



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

Cabinet

Members:

Councillor Steve Gallant (Leader)

Councillor Craig Rivett (Deputy Leader and
Economic Development)

Councillor Norman Brooks (Transport)

Councillor Stephen Burroughes (Customer
Services and Operational Partnerships)

Councillor Richard Kerry (Housing)

Councillor James Mallinder (The Environment)

Councillor David Ritchie (Planning & Coastal
Management)

Councillor Mary Rudd (Community Health)

Councillor Letitia Smith (Communities, Leisure
and Tourism)

Members are invited to a **Meeting of the Cabinet**
to be held in the Deben Conference Room, East Suffolk House, Riduna Park
on **Monday, 8 July 2019 at 6:30pm**

An Agenda is set out below.

Part One – Open to the Public

Pages

-
- 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 Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered.	
3	Minutes To confirm as a correct record the Minutes of the Cabinet meeting held on 4 June 2019.	1 - 6
4	Announcements To receive any announcements from the Leader of the Council.	
	KEY DECISIONS	
5	Rapid Rehousing Pathway Grant Funding - Rough Sleepers ES/0062 Report of the Cabinet Member for Housing	7 - 13
6	Asset Management Strategy ES/0061 Report of the Cabinet Member for Economic Development	14 - 115
	NON-KEY DECISIONS	
7	East Suffolk Performance Report - Quarterly Performance Quarter 4 2018-19 ES/0065 Report of the Leader of the Council	116 - 190
8	Suffolk Coastal District Council Draft Outturn Report for 2018-19 ES/0066 Report of the Leader of the Council	191 - 204
9	Waveney District Council Draft Outturn Report for 2018-19 ES/0067 Report of the Leader of the Council	205 - 220
10	Level 3 Planning Technician Apprenticeship Programme 2019-2021 ES/0063 Report of the Cabinet Member for Planning and Coastal Management	221 - 225
11	Exempt/Confidential Items It is recommended that under Section 100(a)(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 3 and 5 of Part 1 of Schedule 12A of the Act.	

KEY DECISIONS**12 Former Lowestoft Post Office - Development of New Affordable Houses and Commercial Unit**

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

13 Purchasing Section 106 Properties

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

14 Transfer of Assets in Bungay

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

NON-KEY DECISIONS**15 Lowestoft Full Fibre Project**

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

16 Exempt Minutes

- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Close

Stephen Baker, Chief Executive

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Minutes of a Meeting of the **Cabinet** held in the Conference Room, Riverside, 4 Canning Road, Lowestoft on **Tuesday, 4 June 2019 at 6:30pm**

Members of the Committee present:

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

Other Members present:

Councillor Peter Byatt, Councillor Linda Coulam, Councillor Graham Elliott

Officers present:

Stephen Baker (Chief Executive), Kerry Blair (Head of Operations), Karen Cook (Democratic Services Manager), Andrew Jarvis (Strategic Director), Kathryn Hurlock (Asset and Investment Manager), Nick Khan (Strategic Director), Sandra Lewis (Business Solutions Manager), Nicole Rickard (Head of Communities), Tim Snook (Commercial Contracts Manager - Leisure), Paul Wood (Head of Economic Development and Regeneration), David Wyatt (Commercial Lawyer)

1 Apologies for Absence

Apologies for absence were received from Councillor Kerry and Councillor Mallinder.

2 Declarations of Interest

There were no declarations of interest received.

3 Announcements

Councillor Gallant, Leader of the Council, welcomed all to the first East Suffolk Council Cabinet Meeting.

Councillor Gallant announced that, since the Annual Council Meeting on 22 May 2019, he had appointed two Assistant Cabinet Members; Councillor Jepson, Assistant Cabinet Member with responsibility for Community Health, and Councillor Cackett, Assistant Cabinet Member with responsibility for Transport.

4 Naming of New Access Road, Riverside, Lowestoft

Cabinet received report **ES/0020** by the Leader of the Council who, in introducing his report, advised that Street Naming and Numbering was a statutory function of East Suffolk Council (ESC), usually undertaken under delegated powers by an officer who maintained a single land and property gazetteer for the whole district, feeding all systems locally and nationally with accurate addressing data.

As the Street Naming and Numbering authority, East Suffolk Council undertook these duties by consulting with those parties interested in the naming of a particular street, this included the Town or Parish Council and any developer. ESC would also consult with any living relatives if the street was proposed to be named after a person.

A name was put forward by the former Waveney District Council for the proposed access road to the Riverside business area in Lowestoft, as part of the work needed for the third river crossing, shown on the map included within the report. This was to name the road after the late Councillor Colin Law.

Lowestoft Town Council had objected to this proposal and put forward a different name for consideration. The proposal from the Town Council was to name the road after the World War II veteran Dorothy Dallimer.

As the parties involved in the proposals included ESC the naming authority, or at least the former Waveney District Council, and an agreement could not be reached in consultation with Lowestoft Town Council, Cabinet was asked to make a decision on the naming of this proposed road.

Both names complied with the Street Naming and Numbering protocol outlined in the report, the connection to the immediate vicinity being stronger for naming the road after Colin Law due to his connections with both Waveney District Council and Suffolk County Council.

The Leader, in conclusion, stated that it was his view that Dorothy Dallimer's work could be recognised in the naming of another road.

During debate Cabinet stated that it was very appropriate that this road was named after the late Councillor Law; it was further stated that Councillor Law was Leader of Waveney District Council when the project came about to build Riverside and so, for this reason, it was closely associated with Councillor Law and was entirely appropriate. The Leader, in conclusion, stated that it was a fitting tribute to a great Councillor.

RESOLVED

That the proposed access road to the Riverside business area (as a result of the proposed third river crossing) be named after Colin Law.

5 Public Space Protection Order - Latitude

Cabinet received report **ES/0023** by the Cabinet Member with responsibility for Community Health who reported that the Anti-Social Behaviour, Crime and Policing Act 2014 introduced the provision for District Councils to make Public Space Protection Orders (also known as PSPOs), which were intended to deal with a specific nuisance or behaviour area that was detrimental to the local community's quality of life.

A three year PSPO for the Latitude site was agreed in 2016 but this would expire just before the next festival in July. Suffolk Police had asked the Council to consider extending the PSPO for a further three years, and to undertake the

consultation necessary to do so. The PSPO would prohibit the distribution, possession, consumption, sale, offering or exposing for sale of psychoactive substances, also known as legal highs. The Psychoactive Substances Act 2016 introduced powers to deal with the production, importation and supply of psychoactive substances, but did not make possession a criminal offence. The proposed PSPO would continue to address the gap. Formal consultation must be undertaken with the Police, Town / Parish Council and residents before an order could be made. There were two conditions that must be satisfied before a PSPO could be made, ie that activities carried on in a public place within the authority's area had had or were likely to have a detrimental effect on the quality of life of those in the locality; that the effect or likely effect of those activities was or was likely to be of a persistent and continuing nature, was or was likely to be unreasonable and justified the restrictions to be imposed. Both the Police and Council Anti Social Behaviour staff believed that there was sufficient evidence to justify the restrictions imposed by the proposed order. The enforcement of the PSPO was a matter for the Council in partnership with the Police. Both the Police and Festival Republic, the organiser of the festival, fully supported the continuation of the PSPO for the duration of the festival.

Councillor Rudd reported that Latitude was a family festival and those who chose to use such drugs caused concerns in relation to their own vulnerability to being a victim of crime, their impact on others due to unpredictable behaviour and their potential medical needs. Overall, Latitude was a very safe festival with fewer than 50 offences per event. Based on the impact of the previous PSPOs it was believed that a further three year PSPO would play a part in ensuring that this continued.

During debate Cabinet recognised the value of what it saw as a really great family event and was of the view that it should be wholeheartedly supported by the Council. Cabinet was of the view that this was a good initiative and the Council should support the Police where it could. It was, Cabinet stressed, important to promote the event where possible; the economic benefit to East Suffolk being huge.

RESOLVED

1. That a consultation upon the proposed order be authorised.
2. That the Cabinet Member with responsibility for Community Health be given delegated authority to authorise the making of a Public Space Protection Order as set out within report ES/0023 subject to and following the consultation process.

6 Appointments to Outside Bodies for 2019/20 (Executive)

Cabinet received report **ES/0024** by the Leader of the Council who reported that in accordance with Part 2 (Section D) of the Council's Constitution, the Cabinet was asked to appoint Councillor representatives to Outside Bodies where the role related to an Executive function. The appointment of Councillors to Outside Bodies was important as it provided support to the organisation concerned, enabled Councillors to fulfil their community leadership roles and enabled the appropriate monitoring of performance/budgets, in line with best practice.

The Leader drew Cabinet's attention to page 32 of the agenda pack, "Leiston Together" and stated that Councillor TJ Haworth-Culf would be joining Councillor Tony Cooper, they would both represent the Council.

The Leader stated that he wished to add an additional Outside Body, and that was the Lowestoft Flood Risk Management Scheme Board; he proposed three Members - Councillor Ritchie as Chairman, Councillor Rudd, and himself.

The Leader stated that he wished to add another Outside Body, Haven Gateway Partnership, and he proposed one Member - Councillor Rivett.

Finally, the Leader referred to one final change that he wished to make to the proposals; this was in respect of the Places for People Partnership Board; he wished to replace Councillor Smith with Councillor Burroughes.

RESOLVED

1. That Councillors be appointed to those Outside Bodies outlined in Appendix A, subject to the above changes, for the 2019/20 Municipal Year.
2. That, unless otherwise stated, the Leader of the Council be authorised to fill any outstanding vacancies left unfilled by Cabinet and that arise throughout the 2019/20 Municipal Year.

7 Sale of Land at Slaughden, Aldeburgh

Cabinet received report **ES/0018** by the Deputy Leader and Cabinet Member with responsibility for Economic Development who reported that Slaughden Sailing Club had approached East Suffolk Council to purchase a strip of land extending to 262 square metres at Slaughden, Aldeburgh. The site was situated adjacent to its dinghy park and was owned freehold by the Council. The intended use of the land was for car parking. The Asset Management Team had negotiated with the Slaughden Sailing Club on a "without prejudice" and "subject to contract" and "Cabinet approval" basis to agree the sale of the site, restricted to car parking and boat storage. The purpose of the report was to recommend the sale of the site for £2,000.

RESOLVED

That the sale of the site to Slaughden Sailing Club for a sum of £2,000 be approved.

8 Lowestoft Full Fibre Project

Cabinet received report **ES/0019** by the Cabinet Member with responsibility for Customer Services and Operational Partnerships who reported that in 2018 Suffolk County Council (SCC) commissioned City Fibre and MLL to deliver the Suffolk Cloud full fibre project. This project connected all public sector buildings in 10 towns across Suffolk to an ultrafast broadband network. In East Suffolk these towns were Lowestoft, Woodbridge and Felixstowe. The Council's Economic Development Team had been working with both SCC and the delivery companies to extend this network in Lowestoft for the benefit of potential commercial and residential customers. As a result of the East Suffolk Council's proposed extra investment of £1.9m City Fibre had offered to invest up to a further £20m so that all businesses and residential premises in Lowestoft would have access to ultrafast broadband by autumn 2021. This would, Councillor Burroughes stated, represent a step change in digital connectivity in the town, address Lowestoft's issues such as geographical remoteness, poor transport

infrastructure and provide a huge boost to the ESC's ambitious regeneration and development plans for the town.

Councillor Burroughes advised that a further report would come to Cabinet in July 2019, setting out the details of the contract and requesting approval to invest £1.9m of East Suffolk Council funding.

Cabinet very much welcomed the Full Fibre Project, stating that it was one of many big projects underway and coming forward in Lowestoft.

Following a question by Councillor Byatt, who asked if consideration was being given to free wi-fi in the town centre, the Head of Economic Development and Regeneration referred to the High Street funding bid that had been submitted and said that free wi-fi would be a fundamental element of this; it was, he stated, very much an aspiration. The Leader emphasised that this was the first stage of digital transformation; it was, he said, very important to meet the public's expectations.

RESOLVED

1. That support be expressed for the Lowestoft Full Fibre Project and that the Strategic Director and Head of Economic Development and Regeneration be requested to carry on discussions with Suffolk County Council and the other parties involved, in order to assess the financial and governance implications for the East Suffolk Council in more detail.
2. That Cabinet considers the financial and governance implications, and any other relevant matters, in a further report to Cabinet.

9 Exempt/Confidential Items

RESOLVED

That, under Section 100(a)(4) of the Local Government Act 1972 (as amended), the public be excluded from the Meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act.

10 Unit 1, 112 London Road, Lowestoft

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

11 Contract Review

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

The meeting concluded at 7.40pm.

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Chairman



CABINET

Monday 8 July 2019

RAPID REHOUSING PATHWAY GRANT FUNDING – ROUGH SLEEPERS

EXECUTIVE SUMMARY

The Homelessness Reduction Act (HRA) 2017 requires local authorities to develop and provide enhanced and tailored housing pathways for groups of people who are more vulnerable to homelessness than others including people with mental health issues, those experiencing domestic abuse, ex-offenders and care leavers. The Government is particularly committed to assisting rough sleepers or people who are at risk of rough sleeping with the goal of halving the numbers of people sleeping rough by 2022. The Ministry of Housing, Communities and Local Government (MHCLG) therefore invited local authorities to apply, within a short time scale, for Rapid Rehousing Pathway grant funding to address some of the gaps in homelessness service provision for rough sleepers.

East Suffolk Council was successful in its application to this fund which will be paid by MHCLG directly to East Suffolk Council via a Section 31 Grant Determination. Total funding for the financial year 2019/20 is £292,553.00 to be paid in 2019, comprising of £5,000.00 capital funding and £287,553.00 revenue funding. The MHCLG have also emphasized the need to deliver both projects at pace.

The grant allocation will be used to deliver two linked projects:

- a) Somewhere Safe to Stay- £171,368

To deliver this project, East Suffolk plans to commission emergency bed spaces for rough sleepers in both Felixstowe and Lowestoft with associated 24 hour staffing cover

- b) Supported Lettings - £121, 185

To deliver this project, East Suffolk plans to recruit directly employed Supported Lettings Officers to source and support service users in move-on accommodation

This report seeks Cabinet's approval to:-

1. Accept MHCLG grant funding to deliver the following projects:

- a) Somewhere Safe to Stay emergency bed spaces £171,368
- b) Supported Lettings £121,185

Is the report Open or Exempt?	Open
Wards Affected:	All Wards in the District
Cabinet Member:	<p>CLlr Richard Kerry</p> <p>Cabinet Member for Housing</p>
Supporting Officer:	<p>Name: Angela Haye</p> <p>Job Title: Housing Needs Service Manager</p> <p>Telephone Number: 01502 523134</p> <p>Email address: angela.haye@eastsuffolk.gov.uk</p>

1 RAPID REHOUSING PATHWAY

- 1.1 The **Rapid Rehousing Pathway** was launched as part of the Government's Rough Sleeping Strategy in August 2018. This bid-round incorporated 4 elements of the Pathway and will increase the provision available for rough sleepers, and those at risk of sleeping rough, in 108 areas across the country. The 4 elements consist of the following:
- i. Somewhere Safe to Stay Hubs: 72 hour bed spaces to enable rapid assessment and to support service users to get the right help quickly at the right time;
 - ii. Supported Lettings: support for former rough sleepers to sustain their accommodation in homes made newly available across both the private and social housing sector;
 - iii. Navigators: to ensure that rough sleepers are able to access a range of support services;
 - iv. Local Lettings: to set up or extend local lettings agencies to engender good working relationships with private landlords in the local area.
- 1.2 The Council has already received additional funding to continue its outreach work and the local letting agency option would need a longer lead in time to allow for the development of a scheme (if approved). Given the current position a decision was made to focus the funding application on the first two elements.
- 1.3 The HRA 2017 has amended Section 179 (2) HA 1996 and requires housing authorities to design advice and information services to meet the needs of all people within their district including, in particular, the needs of the following groups:-
- a) People released from prison or youth detention accommodation;
 - b) Care leavers;
 - c) Former members of the regular armed forces;
 - d) Victims of domestic abuse;
 - e) People leaving hospital;
 - f) People suffering from a mental illness or impairment;
 - g) Victims of Slavery and Trafficking; and
 - h) Any other group that the authority identify as being at particular risk of homelessness in their district (rough sleepers and non- priority need homeless)

- 1.4 The Council already works in partnership with a number of statutory and third sector service providers, identifying and responding to groups who are at risk of homelessness. There are nevertheless still key pressure points and gaps within our local partnerships and service provisions. Partnership working will continue to be a critical success factor if the Council is to stop the revolving door of service entry/exit across all of these statutory and third sector services.

2 PROJECT IMPLEMENTATION

- 2.1 East Suffolk Council has already agreed in principle with both Notting Hill Genesis Housing Association and Access Community Trust to provide 9 emergency bed spaces. The Short Term Emergency Satellite Bed at 9 Buregate Road, Felixstowe continues to operate after the current Rough Sleeper Grant funding expired at the end of June 2019. It is proposed that the remaining 8 bed spaces will be provided through Access Community Trust in Lowestoft. The Thin Ice Project (Enhanced Severe Weather Accommodation) has provided a springboard on which to develop these services all year round. The funding will also provide for specialist hub workers.
- 2.2 It is intended that the Supported Lettings Officers will be employed directly by East Suffolk Council.
- 2.3 Services users will need to be moved on into alternative accommodation. This is likely to be either supported accommodation, the Council's own procured temporary accommodation, or longer term tenancies in the private rented or social housing sector. In reality landlords can view this client group as 'risky' and it is hoped that this risk will be mitigated by the dedicated intensive tenancy support.

3 HOW DOES THIS RELATE TO THE EAST SUFFOLK BUSINESS PLAN?

- 3.1 The prevention and relief of homelessness as a statutory duty came into effect in April 2018. One of the Council's Business Plan's Critical Success Factors is to 'improve access to **appropriate** housing to meet existing and future needs, including more affordable homes for local people'. There is a rising trend across the country regarding the number of people with complex needs who require appropriate housing (including applicants with autism and learning difficulties). Some identified groups are likely to have high priority but the housing solution needs to be in line with the person's support and care needs and aspirations to live a relatively independent and 'normal' life.
- 3.2 At the other end of the housing spectrum, the significant change in the legislation is resulting in applicants without a 'priority need' or who are found 'intentionally homeless', receiving some form of active assistance rather than merely being offered advice, to prevent homelessness.

4 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 4.1 The financial threshold for the Public Contract Regulations that apply for these services, Social and Other Specific Services Schedule 3 of the PCD (2) is £615,278 (014/24/EU-Provision of services to the Community).
- 4.2 The breakdown of proposed funding allocations to each identified Service Provider:

4.2.1 Somewhere Safe to Stay

- a) Notting Hill Genesis Housing Association: £25,000
- b) Access Community Trust: £146,368

Supported Lettings

- c) Supported Lettings £121,185
- 4.3 It is not considered that there is any risk to East Suffolk in obtaining this funding and it will enable East Suffolk to expand its services to the homeless within the time period of the grant.
- 4.4 Whilst there would ordinarily be a requirement to procure the contracts the grant will fund, as these contracts are worth less than £615,278 East Suffolk has elected to exempt these contracts from its CPR rules as changing suppliers will be disruptive to the services provided and could not be delivered at pace as required by the MHCLG.
- 4.5 As there are and will be contracts between East Suffolk Council and the service providers the service provider's performance can be monitored to ensure they are properly assisting the Council in provided its statutory functions.
- 4.6 A memorandum of understanding has been signed between the MHCLG and East Suffolk Council. Appendix A sets out the conditions of grant in relation to reporting requirements and deliverability.
- 4.7 An Equality Impact Assessment was completed on 10th June 2019 with no negative impact implications for any protected characteristic except gender. The SSTS Hub arrangement with open sleeping areas may result in some people not feeling safe. Males are also likely to benefit more from the project than females due to the nature of the rough sleeping population, which is predominantly male. In mitigation there will be thorough risk assessments/ suitable overnight cover and the ability to place in alternative self contained nightly accommodation if needed. The project has been developed to address the needs of marginalised adults as regards access to services. MHCLG also requires the Council to report on the gender take up of the project

5 OTHER OPTIONS CONSIDERED

- 5.1 There was an option to not apply for the grant funding but it is recognised that the resources this will bring will help the Council meet its draft Homelessness and Rough Sleeping Strategy delivery objectives.

6 REASON FOR RECOMMENDATION

- 6.1 Approval of the grant funding will enable the Council to expand the services provided to rough sleepers or those who are at risk of rough sleeping within the district.

RECOMMENDATIONS

To accept the grant of £292,553 from the Ministry of Housing, Communities and Local Government to fund the following projects:

- a) Somewhere Safe to Stay Hub -£171,368
- b) Supported Lettings £121,185

Appendix A

Conditions of Grant

BACKGROUND PAPERS – Available from Angela Haye

Delivery Plan

Memorandum of Understanding

Equality Impact Assessment

Appendix A

1. Somewhere Safe to Stay

To satisfy the requirements of MHCLG East Suffolk Council must:

- Make an assessment hub an integral part of the rapid rehousing pathway to make a positive impact on rough sleeping numbers.
- Have an operational hub in place which is safe and staffed 24hrs a day. The hub should allow clients access to shower and toilet facilities as well as basic facilities to prepare food and drink. It must have adequate space for staff teams to work from including interview and assessment rooms.
- Have a local partner who is providing trained staff to deliver rapid assessments and referrals.
- Implement a robust triage process and capability with skilled staff trained and able to determine those who fit this cohort.
- Commit to a target of 72 hours for the average stay in the hub.
- Ensure that their service is part of a pathway that includes assessments of local authority duties, and provision of a personalised housing plan.
- Be providing options for appropriate move on.
- Where appropriate (geography permitting), have local relationships that allow more than one area/outreach team/housing options to refer into the hub.
- Receive referrals from those who Housing Options believe are genuinely at imminent risk of rough sleeping, this should be unpinned by a robust process and clear set of mutually agreed criteria. There must be a strong relationship between the LHA and hub with LHA staff located in a hub or hub staff located in the LHA.
- Ensure all referrals made into the hub are appropriate e.g. use of a consistent checklist.
- Be able to estimate the use and throughput of their hub and have contingency plans, if the hub reaches capacity, to ensure service delivery continues.
- Where appropriate, consider vulnerable groups in the provision, including women and victims of domestic violence.
- Develop robust data and recording systems to use to evidence their work but also highlight the gaps and challenges locally and nationally to inform service and sector improvement -including recording length of stay, reasons for long stay, reasons for risk of rough sleeping, demographics, support needs etc. All pilot areas will need to record outcomes and move on success.

2. Supported Lettings

To satisfy the requirements of MHCLG East Suffolk Council must:

- Use this funding to provide tenancy sustainment support to sit alongside homes that are let to rough sleepers leaving the street, former rough sleepers leaving hostels, and those at imminent risk of sleeping rough.
- Make, and be able to evidence, that additional PRS or Housing Association Stock, that is affordable, is available to rough sleepers or those at risk of rough sleeping.
- Identify and work with the cohort who will benefit from the service and implement the mechanism through which individuals will be referred into the service;
- Take advantage of local relationships to ensure the rapid recruitment/commissioning of a Supported Lettings service.



CABINET

Monday 8 July 2019

ASSET MANAGEMENT STRATEGY

EXECUTIVE SUMMARY

1. An Asset Management Strategy has been prepared for the management of East Suffolk Council's (ESC) non-residential property portfolio. This strategy aims to guide Officer and Councillor decision making over the next four years in relation to day to day management, acquisitions and disposals and commercial investment.
2. The Asset Management Strategy aims to align the non-residential property portfolio with the East Suffolk Business Plan to help manage community assets such as playgrounds, to maintain operational property, invest in areas for economic growth and to set parameters for commercial investment to assist with financial self-sufficiency.
3. This paper seeks to recommend the implementation of the Asset Management Strategy for the period 2019-2023.

Is the report Open or Exempt?	Open
Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	N/a

Wards Affected:	All wards
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Cabinet Member:	Cllr Craig Rivett – Deputy Leader and Cabinet Member with responsibility for Economic Development
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Supporting Officer:	Kathryn Hurlock Asset & Investment Manager 01502 523351 Kathryn.Hurlock@Eastsuffolk.gov.uk
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1 INTRODUCTION

- 1.1 A strategy has been prepared for the management of East Suffolk Council's (ESC's) non-residential property portfolio.
- 1.2 An asset strategy is used to describe the general direction that the asset portfolio will take over the next four years, the approach to be adopted to achieving objectives and the policies that will be applied to decision making.
- 1.3 It is proposed to adopt the Asset Management Strategy at **Appendix 1** to ensure there is a process to manage the existing portfolio and to make community asset, operational and investment decisions over the next four years.

2 BACKGROUND

- 2.1 The last Asset Management Strategy was adopted in 2007 and set out the strategy for the period 2007 – 2012. This plan has therefore lapsed and there is a requirement from a strategic perspective to put a new and effective strategy in place. In addition, the environment in which ESC operates has changed considerably since the previous plan. The new plan therefore aims to reflect the objectives of the new ESC.

3 ASSET PORTFOLIO

- 3.1 The asset portfolio comprises non-residential, mixed use property. The assets within the portfolio are owned or occupied by ESC for operational purposes, for community reasons or as financial investments. A list of assets owned by ESC is shown at **Appendix 2**.
- 3.2 The Asset Management Team are responsible for the management of the portfolio and aim to ensure assets are fit for the business purpose for which they are procured and held, and that they are managed optimally in terms of their capital/revenue cost and return to the business. The aim of the strategy is to help guide decisions relating to the management of the portfolio over the plan period.
- 3.3 This plan will provide a decision-making framework for staff, external stakeholders and customers giving information about the direction of change for the property portfolio.

4 THE STRATEGY

- 4.1 The Asset Management Strategy at **Appendix 1** outlines the way in which the portfolio can be managed effectively, cost efficiently and also whilst delivering operational objectives. The document aims to link the property strategy to the existing East Suffolk Business Plan with the key themes of Enabling Communities, Economic Growth and Financial Self-Sufficiency running throughout the document.
- 4.2 The strategy is broken down into four key components:
 - a) Administrative Improvements
 - b) Compliance & Sustainability
 - c) A Strategic Approach to Assets
 - d) Reducing Expenditure and Increasing Income
- 4.3 The section outlining the "Strategic Approach to Assets" breaks down the portfolio into three sub-portfolios which aims to differentiate the reason as to why the Council own and maintain specific assets. These three categories are:
 - 1. Operational Properties

2. Community Assets

3. Investment Properties

- 4.4 The strategy outlines a number of performance criteria on which to base decisions relating to assets within these three categories as properties are not always analysed on a financial basis.

5 COMMERCIAL INVESTMENT

- 5.1 The strategy document makes reference to the Medium Term Financial Strategy and the budget gap identified in the three years from 2019/20 to 2022/23. Whilst there is no specific means by which the Council has identified ways to reduce the projected deficit, a potential option to help reduce the gap is through commercial investment.
- 5.2 The Capital Strategy 2019/20 – 2022/23 provides a high-level overview of capital financing and expenditure and this report confirms the Council has a £5m budget allocated for commercial investments. In addition, in recognition of the continued shortfall in local government funding and commitments made in the East Suffolk Business Plan (2015-23), the Council adopted a draft Commercial Investment Strategy (CIS) in September 2017 with a view to achieving a step change increase in commercial investment and trading by the Council.
- 5.3 The CIS was developed into a business case advocating a wide ranging commercial investment and trading delivery approach, including the creation of a local authority trading company (LATCO). Adopted in February 2019, and due to be progressively phased in during 2019/20, it is a mixed delivery approach covering the following activities:

In-House

- Commercial Property Investment
- Commercial Property Development

LATCO

- Residential Property Investment
- Residential Property Development
- Property Management Services
- Construction Services (initially Roofing and Scaffolding)
- Leisure Services (e.g. Holiday Lets and Beach Huts).

- 5.4 The Asset Management Strategy therefore addresses the in-house functions for investment decisions relating to commercial property investment and commercial property development. The principle for commercial investment is to build a balanced, low-medium risk portfolio with an emphasis on long term income.
- 5.5 The strategy document recommends all investment decisions to be made through a central property group known as the Asset Management Group (AMG); this group would be made up of Heads of Service and Terms of Reference are shown within the Asset Management Strategy appendices. Following approval from the AMG, approvals would be sought from Cabinet for the purchase and disposal of assets.

6 ACQUISITIONS & DISPOSALS

- 6.1 The methodology for acquisitions and disposals is detailed within the appendices of the Asset Management Strategy at **Appendix 1**. The aim of these two documents is to assist the purchase and sale of land and property, particularly where there is input from other departments. The Asset Management team are a service provided to Housing, Economic

Development & Regeneration and other departments. There are therefore instances where properties are purchased or sold and these two documents aims to outline the procedure and ensure best value for ESC.

7 HOW DOES THIS RELATE TO THE EAST SUFFOLK BUSINESS PLAN?

- 7.1 The East Suffolk Business Plan sets out a three-pronged strategy to Enable Communities; promoting Economic Growth and becoming Financially Self Sufficient.
- 7.2 These values set out within the East Suffolk Business Plan are clearly identified within the Asset Management Strategy through the division of the portfolio into categories. The management of property assets throughout the plan period aim to hold land and property for the benefit of local communities – these being parks, playgrounds and other areas of open space. In addition, the Strategy aims to improve commercial investments within the property portfolio to held address the deficit and work towards financial self-sufficiency.

8 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 8.1 The implementation of the Asset Management Strategy seeks to reduce maintenance costs, improve rental incomes and to make a positive impact on the efficiency of the management of the non-residential property portfolio. Through the implementation of this strategy, the Asset Management will have clear direction for decisions relating to assets and the KPI's will enable monitoring of progress throughout the plan period.

9 OTHER KEY ISSUES

- 9.1 This report has been prepared having taken into account the results of an Equality Impact Assessment (Ref: EQIA123838289).
- 9.2 There are no other key issues arising from this report.

10 CONSULTATION

- 10.1 Consultation undertaken to date has been through the Commercial Investment Strategy (CIS) which was developed with professional support from Trowers & Hamlins on legal matters and Grant Thornton on financial matters. Following the adoption of the CIS in February 2019 the parameters for in house commercial investment have been detailed within the Asset Management Strategy.

11 OTHER OPTIONS CONSIDERED

- 11.1 There are no other options considered with respect to a Council requirement for a Asset Management Strategy.

12 REASON FOR RECOMMENDATION

- 12.1 The adoption of an Asset Management Strategy will enable the Asset Management Team to provide effective day to day management of the non-residential asset portfolio.
- 12.2 The Asset Management Strategy sets out a framework for decision making at officer and Councillor level for all property decisions within the plan period.

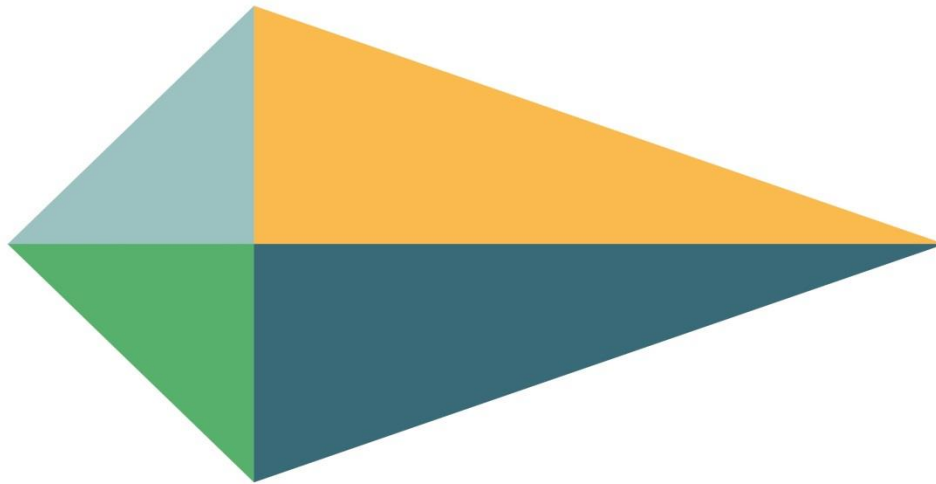
RECOMMENDATIONS

That Cabinet approves the implementation of the Asset Management Strategy for the plan period 2019-2023.

APPENDICES

Appendix A	Asset & Investment Strategy
Appendix B	List of Assets Within the Freehold Ownership of East Suffolk Council

BACKGROUND PAPERS – None.



ASSET MANAGEMENT STRATEGY (2019-2023)

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Appendix 2 - Asset Management Group Terms of Reference

Appendix 3 - Categorised Asset Strategies

Appendix 4 - Acquisition Procedure for Land & Property

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INTRODUCTION

The Asset Management Strategy for East Suffolk Council (ESC) sets out the high-level strategic framework for managing our non-residential property portfolio effectively over the next four years. It will guide our future strategic property decisions to ensure we manage our property portfolio sustainably and efficiently.

Since the last Asset Management Plan adopted in 2007, the environment in which the Council operates has changed considerably. This presents both a number of challenges and opportunities, to drive change in how we deliver our services and the infrastructure needed to support this.

Our property assets are an important part of supporting and enabling us to transform the way we deliver public services and it is therefore essential that we have an innovative and forward thinking strategy in place. This plan will provide a decision-making framework for staff, external stakeholders and customers giving information about the direction of change for the property portfolio.

BACKGROUND

East Suffolk Council (ESC) came into being on 1 April 2019 when the two former district councils of Waveney (WDC) and Suffolk Coastal (SCDC) were dissolved. The political governance of the ESC was determined on 2 May 2019 when the 55 Members of it were elected. At the first meeting of the ESC on 22 May 2019, a new Leader of the Council, Cllr Gallant, was elected and he appointed a Cabinet on the same day.

WDC and SCDC had worked in partnership for several years, and operated a number of shared services, since 2010. Each was a separate, sovereign body, but their shared history is relevant to understanding some of the challenges that are faced in developing a coherent and deliverable Asset Management Strategy, as the new era of ESC opens.

Until 2016, the commercial property estate for WDC and SCDC was managed separately, with differing strategic objectives, governance, operating models, property characteristics and data systems. Whilst a lot of work has been done to align these once separate functions, there is still further work to be done to create an optimal Asset Management function in terms of its governance, processes and procedures, operating model and quality of data.

CORPORATE VISION

East Suffolk Council's key business goals and objectives are set out in the East Suffolk Business Plan which covers the 8 year period 2015 to 2023.

The East Suffolk Business Plan sets out the vision for the delivery of services to communities across East Suffolk. The Plan outlines the long-term ambitions for East Suffolk, summarised in the corporate vision to:-

“Maintain and sustainably improve the quality of life for everyone growing up in, living in, working in and visiting East Suffolk”

The corporate vision for East Suffolk therefore aims to significantly improve the economic, social and environmental wellbeing of East Suffolk, to safeguard the prospects of current and future generations and improve everyone's quality of life.

The Business Plan identifies 3 core strategic areas of focus for delivering on the vision, which are summarised as:-

1. Enabling Communities

This involves working closely with local communities in an 'asset based' approach to better deliver improvements in services and personal wellbeing. It recognises that actively involved and engaged communities are more resilient than those that rely wholly on local authority intervention and support.

2. Economic Growth

This recognises the importance of a strong local economy to both the welfare of the residents of the District and also to the Council's ability to provide effective services in line with its statutory obligations. The council supports economic growth in particular through the work of its Economic Development and Regeneration teams and through its Planning Policy team which sets the planning policy framework for the District as a whole.

3. Financial Self-Sufficiency

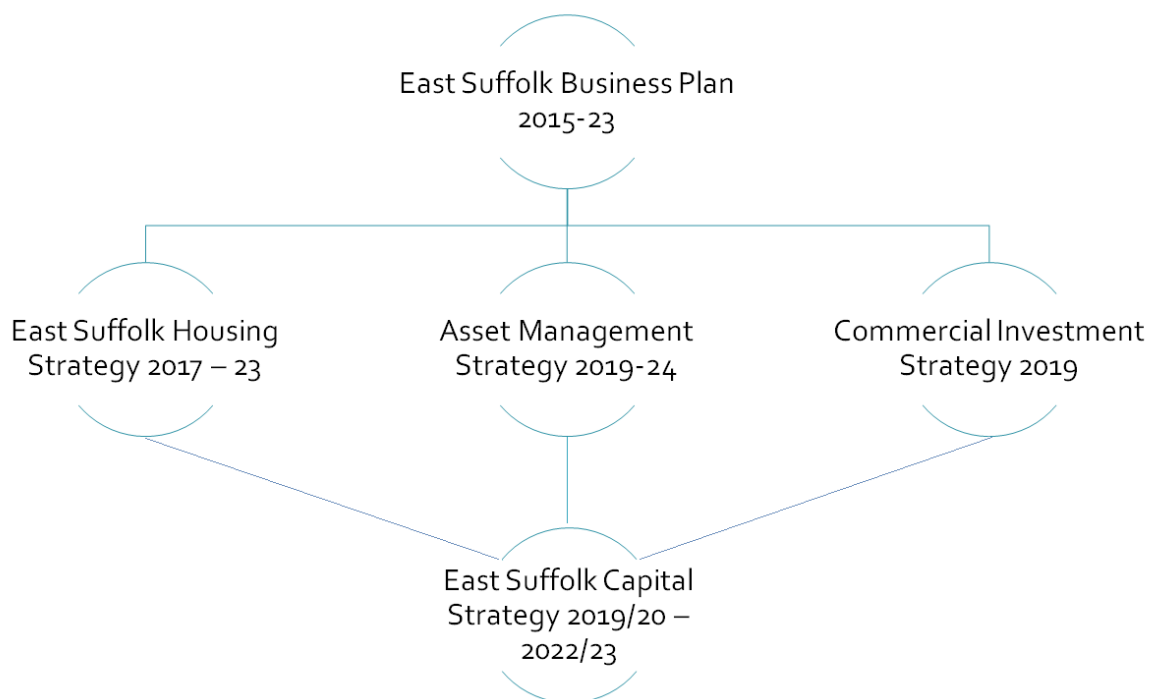
This recognises the need for the Council to balance its books in an increasingly challenging local government funding environment. With cost savings of circa £16m achieved since 2010 as a result of the merging and streamlining of service lines across the two councils, much of the 'low hanging' fruit has now been taken. The strategy acknowledges the need to find ever more innovative ways to achieve cost

savings and increase revenue, in order to bridge the funding gap created by the reduction in the Central Government grant.

The Business Plan defines 10 critical success factors by which its success in delivering its vision will be judged and details a number of target projects/activities to be completed within the Plan period.

The Asset Management Strategy for ESC has been designed to align the Council's property strategy as closely as possible to the objectives of the Corporate Business Plan. It should be recognised, however, that in certain cases, where the Council's property assets are concerned, conflict may exist between different corporate objectives (e.g. commercial vs community) and decisions will need to be prioritised according to the specific circumstances.

In addition to the Corporate Business Plan, there has been regard for existing strategies within the Council together with the East Suffolk Capital Strategy. A diagram showing how the Asset Management Strategy fits into the overall structure is shown below:



FINANCIAL CONTEXT

Understanding the current financial position of an organisation and any known material projected changes to that position, is essential to effective business and strategic planning. At the time of writing, ESC's financial position is set out in its Medium Term Financial Strategy (MTFS) 2019/2020 to 2022/2023.

As at February 2019, the combined ESC's financial position is reflected in the table below, showing the shortfall in income to cover the planned expenditure of the Council.

MTFS Forecast - East Suffolk	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
February 2018	3,592	3,933	3,914	3,914
October 2018	4,172	4,402	4,381	4,379
November 2018	3,246	3,472	3,446	3,439
January 2019	0	4,112	4,414	4,538
February 2019	0	3,841	3,849	3,872

As indicated, on the basis of income and expenditure projections as at February 2019, the MTFS is showing a balance budget for 2019/2020, but this is after using £3m of reserves. The budget gap rises to circa £3.9m in the following three years to 2022/23. The financial backdrop to the Council's Corporate Business Plan and its Asset Management Strategy is therefore challenging (reflective of the wider UK position).

The MTFS details no specific means by which the Council will seek to reduce the projected deficit as it will be for the new Cabinet to implement an Efficiency Plan that addresses the funding gap. It is anticipated however that it will be through a mixture of cost saving and revenue generating initiatives and it is expected that the Asset Management Strategy will play a key role in achieving this objective.

ASSET MANAGEMENT OVERVIEW

What is the role of Asset Management?

“Strategic Property Asset Management is the process which aligns business and property asset strategies, ensuring the optimisation of an organisation’s property assets in a way which best supports its key business goals and objectives”

RICS Public Sector Asset Management Guidelines 2nd Edition

The Asset Management Team at ESC is responsible for the management of a non-residential, mixed property portfolio. The purpose of the team is to ensure all assets are fit for the business purpose for which they are procured and held, and that they are managed optimally in terms of their capital/revenue cost and return to the business.

The Existing ESC Property Portfolio

The ESC property portfolio is confined within the administrative boundary of the Council. The ESC administrative area stretches from Felixstowe in the south to Lowestoft in the north with a coastal and largely rural hinterland in between. As with many local authorities, the land and properties that it owns have been accumulated over a period of many years and whilst some are still held for the purpose of service provision, many are legacy ownerships that are no longer involved in direct provision of services.

The ESC portfolio is extremely varied in its composition. It comprises both operational property (assets held for the delivery of services) and non-operational (investment/surplus) properties. The portfolio includes large areas of coastline, a variety of leisure assets linked to tourism, community assets including public conveniences and playing fields, as well as more conventional office, retail and industrial assets. As at February 2019, the ESC balance sheet records 1,500 General Fund owned property assets with a combined value of circa £100M (this value is an accounting valuation and doesn’t therefore reflect the open market value of the estate).

The Existing Asset Management Operating Model

The Council’s Asset Management Team sits within the Operations service area and is overseen by the Head of Operations. The team itself is led by the Asset and Investment Manager and is split into three functional areas; estate management, building services and

development. In addition, there is a Service Level Agreement with SC Norse to provide building maintenance services for properties within the former area of SCDC.

The responsibilities within the Asset Management Team can be sub-divided as follows:

Estates Management

- Management of the Council's property lease and licence agreements
- Optimisation of the Council's commercial tenancy income
- Valuation of the Council's property assets under a 5 year rolling programme
- Provision of Right To Buy valuations to Housing Tenancy Services
- Negotiation of land and property acquisitions and disposals
- Handling of all internal and external property related enquiries
- Identification of value add initiatives within the surplus estate and support to the AM development function
- Professional support to corporate projects relating to assets
- Identification of property investment opportunities to support the Council's Commercial Investment Strategy
- Maintenance of the Council's property data and management information
- Provision of development management expertise to extract value from assets and support the Council's strategic development and regeneration projects

Building Services

- Preparation of condition surveys and maintenance of a planned preventative maintenance programme
- Procurement and project management of ongoing maintenance and major capital works projects
- Ensuring compliance with all relevant statutory legislation including health and safety, asbestos, legionella, electrical testing etc
- Support to the AM development function with design, costing and project management input

Development

- Identification of new development and redevelopment opportunities within the District
- Development appraisals of potential commercial, leisure and residential schemes
- Project management of developments from conception to delivery

Portfolio Objectives & Current Pressures

Improvements to the way in which property assets are managed will be an important priority for ESC, providing greater assurance that they are safe and comply with statutory requirements as well as introducing a more commercial outlook for the portfolio. The foundations of this process must include more robust data and process, increased capacity and stronger governance and decision-making.

ESC continues to face budget pressures and therefore must consider a range of options to reduce the cost of maintaining, repairing and operating its property portfolio. This will include a more commercial approach to asset management, increasing income generation, rationalisation of the portfolio, redevelopment, disposals and considering alternative income streams as well as considering opportunities for shared space. This will require a more focused and strategic approach across the council's assets.

A number of issues have been recognised with the current status and management arrangements for the portfolio. These need to be addressed with an appropriate response defined through the strategy. These challenges and pressures include:-

1. The portfolio includes a number of assets held for community purposes which are retained by ESC for community benefit at a net cost to the authority;
2. The portfolio includes a number of assets which are underperforming and/or are surplus;
3. A lack of data to support and inform decisions relating to the portfolio;
4. A lack of policies and procedures relating to the active management of the portfolio;
5. Further investment in information systems to assist the day to day management of the portfolio is required; and
6. The long term nature of property as an asset class.

Creation of an Asset Management Strategy

As part of the process to create an effective Asset Management Strategy, guidance has been provided through the RICS Public Sector Property Asset Management Guidelines (2nd Edition). These guidelines seek to provide direction and assistance to property professionals within the Public Sector and also to provide insight into the benefits of reduced operating costs, better quality accommodation, more productive staff and satisfied customers. The guidance aims to assist with the formulation of corporate business strategies through to implementing specific management plans. This Asset Strategy seeks to provide both high level strategies relating to the portfolio as well as an asset plan to achieving specific targets.

ASSET MANAGEMENT – THE FUTURE STRATEGY

Mission Statement

The overarching objective of the asset management strategy can be summarised in the following Mission statement:-

In the 4 year period April 2019 to March 2023, the Council will thoroughly validate its property data, develop a best in class asset management operating model with the right governance, skills, technology and processes to implement the strategy, identify and execute a clear action plan for each and every property asset and establish a successful commercial property investment and development capability.

The future asset base aims to have a balance between community assets, operational buildings and properties which provide a financial return. The future portfolio will be required to subsidise non-income assets as well as providing an income for the Council to assist with the overall financial deficit.

The Asset Management team will continuously review the portfolio and work with services to identify opportunities to reduce the portfolio or increase efficiencies.

This section of the Asset Management Strategy sets out the priorities for delivering on this agenda, which cover a wide range of activities and work strands, some in progress and some to be delivered over the coming years. Although this work represents a complex set of inter-related projects, the objectives driving delivery can be simply stated as:

- Administrative Improvements
- Compliance & Sustainability
- A strategic approach to assets
- Reducing expenditure and increasing income

Administrative Improvements

Capacity

There has been recent investment in staff resources to help create a team structure to address issues relating to capacity within the Asset Management team. There is a commitment to invest in staff training and the recruitment of qualified staff to ensure professional advice is provided at all times. Where workload exceeds staff capacity or specialist advice is required, we will look to use external professional consultants to advise ESC.

Backlog

Due to historic reasons, changes within the Council, staff changes and the Asset Management function being brought back in house, the ICT systems and capacity within Asset Management has not met demands on the service and this resulted in a backlog of case work and administrative functions that built up over some time. This backlog of work includes:

- Rent reviews
- New leases and licences
- Disposals
- Maintenance and renewal

The timescales to implement the Asset Management Strategy are mindful to include periods of day to day work to help reduce this backlog.

Property Data & Management Information

Data is one of the most important tools to proactively manage a property portfolio. We are aware the portfolio comprises over 23,000 deeds of which 75% are land / property related, the other 25% being contracts, apprenticeship agreements, tree preservation orders, stage play licences etc. On average there is 1 new land / property transaction per week (e.g. sale, compulsory purchase order) plus various other changes (section 106, licence changes).

The effective management of ESC's property assets is a key objective of the proposed East Suffolk Commercial Investment Strategy and accurate and accessible information on East Suffolk owned and leased land and property assets is critical to effective management.

To address an historic issue relating to up to date property data, a comprehensive review of all assets was undertaken in 2018/19. Following this exercise, the data was validated and uploaded onto ESC's property database, Uniform, where it will be maintained going forwards.

This data validation exercise is an essential prerequisite to ensuring ESC is able to execute and maintain its asset management strategy effectively going forwards. Uniform is intended to:

- Maintain a complete and accurate property asset register;
- Provide a single corporate resource for managing assets;
- Support the continuous management and maintenance of the property asset base through the use of alerts and reminders for specific tasks ie. Lease renewals, rent reviews;
- Enable ESC to satisfy statutory and other reporting and compliance requirements;
- Enable the implementation of performance across the asset portfolio; and
- Enable accuracy and timeliness in property assets reviews, appraisal, decision-making and planning.


There is a commitment to invest in ICT to ensure data is able to be updated, amended, extracted and analysed. Investment has already been made to purchase software for valuation and to assist investment decisions however further investment is required to improve functions within the building services team. Software to work alongside Uniform is required to record condition surveys, legionella reports, maintenance budgets etc. Any investment in software to assist functions within the building services team will be considered alongside ICT used by partners to ensure sharing of data is achievable.

Member engagement

To ensure Member engagement is an effective process, the District has been divided into geographic areas for which specific members of the team are responsible for enquiries and keeping the relevant Members up to date. This aims to ensure local issues and ideas are captured as part of a two-way process. Members will be formally consulted on decisions being presented to Cabinet or Committees to ensure their views are known when property decisions are due to be made within their ward with particular reference to disposals, acquisitions and developments.

Processes and Procedures

To ensure the Asset Management team is able to efficiently manage the portfolio it is necessary to put in place a number of standard processes and procedures to assist with the day to day management of the portfolio. This includes the introduction of a suite of documents to ensure consistent reporting and standardised documentation to tenants and prospective occupiers.



Report & Valuation

Title (Property Portfolio)

Date

Property Inspection Form				
Inspection Date		Inspected by		
Property Address			Post code	
Use				
Station / Location				
Description				
Site boundaries				
	E.g. Building Name	Measurement 1	Measurement 2	sqm - sub total
Building Measurements (see fig)				
Parking				
Location / Office				

DATED _____ 2097

SUFFOLK COASTAL DISTRICT COUNCIL

- and -

LICENCE

Relating to Garage No. _____ Address

Mrs G Hart
Asset Manager
NPS Property Consultants Ltd
Council Offices
Mellon Hill
Woodbridge
Suffolk IP12 1AU
Tel: 01394 444
E-mail: gary.hart@nps.co.uk
Consultant for Suffolk Coastal District Council

In addition, in order to improve our customer service there is also a need to better document the services provided by Asset Management internally and externally.

A number of our external enquiries are for temporary agreements relating to concessions, scaffolding, metal detecting and use of land for amenity use. Therefore, in order to reduce the number of telephone enquiries and to set out clear procedures for standard enquiries, it is proposed that the East Suffolk website is used to channel these requests through a formal application processes. This will form part of the digital transformation of the service to improve day to day management of the portfolio.

Compliance & Sustainability

ESC is committed to ensure all property assets comply with all legal agreements to minimise exposure to risk as a result of environmental, social, financial and economic change. The recent Asset Review undertaken to inspect, document and classify each asset as well as review each lease should help contribute to reducing ESC's exposure to risk. However it will be necessary to put in place through the use of ICT software such as Uniform a process to flag reminders for lease renewals, Health & Safety related inspections etc.

Health & Safety

The basis of British health and safety law is the Health and Safety at Work Act 1974 (HSWA) and associated supplementary Regulations and Codes of Practice. Section 3 of the Act imposes a clear duty on local authorities to conduct their undertakings in such a way as to ensure, so far as is reasonably practicable the safety of the public using premises.

The primary statutory instruments driving statutory compliance for property assets are:

- The Health & Safety at Work etc. Act 1974
- Managing Health & Safety at Work Regulation 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Building Regulations 2000 (as amended)
- The Control of Substances Hazardous to Health COSHH Regulations 2002 & Amendment 2003
- The Control of Asbestos Regulation 2012
- The Health and Safety Executive Approved Code of Practice (ACoP) Guidance on Legionnaires Disease, the Control of Bacteria in Water Systems L8.
- Consumer Insurance (Disclosure and Representations) Act 2012

In order to comply with legislation, the Asset Management team will need to ensure all ESC owned properties have risk assessments for statutory compliance and where relevant an identified program of recommended remedial works is agreed and resourced. This will need to include boundary walls, external areas and structures in addition to buildings.

Third Party Management of Assets

ESC's portfolio of assets includes sites that are directly managed by third parties. Where an external organisation has operational control of premises or responsible for maintenance, it is essential the Council understands and addresses the residual financial, legal and reputational risks that remain.

Energy Performance Certificates

From April 2018, proposed legislative changes would make it unlawful to let residential or commercial properties with an Energy Performance Certificate (EPC) Rating of F or G (i.e. the lowest 2 grades of energy efficiency). Assets that fail this standard need to be identified and this information fed into investment decision-making. It is proposed the Council aims for all existing property assets to have EPC ratings of D or higher in order to comply and exceed the standard.

A Strategic Approach to Asset Management

Much of the estate is redundant and surplus to strategic requirements. The portfolio could be radically rationalised to reduce future maintenance, repair and operating costs. The proceeds from the disposal of the sites released as a result could assist improving the remaining estate and to invest in properties that produce a beneficial yield. Apart from these capital investment benefits, a rationalised estate would also reduce risk and help deliver revenue budget savings.

In refreshing the asset management register it is intended to reclassify our assets as either operational, community or investment with unclassified assets automatically being subject to a review for potential disposal. This should eliminate uncertainty about use, ensure adequate compliance with statutory obligations and allocate resource according to the value of its use. It should be noted that these categorisations are not the same as accounting categorisations.

Portfolio – Operational

This portfolio comprises assets which are used to deliver services. The key objectives of this portfolio are:

- Provide adequate and appropriate space for the service (Including maintenance and running)
- Optimise occupancy
- Ensure statutory compliance
- Minimise expenditure

Operational property should be continually reviewed in line with the service delivery requirements to ensure the building is fit for purpose. Any surplus property should be identified and managed appropriately to achieve rationalisation.

Examples of the types of property in this portfolio include: Administration and frontline offices, depots, waste management sites, leisure facilities and car parks.

It is difficult to judge the performance of operational properties however the key objectives of the portfolio are detailed overleaf.

To mitigate the holding cost	To annually evaluate the operational need and suitability of the asset
To review and identify any potential sharing functions of the asset with external partners / uses	To annually review any suitable alternative premises within the relevant locality
To annually review the usage of the asset and optimise occupancy	To ensure statutory compliance
To minimise the expenditure and annually review the overall cost of the asset to the council in property and non-property terms	To maximise the efficient running of the asset

Portfolio – Community Benefit

This portfolio comprises all assets which perform a community function or where the asset has been transferred under statute under a peppercorn, retaining its “public use”. The key objectives of the portfolio are to ensure the asset complies with all statutory obligations and that correct management is in place with an emphasis for mitigation of holding costs. In line with the East Suffolk Business Plan, where there is a desire for communities to take over responsibility for assets within their areas ESC will support the transfer of assets through divestment.

Examples of this type of asset include long leaseholds, services commissioned with leases or another type of occupational arrangement, public open space and playgrounds.

The key objectives of the portfolio are:

To mitigate the holding cost	To annually review the usage of the asset and optimise occupancy
To ensure the terms of any tenancy arrangement is being fulfilled	To assess the suitability for a community asset transfer
To ensure statutory compliance	To ensure management of the asset is appropriate depending upon the occupier / usage

Linked with this portfolio are assets purchased for regeneration purposes. The East Suffolk Growth Plan 2018-23 notes major economic assets and opportunities in the district(s) (“amongst the most significant anywhere in the UK”), with the four most significant being the Port of Felixstowe, Adastral Park (Martlesham), Offshore and Renewable Energy (predominantly Lowestoft), and Sizewell B. In addition, “Cefas” (Lowestoft), with its expertise in marine science and technology, is now becoming of national significance.

Alongside these national assets, there are a limited number of other medium and large scale businesses, and over 9,000 – highly diverse – micro and small businesses.

The Council's assets play a vital role in enabling regeneration to deliver housing, jobs, economic sustainability and improved leisure to sustain a long term balanced economy aligned to the Council's aims and corporate objectives. The Asset Management team aim to offer support and professional advice to the Economic Development and Regeneration Team for the acquisition or development of regeneration assets.

Portfolio – Investment Property

This portfolio comprises of assets which are being held by ESC solely for the purposes of income generation, future development from which it may derive a return. The objectives are essentially to increase and optimise income, optimise capital value and development return, maintain and improve the assets to increase value, mitigate any holding costs, enforce the terms of the tenancy agreements and ensure a well balanced, income producing portfolio.

The principle of commercial investment for ESC is to build a balanced, low-medium risk, long term income stream through a property investment programme.

It is proposed that commercial property investment be undertaken in-house/directly (rather than through a separate company or alternative structure) within the boundaries of the East Suffolk district.

The in-house commercial property investment portfolio will however be ring-fenced from properties within the existing portfolio that are held for operational or community purposes. The purpose of this is to both enable the council to analyse the performance of the portfolio and also to ensure compliance with Section 1, Localism Act 2011 and Section 120, Local Government Act 1972.

Asset Management Group

The risk associated with commercial property investment requires the activity to be delivered within a strong decision-making framework. RICS guidance suggests the formation of a corporate property asset management group. It is therefore proposed for all investment decisions, specifically acquisitions and disposals, to be fed through a central, internal property group known as the Asset Management Group (AMG). This group is proposed to be made up of Heads of Service who have an overview of all departments and

able to develop a corporate approach to capital planning, expenditure and the use of assets. Terms of Reference for the AMG are shown at **Appendix 2**.

Types of Commercial Property Investment

Commercial property can be described as office buildings, industrial and retail units. The age, condition, location and specification are key factors which differentiate properties from being classified as “prime”, “good secondary”, “secondary” and “tertiary” premises. As well as the key physical property fundamentals, investment factors also include tenant covenant, title, planning use, environmental factors, energy and rating issues.

Nationally, at the time of writing this strategy the commercial market reflects a mixed picture. The industrial sector is significantly outperforming both the office and retail sectors. Industrial space is in demand with rents anticipated to continue rising with prime rents in Felixstowe (£5.50 per sq ft as at 2019 using Carter Jonas data). The investment market in East Suffolk has historically tracked the national market however due to the geographic and economic structure of the region, it is considered to be less volatile than in regions where there are larger towns and cities.

In East Suffolk there is a general lack of “prime” investment property and therefore any commercial property investment within the region would be targeting largely secondary property. Industry benchmarks suggest yields ranging between 5%-7% for “good secondary” office accommodation and between 6% - 9% for “prime and good secondary” industrial units.

Investment properties purchased by ESC should therefore be in good quality and with reasonable or good environmental credentials and good tenure. The asset should not require substantial capital investment beyond the purchase costs in the short-medium term. The lease(s) must provide for a good income stream for a minimum of five years from good covenant tenants on commercial leases. In addition, there should be good prospects for future rental and capital growth.

Properties should be attractive in the market and capable of assignment, re-letting or sale without difficulty. All investment properties considered for purchase should be stress-tested to inform decision making. Investments should be actively sought inside the District and assessed on their merits before being presented to the central AMG.

Revenue generated from the investments can support meeting the Council's Revenue Budget gap.

It may be necessary to consider borrowing options to finance the purchase of investment properties. Options for borrowing will be carefully reviewed as part of the investment decision to ensure the net rental return exceeds the borrowing cost plus the standard investment rate and that the yield appropriately reflects the risk.

In order to achieve the best possible return it will be necessary to undertake the following actions:

- At the time of any lease renewals, assignments, break clauses or end dates, it will be necessary to ensure tenant covenants have been complied with and enforced.
- On agreeing new leases, where appropriate, simple review mechanisms such as index linking should be considered to reduce the time and cost of dealing with market value disputes.
- Where the level of work required is disproportionate to the likely outcome, cases should be de-prioritised or alternative solutions considered, including disposal. Eg. Access licences, garden licences, low value lease renewals etc.
- Opportunities for lease re-gearing, extension, surrender and renewal should be actively explored to improve income security.
- Where income is disproportionately low to high capital values of an asset and there is little strategic benefit to retaining ownership, disposal and reinvestment should be considered.
- Where tenants breach the tenancy agreement, with particular reference to failure to pay rent, action must be taken quickly to remedy the situation. This may include bailiff action or repossession. Payment plans should be avoided.

The following criteria should be used to evaluate the asset:

To mitigate the holding cost	To identify the development or alternative use value of the asset
To increase and optimise income	To enforce the terms of the tenancy arrangement in accordance with the lease
To optimise capital value and development return within risk parameters	To identify the maintenance liabilities associated with the asset

Reducing Expenditure & Increasing Income

Required Maintenance

Required Maintenance is the cost of bringing a building from its current state up to a condition that fully meets statutory and regulatory compliance obligations and provides a safe and efficient base for service delivery. Required Maintenance liabilities can only be established by regular costed condition surveys. The aspiration should be to move to a cyclical maintenance programme where maintenance is around 70% planned and 30% reactive. In order to ensure this is achievable, rationalisation of the property portfolio will be necessary so the amount of property to be maintained is kept to a minimum.

Under the CIPFA model, costs are prioritised as 1 (urgent works), 2 (essential works within years 1 and 2), 3 (desirable works required within years 3 to 5) or 4, (desirable works carried out 5 years +). The total of priority 1 to 4 works for each operational building provides us with a total Required Maintenance figure for the following five years. This prioritised assessment of Required Maintenance should in principle inform both the revenue and capital budget setting process.

The aim is to ensure that the most urgent works are identified, with the greatest priority being given to those elements in the worst condition in the most strategically important buildings. The council faces a huge backlog in Required Maintenance and in a fiscally constrained environment we need to ensure the best use of resources, provide value for money and ensure that funding is properly prioritised.

Building condition is characterised as A (Good) B (Satisfactory) C (Poor) D (Bad).

The strategy should be to opt for B3 (i.e. satisfactory condition / desirable works required within years 3 to 5) as the target status for strategic properties with investment being targeted accordingly. Non-operational properties falling within categories C2 or worse should be subject to an options appraisal for alternative uses / disposal.

A comprehensive condition survey will need to be carried out to inform decisions on capital and revenue expenditure on assets, their classification, their disposal, retention or redevelopment potential.

In principle, properties within the lower condition categories should have only essential work undertaken on them in order to maintain their operational capability, this effectively being critical health and safety works and work that would continue to keep the property ‘wind and water tight’, until the future of the property has been reviewed. This is to avoid wasted expenditure.

In addition to condition and maintenance data, other factors need to be considered such as location, utilisation, operating costs, fitness for purpose, accessibility, capacity, contribution to current service delivery and the property’s ability to support future service delivery.

A building in poor condition may still represent a suitable building to the service department, so a decision made on the basis of either condition or suitability in isolation may not necessarily be correct. It may sometimes be beneficial to undertake a more in-depth survey and assessment before key estate rationalisation decisions are made.

All service and utility contracts will be reviewed to ensure that they continue to provide value for money.

Acquisitions

Assets are purchased for a variety of purposes including investment purposes, regeneration, to improve services or in order to fulfil a duty or Council objective. Given the costs and risks involved in holding assets, any decision to acquire assets the Council should consider whether it is necessary to own the property concerned, or whether some other arrangement would perform the function more appropriately eg. Leases, licences or ‘option’ agreements. However, these also have risks and costs so each case is considered on its merits.

Any acquisition should follow the Acquisition Process for Land and Property at **Appendix 4**.

Disposals

The Council maintains a general preference to retain property assets where there is a strategic purpose or where there is an opportunity for long term income generation. However, it will be necessary to rationalise the portfolio to reduce the number of surplus assets, reduce maintenance and management costs and where assets are part of Community Asset Transfers.

It will be necessary to consider whether the cost managing and maintaining the asset outweighs the financial benefit. Furthermore, disposals offer a means of generating capital

to reinvest in the portfolio or to improve the residual stock without incurring borrowing costs.

Any disposal of land needs to comply with the S123(1) of the Local Government Act 1972 which empowers a principal council to dispose of land held by them in any manner they wish subject to an obligation to achieve the best consideration that can reasonably be obtained. In addition, all disposals of property are required to be approved by Cabinet as stated within the Constitution (Page 107, para 5.5.9 of the Financial Procedure Rules).

All assets for disposal should follow the 'Process for Disposals of Land and Property' attached at **Appendix 5**.

Surplus Properties

An asset shall be deemed to be surplus to the Council's requirements if one or more of the following apply:

- (a) It makes no contribution to the delivery of the Council's services,
- (b) It has no potential with regard to the delivery of the Council's Business Plan and is not categorised within one of the following strategy of the Council:
 - Enabling Communities
 - Economic Growth
 - Financial Self-Sufficiency
- (c) An alternative and more cost effective service delivery site has been identified.

A site is deemed to be under-used if:

- (a) The income it generates is below that which could be achieved from one or more of:
 - (i) An alternative use
 - (ii) Disposing of the site and investing the income
 - (iii) Intensifying the existing use, mindful of the viability of doing so
- (b) A significant part of the site is vacant and is likely to remain so for the foreseeable future and has no potential with regard to the delivery of the Council's Priorities.
- (c) The cost of retaining the asset outweighs its likely income generation.

Vacant Property Strategy

At any point in time the Council will own and manage a number of vacant properties, land and buildings, which are not in operational use or leased out to third parties. Asset Management has a focused approach to managing these properties with a view to disposing, leasing or reusing as many assets as possible and aiming to keep vacancy rates to a minimum. The most significant costs in holding vacant property are business rates or council tax, security and building maintenance.

In managing vacant properties Asset Management aims to:

1. Have properties in vacant management for a minimal time prior to reuse, disposal or letting
2. Tailor the management of a vacant property having regard to location, vulnerability, property type, future use, existing condition etc.
3. Maximise income generating opportunities where possible and minimise liabilities.

A specification is developed from the outset as to how a property will be managed, involving a number of activities focusing on security, maintenance, compliance, utilities, insurance, taxation and inspections.

Community Asset Transfers

The Council considers disposals of property to community groups (“community asset transfers”) if there is, on balance, an advantage to the Council’s policy objectives in doing so and there is a genuine business case from the community group to do so. That is, the Council would need to have confidence in the ability of the community group to sustain both the building and their own operations by which the policy benefit is achieved. The Council will carefully consider the most appropriate type of disposal; this will depend on the nature and experience of each group and all other relevant factors.

The procedure for Community Asset Transfers is detailed within the Disposal Policy at **Appendix 4**.

Appendix 1 - Key Performance Indicators

The Key Performance Indicators (KPIs) will measure the performance associated with all areas of Asset Management. The KPI's are intended to be assets by the end of the plan period in 2023.

Category	Objective	Indicator	Performance Target
Administrative Improvements	Ensure all properties are up to date on Uniform	What percentage of properties have the following information detailed on Uniform: <ul style="list-style-type: none"> • Address • Asset No. • Unique Property Reference Number (UPRN) • Tenant • Current Rent 	100%
	To decrease the number of telephone and web enquiries to the department	Is there a dedicated Asset Management web-page on the East Suffolk website directing enquiries through the use of E-Forms. If Yes, how many enquiries are received per month via the website through a specific E-form?	5
Premises	To ensure all properties are compliant with statutory legislation	What percentage of buildings have an up to date EPC?	100%
		What percentage of buildings have an up to date risk assessment?	100%
		What percentage of buildings have an up to date asbestos survey?	100%
		Where an external organization has maintenance responsibilities, what percentage of properties do we have all Condition Surveys?	100%
	Repairs	What percentage of properties have a Condition Survey undertaken within the previous 5 years?	100%
	Maintenance	What percentage of repairs undertaken in the previous 12 months are planned maintenance?	70%
		What percentage of repairs undertaken in the previous 12 months are reactive?	30%
		What percentage of properties within the portfolio have been assessed on a £/sq m	50%

		in relation to the maintenance cost of the asset.	
Income	Increase rent collection across portfolio	What percentage of investment properties are let a Market Rent?	100%
Letting	To ensure all properties are occupied	Percentage of properties let within the investment portfolio	100%
		On average, how many days did it take for us to re-let a Council property in the previous 12 months?	40
Disposal	To rationalize the portfolio	What percentage of properties identified for disposal have been sold within the last 12 months?	30%
Acquisition	To improve the investment portfolio	What number of properties have been purchased for investment purposes within the last 12 months?	5
Surplus Properties	To minimize the number of surplus properties	What percentage of properties within the portfolio are identified as surplus?	5%
		How many months have individual assets been identified as surplus?	12 months

Appendix 2 – Asset Management Group Terms of Reference

Overview

RICS guidance suggests the formation of a corporate property asset management group. This group will have overall responsibility for developing a corporate approach to capital planning, expenditure, use of assets and would manage the implementation of the agreed property asset management plans and strategy.

The group is intended to be a sounding board for all purchases, disposals or strategic decisions. Recommendations from the group would be reported directly to senior decision makers and politicians as appropriate.

Main Aims & Objectives

- Direct and oversee the implementation of the East Suffolk Asset Management Strategy (ESAMS)
- Regularly review strategic priorities in the context of the overall district property economy
- Regularly review the performance of the commercial investments held by East Suffolk Councils
- Regularly review disposals and acquisition opportunities
- To ensure the joined up objectives for regeneration opportunities across the district
- Promote and communicate the outcomes and achievements of the ESAMS and delivery plan

Asset Management Group Structure & Management

The Group will consist of:

- Head of Service for Legal Services or Senior Representative
- Head of Service for Financial Services or Senior Representative
- Head of Service for Housing Services or Senior Representative
- Head of Service for Economic Development or Senior Representative
- Head of Service for Planning or Senior Representative
- Head of Service for Operations
- Strategic Director

The Group will meet quarterly with additional meetings when required. The venue for meetings will alternate between SCDC's and WDC's offices.

Changes to the Terms of Reference need to be agreed by at least half the members. A record of the meeting and decisions shall be recorded.

Appendix 3 – Categorised Asset Strategies

Asset Type	Strategy
Allotments	Provision will continue and subdivision of vacant and underutilised plots will help to increase supply.
Bandstands	All bandstands will need to be kept in good condition for continued community use.
Beach Huts	To meet the significant demand for beach huts within the district it is proposed within the East Suffolk Business Plan to increase the number of beach huts provided in the District by 10%.
Bus Shelters	All bus shelters will need to be kept in good condition for continued community use.
Car Parks	Car parks facilitate access to the city centre, generate income, support the Local Transport Strategy and support the local economy.
Caravan Sites	All sites will be required to be operated as efficiently as possible to ensure long term financial income.
Cemeteries	The remaining life of the cemeteries needs to be assessed. It is anticipated that this will identify the remaining life of each cemetery. In the medium to longer term the council will have to consider the provision of new sites or directing to an alternative provider.
Concessions	A review of concessions will be required to ascertain the demand, condition and usage of existing and new sites.
Depots	All operational depots will continue to be used however a review of the site will be necessary as part of a potential relocation of the Housing Depot.
Investment Properties	The Council owns a mix of office, industrial and other commercial properties that produce a revenue income. The portfolio has been established for a number of years without rationale for acquisition or holding the assets. This is being reviewed following a comprehensive review of all assets and proposals for disposal / retention are being assessed.
Leisure Facilities & Sports Grounds	<p>The Council own 6 leisure centres of various sizes and currently have two operators, Places Leisure in the south of the district and Sentinel Leisure Trust in the north. The Council also has grass pitches, mainly in the Felixstowe Area and one in Lowestoft.</p> <p>The East Suffolk Business plan has a strategy to provide quality, financially sustainable facilities that increase participation annually. The Council has a development partner, Pulse Design and Build, who are</p>

	<p>working in partnership with the Council to redevelop the leisure facilities, providing quality facilities that have plans in place to ensure they remain in that way for at least 20 years.</p> <p>The Council are to update the Build Facility Strategy, Playing Pitch strategy and the overall Leisure Strategy working with Sport England and also reviewing the operation specifications of all sites.</p>
Miscellaneous Land	All land held will be assessed for its strategic purpose and either retained for community use, regeneration purposes or considered for disposal.
Offices	The office estate is predominantly freehold providing 'fixed' office facilities for most staff. A review of the office requirement across the District is necessary as part of the need for Housing to have fit for purpose accommodation.
Open Spaces, Parks & Play Areas	<p>The Open Space Strategy states "By the year 2020 we will have a diverse network of safe, accessible, clean and attractive open spaces that are well managed and maintained, through community participation, to enhance the quality of life, well-being and learning opportunities of all sections of the community".</p> <p>The council has a large number of opens spaces, parks and play areas. The council needs to put in place a review of equipment and put in place a rolling programme for the improvement and upgrade of the extensive portfolio of play facilities. Divestment of open spaces, parks and play areas should be encouraged to help empower local communities.</p>
Public Conveniences	Public conveniences are not a statutory service however a review needs to be undertaken to consolidate the service where there is underuse. A standard specification for public conveniences is required across the District and all used public conveniences upgraded to this specification.
Public Shelters	All shelters will be required to be kept in good condition for continued public use.
Regeneration Holdings	Land purchased or held for regeneration purposes should be the subject of a specific project group looking to promote the land for alternative uses.

Appendix 4 – Acquisition Procedure for Land and Property

Executive Summary

This policy is concerned with the acquisition of land and property related assets such as buildings, land, infrastructure, community facilities etc. This policy is the prime reference document to the acquisition of land and property; it aims to provide guidance and direction to officers. The policy is split into four sections setting out general principles, the acquisition process, additional considerations and a review of the purchase.

Section 1: General Principles

1. Background

1.1 The decision to acquire property should be part of an overall strategic plan for the Councils' needs in conjunction with the East Suffolk Business Plan and Asset Management Strategy. To ensure there is consistency of approach, the purpose of the acquisition and future responsibility for the asset should be categorised within one or more of the following:

- Enabling Communities
- Economic Growth
- Financial Self-Sufficiency

1.2 One of the core principles of an estate strategy is to hold assets that are fit for purpose, sustainable and compliant with all relevant legislation. It is important however that each land and property acquisition is treated on its own merits and nothing within this policy document will bind the Councils to a particular course of action in respect of the acquisition.

2. Definition of an Acquisition

2.1 This policy will apply to all acquisitions of land and property and for the purposes of this document; an acquisition is defined as the taking of a freehold, leasehold, licence or option agreement over/in land and property.

3. Statutory Powers

- 3.1 The Councils are empowered to acquire, hold, appropriate and dispose of land for statutory purposes, by a variety of statutes. There is no one statutory power which provides for the Councils to acquire land, however, under the Local Government Act 1972 the organisation has powers to acquire any property or rights which facilitates, or is conducive or incidental to, the discharge of any of its functions.
- 3.2 Section 12 of the Local Government Act 2003 provides a general power for local authorities to invest (a) for any purpose relevant to its functions under any enactment or (b) for the purposes of the prudent management of its financial affairs.
- 3.3 In addition to the statutory powers, there remains the Councils' fiduciary requirement as set out within the respective Constitutions of Suffolk Coastal and Waveney District Council.
- 3.4 All transactions must be undertaken using the appropriate authorisation for that acquisition and has regard to all legal requirements, including statutory guidance.

4. Acquisition Team

- 4.1 An officer proposing to purchase any land or property asset will be required to work with the Asset Management team in respect of proposals to acquire land or properties. It is essential to check if there are any suitable surplus properties available within the ownership or occupation of Suffolk Coastal and Waveney District Councils before seeking the acquisition of third party assets.
- 4.2 It will also be necessary to liaise closely with Financial Services, the relevant Heads of Service, Strategic Director, Portfolio Holder, Legal Services and external consultants.

Section 2: Acquisition Process

1. Notification of Financial Services & Asset Management

- 1.1 Land and property acquisitions will normally be undertaken through private treaty sales, open marketing or auction. An officer expressing interest in the property should firstly notify Financial Services to ensure there is sufficient capital budget for the acquisition and simultaneously notify Asset Management to commence initial

enquiries with the agent or vendor. There should be regard as to the relevant financial thresholds and the relevant approvals which would be determined by the purchase price of the asset.

2. Due Diligence & Appraisal

2.1 Asset Management are required to undertake the following due diligence:

- a) Obtain a copy of the Land Registry Title and any third party rights of access / restrictive covenants and to send to Legal Services for a Report on Title
- b) Review of the tenure and any existing lease or licence documentation
- c) Review of access to public highway
- d) Produce plan showing site areas (ha) and building areas (GEA)
- e) Investigation of connection to services to include water, electricity, heating and sewerage
- f) Review of flood risk data
- g) Review of ecology / consultant reports
- h) Overview of planning policy relating to the property
- i) Review of the planning history including any documents/surveys submitted as part of previous applications
- j) Calculation of current Council Tax / Business Rates
- k) Confirmation of whether the property is VAT elected
- l) Review of compliance issues including EPC rating
- m) Investigation into previous sales history
- n) Analysis of the risks of the purchase

2.2 An initial appraisal must be undertaken to examine the total costs and benefits of the acquisition. The methodology behind the desktop appraisal should reflect the current, proposed and alternative uses.

2.3 All inputs into the appraisal should be based on available information at the date of the appraisal and reasonable assumptions. It should be noted however that as more detailed information is obtained during negotiations, the appraisal should be updated and refined to ensure provisional decisions remain valid.

3. Outline Business Case

3.1 Asset Management is required to set out the draft business case. This is designed to enable a wide range of alternative options to be considered including the requirement for the acquisition, a review of the location, alternative types of

properties available and the relevant tenure. The business case should consider the following:

- a) The underlying objective e.g. financial self-sufficiency, enabling communities, economic growth
- b) The intended date of occupation taking into consideration any redevelopment proposals.
- c) Any potential breaks or variations in the requirement for the asset

3.2 A Report on Title must be obtained from Legal Services at this stage.

4. Asset Management Group Approval

4.1 The officer who has identified the property to purchase is required to provide the relevant Head of Service and Strategic Director with a copy of the draft business case in addition, the draft business case needs to be presented to the Asset Management Group. The draft business case must be approved prior to proceeding with negotiations for acquisition. Any delegated powers, as per the Constitution should be taken into consideration.

5. Briefing to Portfolio Holder

5.1 Asset Management is required to provide the relevant Portfolio Holder(s) with a copy of the draft business case. The draft business case must be approved prior to proceeding with negotiations for acquisition.

6. Agree Heads of Terms or Alternative Agreement

6.1 Asset Management will progress negotiations to agree suitable Heads of Terms subject to Cabinet approval for purchase via mechanisms such as an Option Agreement, Exclusivity Agreement or Conditional Contract. The mechanism for purchase should be discussed with Legal Services prior to any discussion with agents or landowners.

7. Forward Plan

7.1 Asset Management will add the acquisition to the forward plan.

8. Building Surveys and Red Book Valuation

8.1 Asset Management will instruct relevant pre-purchase surveys of the property or land. These may include structural surveys, ground condition surveys, asbestos reports, contamination reports, archaeological survey, habitat surveys etc. The scale and type of surveys will be dependant upon the type, condition, tenure and use of

the asset. Problems identified may require further investigation. These are outlined further at **Appendix A**.

- 8.2 Where the property to be acquired has been recently constructed, Asset Management is required to review all warranties issued by the building contractor architect or others associated with its construction.
- 8.3 Where a property is being purchased leasehold, a Schedule of Condition must be prepared by a Building Surveyor and agreed by both the Landlord and the Tenant prior to occupation. This will record the condition and state of repair and decoration and assist with any dilapidations claims at the end of the tenancy agreement.
- 8.4 The information generated by any surveys and reports should be fed into the desktop appraisal to ensure any hidden costs are properly taken into account.
- 8.5 The purchase price of the asset will be open to scrutiny and it is therefore vital that Asset Management instruct an independent RICS Red Book valuation of the asset, if the value is likely to exceed £100,000. Any results of surveys undertaken should be provided to the valuer to ensure any costs are properly taken into account. The valuation should set out the market value of the asset together with the market value subject to any Special Assumptions made for any conditions relating to the purchase. Acquisition in excess of the valuation should be supported by a full report showing the option represents best value for money.

9. Legal

- 9.1 Legal Services are required to progress the relevant title searches and conveyancing.

10. Full Business Case

- 10.1 Asset Management is required to complete the full business case. This will expand upon the considerations set out within the draft business case to include the terms of the acquisition, purchase price, results of all site specific surveys and reports, title searches and the Red Book valuation.

11. Review

- 11.1 The officer who has identified the property for purchase is required to complete the Acquisitions Checklist at **Appendix A** and review the project with Finance Services, Legal Services, relevant Heads of Service, the Strategic Director and Portfolio Holder.

12. Cabinet Report

- 12.1 Asset Management is required to draft a Cabinet Report outlining the acquisition process for Cabinet.

13. Cabinet Approval

- 13.1 Cabinet approval is required prior to the acquisition of the asset being finalised.

14. Finalise Contract

- 14.1 Legal Services are required to finalise the contract with the vendor or landlord. Any final negotiations relating to the purchase should be channelled through Asset Management for comment.

Section 3: Additional Considerations

1.1 Auctions

- 1.2 In the event the property is being sold via auction, the authorised officer can bid up to a pre-arranged limit as agreed by the Cabinet / Property Sub-Committee. As any bid accepted is binding, all investigations must have been completed prior to the auction and sufficient time must be allowed for this to be done.

1.3 Grant Funding

- 1.4 The purchase of a property and/or its development or ongoing management may qualify for grant funding or other finance schemes within the Council. The acquiring officer should check all sources of funding within the Council prior to finalising the acquisition.

Section 4: Review

1. Review of Acquisition

- 1.1 Following the acquisition the asset is to be allocated to a specific team for the ongoing management of the property. The acquisition file together with the land and property purchase checklist (Appendix A) is to be handed over to the relevant team to upload onto the management system.
- 1.2 A review of the acquisition is required to ensure the process is refined and where necessary improved.

Appendix A – Land & Property Purchase Checklist

This checklist is to be completed and initialled by the various services areas throughout the acquisition. There will be areas that are not relevant and these should be indicated as such.

GENERAL

G1	Address		
G2	Site Area (Ha / Acres)		
G3	Building Area (Gross External / Net Internal)		
G4	Method of Sale	<i>Private Treaty, Auction etc.</i>	
G5	Proposed Development Type	<i>Housing, Retail etc.</i>	
G6	Vendor		
G7	Agent		
G8	Price		
G9	Overage Applicable?	<i>Yes / No</i>	

		<i>Details</i>	
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PLANNING

P1	Local Authority	<i>E.g. ESC</i>	
P2	Current Planning Use Class	<i>E.g. Residential C3 Use</i>	
P3	Current Planning Application & Approval Expiry Date	<i>Ref: XXX/XXXXXX/XXXX</i> <i>3 years from XX/XX/XX</i>	
P4	Planning Conditions / Outstanding S106 Obligations		
P5	Listing Status	<i>E.g Grade II Listed</i>	
P6	Local Plan Designation & Relevant Policies	<i>E.g. residential area, within the development boundary of XXX</i>	
P7	Planning History	<i>E.g.</i> <i>1. (Ref: XXX/XXX) Conversion from retail unit to residential (Permitted – xx/xx/xx)</i> <i>2. (Ref: XXX/XXX) Demolition of retail unit (Refused – xx/xx/xx)</i>	
P8	Proposed Use / Mix / Density	<i>Residential development for three open market units.</i>	
P9	Archaeology	<i>Details of survey and recommendations</i>	
P10	Transport & Highways	<i>Details of searches, extent of public</i>	

		<i>highway</i>	
P11	Tree Preservation Orders	<i>Yes / No</i>	
P12	Conservation Area	<i>Yes / No</i>	
P13	Japanese Knotweed	<i>Yes / No</i>	
P14	Bats	<i>Yes / No</i>	
P15	Badgers	<i>Yes / No</i>	
P16	Reptiles / Newts	<i>Yes / No</i>	
P17	Owls / Birds	<i>Yes / No</i>	
P18	Other Ecological Matters	<i>Yes / No</i>	
P19	EIA / Scoping Report	<i>Not Required / Results of Report</i>	
P20	Planning Meetings / Pre-Application Enquiries		
P21	Planning Strategy		

TECHNICAL

T1	Existing Use		
T2	Historical Uses		
T3	Topography	<i>E.g Falling west to east</i>	
T4	Topographical Survey Available	<i>Yes / No</i>	

T5	Boundaries		
T6	Ground Report		
T7	Envirocheck / Landmark Report		
T8	Foundations		
T9	Contamination		
T10	Asbestos		
T11	Existing Underground Structures		
T12	Existing Ponds, Ditches, Public Footpaths		
T13	Demolition Quotes (incl. Asbestos Removal)		
T14	Existing Services (incl. Overhead) On Site		
T15	Redevelopment / Refurbishment Quotes		
T16	Existing Service / Access Easements (inspection)		
T17	Photographs		
T18	Vision Splays		
T19	Trees / Landscaping		
T20	FW Sewer (who/where/how much)		
T21	SW Sewer		

	(who/where/how much)		
T22	Drainage via Gravity		
T23	Water		
T24	BT		
T25	Electric		
T26	Gas		
T27	Virgin Media / Other Cable Companies		
T28	Pipelines		
T29	Transport Assessment		
T30	Acoustic Survey		
T31	Vibration Survey		
T32	PI Warranties		
T33	Code for Sustainable Homes		
T34	Valuation Report		
T35	Schedule of Condition (if Leasehold)		
T36	Other Technical Matters		

LEGAL

L1	Solicitor		
L2	Payment Timing		

L3	Deposit Status		
L4	Conditionality		
L5	Contract Period / Long Stop Date		
L6	Provision for Contract Extension		
L7	Trigger Dates / Important Definitions		
L8	Tenure		
L9	VAT Payable		
L10	Deductibles		
L11	Title (Registered?)		
L12	Abuts Adopted Highway		
L13	Encroachment		
L14	Gates		
L15	Boundary Ownership		
L16	Boundary Works		
L17	Existing Rights Of Way		
L18	Existing Services Rights		
L19	Restrictive Covenants		
L20	Footpath / Road Stopping Up / Diversion		
L21	Vendor's Obligations		
L22	Vendors to enter into Legal		

	Agreements		
L23	Reservations over Other Land		
L24	Easements for Services over Other land		
L25	Rights of Support		
L26	Scaffolding Licence		
L27	Rights to Overhang (permanently)		
L28	Rights for On-Going Maintenance		
L29	Right of Light		
L30	Party Wall Act		
L31	Vendors Reserved Rights		
L32	Planning Valid		
L33	Planning Expiry Date		
L34	Planning Conditions that need 3 rd Party		
L35	Prior to Commencement Conditions		
L36	Prior to Occupation Conditions		
L37	S106		
L38	Other Legal / Planning Agreements requiring		

	provision in contract		
L39	Title Plan checked		
L40	Vendor indemnities regarding previous contamination		
L41	Streams / Watercourses affecting property		
L42	EA Approval required?		
L43	Drainage Discharge Licence required?		
L44	Local Authority Search		
L45	Neighbouring Properties Title Search		
L46	Replies to Enquiries		
L47	Commons Search		
L48	Planning Overage		
L49	Sales Overage		
L50	Further Payment		
L51	Side Agreements / General Matters		

Appendix 5 - Disposal Procedure for Land and Property

Executive Summary

This policy is concerned with the disposal of land and property related assets such as buildings, land, infrastructure, community facilities etc. This policy is the prime reference document to the disposal of land and property; it aims to provide guidance and direction to officers. The policy is split into three sections setting out general principles, the disposal process and additional considerations.

