Income								
No.	Name							
£(33)	67124 Surplus Eqpt/Plant/Materials	0	0	0	0	0	0	
£(15,943)	67191 General Vatable Sales 20%	£(20,000.00)	£(20,000.00)	£(17,478.00)	£0.00	£(10,000.00)	£(7,478.00)	Mooring fees
£(75,394)	67444 Vatable Leisure Activity Fees	£(74,000.00)	£(74,000.00)	£(71,764.00)	£0.00	£(74,000.00)	£2,236.00	Harbour dues
£(1,700)	67466 Vatable Staff Costs Recovered	£(800.00)	£(800.00)	£(100.00)	£0.00	£(400.00)	£300.00	
£0	67477 Vatable Energy Costs Recovered 20%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(38,547)	67481 Vatable Energy Costs Recovered 5%	£(31,400.00)	£(31,400.00)	£(25,899.00)	£0.00	£(16,014.00)	£(9,885.00)	Electricity/diesel sales
£223	67491 General Vatable Fees & Charges	£0.00	£0.00	£(144.00)	£0.00	£0.00	£(144.00)	
£(1,512)	67615 Exempt Leisure Activity Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£464	67751 Cash Over/Short	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(1,500)	67791 General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(9,173)	67815 Vatable Property Lettings	£(6,000.00)	£(6,000.00)	£(4,446.00)	£0.00	£(3,060.00)	£(1,386.00)	Storage income. Some income received in advance
£(75,244)	67835 Exempt Property Lettings	£(60,000.00)	£(60,000.00)	£(47,226.00)	£0.00	£(30,000.00)	£(17,226.00)	Rent Fisherman's huts etc. Income received in advance cf£15k
£(3,500)	67838 Exempt Wayleaves & Easements	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(221,859)	Total Cust & Client Receipts	£(192,200.00)	£(192,200.00)	£(167,057.00)	£0.00	£(133,474.00)	£(33,583.00)	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Grants & Contributions	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(77,502)	68611 Internal Recharges Income	£(42,000.00)	£(42,000.00)	£0.00	£0.00	£0.00	£0.00	£42,000 income for lease of land to Caravan Park
£(77,502)	Total Recharges/Other Income	£(42,000.00)	£(42,000.00)	£0.00	£0.00	£0.00	£0.00	
£(299,361)	TOTAL INCOME	£(234,200.00)	£(234,200.00)	£(167,057.00)	£0.00	£(133,474.00)	£(33,583.00)	
Expenditure								
£56,068	71111 Basic Pay	£56,600.00	£56,600.00	£27,690.00	£0.00	£28,300.00	£(610.00)	Harbour staffing additional hours during peak season
£11,425	71121 Overtime	£0.00	£0.00	£4,318.00	£0.00	£0.00	£4,318.00	
£6,836	71151 Employers National Insurance	£5,900.00	£5,900.00	£3,448.00	£0.00	£2,950.00	£498.00	
£21,943	71161 Employers Superannuation	£18,100.00	£18,100.00	£10,250.00	£0.00	£9,050.00	£1,200.00	
£96,272	Total Direct Employee Expenses	£80,600.00	£80,600.00	£45,706.00	£0.00	£40,300.00	£5,406.00	
£4,049	71312 Recruitment Advertising	£0.00	£0.00	£517.00	£0.00	£0.00	£517.00	
£400	71331 Employee Insurances	£300.00	£300.00	£0.00	£0.00	£0.00	£0.00	

2022-23 MID-YEAR BUDGET MONITORING DETAILED SCHEDULES

APPENDIX B

Monthly Finance Report - September 22

Department 23514 - Southwold Harbour
Service Harbours and Yacht Stations
Committee Communities, Leisure and Tourism



