



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

# Cabinet

## **Members:**

Councillor Steve Gallant (Leader)

Councillor Craig Rivett (Deputy Leader and Economic Development)

Councillor Norman Brooks (Transport)

Councillor Stephen Burroughes (Customer Services, ICT and Commercial Partnerships)

Councillor Maurice Cook (Resources)

Councillor Richard Kerry (Housing)

Councillor James Mallinder (The Environment)

Councillor David Ritchie (Planning & Coastal Management)

Councillor Mary Rudd (Community Health)

Councillor Letitia Smith (Communities, Leisure and Tourism)

Members are invited to a **Meeting of the Cabinet** to be held on **Tuesday, 4 January 2022 at 6.30pm**

This meeting will be conducted remotely, pursuant to the Local Government Act 2000.

This meeting will be facilitated using the Zoom video conferencing system and broadcast via the East Suffolk Council YouTube channel at [https://youtu.be/bOMK-6M\\_kwY](https://youtu.be/bOMK-6M_kwY).

An Agenda is set out below.

**Part One – Open to the Public**

**1 Apologies for Absence**

To receive apologies for absence, if any.

**2 Declarations of Interest**

Members and Officers are invited to make any declarations of 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 Announcements**

To receive any announcements.

**KEY DECISIONS****4 Fees and Charges for the Financial Year 2022/23 ES/0995****1 - 83**

Report of the Cabinet Member with responsibility for Resources

**5 Jubilee Beach Huts Marketing Strategy ES/0996****84 - 90**

Report of the Deputy Leader and Cabinet Member with responsibility for Economic Development

**6 Acceptance of Funding from Ipswich and East Suffolk Clinical Commissioning Group (CCG) for the re-procurement of the Connect for Health Social Prescribing Programme ES/0997****91 - 99**

Report of the Cabinet Member with responsibility for Community Health

**7 Extensions to existing South Lowestoft Conservation Area and Proposed Adoption of the South Lowestoft and Kirkley Conservation Area Appraisal and Management Plan ES/0998****100 - 262**

Report of the Cabinet Member with responsibility for Planning and Coastal Management and the Deputy Leader and Cabinet Member with responsibility for Economic Development

**8 Extensions to existing Bungay Conservation Area and proposed adoption of the Bungay Conservation Area Appraisal and Management Plan ES/0999****263 - 515**

Report of the Cabinet Member with responsibility for Planning and Coastal Management

**NON-KEY DECISIONS****9 Environment Task Group - Quarterly Update ES/1000****516 - 524**

Report of the Cabinet Member with responsibility for The Environment

10	<b>East Suffolk Local Council Tax Reduction Scheme (LCTRS) for 2022/23 ES/1001</b> Report of the Cabinet Member with responsibility for Resources	525 - 728
11	<b>Capital Programme 2022/23 to 2025/26 ES/1002</b> Report of the Cabinet Member with responsibility for Resources	729 - 752

**Part Two – Exempt/Confidential**

There are no Exempt or Confidential items for this Agenda.

**Close**



Stephen Baker, Chief Executive

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**CABINET**

**Tuesday, 04 January 2022**

<b>Subject</b>	Fees and Charges for the Financial Year 2022/23
<b>Report by</b>	Councillor Maurice Cook Cabinet Member with responsibility for Resources
<b>Supporting Officer</b>	Brian Mew Chief Finance Officer and Section 151 Officer <a href="mailto:Brian.mew@eastsoffolk.gov.uk">Brian.mew@eastsoffolk.gov.uk</a>  01394 444571

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

## Purpose and high-level overview

### **Purpose of Report:**

The purpose of this report is to recommend to Cabinet a schedule of fees for discretionary services provided by the Council during the financial year April 2022 – March 2023. The report also notifies cabinet of statutory fees chargeable during the same period, which are set by various other bodies.

### **Options:**

There are options to not increase fees and charges for 2022/23, or to propose lower increases, but the proposals presented to Cabinet represent a balance between the interests of customers and the need to keep pace with rising service costs.

### **Recommendation/s:**

1. That the discretionary Fees and Charges for 2022/23, attached as Appendix A to this report, be approved.
2. That the statutory Fees and Charges for 2022/23, attached as Appendix B to this report, be noted.

## Corporate Impact Assessment

### **Governance:**

None arising directly from this report.

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

East Suffolk Strategic Plan.

### **Environmental:**

None arising directly from this report.

### **Equalities and Diversity:**

Equalities Impact Assessment (EqIA) has been prepared in respect of various service areas where fee increases are proposed. No adverse impacts have been identified.

### **Financial:**

The fees and charges proposals are intended to be broadly in line with current rates of inflation and will increase income in the next financial year. There have been a number of service areas where it has been deemed inappropriate to fully reflect projected inflation levels in the pricing for 2022/23, including parking services, licensing and bulky waste.

### **Human Resources:**

No direct HR impact is expected to result from these proposals.

### **ICT:**

None arising directly from this report.

<b>Legal:</b> Not applicable.
<b>Risk:</b> There are no direct risks arising because of the fee proposals.

<b>External Consultees:</b>	Beach Hut and Chalet Association was consulted regarding fees for beach hut related licenses and services.  At its meeting on 11 November 2021, the Southwold Harbour Management Committee was consulted on the 2022/23 proposed fees and charges for the harbour and the caravan and camp site.
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## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being, and safety in our District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P12	Being commercially astute	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>

P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education, and influence	<input type="checkbox"/>	<input type="checkbox"/>
XXX	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>How does this proposal support the priorities selected?</b></p> <p>The annual fees and charges review provides an opportunity for the authority to review the cost of delivering services and the competitiveness of its pricing strategies and propose changes to allow it to remain financially sustainable.</p>			

## Background and Justification for Recommendation

<b>1 Background facts</b>	
1.1	<p>Income from fees and charges is an integral part of the Medium-Term Financial Strategy (MTFS), generating essential funding for the Council to help minimise Council Tax increases and/or service reductions.</p> <p>It is vital to ensure that our charges reflect any changes in costs or demands, that have either already occurred, or are expected to occur over the next year.</p> <p>In addition, the financial constraints currently faced by the Council makes it essential to ensure its income from fees and charges is consistent with the East Suffolk Strategic Plan and relevant Government legislation.</p>
<b>2 Current position</b>	
2.1	<p>Fees and charges income is a vital source of income to the Council, in the region of £13.5 million per annum to the General Fund (excluding Port Health).</p> <p>The Council’s policy is to review fees and charges each year. The Medium-Term Financial Strategy – Key Principles, states the current policy on fees and charges:</p> <p>“Increase existing fees and charges on a market forces basis whilst having regard to the Council’s policies and objectives. As a minimum, fees and charges should be increased by price inflation. The Council will also review opportunities to introduce new fees as appropriate”.</p> <p>Fees and charges can be categorised into two groups:</p> <ul style="list-style-type: none"> <li>• discretionary fees and charges for approval by Cabinet; and</li> <li>• statutory fees and charges that must be set in accordance with legislation and Government regulations.</li> </ul> <p>Generally, any increase in fees and charges at East Suffolk Council will take effect from 1 April. However, if the fees and charges are set by statute these will vary per the date set by Government regulation.</p>

2.2	<p><b>Discretionary Fees and Charges</b></p> <p>The proposed discretionary fees and charges for 2022/23 as set out in <b>Appendix A</b>, have been set taking account of the following:</p> <ul style="list-style-type: none"> <li>• Where only the full cost of service provision can be charged, the fee or charge reflects the full cost, including an apportionment of support service costs.</li> <li>• Where the discretionary fee or charge is set at the market rate, these have been benchmarked and set at the appropriate rate considering demand for the service but ensuring that any competitive advantage is neutralised if in competition with the private sector.</li> <li>• Review opportunities to introduce new fees as appropriate.</li> <li>• Where appropriate, alignment of fees and charges from the predecessor Councils.</li> <li>• Building Regulation charges are no longer published at the request of the Head of Planning and Coastal Management. This is because there is considerable competition from the private sector for the provision of this service and the publication of the Council’s charges in this area would result in the Building Regulation service facing a competitive disadvantage and loss of income.</li> <li>• Other discretionary fees and charges which do not fall into any of the above, are increased by between 2.9% and 5%. In setting a minimum rate for managers to consider in their fee reviews, we adopted the government’s 2022 average forecast of inflation as of July 2021.</li> </ul>
2.3	<p>Some noteworthy sections of the discretionary fees &amp; charges (Appendix A) is highlighted below.</p> <p><b>Parking Services</b> (Appendix A, Section 3.1) - The East Suffolk Council Off-Street Parking Places Order 2020 (the Order) was sealed by the Council on 20 August 2020 and came into force on 21 August 2020. Therefore, no further review is proposed to the parking fees at this time.</p> <p><b>Beach Huts &amp; Chalets</b> (Appendix A, Section 3.7) – A 2.75% increase has been agreed with the Beach Huts Association. The exception is Cliff House Chalets (6-17) showing a proposed increase of 14.8%. These Chalets were former Band C due to historical reasons with no electricity which has now changed. These are being increased over three years to bring into line with Band B, rather than a one-off increase.</p> <p><b>Cemeteries</b> (Appendix A, Section 3.9) – In February 2021, Cabinet approved the increase of fees for burial services in the north of the district over the next two financial years, to bring them into line with the fees for the same services in the south of the district. These reflect a sensible gradual approach to fee harmonisation but do result in comparatively higher year-on-year increases.</p> <p><b>Pre-Application Planning Advice</b> (Appendix A, Section 6.2) – New fees were approved in January 2021 by the Strategic Planning Committee. Due to the complexity of the service and the requirement for ongoing review, Appendix A now only contains a reference to the <a href="#">Pre-application advice service</a> website which details up to date guidance and fees. No fee change is proposed at this time.</p>