Section 1: General Principles

1. Background

- 1.1 The decision to dispose of property should be part of an overall strategic plan for the Councils' needs and in conjunction with the East Suffolk Business Plan and Asset Management Strategy. To ensure there is consistency of approach, one of the core principles of an estate strategy is to hold assets that are fit for purpose, sustainable and compliant with all relevant legislation. Therefore assets may be identified as surplus or underused and may be considered for disposal.
- 1.2 This strategy has been formed referencing guidance from the Department of Communities and Local Government 'Local Authority Assets – Disposal Guidance' (2016). In addition, all disposals of property are required to be approved by Cabinet as stated within the Constitution (Page 107, para 5.5.9 of the Financial Procedure Rules).

2. Definitions

Definition of Disposals

- 2.1 This policy will apply to all disposals of land and property and for the purposes of this document; a disposal is defined as the selling of a freehold or leasehold interest in land and property.

Definition of Surplus / Under-used

- 2.2 A site / asset shall be deemed to be surplus to the Council's requirements if one or more of the following apply:

- (a) It makes no contribution to the delivery of the Council's services,
- (b) It has no potential with regard to the delivery of the Council's Business Plan and is not categorised within one of the following strategy of the Council:
 - Enabling Communities
 - Economic Growth
 - Financial Self-Sufficiency
- (c) An alternative and more cost effective service delivery site has been identified.
- (d) A Community Asset Transfer request is received, accepted and disposal via that means is approved by Cabinet. (Refer to Community Asset Transfer Policy)

A site is deemed to be under-used if:

- (a) The income it generates is below that which could be achieved from one or more of:
 - (i) An alternative use
 - (ii) Disposing of the site and investing the income
 - (iii) Intensifying the existing use, mindful of the viability of doing so
- (b) A significant part of the site is vacant and is likely to remain so for the foreseeable future and has no potential with regard to the delivery of the Council's Priorities.
- (c) The cost of retaining the asset outweighs its likely income generation.

3. Statutory Powers

- 3.1 Local authorities are generally given powers under the 1972 Act to dispose of land in any manner they wish, including sale of their freehold interest, granting a lease or assigning any unexpired term on a lease, and the granting of easements. The only constraint is that a disposal must be for the best consideration reasonably obtainable (except in the case of short tenancies, see footnote 3, paragraph 1 of the Consent), unless the Secretary of State consents to the disposal.
- 3.2 However, it is recognised that there may be circumstances where an authority considers it appropriate to dispose of land at an undervalue. Authorities should

clearly not divest themselves of valuable public assets unless they are satisfied that the circumstances warrant such action.

Procedural requirements

- 3.3 It is the responsibility of Officers to undertake any further procedures which may be necessary to enable it to dispose of any particular area of land. For example, sections 123(2A) and 127(3) of the Local Government Act 1972 and section 233(4) of the Town and Country Planning Act 1990 ("the 1990 Act") require a local authority wishing to dispose of open space under those powers to advertise its intentions in a local newspaper for two consecutive weeks and to consider objections. Authorities should carry out these procedures before making any final decisions about disposal as the public response to the notices may be material to any such decision.

State Aid

- 3.4 All disposals need to comply with the European Commission's State aid rules. The Commission's Communication on State aid elements in sales of land and buildings by public authorities (97/C 209/03) provides general guidance on this issue. When disposing of land at less than best consideration authorities are providing a subsidy to the owner, developer and/or the occupier of the land and property, depending on the nature of the development. Where this occurs the Council must ensure that the nature and amount of subsidy complies with the State aid rules, particularly if there is no element of competition in the sale process. Failure to comply with the rules means that the aid is unlawful, and may result in the benefit being recovered with interest from the recipient.
- 3.5 All disposals must be undertaken using the appropriate powers of the Council with reference to all legal requirements, including statutory guidance.

Section 2: Disposal Process

15. Site Identification

- 15.1 Sites for possible disposal may be identified in the following ways:
- (a) Through review work undertaken by Asset Management
 - (b) Through service departments declaring sites as being surplus to requirements
 - (c) By Area Committees or local Members

- (d) Through identifying previously unidentified surplus land from the Land Terriers
- (e) Asset transfer requests from third parties (including Community Asset Transfer – see Section 4)
- (f) Through a combination of the above

15.2 The service department currently utilising the site/asset and declaring it surplus to their need, must liaise with Asset Management from the initial stage of site identification to ensure the site is disposed of correctly.

15.3 An officer within Asset Management is allocated the disposal for the co-ordination of the sale. Any disposal will require compliance with the disposal checklist attached at **Appendix A**.

16. Asset Management Group (AMG)

16.1 The AMG should be made aware of potential disposal sites at the earliest opportunity and their views sought. An update on the disposal of any sites is then to be provided to the AMG for recommendation prior to an onward report to Cabinet or request for delegated approval. These actions may be achieved via an AMG meeting or by direct contact.

16.2 Officers should be aware of guidance from DCLG relating to disposals and comply with the following guidance:

16.2.1 **Every disposal having clear objectives from the outset.** These should establish the key objectives and targets for land disposal – for example, this could be to maximise housing capacity, receipt or employment floorspace, or to reduce costs through divestment.

16.2.2 **Disposals rooted in local plans.** Land disposals should help deliver local planning objectives, addressing matters such as the requirement for a five year land supply, or the assessed need for housing and employment land.

16.2.3 **Early and meaningful engagement with other public bodies and the market.** Early engagement with other public bodies will ensure that the views of all authorities with an interest can be taken into account, so that land is used as efficiently as possible. Early market engagement, such as discussions with agents etc. should

inform the disposal strategy and brief, and ensure the opportunity is attractive to the market.

- 16.2.4 **The appropriate level of investment determined prior to disposal.** To ensure the best possible return, in many cases it may be appropriate to invest in a site before disposal, for example by obtaining planning permission or providing infrastructure. The appropriate type and scale of investment will depend on the individual circumstances of the site, and understanding these early will ensure the best outcome for authorities.

17. Notification of Financial Services and Legal Services by Asset Management

- 17.1 Asset Management is required to notify Financial Services and Legal Services by email to commence the procedure for sale, and provide detailed instructions to legal to support the proposed sale.

18. Due Diligence & Appraisal

- 18.1 The Asset Management team will progress the following due diligence:
- a) Review the legal feasibility study with reference to the tenure, occupation or any rights
 - b) Review of access to public highway
 - c) Produce plan showing site areas (ha) and building areas (GEA)
 - d) Investigation of connection to services to include water, electricity, heating and sewerage
 - e) Review of flood risk data
 - f) Review of ecology / consultant reports
 - g) Overview of planning policy and history relating to the property and engage with the planning team if appropriate
 - h) Review of current Council Tax / Business Rates
 - i) Confirmation of whether the property is VAT elected
 - j) Review of compliance issues including EPC rating
 - k) Investigation into previous sales history
 - l) Analysis of the asset in line with the 'Surplus / Underused' criteria.
 - m) Consideration of potential covenants and clawback provisions imposed on transfer

- 18.2 An initial appraisal must be undertaken to examine the value of the asset, sale costs and benefits of the disposal. The methodology behind the desktop appraisal should reflect the current, proposed and alternative uses.
- 18.3 All inputs into the appraisal should be based on available information at the date of the appraisal and reasonable assumptions. It should be noted however that as more detailed information is obtained during negotiations, the appraisal should be updated and refined to ensure provisional decisions remain valid.

19. Outline Business Case

- 19.1 Asset Management will be required to set out the outline business case for the disposal. This is designed to enable a wide range of alternative options to be considered including the surplus or underused requirement for the asset, a review of the location, planning opportunities and the method of sale.

This may be a relatively simple and brief piece of work, and will:

- I. set out the strategic context of the Council's corporate strategic objectives, spatial plans and property asset management plan and how this disposal will achieve these goals and objectives
- II. identify and estimate the value of the benefits, whenever possible in monetary terms, which give rise to the proposed value or less than best consideration disposal
- III. estimate the cash consideration likely to be received from the proposed purchaser in the light of the benefits being sought
- IV. make an initial value for money assessment
- V. identify any legal, auditing and good practice requirement that should be met; and
 - a) achieve agreement to proceed to the detailed business case.
 - b) Include costs of disposal in line with fee scales.

20. Asset Management Group Approval

- 20.1 The officer who has identified the property to dispose of is required to provide the relevant Head of Service and Strategic Director with a copy of the outline business case. In addition, the business case is required to be presented at the Asset Management Group for discussion. The outline business case must be approved

prior to proceeding with negotiations for disposal. Any delegated powers, as per the Constitution should be taken into consideration.

21. Building Surveys, Planning Investigations and Red Book Valuation

- 21.1 To ensure the asset achieves Best Consideration, Asset Management is responsible for investigation into alternative uses. Depending upon the current use of the asset, surveys for contamination, asbestos, ground conditions etc. may not have been previously undertaken. Asset Management may be required to instruct relevant surveys of the property or land, if there is an alternative use which would warrant these investigations. The scale and type of surveys will be dependant upon the type, condition, tenure, proposed and current use of the asset. Problems identified may require further investigation.
- 21.2 Where a property is being disposed leasehold, a Schedule of Condition must be prepared by a Building Surveyor and agreed by both the Landlord and the Tenant prior to occupation. This will record the condition and state of repair and decoration and assist with any dilapidations claims at the end of the tenancy agreement.
- 21.3 The information generated by any surveys and reports should be fed into the desktop appraisal to ensure any hidden costs are properly taken into account.
- 21.4 The sale price of the asset will be open to scrutiny and it is therefore vital that Asset Management instruct an independent RICS Red Book valuation of the asset if the value is likely to exceed £100,000. Any results of surveys undertaken should be provided to the valuer to ensure any costs are properly taken into account. The valuation should set out the market value of the asset together with the market value subject to any Special Assumptions made for any conditions relating to the sale.
- 21.5 Assessments of Market Value may be carried out by Asset Management if the value is likely to be deemed to be under £100,000. Alternatively it is at the discretion of Asset Management as to whether to instruct an independent RICS Red Book valuation of the asset if it is likely to fall below the threshold of £100,000.
- 21.6 Disposal of the asset less than the value stated within the valuation should be supported by a full report showing the option represents best value for money. The

Community Asset Transfer Policy outlines the approach for disposals at less than market value to community based organisations, approval to progress disposal in this manner having first been sought and obtained from the Council's Cabinet.

- 21.7 Land and property disposals will normally be undertaken through private treaty sales, tenders, open marketing or auction. Asset Management will determine the method of disposal in accordance with the Council's Contract Procedure Rules and Financial Procedure Rules.
- 21.8 Any group who has successfully registered an asset/site onto the list of 'Assets of community value' held by the authority, which subsequently comes up for disposal, will be informed of the decision to dispose and given the opportunity to express an interest and consider raising the funds to make a bid to acquire.

22. Briefing to Portfolio Holder

- 22.1 Asset Management is required to provide the Portfolio Holder with a copy of the outline business case. The outline business case must be approved prior to proceeding with negotiations for sale.

23. Forward Plan

- 23.1 Asset Management will add the disposal to the forward plan.

24. Legal

- 24.1 Legal Services are required to progress the relevant documentation for conveyancing.

25. Full Business Case

- 25.1 Asset Management is required to complete the full business case. This will expand upon the considerations set out within the outline business case to include the terms of the disposal, sale price, results of all site specific surveys and reports, title searches and the Red Book valuation.

26. Review

- 26.1 Asset Management is required to complete all due diligence and review the project with Finance Services, Legal Services, relevant Heads of Service, the Strategic Director and Portfolio Holder.

27. Cabinet Report

- 27.1 The officer who has identified the property for disposal is required to draft a Cabinet Report outlining the disposal for Cabinet Briefing.

28. Cabinet Approval

- 28.1 Full Cabinet approval is required prior to the disposal of the asset being finalised.

29. Finalise Contract

- 29.1 Legal Services are required to finalise the contract with the purchaser or tenant. Any final negotiations relating to the disposal should be channelled through Asset Management for comment.

Section 3: Additional Considerations

1. Auctions

In the event the property is being sold via auction, the authorised officer is required to agree a Reserve Price is in accordance with the Cabinet / Property Sub-Committee decision. As any bid accepted is binding, all investigations must have been completed prior to the auction and sufficient time must be allowed for this to be done.

2. Grant Funding

The sale of a property and/or its development may have previously received grant funding or other finance schemes within the Council. The disposing officer should make best endeavours to check all sources of funding within the Council prior to finalising the disposal.

3. Open Space

It may be necessary for land designated as Public Open Space to be disposed by the Council. “Open Space” is defined by the Town & Country Planning Act 1990 s.336 as any land laid out as a public garden or used for the purposes of public recreation or land which is a disused burial ground.

Legislation

The legislation (Local Government Act 1972 Section 123(2A)) applies on any freehold disposal of Public Open Space. There is no minimum size or lease term.

Decision Making

Once terms are agreed in principle for a disposal of Public Open Space, the relevant officers will need to brief the Portfolio Holder and the relevant ward member in addition to the standard disposal policy.

The Council is obliged to comply with s.123 LGA as follows:

- I. It must give notice of the intention to dispose of the land for two consecutive weeks in a newspaper circulating in the area in which the land is situated. The Council will also place the consultation documentation on its website and place a notice on-site. Objectors have 28 days from the date of the first advertisement to raise any objections in writing. This will usually run alongside the planning process so that all the information is in the public domain at the same time to give context; and
- II. Following the consultation period, the Council must consider the number and nature of objections and have regard to the nature of the case and decide whether objections should be considered by the Portfolio Holder or by Cabinet and the case presented and determined accordingly.
- III. The parties identified in connection with II. above will be briefed again following the consultation
- IV. The decision will be made either:
 - In the case of no, or very limited objections by the Head of Operations in consultation with the portfolio holder for Resources using Standing Order 46 to record the decision which can then be actioned by completing the proposed transaction.
 - In the case of a significant number or any substantive objection, by the Cabinet and Scrutiny Process.

Costs

As a general rule, the party requesting or requiring the disposal will meet the costs. This would usually be the tenant or purchaser.

Likely cost elements will include:

- Advertising costs and disbursements
- Officer time incurred in dealing with the process including dealing with any objections; and
- Officer time, costs and disbursements in dealing with the actual disposal

An estimate of costs will usually be provided for the work involved on each specific case.

Section 4. Community Asset Transfer and Disposal of land and property at Less than Best consideration Policy

Under section 123 of the Local Government Act 1972, the Council has an obligation to obtain the best consideration possible in respect of the disposal of any asset.

There are however occasions when, in particular circumstances, the Council may consider leasing or selling certain premises on terms representing less than the best value achievable where the project offers substantial benefits in terms of the social, economic or environmental wellbeing of the area and these benefits can be evidenced.

The General Disposal Consent (England) 2003 enables such disposals to take place in certain circumstances and provides delegations for Council's to work outside the Local Government Act 1972 requirement to obtain best value.

In order that the Council can evidence an equitable and auditable approach to the consideration of applications for community projects, interested parties must complete a business case and supply evidence where possible.

Adding Value Through Community Partnership

The Council will look, through its ownership of property, at ways and means of achieving community and corporate objectives, recognising that 'best consideration' in terms of asset use and disposal is not necessarily always measured simply in financial terms.

Disposals at Less Than Best Consideration

Using discretionary powers the Council may, where appropriate in scale and degree, and where compatible with statute and the General Disposal Consent (England) 2003 be prepared to consider disposals of surplus assets at less than best consideration where such a disposal is likely to contribute to the promotion or improvement of the, economic, social or environmental well-being of its area and in particular where

- a community partnership can be entered into based on public access to and use of an asset
- the promoting local body, voluntary group or association is properly constituted and managed and is prepared to enter into an appropriate agreement with the Council; and
- where the difference between the unrestricted value of the property to be disposed of and the consideration for the disposal does not exceed two million pounds.

The Council may, where appropriate, be prepared to enter into agreements with registered community groups, charities or not for profit organisations on such terms. These will be assessed on a case by case basis with the terms of the transaction being balanced against the outputs delivered/enabled: the value of the lease or transfer will be set out as part of the consideration and the outputs and planned investments will be considered in reaching a conclusion on the disposal terms.

Administrative Arrangements and Decision Making

In every case the applicant shall explain and the Council shall certify whether and how the proposed disposal is likely to contribute to the promotion or improvement of the social, economic or environmental well-being of the Council's area.

In every case the Council will certify the opportunity cost. This will be the unrestricted value of the property being disposed of less the actual receipt. The General Disposal Consent requires these values to be expressed in capital terms. If the Council feels that independent valuation or other professional services are required then the costs may be on-charged to the applicant at the Council's discretion.

In the case of any disposal of any land or property at an undervalue, the Strategic Director and Head of Finance and Resources (s.151 Officer) must approve the proposed terms of the disposal, and Cabinet will be asked to consider recommendations.

For consideration of any disposal with an undervalue in excess of £10,000 (capitalised) a report and business case shall be presented to the AMG an Cabinet for a decision on whether or not to make the grant and at what level.

All other grants, or applications for grants, must be declared in the application process and will be taken into account. Failure to disclose other grants will invalidate the application.

Private Treaty Arrangements

The Council may be prepared to enter into private treaty arrangements to secure appropriate community-based initiatives (rather than testing the market) provided the process set out in this policy is followed and all relevant information is provided in a timely and well-presented manner.

Time limits will usually be set because property cannot be held indefinitely.

Management / Service Agreements

In circumstances where the Council is minded to grant agreements at undervalue, this will usually be paired with a requirement to enter into an appropriate form of agreement to set out the expected benefits, outcomes, requirements, project objectives etc. and this will be linked directly to the lease agreement to enable the arrangements to be terminated and the property to revert to the Council in the event that the requirements are not met or the property ceases to be used for the agreed purpose.

It must be appreciated that whilst no money may change hands, the value or rental income is exchanged for the delivery of predetermined outputs in respect of the social, economic and environmental benefit, and for the delivery or support of the Council's objectives and the Council reserves the right to receive reports on these outputs when requested.

Council's Professional Fees

The Council reserves the right to charge professional legal and valuation fees for these arrangements at its discretion.

State Aid

State Aid implications will need to be assessed and managed on a case by case basis.

Leases, Land and Development Covenants

Where land or buildings may ultimately have development value the Council will include clauses and/or covenants to safeguard its interests as appropriate. This may include break clauses, clawback or overage provisions, restrictive covenants, a combination of these or alternative safeguards as may be appropriate to the case.

Any lease or transfer agreements will contain clear break or hand-back provisions linked to the delivery of the agreed objectives. The intention being that in the event that the arrangement ceases to work or the objectives of the community group alter, the Council will reserve the right to amend or terminate the management agreement and therefore the lease.

Appendix A – Disposal Checklist

Action	Applicable (Y/N)	Officer Responsible	Date Completed
Site identified as surplus in accordance with criteria			
Approval from Asset Management Group			
Completion of Due Diligence			
Outline Business Case			
Instructions for Surveys			
Planning Investigations			
Instruction for Red Book Valuation (if value estimated to be over £100,000)			
Standard Clawback to Apply? (If "no" File Note reason)			
Method of Sale			
Final Report to AMG			
Briefing to Portfolio Holder			
Cabinet Approval			
Instruct Agent (if applicable)			
Sales Particulars Approved (if applicable) by Head of Asset & Investment Management			
Sales Particulars Sent to Local Member/Interested Parties			
Website*/Board*/Advert*/Democratic Services			

Price Achieved			
Funds Available			
Amendments to Sale Terms? (If “yes” File Note reason)			
Contracts Sent			
Exchanged			
Completion and Transfer Documents			
Amendments to Database			
Final Costs all Invoices to Finance			
File Closed/Audit			

ASSET INFORMATION (05/06/19)



Asset Reference	UPRN	Town	Address	Description	Asset Type
100086	200004658188	Aldeburgh	Fort Green Car Park, Aldeburgh, IP15 5DE	Paved chargeable car park	Car Park (charging car park)
100087	200004658197	Aldeburgh	Car Park, King Street, Aldeburgh, IP15 5BY	Two small car park areas off of King Street	Car Park (charging car park)
100089	200004658205	Aldeburgh	Car Park, Oakley Square, Aldeburgh, IP15 5BX	Pay and display car park on Oakley Street	Car Park (charging car park)
100091	010013605288	Aldeburgh	Thorpe Road Car Park, Aldeburgh, IP16 4NR	Gravel pay and display car park	Car Park (charging car park)
100090	200004670076	Aldeburgh	Slaughden Quay, Slaughden Road, Aldeburgh, IP15 5DE	Gravel car park	Car Park (non charging)
100203	200004658158	Aldeburgh	Cemetery, Aldeburgh, IP15 5DY	Cemetery with path running down the middle of the land	Cemetery
100205	010009906771	Aldeburgh	Aldeburgh Cemetery, Victoria Road, Aldeburgh	Brick built storage shed	Cemetery
100292-01	010013605301	Aldeburgh	Foreshore Huts Site, part of Foreshore north Crag Path, Aldeburgh	Several fish huts located on the Aldeburgh beach	Fishing Hut
100292-02	010013605304	Aldeburgh	Foreshore on South Slaughden Road, Aldeburgh	part land and foreshore South Slaughden Road	Foreshore
100292-03	010013605303	Aldeburgh	Part land and foreshore North Slaughden Road, Aldeburgh, IP15 5DE	part land and foreshore, north Slaughden Road	Foreshore
100292-04	010013605302	Aldeburgh	Foreshore south of Cragg Path, Aldeburgh	Foreshore located south of Cragg Path	Foreshore
100292-05	010013605301	Aldeburgh	Part Foreshore north Crag Path, Aldeburgh	Foreshore located north Crag Path, Aldeburgh	Foreshore
100085	010013605299	Aldeburgh	Land between Crag Path and King Street, Aldeburgh, IP15 5BX	Two small areas of grass land with road running through the middle	Open Space
100088	010013605300	Aldeburgh	Land adjacent Wentworth Hotel, Market Cross Place, Aldeburgh, IP15 5BD	Grass verge adjacent Wentworth hotel, Market Cross Place	Open Space
100292	010013605304	Aldeburgh	Foreshore on South Slaughden Road, Aldeburgh	Sand and shingle foreshore land	Open Space
100379	010009903400	Aldeburgh	Triangle Wood Park Road, Aldeburgh, IP12 2HA	Triangle shaped open piece of land	Open Space
100696	010013605298	Aldeburgh	Land at junction with Church Farm Road and Victoria Road, Aldeburgh	Area of bushes / scrub	Open Space
100705	200004652552	Aldeburgh	The North Lookout, Crag Path, Aldeburgh	The north lookout building situated on Crag Path	Other
101330	200004658190	Aldeburgh	Coastguard Station, Fort Green, Aldeburgh, IP15 5DE	Coastguard building	Other
101331	200004658190	Aldeburgh	Coastguard Station, Fort Green, Aldeburgh, IP15 5DE	Coastguard building	Other
100010	200004652572	Aldeburgh	Fort Green Car Park, Slaughden Road, Aldeburgh, IP15 5DE	Brick built public convenience in corner of the Fort Green car park	Public Convenience
100011	200004652572	Aldeburgh	Fort Green Car Park, Slaughden Road, Aldeburgh, IP15 5DE	Brick built public convenience in corner of the Fort Green car park	Public Convenience
100012	010002229426	Aldeburgh	Public conveniences opposite Moot Hall, Market Cross Place, Aldeburgh, IP15 5DS	Combined public convenience and shelter	Public Convenience
100013	010002229426	Aldeburgh	Public Conveniences opposite Moot Hall, Market Cross Place, Aldeburgh, IP15 5DS	Combined public convenience and shelter	Public Convenience
100016	200004658155	Aldeburgh	Public conveniences, West Lane, Aldeburgh, IP15 5AP	Brick built public convenience on West Lane, Aldeburgh	Public Convenience
100017	200004658155	Aldeburgh	Public conveniences, West Lane, Aldeburgh, IP15 5AP	Brick built public convenience on West Lane, Aldeburgh	Public Convenience
100341	200004658190	Aldeburgh	Coastguard Station, Fort Green, Aldeburgh, IP15 5DE	Coastguard building public shelter	Public Shelter
100343	010009912091	Aldeburgh	Public Shelter, adjacent Jubilee, Aldeburgh	Public shelter, Jubilee, Aldeburgh	Public Shelter
100344		Aldeburgh	Park Lane, Aldeburgh	Public Shelter, Aldeburgh	Public Shelter
100345	010002229426	Aldeburgh	Market Cross Place, Aldeburgh, IP15 5DS	Public shelter	Public Shelter
100346	010002229426	Aldeburgh	Market Cross Place, Aldeburgh, IP15 5DS	Public Shelter	Public Shelter
100347	100136905301	Aldeburgh	Crag Path, Aldeburgh, IP15 5DS	Public Shelter	Public Shelter
100348	010013605301	Aldeburgh	Crag Path, Aldeburgh, IP15 5DS	Public shelter	Public Shelter
100381	010013605302	Aldeburgh	Public Shelter and Foreshore, Thorpe Road, Aldeburgh	Public shelter	Public Shelter
100382	010013605302	Aldeburgh	Public Shelter and Foreshore, Thorpe Road	Public shelter	Public Shelter
100479	010002229427	Aldringham Cum Thorpe	Allotment Plot 1, Mill Hill, Aldringham Cum Thorpe	Large area of land being used as an allotment	Open Space
100479-01	010002229428	Aldringham Cum Thorpe	Allotment Plot 3, Mill Hill, Aldringham	Large area of land being used as an allotment, let on licence.	Open Space
100018	200004653883	Aldringham cum Thorpe	Public Convenience, The Mere, Remembrance Road, Aldringham Cum Thorpe	Public convenience near the Boat House	Public Convenience
100019	200004653883	Aldringham cum Thorpe	Public Convenience, The Mere, Remembrance Road, Aldringham Cum Thorpe	Public convenience near the Boat House	Public Convenience
100772	010002229431	Badingham	Land at Well Site, Mill Road, Badingham	Former well site - undulating land with small concrete bridge across. The	Surplus Land
100190	010009903333	Bawdsey	Car Park, Picnic Site, Ferry Road, Bawdsey	Hardstanding car park within wooded area	Car Park (non charging)
100293	010009903333	Bawdsey	Picnic Site, Ferry Road, Bawdsey	Grassed area surrounded by trees with picnic benches throughout the site	Car Park (non charging)
100020	010009903333	Bawdsey	Ferry Road, Bawdsey, IP12 3AW	Public toilet land	Public Convenience

Asset Reference	UPRN	Town	Address	Description	Asset Type
100021	200004659924	Bawdsey	IP12 3AW, Bawdsey, Ferry Road	Public toilet	Public Convenience
11	010013330819	Beccles	Car Park, Blyburgate, Beccles	Tarmacked car park, pay and display machines, delineated spaces, shopping	Car Park (charging car park)
12	010013325343	Beccles	Newgate Car Park, Beccles	Pay and display car park with 67 spaces, tarmacked with delineated spaces.	Car Park (charging car park)
13	10013325334	Beccles	Hungate Car Park (North and South), Beccles	Pay and display car park. Tarmac surface and delineated spaces. 6 x	Car Park (charging car park)
196035	010013331389	Beccles	Car Park, Ravensmere East, Beccles, Suffolk	Asset operates as a permit holder's car park.	Car Park (charging car park)
198005	010013325429	Beccles	North Quay Car Park Fen Lane, Beccles	Gravel/MOT type 1 surfaced free car park	Car Park (non charging)
198006	010013322857	Beccles	Parking on the South side of Kilbrack, Beccles	Tarmac surfaced car park on the south side of Kilbrack, Beccles	Car Park (non charging)
198007	010013325429	Beccles	South Quay Car Park Fen Lane, Beccles	Tarmac surfaced short stay free car park off Fen Lane - 7 car capacity	Car Park (non charging)
198008	010091045411	Beccles	Waveney Meadow Car Park Puddingmoor, Beccles	Gravel surfaced free car park off Puddingmoor	Car Park (non charging)
208255	10091047316	Beccles	Land at the Junction of Caxton Road and Newgate, Beccles	Mix of car park and public realm. . Grass, hedges and flower beds are well	Car Park (non charging)
208257	10091047319	Beccles	Land East Of Denmark Road/to the Rear of Lady's Meadow, Beccles, Suffolk	Tarmacked residents parking area with grass banks to north, south and west	Car Park (non charging)
208294	100191047320	Beccles	Land On The North Side Of 18 Lady's Meadow, Beccles	Land used for residents parking. No noticeable restrictions.	Car Park (non charging)
208310	10091047320	Beccles	Land On The East Side Of Ladys Meadow, Beccles, Suffolk	Tarmacked area providing residents parking, broken up by grass banks with	Car Park (non charging)
446	100091605960	Beccles	Cemetery, London Road, Beccles,Suffolk	Large Victorian cemetery	Cemetery
447	100091605960	Beccles	Cemetery Chapel, Beccles Cemetery, Beccles NR34 9TZ	Cemetery chapel building	Cemetery
000447/001	100091605960	Beccles	Cemetery Chapel land, Beccles Cemetery, Beccles NR34 9TZ	Building footprint land	Cemetery
472	100091571798	Beccles	Situated to the north of Beccles town centre in the quayside area. Surrounding area mainly open	Comprises part of a brick building with pitched tiled roof. Wooden windows	Mixed Use (leased mixed use land)
000472/001	100091571798	Beccles	Harbour Master Office Fen Lane Beccles Suffolk NR34 9BD	Asset concerns land that the harbour master's office building sits on. Land is	Mixed Use (leased mixed use land)
207003	10091047383	Beccles	Land East Darby Road, Beccles	Grassed, open recreation ground.	Open Space
208060	10091047335	Beccles	Play Ground Swines Green (St Annes Road), Beccles, Suffolk	Grassed park and play area with hedges and wooden fencing to the south.	Open Space
208110	10091047331	Beccles	Land At Queen Elizabeth Drive, Beccles	Principally laid to grass with paved edges. Old sign in the centre of the land.	Open Space
208125	10013329522	Beccles	Land and Gardens at Exchange Square, Beccles	The asset comprises land and a shelter with a paved area to the front of the	Open Space
208153	10091047383	Beccles	Land East of Darby Road, Beccles	Recreation ground and playpark largely laid to grass	Open Space
208194	010013330821	Beccles	Playground And Open Space, Foxglove Close, Worlingham	Asset provides open grassed land and a fenced play area to the centre.	Open Space
208198	10091047328	Beccles	Amenity Area St Pauls Close, Beccles, Suffolk	Grassed area and play area. Items of play equipment in variable condition,	Open Space
208199	10091047325	Beccles	Play Area At Mill Road, Beccles, Suffolk	Park and play area. Mix of play equipment in poor to good condition.	Open Space
208213	10091047389	Beccles	Land And Buildings On The North East Side Of Rigbourne Hill Lane	The asset is principally laid to grass with a wooded area to the south. A	Open Space
208241	010091044446	Beccles	Land at Banham Road and Coney Road, Beccles	A parcel of land mainly grassed, trees dotted throughout, fairly mature.	Open Space
208254	010091047317	Beccles	Open Space At Pig Lane Beccles Suffolk	Grassed open space off Pig Lane	Open Space
208335	10091047386	Beccles	Land to the East of Glebe View and South West side of Rigbourne Hill Lane, Beccles	Park with play equipment in poor condition. Principally laid to grass with a	Open Space
208352	10091047388	Beccles	Pit At Rigbourne Hill, Beccles	Wooded area, believe unmanaged. No real access through it from Rigbourne Hill Lane to north of site, but evidence of some paths created.	Open Space
208364	10091047378	Beccles	Land to the North and East of Field View Gardens, Beccles	North play area contains 3 pieces of dated and poorly maintained play	Open Space
300291	10091046361	Beccles	Land Lying To The West Of Ringsfield Road, Beccles, Suffolk	Currently two parcels of land and only the parcel to southwest has SK number. Woodland area with numerous tracks,.	Open Space
208065	10012983900	Beccles	St Michaels Church Tower, New Market, Beccles	The asset essentially comprises of the land surrounding the Beccles clock tower. This land is used as a cemetery and laid to grass.	Other
208124	10091047332	Beccles	Land On The West Side Of Northgate, Beccles, Suffolk	Laid to grass, open to east and north with a brick wall to western edge	Other
208134	DNE	Beccles	Land South Bramley Rise, Beccles	Mainly grassed area forming verge into asset 208213.	Other
208163	10091047319	Beccles	Land at the rear of 3 Lady's Meadow, Beccles	Forms south bank of residents car park. Bank comprises grass and weeds	Other
208165	10091047323	Beccles	Land on the South side of Meadow Gardens Beccles	Majority of area is grassed with bushes and trees. Cycle path passes through	Other
208186	10091047320	Beccles	Land On The West Side Of George Westwood Way, Beccles, Suffolk	Tarmacked area for parking and turning. Pedestrian access through hedge to	Other
208187	10091047326	Beccles	Land On The East Side London Road, Beccles, Suffolk	Scrubland with trees, bushes and some grass patches.	Other
208373	010091047329	Beccles	Land at St David's Close and St Matthews Avenue, Beccles	Mix of grass, plants, bushes and trees. Planter built to one area but not	Other
	10091043151	Beccles	Sport Complex Ken Markland Way Beccles Suffolk	Playing field Changing rooms etc - Beccles Sports Complex Building	Other

Asset Reference	UPRN	Town	Address	Description	Asset Type
107	010012983313	Beccles	Public Convenience Between 29 And 33 Blyburgate Beccles Suffolk NR33 9TF	Modern brick purpose built public convenience with pitched tiled roof	Public Convenience
108	010013331905	Beccles	Public Convenience Old Market Beccles Suffolk NR34 9AP	Public toilets	Public Convenience
110	100091605925	Beccles	Public Convenience Fen Lane Beccles Suffolk NR34 9BT	Traditional brick built public convenience with pitched tiled roof	Public Convenience
000107/004	010012983313	Beccles	Public convenience between 29 and 33 Blyburgate, Beccles	Modern brick purpose built public convenience with pitched tiled roof	Public Convenience
000109/001	010013325332	Beccles	Public Conveniences Hungate Lane Beccles Suffolk NR34 9TN	Public toilets	Public Convenience
000109/003	010013325332	Beccles	Public conveniences, Hungate Lane, Beccles	Public toilets	Public Convenience
000110/001	100091605925	Beccles	Public Convenience Fen Lane Beccles Suffolk NR34 9BT	Traditional brick built public convenience with pitched tiled roof	Public Convenience
196025	200001508743	Beccles	The Quay Shop Fen Lane Beccles Suffolk NR34 9BD	Currently used as a café and benefits from small outside seating area. Br	Retail (Leased shop)
196025/001	200001508743	Beccles	The Quay Shop Fen Lane Beccles Suffolk NR34 9BD	Parcel of land on which the building sits.	Retail (Leased shop)
207004	10013331581	Beccles	Land West of London Road, Beccles and adjacent to 49 Meadow Gardens, Beccles, Suffolk	Land currently unused, apart from for walking through to the Cemetery and is part grassed, part woods and part scrubland. N	Surplus Land
207005	010091044098	Beccles	Land North East Of Woodside Brampton Suffolk	Open piece of land off Woodside, Brampton	Surplus Land
208106	010094716642	Beccles	Part Land South Southwold Road Brampton Suffolk	Open piece of land surrounded by open land	Surplus Land
208145	10091046361	Beccles	Open piece of grass/marsh land	Open piece of grass/marsh land	Surplus Land
208164	10091047324	Beccles	Land On Northern side of Wash Lane, Beccles, Suffolk	Grassed with street light and concrete slab with manhole covers.	Surplus Land
208169	10091047318	Beccles	Land To The North Of Denmark Road, Beccles, Suffolk	Paved and planted cut through between Denmark Road and Providence Place.	Surplus Land
300143	010013331581	Beccles	Land adj 49 Meadow Gardens, Beccles	Unused, principally scrubland	Surplus Land
208315	10091047334	Beccles	Land St Georges Road, Beccles	Small parcel of land, possibly was grassed but now in use by properties at 47-	Surplus Land
100500	010002229437	Benhall	Ransom Strip, Ayden Way, Benhall	Small strip of land, with wall and fence, which backs onto a field	Surplus Land
208052	010091047029	Blundeston	Land south east of Cockshoot Lowestoft Road Blundeston Suffolk	Open wooded common land	Open Space
208251	010091046606	Blundeston	Land north of 16 Barkis Meadow Blundeston Suffolk	Two plots of Open space land	Open Space
208253	010091045681	Blundeston	Part land on corner of Hall Lane And Short Road Blundeston Suffolk	Open space	Open Space
100453	010002229441	Blythburgh	Land Adjoining 1 Highfield Blythburgh Suffolk	Part land used as allotments, fenced off, part is a concrete access to the	Land (leased land)
208322	010094716638	Brampton	Part Land Opposite Rose Villas Station Road Brampton Suffolk	Small parcel of land jutting into field approx 95 m from railway line	Surplus Land
100456	010002229442	Bromeswell	Land, Orford Road, Bromeswell	Bare piece of land comprising grassland and low shrubbery, bordered by	Open Space
100457	010002229444	Bruisyard	Rear of 1-8 Rendham Road, Bruisyard	large area of grassland	Land (leased land)
100454	10012229443	Bruisyard	Land adjacet Vicarage Cottages, Bruisyard	Grassed land with trees and hedgerow set back from the road	Surplus Land
100458	010002229446	Bruisyard	Rear of 21-24 Rendham Road, Bruisyard	large area of grassland	Surplus Land
100771	010002229447	Bruisyard	Well Site, College Road, Bruisyard	Overgrown land with wooden fence along one boundary	Surplus Land
100459	010002229495	Bucklesham	Land rear of Green Crescent, Bucklesham, Suffolk	Piece of land used as an allotment	Allotment
100459-01	010002229495	Bucklesham	Allotments and grazing land rear of Green Crescent, Bucklesham	Grazing land, allotments	Land (leased land)
4	10013331685	Bungay	Car park Priory Lane Bungay Suffolk	Surface car park	Car Park (charging car park)
5	010013331684	Bungay	Car park, Scales Street, Bungay	Open air tarmac car park	Car Park (charging car park)
6	010013329731	Bungay	Car park, Wharton Street, Bungay	Tarmac open air car park	Car Park (charging car park)
51	10091046388	Bungay	Land west of The Riverside Centre Staithe Road Bungay Suffolk	Grass and hard surface parking area	Car Park (non charging)
198018	10013331689	Bungay	Car park Boyscott Lane Bungay Suffolk	Area of hardstanding bounded by post and rail fence	Car Park (non charging)
198019	10013331688	Bungay	Car park Nethergate Street Bungay Suffolk	Tarmac parking area. Sloped site.	Car Park (non charging)
198020	010091046131	Bungay	Beach Car Park Church Road Kessingland Suffolk	Surface car park	Car Park (non charging)
444	010012983524	Bungay	Bungay Cemetery, Hillside Road West, Bungay, Suffolk, NR35 1RQ	Cemetery	Cemetery
445	10012983524	Bungay	Chapel building Bungay Cemetery, off Hillside Road West, Bungay	Cemetery chapel building	Cemetery
000445/001	10012983524	Bungay	Chapel Building (land), Bungay Cemetery, Hillside Road West, Bungay, Suffolk	Building footprint land	Cemetery
000002/003	010012974068	Bungay	Waveney Valley Pool, St Johns Road, Bungay, Suffolk	Area of land comprising swimming pool and gym premises. Large areas of	Land (leased land)
00058-001	100091572277	Bungay	Bungay District office 1a Broad Street, Bungay	Land on which Bungay District office is built	Land (leased land)
58/001	100091572277	Bungay	Land for Bungay District Office, 1a Broad Street, Bungay, NR35 1EE	Land with District Office on it	Land (leased land)

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2	010012974068	Bungay	Waveney Valley Pool, St Johns Road, Bungay, Suffolk	Comprises 25m pool and gym. Separate changing rooms and wc facilities.	Leisure Centre
58	100091572277	Bungay	Bungay District office 1a Broad Street, Bungay	Red brick with single wooden windows. Part concrete tile, part slate roof.	Office (leased office)
291	10013331709	Bungay	Trinity Meadow and playing field, Meadow Road, Bungay	Play area surrounded by fencing	Open Space
208070	10091043975	Bungay	Land adj Meadow Road and asset 291	Verge	Open Space
208089	01002983528	Bungay	Land adj Kings Road, Bungay	Playing field, play area, garage block and site of a portakabin style guide hut.	Open Space
208128	10091047400	Bungay	Land At Ethel Mann Road Bungay Suffolk	Grass verge and margin land between Kings Road estate and farmland boundary	Open Space
208152	10013331763	Bungay	Junction Land Staithe Road Bungay Suffolk	Grass triangle of land in junction of road	Open Space
208172	10013331710	Bungay	Amentity Areas South Of Waveney Road Bungay Suffolk	Grass banked area with some trees and bushes	Open Space
208222	10091046388	Bungay	Land West Of The Riverside Centre Staithe Road Bungay Suffolk	Grass with trees	Open Space
208273	010091047399	Bungay	Land Between George Baldry Way And Elizabeth Bonhote Close Bungay Suffolk	Land dissected by tarmac track and dissected by steep slope	Open Space
208290	010013331750	Bungay	Playground Wherry Road Bungay Suffolk	Park on top of banked area	Open Space
208353	010013331557	Bungay	Public Open Space Mountbatten Road Bungay Suffolk	Area of open space laid to grass	Open Space
208386	010091047397	Bungay	Land At Junction Of St Johns Road And Pilgrims Way Bungay Suffolk	Grassed verge with shrubs and trees	Other
112	100091606040	Bungay	Public Conveniences Cross Street Bungay Suffolk NR35 1AU	Public conveniences and land surrounding	Public Convenience
114	010012983548	Bungay	Public Conveniences South Car Park Priory Lane Bungay Suffolk	Public conveniences and land surrounding	Public Convenience
000112/003	100091606040	Bungay	Public Conveniences Cross Street Bungay Suffolk NR35 1AU	Public conveniences and land surrounding	Public Convenience
000114/004	010012983548	Bungay	Public Conveniences South Car Park Priory Lane Bungay Suffolk	Public conveniences and land surrounding	Public Convenience
208181	DNE	Bungay	Land at the rear 17 Ethel Mann Road, Bungay	Hedgerow on the boundary to footpath	Surplus Land
208192	DNE	Bungay	Land at the rear 23 Ethel Mann Road, Bungay	Hedgerow on the boundary to footpath	Surplus Land
208193	10094716631	Bungay	Land At Ethel Mann Road Bungay Suffolk	Hawthorne hedgerow on the boundary to farm land	Surplus Land
208168	10013323653	Carlton Colville	Lucerne Close Lowestoft Suffolk	Tarmac road and parking area and adjoining park	Car Park (non charging)
198023	10091044428	Carlton Colville	Land South Of Dorley Dale Carlton Colville Suffolk	Land for community centre	Open Space
207014	010091046319	Carlton Colville	Play areas Dale End Gisleham Suffolk	Play area made up of playpark and basketball area with access from a	Open Space
207015	10091047211	Carlton Colville	Public Open Space Dorley Dale Carlton Colville Suffolk	Tarmac tracks through and across well used area of mown grass	Open Space
207016	10091047210	Carlton Colville	Public Open Space Matlock Dale Carlton Colville Suffolk	Well used park with swings/play area surrounded by railings	Open Space
208138	10094716995	Carlton Colville	Land Rear Of Elmdale Drive And Robertsbridge Walk Carlton Colville Suffolk	Maintained grass with tarmac path through middle	Open Space
208156	010091044428	Carlton Colville	Land at Dale End	Open grass with some areas to south overgrown	Open Space
208185	010091045523	Carlton Colville	Various parcels of open space land and one play area on The Parklands estate	Various parcels of grassed open space land and one play area on The	Open Space
208215	10091047202	Carlton Colville	Open space area adj to Low Farm Drive	Triangle shaped area of mown grass bordered by fence on two sides and	Open Space
208218	10094716967	Carlton Colville	Play area at end of Staplehurst Close	Mown grass with play area, surrounded by railings.	Open Space
208220	10091047219	Carlton Colville	Part Land Adjacent 17 To 20 Wannock Close Carlton Colville Suffolk	Mostly overgrown with trees/bushes adj to park/play area	Open Space
208225	10091046316	Carlton Colville	Land Adjacent 14 Lucerne Close Lowestoft Suffolk	Mown grass surrounded by trees/shrubs	Open Space
208229	10091047272	Carlton Colville	Play Area Broadoak Close Carlton Colville Suffolk	Mown grass with swings area, street lights.	Open Space
208236	010091045525	Carlton Colville	Adjacent Uplands Road North and Long Meadow Walk	Overgrown pond between houses and road	Open Space
208240	010091047215	Carlton Colville	Area of pPublic Open Space Bloodmoor Lane Carlton Colville Suffolk ark between houses accessed by narrow entrances	Mown grass surrounded by hedges adj to household boundary fences. Crossed by cycle paths.	Open Space
208275	010091047269, 10091047268	Carlton Colville	Land Adjacent 4 Periwinkle Close Lowestoft Suffolk	Paved area adj to houses	Open Space
208279	010091047221	Carlton Colville	Land north Ashburnham Way, NR33 8LN	Grassland site situated within a residential area. No direct vehicular access. Site is land locked but opens to a public footpath to the southwest side.	Open Space
209014	010091046141	Carlton Colville	Open Space Between Milnes Way And Aveling Way Carlton Colville Suffolk	Park with cycle/foot tracks through with boundaries of fences/hedges/trees.	Open Space
300340	010091047214	Carlton Colville	Public Open Space Buttermere Way Carlton Colville Suffolk	Open space	Open Space
208279/001	010091047221	Carlton Colville	Open Space Oatlands Close Lowestoft Suffolk	Maintained grass surrounded by neighbours' fences and tarmac path to one side.	Open Space

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208226	10091047267	Carlton Colville	Part Land Rear Of Numbers 23 To 79 Harebell Way Lowestoft Suffolk	Steep bank over grown with bushes and trees	Other
208129	10091046331	Carlton Colville	Open Space East Of Ashtree Gardens Carlton Colville Suffolk	Grass area surrounded by encroaching trees/bushes	Surplus Land
208130	10091045526	Carlton Colville	Part Land At Daffodil Walk Lowestoft Suffolk	Mown grass bordered by hedge/trees adj to neighbours' gardens/fences	Surplus Land
208224	10091047266	Carlton Colville	Part Land North Of 66 Harebell Way Lowestoft Suffolk	Mown grass with some trees and park benches	Surplus Land
000479/001	10091047270	Carlton Colville	Land north west of Grove Lane (east at end of Edelweiss Close), Carlton Colville	Mown grass surrounded by hedges/trees and neighbours' boundary fences	Surplus Land
208345	010091047223	Carlton Colville	Grass area at end of Wheatfield Road	Mown grass area	Surplus Land
300071	DNE	Corton	Small section of land on edge of local nature reserve	Section of land on edge of nature reserve	Open Space
000421/002	010013331455	Corton	Changing Rooms Playing Field Corton Road Lowestoft	Grass football pitches changing rooms. Backs onto Dip Farm pitch and putt course.	Other
000421/003	010013331455	Corton	Changing Rooms Playing Field Corton Road Lowestoft	Grass football pitches changing rooms. Backs onto Dip Farm pitch and putt course.	Other
100773	010002229497	Cratfield	Well Site, Silverleys Green, Cratfield, IP19 ODR	Well site	Surplus Land
100463	010002229499	Creetingham	Land between 2 and 3 Oak Corner, Creetingham, IP13 7BQ	Large area of public open space upon which large trees sit	Open Space
100465	010002229501	Dennington	Land West Of 2 Bardolph Cottages Saxtead Road Dennington Suffolk	Amenity land comprising of hedgerow, trees and grassed land	Open Space
101080	010013605297	Dennington	Land south west of Swainston Way, Dennington, Suffolk	Path between residents fences and hedge	Open Space
100662	100091148930	Dennington	9 Swainston Way Site, Dennington, IP13 8DB	Site for house	Residential (leased residential)
100663	100091148930	Dennington	9 Swainston Way, Dennington, IP13 8DB	2 storey red brick, semi-detached, concrete tile roof, upvc double glazing	Residential (leased residential)
100664	100091148931	Dennington	10 Swainston Way Site, Dennington, IP13 8DB	Site of house	Residential (leased residential)
100665	100091148931	Dennington	10 Swainston Way, Dennington, IP13 8DB	Red brick with concrete tile roof, upvc double glazing	Residential (leased residential)
100670	100091148937	Dennington	17 Swainston Way Site, Dennington, IP13 8DB	Site for house	Residential (leased residential)
100671	100091148937	Dennington	17 Swainston Way, Dennington, IP13 8DB	2 storey red brick, semi-detached, concrete tile roof, upvc double glazing	Residential (leased residential)
100674	100091148944	Dennington	25 Swainston Way Site, Dennington, Suffolk, IP13 8DB	Semi detached bungalow with concrete tile roof	Residential (leased residential)
100675	100091148944	Dennington	25 Swainston Way, Dennington, Suffolk, IP13 8DB	Semi detached bungalow with concrete tile roof	Residential (leased residential)
100676	100091148946	Dennington	29 Swainston Way Site, Dennington, Suffolk, IP13 8DB	Site for house	Residential (leased residential)
100677	100091148946	Dennington	29 Swainston Way, Dennington, Suffolk, IP13 8DB	Detached yellow brick house under concrete tile roof, upvc double glazing	Residential (leased residential)
100678	100091148950	Dennington	37 Swainston Way Site, Dennington, Suffolk, IP13 8DB	Site for house	Residential (leased residential)
100679	100091148950	Dennington	37 Swainston Way, Dennington, Suffolk, IP13 8DB	semi detached red brick, concrete tile roof, upvc double glazing	Residential (leased residential)
100680	100091148951	Dennington	39 Swainston Way Site, Dennington, Suffolk, IP13 8DB	Site for house	Residential (leased residential)
100681	100091148951	Dennington	39 Swainston Way, Dennington, Suffolk, IP13 8DB	Red brick semi detached, concrete tile roof, upvc double glazed windows	Residential (leased residential)
100465		Dennington			
101087	010013602801	Dunwich	Recycling Centre on Beach Road car park, Dunwich	Paved area of land, enclosed by 5ft wooden fence housing a number of	Other
100022	010002229505	Dunwich	Public Conveniences, Beach Road, Dunwich, IP17 3DJ	Public toilet land	Public Convenience
100023	200004659060	Dunwich	Public Conveniences, Beach Road, Dunwich, IP17 3DJ	Public toilet	Public Convenience
101223	010013607963	Felixstowe	Public Convenience, Crescent Road Car Park, Felixstowe	Brick built public conveniences	Public Convenience
100096	200004658313	Felixstowe	Car Park, Arwela Road, Felixstowe IP11 2DG	Pay and display car park	Car Park (charging car park)
100097	200004668752	Felixstowe	Car Park, Brackenbury Fort, Golf Road, Felixstowe	Car park and public open space serving huts and seafront. Includes wc and	Car Park (charging car park)
100099	010009908555	Felixstowe	Convalescent Hill Car Park, Convalescent Hill, Felixstowe, IP11 2AD	Pay and display car park and surplus land to rear	Car Park (charging car park)
100100	200004658355	Felixstowe	Crescent Road, Felixstowe, Suffolk	Tarmac car park, crescent road, Felixstowe	Car Park (charging car park)
100102	200004668752	Felixstowe	Golf Road, Felixstowe	Car park, Golf Road, Felixstowe	Car Park (charging car park)
100103	200004658586	Felixstowe	Orwell Road, Felixstowe	Car park, Orwell Road	Car Park (charging car park)
100104	200004658649	Felixstowe	Car Park Leisure Centre	Paved car parking area also acting as open space from the pier and leisure	Car Park (charging car park)
100105	200004658572	Felixstowe	Manor Terrace, Felixstowe	Manor Terrace Car Park, Felixstowe	Car Park (charging car park)
100106	010009908555	Felixstowe	Undercliff Road West, Felixstowe	Pier front car park, Undercliff Road West	Car Park (charging car park)
100107	200004658597	Felixstowe	Car Park, Ranelagh Road, Felixstowe	Pay and display public tarmac car park	Car Park (charging car park)
100109	200004658637	Felixstowe	Sea Road and Tacon Road, Felixstowe	Car park, Sea Road / Tacon Road, Felixstowe	Car Park (charging car park)

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100110	200004658673	Felixstowe	Car Park, Spa Pavilion, Undercliff Road West, Felixstowe	On the road parking spaces and small chargeable car park	Car Park (charging car park)
100101-01	200004668739	Felixstowe	Garrison Lane, Felixstowe	Car park, garrison lane	Car Park (charging car park)
100105-01	010013602649	Felixstowe	Manor Terrace, Felixstowe, Suffolk Boat Park	Store for boats on edge of car park, Manor Terrace, Felixstowe	Car Park (charging car park)
100391-01	010002229591	Felixstowe	Car Park, Martello North, Felixstowe	Car park at Bloor Homes development	Car Park (charging car park)
100391-02	010002229591	Felixstowe	Car Park, Martello North, Felixstowe	Car park at Bloor Homes development	Car Park (charging car park)
100217	010009904041	Felixstowe	Eastwood Ho, Links Avenue, Felixstowe	Farm lands beyond Eastwood Ho	Farmland
100417	010013601806	Felixstowe	Garage Land, 1-3 Cliff House, Felixstowe	Garage backing chalets, Cliff House	Garage
101009	010013601805	Felixstowe	Garage 1, Cliff House, Felixstowe	Garage back chalets Cliff House	Garage
101010	010013601806	Felixstowe	Garage 2, Cliff House, Felixstowe	Garage backing chalets, Cliff House	Garage
101011	010013601087	Felixstowe	Garage 3, Cliff House, Felixstowe	Garage backing chalets, Cliff House	Garage
100355	010002229599	Felixstowe	1 Bath Tap Chalet, Bath Hill, Felixstowe, Suffolk, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100356	010002229948	Felixstowe	Site Chalets 6-41 Cliff House, Bath Road, Felixstowe	Chalet of which huts stand only	Holiday Let (beach huts, chalets)
100357	010002229659	Felixstowe	Chalet 1, Cliff House, Bath Road, Felixstowe	Chalet one of five forming part of Cliff House. Ground floor of brick	Holiday Let (beach huts, chalets)
100358	010002229657	Felixstowe	Chalet 2, Cliff House, Bath Road, Felixstowe	Chalet one of five forming part of Cliff House. Ground floor of brick	Holiday Let (beach huts, chalets)
100359	010002229658	Felixstowe	Chalet 3, Cliff House, Bath Hill, Felixstowe	Chalet one of five forming part of Cliff House. Ground floor of brick	Holiday Let (beach huts, chalets)
100360	010002229660	Felixstowe	Chalet 4, Cliff House, Bath Road, Felixstowe	Ground floor brick chalet	Holiday Let (beach huts, chalets)
100361	010002229661	Felixstowe	Chalet 5, Cliff House, Bath Road, Felixstowe	Ground floor brick chalet	Holiday Let (beach huts, chalets)
100366	10013605312	Felixstowe	Beach Huts x 327 Brackenbury Cliff, Felixstowe	Slightly elevated seafront land strop housing beach huts for lease, situated	Holiday Let (beach huts, chalets)
100367	200004658649	Felixstowe	Beach Huts x 16, South Felixstowe Pier	Land for beach huts Felixstowe promenade	Holiday Let (beach huts, chalets)
100370	10013605352	Felixstowe	Beach Huts x49 Undercliffe Road East	Land on which beach huts stand	Holiday Let (beach huts, chalets)
100371	10013605350	Felixstowe	Beach Huts x55 Undercliffe Road West, Felixstowe	Land on which huts stand	Holiday Let (beach huts, chalets)
100374	200004668752	Felixstowe	Beach Huts x251 Brackenbury Fort, Felixstowe	Cliff top beach hut land, facing the sea	Holiday Let (beach huts, chalets)
100375	200004672739	Felixstowe	Beach Huts x31 Clifflands, Felixstowe	Land use for provision on beach huts	Holiday Let (beach huts, chalets)
100376	10013605407	Felixstowe	Beach Huts x32 West End, Felixstowe	Bare land	Holiday Let (beach huts, chalets)
100377	10013605352	Felixstowe	Beach Huts x26 East Beach, Felixstowe	Bare land	Holiday Let (beach huts, chalets)
100378	10013605349	Felixstowe	Beach Huts x58 Manor End	Bare land for beach huts	Holiday Let (beach huts, chalets)
100830	010002229599	Felixstowe	1 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100831	010002229600	Felixstowe	2 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100832	010002229601	Felixstowe	3 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100833	010002229602	Felixstowe	4 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100834	010002229603	Felixstowe	5 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100835	010002229604	Felixstowe	6 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100836	010002229605	Felixstowe	7 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100837	010002229606	Felixstowe	8 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100838	010002229607	Felixstowe	9 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100839	010002229608	Felixstowe	10 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100840	010002229609	Felixstowe	11 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100841	010002229610	Felixstowe	12 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100842	010002229611	Felixstowe	13 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100843	010002229612	Felixstowe	14 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100844	010002229613	Felixstowe	15 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100845	010002229614	Felixstowe	16 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100846	010002229615	Felixstowe	17 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100847	010002229616	Felixstowe	18 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100848	010002229617	Felixstowe	19 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100849	010002229618	Felixstowe	20 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100850	010002229619	Felixstowe	21 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100851	010002229620	Felixstowe	22 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100852	010002229621	Felixstowe	23 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100853	010002229622	Felixstowe	24 Bath Tap Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)

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Asset Reference	UPRN	Town	Address	Description	Asset Type
100898	010002229694	Felixstowe	38 Cliff House Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100899	010002229695	Felixstowe	39 Cliff House Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100900	010002229696	Felixstowe	40 Cliff House Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
100901	010002229697	Felixstowe	41 Cliff House Chalet, Bath Hill, Felixstowe, IP11 7LR	Felt roof, brick and block construction, pvc double glazing	Holiday Let (beach huts, chalets)
101336	010013605312	Felixstowe	Part land at Brackenbury Cliff, Cliff Road, Felixstowe	Strip of frontage land, tourist spot for dog walking etc and also contains	Holiday Let (beach huts, chalets)
100001	200004650092	Felixstowe	Land, Café Cliff House Site, Cliff House, Bath Hill, Felixstowe, IP11 7LR	Site of Café cliff house	Land (leased land)
100243	200004658297	Felixstowe	Coronation Sports Ground, Mill Lane, Felixstowe	Sports pitches	Land (leased land)
100245	010002229952	Felixstowe	Buildings at Coronation Sports Ground, Mill Lane, Felixstowe	Sports pavilion / changing rooms	Land (leased land)
100294	010009909478	Felixstowe	Land Bath Tap Kiosk, Bath Hill, Felixstowe	Land beneath ice cream kiosk	Land (leased land)
100296	200004658344	Felixstowe	Land at ice cream kiosk, Bath Hill, Felixstowe	Site of ice cream kiosk	Land (leased land)
100303	010009904715	Felixstowe	Donkey ride site, Sea Road, Felixstowe	Former donkey ride site now leased to town council as outdoor exercise	Land (leased land)
100778	010009908501	Felixstowe	Land adjacent 13 Levington Road, Felixstowe	Green field site	Land (leased land)
101296	010013605352	Felixstowe	Land adjacent Bath Tap and Cliff House, Bath Hill, Felixstowe	Piece of land at the seafront	Land (leased land)
100097-01	010013604903	Felixstowe	Kiosk site adj car park, Brackenbury Fort, Felixstowe	Land next to car park on which kiosk stands	Land (leased land)
100098-01	200004672739	Felixstowe	Land adjcent car park, Cliff Land, Felixstowe	Part of car park leased to golf club	Land (leased land)
100282	200004658649	Felixstowe	Felixstowe Leisure Centre (Site), 75 Undercliff Road West, Felixstowe	Land on which operational leisure centre including indoor bowling green, swimming pool, café, hall and other room stands	Leisure Centre
100283	200004658649	Felixstowe	Felixstowe Leisure Centre, 75 Undercliff Road West, Felixstowe	Operational leisure centre including indoor bowling green, swimming pool, café, hall and other rooms	Leisure Centre
100287	200004649870	Felixstowe	Brackenbury Sports Centre Site, High Road East, Felixstowe	Land on which operation sports centre standards along with all weather	Leisure Centre
100288	200004649870	Felixstowe	Brackenbury Sports Centre, High Road East, Felixstowe	Operation sports centre stands along with all weather pitch	Leisure Centre
100289	200004649870	Felixstowe	Brackenbury Sports Centre (all weather pitch), High Road East, Felixstowe	Operation sports centre all weather pitch	Leisure Centre
100305	200004658619	Felixstowe	Miniature railway and play site, 2 Ocean Boulevard, Sea Road, Felixstowe	Amusement and kiosk area beach side of the flood wall	Mixed Use (leased mixed use land)
100394	010008619298	Felixstowe	Martello Tower Site, South Seafront, Langer Road, Felixstowe, IP11 2DY	Martello Tower, Martello Park, Felixstowe	Monument
100206	010013600899	Felixstowe	Allenby Park, Constable Road, Felixstowe	Public park	Open Space
100211	010002229917	Felixstowe	The Triangle, Hamilton Road, Felixstowe	Small public open space with a few benches and a marquee	Open Space
100230	010008619302	Felixstowe	Public Open Space, Gosford Way, Felixstowe	Public open space, established recreation ground and childs play area	Open Space
100232	200004669102	Felixstowe	Langer Park, Langer Road, Felixstowe	Public open space, parkland	Open Space
100233	010002228964	Felixstowe	Land North of the Recreation Ground, Recreation Lane, Felixstowe	Grass and lightly wooded area	Open Space
100236	010009904042	Felixstowe	The Grove, Grove Road, Felixstowe	Mature woodland with central waterway (asset ownership comprises two	Open Space
100237	010013605321	Felixstowe	Land south of Surgery Wesel Avenue, Felixstowe	Grass park with open air basketball court	Open Space
100238	010013599227	Felixstowe	Land North West of Pump House, Felixstowe	grass land	Open Space
100239	010009909517	Felixstowe	Garden Area 1, Wolsey Gardens, Felixstowe	Park area	Open Space
100240	010009909518	Felixstowe	Garden Area 2, Wolsey Gardens, Felixstowe	Park area	Open Space
100241	010009909519	Felixstowe	Garden Area 3, Wolsey Gardens, Felixstowe	Park area	Open Space
100242	010009909521	Felixstowe	Garden Area 4, Wolsey Gardens, Felixstowe	Park area	Open Space
100268	010009906243	Felixstowe	Cavendish Park North, Grange Farm Avenue, Felixstowe	Grass park	Open Space
100304	010013602782	Felixstowe	Event area at former boating lake site, Sea Road, Felixstowe	Grass area	Open Space
100383	010008619294	Felixstowe	Land rear of 17 to 55 Dovedale, Felixstowe, Suffolk	Grass land	Open Space
100384	010008619303	Felixstowe	POS, Peewit Hill, Felixstowe	open park area	Open Space
100452	200004658567	Felixstowe	Common south of Suffolk sands caravan part	Common land	Open Space
100512	010002229591	Felixstowe	Martello Park (POS) (Bloors)	POS and play area on Felixstowe seafront	Open Space
100791	010013605356	Felixstowe	Land adjacent 134-140 Castle Brooks, Brook Lane, Framlinghamd	Grass, some trees	Open Space
100793	010013603940	Felixstowe	POS, Valley Walk, Felixstowe	Grass with tarmac track through	Open Space
101076	010013605349	Felixstowe	Foreshore Manor Terrace, Felixstowe	Beach and promenade (to mean high tide)	Open Space

Asset Reference	UPRN	Town	Address	Description	Asset Type
101077	010013605407	Felixstowe	Foreshore Buregate to Orford Road, Felixstowe	beach frontage to mean high level including gardens and sea wall	Open Space
101081	010013605295	Felixstowe	Land rear 54-62 Church Lane (off Gulpher Road)	overgrown	Open Space
101082	010013605296	Felixstowe	Land at Ataka Road	Small strip of land integrated into highway	Open Space
101083	010013605353	Felixstowe	Part of road at Taunton Road, Felixstowe	Tarmac road, forms part of Taunton Road	Open Space
101235	010013605415	Felixstowe	Land adjoining 14 Ferry Lane, Felixstowe	Verge	Open Space
101237	010013605425	Felixstowe	Kersey Road, Felixstowe, Suffolk	Land to the rear of 10 Kersey Road, piece of open space / verge	Open Space
101238	010013605328	Felixstowe	Kersey Road, Felixstowe, Suffolk	Land to the rear of 12-30 Kersey Road, Felixstowe	Open Space
101239	010013603988	Felixstowe	Chelsworth Road, Felixstowe	Land and road side verges Chelsworth Road, Felixstowe	Open Space
101242	010013605416	Felixstowe	Land adjoining 46 Glemsford Close, Felixstowe	Open space, grassed verge on edge of estate	Open Space
101246	010013605331	Felixstowe	Land adjacent 12 and 14 Wesel Avenue, Felixstowe	Open space, verge	Open Space
101249	010013603945	Felixstowe	POS Brandon Road, Felixstowe	POS surrounding estate and acting as buffer to main arterial roads	Open Space
101250	010013605322	Felixstowe	Land adjacent to slip road, Cavendish Park Road, Felixstowe	POS acting as buffer zone between residential and arterial road	Open Space
101251	010013605325	Felixstowe	Land at Culford Walk, Felixstowe	Grassed amenity land following footpath	Open Space
101252	010013603944	Felixstowe	Land north and west of Brightwell Close, Felixstowe	POS buffer zone from highway	Open Space
101253	010013603944	Felixstowe	Land west of Brightwell Close, Felixstowe	POS buffer zone from Highway	Open Space
101254	010013603943	Felixstowe	Land west of Blyford Way, Felixstowe	POS buffer zone between estate and main road	Open Space
101267	010013605346	Felixstowe	Land, road and footpaths, Sunningdale Drive, Felixstowe	Roads (part adopted) verges and open space within residential estate	Open Space
101332	010013605417	Felixstowe	Land adjoining 1 Bent Hill, Felixstowe	Some trees / bushes on edge of road	Open Space
101333	010013605313	Felixstowe	Land north of Cobbold Point, Golf Road, Felixstowe	Area of trees / bushes	Open Space
101371	200004672552	Felixstowe	Landguard nature reserve	Nature reserve. Heath and grassed	Open Space
100452-01	200004658567	Felixstowe	Common south of Suffolk sands caravan part	Common land	Open Space
101347-01	010002229917	Felixstowe	The Triangle, Hamilton Road, Felixstowe	Land on which public shelter stands	Open Space
101482-101	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space
101482-102	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space
101482-102-01	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space
101482-201	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space
101482-301	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space
101482-302	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space
101482-303	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space
101482-401	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space
101482-501	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space
101482-601	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the requirement to depreciate them for finance purposes	Open Space
101482-602	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space
101482-603	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the requirement to depreciate them for finance purposes	Open Space
101482-603-01	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space
101482-604	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space
101482-604-01	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the requirement to depreciate them for finance purposes	Open Space
101482-701	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space
101482-702	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space
101482-803	100091638429	Felixstowe	Infrastructure Assets, Felixstowe Spa Gardesn	These assets are separated out from the spa gardens due to the	Open Space

Asset Reference	UPRN	Town	Address	Description	Asset Type
100108	010013601057	Felixstowe	Hut, Car Park, Ranelagh Road, Felixstowe	Felt rood with wooden panel cladding	Other
100212	010002229927	Felixstowe	Town Ground, Dellwood Ave, Felixstowe	Home of Felixstowe and Walton United football ground, large playing fields	Other
100213	010002229955	Felixstowe	Store at Dellwood Avenue, Town Ground, Felixstowe	Small timber store building leased with cricket square to cricket club	Other
100216	010002229927	Felixstowe	New Pavilion, Dellwood Sports Ground	New purpose built football clubhouse	Other
100218	010002229945	Felixstowe	Pavilion, Eastwood Ho, Links Avenue, Felixstowe	Brick and tile pavilion situated at the entrance to Eastwood Ho playing fields	Other
100219	200004669647	Felixstowe	Sports Ground, Seaton Road, Felixstowe	Playing fields grassed	Other
100221	200004670362	Felixstowe	Walton Recreation Ground, Recreation Lane, Felixstowe	Playing fields	Other
100222	010002228965	Felixstowe	Walton Rec Pavilion, Recreation Road, Felixstowe	timber pavilion	Other
100297	010013605350	Felixstowe	Part Land to Mean Water, Undercliff Road West, Felixstowe	Shore area	Other
100298	010013605351	Felixstowe	Land at Undercliff Road East, Felixstowe, Suffolk	Shore area	Other
100363	100091484637	Felixstowe	Flat 2 Cliff House, Bath Hill, Felixstowe	Vacant first floor flat requiring renovation / upgrade including bathroo, kitchen and some services	Other
100469	010013605294	Felixstowe	Land west of Ferry Road, Felixstowe, Suffolk	Tennis court	Other
101334	200004658317	Felixstowe	Community Centre, Bath Hill, Felixstowe, IP11 7LT	Flat felt rood and block construction, pvc double glazed windows	Other
101335	200004658317	Felixstowe	Community Centre Site, Bath Hill, Felixstowe	Site of the hut	Other
100024	200004669843	Felixstowe	Undercliffe Road West, Felixstowe, Suffolk	Public convenience adjacent Undercliffe Road West, Felixstowe (land)	Public Convenience
100025	010009908554	Felixstowe	Public conveniences adjacent to the Town Hall, Felixstowe	Brick built public convenience	Public Convenience
100026	200004649211	Felixstowe	Public conveniences, Undercliff Road East, Felixstowe	Brick built public conveniences, land	Public Convenience
100027	200004649211	Felixstowe	Public conveniences, Undercliff Road East, Felixstowe	Brick built public convenience	Public Convenience
100031	10002229924	Felixstowe	The Ferry, Felixstowe, Suffolk	The Ferry, Felixstowe, Suffolk	Public Convenience
100032	200004668751	Felixstowe	Public Convenience, Golf Road, Felixstowe	Wooden public conveniences located next to the car park, Golf Road (land)	Public Convenience
100033	200004668751	Felixstowe	Public Convenience, Golf Road, Felixstowe	Wooden public conveniences located next to the car park, Golf Road	Public Convenience
100034	200004669108	Felixstowe	Public Conveniences, Langer Park, Langer Road, Felixstowe	Brick and render built public conveniences (land)	Public Convenience
100035	2000046691028	Felixstowe	Public Conveniences, Langer Park, Langer Road, Felixstowe	Brick and render built public conveniences	Public Convenience
100036	010090647321	Felixstowe	Public Conveniences, Manor Road / Langer Road, Felixstowe	Brick built, public conveniences (land)	Public Convenience
100037	010090647321	Felixstowe	Public Conveniences, Manor Road / Langer Road, Felixstowe	Brick built, public conveniences	Public Convenience
100039	010002229925	Felixstowe	Ranelagh Road, Felixstowe, Suffolk, IP11 7HF	Public convenience on Ranelagh Road, Felixstowe (land)	Public Convenience
100040	010002229925	Felixstowe	Ranelagh Road, Felixstowe, Suffolk, IP11 7HF	Public convenience on Ranelagh Road, Felixstowe	Public Convenience
100041	010002229925	Felixstowe	Public conveniences, Spa Pavilion, Undercliff Road West, Felixstowe	Brick built public conveniences located in the ground floor of the Spa	Public Convenience
100042	010002229925	Felixstowe	Public convenience, Spa Pavilion, Undercliff Road West, Felixstowe	Brick built public convenience located in the ground floor of the spa pavilion	Public Convenience

Asset Reference	UPRN	Town	Address	Description	Asset Type
100044	200004658347	Felixstowe	The Dip, Cliff Road, Felixstowe, Suffolk	Public convenience, The Dip, Cliff Road (land)	Public Convenience
100045	200004658347	Felixstowe	The Dip, Cliff Road, Felixstowe, Suffolk	Public convenience, The Dip, Cliff Road	Public Convenience
100098	200004672739	Felixstowe	Cliff Road, Felixstowe, Suffolk	Shingle and type 1 laid carpark, Cliff Road, Felixstowe	Public Convenience
101225	010013607963	Felixstowe	Public Convenience, Cresent Road Car Park, Felixstowe (land)	Brick built public conveniences	Public Convenience
101466	010090647321	Felixstowe	Public conveniences, South Seafront play area	public conveniences	Public Convenience
101488	010013605407	Felixstowe	Public Convenience at the West End Sea Road, Felixstowe	Brick built public conveniences	Public Convenience
101489	010013605407	Felixstowe	Public Convenience, West End Sea Road, Felixstowe	Brick built public conveniences	Public Convenience
101466-01	010090647321	Felixstowe	Land for Public Convenience, South Seafront play area	Public convenience land on which building stands	Public Convenience
100146	200004668739	Felixstowe	Bus shelter, Garrison Lane, Felixstowe	Land for bus shelter	Public Shelter
100307	010002229932	Felixstowe	Shelter of South Beach Mansion, Undercliff Road West, Felixstowe	Brick and timber beach shelter	Public Shelter
100308	010002229932	Felixstowe	Shelter of South Beach Mansion, Undercliff Road West, Felixstowe	Brick and timber beach shelter	Public Shelter
100308	010013605350	Felixstowe	Shelter of South Beach Mansion, Undercliff Road West, Felixstowe	Brick and timber beach shelter	Public Shelter
100309	010002229938	Felixstowe	Site for x2 public shelter opposite Arwela Road. Sea Road, Felixstowe	Land on beach side of flood wall, grass with paved walkways	Public Shelter
100310	010002229938	Felixstowe	2 public shelter opposite Arwela Road, Sea Road, Felixstowe	Public shelters of timber frame and slate roof construction with partly glazed	Public Shelter
100311	10013605352	Felixstowe	Bath Hill, Felixstowe, Suffolk	Brick and timber beach shelter	Public Shelter
100312	10013605352	Felixstowe	Bath Hill, Felixstowe, Suffolk	Brick and timber beach shelter	Public Shelter
100315	10013605407	Felixstowe	Sea Road, Felixstowe	Public shelter, Sea Road, Felixstowe	Public Shelter
100316	10013605407	Felixstowe	Sea Road, Felixstowe	Public shelter, Sea Road, Felixstowe	Public Shelter
100317	010013605407	Felixstowe	Sea Road, Felixstowe	Victorian timber framed beach shelter	Public Shelter
100318	010013605407	Felixstowe	Sea Road, Felixstowe	Victorian timber framed beach shelter	Public Shelter
100319	010013605407	Felixstowe	Sea Road, Felixstowe	Brick and timber beach shelter	Public Shelter
100320	100136505407	Felixstowe	Sea Road, Felixstowe	Brick and timber beach shelter	Public Shelter
100321	010009908555	Felixstowe	Public Shelter, South Hill, Felixstowe	Brick and timber beach shelter	Public Shelter
100322	010009908555	Felixstowe	Public Shelter, South Hill, Felixstowe	Brick and timber beach shelter	Public Shelter
101347	010002229912	Felixstowe	The Triangle, Hamilton Road, Felixstowe	Public shelter constructed from metal supports with material canopy	Public Shelter
100362	100091484636	Felixstowe	Flat 1, Bath Hill, Felixstowe, IP11 7LR	First floor flat in Cliff House occupied under protected tenancy under the	Residential (leased residential)
100364	100091484638	Felixstowe	Flat 3 Cliff House, Bath Hill, Felixstowe, IP11 7LR	First floor flat held under a protected housing tenancy	Residential (leased residential)
101490	100091484639	Felixstowe	Flat 4 Cliff House, Bath Hill, Felixstowe, IP11 7LR	First floor flat held under a protected housing tenancy	Residential (leased residential)
100362-01	100091484636	Felixstowe	Flat 1 Bath Hill Site, Felixstowe, IP11 7LR	First floor flat in Cliff House occupied under protected tenancy under the housing act	Residential (leased residential)
100363-01	100091484637	Felixstowe	Flat 2 Cliff House Site, Bath Hill, Felixstowe	Vacant first floor flat requiring renovation / upgrade including bathroo,	Residential (leased residential)
100364-01	100091484638	Felixstowe	Flat 3 Clife House, Bath Hill, Felixstowe, IP11 7LR	First floor flat held under a protected housing tenancy	Residential (leased residential)
100002	200004650092	Felixstowe	Cliff House Cafe, Cliff House, Felixstowe, IP11 7LR	Pitched roof with slate tiles, solid brick walls, upvc double glazed windows	Retail (Leased shop)
100295	010009909478	Felixstowe	Ice cream kiosk, Bath Hill, Felixstowe	Flat felt roof with 4 brick columns wih panelling inbetween	Retail (Leased shop)

Asset Reference	UPRN	Town	Address	Description	Asset Type
100510	010090646346	Felixstowe	South Kiosk, Martello Park, Felixstowe, Suffolk, IP11 2EN	Rectangular timber frame kiosk	Retail (Leased shop)
100511	010090646340	Felixstowe	North Kiosk, Martello Park, Felixstowe, Suffolk, IP11 2EN	Rectangular timber frame kiosk	Retail (Leased shop)
100365	100091484639	Felixstowe	Flat 4 (site) Cliff House, Bath Hill, Felixstowe, IP11 7LR	Land on which flat and part café stand	Surplus Land
100505	010013603957	Felixstowe	Land between churchyard and ambulance hall, Church Lane, Felixstowe	Grassed area with a small lock up shed and a number of headstones along western boundary	Surplus Land
100717	010013605409	Felixstowe	Strip of land at rear of 105 Gosford Way, Felixstowe	Slither of land of garden of 105 Gosford Way	Surplus Land
101233	010013605323	Felixstowe	136 Chelsworth, Felixstowe	Land opposite 136 Chelsworth, Felixstowe	Surplus Land
101234	010013605324	Felixstowe	Chelsworth Road, Felixstowe	Land adjacent 142 Chelmsworth Road, Felixstowe	Surplus Land
101236	010013603956	Felixstowe	Wesel Avenue, Felixstowe	Land and verges at Wesel Avenue, Felixstowe	Surplus Land
101240	010013605329	Felixstowe	Chelsworth Road, Felixstowe	Land to the rear of properties along Chelsworth Road, Felixstowe	Surplus Land
101241	010013605426	Felixstowe	Chelsworth Road, Felixstowe	Piece of open space, located to the rear of Chelsworth Road, Felixstowe	Surplus Land
101243	010013603942	Felixstowe	Melford Way, Felixstowe	POS along Melford Way, Felixstowe	Surplus Land
101244	010013603975	Felixstowe	Melford Way, Felixstowe	POS (land and verge) Adjacent Melford Way, Felixstowe	Surplus Land
101245	010013605327	Felixstowe	Melford Way, Felixstowe	Land adjacent 22 and 24 Melford Way	Surplus Land
101247	010013605330	Felixstowe	Chelsworth Road, Felixstowe	Piece of open space adjacent 12 Chelsworth Road	Surplus Land
101248	010013605326	Felixstowe	Melford Way, Felixstowe	Piece of open space and grass verge opposite Melford Way properties	Surplus Land
101369	010009908051	Felixstowe	Land at junction with Carr Road and Landguard Road, Felixstowe	Grassed area adjacent to Suffolk Sands caravan park but included in the	Surplus Land
100101-02	200004650045	Felixstowe	Garrison Lane, Felixstowe	Land on which portacabins stand	Surplus Land
100111	200004659459	Framlingham	Car Park St Clare Catholic Church Fore Street Framlingham Suffolk	Surfaced car park, non chargeable with approx. 68 car parking spaces	Car Park (non charging)
100281	200004648549	Framlingham	Play Area, Land East of 34 Kings Avenue, Framlingham	Grassed land with enclosed childrens play area and play equipment	Open Space
101303	010013605357	Framlingham	Land adj 95-97 and 101-103 Castle Brooks, Brook Road, Framlinghams	Gassed land with culvert running through	Open Space
101480	010093545794	Framlingham	Open space, Castle Brooks, Framlingham	park with fenced play area	Open Space
101481	010009907289	Framlingham	Castle Brooks, Framlingham	Grass with some trees	Open Space
100052	200004659454	Framlingham	Public conveniences, Crown & Anchor Lane, Framlingham	public convenience	Public Convenience
100053	200004659454	Framlingham	Public conveniences, Crown & Anchor Lane, Framlingham	Public convenience (land)	Public Convenience
100504	010008619305	Framlingham	Ransom Strip, Pageant Place, Framlingham	Strip of land incorporating access to playing fields and part of private	Surplus Land
292	010094716644	Frostenden	Play Area Gipsy Lane Frostenden Suffolk	Recreation ground	Playground
101066	010013605358	Gruindsburgh	Land adjacent to 5 Alice Driver Road	Long strip of land with narrow point near front	Surplus Land
100719	010008619315	Grundisburgh	Public Open Space rear of 29 to 43 Gurdon Road, Grundisburgh	Grass area with some trees and tracks across	Open Space
100506	010008619312	Grundisburgh	Ransom Strip, Cranworth Close, Grundisburgh	Small strip of land which is also an access way	Other
100446	010008619313	Grundisburgh	Land at Orchard End, Grundisburgh	Tarmacked road, bollards to block vehicles	Surplus Land
100718	010008619314	Grundisburgh	Public Open Space, Gurdon Road, Grundisburgh	Grass area with some trees, tarmac track on each side between Thomas	Surplus Land
101035	010013603978	Grundisburgh	Public Open Space, Ablitts Meadow, Grundisburgh	Fenced grass area with road splitting either side	Surplus Land
208245	010091045686	Gunton	Land adjacent 9 Rubens Walk Gunton	An area of grass and tarmacked footpaths linking three cul de sacs	Open Space