2021/22 Outturn	Account Code & Description	2022/23 Original Budget 2223B	2022/23 Current Budget 2223A	2022/23 Actuals YTD	2022/23 Commitments YTD	2022/23 Budget YTD 2223A	2022/23 Variance YTD	Notes
£		£	£	£	£	£	£	
£4,449	Total Other Employee Expenses	£300.00	£300.00	£517.00	£0.00	£0.00	£517.00	
£0	72111 Building Services - Planned Maintenance	£8,600.00	£8,600.00	£0.00	£0.00	£4,300.00	£(4,300.00)	
£4,417	72114 Building Services - Responsive Maintenance	£10,000.00	£10,000.00	£1,002.00	£0.00	£5,000.00	£(3,998.00)	
£795	72131 Vandalism	£1,000.00	£1,000.00	£543.00	£0.00	£500.00	£43.00	
£0	72136 Legionella	£0.00	£0.00	£263.00	£0.00	£0.00	£263.00	
£4,970	72211 Electricity	£5,900.00	£5,900.00	£3,033.00	£0.00	£2,950.00	£83.00	Utilities are one month in arrears. Approximately £600 per month
£0	72214 Gas	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£(4,000)	72217 Oil	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	72311 Rents Payable	£1,800.00	£1,800.00	£0.00	£0.00	£900.00	£(900.00)	
£6,802	72317 Business Rates	£7,000.00	£7,000.00	£6,552.00	£0.00	£7,000.00	£(448.00)	
£816	72411 Water	£900.00	£900.00	£105.00	£0.00	£450.00	£(345.00)	
£0	72414 Sewerage Charge	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£448	72511 Cleaning Materials	£1,200.00	£1,200.00	£0.00	£0.00	£600.00	£(600.00)	
£0	72527 Other Cleaning Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£900	72711 Fire Insurance	£900.00	£900.00	£0.00	£0.00	£0.00	£0.00	
£3,200	72817 Other General Premises Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£18,348	Total Premises Expenses	£37,300.00	£37,300.00	£11,498.00	£0.00	£21,700.00	£(10,202.00)	
£0	73114 Repairs & Service	£1,200.00	£1,200.00	£370.00	£0.00	£600.00	£(230.00)	Excess duty charge from HMRC for red diesel
£0	Total Transport Expenses	£1,200.00	£1,200.00	£370.00	£0.00	£600.00	£(230.00)	
£2,097	74111 Health and Safety	£13,500.00	£13,500.00	£2,496.00	£2,781.00	£6,750.00	£(1,473.00)	Safety railings at fishermans compound, replace cable on hoist, Health & Safety signage at Harbour
£998	74114 Furniture and Equipment	£3,200.00	£3,200.00	£207.00	£0.00	£1,600.00	£(1,393.00)	
£2,658	74117 Machine Repair & Maintenance	£2,000.00	£2,000.00	£521.00	£0.00	£1,000.00	£(479.00)	
£30,103	74121 Materials For Resale	£23,000.00	£23,000.00	£28,929.00	£0.00	£11,500.00	£17,429.00	Red diesel stock for resale
£317	74213 Clothing & Uniforms	£400.00	£400.00	£101.00	£0.00	£200.00	£(99.00)	
£99	74335 Internal Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£320	74346 External Printing	£0.00	£0.00	£(120.00)	£120.00	£0.00	£0.00	
£27	74357 Stationery	£300.00	£300.00	£25.00	£0.00	£150.00	£(125.00)	
£384	74402 Insurance Premiums	£0.00	£0.00	£504.00	£0.00	£0.00	£504.00	
£0	74414 Consultants	£0.00	£0.00	£160.00	£0.00	£0.00	£160.00	
£619	74425 Legal Fees	£0.00	£0.00	£4,000.00	£0.00	£0.00	£4,000.00	MMO - Harbour Revision Order application fee
£2,116	74491 Bank Fees	£0.00	£0.00	£773.00	£0.00	£0.00	£773.00	
£0	74492 Other Ext Provided Services	£0.00	£0.00	£0.00	£388.00	£0.00	£388.00	Removal of waste oil
£15	74515 Postages	£600.00	£600.00	£19.00	£0.00	£300.00	£(281.00)	
£433	74526 Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£167.00	£0.00	£600.00	£(433.00)	

2022-23 MID-YEAR BUDGET MONITORING DETAILED SCHEDULES

APPENDIX B

Monthly Finance Report - September 22

Department 23514 - Southwold Harbour
 Service Harbours and Yacht Stations
 Committee Communities, Leisure and Tourism