	<p><b>Garden waste collection</b> (Appendix A, Section 3.3): The fees for our garden waste service will increase by £2 (4.4%) and will fund the increased costs of service delivery (notably refuse driver pay and fuel cost increases). The new fee compares favourably with neighbouring authorities, except for Ipswich which covers urban built up areas that are less expensive to serve.</p> <p><b>Bulky waste collection</b> (Appendix A, Section 3.3): The responsible officers determined that a freeze of this fee would encourage further uptake in the service and encourage appropriate disposal, reuse, and recycle of bulky waste items.</p> <p><b>Licencing fees</b> (Appendix A, Section 2.2): Fees for the transfer of certain business licences have not been increased in recognition of the tough business landscape and to encourage new licence holders to take over those licences as some businesses unfortunately discontinue.</p> <p><b>Southwold Harbour and Caravan-Camp Site</b> (Appendix A, Section 3.4 &amp; 3.5): The Southwold Harbour Management Committee considered the proposed fees and charges at its meeting on 11 November, and these were approved by Cabinet on 7 December.</p>
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3 How to address current situation	
3.1	Cabinet is asked to consider and approve the schedule of Discretionary Fees and Charges for 2022/23 as set out in <b>Appendix A</b> and to note the schedule of Statutory Charges as set out in <b>Appendix B</b> . The date for implementation of the discretionary fees is 1 April 2022, unless otherwise stated.

4 Reason/s for recommendation	
4.1	To set the Council's discretionary fees and charges from 1 April 2022, considering changes to services and the operating environment of the council.

## Appendices

Appendices:	
<b>Appendix A</b>	Discretionary Fees 2022/23
<b>Appendix B</b>	Statutory Fees 2022/23

Background reference papers:		
Date	Type	Available From
July 2021	Forecast for the UK Economy by HM treasury	<a href="#">Forecomp July 2021.pdf</a> ( <a href="http://publishing.service.gov.uk">publishing.service.gov.uk</a> )

# Discretionary Fees and Charges

## 2022/23

### East Suffolk Council



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## FEES AND CHARGES NOTE

### **Note**

Generally any increase in fees and charges will take effect from 1 April 2022 and apply through to 31 March 2023. Details of variations from this date, for example, where committee are due to approve fees at a later date, are included in the schedule.

The prices quoted in this book are inclusive of Value Added Tax (VAT) when applicable, therefore individuals and companies do not need to add VAT to the price. Please refer to the VAT code key below for further details.

### **VAT Code Key**

The current standard rate of VAT is 20%.

This schedule for fees and charges show the rate of VAT applicable which is denoted by one of the following abbreviations;

- S Standard Rated
- EX Exempt
- OS Outside Scope
- ZE Zero Rated
- R Temporary Reduced VAT on qualifying supplies made from 1 October 2021 to 31 March 2022 (12.5%).

### **Photocopying**

Photocopying charges for East Suffolk Council will include an initial charge of £10.00 with an additional charge of 50p per A4 sheet.

# ENVIRONMENTAL & PORT HEALTH

## 1.1 Charges for licences

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
<b>Animal welfare</b>				
Pet shops **	£303.00	OS	£294.00	£9.00
Dog breeding establishments **	£303.00	OS	£294.00	£9.00
Dangerous wild animals **	£452.00	OS	£438.00	£14.00
Animal boarding establishments **	£303.00	OS	£294.00	£9.00
Riding establishments **	£303.00	OS	£294.00	£9.00
Additional fee for each additional activity *	£67.00	OS	£65.00	£2.00
Re-rating request *	£155.00	OS	£150.00	£5.00
Appeal inspection fee *	£155.00	OS	£150.00	£5.00
<b>Variation Application Fee-</b>				
1 star	£139.00	OS	£134.00	£5.00
2 star	£70.00	OS	£67.00	£3.00
3 star	£47.00	OS	£45.00	£2.00
4 star	£35.00	OS	£34.00	£1.00
5 star	£28.00	OS	£27.00	£1.00
Paperwork only variation (all ratings)*	£28.00	OS	£27.00	£1.00
<i>All the above fees marked with an asterisk (*) plus vet fees at cost, if requir</i>				
<i>All the above fees marked with a double asterisk (**) an application fee of £160.00 must be paid when the application is submitted. The balance is payable when the licence is ready to be issued.</i>				
<b>Advice regarding various licences</b>				
Hourly rate	£72.00	S	£69.00	£3.00

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
<b>Zoo licensing</b>				
Notice of intention to apply for a zoo licence	£133.00	OS	£129.00	£4.00
Application for the grant of a new zoo licence for four years	£465.00	OS	£451.00	£14.00
Special inspection of licenced zoo	£165.00	OS	£160.00	£5.00
Periodic inspections (renewal & every three years)	£680.00	OS	£660.00	£20.00
<i>Vet inspection fees are in addition to all animal welfare licences</i>				

## ENVIRONMENTAL & PORT HEALTH

### 1.2 Charges for registration

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
<b>Skin piercing</b>				
Acupuncture, Tattooing, Ear Piercing, Electrolysis (Premises)	£273.00	OS	£265.00	£8.00
Acupuncture, Tattooing, Ear Piercing, Electrolysis (Persons)	£160.00	OS	£155.00	£5.00

### 1.3 Food premises register

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
Copy of food premises register	£150.00	OS	£145.00	£5.00
Copy of food premises register - single entry	£19.60	OS	£19.00	£0.60

### 1.4 Certificates & health charges

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
Issuing of export health certificate - Local Authority	£124.00	OS	£120.00	£4.00
Issuing of export health certificate - APHA	£237.00	OS	£230.00	£7.00
Issuing of export certificate of conformity	£94.00	OS	£91.00	£3.00

## ENVIRONMENTAL & PORT HEALTH

### 1.5 Health education courses

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
Level 2 Award in Food Safety and Catering	£78.00	EX	£75.00	£3.00
Level 2 Award in Food Safety and Catering (refresher)	£46.00	EX	£44.00	£2.00
Level 2 Award in Health and Safety at Work	£78.00	EX	£75.00	£3.00
Examination re-sit fee for a Level 2 course	£46.00	EX	£44.00	£2.00

### 1.6 Voluntary surrender certificates

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
Issue of voluntary surrender certificates	£186.00	OS	£180.00	£6.00
Disposal of food	<i>Actual Cost (net of VAT)</i>			

### 1.7 Food hygiene ratings

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
Revisit	£162.00	OS	£155.00	£7.00

## ENVIRONMENTAL & PORT HEALTH

### 1.8 Safer Food, Better Business (SFBB)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
SFBB for caterers	£21.00	ZE	£20.00	£1.00
SFBB for caterers with residential care homes supplement	£21.00	ZE	£20.00	£1.00
SFBB for retailers	£21.00	ZE	£20.00	£1.00
SFBB Indian, Pakistani, Bangladeshi and Sri Lankan cuisines	£21.00	ZE	£20.00	£1.00
SFBB Chinese cuisine - English language version	£21.00	ZE	£20.00	£1.00
SFBB Chinese cuisine - Cantonese language version	£21.00	ZE	£20.00	£1.00
SFBB childminders	£13.00	S	£12.50	£0.50
12 month diary pack	£5.40	S	£5.20	£0.20

### 1.9 Dog control

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
Costs of reclaiming a stray dog	£127.00	OS	£123.00	£4.00
Surcharge for dogs with no/unregistered/out-of-date/otherwise invalid microchip	£42.00	OS	£40.00	£2.00
Plus administration costs	£38.00	OS	£37.00	£1.00
Plus daily kennelling fees	£16.00	OS	£15.00	£1.00
<b>Plus vet fees</b>	<b>Actual Cost (net of VAT)</b>		Actual Cost	