Asset Reference	UPRN	Town	Address	Description	Asset Type
7	010013325277	Halesworth	Car Park, Thoroughfare, Halesworth	Tarmac surfaced car park. Delineated parking spaces and 2 x ticket	Car Park (charging car park)
8	010013329683	Halesworth	North Car Park, Angel Link, Halesworth	Tarmac car park with 1 x pay and display machine and 5 x disabled bays.	Car Park (charging car park)
196034	10013331248	Halesworth	Car park Station Road Halesworth Suffolk	Stone surfaced car park	Car Park (charging car park)
196046	10013331241	Halesworth	Car Park Bridge Street Halesworth Suffolk	Tarmac open air car park	Car Park (charging car park)
202006	010013329682	Halesworth	Car Park, Angel Link South, Halesworth	Tarmacked car park, imposing brick wall forms the entrance.	Car Park (charging car park)
202006/001	010013329682	Halesworth	Car Park, Angel Link South, Halesworth	Tarmacked car park, imposing brick wall forms entrance way. 1 x pay and	Car Park (charging car park)
208108	10013323836	Halesworth	Land Adjacent 9 Orchard Valley Holton Suffolk	Tarmac car parking area	Car Park (non charging)
442	100091606128	Halesworth	Cemetery Holton Road Halesworth Suffolk IP19 8HQ	Cemetery land	Cemetery
443	100091492615	Halesworth	The Chapels Holton Road Halesworth Suffolk IP19 8HD	Cemetery chapel buildings	Cemetery
208058	10013328692	Halesworth	War Memorial Obelisk And Shelters Thoroughfare Halesworth Suffolk	War memorial and two shelters	Cemetery
000443/001	100091492615	Halesworth	The Chapels Holton Road Halesworth Suffolk IP19 8HD	Cemetery chapel footprint land	Cemetery
208271	010094716824	Halesworth	Allotments Lansbury Road Halesworth Suffolk	Allotments	Land (leased land)
154	100091492452	Halesworth	Council offices, London Road, Halesworth	Red brick two storey building with slate roof, built 1891. Concrete area	Office (leased office)
000154/001	010091042612	Halesworth	Council Offices, London Road, Halesworth	Land for asset 154	Office (leased office)
52	010013325537	Halesworth	Town Park, Saxons Way, Halesworth, Suffolk	Open grassed areas, a play area, public conveniences and wooded areas. A	Open Space
208057	010094716832	Halesworth	Open Space South East Of Kennedy Close Halesworth Suffolk	Grassed open space behind properties on Kennedy Close and Kennedy Ave,	Open Space
208085	10013325537	Halesworth	Land At River Lane, Halesworth, Suffolk	Mainly grassed with tarmac path running from bridge in north west to the south.	Open Space
208179	010094716831	Halesworth	Open Space Old Orchard Close Halesworth Suffolk	Grass verge and open space with mature trees	Open Space
208221	10013331766	Halesworth	Open Space Plot 1 Jermyn Way, Halesworth	Area of grassed open space bounded by a hedge and footpath	Open Space
208223	010013331766	Halesworth	Open Space Plot 2 Jermyn Way, Halesworth	Area of grassed open space bounded by a hedge and footpath	Open Space
208369	010013331765	Halesworth	Open Space Barley Meadow Halesworth Suffolk	Grassed open space with some young trees	Open Space
208381	010091044378	Halesworth	Land Adjacent 3 School Bungalow The Street Wissett Suffolk	Open grass	Open Space
208189	10094716825	Halesworth	Part Land At Blyth Road Industrial Estate Blyth Road Halesworth Suffolk	Maintained tarmac road	Other
115	010013331243	Halesworth	Public Conveniences Saxons Way Halesworth Suffolk IP19 8BF	Public conveniences and land surrounding	Public Convenience
116	010012982975	Halesworth	Public Conveniences Market Place Halesworth Suffolk IP19 8BB	Public conveniences and land surrounding	Public Convenience
200001	10013325277	Halesworth	Public Convenience, Thoroughfare Car Park, Halesworth	Timber clad public convenience with pitched and tiled roof	Public Convenience
000115/005	010013331243	Halesworth	Public Conveniences Saxons Way Halesworth Suffolk IP19 8BF	Public conveniences and land surrounding	Public Convenience
000116/002	010012982975	Halesworth	Public Conveniences Market Place Halesworth Suffolk IP19 8BB	Public conveniences and land surrounding	Public Convenience
200001/001	10013325277	Halesworth	Public Convenience, Thoroughfare Car Park, Halesworth	Land under timber clad public convenience with pitched and tiled roof	Public Convenience
290	10094716833	Halesworth	Land north of 60 to 68 Old Station Road Halesworth Suffolk	Grass area overgrown with trees/bushes to rear	Surplus Land
208173	10094716825	Halesworth	Ransom strip SE Blyth Road	Narrow strip of land	Surplus Land
208175	10094716692	Halesworth	Land West Of 6 Benslys Drift Halesworth Suffolk	Grass area with small play area	Surplus Land
208211	10094716834	Halesworth	Access Drive Between Old Station Road And Norwich Road Halesworth Suffolk	Hardcore track, appears to be maintained by residents. Provides access to	Surplus Land
208242	010091045630	Halesworth	Car Park Spaces Rear Of 34 Thoroughfare Halesworth Suffolk IP19 8AP	Grass and area of hardstanding. Ground level above road.	Surplus Land
208337	100091492452	Halesworth	Area of hardstanding adj Town Council offices. Provides access to garages at the rear of offices	Area of hardstanding	Surplus Land
208365	010094716816	Halesworth	Part Land Adjacent To Halesworth Station Bramblewood Way Halesworth Suffolk	Grass area between fence surrounding station and pavement	Surplus Land
100197	010008620974	Hollesley	POS Park at Upper Hollesley Common, Sutton Road, Hollesley, Suffolk	Grass surrounded by bollards	Open Space
100473	010008619318	Hollesley	Land Adjacent 10 Coronation Avenue, Hollesley, Suffolk	Piece of land consists mainly of grass and woodland with tarmac circle used	Open Space
100196	010008620974	Hollesley	Upper Hollesley Common, Sutton Road, Hollesley	Mature pine woodland unmanaged	Surplus Land
208272	010013331510	Homersfield	Land Adjoining The Mill St Cross Road Homersfield Suffolk	Land	Surplus Land
100474	010009903035	Huntingfield	Land adjacent 6 Holland Rise, Huntingfield	Open space with mature trees	Open Space
101294	010009905574	Huntingfield	Verge adjacent to Burin Barn, The Street, Huntingfield, Suffolk	Triangle shaped area of mown grass	Surplus Land
101373	010013608879	Iken	Car Park And Picnic Area Iken Cliff Iken Suffolk	Large area of open space with unsurfaced car parking and green area with	Open Space
100485	010008620772	Kelsale	Car Park, Low Road, Kelsale, Saxmundham	Surfaced car park with shrubbery, hedging and wooden fence	Car Park (non charging)

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100727	010009903070	Kesgrave	Public Open Space Area 5, Stewart Young Grove, Kesgrave	Mown grass and tree	Open Space
100728	010009912850	Kesgrave	Area 5, Ashdale Green, Fentons Way, Kesgrave, Suffolk	Grass and some trees	Open Space
100729	010009903066	Kesgrave	Public Open Space Area 1, Stewart Young Grove, Kesgrave, Suffolk	Small triangle of land between cycle tracks and road	Open Space
100730	010009912851	Kesgrave	Area 6, Ashdale Green, Fentons Way, Kesgrave	Grass with a few trees	Open Space
100744	010009903062	Kesgrave	Public Open Space Area 1, Cardew Drift, Kesgrave, Suffolk	Mown grass	Open Space
100746	010009903067	Kesgrave	Public Open Space Area 2, Stewart Young Grove, Kesgrave	Grass with some trees	Open Space
100749	010009903071	Kesgrave	Public Open Space Area 6, Stewart Young Grove, Kesgrave, Suffolk	Grass with some trees	Open Space
100814	010002228850	Kesgrave	Open Space between Quantock Close and St Agnes Way, Penzance Road, Kesgrave	Woodland	Open Space
101049	010013601388	Kesgrave	Public Open Space North of 79 Wilkinson Drive, Kesgrave	Grass with some bushes	Open Space
101073	010009912858	Kesgrave	Area 2a Pergola Piece, Pilbroughs Walk cycle path, Kesgrave, Suffolk	mown grass	Open Space
101079	010013603948	Kesgrave	Public open space, Bartrum Lane, Kesgrave, Suffolk	Grass with mature trees	Open Space
101084	010009909460	Kesgrave	Playground, Dobbs Drift, Kesgrave, Suffolk	fenced play area	Open Space
101088	010013603739	Kesgrave	Open space to front and side of 19 to 23 Nock Gardens, Kesgrave, Suffolk	Grass and bushes	Open Space
101089	010013603740	Kesgrave	Open space to front of 25 to 29 and 49 Nock Gardens, Kesgrave, Suffolk	Mature trees	Open Space
101091	010013603742	Kesgrave	Open space east of 76 Wilkinson Drive, Kesgrave, Suffolk	Area of trees	Open Space
101304	010008619368	Kesgrave	Playing Area, St Agnes Way, Kesgrave, Suffolk	Tarmac play area, decomised swings	Open Space
101322	010013608647	Kesgrave	POS Heron Road, Saxmundham, Suffolk	Small area of grass between road and neighbouring properties fence	Open Space
101340	010090644859	Kesgrave	POS Roberts Close, Kesgrave	Small area of plants / bushes, appeared to be maintained by residents	Open Space
101343	010090644714	Kesgrave	POS Fronting 2 to 18 Spalding Lane, Kesgrave	Mown grass surrounded by post and single rail fence	Open Space
101343-01	010090644716	Kesgrave	POS fronting 34 to 50 Spalding Lane, Kesgrave	Grass with some trees surrounded by park railings	Open Space
101343-02	010090644717	Kesgrave	POS opposite 22 to 36 Halls Drift, Kesgrave, Suffolk	Grass with post and single rail fence	Open Space
101343-03	010090644718	Kesgrave	POS opposite 8 to 14 and 7 to 15 Ogden Grove, Kesgrave	Land with some trees and bushes	Open Space
100267	010009903072	Kesgrave	POS Fairburn Avenue	Overgrown with bushes etc	Surplus Land
100270	010009903061	Kesgrave	Area 2 Public Open Space, Ropes Drive, Kesgrave	Rough grass / trees	Surplus Land
100280	010008620776	Kesgrave	Public Open Space, Sherwood Fields, Kesgrave	Grass with some trees	Surplus Land
100720	010009903038	Kesgrave	Public Open Space Area 1, Fox Lea, Kesgrave, Suffolk	Grass area bounded by hedge and post and single rail fence	Surplus Land
100721	010009903043	Kesgrave	Public Open Space Area 2, Fox Lea, Kesgrave, Suffolk	Grass area bounded by post and single rail fence by road, hedges and garden fences next to adjoining properties	Surplus Land
100722	010008620774	Kesgrave	Grange Meadow, St Isidores, Kesgrave, Suffolk	Grass with some trees and fenced play area	Surplus Land
100723	010009903037	Kesgrave	Public Open Space Area 2, Largent Grove, Kesgrave, Suffolk	Grass with some trees	Surplus Land
100724	010009903036	Kesgrave	Public Open Space Area 1, Largent Grove, Kesgrave, Suffolk	Grass with 2 trees	Surplus Land
100725	010009903044	Kesgrave	Public Open Space, Page Gardens, Kesgrave, IPS 2GG	Grass area	Surplus Land
100726	010009903065	Kesgrave	Public Open Space Area 3, Cardew Drift, Kesgrave, Suffolk	Land adjacent tarmac track	Surplus Land

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100731	010009903058	Kesgrave	Area 2 Ashdale Green, Fentons Way, Kesgrave	Grass park area	Surplus Land
100732	010009903057	Kesgrave	Area 1 Ashdale Green, Fentons Way, Kesgrave, Suffolk	Grass, some trees	Surplus Land
100733	010013603966	Kesgrave	Land at St Lawrence Green, Kesgrave, Suffolk	Grass area with a few trees	Surplus Land
100734	010009903011	Kesgrave	Public Open Space Area 1, Reeve Gardens, Kesgrave, Suffolk	Grass open land adjacent road	Surplus Land
100735	010009903012	Kesgrave	Public Open Space Area 2, Reeve Gardens, Kesgrave	Hedge	Surplus Land
100737	010009903014	Kesgrave	Public Open Space Area 4, Reeve Gardens, Kesgrave, Suffolk	Land with hedge	Surplus Land
100738	010009903051	Kesgrave	Public Open Space Area 1, Through Jollys, Kesgrave, Suffolk	Grass with 4 mature trees	Surplus Land
100739	010009903052	Kesgrave	Public Open Space Area 2, Through Jollys, Kesgrave	Grass with some trees	Surplus Land
100740	010009903053	Kesgrave	Public Open Space Area 3, Through Jollys, Kesgrave	Grass area around houses of Through Jollys	Surplus Land
100741	010009903054	Kesgrave	Public Open Space Area 4, Through Jollys, Kesgrave	Grass bounded by hedges against neighbouring properties	Surplus Land
100742	010009903055	Kesgrave	Public Open Space Area 5, Through Jollys, Kesgrave, Suffolk	Grass with some hedge / trees	Surplus Land
100743	010009903056	Kesgrave	Public Open Space Area 6, Through Jollys, Kesgrave, Suffolk	Trees (being cleared at time of inspection)	Surplus Land
100745	010009903064	Kesgrave	Public Open Space Area 2, Cardew Drift, Kesgrave, Suffolk	Trees and bushes	Surplus Land
100747	010009903068	Kesgrave	Public Open Space Area 3, Stewart Young Grove, Kesgrave, Suffolk	Park	Surplus Land
100748	010009903069	Kesgrave	Public Open Space Area 4, Stewart Young Grove, Kesgrave	Mown grass	Surplus Land
100750	010013605359	Kesgrave	Land adjacent Windiate Court, Ropes Drive, Kesgrave, Suffolk	Narrow strip of land	Surplus Land
100774	010008620773	Kesgrave	Well Site, East Green Road, Kelsale	Open well site	Surplus Land
101047	010013600722	Kesgrave	Area 1 at junction of Ropes Drive and Curtis Way, Kesgrave, Suffolk	Grass with tarmac paths through, some trees and fenced park / play area	Surplus Land
101074	010013601390	Kesgrave	Public Open Space fronting 10-14 Peasey Gardens, Kesgrave, Suffolk	Land with trees and bushes	Surplus Land
101255	010008620777	Kesgrave	Area 1 public open space, Ropes Drive, Kesgrave, Suffolk, IP5 2FU	Overgrown land with trees / hedges	Surplus Land
101256	010008620777	Kesgrave	Area 1b POS, Ropes Drive, Kesgrave, Suffolk, IP5 2FU	Overgrown triangle of land between cycle tracks	Surplus Land
101270	010009903059	Kesgrave	Area 3, Ashdale Green, Fentons Way, Kesgrave	Triangle of land surrounded by post and single rail fence	Surplus Land
101271	010009903060	Kesgrave	Area 4, Ashdale Green, Fentons Way, Kesgrave, Suffolk	Grass park area	Surplus Land
101272	010013605424	Kesgrave	Area 4, Pergola Piece, Pillbroughs Walk Cycle Path, Kesgrave, Suffolk	Open grass area	Surplus Land
101273	010013605411	Kesgrave	Area 3, Pergola Piece, Pillbroughs Walk Cycle Path, Kesgrave	Grass, some trees	Surplus Land
101274	010013605412	Kesgrave	Area 4, Pergola Piece, Pillbroughs Walk Cycle Path, Kesgrave, Suffolk	Mown grass with some trees	Surplus Land
101275	010009912858	Kesgrave	Area 2, Pergola Piece, Pillbroughs Walk Cycle Path, Kesgrave, Suffolk	Open grass area	Surplus Land
101301	010009912857	Kesgrave	Area 1, Pergola Piece, Pillbroughs Walk Cycle Path, Kesgrave	Grass with some trees	Surplus Land
101305	010013605360	Kesgrave	Land adjacent 60 to 72 Holly Road, Kesgrave, Suffolk	Area of bushes / trees	Surplus Land
101306	010013605378	Kesgrave	Land adjacent part footpath Holly Road, Kesgrave, Suffolk	Land with hedge	Surplus Land
101314	010013600723	Kesgrave	Area 3 to the front of 43-51 Curtis Way, Kesgrave	Grass with some trees	Surplus Land
101315	010013601391	Kesgrave	POS adjacent to footpath from Ropes Drive to Peasey Gardens, Kesgrave, Suffolk	Grass with tarmac track	Surplus Land
101323	010013608838	Kesgrave	POS adjacent Turing Court, Hartree Way, Kesgrave	grass with some trees	Surplus Land
101324	010013608841	Kesgrave	POS Rose Gardens, Curtis Way, Kesgrave	Trees and grass well used paths through	Surplus Land
101325	010013608839	Kesgrave	POS Newman Drive, Kesgrave	Park area bounded by railings	Surplus Land
101326	010013608840	Kesgrave	POS between Thomas Crescent and Century Drive, Kesgrave	Grass with some trees	Surplus Land
101375	010008620570	Kesgrave	Woodland area Century Drive, Kesgrave	Wooded area	Surplus Land
101090	010013603741	Kesgrave	Open space to rear of 1 to 15 Segger View, Kesgrave	Area of bushes / trees	Open Space
204025	010094717019	Kessingland	Open Space Fronting 49 To 55 And 48 To 52 Mclean Drive Kessingland Suffolk	Children's play area with equipment and open space	Open Space
207018	010094717019	Kessingland	Open Space Fronting 49 To 55 And 48 To 52 Mclean Drive Kessingland Suffolk	Gated playground	Open Space
208063	010091046557	Kessingland	Open Space At Coopers Drive Kessingland Suffolk	Grass open space with trees	Open Space
208071	10091046754	Kessingland	Land East of London Road Kessingland	Area of foreshore	Open Space
208114	10094716856	Kessingland	Open space St Edmunds Crescent Kessingland Suffolk	Grass verges	Open Space
208170	010094716972	Kessingland	Harts Meadow Park The Avenue Kessingland Suffolk	Grassed open space/park with an area of play equipment	Open Space
208201	10013327657	Kessingland	Land at Kessingland	Foreshore stretching along Kessingland beach	Open Space

Asset Reference	UPRN	Town	Address	Description	Asset Type
208202	10013327657	Kessingland	Land at Kessingland	Foreshore stretching along Kessingland beach	Open Space
208203	10013327657	Kessingland	Land at Kessingland	Foreshore stretching along Kessingland beach	Open Space
208204	010013327657	Kessingland	Kessingland Beach Beach Road Kessingland Suffolk	Stretch of Kessingland beach	Open Space
208205	10013327657	Kessingland	Land at Kessingland	Foreshore stretching along Kessingland beach	Open Space
208207	10013327657	Kessingland	Land at Kessingland	Foreshore stretching along Kessingland beach	Open Space
208214	DNE	Kessingland	Land strip east of Marram Green Sheltered Housing, Kessingland	Small grass/shrub area bordering HRA owned garages	Open Space
208246	010094716971	Kessingland	Land at North West High Street Kessingland, NR33 7QF	Large open plan grass area bordering a main junction	Open Space
208332	010094716988	Kessingland	Land north of 14 Wash Lane Kessingland Suffolk	Large open plan grass area with several trees bordering three roads and a main junction	Open Space
208333	010094716987	Kessingland	Land south of 2 Chipperfield Road Kessingland Suffolk	Large grass area bordering 2 Chipperfield Road and creating a border for a	Open Space
208334	010094716986	Kessingland	Land Between 14 And 16 Drury Close Kessingland Suffolk	Pathway and verge between houses	Open Space
208342	010094716985	Kessingland	Open Space Lowlands Close Kessingland Suffolk	Grass land between two sets of terraced houses on Lowlands Close	Open Space
300073	010091045948	Kessingland	Village Green High Street Kessingland Suffolk	Open space forming village green.	Open Space
300074	010094716973	Kessingland	Verges Adjacent Telephone Exchange The Avenue Kessingland and Land off Amber Drive	Area of grassed open space off Amber Drive and two verges adjacent telephone exchange	Open Space
300075	010094716973	Kessingland	Land at Amber Drive, Kessingland, NR33 7UL	Strips of grass land bordering alley way on Amber Drive Kessingland	Open Space
136	100091606303	Kessingland	Public Conveniences, Church Road, Kessingland, NR33 7SB	Purpose built public convenience in brick with a pitched tiled roof	Public Convenience
000136/001	100091606303	Kessingland	Public Conveniences, Church Road, Kessingland, NR33 7SB	Land under purpose built public convenience in brick with a pitched tiled roof	Public Convenience
300070	010013324877	Kessingland	Travellers Site, Romany Lane, Kessingland, Suffolk, NR33 7RB	Travellers site	Traveller Site
100438	010008620782	Knodishall	Common Land, The Fitches, Knodishall	Public open space	Open Space
100439	010008620783	Knodishall	Land rear of Whinlands, Post Office Road, Knodishall, IP17 1TT	Large area of enclosed land with trees, grass and shrubbery – including	Surplus Land
100113	010009903048	Leiston	Crown Street Car Park, Sizewell Road, Leiston, IP16 4JZ	Pay and display long stay car park	Car Park (charging car park)
100114	200002755921	Leiston	Car Park, Main Road, Leiston	Small tarmacked car park	Car Park (non charging)
100115	200004658940	Leiston	Car Park, Valley Road, Leiston, IP16 4AS	Free open air car park	Car Park (non charging)
100223	010008620787	Leiston	Cemetery, Saxmundham Road, Leiston	Chapel	Cemetery
100224	100091638575	Leiston	Cemetery Site The Cemetery, Park End Road, St Margarets Crescent and Saxmundham Road, IP16	Cemetery Site	Cemetery
100396	010008620789	Leiston	Land for garages at 1-13 King Georges Avenue, Leiston	Land beneath 13 garages	Garage
100991	010013601071	Leiston	Garage 1, King Georges Avenue, Leiston	Brick built garage with asbestos roof and up and over door within a block of	Garage
100992	010013601072	Leiston	Garage 2, King Georges Avenue, Leiston	Brick built garage with asbestos roof and up and over door within a block of	Garage
100993	010013601073	Leiston	Garage 3, King Georges Avenue, Leiston	Brick built garage with asbestos roof and up and over door within a block of	Garage
100994	010013601074	Leiston	Garage 4, King Georges Avenue, Leiston	Brick built garage with asbestos roof and up and over door within a block of	Garage
100995	010013601075	Leiston	Garage 5, King Georges Avenue, Leiston	Brick built garage with asbestos roof and up and over door within a block of	Garage
100996	010013601076	Leiston	Garage 6, King Georges Avenue, Leiston	Brick built garage with asbestos roof and up and over door within a block of	Garage
100997	010013601077	Leiston	Garage 7, King Georges Avenue, Leiston	Brick built garage with asbestos roof and up and over door within a block of	Garage
100998	010013601078	Leiston	Garage 8, King Georges Avenue, Leiston	Brick built garage with asbestos roof and up and over door within a block of 5	Garage
100999	010013601079	Leiston	Garage 9, King Georges Avenue, Leiston	Brick built garage with asbestos roof and up and over door within a block of	Garage
101000	010013601080	Leiston	Garage 10, King Georges Avenue, Leiston	Brick built garage with asbestos roof and up and over door within a block of	Garage
101001	010013601082	Leiston	Garage 11, King Georges Avenue, Leiston	Brick built garage with asbestos roof and up and over door within a block of 4	Garage
101002	010013601083	Leiston	Garage 12, King Georges Avenue, Leiston	Brick built garage with asbestos roof and up and over door within a block of	Garage
101003	010013601084	Leiston	Garage 13, King Georges Avenue, Leiston	Brick built garage with asbestos roof and up and over door within a block of	Garage

Asset Reference	UPRN	Town	Address	Description	Asset Type
100373	010013608616	Leiston	Beach huts x 12 site, part of the Foreshore, Sizewell Gap, Sizewell, Leiston	Site for beach huts	Holiday Let (beach huts, chalets)
100299-01	200004665257	Leiston	Fish huts site part of The Foreshore, Sizewell Gap, Sizewell, Leiston	Site for beach huts	Land (leased land)
100284	100091490492	Leiston	Leisure Leisure Centre, Red House Lane, Leiston, IP16 4LS	The built element of Leisure Leisure Centre comprising a ground and first	Leisure Centre
100284-02	100091490492	Leiston	Leisure Leisure Centre Car Park, Red House Lane, Leiston, IP16 4LS	The land element of the Leisure Leisure Centre comprising the land beneath	Leisure Centre
100397	200002755921	Leiston	Council Offices Site, Main Road, Leiston	Land on which brick and tile offices stand	Office (Council occupied)
100399	200002755921	Leiston	Council Offices Site, Main Road, Leiston	Land on which brick and tile offices stand	Office (Council occupied)
100399-01	200002755921	Leiston	Flat 15a, Main Road, Leiston	Land on which brick and tile offices stand	Office (Council occupied)
100299	010009903079	Leiston	The Foreshore, Sizewell Gap, Sizewell, Leiston	Beach	Open Space
100450	200004647033	Leiston	Sizewell Sports and Social Club, King Georges Avenue, Leiston	Land leased to Sizewell sports and social club for sporting purposes	Open Space
100777	010009903049	Leiston	High Green, Leiston, IP16 4EL	Open piece of land on the corner of the high street	Open Space
101068	010013605361	Leiston	Land adjacent Riverdale Court, King Georges Avenue, Leiston	Part of road and footpath leading up to the junction of King Georges Avenue	Open Space
101070	010013605398	Leiston	Part Road And Verge Seaward Avenue Leiston Suffolk	Road way, path and small area of grass	Open Space
100451	100091490498	Leiston	Leiston Town Athletics Association, Victory Road, Leiston, IP16 4DQ	Established football and athletics centre leased	Other
100501	010008620794	Leiston	Ransom Strip, St Margarets Crescent, Leiston	Small strip of land verge reserved when estate transferred to housing	Other
101329	200004653593	Leiston	Sewage Pumping Station, Heath View, Westleton, IP17 3AT	Sewage pumping station	Other
100054	010009903076	Leiston	Sizewell Gap, Leiston, Adjacent car park	Public Convenience	Public Convenience
100055	010009903076	Leiston	Sizewell Gap, Leiston, Adjacent car park	Public Convenience	Public Convenience
100056	010013601088	Leiston	Sizewell Road, Leiston, Suffolk	Public Convenience (land)	Public Convenience
100057	010013601088	Leiston	Sizewell Road, Leiston, Suffolk	Public convenience	Public Convenience
100070	200002755921	Leiston	Public convenience, Dinsdale Road Leiston (site)	Public toilets adjoining Town Hall (land)	Public Convenience
100071	200002755921	Leiston	Public convenience, Dinsdale Road Leiston	Public toilets adjoining Town Hall	Public Convenience
100092	200004658817	Leiston	Car Park, High Street, Leiston	Bus shelter	Public Shelter
100131	200004658817	Leiston	IP16 4BZ, Leiston, High Street, Suffolk	Bus shelter, road side (land)	Public Shelter
100132	200004658817	Leiston	IP16 4BZ, Leiston, High Street, Suffolk	Bus shelter, road side	Public Shelter
100133	200004658817	Leiston	High Street, Leiston, IP16 4BX	Bus shelter, road side	Public Shelter
100398	200002755921	Leiston	Flat 15a Main Street, Leiston	Vacant first floor flat requiring improvements	Residential (leased residential)
101573-08	200004658892	Leiston	20 Sizewell Road, Leiston	The land element of a 2 bed ground and first floor maisonette	Residential (leased residential)
101573-09	200004658892	Leiston	20 Sizewell Road, Leiston	A 2 bed ground and first floor maisonette	Residential (leased residential)
101573	200004658892	Leiston	20 Sizewell Road, Leiston	The land beneath a ground floor shop with rear kitchen and WC. Forming part of a larger building with a 2 bedroom flat above.	Retail (Leased shop)
101573-01	200004658892	Leiston	20 Sizewell Road, Leiston	Ground floor shop with rear kitchen and WC. Forming part of a larger	Retail (Leased shop)
101573-02	100091490510	Leiston	22 Sizewell Road, Leiston	The land beneath a ground floor and first floor shop premises and separate	Retail (Leased shop)
101573-03	200004658892	Leiston	22 Sizewell Road, Leiston	Ground floor shop with first floor storage. Detached store room to the rear.	Retail (Leased shop)
101573-04	100091490314	Leiston	22a Sizewell Road, Leiston	The land beneath a ground floor lock up shop and rear year with separate	Retail (Leased shop)
101573-05	100091490314	Leiston	22a Sizewell Road, Leiston	A ground floor lock up shop and a detached store room and WC	Retail (Leased shop)
101573-06	200004658891	Leiston	16 Sizewell Road, Leiston	The land beneath a derelict mixed retail and residential premises.	Retail (Leased shop)
101573-07	200004658891	Leiston	16 Sizewell Road, Leiston	Derelict mixed retail and residential premises.	Retail (Leased shop)
100008	200004672971	Leiston	Leiston Caravan Park, King Georges Avenue, Leiston	Former temporary caravan site	Surplus Land
100093	010008620789	Leiston	Garage Site Eastward Ho, Leiston	Garage site of timber garages, part casually let	Surplus Land
100094	200004658817	Leiston	Builders Yard, High Street, Leiston	Former builders site now overgrown land	Surplus Land
100442	010013601090	Leiston	Ransom Strip adj 60 Heath View, Leiston, IP16 4JP	Strip land between secondary access and playing field	Surplus Land
100444	010008620792	Leiston	Ransom Strip adj 31 Heath View, Leiston, IP16 4JP	Strip land between secondary access and playing field	Surplus Land
100503	010008620793	Leiston	Land at Neal Close, Leiston	Small potential ransom strip verge	Surplus Land

Asset Reference	UPRN	Town	Address	Description	Asset Type
101069	010009910473	Leiston	Eastlands Road, Leiston	Road and footpaths serving the Eastlands Industrial Estate in Leiston	Surplus Land
101573-10		Leiston	16 Sizewell Road, Leiston	Land to the rear of 16-22a Sizewell Road, Leiston	Surplus Land
101056	010013605397	Linstead Parva	Land south of Halesworth Road, Linstead Parva	Grass land	Surplus Land
208195	10091045679	Lound	Land Fronting The Green and Adjacent 74 The Street Lound Suffolk	Grassed open space/village green with low post and rail fence and mature	Open Space
16	10013331379	Lowestoft	Car park north of Regent Road Lowestoft Suffolk	A surfaced car park with 51 spaces and 3 blue badge spaces	Car Park (charging car park)
17	010013331380	Lowestoft	Car Park South Of Regent Road Lowestoft Suffolk	Pay and display car park can be entered via Regent Street	Car Park (charging car park)
18	010013329681	Lowestoft	This is a car park	Car park which services the flats	Car Park (charging car park)
19	10013325417	Lowestoft	Car park Raglan Street Lowestoft Suffolk NR32 2LW	Surface pay and display car park	Car Park (charging car park)
20	010013331363	Lowestoft	Car park Old Nelson Street Lowestoft Suffolk	Car park	Car Park (charging car park)
21	10013325249	Lowestoft	Car park Tennyson Road Lowestoft Suffolk	Surface pay and display car park	Car Park (charging car park)
22	010013325326	Lowestoft	Car park Dukes Head Street Lowestoft Suffolk	Car park	Car Park (charging car park)
23	010013325421	Lowestoft	Car Park Belvedere Road Lowestoft Suffolk	Pay and display car park in Lowestoft	Car Park (charging car park)
26	10013325396	Lowestoft	Claremont Pier Car Park Lowestoft	Tarmac surfaced car park accessed from Kirkley Cliff Road	Car Park (charging car park)
31	010013325426	Lowestoft	Britten Centre Car Park Surrey Street Lowestoft Suffolk NR32 1LJ	Pay and display multi-storey car park	Car Park (charging car park)
196037	010013331874	Lowestoft	Car Park Pakefield Street Pakefield Lowestoft	Tarmacked and lined pay and display car park on Pakefield Street	Car Park (charging car park)
196042	010013331875	Lowestoft	Surfaced car park on Pakefield Road overlooking the cliff	Surfaced car park on Pakefield Road overlooking the cliff	Car Park (charging car park)
196043	010013331875	Lowestoft	Pakefield Road Car Park	Tarmacked surface pay and display car park adj Pakefield Road	Car Park (charging car park)
196044	010013326773	Lowestoft	Clifton Road Car Park Clifton Road Lowestoft Suffolk	Surfaced and marked out pay and display car park off Clifton Road	Car Park (charging car park)
198010	DNE	Lowestoft	Christ Church Plain Car Park	Tarmac surfaced car park adj Christ Church Square	Car Park (charging car park)
208122	010013325306	Lowestoft	Car Park Claremont Road Lowestoft Suffolk	Tarmac surfaced pay and display car park accessed from Kirkley Cliff Road	Car Park (charging car park)
196038	010013325262	Lowestoft	Car Park Links Road Lowestoft	Unsurfaced car park to east of Links Road	Car Park (non charging)
196039	10013325390	Lowestoft	Car park, All Saints Road, Pakefield, Lowestoft.	MOT type 1 surfaced car park adj All Saints Road	Car Park (non charging)
196040	010094716861	Lowestoft	Land Rear Of 57 To 71 Milton Road West Lowestoft Suffolk	Tarmacked parking area at Granville Road	Car Park (non charging)
198011	DNE	Lowestoft	Commodore Road Car Park, Oulton Broad	Area of grass/soil used as a car park to the side of Commodore Road	Car Park (non charging)
198013	010013327714	Lowestoft	Car Park St Margarets Road Lowestoft Suffolk	Surfaced free car park at the eastern end of St Margaret's Road	Car Park (non charging)
207022	10091046080	Lowestoft	Land South Side Melbourne Road Lowestoft	Paved car park with planted areas and street lighting. Approx 25 spaces.	Car Park (non charging)
208139	10094762570	Lowestoft	Dove Street Lowestoft	Open air concrete car park	Car Park (non charging)
208149	010091044605	Lowestoft	Car park 1 Albany Road Lowestoft Suffolk	Former car park	Car Park (non charging)
208177	010094716862	Lowestoft	Land Rear Of 253 To 269 Raglan Street Lowestoft Suffolk	Open air concrete car park used by residents of surrounding homes	Car Park (non charging)
208307	010091046080	Lowestoft	Car Park Opposite 38-42 Melbourne Road Lowestoft Suffolk	Paved car park with planted areas and street lighting. Approx 25 spaces.	Car Park (non charging)
440	010013329552	Lowestoft	Kirkley Cemetery, London Road South, Lowestoft, NR33 7LP	Kirkley Cemetery	Cemetery
441	010013329552	Lowestoft	Kirkley Cemetery, London Road South, Lowestoft, NR33 7LP	Two chapels situated at the Kirkley Cemetery	Cemetery
476	010091043676	Lowestoft	Lowestoft Cemetery, Rotterdam Road, Lowestoft Suffolk NR32 2PN	Lowestoft cemetery including a chapel and two other buildings by the	Cemetery
477	010013325319	Lowestoft	Lowestoft Cemetery, Rotterdam Road, Lowestoft NR32 2PN	Lowestoft cemetery chapel	Cemetery
000441/001	010013329552	Lowestoft	Kirkley Cemetery, London Road South, Lowestoft, NR33 7LP	Two chapels situated at the Kirkley Cemetery	Cemetery
000477/001	010013325319	Lowestoft	Lowestoft Cemetery, Rotterdam Road, Lowestoft NR32 2PN	Lowestoft cemetery chapel	Cemetery
208261	10091045683	Lowestoft	Foreshore at Lowestoft	Foreshore	Foreshore
208262	10091045535	Lowestoft	Foreshore at Lowestoft	Foreshore	Foreshore

Asset Reference	UPRN	Town	Address	Description	Asset Type
208263	10094762592	Lowestoft	Foreshore at Lowestoft	Foreshore	Foreshore
208264	10091045535	Lowestoft	Foreshore at Lowestoft	Foreshore	Foreshore
208265	10094762592	Lowestoft	Foreshore at Lowestoft	Foreshore	Foreshore
208266	010094717012	Lowestoft	Land North Of New North Groyne Hamilton Road Lowestoft Suffolk	Foreshore	Foreshore
208267	10013326805	Lowestoft	Foreshore at Lowestoft	Foreshore	Foreshore
208268	010091043633	Lowestoft	Sea Defence Extraction Site The Esplanade Lowestoft Suffolk	Foreshore	Foreshore
208269	010094716993	Lowestoft	Foreshore at Lowestoft	Foreshore	Foreshore
208304	10094716993	Lowestoft	Foreshore at Pakefield, Lowestoft	Foreshore	Foreshore
208305	10094716993	Lowestoft	Foreshore at Pakefield, Lowestoft	Foreshore	Foreshore
147	DNE	Lowestoft	Sentinel Chalets Claremont Pier - Bldg	Beach chalets - building	Holiday Let (beach huts, chalets)
000147/003	DNE	Lowestoft	Sentinel Chalets Claremont - Site	Beach chalets - site	Holiday Let (beach huts, chalets)
000147/004	DNE	Lowestoft	Sentinel Jubilee Sites	Beach hut sites	Holiday Let (beach huts, chalets)
000147/005	DNE	Lowestoft	Sentinel Fisheries Sites	Beach hut sites	Holiday Let (beach huts, chalets)
000147/005	DNE	Lowestoft	Sentinel Pakefield Sites	Beach hut sites	Holiday Let (beach huts, chalets)
000147/007	DNE	Lowestoft	Sentinel Chalets Kensigton Block - Site	Beach chalets - site	Holiday Let (beach huts, chalets)
000147/008	DNE	Lowestoft	Sentinel Chalets Kensington Block - Bldg	Beach chalets - building	Holiday Let (beach huts, chalets)
000147/009	DNE	Lowestoft	Sentinel Chalets Jubilee Block - Site	Beach chalets - site	Holiday Let (beach huts, chalets)
000147/010	DNE	Lowestoft	Sentinel Chalets Jubilee Block - Bldg	Beach chalets - building	Holiday Let (beach huts, chalets)
000147/011	DNE	Lowestoft	Sentinel Chalets Lifeguard Block - Site	Beach chalets - site	Holiday Let (beach huts, chalets)
000147/012	DNE	Lowestoft	Sentinel Chalets Lifeguard Block - Bldg	Beach chalets - building	Holiday Let (beach huts, chalets)
105	100091566938	Lowestoft	Land and Buildings on the east side of Newcombe Road Lowestoft Suffolk NR32 1XA	A parcel of land with a brick built industrial unit	Industrial (leased industrial)
451	010091045666	Lowestoft	The Depot, Rotterdam Road, Lowestoft	Covers three SK numbers, one of which includes park to the south. Building	Industrial (leased industrial)
300045	010091045718	Lowestoft	Land Adjacent to Newcombe House, Newcombe Road, Lowestoft	Tarmacked in places and generally in poor condition.	Industrial (leased industrial)
300047	010091045719	Lowestoft	Yard on Land at Trinity Road, Lowestoft	Steel framed building with concrete floor, concrete yard area	Industrial (leased industrial)
300378	100091606733	Lowestoft	Land, Survitec Group, School Road, Lowestoft	Land at former Survitec site	Industrial (leased industrial)
000451/006	010091045666	Lowestoft	The Depot, Rotterdam Road, Lowestoft	Land covering three SK numbers, one of which includes park to the south.	Industrial (leased industrial)
300378/01	100091606733	Lowestoft	Survitec Group, School Road, Lowestoft	Former Survitec building	Industrial (leased industrial)
999-6	010013332351	Lowestoft	Site of Wind Turbine Gas Works Road Lowestoft Suffolk	Site of Wind Turbine Gas Works Road Lowestoft Suffolk	Industrial (leased industrial)
77	100091569622	Lowestoft	1 Tower Road Gisleham Lowestoft Suffolk NR33 7ND	Site currently being redeveloped by tenant	Land (leased land)
81	100091569589	Lowestoft	Land at 5 Tower Road	Site of double span steel framed building of brick ground floor cladding, with	Land (leased land)
82	010091047208	Lowestoft	Land Fronting 2 Hadenham Road Gisleham Suffolk	Open yard with perimeter chain link fence	Land (leased land)
93	010091045930	Lowestoft	Former Warehouses Hamilton Road Lowestoft Suffolk	Currently site of large industrial warehouse/workshop	Land (leased land)
94	100091567032	Lowestoft	Land west of the end of Trinity Road known as site 2	Site and yard for Montgomery Plating	Land (leased land)
95	010013325295	Lowestoft	Birds Eye south site - 2010 and 2015 leases, Whapload Road, Lowestoft	Site north of Wilde Street between Whapload Road and Gasworks Road	Land (leased land)
96	010091047025	Lowestoft	Land east of Whapload Road - north end of Birdseye site	Site for Birdseye plant	Land (leased land)
98	100091566937	Lowestoft	Karpet Kingdom, Whapload Road, Lowestoft	Land currently occupied by Karpet Kingdom with showroom, shop, yard and	Land (leased land)
99	100091566722	Lowestoft	John Grose Group Ltd Whapload Road Lowestoft Suffolk NR32 1NN	Site for John Grose car sales and garage	Land (leased land)
102	100091567032	Lowestoft	Land at end of Trinity Road known as site 1	Land currently site of yard and industrial premises	Land (leased land)
104	100091606866	Lowestoft	Plumb Centre Whapload Road Lowestoft Suffolk NR32 1UR	Land currently occupied by Wolseley with showroom, shop, yard and	Land (leased land)
400	010091047031	Lowestoft	Pleasurewood Hills American Theme Park Leisure Way Lowestoft Suffolk NR32 5DZ	Site for theme park	Land (leased land)
402	100091569119	Lowestoft	Claremont Pier The Esplanade Lowestoft Suffolk NR33 0BS	Site for pleasure pier	Land (leased land)
208007	100091606432	Lowestoft	27 Harvest Drive Gisleham Lowestoft Suffolk NR33 7NJ	Café site	Land (leased land)
208306	DNE	Lowestoft	Land behind 79 and 83 Lorne Park Road, Lowestoft	Small piece of land behind 79 and 83 Lorne Park Road, Lowestoft. Looks like	Land (leased land)
208357	010091047207	Lowestoft	Sub station site west of Tower Road, Gisleham, NR33 7NG	Sub station west Of Tower Road, Gisleham, Lowestoft	Land (leased land)
208359	010091047204	Lowestoft	Electricity Sub Station Barley Way Gisleham, NR33 7NH	Electrical sub station surrounded by a wooden fence and metal gate	Land (leased land)

Asset Reference	UPRN	Town	Address	Description	Asset Type
208377	010012974414	Lowestoft	Electricity Sub Station Cooke Road Gisleham, NR33 7NW	Electrical sub station	Land (leased land)
300043	100091606611	Lowestoft	Site of former Star Frost House Land, Newcombe Road, Lowestoft	The land is concrete hardstanding with a palisade fence all the way around	Land (leased land)
3000043	010091045863	Lowestoft	Site of former Starfrost House, Newcombe Road, Lowestoft	Concrete hardstanding with palisade fence all around	Land (leased land)
000003/011	100091567641	Lowestoft	Waveney Sports Centre Water Lane Lowestoft Suffolk NR32 2NH	Leisure Centre site	Land (leased land)
000399/001	100091569540	Lowestoft	The Thatched Restaurant And Coffee House Kirkley Cliff Lowestoft Suffolk NR33 0BY	Café site	Land (leased land)
000483/002	100091567638	Lowestoft	Centre for Independent Living - 161 Rotterdam Road, Lowestoft	Land provides a single storey brick building, built circa 1994. Property	Land (leased land)
196012/001	10013331808	Lowestoft	Tides Reach (children's ride site), The Esplanade, Lowestoft	Tarmaced area with brick weave path to perimeter creating a small racing track.	Land (leased land)
196029/001	010013330548	Lowestoft	Sunrise At Zaks Jubilee Parade The Esplanade Lowestoft Suffolk	Café site	Land (leased land)
196030/001	010013330547	Lowestoft	Land for Shop within Victoria Chalets, Jubilee Parade, The Esplanade, Lowestoft	Small retail unit within traditional concrete framed parade of beach huts.	Land (leased land)
202009/002	100091568786	Lowestoft	229 London Road South, Lowestoft	Asset represents land that the current building sits on	Land (leased land)
208384/001	100091177571	Lowestoft	159 Rotterdam Road Lowestoft Suffolk NR32 2EZ	Group home site	Land (leased land)
273/008	10013331595	Lowestoft	East Point Pavilion Royal Plain Lowestoft Suffolk	Mixed use building site	Land (leased land)
300124/001	010013329636	Lowestoft	112 London Road North Lowestoft Suffolk NR32 1ET	Site of ground floor retail unit	Land (leased land)
300125/001	010013329635	Lowestoft	Peacocks 112A London Road North Lowestoft Suffolk NR32 1ET	Ground floor retail unit	Land (leased land)
300126/001	10013329637	Lowestoft	Wilkinsons 112 London Road North Lowestoft Suffolk NR32 1HA	Ground floor retail unit site	Land (leased land)
300144/001	DNE	Lowestoft	Sentinel beach office on Jubilee Parade/Lower Promenade, Lowestoft	Beach office site	Land (leased land)
300145/001	DNE	Lowestoft	Sentinel former lifeguard station on Jubilee Parade/Lower Promenade, Lowestoft	Former lifeguard station site	Land (leased land)
300326/001	010091044404	Lowestoft	Land between Mariners Street and Compass Street	Site of abandoned fast food restaurant construction	Land (leased land)
3	100091567641	Lowestoft	Waveney Sports Centre Water Lane Lowestoft Suffolk NR32 2NH	Leisure Centre	Leisure Centre
273	10013331595	Lowestoft	East Point Pavilion Royal Plain Lowestoft Suffolk	Mixed use building	Mixed Use (leased mixed use land)
399	100091569540	Lowestoft	The Thatched Restaurant And Coffee House Kirkley Cliff Lowestoft Suffolk NR33 0BY	Café	Mixed Use (leased mixed use land)
483	100091567638	Lowestoft	Centre for Independent Living - 161 Rotterdam Road, Lowestoft	Single storey brick building with pitched tiled roof, built circa 1994. Enclosed	Mixed Use (leased mixed use land)
208086	010012983481	Lowestoft	Bowling Green And Pavilion Bardolph Road Bungay Suffolk NR35 1BN	Bowling green and pavilion	Mixed Use (leased mixed use land)
195001/010	010013325538	Lowestoft	Royal Green Marine Parade Lowestoft Suffolk	Royal Green, Marine Parade, including chargeable car park, crazy golf course, playground and open grassland.	Mixed Use (leased mixed use land)
198028	10091046788	Lowestoft	War memorial on Royal Plain, adj South Pier harbour area	War memorial	Monument
208001	010012982963	Lowestoft	The Marina Customer Service Centre Marina Lowestoft Suffolk NR32 1HH	Red brick with plaster façade to first floor. Slate effect roof.	Office (Council occupied)
206003/002	010091043507	Lowestoft	4 Canning Road, Lowestoft	Land for office (206003/113) and surface car park with secure electric gate barrier system.	Office (Council occupied)
206003/008	010013330221	Lowestoft	2 Canning Road, Lowestoft	Red brick office building with concrete slate roof. Secure door entry system,	Office (Council occupied)
206003/009	010013330221	Lowestoft	2 Canning Road, Lowestoft	Land for 2 Canning Road	Office (Council occupied)
206003/013	010091043507	Lowestoft	4 Canning Road, Lowestoft	3 storey building, second floor is partly outside roof terrace. Ground floor entrance with full height reception atrium, café area on ground floor, lift and	Office (Council occupied)
208001/002	010012982963	Lowestoft	Land for Marina office, between Battery Green Road and Marina Road.	Land for office and car park (currently exclusively disabled spaces).	Office (Council occupied)
300046	100091566944	Lowestoft	Newcombe House, Newcombe Road, Lowestoft	Property is a brick building with UPVC windows and timber front door.	Office (leased office)
300144	DNE	Lowestoft	Sentinel beach office on Jubilee Parade/Lower Promenade, Lowestoft	Beach office	Office (leased office)
27	010094762572	Lowestoft	Part Land Junction Of Royal Terrace And Parade Road North Lowestoft Suffolk	Paved area of public realm incorporating trees and benches	Open Space
75	010013325538	Lowestoft	Royal Green, Marine Parade, Lowestoft	Grassed area, play park and crazy golf course. Low level brick wall along	Open Space
285	010091047287	Lowestoft	Bonds Meadow Hall Road Lowestoft Suffolk	Open space	Open Space
289	010094717003	Lowestoft	Open Space North Of Putting Green Kirkley Cliff Lowestoft Suffolk	Formal garden and seating area	Open Space
421	010013331455	Lowestoft	Playing Field Corton Road Lowestoft	Grass football pitches with car park and changing rooms. Backs onto Dip	Open Space
498	010091045696	Lowestoft	Part Oulton Marshes at Fishers Row, Waveney Hill	Part of Oulton Marshes at Fishers Row, Waveney Hill	Open Space
197001	10091047303	Lowestoft	Former level crossing site Durban Road, Lowestoft NR33 0UB	Strip of surfaced land formerly part of a railway crossing.	Open Space

Asset Reference	UPRN	Town	Address	Description	Asset Type
198029	010091046149	Lowestoft	Wellington Gardens Wellington Esplanade Lowestoft Suffolk	Formal laid gardens	Open Space
207001	10091047299	Lowestoft	Land east of Holden Close Hall Road Lowestoft Suffolk	Piece of open space	Open Space
207006	10091046064	Lowestoft	Land east of Love Lane, Lowestoft	Wooded land to east of Love Lane	Open Space
207007	010091047232	Lowestoft	Pakefield Park Love Lane Lowestoft Suffolk	Area of open space park land to east of Love Lane	Open Space
207020	010091045676	Lowestoft	Part Peto Way And Land Rear Of 8 To 22 Kirby Cane Walk Lowestoft Suffolk	Grass verge and cycle path running down adj to Peto Way	Open Space
207023	010091046064	Lowestoft	Woodland At Southern End Of Blackheath Road Lowestoft Suffolk	Surfaced footpath and cycle path through wooded open land to the west of	Open Space
207024	010091047275	Lowestoft	Part Land Rear Of 54 To 76 Chestnut Avenue Lowestoft Suffolk	Piece of open space land	Open Space
208053	10091047079	Lowestoft	On the south side of Hall Road, Oulton Broad	Piece of open space	Open Space
208055	10091047286	Lowestoft	Land at Nelson Road Pakefield	Green space situated between London Road and Nelson Road, Pakefield	Open Space
208059	010094762722	Lowestoft	Leathes Ham Nature Reserve, Normanston Park, Peto Way, Lowestoft	Nature reserve and lake	Open Space
208062	010091046317	Lowestoft	Land Rear Of 83 To 89A Kirkley Run Lowestoft Suffolk	Grassed open space	Open Space
208066	010013324864	Lowestoft	Street Record Princes Walk Lowestoft Suffolk	Two grassed land strips either side of Princes Drive.	Open Space
208067	10091045677	Lowestoft	At end of Walberswick Way on either side of the pathway	Land located at the end of Walberswick Way, Lowestoft	Open Space
208068	010091047224	Lowestoft	Public Open Space Marbella Green Lowestoft Suffolk	Piece of open space land	Open Space
208073	010094716999	Lowestoft	Land south of Spruce Court Rotterdam Road Lowestoft Suffolk NR32 2SY	Open space, Rotterdam, Lowestoft	Open Space
208077	010091047288	Lowestoft	Boundary Land South And East Of Mobbs Way Oulton Suffolk	Piece of open space	Open Space
208078	10091046317	Lowestoft	Land on the west side of Kirkley Run, Lowestoft	Piece of open space to the rear of properties along Kirkley Run	Open Space
208080	010091047307	Lowestoft	Land Rear Of 35 To 75 Walmer Road And Between 93 And 97 Blackheath Road Lowestoft Suffolk	Pathway and open space running between Blackheath Road and Walmer Road, Lowestoft	Open Space
208081	010094762569	Lowestoft	Adjacent 209 London Road South	Piece of land	Open Space
208084	010094716976	Lowestoft	Part Land Between 19 And 21 Laxfield Way Lowestoft Suffolk	Open space at the side of Laxfield Way, Lowestoft	Open Space
208088	010094762566	Lowestoft	Land opposite 131-147 Spashett Road, Lowestoft	Piece of open space opposite 131 Spashett Road	Open Space
208094	10094716993	Lowestoft	Beach at Pakefield Cliffs	Foreshore and cliff	Open Space
208096	010091047075	Lowestoft	Land Adjacent 101 Clarkson Road Lowestoft Suffolk	Grassed open space with mature tree	Open Space
208097	010094717024	Lowestoft	Land Between 36 And 42 Oulton Road Lowestoft Suffolk	Footpath and grass verge	Open Space
208098	010094716989	Lowestoft	Land At Leiston Road Lowestoft Suffolk	Grass verge with mature trees	Open Space
208099	10094716990	Lowestoft	Land north of 37 Trafalgar Street Lowestoft Suffolk	Paved open space with planters and benches	Open Space
208102	010091046052	Lowestoft	Land Adjacent 161 Long Road Lowestoft Suffolk	Green open space and potential building plot	Open Space
208104	010094716863	Lowestoft	Land between 45 and 54 Reeve Street Lowestoft Suffolk	Open space and parking area	Open Space
208105	010091045674	Lowestoft	Land Between 60 And 62 Woods Loke West Lowestoft Suffolk	Grassed land adj footpath link between Kirby Cane Walk and Woods Loke	Open Space
208111	010094716848	Lowestoft	Land north and rear of 19 To 23 Beeching Drive Lowestoft Suffolk	Open space at the side of Beeching Drive Lowestoft	Open Space
208112	010091047290	Lowestoft	Land at junction of Sussex Road and Yarmouth Road Lowestoft Suffolk	Open space	Open Space
208119	010091045921	Lowestoft	Part land east of North Parade Lowestoft Suffolk	Cliff covered with plants, trees and shrubs	Open Space
208120	010091047079	Lowestoft	Land west of Holly Road	Overgrown green space	Open Space
208121	010094717025	Lowestoft	Land Adjacent 34 Carlton Road Lowestoft Suffolk	Grassed open space	Open Space
208140	10091047080	Lowestoft	Land North of Hall Road (to east of Chestnut Avenue) Oulton Broad, Lowestoft	Woodland with a drainage ditch running through it	Open Space
208143	DNE	Lowestoft	Land at Gorleston Road Oulton opposite Gloucester Avenue	Grass verge off the main road	Open Space
208146	010094717005	Lowestoft	Open Space Between Mill Road And Kirkley Rise Lowestoft Suffolk	Metaled cycle path and grass verge with mature trees situated behind old	Open Space
208147	010091046315	Lowestoft	Land Rear Of 5 To 61 Lorne Road Lowestoft Suffolk	Playground	Open Space
208151	010091047297	Lowestoft	Part Land Fronting 77 To 107 Normanston Drive Lowestoft Suffolk	Access road/cycle path and verge	Open Space
208159	10091045736	Lowestoft	Land Fronting 2 To 8 Bentley Drive & Land Adjacent 291 To 297 Yarmouth Road Lowestoft Suffolk	Metal railing fenced grass verge with mature shrubs and trees	Open Space
208161	010094716980	Lowestoft	Part Land Adjacent 2 Burnt Hill Way Beccles Road Lowestoft Suffolk	Tarmacked footpath and verge	Open Space
208162	DNE	Lowestoft	Land at Deepdale	Grass verge off Matlock Dale within the open space/play area	Open Space
208174	10094716668	Lowestoft	Land South Of 40 The Drive Reydon Suffolk	Open green space verges	Open Space
208178	010091047291	Lowestoft	Land Rear Of 112 And 114 Raglan Street Lowestoft Suffolk	L shaped playground	Open Space
208180	010094717013	Lowestoft	Open Space Velda Close Lowestoft Suffolk	Open space grass verge and foot/cycle path	Open Space
208188	DNE	Lowestoft	Curb and verge of land on Durban Road opposite cycle path	Curb and verge of land on Durban Road opposite cycle path	Open Space
208197	010094716979	Lowestoft	On Yarmouth Road opposite entrance to Station Road	Triangle shaped area of grass	Open Space

Asset Reference	UPRN	Town	Address	Description	Asset Type
208227	010091047216	Lowestoft	Open grass land area	Open grass land area on the corner of Ryedale and Wharfdale, Lowestoft	Open Space
208228	010091044679	Lowestoft	Land South Of 21 Coverdale Carlton Colville Suffolk	Four sections of land - two areas of parkland and two smaller sections of	Open Space
208230	010091047080	Lowestoft	Part Land Rear Of 6 Chestnut Avenue Lowestoft Suffolk	Overgrown piece of land to the east of Chestnut Avenue and north of Hall	Open Space
208237	010091045654	Lowestoft	The Bandstand Pier and Wave Calming Mound at Lowestoft Harbour, NR33 OAE	Concrete constructed pier with a compacted gravel and bitumen surface and iron safety railings on all sides.	Open Space
208244	010091047289	Lowestoft	Boundary Land North And East Of Mobbs Way Oulton Suffolk	Open space and playground	Open Space
208259	010094716867	Lowestoft	Land At Junction Of Rotterdam Road And Marham Road Lowestoft Suffolk	Grass area of land on the corner of Marham Road and Rotterdam Road	Open Space
208260	10094716684	Lowestoft	Sand And Shingle Land Fronting Promenade Southwold Suffolk	Beach in front of land between Cliftonville Road	Open Space
208274	010091045707	Lowestoft	Land Adjacent Footpath Between Pentland Walk And Windermere Park Lowestoft Suffolk	Three areas of land with a pathway running through. North of Pentland	Open Space
208280	010091045671	Lowestoft	Land Fronting 21 Breckland Way Lowestoft Suffolk	Nine pieces of land off Oulton Road/Millennium Way	Open Space
208282	010091047271	Lowestoft	Land Between 7 And 9 Yarrow Drive Carlton Colville Suffolk	Two pieces of grass land off Yarrow Drive	Open Space
208283	010091047273	Lowestoft	Part Verge On East Side Of Bloodmoor Road Lowestoft Suffolk	Area of grassed land with footpath running parallel to Bloodmoor Road	Open Space
208287	010091044182	Lowestoft	South Beach The Esplanade Lowestoft, NR33 OAP	Beach adjacent to the Esplanade	Open Space
208288	010013331789	Lowestoft	Land east of Esplanade Lowestoft NR33 OAP	Foreshore area consisting of sand, shingle and sea wall defence boulders	Open Space
208289	010013326805	Lowestoft	Part Of South Beach The Esplanade Lowestoft Suffolk NR33OAY	Foreshore, Part Of South Beach The Esplanade	Open Space
208297	DNE	Lowestoft	Corner of Mariners Street and Albany Road	Small piece of land on the corner of Mariners Street and Albany Road	Open Space
208303	010091046314	Lowestoft	Part Land South Of The Lighthouse High Street Lowestoft Suffolk	Area of grassed land	Open Space
208316	010091047265	Lowestoft	Part land north of 123 to 129 Dell Road Lowestoft Suffolk	Tarmac footpath and grass verge either side of footbridge over railway	Open Space
208318	DNE	Lowestoft	Land To The Rear Of 15 Nightingale Road Lowestoft Suffolk	Grassed land with shrubs	Open Space
208319	010091046053	Lowestoft	Land To The Rear Of The Grange Nightingale Road Lowestoft Suffolk	Grassed land with shrubs	Open Space
208320	010091047024	Lowestoft	Land Adjacent 48 Denmark Road Lowestoft Suffolk	Piece of grass land with a road sign on for Katwijk Way	Open Space
208324	010013330875	Lowestoft	Amenity Land Delius Close Lowestoft Suffolk	Piece of grass land at the end of Delius Close	Open Space
208341	010091047028	Lowestoft	Land Adjacent 56 Crown Street West Lowestoft Suffolk	Area of grass	Open Space
208358	010091047274	Lowestoft	Part Land Rear Of Harvest Court Bloodmoor Road Lowestoft Suffolk	Grass verge off Bloodmoor Road	Open Space
208362	010094717029	Lowestoft	Part Land Adjacent 40 Briarwood Road Lowestoft Suffolk	Paved area on the corner of Rosewood to the rear of Briarwood Road	Open Space
300290	10094716872, 10094716871	Lowestoft	Land At Junction Of Pinebanks Normanston Drive Lowestoft Suffolk	Grassed verge at entrance / exit of Pinebanks Road	Open Space
207021/004	010094717010	Lowestoft	Open Space Rear 20 To 124 Stradbroke Road Lowestoft Suffolk	Woodland path and watercourse behind properties on north side of Stradbroke Road	Open Space
208281/001	10091047273	Lowestoft	Land West of Bloodmoor Road, Pakefield, Lowestoft	Area of grassed land with footpath running parallel to Bloodmoor Road	Open Space
132	10091045652	Lowestoft	Sentinel Victoria Public Convenience, Jubilee Parade, Lowestoft	2 storey block of chalets with pitched felt roof with WCs at both ends and a kiosk shop	Other
196041	10091043161	Lowestoft	Advertising Site, Car Park, Tennyson Road, Lowestoft	The asset is a standard size 48 advertising hoarding, situated on a car park	Other
207013	10091046070	Lowestoft	Sea bed Lowestoft Harbour	Sea bed within the bounds of the yacht basin	Other
207017	10091047305	Lowestoft	Disused Railway on the West side of Durban Road, Lowestoft	Two tarmac roadways running full length from east to west. Grassed area	Other
207021	010094716978	Lowestoft	Part of Verge Fronting 142 Stradbroke Road, Lowestoft	Strip of public footpath to the front of 142 Stradbroke Road	Other

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208061	DNE	Lowestoft	Road located off St Margaret's Road and Osborne Street (east side), Lowestoft	Road located off St Margaret's Road and Osborne Street, east side	Other
208064	010091045683	Lowestoft	Part shingle beach adj Azure Seas Caravan Park	Part shingle beach	Other
208074	10091045648	Lowestoft	Adjacent Orbis Centre, Gas Works Road, Lowestoft	Piece of land/concrete sea defences and sea wall	Other
208095	DNE	Lowestoft	Land east side of Field View Drive	Cycle path and adj verge	Other
208100	010091046238	Lowestoft	Verge North East Side Of Roundabout Somerleyton Road Lowestoft Suffolk	Grass and footpath to the north side of the junction with Oulton Street and	Other
208101	10094716989	Lowestoft	Land At Leiston Road Lowestoft Suffolk	A plot of grassed land to the east of Katwijk Way	Other
208103	DNE	Lowestoft	Land on Belvedere Road Lowestoft	Part of the highway and path on Belvedere Road	Other
208109	10094716976	Lowestoft	Part Land Between 19 And 21 Laxfield Way Lowestoft Suffolk	On the bend in Laxfield Way	Other
208115	010091047073	Lowestoft	Land Fronting 308 To 314 Normanston Drive Lowestoft Suffolk	Public highway and roundabout	Other
208131	010094717020	Lowestoft	Part Land Adjacent Sir Morton Peto House Victoria Terrace Lowestoft Suffolk	Pavement and highway adj Waterloo Road forming access to car park for Sir	Other
208135	010094717028	Lowestoft	Land at junction of Church Road And Boston Road Lowestoft Suffolk	Land on Oxford Road is paved with additional street furniture. Land on Boston Road is fenced off and appears to have been absorbed by the Boston	Other
208171	010094716974	Lowestoft	Verge Fronting 163 Bridge Road Lowestoft Suffolk	Tarmac footpath fronting St Mark's Institute	Other
208182	010091047078	Lowestoft	Part land adj 29 Kevington Drive Lowestoft Suffolk	Grassed parcel of land adj footpath	Other
208270	010091047077	Lowestoft	Land Between 24 And 26 Clarkson Road Lowestoft Suffolk	Tarmac footpath and grassed verge	Other
208277	010091047217	Lowestoft	Land South of Rozlyne Close, Lowestoft	Grass verge	Other
208278	010013324880	Lowestoft	Land East of Rosedale Gardens, Lowestoft	Small access road (driveway) and verge to three bungalows fronting Elm	Other
208285	010094716998	Lowestoft	Land Adjacent And Rear Of 1 To 7 Lilac Drive Lowestoft Suffolk	Verge, path and parking bays in Lilac Drive	Other
208286	010091045703	Lowestoft	Part Land Adjacent 138 Crestview Drive Lowestoft Suffolk	Grass verge	Other
208296	010094717022	Lowestoft	Land Between The Ravine And North Parade Lowestoft Suffolk	Steep soil bank to the side and running parallel with The Ravine, planted	Other
208321	010091047294	Lowestoft	Footpath Adjacent 97 Stanford Street Lowestoft Suffolk	Public walkway between Stanford Street and back of May Road properties	Other
208331	010091047027	Lowestoft	Part Land Rear Of 5 Park Road Lowestoft Suffolk	Concrete paved area in front and to the side of five garages	Other
208360	DNE	Lowestoft	Land adjacent 36 Newark Road Lowestoft Suffolk NR33 0LY	Land which is the beginning of the access road to the back of properties on	Other
208363	010094716876	Lowestoft	Part Land Rear Of 41 And 43 Edgerton Road Lowestoft Suffolk	Small piece of land in front of an old garage	Other
300145	DNE	Lowestoft	Sentinel former lifeguard station on Jubilee Parade/Lower Promenade, Lowestoft	Former lifeguard station	Other
300146	010013330690	Lowestoft	Lifeguard Station The Esplanade Lowestoft Suffolk	Former lifeguard station	Other
000132/001	10091045652	Lowestoft	Sentinel Victoria Public Convenience, Jubilee Parade, Lowestoft	Land footprint beneath two storey block of chalets with pitched felt roof with WCs at both ends and a kiosk shop	Other
207021/001	10094716978	Lowestoft	Verge Fronting 142 To 148 Stradbroke Road Lowestoft Suffolk	Strip of public footpath to the front of 144 Stradbroke Road	Other
207021/002	010094716978	Lowestoft	Part of Verge fronting 146 Stradbroke Road	Public footpath fronting 146 Stradbroke Road	Other
207021/003	010094716978	Lowestoft	Part of Verge fronting 148 Stradbroke Road	Public footpath fronting 148 Stradbroke Road	Other
300146/001	010013330690	Lowestoft	Lifeguard Station The Esplanade Lowestoft Suffolk	Former lifeguard station site	Other
123	100091606210	Lowestoft	Public Conveniences Bakers Score Corton Suffolk NR32 5HY	Traditional brick public convenience and surrounding land	Public Convenience
133	10013329637	Lowestoft	Public Convenience, Gordon Road,Lowestoft	Purpose built public convenience in brick with a flat bitumen roof	Public Convenience
137	DNE	Lowestoft	Public Convenience, Kirkley Cemetery/Allotments, Lowestoft	Brick built public convenience with pitched and tiled roof	Public Convenience
141	010013328728	Lowestoft	Public Conveniences South Jubilee Parade The Esplanade Lowestoft Suffolk NR33 0DG	Single storey, block built, public convenience	Public Convenience
142	010013328727	Lowestoft	Public Conveniences, North Jubilee Parade, The Esplanade, Lowestoft	Public convenience, showers and shelter	Public Convenience
422	010091043680	Lowestoft	Public convenience at Dip Farm Miniature Golf Course	Public convenience at Dip Farm Miniature Golf Course	Public Convenience
422	010091043680	Lowestoft	Public convenience at Dip Farm Miniature Golf Course	Public convenience at Dip Farm Miniature Golf Course	Public Convenience
422	010091043680	Lowestoft	Public Convenience Dip Farm Miniature Golf Course Corton Road Lowestoft Suffolk NR32 4PR	Public conveniences at Dip Farm	Public Convenience

Asset Reference	UPRN	Town	Address	Description	Asset Type
000123/001	100091606210	Lowestoft	Public Conveniences Bakers Score Corton Suffolk NR32 5HY	Traditional brick public convenience and surrounding land	Public Convenience
000133/001	010013329637	Lowestoft	Pcons Gordon Road, Lowestoft	Asset is the land beneath the public conveniences.	Public Convenience
000137/001	DNE	Lowestoft	Public Convenience (Land), Kirkley Cemetery/allotments, Lowestoft NR33 0PD	Land foot print to public convenience	Public Convenience
000141/001	010013328728	Lowestoft	Public Conveniences South Jubilee Parade The Esplanade Lowestoft Suffolk NR33 0DG	Land footprint below single storey, public convenience	Public Convenience
000142/002	010013328727	Lowestoft	Public Conveniences, North Jubilee Parade, The Esplanade, Lowestoft	Public convenience, showers and shelter	Public Convenience
000273/009	010013325367	Lowestoft	Public Conveniences Royal Plain Lowestoft Suffolk NR33 0AP	Steel portal framed building with PVCu clad walls and GRP roof	Public Convenience
000273/010	010013325367	Lowestoft	East Point Public Convenience (Land), Royal Terrace, Lowestoft	Footprint land beneath WC	Public Convenience
398	010012983620	Lowestoft	The Putting Green Kirkley Cliff Road Lowestoft Suffolk NR33 0DF	Putting Green on Kirkley Cliff Road.	Putting Green
208384	100091177571	Lowestoft	159 Rotterdam Road Lowestoft Suffolk NR32 2EZ	Group home	Residential (leased residential)
72	010013331451	Lowestoft	77 Hollingsworth Road, Lowestoft, Suffolk, NR32 4AT	Ground floor shop with flat above	Retail (Leased shop)
196029	010013330548	Lowestoft	Sunrise At Zaks Jubilee Parade The Esplanade Lowestoft Suffolk	Café	Retail (Leased shop)
196030	010013330547	Lowestoft	Shop within Victoria Chalets, Jubilee Parade, The Esplanade, Lowestoft	Small retail unit within a traditional concrete framed parade of beach huts.	Retail (Leased shop)
202009	100091568786	Lowestoft	229 London Road South, Lowestoft	Comprises former Barclays Bank converted into a ground floor retail unit	Retail (Leased shop)
300124	010013329636	Lowestoft	112 London Road North Lowestoft Suffolk NR32 1ET	Ground floor retail unit	Retail (Leased shop)
300125	010013329635	Lowestoft	Peacocks 112A London Road North Lowestoft Suffolk NR32 1ET	Ground floor retail unit	Retail (Leased shop)
300126	10013329637	Lowestoft	Wilkinsons 112 London Road North Lowestoft Suffolk NR32 1HA	Ground floor retail unit	Retail (Leased shop)
300127	010013329636	Lowestoft	Unit 4 112 London Road North Lowestoft Suffolk NR32 1HA	Vacant first floor former retail unit	Retail (Leased shop)
397	010091044401	Lowestoft	Neeve's Pit, Normanston Drive, Oulton Broad	Disused rubbish pit, overgrown with shrubs and trees.	Surplus Land
401	10094762696	Lowestoft	Electricity Sub Station Rear XPO Logistics, Mobbs Way	Electricity Sub Station Rear XPO Logistics, Mobbs Way	Surplus Land
407	010091046400	Lowestoft	Open space Land West Side Of Tom Crisp Way Lowestoft Suffolk	Large open plan grass area on the coast bordering other council owned land.	Surplus Land
198003	010013325308	Lowestoft	Car Park, Mariners St, Lowestoft, NR32 1JT	Tarmac surfaced car park to the rear of the high street, previously used to	Surplus Land
200002	010091046382	Lowestoft	Land north side of Barnards Way Lowestoft Suffolk	Vacant site	Surplus Land
208107	10091047280	Lowestoft	Land adj 61 Bevan Street West	Small piece of land (planted feature) alongside terraced properties bounded	Surplus Land
208113	010091045388	Lowestoft	Land Adjacent 3 Squires Walk Lowestoft Suffolk	Small triangle shaped grass verge	Surplus Land
208136	10091047026	Lowestoft	Land adj 7 St Margarets Road Lowestoft Suffolk	Path and planted area alongside access road to WDC car park and other	Surplus Land
208137	10094716994	Lowestoft	Land Adjacent 37 Grand Avenue, Pakefield	Area of grassed land	Surplus Land
208142	DNE	Lowestoft	Land adjacent to 106 St Peters Street Lowestoft	Small parcel of land that neighbour has built hardstanding and walls on.	Surplus Land
208148	010091047296	Lowestoft	Part Land Between Monckton Crescent And Normanston Drive Lowestoft Suffolk	Grass verge off the main road	Surplus Land
208295	100091606294	Lowestoft	Land at Church Lane, Corton, NR32 5HX	Large open plan grass area on the coast bordering other council owned land	Surplus Land
208327	010094716991	Lowestoft	Land Adjacent 37 Crown Street West Lowestoft Suffolk	Paved piece of land situated on Thurston Road, Lowestoft	Surplus Land
208343	010094716997	Lowestoft	Part Land Rear Of 119 Bevan Street East Clapham Road South Lowestoft Suffolk	Small concrete piece of land	Surplus Land
208355	100091166832	Lowestoft	6 Flensburgh Street Lowestoft Suffolk NR32 2AR	Yard area between fences at ends of gardens rear off 6 Flensburgh street	Surplus Land
208356	DNE	Lowestoft	Small piece of curb behind 1 Alma Road	Small piece of curb behind 1 Alma Road	Surplus Land
208378	DNE	Lowestoft	Land adjacent 30 Britten Road Lowestoft Suffolk NR33 9BW	Small section of grass area and three alleyways	Surplus Land
209008	010091043447	Lowestoft	Rant Score, Lowestoft, Suffolk NR32 1TY	Surplus land just of Rants Score	Surplus Land
300362	100091566688	Lowestoft	Former Post Office building on London Road	Former Post Office building on London Road	Surplus Land
206003/010	100091606720	Lowestoft	Former Readland Readymix Site Riverside Road Lowestoft Suffolk NR33 0TU	Vacant site	Surplus Land
206003/011	010091045935	Lowestoft	Land behind 2 Canning Road, Lowestoft	Land principally scrubland.	Surplus Land
208243	010091045694	Lowestoft	Land Rear Of 7 And 8 Caneletto Close And 67 To 71 Gainsborough Drive Lowestoft Suffolk	Drainage ditch at the boundary of Foxburrow Woods and the rear gardens of	Watercourse
100260	010008620818	Martlesham	Land Opposite 42 to 68 Blacktiles Lane, Martlesham	Mown grass with some mature trees	Open Space
100693-01	010013605433	Martlesham	POS Seckford Heights, Martlesham	Scrub bush and trees acting as screening to main road from new residential	Open Space
101078	10013605395	Martlesham	Land between 25 and 27 Nunn Close, Martlesham, Suffolk	overgrown land between houses	Surplus Land
101078-01	010013605396	Martlesham	POS part road Nunn Close, Martlesham	Grass and some bushes	Surplus Land
100117	200004669784	Melton	Car Park, The Street, Melton, Suffolk	11 space surface car park, crossed by access to neighbours property (haven't	Car Park (non charging)
100195	010009904073	Melton	Car Park, Wilford Bridge, Wilford Bridge Road, Melton	Surface carpark	Car Park (non charging)
101432	010090648032	Melton	East Suffolk House, Riduna Park, Station Road, Melton	Modern detached office block	Office (Council occupied)
101555	010090648532	Melton	The Annexe, East Suffolk House, Station Road, Melton	Modern detached offices	Office (Council occupied)

Asset Reference	UPRN	Town	Address	Description	Asset Type
101432-01	010090648032	Melton	East Suffolk House site, Riduna Park, Station Road, Melton	Site for modern detached office block	Office (Council occupied)
101555-01	010090648532	Melton	The Annexe land, East Suffolk House, Melton	Modern detached offices	Office (Council occupied)
100194	010009904072	Melton	Picnic Site, Wilfred Bridge Road, Melton	Picnic site to the edge of the river Deben, including benching and gravel car	Open Space
100261	010009904058	Melton	Sports Ground, Hall Farm Road, Melton	Mown grass bounded by residents garden fences	Open Space
100263	010009904075	Melton	Public Open Space, Saxon Way, Melton	Land adjacent Saxon Way	Open Space
100440	010009904057	Melton	Public Open Space, Hall Farm, Close, Melton	Overgrown with trees / bushes	Open Space
100498	010013600846	Melton	Area 3 Land to South Beresford Drive, Melton	Mown grass	Open Space
100499	010009904103	Melton	Land to North of Beresford Drive, Melton	Grass with play area surrounded by railings	Open Space
100751	010013605384	Melton	Land adjacent 31 Bury Hill, Melton, Suffolk	Mown grass	Open Space
101264	200002200036	Melton	Land to the north of Bury Hill, Melton, Suffolk	Grass with some mature trees	Open Space
101265	010013600958	Melton	Land rear of 28-66 Saxon Way, Melton, Suffolk	Land with mature trees, well used paths through	Open Space
101266	010013605393	Melton	Land corner of Coopice Close and Saxon Way, Melton, Suffolk	Land with mature trees, back on to by fences of residents gardens	Open Space
100751-01	010013605385	Melton	Land adjacent 19 Bury Hill, Melton	Triangle of grass	Open Space
100751-02	010013605386	Melton	Land between 19 and 21 and 31 and 33 Bury Hill, Melton, Suffolk	Mown grass	Open Space
100751-03	010013605387	Melton	Land between 25 - 29 and 37 - 43 Bury Hill, Melton	Mown grass	Open Space
100441	010009904064	Melton	Workshop rear of Maltings Cottage, Melton Hill	Bare land, currently occupied by company of four theatre company	Surplus Land
100460	010009904074	Melton	Land at Winifred Fison House, The Street, Melton	Patchy grass, some small trees	Surplus Land
100492	010009904069	Melton	Ransom Strip 2, St Andrew Close, Melton	Alleyway	Surplus Land
100494	010009904068	Melton	Ransom Strip 1, St Andrews Place, Melton	Small area of land and end of Ebb Mews	Surplus Land
100496	010009904070	Melton	St Andrews Place, 3 Melton Site	Ransom strip	Surplus Land
100752	010009904100	Melton	Public Open Space 1, Love Lane, Melton	Overgrown with trees and bushes, next to tarmac track	Surplus Land
100753	010009904101	Melton	Public Open Space 2, Love Lane, Melton	Overgrown land adjacent tarmac track	Surplus Land
100762	010013605394	Melton	Land at Riverview, Melton	Grass next to pavements	Surplus Land
100770	010009904702	Melton	River Bank land opposite Fayrefield Road, River Deben, Melton, IP12 1BJ	overgrown, clearly very little use by anyone. Very low lying, protected from	Surplus Land
101071	010013605389	Melton	Land adjacent 5 Friars Court, Melton	Mown grass	Surplus Land
101072	010013605390	Melton	Land adjacent 20 Friars Court, Melton	Mown grass	Surplus Land
100498-01	010013600844	Melton	Area 1 Land to the south of Beresford Drive, Melton	Grass	Surplus Land
101372	010013608878	Nacton	Land at Shore Lane, Nacton, Suffolk	Shoreline	Open Space
208323	010091047259	North Cove	Land at junction of The Pightle and The Street	Land at junction of The Pightle and The Street	Surplus Land
100058	010013605040	Orford	Public conveniences, Bakers Lane, Oford, IP12 2LE	Public convenience (land)	Public Convenience
100059	010013605040	Orford	Public Convenience, Bakers Lane, Orford, IP12 2LE	Public convenience situated off the main road	Public Convenience
100248	010009904130	Otley	Playing field and playground, Newlands, Otley	Part playing field / playground, part allotment / garden	Land (leased land)
89	010013323745	Oulton	Warehouse premises and car park on Oulton Industrial Estate	Bookers Cash & Carry building and car park situated on Oulton Industrial	Industrial (leased industrial)
89	100091567704	Oulton	Warehouse premises and car park on Oulton Industrial Estate	Bookers Cash & Carry building and car park situated on Oulton Industrial	Industrial (leased industrial)
90	010012974414	Oulton	Industrial	Industrial estate on Mobbs Way	Industrial (leased industrial)
478	010091045705	Oulton	Recreation Ground Oulton Community Centre Meadow Road Oulton Lowestoft Suffolk NR32 3AZ	Playing field and site of Oulton Community Centre which is of portal frame	Open Space
207008	DNE	Oulton	Land north of Hall Road, Lowestoft, NR32 2AP	Land forming part of Bonds Meadow, Lowestoft	Open Space
208050	010091045684	Oulton	Part Land South Side Holly Hill Oulton Suffolk	Grassed open land formed within a disused quarry surrounded by high	Open Space
208087	10091047288	Oulton	Land to west of Gorleston Road	Grass, unmade footpath and copse	Open Space
208141	100091567705	Oulton	Land north of junction Mobbs Way and Gorleston Road Oulton	Grass verge	Open Space
208238	10091043525	Oulton	Play Area Bloomsbury Close Oulton Suffolk	Grassed open space and play area off Bloomsbury Close	Open Space
208276	010091047276	Oulton	Plot of land at east of Pennine Way	Area of grass at the end of a row of houses	Open Space
208367	010094717016	Oulton	Land West Of 22 The Trossachs Oulton Suffolk	Grass area	Open Space
208389	010091047281	Oulton	Land at Lawn Grove Lowestoft Suffolk	Grassed open space with large established trees and dry ditch/water course	Open Space
208093	010013330876	Oulton	Sub station site and land rear Hall Road Lowestoft NR32 3NN	Sub station site and land to the rear on Hall Road	Surplus Land