2021/22 Outturn	Account Code & Description	2022/23 Original Budget 2223B	2022/23 Current Budget 2223A	2022/23 Actuals YTD	2022/23 Commitments YTD	2022/23 Budget YTD 2223A	2022/23 Variance YTD	Notes
£		£	£	£	£	£	£	
£392	74548 Hardware Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	CCTV maintenance & Broadband charges
£1,481	74570 Software Maintenance	£0.00	£0.00	£780.00	£0.00	£0.00	£780.00	
£135	74717 Subsistence	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	74811 Grants & Contributions Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	74992 Miscellaneous Other Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£42,194	Total Supplies & Services	£44,200.00	£44,200.00	£38,562.00	£3,289.00	£22,100.00	£19,751.00	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Third Party Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£0	Total Transfer Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
£9,500	78611 Internal Recharges	£9,500.00	£9,500.00	£0.00	£0.00	£0.00	£0.00	Cleaning of the Harbour Public Conveniences
£9,500	Total Recharges/Other expenditure	£9,500.00	£9,500.00	£0.00	£0.00	£0.00	£0.00	
£170,763	TOTAL DIRECT EXPENDITURE	£173,100.00	£173,100.00	£96,653.00	£3,289.00	£84,700.00	£15,242.00	
£(128,598)	TOTAL DIRECT INCOME AND EXPENDITURE	£(61,100.00)	£(61,100.00)	£(70,404.00)	£3,289.00	£(48,774.00)	£(18,341.00)	
£32,300	77407 Support Charges	£2,400.00	£2,400.00	£0.00	£0.00	£0.00	£0.00	Internal support services costs
£32,300	Total Support Services	£2,400.00	£2,400.00	£0.00	£0.00	£0.00	£0.00	

Monthly Finance Report - September 22

Department 23707 - Southwold Caravan and Camping Site
 Service Caravan and Camping Sites
 Committee Communities, Leisure and Tourism



92 Outturn		2022/23 Original 2223B	2022/23 Current 2223A	2022/23 Actuals	2022/23 Commitments	2022/23 Budget 2223A	2022/23 Variance	2022/23 Variance	Notes
£		£	£	£	£	£	£	%	
Direct Income & Expenditure									
Income									
No.	Name								
£(155)	67191 General Vatable Sales 20%	£0.00	£0.00	£(44.00)	£0.00	£0.00	£(44.00)	0%	Vatable rated shop sales
£(8,409)	67194 General Vatable Sales 5%	£(9,000.00)	£(9,000.00)	£(4,714.00)	£0.00	£(4,500.00)	£(214.00)	5%	Gas sales
£0	67292 General Zero Rated Sales	£0.00	£0.00	£(650.00)	£0.00	£0.00	£(650.00)	0%	Zero rated shop sales
£0	67393 General Exempt Sales	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	67444 Vatable Leisure Activity Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(3,217)	67491 General Vatable Fees & Charges	£(3,200.00)	£(3,200.00)	£(2,402.00)	£0.00	£(1,600.00)	£(802.00)	50%	Battery charging
£0	67691 Exempt General Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	67751 Cash Over/Short	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	67791 General Outside Scope Fees & Charges	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(548,594)	67811 Vatable Land Rents	£(592,000.00)	£(592,000.00)	£(548,416.00)	£0.00	£(592,000.00)	£43,584.00	(7)%	2022-23 Static caravan income £268,686, Touring pitch income £279,730 2021-22 Static caravan income £217,663, Touring pitch income £332,992
£0	67813 Vatable Land Rents 5%	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(560,375)	Total Cust & Client Receipts	£(604,200.00)	£(604,200.00)	£(556,226.00)	£0.00	£(598,100.00)	£41,874.00	(7)%	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	Total Grants & Contributions	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(142,303)	68611 Internal Recharges Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(142,303)	Total Recharges/Other Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£(702,678)	TOTAL INCOME	£(604,200.00)	£(604,200.00)	£(556,226.00)	£0.00	£(598,100.00)	£41,874.00	(7)%	
Expenditure									
£79,067	71111 Basic Pay	£127,600.00	£127,600.00	£43,112.00	£0.00	£63,800.00	£(20,688.00)	(32)%	Vacant post
£0	71121 Overtime	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£6,029	71151 Employers National Insurance	£12,600.00	£12,600.00	£3,750.00	£0.00	£6,300.00	£(2,550.00)	(40)%	
£25,793	71161 Employers Superannuation	£40,800.00	£40,800.00	£13,805.00	£0.00	£20,400.00	£(6,595.00)	(32)%	
£49,796	71171 Contract Staff	£20,000.00	£20,000.00	£35,272.00	£1,248.00	£10,000.00	£26,520.00	265%	Profiling needs updating - 95% of cost is in the peak season. Contract cleaners and security staff
£160,685	Total Direct Employee Expenses	£201,000.00	£201,000.00	£95,939.00	£1,248.00	£100,500.00	£(3,313.00)	(3)%	
£500	71331 Employee Insurances	£800.00	£800.00	£0.00	£0.00	£0.00	£0.00	0%	