### 1.10 Provision of supplementary environmental information

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)
<b>Simple requests (taking up to 2 hours to process):</b>				
This is at the Council's discretion, having regard to relevant factors (in accordance with ICO guidance) this fee may be waived for very simple enquiries	£110.00	OS	£106.00	£4.00
<b>Complex requests (i.e. taking more than 2 hours to process):</b>				
Flat Rate	£110.00	OS	£106.00	£4.00
Plus charge per hour	£72.00	OS	£69.00	£3.00

## LEGAL & DEMOCRATIC SERVICES

### 2.1 Charges for licences

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Sex Establishments</b>					
Sex Establishments - Initial Grant	£2,180.00	OS	£2,118.00	£62.00	2.9%
Sex Establishments - Annual Fee	£1,852.00	OS	£1,800.00	£52.00	2.9%
<b>Street Trading</b>					
Consents and Licences	£405.00	OS	£394.00	£11.00	2.8%
Daily Fee	£27.00	OS	£26.00	£1.00	3.8%
Pavement Licences (for local businesses)	£0.00	OS	£0.00	£0.00	-
Single Event Street Trading Licence for events supported by Town/Parish Councils' are free of charge. This is at the Councils' discretion.					

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Boat and Boatman Licences</b>					
Pleasure Boat Licence (up to 12 passengers)	£133.00	OS	£129.00	£4.00	3.1%
Rowing Boat (4 passengers)	£66.00	OS	£64.00	£2.00	3.1%

### 2.2 Hackney carriages / Private hire vehicles

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Horse drawn vehicle or private hire vehicle	£48.00	OS	£47.00	£1.00	2.1%
Disclosure & Barring Checks / Set by Disclosure & Barring Service	£40.00	OS	£40.00	£0.00	0.0%
Vehicle ID plate initial charge (with bracket)	£28.00	OS	£28.00	£0.00	0.0%
Vehicle ID plate renewal charges	£16.00	OS	£16.00	£0.00	0.0%
Temporary vehicle	£48.00	OS	£47.00	£1.00	2.1%
Vehicle transfer to new owner	£48.00	OS	£47.00	£1.00	2.1%

## LEGAL & DEMOCRATIC SERVICES

### 2.2 Hackney carriages / Private hire vehicles (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Motorised Hackney Carriage	£325.00	OS	£316.00	£9.00	2.8%
Discount for vehicles with mobility seat provision for people with disability	£164.00	OS	£159.00	£5.00	3.1%
Private hire vehicles	£282.00	OS	£274.00	£8.00	2.9%
Discount for vehicles with mobility seat provision for people with disability	£141.00	OS	£137.00	£4.00	2.9%
Rickshaws	<b>New*</b> £48.00	OS	N/A	N/A	N/A
<b>Driver's Licences</b>					
Initial application test	£48.00	OS	£47.00	£1.00	2.1%
First application	£165.00	OS	£160.00	£5.00	3.1%
Three year licence	£215.00	OS	£209.00	£6.00	2.9%
<b>Private Hire Operations Licences</b>					
Knowledge Test	£55.00	OS	£53.00	£2.00	3.8%
Five year licence owner/driver	£254.00	OS	£247.00	£7.00	2.8%
Five year licence 2 - 5 cars	£429.00	OS	£417.00	£12.00	2.9%
Five year licence over 5 cars	£846.00	OS	£822.00	£24.00	2.9%

Additional Hackney / Private Hire Vehicle fees are set by East Suffolk Council's partners. The below charges are set by Norse Group Limited.

#### The Charges

Single Axle Trailer - Inspection  
Failure to Keep Vehicle Inspection Appointment  
Taxi / Private Hire Vehicle Plate Replacement

Please contact (01502) 527100 or (01394) 444000 for more information.

## LEGAL & DEMOCRATIC SERVICES

### 2.3 Premises licences (Gambling Act 2005)

	2022/23 Fees				VAT Status
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Misc. Fees (App. to Vary)	Misc. Fees (App. to Transfer)	
Bingo Club	£1,635.00	£774.00	£1,090.00	£1,036.00	OS
Betting Premise (excluding tracks)	£1,635.00	£600.00	£1,090.00	£1,036.00	OS
Tracks	£1,635.00	£654.00	£1,090.00	£950.00	OS
Family Entertainment Centre	£1,635.00	£654.00	£1,000.00	£950.00	OS
Adult Gaming Centre	£1,635.00	£654.00	£1,000.00	£1,036.00	OS

	2021/22 Fees				VAT Status
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Misc. Fees (App. to Vary)	Misc. Fees (App. to Transfer)	
Bingo Club	£1,589.00	£752.00	£1,059.00	£1,007.00	OS
Betting Premise (excluding tracks)	£1,589.00	£600.00	£1,059.00	£1,007.00	OS
Tracks	£1,589.00	£636.00	£1,059.00	£950.00	OS
Family Entertainment Centre	£1,589.00	£636.00	£1,000.00	£950.00	OS
Adult Gaming Centre	£1,589.00	£636.00	£1,000.00	£1,007.00	OS

	2021/22 Increase or (Decrease)				VAT Status
	Premises Licence Fee (New App.)	Premises Licence Fee (Annual Fee)	Misc. Fees (App. to Vary)	Misc. Fees (App. to Transfer)	
Bingo Club	2.9%	2.9%	2.9%	2.9%	OS
Betting Premise (excluding tracks)	2.9%	0.0%	2.9%	2.9%	OS
Tracks	2.9%	2.8%	2.9%	0.0%	OS
Family Entertainment Centre	2.9%	2.8%	0.0%	0.0%	OS
Adult Gaming Centre	2.9%	2.8%	0.0%	2.9%	OS

# OPERATIONS

## 3.1 Parking services

Off-street parking places	Tariff			Season Tickets
	S	S	S	S
VAT Status	2 hours	4 hours	4+ hours	1 month
<b>ALDEBURGH</b>				
Fort Green	£1.50	£3.00	£4.00	£65.00
King Street*	£1.50	£3.00	-	-
Oakley Square*	£1.50	£3.00	-	-
Slaughden	£1.50	£3.00	£4.00	£65.00
Slaughden Sea Wall	No Charge			-
Thorpeness Beach*	£1.00	£2.00	£4.00	£65.00
Thorpe Road	£1.50	£3.00	£4.00	£65.00
<b>BECCLIS</b>				
Blyburgate*	£1.00	£2.00	£4.00	£65.00
Hungate*	£1.00	£2.00	-	-
Killbrack	No Charge			-
Newgate*	£1.00	£2.00	-	-
<b>BUNGAY</b>				
Boyscott Lane	No Charge			-
Nethergate	£1.00	£2.00	£4.00	£65.00
Priory Lane*	£1.00	£2.00	£4.00	£65.00
Scales Street	£1.00	£2.00	£4.00	£65.00
Wharton Street*	£1.00	£2.00	£4.00	£65.00

# OPERATIONS

## 3.1 Parking services (continued)

Off-street parking places	Tariff			Season Tickets
	S	S	S	S
VAT Status	2 hours	4 hours	4+ hours	1 month
<b>FELIXSTOWE</b>				
Arwela Road	£1.50	£3.00	£4.00	£65.00
Beach Station	£1.50	£3.00	£4.00	£65.00
Brackenbury Fort*	£1.50	£3.00	£4.00	£65.00
Clifflands*	£1.50	£3.00	£4.00	£65.00
Convalescent Hill*	£1.50	£3.00	£4.00	£65.00
Crescent Road*	£1.50	£3.00	-	-
Felixstowe Pier*	£1.50	£3.00	-	-
Garrison Lane	£1.50	£3.00	£4.00	£65.00
Golf Road	£1.50	£3.00	£4.00	£65.00
Highfield Road*	£1.50	£3.00	-	-
Landguard *	£1.50	£3.00	£4.00	£65.00
Manor Terrace*	£1.50	£3.00	£4.00	£65.00
Martello Park North	£1.50	£3.00	£4.00	£65.00
Martello Park South	£1.50	£3.00	£4.00	£65.00
Nacton Shore	No charge			-
Ranelagh Road	£1.50	£3.00	£4.00	£65.00