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15	010094762720	Oulton Broad	Overflow Car park, Nicholas Everitt Park, Lowestoft	Grassed pay and display overflow car park	Car Park (charging car park)
286	010094717026	Oulton Broad	Burton Marsh Marsh Road Oulton Broad Lowestoft NR33 9JY	Open space grass, marsh and open water (moorings)	Open Space
288	010091047074	Oulton Broad	Public Open Space Corner Of Christmas Lane And Church Lane Lowestoft	Area of scrubland criss-crossed with drainage ditches	Open Space
208196	10091047287	Oulton Broad	Land to rear of 14 to 52 Elmhurst Avenue Oulton	Part of Bonds Meadow. Nature land that locals use. Acts as a watercourse	Open Space
208258	010091047298	Oulton Broad	Oulton Broad Water Bridge Road Lowestoft Suffolk	Land under lake	Open Space
208347	010013329678	Oulton Broad	Land for Oulton Broad lake	Oulton Broad	Open Space
208348	010091047298	Oulton Broad	Oulton Broad Water Bridge Road Lowestoft Suffolk	Land under lake	Open Space
208349	010091047298	Oulton Broad	Oulton Broad Water Bridge Road Lowestoft Suffolk	Oulton Broad	Open Space
208126	DNE	Oulton Broad	Land to the rear of 157 Bridge Road Oulton Broad	Parcel of land with areas of grass, hedge and tarmac	Other
100271	010009904154	Purdis Farm	POS Area H, Woodrush Road, Purdis Farm, Suffolk, IP3 8SZ	Area of grass and trees between housing estate & Felixstowe Road	Open Space
100272	010009904165	Purdis Farm	POS Area G, Woodrush Road, Purdis Farm, Suffolk	Area of grass with one large tree	Open Space
100273	010009904168	Purdis Farm	POS Area B C D, Woodrush Road, Purdis Farm	Grass and trees with tarmac tracks through	Open Space
100279	010009904176	Purdis Farm	POS Area E, Foxglove Crescent, Purdis Farm	Grass with tarmac path through some trees	Open Space
100817	010009904170	Purdis farm	POS Area 2, Meadow Crescent, Purdis Farm, Suffolk	Area of grass surrounded by hedges and trees	Open Space
101048	010013604429	Purdis Farm	POS Areas 1, 2 Purdis Farm, Suffolk	Grass with tarmac paths through, some trees and fenced park / play area	Open Space
100274	010009904170	Purdis Farm	POS Area A, Murliss Road, Purdis Farm, Suffolk	Overgrown	Surplus Land
100275	010009904171	Purdis Farm	POS Area G, Woodrush Road, Purdis Farm	Grass and trees	Surplus Land
100276	010009904174	Purdis Farm	POS Area F, Woodrush Road, Purdis Farm, Suffolk	Grass and trees	Surplus Land
100277	010009904174	Purdis Farm	POS Area F1, Woodrush Road, Purdis Farm, Suffolk	Grass and trees	Surplus Land
100278	010009904177	Purdis Farm	POS Area E, Foxglove Crescent, Purdis Farm	Grass and trees, crossed by access to sewage pumping station	Surplus Land
208372	010094717006	Redisham	Part Land Opposite Forge Cottage Halesworth Road Redisham Suffolk	Small grass verge on Halesworth Road	Surplus Land
100812	010013605368	Rendlesham	Land adjacent 1 Towerfield Road, Rendlesham, IP12 1UL	Section of grass land with two pathways	Open Space
100816	010013603885	Rendlesham	POS off Maple Close, Rendlesham	Section of grass land with pathway between Maple Close and Acer Road	Open Space
101226	010013607568	Rendlesham	POS at Forest Court, Sycamore Drive, Rendlesham	Area of grass	Open Space
101227	010013607569	Rendlesham	POS at Castanea Green, Acer Road, Rendlesham	Area of grass land with pathway running through	Open Space
101228	010013607725	Rendlesham	Land at Hercules Road, Rendlesham	POS junction with Hercules Road and Crooked Creek Road	Open Space
101229	010013607726	Rendlesham	Part land between Wacker Field Road and Hercules Road, Rendlesham	Part land between Wacker Field Road and Hercules Road	Open Space
101230	010013607727	Rendlesham	POS between 32 and 34 Hercules Road, Rendlesham	POS between 32 and 34 Hercules Road, Rendlesham	Open Space
101231	010013607728	Rendlesham	POS between 7 and 12 Sapling Close, Rendlesham	POS between 7 and 12 Sapling Close, Rendlesham	Open Space
101288	010013605369	Rendlesham	Land between 14-21 Abbey Close Rendlesham, IP12 2UH	Small playground	Open Space
101289	010013605405	Rendlesham	Land adj 5 Welburn Close, Rendlesham, IP12 2UH	Small playground	Open Space
101290	010013599257	Rendlesham	Land adj 1 Wood Close, Rendlesham, IP12 2UH	Small playground	Open Space
101291	010013605371	Rendlesham	Land rear of 1-7 Fountain Road, Rendlesham, IP12 2UH	Open piece of grass land	Open Space
101285	010013605366	Rendlesham	Land rear 6-20 Welburn Close, Rendlesham, IP12 2UH	Grass verge	Surplus Land
101286	010013605364	Rendlesham	Land rear 81-94 Fountain Road, Rendlesham, IP12 1UH	Grass verge	Surplus Land
101287	010013605370	Rendlesham	Land rear of 9-21 Abbey Close, Rendlesham, IP12 2UH	Grass verge	Surplus Land
101292	010013605367	Rendlesham	Land read 2-38 Towerfield Road, Rendlesham, IP12 2UH	Grass verge	Surplus Land
101293	010013605365	Rendlesham	Land rear 46&48 Towerfield Road, Rendlesham, IP12 2UH	Small section of pathway	Surplus Land
101370	010090644845	Rendlesham	Whitmore Green, Rendlesham, IP12 2GA	large area of grass land	Surplus Land
494	010094716648	Reydon	Cemetery St Margarets Church Wangford Road Reydon Suffolk	Cemetery	Cemetery
000516/0010	010012983032	Reydon	Unit 20 Fountain Way, Reydon	Industrial unit	Industrial (leased industrial)
000516/005	100091606882	Reydon	10 - 12 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit	Industrial (leased industrial)
000516/006	100091606882	Reydon	10 - 12 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit	Industrial (leased industrial)
000516/007	010013330779	Reydon	14 - 16 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit	Industrial (leased industrial)
000516/008	010013330779	Reydon	14 - 16 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit	Industrial (leased industrial)
000516/009	010012983031	Reydon	18 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit	Industrial (leased industrial)

Asset Reference	UPRN	Town	Address	Description	Asset Type
000516/011	010012983033	Reydon	22 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit	Industrial (leased industrial)
000516/012	010012983034	Reydon	24 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit	Industrial (leased industrial)
000516/013	100091606882	Reydon	10 - 12 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit land	Industrial (leased industrial)
000516/014	100091606882	Reydon	10 - 12 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit land	Industrial (leased industrial)
000516/015	010013330779	Reydon	14 - 16 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit land	Industrial (leased industrial)
000516/016	010013330779	Reydon	14 - 16 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit land	Industrial (leased industrial)
000516/017	010012983031	Reydon	18 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit land	Industrial (leased industrial)
000516/018	010012983032	Reydon	20 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit land	Industrial (leased industrial)
000516/019	010012983033	Reydon	22 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit land	Industrial (leased industrial)
000516/020	010012983034	Reydon	24 Fountain Way Reydon Southwold Suffolk IP18 6SZ	Industrial unit land	Industrial (leased industrial)
208216	010094716667	Reydon	Land South Of 39 Kingfisher Crescent Reydon Suffolk	Two parcels of land on the south of Kingfisher Crescent	Open Space
208219	010094716649	Reydon	Play Area Barn Close Reydon Suffolk	Play area to the rear of 14 Barn Close, Reydon	Open Space
100764	010013605377	Rushmere St Andrew	Land at Hardwick Close, Rushmere St Andrew, Suffolk	Grass, some mature trees	Open Space
100765	010009904141	Rushmere St Andrew	POS Area 1, Foxhall Road, Rushmere St Andrew, IP3 8NE	Grass area	Open Space
100766	010009904142	Rushmere St Andrew	POS Area 2, Foxhall Road, Rushmere St Andrew, IP3 8NF	Grass	Open Space
100767	010009904144	Rushmere St Andrew	POS Area 3, Foxhall Road, Rushmere St Andrew, IP3 8NF	Grass, some young trees	Open Space
100769	010002229974	Rushmere St Andrew	POS, Bixley Drive, Rushmere	Small triangular strip of grass between 37 and 39 Bixley Drive	Open Space
100813	010013601229	Rushmere St Andrew	POS 1 Brookhill Way, Rushmere St Andrew	Grass with some mature trees	Open Space
100902	010002229974	Rushmere St Andrew	POS Bixley Drive, Rushmere St Andrew,	Grass, some trees	Open Space
100903	010009904707	Rushmere St Andrew	POS Area 1, Ditchingham Grove, Rushmere St Andrew	Bare land, some bushes / trees	Open Space
100904	010009904708	Rushmere St Andrew	POS Area 2, Ditchingham Grove, Rushmere St Andrew	Land next to house, currently covered by hedge	Open Space
100905	010009904709	Rushmere St Andrew	POS Area 1, Brendon Drive, Rushmere St Andrew	Grass area. Previously surrounded by post and single rail fence (since	Open Space
100906	010009904710	Rushmere St Andrew	POS Area 2, Brendon Drive, Rushmere St Andrew	Grass	Open Space
100907	010009904711	Rushmere St Andrew	POS Area 3, Brendon Drive, Rushmere St Andrew	Grass with tarmac	Open Space
100908	010009904712	Rushmere St Andrew	POS Area 4, Brendon Drive, Rushmere St Andrew	Area of hedge and bushes	Open Space
100909	010002229973	Rushmere St Andrew	POS, Euston Avenue, Rushmere St Andrew	Wood/scrubland	Open Space
100910	010009904731	Rushmere St Andrew	POS Haughley Drive, Rushmere St Andrew	Verge and bushes	Open Space
100911	010009905892	Rushmere St Andrew	POS Area 1, Seckford Close, Rushmere St Andrew	Bushes and trees	Open Space
100912	010009905893	Rushmere St Andrew	POS Area 2, Seckford Close, Rushmere St Andrew	Area of trees with stream running through accessed via footpath from	Open Space
100913	010009905894	Rushmere St Andrew	POS, Mannington Close, Rushmere St Andrew	Grass with tarmac track through and hedge to either side	Open Space
100914	010009905896	Rushmere St Andrew	POS, Kelvedon Drive, Rushmere St Andrew	Grass with tarmac track through and hedge to either side	Open Space
100915	010009905901	Rushmere St Andrew	POS Area 1, Bixley Lane, Rushmere St Andrew	Mostly trees / bushes	Open Space
101297	010002229973	Rushmere St Andrew	POS, Euston Close, Rushmere St Andrew	Wood / scrubland	Open Space
101298	010002229973	Rushmere St Andrew	POS Area 3, Euston Avenue, Rushmere St Andrew	Scrub / woodland	Open Space
101299	010002229974	Rushmere St Andrew	POS Bixley Drive, Rushmere St Andrew,	Grass surrounded by bushes and trees	Open Space
101300	010009904731	Rushmere St Andrew	POS, Haughley Drive, Rushmere St Andrew	Mostly hedge	Open Space
101302	010009905902	Rushmere St Andrew	POS Area 2, Bixley Lane, Rushmere St Andrew	Mature trees	Open Space
101307	010013601230	Rushmere St Andrew	POS 2, Brookhill Way, Rushmere St Andrew	Grass surrounded by post and single rail fence	Open Space
101308	010013601343	Rushmere St Andrew	Land adjacent 1 Rush Close, Rushmere St Andrew	Grass surrounded by bushes and mature trees	Open Space
101309	010013605372	Rushmere St Andrew	Land front of 32 Brookhill Way, Rushmere St Andrew	Grass surrounded by timber bollards	Open Space
101310	010013605373	Rushmere St Andrew	Land adjacet 3 Mere Gardens, Rushmere	Grass, some mature trees	Open Space
101311	010013605374	Rushmere St Andrew	Land adjacent 1 Mere Gardens and 16-18 Brookhill Way, Rushmere	Grass, mature trees	Open Space

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101312	010013605376	Rushmere St Andrew	Land front of 21 and 23 Brookhill Way, Rushmere	Area of mature trees and bushes	Open Space
101313	010013605376	Rushmere St Andrew	Land between 19 and 21 Brookhill Way, Rushmere	Bushes and mature trees	Open Space
101085	010013605413	Rushmere St Andrew	POS Area 3, Ditchingham Grove, Rushmere St Andrew	Small area of grass	Surplus Land
100116	200004658995	Saxmundham	Car Park Market Place Saxmundham Suffolk IP17 1AG	Surfaced long stay pay and display car park.	Car Park (charging car park)
100246	200004658957	Saxmundham	The Cemetery, Mill Road, Saxmundham ,IP17 1FP	Saxmundham Cemetery	Cemetery
100247	200004658957	Saxmundham	The Cemetery, Mill Road, Saxmundham ,IP17 1FP	Brick built storage shed situated on Saxmundham Cemetery	Cemetery
100697	010009904210	Saxmundham	Public Open Space Area 1, Brook Farm Road, Saxmundham	2 parcels of public open space consisting of trees shrubbery with footpath / unmade up track running	Open Space
100698	010009904215	Saxmundham	Public Open Space Area 1, Deben Way, Saxmundham	Area of land including grass verg with shrubbery and trees, backing onto a	Open Space
100699	010009904211	Saxmundham	Public Open Space Area 1, Brook Farm Road, Saxmundham	Grassed area and trees with footpath running alongside the primary school.	Open Space
100700	010009904217	Saxmundham	Public Open Space Area 2, Deben Way, Saxmundham	Public open space, consisting of a footpath, grassed area, shrubbery, trees	Open Space
100701	010013599277	Saxmundham	POS Carlton Park, Saxmundham	Public open space, woodland / scrubland with trees, hedges and shrubbery and informal made up footpath	Open Space
101165	010013599225	Saxmundham	Land backing onto A12 behind large housing estate	Large area of public open space.	Open Space
101166	010013599226	Saxmundham	POS East of Brook Farm Road, Saxmundham	Large area of public open space.	Open Space
101316	010013606331	Saxmundham	Public Open Space Area 9, Bittern Road, Saxmundham	2 pieces of public open space, grassed areas with hedgerow either side of footpath	Open Space
101317	010013605665	Saxmundham	Land Rear of 38-48 Thurlow Close, Saxmundham	Rear of 38-48 Thurlow Close, Saxmundham beside public footpath	Open Space
101318	010013607288	Saxmundham	POS Area 3a Wordworth Close, Saxmundham	Grassed area and hedgerow, running alongside footpath backing onto	Open Space
101319	010013607289	Saxmundham	POS Area A Brook Farm Road, Saxmundham	Strip of land with footpath running along the middle consisting of grass,	Open Space
101094	010013601088	Saxmundham	Land at Fromus Square, Saxmundham, IP17 1DB	Pathed open space leading onto the front of a Waitrose	Other
100060	200004644428	Saxmundham	Car Park, Market Place, Saxmundham, IP17 1AH	Public convenience situated on the Market Place car park	Public Convenience
100061	200004644428	Saxmundham	Car Park, Market Place, Saxmundham, IP17 1AH	Public convenience situated on the Market Place car park	Public Convenience
100975	010013605406	Saxmundham	Land rear of 3-11 Seaman Avenue, Saxmundham, IP17 1DZ	Majority of land paved and tarmacked adjacent garages	Surplus Land
101368	200004659710	Saxstead	Former Public Convenience, The Green, Saxstead, IP13 9QG	The site previously had a public convenience on it which has since been demolished	Surplus Land
100191	010002229913	Sizewell	Car Park at Sizewell Beach	Surface pay and display car park	Car Park (charging car park)
100302	200004658086	Sizewell	Land for Sizewell T, Sizewell Gap, Sizewell, Leiston, IP16 4UH	Land for café building	Retail (Leased shop)
100302-01	200004658086	Sizewell	Building Sizewell T, Sizewell Gap, Sizewell, Leiston	timber clad flat roofed café building	Retail (Leased shop)
100979	010009909477	Sizewell Leiston	Beach Hut 1, The Foreshore, Sizewell Gap, Sizewell, Leiston, Suffolk	No1 of terrace timber frame and clad beach huts	Holiday Let (beach huts, chalets)
100980	010013601046	Sizewell Leiston	Beach Hut 2, The Foreshore, Sizewell Gap, Sizewell, Leiston, Suffolk	No2 of terrace timber frame and clad beach huts	Holiday Let (beach huts, chalets)
100981	010013601047	Sizewell Leiston	Beach Hut 3, The Foreshore, Sizewell Gap, Sizewell, Leiston, Suffolk	No3 of terrace timber frame and clad beach huts	Holiday Let (beach huts, chalets)
100982	010013601048	Sizewell Leiston	Beach Hut 4, The Foreshore, Sizewell Gap, Sizewell, Leiston, Suffolk	No34 of terrace of timber frame and clad beach huts	Holiday Let (beach huts, chalets)
100983	010013601049	Sizewell Leiston	Beach Hut 5, The Foreshore, Sizewell Gap, Sizewell, Leiston, Suffolk	No5 of terrace of timber frame and clad beach huts	Holiday Let (beach huts, chalets)
100984	010013601050	Sizewell Leiston	Beach Hut 6, The Foreshore, Sizewell Gap, Sizewell, Leiston, Suffolk	No6 of terrace of time frame and clad beach huts	Holiday Let (beach huts, chalets)
100985	010013601051	Sizewell Leiston	Beach Hut 7, The Foreshore, Sizewell Gap, Sizewell, Leiston, Suffolk	No7 of terrace of timber frame and clad beach huts	Holiday Let (beach huts, chalets)
100986	010013601052	Sizewell Leiston	Beach Hut 8, The Foreshore, Sizewell Gap, Sizewell, Leiston, Suffolk	No8 of terrace of timber frame and clad beach huts	Holiday Let (beach huts, chalets)
100987	010013601053	Sizewell Leiston	Beach Hut 9, The Foreshore, Sizewell Gap, Sizewell, Leiston, Suffolk	No9 of terrace of timber frame and clad beach huts	Holiday Let (beach huts, chalets)
100988	010013601054	Sizewell Leiston	Beach Hut 10, The Foreshore, Sizewell Gap, Sizewell, Leiston, Suffolk	No10 of terrace of timber frame and clad beach huts	Holiday Let (beach huts, chalets)
100989	010013601055	Sizewell Leiston	Beach Hut 11, The Foreshore, Sizewell Gap, Sizewell, Leiston, Suffolk	No11 of terrace of timber frame and clad beach huts	Holiday Let (beach huts, chalets)
100990	010013601056	Sizewell Leiston	Beach Hut 12, The Foreshore, Sizewell Gap, Sizewell, Leiston, Suffolk	No12 of terrace of timber frame and clad beach huts	Holiday Let (beach huts, chalets)

Asset Reference	UPRN	Town	Address	Description	Asset Type
9	10013331166	Southwold	Land behind beach north of Southwold pier	Tarmac surface car park	Car Park (charging car park)
10	10091043053	Southwold	Harbour car park adj Museum Ferry Road Southwold Suffolk	Open air car park bounded by post and single rail fence	Car Park (charging car park)
198015	10013332270	Southwold	Car Park Adjacent The sail loft Ferry Road Southwold Suffolk	Open air car park of hardstanding with post and single rail boundary fence	Car Park (charging car park)
198016	DNE	Southwold	Ferry Road North Carpark	Area of hardstanding behind dropped kerb	Car Park (non charging)
206012/001	010013332423	Southwold	Hut Near River Southwold Harbour Blackshore Southwold Suffolk	Commercial fishing operator compound	Fishing Hut
146	10091044308	Southwold	Beach Huts, Southwold	Land footprint of beach huts entire length of Southwold seafront	Holiday Let (beach huts, chalets)
148	100091492174	Southwold	Southwold Camping And Caravan Site Ferry Road Southwold Suffolk IP18 6ND	Camping and caravan site with some facilities buildings	Holiday Let (beach huts, chalets)
275	100091408332	Southwold	20 Ferry Road Southwold Suffolk IP18 6NB	Land under beach chalet to the east side of Ferry Road	Holiday Let (beach huts, chalets)
276	100091491734	Southwold	22 Ferry Road Southwold Suffolk IP18 6NB	Land under beach chalet to the east side of Ferry Road	Holiday Let (beach huts, chalets)
277	010013328358	Southwold	18 Ferry Road Southwold Suffolk IP18 6NB	Land under beach chalet to the east side of Ferry Road	Holiday Let (beach huts, chalets)
000148/003	10091045488	Southwold	Southwold Caravan Site, North Ferry Road, Southwold	Caravan/campsite and land for facilities buildings	Holiday Let (beach huts, chalets)
148-0003	100091492174	Southwold	Southwold Camping And Caravan Site Ferry Road Southwold Suffolk IP18 6ND	Caravan and camping site	Holiday Let (beach huts, chalets)
196003	10012983543	Southwold	Plot B, Harbour Marine Services, Southwold Suffolk IP18 6TA	Building - black timber clad with adjacent area of hardstanding for boat sales	Industrial (leased industrial)
196005	010012982781	Southwold	Plot A, workshop & boatyard, Blackshore, Southwold	Building clad with black weatherboard timber, sliding doors to the front.	Industrial (leased industrial)
207025	10012982781	Southwold	Harbour Marine Services Blackshore Southwold Suffolk IP18 6TA	Land and black timber clad buildings	Industrial (leased industrial)
196003/001	10012983543	Southwold	Plot B, Harbour Marine Services, Southwold Suffolk IP18 6TA	Black timber clad building with adjacent area of hardstanding for boat sales	Industrial (leased industrial)
207025/001	10012982781	Southwold	Harbour Marine Services Blackshore Southwold Suffolk IP18 6TA	Land and black timber clad buildings	Industrial (leased industrial)
274	100091408334	Southwold	Land at 25 Ferry Road, Southwold Suffolk IP18 6HQ	Plot of land on which (previous) tenant has built residential property	Land (leased land)
196022	010091045316	Southwold	North Parade Kiosk North Parade Southwold Suffolk	Kiosk site	Land (leased land)
208091	10012983265	Southwold	Southwold Tennis Club Hotson Road Southwold Suffolk IP18 6BS	Tennis courts bounded by high fences with adjoining small clubhouse	Land (leased land)
300330	010091046247	Southwold	Land And Hut South Of Pier Promenade Southwold Suffolk	Site for store shed 7	Land (leased land)
300147/001	010013331165	Southwold	Lifeguard Hut And Premises Promenade Southwold Suffolk	Lifeguard station site	Land (leased land)
999-1	10013326730	Southwold	Sites of fishing huts let on implied periodic tenancies at Southwold Harbour	Sites of fishing huts on implied periodic tenancies at Southwold Harbour -	Land (leased land)
999-2	010013326771	Southwold	Site of fish huts at Southwold Harbour	Site of fish huts, currently occupied as Samantha K's.	Land (leased land)
999-3	010013326695	Southwold	Site of fish huts E21, E22, E43, E44, E45 Southwold Harbour	Site of fish huts E21, E22, E43, E44, E45 Southwold Harbour	Land (leased land)
999-4	010013326713	Southwold	Fish huts E09, E10, E31 Southwold Harbour	Site for fish huts E09, E10, E31 Southwold Harbour	Land (leased land)
999-5	010013326765	Southwold	Site of fish hut B05 Southwold Harbour	Site of fish hut B05 Southwold Harbour	Land (leased land)
471	10012983221	Southwold	The Harbours Masters Office Blackshore Southwold Suffolk IP18 6TA	Black weatherboard on stilts over water	Office (Council occupied)
000471/001	10012983221	Southwold	Land for building adj River Blyth	Site for Harbour Master's Office	Office (Council occupied)
208047	10013325302	Southwold	Land east of North Parade, Southwold.	Beach	Open Space
208048	10094716684	Southwold	Sand And Shingle Land Fronting Promenade Southwold Suffolk	Beach	Open Space
208049	10094716684	Southwold	Sand And Shingle Land Fronting Promenade Southwold Suffolk	Beach	Open Space
208051	010094716678	Southwold	Open space west and north as South Green Southwold Suffolk	Open space	Open Space
208123	10094716955	Southwold	Land At Junction Of Marlborough Road And North Parade Southwold Suffolk	Grass triangle shaped area of land	Open Space
208154	10094716674	Southwold	The Denes Beach	Grassed over sand dunes	Open Space
208155	10094716674	Southwold	The Denes Beach	Grassed over sand dunes	Open Space
208200	10094716684	Southwold	Sand And Shingle Land Fronting Promenade Southwold Suffolk	Beach	Open Space
208206	10094716684	Southwold	Land between promenade and sea	Beach	Open Space
208208	10094716684	Southwold	Sand And Shingle Land Fronting Promenade Southwold Suffolk	Beach	Open Space
208209	10013329485	Southwold	Cliff Top Gun Hill Southwold Suffolk	Grass area	Open Space
208210	10094716674	Southwold	The Denes Beach Ferry Road Southwold Suffolk	Sand dune/bank	Open Space

Asset Reference	UPRN	Town	Address	Description	Asset Type
208234	10094716687	Southwold	Land At St James Green Southwold Suffolk	Grass	Open Space
208235	10094716676	Southwold	Land At Junction Of Gardner Road And Queens Road Southwold Suffolk	Grass	Open Space
208312	010094716836	Southwold	West of Ferry Road	Paddling pool	Open Space
208313	010094716655	Southwold	North Pier Ferry Road Southwold Suffolk	Beach North of North Pier	Open Space
196001	10012974086	Southwold	Southwold Sailing Club Blackshore Southwold Suffolk IP18 6TA	Redbrick flat roofed building with viewing balcony	Other
196026	010091047020	Southwold	Edge of River Blyth, Southwold.	Landing stage/pontoon at edge of river	Other
300147	010013331165	Southwold	Lifeguard Hut And Premises Promenade Southwold Suffolk	Lifeguard station	Other
196001/001	10012974086	Southwold	Building adj Southwold Harbour fronting River Blyth	Redbrick flat roofed building with viewing balcony	Other
118	100091606892	Southwold	Public Convenience Ferry Road Southwold Suffolk IP18 6HQ	Public conveniences and land	Public Convenience
125	010013326896	Southwold	Public Convenience North Parade Southwold Suffolk IP18 6BN	Purpose built public convenience in brick with a flat concrete roof	Public Convenience
126	010091042947	Southwold	Public Conveniences Adjacent Caravan Park Ferry Road Southwold Suffolk IP18 6NB	Purpose built public convenience in brick with a pitched and tiled roof	Public Convenience
127	100091606884	Southwold	Public Convenience, Church Green, Southwold, IP18 6JB	Purpose built public convenience in brick with a mono pitched and tiled roof	Public Convenience
000118/001	100091606892	Southwold	Public Convenience Ferry Road Southwold Suffolk IP18 6HQ	Public conveniences and land	Public Convenience
000125/004	010013326896	Southwold	Public Convenience Land, North Parade, Southwold, IP18 6BN	Land footprint below PC	Public Convenience
000126/004	010091042947	Southwold	Public Conveniences (land) Adjacent Caravan Park Ferry Road Southwold Suffolk IP18 6NB	Land footprint under PC	Public Convenience
000127/001	100091606884	Southwold	Public Convenience Land, Church Green, Southwold, IP18 6JB	Planted land with paving to and from WCs	Public Convenience
196004	10012983543	Southwold	Harbour Café, Blackshore, Southwold, Suffolk, IP186TA	Black timber clad building with composite sheet metal roof	Retail (Leased shop)
196027	10013327270	Southwold	The Harbour Kiosk Ferry Road Southwold Suffolk	Site for kiosk	Retail (Leased shop)
209001	010012983760	Southwold	Hut E13 To E15 Blackshore Southwold Suffolk IP18 6TA	Black timber clad and timber framed building with outside seating area	Retail (Leased shop)
300331	010013330541	Southwold	On land above beach	Site for kiosk	Retail (Leased shop)
300332	010013330888	Southwold	Gun Hill Beach Cafe Promenade Southwold Suffolk IP18 6HF	Site for kiosk	Retail (Leased shop)
196004/001	10012983543	Southwold	Harbour Café, Blackshore, Southwold, Suffolk, IP186TA	Black timber clad building with composite sheet metal roof	Retail (Leased shop)
208176	100091491762	Southwold	Land/road in front of pier building	Tarmac area used as road	Surplus Land
208232	10094716685	Southwold	St Bartholomews Green Victoria Street Southwold Suffolk	Grass with some trees	Surplus Land
208233	10094716673	Southwold	Land At St Edmunds Green Field Stile Road Southwold Suffolk	Grass with some trees	Surplus Land
208293	010094716675	Southwold	Land East Of Gun Hill Southwold Suffolk	Grass	Surplus Land
208308	010094716689	Southwold	Land At North Green Southwold Suffolk	Grass with some trees and tarmac tracks through	Surplus Land
208309	010094716688	Southwold	Land adj Barnaby Green	Grass area with hedge around and tree in	Surplus Land
100193	010009908405	Sutton	Sutton Common, B1083 Sutton, IP12 3DT	Large section of open land	Open Space
100003	010009904230	Sweffling	Sludge Lagoons (Os 8685) Cransford Road Sweffling Suffolk	Large area of land, known as Sweffling lagoons.	Surplus Land
100449	010002229429	Thorpeness	Land north west of 9 Pilgrims Way, Thorpeness	Land north west of 9 Pilgrims Way, Thorpeness	Surplus Land
100252	010009904243	Trimley St Martin	Public Open Space Area 2, Old Kirton Road, Trimley St Martin	Grass with tarmac track through	Open Space
100249	010009904238	Trimley St Martin	Public Open Space Area 1, St Martins Green, Trimley St Martin	Grass with trees	Surplus Land
100250	010009904241	Trimley St Martin	Public Open Space, Ashground Close, Trimley St Martin	Grass with some trees	Surplus Land
100251	010009904242	Trimley St Martin	Public Open Space Area 1, Old Kirton Road, Trimley St Martin, Suffolk	Grass	Surplus Land
100253	010009904239	Trimley St Martin	Public Open Space Area 2, St Martins Green, Trimley St Martin, Suffolk	Grass with some trees	Surplus Land
100254	010009904240	Trimley St Martin	Public Open Space Area 3, St Martins Green, Trimley St Martin	Area of open grass	Surplus Land
100255	010009904237	Trimley St Martin	Public Open Space Area 2, Jasmine Close, Trimley St Martin	Grass and trees	Surplus Land
100256	010009904236	Trimley St Martin	Public Open Space Area 1, Jasmine Close, Trimley St Martin	Land in front of 18 & 20 Vraig Close	Surplus Land
101258	010013603963	Trimley St Mary	Land to rear and side of 107 Faulkeners Way, Trimley St Mary, Suffolk	Mown grass with some mature trees	Open Space
101259	010013605419	Trimley St Mary	Land adjoining 97 Faulkeners Way, Trimley St Mary, Suffolk	Mown grass with some mature trees	Open Space
101260	010013605422	Trimley St Mary	Land adjoining 57 Faulkeners Way, Trimley St Mary, Suffolk	Mown grass with some mature trees	Open Space
101261	010009908161	Trimley St Mary	Land south west of Faulkeners Way, Trimley St Mary, Suffolk	Mown grass with fenced play area	Open Space
101263	010009908162	Trimley St Mary	Land north east of Faulkeners Way, Trimley St Mary, Suffolk	Mown grass with some mature trees	Open Space
101086	010013603996	Trimley St Mary	Land and verges, Black Barns, Trimley St Mary, Suffolk	Verge and tarmac track	Surplus Land
101232	010013605414	Tuddenham St Martin	Land adjacent 1 and 2 The Paddocks, Tuddenham St Martin, IP6 9BN	Grass verge	Surplus Land
100478	010008620842	Tunstall	POS The Green, Tunstall	Large grassed area of public open space	Open Space
101295	200004643053	Tunstall	POS Ashe Road, Tunstall	Public open space, grassed area with trees and 2 telegraph poles.	Open Space

Asset Reference	UPRN	Town	Address	Description	Asset Type
100477	010009904246	Tunstall	Ransom Strip, Hocket Crescent, Tunstall, IP12 2JD	Thin grass strip backing onto farm land.	Surplus Land
100410	200004642469	Ufford	The Depot (site), Yarmouth Road, Ufford	Land on which highways and waste depot stands, contractor Norse	Office (leased office)
100411	200004642469	Ufford	Buz Broadband Ltd At The Depot Yarmouth Road Ufford Woodbridge Suffolk IP13 6ET	Land on which telecommunication mast stands	Office (leased office)
100062	200004659818	Walberswick	Public conveniences, The Green, Walberswick	public convenience	Public Convenience
100063	200004659818	Walberswick	Public Conveniences, The Green, Walberswick	Public convenience (land)	Public Convenience
101075	010013605399	Walberswick	Land Adj to Adams Close, Walberswick	Footpath with gate either end, grassed area and large hedgerow fronting	Surplus Land
100004-02	010009904276	Walpole	Land rear of 1-12 Peasenhall Road, Walpole	Section of land to the rear of 1-12 Peasenhall Road	Open Space
100160	010002229699	Walton Felixstowe	Public Shelter Site, High Street, Felixstowe	Constructed of pitch clay tile roof and part brickwork and part timber	Public Shelter
100161	010002229699	Walton Felixstowe	Public Shelter, High Street, Felixstowe	Public shelter site	Public Shelter
208338	010013327428,	Wangford	Land behind 10 and 12 Elms Lane	Former site of garages now demolished. Appears to be used by locals for log	Surplus Land
100386	010009904277	Wenhaston	Land at Hall Road, Wenhaston	Grassed land / track forming the access to the field at the rear	Surplus Land
208371	010094716639	Westhall	Part verge adj Oak Tree Farm Cox Common Westhall Suffolk	Small plot of land making up larger plot in remote area of Westhall	Open Space
101061	010013605423	Westleton	Land South of Reckford Road, Westleton	Grass verge with culvert running through the middle	Open Space
101279	010009905914	Westleton	Area 3 Village Green, The Street, Westleton	Public open space	Open Space
101280	010009905916	Westleton	POS Area 4 Village Green, The Street, Westleton	Public open space	Open Space
101281	010009905918	Westleton	Area 5 Village Green, The Street, Westleton	Land designated as part of the village green	Open Space
101282	010009905920	Westleton	Area 6 Village Green, The Street, Westleton	Grassed public open space with a bench, bin, planting and signs	Open Space
101283	010009905914	Westleton	Area 2 Village Green, The Street, Westleton	Public open space	Open Space
101284	010009905912	Westleton	Area 1 Village Green, The Street, Westleton	2 parcels of public open space, comprising of large grassed area with signs, planting and bins	Open Space
100006	010009904285	Westleton	Public Open Space Heath View Westleton Suffolk IP17 3AT	Large area of grassed land	Surplus Land
100126	010009904586	Wickham Market	Car Park, The Hill, Wickham Market	Surfaced pay and display car park with 15 spaces and surrounding pavement	Car Park (charging car park)
101055	200004660845	Wickham Market	Car Park, Chapel Lane, Wickham Market	Short stay pay and display surfaced car park with 29 spaces, 4 disabled spaces and 7 spaces dedicated for use by Drs	Car Park (charging car park)
100122	200004660826	Wickham Market	Car Park, rear of 46 High Street, Wickham Market	Non chargeable surfaced car park with 40 marked spaces, approx 5	Car Park (non charging)
100073	200004669010	Wickham Market	The Hill, Wickham Market	Public convenience (land)	Public Convenience
100074	200004669010	Wickham Market	The Hill, Wickham Market	Public convenience	Public Convenience
101499	200004672246	Wickham Market	Bus shelter, The Hill, High Street, Wickham Market	Bus shelter	Public Shelter
100472	010009904274	Wickham Market	Ransom Strip, Simons Cross, Wickham Market	Overgrown grassland and shrubs	Surplus Land
100754	010009904281	Witnesham	POS Area 1, Giles Way, Witnesham	Land on junction	Open Space
100755	010009904282	Witnesham	POS Area 2, Giles Way, Witnesham	Track and mature trees	Open Space
100756	010009904283	Witnesham	POS Area 3, Giles Way, Witnesham	Grass and some mature trees	Open Space
100119	010009904595	Woodbridge	Car Park And Land Deben Swimming Pool Station Road Woodbridge Suffolk	Surfaced pay and display car park	Car Park (charging car park)
100120	010008620230	Woodbridge	Car Park Lime Kiln Quay Road Woodbridge Suffolk IP12 1BB	Surfaced pay and display car park	Car Park (charging car park)
100121	010008620175	Woodbridge	New Street, Woodbridge, Suffolk	Car Park, New Street, Woodbridge, Suffolk	Car Park (charging car park)
100123	200004659060	Woodbridge	The Car Park, The Avenue, Woodbridge, IP12 4BA	Surfaced pay and display car park, and small enclosed pond	Car Park (charging car park)
100124	200004659055	Woodbridge	Theatre Street, Woodbridge, Suffolk	Car park adjoining fire station, Theatre Street, Woodbridge	Car Park (charging car park)
101015	200004659067	Woodbridge	Car Park, Brook Street, Woodbridge, IP12 1DQ	Surface P&D car park	Car Park (charging car park)
101016	200004652999	Woodbridge	Car Park 2 (adj Hamblin House) Woodbridge	Public short stay car park	Car Park (charging car park)
101017	010009903864	Woodbridge	Car Park, Hamblin Road, Woodbridge	Surface tarmac car park, south of town centre	Car Park (charging car park)
101328	010013599097	Woodbridge	Land adjacent to Quay Point, Station Road, Woodbridge	Part of station car park	Car Park (charging car park)
100119-01	010009904595	Woodbridge	Coach Park, Station Road, Woodbridge, IP12 4AU	Designated area for coach parking for approx. 3 coaches	Car Park (non charging)
100225	010009904415	Woodbridge	Woodbridge Old Cemetery, Warren Hill Road, Woodbridge, Suffolk	Cemetery Old Woodbridge site	Cemetery
100226	010009904416	Woodbridge	Old Cemetery, Woodbridge, Suffolk	South Old Cemetery, Woodbridge, Suffolk	Cemetery

Asset Reference	UPRN	Town	Address	Description	Asset Type
100227	010009904415	Woodbridge	Woodbridge, Suffolk	Gardener building, Old Cemetery South	Cemetery
100228	010009909389	Woodbridge	Woodbridge, Suffolk	North Old Cemetery, Woodbridge, Suffolk	Cemetery
100225-01	010009905910	Woodbridge	New Cemetery Site, Woodbridge	Cemetery Site	Cemetery
100226-01	010009904416	Woodbridge	South Chapel Woodbridge Old Cemetery Warren Hill Road Woodbridge Suffolk IP12 4DT	South Chapel Woodbridge Old Cemetery Warren Hill Road Woodbridge	Cemetery
100227-01	010009904416	Woodbridge	Cemetery Gardner's Building, Woodbridge, Suffolk	Gardener building, old cemetery south	Cemetery
100228-01	010009909389	Woodbridge	North Chapel Woodbridge Old Cemetery Warren Hill Road Woodbridge Suffolk IP12 4TP	North Chapel Woodbridge Old Cemetery Warren Hill Road Woodbridge Suffolk IP12 4TP	Cemetery
100007	200004658597	Woodbridge	Land playgroup site, Newham Avenue, Woodbridge	land adjacent recreation ground	Land (leased land)
100468	200004659022	Woodbridge	Fred Reynolds Centre Churchill Close Woodbridge Suffolk IP12 4UU	Land, site of Fred Reynolds Centre Company of Four building. Tarmac	Land (leased land)
100285	010009904595	Woodbridge	Deben Pool, Station Road, Woodbridge, IP12 4AU	Land upon which a 2 storey leisure centre sits.	Leisure Centre
100286	010009904595	Woodbridge	Deben Pool, Station Road, Woodbridge, IP12 4AU	2 storey leisure centre, refurbished and extended in 2018. Leisure centre	Leisure Centre
100978	010009904703	Woodbridge	Recreation Ground, River Wall, Woodbridge	Mixed use land. Open land with trees, this asset number is also assumed to	Mixed Use (leased mixed use land)
100258	010008619695	Woodbridge	Park, Castle Street, Woodbridge, IP12 1HN	Park area with two play park sections	Open Space
100269	010009904703	Woodbridge	Model Yacht Pond Site, Recreation Ground, River Wall, Woodbridge	Model boat pond, raised off the ground with a concrete bridge	Open Space
100390	200004668840	Woodbridge	Houchell Meadow, Haugh Lane, Woodbridge	Open space used for dog walking and similar, grassed	Open Space
100470	200004653276	Woodbridge	Land South of Woodbridge Station, River Wall, Woodbridge, IP12 1BY	Marshland	Open Space
100757	010009904588	Woodbridge	POS, south side, Cobbold Road, Woodbridge	POS surrounded by protected trees on housing estate	Open Space
100758	010009904589	Woodbridge	POS Lachlan Road, Woodbridge	Area of public open space between residential properties, grass and mature	Open Space
100759	010009904590	Woodbridge	POS land adjoin 45 Haugh Lane, Woodbridge	POS adjoining footway on established residential estate	Open Space
100760	010009904591	Woodbridge	POS north side of Farlingaye, Woodbridge	POS space including mature trees on established residential site	Open Space
100761	010009904592	Woodbridge	POS adh 20 Cobbold Road, Woodbridge	Small area of POS	Open Space
101012	010013601045	Woodbridge	Land adjoining 3 Valley Close, Woodbridge	Grassland	Open Space
101014	010013601044	Woodbridge	Land to rear of 34 to 40 Chapel Street	Grass land	Open Space
101058	010013605381	Woodbridge	Land near 36/38 Thoroughfare, Woodbridge	Small strip of land effectively part of highway	Open Space
101063	010009909523	Woodbridge	Footpath leading to Upper Moorfield Road, Moorfield Road, Woodbridge, IP12 4JW	Tarmac track	Open Space
101064	010009904584	Woodbridge	Land adjoining 46 Haugh Lane, Woodbridge, Suffolk	Land adjoining 46 Haugh Lane	Open Space
101327	010013605410	Woodbridge	Land front of 1 to 6 Jacob Way, Woodbridge	Land front of 1 to 6 Jacob Way, Woodbridge	Open Space
100007-01	010009903471	Woodbridge	Land adjoining Kyson Playgroup, Newnham Avenue, Woodbridge	Land adjoining Kyson Playgroup, Newham Avenue, Woodbridge	Open Space
101057	010013605382	Woodbridge	Land adjacent to 61 New Street, Woodbridge	Small area of land used for resident parking	Other
101062	010009904217	Woodbridge	1-17 Deben Road, Woodbridge, Suffolk	Footpath	Other
101065	010013605388	Woodbridge	Footpaths Haugh Lane & Warwick Avenue	Footpath	Other
100119-02	010009904595	Woodbridge	Skate Park, Station Road, Woodbridge, IP12 4AU	Enclosed skatepark with concrete skate ramps and obstacles	Other
100064	200004652824	Woodbridge	Hamblin Road, Woodbridge, Suffolk	Public convenience, Hamblin Road, Woodbridge, Suffolk	Public Convenience
100065	200004652824	Woodbridge	Hamblin Road, Woodbridge, Suffolk	Public convenience, Hamblin Road, Woodbridge, Suffolk	Public Convenience
100066	200004671143	Woodbridge	Jetty Lane, Woodbridge, Suffolk	Public convenience located on Jetty Lane recreational ground, Woodbridge	Public Convenience
100067	200004671143	Woodbridge	Jetty Lane, Woodbridge, Suffolk	Public convenience located on Jetty Lane recreational ground, Woodbridge	Public Convenience
100797	010013604898	Woodbridge	Public Convenience, Deben Swimming Pool, Station Road, Woodbridge	Public Convenience	Public Convenience
100798	010013604898	Woodbridge	Public Convenience, Deben Swimming Pool, Station Road, Woodbridge (land)	Public convenience	Public Convenience
100337	010009904703	Woodbridge	Band Stand, Recreation Ground, River Wall, Woodbridge	Band stand, recreation ground, river wall, woodbridge	Public Shelter
100338	010009904703	Woodbridge	Band Stand, Recreation Ground, River Wall, Woodbridge	Band stand, recreation ground, river wall, woodbridge	Public Shelter
100339	010009904703	Woodbridge	Public Shelter, Recreation Ground, River Wall, Woodbridge	Public shelter constructed from metal supports with material canopy	Public Shelter
100340	010009904703	Woodbridge	Public Shelter, Recreation Ground, River Wall, Woodbridge	Public shelter, recreation ground, river wall, woodbridge	Public Shelter
100349	010090647770	Woodbridge	Public Shelter, Recreation Ground, River Wall, Woodbridge	Public shelter, recreation ground, river wall, woodbridge	Public Shelter
100350	010090647770	Woodbridge	Public Shelter, Recreation Ground, River Wall, Woodbridge	Public shelter, recreation ground, river wall, woodbridge	Public Shelter
100351	200004659155	Woodbridge	Ferrymans Shelter, Woodbridge, IP12 1BH	Concrete public shelter land	Public Shelter

Asset Reference	UPRN	Town	Address	Description	Asset Type
100352	200004659155	Woodbridge	Ferrymans Shelter, Woodbridge, IP12 1BH	Concrete public shelter	Public Shelter
100412	100091485777	Woodbridge	Council Offices, Melton Hill, Woodbridge	Former SCDC council offices site	Surplus Land
100413	100091485777	Woodbridge	Council Offices, Melton Hill, Woodbridge	Former SCDC council offices now vacant	Surplus Land
100776	010013605383	Woodbridge	Part of land fronting 20 Woolnough Road	Small area fronting private dwelling, used as a turning circle	Surplus Land
101013	010008620089	Woodbridge	Land to rear of 14 Chapel Street	Grass land	Surplus Land
101059	010009904593	Woodbridge	Land front 110a Castle Street, Woodbridge	Small area of ground adjacent to high brick wall	Surplus Land
101067	010013605379	Woodbridge	Land at Marin House, Tide Mill Way, Woodbridge	Grass	Surplus Land
101338	010009910597	Woodbridge	Verge, The Avenue, Woodbridge	Land between trees and road kerb	Surplus Land
100468		Woodbridge			
204029	10091047313	Worlingham	Woodland area adj playground along Cedar Drive, behind 43 Cedar Drive	Dense woodland area with good access routes and an electricity sub station	Open Space
208133	10091047314	Worlingham	Land at Sheridan Walk	Open space, piece of grassland with some trees	Open Space
208183	10091047312	Worlingham	Recreation Ground And Play Area All Saints Green Worlingham Suffolk	Open space with a playground situated on it. Cycle path running down the centre of the open space.	Open Space
208252	010094717021	Worlingham	Part Recreation Ground Park Drive Worlingham Suffolk	Play area and area of open space. Land in front is owned by Worlingham	Open Space
208351	010091047309	Worlingham	Part Land South Of 2 Marsh Lane Worlingham Suffolk	Strip of grass located beside council houses, Marsh Lane adj no 2.	Open Space
198021	DNE	Wrentham	Car park London Road Wrentham	A free surfaced car park	Car Park (non charging)
484	010094716645	Wrentham	Wrentham Cemetery, Land West Of Church Street, Wrentham, Suffolk NR34 7LX	Grass field bounded by fence and hedge. A recent extension to the old graveyard.	Cemetery
208248	010013331074	Wrentham	Recreation Ground Bonsey Gardens Wrentham Suffolk	Open grass area with two play areas	Open Space
101321	010013607672	Yoxford	Land at Culcott Close, Yoxford	Grass land, with verge, trees and hedgerow, asset number split into 3	Open Space



CABINET

Monday 8 July 2019

EAST SUFFOLK PERFORMANCE REPORT – QUARTERLY PERFORMANCE QUARTER 4 2018-19

EXECUTIVE SUMMARY

1. A comprehensive review of performance reporting for Suffolk Coastal District Council and Waveney District Council had been undertaken which resulted in the East Suffolk Performance Report being produced. The report records details of performance and progress against the deliverables within the East Suffolk Business Plan. This Quarterly Performance report covers Quarter 4, the period from 1 January to 31 March 2019.
2. The report summarises performance against the Critical Success Factors (CSF) and the strategic deliverables within the East Suffolk Business Plan. If there are any instances where performance is not adequately meeting targets, these are highlighted in the report detailing the actions being taken.
3. This is the final 'joint' performance report for the previous councils and in future the report will capture details of quarterly performance outcomes relating to East Suffolk Council.

Is the report Open or Exempt?	Open
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Wards Affected:	All wards in the District
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Cabinet Member:	Councillor Steve Gallant Leader of the Council Steve.gallant@eastsuffolk.gov.uk / Tel: 01394 276336
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Supporting Officer:	Simon Taylor Chief Finance Officer and Section 151 Officer Tel: 01394 444570 simon.taylor@eastsuffolk.gov.uk Lorraine Rogers Finance Manager (Financial Planning) and Deputy S151 Officer Tel: 01502 523667 lorraine.rogers@eastsuffolk.gov.uk
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1. INTRODUCTION

- 1.1 This Quarterly Performance Report has been produced to summarise the Councils' performance for the fourth quarter of 2018/19 (1 January to 31 March 2019). It captures how the Councils performed and deliverables against the East Suffolk Business Plan. The report contains information provided by all individual services and key strategic partner organisations.

2. REPORT

- 2.1 The report highlights activities and key achievements under each of the strategic deliverables (Economic Growth, Enabling Communities and Financial Self-Sufficiency) and Key Performance Indicators (KPIs) monitor performance against each CSF.
- 2.2 Performance has been captured in each service area which includes an analysis of performance indicators (incorporated KPIs) and measures. This includes key indicators which reflect the direction of travel in terms of the Councils' performance. Performance of partners is also included in the report and is captured within KPIs and other performance updates. Progress and targets relating to corporate risks are also summarised.
- 2.3 A financial update on performance and outturns in Quarter 4 will be reported to Cabinet in the Financial Outturn Report for 2018/19.
- 2.4 Quarterly progress against the delivery of specific actions within the East Suffolk Business Plan is captured within the report, including details of some key projects which form the Corporate Project Register.
- 2.5 This report is managed on a continued improvement and development approach which may result in further changes to the existing format. A quarterly report will continue to be produced for East Suffolk Council.

3. OTHER OPTIONS CONSIDERED

- 3.1 Quarterly Performance Reports enable the Cabinet, other Members of the Council and the public to scrutinise the performance of the Council against strategic deliverables and key indicators in accordance with the approved Business Plan.

RECOMMENDATION








That the East Suffolk Performance Report for Quarter 4 be received.

APPENDICES

Appendix A	Key Performance Indicators
Appendix B	National Performance Indicators and LG Inform PIs
Appendix C	Corporate Projects
Appendix D	Progress of Business Plan Actions

BACKGROUND PAPERS

None

Critical Success Factor (in Business Plan)	Strategic Deliverable	Key Performance Indicator	Performance Indicator detail	Council	Service Area	Head of Service	Lead Officer	Current status for Q4	Q1 2018/19 Target	Q1 2018/19 Actual	Q2 2018/19 Target	Q2 2018/19 Actual	Q3 2018/19 Target	Q3 2018/19 Actual	Q4 2018/19 Target	Q4 2018/19 Actual	Yearly Target	Year to Date Actual	End of year position	Update/comment on performance
Economic Development & Tourism																				
Economic Development & Tourism	Econ Growth	Job Creation (WDC)	Total number of jobs created through support by Council	WDC	Economic Dev & Regeneration	Paul Wood	Gary Bellward	 Red	2	3	39	12	37	4	46	9	124	28	Below target	9 Jobs created in Q4 with a further 9 safeguarded. Yearly target of 124 had been missed with feedback from agents confirming commercial market had been very cautious with prospect of Brexit, especially in business growth. Profiling anticipated job creation would come through larger units on Enterprise Zones which had not occurred, combined with smaller units primarily purchased by businesses employing small numbers employees.
Economic Development & Tourism	Econ Growth	Income Generation (SCDC)	Income generated through project work (e.g. EZ's) or external funding attracted	SCDC	Economic Dev & Regeneration	Paul Wood	Jason Berry	 Green	£0	£0	£25,000	£0	£25,000	£101,950	£50,000	£1,163,966	£100,000	£1,265,916	Above target	Performance for Q4 over- exceeded its target beyond expectations following a number of successful funding applications of which the largest was Coastal Community Funding for Felixstowe South Beach (£950k).
Economic Development & Tourism	Econ Growth	Income Generation (WDC)	Income generated through project work (e.g. EZ's) or external funding attracted	WDC	Economic Dev & Regeneration	Paul Wood	Gary Bellward	 Green	£312,020	£362,673	£58,383	£202,416	£398,383	£189,192	£183,383	£384,050	£952,169	£1,138,331	Above target	Income generation exceeded expectations in Q4 due to a number of successful funding applications and Enterprise Zone retained business rates that were higher than profiled.
Economic Development & Tourism	Econ Growth	Business Engagement (SCDC)	Total number of businesses engaged with.	SCDC	Economic Dev & Regeneration	Paul Wood	Jason Berry	 Green	190	255	190	227	180	932	190	257	750	1,671	Above target	Q4 exceeded its target with 257 engagements of which 107 businesses were provided with support. Yearly target had been exceeded.
Economic Development & Tourism	Econ Growth	Business Engagement (WDC)	Total number of businesses engaged with.	WDC	Economic Dev & Regeneration	Paul Wood	Gary Bellward	 Green	190	179	190	234	180	792	190	307	750	1,512	Above target	Q4 exceeded its target with 307 engagements of which 115 businesses were provided with support. Yearly target had been exceeded.
Economic Development & Tourism	Econ Growth	Land Regenerated (WDC)	Total amount of land regenerated in m2	WDC	Economic Dev & Regeneration	Paul Wood	Gary Bellward	 Red	0	0	0	0	0	0	3,900	1,500	3,900	1,500	Below target	Q4 fell short of its target following a number of enquiries for sites in South Lowestoft Industrial Estate EZ not materialising. Interested parties had not yet confirmed reasons for not progressing with development, however, agents suggested market confidence in the current uncertain economic climate was a key factor.
Leisure																				
Leisure	Enab Comms	Increase participation (Places for People) (SCDC)	Increase participation for all activities (Places for People) - combined throughput (football) figures for all sites	SCDC	Operations	Kerry Blair	Tim Snook	 Green	141,272	145,286	155,034	188,834	150,501	176,850	153,763	187,594	600,570	698,564	Above target	Targets exceeded for all quarters. Year end summary: - Participation increased 16% against its target. - Membership sales at Deben increased 45% against target due to refurbishment. (Further details within report).
Leisure	Enab Comms	Increase participation (Sentinel Leisure Trust) (WDC)	Increase participation for all activities (Sentinel Leisure Trust) combined throughput (football) figures for all sites	WDC	Operations	Kerry Blair	Tim Snook	 Red	190,409	178,478	194,756	175,673	168,052	160,884	210,241	170,368	763,458	685,403	Below Target	In Quarter 4, Bungay Leisure Centre suffered four closures due to plant and health & safety issues which affected participation, income and customer satisfaction. The site remains closed whilst further work is completed by the Council

Critical Success Factor (in Business Plan)	Strategic Deliverable	Key Performance Indicator	Performance Indicator detail	Council	Service Area	Head of Service	Lead Officer	Current status for Q4	Q1 2018/19 Target	Q1 2018/19 Actual	Q2 2018/19 Target	Q2 2018/19 Actual	Q3 2018/19 Target	Q3 2018/19 Actual	Q4 2018/19 Target	Q4 2018/19 Actual	Yearly Target	Year to Date Actual	End of year position	Update/comment on performance
																				and further testing arranged by SLT.
Planning																				
Planning	Econ Growth	Net dwellings completed (SCDC)	Net number of new homes completed	SCDC	Planning and Coastal Mngt	Philip Ridley	Desi Reed	n/a	n/a	138	n/a	138	n/a	139	n/a	174	773	589	Below Target	The annual target of 773 is based on the deliverable supply for 2018/19 in latest 5 year housing land supply position published June 2018. Quarterly targets are not set as they can be volatile and almost impossible to influence over such a short time period. Q4 delivery of 174 is higher than previous quarters, however the total for the year is below the year target but is higher than the delivery figure (582) for 2017/18. 723 dwellings were under construction at the end of Q4 and this position, coupled with the Local Plan going through the final plan making stage, indicates an increase in the level of future delivery.
Planning	Econ Growth	Net dwellings completed (WDC)	Net number of new homes completed	WDC	Planning and Coastal Mngt	Philip Ridley	Desi Reed	n/a	n/a	61	n/a	51	n/a	68	n/a	117	267	297	Above Target	Annual target of 267 is based on deliverable supply in the latest 5 year housing land supply position published June 2018. Quarterly targets are not set as they can be volatile and almost impossible to influence over such a short time period. Quarter 4 delivery of 117 takes the final year figure above the annual target and last year's figure of 284. 297 is the highest delivery rate for 11 years. In total 267 dwellings were under construction at end of Quarter 4, and with the adoption of the Local Plan in March 2019, and several of the larger allocations already granted outline permission, overall delivery is expected to increase.
Housing																				
Housing	Enab Comms	Number of homeless preventions under the Prevention Duty	Number of homeless preventions under the Prevention Duty	SCDC	Housing Services	Andrew Jarvis	Angela Haye	n/a	n/a	n/a	n/a	63	n/a	68	n/a	45	n/a	176	n/a	New for 2018/19 due to changes in legislation.
Housing	Enab Comms	Number of homeless preventions under the Prevention Duty	Number of homeless preventions under the Prevention Duty	WDC	Housing Services	Andrew Jarvis	Angela Haye	n/a	n/a	n/a	n/a	172	n/a	258	n/a	199	n/a	629	n/a	New for 2018/19 due to changes in legislation.
Housing	Enab Comms	Number of homeless preventions under the Relief Duty	Number of homeless preventions under the Relief Duty	SCDC	Housing Services	Andrew Jarvis	Angela Haye	n/a	n/a	n/a	n/a	36	n/a	68	n/a	22	n/a	126	n/a	New for 2018/19 due to changes in legislation.
Housing	Enab Comms	Number of homeless preventions under the Relief Duty	Number of homeless preventions under the Relief Duty	WDC	Housing Services	Andrew Jarvis	Angela Haye	n/a	n/a	n/a	n/a	92	n/a	tbc	n/a	128	n/a	220	n/a	New for 2018/19 due to changes in legislation.
Housing	Enab Comms	Percentage of applicants housed from the register who are in reasonable preference group (East Suffolk Council)	Percentage of applicants housed from the register	Both	Housing Services	Andrew Jarvis	Angela Haye	n/a	n/a	n/a	n/a	n/a	n/a	n/a	40%	n/a	40%	80%	Above target	Year to date performance had been recorded as a combined figure of SCDC and WDC. Therefore, within East Suffolk out of a total of 1006 housed, 810 applicants housed were in Bands A - C.

Critical Success Factor (in Business Plan)	Strategic Deliverable	Key Performance Indicator	Performance Indicator detail	Council	Service Area	Head of Service	Lead Officer	Current status for Q4	Q1 2018/19 Target	Q1 2018/19 Actual	Q2 2018/19 Target	Q2 2018/19 Actual	Q3 2018/19 Target	Q3 2018/19 Actual	Q4 2018/19 Target	Q4 2018/19 Actual	Yearly Target	Year to Date Actual	End of year position	Update/comment on performance
Housing	Enab Comms	Affordable Homes Completed (SCDC)	Net number of new affordable homes completed	SCDC	Planning and Coastal Mngt	Philip Ridley	Desi Reed	n/a	n/a	16	n/a	21	n/a	28	n/a	66	100	131	Above Target	The yearly target of 100 is identified in the East Suffolk Housing Strategy. Quarterly targets are not set as they can be volatile and almost impossible to influence over such a short time period. Q4 delivery of 66 affordable units takes the annual figure above target. At end of the financial year the total figure for affordable dwellings under construction is 153. Based on this figure and the Local Plan going through the final plan making stage, the scale of delivery is set to continue.
Housing	Enab Comms	Affordable Homes Completed (WDC)	Net number of new affordable homes completed	WDC	Planning and Coastal Mngt	Philip Ridley	Desi Reed	n/a	n/a	9	n/a	4	n/a	1	n/a	75	150	89	Below Target	Yearly target of 150 is identified in East Suffolk Housing Strategy. Quarterly targets are not set as they can be volatile and almost impossible to influence over such a short time period. Q4 delivery of 59 affordable units shows a step change in delivery from previous quarters but a position still well below annual target. These delivery figures are not expected to increase significantly in the short term, given low numbers of affordable dwellings currently under construction (29) at the end of year. However, with the adoption of the Local Plan in March 2019, delivery over the longer term is anticipated to increase.
Housing	Enab Comms	Disabled Facilities and Renovation Grants spent (SCDC)	Percentage of grant budget spent for Disabled Facilities and Renovation Grants	SCDC	Housing Services	Andy Jarvis	Teresa Howarth	😊 Green	25% (DFG)	26.32% (DFG) 1.86%(RG)	25% (DFG)	24.80% (DFG) 28.74% (RG)	25% (DFG)	26.15% (DFG) 49.34 (RG)	25% (DFG)	29.54% (DFG) 7.27% (RG)	100%	106.81% (DFG) 87.21%(RG)	Above target	DFG funding is on track to be fully spent. 86% of this spend is attributable to Orbit HIA, the remainder to local authority activity. RG funding is also on track to spend this year's allocation. Suffolk also currently has funding for central heating systems from the Warm Homes Fund so this is being utilised in preference to RG.
Housing	Enab Comms	Disabled Facilities and Renovation Grants spent (WDC)	Percentage of grant budget spent for Disabled Facilities and Renovation Grants	WDC	Housing Services	Andy Jarvis	Teresa Howarth	😐 Amber	25% (DFG)	19.17% (DFG)	25% (DFG)	28.55 % (DFG)	25% (DFG)	38.6% (DFG)	25% (DFG)	9.14% (DFG)	100%	95.52% (DFG)	Slightly below target	DFG completions for Q4 and year are slightly below target; figures include grants processed outside of the agency (from historic backlog of cases). If Orbit activity is considered alone the % approved grants by them is 83.2% of 95.52%. RG fund not utilised as alternative external funding available to address poor housing due to inadequate heating under the Warm Homes Fund.
Housing	Enab Comms	Disabled Facilities and Renovation Grants budget committed (SCDC)	Percentage of the grant budget committed (grants approved) for Disabled Facilities and Renovation Grants	SCDC	Housing Services	Andy Jarvis	Teresa Howarth	😊 Green	25%	22.69% (DFG) 9.75% (RG)	25%	29.83% (DFG) 5.41% (RG)	25%	27.3% (DFG) 32.54% (RG)	25%	37.67% (DFG) 52.26% (RG)	100%	117.49% (DFG) 99.56 % (RG)	Above target	DFG approvals were above expectations for Q4 and full year. 89.7% of 117.49% of approvals are attributable to Orbit, the remainder to LA activity. RG approvals are very slightly below target due to alternative external funding available to address poor housing due to inadequate heating under Warm Homes Fund.

Critical Success Factor (in Business Plan)	Strategic Deliverable	Key Performance Indicator	Performance Indicator detail	Council	Service Area	Head of Service	Lead Officer	Current status for Q4	Q1 2018/19 Target	Q1 2018/19 Actual	Q2 2018/19 Target	Q2 2018/19 Actual	Q3 2018/19 Target	Q3 2018/19 Actual	Q4 2018/19 Target	Q4 2018/19 Actual	Yearly Target	Year to Date Actual	End of year position	Update/comment on performance
Housing	Enab Comms	Disabled Facilities and Renovation Grants budget committed (WDC)	Percentage of the grant budget committed (grants approved) for Disabled Facilities and Renovation Grants	WDC	Housing Services	Andy Jarvis	Teresa Howarth	☹️ Red	25%	27.76% (DFG)	25%	21.40% (DFG)	25%	18.22% (DFG)	25%	9.73% (DFG)	100%	77.11% (DFG)	Below target	DFG approvals were below expectations for Q4 and full year. No detailed explanation had been provided by Orbit for drop from Q2 applications, the figures, excluding grants done outside of the agency (from the historic backlog of cases), reduces Orbit's % approved grants to 84.5% of the 77.11%. This is disappointing as it reduces the prospect of completing and spending next year's allocation when there are residents awaiting adaptations. RG funding not used due to alternative external funding available to address poor housing due to inadequate heating under Warm Homes Fund.
Housing	Enab Comms	Residential properties where category 1 hazards have been remedied (SCDC)	Number of residential properties where category 1 and significant cat 2 hazards have been remedied: (a) by service of Notices; (b) other action.	SCDC	Housing Services	Andy Jarvis	Teresa Howarth	😊 Green	(a) 10 (b) 5	(a) 0 (b) 15	(a) 10 (b) 5	(a) 0 (b) 19	(a) 10 (b) 5	(a) 1 (b) 9	(a) 10 (b) 5	a) 0 (b) 7	(a) 40 (b) 20	(a) 1 (b) 50	Above target	Most requests are still being dealt with informally as the new enforcement policy beds in. Warm Homes Fund is providing first time central heating to resolve cat 1 excess cold hazards via this informal route.
Housing	Enab Comms	Residential properties where category 1 hazards have been remedied (WDC)	Number of residential properties where category 1 hazards have been remedied (a) by service of Notices; (b) other action.	WDC	Housing Services	Andy Jarvis	Teresa Howarth	😊 Green	(a) 10 (b) 5	(a) 2 (b) 42	(a) 10 (b) 5	(a) 0 (b) 12	(a) 10 (b) 5	(a) 4 (b) 21	(a) 10 (b) 5	(a) 1 (b) 32	(a) 40 (b) 20	(a) 5 (b) 107	Above target	Most requests are still being dealt with informally as the new enforcement policy beds in. Warm Homes Fund is providing first time central heating to resolve cat 1 excess cold hazards via this informal route.
Housing	Enab Comms	Debt owed as rent to the Council (WDC)	Amount of debt owed as rent to the Council as a percentage of the rental debit raised for the period.	WDC	Housing Operations and Landlord Services	Andrew Jarvis	Samantha Shimmon	☹️ Red	2.8%	4.38%	2.7%	5.14%	3.00%	4.84%	3.05%	3.90%	3.0%	5.14%	Below target	Introduction of new software in Q4 had seen a reduction in arrears. Only those accounts that require action are targeted for contact, including those that are currently in credit but at risk of going into arrears. This early intervention is critical in the prevention and reduction of rent arrears.
Housing	Enab Comms	Void property (WDC)	No. of calendar days a property is unlet for a routine 'void' (one that is not undergoing major works or defined as hard-to-let)	WDC	Housing Operations and Landlord Services	Andrew Jarvis	Samantha Shimmon	☹️ Red	25 days	34.2 days	24 days	39.6 days	23 days	33.7 days	22 days	27.1 days	25 days	33.6 days	Below target	There had been a significant improvement in the average number of void days in the final quarter, partly due to a reduction in the total number of voids. Work continues to improve the average number of void days within the Building Maintenance and Tenancy Services teams.
Benefits																				
Benefits	Fin Self-Suff	Ben2: Days taken to process Housing Benefit new claims and changes (SCDC)	Days taken to process Housing Benefit new claims and changes (SCDC)	SCDC	Revenues and Benefits	Simon Taylor	Terri Lawson / ARP	😊 Green	12 days	7.11 days	12 days	5.8 days	10 days	4.7 days	8 days	4.5 days	8 days	4.5 days	Above target	High volume of change in circumstances and rent increases completed has further reduced YTD outturn.
Benefits	Fin Self-Suff	Ben2: Days taken to process Housing Benefit new claims and changes (WDC)	Days taken to process Housing Benefit new claims and changes (WDC)	WDC	Revenues and Benefits	Simon Taylor	Terri Lawson / ARP	😊 Green	12 days	7.9 days	12 days	6.25 days	10 days	5.3 days	8 days	4.25 days	8 days	4.8 days	Above target	High volume of change in circumstances and rent increases completed has further reduced YTD outturn.
Benefits	Fin Self-Suff	Local Authority Error Overpayments (SCDC)	Number of overpayments raised as a result of Local Authority error	SCDC	Revenues and Benefits	Simon Taylor	Terri Lawson / ARP	😊 Green	0.35%	0.25%	0.35%	0.22%	0.35%	0.35%	0.35%	0.32%	0.35%	0.33%	Above target	Work is ongoing to review overpayments categorised as LA error prior to submission of the audited subsidy claim.
Benefits	Fin Self-Suff	Local Authority Error Overpayments (WDC)	Number of overpayments raised as a result of Local Authority error	WDC	Revenues and Benefits	Simon Taylor	Terri Lawson / ARP	😊 Green	0.35%	0.25%	0.35%	0.20%	0.35%	0.21%	0.35%	0.19%	0.35%	0.19%	Above target	Work is ongoing to review overpayments categorised as LA error prior to submission of the audited subsidy claim.

Critical Success Factor (in Business Plan)	Strategic Deliverable	Key Performance Indicator	Performance Indicator detail	Council	Service Area	Head of Service	Lead Officer	Current status for Q4	Q1 2018/19 Target	Q1 2018/19 Actual	Q2 2018/19 Target	Q2 2018/19 Actual	Q3 2018/19 Target	Q3 2018/19 Actual	Q4 2018/19 Target	Q4 2018/19 Actual	Yearly Target	Year to Date Actual	End of year position	Update/comment on performance
Customers																				
Customers and Communities	Fin Self-Suff	Complaints (SCDC)	Percentage of complaints upheld / partially upheld	SCDC	Customer Services	Head of Customer Services	Sara Barratt	 Red	30%	38.75%	30%	45.19%	30%	60.77%	30%	46.36%	30%	47.29%	Below target	Q4 continued to receive a large amount of complaints relating to refuse collection. (Further comments within report)
Customers and Communities	Fin Self-Suff	Complaints (WDC)	Percentage of complaints upheld / partially upheld	WDC	Customer Services	Head of Customer Services	Sara Barratt	 Red	30%	31.13%	30%	45.53%	30%	49.30%	30%	39.13%	30%	40.82%	Below target	Q4 continued to receive a large amount of complaints relating to council tax, council house and refuse collection. (Further comments within report)
Customers and Communities	Fin Self-Suff	Learning from complaints (SCDC)	% complaints where learning has been implemented to prevent a recurrence	SCDC	Customer Services	Head of Customer Services	Sara Barratt	 Green	15%	61.88%	15%	73.33%	15%	59.23%	15%	49.09%	15%	61.50%	Above target	The percentage of complaints where learning was implemented continued to performed above target in Q4.
Customers and Communities	Fin Self-Suff	Learning from complaints (WDC)	% complaints where learning has been implemented to prevent a recurrence	WDC	Customer Services	Head of Customer Services	Sara Barratt	 Green	15%	66.98%	15%	79.67%	15%	50.70%	15%	34.78%	15%	60.46%	Above target	The percentage of complaints where learning was implemented continued to performed above target in Q4.
Customers and Communities	Fin Self-Suff	Local Ombudsman Complaints with maladministration and/or service failure (SCDC)	% of cases where the Ombudsman (LGSCO/HOS) find a service failure and/ or administration	SCDC	Customer Services	Head of Customer Services	Sara Barratt	 Green	0	0	0	0	0	0	0	0	0	0	Above target	There were no LGO cases reported in 2018/19.
Customers and Communities	Fin Self-Suff	Local Ombudsman Complaints with maladministration and/or service failure (WDC)	% of cases where the Ombudsman (LGSCO/HOS) find a service failure and/ or administration	WDC	Customer Services	Head of Customer Services	Sara Barratt	 Green	0	0	0	0	0	0	0	0	0	0	Above target	There were no LGO cases reported in 2018/19.
Customers and Communities	Fin Self-Suff	Abandon Call Rate (SCDC)	Percentage of calls abandoned	SCDC	Customer Services	Head of Customer Services	David Hunter	 Red	Below 10%	30%	Below 10%	14%	Below 10%	9%	Below 10%	16%	Below 10%	20%	Below target	Quarter 4 performance was not within target due to a number of reasons. (Full details in main report).
Customers and Communities	Fin Self-Suff	Abandon Call Rate (WDC)	Percentage of calls abandoned	WDC	Customer Services	Head of Customer Services	David Hunter	 Red	Below 10%	20%	Below 10%	8%	Below 10%	5%	Below 10%	17%	Below 10%	14%	Below target	Quarter 4 performance was not within target due to a number of reasons. (Full details in main report).
Community Health																				
Community Health	Econ Growth	Food Hygiene Rating (% at 3-5) (East Suffolk)	Percentage at 3-5 food hygiene rating ie rated 'generally satisfactory' or better.	East Suffolk	Environmental Services & Port Health	Phil Gore	Mark Sims	 Green	95%	98%	95%	98%	95%	97%	95%	98%	95%	98%	Above target	All targets for quarters and year had been exceeded. A risk based approach continues to be applied to poor complying businesses.
Green Environment																				
Green Environment	Enab Comms	Household waste sent for reuse, recycling and composting (NI 192) (SCDC)	Percentage of household waste sent for reuse, recycling and composting	SCDC	Operations	Kerry Blair	Nan Ford (Norse)	 Green	53.94%	53.24%	49.79%	50.32%	47.23%	49.71%	43.13%	46.84%	48.87%	50.16%	Above target	Performance exceeded its target for Quarter 4 and end of year. Improved weather had reduced the impact of the chargeable garden waste scheme.
Green Environment	Enab Comms	Household waste sent for reuse, recycling and composting (NI 192) (WDC)	Percentage of household waste sent for reuse, recycling and composting	WDC	Operations	Kerry Blair	Nan Ford (Norse)	 Amber	43.85%	43.26%	43.75%	41.08%	40.00%	37.82%	35.65%	33.06%	40.98%	39.12%	Slightly below target	Performance for Q4 and end of year was slightly behind target. Ongoing work is taking place with the Enforcement Team who are working with refuse crews to identify incorrect use/waste in bins and liaison with householders as required.
Green Environment	Enab Comms	Residual waste per household (SCDC)	Kg of waste per household	SCDC	Operations	Kerry Blair	Nan Ford (Norse)	 Green	101.10kg	102.58kg	102.88kg	99.24kg	97.55kg	100.42kg	99.02kg	98.47kg	400.55kg	400.71kg	Above target	Despite the impact of garden waste scheme, residual waste per household met its target for Quarter 4 and end of year.

Critical Success Factor (in Business Plan)	Strategic Deliverable	Key Performance Indicator	Performance Indicator detail	Council	Service Area	Head of Service	Lead Officer	Current status for Q4	Q1 2018/19 Target	Q1 2018/19 Actual	Q2 2018/19 Target	Q2 2018/19 Actual	Q3 2018/19 Target	Q3 2018/19 Actual	Q4 2018/19 Target	Q4 2018/19 Actual	Yearly Target	Year to Date Actual	End of year position	Update/comment on performance
Green Environment	Enab Comms	Residual waste per household (WDC)	Kg of waste per household	WDC	Operations	Kerry Blair	Nan Ford (Norse)	 Green	131.06kg	136.2kg	129.26kg	128.8kg	123.88kg	128.22kg	132.85kg	127.53kg	517kg	520.81kg	Slightly below target	Performance in Q4 had success- fully met its target, however overall end of year performance was slightly below target. Collaboration between the Enforcement Team and refuse crews will be extended to include residual waste to identify waste that can be recycled.
Resources																				
Resources	Fin Self-Suff	Net Business Rates Receipts payable to the Collection Fund (SCDC)	Net Business Rates Receipts payable to the Collection Fund (SCDC)	SCDC	Revenues and Benefits	Anglia Revenue Partnership (ARP)	Terri Lawson / ARP	 Green	£16,485,527	£18,179,139	£35,584,440	£37,377,862	£53,313,960	£55,249,821	£67,643,776	£68,864,213	£67,643,776	£68,864,213	Above target	The Collection Fund represents the net debit raised, major differentials in the NNDR Rating List will cause the Rateable Value to either come into or be taken out of rating.
Resources	Fin Self-Suff	Net Business Rates Receipts payable to the Collection Fund (WDC)	Net Business Rates Receipts payable to the Collection Fund (WDC)	WDC	Revenues and Benefits	Anglia Revenue Partnership (ARP)	Terri Lawson / ARP	 Amber	£7,323,449	£6,559,920	£14,974,827	£14,526,135	£22,027,639	£21,771,264	£26,718,175	£26,265,084	£26,718,175	£26,265,084	Slightly below target	The Collection Fund is below target which is due to refunds in respect of appeals with the Valuation Office Agency. Refunds of £1.6 million have been paid. These are account for in the Appeals Provision within the Financial Statements.
Resources	Fin Self-Suff	Net Council Tax Receipts payable to the Collection Fund (SCDC)	Net Council Tax Receipts payable to the Collection Fund (SCDC)	SCDC	Revenues and Benefits	Anglia Revenue Partnership (ARP)	Terri Lawson / ARP	 Green	£24,206,014	£24,606,298	£48,252,117.60	£48,232,266.95	£70,769,772.48	£71,506,232.17	£81,852,616.79	£83,524,493.88	£81,852,616.79	£81,524,494	Above target	As the tax base grows the net debit increases which should result in additional revenues being paid into the collection fund providing additional resources into the council's budget.
Resources	Fin Self-Suff	Net Council Tax Receipts payable to the Collection Fund (WDC)	Net Council Tax Receipts payable to the Collection Fund (WDC)	WDC	Revenues and Benefits	Anglia Revenue Partnership (ARP)	Terri Lawson / ARP	 Green	£16,713,517	£16,712,313	£32,393,112.69	£32,608,234.20	£48,539,862.06	£49,155,272.06	£60,239,668.33	£60,478,917.21	£60,239,668.33	£60,478,917	Above target	As the tax base grows the net debit increases which should result in additional revenues being paid into the collection fund providing additional resources into the council's budget.
Resources	Fin Self-Suff	Percentage of Corporate Sundry Debtors outstanding > 90 days (SCDC)	Percentage of Corporate Sundry Debtors outstanding > 90 days	SCDC	Financial Services	Simon Taylor	Mike Wood	 Red	<30%	14.02%	<30%	14.75%	<30%	41.99%	<30%	60.78%	<30%	60.78%	Below target	The percentage of corporate sundry debtors outstanding in Q4 was 60.78%, below target of <30%. Performance continues to be affected by a few CIL invoices recovery of which is handled outside of the normal debt management process following set CIL regulations. Adjusting for CIL invoices underlying performance is 32.09%. There is then one further high value invoice of £100k which has significantly impacted on performance. The Receivables Team is working closely with the Development Team to ensure action is underway to recover CIL debt. The team is also working closely with all service areas to ensure debt management returns ahead of target.
Resources	Fin Self-Suff	Percentage of Corporate Sundry Debtors outstanding > 90 days (WDC)	Percentage of Corporate Sundry Debtors outstanding > 90 days	WDC	Financial Services	Simon Taylor	Mike Wood	 Green	<30%	29.87%	<30%	36.89%	<30%	61.58%	<30%	17.48%	<30%	17.48%	Target	The percentage of corporate sundry debtors outstanding in Q4 was 17.48% ahead of target <30%. The Receivables Team continues to work closely with service teams to ensure performance continues ahead of targets.

Critical Success Factor (in Business Plan)	Strategic Deliverable	Key Performance Indicator	Performance Indicator detail	Council	Service Area	Head of Service	Lead Officer	Current status for Q4	Q1 2018/19 Target	Q1 2018/19 Actual	Q2 2018/19 Target	Q2 2018/19 Actual	Q3 2018/19 Target	Q3 2018/19 Actual	Q4 2018/19 Target	Q4 2018/19 Actual	Yearly Target	Year to Date Actual	End of year position	Update/comment on performance
Resources	Fin Self-Suff	Income Generation - fee income (SCDC)		SCDC	Financial Services	Simon Taylor	Lorraine Rogers	😊 Green	£2,387,695	£3,191,752	£3,873,266	£4,748,546	£5,002,064	£5,930,848	£6,362,400	£7,093,228	£6,362,400	£7,093,228	Above target	Income from fees & charges is £0.731m above the target for the year which is mainly due to income from the green waste scheme exceeding the original estimate by £0.726m. The original estimate for income generation from the new scheme in 2018/19 was £0.700m.
Resources	Fin Self-Suff	Income Generation - fee income (WDC)		WDC	Financial Services	Simon Taylor	Lorraine Rogers	😊 Green	£2,593,103	£2,911,538	£4,119,151	£4,453,197	£5,271,385	£5,599,195	£6,425,300	£7,066,688	£6,425,300	£7,066,688	Above target	Income from fees and charges is £0.641m above the target for the year. £0.297m is due to planning application fee income above the original target for the year. Income from the green waste scheme also exceeded the original estimate for the year by £0.105m. Income was also higher in the areas of parking, licensing and beach chalets.
Resources	Fin Self-Suff	Strong balances (SCDC)		SCDC	Financial Services	Simon Taylor	Lorraine Rogers	😊 Green	n/a	n/a	n/a	n/a	n/a	n/a	£29,663,000	n/a	£29,663,000	£33,088,312 (unaudited)	n/a	The figure shown in the year to date actual column is unaudited and is therefore subject to change until the audit of the Statement of Accounts is completed. The outturn report will be presented to Cabinet on 8th July 2019 and will provide further details on the Council's reserves.
Resources	Fin Self-Suff	Strong balances (WDC)		WDC	Financial Services	Simon Taylor	Lorraine Rogers	😊 Green	n/a	n/a	n/a	n/a	n/a	n/a	£10,841,000	n/a	£10,841,000	£12,226,877 (unaudited)	n/a	The figure shown in the year to date actual column is unaudited and is therefore subject to change until the audit of the Statement of Accounts is completed. The outturn report will be presented to Cabinet on 8th July 2019 and will provide further details on the Council's reserves.