2022-23 MID-YEAR BUDGET MONITORING DETAILED SCHEDULES

APPENDIX B

Monthly Finance Report - September 22

Department 23707 - Southwold Caravan and Camping Site
Service Caravan and Camping Sites
Committee Communities, Leisure and Tourism



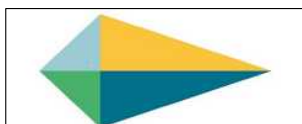
92 Outturn		2022/23 Original 2223B	2022/23 Current 2223A	2022/23 Actuals	2022/23 Commitments	2022/23 Budget 2223A	2022/23 Variance	2022/23 Variance	Notes
£		£	£	£	£	£	£	%	
£500	Total Other Employee Expenses	£800.00	£800.00	£0.00	£0.00	£0.00	£0.00	0%	
£6,912	72111 Building Services - Planned Maintenance	£1,500.00	£1,500.00	£2,141.00	£0.00	£750.00	£1,391.00	185%	Ramp for toilet block
£35,170	72114 Building Services - Responsive Maintenance	£25,000.00	£25,000.00	£13,501.00	£1,032.00	£12,500.00	£2,033.00	16%	Toilets/showers/painting - repairs
£0	72131 Vandalism	£1,000.00	£1,000.00	£65.00	£0.00	£500.00	£(435.00)	(87)%	
£756	72136 Legionella	£0.00	£0.00	£410.00	£0.00	£0.00	£410.00	0%	
£20,371	72211 Electricity	£54,300.00	£54,300.00	£25,190.00	£0.00	£27,150.00	£(1,960.00)	(7)%	Utilities are one month in arrears. Utilities average £1.5k per month
£3,328	72214 Gas	£8,600.00	£8,600.00	£3,973.00	£492.00	£4,300.00	£165.00	4%	
£40,192	72317 Business Rates	£41,400.00	£41,400.00	£40,192.00	£0.00	£41,400.00	£(1,208.00)	(3)%	
£9,713	72411 Water	£11,400.00	£11,400.00	£5,511.00	£0.00	£5,700.00	£(189.00)	(3)%	
£(785)	72414 Sewerage Charge	£100.00	£100.00	£0.00	£0.00	£50.00	£(50.00)	(100)%	
£5,269	72511 Cleaning Materials	£5,000.00	£5,000.00	£4,756.00	£1,409.00	£2,500.00	£3,665.00	147%	Budget profile needs updating as 95% of the spend is in the season
£0	72521 Refuse Collection	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	72527 Other Cleaning Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	72612 Grounds Maintenance - Variations	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£8,869	72617 Grounds Maintenance - Other	£3,000.00	£3,000.00	£2,199.00	£270.00	£1,500.00	£969.00	65%	Budget profile needs updating as 95% of the spend is in the season
£500	72711 Fire Insurance	£600.00	£600.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	72712 Engineering Insurance	£200.00	£200.00	£0.00	£0.00	£0.00	£0.00	0%	
£130,295	Total Premises Expenses	£152,100.00	£152,100.00	£97,938.00	£3,203.00	£96,350.00	£4,791.00	5%	
£135	73111 Fuel	£100.00	£100.00	£91.00	£0.00	£50.00	£41.00	82%	Fuel for grass cutter, and other petrol tools like strimmers
£0	73114 Repairs & Service	£1,200.00	£1,200.00	£0.00	£0.00	£600.00	£(600.00)	0%	
£0	73222 Car Allowances - Lump Sum	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£135	Total Transport Expenses	£1,300.00	£1,300.00	£91.00	£0.00	£650.00	£(559.00)	(86)%	
£7,642	74111 Health and Safety	£15,000.00	£15,000.00	£7,000.00	£1,951.00	£7,500.00	£1,451.00	19%	Traffic cones, replaced broken man hole & drain cover, various signs, H&S works around site, single hand rails for shower block, lights, CCTV
£4,454	74114 Furniture and Equipment	£3,200.00	£3,200.00	£2,163.00	£0.00	£1,600.00	£563.00	35%	
£3,483	74117 Machine Repair & Maintenance	£2,000.00	£2,000.00	£1,038.00	£0.00	£1,000.00	£38.00	4%	
£6,316	74121 Materials For Resale	£17,000.00	£17,000.00	£5,691.00	£925.00	£8,500.00	£(1,884.00)	(22)%	Further significant spend is not likely as now through the peak season
£0	74127 General Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£3,254	74131 Equipment Hire	£2,200.00	£2,200.00	£1,618.00	£0.00	£1,100.00	£518.00	47%	
£333	74213 Clothing & Uniforms	£600.00	£600.00	£427.00	£19.00	£300.00	£146.00	49%	
£329	74335 Internal Printing	£0.00	£0.00	£21.00	£0.00	£0.00	£21.00	0%	
£792	74346 External Printing	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£750	74357 Stationery	£2,000.00	£2,000.00	£906.00	£0.00	£1,000.00	£(94.00)	(9)%	
£0	74391 Other Office Expenses	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£1,050	74414 Consultants	£0.00	£0.00	£160.00	£0.00	£0.00	£160.00	0%	
£245	74491 Bank Fees	£0.00	£0.00	£990.00	£0.00	£0.00	£990.00	0%	
£31,268	74492 Other Ext Provided Services	£1,500.00	£1,500.00	£0.00	£0.00	£750.00	£(750.00)	(100)%	
£0	74515 Postages	£500.00	£500.00	£0.00	£0.00	£250.00	£(250.00)	(100)%	
£1,163	74526 Telephone Calls/Data/Broadband	£1,200.00	£1,200.00	£429.00	£0.00	£600.00	£(171.00)	(29)%	