# OPERATIONS

## 3.1 Parking services (continued)

Off-street parking places	Tariff			Season Tickets
	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
<b>FELIXSTOWE</b>				
Searson's Farm	No Charge			-
Spa Pavilion	£1.50	£3.00	-	-
The Grove	No Charge			-
The Promenade	£1.50	£3.00	£4.00	£65.00
Undercliff	£1.50	£3.00	-	-
<b>FRAMLINGHAM</b>				
Fore Street*	£1.00	£2.00	£4.00	£65.00
Market Hill*	£1.00	-	-	-
The Elms*	£1.00	£2.00	£4.00	£65.00
<b>HALESWORTH</b>				
Angel Lane North*	£1.00	£2.00	£4.00	£65.00
Angel Lane South*	£1.00	£2.00	£4.00	£65.00
Bridge Street*	£1.00	£2.00	£4.00	£65.00
Station Road*	£1.00	£2.00	£4.00	£65.00
Thoroughfare*	£1.00	£2.00	-	-

# OPERATIONS

## 3.1 Parking services (continued)

Off-street parking places	Tariff			Season Tickets
	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
<b>KIRKLEY</b>				
All Saints	No Charge			-
Clifton Road*	£1.00	£2.00	£4.00	£65.00
Pakefield Cliff	No charge			-
Pakefield Road*	£1.00	£2.00	£4.00	£65.00
Pakefield Street*	£1.00	£2.00	£4.00	£65.00
<b>LEISTON</b>				
High Street*	£1.00	£2.00	£4.00	£65.00
Main Street	No Charge			-
Sizewell Beach*	£1.00	£2.00	£4.00	£65.00
Sizewell Road*	£1.00	£2.00	£4.00	£65.00
Valley Road	No charge			-
<b>LOWESTOFT</b>				
Adrian Road	£1.50	£3.00	£4.00	£65.00
Alexandra Road	£1.50	£3.00	£4.00	£65.00
Battery Green*	£1.50	£3.00	-	-
Belvedere Road	£1.50	£3.00	£4.00	£65.00

# OPERATIONS

## 3.1 Parking services (continued)

Off-street parking places	Tariff			Season Tickets
	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
<b>LOWESTOFT</b>				
Britten Centre*	£1.50	£3.00	£4.00	-
Christ Church	No Charge			-
Clapham Road*	£1.50	£3.00	-	-
Claremont Pier	£1.50	£3.00	£4.00	-
Kirkley Cliff*	£1.50	£3.00	£4.00	£65.00
Regent Road	£1.50	£3.00	£4.00	£65.00
Royal Green*	£1.50	£3.00	£4.00	£65.00
St Peters Street*	£1.50	£3.00	-	-
Tennyson Road*	£1.50	£3.00	£4.00	£65.00
Waveney Sports Centre	No charge			-
Whapload Road	£1.50	£3.00	£4.00	£65.00
<b>MELTON</b>				
Melton Riverside	No Charge			-
Melton Street	No Charge			-
<b>OULTON BROAD</b>				
Nicholas Everitts Park*	£1.00	£2.00	£4.00	£65.00
The Boulevard*	£1.00	£2.00	£4.00	£65.00

# OPERATIONS

## 3.1 Parking services (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
<b>SAXMUNDHAM</b>				
Market Place*	£1.00	£2.00	£4.00	£65.00
<b>SOUTHWOLD</b>				
Ferry Road (North)	No Charge			-
Ferry Road*	£1.50	£3.00	£4.00	£65.00
Harbour Quay East*	£1.50	£3.00	£4.00	£65.00
Harbour West	No Charge			-
Southwold Pier*	£1.50	£3.00	£4.00	£65.00
<b>WICKHAM MARKET</b>				
Chapel Lane*	£1.00	-	-	-
The Hill*	£1.00	£2.00	-	-
The Percy Mason*	£1.00	£2.00	£4.00	£65.00
<b>WOODBIDGE</b>				
Bawdsey Quay Picnic Site	No Charge			-
Deben	£1.00	£2.00	£4.00	£65.00
Hamblin Road*	£1.00	£2.00	-	-

# OPERATIONS

## 3.1 Parking services (continued)

Off-street parking places	Tariff			Season Tickets
VAT Status	S	S	S	S
	2 hours	4 hours	4+ hours	1 month
<b>WOODBIDGE</b>				
Iken Picnic Site	No Charge			-
Lime Kiln Quay	£1.00	£2.00	£4.00	£65.00
Oak Lane*	£1.00	£2.00	-	-
Sutton Heath	No Charge			-
The Station*	£1.00	£2.00	£4.00	£65.00
Theatre Street	£1.00	£2.00	£4.00	£65.00
Upper Hollesley Common	No Charge			-
<b>WRENTHAM</b>				
Wrentham	No Charge			-

All above locations marked with an asterisk (\*) have a 30-minute ticket option (FOC).  
 All above locations with a £65 monthly ticket option also have an annual ticket option priced at £650.

### Penalty Charge Notices (PCNs)

UK Statutory Instrument 2007 No. 3487 - The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007, Schedule to Article 2, Table 1, Band 2.  
 Higher level penalty charge = £70 and lower level penalty charge = £50, discounted by 50% if paid within 14 days.

<http://www.legislation.gov.uk/uksi/2007/3487/schedule/made>

# OPERATIONS

## 3.1 Parking services (continued)

		2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Permits, exemptions and dispensations</b>						
Health and social care permits	<i>Annual charge</i>	£8.00	OS	£8.00	£0.00	0.00%
Resident exemptions	<i>Annual charge</i>	£50.00	OS	£50.00	£0.00	0.00%
Trade dispensations	<i>Per (7-day) week</i>	£10.00	OS	£10.00	£0.00	0.00%
Off-street parking place suspensions	<i>Per (7-day) week</i>	£42.00	S	£42.00	£0.00	0.00%
On-street parking place suspensions	<i>£55 for one day plus £25 per day thereafter, up to a maximum of ten days for £280</i>		OS			

## 3.2 Parking services (administration charges)

		2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Administration Charges</b>						
Monthly and annual ticket changes		£30.00	S	£25.00	£5.00	20.00%
Resident Permit		£30.00	OS	£25.00	£5.00	20.00%

## 3.3 Collection of household waste

		2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Bulky Household Waste</b>						
For the collection of up to three single items of bulky household waste		£47.00	OS	£47.00	£0.00	0.00%
Each additional item (above three items) of bulky household waste		£16.00	OS	£16.00	£0.00	0.00%
Other/special collections (by quotation)		POA	OS	POA		
<b>Garden Waste Collection (fortnightly)</b>						
Garden Waste Service (per subscription, per annum)		£47.00	OS	£45.00	£2.00	4.44%
Green bin delivery (required for new GW subscription)		£11.00	OS	£11.00	£0.00	0.00%
Supply of new waste bin (single residual or recycling) - if permitted (refurb'ed - cost £25.00 only if available)		£35.00	OS	£34.50	£0.50	1.45%
Supply of additional household waste bin (single residual or recycling) - if permitted		£35.00	OS	£34.50	£0.50	1.45%
Developer bin delivery charge, if more than 6 bins - residual and recycling		£16.50	OS	£15.50	£1.00	6.45%

# OPERATIONS

## 3.4 Caravan & camping sites

	2022/23		VAT Status	2021/22 Fees @ Standard Rate	£ Increase or (Decrease)	% Increase or (Decrease)
	Fees @ Reduced VAT - 12.5% (Invoices and online bookings from 1 October 2021 - 31 March 2022)	Fees @ Standard Rate (Invoices and online bookings from 1 April 2022)				
<b>Southwold Harbour Site</b>						
Static Caravan - Site Fee (March - No	£2,334.38	£2,490.00	R/S	£2,410.00	£80.00	3.32%
Static Caravan - Site Fee (December -	n/a	£220.00	S	£210.00	£10.00	4.76%
New Caravan - Plot Fee	£1,809.38	£1,930.00	R/S	£1,875.00	£55.00	2.93%
Additional charge for electricity site	£515.63	£550.00	R/S	£550.00	£0.00	0.00%

	2022/23		VAT Status	2021/22 Fees @ Standard Rate	£ Increase or (Decrease)	% Increase or (Decrease)
	Fees @ Reduced VAT - 12.5% (Invoices and online bookings from 1 October 2021 - 31 March 2022)	Fees @ Standard Rate (Invoices and online bookings from 1 April 2022)				
<b>Additional Charges - Static Caravan</b>						
Harbour side Supplement Front Line	£196.88	£210.00	R/S	£203.00	£7.00	3.45%
Blackshore Supplement Front Line	£172.50	£184.00	R/S	£177.00	£7.00	3.95%
External Van Cleaning	n/a	£84.00	S	£80.00	£4.00	5.00%
External Window & Door Clean	n/a	£15.50	S	£15.00	£0.50	3.33%
Under Van Edge Trim & Weed killer Spray	n/a	£30.00	S	£25.00	£5.00	20.00%