Critical Success Factor (in Business Plan)	Strategic Deliverable	National & LG Inform Performance Indicators	Performance Indicator detail	Council	Service Area	Head of Service	Lead Officer	Current status (for Q4)	Q1 2018/19 Target	Q1 2018/19 Actual	Q2 2018/19 Target	Q2 2018/19 Actual	Q3 2018/19 Target	Q3 2018/19 Actual	Q4 2018/19 Target	Q4 2018/19 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards End of Year Actual)	Update/comment on quarters performance	National or LG Inform
Planning																					
Planning	Econ Growth	Major planning applications determined (WDC)	Percentage of major planning applications determined in 13 weeks	WDC	Planning and Coastal Management	Philip Ridley	Liz Beighton	<div>☺ Green</div>	Target: 60.00% (Stretched Target: 65.00%)	100% (4/4)	Target: 60.00% (Stretched Target: 65.00%)	100% (5/5)	Target: 60.00% (Stretched Target: 65.00%)	84.61% (11/13)	Target: 60.00% (Stretched Target: 65.00%)	60.00% (3/5)	Target: 60.00% (Stretched Target: 65.00%)	85.18% (23/27)	Above target	The target in Quarter 4 was achieved. Overall performance for the year was significantly above the stretched target.	National
Planning	Econ Growth	Major planning applications determined (SCDC)	NI 157a: % of major planning applications determined in 13 weeks	SCDC	Planning and Coastal Management	Philip Ridley	Liz Beighton	<div>☺ Green</div>	Target: 60.00% (Stretched Target: 65.00%)	100% (12/12)	Target: 60.00% (Stretched Target: 65.00%)	100% (12/12)	Target: 60.00% (Stretched Target: 65.00%)	70.0% (7/10)	Target: 60.00% (Stretched Target: 65.00%)	61.54% (8/13)	Target: 60.00% (Stretched Target: 65.00%)	82.98% (39/47)	Above target	The target in Quarter 4 was achieved. Overall performance for the year was significantly above the stretched target.	National
Planning	Econ Growth	Minor planning applications determined (WDC)	Number of minor planning applications determined in 8 weeks	WDC	Planning and Coastal Management	Philip Ridley	Liz Beighton	<div>☺ Green</div>	Target: 65.00% (Stretched Target: 75.00%)	92.06% (58/63)	Target: 65.00% (Stretched Target: 75.00%)	97.96% (48/49)	Target: 65.00% (Stretched Target: 75.00%)	79.66% (47/59)	Target: 65.00% (Stretched Target: 75.00%)	70.45% (31/44)	Target: 65.00% (Stretched Target: 75.00%)	85.58% (184/215)	Above target	The target in Quarter 4 had been achieved. Performance for the overall year was above the stretched target.	National
Planning	Econ Growth	Minor planning applications determined (SCDC)	NI 157b: % of minor planning applications determined in 8 weeks	SCDC	Planning and Coastal Management	Philip Ridley	Liz Beighton	<div>☹ Amber</div>	Target: 65.00% (Stretched Target: 75.00%)	90.15% (119/132)	Target: 65.00% (Stretched Target: 75.00%)	97.60% (122/125)	Target: 65.00% (Stretched Target: 75.00%)	49.42% (85/172)	Target: 65.00% (Stretched Target: 75.00%)	62.99% (80/127)	Target: 65.00% (Stretched Target: 75.00%)	73.02% (406/556)	Above target	Performance in Quarter 4 was slightly below target, however end of year performance had met its target.	National
Planning	Econ Growth	Other planning applications determined (WDC)	Percentage of other planning applications determined in 8 weeks	WDC	Planning and Coastal Management	Philip Ridley	Liz Beighton	<div>☺ Green</div>	Target: 80.00% (Stretched Target: 90.00%)	97.73% (172/176)	Target: 80.00% (Stretched Target: 90.00%)	91.66% (132/144)	Target: 80.00% (Stretched Target: 90.00%)	90.00% (207/230)	Target: 80.00% (Stretched Target: 90.00%)	89.04% (130/146)	Target: 80.00% (Stretched Target: 90.00%)	92.09% (641/696)	Above target	The target in Quarter 4 was achieved. Performance for the overall year was above the stretched target.	National
Planning	Econ Growth	Other planning applications determined (SCDC)	NI 157c: % of other planning applications determined in 8 weeks (number of applications)	SCDC	Planning and Coastal Management	Philip Ridley	Liz Beighton	<div>☹ Red</div>	Target: 80.00% (Stretched Target: 90.00%)	91.36% (275/301)	Target: 80.00% (Stretched Target: 90.00%)	73.81% (186/252)	Target: 80.00% (Stretched Target: 90.00%)	55.96% (197/352)	Target: 80.00% (Stretched Target: 90.00%)	66.66% (180/270)	Target: 80.00% (Stretched Target: 90.00%)	71.32% (838/1175)	Below target	There had been an increase in performance from Quarter 3 to Quarter 4 which was due to staff vacancies being filled. End of year performance was not achieved due to staff shortages within the year and performance should continue to improve in the future.	National
Housing																					
Housing	Enab Comms	Number of applicants in temporary accommodation (SCDC)	The number of applicants in TA at the end of each quarter SCDC (Snapshot at end of each of quarter)	SCDC	Housing Services	Andrew Jarvis	Angela Haye	<div>☺ Green</div>	12	6	12	5	12	16	12	9	12	9	Above target	Performance in Quarter 4 was above its target with only nine applicants in temporary accommodation.	National
Housing	Enab Comms	Number of applicants in temporary accommodation (WDC)	The number of applicants in TA at the end of each quarter WDC (Snapshot at end of each quarter)	WDC	Housing Services	Andrew Jarvis	Angela Haye	<div>☹ Red</div>	35	22	35	13	35	36	35	59	35	59	Below target	There is a slower turnover of households in temporary accommodation because of the initial 56 day duty - this has necessitated an increase in the pool of temporary accommodation available.	National
Customers																					
Customers and Comm-unities	Fin Self-Suff	Complaints (SCDC)	Percentage of complaints upheld / partially upheld (per 10,000 population)	SCDC	Customer Services	Head of Customer Services	Sara Barratt	n/a	n/a	12.95	n/a	9.17	n/a	11.10	n/a	9.90	n/a	30.17	n/a	Training has been delivered to managers and team leaders on identifying complaints which will assist with improving customer satisfaction in future. This, and several issues related to the introduction of the paid garden waste service at SCDC this year, has led to an increase in recorded complaints.	LG Inform
Customers and Comm-unities	Fin Self-Suff	Complaints (WDC)	Percentage of complaints upheld / partially upheld (per 10,000 population)	WDC	Customer Services	Head of Customer Services	Sara Barratt	n/a	n/a	9.28	n/a	12.84	n/a	5.64	n/a	9.80	n/a	26.23	n/a		LG Inform
Green Environment																					
Green Environment	Enab Comms	Household waste sent for reuse, recycling and composting (NI 192) (SCDC)	Percentage of household waste sent for reuse, recycling and composting	SCDC	Operations	Kerry Blair	Nan Ford (Norse)	<div>☺ Green</div>	53.94%	53.24%	49.79%	50.32%	47.23%	49.71%	43.13%	46.84%	48.87%	50.16%	Above target	Performance exceeded its target for Quarter 4 and end of year. Improved weather had reduced the impact of the chargeable garden waste scheme.	LG Inform
Green Environment	Enab Comms	Household waste sent for reuse, recycling and composting (NI 192) (WDC)	Percentage of household waste sent for reuse, recycling and composting	WDC	Operations	Kerry Blair	Nan Ford (Norse)	<div>☹ Amber</div>	43.85%	43.26%	43.75%	41.08%	40.00%	37.82%	35.65%	33.06%	40.98%	39.12%	Slightly below target	Performance for Q4 and end of year was slightly behind target. Ongoing work is taking place with the Enforcement Team who are working with refuse crews to identify incorrect use/waste in bins and liaison with householders as required.	LG Inform
Green Environment	Enab Comms	Residual waste per household (SCDC)	Kg of waste per household	SCDC	Operations	Kerry Blair	Nan Ford (Norse)	<div>☺ Green</div>	101.10kg	102.58kg	102.88kg	99.24Kg	97.55kg	100.42kg	99.02kg	98.47kg	400.55kg	400.71kg	Above target	Despite the impact of garden waste scheme, residual waste per household met its target for Quarter 4 and end of year.	LG Inform
Green Environment	Enab Comms	Residual waste per household (WDC)	Kg of waste per household	WDC	Operations	Kerry Blair	Nan Ford (Norse)	<div>☺ Green</div>	131.06kg	136.2kg	129.26kg	128.8kg	123.88kg	128.22kg	132.85kg	127.53kg	517kg	520.81kg	Slightly below target	Performance in Q4 had successfully met its target but actual for the end of year was slightly below target. Collaboration between the Enforcement Team and refuse crews will be extended to include residual waste to identify waste that can be recycled.	LG Inform

Critical Success Factor (in Business Plan)	Strategic Deliverable	National & LG Inform Performance Indicators	Performance Indicator detail	Council	Service Area	Head of Service	Lead Officer	Current status (for Q4)	Q1 2018/19 Target	Q1 2018/19 Actual	Q2 2018/19 Target	Q2 2018/19 Actual	Q3 2018/19 Target	Q3 2018/19 Actual	Q4 2018/19 Target	Q4 2018/19 Actual	Yearly Target	Year to Date Actual	Projected Direction (towards End of Year Actual)	Update/comment on quarters performance	National or LG Inform
Green Environment	Enab Comms	Flytips reported (SCDC)	Number of reported fly tipping incidents per quarter	SCDC	Operations	Kerry Blair	Nan Ford (Norse)	n/a	86	130	63	126	88	111	115	139	352	506	Above target	Continuing trend to increasing flytips. Refuse and Cleansing Ops and SWEET working locally and with Suffolk Waste Partnership on actions/campaigns to reduce flytipping.	LG Inform
Green Environment	Enab Comms	Flytips reported (WDC)	Number of reported fly tipping incidents per quarter	WDC	Operations	Kerry Blair	Nan Ford (Norse)	n/a	258	331	266	292	147	221	114	93	785	937	Above target	Continuing trend to increasing flytips. Refuse and Cleansing Ops and SWEET working locally and with Suffolk Waste Partnership on actions/campaigns to reduce flytipping.	LG Inform
Green Environment	Enab Comms	Flytipping enforcement notices (SCDC)	Number of fly tipping enforcement actions	SCDC	Operations	Kerry Blair	Nan Ford (Norse)	😊 Green	90	139	40	133	75	32	127	156	332	460	Above target	Actuals for last year had been used as a baseline for this year. Previous vacancy in SWEET team filled during Quarter 3 last year, which has improved performance noticeably.	LG Inform
Green Environment	Enab Comms	Flytipping enforcement notices (WDC)	Number of fly tipping enforcement actions	WDC	Operations	Kerry Blair	Nan Ford (Norse)	😊 Green	90	319	46	294	50	84	77	472	263	1169	Above target	Actuals for last year had been used as a baseline for this year. Previous vacancy in SWEET team filled during Quarter 3 last year, which has noticeably improved performance.	LG Inform
Resources																					
Resources	Fin Self-Suff	Website visitors (East Suffolk)	Number of unique website visitors (East Suffolk)	Both	ICT Services	Ann Carey	Kevin Hallam	n/a	n/a	128,785	n/a	114,259	n/a	83,593	n/a	130,700	n/a	457,337	n/a	Quarter 4 was the period which had the highest number of unique website visitors within the year and had increased significantly compared to Quarter 3.	LG Inform
Resources	Fin Self-Suff	ICT Network Availability	Percentage of ICT network availability	Both	ICT Services	Ann Carey	Kevin Hallam	😊 Green	98%	99.7%	98%	99.8%	98%	99.7%	98%	99.8%	98%	99.8%	Above target	Availability of the ICT network had consist- ently performed above target in 2018/19.	LPI
Resources	Fin Self-Suff	Sickness absence (East Suffolk)	Number of days/shifts lost due to sickness absence per FTE	Both	HR	Carol Lower	Simon Elvin	😊 Green	1.7 days	1.39 days	1.7 days	0.98 days	1.7 days	1.83 days	1.7 days	2.03 days	6.8 days	6.23 days	On target	HR had worked with managers to reinforce the principles of the policy during 2018/19 and continue to work closely with managers and staff to further reduce sickness absence. HR will continue this hard work, and provide further support and drop-in sessions during the next financial year.	LG Inform








As at Quarter 4 (2018/19)

Action Reference	Project Name	Description	Council	Owner	Strategy	Project Type	Service Plan	Project Status	Latest Progress	Overall Project Risk	Timeframes	On completion - Achievements and Outcomes	Completed Date
	Accommodation Project	Consideration of alternative accommodation for the Housing Service and additional accommodation for other service areas within the Council. The Housing Service currently operates across a number of sites with many of the service staff working from Rotterdam Road which is no longer fit for purpose. Other service areas have expressed opinion regarding additional spatial requirements which will be considered within the wider Accommodation Move Project.	Both	Andrew Jarvis	Enabling Communities; Economic Growth; Financial Self Sufficiency	Transformation Project	HOS Housing Services	On Target	Building works completed at Housing Depot in Rotterdam Road to stabilise the building for ongoing use for next 2-3 years (maximum). Housing has documented requirements for accommodation in the future, including the Housing Depot, and this has been shared with Operations for consideration alongside needs elsewhere in the Council. Corporate project across all service areas commenced. Housing carried out fact finding and initial client requirements for their service area needs. Completed in October 2018. Wider Accommodation Project Board (Council wide) agreed November 2018. Appointment of off Lead Consultant for preparation of 'Case of Change' along with supporting officer agreed Nov 2018. Asset Management commissioned assessment of current requirements & future needs. Commenced Dec 2018. Project to follow same structure as previous accommodation move projects to Riverside & East Suffolk House. Approach to be Council wide & driven by Accommodation Project Board. No timeframe stipulated for delivery of an accommodation solution to date.	E3	Initial assessment of current Housing requirements and future needs completed October 2018. Wider Accommodation Project Board (Council wide) agreed Nov 2018. Appointment of off Lead Consultant for preparation of 'Case of Change' along with supporting officer agreed Nov 2018. Asset Management commissioned assessment of current requirements and future needs. Commenced Dec 2018. Project to follow the same structure as previous accommodation move projects to Riverside and East Suffolk House. Approach to be Council wide and driven by the Accommodation Project Board. No timeframe stipulated for delivery of an accommodation solution to date.	New accommodation suitable for the needs of the Council to be provided through either acquisition, new build development or re-use of existing assets.	
	Redevelopment Programme	The redevelopment programme seeks to make best use of underutilised assets both within the council's ownership and in private ownership throughout the district. The programme looks at alternative housing uses and redevelopment opportunities for problematic properties within East Suffolk. The programme also looks for new opportunities for development which helps to provide affordable housing and contributes to the regeneration of identified areas within the district.	Both	Andrew Jarvis	Enabling Communities; Economic Growth; Financial Self Sufficiency	Operational Project	HOS Housing Services	On Target	Current Projects: Lowestoft Post Office - Corporate Project, Accommodation Move -Corporate Project, Gypsy and Traveller STTS -Corporate Project, Cleveland Road, Harry Chamberlain Court, White Lion Flats, Staithe Road, College Road, Avenue Mansion, 98 Park Road. <i>The Redevelopment Programme also currently covers:</i> <ul style="list-style-type: none">Overall growth of Redevelopment / Development programme. Completion of Housing Development Strategy due April 2019.Engagement with third parties regarding ES position as Strategic Housing Partner for Supported Accommodation..Partnership working with PSH regarding empty properties programme.Partnership working with Housing Maintenance Projects team to provide assistance as required for minor project work / alteration works to HRA stock.Partnership working with Housing Needs regarding implementation of Homelessness Reduction Act initiated through housing development opportunities.Partnership working with Regeneration including HAZ (Heritage Action Zone), Town Centre Vision and AAP development and wider regeneration opportunities.	D4	The Redevelopment Programme is a continuous programme of works which reacts to the housing need and current market within East Suffolk. The programme operates a pipeline of projects which are brought forward for appraisal and selected for delivery based on an assessment of their financial, social and economic benefit. The Housing Development Strategy outlining the scope of the Redevelopment Programme is currently being drafted and will be available for review in April 2019.	The redevelopment programme is a continuous programme which reacts to the current housing need within East Suffolk.	
ES29	Civil Parking Enforcement	To implement Civil Parking Enforcement within both Districts, by 2019 (Suffolk Constabulary have no funding provision to enforce illegal parking, past March 2019).	Both	Kerry Blair	Enabling Communities	Operational Project	HOS Operations	On Target	Progress made on a number of items on the CPE implementation programme across the county. Key decisions will be required to be made at County and District levels throughout 2018 to finalise parking policy/strategies, local parking plans, agency agreements, traffic orders, implementation and operational procedures. The local parking strategy was approved by both Cabinets in June 2018. The results of the consultation carried out over the Summer were delivered to Cabinet in November 2018.	D4	Awaiting confirmation on start date but expected to go live in October 2019.		
GDPA	General Data Protection Regulation/Data Protection Act 2018	Prepare for the legal changes in the EU Directive over the Data Protection Act 1998.	Both	Siobhan Martin	Enabling Communities	Operational Project	HOS Audit	On Target	Data Protection legislation changed in May 2018. Embedding changes in legislation continues. Project workstreams - some completed and work in progress as expected. Qualified officers in post. E-learning package and bespoke training taking place in operation and monitored. DPO part of local and national groups. Deputy DPO in post.	E3	Part completion. Ongoing compliance with the new laws now business as usual.	Correct application of the Law to support the workings of the Council and its citizens.	

Corporate Project Register

Appendix C



















As at Quarter 4 (2018/19)

Action Reference	Project Name	Description	Council	Owner	Strategy	Project Type	Service Plan	Project Status	Latest Progress	Overall Project Risk	Timeframes	On completion - Achievements and Outcomes	Completed Date
	Increase affordable homes in Waveney and Suffolk Coastal DC's	The Housing Strategy identifies as a Housing Priority that there will be a growth of affordable housing of 150 units in Waveney and 100 units in Suffolk Coastal per annum for each of the next 6 years.	Both	Andrew Jarvis	Economic Growth; Financial Self Sufficiency	Operational Project	Housing Services	On Target 	The yearly target of 250 is identified in the East Suffolk Housing Strategy. Quarterly targets are not set as they can be volatile and almost impossible to influence over such a short time period. Q1 delivery of 24 affordable units is considerably lower than the previous quarter (103). However, with an increase in the number of starts this quarter to 57 and the total under construction at the end of quarter 1 to circa 200 units, delivery figures are expected to increase over the year.	C3	The Strategy considers a six year programme. First monitored delivery will be 2018 - 19 of housing completions.		
ES21	Digital Strategy Programme	Various improvements to online services being delivered by Digital Strategy Action Plan (includes single sign on, new eform, web functionality, etc)	Both	Ann Carey	Financial Self Sufficiency	Operational Project	HOS ICT Services	On Target 	Various improvements to online services being delivered by Digital Strategy Action Plan (includes single sign on, new eforms , web functionality, etc)	D2	Ongoing		
	New E-Payments System	New E-Payments System - implementation	Both	Ann Carey	Financial Self Sufficiency	Transformation Project	HOS Finance	On Target 	Implementation in progress including staff training	D4	Implementation will continue into New Year, agreement on final project close down will be made on completion of all operational testing.		
ES21	Self Service Portal & Fully Transactional Website	Website single sign on portal linked to Capita Connect. Full Transactional website. External funding received from the LGA.	Both	Ann Carey	Financial Self Sufficiency	Transformation Project	HOS ICT Services	On Target 	Single sign on complete for WDC, technical dependency means single sign on for SCC cannot complete until after creation of new East Suffolk Council.	D4	To be completed by the 31st March 2019		
	Redevelopment Programme - Gypsy and Traveller Short Stay Stopping Place for East Suffolk	In 2010 Suffolk Public Sector (SPSL) sponsored a project aimed at identifying 3 short term transit sites (STTS). The sites would enable police to direct unauthorised encampments to one of the three sites, where they could remain for a period of up to 12 wks. SPSL members agreed to contribute equally to the cost of implementing the sites irrespective of their location. The sites will provide a hard standing area and access to a water supply. Project seeks to identify and deliver 1 STTS within East Suffolk. The Council identified potential sites and are reviewing these with assistance from SCC and Housing Team.	Both	Andrew Jarvis	Enabling Communities	Operational Project	HOS Housing Services	On Target 	2010 Suffolk Public Sector Leaders sponsored a project aimed at identifying 3 short term transit sites. 2017 - Dedicated resource was agreed and appointed. 2018 May - Dedicated officer terminated employment contract. 2018 July - Recommendation to SCOLT for WDC host a replacement position, funded by SCC, to bring forward a site within Suffolk. 2018 Nov - Unsuccessful recruitment of dedicated officer. 2018 Dec - Decision to seek internal secondment for the role agreed. 2019 Jan - Internal secondment was unsuccessful. Decision taken to advertise role externally. 2019 April - Closing date and interviews to be held. Number of sites were identified by WDC with potential opportunities being researched further before a live project is progressed (12 months commencing May 2019)	C3	Seeking appointment of dedicated officer to be hosted by WDC. Recruitment approved by SCOLT. Initial recruitment process was unsuccessful. Internal secondment was unsuccessful. External advert and interviews to be held April 2019. Appraisal of potential sites currently being undertaken by Housing Team. Project completion March 2020.	Successful delivery and operation of 1 STTS for East Suffolk which can be used by the districts within the Norfolk and Suffolk Partnership Agreement.	
	New Legal Case Management System for Democratic Services	New Legal Case Management System for Democratic Services.	Both	Hilary Slater	Financial Self Sufficiency	Operational Project	HOS Legal and Democratic Services	On Target 	System purchased and training undertaken by the Democratic Services team. Live data being added to configure the sites ready for use. Planning to go live in stages. First stage is Democratic Services staff using the system for managing committees. This will have low impact on senior officers and report writers initially. Will need to liaise with report writers/senior officers about using the report writing facility in due course, in 2019. So, a phased implementation-Phase 1 (Suffolk Coastal and Waveney) from September 2018. Phase 2 (East Suffolk) from April 2019.	D4	Implemented September 2018 / Phase 2 April 2019.		
S10	Suffolk Coastal@ Martello P Tower	Future options appraisal and consultation on Martello P	SCDC	Paul Wood	Economic Growth	Transformation Project	HOS Economic Development and Regeneration	On Target 	Q4 - Mar 2018 options Appraisal document was completed in 2017. Currently exploring options within context of the South Seafront Development & potential CRF bid. Q1 (2018/19) - Tender released for expressions of interest. Q3 (2018/19) - Successful application to CRF £30k to develop interpretation and ideas for an active seafront. Also contributing to a CCF Bid for South Seafront with January deadline. Q4: (2018/19) - Successful application to CCF fund of £980K. Project Team put together and project being brought to RIBA Stage 4 with a view to package up and go to tender.	E4	Second stage of application successful in April 2019. Architect and contractor currently being secured - work to start on site by October 2019.	I café site and related employment. Interpretation boards at Martello P - brought back into public use.	
S17	PHILIS / PHILIS Online further software development	PHILIS / PHILIS Online further software development	SCDC	Phil Gore	Financial Self Sufficiency	Operational Project	HOS Environmental Services and Port Health	On Target 	Consulting with DEFRA on implications for PHILIS from Brexit. Currently exploring the possibility of licensing PHILIS and Dover PHA with support from the FSA, in preparation for Brexit. Further development work on PHILIS online is underway as a contingency measure for Brexit.	D2	Completion April 2019		





Corporate Project Register

Appendix C

As at Quarter 4 (2018/19)

Action Reference	Project Name	Description	Council	Owner	Strategy	Project Type	Service Plan	Project Status	Latest Progress	Overall Project Risk	Timeframes	On completion - Achievements and Outcomes	Completed Date
S17	Hardware Refresh at Port Health	Provides better Port Health ICT disaster recovery solutions and efficiency of service for PHILIS and includes ICT security issues.	SCDC	Phil Gore	Financial Self Sufficiency	Operational Project	HOS Environmental Services and Port Health	 On Target	Cabinet approved procurement 2 January 2018. Contract awarded and work on new servers is underway.	 D4	To be completed by end of December 2018		
	North Felixstowe masterplan and New Leisure Centre incl. redevelopment of existing sites	Promotion of the Council's land and assets in Felixstowe under the Local Plan review for allocation for housing, new leisure centre and leisure based seafront uses	SCDC	Andrew Jarvis	Economic Growth; Financial Self Sufficiency	Corporate Project	HoS Operations	 On Target	Submission of masterplan framework in September 2018. Regulation 19 consultation response to be taken to Cabinet Briefing in February. Landowner negotiation ongoing. Public engagement undertaken on 6th July.	 D4	Stage 1 - Issues and Options submission completed Oct 2017. Stage 2 - Preferred Options submission due 14th Sept 2018 Local Plan examination and adoption late 2019	New Leisure centre delivered. North Felixstowe and Brackenbury land allocated for housing - Housing delivered by Council or sold for development. Seafront Leisure Centre site demolished and redeveloped for leisure based uses.	
	Felixstowe South Seafront Regeneration	Deliver Martello Park café/restaurant. Regenerate Sea Road promenade gardens and enhance public realm and connectivity of south seafront attractions and assets. Deliver a 'container park' market/ business units/ pop up shops. Delivery of new beach huts.	SCDC	Andrew Jarvis	Economic Growth; Financial Self Sufficiency; Enabling Communities	Corporate Project	HoS Operations	 On Target	CCF EOI submitted to first stage - now successful. Currently business case being developed for second stage bid.	 D4	Planning granted Sept 2018. First stage of bid passed and second stage due to be submitted in early 2019 now that this has been approved by Cabinet. Delivery of café within 2 years.	Café/restaurant delivered and open for business. Sea Road gardens regenerated and a new attractive destination = economic growth and wider regeneration of south seafront area. Facilitation of improved viable use for Martello Tower.	
	Station Road Car Park, Woodbridge	Extension of existing carpark and creation of new link carpark, providing circa 67 additional spaces	SCDC	Kerry Blair	Economic Growth / Financial Self Sufficiency	Operational Project	HOS Operations	 On Target	Work by contractor now finished and project now in defects	 D4	Last items of work to be completed in May 2019 and then programme signed off.	68 new spaces created at Station Road - installation of an electric charging point for 2 cars, bike racks and environmental resources	01/05/2019
	The Dip – Beach Hut and Club Facility	Creation of additional 17 beach hut sites at the Dip in Felixstowe	SCDC	Kerry Blair	Economic Growth / Financial Self Sufficiency	Operational Project	HOS Operations	 On Target	Planning permission granted for 17 new locations. 3 new huts now on site and sold and further one relocated.	 D4	Second tranche of huts to be built over summer 2019		
	Redevelopment of Felixstowe Leisure Facilities	As part of Suffolk Coastal Leisure Redevelopment Programme, the future of Felixstowe Leisure Centres, Felixstowe Leisure Centre and Brackenbury Leisure Centre, need to be reviewed to enable the provision of a quality, destination facility for Felixstowe.	SCDC	Andrew Jarvis	Financial Self-sufficiency; Enabling Communities	Transformation Project	HoS Operations	 On Target	Work on design and profit and loss is being completed and a report is due to be taken to Cabinet in Nov/Dec 2018 on the options identified and the officers recommendation. Pulse Design and Build are producing the design work using data provided by the work undertaken by the Sports Consultancy on needs and financial sustainability required for community and as destination facility.	 C4	Business case and options to Cabinet November/December 2018. Implementation to be confirmed (circa 2021/2022)	Destination leisure facility to provide the next 20 plus years.	
	Leiston Leisure Centre	Redevelopment of Leiston Leisure	SCDC	Andrew Jarvis	Financial Self-sufficiency; Enabling Communities	Operational Project	HOS Operations	 On Target	Work commenced on site on 3rd September and the demolition aspect is almost complete. Additional asbestos was found and removed at no cost to the Council and the swimming pool areas are due to open in June 2019, with the remainder in later in Summer 2019.	 D4	Commencing 1 September 2018 Completion Summer 2019	Increased participation in health and wellbeing activities. Provision of quality fit for purpose leisure facilities for next 20 plus years. Improved financial sustainability.	
	Lowestoft Enterprise Zones	To support delivery of the 4 enterprise zones located in; South Lowestoft Industrial Estate Enterprise Zone (20Ha), Ellough Business Park Enterprise Zone (17Ha), Mobbs Way Industrial Estate (4.7Ha) and support delivery of Riverside Road Business Park (4.5Ha). To highlight, attract, invite and guide businesses to locate to EZ in order for them to benefit from financial assistance through rate relief and relaxed planning requirements.	WDC	Paul Wood	Economic Growth	Transformation Project	HOS Economic Development and Regeneration	 On Target	Whilst the scale of EZ delivery to date has been good, there is recognition to proactively drive new development to ensure the targets of attracting new businesses and jobs over its lifespan. The Regen Team has been working on a Delivery Plan that will set out how we will achieve this, but need specialist commercial property market and development advice to prepare a realistic and deliverable set of integrated development plans for each site. Tender documents had been drafted, but the timescale for procurement has slipped. The Delivery Plan was due for completion by September, but is likely to be October.	 A4	2013-2038	LEP Targets - across Lowestoft & Great Yarmouth 9,500 New Jobs 200 New Businesses	
W04	Heritage Action Zone	The aim of the North Lowestoft Heritage Action Zone is to regenerate the area, instil local pride, and remove the North Lowestoft Conservation Area from Historic England's Heritage at Risk Register. This is a 5 year scheme with funding and support from Historic England.	WDC	Paul Wood	Economic Growth	Transformation Project	HOS Economic Development and Regeneration	 On Target	HAZ Programme Mngr started 24/09/18, therefore project now pushing ahead. Historic England started research work that forms basis of project, WDC working on project baseline data, work commencing to apply to HE for the PSICA grant scheme. WDC team worked on Heritage Open Days to launch project to public at Town Hall. A huge success with approx. 500 people attending. Have secured £42k in emergency repairs for town hall from HE, we are now looking to submit a bid for feasibility work ahead of a large bid to HLF.	 E3	May 2018 - March 2023 (Research, listing, baseline, conservation area appraisal, all commenced in 2018) PSICA scheme will commence in April 2019.	1,000 sqm commercial floor space, 10 new businesses, 50 new houses, 40 housing units brought back into use, Conservation Area removed from at Risk Register.	






As at Quarter 4 (2018/19)

Action Reference	Project Name	Description	Council	Owner	Strategy	Project Type	Service Plan	Project Status	Latest Progress	Overall Project Risk	Timeframes	On completion - Achievements and Outcomes	Completed Date
	Making Waves Together (Great Places)	The Council was successful in its bid to the 'Great Place Scheme' for its 'Making Waves Together - Reimagining the Seaside Towns of Lowestoft and Great Yarmouth' project.	WDC	Paul Wood	Enabling Communities; Economic Growth	Transformation Project	HOS Economic Development and Regeneration	On Target 	Programme is progressing well, although there have been some issues with resourcing and support which need to be resolved with GYBC. The external evaluator procured. The Cultural Capacity Officer post to bring Great Yarmouth and Lowestoft LCEP closer together is now in post. School workshops linked to Watertight Words and Untold Stories are talking place in local schools. Inaugural meeting of Marina Creative Forum took place 23/02/18 & Seachange Arts held first Circulate on 09/02/18.	E3	3 year programme, started in 2017		
W06	Lowestoft Flood Management Project	Deliver flood risk management measures, including a tidal gate to reduce Lowestoft's vulnerability to flooding.	WDC	Bill Parker	Economic Growth; Enabling Communities	Transformation Project	HOS Planning and Coastal Management	On Target 	Outline Business Case approved by Environment Agency's Large Project Review Group (LPRG). Planning application for the fluvial/pluvial elements of the project and planning application for advanced tidal works (flood walls) have been submitted. Construction planned to start in November, with site mobilisation in October. Alongside preparations for the planning application is the extensive work needed to secure legal agreements with multiple landowners. We have brought together advocates from the business community and other key stakeholders to formally give their support and help lobby government.	TBC	Delivery 2022/23 but may be sooner subject to resolving delivery challenges.	Significantly increased flood protection from all sources of flooding. This is expected to enable an increase in GVA for Lowestoft from £499m to £694m and many homes and businesses protected from flooding.	
W09	Waveney: East of England Park (SSP4)	To deliver the East of England Park project by creating a large scale, self sustaining visitor attraction which transforms a currently unappealing semi-derelict green space and promenade into an events and cultural heritage space.	WDC	Paul Wood	Economic Growth	Operational Project	HOS Economic Development and Regeneration	On Target 	Concertus, Client side Project Manager have completed all survey work associated to ground investigation. The Landscape Architect, Allen Scott, has had the concept design agreed, 19 December, and will work on detailed design with costings. Tricolor appointed as the Audience Development Plan company has successfully completed the ADP Workshop, 3 December. Jo and Louis won competitive tender for Events and Marketing services. £88,000 – Additional external money levered in from CIL. An Expression of Interest was submitted to HLF Our Heritage funding stream for additional funds for physical interpretation work (boards, sound posts), augmented reality app and activity to support learning about the history of the site. The EOI was positively received. Next step is to submit a full application by 18 January 2019. If successful this will lever in £95k additional funding for the overall project. All project milestones are on track.	C3	Stakeholder Workshop on Concept Design, Oct 2018. Concept Design complete, Dec 2018. Detailed design and costing, Jan 2019. Tender process for contractors, Jan 2019. Contractors appointed, March 2019. On site works start, April 2019.	Total number of indirect jobs - 130 Total number of jobs safeguarded - 50 No of business supported - 66 Amount of land regeneration - 13ha Total number of training places - 2 intern positions. Total amount of external funding levered in - £983,225	
	Tenant Services Change Programme	A change programme is being implemented through our Tenants Service. This will: • Invest in information technology to: o improve performance and efficiency through a range of operational processes. o deliver a web portal for tenants, allowing self-service 24 hours a day. o mobilise our housing Maintenance workforce. o explore the use of innovative software to manage rental income and arrears. o Strengthen data management and reporting to support decision making in Housing. • Secure alternative office Accommodation for our teams delivering services to our Tenants. • Build the capabilities necessary to contribute to an effective Housing Development programme. • Facilitate cultural change and development so the workforce is resilient and able to adapt to the emerging needs of Housing in the medium term.	WDC	Andrew Jarvis	Enabling Communities; Financial Self Sufficiency	Operational Project	Tenancy Services	On Target 	We have procured our Orchard Housing system for a further 5 year period from 1st March 2019. Negotiations during the procurement delivered a 'discounted' price for Orchard over the 5 year period of £246k. Included are a range of new Orchard modules that are necessary to deliver the Landlord's Digital Plan. These will be implemented over the next 3-5 years (dependent on human resource). We have recruited to a new position of 'System Development Officer' which will be dedicated to the delivery of digital transformation in Tenancy Services. We have successfully implemented 'RentSense', a tool that provides predictive analytics for rental income. This is a 12 month pilot to test the benefits of this technology. We have reviewed the outcomes of the Housing Triage project with Homelessness/Customer Services and identified that this is not delivering the benefits we hoped for. A new project has been started to rectify this (first milestone is June/July 2019). This project is testing the 'triage' approach and may be used more widely to support delivery of housing services if this project is successful.	C3	The various tasks within the overall project will have different time frames with some being quite challenging. To balance resources and manage costs a 5 year programme of change is being developed.		

Corporate Project Register

Appendix C

As at Quarter 4 (2018/19)

Action Reference	Project Name	Description	Council	Owner	Strategy	Project Type	Service Plan	Project Status	Latest Progress	Overall Project Risk	Timeframes	On completion - Achievements and Outcomes	Completed Date
	Southern Lake Lothing Regeneration Programme	Cross departmental urban regeneration programme including land assembly, landowner negotiations and master planning of a large scale mixed use development in Lowestoft	WDC	Paul Wood	Economic Growth; Enabling Communities; Financial Self Sufficiency	Operational Project	HOS Economic Development and Regeneration	On Target 	Land acquisitions is progressing well and master planning activities are due to commence in early 2019. The Regeneration Team recruited two new project managers (started in January 2019) to provide additional capacity to progress this project. Discussions are currently being held with the owner of the former Jeld Wen site regarding a major mixed use development on that site.	TBA	Development phased for delivery over 15 - 25 year cycle.		
	Normanston Rail Crossing Project	Construction of a pedestrian and cycle bridge to replace the existing Network Rail provision and connect the cycle and pedestrian path through Normanston Park to Harbour Road and on into Oulton Broad.	WDC	Paul Wood	Enabling Communities; Economic Growth	Operational Project	HOS Economic Development and Regeneration	On Target 	In 2018, we appointed Sustrans, a not-for-profit sustainable transport organisation, to develop the design for the bridge across the railway. The land around the preferred site for the bridge is difficult to access, but permission was secured to undertake site investigations to the South/West of the railway and the necessary legal agreements are in place. The investigations commenced early in 2019 and completed in March. We have engaged key stakeholders in close proximity to the project who requested some alternative alignments to be considered. A community event is planned for 13/5/19 to present the findings on the alternatives. A funding strategy will be in place by end of the Business Plan period. The Board met twice in Q4 (5/3 and 9/4/19) and the Design Group met 4 times (17/1, 13/2, 20/3 and 1/4/19). Planning application to be prepared April/May 2019.	B3	Design phase was due to start late in 2017 but delayed until summer 2018. Now underway. Construction expected mid 2019 if funding secured.		
	Post Office Lowestoft High Street	Project is a joint development project between Housing & Asset Management. The property and surrounding site was purchased in 2018. The project scope includes design and delivery of a town centre regeneration development which seeks to provide a mixed use scheme with commercial accommodation accessed from London Road North and residential accommodation to the remainder of the site. Demolition of some structures to rear of site will be required. Proposed development will require an element of conversion and new build construction. Commercial use and residential tenure to be confirmed. Project seeks to commission the relevant skills and capabilities to deliver the scheme as described and will rely on both internal and external resourcing for its delivery.	WDC	Andrew Jarvis	Economic Growth; Enabling Communities	Operational Project	HOS Housing Services	On Target 	Project team established and approval of proposed project structure and programme have been agreed. Asset Management are progressing opportunities for commercial tenant. Housing Team has appointed the Design Team to obtain relevant surveys and for the delivery of initial design ideas. Proposed scheme June 2019 Cabinet. Proposed scheme March 2019 Cabinet.	E4	Design team appointment September / October 2018. Pre App Planning Submissions March 2019. Planning Submission June 2019. Cabinet Full Business Case June 2019. Construction delivery 2020.	Successful delivery of a mixed use redevelopment scheme to provide affordable residential accommodation alongside commercial use. The proposed project will assist the economic regeneration of Lowestoft High Street and Town Centre Vision.	
	Lowestoft Fibre to the premises	A project to provide world leading digital connectivity to every residential and business property in Lowestoft by ensuring all such premises have Fibre To The Premises (FTTP)	WDC	Paul Wood	Economic Growth	Transformation Project	HOS Economic Development and Regeneration	On Target 	Discussions have been held with SCC regarding the Suffolk Cloud project which will provide FTTP to 37 locations in Lowestoft. The intention is to use this infrastructure as a stepping stone to provide FTTP to all premises within the town. The contract for the Suffolk Cloud project will be awarded in September after which work will begin with the contractor to progress the Lowestoft FTTP project.	TBC	A complete project timeline is still tbc but the first key milestone is to scope out a project plan with the contractor for the Suffolk Cloud project. This is due to take place in Sept/ Oct 2018.	Specific outputs still tbc, however key outcome is to ensure Lowestoft has world leading digital connectivity which benefits businesses & residents alike. Intention is to transform Lowestoft into an aspirational place to live and work and encourage significant inward investment. It will address issue of geographic peripherally as cutting edge connectivity will overcome this barrier.	
W02	Waveney: Minor improvements to existing traffic pinch points in Lowestoft	Minor improvements to existing pinch points adversely affecting traffic flow within Lowestoft.	WDC	Paul Wood	Economic Growth	Operational Project	HOS Economic Development and Regeneration	On Target 	AECOM report being considered by Highways England and Suffolk County Council. Latest update: those improvements down to SCC have not been progressed due to other commitments (Lake Lothing Third Crossing (LLTC)). SCC need to revisit – costs, available budgets etc. The improvements down to Highways England – Katwijk Way/Station Square and Suffolk Road are to be trialled and if successful will be progressed to look for funding. October LTIP: GM updated on progress stating that both SCC and HE were keen to understand traffic flows following the anticipated changes from the 3rd Crossing. Agreed the AECOM study would be added to next LTIP Agenda (December 2018) to discuss improvements to traffic circulation around the town. SCC to ensure HE presence on their role in commissioning and part funding the study. However the meeting was cancelled and next one is 22/3/19.	TBC	Part of the short term proposals (1-5 years) as specified in LTIP	Improve the performance and resilience of existing road networks in Lowestoft. To remove bottlenecks in existing pinch points which are impeding growth and restricting the movement of goods and people around the town.	





Corporate Project Register





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Action Reference	Project Name	Description	Council	Owner	Strategy	Project Type	Service Plan	Project Status	Latest Progress	Overall Project Risk	Timeframes	On completion - Achievements and Outcomes	Completed Date
W02	Waveney: Support improvements to the A12 - A47	Support improvements to the A47 between Lowestoft and Great Yarmouth to facilitate better connectivity to the west and north	WDC	Paul Wood	Economic Growth	Operational Project	HOS Economic Development and Regeneration	On Target	The renumbering of the A12 (between Great Yarmouth and Lowestoft) to A47 was completed during 2017. HE's Batch E proposals included junction and resurfacing improvements in the area but are not currently being progressed as benefits not deemed enough.	TBA	Part of the short term proposals (1-5 years) as specified in LTIP	Improve connectivity to Lowestoft via Gt Yarmouth and A11 to the north and Ipswich and A14 to the south. Reduce journey times, improve reliability and protect & enhance environment along key routes serving Lowestoft. Improve performance and resilience of existing road networks serving Lowestoft.	
	COMPLETED												
	East Suffolk:												
ES028	New Council Programme	Creation of one 'East Suffolk Council'	Both	Stephen Baker	Fin Self Suff; Enabling Comms	Transformation Project	HOS SMTGMT	Completed	Officer-led Workstreams in place and Member Working Groups being held regularly. East Suffolk brand identity and logo for the new authority formally approved and revealed.		1st April 2019	East Suffolk Council successful in place and operational.	
ES21	Web Alignment Project	Create a single East Suffolk website	Both	Ann Carey	Enabling Comms; Fin Self Suff	Transformation Project	HOS ICT Services	Completed	See 'achievements and outcomes'		Website launched June 2016	Website launched June 2016	14/06/2016
	Car park traffic order amendments	Variations to tariffs, terms and conditions & car park locations are required.	Both	Kerry Blair	Financial Self Sufficiency	Operational Project	HOS Operations	Completed	See 'achievements and outcomes'		Cabinet decision Jan 2018. Notice of Making 9 February 2018. Operational 1 April 2018	Increase number of car parks. Revised tariffs for SCDC car parks. Projected additional revenue (£250k) for full year	01/04/2018
ES18, ES17	Joint: Developing prospects on the Suffolk Coast: Economy, People, Environment	Project aimed to build a more robust tourism economy along Suffolk Coast, developing key assets, delivering events and expanding activities to attract visitors during the shoulder and off-seasons. Project built upon strong, cross-sector tourism collaboration that had developed along Suffolk Coast. All organisations involved had a common goal of developing new opportunities, building on existing strengths, exploiting niche markets and addressing weaknesses in the current offer.	Both	Paul Wood	Economic Growth	Transformation Project	HOS Economic Dev & Regen	Completed	See 'achievements and outcomes'		Start date Feb'15 - Nov'16	Project created 6.6 direct FTE jobs, 140 indirect jobs & safeguard 0.7 FTE jobs, also a number of other outcomes.	30/11/2016
	New Election System	A project to align the election systems across SCDC/ WDC	Both	Karen Last	Resources	Operational Project	HOS Legal and Democratic Services	Completed	See 'achievements and outcomes'			Election systems aligned across SCDC and WDC.	01/07/2018
	Thriving Community Buildings	Engaging with communities & providing advice/ assistance relating to village halls on how to reduce energy consumption, governance arrangements & health and safety matters, etc.	Both	Phil Gore	Enabling Communities	Operational Project	HOS Environmental Services and Port Health	Completed	19 communities supported to date. 19 communities supported to date. Project successfully completed. 33 community groups / buildings were supported delivering a range of benefits around governance, marketing and safety as well as a 32% saving in energy costs on average. The project closure report has been posted on the website.		Completion due March 2018	Communities informed on how to reduce energy consumption, set-up appropriate governance arrangements and health and safety, etc for village halls.	01/06/2018
	Port Health Service Review	Review of Port Health service.	Both	Phil Gore	Financial Self Sufficiency	Operational Project	HOS Env Services and Port Health	Completed	Port Health Service review completed, presented and considered by the Port Health Management Team. Phase 1 of the implementation programme is underway.		Completion Phase 1 options appraisal April 2018 / Phase 2 implementation April 2019		01/04/2018
Financial	Garden Waste Charging	To introduce a chargeable mixed organic waste collection service, starting at the beginning of the 2018/19 financial year.	Both	Kerry Blair	Enabling Communities	Operational Project	HOS Operations	Completed	Paid for collections commenced 1 May. As at the end of June, 32,156 subscriptions had been placed, which equates to 55.35% of households within the Suffolk Coastal District. The roll out of the new larger capacity bins commenced on 1 October 2018.		Completed	55% of households have subscribed to the service which has exceeded financial projections.	31/03/2019
	Suffolk Coastal DC:												
S16	Woodbridge Library Accommodation	Transfer front facing services to Woodbridge Library. Close Melton Hill Reception	SCDC	Darren Knight	Financial Self Sufficiency	Transformation Project	HOS Customer Services	Completed	See 'achievements and outcomes'		Completed	Completed on time, under budget and to specification	29/04/2016
S10	Suffolk Coastal: Felixstowe Forward	Felixstowe Forward initiative was set up in April 2016 to develop a collective approach to tackling the towns key challenges and opportunities.	SCDC	Paul Wood	Economic Growth	Transformation Project	HOS Economic Development and Regeneration	Completed	See 'achievements and outcomes'		April 2015 - March 2018	Annual stakeholder event 22 June (100+ attended). 2 workshops on Business, Enterprise & Tourism, & Communities. Town centre benchmarking exercise completed. Volunteer event held on Triangle in Felixstowe. 10 new registered volunteers. 2 Visit Felixstowe tourist information beach huts opened. 20+ volunteers recruited to help man beach huts at weekends & throughout holidays. Monthly promotions on The Great Outdoors, Made in Felixstowe, Summer Holiday Fun. Cycling on prom consultation. 513 responses (63.5% voted to revoke byelaw, 35.5% against).	31/03/2018
S10	Beach Side Events Area	Redevelopment of old boating lake site in Felixstowe.	SCDC	Paul Wood	Economic Growth	Transformation Project	HOS Economic Dev & Regen	Completed	Project completed		April - August 2016		31/08/2016
S10	Felixstowe Seafront Gardens	Jointly funded project between HLF and SCDC to restore historic Gardens along the Seafront Promenade in Felixstowe	SCDC	Paul Wood	Economic Growth	Operational Project	HOS Economic Dev & Regen	Completed	Project completed		Project completes September 2016	Project won RIBA Suffolk Craftsmanship award. Project won in regeneration category RICS East of England.	30/09/2016
S10	Discover Landguard	Expand and enhance the visitor experience at Landguard, Felixstowe.	SCDC	Paul Wood	Economic Growth	Operational Project	HOS Economic Dev & Regen	Closed	Governance review completed, recommendations considered/agreed by March 2019. Implementation plan ready for phased introduction 2019/20 of long term sustainable model.		Completed	Landguard becomes a regional visitor attraction which is better managed, resilient and has a sustainable future, whilst contributing to the local economy and Felixstowe's ongoing regeneration.	30/9/208

As at Quarter 4 (2018/19)

Action Reference	Project Name	Description	Council	Owner	Strategy	Project Type	Service Plan	Project Status	Latest Progress	Overall Project Risk	Timeframes	On completion - Achievements and Outcomes	Completed Date
S06	Deben Leisure Centre redevelopment	First of redevelopment projects within Leisure Redevelopment Programme. Redevelopment incs modernising & increasing activities in Deben Leisure Centre, inc. new 50 station gym, indoor cycling suite, functional fitness area, thermal suite, new changing rooms.	SCDC	Kerry Blair	Financial Self Suff; Econ Growth; Enabling Communities	Operational Project	HOS Operations	Completed	The project is now complete. Centre opened in June 2018.		Work commenced 4 Sept 2017, completion and handed over to SCDC June 2018. Operators Places for People Leisure will require 2 weeks for staff training and new facility will open in late June/early July 2018.	Centre completed on time and opened in June 2018.	04/06/2018
S10	Pier Head Development	Development of the Pier Head building in Felixstowe	SCDC	Paul Wood	Economic Growth	Transformation Project	HOS Economic Dev & Regen	Completed	See 'achievements and outcomes'		Work is due to commence September 2016 with a re-opening July 2017	Pier Head building transformed a significant landmark on Felixstowe Seafront. It has become a focal point for visitors. Boardwalk cafe exceeding all expectations.	31/07/2017
	Waveney DC:												
ES02	Waveney: Nwes Business Support Voucher proposal	Project seeked to address need to support local businesses in rural areas of district. WDC, Waveney Bus Forum & Nwes identified a lack of support available in market towns. 2-hr business advice sessions offered via a voucher scheme drawing on learning/ experience from similar scheme in Nov 2012 until Apr 2014. Scheme promoted to rural based businesses specifically and, where no alternative support was available, also assist rural pre-starts.	WDC	Paul Wood	Economic Growth	Operational Project	HOS Economic Dev & Regen	Completed	See 'achievements and outcomes'		Start November 2015 for a 12 month period (extended to March 2017 due to demand)	Number of advice vouchers issued@50 Number of pre-start individuals or trading business supported - 40 Number of Businesses Sustained - 10 Number of jobs created - 4	31/03/2017
ES01	Waveney: Construction Apprenticeship Project	Facilitated a project to combat skills shortages in the construction sector working with Lowestoft College and local construction companies. The project saw 44 young people taking part in a 2 day per week work experience on site with local builders.	WDC	Paul Wood	Economic Growth	Operational Project	HOS Economic Dev & Regen	Completed	See 'achievements and outcomes'		Project completion and evaluation July '14.	Out of 44 people who participated in scheme, 7 people offered apprenticeships with a potential further 3 from September. Following evaluation the builders committed to participating again in 2017 and for longer block periods.	29/07/2016
	Sprinkler System at St Peter's Court	The enhancement of fire safety within the tower block of St Peter's Court, Lowestoft by the installation of a sprinkler system.	WDC	Andrew Jarvis	Enabling Communities	Operational Project	HOS Housing Services	Completed	Project completed		A contract will be issued to BMS sprinklers in September 2018, and a new on site start date of late October 2018 is planned.	Enhanced fire safety within the building for residents.	31/12/2018

Action Reference	Business Plan Action Description	Council	Responsible Officer	Business Plan Aim	Outcomes (as at Quarter 4 2018/19)	RAG Status
S04	Devolve any additional New Homes Bonus funding for affordable homes on exception sites directly to the relevant local Town or Parish Councils and invite Suffolk County Council to do the same.	SCDC	Nicole Rickard	Enabling Communities	Outcome 2017/18: 1.5 FTE Housing Enabling Officers in post and working with housing providers and Town and Parish Councils, including specific pieces of work in individual parishes and additional Housing Needs Surveys.	On Target 
S07	Hold the Better Broadband Suffolk Partnership to account to deliver their commitment of 100% rollout of superfast Broadband in Suffolk by 2020; and provide further financial support from the Council to ensure that connection is affordable, particularly in more remote and rural areas.	SCDC	Ann Carey	Enabling Communities; Economic Growth	<p>The latest figures for superfast broadband coverage in Suffolk is 93%, which is percentage of premises able to receive superfast broadband greater than 24Mbps. This is up from 85% in 2014 at the end of the first Suffolk Better Broadband contract and 90% in March 2017. Second contract is due to complete mid 2020 and is on target to deliver 98%. Funding from the second contract clawback will be directed to addressing the final 2% and a new contract framework is now being created for this. Efforts continue to try and secure further funding from local, regional and national sources to ensure 100% roll out of superfast broadband.</p> <p>The economic, social and educational benefits of access to superfast broadband are well documented and achieving 100% coverage will ensure full digital connectivity for the residents and businesses of East Suffolk. Those premises within the final 2% are the most technically challenging and therefore the most expensive to address. Initiatives such as Universal Service Obligation and new broadband technologies are being developed to provide solutions to these situations. Take-up levels across Suffolk are, on average, 45%, but increases to 55% in contract areas. It is not possible to distinguish business versus residential take-up as there is no clear definition of what constitutes a 'business' premises and many businesses have private or residential broadband solutions in place.</p> <p>Whilst recognising the improvement in coverage, we are committed to supporting delivery of full broadband coverage and have put various initiatives in place, such as working with housing developers and business communities, providing information to town and parish councils and residents to help drive demand (which includes providing more council services online) and contributing to the Suffolk Better Broadband Programme. We have also committed £250,000 of dedicated funding to our Enabling Broadband programme. This has established a contract framework with local wireless broadband suppliers to make wireless broadband services available in areas currently identified as 'no build' by Suffolk Better Broadband Programme with the first works commissioned in Nov 2018.</p> <p>In addition to above, we now have a better understanding of broadband infrastructure across East Suffolk and location and distribution of the residents, communities and businesses who are not able to access superfast broadband. There is also a greater awareness amongst Members and staff of the importance of superfast broadband for the future success of East Suffolk. The Better Broadband programme is being delivered according to plan with the first tranche of contracts (Blocks B,C & D) delivering according to expectation. Each monthly report lists those postcodes targeted by the scheme that been completed or partially completed. The biggest impact on build time is awaiting for agreement from churches to locate equipment in the different villages.</p>	On Target 
S11	Increase the number of beach huts provided in the District by at least 10%.	SCDC	Kerry Blair	Financial Self Sufficiency	<p>A review of beach huts was undertaken in 2016/17 and recommended that new sites could be created in the district, increasing the existing number by 10%. We know there is a demand for new beach huts because we have waiting lists in several locations.</p> <p>However, the impact of Storm Emma (in March 2018), coupled with the severe weather conditions in early Spring 2018, have had a significant impact on our plans to increase the number of beach huts. The storm and adverse weather caused a change in the beach levels at Felixstowe which resulted in officer resources being almost totally diverted in order to deal with the need to rapidly, and temporarily, relocate around 70 existing beach huts and search for a longer term solution for their permanent relocation.</p> <p>Prior to this, we had identified potential new sites in other parts of the district and we have 17 new sites, a mixture of existing relocations and new huts, coming forward for consideration by the Planning Committee shortly. We are also exploring another site for 40 huts in Felixstowe.</p> <p>Following the Beach Hut Review of 2017, we have successfully streamlined the beach hut service and fees from 15 different structures down to just 2. In addition, we have agreed that the baseline fees will increase by 10% over the next two years. On track to deliver.</p>	On Target 
W05	Increase the number of new Council Houses.	WDC	Andrew Jarvis	Enabling Communities	<p>In 2015 we built our own housing for the first time in a generation and have committed ourselves to an ambitious development programme going forward. We have built 20 new council homes which have been generally let to local people. In 2018/19 an additional 22 units were constructed and let on affordable rents. These new properties range from 1 bed flats to 3 bed family homes across the Waveney district.</p> <p>We are planning for an additional 42 units in 2019/20.</p> <p>In addition, our Housing Revenue Account Business Plan identifies and budgets for a programme of 257 new council homes to be built over a 5 year period and we are seeking to identify appropriate sites for new developments to ensure our 'development pipeline' is maintained, although identifying land for development and the staffing resource to follow this up is proving problematic and therefore the figure of 257 new homes in 5 years is possibly unachievable.</p>	Behind Target 

Action Reference	Business Plan Action Description	Council	Responsible Officer	Business Plan Aim	Outcomes (as at Quarter 4 2018/19)	RAG Status
W06	Complete the Lowestoft Flood Protection measures, including a tidal gate.	WDC	Bill Parker	Economic Growth	<p>In November 2016, we took delivery of 1.4km of temporary flood defences, similar to those used by the Environment Agency. These defences, funded by the Regional Flood and Coast Committee, will help to reduce the risk of flooding to areas in Lowestoft that are most vulnerable to flooding from the sea. These areas were chosen using data and information from the 2013 tidal surge. The barriers were deployed for the first time in January 2017 and provided reassurance to local people, and to local businesses, who were badly impacted during the 2013 tidal surge.</p> <p>The temporary barriers are stored at various locations along the 1.4km length. This makes them quicker and easier to deploy. We work closely with the Environment Agency and our contractors, the Water Management Alliance, in order to respond quickly should a tidal surge be predicted. All of the temporary barriers will be in place well in advance of any surge tide impacting upon Lowestoft. Equally, we can respond just as quickly once the tide has passed, ensuring that Lowestoft returns to normal with minimal disruption to businesses and people.</p> <p>In terms of permanent flood defences for Lowestoft, in order to attract Government funding, flood risk management projects have to go through an assurance process. The first stage of this is the Strategic Outline Case. This helps to set out the case for change and to explore what technical options are possible to reduce the risk of flooding. It also begins to explore whether these options are environmentally sound and affordable. In March 2017 the project successfully went through its Strategic Outline Case assurance step.</p> <p>The Outline Business Case has been approved by the Environment Agency's Large Project Review Group (LPRG). Planning application for the fluvial/pluvial elements of the project and the planning application for advanced tidal works (flood walls) has been submitted. Construction is planned to start in November, with site mobilisation in October. Alongside preparations for the planning application is the extensive work needed to secure legal agreements with multiple landowners. The next stage in our preparation for lobbying central Government is to bring together advocates from the business community and other key stakeholders to formally give their support.</p>	On Target 
W13	Deliver a community sports & leisure hub on Oakes Farm, south of Carlton Colville.	WDC	Kerry Blair	Enabling Communities	<p>We are working hard to deliver a high quality sporting facility, for clubs and individuals, in an area where residential growth is planned. This would ensure that open space is available for the benefit of a growing local community. In addition, if the commercial elements of the hub are correctly structured, the facility has the potential to contribute to the local economy by drawing people into the area in order to visit the site.</p> <p>In 2015 we commissioned a review of the masterplan. This review identified significant revenue costs in connection with the operation of the facility if the recommendations in the original masterplan were to be implemented. As a result, an alternative plan has been explored which includes the provision of revenue generating elements, such as rope swings and a high wire area, paintballing, a Segway course and Go-Karting.</p> <p>Now that the full costs of the project have been identified, discussions are underway with the landowner to identify whether lease arrangements can be negotiated that will enable the scheme to be delivered.</p>	On Target 
W14	Support the delivery of the Halesworth Campus providing new leisure & care facilities.	WDC	Nicole Rickard	Enabling Communities	<p>Following the closure of Halesworth Middle School in July 2012, the potential future use of the site has been the subject of much discussion. The site currently offers a full-size all weather pitch, swimming pool, fitness gym and café.</p> <p>However, there are a number of community hubs and facilities in Halesworth and before the former school site can be considered for further development as a Campus, it was considered appropriate to commission Community Action Suffolk to undertake a review of the town's facilities in order to better understand how the Campus would fit with existing community facilities in the town. This review will include liaison with Halesworth Town Council.</p> <p>Recently NHS Property Services has declared the Patrick Stead Hospital site surplus to requirement and this may be listed as an asset of community value. Until the full picture is known, a decision on the future of the Campus cannot be made.</p>	On Target 
W16	Support delivery of a new playing field facility in Kessingland, through an enabling housing development (in accordance with the draft Neighbourhood Plan).	WDC	Kerry Blair	Enabling Communities	<p>We are committed to providing a more comprehensive play offer in Kessingland, particularly for older children and youths. The Local Plan has identified the potential for around 100 new homes to be built in the area and once this housing development comes forward, it will release land on the west side for the provision of a play facility and wider green space. No planning application has yet been received, although we anticipate that a scheme will come forward in the next five years. In the meantime, options for the funding of play equipment are being explored and the Council has an excellent track record of bidding for funding to support new play equipment. Delivery of the programme will ensure that Kessingland residents have a good range of play equipment, meeting the needs of all groups and encouraging outdoor play and activity.</p>	Behind Target 
COMPLETED (Business as usual)						
ES01	Create more apprenticeships.	Both	Paul Wood	Economic Growth	<p>Apprenticeships are available to those aged 16 and above and offer individuals the chance to gain valuable skills, leading to a nationally recognised certificate. We are committed to the apprenticeships programme, both internally and externally, as part of our strategy to improve the life chances of our young people, creating a skilled workforce, across a range of sectors, to increase productivity and economic growth.</p> <p>Since the beginning of 2016, our rolling apprenticeship programme has seen 34 apprentices hosted in a variety of our service areas, including Planning, Housing and Revenues & Benefits. Five of these have gone on to secure permanent employment with us. In addition, each year we host a further 7 apprentices within the Housing Maintenance Team where they learn specific trades such as plumbing and bricklaying.</p> <p>We also work with local businesses to help promote the value of apprenticeships and to identify apprenticeship opportunities. Research shows that 74% of employers say that employing apprentices has improved their products or services and 78% say apprentices have improved productivity.</p> <p>Our work with local businesses has been very successful. For instance, we brokered a relationship between Kingsley Health Care Academy and East Coast College with the latter agreeing to offer a Level 2 NVQ in Health and Social Care in tandem with students undertaking work experience with Kingsley. Of the 12 students who started on this new course, 8 are now employed permanently by Kingsley and half of these are being supported through Level 3. Our work also helped Hoseasons identify a skills gap within their workforce in terms of creative digital media. Again, with us acting as broker, East Coast College introduced a new Level 3 NVQ in Creative Digital Media and Hoseasons now has a rolling programme of 5 apprentices a year.</p>	Completed

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ES02	Provide more effective business support to facilitate the growth of Small & Medium-sized Enterprises.	Both	Paul Wood	Economic Growth	<p>On average we engage around 700 small and medium sized businesses each year by providing information on how to access finance, training opportunities, marketing information (including the use of social media), apprenticeship development, land and property searches and business relocation. For instance, we have given support to businesses in Southwold following the Government's business rates review. This involved going 'door to door' with local businesses along the High Street with an invitation to take part in a business diagnostic/review carried out by Norfolk and Waveney Enterprise Services. In addition, we introduced the Discretionary Business Rates Relief Scheme to support those local businesses facing the steepest increases in their business rates. Our scheme has been modelled to provide the maximum amount of relief within the funding available.</p> <p>As members of the LEADER programme, which allocates grants for rural businesses from funding provided by the EU's Rural Development Programme England and the Department for Food and Rural Affairs, we support rural businesses with farm diversification, rural tourism, forestry productivity and cultural and heritage activity. A key priority of the programme is that the majority of grants should contribute to job creation. For instance, we were able to support the Making New Connections Across the Waveney Valley Project, which was a joint project worth £30,000 looking at developing the Waveney Valley as a visitor destination. We also supported the Southwold Greenspace Project, providing application support and guidance to Southwold Town Council in the development of a £150,000 project to create a greenspace and visitor centre at the entrance to the town.</p> <p>We also work closely with our partners in the New Anglia Growth Hub, providing businesses with a diagnostic and action plan and putting them in touch with relevant experts who can provide specialist advice. Through the Hub, we have been able to award over £1.5m from the Growing Business Fund between 2013 and 2018 to assist 27 businesses in East Suffolk. We have also been able to award over £300,000 from the Small Grant Scheme between 2016 and 2018 to 36 businesses.</p> <p>We recognise that there are nearly 10,000 businesses in East Suffolk and whilst many businesses may identify themselves within a key industrial sector, many do not and this may mean that many businesses do not have access to the full range of support that is available to the wider business community. Furthermore, 89% of businesses in East Suffolk are classified as being micro businesses, and these businesses face challenges around recruitment and retention of staff. These businesses simply may not have the time, experience and other resources to recruit and retain the right people for their business.</p> <p>Through the East Suffolk Partnership we commissioned a report with the aim of gaining a clearer understanding of the needs of micro businesses, especially in relation to recruitment, retention and barriers to employment. The report made a number of recommendations which are currently being considered, including funding programmes specific to micro businesses,</p>	Completed
ES03	Support local business associations and partner organisations to create vibrant market towns which are attractive to residents, businesses and visitors.	Both	Paul Wood	Economic Growth	<p>We recognise the importance of our market towns and the role they play in boosting the economic performance and overall success of our district. We work in a number of ways to support them in becoming attractive places to live, work and spend leisure time in.</p> <p>By creating the East Suffolk Business Association Development Fund we have been able to support 21 projects including:</p> <ul style="list-style-type: none"> • Bespoke and professional marketing campaigns. • A back office events booking system with an automated payment system for town centre events in Bungay. • The development of a database communications system with the ability to generate and send bulk/targeted emails. • The creation of new websites with enhanced content and improved functionality. • Bespoke training programmes to understand the benefits of using social media. <p>We also secured external funding to establish Coastal Community Teams in both Leiston and Southwold. Coastal Community Teams are local partnerships where stakeholders have an understanding of the issues facing the area and who can help develop an effective strategy to boost the local economy, encourage the sustainable use of heritage/cultural assets and access external funding that others cannot bid for, such as the Coastal Communities Fund. We have worked with Leiston and Southwold to create their Economic Plan which provides a framework to boost the local economy, address challenges and opportunities and enhance wellbeing.</p> <p>We are currently working with the Southwold CCT to submit the Business and Enterprise Hub at Station Yard as a project for funding from the Coastal Communities Fund. The Hub aims to provide support for start up and growing businesses and linked to this would be the appointment of a Development Manager to support enterprise development and the marketing and promotion of Southwold and a Visitor Economy Coordinator to support out of season events.</p> <p>We have helped establish the Waveney Valley LEADER project which focuses on the towns of Beccles, Bungay, Diss, Eye, Halesworth, Harleston and Loddon and also incorporates the surrounding rural hinterlands around the River Waveney. This project seeks to promote the Waveney Valley as a visitor destination and will link places of interest through products, history and landscape, as well as encouraging visitors to stay for longer. It aims to provide a unique experience for visitors through heritage trails, river-based nature trails, food and drink weekend experiences and produce tours. We have already secured £28,000 of funding from the Rural Development Programme for England which has enabled the recruitment of a Project Development Coordinator to work with the Local Tourism Action Group. We are now working to compile a core list of businesses for the action group, as well as assisting with a review of their website.</p> <p>Work is also ongoing in terms of mapping all existing business networks, groups and associations in order to ensure that we have a comprehensive database of what kind of services and support is already being provided to identify any overlaps or gaps in support.</p> <p>Pocket guides to Southwold and Framlingham were produced as part of the Women's Tour featuring a range of information on the history of the towns, along with places of interest and quirky facts and activities.</p>	Completed

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ES04	Empower local town and parish councils by continuing to transfer amenity and community assets to them with their agreement.	Both	Nicole Rickard	Enabling Communities	<p>We have been working with our Town and Parish Councils to increase their role in influencing and delivering local services. As part of this process, many of our Town and Parish Councils expressed a desire to play a more active role in the provision of local discretionary services, such as public conveniences, parks and play areas, and we recognise that they are often best placed to deliver these services on behalf of their local community. By transferring responsibility for assets not only helps to generate pride in a local area, but often secures a service that might otherwise have been at risk.</p> <p>We have transferred around 70 assets to local Town and Parish Councils, including Waveney Meadow to Beccles Town Council, a boating lake to Southwold Town Council, allotments to Felixstowe Town Council and Oak Meadow to Kesgrave Town Council.</p> <p>We know that local people are concerned about losing locally valued assets. The Localism Act introduced the Community Right to Bid process whereby we are required to maintain a list of Assets of Community Value, giving local community groups an opportunity to purchase these, if the owner decides to sell, so they are retained for community use. We currently have 30 assets registered as Assets of Community Value and these assets cover a range of uses from open space to public houses to community buildings such as village halls. We are committed to working with our communities to achieve their ambitions for their Assets of Community Value, which is why we held neighbourhood planning roadshow events across East Suffolk which included information on the Right to Bid process.</p> <p>Through this process we successfully supported 'SouthGen' (formerly the 'Save Our Southwold') community group to purchase the former Southwold Hospital as an asset of community value because we recognised that the building had the potential to further the social wellbeing of the community. This was the first successful acquisition of its kind in the UK and the group were invited to the Palace of Westminster for a reception to recognise their achievement. The building is now intended for a number of community uses, such as a new location for Southwold Library and a base for the town's Police Community Support Officer.</p>	Completed
ES05	Increase the opportunities and number of affordable homes (freehold, self-build, shared and rental) for our local young people and those in their senior years, through a revised exceptions sites policy and substantially improved support package for our local communities	Both	Andrew Jarvis	Enabling Communities	<p>We are establishing specific in-house capability to explore and develop potential opportunities in East Suffolk for delivering a range of affordable homes. To date we have been successful in accessing £870k in funding from Homes England which has been used to build 62 new council houses. In addition, we have secured funding of £2.2m from the Government to provide affordable housing in areas of high second home ownership, which includes 15 homes in Southwold as part of two innovative community initiatives. We are also working with two Community Land Trusts who are seeking to purchase land in their own parishes to own and develop housing, thereby increasing the opportunities for more affordable homes. Support and encouragement will be provided to any local community that seeks to pursue a Community Land Trust as an option. The exception site policy in Waveney has recently been updated and the current Suffolk Coastal policy is under review as part of the local planning process. Both emerging Local Plans encourage low cost home ownership schemes as affordable housing and in preparation for this, we have been successful in obtaining LGA funding to help improve accessibility in Suffolk Coastal to new shared-ownership and shared equity housing that will be built. Since 2015, nearly 450 affordable homes have been built in East Suffolk, with a further 150 due for completion by April 2019. A site in Suffolk Coastal is likely to be acquired by the end of the years which after demolition of the current dwelling is likely to provide a new self build plot. Success has been achieved with an increase in the numbers of social housing providers as well as increasing the diversity with new For Profit RP's now operating in our area.</p>	Completed
ES06	Develop even closer working relationships with other Suffolk councils on strategic planning and in reviewing the Councils Local Plans.	Both	Philip Ridley	Economic Growth	<p>Suffolk's local authorities recognise that to meet Suffolk's future economic and social needs, we must plan for growth in a strategic and integrated way. We recognise that by working jointly across administrative and operational boundaries, Suffolk can facilitate and deliver strategic planning and growth. To do this, Suffolk has adopted a series of frameworks and strategies which capture all the elements of growth and this work is co-ordinated by the Suffolk Growth Programme Board. This Board brings together senior representation from all Suffolk local authorities, as well as the New Anglia Local Enterprise Partnership, the University of Suffolk and the Suffolk Chamber of Commerce. By bringing together local authority planners, economic development and skills leads on a regular basis, we can better deliver Suffolk's ambitions in a more joined up way.</p> <p>Suffolk authorities also commissioned AECOM consultants to develop options for a Suffolk-wide approach to spatial planning and to identify the infrastructure required for the future. The proposed spatial pattern put forward by the consultants affirmed our ambition to act collectively on development. It is anticipated that this approach will help us to secure funding and investment to unlock Suffolk's potential. Initial work has identified investment of between £2.2bn and £4.7bn to upgrade and develop the necessary infrastructure to meet Local Plan growth forecasts, as well as the additional growth that is required to secure our economic prosperity in the future.</p> <p>Suffolk's population is forecast to increase by over 10% in the next 20 years, with the proportion of older people increasing by nearly 50%. This increase in numbers, and average life expectancy, means we will need significantly more homes in the future. Suffolk will work together to identify opportunities for housing development. We will also work together to secure investment in infrastructure and will focus on strengthening the key transport corridors into and across Suffolk, rail routes and our utility needs.</p> <p>Each Suffolk local authority has a Local Plan that allocates land for jobs and homes within their boundaries. To respond to the challenges facing our economy, and our need for homes, the Government is asking local authorities to work in partnership to develop joint approaches to wider areas. These joint documents are known as Statements of Common Ground. The Suffolk authorities will work to develop Statements of Common Ground, alongside existing Local Plans.</p> <p>We are also working directly alongside Ipswich BC as members of the Ipswich Strategic Planning Area Board to provide a forum to develop, promote and deliver their vision for the Ipswich area. This will enable us to co-operate as local planning authorities on the preparation and monitoring of the Local Plans for Ipswich, Babergh and Mid Suffolk and share relevant evidence and intelligence. It will also provide a mechanism to ensure that all partners and stakeholders work together to deliver the housing and employment growth requirements for the Ipswich area and better coordinate the delivery of the necessary infrastructure.</p>	Completed

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ES07	Support communities to develop innovative approaches, including 'enabling developments' to help fund major estuary and coast protection works.	Both	Bill Parker	Enabling Communities	<p>We provide support to the Alde and Ore Estuary Partnership (AOEP) and Deben Estuary Partnership (DEP) in their work to safeguard these estuaries for the benefit of future generations. We have supported them in a number of areas including the production of their Estuary Plans, which are significant and important documents that, following detailed engagement with all stakeholders, set the future ambition for the estuaries and inform decision-making by statutory bodies. Support has been given on planning issues (such as works to river walls and proposed 'enabling development' projects to unlock funding) and also flood and coastal resilience guidance.</p> <p>We have also provided detailed guidance and input on funding opportunities for the AOEP through close engagement with members of the partnership, designing the current fundraising campaign. Through our membership of Coastal Partnership East, we have also been able to make consecutive successful bids on behalf of the DEP and AOEP for annual Local Flood Levy support grants. Ongoing support is also being provided by working with DEP, the Water Management Alliance and County Council colleagues to develop an innovative financing model to restore the saltmarsh across the Deben estuary, which is an important part of the tourism offer and provides natural flood defence benefits. Through Coastal Partnership East, we worked with colleagues locally and nationally to champion this project, which led to it being included in the 5 year Defra 'Marine Pioneer' scheme, acting as a demonstrator for the new 25 Year Environment Plan. We will continue to help develop the academic evidence base for the project and establish innovative sources of funding that will enable this important project to be delivered.</p> <p>The AOEP and DEP pay an essential role in managing the Alde & Ore and Deben estuaries, particularly around resilience to flooding and marine planning issues. The partnerships have formal governance structures in place, are established as either a charity or trust, and are recognised in local and national policy as key stakeholder organisations. Crucially, the partnerships are led by members of the community on a voluntary basis.</p> <p>The work of the AOEP and DEP is essential to the local economy and our communities, due to the significant tourism, infrastructure and agricultural assets on our estuaries, plus the hundreds of homes, families and business located there. Both partnerships have major campaigns in place to improve and maintain the river walls and marshlands along the estuaries.</p> <p>We provide ongoing support when requested to the Alde and Ore Estuary Partnership (AOEP) and Deben Estuary Partnership (DEP) in their work to safeguard these estuaries for the benefit of future generations.</p> <p>Ongoing - business as usual.</p>	Completed
ES08	Continue to reduce the number of long term empty properties.	Both	Andrew Jarvis	Economic Growth	<p>There are many benefits to bringing long term empty homes in East Suffolk back into use, not least because it often removes the negative impacts an empty home can have on a neighbourhood if it is unsightly or attracting vandalism, helping to increase the availability of housing in the area, and the benefit of a New Homes Bonus for each property brought back into use. Our work to identify empty homes and bring them back into use has seen the number of empty properties in Suffolk Coastal reduce from 750 to 550 and the number in Waveney falling from 883 to 510.</p> <p>Work is ongoing on an individual property basis but has been identified as an area within the new Private Sector Housing Strategy and an Action for a full review. Recent achievements include purchase of a dilapidated long term empty in Lowestoft for renovation and retention as part of the Council owned stock for use for families facing homelessness; a long term and dilapidated house, also in Lowestoft, has been renovated and upgraded as a house in multiple occupation to provide accommodation for single people in partnership with Solo housing; owners of two empty homes have been persuaded to auction their properties. This offers a relatively fast sale without the need for negotiating with prospective purchasers. This method of selling is particularly suited to un-mortgageable properties. We have assisted one owner with dealing with solicitors, the auctioneer and getting the house cleared, as they were not able to do these tasks unaided. The local auctioneer had offered a 10% discount rate for empty properties. Working closely with the Planning Dept we have taken legal action to get an unsightly and dilapidated property cleared and the costs of the works is lodged as a charge enabling the Council to force sale if it remains empty and an eyesore.</p>	Completed
ES09	Ensure all those entitled to welfare support and benefits receive them promptly.	Both	Homira Javadi	Enabling Communities	<p>We have worked hard to ensure that those entitled to welfare support have quick and easy access to benefits. We have done this in a number of ways. For instance, we have systematically reviewed the information held on the Anglia Revenues Partnership website to ensure that it is clear and easy to access. In addition, we have also reviewed our processes to remove unnecessary stages and making the customer journey more intuitive.</p> <p>Our benefits service is now accessible, online, 24 hours a day, on any device.</p> <p>The implementation of Universal Credit has moved customers to a digital environment. We have dedicated Customer Service Advisors on hand, ready to assist customers who have difficulty accessing the digital service. We also work in partnership with the Citizens' Advice Bureau in order to reach more customers, promoting the various ways in which they can access support. We were successful in accessing Government funding to support the Citizens' Advice Bureau, the Disablement Information Advice Line (DIAL) and the Suffolk Disability Advice Service to provide assistance to claimants.</p> <p>As a result of taking proactive steps to ensure that all those who are entitled to welfare support receive the help they need, we are now seeing a reduction in the number of customers needing assistance with their benefits. Indeed, most claimants, once set up, require no further assistance and can access benefits information at any time they choose.</p> <p>We are currently processing new claims within 22 days of receipt which is equivalent to the national average, but we are endeavouring to reduce this to below the national average. Changes in circumstances are being processed within 7 days against a national average of 9 days.</p>	Completed

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ES10	Financially support Suffolk County Council to identify and develop suitable short stay stopping sites in Suffolk for Gypsies & Travellers.	Both	Andrew Jarvis	Enabling Communities	<p>As part of our responsibility to ensure that the needs of our Gypsy and Traveller community are met, we are working with Suffolk County Council, and the other Suffolk local authorities, to identify suitable short stay stopping sites in Suffolk. Providing suitable sites will reduce the number of unauthorised encampments and the costs associated in dealing with these. East Suffolk contributes financially towards the costs of identifying suitable short stay stopping sites as a co-signee of the joint partnership agreement that exists between all Suffolk local authorities and Norfolk County Council. In addition to this, all Suffolk local authorities have committed to provide further financial support once suitable sites have been identified, so that the necessary investigative work can be carried out and the sites brought up to standard if found suitable. Every Suffolk local authority will contribute equally regardless of the location of the identified sites. Suffolk County Council is currently recruiting a Project Officer to help progress this work and East Suffolk will contribute towards the cost of this post, along with the other Suffolk local authorities.</p> <p>Work continues to identify suitable sites for further investigation, and we continue to carry out the mandatory bi-annual count of pitches in order to monitor need and report to the Ministry of Housing, Communities and Local Government.</p>	Completed
ES11	Expand the diversity of social housing providers operating in East Suffolk	Both	Andrew Jarvis	Enabling Communities	<p>Registered social housing providers own and manage social housing and provide much needed affordable housing. Their role in providing affordable housing in East Suffolk is very important and we have sought to increase the diversity of provision to maximise the opportunities for new developments and funding in East Suffolk. We have been successful in encouraging a new housing association to become active in the district and have seen further diversity in the provision of social housing with a new private developer becoming a Registered Provider. The Council has become a social housing developer and have plans in place to increase our activity in this area. In addition, we are actively working with Community Land Trusts and community groups to deliver social housing. Collectively these are presenting new and wide ranging opportunities for social housing provision in East Suffolk which we are committed to developing in future years.</p>	Completed
ES12	Deliver the adopted Housing and Health Charter in East Suffolk.	Both	Andrew Jarvis	Enabling Communities	<p>As members of the Housing and Health Charter, we aim to ensure that people living in East Suffolk live in suitable, affordable homes that are in good condition and where they feel safe and supported by the local community.</p> <p>In support of this, we are members of the 'Warm Homes Healthy People' scheme which is designed to help vulnerable people and families make their homes cheaper to heat by providing grants for first time central heating, insulation and draught proofing, as well as assisting with boiler/heater repairs, the loan of electric heaters and advice in connection with making homes more energy efficient. In 2017/18 Warm Homes Healthy People surveyors carried out 211 home energy assessments, bringing the total number of inspections since 2014 to over 1,600. These surveys have resulted in bespoke energy advice, heating interventions, loan heaters, emergency fuel payments and longer term solutions to heating.</p> <p>We also support National Energy Action which is a fuel poverty charity which administers funding to deliver heating interventions. To date projects in Suffolk have received over £560,000 in funding, resulting in 143 homes made warmer for residents suffering health conditions likely to be made worse by living in a cold property.</p> <p>We also work with our health, community and voluntary partners to target those who may be struggling with their bills. We also work with The Rural Coffee Caravan by providing them with information on our services which they then take with them as they visit our rural communities.</p> <p>By helping to fund a Health Liaison Manager who works from various local hospitals, we can better facilitate the smooth discharge home for people where heating is an issue. We are also members of the 'Home from Hospital' scheme and work with partners to fast track the more extensive works required to a property, such as grab rails and ramps, to enable discharge from hospital. As part of this scheme we have assisted 23 patients making a saving to the NHS of around £5,000.</p> <p>We have recently part funded a new post to carry out a review of all housing related support in order to identify duplication and 'sticking points' in the wider system and to recommend ways we can work together to overcome these. Work is also underway to widen the search for small development sites within our ownership which could be released for housing development.</p>	Completed

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ES13	Increase physical activity, participation in sport & recreation across all age groups, and implement additional local health initiatives.	Both	Nicole Rickard	Enabling Communities	<p>We are committed to improving the health, wellbeing and fitness of our communities and have engaged local people in helping to develop a clear strategy to shape the way we deliver our leisure services. As a result of this we have already delivered state of the art, and competitively priced, leisure facilities in Woodbridge and Lowestoft and work is well underway to do the same in Leiston and Felixstowe.</p> <p>We continue to deliver free initiatives to encourage physical activity amongst the harder to reach groups. Such initiatives have included the 'Golden Mile', a series of child friendly one mile walks in key locations around Lowestoft which followed on from our Beat the Street initiative, and the 'Lowestoft O-Go-Go' project which seeks to make physical activity fun, social and something that can be incorporated into people's everyday lives. This project started in January 2016 and since that time over 2,000 people have collectively attended more than 12,400 classes or sessions. We are now looking to role the project out to our market towns.</p> <p>We have also helped to secure funding of £40,000 for new skateboard facilities in Saxmundham and £25,000 for improved facilities in Woodbridge. These facilities were developed in consultation with users and are well used by young people, providing an opportunity for positive physical activity.</p> <p>We also delivered improved play provision in Martlesham and Felixstowe, following community consultation, and new Park Runs have been established in Felixstowe and Leiston, with around 400 runners regularly taking part. Plans are also underway to replicate this in Beccles and Bungay.</p> <p>Operation Camouflage has been running successfully for over 12 years in Sutton for children aged 8-16. The aim of the programme is to bring together young people from different backgrounds to challenge themselves and develop new skills. This was recognised as an initiative that has made a big contribution to improving the life chances of young offenders, or those at risk of offending, when it was shortlisted for the Youth Justice Award in the Children and Young People Now Awards. Activities in the four day programme include rock climbing, archery, plate painting, clay pigeon shooting and first aid skills. More than 70 children attend this programme every year.</p> <p>Lowestoft offers a range of free children's beach activities for two days a week in the school holidays each summer designed for children aged 5-16. Lowestoft includes areas of significant deprivation and the beach activities provide an opportunity for all families, particularly those on low incomes, to take part in free, organised sport and physical activity with the aim of increasing activity levels, building social connections and reducing obesity. There are also proven links between increased physical activity and enhanced mental health. The 2017 summer activities attracted a record attendance of 590 and we attracted similar numbers in 2018. Activities were also arranged during half term holidays in Lowestoft at the Kirkley Centre and in Halesworth with the same aim - to provide diversionary activities for young people when they are not at school.</p>	Completed
ES14	Develop and launch 'Eat Out Eat Well', a healthy food award scheme to encourage food businesses in Suffolk to offer healthy food choices.	Both	Phil Gore	Enabling Communities	<p>The EOEW award encourages local businesses to commit to providing healthier choices on their menus. With professional advice and guidance from our Environmental Health Officers, local businesses have been able to reduce the fat, sugar and salt content of their menu, making fruit and vegetables widely available and using starchy carbohydrates as the basis for main meals. They have also been encouraged to follow healthier cooking methods and to promote the healthier choices to their customers. On average every sixth meal is eaten away from home and coupled with the fact that obesity in Suffolk has trebled in the last 25 years, having healthy options on the menu is a significant step forward. In addition, the EOEW award gives local businesses public recognition, and perhaps a competitive edge, by putting their customers' health first, whilst making a contribution to combatting the significant issue of obesity faced by the county. Currently 5 Gold, 7 Silver and 8 Bronze awards have been given out to local businesses in East Suffolk. The businesses who have received the EOEW award are listed on our website and include both the Felixstowe and Water Lane Leisure Centres, therefore promoting the importance of fitness and healthy eating.</p>	Completed
ES15	Deliver greater financial self sufficiency for leisure services.	Both	Kerry Blair	Financial Self Sufficiency	<p>The Suffolk Coastal leisure redevelopment programme will see significant investment in our leisure centres, providing state of the art facilities that rival those provided by the private sector. We have taken time to plan our provision so that the right facilities are delivered in the right places and are managed in a way that ensures they are both sustainable and deliver the right outcomes.</p> <p>The business plan for each of the redeveloped facilities sets out how we will reduce the current costs of providing leisure facilities in Woodbridge, Leiston and Felixstowe to either nil or generating a small profit. This will save the local taxpayer around £400,000 a year. We will do this by providing facilities that are both attractive and affordable to local people, generating increased membership, investing in energy efficient measures to reduce running costs and working in partnership with Places Leisure in terms of the day to day management of our facilities. Places Leisure is a 'not for profit' organisation and any income generated above the levels contained with the business plan will be reinvested to continue to improve services.</p> <p>By way of example, the Deben Leisure Centre reopened in June 2018 following a full refurbishment and investment of £3.5m. This was the first project to be completed in a five year programme to improve leisure facilities and not only provides additional facilities (a 58 station gym, two new studios for group exercise and interactive cycling and a thermal suite), but the work also completed the majority of outstanding preventative maintenance work that was required over the next 20 years. The addition of solar panels will reduce running costs further. The membership of the old facility was circa 600, and within two months of opening, membership at the Deben Leisure Centre is already circa 1,200.</p> <p>We will continue to measure, benchmark and assess our performance to ensure that current practice and performance is continually being challenged and improved. We will also monitor customer satisfaction levels to ensure we are delivering the high level of leisure services our communities want.</p> <p>Following significant investment in the Waterlane Leisure Centre a number of years ago, which saw membership double, in recent times Lowestoft has seen an increase in the number of gyms opening in the town which has led to fierce competition. However our leisure partner, Sentinel Leisure Trust, has worked hard to ensure that membership levels continue to rise and the introduction of a new and improved climbing wall has had a positive effect. We have also invested £300,000 in a new roof, which will increase energy performance, and a programme of refresh and redecoration.</p> <p>We are currently producing business plans and options for redeveloping both the Beccles and Bungay Leisure Centres which will look at increasing participation and improving the financial sustainability of the facility.</p>	Completed