Monthly Finance Report - September 22

Department 23707 - Southwold Caravan and Camping Site
 Service Caravan and Camping Sites
 Committee Communities, Leisure and Tourism



92 Outturn		2022/23 Original 2223B	2022/23 Current 2223A	2022/23 Actuals	2022/23 Commitments	2022/23 Budget 2223A	2022/23 Variance	2022/23 Variance	Notes
£		£	£	£	£	£	£	%	
£0	74537 Hardware Purchases	£0.00	£0.00	£157.00	£0.00	£0.00	£157.00	0%	
£285	74548 Hardware Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£4	74559 Software Purchases	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	74923 Advertising	£0.00	£0.00	£775.00	£0.00	£0.00	£775.00	0%	Advert for Co-opting member of HMC
£61,368	Total Supplies & Services	£45,200.00	£45,200.00	£21,375.00	£2,895.00	£22,600.00	£1,670.00	7%	
£0		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£0	Total Third Party Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£330	76131 Settlement Of Complaints	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£330	Total Transfer Payments	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0%	
£42,289	78611 Internal Recharges	£42,000.00	£42,000.00	£0.00	£0.00	£0.00	£0.00	0%	Recharge from the Southwold Harbour Department for lease of land
£42,289	Total Recharges/Other expenditure	£42,000.00	£42,000.00	£0.00	£0.00	£0.00	£0.00	0%	
£395,602	TOTAL DIRECT EXPENDITURE	£442,400.00	£442,400.00	£215,343.00	£7,346.00	£220,100.00	£2,589.00	1%	
£(307,076)	TOTAL DIRECT INCOME AND EXPENDITURE	£(161,800.00)	£(161,800.00)	£(340,883.00)	£7,346.00	£(378,000.00)	£44,463.00	(12)%	
£73,500	77407 Support Charges	£79,300.00	£79,300.00	£0.00	£0.00	£0.00	£0.00	0%	Internal support services costs
£73,500	Total Support Services	£79,300.00	£79,300.00	£0.00	£0.00	£0.00	£0.00	0%	



Southwold Harbour - Forecast Income & Expenditure for 2022/23

April 2022 to March 2023	Forecast for year	Budget for Year	Forecast Variance for the Year	Commentary
Mooring Fees/Harbour Dues	£(90,000.00)	£(94,000.00)	£4,000.00	Peak season is over, relatively small increase on actual to September. Easter falls into the next Financial Year.
Property Lettings	£(75,000.00)	£(66,000.00)	£(9,000.00)	No material changes from 2021/22 regarding lease agreements.
Other Fees & Charges	£(98,143.00)	£(74,200.00)	£(23,943.00)	The forecast includes £30k of car park income which is not budgeted for.
Total Income	£(263,143.00)	£(234,200.00)	£(28,943.00)	
Employee Expenses	£89,500.00	£80,900.00	£8,600.00	Forecast is updated for pending pay award.
Transport Expenses	£400.00	£1,200.00	£(800.00)	
Premises Expenses	£19,000.00	£37,300.00	£(18,300.00)	Forecasting an underspend on repairs and maintenance budgets.
Supplies & Services	£75,000.00	£53,700.00	£21,300.00	The forecast includes additional costs associated with the Harbour Revision Order and the Estuary Studies.
Total Cost	£183,900.00	£173,100.00	£10,800.00	
Total Direct Income/Expenditure	£(79,243.00)	£(61,100.00)	£(18,143.00)	
Support Recharges	£32,300.00	£2,400.00	£29,900.00	
Total Indirect Income/Expenditure	£32,300.00	£2,400.00	£29,900.00	
TOTAL INCOME STATEMENT	£(46,943.00)	£(58,700.00)	£11,757.00	