# OPERATIONS

## 3.4 Caravan & camping sites (continued)

	2022/23		VAT Status	2021/22 Fees @ Standard Rate	£ Increase or (Decrease)	% Increase or (Decrease)
	Fees @ Reduced VAT - 12.5% (Invoices and online bookings from 1 October 2021 - 31 March 2022)	Fees @ Standard Rate (Invoices and online bookings from 1 April 2022)				
<b><i>All below fees are charged on a per night basis</i></b>						
Tourers/Motorised Vans/Tents (Low Season) Inc 2 Adults	£26.72	£28.50	R/S	£27.25	£1.25	4.59%
Tourers/Motorised Vans/Tents (Peak Season) Inc 2 Adults	£31.88	£34.00	R/S	£32.50	£1.50	4.62%
Electricity per night	£4.69	£5.00	R/S	£5.00	£0.00	0.00%
Additional Adult	£4.27	£4.55	R/S	£4.40	£0.15	3.41%
Additional Child	£1.64	£1.75	R/S	£1.70	£0.05	2.94%
Awnings/Gazebos/Canopies	£7.97	£8.50	R/S	£8.10	£0.40	4.94%
Organised Groups (To be negotiated in advance)	By negotiation	By negotiation	R/S	By negotiation	-	-
Single backpacker (no vehicle)*	£14.06	£15.00	R/S	£14.00	£1.00	7.14%
Key Sale for Toilet Block	£35.63	£38.00	R/S	£28.75	£9.25	32.17%
Battery Charging	£6.80	£7.25	R/S	£7.00	£0.25	3.57%
Ice Packs	£1.27	£1.35	R/S	£1.30	£0.05	3.85%
Mobile Phone Charging	£1.36	£1.45	R/S	£1.40	£0.05	3.57%
* With discretion of caravan site manager at time of arrival						

# OPERATIONS

## 3.5 Harbour & annual licences (beach & boat related)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Regular users (per annum)</b>					
Mooring fees	£730.00	S	£700.00	£30.00	4.29%
Tenders/Canoe/Kayak	£38.50	S	£37.00	£1.50	4.05%
Tenders/Canoe/Kayak Day Rate	£4.80	S	£4.60	£0.20	4.35%
<b>Harbour dues (per annum)</b>					
Up to 6100mm	£77.00	S	£74.50	£2.50	3.36%
6100mm up to 9150mm	£147.00	S	£142.00	£5.00	3.52%
9150mm up to 12200mm	£190.00	S	£181.00	£9.00	4.97%
12200mm up to 15250mm	£248.00	S	£238.00	£10.00	4.20%
Each additional 305mm over 15250mm	£6.75	S	£6.50	£0.25	3.85%
<b>Other charges (per annum)</b>					
Large Hut Sites	£430.00	EX	£410.00	£20.00	4.88%
Small Hut Sites	£294.00	EX	£280.00	£14.00	5.00%
<b>Stage sites</b>					
1E - 10E	£1,190.00	S	£1,155.00	£35.00	3.03%
All other sites on Southwold Bank	£618.00	S	£600.00	£18.00	3.00%
All other sites on Walberswick Bank	£618.00	S	£600.00	£18.00	3.00%
Stage 25 LCC Harbour Dues		S			
	per individual boat		r individual boat	-	-

# OPERATIONS

## 3.5 Harbour & annual licences (beach & boat related) (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>W10 Mooring</b>					
Up to 6100mm	£22.00	S	£21.00	£1.00	4.76%
6100mm up to 9150mm	£26.00	S	£25.00	£1.00	4.00%
9150mm up to 12200mm	£32.00	S	£30.50	£1.50	4.92%
12200mm up to 15250mm	£40.00	S	£38.75	£1.25	3.23%
Each additional 305mm over 15250mm	£2.10	S	£2.00	£0.10	5.00%
Harbour Dues	£10.50	S	£10.00	£0.50	5.00%
Electric Charge (Normal)	£4.50	S	£4.50	£0.00	0.00%
Electric Charge (Heavy Use)	£13.00	S	£13.00	£0.00	0.00%
<b>Other charges</b>					
Storage ashore (per 305mm)	£2.95	S	£2.85	£0.10	3.51%
Electric charge (weekly)	£30.00	S	£30.00	£0.00	0.00%
Mooring winter charge (per 305mm/month)	£4.25	S	£4.10	£0.15	3.66%
Mooring berth on north dock wall(including use of compound & facilities) per month	£162.00	S	£155.00	£7.00	4.52%
<b>Licences</b>					
Beach Licences					
- Aldeburgh and Felixstowe	£63.00	OS	£60.00	£3.00	5.00%
- Sizewell	£50.00	OS	£48.50	£1.50	3.09%
Sale of fish from Council land	variable	OS	Variable	-	-
Boats on beach	£140.00	S	£135.00	£5.00	3.70%
Boats in compound at The Dip	£140.00	S	£135.00	£5.00	3.70%
Launch only permit	£68.00	OS	£65.00	£3.00	4.62%
Fee for return of confiscated boats	variable	S	Variable	-	-

# OPERATIONS

## 3.6 Recreation areas & outdoor sports

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Beccles Sports Ground</b>					
<b>Cricket</b>					
<b>Adult one off match charge</b>					
- Weekdays	£69.25	S	£67.25	£2.00	2.97%
- Weekdays (evenings)	£53.00	S	£51.25	£1.75	3.41%
- Weekends and Bank Holidays	£94.00	S	£91.25	£2.75	3.01%
<b>Adult block booking (minimum 11 matches)</b>					
- Weekdays	£59.50	S*	£57.75	£1.75	3.03%
- Weekdays (evenings)	£45.25	S*	£43.75	£1.50	3.43%
- Weekends and Bank Holidays	£87.50	S*	£84.75	£2.75	3.24%
<b>Junior one off match charge</b>					
- Weekdays	£46.50	S	£45.00	£1.50	3.33%
- Weekdays (evenings)	£37.75	S	£36.50	£1.25	3.42%
- Weekends and Bank Holidays	£68.50	S	£66.25	£2.25	3.40%
<b>Junior block booking (minimum 11 matches)</b>					
- Weekdays	£39.75	S*	£38.50	£1.25	3.25%
- Weekdays (evenings)	£33.25	S*	£32.25	£1.00	3.10%
- Weekends and Bank Holidays	£60.50	S*	£58.75	£1.75	2.98%
<b>All weather surface</b>					
- Weekdays	£49.75	S	£48.25	£1.50	3.11%
- Weekdays (evenings)	£34.25	S	£33.25	£1.00	3.01%
- Weekends and Bank Holidays	£55.75	S	£54.00	£1.75	3.24%
- Weekends and Bank Holidays (evenings)	£41.50	S	£40.25	£1.25	3.11%

# OPERATIONS

## 3.6 Recreation areas & outdoor sports (continued)

	2022/23	VAT Status	2021/22	£ Increase or	% Increase or
<b>Beccles Sports Ground</b>					
<b>Football/Rugby</b>					
<b>Adult one off match charge</b>					
- Weekdays	£49.75	S	£48.25	£1.50	3.11%
- Weekends and Bank Holidays	£65.25	S	£63.25	£2.00	3.16%
<b>Adult block booking (minimum 11 matches)</b>					
- Weekdays	£41.00	S*	£39.75	£1.25	3.14%
- Weekends and Bank Holidays	£51.25	S*	£49.75	£1.50	3.02%
<b>Junior one off match charge</b>					
- Weekdays	£32.00	S	£31.00	£1.00	3.23%
- Weekends and Bank Holidays	£39.50	S	£38.25	£1.25	3.27%
<b>Junior block booking (minimum 11 matches)</b>					
- Weekdays	£19.00	S*	£18.25	£0.75	4.11%
- Weekends and Bank Holidays	£24.25	S*	£23.50	£0.75	3.19%
<b>Mini Football Pitch</b>	£16.00		£15.50	£0.50	3.23%
				£	%
				Increase or	Increase or
				(Decrease)	(Decrease)
<b>Dip Farm - Lowestoft</b>					
<b>Football</b>					
<b>Adult one off match charge</b>					
- Weekdays	£51.25	S	£49.75	£1.50	3.02%
- Weekends and Bank Holidays	£67.25	S	£65.25	£2.00	3.07%
<b>Adult block booking (minimum 11 matches)</b>					
- Weekdays	£42.25	S*	£41.00	£1.25	3.05%
- Weekends and Bank Holidays	£52.75	S*	£51.25	£1.50	2.93%
<b>Junior one off match charge</b>					
- Weekdays	£33.00	S	£32.00	£1.00	3.13%
- Weekends and Bank Holidays	£39.50	S	£38.25	£1.25	3.27%
<b>Junior block booking (minimum 11 matches)</b>					
- Weekdays	£19.75	S*	£19.00	£0.75	3.95%
- Weekends and Bank Holidays	£25.00	S*	£24.25	£0.75	3.09%