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ES16	Build on the 2014 & 2015 Women's Cycling tour to encourage greater leisure, activity and health opportunities for East Suffolk, including cycle friendly district policies and initiatives.	Both	Nicole Rickard	Enabling Communities	Following a combined investment of £125k by both councils towards hosting the Women's Tour between 2014 and 2016, the East Suffolk economy has directly benefited by around £4m. Building on the experience of hosting the event in both 2014 and 2015, the 2016 Women's Tour was the most successful yet, watched by around 185,000 along the route, from its start point in Southwold, passing through Halesworth, Lowestoft and Beccles on its way to Norwich. It is estimated that over 72,000 attended either the start or finish area alone, giving people the chance to see an elite sport on their doorstep, completely free of charge. Promoting the health benefits of cycling and participation in sport generally is a key outcome of hosting the event, particularly amongst women and girls, and the spectator profile statistics from 2016 confirm that this objective has been successful with 44% of spectators being female and 69% being inspired to cycle more often. International coverage of the race continues to provide a positive platform from which to showcase East Suffolk and promote it as a tourist destination. Building on the success of the Women's Tour, a Felixstowe Cycle Safety Event was held giving young people an opportunity to understand the mental and physical benefits of cycling, helping them to feel confident and safe to cycle on the road. East Suffolk hosted the Men's Tour in 2017 and Women's Tour in 2018, both of which had significant impact on the local economy - for example in 2018 we hosted a stage start in Framlingham and finish in Southwold. The partnership with SweetSpot, the Tour organiser, looks set to continue into 2019 and 2020 with the 2019 start now confirmed as being from Beccles.	Completed
ES17	Increase visitor numbers to East Suffolk outside of the main tourist seasons.	Both	Paul Wood	Economic Growth	We recognise the importance that all year round tourism has on the local economy in terms of job creation, supporting and sustaining local businesses and the supply chain which supports the tourism sector. As members of the Suffolk Coast Destination Management Organisation, East Suffolk is marketed as an all year round destination, with out of season festivals and events being widely promoted, particularly around Christmas and the New Year and the February half term. The Suffolk Coast DMO is an effective marketing tool with year on year increases in the number of visits to its website and in memberships Our Volume and Value statistics for East Suffolk show an increase of 9.2% in out of season visitor trips and an increase of 4.8% in visitor spend since 2015. In addition, we have also seen an increase in visitor spend on accommodation of 9%, with a larger than average growth in spend shown in the out of season months of November to February. We recently launched the Waveney Valley Tourism project which will link places of interest through products, history and landscape throughout the year and are exploring the benefits of securing accreditation with the Walkers Are Welcome Alliance and the benefits this may bring to East Suffolk in terms of out of season visits to the area.	Completed
ES18	Continue to support the Suffolk Coast Destination Management Organisation to develop and sustain local tourism.	Both	Paul Wood	Economic Growth	Through our membership of the Suffolk Coast Destination Management Organisation, which plays a key role in bringing tourism to East Suffolk, we have seen year on year increases in our visitor economy. The DMO provides brand and website services, has a growing membership base and runs highly effective marketing campaigns. Over the last three years the DMO has grown significantly and now has over 220 members, an increase of 36% from 2017, with members from towns, resorts and rural areas. In addition, the website received 76% more new visits in 2017/18. Tourism is hugely significant to us. Volume and Value statistics measure annual visitor spending, visitor numbers and the extent of tourism accommodation in the area which enables us to monitor visitor trends and the economic impact of tourism. The most recent statistics show that the total value of tourism to East Suffolk is £605m, with 2.6m visitors staying overnight and 10.4m day visits. We have secured significant external funding to support the continued development of the East Suffolk tourism product and the three year business plan sets out a number of key deliverables, including the marketing of key tourism assets (our beaches, natural landscape and family offer), a wider reach to new audiences through the use of new digital technologies and targeted campaigns aimed at the under 35s, wellness and active breaks and walking and cycling. We have established a Festivals and Events Marketing Fund for bespoke digital marketing packages for events, using existing skills within DMO to target appropriate audiences. We particularly want to support local markets in our district and this fund was used to create the 'East Suffolk Markets' brand. This was used to support Wickham Market's Summer Street Market held in August 2018 which attracted over 1,700 views. Through our business support grants and contributions budget we were able to help the Deben Coastal Community Team with the renewal of their DMO membership in order to promote the Deben Peninsula. We also supported East Suffolk Markets and Screen Suffolk with their DMO membership renewals in order to ensure their presence on the website. Working in partnership with DMO, we have also been able to greatly enhance existing food and drink trails database which has seen the number of business sign ups to the website platform grow from around 100 to 750.	Completed

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ES19	Deliver and support further high profile cultural and sporting events as a catalyst for greater tourism opportunities.	Both	Paul Wood	Economic Growth	<p>We recognise the lasting economic and social benefits of hosting high profile events in our area and the positive impact this has on tourism. This is why we have worked hard to ensure that East Suffolk is recognised as a key destination for significant events.</p> <p>Since 2014 we have hosted both depart and finish stages in the Women's Tour on four occasions, with over 100 of the world's top cyclists taking a route through East Suffolk. Visitor numbers have increased each time and in 2018 the start and finish stages attracted over 72,000 visitors to East Suffolk, generating expenditure of over £1.5m. In addition, the average TV viewing figures for the East Suffolk stages was more than 780,000. Ahead of hosting the 2018 tour, we launched a toolkit to ensure that local businesses could use the opportunity to come together and make the most of the event and the sheer number of potential customers.</p> <p>We also hosted the Men's Tour of Britain in 2017 which brought 90,000 spectators to East Suffolk with a net expenditure of over £1.5m and TV viewing figures for the East Suffolk stage of 480,000.</p> <p>The Suffolk Armed Forces Weekend took place in June 2017 in Felixstowe which was a high profile, one off, free event for all age groups with a unique package of entertainment, including music from choirs and military bands to an evening of pop and rock, military displays, food stalls, kids activities and fireworks, and some thrilling battle re-enactments between the Dutch and English marking the 350th anniversary of the Dutch attack on Landguard Fort. This weekend saw an influx of visitors of around 20,000.</p> <p>We have supported the Suffolk Walking Festival for 11 years with walkers coming from as far afield as North Yorkshire, Lancashire and Cornwall. 2018 was the most successful year yet with over 2,000 walkers taking part in 125 walks that spanned the whole county, pulling in £176,000 to the local economy, benefitting shops, restaurants, cafes, and accommodation. This year saw the addition of fringe events, including mindfulness and meditation sessions. Feedback shows that 49% of visitors to the festival said it had encouraged them to become more active.</p> <p>The Felixstowe Book Festival is now in its sixth year and in 2018 had the highest attendance with an estimated 3,500 attendees.</p> <p>We have hosted, and financially contributed to, the High Tide Festival which is now in its twelfth year and is a platform for playwrights to have their work staged in a supportive and unique theatre festival environment, supported by a dynamic programme of talks, play readings, comedy and cabaret which contributes to the interesting culture of Suffolk. The Festival attracts around 1,000 visitors.</p> <p>We are currently working to promote Lowestoft's First Light Festival, to be held in 2019 and 2020, which hopes to attract up to 20,000 people to the town with an ambitious plan to create an event that will play a major role in making Lowestoft a 'must visit' destination. We are working with a network of local, regional and national organisations to ensure the Festival is a success, leading to the delivery of a year round programme of creative activity.</p>	Completed
ES20	Continue to promote and encourage recycling across East Suffolk through a financially sustainable service.	Both	Kerry Blair	Financial Self Sufficiency	<p>The Suffolk Waste Partnership (SWP), of which East Suffolk are members, continues to promote recycling services (including home composting) across Suffolk, using a variety of communication campaigns and medias, jointly supported by equal funding from all SWP member authorities. In addition, the SWP has recently secured funding from DEFRA for 15 'smart' litter bins to be installed on the county's trunk roads in an effort to reduce littering. These bins feature an illuminated solar-powered 'litter' sign and a wider than usual opening to make disposal of rubbish easier. The design aims to make the new litter bins more visible to drivers using laybys in the trial locations and are fitted with remote monitoring devices to help us coordinate emptying more efficiently, with an alert being sent when levels reach the pre-set height.</p> <p>The introduction of a chargeable green waste collection service in Waveney in 2016, and in Suffolk Coastal in 2018, has generated income of more than £1m per authority which supports the green waste collection and processing costs. In addition, the Waveney contamination project has successfully reduced contamination levels and residual waste costs to an extent whereby Waveney now outperforms other local authorities in Suffolk.</p> <p>In July 2017 we launched a Waste Electronic and Electrical Equipment (WEEE) recycling project which is now an established service, with sites at Saxmundham and Woodbridge capturing a combined 10 tonnes of Small Domestic Appliances per annum. The Saxmundham and Woodbridge WEEE banks are being well used.</p> <p>In 2016 we launched a community litter pick scheme called 'Love East Suffolk' to encourage more volunteers to help keep our environment clean and tidy. This is now run on an annual basis with 66 registered community litter picks collecting approximately 5 tonnes of litter each year.</p> <p>We continue to facilitate the Greenprint Forum and for 2018 the focus has been on plastics, with funding secured to develop and run a programme of activities relating to understanding the plastics industry in our area, reducing plastic waste and promoting effective waste management and recycling behaviours. To date we have engaged key stakeholders, including the Marine Conservation Society and the Environment Agency, taken part in 15 public events (8 of which were litter picks), and undertaken litter surveys in both Lowestoft and Felixstowe to identify the key items of litter to enable targeted messaging and campaigns. Of the 8 litter picks that have taken place in 2018, over 10,000 items of litter have been collected representing 94 bags weighing 241kg. In addition, we supported Plastic Free Felixstowe with their successful 'Father Christmas on his summer holidays' engagement activity which resulted in two bags of litter being removed from Felixstowe beach. We have targeted our public engagement events in areas where plastic litter is more of an issue in order to help residents reduce plastic waste and connecting them with voluntary and community groups. For instance, Kirkley is in the top 10% for most deprived areas in the UK and has been identified as an area at high risk of having lower levels of wellbeing and higher than average levels of litter and debris. The event in Kirkley was used as a means of educating the community, raising awareness of the global issue of plastics and giving local residents the chance to ask questions about recycling and waste.</p> <p>The Forum also produces monthly e-newsletters which include reduction and recycling tips which are sent to approximately 400 people direct as well as being promoted on social media. We also have approximately 35 active Suffolk Master Composter community volunteers who offer 30 hours of composting advice in their local community, at events and through newsletters, with the aim of reducing green and food waste going into the wrong bin.</p>	Completed

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ES21	Provide an innovative, more customer friendly, transactional and intuitive Council website.	Both	Ann Carey	Financial Self Sufficiency; Enabling Communities	Following the successful launch of the new, joint website in June 2016, customer feedback has been positive. This was further endorsed during the recent customer led mystery shopping exercise with customers finding the new website clear and user-friendly. The new website has greatly improved the customer's online experience, with less 'clicks' to navigate to vital services - the aim being three clicks or less wherever possible. Underpinned by a modern platform, customers now have the confidence to use our online services and find the information they are looking for quickly and easily. As a result, online transactions have increased by 46% from the previous year with over 2.7 million page views since launch. Encouraging customers to access services online has helped us to become more efficient by allowing us to phase out paper processes and significantly reduce costly, face to face interaction. Having a single, more resilient, website is also much easier to manage which requires much less support and maintenance compared to managing the previous two disparate sites.	Completed
ES22	Expand use of Social Media to enable development, improvement and growth of stakeholder and customer relationships.	Both	Darren Knight	Enabling Communities; Financial Self Sufficiency	The Councils expanded use of social media now makes it even easier for customers to access new, information and report issues 24/7 and 365 days a week from their mobile phone, tablet or computer. The Council has seen more customers and stakeholders now following and interacting with the Councils through social media, which has seen a number of positive benefits such as more job applications from local people are being received, finding stray dogs and customers can now more easily report issues such as fly tipping. Nationally, SCDC & WDC are in the top 20 and top 10 for GovRank out of 400 LA's. These are the highest scores in Suffolk and demonstrate the effective way the Councils are engaging with its customers and communities.	Completed
ES23	Integrate coastal management expertise with other local authorities to ensure most effective delivery.	Both	Bill Parker	Financial Self-Sufficiency	Coastal Partnership East is working across four local authorities to effectively utilise our collective resources to deliver not only a £150m capital investment plan (Inc Lowestoft £63m scheme) but also coastal adaptation at numerous locations along the Norfolk and Suffolk coastline. There are significant benefits of scale and expertise being derived from being in this partnership. The 2nd Annual report is now available.	Completed
ES24	Develop, with academic institutions, the Local Enterprise Partnership, and other centres of excellence across Suffolk & Norfolk, an integrated and progressive approach to coastal management.	Both	Bill Parker	Economic Growth; Financial Self Sufficiency	<p>In February 2017 the Norfolk and Suffolk Coastal Network was launched which aims to bring together leading academic institutions (the University of East Anglia, the University of Cambridge, Cranfield University and the University of Essex) with research institutions (Cefas, the Eastern Inshore Fisheries and Conservation Authority and the British Geological Survey), The Crown Estate, the New Anglia Local Enterprise Partnership, local authorities, Internal Drainage Boards and the Environment Agency to share knowledge and work together to support decision-making on the coast. The Network has met a number of times and whilst it is recognised by all parties that there is a joint interest in the Suffolk and Norfolk coast, there has been no mechanism to share ideas/expertise across organisations. Currently work is focussed on North Norfolk, with the development of a research plan for the Bacton sandscaping project, which is providing the focus for current work. There is a real need for this organisation, which is demonstrated by the partners' continued interest and encouragement to see it develop to its full potential. There is a recognition that the Network can add value, provide a strategic space for partners to shape, develop and plan delivery of a coherent, consistent, fully integrated approach to the coast, creating an impact which benefits the communities, the economy and the environment.</p> <p>The networking links developed to date have enabled us to participate in the Blue Futures project, with input from our Coastal Management and Economic Development Teams, into long term thinking on economic planning connecting the sea to the coast to land based industries. This should be concluded in Autumn 2018. The existence of the Network, and its ethos of collaboration, was essential in the development and delivery of this project. The ground breaking initiative to link land use and marine economy planning has brought a different dynamic in terms of future thinking about how coastal locations are best able to exploit marine economy opportunities and deliver jobs, skills and economic growth. Although the project is coming to an end, it is evident that the process has yielded an invaluable resource in terms of insight, economic intelligence and realising future projects.</p> <p>Our work with Cranfield University around the use of data and vulnerability assessments, whilst not yet complete, is helping to inform our work on prioritising vulnerable areas and ,in particular, feeding into the national 'refresh' of the Shoreline Management Plans. This is developmental work that will place Suffolk at the forefront of coastal management in the future. Two bids have been submitted to the Natural Environment Research Council for approximately £4m. These were led by the Universities of East Anglia and Cambridge. Whilst both bids were shortlisted, neither received funding but we are considering further bids and also progressing elements of these to the Natural Resources East initiative. There is the potential to consider some smaller funding bids which address the component parts and collectively delivers the impact envisaged by the larger NERC bids. The existence of a Post Doctoral Training Programme (ARIES) is also an opportunity to leverage academic expertise into coastal related issues.</p> <p>Work is ongoing with a wide range of universities. Coastal Partnership East has recently been cited by UEA as part of their Blue Futures project as a regional innovator. https://www.uea.ac.uk/documents/9453195/0/Blue+Futures+summary+report_A4_2018_Final+low+res.pdf/48a19ff6-e35a-0c94-7441-e5fc8b1508bf (page 11)</p> <p>Ongoing - business as usual.</p>	Completed

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ES25	Maintain a long term and adaptive approach to managing the coast – adopting innovative approaches in areas vulnerable to erosion and climate change.	Both	Bill Parker	Enabling Communities; Economic Growth; Financial Self Sufficiency	<p>In order for our work on coastal adaptation issues, through our involvement with Coastal Partnership East, the Regional Flood and Coast Committee has funded a permanent, part time, resource. We have been working with landowners to enable them to change their business model in order to adapt to coastal change. This has resulted in the development of moveable holiday let accommodation in Eastern Bavents, with planning permission, in order to enable the properties to be moved back if the cliff line becomes too close. In addition, we have been able to undertake significant ground work and robustly challenge the Environment Agency and Defra on issues, such as the lack of funding options.</p> <p>Direct engagement with Defra, through the Local Government Association Coastal Special Interest Group, led to a major workshop being held in April 2017 to look at the issues of coastal change and adaptation. This workshop generated two separate reports being initiated by Defra into the economic justification for coastal adaptation and also scoping and scaling the challenge around the English coast of coastal erosion. Neither of these reports would have happened without our direct engagement. These reports are anticipated in the Autumn of 2018. In addition, following the April 2017 workshop, we took part in a presentation to the Adaptation Sub Committee of the Committee on Climate Change and informed them about coastal adaptation issues and this has led directly to a wider dialogue and further research and an anticipated inclusion of these issues in the next National Adaptation Programme report. Presentations have also been given at the national Flood and Coast conference.</p> <p>The Environment Agency is undertaking a review of its Flood and Coastal Erosion Risk Management Strategy which has a coastal overview. By working with the Environment Agency at the highest level has ensured that coastal adaptation is very much on the agenda. This Strategy should be drafted by the end of 2018. Whilst there are a number of workstreams, we are on the Advisory Panel to ensure that the coast is appropriately represented in the final Strategy.</p> <p>The Government's 25 Year Environment Plan has a number of hooks in it to enable and facilitate coastal adaptation and coastal management. This includes:</p> <ul style="list-style-type: none"> • Doing what is necessary to adapt to the effects of a changing climate, improving the resilience of our infrastructure, housing and natural environment. • Reducing the risks of harm from environmental hazards by making sure everyone is able to access the information they need and by making sure that decisions on land use, including development, reflect the level of current and future flood risk, boosting the long-term resilience of our homes, businesses and infrastructure. • Mitigating and adapting to climate change by implementing a sustainable and effective second National Adaptation Programme. <p>Work continues with CPE looking at adaptive approaches to coastal change. The adopted the new Waveney Local Plan updates the approach to facilitating roll-back which is more flexible and should provide greater opportunity to enable those with properties at risk to relocate them.</p> <p>Policy WLP8.26 replaces existing Policy DM22 which allows for relocation of properties at risk from erosion. The new policy is more flexible in that there is no longer a requirement for the replacement property to be adjacent to a settlement. Rather the replacement should be located in a location which exhibits a similar or improved level of sustainability with respect to access to services and facilities as the original property being replaced. This should vastly increase the number of plots potentially available for relocation.</p> <p>Policy WLP6.1 – Residential development on land west of Copperwheat Avenue, Reydon</p> <p>The Local Plan allocates land to the west of Reydon for 220 new homes. As part of this development, the developer will have to provide 7 serviced plots for dwellings to replace those at risk (or already lost) from coastal change. The 7 plots is equal to those at risk from erosion in Easton Bavents, or have already been lost since 2011. Property owners at Easton Bavents will have five years from the completion of the rest of the development to purchase one of the plots.</p> <p>Ongoing - Business as usual.</p>	Completed

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ES26	Launch a Suffolk wide commercial Building Control Service.	Both	Philip Ridley	Financial Self Sufficiency; Economic Growth	<p>Building Control is a statutory service provided by all local authorities to enforce the Building Regulations within their area. What sets Building Control apart from most other local authority services is that it operates in competition with private sector providers.</p> <p>In April 2017 we entered into a formal arrangement with Ipswich Borough Council for the provision of Building Control services. Sadly, there was little appetite from the other Suffolk local authorities to create a Suffolk-wide service.</p> <p>However, an ageing workforce and a market shortage for Building Control Surveyors, has created pressure within local authorities. We have invested in our workforce to ensure that we have highly skilled officers, with commercial and marketing skills, to effectively compete in this arena. However, in times of economic growth, the demand for Building Control services increases. It is therefore imperative that we have the right model to ensure that there are opportunities, not only to maintain and grow market share, but to also ensure that local authorities are best placed to take advantage of the increased demand.</p> <p>As a result, there is now growing momentum within Suffolk to share mutual support within Building Control services in order to create capacity for the service developments we need to undertake. This is aimed at increasing collaboration and mutual support, doing the things we can best share and do together, to provide a modern, resilient, commercial Building Control service, meeting the growth needs across Suffolk and assuring public protection. We have therefore secured funding of £140,000 to support a shared development and implementation plan. This proposal is integral to our Suffolk-wide approach to developing common services that support good growth. Effective implementation of the approach will inform joint development on areas of common interest/concern, often working with a sector that goes beyond boundaries and helps support stronger and more resilient services across the county.</p> <p>We want to provide a trusted 'go-to' brand with a strong visible presence, resilient and financially sustainable, commercially aware with a strong and growing customer base, quick to grasp opportunities, collaborative, sharing resource, skills and experience and be employers of choice.</p> <p>The shared development plan priorities for this collaborative approach will include a joint marketing plan and approach, systems development (back office and web presence), cross boundary collaboration, workforce development and a performance and assurance framework (via ISO9001 framework).</p>	Completed
ES27	Create a shared Legal Service within East Suffolk.	Both	Hilary Slater	Financial Self-Sufficiency	<p>Following the decision not to become part of a wider Suffolk Legal Services Partnership, the two Councils have, instead, created a resilient and fully responsive in-house Legal Services Team to underpin the priorities and ambitions set out in the Business Plan. This revised structure has now been fully recruited to and provides sufficient capacity to deal with high volumes of work quickly, by fully qualified personnel, thus reducing the need for significant expenditure on both external legal fees and agency staff. The new structure is now fully embedded and provides expert advice on property, planning, and litigious matters, as well as the usual host of other services provided by a local authority Legal Services Team. This in-house expertise supports our ambitions in terms of house building, commercial aspirations and improved infrastructure to facilitate growth, as well as providing additional capacity in terms of Monitoring Officer advice.</p>	Completed
ES28	Explore the options for further integration between the partner authorities for more streamlined and resilient district services, and evaluate the potential for greater East Suffolk autonomy.	Both	Stephen Baker	Financial Self Sufficiency	<p>Working in partnership has already helped the councils save over £16m since 2008. Our partnership began in 2008 with a shared Chief Executive, followed by a shared senior management team from 2010. We now have more than 60% of staff fully integrated and working across both councils, with the majority of our internal and external policies, strategies and procedures fully aligned. However, it was recognised that further savings could not be made unless the partnership progressed further and the next logical step was to explore a formal merger of the two authorities. In January 2017 both councils agreed to create a new, single council for East Suffolk and to request the Department for Communities and Local Government to commence the formal process of doing so. The creation of a new, larger council will provide greater resilience and sustainability in the longer term and will allow us to withstand significant reductions in central government funding. As a single council we will be able to continue to protect and deliver the best possible services for local people, as well as having a stronger voice at regional and national level (and greater leverage) in order to deliver our ambitions in terms of growth, infrastructure and housing. A single council will provide estimated savings of £1.3m per year with reductions in the duplication of processes and councillor numbers. Ahead of making the decision in January 2017, the councils commissioned an independent survey of a representative sample of 1,000 residents from across East Suffolk, with 72% of respondents saying they were favourable to the proposals. Wider community engagement was also carried out during November and December 2016 which saw information being provided to every household via the Councils' magazines.</p>	Completed

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ES29	Encourage Suffolk County Council to devolve enforcement of On-street Car Parking to the District Councils.	Both	Kerry Blair	Financial Self Sufficiency; Enabling Communities	<p>We have applied to the Department for Transport to take over the enforcement of parking controls from Suffolk County Council. We want to do this in order to provide a single, integrated, parking management service at local level within East Suffolk. We believe this will provide a greater focus on enforcement, improve road safety, reduce illegal parking, will be self-financing and will allow us to more easily respond to changes in local parking requirements.</p> <p>Although we have formally applied to the DfT, they have failed to commit to a date for granting these parking powers to us. However, we have continued to plan for adoption powers from April 2019. We will review this position in late 2018 if the DfT has not progressed our application by then.</p> <p>The DfT requires local authorities to clearly set out, and regularly review, their parking policies and evidence of this must be submitted as part of our application. The County Council has recently consulted on the content of the Suffolk Parking Management Strategy, which sets the overarching strategic policies for the operation of civil parking enforcement. Each enforcement authority is tasked to produce an area parking plan, providing local detail on the delivery of parking policies.</p> <p>The draft East Suffolk Area Parking Plan (ESAPP) has been written with the emphasis on localised engagement on decision-making about parking issues. Other councils already operating civil parking enforcement successfully have told us that the public expect local parking issues to be resolved locally without the need for protracted discussions with different authorities or organisations. This is consistent with East Suffolk's view on devolved decision-making for all parking related issues. The ESAPP sets out our vision for how we will deliver a quality parking service that embraces local engagement. We are currently undertaking a consultation on the contents of the ESAPP. Every Town and Parish Council in East Suffolk has been asked to comment on this draft, along with representatives of local access groups and statutory consultees (emergency services, public transport operators and motoring and road haulage groups), and of course, the public. The analysis and results of the consultation will take the form of a report to help inform the final content of the ESAPP prior to formal publication. East Suffolk is the first in Suffolk to publish its area parking plan.</p> <p>Completed - achieved in 2018.</p>	Completed
ES30	Encourage and support more communities to develop local Community Emergency Plans.	Both	Phil Gore	Enabling Communities	<p>We encourage our communities to develop local Community Emergency Plans in order to help them cope better in the event of an emergency when the major emergency services are likely to be overwhelmed. We believe that Community Emergency Plans give the community confidence that they can respond to an emergency, and help support vulnerable members of their community. Experience shows that those who have spent time planning and preparing for this are able to recover more quickly.</p> <p>We now have 12 Community Emergency Planning Groups in East Suffolk with completed local emergency plans. These groups provide a rich and informative forum for sharing and generating ideas, capturing local resources and utilising the skills of local residents, such as first aiders, access to boats, chainsaws, generators, two way radios and 4x4 vehicles. Our Emergency Planning Officers have been on hand to provide practical support and guidance to local communities wishing to establish emergency plans and in one case this prompted a local community to raise funds to equip their village hall with a telephone line, internet connection and an external emergency power connection.</p> <p>In January 2017, in anticipation of the east coast tidal surge, the Community Emergency Planning Groups for Snape, Kessingland, Aldeburgh and Southwold took the decision to implement their local plan and opened up their village halls as reception centres for people to go to should their premises become flooded. They set about obtaining suitable provisions, assisted with local evacuations, provided situational awareness and accommodated a number of local residents. In Snape one local resident installed a live link to the Environment Agency's information on tides and flooding on the village's website so local residents could keep themselves apprised of the situation.</p>	Completed

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ES31	Continue to work, with partners, to ensure East Suffolk remains a safe place for our communities.	Both	Nicole Rickard	Enabling Communities	<p>Suffolk remains in top 20 safest places to live, with recorded crimes at 69.9 crimes per 1,000 of the population compared to the national average of 82.3.</p> <p>It is a statutory requirement for Councils to work in partnership with others to reduce crime and anti-social behaviour. In the main this is achieved through the Community Safety Partnership where we work with our partners to promote community safety. Our Communities Team plays a significant role in increasing community safety and they do this in a number of ways, including attendance at anti-social behaviour place-based partnership meetings in Felixstowe, Woodbridge and Leiston, the Lowestoft Interventions meetings through Lowestoft Rising and also through their work with Suffolk Family Focus, working with some of the most chaotic families as part of the Government's Troubled Families initiative. To further support this work, we successfully secured funding for a Family Intervention Officer until 2020 and this officer receives referrals from a number of partners including Social Services, mental health practitioners and the Education Welfare Service. Over the last five years we have worked with 39 families and we are currently supporting 5 with a further 5 on the waiting list.</p> <p>We have delivered PREVENT training to frontline staff, Councillors and external partners, including taxi drivers and landlords. This training seeks to provide a firm understanding of the aims, roles and responsibilities we have in connection with the Government's Prevent Radicalisation Strategy. Those working on the frontline have a responsibility to identify those who may be vulnerable, and know how to report individuals who may be causing concern. Approximately 350 frontline staff and Councillors have received this training, which continues to run.</p> <p>Every year we actively support Operation Camouflage at Rock Barracks, in partnership with the Ministry of Defence. This is a four day programme for 80 young people, offering challenging activities, confidence building and social skills development. This programme has been running successfully for 11 years, with over 800 children having passed through the programme, with some attendees returning in later years to support the event as volunteers. Some of the attendees are from Suffolk Family Focus families.</p> <p>The Police Gangs Unit has been able to use intelligence gathered from some of the young people to support a particularly vulnerable family.</p> <p>The supply of Class A drugs from urban hubs to county hubs using mobile phones is sadly in existence in our towns through 'County Lines'. These gangs pose a significant threat to vulnerable adults and children upon whom they rely to facilitate this criminality. We have worked with our partners to develop a Tactical Action Plan (TAP) aligned to the Strategic Action Plan at a Suffolk level to raise awareness and to keep our communities safe from this threat and are currently implementing a range of activities in partnership to disrupt existing County Lines and prevent new ones from being established.</p> <p>Public Space Protection Orders (PSPOs) allow us to prohibit specified things being done in an identified area. A PSPO setting out our no tolerance approach to psychoactive substances was put in place at the Latitude Festival. Significant publicity raised levels of awareness of the PSPO, with various items being deposited in the amnesty bins and only one arrest at the Festival in 2016 and no arrests in 2017.</p> <p>We support the two domestic abuse partnerships - Coastal Action Against Abuse and the Waveney Domestic Abuse Forum to promote their work and the impact of domestic abuse upon individuals and families.</p>	Completed
ES32	Support and protect, through partnership working, families and individuals identified as being vulnerable, by encouraging them to seek help earlier and helping them to help themselves.	Both	Nicole Rickard	Enabling Communities; Financial Self Sufficiency	<p>We were successful in securing funding from the East Suffolk Partnership and SCC for two Local Area Coordinators in Leiston/Saxmundham and Beccles/Worlingham. Local Area Coordinators act as a single local point of contact, working with people of all ages with mental health conditions, physical disabilities or learning disabilities. They provided support to help people achieve their vision for a good life which, in turn, improves their resilience and reduces demand for high cost, long-term services. Our Coordinators supported over 150 people which resulted in a reduced number of GP and hospital visits and improved mental and physical health and wellbeing. Unfortunately the funding for these posts ended in December 2018.</p> <p>Although we live in an increasingly online world, some members of our community remain digitally excluded. The Government estimates that 1 in 10 adults have never used the internet and many more are missing out on the opportunities the digital world offers, whether through lack of connectivity, digital skills or motivation. To help address this, we have developed a Digital Inclusion Plan and held workshops in Lowestoft and Felixstowe, supported by our partners at UK Power Network. These workshops were aimed at getting older people online and actively using technology. The priority areas for these workshops included uploading and accessing photos from family and friends who live away, overcoming the security concerns about online shopping/banking and keeping in touch with others via email. By the end of these sessions, 54% of participants were able to complete 84% of a list of digital actions. Participants made it clear that they need to be able to access trouble shooting advice and support from someone patient when they run into problems and this led onto our work around Digital Champions. The Digital Inclusion Plan sets out our ambition to help people to access things online that makes their lives easier.</p> <p>The majority of people living in East Suffolk enjoy a good quality of life, and Suffolk is typically seen as a fairly prosperous part of the UK. However, we recognise that there are areas within East Suffolk where poverty, social mobility, isolation and rural disadvantage exist. We have therefore carried out extensive research on these types of need which has enabled us to identify a series of 'hot spots' across East Suffolk. These 'hot spots' indicate where there are more likely to be concentrations of people experiencing these types of need so we know where to focus our activity. In March 2018 we launched a fund of £110,000 so that community groups and voluntary sector organisations with projects which tackle social isolation amongst older people and families could apply. The first six projects have now been funded and range from a Turtle Song opera project for people with dementia in Leiston to 'Death Doula's' attached to the Alderton Practice.</p> <p>In November 2017 the East Suffolk Foodbank in Lowestoft announced its closure following a lack of success in securing grant funding. The foodbank had been providing thousands of emergency food supplies to local people in need, primarily in Lowestoft, Kessingland, Leiston and Saxmundham, since 2012. We, as part of Lowestoft Rising, were able to respond to this potential crisis by working with key partners in the town to retain the existing foodbank volunteers and secure alternative premises. This was achieved within 48 hours and involved moving</p>	Completed

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					<p>22 tonnes of food in order to ensure that food parcels continued to go out. In addition, we worked with our partners to ensure a sustainable, longer term provision of the foodbank service which is now run by the Lowestoft churches in conjunction with volunteers from the College.</p> <p>For 12 years we have supported Crucial Crew, a national scheme that teaches young children about keeping themselves and those around them safe. The scheme takes the form of interactive sessions, delivered by professionals in their field, and includes fire safety, how to dial 999 in an emergency, staying safe on roads, cycling safety, alcohol and drug awareness, anti-social behaviour awareness, first aid, staying safe near water and how to stay safe online and using mobile devices. This annual event involves 2,000 students from over 50 schools in East Suffolk and our Communities Team is an integral part of this programme.</p> <p>In January 2018 'Crucial Crew Plus' was trialled at the Alde Valley Academy in Leiston. Crucial Crew Plus is a new safety initiative aimed at older high school pupils, focusing on how to stay safe in all aspects of life and includes self harm, cybercrime, sex education, substance misuse, grooming and healthy relationships, apprenticeships, realities of crime, self-esteem confidence and anxiety. Because of the older age group, the presentations can be more in depth and hard hitting Alde Valley Academy was chosen for the trial in response to specific anti-social behaviour issues identified in Leiston (including gangs, grooming and drugs) but the pilot has been extended to Saxmundham and Felixstowe and will be rolled out to all schools in East Suffolk by March 2020. A number of pupils affected by the issues raised have sought support through the Wellbeing Service following these sessions, particularly with self esteem and self harm issues.</p>	
ES33	Support the development of a single footpaths service across Suffolk.	Both	Nicole Rickard	Enabling Communities; Financial Self Sufficiency	East Suffolk Councils' Rights of Way officers have worked closely with partners across the other Districts to align systems, procedures and service charges, so that our Rights of Way services and standards are the same for customers and communities across Suffolk.	Completed
ES34	Develop more Dementia Friendly Communities across East Suffolk.	Both	Nicole Rickard	Enabling Communities	<p>COMPLETED: There are approximately 12,800 people living with dementia in Suffolk and by 2035 we anticipate that this will increase to 25,000. We know that it is really important for people with dementia to be able to continue to carry out day to day tasks, either independently or with a carer, such as getting a bus into town, using the library or shopping. By helping communities understand dementia, these aspirations can become a reality. This is why we held a number of workshops focussing on important health issues, including dementia, social isolation, carers and keeping fit and active. These workshops were followed by the launch of a 'Community Call to Action' where we asked community groups and voluntary sector organisations to get creative and come up with ideas that would work in their local area. Health and wellbeing is a really important issue for East Suffolk since our population is older than the average for both Suffolk and England.</p> <p>As a result, 28 projects were funded ranging from new community groups to small local charities to county-wide organisations wanting to try something different. The biggest grant was for £12,500 given to Headway Suffolk for a project to provide a 'pick and mix' offer of courses, one to one support and counselling for people with dementia and their carers. We also support Dementia Cafés in Oulton Broad and Southwold and have trained more than 200 of our officers to be Dementia Friends.</p> <p>A survey carried out by the Alzheimer's Society revealed that 69% of people with dementia say the main reason they stop going out is a lack of confidence. We can help address this by encouraging our communities to support people living with dementia. We have therefore worked hard with Felixstowe Forward to establish a Dementia Action Alliance and becoming a Dementia Friendly Community - helping reduce the stigma of dementia by raising awareness and understanding and gaining a commitment from the local community to support people to live well with dementia. Felixstowe now has over 800 Dementia Friends, 12 Dementia Champions and over 40 organisations working together. These include making practical changes such as providing clear signage, reducing extreme lighting and avoiding black mats at shop entrances which to some people with dementia can appear to be holes. Work is now underway to establish a similar programme in Lowestoft and funding was secured through our Health and Wellbeing Call to Action to make Leiston a Dementia Friendly Community which has resulted in significant support for individuals and their carers.</p> <p>We recently worked with SCC and the CCG in Waveney to run a dementia grants programme which lead to more than £70,000 of funding being allocated to six projects, including two Care Farms and for training of staff in GP practices on dementia issues</p>	Completed

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ES35	Fund and support community-led initiatives to improve health and wellbeing, including Men’s Sheds, Carer support projects and Mental Health First Aid.	Both	Nicole Rickard	Enabling Communities	<p>We know that we have a significant role to play in terms of supporting the wider determinants of health. Many of the services we provide, such as Housing, Leisure, Revenues & Benefits and Environmental Health, all impact on health and wellbeing, as do our place based initiatives (Lowestoft Rising, Leiston Together and Felixstowe Forward). We also play a key role in supporting individual, family and community resilience, encouraging people to look after themselves better, to develop strong social networks that reduce social isolation and loneliness, use community assets to their maximum potential and engage in volunteering.</p> <p>Our Communities Team currently focusses on five key areas (identified through a series of workshops held in 2016) where communities have a role to play in terms of improving health and wellbeing.</p> <p>Mental Health – work in this area includes:</p> <ul style="list-style-type: none">• Support and funding for the ‘Inside Out’ mental health project in Beccles which seeks to remove the stigma attached to mental health and wellbeing issues and connect people with local groups who may be able to help. The project includes regular pop-up cafes and, in May 2017, it started its own allotment intended for use by anybody who feels the need for some space, peace and quiet or for small groups of like minded people to meet and share issues.• Support to establish a Communities Embracing Mental Health initiative in Lowestoft which attracted £10,000 of funding through Lowestoft Rising, including a new Mental Health Ambassador role. Shops, charities, banks and other organisations were asked to make simple changes to make life a little easier for people with mental health issues. Changes included agreeing to turn down music at certain periods of the week, creating quiet zones where people with mental health conditions can take time out and offering a buddy scheme to support them during their visits.• Support to establish a project called ‘Embracing Difference’ delivered by Pathways Care Farm to raise awareness and understanding amongst communities, voluntary sector organisations, Town and Parish Councils and businesses about mental ill health, dementia, learning and physical disabilities. This project is an ‘entry level’ programme of short, engaging training, both face to face and online based around video clips of people talking about their lives and experiences.• Other projects funded include the Deben Community Farm, Pathways Care Farm and Access Community Trust to deliver mindfulness based courses for those in recovery and who have lower level mental health conditions such as depression and anxiety. <p>Carers – work in this area includes:</p> <ul style="list-style-type: none">• Funding five projects aimed at supporting carers, including Suffolk Family Carers projects in Lowestoft and Felixstowe, Art Branches in Suffolk Coastal (aimed particularly at young carers) and a Topcats project aimed at parents/carers of those under 5 with a recent autism diagnosis. Examples of two projects delivered include Suffolk Family Carers who were awarded funds to address the impact of trauma on carers. The project engages those who are caring for a family member who has experienced trauma, as well as carers who may themselves be affected by secondary trauma. Sessions were facilitated by trauma specialised trainers to help family carers cope with the impacts of self-harm, suicide attempts and substance misuse. The second saw Art Branches funded to set up creative expression workshops which explore coastal areas. By being outdoors and exploring the coast, the project encourages participants to engage with their natural environment and discover different ways of creating and expressing themselves. This project is a pilot aimed at intervention and prevention of mental health issues through building resilience and confidence at an early age, particularly for young carers. The adult programme also offers a crossing of art and science in a safe and supported environment. <p>Dementia – work in this area includes:</p> <ul style="list-style-type: none">• Funding 9 projects to support people with dementia (and their carers) inc. Dementia Cafés in Oulton Broad and Southwold, Lofty Heights to provide practical support to enable people with dementia to have safer, healthier homes, the Felixstowe Dementia Action Alliance and the Leiston Dementia Support project.• Providing Dementia Friends training sessions to over 200 of our officers. <p>Fit and Active – work in this area includes:</p> <ul style="list-style-type: none">• Funding six projects including a Lowestoft Dance initiative to provide a fun, social, dance-based activity programme for older people, Lowestoft Town Sport Academy to promote the inclusion of girls in football through a free, six week coaching programme and ActivLives projects in Bungay, Beccles, Halesworth, Southwold and Felixstowe providing local support and motivating people to improve their own health and wellbeing, keeping them connected with their communities and providing access to learning and volunteering opportunities. <p>Social Isolation – work in this area includes:</p> <ul style="list-style-type: none">• A significant mapping project to establish areas within East Suffolk with a focus on social isolation amongst older people and families and targeting funding of £120,000 to support community-led projects in the ‘hot spot’ areas and a campaign to raise awareness of hidden needs.• Funding four projects aimed at reducing social isolation, including Saxmundham Town Council for their Men in Sheds project, a place for men to meet to help reduce loneliness and isolation, and Community Action Suffolk’s volunteering event in north Lowestoft to bring together event organisers who need volunteers, and those who want to volunteer their time for events and sports. This has created a network of over 450 volunteers. <p>149</p> <ul style="list-style-type: none">• Establishing a number of Social Prescribing pilots across East Suffolk including 1) Kirkley Mill in Lowestoft with North East Suffolk CAB which has now been expanded to cover the whole of Lowestoft with all 8 GP practices taking part 2) South Waveney with Access Community Trust which covers all five rural GP practices (Kessingland, Beccles, Bungay, Sole Bay and Halesworth) 3) Leiston Links with Access Community Trust focussed on the Leiston Practice. Social prescribing is a way of enabling GPs, nurses and other primary care professionals to refer people to a range of local, non-clinical services for support in order to reduce demand for NHS healthcare. The NHS estimates that on average there is a 28% reduction in GP consultations and a 24% reduction in A&E attendances where social prescribing services are working well. In terms of Kirkley Mill, this has now supported over 100 patients since April 2018 with demonstrable improvements to wellbeing and cost avoidance to the system through reduced GP appointments and hospital visits. The project in Lowestoft has seen a reduction from 33 hospital visits per 100 patients before intervention to 7 per 100 patients after intervention. There has also been a reduction in GP appointments from 425 per 100 to 186 per 100 patients. The Head of Communities recently worked with partners to secured almost £700,000 of funding for a social prescribing project which covers Babergh, Mid Suffolk and Suffolk Coastal. the	Completed

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S01	Increase investment to £1m in local Community Enabling projects from New Homes Bonus.	SCDC	Nicole Rickard	Enabling Communities	<p>tender process has just been concluded and the new Connect for Health Service, which includes two Community Connector posts, plus a Community Chest, will commence in May</p> <p>SCDC is an 'enabling' Council and strives to make it possible for communities to do what they want to do. We are committed to our work to help communities find solutions to local needs and have backed this commitment by making funds available to build on the work of community and voluntary groups. Following introduction of the New Homes Bonus scheme, whereby the Government pays a grant to local councils based on the amount of extra Council Tax revenue they generate from new homes, or by bringing long-term empty homes back into use, we pledged to invest £1m of this funding, over four years, in local community enabling projects, as well as investing in additional staffing resources to support these. This has been done in a variety of ways.</p> <p>Each SCDC Councillor had their own, annual, Enabling Communities Budget initially set at £6,000, but increased to £6,500 in 2017/18 to reflect the popularity of the scheme. Since the scheme was launched in 2013/14, 1059 have been supported and the total of funding awarded = £1,375,513.</p> <p>Projects delivered a wide range of outcomes, including improvements to community centres, increased participation in sport, enhanced access to green spaces and projects and activities supporting young people and encouraging their engagement in positive activities. For instance, the Long Shop Museum in Leiston was awarded £1,000 to set up a young persons group to tackle social, physical and mental health difficulties through museum workshops, Bawdsey Parish Council was awarded £500 to contribute towards the production/launch of a book recording the history of Bawdsey Radar and Hoo Parochial Church Council was awarded £1,059 to erect a memorial plaque in Hoo Church for four serviceman who lost their lives during WW1. A new 'exemplar/flagship' project funding programme was launched October 2016 with an annual funding pot of £110,000. The scheme was so popular in 2018 that an additional £45,000 was made available. Total number of projects supported = 49</p> <p>Total amount of funding awarded = £387,000</p> <p>Grants are available of between £1,000 and £10,000 for projects that have the support of their local Councillor and demonstrate need and demand. Applications are considered by a panel of Councillors.</p> <p>Examples of projects assisted by the Exemplar programme are the Aldeburgh Community Hospital League of Friends who were offered £10,000 to build a garden dedicated to promoting rehabilitation, recuperation and the physical and mental wellbeing of hospital patients, day centre users, families and staff. £10,000 was awarded to the Hour Community to purchase a Trishaw which will allow volunteers to visit the local care and senior citizen facilities around Framlingham and offer residents an opportunity to be a passenger on the Trishaw and add to their health and wellbeing. They intend to also use the Trishaw to raise money during the summer months by taking tourists around Framlingham.</p> <p>Funding has also been made available through the New Homes Bonus scheme for a Leiston Change Manager to oversee the Leiston Together partnership. This is a robust, place-based, partnership which supports Leiston in developing and delivering its locally identified priorities around town centre regeneration, a health and wellbeing hub, provision within the town for young adults and supporting enterprise.</p>	Completed
S02	Deliver an increasing number of affordable homes, particularly on exception sites, to support and sustain local communities.	SCDC	Andrew Jarvis	Enabling Communities; Economic Growth	<p>We recognise the need for more affordable housing in East Suffolk and since 2015 have delivered 550 new affordable homes, with around 50 of these being built on rural exception sites and reserved solely for local people. In addition, we have a further 150-200 affordable homes due for completion in 2018/19. We continue to work with partners to identify and unlock further sites (including rural exception sites) for affordable housing. Our ambitions are set out in our new Housing Revenue Account Business Plan which identifies funding of £227m for 257 new affordable council homes by 2022/23 and an estimated additional 1,500 council homes by 2047/48 in East Suffolk. We have initiated a programme of land acquisition and new build development to provide additional affordable homes with longer term investment in Lowestoft and the outer harbour expected to provide a significant opportunity for the development of further affordable homes. We have already invested £4.4m in the purchase of brownfield sites in this area to aid regeneration and deliver new homes. We have an aspiration to increase the amount of council owned affordable housing from 4,479 homes to 5,200, including development on council-owned and rural exception site land.</p> <p>Ongoing - this is a long term programme that will be continually reviewed.</p>	Completed
S03	Develop criteria for identifying non-designated Heritage Assets whose heritage value merits consideration in planning decisions.	SCDC	Philip Ridley	Economic Growth; Enabling Communities	<p>SCDC has now adopted, and published, criteria for the identification of Non Designated Heritage Assets (that are buildings or structures) which is available to view on the website. This criteria will be used in two ways. Firstly, by Planning Services, who will be able to identify NDHAs as early as possible in the planning process, as encouraged by Government guidance. Secondly, by neighbourhood planning groups, to identify NDHAs for inclusion in their own neighbourhood plans so supporting policies can be included. The criteria provides publically available, and clearly understood, justification for identifying an unlisted building or structure as a heritage asset. The criteria has enabled the planning process to be clearer, and for the decisions made to be more readily understood and justified. A key outcome is that several historic buildings that otherwise may have been demolished have been retained as part of the substantial stock of traditional buildings that provides our district with its unique and attractive character. Currently the criteria is only for use by SCDC, but will hopefully be adopted by WDC in due course.</p>	Completed

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S05	Reinvest New Homes Bonus receipts for the benefit of our local communities.	SCDC	Nicole Rickard	Enabling Communities	<p>We have developed new and innovative ways to reinvest income derived from the New Homes Bonus for the benefit of our local communities. This has included the creation of an East Suffolk Communities Team, bringing together 22 officers from SCDC and WDC and SCC. As a result, we are able to support a greater number of local projects and reduce duplication. The team has 8 Communities Officers supporting 8 localities within East Suffolk. By creating geographical areas in this way, has allowed us to develop closer working relationships with community and voluntary sector representatives and Town and Parish Councils in each of the 8 areas. In turn, this has allowed for much more effective joint working with the Economic Development Team who have aligned their structure to the same geographical areas.</p> <p>The team has also been able to support key initiatives including the Hidden Needs project, Embracing Difference and the Felixstowe Timebank. For instance, in Leiston we have supported two Crucial Crew Plus events with the Alde Valley Academy to tackle anti social behaviour and worked with more than 50 people who are socially isolated due to poor health. In Kesgrave and Martlesham we are exploring a new trim trail project and supporting the indoor skate park project and in Felixstowe we have helped launch the Men's Shed with around 45 men registered.</p> <p>To date we have invested over £1.3m in Councillor Enabling Communities Budgets (see above), and additional funding for the place-based initiatives Felixstowe Forward and Leiston Together who collectively receive over £130k a year. In addition, the East Suffolk Partnership receives £100k a year. We have also used the New Homes Bonus to fund coastal protection measures and improved broadband connectivity through our Better Broadband programme, including a specific Framlingham Connected Communities initiative.</p> <p>To date we have invested over £1m in Councillor Enabling Communities Budgets, and additional funding for the place-based initiatives Felixstowe Forward and Leiston Together who collectively receive over £130k a year. In addition, the East Suffolk Partnership receives £100k a year. We have also used the New Homes Bonus to fund coastal protection measures and improved broadband connectivity.</p>	Completed
S06	Enhance and re-develop modern Leisure Centre and Sports Hub facilities in the District.	SCDC	Kerry Blair	Financial Self Sufficiency	<p>The Suffolk Coastal leisure redevelopment programme meets three of our East Suffolk Business Plan aims; to increase participation in health and wellbeing activities, to provide state of the art facilities, and to achieve improved sustainable leisure facilities.</p> <p>We have invested £3.5m in the Deben Leisure Centre to create both new and enhanced facilities including an indoor cycling studio, thermal suite and a 58 station gym and weights area. In addition, there are new changing rooms and the addition of a dance studio which allows the centre to provide a wide range of exercise classes that it was previously unable to do.</p> <p>The Leiston Leisure Centre is next in line to be redeveloped and work commences in September 2018 with anticipated completion in Summer 2019. This is a £3.5m investment project which will provide brand new changing rooms, a new thermal suite, an extended new entrance with new reception and food servery, as well as a 60+ station gym and children's soft play area. The redeveloped facility will also have the car park improved, decoration and mechanical and electrical improvements including LED lighting.</p>	Completed
S08	Work alongside Suffolk County Council in the development of a business case for, and delivery of, the A12 four villages bypass (aka SEGWay).	SCDC	Philip Ridley	Economic Growth	<p>SCDC is a key partner in the process of developing a business case for a four village bypass linked to the Sizewell C development. Whilst the business case is being led by Suffolk County Council, as Highways Authority, it has required cross authority and cross team working, including the Planning, Economic Development and Environmental Services teams. In addition, there has been (and continues to be) close liaison with key stakeholders. Whilst led by Suffolk County Council, it is important that the interests of Suffolk Coastal residents are protected and SCDC therefore contributed £50k towards the development of the initial outline business case. This outline business case was successful in securing funding of £1m from the Department for Transport towards the next stage in the process, which is the development of the strategic business case. Stakeholder consultation is currently underway on the strategic business case, with wider public consultation planned for the summer of 2017.</p>	Completed

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S09	Advocate on behalf of communities & local stakeholders to maximise the local economic, community and environmental benefits & opportunities from the Sizewell C development.	SCDC	Philip Ridley	Enabling Communities; Economic Growth	<p>We are committed to ensuring that if Sizewell C goes ahead, we maximise the benefits for our local communities, while minimising any negative impacts for the area. We recognise that achieving the right balance will be a tough task, but it is achievable if we work together. EDF Energy has a responsibility to consult with the public and key stakeholders in relation to development of Sizewell C and we work hard with our communities, local stakeholders and the County Council in response to this. EDF have just concluded their third stage consultation and the Council submitted a joint response with SCC. Dialogue with EDF and related stakeholders is ongoing and the council ensures its views are taken in to account by :</p> <ul style="list-style-type: none"> • By submitting formal responses to EDF's public consultations having taken local views into account and those of key stakeholders and partners. • Meeting regularly with local Members representing the most affected wards to ensure that local views are taken into account and establishing a relationship of mutual trust with our towns and parishes to reassure them that we are working to secure the best outcomes for East Suffolk. • Convening meetings of the Sizewell C Task Group to enable local Members to input directly into the process and provide local knowledge on how proposals affect their areas. • Establishing the Sizewell C Joint Local Authority Group in order to facilitate a joint local authority approach to the challenges and opportunities that will result from the construction and operation of the proposed new nuclear power station. • Attending meetings of the Suffolk Energy Coast Delivery Board which brings together representatives from Central Government, local councils and businesses with EDF Energy. <p>Our strategic objectives are to provide a lasting legacy for the local communities and the economy, to appropriately mitigate and/or compensate for local impacts, secure skills and education benefits for the wider area, support the economic growth of the region and East Suffolk in particular, to act as an environmental exemplar within the protected landscape, to secure an infrastructure legacy and to ensure an appropriate decommissioning and waste removal strategy.</p> <p>The proposed new Sizewell C nuclear power station provides a huge opportunity for growing the East Suffolk economy. At the peak of construction, some 5,600 people will be employed at the site and around 900 people will be employed at the power station when it is up and running. We have also recently developed an Energy Projects Team to enable us to fulfil our role as local planning authority in relation to major energy projects of national significance, including Sizewell C, to ensure that East Suffolk benefits from the large scale projects proposed in our area and that dis-benefits are minimised and compensated for.</p> <p>Ongoing - business as usual.</p>	Completed
S10	Expand and enhance the visitor experience at Landguard, Felixstowe and support a Heritage Lottery Fund bid.	SCDC	Paul Wood	Economic Growth	<p>The Landguard peninsula is home to Grade 1 listed Landguard Fort. It includes a 65 acre SSSI designated nature reserve, the Felixstowe Museum, a bird observatory, port viewing area, cafe and visitor centre. Over half a million visitors a year come to enjoy this unique area, visiting the heritage and natural attractions and ship watching.</p> <p>Governance Review start date 1/4/19. To be completed by 31/3/21.</p> <p>Car Park charging implementation delayed. Realistic forecast implementation date September 2019.</p> <p>The Landguard Partnership Agreement ended 28th April 2018. Still waiting on Port of Felixstowe to decide continuing membership. If Port decline or no answer is forthcoming LP members will be asked if they wish to continue without the Port. Deadline 14 June 2019.</p> <p>Application to NLHF Resilient heritage programme to fund governance review successful. NLHF grant contribution of £43,200 to total budget of £49,400. Awaiting NLHF permission to start before starting appointment of consultants process. The aim is recommending options for better management by, and integration of Landguard stakeholders, and to determine the feasibility of meeting third party capital funders ownership requirements. Part of this review will also look at forming a business plan and future income streams including the introduction of car parking charges, and expenditure including staffing.</p> <p>Car Parking: Working with legal to produce Car Parking Agreement between ESC and LP. And authority from ESC to Norse to order ticket machines (12 week delivery time). Will not want to start charging in peak season - July and August. Most likely start date September.</p> <p>EH and LFT working to find solutions to install services for toilets and cafe in fort, and which will also benefit museum. EH Project Manager leading. Surveys being undertaken. No specific timeframe. Funding is likely to be required.</p> <p>Ongoing - business as usual.</p>	Completed
S12	Support the Redevelopment of Felixstowe Pierhead.	SCDC	Paul Wood	Enabling Communities; Economic Growth	<p>We have worked closely with the owners of Felixstowe Pier to complete the £3m redevelopment of the old Pier Head building which opened to the public in the summer of 2017, two weeks ahead of schedule. The new Pier development now has a vibrant family entertainment centre, mini ten pin bowling, casino and broadwalk café. Visitors can walk around the building on a broadwalk over the beach and sea. To support the redevelopment of the pier, we provided land for a works compound and site access during the nine months construction because we recognised the importance of the redevelopment to the local tourism economy, and aligns strongly with our economic growth ambitions.</p>	Completed

Action Reference	Business Plan Action Description	Council	Responsible Officer	Business Plan Aim	Outcomes (as at Quarter 4 2018/19)	RAG Status
S13	Develop a Suffolk Coastal Youth Council and related youth opportunities.	SCDC	Nicole Rickard	Enabling Communities	We have sought to create a Youth Council for Suffolk Coastal to give young people of the district a voice and to enable them to make a difference in their community. The aim is to provide opportunities for young people to be involved in important decision-making processes and key consultations, to assist with the development of local services that directly affect them. We therefore held a youth conference, which was open to all young people from across the district of secondary school, to get their views on the idea of a Youth Council and what young people want in the area. We found little interest in the idea of forming a Youth Council, but our young people told us that they would prefer participation to take the form of a wider forum to have their say, for problem sharing and solving and for us to better understand the issues facing young people today. As a result, Suffolk Coastal Youth Voice has been developed. Youth Voice involves suggestions boxes being places in more than 20 key locations where young people meet, including schools and youth settings. At the end of the first term, more than 100 comments had been received and a similar number were obtained at the end of term two. Given the size and rurality of Suffolk Coastal, we are currently exploring innovative ways to ensure the Suffolk Coastal Youth Voice reaches as many of our young people as possible, including a travelling forum, a web-based forum and the use of online polls. It is intended to roll Youth Voice out across the whole of East Suffolk in 2019.	Completed
S14	Regenerate & revitalise the Felixstowe Boating lake area to include a dedicated 'Events' area.	SCDC	Kerry Blair	Financial Self Sufficiency; Enabling Communities	A new, multi-use event space featuring a grassed area, picnic space and a paved area (doubling as a car park) was successfully opened in the summer of 2016 to replace the derelict boating lake and go-kart site on Felixstowe seafront. Since opening, the event space has hosted three major events including the Easter Fair, Circus and most notably the Suffolk Armed Forces Weekend in June 2017. Whilst it is difficult to accurately state how many visitors the Armed Forces Weekend attracted to the town, a conservative estimate put numbers in excess of 5,000. Over the weekend the area hosted a VIP gala tent, an entertainment stage, a military information zone, food court, Red Arrows' simulator and a children's zone, with battle re-enactments and an air display on both days. Social media confirmed the event a huge success and local seafront businesses saw their income boosted by the influx of visitors. A host of other events are planned throughout 2017, including a Carnival, an open air cinema and Circus Petite. It is anticipated that these events will attract over 14,000 visitors which will see a welcome income boost for local businesses somewhere in the region of £9,000.	Completed
S15	Complete the construction and occupy the Council's modern and more efficient Civic Headquarters	SCDC	Andrew Jarvis	Financial Self-Sufficiency	Approximately 260 staff successfully relocated to new, purpose built, accommodation in Melton over three weekends between 25 November and 12 December 2016. Weekend moves meant no disruption to staff or customers, with services immediately available on the first working day following the move. The new offices were completed on time and within budget, at no cost to the taxpayer, having been funded from the sale of the existing headquarters. The new offices will save the taxpayer around £200k a year in running costs, being smaller and much more efficient. The open plan environment allows the best use of space in order to aid communication and interaction between teams – those teams with strong links to one another being co-located. The new offices have also allowed us to maximise the use of modern technology with improved audio and visual facilities, such as video and telephone conferencing, bookable meeting rooms, and fully enabled IT services allowing staff to work from wherever they are in the building. The new offices are also more accessible for those wishing to attend public meetings with facilities to listen remotely.	Completed
S16	Deliver an improved customer service hub and 'one stop shop' at Woodbridge Library, in partnership with Suffolk Libraries.	SCDC	Darren Knight	Financial Self Sufficiency	SCDC successfully completed its Customer Services move into the heart of Woodbridge and is now fully accessible to communities from Woodbridge Library. This follows on from the successful opening of Customer Services at Felixstowe Library the year before. Footfall has increased at both Library locations compared to the year before, with over 10,000 customers visiting in order to access council services in the last year, which is an increase of 3,000. More council services and information is available from trained advisors with customers receiving a more holistic service at the first point of contact. Such services include Council Tax, Housing Benefits, Universal Credit, tourist information etc. Our new facilities include a private interview room and customer access terminals. Customer satisfaction is high and independently verified through testing from customer led mystery shoppers. The co-location of council services at Libraries has helped support the Libraries both financially and through increased footfall. Projects to locate Customer Services within Felixstowe and Woodbridge Libraries were completed on time and within budget and specification, providing the taxpayer with value for money.	Completed
S17	Further improve the efficiency, effectiveness & marketing of the Council- owned Port Health Service software.	SCDC	Phil Gore	Financial Self Sufficiency	The Port Health Interactive Live Information System (PHILIS) is a hi-tech system, developed by Suffolk Coastal Port Health Authority, for handling imports at the Port of Felixstowe. Since its development and launch in September 2009, PHILIS has been developed to incorporate a scanning module to handle the high volumes of paperwork and original certification that accompanies imported food consignments. In addition to benefiting the Port Health service at Felixstowe, the software has now been licenced to major sea ports in London, Mersey and Southampton. The system has also been developed by the team to manage animal welfare requirements at Heathrow's Animal Reception Centre. The system now manages 85% of food imported into the UK from outside the EU, supports 100 users operating from the four major sea ports and Heathrow's Animal Reception Centre, handles over 3 million containers a year through the four ports, has delivered at least a 20% saving in officer time at Felixstowe, scans around 1 million documents a year and generates income for the Council through licence fees. During the last 12-18 months, the focus has been to promote the system and PHILIS Online (an electronic declaration system) with government departments working on the implications of Brexit for import controls. We have had encouraging feedback and are hopeful that PHILIS Online will be considered as a temporary, day 1, solution to the electronic declaration of imports if the UK was no longer able to access the European system TRACES. We continue to promote PHILIS as an option for the smaller ports with the Food Standards Agency, as we have done during Brexit discussions. We have a PHILIS promotional video which has been shown during Brexit visits to Felixstowe by the Food Standards Agency, Defra and the Department for Exiting the EU. The system is promoted on both the Port Health and the East Suffolk website and has been shown at regional conferences. In 2016/17 PHILIS generated £114,000 and in 2017/18 this rose to £136,000. We are expecting an income of £143,000 this financial year. PHILIS was awarded a Local Government Chronicle Award for Innovation in March 2018 which is the second time the software system has been shortlisted, having been named a finalist in the Technological Innovation category of the APSE Environmental Services Innovation Awards in October 2017.	Completed

Action Reference	Business Plan Action Description	Council	Responsible Officer	Business Plan Aim	Outcomes (as at Quarter 4 2018/19)	RAG Status
S18	Complete a pilot project to inform HMRC's One Government at the Border programme for the control of the movement of goods.	SCDC	Phil Gore	Financial Self Sufficiency	The 'One Government at the Border' pilot, led by HMRC, was designed to develop and deliver a single, coherent approach to border management based on better common data and a regulatory and legislative framework, focusing on the movement of goods. We took an active part in this pilot and as a result have been given greater access to import data held by HMRC which we use to help target our interventions more effectively. This has resulted in some improvements in efficiency and ensured our continued involvement in influencing national policy.	Completed
W01	Accelerate delivery of a third River Crossing and a separate Pedestrian & Cycle bridge linking to the Sustainable Urban Neighbourhood across Lake Lothing.	WDC	Paul Wood	Economic Growth	<p>Delivering a third river crossing for Lowestoft is a project being led by Suffolk County Council and Waveney District Council is committed to doing what it can to support its delivery, recognising the huge benefits this will bring to the town in terms of growth, jobs and alleviating traffic congestion. As members of the Third Crossing Board, we act as a critical friend to the project, providing constructive feedback and views, and raising relevant issues. In this way we help to move the project forward by responding in a timely manner to questions from the County Council and facilitating contact with interested parties where local knowledge assists, such as affected landowners.</p> <p>As part of the vision in the Area Action Plan, we need to reduce the impact of car travel by providing both improved and new connections for walking and cycling provision. The main purpose of a new pedestrian and cycle bridge is to replace the existing footbridge over the Lowestoft-Norwich and Lowestoft-Ipswich railway line which is no longer fit for purpose. A new cycle and pedestrian footbridge will allow cyclists to avoid the current pinch points and accident black spots on the A12 to the east and the A146 to the west. The project is now at the design stage and a design agent has been appointed. This stage of the project should be complete by March 2019. Project progress is reviewed at monthly meetings. This is an SCC led project which is on programme with the construction and due to be completed in 2021/22, therefore status now <i>completed (business as usual)</i>.</p>	Completed
W02	Deliver the first 5 year proposals contained within the Lowestoft Transport & Infrastructure Prospectus (LTIP) which will address the infrastructure constraints that are acting as a brake on economic and housing growth.	WDC	Paul Wood	Economic Growth	<p>We have successfully delivered all of the first 5 year proposals contained within the LTIP, which are as follows:</p> <ul style="list-style-type: none"> • A bus/rail interchange at Lowestoft Station which has helped reduce traffic congestion by making walking, cycling and bus travel more attractive. • The introduction of a water taxi service on Lake Lothing which has supported two new jobs (as well as safeguarding others) and training opportunities through the restoration and operation of the boat. The business supports the tourism sector by offering boat trips between Oulton Broad and South Pier, the two key retail centres in Lowestoft. • Improvements to the Commercial Road junction, including the introduction of a right turn to allow movements to the south thereby drastically reducing journey times for commercial traffic servicing the port. • Completion of the Northern Spine Road which has diverted through-traffic away from key residential areas giving traffic, particularly lorries and other commercial vehicles, a quicker route to the A47. • Retention of the hourly rail service between Lowestoft and Ipswich which is critical to commuters and supporting wages to the local economy. <p>Ongoing - business as usual.</p>	Completed
W03	Deliver a Pedestrian & Cycle Bridge over the railway line at Normanston Park.	WDC	Paul Wood	Economic Growth	<p>In 2018, we appointed Sustrans, a not-for-profit sustainable transport organisation, to develop the design for the bridge across the railway. The land around the preferred site for the bridge is difficult to access, but permission was secured to undertake site investigations to the South/West of the railway and the necessary legal agreements are in place. The investigations commenced early in 2019 and completed in March. We have engaged key stakeholders in close proximity to the project who requested some alternative alignments to be considered. A community event is planned for 13/5/19 to present the findings on the alternatives. A funding strategy will be in place by end of the Business Plan period. The Board met twice in Q4 (5/3 and 9/4/19) and the Design Group met 4 times (17/1, 13/2, 20/3 and 1/4/19). Planning application to be prepared April/May 2019.</p> <p>Ongoing - business as usual.</p>	Completed
W04	Improve access to Broadway Farm industrial estate, Halesworth.	WDC	Philip Ridley	Economic Growth	<p>Broadway Farm lies to the north of the Norwich Road Industrial Estate and provides a logical extension to the existing industrial areas to the north of Halesworth. The allocation has been recently confirmed in the newly adopted East Suffolk Council (Waveney Local Plan) March 2019 as identified in Policy WLP4.6. The site is relatively well contained within the landscape, which is of reduced quality due to the pylons which run to the west. Development on the site would provide valuable extra jobs to support the local economy and the growing population of Halesworth and Holton.</p> <p>Land at Broadway Farm has been allocated for employment development, but must be developed in accordance with site specific criteria including the provision of pedestrian and cycle access to the site, landscaping, an ecological and transport assessment, travel plan and an archaeological evaluation.</p> <p>There are two possible options available to improve access to the industrial estate. The first is to construct a wide access road which comes out on the western side of an enlarged Sparrowhawk roundabout creating five arms. This will include construction of a pedestrian/cycle route and two bus stops and shelters. The second is to construct a new access road onto a widened A144 to the north of Sparrowhawk roundabout to allow a south bound right turn lane to be constructed for traffic to turn into the estate. Delivery of an improved access at this site is dependent on working with partners to facilitate progress of the project and to secure funding for it. This is therefore a long term proposal which is unlikely to come forward in the short term.</p> <p>Ongoing.</p>	Completed

Action Reference	Business Plan Action Description	Council	Responsible Officer	Business Plan Aim	Outcomes (as at Quarter 4 2018/19)	RAG Status
W07	Transfer Southwold Harbour to new local Trust.	WDC	Kerry Blair	Financial Self Sufficiency; Enabling Communities	<p>Southwold harbour is in need of significant investment in order to maximise its potential and ensure its long term future. This is why we have been working in partnership with Southwold Town Council, through a Joint Committee, to develop options for the sustainable, long term, ownership, control and delivery of the harbour lands, ensuring that it reflects the culture and character of Southwold, allows for local influence and accountability and ensures a sustainable future.</p> <p>The Joint Committee initially proposed a charitable trust, with the formation of a company limited by guarantee and registered as a charity, to manage the harbour lands and a leisure trading company, limited by shares and wholly owned by the charitable company, to manage the caravan. However, in 2016, a number of potential issues in respect of the planned charitable model were highlighted including the potential for 'asset lock', the risk to the District Council of advancing significant sums of money to fund the necessary repairs and improvements without control of the harbour, the potential limited use of revenue generated by the harbour lands and a lack of resilience to manage the liabilities and risks. In addition, the charitable trust is also inefficient in taxation terms.</p> <p>As a result of the above, we are now moving forward with the creation of a local authority trading company model to secure the long term future and investment in the harbour. This will see a board of directors, comprising elected members from both the District and Town Councils, with Waveney District Council remaining the sole shareholder. In addition, a leisure trading subsidiary, limited by shares and wholly owned by the local authority trading company, will manage the caravan site with the option to add a separate charitable company to ensure tax efficiency in relation to any profits made by the trading subsidiary, which can be used to facilitate private fundraising and finance work outside the harbour lands.</p> <p>Complete - Transfer of Southwold Harbour to a new local Trust - has been replaced in favour of establishing a Harbour Management Committee, this was agreed by WDC Cabinet in March 2019.</p>	Completed
W08	Improve the infrastructure, access & extend the Enterprise Zone (subject to Department for Communities & Local Government approval).	WDC	Paul Wood	Economic Growth	<p>The South Lowestoft Industrial Estate (the Phoenix Enterprise Park) has seen the installation of new road infrastructure at the former Wessex Foods entrance off Pinbush Road. The introduction of the new road infrastructure has opened access to the Phoenix Enterprise Park development, which includes 16 new units for fledging and small to medium sized businesses. Profiling suggests that once the units are fully occupied, around 130 new jobs will be created. The development has only recently been completed, but already 2 units have been taken and we are actively engaged in discussions in relation to other units. There is potential for the new road infrastructure to be extended in order to open up additional development sites within the wider Enterprise Zone.</p> <p>Additional improvements are also planned across the town which will further improve access to the Enterprise Zone. The delivery of a third river crossing over Lake Lothing has progressed faster than expected and will also have a positive effect in terms of improved access to our Enterprise Zones.</p> <p>We have also successfully extended the Enterprise Zones at Riverside Road and Mobbs Way. The Riverside Road Enterprise Zone has been extended by 10,000m2 and Mobbs Way by 2,500m2. Through our discussions with the landowners, their aspirations to develop remain and we will continue to explore the potential for further expansion in the near future.</p>	Completed
W09	Restore the historical features and landscape to improve accessibility & leisure facilities at Ness Point and the East of England Park (subject to a successful Heritage Lottery Fund bid).	WDC	Paul Wood	Economic Growth	<p>Progress as at Q4: Forming a key part of the new Heritage Zone, The Ness development is on schedule to complete and open December 2019. Tricolor have developed an Audience Development Plan which will shape a programme of activity at The Ness with a sail cleaning event already delivered at the site in April 2019. Tenders have been received and a contract award will be made in April 2019 for the main contractor to develop the site in accordance with the agreed design. Appropriate visitor car parking provision for the site and the Heritage Action Zone in general is being considered. Marketing activity including use of social media is underway and will inform the activity plan. Although the initial HLF bid was unsuccessful, a further bid is to be submitted in May 2019 for digital and augmented reality interpretation for the site, to be strategically positioned to provide visitor information relating to its history. In addition, artwork is also being considered to provide a sculpture to the site and a possible mural as a back drop to one of the boundaries. In addition to the main contract, provision of eco toilets to the site is currently being considered and is at the feasibility stage. Ongoing - business as usual.</p>	Completed
W10	Conduct a Community Governance Review in relation to the unparished areas of Lowestoft.	WDC	Stephen Baker	Enabling Communities	<p>Despite being the second largest town in Suffolk, residents of Lowestoft have not had local representation since the reorganisation of local government took place in 1974. In order to explore local interest in the possible creation of a new council(s) for the unparished areas of the town, a community governance review was carried out and completed in November 2016. The process comprised 3 stages of public consultation (between April and October 2016) where residents and key stakeholders were invited to give their views on whether they would like to see a new council(s), what any new council should look like, and finally their thoughts on the proposal to create a new town council for Lowestoft and a new parish council for Oulton Broad. Following the final stage of consultation, Full Council reviewed the submissions from the whole review process before agreeing to the creation of these two new councils. The new councils came into effect on 1 April 2017 with elections held on 4 May 2017. Almost 400 responses were received as part of the consultation process and the creation of the new councils give local residents representation and control over the things that directly matter to them in their area.</p>	Completed
W11	Establish a non-political Leader's Community Enabling fund of £25k per annum and consider developing Community Enabling Grants for each Councillor.	WDC	Nicole Rickard	Enabling Communities	<p>At Waveney, a Community Enabling Fund was established, with an annual budget of £25,000, to which voluntary and community organisations and groups, looking for grant support of between £250 and £2,500, can bid. The purpose of the fund is to make money available to build on the work of community and voluntary groups, which support residents to improve their quality of life, encourage partnership working and show commitment to equal opportunities.</p> <p>For instance, Beccles Town Council Youth Champion Team was awarded £519 to publish a youth magazine which was distributed to local schools to raise awareness of youth organisations and facilities in Beccles, Halesworth Volunteer Centre was awarded £2,470 to create a "Social Pharmacy", a resource to signpost people to local organisations and groups who can provide specialist help, social contact and support and the Seagull Theatre CIC was awarded £2,500 to run a reminiscing and life history project targeted at people living with dementia.</p>	Completed

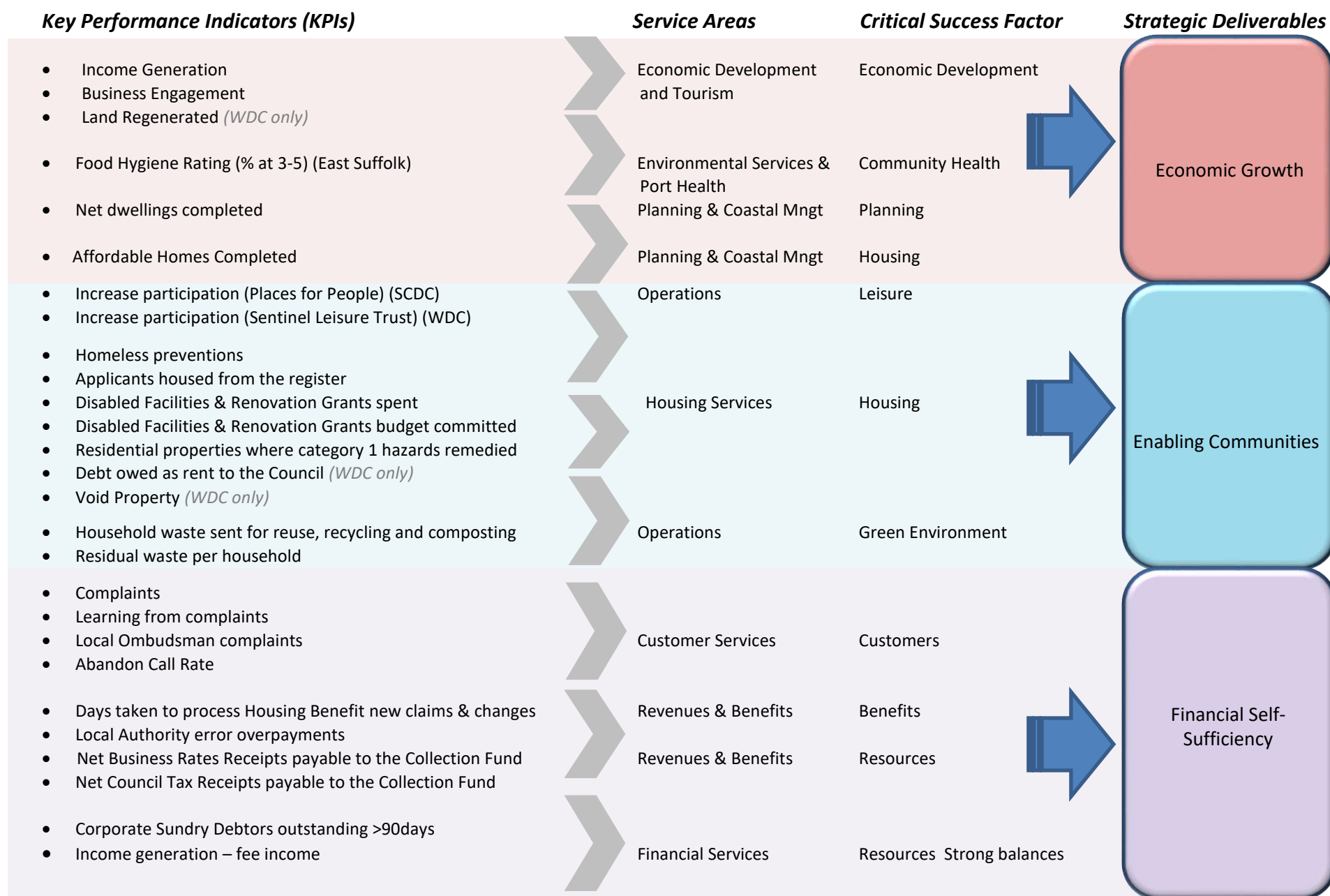
Action Reference	Business Plan Action Description	Council	Responsible Officer	Business Plan Aim	Outcomes (as at Quarter 4 2018/19)	RAG Status
W12	Complete the refurbishment of the Marina, Lowestoft as a 'one-stop' customer service centre with Suffolk County Council.	WDC	Darren Knight	Financial Self Sufficiency; Enabling Communities	Refurbishment of the Marina Customer Service Centre was a key element of the Council's wider accommodation review programme. The work was completed on time, to specification and budget, and houses around 150 staff from both WDC and Suffolk County Council. This allows us to provide a more enhanced and holistic range of services to customers at the first point of contact, with even more Council information and services available from trained advisors on Council Tax, Housing Benefit, Universal Credit, Housing Options, Car Parking Permits etc. Improvements include the addition of more 'self-service' computers which allow customers to access council services and information themselves, with trained staff available to help where necessary. The capacity of the Call Centre has also increased, enabling us to deal with more enquiries, faster. Telephone answering targets are consistently being met with over 90% of telephone calls answered. New technology, such as self service payment stations, has also reduced customer waiting times and customer satisfaction is high (at 88%) which has been independently verified by customer led mystery shoppers.	Completed
W15	Encourage re-development of the former Blundeston Prison site for uses that meet local community and Council aspirations.	WDC	Philip Ridley	Economic Growth	In recent years the supply of homes has not kept pace with demand and increasing housing costs mean that housing of all types is less affordable. Our main challenge is to increase the supply of homes, and particularly affordable homes, across our area. Through the East Suffolk Housing Strategy, we aim to increase the amount of council owned affordable housing from 4,479 homes to more than 5,100 and also to increase the overall number of affordable homes in East Suffolk to 250 units per annum. A key site to help us achieve our aims is the former Blundeston Prison site which now has planning permission for 130 dwellings, two shops, three office buildings and a care home, all with associated parking. The first phase of this build included 16 affordable housing units which the developer intended to sell to a housing association. Unfortunately, the developer was unable to secure a large enough offer for these affordable units from a housing association and in order to ensure that the overall development remained on track, the Council intervened and reached an agreement with the developer to buy the affordable units for use as council housing stock. Without the Council's intervention, the wider development was at risk and the Council acted quickly to ensure delivery of the affordable housing.	Completed
W17	Support the development of a new Community Centre, Old Grammar Lane, Bungay.	WDC	Nicole Rickard	Enabling Communities	The Council is supporting the local community to help realise their ambition for a new community centre at Old Grammar Lane. We have enabled them to access support through the Community Action Suffolk Business Advisor to produce an updated comprehensive Business Plan and to secure CIL funding for the new Honeypot Centre. Ongoing - business as usual.	Completed
W18	Deliver, in conjunction with Beccles Town Council, Sentinel & the Broads Authority a redevelopment scheme for Beccles Quay.	WDC	Kerry Blair	Enabling Communities; Economic Growth	Following negotiations with Beccles Town Council, the process of transferring Beccles Quay into their formal ownership completed in September 2018. Transfer allows the Town Council to decide how the Quay should be used to the benefit of the local community and visitors to the town. We are working with the Town Council, Sentinel Leisure Trust and the Broads Authority to look at ways to improve the Quay. Plans to upgrade the existing children's play equipment and the amount of mooring available at the Quay are in the pipeline, with the income from additional moorings being put back into the Quay. The empty tourist information centre at the quayside is also set to be given a new lease of life as the neighbouring Quay Café has been granted permission to extend into the property. The café will provide leaflets and tourist information from the new site. In June 2018 we commenced a £1m project to improve and promote the Quay, which saw work start on the pathways surrounding it, which had become decayed and corroded. In addition, we spent £30,000 on steel reinforced concrete for the path. We will continue to work to unlock potential funding from the Broads Authority who are keen to support projects that engage community groups.	Completed



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East Suffolk Performance Report Quarter 4 (2018/19)

Key – map to the reporting structure



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Excel Spreadsheets:

Appendix A: Key Performance Indicators

Appendix B: National Performance Indicators and LG Inform Performance Indicators

Appendix C: Corporate Projects

Appendix D: Business Plan Actions

OVERVIEW

The East Suffolk Performance Report is a quarterly report that captures how the Councils are performing against strategic deliverables within the East Suffolk Business Plan. Information within the report includes performance of Key Performance Indicators (KPIs) for each quarter and end of year projections; progress against the Strategy which has been adopted in a three-pronged approach (*Economic Growth, Enabling Communities and Financial Self-Sufficiency*), financial updates, corporate risks, corporate projects, corporate activities and performance of partners.

Below is an explanation of each section:

Key – map to the reporting structure

The flowchart shows how each KPI feeds into the relevant service area, the Critical Success Factor (CSF) and the Strategy.

Highlights

Performance highlights under each strategic deliverable for the quarter.

Section 1 Background

Background to report.

Section 2 Introduction

Overview to the report.

Section 3 Performance Summary

Explanation on how performance is rated (details of criteria and symbols).

Section 4 Performance Detail

Key Performance Indicators:

There are 10 key overarching CSFs, within each section KPIs have been identified to assist and monitor progress against the Business Plan.

This section captures the performance of each KPI, tables record the number of KPIs under each CSF and quarterly performance ('red', 'amber' or 'green'), with further tables indicating end of year projections. Detailed explanations of KPIs below target ('red' or 'amber') are included within the narrative and report what is being done to improve and monitor performance.

Full details of KPIs is contained within Appendix A, including current performance status, actual performance for each quarter/year to date, targets, projected direction and updates/progress relating to each KPI.

National and LG Inform Indicators:

For information only: A summary of National and LG Inform PIs are appended to the report.

Sections 5 - 7 Our Strategy

All KPIs are aligned to the Strategy (*Economic Growth, Enabling Communities and Financial Self-Sufficiency*). This section contains a table identifying the status of the KPIs against the Strategy. High level performance information is also contained under each strategic deliverable.

Section 8 Financial Update

This section contains financial information for the quarter including General Fund and Capital Investment Programme and Capital Reserves, Treasury Management and Housing Revenue Account and Reserves.

Corporate Risks

Corporate Projects

Business Plan Actions

Partners – Outcomes

Suffolk Coastal District Council

Performance Summary – Quarter 4 (2018/19)

1st January to 31st March 2019

Enabling Communities



Key Performance Indicators (KPIs)

Red	Amber	Green	Yearly KPI
0	0	6	4

Highlights

- 98.47 kg residual waste collected per household in Q4 (t: 99.02kg), 400.71kg for year (t: 400.55kg).
- 46.84% household waste sent for recycling and composting in Q4 (target: 43.13%), 50.16% for year (target: 48.87%).
- 139 fly tipping incidents reported in Q4 (target 115), 506 in year (target: 352).
- 156 fly tipping enforcement actions Q4 (target 127), 460 in year (target 332).
- 187,594 leisure participation levels across all sites in Q4, 698,564 in year (target: 600,570)
- 9 applicants in temporary accommodation at end of Quarter 4 (snapshot).

Together we can improve services, built resilient communities and make life better for everyone

Economic Growth



Key Performance Indicators (KPIs)

Red	Amber	Green	Yearly KPI
0	0	3	1

Highlights

- 257 businesses engaged with in Q4 (target: 190) 1,671 in year (target: 750).
- 107 businesses directly supported in Q4.
- Minor planning applications - 62.99% (80 of 127) in Q4/ 73.02% (406 of 556) in year determined in 8 weeks (target: 65%).
- Major planning applications - 61.54% (8 of 13) in Q4 82.98% (39/47) in year determined in 13 wks (target: 60%).
- Other planning applications - 66.66% (180 of 270) in Q4/ 71.32% (838 of 1175) in year (target: 80%).
- 529 net dwellings completed in year (prov) (t: 773)
- 98% food hygiene rating (t: 95%) in Q4/end of year.

We will encourage a strong local economy which is essential for vibrant communities in East Suffolk

Financial Self-sufficiency



Key Performance Indicators (KPIs)

Red	Amber	Green	Yearly KPI
3	0	7	1

Highlights

- 130,700 visitors to East Suffolk website in Q4/ 457,337 in year.
- 99.8% ICT network availability in Q4/in year.
- 4.5 days taken to process Housing Benefit new claims in Q4 and end of year (target: 8 days).
- Local Authority Overpayments – only 0.32% in Q4 (target 0.35%), 0.33% end of year (t: 0.35%)
- Nil Local Government Ombudsman complaints received in year.
- 16% of abandoned calls in Q4 and 20% for year (target: below 10%)
- 46.36% of complaints upheld/partially upheld in Quarter 4 and 47.29% end of year (target: 30%).