Southwold Caravan/Campsite - Forecast Income & Expenditure for 2022/23

	Forecast for year	Budget for Year	Forecast Variance for the Year	Commentary
Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00	Further sites vacated during the year.
Touring Fees	£(285,000.00)	£(295,000.00)	£10,000.00	Fall in staycations post pandemic.
Other Fees & Charges	£(7,900.00)	£(12,200.00)	£4,300.00	
Total Income	£(561,586.00)	£(604,200.00)	£42,614.00	
Employee Expenses	£195,000.00	£201,800.00	£(6,800.00)	Vacant post during the first half of the year. This offsets the pending pay award and contract staffing costs in excess of the budget.
Transport Expenses	£200.00	£1,300.00	£(1,100.00)	
Premises Expenses	£143,000.00	£152,100.00	£(9,100.00)	Forecasting an underspend on repairs and maintenance budgets.
Supplies & Services	£60,000.00	£87,200.00	£(27,200.00)	Forecasting an underspend on materials for resale
Total Cost	£398,200.00	£442,400.00	£(44,200.00)	
Total Direct Income/Expenditure	£(163,386.00)	£(161,800.00)	£(1,586.00)	
Support Recharges	£73,500.00	£79,300.00	£(5,800.00)	
Total Indirect Income/Expenditure	£73,500.00	£79,300.00	£(5,800.00)	
TOTAL INCOME STATEMENT	£(89,886.00)	£(82,500.00)	£(7,386.00)	

Southwold Harbour and Southwold Caravan/Campsite - Forecast Income & Expenditure for 2022/23

	Forecast for year	Budget for Year	Forecast Variance for the Year
Mooring Fees	£(90,000.00)	£(94,000.00)	£4,000.00
Property Lettings	£(75,000.00)	£(66,000.00)	£(9,000.00)
Static Caravan Fees	£(268,686.00)	£(297,000.00)	£28,314.00
Touring Fees	£(285,000.00)	£(295,000.00)	£10,000.00
Other Fees & Charges	£(64,043.00)	£(44,400.00)	£(19,643.00)
Total Income	£(782,729.00)	£(796,400.00)	£13,671.00
Employee Expenses	£284,500.00	£282,700.00	£1,800.00
Transport Expenses	£600.00	£2,500.00	£(1,900.00)
Premises Expenses	£162,000.00	£189,400.00	£(27,400.00)
Supplies & Services	£93,000.00	£98,900.00	£(5,900.00)
Total Cost	£540,100.00	£573,500.00	£(33,400.00)
Total Direct Income/Expenditure	£(242,629.00)	£(222,900.00)	£(19,729.00)
Support Recharges (Year End Charge)	£105,800.00	£81,700.00	£24,100.00
Total Indirect Income/Expenditure	£105,800.00	£81,700.00	£24,100.00
TOTAL INCOME STATEMENT	£(136,829.00)	£(141,200.00)	£4,371.00



CABINET

Tuesday, 06 December 2022

Subject	Environment Task Group - Quarterly Update
Report by	Cllr James Mallinder Cabinet Member with responsibility for the Environment
Supporting Officer	Paul Mackie Lead Officer, Environment & Climate Change paul.mackie@east Suffolk.gov.uk

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
Wards Affected:	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 6 September 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:

None.

Recommendation/s:

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 other harmful emissions.

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.

Legal:
There are no Legal impacts arising from this update report.
Risk:
There are no new Risks arising from this update report.

External Consultees:	None
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
T01	Growing our Economy		
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"/>
T02	Enabling our Communities		
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"/>
T03	Maintaining Financial Sustainability		
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"/>
T04	Delivering Digital Transformation		
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"/>
T05	Caring for our Environment		
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	Governance		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>

How does this proposal support the priorities selected?