# OPERATIONS

## 3.6 Recreation areas & outdoor sports (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Eastward Ho and Walton Sports Ground - Felixstowe</b>					
<b>Football</b>					
<b>Adult one off match charge</b>					
- Weekdays	£50.00	S	£48.25	£1.75	3.63%
- Weekends and Bank Holidays	£66.25	S	£64.25	£2.00	3.11%
<b>Adult block booking (minimum 8 matches)</b>					
- Weekdays	£31.00	S*	£30.00	£1.00	3.33%
- Weekends and Bank Holidays	£46.50	S*	£45.00	£1.50	3.33%
<b>Junior one off match charge</b>					
- Weekdays	£32.00	S	£31.00	£1.00	3.23%
- Weekends and Bank Holidays	£43.50	S	£42.25	£1.25	2.96%
<b>Junior block booking (minimum 8 matches)</b>					
- Weekdays	£23.75	S*	£23.00	£0.75	3.26%
- Weekends and Bank Holidays	£32.75	S*	£31.75	£1.00	3.15%
<b>Dellwood Avenue - Felixstowe</b>					
<b>Football</b>					
Mini soccer pitch x 5					
- One off	£25.50	S	£24.75	£0.75	3.03%
- Regular	£16.50	S	£16.00	£0.50	3.13%

# OPERATIONS

## 3.6 Recreation areas & outdoor sports (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Coronation Sports Ground Felixstowe</b>					
<b>Cricket</b>					
Not available to lease from the Council and its partners due to being leased to the Club directly.					
<b>Rugby</b>					
<b>Adult one off match charge</b>					
- Weekdays**	£51.50	S	£49.75	£1.75	3.52%
- Weekends and Bank Holidays**	£68.50	S	£66.25	£2.25	3.40%
**Not available to lease from the Council and its partners as from <b>July 2022</b> due to being leased to the Club directly.					

## OPERATIONS

### 3.6 Recreation areas & outdoor sports (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Coronation Sports Ground Felixstowe (continued)</b>					
<b>Rugby</b>					
<b>Adult block booking (minimum 8 matches)</b>					
- Weekdays	£42.50	S*	£41.00	1.50	3.66%
- Weekends and Bank Holidays	£57.00	S*	£55.00	2.00	3.64%
<b>Junior one off match charge</b>					
- Weekdays	£33.00	S	£32.00	1.00	3.13%
- Weekends and Bank Holidays	£45.25	S	£43.75	1.50	3.43%
<b>Junior block booking (minimum 8 matches)</b>					
- Weekdays	£24.50	S*	£23.75	0.75	3.16%
- Weekends and Bank Holidays	£33.75	S*	£32.75	1.00	3.05%

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Recreation Areas</b>					
<b>Pavilion Hire (Cricket Pavilion, Dellwood Avenue, Felixstowe)</b>					
Not available to lease from the Council and its partners due to being leased to the Club directly.			£74.75		
Coronation Sports Ground Felixstowe					
Use of changing facilities**	£35.00	S	£33.75	1.25	3.70%
**Not available to lease from the Council and its partners as from <b>July 2022</b> due to being leased to the Club directly.					

\*Where a block booking meets all HMRC's criteria for block booking exemption, fees will be Exempt. Otherwise they are Standard rated.

# OPERATIONS

## 3.7 Beach huts & chalets

A premier site is defined as having no other beach hut in the direct line of sight towards the sea perpendicular to the front elevation of the beach hut. A standard site is one that have a hut immediately in front, obstructing the line of sight towards the sea.

	2022/23					
	Fees @ Reduced VAT - 12.5% (Invoices and online bookings from 1 October 2021 - 31 March 2022)	Fees @ Standard Rate (Invoices and online bookings from 1 April 2022)	VAT Status	2021/22 Fees @ Standard Rate	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Sizewell</b>						
Premier site only	£598.82	£638.74	R/S	£621.64	17.10	2.75%
Setting up of Beach Hut licence	n/a	£38.00	S	£36.99	1.01	2.73%
Administration fee for paying by instalments	n/a	£31.68	S	£30.83	0.85	2.76%

### Southwold

The beach huts at Southwold are privately owned and positioned on sites leased from East Suffolk Council. (Please note there are currently no vacant sites available). Some beach hut owners do provide short term lettings of their huts. For further information please contact the

[Southwold Beach Hut Owners Association](#).

For beach site tenants who wish to claim a discount for being a local resident, please submit a [Southwold Beach Hut Principal Residence Discount Claim Form](#). The form must be completed in respect of each and every year and returned to our [Asset Management Team](#) by the end of March in each year.

Discounts for membership of the Association will be directly verified with the Association.

### Lowestoft

You can access current fees and booking system via <https://www.hirebeachhuts.co.uk/> or calling (01502) 532541.

# OPERATIONS

## 3.7 Beach Huts & Chalets (continued)

	2022/23			2021/22 Fees	£	%
	Fees @ Reduced VAT - 12.5% (Invoices and online bookings from 1 October 2021 - 31 March 2022)	Fees @ Standard Rate (Invoices and online bookings from 1 April 2022)	VAT Status	@ Standard Rate	Increase or (Decrease)	Increase or (Decrease)
<b>Felixstowe huts</b>						
Setting up of Beach Hut licence	n/a	£674.63	S	£656.57	18.06	2.75%
Setting up of Beach Hut licence - transfer within family (must provide evidence)	n/a	£135.14	S	£131.52	3.62	2.75%
Administration fee for paying by instalments	n/a	£31.68	S	£30.83	0.86	2.77%
Premier site	£598.82	£638.74	R/S	£621.64	17.10	2.75%
Premier surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£172.23	£183.71	R/S	£178.79	4.92	2.75%
Standard site	£479.05	£510.98	R/S	£497.31	13.67	2.75%
Standard surcharge (per sqm where the site exceeds 2.13m width x 2.43m depth)	£479.05	£160.47	R/S	£156.18	4.29	2.75%
<b>Felixstowe chalets</b>						
<b>Bath Tap</b>						
- Chalets 1 - 4, 9 - 20, 27 - 36 (26)	£2,087.43	£2,226.59	R/S	£2,167.00	59.59	2.75%
- Chalets 5 - 8 (4)	£1,619.27	£1,727.22	R/S	£1,681.00	46.22	2.75%
- Chalets 21 - 26 (6)	£1,619.27	£1,727.22	R/S	£1,681.00	46.22	2.75%
<b>Cliff House</b>						
- Chalets 1 and 2	£1,135.27	£1,210.96	R/S	£1,178.54	32.42	2.75%
- Chalets 3 and 4	£764.11	£815.05	R/S	£793.23	21.82	2.75%
- Chalet 5	£1,619.27	£1,727.22	R/S	£1,681.00	46.22	2.75%
- Chalets 6-17 (12)	£1,473.75	£1,572.00	R/S	£1,369.28	202.72	14.80%
- Chalets 18 - 25 (8)	£1,619.27	£1,727.22	R/S	£1,681.00	46.22	2.75%
- Chalets 26 - 41 (16)	£2,087.43	£2,226.59	R/S	£2,167.00	59.59	2.75%
Administration fee for paying by instalments	n/a	£31.68	S	£30.83	0.85	2.76%
Setting up of chalet licence	n/a	£38.00	S	£36.99	1.01	2.73%

# OPERATIONS

## 3.8 Leisure facilities

Brackenbury Leisure Centre, Deben Leisure Centre, Felixstowe Leisure Centre & Leiston Leisure Centre are managed by Places for People. For more information see below contact details:

<a href="#">Brackenbury Leisure Centre   Felixstowe</a>	01394 270278
<a href="#">Deben Leisure Centre   Woodbridge</a>	01394 388991
<a href="#">Felixstowe Leisure Centre   Felixstowe</a>	01394 694600
<a href="#">Leiston Leisure Centre   Leiston</a>	01728 832700

Water Lane Leisure Centre and Waveney Valley Leisure Centres are managed by Everyone Active. For more information see below contact details:

<a href="#">Waveney Valley Leisure Centre   Bungay</a>	01986 895014
<a href="#">Waterlane Leisure Centre   Lowestoft</a>	01502 532540

# OPERATIONS

## 3.9 Cemeteries

*Interment charges are doubled for anyone not registered at the time of death as a resident of East Suffolk. However, if a resident has been required to move out of the area for medical care or to a nursing home within the last two years due to ill-health, a single fee would apply. Proof of previous residency and date of move would be required by the Cemeteries Office with the Notice of Interment. It is the responsibility of the family or Funeral Director to provide this information, failure to do so will result in the payment of double fees.*