Driving down costs and becoming even more business-like and entrepreneurial in our approach

"Maintain and sustainably improve the Quality of Life for everybody growing up in, living in, working in and visiting East Suffolk."

Waveney District Council

Performance Summary – Quarter 4 (2018/19)

1st January to 31st March 2019

Enabling Communities



Key Performance Indicators (KPIs)

Red	Amber	Green	Yearly KPI
4	1	3	4

Highlights

- 33.06% household waste sent for recycling and composting in Q4 (t:35.65%), 39.12% in year (t: 40.98%).
- 127.53kg residual waste collected per household (target: 132.85kg) in Q4, 520.81kg (target: 517kg)
- 93 fly tipping incidents reported in Q4 (target:114), 937 reported in year (target:785)
- 472 fly tipping enforcement actions in Quarter 4 (target: 77), 1169 in year (target: 263)
- 59 applicants in temporary accommodation at end of Quarter 4/end of year (snapshot).

Together we can improve services, build resilient communities and make life better for everyone

Economic Growth



Key Performance Indicators (KPIs)

Red	Amber	Green	Yearly KPI
2	0	3	1

Highlights

- 307 business engagements in Q4 (target: 190), 1,512 in year (target: 750).
- Minor planning applications – 70.45% (31 of 44) in Q4/ 85.58% (184/215) in yr determined in 8 weeks (target: 65%).
- Major planning applications - 60% (3/5) in Q4/ 85.18% (23/27) in year determined in 13 wks (target: 60%).
- Other planning applications – 89.04% (130 of 146) in Q4/92.09% (641 of 696) in year (target: 80%).
- 98% food hygiene rating (3-5 rating) (target: 95%) in Q4/end of year.
- £384,050 income generated through project work (e.g. EZ) and/or external funding in Q4 (t:£183,383) and £1,138,331 in year (t: £952,169)

We will encourage a strong local economy which is essential for vibrant communities in East Suffolk

Financial Self-Sufficiency



Key Performance Indicators (KPIs)

Red	Amber	Green	Yearly KPI
3	1	6	1

Highlights

- 130,700 visitors to East Suffolk website in Q4/ 457,337 in year.
- 99.8% ICT network availability in Q4/in year.
- 4.25 days taken to process Housing Benefit new claims in Q4 and 4.8 days in year (t: 8 days)
- Local Authority Overpayments – only 0.19% in Q4 and at end of year (target: 0.35%).
- Nil Local Government Ombudsman complaints received in year.
- 17% of abandoned calls in Q4 and 14% for year (target: below 10%)
- 39.13% of complaints upheld/partially upheld in Quarter 4 and 40.82% for year (target: 30%)

Driving down costs and becoming even more business-like and entrepreneurial in our approach

"Maintain and sustainably improve the Quality of Life for everybody growing up in, living in, working in and visiting East Suffolk."

East Suffolk Performance Report

Quarter 4 (2018/19)

1. Background

The Councils' East Suffolk Business Plan identifies its key deliverables, aims and objectives relevant to meet the needs of their communities over the next 8 years. The Business Plan also contains specific planned actions for each council and actions for the whole of East Suffolk which will be delivered within the next 4 years (2019). To ensure its effective delivery, this report is designed to capture quarterly performance progress against the Business Plan and includes joint and authority specific measures.

2. Introduction

The East Suffolk Performance Report summarises the Councils' performance for each quarter. This report is in relation to the Councils' performance for Quarter 4 (1st January to 31st March 2019) for 2018/19. It contains information provided by all service areas, key partners and key projects. Appendices contain detailed information relating to the Councils' performance against its Strategy, Critical Success Factors (CSFs), Key Performance Indicators (KPIs), projects and progress against Business Plan actions.


3. Performance Summary

A visual performance summary, including highlights from Quarter 4 and 2018/19, has been added to the front of the report. The next section captures information on how the Councils' are performing against the CSFs, which include the detailed monitoring of KPIs (full details are within Appendix A). Appendix B captures progress on Performance Indicators (PIs) that are reported nationally or within [LG Inform](#) (*LGA website publishes information allowing comparisons, transparency and benchmarking against other authorities*).

The following sections relate to how we are delivering against the Strategy, financial information, high level corporate activities, key projects and progress against Business Plan actions. The final section of the report provides performance and high level updates on our key partnerships.

The table below explains symbols and criteria used within summaries and appendices. Under each CSF there are a number of KPIs which measure and monitor performance. Progress against projects and planned actions (identified within the Business Plan) will also use this rationale.

Critical Success Factors	Green	Target met	Captures overall RAG status of each CSF. Analysis of CSF in the following section
	Amber	Within Tolerance / On track to be achieved	
	Red	Target not met / significantly below	
	n/a	Not applicable for quarter (e.g. yearly only)	
Key Performance Indicators (KPIs)*	 Green	Target met or exceeded	KPIs are defined nationally or by councils. Analysis of KPIs is reported in section 4, with full details contained within Appendix A
	 Amber	Performance slightly below target (within 5%)	
	 Red	Performance significantly below target (more than 5%)	
	n/a	Not applicable for quarter (e.g. yearly only)	
Actions and Key Projects		Achieved / on track	Key projects are included within section 10 of this report and progress against the Planned Actions within
		Partly achieved / on track to achieve but after original timescale	

		Not achieved or significantly behind schedule	the Business Plan are in section 11
	n/a	Not applicable	

* Where these are used to show trends, performance is compared to the previous quarter.

For reference, the flowchart at the beginning of this report shows how each KPI feeds into the relevant service area, CSF and Strategy. The performance report continues to be reviewed and updates will be undertaken as the Councils continue to ensure that the aims and objectives within the East Suffolk Business Plan are fully met. In particular, new KPIs will be implemented and monitored in future.

4. Performance Detail

Key Performance Indicators:

Ten key overarching CSFs support the delivery of the Councils' Vision and reflect the matters and issues that have been identified as important. Full details of KPI performance are included in Appendix A. Below is a summary of each Councils' performance against CSF during Quarter 4 (2018/19):

Suffolk Coastal District Council

Performance in Quarter 4

Critical Success Factors - KPI Performance:	Total	Quarterly KPI Status			Yearly KPI
		Red	Amber	Green	
Economic Development and Tourism	2			2	
Leisure	1			1	
Planning	1				1
Housing	7			3	4
Benefits	2			2	
Customers	4	2		2	
Communities	0	n/a	n/a	n/a	n/a
Community Health	1			1	
Green Environment	2			2	
Resources	5	1		3	1
Total	25	3	0	16	6

End of Year

Critical Success Factors - KPI Performance:	Total	Quarterly KPI Status			Yearly KPI
		Red	Amber	Green	
Economic Development and Tourism	2			2	
Leisure	1			1	
Planning	1	1			
Housing	7			5	2*
Benefits	2			2	
Customers	4	2		2	
Communities	0	n/a	n/a	n/a	n/a
Community Health	1			1	
Green Environment	2			2	
Resources	5	1		4	
Total	25	4	0	19	2

* Housing KPIs (Number of homeless preventions under Prevention Duty and Number of homeless preventions under the Relief Duty) new indicators introduced from Quarter 2, targets are not set for this current year.

KPI Performance (SCDC) for Quarter 4

In total there are 25 KPIs which ensure that the Council delivers and monitors performance against the CSFs. Targets were met in 16 (green), no KPIs were near target (amber), 3 KPIs (red) did not reach target and 6 KPIs are measured yearly. Full details are contained in Appendix A.

The following three KPIs fell significantly below target (red):

- **Customers: Complaints:** Performance relating to complaints which were upheld/partially upheld had not been achieved in Quarter 4 (46.36%) and for the end of year (47.29%) compared to the 30% target. Quarter 4 continued to have a high number of complaints relating to the garden waste scheme and changes occurred as the schedule for upgrading to larger green bins and removal of unwanted brown bins was rolled out. Overall the predominant reason for complaints related to quality of service. One of the contributing factors for this KPI being below target was due to continued increased awareness and training of officers which resulted in more recorded complaints. Learning from complaints is also effectively being managed and the KPI which monitors progress continued to be significantly above target. It should be noted that the current target was a significant reduction compared to the target last year and will be reviewed in future. (*Financial Self-Sufficiency*)
- **Customers: Abandoned Call Rate:** Performance had not reached its target of below 10%, with 16% recorded for Quarter 4 and 20% for the year. A number of reasons contributed to this performance including phone lines being merged in readiness for East Suffolk Council (Revenues and Benefits calls merged on 24th January with other lines fully merged from 7th March 2019). Annual Council Tax billing in February and March also resulted in additional call volumes as expected, although an extended period of system downtime increased contacts and repeat contacts chasing progress. Customer Services also took on an additional workstream by becoming a registered Bio-metric Centre for the EU Settlement Scheme. Garden waste renewals commenced during Quarter 4, with high call volumes experienced and additional/repeated contacts from customers. Issues with the online renewal process and changes to the payments systems also added to an increase in phone contacts from customers needing assistance. (*Financial Self-Sufficiency*)
- **Resources: Corporate Sundry Debtors:** The percentage of corporate sundry debtors outstanding in Quarter 4 was 60.78% (below target of <30%). Performance continues to be affected by a few CIL invoices, recovery of which is handled outside of the normal debt management process following set CIL regulations. Adjusting for CIL invoices underlying performance is 32.09%. There is then one further high value invoice of £100k which had significantly impacted on performance. The Receivables Team is working closely with the Development Team to ensure action is underway to recover CIL debt. The team is also working closely with all service areas to ensure debt management returns ahead of target. (*Financial Self-Sufficiency*)

End of Year Variance:

- **Net dwellings completed:** There were 589 net dwellings completed within the year below its annual target of 773 which is based on the deliverable supply for 2018/19 in latest 5 year housing land supply position published June 2018. Quarterly targets are not set as they can be volatile and almost impossible to influence over such a short time period. Quarter 4 delivery of 174 is higher than previous quarters, however the total for the year is below the year target but is higher than the delivery figure (582) for 2017/18. 723 dwellings were under construction at the end of Quarter and this position, coupled with the Local Plan going through the final plan making stage, indicates an increase in the level of future delivery.

Appropriate measures are in place to ensure that these are monitored and improved in the future.

Waveney District Council

Performance in Quarter 4

Critical Success Factors - KPI Performance:	Total	Quarterly KPI Status			Yearly KPI
		Red	Amber	Green	
Economic Development and Tourism	4	2		2	
Leisure	1	1			
Planning	1				1
Housing	9	2	1	2	4
Benefits	2			2	
Customers	4	2		2	
Communities	0	n/a	n/a	n/a	n/a
Community Health	1			1	
Green Environment	2		1	1	
Resources	5		1	3	1
Total	29	7	3	13	6

End of Year

Critical Success Factors - KPI Performance:	Total	Quarterly KPI Status			Yearly KPI
		Red	Amber	Green	
Economic Development and Tourism	4	2		2	
Leisure	1	1			
Planning	1			1	
Housing	9	4	1	2	2*
Benefits	2			2	
Customers	4	2		2	
Communities	0	n/a	n/a	n/a	n/a
Community Health	1			1	
Green Environment	2		2		
Resources	5		1	4	
Total	29	9	4	14	2

* Housing KPIs ('number of homeless preventions under Prevention Duty' and 'number of homeless preventions under the Relief Duty') new indicators introduced from Quarter 2, targets are not set for this current year.

KPI Performance (WDC) for Quarter 4:

In total there are 29 KPIs which ensure that the Council delivers and monitors performance against the CSFs. Targets were met in 13 (green), 3 were near target (amber), 7 did not reach target (red) and 6 KPIs which are measured yearly. Full details are contained within Appendix A.

Three KPIs fell slightly below target (amber), namely:

- Housing: Disabled Facilities and Renovation Grants budget committed:** Disabled Facilities Grant approvals were below expectations for Quarter 4 and for the full year. No explanation from Orbit had been received relating to the drop in applications from Quarter 2. The figures, excluding grants done outside of the agency (from historic backlog of cases), reduces Orbit's percentage approved grants to 84.5% of the 77.11%. This is disappointing as it reduces the prospect of completing and spending next year's allocation when there are residents awaiting adaptations. The Renovation Grant fund was not utilised as alternative external funding is available to address poor housing due to inadequate heating under the Warm Homes Fund. (*Enabling Communities*)
- Green Environment: Household waste sent for reuse, recycling and composting:** Performance for Quarter 4 was 33.06% (below its 40% target) and 39.12% for the year against a target of 40.98%. This was due to compostable waste collected being lower than the same quarter in 2017/18 and the amount of residual waste increasing slightly. Work is ongoing between the Enforcement Team and Refuse Crews to identify incorrect use/waste in bins to help reduce cross contamination of household waste reaching

the Household Refuse Site at the point of tipping. Following enforcement work already undertaken 78 bins were refused on one round alone in South Lowestoft. (*Enabling Communities*)

- **Resources: Net Business Rates payable to the Collection Fund:** The Collection Fund is below target which is due to refunds in respect of appeals with the Valuation Office Agency. Refunds of £1.6 million had been paid. These are accounted for in the Appeals Provision within the Financial Statements. (*Resources*)

The following seven KPIs fell significantly below target (red):

- **Economic Development & Tourism: Job Creation:** Performance for the total number of jobs created through support by the Council had not achieved its target. Nine jobs had been created in Quarter 4 with a further nine safeguarded. The yearly target of 124 had also been missed with 28 jobs created in the year. Feedback from agents confirmed the commercial market had been very cautious with the prospect of Brexit, especially in business growth. Profiling anticipated job creation would come through larger units on Enterprise Zones which had not occurred, combined with smaller units primarily purchased by businesses employing small numbers of employees. (*Economic Growth*)
- **Economic Development & Tourism: Land Regenerated:** Performance in Quarter 4 and at the end of the year was 1,500, falling short of its 3,900 target, which was due to a number of enquiries for sites in South Lowestoft Industrial Estate Enterprise Zone not materialising. The interested parties have not confirmed the reasons for not progressing with development, however, agents had suggested that market confidence in the current uncertain economic climate is a key factor. (*Economic Growth*)
- **Leisure: Increased participation (Sentinel Leisure Trust):** Performance had not been achieved in Quarter 4 and at the end of the year with 685,403 participants against a target of 763,458. In Quarter 4, Bungay Leisure Centre experienced four closures due to problems with the pool plant system and health and safety issues with legionella readings that had been higher than usual. These closures had significantly affected participation numbers, income and customer satisfaction. The site remains closed whilst further work and testing is undertaken. (*Enabling Communities*)
- **Housing: 'Debt owed as rent to the Council':** There was 3.90% of debt owed as rent to the Council in Quarter 4 and 5.14% for the year which resulted in the KPI status being 'red' (over the 3% target). The performance of rent arrear case recommendations continues to be affected by Welfare Reform and Universal Credit (UC). Introduction of new software in Quarter 4, had seen a month on month reduction in arrears. Only those accounts that require action are targeted for contact, including those that are currently in credit but at risk of going into arrears. This early intervention is critical in the prevention and reduction of rent arrears. (*Enabling Communities*)
- **Housing: 'Void Property':** Performance in Quarter 4 and at the end of year had not achieved its target (27.1 days in Quarter 4 against a target of 27.1 days, 33.6 days in the year against a target of 25 days). There had been a significant improvement in the average number of void days in the final quarter, partly due to a reduction in the total number of voids. Work continues to improve the average number of void days within both the Building Maintenance and Tenancy Services Team. (*Enabling Communities*)
- **Customers: Complaints:** Performance relating to complaints which were upheld/partially upheld had not been achieved in Quarter 4 (39.13%) and end of year (40.82%) against the 30% target. There were three main areas which received a large number of complaints: council tax, council housing and Norse. Overall, the predominant reason for complaints in Quarter 4 related to quality of service, with time taken to respond being a significant factor. The continuation to increase awareness and training of officers on reporting complaints also contributed to the increased complaint recording. Learning from complaints is also effectively managed with the KPI to monitor this progress continuing to be significantly above target. The current target is a significant reduction compared to the target last year and will be reviewed at the end of the year. (*Financial Self-Sufficiency*)

- **Customers: Abandoned Call Rate:** Performance had not reached its target of below 10% for Quarter 4 which was recorded at 17% and for the year at 14%. Quarter 4 performance was not within target due to a number of reasons. Phone lines were merged in readiness for the new East Suffolk Council, with Revenues and Benefits calls merged on 24th January and all other lines fully merged from 7th March 2019. These changes resulted in additional call volumes being recorded for WDC. In particular, Annual Council Tax billing in February and March resulted in additional call volumes as expected, although an extended period of system downtime increased contacts and repeat contacts chasing progress. Customer Services also took on an additional workstream by becoming a registered Bio-metric Centre for the EU Settlement Scheme. Garden waste renewals continued during Quarter 4, with high call volumes experienced and additional and repeated contacts from customers. (*Financial Self-Sufficiency*)

End of Year variances:

- **Green Environment: Residual waste per household:** The amount of residual waste collected in the year was 520.81kg slightly over its target of 517kg. Performance in Quarter 4 had successfully achieved its target but the actual for the end of year was slightly below target. Collaboration between the Enforcement Team and Refuse Crews will be extended to include residual waste to identify recycling waste to be diverted. (*Enabling Communities*)
- **Housing: Affordable Homes Completed:** There were 89 affordable homes completed at the end of the year which did not reach the 150 yearly target identified in the East Suffolk Housing Strategy. Quarterly targets are not set as they can be volatile and almost impossible to influence over such a short time period. In Quarter 4 the delivery of 59 affordable units showed a step change in delivery from previous quarters but a position still below the annual target. These delivery figures are not expected to increase significantly in the short term, given low number of affordable dwellings currently under construction (29) at the end of year. However, with the adoption of the Local Plan in March 2019, delivery over the longer term is anticipated to increase. (*Enabling Communities*)
- **Housing: Disabled Facilities and Renovation Grants spent:** Disabled Facilities Grant completions for the year were slightly below target at 95.52% spent against a target of 100%. The figure includes grants processed outside of the agency (from the historic backlog of cases). If Orbit activity is considered alone the percent approved grants by them is 83.2% of the 95.52%. Renovation Grants fund not utilised as alternative external funding available to address poor housing due to inadequate heating under the Warm Homes Fund. (*Enabling Communities*)

Appropriate measures are in place to ensure that these are monitored and improved in the future.

National PIs and LG Inform:

A summary of each Council's performance against National PIs and information reported in LG Inform during Quarter 4 (2018/19) is included in Appendix B.

Our Strategy

5. Economic Growth

Council	No. of KPIs	Quarterly KPI Status			Yearly KPI
		Red	Amber	Green	
Both	9	2	0	5	2
SCDC	3	0	0	2	1
WDC	5	2	0	2	1
East Suffolk	1	0	0	1	0

KPIs: Details of performance relating to red and amber KPIs is reported in Section 4.

Economic Growth Update

East Suffolk Council

- People and Places Partnership had been commissioned to undertake a project that will identify strategic priorities and initiatives for East Suffolk town centres, both collectively or on an individual town basis. The methodology is based on their recent report for the Local Government Association on how local authorities and partners can develop a 'Forward Framework' on the 'what' and the 'how' of town centre revitalisation tailored around local needs. A major part of this is stakeholder engagement, business and visitor surveys and capturing data on key performance indicators in order to help understand and improve the issues. A number of towns have already been completed including Lowestoft, Beccles, Framlingham and Felixstowe with the remainder to be completed during Quarter 1 with the results available Quarter 2.

Suffolk Coastal District Council

- Two projects had been awarded from Coastal Revival Fund. Deben Coastal Community Team (CCT) was awarded £30,500 for funds to support the commission of a feasibility and condition survey of the Tin Chapel at Bawdsey. This will include the production of a condition survey and architect design study and feasibility study to look at the options for future sustainable use of the building. A member of the Economic Development (ED) Team will sit on the steering group to progress the project working with the CCT and the East Suffolk Building Preservation Trust. Leiston Coastal Community Team has been granted £43,850 to create an information point for visitors and residents within the town's cinema. Work to complete the project has started with the ground floor space within the cinema's foyer extended for the new information points to be installed.
- Application submitted to Suffolk ProHelp Initiative on behalf of Deben CCT for funds to support the services of a marketing and brand agency. Yellobelly was commissioned and created a brand identity for the Deben Peninsula which can then be used to build awareness of the area and ultimately encourage visitors. Promotional postcards have been produced to signpost to The Suffolk Coast Ltd website and the Deben Peninsula page together with a new Instagram account which will complement this.
- As part of the continued quarterly business support programme at Innovation Martlesham, on 19th February, the third Knowledge Sharing event was held. This ambitious programme aims to provide expert insight for local businesses on a range of priority topics, and is hosted by the local tech cluster Innovation Martlesham. The event concentrated on branding and accreditation and focused on the Queen's Award. Guest speakers included Dr Nick Milner (CEO and Founder of Milner Marketing Ltd), Mike Ward (Marketer and ISO Auditor), Mark Pendleton (Immediate past Chair, New Anglia LEP & Deputy Lieutenant of Suffolk & Chair Suffolk Lieutenant Business & Enterprise Group) and Andy Brown (Head of Sustainability, Anglian Water).
- For the second phase of a wider development programme to transform Felixstowe's south seafront, SCDC was awarded £950k from Coastal Communities Fund. The funding will seek to deliver a modern, iconic, high quality visitor destination centre on the seafront providing a café/restaurant, improved access and

community use of the recently restored Martello P Tower (a Scheduled Monument and Grade II listed), and develop a business support package for new start-up and existing businesses in the area.

- Screen Suffolk developed a new interactive map for all their locations with each one listed by the type of building or period making it easier to see what is available in the county <https://screensuffolk.com/weve-gone-map-tastic/>. East Suffolk had seen close to 60 days of filming throughout 2018/19 on Council land and property or at private locations including Sky Arts Landscape Artist of the Year filmed at Landguard Point overlooking the Port of Felixstowe and scenes from the new Danny Boyle and Richard Curtis film.
- Ongoing support being given to Connected Towns Pilot project which brings together a number of different, but complementary, initiatives and projects seeking to improve viability and sustainability of towns across East Suffolk. The pilot is currently underway in Framlingham and includes providing enhanced broadband and wifi infrastructure and business support measures around use of cashless technology and digital marketing.
- Suffolk Coast Ltd – Current membership numbers are 227 which exceeded the forecast KPI of 220. Following financial support from the Council, the Festival and Events fund has directly supported 10 events during 2018/19. These events have contributed to an estimated 1,747 days of paid employment related specifically to the events and a further 1,223 minimum days of volunteer work. Through the various campaigns the advertising promotional activity has reached approximately 1.5 million with the number of people attending the various events being just over 53,000.

Waveney District Council

- The inaugural meeting of REAF (Renaissance of East Anglian Fisheries) Steering Group was held on 18th January attended by representatives from the Fishing Industry as well as VIVID Economics. The objectives of this group are to explore how economic and social benefits of the fishing industry can be captured and optimized locally and regionally. This follows the successful application to Marine Management Organisation and local council partners for £143,000 to support this area of research and development.
- Application submitted to the Future High Streets Fund for initial funds to support the development of a masterplan and vision for Lowestoft town centre with the aim of unlocking further investment to help realise the vision. The town centre currently faces a number of significant challenges ranging from higher than national average vacancy rates, a disjointed and elongated design, an over-reliance on retail with a lack of leisure provision, and extremely limited night-time economy. The vision will seek to address those challenges through a transformative programme of interventions including investment, assembly of land / key sites, and drawing partners into the vision. Decision expected during the summer of 2019.
- As part of National Apprenticeship Week (4th – 8th March), ED Team attended Sir John Leman High School to provide Year 10 and 11 students with an insight into local labour market information and potential future skills gaps. Sixty students were seen and, as a result of the event, a student requested to do work experience within the Team to aid further insight into economic development regeneration work.
- Following discussions with BT Outreach Educational Team at Adastral Park the ED Team supported the co-ordination and delivery of an online coding practical task with 85 primary school pupils drawn from five schools in Waveney. This has led to BT actively pursuing the delivery of a computer science workshop in Lowestoft to become a regular feature in the curriculum.
- Two projects in Waveney had been awarded Coastal Revival Fund (CRF). Lowestoft Coastal Community Team was awarded £30k towards feasibility and design options for East Point Pavilion and a seafront public realm strategy. Sole Bay Arts CIO (as part of Southwold Coastal Community Team) was awarded £35k towards activity that will strengthen and enhance Southwold Arts Centre as a visitor and community attraction.
- WDC Cabinet agreed to extend the period of rate relief on Enterprise Zones, meaning businesses who are in occupation of new premises by 31st March 2020 can now receive up to three years rate relief.

6. Enabling Communities

Council	No. of KPIs	Quarterly KPI Status			Yearly KPI
		Red	Amber	Green	
Both	22	4	1	9	8
SCDC	10	0	0	6	4
WDC	12	4	1	3	4

KPIs: Details of performance relating to red and amber KPIs is reported in Section 4.

East Suffolk

- The East Suffolk Communities Team has eight Communities Officers each covering one of eight different localities, two Communities Support Officers (each supporting four localities) and two Apprentices. The team work closely with a wide range of partners to enable communities to identify local needs and develop projects to tackle these needs by building on existing assets in communities. Projects include Men's Sheds, community building projects, 'street parties', work with our local care farms, 'speed networking' events and intergenerational activities bringing together schools and care homes and community buildings projects.
- £110,000 of East Suffolk Partnership (ESP) funding was made available to tackle social isolation amongst older people and families on low income in 'hot spot' areas identified through the ESP Hidden Needs mapping, which is being used as an example of good practice at a county level. £10,000 match funding was provided by SCC. The multi-agency panel has awarded six grants to date to the following projects – Active Lives (ActivEast Project), English Touring Opera (Turtle Song project) – Leiston, Thursdays at the Fisher (Dementia screenings) – Bungay, Rose and Sweet William Club Mini Bus – Leiston area, Death Doulas @ Peninsular Practice – Alderton and Age UK Suffolk Chinwags project in Beccles, Southwold, Woodbridge and Kesgrave.
- The first projects have been supported through ESP funding to develop a business or project plan. The groups supported include Southwold Hospital Project, Involve in Lowestoft, the Bungay Honeypot Centre and the Seagull Theatre in Pakefield. The Specialist Business Support is delivered by Community Action Suffolk and open to any group needing help to develop as an organisation.
- Lowestoft Solutions (8 practices), South Waveney (5 practices) and Leiston Links Social prescribing projects are fully operational. Link workers from VCS organisations (North East Suffolk CAB in the case of the former, and Access Community Trust in the case of the second and third) work with GPs and Care Navigators to identify patients who would benefit from additional support and connect them to relevant specialist and/or voluntary and community sector groups. The Solutions pilot showed a reduction of 44% in GP appointments in the six months following contact with the Link Worker compared to six months before contact.
- The Head of Communities led a bid with SCC and the CCG for funding for a project to roll social prescribing out across the Ipswich and East Suffolk CCG area (outside Ipswich). This secured £550,000 plus an additional £187,000 through the Suffolk Transformation Challenge Award. Project covers Suffolk Coastal, Babergh and Mid Suffolk Districts but will result in six new Community Connectors posts in the previous SCDC area, plus a £60,000 Community Chest for VCS organisations to bid into. The tender process for this project had been held and contracts awarded in early April and the new Connect for Health project would be launched in May. We had also been successful through a bid with SCC in securing £800,000 over 3 years from a bid for European Interreg funding for a rural social prescribing scheme for three groups of rural communities in East Suffolk.
- Work continues to process applications from Town/Parish Councils and community groups to list land or buildings as Assets of Community Value under Right to Bid introduced as part of the Localism Act in 2011. There are 29 listed assets in Suffolk Coastal and 4 assets in Waveney. A number of listings are coming to the end of their original 5 year period so groups are being contacted in order to establish whether they wish to apply again for the asset to be listed as an Access of Community Value. Three appeal hearings in the last six months had resulted in the decisions to list buildings as Assets of Community Value being upheld.

- The Council continues to support a growing number of communities with their Neighbourhood Plans. In total there are 8 made plans in the new East Suffolk area - Framingham, Great Bealings, Kessingland, Leiston, Martlesham, Melton, Rendlesham and Wenhaston with Mells hamlet. A further 26 communities are at different stages of the process.

Suffolk Coastal District Council

- Three Crucial Crew Plus events have been held, two in Leiston and one in Saxmundham, building on the pilot held at Alde Valley Academy aimed at older young people (13-15 year olds) which included hard hitting sessions on online safety, healthy relationships, drugs and alcohol, self harm and gangs, including follow-up sessions with professional support workers.
- Suffolk Coastal Youth Voice is the equivalent to the Waveney Youth Council but involves ESC officers visiting each senior school and youth group in each of the five 'patches' in the district. So far more than 20 suggestion boxes have been placed in schools and youth settings for young people to submit their views. Reports are produced each term on the issues identified through this process and the first set of results included more than 100 ideas and suggestions. These have been summarised and actions taken fed back to the schools and youth groups (e.g. improving the underpass in Kesgrave).
- The new FelixTimebank Coordinator led a soft launch of the Timebank at the end of January. As the name suggests a Timebank uses time as currency and encourages people to think about their skills and strengths as well as what they need help with. More than 80 people are already signed up to the Timebank and have recorded their 'offers' and 'asks' and more than 20 exchanges have already taken place.
- Demand had been so high for funding from SCDC Exemplar Grants Programme that a further £45,000 was allocated by the Council for 2018/19. Across the 3 year programme amounts were allocated to: Year 1 (2016/17) – 8 projects, £70,724 funding; Year 2 (2017/18) – 18 projects, £151,212 funding; Year 3 (2018/19) – 23 projects, £165,064 funding. In terms of Enabling Communities Budgets, 1,059 projects were supported across 6 years totalling £1,375,513. In the final year, funding of £264,046 was allocated to 210 projects.

Waveney District Council

- WDC worked with SCC and CCG to develop and promote a £75,000 dementia grant scheme for the District. Twelve applications were received and half of these will be funded, including dementia friendly performances at the Seagull Theatre, a project with GP practices in the District to raise awareness amongst staff of the needs of people with dementia and their carers and two local care farms.
- The Team is working closely with the three 'Big Lottery' funded Community Enablers (Kirkley, Harbour and Kessingland) hosted by Community Action Suffolk to support a range of activities led by local community, these include events, community fridges and work to support individuals. We hosted an event in February aimed at families and young people, and a 5 Ways to Wellbeing event in April both at the Kirkley Centre and Live Well events in Beccles and Bungay.
- A range of intergenerational activities had been developed in response to the hidden needs mapping undertaken through the ESP. These included a Muncheon Mingle event in Beccles bringing together 3 schools and 4 care homes, a Memory Box project with Kirkley Church and the Ashley Academy School (with wooden boxes made by local disability charity sold) and work led by Fisher Theatre in Bungay with local schools.
- Waveney Youth Council decided that the theme of Youth Take Over Day in November 2018 would be Mental Health, which is one of its priorities for this year (along with young family carers). The event was a big success with inspirational and hard hitting speakers (including the Lowestoft Mental Health Ambassador) and lots of follow up actions agreed. The focus for 2019 continues to be health related with an emphasis on wellbeing.

7. Financial Self-Sufficiency

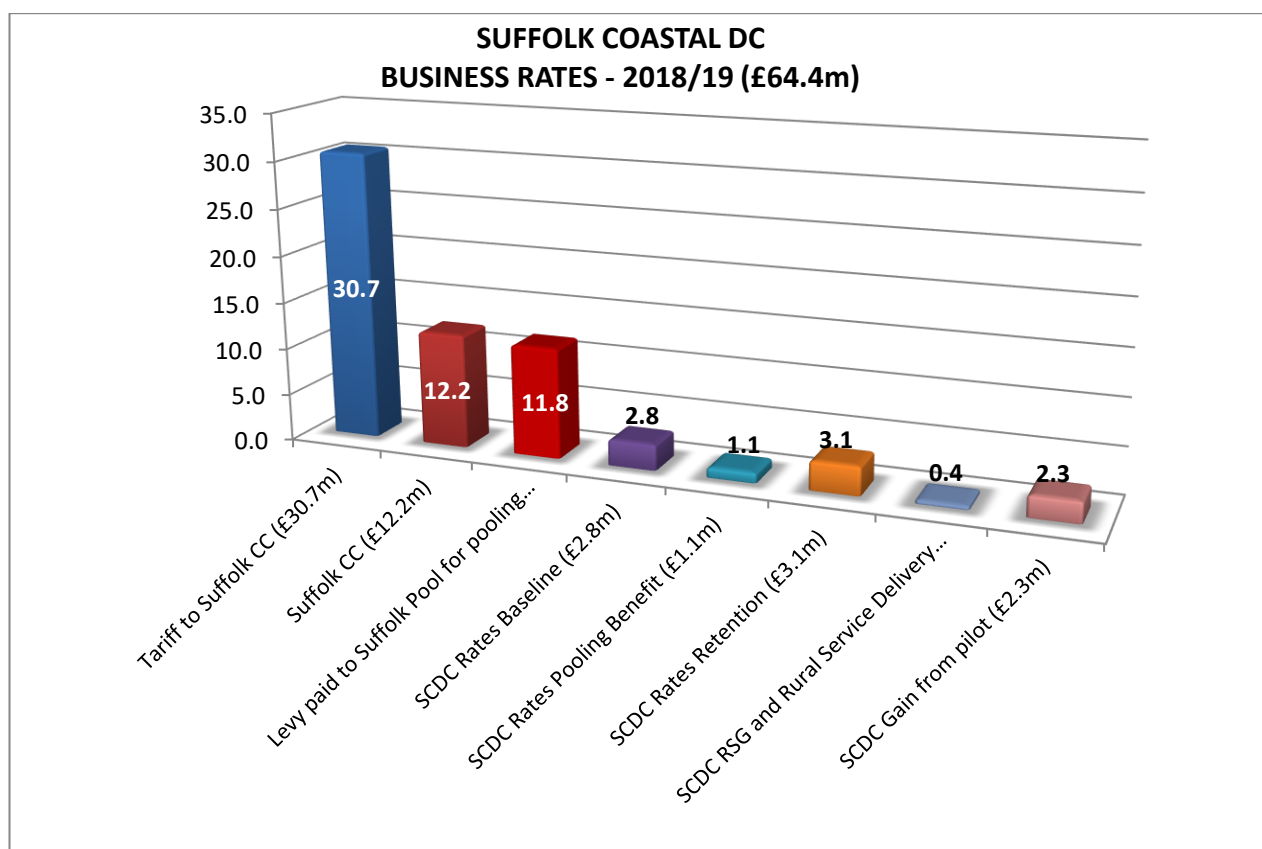
Council	No. of KPIs	Quarterly KPI Status			Yearly KPI
		Red	Amber	Green	
Both	22	4	1	15	2
SCDC	11	3	0	7	1
WDC	11	3	1	6	1

KPIs: Details of performance relating to red and amber KPIs is reported in Section 4.

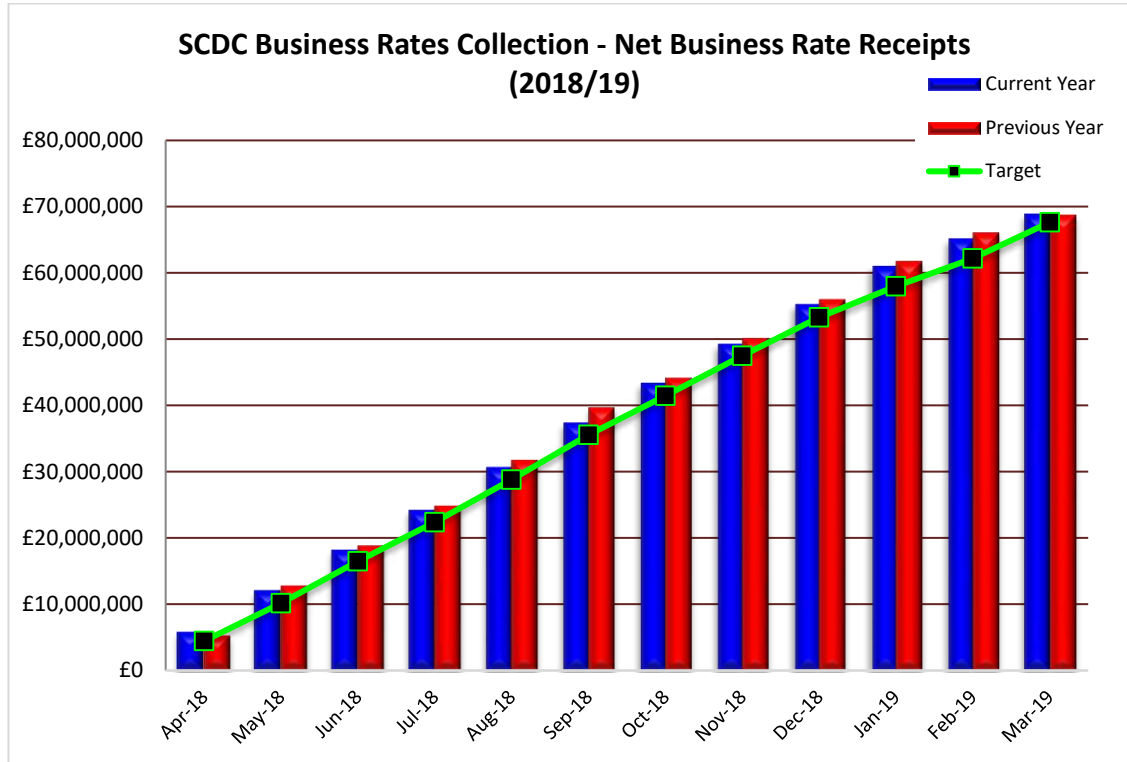
Business Rate Retention

Suffolk Coastal District Council

For illustrative purposes, the following chart shows the distribution of Non Domestic Rates. The actual accounting entries for 2018/19 will differ from these figures primarily as a result of time lags in the national accounting arrangements for business rates. Increases or decreases in income are reflected as surpluses or deficits in future years in accordance with these arrangements. For 2018/19, the Council is participating in the Suffolk 100% Business Rates Pilot, which incorporates the Council's Revenue Support Grant and Rural Services Delivery Grant being pay out of the business rates collected rather than directly from Central Government as grant funding. In addition, the Council will also receive additional funding through participating in the Suffolk 100% Business Rates Pilot. The extra pilot gain will be used to support Growth initiatives that have been agreed with SCC.

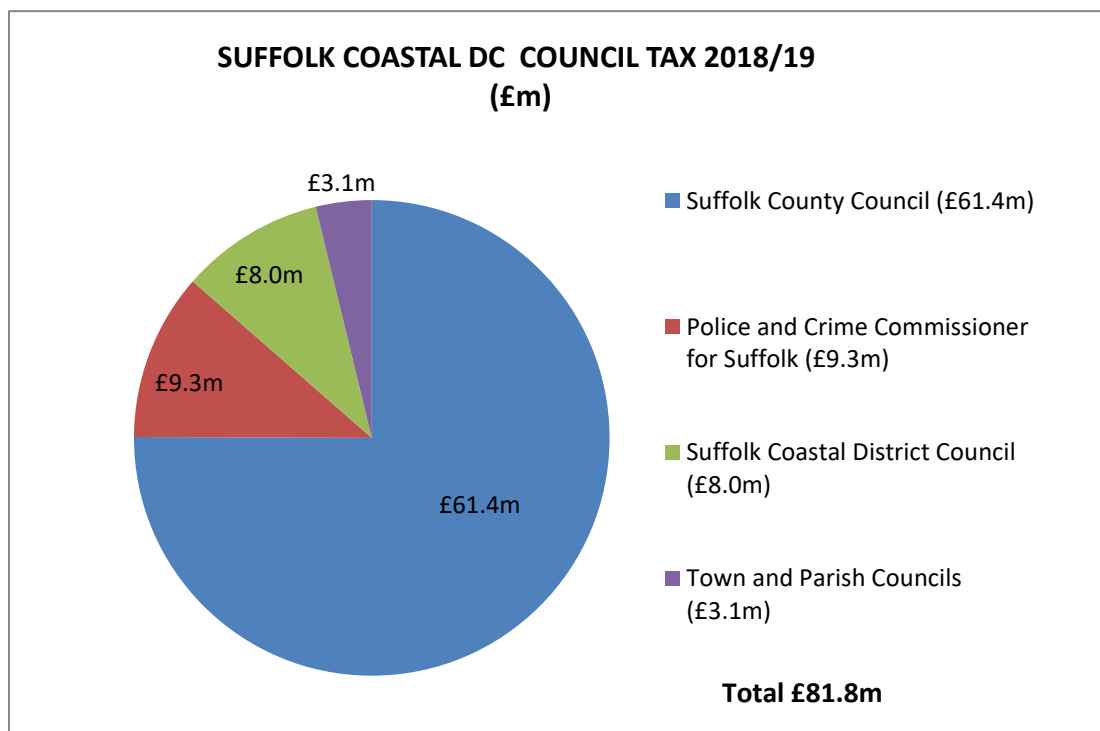


The chart below shows the performance on the collection of Non Domestic Rates receipts:

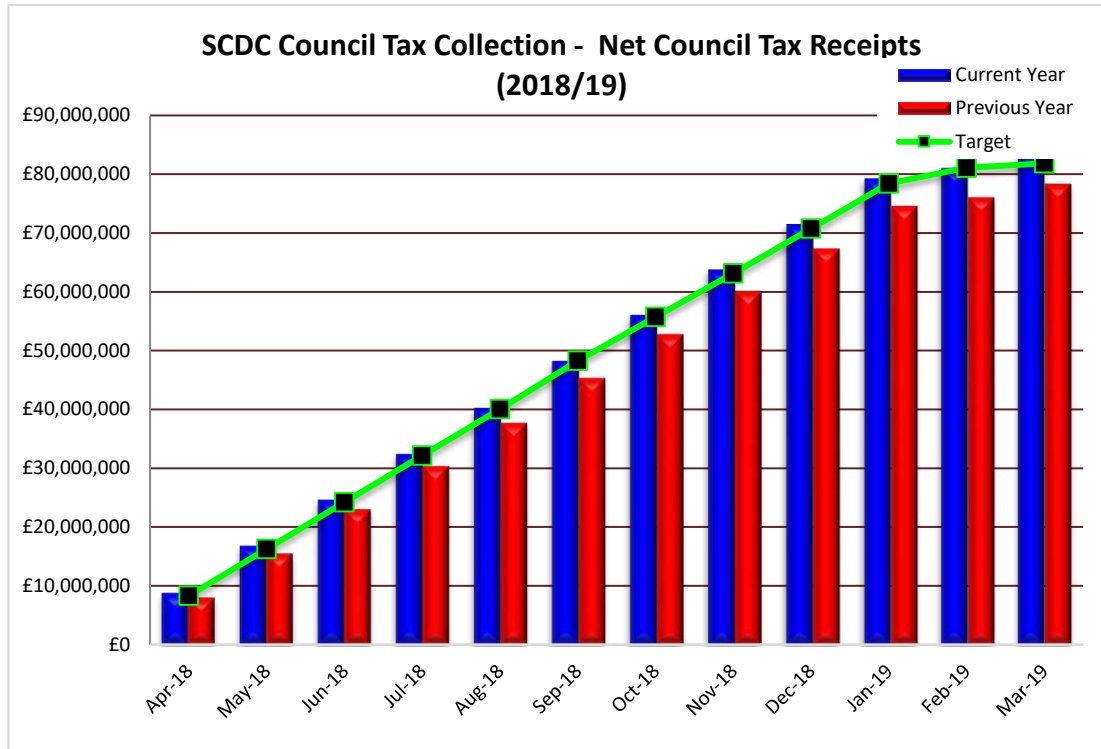


This shows the amount of money required to be collected within the financial year, payable to the NNDR Collection Fund against the actual collection. Performance target for the year was achieved.

For illustrative purposes, the chart below shows the distribution of Council tax income. Actual increases or decreases in income compared to estimates will be reflected as surpluses or deficits in future years.



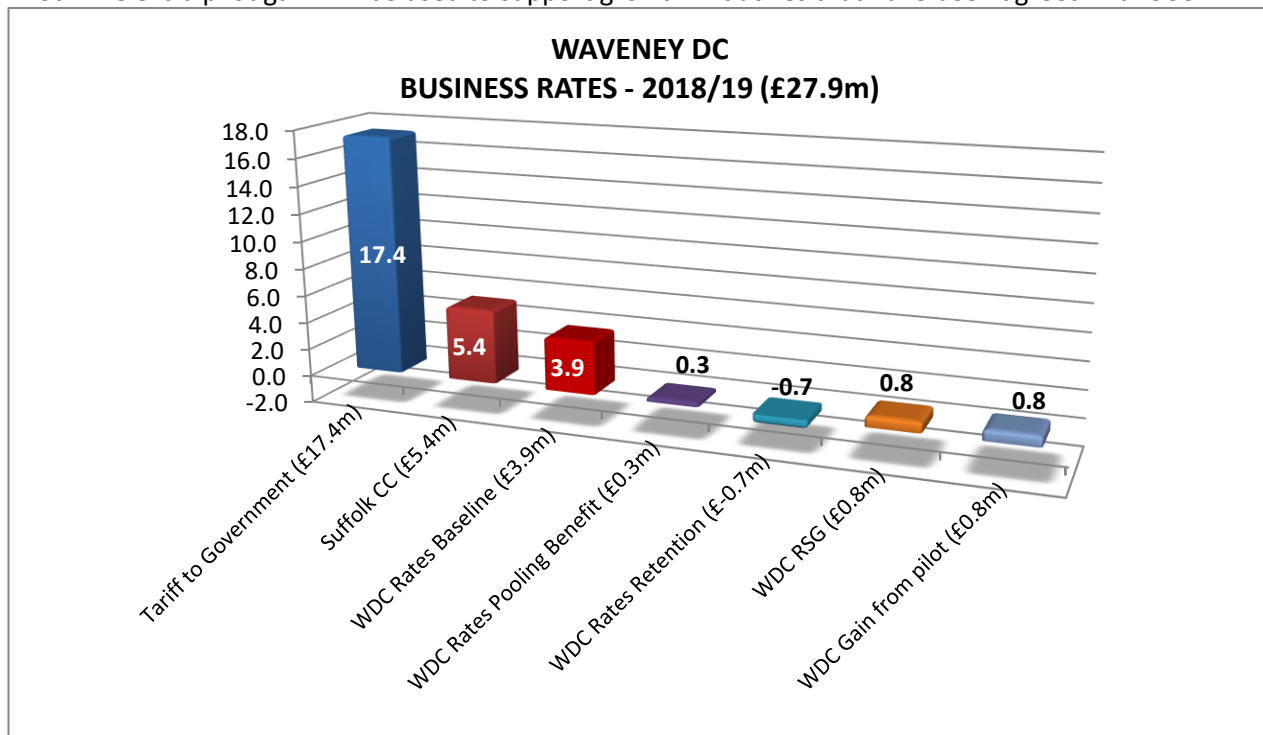
The chart below shows the performance on the collection of Council Tax:



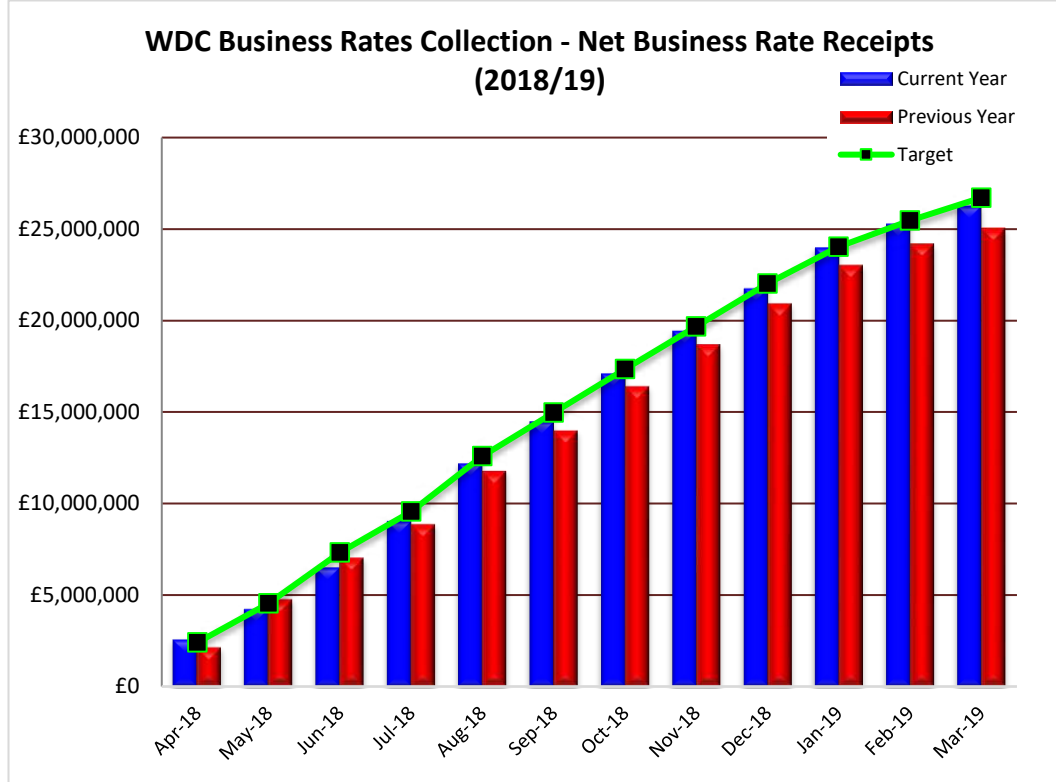
This shows the amount of Council Tax required to be collected within the financial year against actual collection. Performance target for the year was achieved.

Waveney District Council

For illustrative purposes, the following chart shows the distribution of Non Domestic Rates. The actual accounting entries for 2018/19 will differ from these figures primarily as a result of time lags in the national accounting arrangements for business rates. Increases or decreases in income are reflected as surpluses or deficits in future years in accordance with these arrangements. For 2018/19, the Council is participating in the Suffolk 100% Business Rates Pilot, which incorporates the Council's Revenue Support Grant and Rural Services Delivery Grant being paid out of the business rates collected rather than directly from Central Government as grant funding. In addition, the Council will also receive additional funding through participating in the Suffolk 100% Business Rates Pilot. The extra pilot gain will be used to support growth initiatives that have been agreed with SCC.

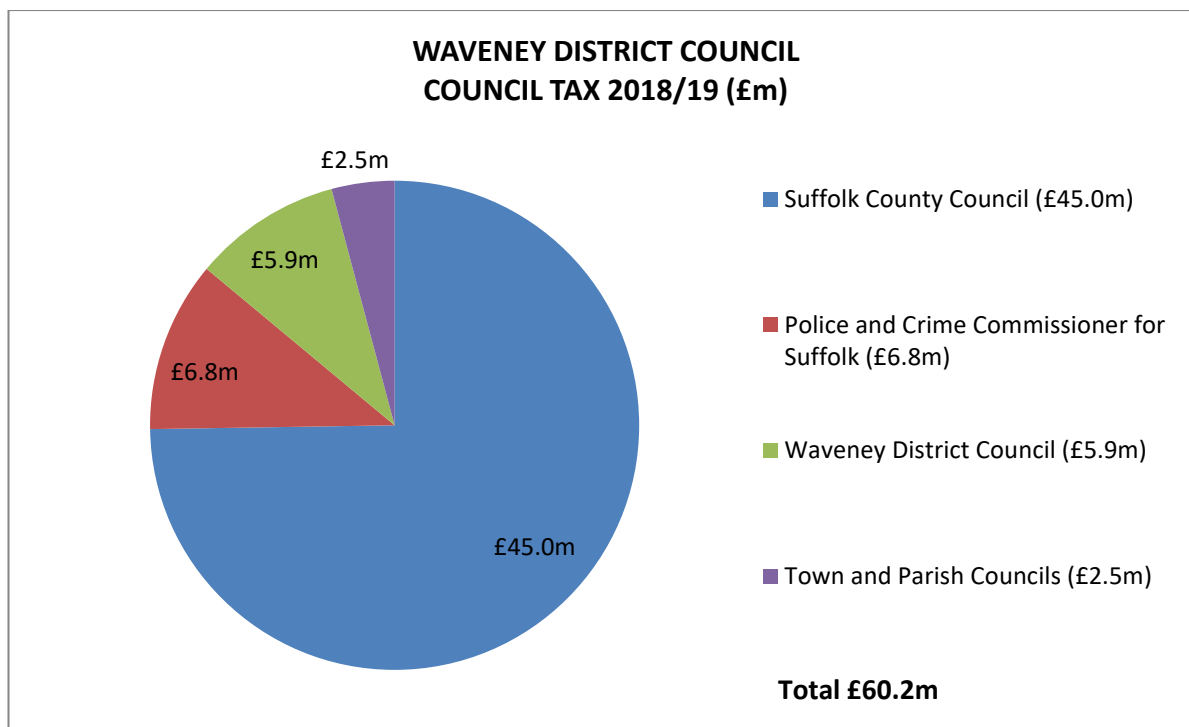


The chart below shows the performance on the collection of Non Domestic Rates receipts:

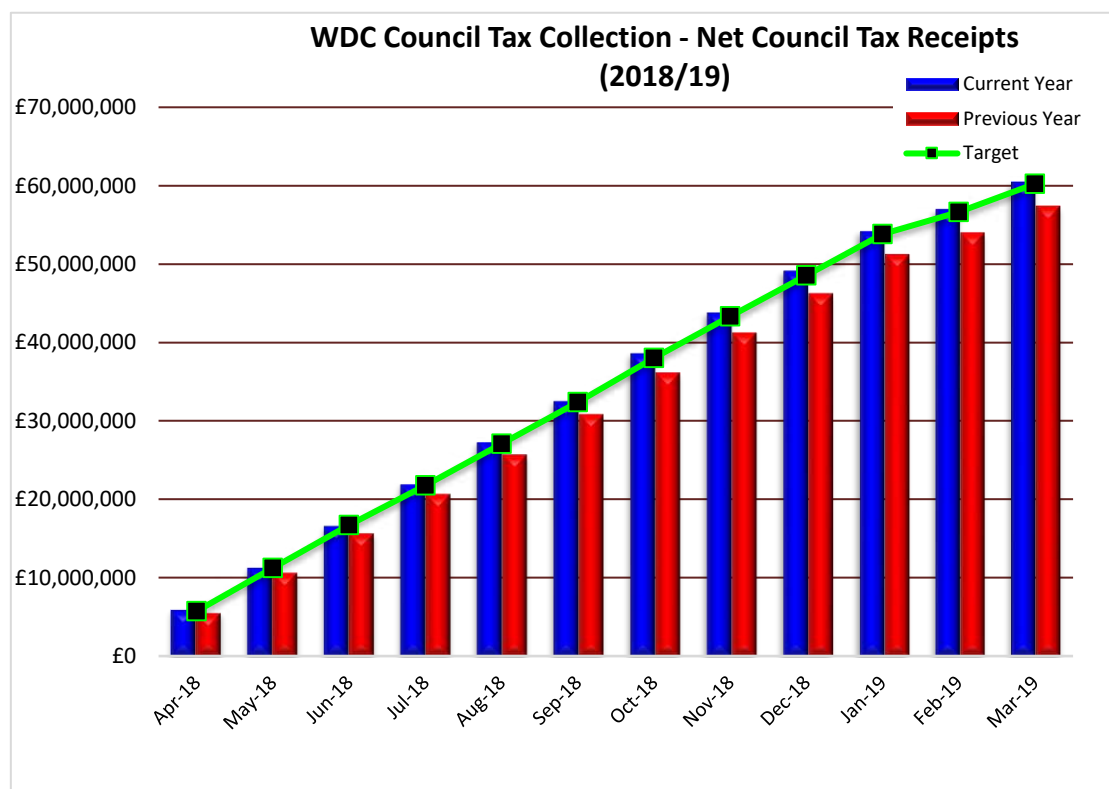


This shows amount required to be collected within financial year, payable to NNDR Collection Fund against the actual collection. Behind target for the current financial year by £42K. Earlier in the year we had to award backdated mandatory charity relief to an organisation amounting to £600K which is the main reason for the shortfall, however there had also been other backdated refunds of £400K due to successful appeals. Due to the risk that outstanding appeals have on collection, a provision is made in the accounts for the estimated refunds that may have to be made.

For illustrative purposes, the chart below shows the distribution of Council tax income. Actual increases or decreases in income compared to estimates will be reflected as surpluses or deficits in future years.



The chart below shows the performance on the collection of Council Tax:



This shows the amount of Council Tax required to be collected within the financial year against actual collection. Overall performance for the year was achieved.

8. Financial Update

Suffolk Coastal District Council Financial Monitoring as at Quarter 4

General Fund and Capital Investment Programme

Work is currently in progress on the 2018/19 closure of Accounts. Due to the time of the Quarter 4 performance report, financial performance for Quarter 4 will be reported in the Financial Outturn Report for 2018/19.

The Financial Outturn Report for 2018/19 will be reported to East Suffolk Council Cabinet on 8 July 2019. The Outturn report will set out the Council's financial performance and position for 2018/19 for the General Fund and Capital Investment and will include a draft statement of Reserves as at 31st March 2019.

Treasury Management

Prudential Indicator Monitoring

There has been no use of the overdraft facility within the quarter.

Borrowing

The 2018/19 capital programme is wholly financed from the Council's own resources and consequently it continues to be debt free.

Investments**Table 7:**

Analysis by maturity:	Value £000	Rate range %
General Account	4,010	0.40
Call accounts	9,000	0.40
Term Investments - 3 months	13,000	0.77-0.90
Term Investments - 4 months	5,000	1.00
Term Investments - 6 months	9,500	0.88-0.93
Term Investments - 8 months	5,000	0.90
Term Investments - 12 months	18,000	0.98-1.10
Term Investments - 24 months	5,000	1.35
Long Term Property Investment Fund	2,428	4.58
Total	70,938	

UK institutions that are considered to be suitable counter-parties for the Council to invest with are primarily restricted to those that are rated within the Councils approved counterparty list. The limit to be placed with individual banks is £9 million.

Following advice from the Council's external treasury advisors Arlingclose, the Council had invested £2.5m into a pooled Local Authorities Property Fund (LAPF) to increase return on investment and also diversify the portfolio from just purely investing with banks and building societies. The Property fund's value is derived from a mixture of capital values and rental income. The rental income is returned on a quarterly basis (4.58%), whereas the return on the capital investment is achieved when the investment is cashed in. The current projected dividend yield is 4.27% (the projected capital return when the investment is redeemed). With any investment there is risk and fluctuations in market activity or a downturn in the property market could affect the capital return on investment, the current valuation for 2018/19 is £2.428m.

Security of the Council's cash is the over-riding consideration in setting its Treasury Management Policy Statement. During the year the Council constantly receives advice from its Treasury Advisors with regard to the creditworthiness of financial institutions.

Waveney District Council**Financial Monitoring as at Quarter 4****General Fund and Capital Investment Programme**

Work is currently in progress on the 2018/19 closure of Accounts. Due to the time of the Quarter 4 performance report, financial performance for Quarter 4 will be reported in the Financial Outturn Report for 2018/19.

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Treasury Management

Prudential Indicator Monitoring

Table 14:

Maturity Structure of Fixed Rate Borrowing:			Quarter 4	Compliance
	Upper Limit	Lower Limit	Position	with Set Limits
Under 12 months	50%	0%	0%	Yes
12 months and within 24 months	50%	0%	0%	Yes
24 months and within 5 years	75%	0%	6%	Yes
5 years and within 10 years	75%	0%	18%	Yes
10 years and within 20 years	75%	0%	45%	Yes
20 years and above	100%	0%	31%	Yes
				Limits for 2018/19
Upper Limit for Fixed Rate Interest Exposure				100%
Compliance with Limits:				Yes
Upper Limit for Variable Interest Rate Exposure				50%
Compliance with Limits:				Yes

The Council sets limits for its fixed rate and variable rate exposures to interest rates. This indicator allows the Council to manage the extent to which it is exposed to changes in interest rates. The fixed rate exposure relates to the Council's fixed rate on external borrowing and the variable rate exposure relates to the Council's PWLB variable rate on external borrowing.

Borrowing

Table 15:

	Annuity	Fixed	Variable	Total
	£'000	£'000	£'000	£'000
Analysis by maturity: Repayable within				
2 years	0	0	10,000	10,000
2 to 5 years	0	3,000	10,206	13,206
5 to 10 years	0	10,000	0	10,000
over 10 years	10	54,359	0	54,369
Total	10	67,359	20,206	87,575

The Council's debt portfolio consists of fixed and variable rate borrowing. The Council, along with its external Treasury advisors, continually monitor variable rate debt to ensure that the Councils borrowing portfolio remains advantageous. Following the HRA Self-Financing reform the Councils portfolio now contains £68.296m of HRA borrowing.

Investments**Table 16:**

	Value £'000	Rate range %
Analysis by maturity:		
General Account	685	0.40
Call Accounts (Liquidity Funds)	13,000	0.40-0.75
Term Investments - 2 months	1,000	0.9
Term Investments - 3 months	8,000	0.78-1.0
Term Investments - 6 months	12,000	0.88-0.95
Term Investments - 8 months	5,000	0.90
Term Investments - 12 months	5,000	0.95
Long Term Property Investment Fund	2,428	4.58
Total	47,113	

UK institutions that are considered to be suitable counter-parties for the Council to invest with are primarily restricted to those that are rated within the Councils approved counterparty list. The limit to be placed with individual banks is £9 million.

Following advice from the Council's external treasury advisors Arlingclose, the Council has invested £2.391m into a pooled Local Authorities Property Fund (LAPF) to increase return on investment and also diversify the portfolio from just purely investing with banks and building societies. The Property fund's value is derived from a mixture of capital values and rental income. The rental income is returned on a quarterly basis (4.58%), whereas the return on the capital investment is achieved when the investment is cashed in. The current projected dividend yield is 4.27% (the projected capital return when the investment is redeemed). With any investment there is risk and fluctuations in market activity or a downturn in the property market could affect the capital return on investment, the current valuation for 2018/19 is £2.428m.

Security of the Council's cash is the over-riding consideration in setting its Treasury Management Policy Statement. During the year the Council constantly receives advice from its Treasury Advisors with regard to the creditworthiness of financial institutions.

*Councils' Corporate Risks***9. Corporate Risk**

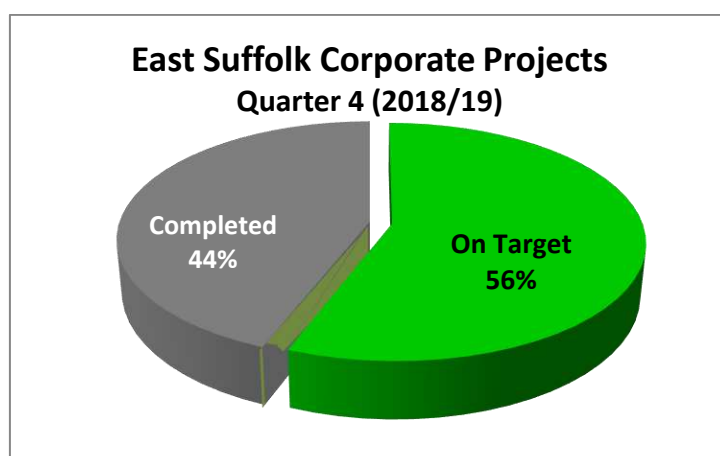
A detailed review of all corporate risks is undertaken quarterly by Corporate Management Team at Corporate Governance Days and the Corporate Risk Management Group is held every six months to manage, monitor and consider risks including the management of the risk process. All Corporate Risks, significant for the Council, are reported to Audit and Governance Committees, high level details are:

Corporate Risk	Current rating	Target rating	Projected Direction	Update
Medium Term Overview	Amber	Green	→	Continues to reflect uncertainty around national Government initiatives and potential impact. Medium Term Financial Strategy in place.
Asset Management Strategy	Amber	Green	↑	Asset review had been completed. All assets inspected and electronically recorded. These are being uploaded to Uniform system in May 2019, which forms single database for Council's assets. Asset Management Strategy drafted, and due to be reported to AMG in June and Cabinet for final sign-off in July.
ICT (including Disaster Recovery for ICT)	Amber	Amber	→	Action plans in place to continue to improve mitigation for cyber threats and risks. Risk is at target rating.
Programme and Project Delivery	Amber	Green	↑	Corporate project management framework in place. Service Plans aligned to East Suffolk Business Plan.



Corporate Risk	Current rating	Target rating	Projected Direction	Update
Digital Transformational Services	Amber	Green	↑	Digital Services Strategy monitored. All projects reviewed to ensure compliance with Digital Strategy.
Welfare Reform (Universal Credit) Impact	Amber	Green	→	Welfare Reform likely to impact upon the services of the Council. Current controls and mitigating actions in place to manage impact.
Housing Development Programme	Amber	Green	↑	Policies/protocols in place, updated/reviewed regularly. Housing Programme Board held to monitor developments/manage impacts
Safeguarding	Amber	Green	→	Safeguarding Policy in place. Training for councillors & staff on safeguarding adults & children, established reporting process.
General Data Protection Regulation	Amber	Green	→	Implications if legislation breached. Controls in place include compliance with DPA 1998, GDPR project, standing item at CMT, Data Protection Officer member of local & national GDPR working groups.
Brexit	Amber	Green	→	A countywide Brexit group has been set-up where the council is represented.
Service Delivery Contracts / Partnerships (large/significant)	Amber	Green	↑	Regular review of Contract Procedure Rules ensuring alignment with business priorities and legislation. Partnership performance included within Internal Audit programme.
Service Delivery Contracts / Partnerships ('other')	Green	Green	↑	Contract management guidance being reviewed/updated, which will then be communicated to officers.
'One Council' East Suffolk Council	Green	Green	↑	Programme successfully completed and ESC in place on 1 st April. Risk will be reviewed/removed at next CRMG (June 2019).
Ethical Standards (maintain and promote)	Green	Green	→	Protocols and Codes of Conduct kept under constant review.
Service Planning	Green	Green	↑	Service plans aligned to capture progress of specific actions within the Business Plan.
East Suffolk Business Plan	Green	Green	↑	East Suffolk Business Plan in place since 2016-17. Progress against actions being reported.
Capital Programme	Green	Green	↑	Capital programme in place. Asset Management Group meets regularly and examines use/disposal of assets.

Performance of the Councils' key corporate projects

10. Corporate Projects



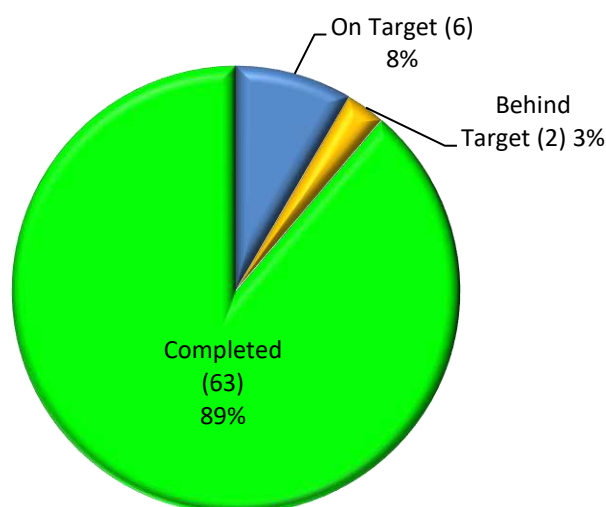
Service Plans include details relating to corporate projects which are aligned to key strategic themes and assist with the delivery of the East Suffolk Business Plan. The Corporate Project Register enables automatic reporting of the corporate programme and is under constant review. There are currently 50 East Suffolk projects 28 are on target (green) and 22 are completed. No projects are behind target or have major issues. Appendix C contains details of Corporate Projects.

Council	Number of Key Projects	On Target 	Behind Target 	Major Issues 	Completed
East Suffolk	18	8	0	0	10
SCDC	16	9	0	0	7
WDC	16	11	0	0	5
Total	50	28	0	0	22

East Suffolk Business Plan Actions




11. Progress against Business Plan Actions

Business Plan Action progress to date:



Performance to deliver the actions within the East Suffolk Business Plan are shown in the tables below. There are 71 East Suffolk Business Plan actions (35 for East Suffolk, 18 for SCDC and 18 for WDC). Six actions are on target and will continue, 2 are behind target (amber), 63 completed/business as usual and no actions had major issues (red).

Full details are contained within Appendix D.

Council	Number of Business Plan Actions	On Target 	Behind Target 	Major Issues 	Completed
East Suffolk	35	0	0	0	35
SCDC	18	3	0	0	15
WDC	18	3	2	0	13
Total	71	6	2	0	63

The two Business Plan actions currently behind target (amber) are:

WDC Business Plan Actions:

- Increase the number of new Council Houses:** In 2015 we built our own housing for the first time in a generation and have committed ourselves to an ambitious development programme going forward. We have built 20 new council homes which have been generally let to local people. In 2018/19 an additional 22 units were constructed and let on affordable rents. These new properties range from 1 bed flats to 3 bed family homes across the Waveney district. We are planning for an additional 42 units in 2019/20. In addition, our Housing Revenue Account Business Plan identifies and budgets for a programme of 257 new council homes to be built over the next 5 years and we are seeking to identify appropriate sites for new developments to ensure our 'development pipeline' is maintained, although identifying land for development and the staffing resource to follow this up is proving problematic and therefore the figure of 257 new homes in 5 years is possibly unachievable.
- Support delivery of a new playing field facility in Kessingland, through an enabling housing development (in accordance with the draft Neighbourhood Plan):** We are committed to providing a more comprehensive play offer in Kessingland, particularly for older children and youths. The Local Plan has identified the potential for around 100 new homes to be built in the area and once this housing development comes forward, it will release land on the west side for the provision of a play facility and wider green space. No planning application has yet been received, although we anticipate that a scheme will come forward in the next five years. In the meantime, options for the funding of play equipment are being explored and the Council has an excellent track record of bidding for funding to support new play equipment. Delivery of the programme will ensure that Kessingland residents have a good range of play equipment, meeting the needs of all groups and encouraging outdoor play and activity.

Completed Business Plan Actions: Case studies for each completed Business Plan action will be available on the [Councils' website](#), with new case studies being published regularly.

Partners

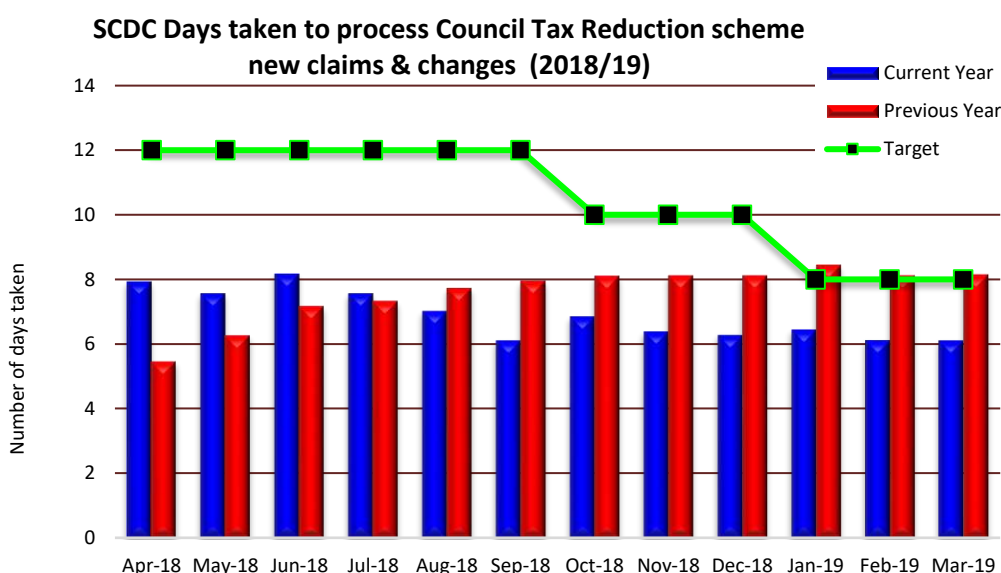
12. Outcomes

Information relating to the Councils' partners is contained within this section of the report:

Anglia Revenues Partnership (ARP)

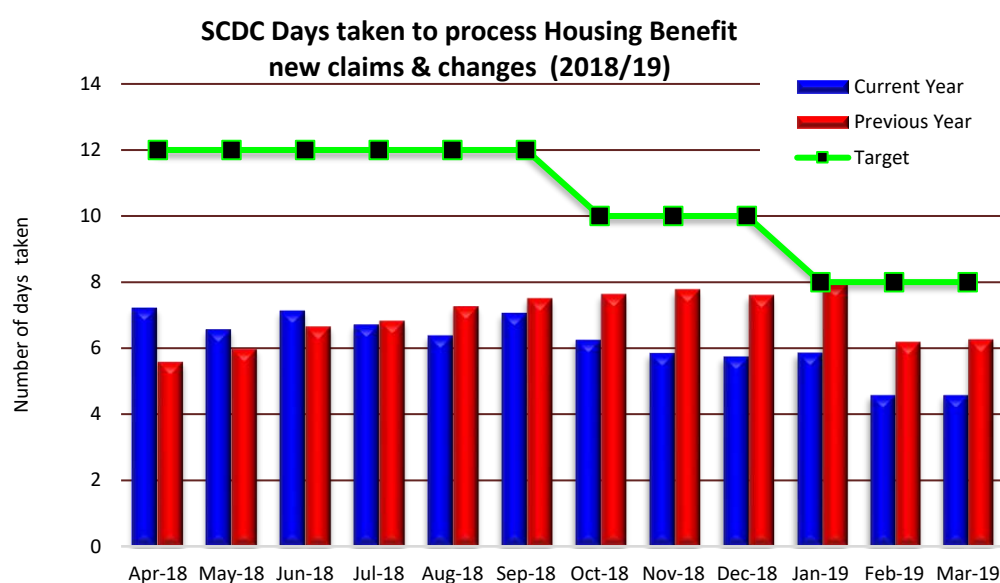
Targets had been reviewed and approved by the ARP Joint Committee. ARP strives to improve customer service by reducing the number of days taken.

Suffolk Coastal District Council:



This shows the average number of days taken to assess all Council Tax Reduction scheme claims and changes against agreed targets.

Performance for Quarter 4 and the year had been achieved.

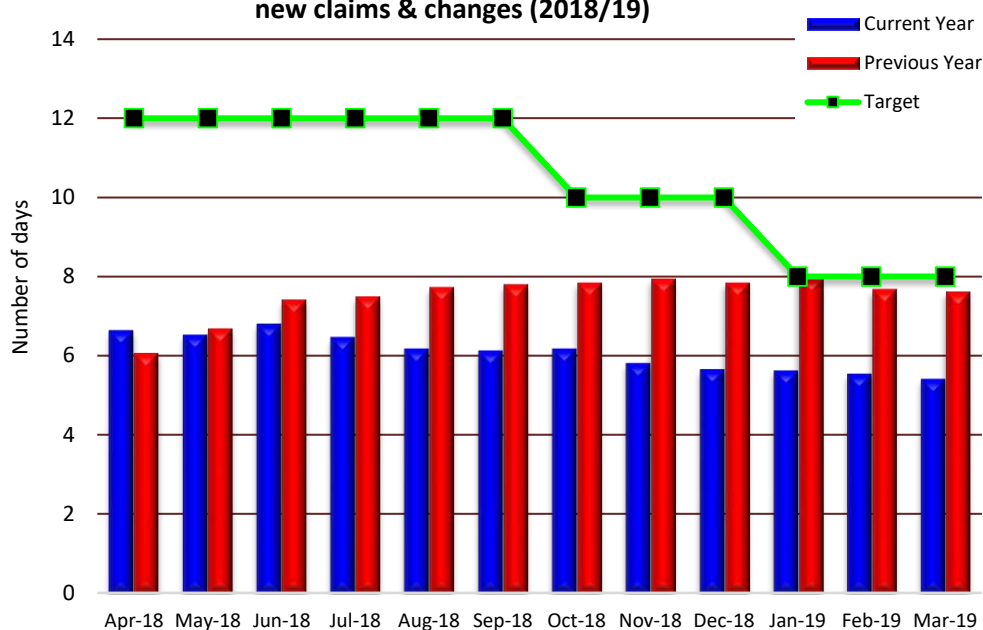


This shows the average number of days taken to assess all Housing Benefit claims and changes against agreed targets.

Performance had been achieved.

Waveney District Council:

**WDC Days taken to process Council Tax Reduction scheme
new claims & changes (2018/19)**

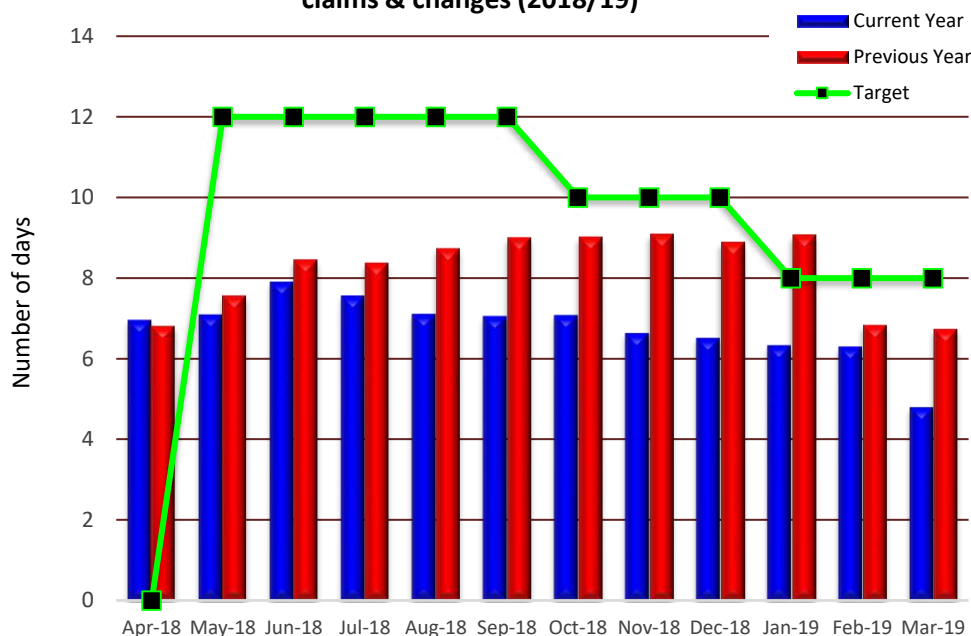


This shows the average number of days taken to assess all Council Tax Reduction scheme claims and changes against agreed targets.

Performance achieved for Quarter 4 and year.

	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
Current Year	6.63	6.52	6.79	6.46	6.17	6.12	6.17	5.8	5.65	5.62	5.54	5.41
Previous Year	6.05	6.66	7.39	7.47	7.71	7.78	7.82	7.92	7.82	7.94	7.66	7.59
Target	12	12	12	12	12	12	10	10	10	8	8	8

**WDC Days taken to process Housing Benefit new
claims & changes (2018/19)**



This shows the average number of days taken to assess all Housing Benefit claims and changes against agreed targets.

Performance had been achieved.

	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
Current Year	6.96	7.09	7.9	7.56	7.11	7.05	7.08	6.63	6.51	6.33	6.3	4.8
Previous Year	6.8	7.55	8.44	8.36	8.72	8.99	9.01	9.08	8.88	9.06	6.82	6.73
Target	0	12	12	12	12	12	10	10	10	8	8	8

Coastal Management

The Coastal Partnership East (SCDC, WDC, Gt Yarmouth BC and North Norfolk DC) was set up to manage the Norfolk and Suffolk coastline in April 2016. This enabled benefits such as improved capacity to recruit, improved staff development opportunities, greater team resilience, increased impact through greater scale and new opportunities to build new revenue streams to be delivered.

Highlights/progress for Quarter 4 (2018/19):

1. Recruitment for new Head of Coastal Partnership East

Successful recruitment campaign for the new Head of CPE had been completed with the appointed candidate due to lead the team from mid-July. This post attracted nearly 20 high class applicants and reflects the recognition of the strength of our expertise across the country.

2. Asset Inspection Tool Development

CPE developed some new and innovative software to support the asset inspectors team with an Asset Inspection Tool (AIT). This enables staff working on the repairs and maintenance of coast defence assets to be able to access previous assessments, make and record new assessments and priorities and, in due course, integrate repairs and maintenance requests to contracted suppliers. This work involved significant integration of approach with the Environment Agency and other partners.

3. Procurement and Dynamic Purchasing System (DPS)

Development of DPS system (a step change to how services are procured) had been adopted by North Norfolk DC which has tendered its Construction Phase Project Manager and Site Supervision for the Bacton to Walcott Landscaping Scheme through this system. In Waveney, documents for Southwold Harbour (Lot 3) and Southwold Fender repair (Lot 1) will be uploaded onto the system. Feedback on DPS from our consultants was very positive. This is an excellent example of benefits of sharing specialist expertise across councils.

4. Investing in staff expertise

A very successful two day training course on use and management of NEC4 (construction) suite of contracts was attended by ES, CPE and Water Management Alliance staff. The costs were shared benefiting all parties.

Waveney District Council:

1. Lowestoft Flood Risk Management Project

The Outline Business Case had been approved by the Environment Agency's Large Project Review Group (LPRG). Planning application for the fluvial/pluvial elements of the project and the planning application for advanced tidal works (flood walls) will be submitted in early spring. Construction is planned to start in November, with site mobilisation in October. Alongside preparations for the planning application is the extensive work needed to secure legal agreements with multiple landowners. The next stage in preparation to lobby central Government is to bring together advocates from the business community and other key stakeholders to formally give their support.

2. Benacre and Kessingland Project

CPE continue to provide support to the project leads, Water Management Alliance, in particular in their technical discussions with Parkdean Resorts and their consultants. These discussions have been ongoing along with Environment Agency and Benacre Estate about looking at short and longer term options which will feed into the Outline Business Case as it develops. Funding had been confirmed from the Environment Agency to progress the Outline Business Case.

Suffolk Coastal District Council:

1. Sizewell C

Stage 3 consultation closed on 29th March. The team reviewed information in the consultation and identified significant issues especially regarding location of the station and its adjacency to the coast, the design of the defences and the long term impact on the coast of coastal processes. CPE is working with a range of other

stakeholders to ensure that learning is shared from the complex documents and there is a consistency of response to EDFE.

2. Thorpeness

Further work underway with community to find a suitable longer term solution to managing the erosion in Thorpeness. An approach document had been drafted and public consultation planned later in the summer.

LGA Coastal Special Interest Group (SIG)

In Quarter 4, there had been two key consultations that SIG co-ordinated responses back to Government, namely:

- a. MHCLG consultation on the 'review of local authorities relative needs, relative resources and the transition arrangements (Fair Funding Review)' which accepts that coast protection maintenance needs to be included but the methodology of allocation is either length of coastline or properties at risk. Neither of these options reflects funding needs of local authorities to maintain coast protection assets. Therefore, a response was sent by LGA Coastal SIG, supported by both local authorities and the District and Borough Finance Officer Group, with an alternative proposal based on an asset register. This is currently fragmented, however, through SIG we believe this can be resolved and made fairer to local authorities. Consultation closed February and are awaiting a response from Government.
- b. Defra, 'Improving our management of water in the environment' consultation included a section on raising local funds for coast erosion. There are a number of issues that need to be addressed and identified and the SIG co-ordinated a response.

Places for People

Quarter 4 Update:

- The contract reported a 22% increase in participation against its target, which was supported by health and fitness growth at Deben Leisure Centre.
- There had been a 39% increase in membership sales, Felixstowe had a steady increase in numbers despite strong new competition, however main reason for growth was driven by the refurbishment of the Deben site.
- In Quarter 4 there had been no Health and Safety Executive (HSE) reportable incidents recorded.
- Healthy communities participations (4%) impacted OneLife Strategy reducing facility usage and VFM membership options being available in health and fitness categories.

Felixstowe Leisure Centre:

- Participations in Quarter 4 (8%) vs last year was impacted by opening of Deben and new fitness completion.
- Fitness (3,000), Swim Casual (1,000), Wet Courses (1,700) impacted by the above factors.
- Membership Club live impacted approximately 9% in like for like periods.
- 100k Lifecycle Plant replacements funded by the Council had been completed by Places Leisure to extend the lifespan of facilities. This included two boilers at Felixstowe Leisure Centre and one at Brackenbury Leisure Centre. This work had minimal effect on opening hours and customer service.