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.

Background and Justification for Recommendation

1 Background facts	
1.1	<p>FORMATION</p> <p>On 24 July 2019 (Full Council agenda item 9(a)), the Council resolved unanimously to:</p> <ul style="list-style-type: none">• Declare a climate emergency• 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.• 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.• To work with the government to:• a) deliver its 25-year Environmental Plan, and• b) increase the powers and resources available to local authorities in order to make the 2030 target easier to achieve. <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-related activity since last report	
3.1	<p>The ETG has met once since its last report to Cabinet (on 9 November 2022) when it discussed:</p> <ul style="list-style-type: none"> ▪ Green building and development design. ▪ Progress on the ESC Climate Action Plan and Environment KPI dashboard. ▪ Ocean recovery. ▪ Member training session on the Warmer Homes programme. <p>Updates on ESC's environment and climate-related activities since the last report follow below.</p>
3.2	<p>Hydrogen Strategy</p> <p>This quarter, ESC is producing a 5-year hydrogen strategy to progress the delivery of our vision, establish how the local authority can support the progression of the embryonic hydrogen economy, and realise the associated economic benefits. The strategy will examine the current hydrogen context nationally, regionally, and locally which will enable ESC to set out impactful priorities and outcomes that will build on the broad objectives set out in the positioning paper (above). This strategy is expected to be before cabinet in February.</p> <p>As part of the hydrogen strategy and ESC's net zero target by 2030, we will be examining our own assets and vehicle fleets, which could potentially be converted to hydrogen in the mid-term and provide an anchor end-user agreement for an associated electrolyser.</p>

	<p>Building on from the success of the quarterly hydrogen developers forum, ESC is leading on the development of a Hydrogen Conference. This is in response to strong support from developers and stakeholders, and an identified gap regionally that should bring hydrogen developers, end-users, innovators, and wider stakeholders together to raise the profile of local hydrogen developments and address any barriers that are likely to be inhibiting the pace and scale of growth. The planned event date is 23 February 2023.</p>
3.3	<p>ESC Procurement Strategy</p> <p>The new ESC Procurement Strategy has been approved and there is an implementation plan to carry out the requirements of the strategy – this is a 3 year plan. The new strategy includes aspects around social value and carbon reduction and, once implemented, all tenders would ask for information on these aspects to be considered as part of the selection criteria.</p>
3.4	<p>Leisure Centre decarbonisation programme</p> <p>Surveys and plans for each of ESC’s leisure facilities are currently being undertaken to ascertain options for each individual centre to reduce their Carbon footprint.</p>
3.5	<p>Delivering a sustainable Housing Portfolio</p> <p>The two pilot projects testing low carbon retrofits to HRA properties are progressing and are providing ESC with an insight into the technologies we need to put in place to work towards our low carbon ambitions. One of the pilot project’s properties is being monitored to determine the most effective retrofit technologies. The the other pilot scheme has progressed to design stage and is due to be presented to Cabinet for approval.</p>
3.6	<p>Deben redevelopment PassivHaus project</p> <p>The project at the Former Deben High School site in Felixstowe is now in Phase 3 – Housing delivery. At the last update we advised a proposed start on site is scheduled for summer 2022 with homes being delivered in phases between 2023/24 – this has been pushed back slightly and the proposed start on site has been postponed to early 2023 as a reaction to market constraints and the proposed procurement strategy for the appointment of a main contractor, which is happening at the current time. The project continues to be environmentally focused on all aspects of its delivery.</p>
3.7	<p>The East Suffolk Cycling and Walking Strategy</p> <p>The Strategy was adopted on 4 October 2022 and aims to create safe, coherent, direct, comfortable, and attractive cycling, walking and wheeling environments. This can lead to improvements in health and wellbeing, facilitate greater social interaction and play, encourage more environmentally sustainable lifestyles, reduce road congestion and support economic growth. The Strategy and accompanying documents can be viewed here.</p>