*Fees detailed below marked "\*", are not applicable for grave spaces where Exclusive Right of Burial was purchased between 1st May 1995 and 1st April 2003*

Interments (first and subsequent) for Purchased Graves	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Stillborn child or aged under 18 years	No Charge	OS	No charge	-	-
A person over age 18 (Aldeburgh, Leiston, Saxmundham and Woodbridge cemeteries)					
- Standard Depth	£781.00	OS	£781.00	0.00	0.00%
- Double Depth	£921.00	OS	£921.00	0.00	0.00%
- Treble Depth	£1,066.00	OS	£1,066.00	0.00	0.00%
A person over age 18 (Beccles, Bungay, Halesworth, Kirkley, Lowestoft, Southwold and Wrentham cemeteries)					
- Standard Depth	£781.00	OS	£700.00	81.00 *	11.57%
- Double Depth	£921.00	OS	£775.00	146.00 *	18.84%
- Treble Depth	£1,066.00	OS	£900.00	166.00 *	18.44%
For the interment of ashes in a grave or ashes plot	£241.54	OS	£234.50	7.04	3.00%
For the interment of two sets of ashes at the same time	£318.27	OS	£309.00	9.27	3.00%
For the scattering of ashes	£106.09	OS	£103.00	3.09	3.00%
For the interment of body parts to an existing grave	£193.13	OS	£187.50	5.63	3.00%

\* - Gradual harmonisation of charges between the North and the South of the District has taken place since the formation of East Suffolk Council.

# OPERATIONS

## 3.9 Cemeteries (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Interments (first and subsequent) for Common Graves / Unmarked Graves</b>					
Stillborn child or aged under 18 years	No charge	OS	No charge	-	-
A person over age 18					
- Standard Depth	£572.68	OS	£556.00	16.68	3.00%
- Double Depth	£667.96	OS	£648.50	19.46	3.00%
- Treble Depth	£848.21	OS	£823.50	24.71	3.00%
Cancellation of burial arrangements 48 hours prior to burial	50% of fee	OS	50% of fee	-	-
Cancellation of burial arrangements less the 48 hours prior to burial	100% of fee	OS	100% of fee	-	-
Exhumation					
- Of a body	£1,145.36	S	£1,112.00	33.36	3.00%
- Of cremated remains	£463.50	S	£450.00	13.50	3.00%
<b>Exclusive Right of Burial (Period of 25 years) - Excludes Common/Unpurchased graves</b>					
For exclusive right of burial in an earthen grave space 9' x 4' (2743mm x 1219mm) (Aldeburgh, Leiston, Saxmundham and Woodbridge cemeteries)	£1,534.00	OS	£1,534.00	0.00	0.00%
For exclusive right of burial in an earthen grave space 9' x 4' (2743mm x 1219mm) (Beccles, Bungay, Halesworth, Kirkley, Lowestoft, Southwold and Wrentham cemeteries)	£1,534.00	OS	£825.00	709.00 *	85.94%
For exclusive right of burial in an earthen ashes plot 2' x 2' (609mm x 609mm) (Aldeburgh, Leiston, Saxmundham and Woodbridge cemeteries)	£1,426.00	OS	£1,426.00	0.00	0.00%
For exclusive right of burial in an earthen ashes plot 2' x 2' (609mm x 609mm) (Beccles, Bungay, Halesworth, Kirkley, Lowestoft, Southwold and Wrentham cemeteries)	£1,426.00	OS	£550.00	876.00 *	159.27%

\* - Gradual harmonisation of charges between the North and the South of the District has taken place since the formation of East Suffolk Council.

# OPERATIONS

## 3.9 Cemeteries (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Exclusive Right of Burial (Period of 25 years) - Excludes Common/Unpurchased graves</b>					
For exclusive right of burial in a children's plot 5' x 2' (1524mm x 609mm)	£471.74	OS	£458.00	13.74	3.00%
For exclusive right of burial in a children's plot 3' x 2' (914mm x 609mm)	£437.75	OS	£425.00	12.75	3.00%
Extension of Exclusive Right of Burial for a Period of 10 years					
- In an earthen grave space 9' x 4' (2743mm x 1219mm)	£230.72	OS	£224.00	6.72	3.00%
- In an earthen ashes plot 2' x 2' (609mm x 609mm)	£153.99	OS	£149.50	4.49	3.00%
<b>Monuments and Headstones (Memorials permitted on any section, including lawns)</b>					
Headstones, crosses etc. (maximum height of 36"/920mm)*	£236.90	S	£230.00	6.90	3.00%
Headstones, crosses etc. on children's graves and on ashes plots (maximum height 24"/609mm)*	£134.42	S	£130.50	3.91	3.00%
Headstones, crosses etc. on gardens of rest ashes plots (maximum height 24"/609mm) Aldeburgh, Leiston & Saxmundham only	£138.54	S	£134.50	4.04	3.00%
A plaque or desk (maximum height 6"/152mm)*	£138.54	S	£134.50	4.04	3.00%
A plaque on memorial wall 9" x 6" (229mm x 152mm)	£236.90	S	£230.00	6.90	3.00%
Flower vase with inscription (maximum height 11 3/4"/300mm)*	£105.58	S	£102.50	3.08	3.00%
For every additional inscription	£59.74	S	£58.00	1.74	3.00%
<b>Kerb Sets (Traditional Section only) - Excludes headstone fee</b>					
For single					
- A full kerb set (max length 83"/2100mm)*	£262.65	S	£255.00	7.65	3.00%
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£138.54	S	£134.50	4.04	3.00%
- A small kerb set (maximum length 19"/480mm)*	£105.58	S	£102.50	3.08	3.00%

# OPERATIONS

## 3.9 Cemeteries (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Kerb Sets (Traditional Section only) - Excludes headstone fee</b>					
For double grave space					
- A full kerb set (max length 83"/2100mm)*	£525.30	S	£510.00	15.30	3.00%
- A half kerb set (length between 19" and 42"/480mm and 1050mm)*	£320.33	S	£311.00	9.33	3.00%
- A small kerb set (maximum length 19"/480mm)*	£244.11	S	£237.00	7.11	3.00%
<b>All areas</b>					
Memorial renovation/replacement/application	£49.44	S	£48.00	1.44	3.00%
<b>Other charges</b>					
Use of cemetery chapel	£185.92	EX	£180.50	5.41	3.00%
Appointment with cemetery staff	£49.96	S	£48.50	1.46	3.00%
Cemetery staff locating and marking grave	£49.96	S	£48.50	1.46	3.00%
Staff search of burial records (per register)	£49.96	S	£48.50	1.46	3.00%
Personal search of burial records (per register)	£27.30	S	£26.50	0.80	3.00%
For a certified copy of entry in register or burials	£27.30	S	£26.50	0.80	3.00%
Statutory declaration relating to burial records	£115.88	OS	£112.50	3.38	3.00%
Updating grants of exclusive rights of burial	£38.63	S	£37.50	1.13	3.00%
Transfer of grant of right of burial	£66.44	OS	£64.50	1.94	3.00%

# OPERATIONS

## 3.10 Green burials

Green Burial Site	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Interments (first and subsequent) burial fees</b>					
Stillborn child or aged under 18 years	No charge	OS	No charge	-	-
A person over age 18 (single depth)	£556.20	OS	£540.00	16.20	3.00%
For the interment of ashes in a grave or ashes plot	£236.90	OS	£230.00	6.90	3.00%
For the interment of two sets of ashes at the same time	£309.00	OS	£300.00	9.00	3.00%
For the scattering of ashes	£106.09	OS	£103.00	3.09	3.00%
Provision of plaque on memorial board	£69.00	S	£67.00	2.00	2.99%

# DIGITAL & PROGRAMME MANAGEMENT

## 4.1 Street Name & Numbering

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Existing</b>					
Property renaming/addition of house name	£40.50	OS	£39.00	£1.50	3.85%
Provision of naming & numbering information to utilities	£380.00	OS	£368.00	£12.00	3.26%
Naming & numbering enquiries from solicitors/utilities not subscribed - new or historic addresses	£80.50	OS	£78.00	£2.50	3.21%
Re-numbering of scheme following development re-plan (after notification of approved naming and numbering scheme issued) either individuals or developers		Replaced with charge for new numbering below OS	£78.00	N/A	N/A
<b>Addressing New Development</b>					
<b>Including re-numbering of scheme following development re-plan (after notification of approved naming and numbering scheme issued)</b>					
1 plot	£40.50	OS	£39.00	£1.50	3.85%
2-5 plots (including new streets)	£80.50	OS	£78.00	£2.50	3.21%
6-10 plots (including new streets)	£155.00	OS	£150.00	£5.00	3.33%
11-20 plots (including new streets)	£310.00	OS	£300.00	£10.00	3.33%
21-50 plots (including new streets)	£825.00	OS	£800.00	£25.00	3.13%
51-100 plots (including new streets)	£1,250.00	OS	£1,200.00	£50.00	4.17%
101+ plots (including new streets)	£1250 base charge + £10.50 per plot	OS	£1,200.00 base charge + £10.00 per plot	£0.50 per plot	5.00%
<b>Provision or relocation of street name plates</b>					
Set of street nameplates (2) supplied and installed	£450.00	S	£435.00	£15.00	3.45%
Re-locating street name plate	£155.00	S	£150.00	£5.00	3.33%

### 5.1 Filming & Commercial Photography

Please contact [Screen Suffolk](#) if you wish to undertake any filming or commercial photography within the District.