Deben Leisure Centre:

- No like for like comparisons are available, however growth in 2016/17 was 29,491 and in 2018/19 it was 81,799 resulting in an increase in participation exceeding 277% over this two year period. In particular, fitness sales had exceeded expectations.

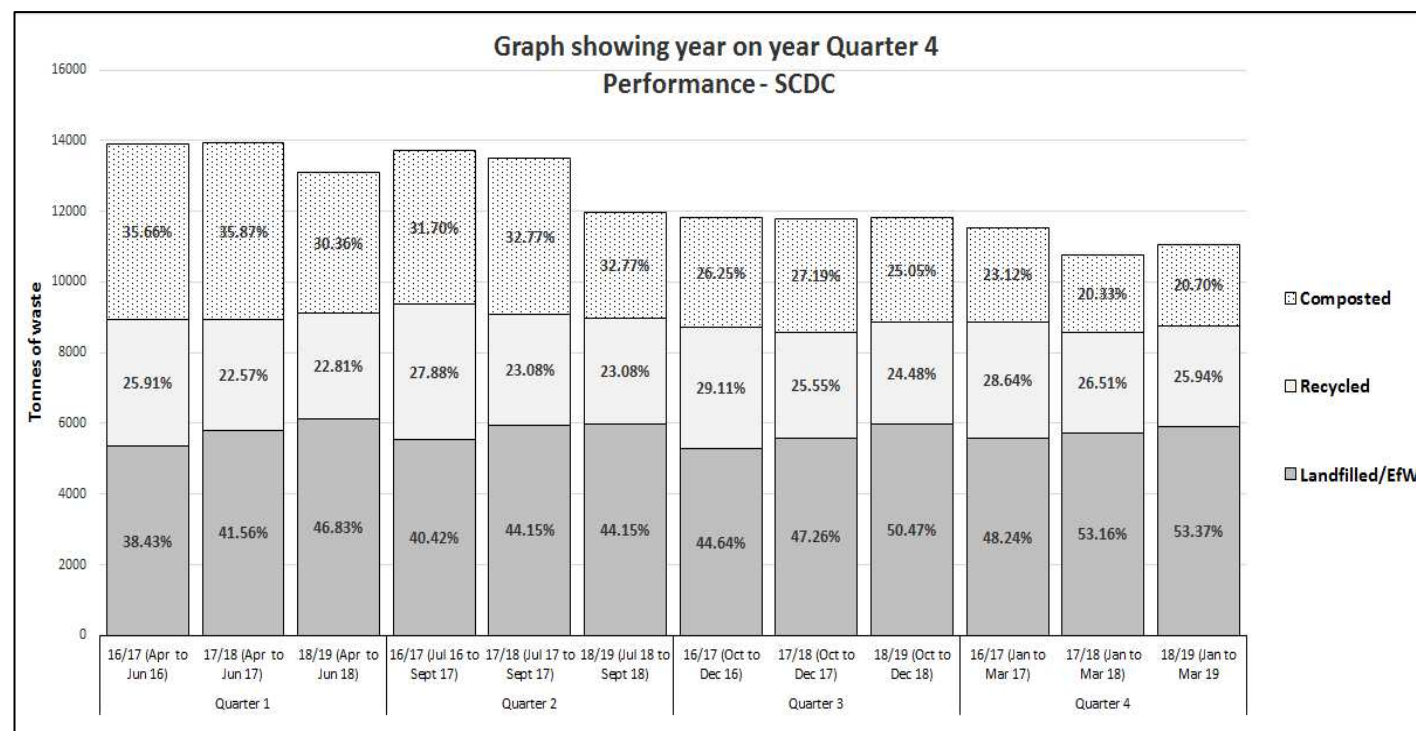
Year End Summary (Contract)

- Participation increased by 16% compared to its target.
- Membership sales increased 45% to target (mainly due to refurbishment of Deben).
- Incidents/accidents reported were in line with expectations and targets at 3.75% of participations, two HSE reportable incidents were recorded in the year:
 - FLC (May 2018) - young boy jumped into shallow water from water jet area ignoring Lifeguard instruction.
 - DLC (Oct 2018) - woman slipped in wet changing area and injured knee.
- The reopening of Leiston Leisure Centre had been delayed due to tiles surrounding the pool area 'popping'. These are being replaced and the first phase is now due to reopen in mid June.

Suffolk Coastal Norse (SCN) / Waveney Norse (WN)

Suffolk Coastal District Council

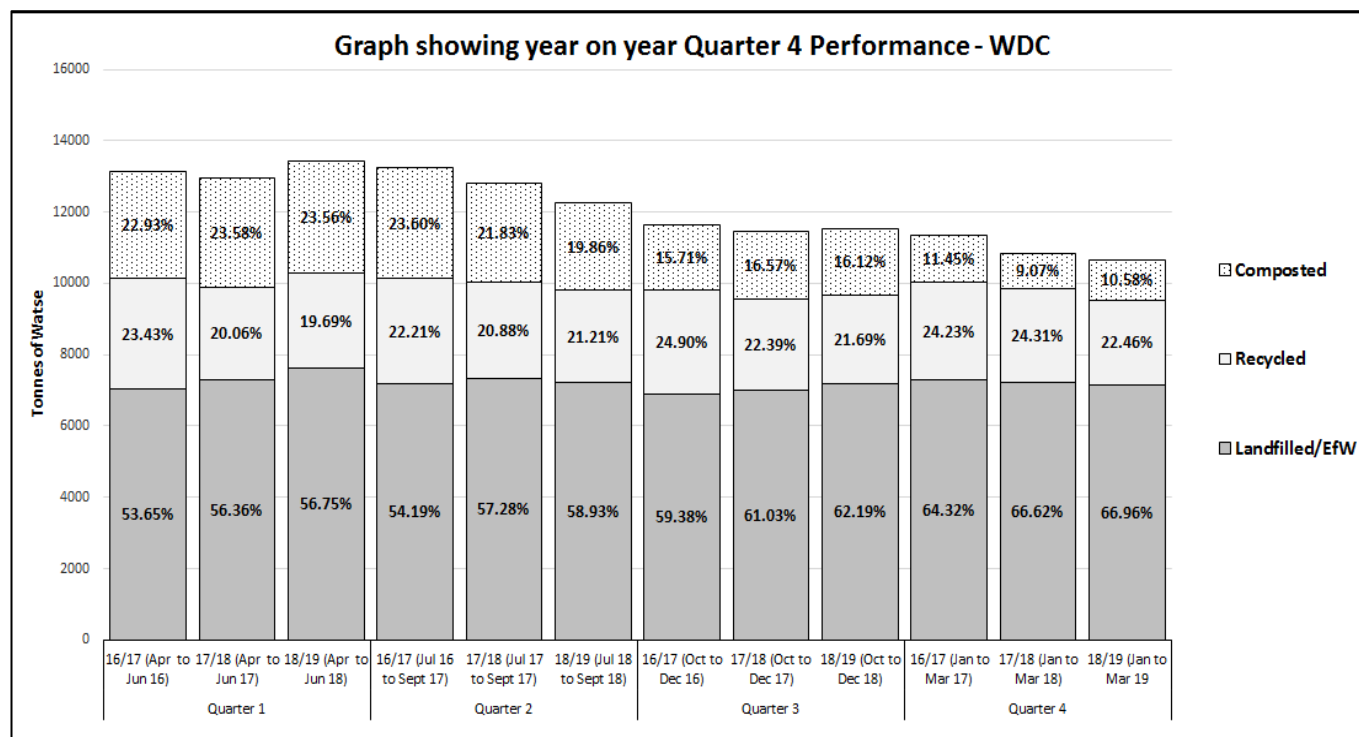
The table below shows the amount of household waste recycled and composted, and the amount of residual waste sent for treatment at the Energy from Waste (EfW) facility at Great Blakenham.



- Compostable waste collected in Quarter 4 was higher (101.42 tonnes more) than the same quarter last year, and is a consequence of the improved weather this year compared to last year. This is despite the introduction of the chargeable Garden Waste Scheme.
- The amount of residual waste collected in Quarter 4 increased slightly compared to Quarter 3, by 182.06 tonnes (53.16% of waste collected). Year on year residual increased by 1072.68 tonnes due to garden waste take-up.
- Despite the above, 'household waste sent for reuse, recycling and composting' was 46.84 % in Quarter 4, which was better than the profiled quarterly target of 43.13%. The target for the year (48.17%) was exceeded as final figure for 2018/19 was 50.16%.
- 139 flytipping incidents were reported in Quarter 4, 28 incidents were investigated by SCN (and 98 were cleared). SCN continues to work with Waveney and Suffolk Waste Partnership (SWP) on actions/campaigns to address flytipping.
- Four Fixed Penalties Notices (FPNs) were served for offences of littering, 1 FPN was served for offences of fly tipping and 1 FPN for the offence of dog fouling. 7 other enforcement letters were issued relating to other waste related complaints.
- In Quarter 4, 45 abandoned vehicles were reported in Suffolk Coastal, all were investigated by the Strategic Waste and Environmental Enforcement Team (SWEET) with four vehicles removed and stored, two vehicles destroyed.
- Other initiatives supported in Quarter 4 included:
 - Re-launch of 'Love East Suffolk community litter picking scheme';
 - 28 litter picks took place throughout the district, carried out by various different organisations, charities, parish councils and businesses, helping to keep our district free and clean of litter.

Waveney District Council

The table shows the amount of household waste recycled and composted, and the amount of residual waste sent for treatment at the Energy from Waste (EfW) facility at Great Blakenham.



- Compostable waste collected in Quarter 4 was higher (145.53 tonnes) than the same quarter last year, due to the improved weather. However, the total for the year was down by 147 tonnes due to the hot weather last summer, reducing growth of grass and plants.
- The amount of residual waste collected in Quarter 4 decreased slightly, by 80.78 tonnes compared to the same quarter last year. However, dry recycling also fell. This may be in part due to contamination levels across the county. A new campaign to reduce this will be rolled out by SWP later this year.
- 'Household waste sent for reuse, recycling and composting' was 33.06% in Quarter 4, against a profiled target of 36.65%. The final figure was 39.12% compared to the target of 40.98%. The target was just missed due to a slight increase (292 tonnes) of residual for the year, combined with 483 tonnes less of recycling.
- 93 incidents of fly-tipping were investigated during Quarter 4. One warning letter was sent and four letters requested further information.
- Joint working took place with the Environmental Health Team on two fly-tipping cases by the same perpetrator. Regular joint working with Private Sector Housing Team takes place regarding accumulations of household waste in private rented properties and on private land, as well as joint working/investigation with people living in reported abandoned caravans.
- 13 FPNs were issued for Quarter 4 for littering from vehicles.
- Regular area walkabouts in Kirkley with a town/district councillor and a local resident/activist to highlight the issues around littering and fly-tipping in a deprived ward of south Lowestoft.
- Supporting businesses in Lowestoft High Street that are active in wanting to keep the High Street clean and clear for their customers through working closely to identify perpetrators of fly tipping and littering.
- Regular fortnightly seafront patrols in Lowestoft and Southwold (not in peak tourist season) as well as regular patrolling of Normanston Park and Carlton Marshes with regard the Public Space Protection Order (PSPO).
- Love East Suffolk litter picks organised and arranged for litter picking equipment to be made available for voluntary organisations, charities and parish councils – working with the community to help keep their areas clean and clear of litter.
- Operation Showdown completed in Lowestoft with multi-agency partners including Suffolk Constabulary, DVLA and VoSA – traders and waste carriers spoken to at the event.

- Working with Orwell Housing Association and Broadland Housing Association regarding littering, fly-tipping and abandoned vehicles on their land.
- Enforcement work took place with refuse crews on cross-contaminated blue household refuse bins (78 bins refused on one round alone in South Lowestoft) to help reduce cross contamination of household waste reaching the Household Refuse Site at the point of tipping the trucks. No reported increase in fly-tipping as a result but did provide an opportunity to help educate householders face-to-face on what waste is suitable to recycle.

Sentinel Leisure Trust (SLT)

Bungay Pool and Gym

- Bungay Pool and Gym had suffered four further closures since Christmas and closed due to issues with the pool plant system and health and safety issues with legionella readings that had been higher than usual. This significantly affected participation and income and impacted on health and fitness memberships.
- Utility consumption levels significantly increased due to the inefficient plant room leading to increased costs.
- Bungay Pool and Gym investment project is scheduled to commence later in the year with planned closure for works in September 2019. SLT is providing redeployment opportunities to staff facing redundancy. SLT produced a business case for the project currently being reviewed. SLT had created a full demobilisation plan for the site to support the Council with the project and continues to support as members of the project team.

Waterlane Leisure Centre

- Recent climbing wall investment by the Council is showing a good return for SLT through clubs and group bookings, birthday parties, instructor sessions and holiday club usage.
- Sales in Quarter 4 showed a good increase in membership and participation at the site due to improved marketing and joining offer.
- SLT installed and soft launched myzone virtual classes which are available to members to book online.
- SLT invested in and launched a new member app #thecompleteyou which provides a modern/state of the art tool to provide bespoke activity and nutritional plans whilst tracking body metrics and progression towards personal goals.
- SLT is an official partner of East Coast Community Health who had successfully secured a 7 year contract with the Clinical Commissioning Group (CCG) to deliver community health. SLT is lead on health improvement and prevention on the CCG area (Waveney and Gt Yarmouth), which will have a massive positive impact on the Waveney services that SLT deliver.
- Great uptake on health initiatives such as Changing Lives, Making Memories, Ogogo, Cystic Fibrosis and Wellness Prescription schemes.

Beccles Quay

- SLT supported WDC and Beccles Town Council with the transfer of ownership and operations of Beccles Quay to the Beccles Fenland Trust.

Lowestoft Beach Huts

- The process of moving the stored temporary beach huts from Cliff Road Car Park back to the promenade begun in March.

Oulton Broad Yacht Station

- SLT supported WDC and Oulton Broad PC with the transfer of ownership of land and assets in Oulton Broad.



CABINET

Monday 8 July 2019

SUFFOLK COASTAL DISTRICT COUNCIL DRAFT OUTTURN REPORT FOR 2018-19

EXECUTIVE SUMMARY

1. This report provides an overview of the Council's financial performance for 2018/19 in respect of the General Fund, reserves, the capital programme and the Collection Fund. 2018/19 is the final financial year for Suffolk Coastal District Council. Following several years of successful partnership working with Waveney District Council, the two Councils were wound up and dissolved on the 1st April 2019 with East Suffolk Council created on the same day.
2. The Council's accounts for the year ended 31st March 2019 have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). In England and Wales, the local authority Code constitutes "proper accounting practice" under the terms of section 21(2) of the Local Government Act 2003.
3. Through careful and effective budget management the Council continued to deliver savings and achieve additional income during 2018/19. For 2018/19 the outturn position was a surplus of £0.639m and this has been transferred to the in-year savings reserve, in addition to a planned transfer of £1.330m.
4. The total balance on the Council's General Fund earmarked reserves has increased by £2.417m to £33.088m as at 31st March 2019. Appendix A provides a copy of the reserve summary as set out in Note 10 to the Statement of Accounts.
5. The Council's General Fund balance has been maintained at £4m as at 31st March 2019. This is in line with the Chief Finance Officer's (CFO) recommendation adopted by Full Council in February 2018. This balance is established as part of the Medium-Term Financial Strategy (MTFS) process and takes account of strategic, operational and financial risks.
6. The careful management of reserves is central to the Council's strategic financial planning process, to be able to manage expected and unforeseen events and circumstances and to ensure adequate balances are in place for East Suffolk Council from 1st April 2019.
7. The 2018/19 capital programme expenditure for the General Fund was £6.657m. The programme was underspent by £2.181m at the end of year, with £1.5m of the underspend relating to projects being rephased to 2019/20.

8. As set out in the Council's Financial Procedure Rules, requests to carry forward an underspent revenue budget at the end of the year of up to £0.030m can be approved by the Chief Finance Officer. Revenue budget carry forward requests require Cabinet approval. For 2018/19 there are no carry forward requests requiring Cabinet approval. The total value of revenue carry forward requests for 2018/19 is £0.048m. These have been transferred to the carry forwards earmarked reserve to enable closer monitoring of their use throughout the year.
9. The statutory deadline for signing and dating the Statement of Accounts is 31st May and for their approval and publication, 31st July. On 31st May 2019 the Council had signed and dated its draft Statement of Accounts for the year ended 31st March 2019 and published them on the East Suffolk Council website.
10. The Statement of Accounts for 2018/19 is subject to audit and therefore the outturn position for the Council as presented in this report is a draft position. As at 10th June 2019 the external auditors have highlighted the risk of the Statement of Accounts not being approved and published by 31st July 2019 due to their own resourcing issues. Progress on the audit will be presented to the Audit and Governance Committee on 29th July 2019 and if the audit is sufficiently progressed, approval of the Statement of Accounts will be recommended.

Is the report Open or Exempt?	Open
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Wards Affected:	None
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Cabinet Member:	Councillor Steve Gallant Leader of the Council
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Supporting Officer:	Simon Taylor Chief Finance Officer 01394 444570 simon.taylor@eastsuffolk.gov.uk
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1 INTRODUCTION

- 1.1 This report provides details on the 2018/19 outturn position for the Council, covering the General Fund, reserves, the capital programme and the Collection Fund. 2018/19 is the last financial reporting year for Suffolk Coastal District Council. As from 1st April 2019 the Council was wound up and dissolved along with Waveney District Council to create East Suffolk Council.
- 1.2 The Council's accounts for the year ended 31st March 2019 have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). In England and Wales, the local authority Code constitutes "proper accounting practice" under the terms of section 21(2) of the Local Government Act 2003.
- 1.3 The style and format of the accounts, complies with CIPFA standards and is similar to that of previous years. The information within the accounts is presented as simply and clearly as possible, but the accounts for an organisation such as the Council, are by their nature both technical and complex. The aim of the accounts to provide information so that members of the public, including electors and residents of the district, Council Members, partners, stakeholders and other interested parties can:
- understand the overarching financial position of the Council;
 - have confidence that the public money with which the Council has been entrusted and has used, has been accounted for in an appropriate manner; and
 - be assured that the financial position of the Council is sound and secure.
- 1.4 The Code requires that the accounts give a true and fair view of the financial position of the Council. In line with the Code, suitable accounting policies have been applied and where necessary prudent judgements and estimates have been made.
- 1.5 As per the Accounts and Audit Regulations 2015 (the Regulations) the date for signing and dating the Statement of Accounts is 31st May, and for their approval, 31st July.
- 1.6 The Narrative Report which is a key accompanying document to the Council's Statement of Accounts provides an easier to follow communicating platform to engage with stakeholders. The Narrative Report assists management to demonstrate their collective performance over the year and how well the authority is equipped to deal with the challenges and opportunities ahead and to continue delivering services and supporting its local community. The Council's Narrative Report is published as an integral part of the Council's Statement of Accounts ([Statement of Accounts 2018/19](#)).

2 FINANCIAL OUTTURN (DRAFT) 2018/19

General Fund Revenue

- 2.1 The General Fund is the main revenue fund from which the Council's services are met. In 2018/19 the Council's net expenditure is financed from council tax and business rates income.
- 2.2 For 2018/19, total income received from council tax and business rates was £18.917m (in-year forecast £20.628m). This is shown in the table below. The £1.710m unfavourable variance on business rates income for the year is due to a higher than expected levy payment to the Suffolk Pool, by an additional £1.961m. This is the result of a decrease in the provision for appeals. Due to accounting timing differences, the impact on the Collection Fund deficit/surplus will not be reflected in the General Fund until two years time (2021). The business rates equalisation reserve has been used to finance this temporary shortfall in business rates income.

Service Area	2018/19 Original Budget £'000	2018/19 In-Year Forecast £'000	2018/19 Actual £'000	2018/19 Variance £'000
Communities	723	766	(85)	(851)
Customer Services	517	521	535	14
Economic Development and Regeneration	997	976	790	(186)
Environmental Services and Port Health	(652)	(403)	(506)	(103)
Financial Services, Corporate Performance and Risk Management	494	541	294	(247)
Housing Operations and Landlord Services	634	599	719	120
ICT Services	1,180	1,193	1,054	(139)
Internal Audit	294	236	240	4
Legal and Democratic Services	1,038	1,330	1,316	(14)
Operations	4,884	4,977	5,340	363
Planning and Coastal Management	730	870	746	(124)
Revenue and Benefits	473	908	517	(391)
Senior and Corporate Management	1,125	1,109	877	(232)
Net Cost of Service	12,437	13,623	11,837	(1,786)
Non-Cost of Service Expenditure Adjustments	1,300	9,661	7,957	(1,704)
Other Operating Expenditure	3,230	3,240	3,228	(12)
Financing and Investment Income and Expenditure	(192)	(362)	(443)	(81)
Non-Specific Grant Income				
Section 31 Grant (Business Rates)	(1,321)	(3,567)	(4,143)	(576)
New Homes Bonus Grant	(1,844)	(1,844)	(1,844)	0
Other Non-Specific Grants	0	0	(92)	(92)
Net Expenditure Before Reserve Movements	13,610	20,751	16,500	(4,251)
Net Movement on Reserves	3,291	(123)	1,778	1,901
Net Expenditure After Reserve Movements	16,901	20,628	18,278	(2,350)
Taxation and Non-Specific Grant Income				
Council Tax Income	(11,303)	(11,303)	(11,302)	1
Business Rates Income	(5,231)	(9,325)	(7,615)	1,710
Revenue Support Grant	(168)	0	0	0
Rural Services Delivery Grant	(199)	0	0	0
Total Taxation and Non-Specific Grant Income	(16,901)	(20,628)	(18,917)	1,711
Net Outturn Position for 2018/19	0	0	(639)	(639)

2.3 The table above shows a net expenditure for the Council of £18.278m, compared to an in-year forecast of £20.628m. This gives a surplus net expenditure for the year of £0.639m which has been transferred to the in-year savings reserve.

2.4 Key variance to highlight when compared to the in-year forecast include;

Additional Income

- £0.183m, interest and investment income, including dividend return on property fund
- £0.351m, port health contribution to pension backfunding

Savings

- £0.104m, net variance on housing benefit subsidy, overpayments and payments
- £0.311m, direct staffing costs including 10% redundancy savings

- Additional Costs
- £0.157m, net costs of green waste scheme

Reduced Income

- £0.155m planning and building control

Communities received £0.549m of Social Prescribing Transformation funding from NHS Ipswich and East Suffolk Clinical Commissioning Group (CCG) and a further £0.155m of external funding for other community projects, for example the Hidden Needs Project. This funding was not anticipated as part of the budget, hence contributing in the main to the £0.851m favourable variance on Communities at the year end. This funding has been transferred to reserves.

Year End Revenue Budget Carry Forwards

- 2.5 As set out in the Council's Financial Procedure Rules, requests to carry forward an underspent revenue budget at the end of the year of up to £0.030m can be approved by the Chief Finance Officer. These totalled £0.048m in 2018/19.
- 2.6 Revenue budget carry forward requests in excess of £0.030m require Cabinet approval. There are no carry forward requests exceeding £0.030m for 2018/19.
- 2.7 Year end budget carry forwards are transferred to the carry forwards earmarked reserve to enable closer monitoring of their use throughout the year and requests no longer required are released to the General Fund.

General Fund Reserves and Balances

- 2.8 As at 31st March 2019, the Council's General Fund balance has been maintained at £4m. This is in line with the Chief Finance Officer's (CFO) recommendation adopted by Full Council in February 2018. This balance is established as part of the Medium-Term Financial Strategy (MTFS) process and takes account of strategic, operational and financial risks.
- 2.9 The Council holds a number of earmarked revenue reserves which have been established to meet known or predicted liabilities and to hold balances of grants and external funding which is committed to future year spend. The Council reviews these reserves to ensure the levels continue to be appropriate and if no longer required, are returned to the General Fund.
- 2.10 As at the 31st March 2019 the total balance on earmarked reserves stood at £33.088m, an increase of £2.417m on the previous year. Earmarked reserves to highlight include:
 - **Business Rates Equalisation Reserve (Balance as at 31st March 2019, £7.675m)** – This is income from business rates which is set aside to equalise the fluctuations in recognising business rate income due to timing differences, in particular in relation to business rates appeals and for year-end surpluses/deficits needing to be estimated in advance.
 - **Port Health Reserve (Balance as at 31st March 2019, £4.623m)** – Port Health is a ring-fenced account within the General Fund. This reserve is Port Health income held to provide a source of finance support for future investment and development of the Council's infrastructure at the Port of Felixstowe.
 - **In-Year Savings Reserve (Balance as at 31st March 2019, £4.537m)** – This is in-year savings set-aside to support future year budget pressures. Use of this reserve is planned in 2019/20 as presented in the East Suffolk Council Budget for 2019/20 (Shadow Council meeting on 28th February 2019).

- **New Homes Bonus (Balance as at 31st March 2019, £3.515m)** – New Homes Bonus funding is allocated to fund specific community initiatives and projects. Any unallocated in-year funding is held in this reserve. It has been agreed as part of the East Suffolk Budget for 2019/20 for this approach to continue from 1st April 2019.
- **Business Rate Pilot Reserve (Balance as at 31st March 2019, £1.580m)** – In 2018/19, Suffolk was successful with its bid to pilot 100% Business Rates Retention Scheme. The Council's share of the additional retained business rates income was £2.297m. This income has been transferred to this reserve and is to be used to provide funding for agreed projects (£0.717m used in 2018/19).

- 2.11 Appendix A to this report contains an extract of Note 10 to the Statement of the Accounts, which details the in-year movements on all General Fund earmarked reserves.

Capital Programme 2018/19 – General Fund

- 2.12 Capital expenditure relates to the acquisition of fixed assets or expenditure that adds to (and not merely maintains) the value of an existing fixed asset. Costs of maintaining assets (repairs and maintenance) are funded through the General Fund revenue expenditure.
- 2.13 The General Fund capital programme outturn and financing for 2018/19 is summarised below. 2018/19 programme was funded entirely from reserves.

General Fund Capital Programme Outturn 2018/19				
Service Area	2018/19 Original Budget £'000	2018/19 In-Year Forecast £'000	2018/19 Outturn £'000	2018/19 Variance £'000
Environmental Services and Port Health	40	235	134	(101)
Financial Services, Corporate Performance and Risk Management	5,170	635	51	(584)
ICT Services	32	390	390	0
Operations	7,217	7,468	6,062	(1,406)
Planning and Coastal Management	40	110	20	(90)
Total General Fund Capital Expenditure	12,499	8,838	6,657	(2,181)
Financed By:				
<u>External:</u>				
Grants	40	75	0	(75)
<u>Internal:</u>				
Reserves	12,459	8,763	6,657	(2,106)
Total General Fund Capital Financing	12,499	8,838	6,657	(2,181)

- 2.14 Capital budgets are approved for the life of the project which can span more than one financial year. Any capital budgets for a project that remain unspent at the end of the financial year are carried forward to the following year. Similarly, with projects that are ahead of the original profile, budgets can be brought forward. The key variances on the General Fund capital programme (actual compared to the in-year forecast) are set out in the table below.

General Fund Capital Programme 2018/19 Summary of Key Variances	
	£'000
<u>Environmental Services</u>	
Port Health Server replacement - partial rephasing to 2019/20	(101)
	(101)
<u>Financial Services, Corporate Performance and Risk Management</u>	
Property/Land acquisition - revised to 2019/20	(465)
Accommodation - contingency budget not used	(100)
Footway Lighting works - rephased to 2019/20	(19)
	(584)
<u>Operations</u>	
Cemeteries - budget rephased	(395)
Station Road Car Park - remaining budget to be rephased to 2019/20	(272)
Green Bin purchase - unspent budget	(168)
Deben Pool Refurbishment - rephased until 2019/20	(158)
Decorative Lighting Felixstowe - rephased to 2019/20	(130)
Other minor variations	(283)
	(1,406)
<u>Planning and Coastal Management</u>	
Other minor variations	(90)
	(90)
Total Variance on the General Fund Capital Programme (underspend) / overspend	(2,181)

Collection Fund 2018/19

- 2.15 The Collection Fund records the income from business rates and council tax and its distribution, net of an allowance for cost of collection paid to the Billing Authority (Suffolk Coastal District Council).

Council Tax

- 2.16 Council tax income finances the expenditure of Suffolk County Council, the Police and Crime Commissioner for Suffolk, Suffolk Coastal District Council and its Town and Parish Councils. During 2018/19, the in-year movement on the Council Tax Collection Account was a surplus of £0.083m. The balance on the Council Tax Collection Account as at 31st March 2019 was a surplus of £2.113m (£2.030m surplus as at 31st March 2018).

Business Rates

- 2.17 The Council as the Billing Authority collects all non domestic rates from local businesses and distributes these to Central Government (50%), Suffolk County Council (10%) and Suffolk Coastal District Council (40%). For 2018/19, the Council was successful in its bid to be part of a 100% Pilot scheme, therefore the distribution for this one year only was Suffolk Coastal District Council 80% and Suffolk County Council 20%.
- 2.18 Each year, the Council has to make a number of assumptions in January to produce the National Non Domestic Rate (NNDR1) return, which provides an estimate for the forthcoming year. Key assumptions in arriving at the estimated amounts include the value of outstanding appeals and forecasts of growth or reduction in the business rates base of the area.

- 2.19 During 2018/19 the in-year movement on the Business Rate Collection Account was a surplus of £4.145m, increasing the brought forward deficit of £0.514m to a surplus of £3.631m balance as at 31st March 2019.
- 2.20 In order to reduce the amounts paid as levies (the amount paid to Government), all of the Suffolk councils have entered a pooling arrangement allowing them to retain a larger proportion of growth by reducing their individual rate of levy. For 2018/19, the benefit to the Council of participating in the Suffolk Business Rates Pool was £1.314m (excluding the Business Rate Pilot scheme gain, £2.297m).
- 2.21 As part of the National Non Domestic Rates (NNDR1) return in January 2018, the Council had to estimate the business rates income expected to be received in 2018/19 based on a number of assumptions. The most significant assumption was in relation to the provision for appeals. The Council based the provision on Government guidance and trend analysis which was 4.04% of appeals that had been lodged with the Valuation Office, backdated to 1st April 2010 where an appeal was lodged before 31st March 2015 or backdated to 1st April 2015 before 31st March 2017.
- 2.22 For 2017/18 and 2018/19 liabilities created through the issuing of bills, with the new check, challenge, appeal process, there has been a significant reduction in appeals, so a new methodology has been adopted. A provision of 4.04% has been calculated for the two large hereditaments within the Council's valuation list. For the remaining liabilities, this has been based on all those appeals that were successful in relation to the 2010 valuation list, by taking the rateable value of the successful appeals, multiplying this by the business rates multiplier to get the income due, apply the 4.04% trend analysis and then finally take 25% of the value as the provision. The provision for business rates appeals has decreased by £1.596m in 2018/19 as shown in the Collection Fund Note to the Financial Statements.

3 HOW DOES THIS RELATE TO THE EAST SUFFOLK BUSINESS PLAN?

- 3.1 The Council has taken a very prudent and business-like approach to formulating and setting the budget, which has included allowing for sufficient contingencies, promoting invest to save initiatives , controlling costs and generating new and additional income as well as leading on developing a local growth strategy. This approach will enable East Suffolk to become financially self-sufficient.

4 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 4.1 In England, the process for approval and publication of the 2018/19 Statement of Accounts is set out in the Accounts and Audit Regulations 2015 (the Regulations). The regulations require that a local authority must present a true and fair view of the authority's financial position and income and expenditure prior to the commencement of the period for the exercise of public rights for 2018/19 (which includes the first 10 working days in June 2019).
- 4.2 The date for signing and dating the Statement of Accounts is 31st May. The regulations also require that local authorities in England publish their audited Statement of Accounts by 31st July, or as soon as reasonably practicable after the receipt of the auditor's final findings (if later), including on the Council's website.
- 4.3 As at 10th June 2019 the external auditors have highlighted a risk of the Statement of Accounts not being approved and published by 31st July 2019, and this is due to their own resourcing issues.
- 4.4 To comply with the approval and publication process as set out in the Regulations, the order of events is as follow;

- The responsible financial officer (RFO) must sign and date the unaudited Statement of Accounts and confirm that it presents a 'true and fair' view prior to the commencement of the period for the exercise of public rights. In practical terms this must be completed by 31st May at the latest.
- The RFO must publish the unaudited Statement of Accounts which includes publication on the Council's website, together with the specified documents/declarations/statements. This must be completed by 31st May at the latest.
- The period for the exercise of public rights must be exercised within a single period of 30 working days, which must include the first 10 working days of June. This is treated as commencing on the day following the day on which the point above has been fulfilled.
- Following the conclusion of the period for the exercise of public rights the RFO is required, on behalf of the authority, to re-confirm that they are satisfied that the Statement of Accounts presents a 'true and fair view'.
- The Authority must then consider and approve the Statement of Accounts, either by way of a committee or by the members meeting as a whole and ensure that they are signed and dated by the person presiding at the committee or meeting at which the approval is given. This will be the East Suffolk Audit & Governance Committee.
- After approval of the audited Statement of Accounts, and for 2018/19 no later than 31st July, the authority is required to publish the Statement of Accounts together with any certificate or opinion and accompanied by the approved Annual Governance Statement.
- Where an audit of accounts for 2018/19 has not been concluded before 31st July, the authority must publish (including on the Council's website) as soon as reasonably practicable on or after that date a notice stating that it has not been able to publish the Statement of Accounts and its reasons for this. Subsequently, after approving the Statement of Accounts, the authority must publish the Statement of Accounts, including on the Council's website, as soon as reasonably practicable after the receipt of any report from the auditor which contains the auditor's final findings from the audit which is issued before the conclusion of the audit.
- As soon as reasonably practicable after the conclusion of an audit, the authority must publish a statement that the audit has been concluded and that the Statement of Accounts has been published.

5 OTHER KEY ISSUES

- 5.1 The recommendations of this report do not directly effect or impact on the Council's policies, projects, initiatives or actions. Therefore, an Equality Impact Assessment is not required.
- 5.2 No other key issues to be considered.

6 CONSULTATION

- 6.1 As required by the Regulations, a statement setting out the period for the exercise of public rights was placed on the Council's website on Friday 31st May 2019. This gives notification that the single period of 30 working days has commenced in which any rights of objection, inspection and questioning of the local auditor must take place. This inspection period must include the first 10 days of June and therefore this period commenced on Monday 3rd June 2019 and ends on Friday 12th July 2019.

- 6.2 The Unaudited Statement of Accounts, Annual Governance Statement and Narrative Report were also placed on the Council's website on Friday 31st May 2019.
- 6.3 As soon as reasonably practicable after the conclusion of an audit, the authority must publish a statement that the audit has been concluded and that the Statement of Accounts has been published, along with the rights of inspection and the address at which those rights may be exercised.

7 OTHER OPTIONS CONSIDERED

- 7.1 No other options to be considered.

8 REASON FOR RECOMMENDATION

- 8.1 To give Cabinet an update on the unaudited 2018/19 outturn for the Council's revenue and capital accounts, before the audited accounts are submitted for approval to the Audit and Governance Committee.
- 8.2 To provide members with financial information on the Council's reserves and balances to assist in formulating budget policies for 2020/21 and beyond.

RECOMMENDATIONS

1. To note the Council's draft outturn position for 2018/19 together with reserves and balances as at 31st March 2019.
2. To note the risk of the audited Statement of Accounts not being approved and published by 31st July 2019 deadline, due to resourcing issues of the external auditors.

APPENDICES

Appendix A	Earmarked Reserves Summary - Extract of Note 10 to the Statement of Accounts 2018/19
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BACKGROUND PAPERS

Please note that copies of background papers have not been published on the Council's website www.eastsuffolk.gov.uk but copies of the background papers listed below are available for public inspection free of charge by contacting the relevant Council Department.

Date	Type	Available From
June 2019	Final Accounts Working Papers for 2018/19	Financial Services Team

NOTES TO THE CORE FINANCIAL STATEMENTS

10. Movement In Reserves Statement – transfers to/from Earmarked Reserves

This note sets out the amounts set aside from the General Fund balance in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2017/18 and 2018/19.

	Balance 1 April 2017 £'000	Transfers Out 2017/18 £'000	Transfers In 2017/18 £'000	Balance 31 March 2018 £'000	Transfers Out 2018/19 £'000	Transfers in 2018/19 £'000	Balance 31 March 2019 £'000	Purpose of the Earmarked Reserve
General Fund:								
Actuarial Contributions	221	(32)	161	350	-	-	350	To meet the cost of lump sum payments to the Pension Fund and redundancy costs.
Air Quality	76	-	21	97	-	-	97	To provide a source of finance for Air Quality Management Areas.
Benefit Verification	313	(37)	31	307	(95)	-	212	To provide a source of finance to implement legislative changes, transformation and other service improvement including the roll out of Universal Credit.
Better Broadband Suffolk	-	-	36	36	-	-	36	To provide funding support toward the Better Broadband project across the district.
Brexit	-	-	-	-	-	17	17	External funding received for expenditure incurred as a result of Brexit.
Business Incentive	116	(38)	-	78	(25)	45	98	To support economic development throughout the district.
Business Rate Equalisation	12,706	(3,123)	2,942	12,525	(5,980)	1,130	7,675	To provide a source of finance to equalise the effect of changes in Business Rate income.
Business Rate Pilot	-	-	-	-	(717)	2,297	1,580	Income from the Business Rate Retention Pilot, set aside to support identified projects.
Capital	24	-	231	255	-	2,086	2,341	To provide an additional source of finance for unspecified capital investment plans.
Carry Forwards	232	(152)	193	273	(210)	48	111	Budget carry forward requests.
Climate Change (includes Suffolk Energy Link)	40	(3)	-	37	(2)	22	57	To provide an additional source of finance for initiatives to reduce climate change and to promote energy efficiency.
Coastal Protection	175	(155)	-	20	-	-	20	To provide a source of finance to fund capital expenditure on coastal defences in the district.
Coastal Management	94	-	41	135	-	70	205	To provide a source of finance to fund revenue expenditure on coastal defences in the district.

NOTES TO THE CORE FINANCIAL STATEMENTS

	Balance 1 April 2017 £'000	Transfers Out 2017/18 £'000	Transfers In 2017/18 £'000	Balance 31 March 2018 £'000	Transfers Out 2018/19 £'000	Transfers in 2018/19 £'000	Balance 31 March 2019 £'000	Purpose of the Earmarked Reserve
General Fund:								
Community Health	40	(20)	-	20	(10)	2	12	Funding provided to support the delivery of Community Health projects.
Community Housing Fund	1,525	(10)	-	1,515	(7)	-	1,508	To enable local community groups to deliver affordable housing units.
Community Safety	66	(5)	2	63	(39)	773	797	To provide a source of finance to support anti-social behaviour and crime reduction initiatives.
Domestic Violence	-	-	53	53	-	-	53	Funding received to provide support to schemes supporting those affected by domestic violence.
Economic Development	39	-	-	39	(11)	71	99	Funding provided to support the delivery of Economic Development projects.
Elections	53	-	30	83	-	30	113	To provide a source of finance for the Council to meet the cost of District elections which take place every four years.
Empty Property	190	-	-	190	(1)	-	189	To provide a source of finance for the Council to assist in bringing empty properties situated within the District back into use.
Emerging Plans Initiative	318	(84)	-	234	-	-	234	To facilitate the delivery of the Council's Business Plan including any emerging priorities.
Felixstowe Forwards	-	-	-	-	-	33	33	External funding received to fund projects in Felixstowe.
Growth Programme	-	-	-	-	-	184	184	External funding received to fund work on Suffolk Desing Concepts.
Homelessness Prevention	109	(2)	99	206	(59)	42	189	To match homelessness prevention revenue grants received in advance with its related expenditure in subsequent years.
Housing and Planning Delivery	182	-	-	182	-	-	182	To provide a source of finance to fund service improvements in these service areas.
Housing Condition Survey	67	(18)	-	49	-	18	67	To meet the cost of the periodic survey of private sector housing within the district.
HCA Development Grant	-	-	75	75	-	-	75	Funding received for the Adastral Park development.
Individual Electoral Registration	97	-	-	97	-	15	112	To meet the additional cost for administration of Individual Electoral Registration.

NOTES TO THE CORE FINANCIAL STATEMENTS

	Balance 1 April 2017 £'000	Transfers Out 2017/18 £'000	Transfers In 2017/18 £'000	Balance 31 March 2018 £'000	Transfers Out 2018/19 £'000	Transfers in 2018/19 £'000	Balance 31 March 2019 £'000	Purpose of the Earmarked Reserve
General Fund:								
Indoor Leisure	120	-	-	120	-	-	120	To provide a source of finance to support the closure cost of Deben Leisure Centre during the refurbishment period.
Insurance	110	-	-	110	-	-	110	To provide a source of finance for any uninsured losses.
In-Year Contingency	200	-	-	200	-	-	200	To provide in-year contingency provision.
In-Year Savings	1,850	-	718	2,568	-	1,969	4,537	In-Year savings set aside to support future year budget gaps.
Key Capital Programme	100	-	-	100	-	-	100	To provide a source of finance to support the revenue costs associated with the delivery of key capital projects.
Land Charges	127	-	-	127	-	20	147	To provide a source of finance to implement service enhancements.
Local Development Framework	455	-	48	503	(76)	50	477	To meet the costs arising from the periodic preparation and adoption of the Local Development Framework.
New Homes Bonus	2,115	-	926	3,041	-	474	3,515	To provide a source of finance to fund specific initiatives including the delivery of the Council's
Planning & Building Control	-	(3)	15	12	(4)	29	37	To provide a source of finance for professional training and development needs of the service.
Port Health	3,694	-	788	4,482	(134)	275	4,623	To provide a source of finance to support the future investment and development of the Authority's infrastructure at the Port of
Private Sector Housing Renovation Grants	83	-	655	738	(6)	140	872	Grants repaid set aside to fund future Renovation works.
Transformation	457	(57)	270	670	(156)	192	706	To meet the cost of one-off investments in order to achieve long-term and continuing reductions in revenue expenditure and costs arising from shared services.
Warmer Homes Healthy People	78	(21)	9	66	(31)	69	104	To provide a source of finance to fund grants towards heating of homes.
Youth Leisure	-	-	10	10	-	-	10	Project funding received to support Active Leisure for young people.

NOTES TO THE CORE FINANCIAL STATEMENTS

	Balance 1 April 2017 £'000	Transfers Out 2017/18 £'000	Transfers In 2017/18 £'000	Balance 31 March 2018 £'000	Transfers Out 2018/19 £'000	Transfers in 2018/19 £'000	Balance 31 March 2019 £'000	Purpose of the Earmarked Reserve
General Fund:								
County Sports Partnership	-	-	705	705	(82)	137	760	Funding received to support the delivery of the County Sports Partnership
East Suffolk Partnership	-	-	300	300	(177)	-	123	Funding received to support the delivery of projects and initiatives of the East Suffolk Partnership
Total	26,072	(3,760)	8,359	30,671	(7,822)	10,239	33,088	



CABINET

Monday 8 July 2019

WAVENEY DISTRICT COUNCIL DRAFT OUTTURN REPORT FOR 2018-19

EXECUTIVE SUMMARY

1. This report provides an overview of the Council's financial performance for 2018/19 in respect of the General Fund, reserves, Housing Revenue Account (HRA), the capital programme and the Collection Fund. 2018/19 is the final financial year for Waveney District Council. Following several years of successful partnership working with Suffolk Coastal District Council, the two Councils were wound up and dissolved on the 1st April 2019 with East Suffolk Council created the same day.
2. The Council's accounts for the year ended 31st March 2019 have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). In England and Wales, the local authority Code constitutes "proper accounting practice" under the terms of section 21(2) of the Local Government Act 2003.
3. Through careful and effective budget management the Council continued to deliver savings and achieve additional income during 2018/19. For 2018/19 the outturn position was a surplus of £0.094m and this has been transferred to the in-year savings reserve.
4. The total balance on the Council's General Fund earmarked reserves has increased by £0.725m to £12.227m as at 31st March 2019. Appendix A provides a copy of the reserve summary as set out in Note 10 to the Statement of Accounts.
5. The Council's General Fund balance has been maintained at £4m as at 31st March 2019. This is in line with the Chief Finance Officer's (CFO) recommendation adopted by Full Council in February 2018. This balance is established as part of the Medium-Term Financial Strategy (MTFS) process and takes account of strategic, operational and financial risks.
6. The careful management of reserves is central to the Council's strategic financial planning process, to be able to manage expected and unforeseen events and circumstances and to ensure adequate balances are in place for East Suffolk Council from 1st April 2019.
7. The Housing Revenue Account (HRA) ended 2018/19 with a £0.284m net movement from the HRA working balance providing an HRA working balance of £4.859m as at 31st March 2019. This represents 23.6% of total income to the HRA (10% is considered best practice limit).

8. The 2018/19 capital programme expenditure for the General Fund and the HRA was £3.189m and £7.006m respectively.
9. As set out in the Council's Financial Procedure Rules, requests to carry forward an underspent revenue budget at the end of the year of up to £0.030m can be approved by the Chief Finance Officer. Revenue budget carry forward requests in excess of £0.030m require Cabinet approval. For 2018/19 there is one request (£0.060m) for Cabinet to consider for approval. Year end budget carry forwards are transferred to the carry forwards earmarked reserve to enable closer monitoring of their use throughout the year. The total value of revenue carry forward requests for 2018/19 is £0.085m.
10. The statutory deadline for signing and dating the Statement of Accounts is 31st May and for their approval and publication, 31st July. On 31st May 2019 the Council had signed and dated its draft Statement of Accounts for the year ended 31st March 2019 and published them on the East Suffolk Council website.
11. The Statement of Accounts for 2018/19 is subject to audit and therefore the outturn position for the Council as presented in this report is a draft position. As at 10th June 2019 the external auditors have highlighted the risk of the Statement of Accounts not being approved and published by 31st July 2019 due to their own resourcing issues. Progress on the audit will be presented to the Audit and Governance Committee on 29th July 2019 and if the audit is sufficiently progressed, approval of the Statement of Accounts will be recommended.

Is the report Open or Exempt?	Open
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Wards Affected:	None
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Cabinet Member:	Councillor Steve Gallant Leader of the Council and Cabinet Member with responsibility for Resources
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Supporting Officer:	Simon Taylor Chief Finance Officer 01394 444570 simon.taylor@eastsuffolk.gov.uk
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1 INTRODUCTION

- 1.1 This report provides details on the 2018/19 outturn position for the Council, covering the General Fund, Reserves, the Housing Revenue Account (HRA), the Capital Programme and the Collection Fund. 2018/19 is the last financial reporting year for Waveney District Council, as from 1st April 2019 the Council was wound up and dissolved along with Suffolk Coastal District Council to create East Suffolk Council.
- 1.2 The Council's accounts for the year ended 31st March 2019 have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). In England and Wales, the local authority Code constitutes "proper accounting practice" under the terms of section 21(2) of the Local Government Act 2003.
- 1.3 The style and format of the accounts, complies with CIPFA standards and is similar to that of previous years. The information within the accounts is presented as simply and clearly as possible, but the accounts for an organisation such as the Council, are by their nature both technical and complex. The aim of the accounts to provide information so that members of the public, including electors and residents of the district, Council Members, partners, stakeholders and other interested parties can:
- understand the overarching financial position of the Council;
 - have confidence that the public money with which the Council has been entrusted and has used, has been accounted for in an appropriate manner; and
 - be assured that the financial position of the Council is sound and secure.
- 1.4 The Code requires that the accounts give a true and fair view of the financial position of the Council. In line with the Code, suitable accounting policies have been applied and where necessary prudent judgements and estimates have been made.
- 1.5 As per the Accounts and Audit Regulations 2015 (the Regulations) the date for signing and dating the Statement of Accounts is 31st May, and for their approval, 31st July.
- 1.6 The Narrative Report which is a key accompanying document to the Council's Statement of Accounts provides an easier to follow communicating platform to engage with stakeholders. The Narrative Report assists management to demonstrate their collective performance over the year and how well the authority is equipped to deal with the challenges and opportunities ahead and to continue delivering services and supporting its local community. The Council's Narrative Report is published as an integral part of the Council's Statement of Accounts ([Statement of Accounts 2018/19](#)).

2 FINANCIAL OUTTURN (DRAFT) 2018/19

General Fund Revenue

- 2.1 The General Fund is the main revenue fund from which the Council's services are met. In 2018/19 the Council's net expenditure is financed from council tax and business rates income.
- 2.2 For 2018/19, total income received from council tax and business rates was £13.856m (in-year forecast £14.703m). This is shown in the table below. The £0.847m unfavourable variance on business rates income for the year is due to a higher than expected levy payment to the Suffolk Pool, by an additional £1.319m. This is the result of a decrease in the provision for appeals. Due to accounting timing differences, the impact on the Collection Fund deficit/surplus will not be reflected in the General Fund until two years time (2021). A transfer from the Business Rates Equalisation Reserve has been made in 2018/19 to finance this temporary shortfall in business rates income.

	Original Budget	In-Year Forecast	Actual	Variance
General Fund Service Area	£	£	£	£
Communities	378	305	249	(56)
Customer Services	1,329	1,464	1,358	(106)
Economic Development and Regeneration	1,273	808	1,109	301 ^{*1}
Environmental Services and Port Health	728	751	699	(52)
Financial Services, Corporate Performance and Risk Management	132	(80)	(95)	(15)
Housing Operations and Landlord Services	720	837	744	(93)
ICT Services	802	903	883	(20)
Internal Audit	229	266	226	(40)
Legal and Democratic Services	970	1,046	986	(60)
Operations	3,101	3,870	4,122	252
Planning and Coastal Management	1,274	1,093	1,027	(66)
Revenue and Benefits	935	981	865	(116)
Senior and Corporate Management	597	668	618	(50)
Net Cost of Service	12,468	12,912	12,791	(121)
Non-Cost of Service Expenditure Adjustments	1,322	1,305	1,472	167
Other Operating Expenditure	2,584	2,589	2,566	(23)
Financing and Investment Income and Expenditure	624	479	296	(183)
Non-Specific Grant Income				
New Homes Bonus Grant	(635)	(635)	(635)	0
S 31 Grant Business Rates	(1,070)	(2,914)	(3,267)	(353)
Other Non-Specific Grants	(500)	0	(92)	(92)
Net Expenditure Before Reserve Movements	14,793	13,736	13,131	(605)
Net Movement on Reserves	(1,591)	967	631	(336)
Net Expenditure After Reserve Movements	13,202	14,703	13,762	(941)
Financed By:				
Council Tax Income	(8,602)	(8,602)	(8,602)	0
Business Rates Income	(3,764)	(6,101)	(5,254)	847
Revenue Support Grant	(836)	0	0	0
Taxation and Non-Specific Grant Income	(13,202)	(14,703)	(13,856)	847
Net Outturn Position for 2018/19	0	0	(94)	(94)
<i>*1 Economic Development & Regeneration , includes Enterprise Zone costs of £0.337m which are funded from the Enterprise Zone reserve.</i>				

2.3 The table above shows a net expenditure for the Council of £13.950m, compared to an in-year forecast of £14.703m. This gives a surplus net expenditure for the year of £0.094m which has been transferred to the in-year savings reserve.

2.4 Key variance to highlight when compared to the in-year forecast include;

Additional Income

- £0.206m, planning applications
- £0.125m, interest and investment income, including dividend return on property fund
- £0.105m, green waste scheme

Savings

- £0.161m, net variance on housing benefit subsidy, overpayments and payments

Additional Costs

- £0.193m, In-door leisure management
- £0.167m, prior year audit adjustment to finance lease

Year End Revenue Budget Carry Forwards

- 2.5 As set out in the Council's Financial Procedure Rules, requests to carry forward an underspent revenue budget at the end of the year of up to £0.030m can be approved by the Chief Finance Officer. These totalled £0.025m in 2018/19.
- 2.6 Revenue budget carry forward requests in excess of £0.030m, these require Cabinet approval. For 2018/19 there is one request of £0.060m for Cabinet to consider for approval. This carry forward request relates to a grant agreement to the Marina Theatre Trust. The associated work to finalise this was delayed towards the end of 2018/19 and will therefore fall into 2019/20.
- 2.7 Year end budget carry forwards are transferred to the carry forwards earmarked reserve to enable closer monitoring of their use throughout the year and requests no longer required are released to the General Fund. The total value of carry forward requests for 2018/19 is £0.085m.

General Fund Reserves and Balances

- 2.8 As at 31st March 2019, the Council's General Fund balance has been maintained at £4m. This is in line with the Chief Finance Officer's (CFO) recommendation adopted by Full Council in February 2018. This balance is established as part of the Medium-Term Financial Strategy (MTFS) process and takes account of strategic, operational and financial risks.
- 2.9 The Council holds a number of earmarked revenue reserves which have been established to meet known or predicted liabilities and to hold balances of grants and external funding which is committed to future year spend. The Council reviews these reserves to ensure the levels continue to be appropriate and if no longer required, are returned to the General Fund.
- 2.10 As at the 31st March 2019 the total balance on earmarked reserves stood at £12.227m, an increase of £0.725m on the previous year. Earmarked reserves to highlight include:
- **Business Rates Equalisation Reserve (Balance as at 31st March 2019, £0.803m)** – This is income from business rates which is set aside to equalise the fluctuations in recognising business rate income due to timing differences, in particular in relation to business rates appeals and for year-end surpluses/deficits needing to be estimated in advance.
 - **In-Year Savings Reserve (Balance as at 31st March 2019, £1.009m)** – This is in-year savings set-aside to support future year budget pressures. £1.229m was transferred from this reserve as originally budgeted for. Further use of this reserve is planned in 2019/20 as presented in the East Suffolk Council Budget for 2019/20 (Shadow Council meeting on 28th February 2019).
 - **Business Rate Pilot Reserve (Balance as at 31st March 2019, £1.431m)** – In 2018/19, Suffolk was successful with its bid to pilot 100% Business Rates Retention Scheme. The Council's share of the additional retained business rates income was £1.479m.

This income has been transferred to this reserve and is to be used to provide funding for agreed projects (£0.048m used in 2018/19).

- **Capital Reserve (Balance as at 31st March 2019, £1.420m)** – £1.420m of additional Section 31 Grant was forecast during the year and this has been used to create a new Capital Reserve to provide a source of finance for future capital investment plans.

- 2.11 Appendix A to this report contains an extract of Note 10 to the Statement of the Accounts, which details the in-year movements on all General Fund earmarked reserves.

Capital Programme 2018/19 – General Fund

- 2.12 Capital expenditure relates to the acquisition of fixed assets or expenditure that adds to (and not merely maintains) the value of an existing fixed asset. Costs of maintaining assets (repairs and maintenance) are funded through the General Fund revenue expenditure.
- 2.13 The General Fund capital programme outturn and financing for 2018/19 is summarised below. Government grants and third party contributions were the main source of financing in 2018/19 at 43.8% of the total financing.

General Fund Capital Programme Outturn 2018/19				
	2018/19 Original Budget	2018/19 In-Year Forecast	2018/19 Outturn	2018/19 Variance
Service Area	£'000	£'000	£'000	£'000
ICT Services	43	317	91	(226)
Operations	5,485	2,090	926	(1,164)
Planning & Coastal Management	10,486	1,992	1,423	(569)
Financial Services, Corporate Performance and Risk Management	2,700	1,508	691	(817)
Economic Development	870	40	58	18
Total General Fund Capital Expenditure	19,584	5,947	3,189	(2,758)
Financed By:				
Borrowing	7,986	2,555	744	(1,811)
Government Grants and Third Party Contributions	10,495	1,957	1,398	(559)
Revenue/Revenue Reserves	773	583	541	(42)
Capital Receipts	330	852	506	(346)
Total General Fund Capital Financing	19,584	5,947	3,189	(2,758)

- 2.14 Capital budgets are approved for the life of the project which can span more than one financial year. Any capital budgets for a project that remain unspent at the end of the financial year are carried forward to the following year. Similarly, with projects that are ahead of the original profile, budgets can be brought forward. The key variances on the General Fund capital programme (actual compared to the in-year forecast) are set out in the table below.

General Fund Capital Programme 2018/19 Summary of Key Variances		£'000
ICT Services		
Projects rephased to 2019/20		(226)
		(226)
Operations		
Lowestoft beach hut demolition/stabilisation work progression delayed		(337)
Bungay Leisure Centre redevelopment rephased to 2019/20		(261)
District wide car park works - rephased to 2019/20		(170)
Britten Centre lift liability carried forward to 2019/20		(140)
Norse vehicle purchased deferred until 2019/20		(132)
Other minor underspends		(124)
		(1,164)
Planning and Coastal Management		
Tidal Barrier rephased to 2019/20		(311)
Various coastal projects rephased to 2019/20		(258)
		(569)
Financial Services, Corporate Performance & Risk Management		
Estates Management rephased to 2019/20		(388)
Investment property acquisition rephased to 2019/20		(400)
Other minor underspends		(29)
		(817)
Economic Development and Regeneration		
Advanced cost from future years brought forward		18
		18
Total Variance on the General Fund Capital Programme (underspend) / overspend		(2,758)

Capital Programme 2018/19 - HRA

- 2.15 A summary of the HRA Capital programme for 2018/19 is provided in the table below. The largest area of variance against budget was in respect of the new build programme due to delays with the development of sites and the purchase of sites for development.

Housing Capital Programme Outturn 2018/19				
	2018/19 Original Budget £'000	2018/19 In-Year Forecast £'000	2018/19 Outturn £'000	2018/19 Variance £'000
Housing Repairs	2,872	2,553	2,188	(365)
Housing Project Development	2,980	3,098	2,866	(232)
New Build Programme	14,062	6,470	4,442	(2,028)
Housing Improvements	865	934	909	(25)
Total HRA Capital Expenditure	20,779	13,055	10,405	(2,650)
HRA Capital Financing	£'000	£'000	£'000	£'000
Capital Receipt	4,513	2,985	2,734	(251)
Grants and Contributions	1,888	1,219	909	(310)
Revenue / Revenue Reserves	14,378	8,851	6,762	(2,089)
Total HRA Capital Financing	20,779	13,055	10,405	(2,650)

Housing Revenue Account 2018/19

- 2.16 HRA is the statutory account to which the revenue costs of providing, maintaining and managing the Council dwellings are charged. The HRA is financed by rents charged to tenants and charges for related services and facilities. The table below summarises the HRA outturn position for the year against the in-year forecast.

Housing Revenue Account Outturn Summary 2018/19				
	2018/19 Original Budget £'000	2018/19 In-Year Forecast £'000	2018/19 Outturn £'000	2018/19 Variance £'000
Income				
Dwelling rent	(18,709)	(18,596)	(18,730)	(134)
Non-dwelling rents	(183)	(177)	(168)	9
Service charges and facilities	(1,283)	(1,225)	(1,276)	(51)
Leaseholders charges for services	(10)	9	2	(7)
Contributions towards expenditure	(32)	(39)	(41)	(2)
Reimbursement of costs	(74)	(255)	(382)	(127)
Interest income	(93)	(100)	(138)	(38)
Total Income	(20,384)	(20,383)	(20,733)	(350)
Expenditure				
Repairs & maintenance	3,765	3,925	4,270	345
Supervision and management	3,195	3,069	2,960	(109)
Special services	1,539	1,705	1,711	6
Rents, rates and other charges	84	33	42	9
Movement in bad debt provision	(8)	165	131	(34)
Contribution to CDC* and pension backfunding	616	595	594	(1)
Capital charges	3,466	3,460	3,066	(394)
Prior year adjustment (depreciation charge)	0	0	207	207
Interest charges	2,270	2,270	2,300	30
Revenue contribution to capital	5,381	4,988	4,236	(752)
Transfers to earmarked reserves	1,000	1,000	1,500	500
Total Expenditure	21,308	21,210	21,017	(193)
Net movement on the HRA for the year	924	827	284	(543)
<i>* Corporate and Democratic Core (CDC)</i>				

- 2.17 The Housing Revenue Account has ended the year with a £0.284m net movement from the HRA working balance, £0.543m less than the in-year forecast. The key variances on the HRA are provided below.

Housing Revenue Account 2018/19 Summary of Key Variances		£'000
Description		
Rephasing on the housing development programme - Direct Revenue Financing (DRF)		(752)
Decrease in depreciation (capital charges)		(386)
Recovery of costs relating to increased repairs and maintenance ^{*1}		(127)
Reduced number of dwelling rents debts written off (dwelling rent)		(100)
Increase on facilities income		(51)
Reduced consultancy costs relating to the development programme		(48)
Vacancies and other staff related savings		(43)
Increased return on investment income		(38)
Additional income on dwelling rents and service charges (dwelling rent)		(34)
Increase to the Bad Debt Provision was less than estimated		(34)
Saving on treasury management fee (capital charges)		(8)
Increase on recharges to leaseholders		(7)
Other minor variances		(6)
Transfer to new housing development reserve for rephased development programme		500
Material cost for repair and maintenance services ^{*1}		345
Prior year adjustment (depreciation charge)		207
Increase on interest payable and similar charges		30
Increased rents, rates and other charges		9
Total Variance to Revised Budget		(543)
<i>*1 The £345k variance on repairs and maintenance is offset by £0.127m of income for recharged works and £0.365m underspend on the capital maintenance programme.</i>		

- 2.18 Appendix A to this report contains an extract of Note 10 to the Statement of the Accounts, which details the in-year movements on the HRA Earmarked Reserves.

Collection Fund 2018/19

- 2.19 The Collection Fund records the income from business rates and council tax and its distribution, net of an allowance for cost of collection paid to the Billing Authority (Waveney District Council).

Council Tax

- 2.20 Council tax income finances the expenditure of Suffolk County Council, the Police and Crime Commissioner for Suffolk, Waveney District Council and its Town and Parish Councils. During 2018/19, the in-year movement on the Council Tax Collection Account was a deficit of £0.602m. The balance on the Council Tax Collection Account as at 31st March 2019 was a surplus of £0.796m (£1.398m surplus as at 31st March 2018).

Business Rates

- 2.21 The Council as the Billing Authority collects all non domestic rates from local businesses and distributes these to Central Government (50%), Suffolk County Council (10%) and Waveney District Council (40%). For 2018/19, the Council was successful in its bid to be part of a 100% Pilot scheme, therefore the distribution for this one year only was Waveney District Council 80% and Suffolk County Council 20%.
- 2.22 Each year, the Council has to make a number of assumptions in January to produce the National Non Domestic Rate (NNDR1) return, which provides an estimate for the forthcoming year. Key assumptions in arriving at the estimated amounts include the value of outstanding appeals and forecasts of growth or reduction in the business rates base of the area.
- 2.23 During 2018/19 the in year movement on the Business Rate Collection Account was a surplus of £1.917m, changing the brought forward deficit of £1.479m to a surplus of £0.438m balance as at 31st March 2019.
- 2.24 In order to reduce the amounts paid as levies (the amount paid to Government), all of the Suffolk councils have entered a pooling arrangement allowing them to retain a larger proportion of growth by reducing their individual rate of levy. For 2018/19, the benefit to the Council of participating in the Suffolk Business Rates Pool was £0.548m (excluding the Business Rate Pilot scheme gain, £1.479m).
- 2.25 As part of the National Non Domestic Rates (NNDR1) return in January 2018, the Council had to estimate the business rates income expected to be received in 2018/19 based on a number of assumptions. The most significant assumption was in relation to the provision for appeals. The Council based the provision on Government guidance and trend analysis which was 3.28% of appeals that had been lodged with the Valuation Office, backdated to 1st April 2010 where an appeal was lodged before 31st March 2015 or backdated to 1st April 2015 before 31st March 2017.
- 2.26 For 2017/18 and 2018/19 liabilities created through the issuing of bills, with the new check, challenge, appeal process, there has been a significant reduction in appeals, so a new methodology has been adopted. The provision has been based on all those appeals that were successful in relation to the 2010 valuation list, by taking the rateable value of the successful appeals, multiplying this by the business rates multiplier to get the income due, apply the 3.28% trend analysis and then finally take 25% of the value as the provision. The provision for business rates appeals has decreased by £1.417m, as shown in the Collection Fund Note to the Financial Statements.

3 HOW DOES THIS RELATE TO THE EAST SUFFOLK BUSINESS PLAN?

- 3.1 The Council has taken a very prudent and business-like approach to formulating and setting the budget, which has included allowing for sufficient contingencies, promoting invest to save initiatives , controlling costs and generating new and additional income as well as leading on developing a local growth strategy. This approach will enable East Suffolk to become financially self-sufficient.

4 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 4.1 In England, the process for approval and publication of the 2018/19 Statement of Accounts is set out in the Accounts and Audit Regulations 2015 (the Regulations). The regulations require that a local authority must present a true and fair view of the authority's financial position and income and expenditure prior to the commencement of the period for the exercise of public rights for 2018/19 (which includes the first 10 working days in June 2019).
- 4.2 The date for signing and dating the Statement of Accounts is 31st May. The regulations also require that local authorities in England publish their audited Statement of Accounts by 31st July, or as soon as reasonably practicable after the receipt of the auditor's final findings (if later), including on the Council's website.
- 4.3 As at 10th June 2019 the external auditors have highlighted a risk of the Statement of Accounts not being approved and published by 31st July 2019, and is due to their own resourcing issues.
- 4.4 To comply with the approval and publication process as set out in the Regulations, the order of events is as follow;
- The responsible financial officer (RFO) must sign and date the unaudited Statement of Accounts and confirm that it presents a 'true and fair' view prior to the commencement of the period for the exercise of public rights. In practical terms this must be completed by 31st May at the latest.
 - The RFO must publish the unaudited Statement of Accounts which includes publication on the Council's website, together with the specified documents/declarations/statements. This must be completed by 31st May at the latest.
 - The period for the exercise of public rights must be exercised within a single period of 30 working days, which must include the first 10 working days of June. This is treated as commencing on the day following the day on which the point above has been fulfilled.
 - Following the conclusion of the period for the exercise of public rights the RFO is required, on behalf of the authority, to re-confirm that they are satisfied that the Statement of Accounts presents a 'true and fair view'.
 - The Authority must then consider and approve the Statement of Accounts, either by way of a committee or by the members meeting as a whole and ensure that they are signed and dated by the person presiding at the committee or meeting at which the approval is given. This will be the East Suffolk Council Audit & Governance Committee.
 - After approval of the audited Statement of Accounts, and for 2018/19 no later than 31st July, the authority is required to publish the Statement of Accounts together with any certificate or opinion and accompanied by the approved Annual Governance Statement.

- Where an audit of accounts for 2018/19 has not been concluded before 31st July, the authority must publish (including on the Council's website) as soon as reasonably practicable on or after that date a notice stating that it has not been able to publish the Statement of Accounts and its reasons for this. Subsequently, after approving the Statement of Accounts, the authority must publish the Statement of Accounts, including on the Council's website, as soon as reasonably practicable after the receipt of any report from the auditor which contains the auditor's final findings from the audit which is issued before the conclusion of the audit.
- As soon as reasonably practicable after the conclusion of an audit, the authority must publish a statement that the audit has been concluded and that the Statement of Accounts has been published.

5 OTHER KEY ISSUES

- 5.1 The recommendations of this report do not directly effect or impact on the Council's policies, projects, initiatives or actions. Therefore, an Equality Impact Assessment is not required.
- 5.2 No other key issues to be considered.

6 CONSULTATION

- 6.1 As required by the Regulations, a statement setting out the period for the exercise of public rights was placed on the Council's website on Friday 31st May 2019. This gives notification that the single period of 30 working days has commenced in which any rights of objection, inspection and questioning of the local auditor must take place. This inspection period must include the first 10 days of June and therefore this period commenced on Monday 3rd June 2019 and ends on Friday 12th July 2019.
- 6.2 The Unaudited Statement of Accounts, Annual Governance Statement and Narrative Report were also placed on the Council's website on Friday 31st May 2019.
- 6.3 As soon as reasonably practicable after the conclusion of an audit, the authority must publish a statement that the audit has been concluded and that the Statement of Accounts has been published, along with the rights of inspection and the address at which those rights may be exercised.

7 OTHER OPTIONS CONSIDERED

- 7.1 No other options to be considered.

8 REASON FOR RECOMMENDATION

- 8.1 To give Cabinet an update on the unaudited 2018/19 outturn for the Council's revenue and capital accounts, before the audited accounts are submitted for approval to the Audit and Governance Committee.
- 8.2 To provide members with financial information on the Council's reserves and balances to assist in formulating budget policies for 2020/21 and beyond.

RECOMMENDATIONS

1. To note the Council's draft outturn position for 2018/19 together with reserves and balances as at 31st March 2019.
2. To note the risk to the audited Statement of Accounts not being approved and published by 31st July 2019 deadline, due to resourcing issues of the external auditors.
3. To approve the £0.060m 2018/19 year end budget carry forward request, in relation to a grant agreement to the Marina Theatre Trust, as per paragraph 2.6.

APPENDICES

Appendix A	Earmarked Reserves Summary - Extract of Note 10 to the Statement of Accounts 2018/19
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BACKGROUND PAPERS

Please note that copies of background papers have not been published on the Council's website www.eastsuffolk.gov.uk but copies of the background papers listed below are available for public inspection free of charge by contacting the relevant Council Department.

Date	Type	Available From
June 2019	Final Accounts Working Papers for 2018/19	Financial Services Team

NOTES TO THE CORE FINANCIAL STATEMENTS

10. Movement In Reserves Statement – transfers to/from Earmarked Reserves

This note sets out the amounts set aside from the General Fund and Housing Revenue Account balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and Housing Revenue Account expenditure in 2017/18 and 2018/19.

	Balance 1 April 2017 £'000	Transfers Out 2017/18 £'000	Transfers In 2017/18 £'000	Balance 31 March 2018 £'000	Transfers Out 2018/19 £'000	Transfers in 2018/19 £'000	Balance 31 March 2019 £'000	Purpose of the Earmarked Reserve
General Fund:								
Actuarial Adjustments	173	(146)	323	350	(64)	-	286	To support any pressure on finances for redundancies / capital contributions to the Pension Fund as a result of the Council's progress with the Shared Services agenda.
Area Action Plan (AAP)	263	(96)	-	167	(5)	-	162	To Fund land investigative works covering the Area Action Plan in Lowestoft.
Business Rates Equalisation	1,476	-	274	1,750	(947)	-	803	To provide a source of finance to equalise the effect of changes in Business Rate income.
Business Rates Pilot	-	-	-	-	(48)	1,479	1,431	Income from the Business Rate Retention Pilot, set aside to support identified projects.
Backlog Repairs and Maintenance	80	-	-	80	(80)	-	-	To meet maintenance demands for corporate buildings.
Brexit	-	-	-	-	-	17	17	External funding received for expenditure incurred as a result of Brexit.
Capital Reserve	-	-	-	-	-	1,420	1,420	To provide an additional source of finance for unspecified capital investment plans.
Coastal Protection	156	-	-	156	-	-	156	To fund future Lowestoft coastal defence works.
Coastal Management	-	-	-	-	-	16	16	To provide a source of finance to fund revenue expenditure on coastal defences in the district.
Carry Forwards	35	(25)	169	179	(163)	85	101	Budget carry forward requests.
Community Development & Safety	98	(15)	19	102	(14)	15	103	Funding secured for prevention and activities work.
Community Health	37	(9)	-	28	(5)	-	23	Funding provided to support the delivery of Community Health projects.
Community Housing Fund	685	(1)	-	684	(1)	-	683	To enable local community groups to deliver affordable housing units.
Conservation, Planning & Building Control	467	-	31	498	-	21	519	A statutory fund to ensure Building Control expenditure works on a break even basis over a rolling annual period.
Customer Services	34	-	122	156	-	-	156	To support projects requiring post implementation review which may incur consultancy fees and service review costs.

NOTES TO THE CORE FINANCIAL STATEMENTS

	Balance 1 April 2017 £'000	Transfers Out 2017/18 £'000	Transfers In 2017/18 £'000	Balance 31 March 2018 £'000	Transfers Out 2018/19 £'000	Transfers in 2018/19 £'000	Balance 31 March 2019 £'000	Purpose of the Earmarked Reserve
General Fund:								
Deployment of Flood Barrier	-	-	-	-	-	88	88	To providing funding towards the cost of deployment of the flood barrier in Lowestoft.
District Elections	200	-	60	260	-	30	290	To support costs of future elections.
Domestic Violence	-	-	49	49	(49)	-	-	Funding received to provide support to schemes supporting those affected by domestic violence.
Economic Regeneration	108	(74)	80	114	(28)	67	153	Funding to support business activities and the recovery of the Lowestoft Seafront following the December 2013 floods.
Enterprise Zone	607	(175)	161	593	(241)	332	684	Enterprise Zone income is generated through business rates from development which occurs within each zone. Waveney District Council is the collecting authority and by default the administrators of the funds.
Flood Prevention	21	-	-	21	(9)	-	12	Following the Tidal Surge of 2013, this reserve has been established and provides a source of finance for flood prevention assistance.
Great Places	41	(14)	-	27	(14)	-	13	To fund new ways of working, building capacity, research, consultations and developing partnerships within Lowestoft.
Homelessness Prevention	87	(31)	117	173	(111)	62	124	To match homelessness prevention revenue grants received in advance with its related expenditure in subsequent years.
Housing Benefits Administration	145	-	46	191	-	-	191	To support Housing Benefits administration costs.
Housing Benefits Verification	253	(56)	-	197	(56)	-	141	To provide a source of finance to implement Government legislative changes, including the roll out of Universal Credit.
Housing Condition Survey	30	-	-	30	-	-	30	To meet the cost of the periodic survey of Private Sector Housing within the district.
Individual Electoral Registration	140	-	-	140	-	14	154	To meet the additional cost for administration of Individual Electoral Registration.
In-Year Contingency	-	-	200	200	-	-	200	To provide in-year contingency provision.
In-Year Savings	1,300	-	844	2,144	(1,229)	94	1,009	In-Year savings set aside to support future year budget gaps.
Key Capital Programme	-	-	100	100	-	-	100	To provide a source of finance to support the revenue costs associated with the delivery of key capital projects.
Land Charges	135	-	73	208	-	17	225	To support the General Fund from losses in future Land Charges income.
Lowestoft Ogogo	30	-	40	70	(70)	-	-	Funding received to delivered the Lowestoft Ogogo project. The project ended in 2018/19.

NOTES TO THE CORE FINANCIAL STATEMENTS

	Balance 1 April 2017	Transfers Out 2017/18	Transfers In 2017/18	Balance 31 March 2018	Transfers Out 2018/19	Transfers in 2018/19	Balance 31 March 2019	Purpose of the Earmarked Reserve
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
General Fund:								
Lowestoft Rising	-	-	-	-	-	90	90	Funding received to deliver earmarked work under the Lowestoft Rising project.
Major Projects	16	(16)	-	-	-	-	-	Funding to support projects and initiatives for the Area Action Plan in the Lake Lothing and outer harbour area.
MMI Reserve	56	-	-	56	-	-	56	To provide for potential liabilities relating to Municipal Mutual Insurance Limited (MMI).
New Homes Bonus	1,079	-	-	1,079	-	-	1,079	To support economic development and business growth initiatives.
Planning Policy	281	-	-	281	(27)	-	254	To support development work and audit of the Local Plan.
Planning & Building Control	-	-	15	15	-	-	15	To provide a source of finance for professional training and development needs of the service.
Private Sector Housing	36	-	8	44	(3)	-	41	Grants repaid to be set aside for Empty Property/Home Improvement Initiatives.
Additional Disabled Facilities Grant (DFG) funding	-	-	-	-	-	8	8	To support additional DFG works above the standard DFG grant.
Rent Guarantee Scheme	30	(20)	-	10	-	5	15	To provide a source of finance for landlord claims.
Short Life Assets	342	(458)	621	505	(542)	625	588	To fund the purchase of short life assets. In order to maintain the level of the Reserve any capital funding will be repaid from revenue budgets.
Southwold Beach Hut	175	-	-	175	-	-	175	Receipt of monies from letting of new Beach Hut sites in Southwold in 2014/15 approved to be used within Southwold.
Transformation	526	(130)	274	670	(156)	102	616	To provide seed funding for efficiency (invest to save) initiatives that will produce savings in future revenue budgets.
Total General Fund	9,142	(1,266)	3,626	11,502	(3,862)	4,587	12,227	

NOTES TO THE CORE FINANCIAL STATEMENTS

	Balance 1 April 2017	Transfers Out 2017/18	Transfers In 2017/18	Balance 31 March 2018	Transfers Out 2018/19	Transfers in 2018/19	Balance 31 March 2019	Purpose of the Earmarked Reserve
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Housing Revenue Account:								
Hardship Reserve	500	-	-	500	-	-	500	Recognising the need to provide financial help to tenants who find themselves in financial hardship due to the welfare reforms.
Debt Repayment Reserve	5,310	-	3,690	9,000	-	1,000	10,000	To set aside funds to meet future liabilities for repaying the Self-Financing debt.
Impairment/Revaluation Reserve	256	-	-	256	-	-	256	To provide for potential impairment and revaluation losses to HRA assets due to current and future changes in Accounts and Audit Regulations.
Municipal Mutual Insurance Limited (MMI) Reserve	66	-	-	66	-	-	66	To provide for potential liabilities relating to Municipal Mutual Insurance Limited (MMI).
Acquisition & Development Reserve	-	-	1,000	1,000	-	500	1,500	To fund Housing development programme that has reprogrammed for later years
Total Housing Revenue Account	6,132	-	4,690	10,822	-	1,500	12,322	
Total	15,274	(1,266)	8,316	22,324	(3,862)	6,087	24,549	



CABINET

Monday 8 July 2018

LEVEL 3 PLANNING TECHNICIAN APPRENTICESHIP PROGRAMME 2019-2021

EXECUTIVE SUMMARY

1. In 2016 the Suffolk councils supported the establishment of a Level 3 Planning Technician Apprenticeship. 10 apprentices were appointed including 2 within the two former councils.
2. It is proposed to run a similar programme across Suffolk commencing in September 2019 and Cabinet is asked to approve funding of up to £50k to support the appointment of 2 apprentices in ESC. In recommending this additional spend it is noted that £25k has been allocated by the Suffolk Public Sector Leaders as a contribution to the overall programme across Suffolk to be taken from the Transformation Challenge Award (TCA) funding.

Is the report Open or Exempt?	Open
Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	<p>This report is to be considered during the CLOSED part of the Agenda because it contains exempt information as defined in Paragraph (insert paragraph number) of Schedule 12A to the Local Government Act 1972.</p> <p>It is considered that the public interest in not disclosing the exempt information outweighs the public interest in disclosing the information because (insert text)</p>

Wards Affected:	All
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Cabinet Member:	Cllr David Ritchie- Cabinet Member for Planning and Coastal Management
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Supporting Officer:	Philip Ridley Head of Planning and Coastal Management (01394) 444432 Philip.ridley@eastsuffolk.gov.uk
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1 INTRODUCTION

- 1.1 In 2016 the two former Councils appointed two Level 3 Town Planning Technician apprentices as part of a cross Suffolk programme to strengthen the planning teams acknowledging that recruitment of planners , at all levels, was becoming more challenging. A Level 3 Apprenticeship is an equivalent standard to that of A Levels. The programme was a success and has resulted in East Suffolk Council recruiting one of the appointed apprentices to a permanent role as a Planning Officer, and is now studying for a Town Planning degree. Of the 10 Level 3 Apprentices appointed across Suffolk, there are 4 now permanently employed and studying for a degree in planning. This is positively growing the capacity of planning teams across Suffolk.
- 1.2 The recruitment of planners continues to be a challenge as there continues to be a shortage at all levels of experience. Various joint working initiatives across the Suffolk councils have looked at how we can build further capacity which includes this Council's Head of Planning and Coastal Management being appointed as the National Chairman of the Local Authorities Employee group developing the Degree Level Town Planning Apprenticeship for the Royal Town Planning Institute.
- 1.3 The Suffolk authorities again want to provide a joint Level 3 programme, and are looking to recruit a cohort of a further 10 Level 3 apprentices for a September 2019 intake, with East Suffolk potentially appointing 2 of these.

2 LEVEL 3 APPRENTICESHIP PROGRAMME 2019-2021

- 2.1 As set out above there is a significant shortage of town planners across the country and East Suffolk has found it difficult to recruit planners at all levels in recent years. The range of work opportunities planners will have to develop their career in planning in East Suffolk is significant and it is a key strategy to look to "grow our own" to ensure we have experience, as well as local knowledge in the teams. As part of a number of initiatives the council has enhanced its general recruitment activities and literature including for the planning teams to positively promote the work opportunities in the area and as a quality place to live.
- 2.2 The teams also acknowledge that the promotion of planning as a career in schools is an opportunity to be taken as part of the council being a community leader. The planning team are currently working with the Royal Town Planning Institute's ambassador programme to go out to schools to promote planning as a career. To date 6 school events are proposed this year meeting secondary school students across East Suffolk. This will also include potentially attending the Suffolk Skills Show in October.
- 2.3 It is also interesting to note that a number of the current staff in the planning teams have local connections to the area so, having regard to future skills requirements, there is a clear justification for us to "grow our own" to enable local students to develop a career to support and improve their local area and thus enable those who want to continue to grow their career in the area, to do so.
- 2.4 The Suffolk councils are proposing a new cohort of Level 3 Planning Technician Apprentices to commence in September 2019. Whilst employed through their 2 year term by the Council, the apprentices will undertake study on a block release basis (most likely at Chichester College) but also work within the planning teams across East Suffolk. The previous 2 apprentices were valued additional members of staff, making a positive contribution to the teams work outputs. However with the investment in the teams in recent times there is now an even better/stronger internal support/mentoring network for these apprentices as well as a better programme for all the Level 3 apprentices on this programme to work and share their experiences and develop together. The work across all the Suffolk councils will ensure that all the Level 3 apprentices, and those

studying for degrees, will have an organised programme of development supported and developed by all the planning teams. The Suffolk councils have produced the brochure attached at Appendix A to promote the recruitment.

- 2.5 The appointed apprentices will be paid £11,035 pa in their first year and £12,611 pa in their second year. This proposed salary is equivalent to the salary paid to the apprentices employed by the two former councils in the first cohort (with relevant cost of living uplifts).
- 2.6 On top of the salary, course fees are at £9k per apprentice, however this would be paid from the apprenticeship levy. Other additional costs would total c£8.5k for the 2 posts over the 2 year programme, for travel and accommodation to enable them to complete their programme.
- 2.7 It is proposed that £25k would be allocated by the Suffolk Public Sector Leaders to be allocated from the Transformation Challenge Award (TCA), which equates to approximately a 10% contribution. It is proposed that the shortfall would be provided by the East Suffolk Council and would be up to £50k for the 2 year programme for the two apprentices.

3 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 3.1 When setting the Council's 2019/20 budget in February 2019, the cost of appointing two Level 3 Planning Technician apprentices was not included due to this proposal not being known at the time.
- 3.2 As the £50k cost was not included in the budget, this represents growth and in line with the Council's financial procedure rules, section 3.1.10, Cabinet are required to approve the additional expenditure from their supplementary estimates £500k general fund revenue allowance.
- 3.3 The financing of the £50k will be met from the Planning team's training earmarked reserve of £52k, which was established for the purpose of supporting this type of apprenticeship.
- 3.4 At this point in time, there is no further financial commitment beyond the two year apprenticeship, as permanent employment would increase the Council's establishment costs and further increase the Council's budget gap.

4 REASON FOR RECOMMENDATION

- 4.1 The need to have a resilient workforce in planning teams to help manage the growth challenges across Suffolk is acknowledged by all councils. The councils propose initiating a second cohort of Level 3 Planning Technician Apprentices to help develop and strengthen the planning teams and Cabinet is asked to agree the funding of 2 Level 3 apprentices as set out above for East Suffolk Council.

RECOMMENDATIONS

That Cabinet agrees funding of up to £50k to support the appointment of 2 Level 3 Planning Technician apprentices for the two year programme commencing in September 2019.

APPENDICES**Appendix A**

Recruitment Brochure for Level 3 Apprentice

BACKGROUND PAPERS None.