3.8	<p>Air Quality update</p> <p>Further to our consultation in May 2022, we would like to inform you that the Woodbridge Junction Air Quality Management Area (AQMA) was revoked by East Suffolk Council on 29th September 2022. A copy of the Revocation Order can be seen at Air Quality Reports » East Suffolk Council.</p> <p>The Woodbridge AQMA was established in 2006 after high levels of nitrogen dioxide (NO₂) were detected at the junction of Lime Kiln Quay Road, Thoroughfare and St John's Street. Studies showed that these levels were most likely caused by both moving and idling traffic. Since this time NO₂ concentrations within the AQMA have decreased, and since 2014 have been consistently below the national objective levels. As a result, the Department for Environment, Food and Rural Affairs (Defra) requested that the AQMA be revoked, and an assessment was carried out in 2021 to establish whether removal of the AQMA was appropriate. Using measurements taken in 2019 and 2020, the assessment predicted future NO₂ concentrations within the AQMA over the next 5 years and concludes that the AQMA could be revoked.</p> <p>These findings were discussed by East Suffolk Council's Cabinet on 3 May 2022, and following a six-week public consultation the AQMA was revoked.</p> <p>Further information can be found on our website at Air Quality Management Areas » East Suffolk Council.</p> <p>East Suffolk Council's 2022 Air Quality Annual Status Report has also recently been completed and submitted to Defra and can be viewed at Air Quality Reports » East Suffolk Council should you wish.</p>
3.9	<p>Greenprint Forum update</p> <p>Small grants scheme "Nature First"</p> <p>The Greenprint Forum's small grant scheme Nature First remains open to applications to support community-based projects that enhance and/or promote biodiversity. Two further meetings of the grant panel have occurred since the last update (September), issuing grants to the following projects:</p> <ul style="list-style-type: none"> • Kinda Education CIC near Halesworth have been awarded £1600 Elders and Children Hedge/Woodland Planting: An intergenerational project planting for the future, a seven hectare link between Upper Holton and the valley of the River Blyth. • Greener Waldringfield have been awarded £245 for further Community Hedge Laying Training (Tranche 2) providing a course in hedgelaying for volunteer community hedgelayers to help create, restore and maintain healthy hedgerows in the parish of Waldringfield. • Enterprise Badingham have been awarded £600 to restore and enhance the community gardens, encouraging biodiversity within the gardens and churchyard whilst preserving a popular amenity for the local community.

- Kesgrave Town Council have been awarded £511.05 towards their Cedarwood Walk Rewilding Project, a project to rewild a 260m stretch of land that connects two large public areas through the planting of trees (Crab Apple, Rowan & Field Maple) along with sowing grass/wildflowers seeds around them, with the involvement of local volunteers from the community.
- Creative Leiston have been awarded £900 towards their project to create two new enchanted gardens in the town providing for biodiversity (wildflower plantings, homes for birds and other animals) alongside the creation of fictional stories tying the gardens closely to the local area, community and natural environment to foster more appreciation in the younger children through interaction with the gardens.
- Rendlesham Parish Council have been awarded £1000 towards their project to raise awareness and assist with the conservation & preservation of the hedgehog population in Rendlesham by providing hedgehog shelters for local residents' gardens and supporting the work of the local hedgehog rehabilitator.

The full list of projects that have been awarded grants since the scheme launched can be found here: [Nature-First-projects-funded-2021-2022.pdf \(eastsuffolk.gov.uk\)](https://eastsuffolk.gov.uk/nature-first-projects-funded-2021-2022.pdf)

Quiet Lanes

Since the last update in April 2022, lanes in Wave 3 (including a further 46 lanes in 21 East Suffolk parishes) have secured formal designation through Suffolk County Council and these lanes now await the erection of poles by SCC Highways and signs by the parish councils.

The final Wave 4 is now also underway, with final completion expected in early 2023, subject to process and budget. The volunteer team responsible for managing and delivering the project were nominated by the Greenprint Forum to the Suffolk Community Awards, and were delighted to win the Colonel Probert Award for best community or volunteer group at the awards ceremony held on 20 September.

Beachwatch

Two Beachwatch activities were held on behalf of the Greenprint Forum in the autumn, in Felixstowe on 25th September attended by 8 volunteers, and Gunton on 9th October attended by 7 volunteers including local MP Peter Aldous. An additional Beachwatch activity was held on 26th September in Pakefield as part of the programme of induction of the 2022/23 cohort of graduates serving with local authorities in Suffolk as part of the Suffolk Graduate Scheme.

Beachwatch is a national campaign held every autumn to combine a beach clean with citizen science, recording and categorising the marine litter found to support nationwide data capture by the Marine Conservation Society in quantifying and comprehending the nature and scale of marine litter.

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.