### 5.2 Events Area

Set up / break down days i.e. non trading days are charged at 50% of the charge rates list below. Electricity charges are a flat rate of **£10.00 per charging point per day**. Commercial and national charities will incur an administrative charge and a commercial fee whilst local community and charity events will incur an administrative charge only.

Please note that there may be additional costs incurred for particular events, which will be calculated on a case by case basis. These can include (but are not constrained to):

**Damage deposit** (refundable if no damage occurs)

**Licensing fees**

**Parking** - Loss of income and parking bay suspensions

**Waste management**

**Event monitoring** - In compliance with policy and location hire agreement

**Highways** - Road closure and signage costs (payable directly to Suffolk County Council)

## ECONOMIC DEVELOPMENT & REGEN

### 5.2 Events Area (continued)

#### Small - Outdoor theatre, fundraising & music events (under 500 attendees, per day)

	2022/23			VAT Status
	Commercial	Charity (national)	Charity (local)	
Application fee	£55.50	£55.50	£28.00	EX
Hire charge (per day)				
- Felixstowe Events Area	£328.00	£165.00	No Charge	EX
- Parks, promenade, gardens and village greens	£328.00	£165.00	No Charge	EX
- Felixstowe Triangle	£109.50	£55.50	No Charge	EX
- Promotional stands (per metre)	£11.00	£5.25	No Charge	EX

*A local charity is described as charity that is registered within Suffolk and/or operates within the East Suffolk district, providing a variety of goods, products or services that are needed to the local population.*

	2021/22								
	Commercial			Charity (national)			Charity (local)		
	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)
Application fee	£53.50	3.74%	2.00	£53.50	3.74%	2.00	£27.00	3.70%	1.00
Hire charge (per day)									
Felixstowe Events Area	£318.00	3.14%	10.00	£160.00	3.13%	5.00	No charge	-	-
Parks, promenade, gardens and village greens	£318.00	3.14%	10.00	£160.00	3.13%	5.00	No charge	-	-
Felixstowe Triangle	£106.00	3.30%	3.50	£53.50	3.74%	2.00	No charge	-	-
Promotional stands (per metre)	£10.50	4.76%	0.50	£5.00	5.00%	0.25	No charge	-	-

## ECONOMIC DEVELOPMENT & REGEN

### 5.2 Events Area (continued)

#### Medium - Circus, fun fair, music event, sports event & open air cinema (500 - 2999 attendees, per day)

	2022/23			VAT Status
	Commercial	Charity (national)	Charity (local)	
Application fee	£55.50	£55.50	£28.00	EX
Hire charge (per day)				
Events Area	£655.00	£328.00	No Charge	EX
Parks, promenade, gardens and village greens	£655.00	£328.00	No Charge	EX
Promotional stands (per metre)	£11.00	£5.25	No Charge	EX

*A local charity is described as charity that is registered within Suffolk and/or operates within the East Suffolk district, providing a variety of goods, products or services that are needed to the local population.*

	2021/22								
	Commercial			Charity (national)			Charity (local)		
	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)
Application fee	£53.50	3.74%	2.00	£53.50	3.74%	2.00	£27.00	3.70%	1.00
Hire charge (per day)									
Events Area	£636.00	2.99%	19.00	£318.00	3.14%	10.00	No charge	-	-
Parks, promenade, gardens and village greens	£636.00	2.99%	19.00	£318.00	3.14%	10.00	No charge	-	-
Promotional stands (per metre)	£10.50	4.76%	0.50	£5.00	5.00%	0.25	No charge	-	-

## ECONOMIC DEVELOPMENT & REGEN

### 5.2 Events Area (continued)

**Large - Carnival, art on prom, historic car rally, commercial launches, commercial shows, sports event (over 3000 attendees, per day)**

	2022/23			VAT Status
	Commercial	Charity (national)	Charity (local)	
Application fee	£109.50	£109.50	£55.50	EX
Hire charge (per day)				
Events Area	£1,090.00	£655.00	No Charge	EX
Parks, promenade, gardens and village greens	£1,090.00	£655.00	No Charge	EX
Promotional stands (per metre)	£11.00	£5.25	No Charge	EX

*A local charity is described as charity that is registered within Suffolk and/or operates within the East Suffolk district, providing a variety of goods, products or services that are needed to the local population.*

	2021/22								
	Commercial			Charity (national)			Charity (local)		
	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)	2020/21	% Increase or (Decrease)	£ Increase or (Decrease)
Application fee	£106.00	3.30%	3.50	£106.00	3.30%	3.50	£53.50	3.74%	2.00
Hire charge (per day)									
Events Area	£1,059.00	2.93%	31.00	£636.00	2.99%	19.00	No charge	-	-
Parks, promenade, gardens and village greens	£1,059.00	2.93%	31.00	£636.00	2.99%	19.00	No charge	-	-
Promotional stands (per metre)	£10.50	4.76%	0.50	£5.00	5.00%	0.25	No charge	-	-

## 5.3 Sponsorship of Commemorative Benches

All fees are for a 10 year sponsorship period from the date on installation

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Plaque* only	£135.00	OS	£129.38	£5.62	4.34%
Plaque* and new bench	£1,385.00	OS	£1,345.50	£39.50	2.94%
New base, bench and plaque*	£1,918.00	OS	£1,863.00	£55.00	2.95%

\*The plaque remains the property of the sponsor

# PLANNING & COASTAL MANAGEMENT

## 6.1 Community Infrastructure Levy (CIL) and Section 106

The Community Infrastructure Levy is the way in which some councils collect financial contributions from developers to help pay for new and improved infrastructure. East Suffolk Council is the Charging Authority for the District excluding the area covered by the Broads Authority.

New residential development, including conversion/change of use to residential, householder extensions/outbuildings over 100 sqm and other types of development such as convenience retail may be liable to pay CIL. This can relate to full and reserved matters planning applications and Certificates of Lawfulness approved on or after 1 August 2013. This can also include permitted development (development which does not require submission of a planning application) which commences on or after 1 August 2013.

CIL is charged in pounds per square metre for qualifying development, in accordance with the provisions of the CIL Regulations 2010 (as amended).

The rates shown are those payable as from the 1st January and will be increased on the 1st January each year in line with the Building Cost Information Services All In Tender Price Index as published in November each year. Up to date rates and guidance can be found on

[East Suffolk Community Infrastructure Levy](#)

Further guidance and information on CIL, together with the relevant CIL Forms can be found on the [Planning Portal](#). For the CIL advice service, an email with details of the service you require should be sent to [CIL@eastsoffolk.gov.uk](mailto:CIL@eastsoffolk.gov.uk) for an estimate of the time involved. CIL advice fees should be paid up front.

Community Infrastructure Levy	2022/23	VAT Status
CIL Charging Schedule	Variable	OS
CIL Instalments Policy	Variable	OS
CIL Discretionary Social Housing Relief Policy	Variable	OS
Written CIL advice or guidance on following the CIL process including written estimations of CIL liability and CIL implications on development at pre-application stage. (Hourly rate)	£74.00	S

Section 106 Agreements relate to planning permissions granted with legal obligations to make developer contributions or to control or restrict a development or use. The Council has a fee for the monitoring of Section 106 agreements and this fee will be established as an obligation in itself within agreements and is applicable to each obligation or trigger point of each obligation. A fee is also charged for requests for written confirmation of compliance with a Section 106 agreement, for this emails should be sent to [s106@eastsoffolk.gov.uk](mailto:s106@eastsoffolk.gov.uk)

Section 106 Agreements	2022/23	VAT Status
Written confirmation of compliance with a Section 106 Agreement (Hourly rate)	£74.00	S
Planning obligation monitoring fee per obligation/trigger	£408.00	OS

## PLANNING & COASTAL MANAGEMENT

### 6.2 Pre application planning advice

Pre application services and applicable fees are detailed in the Planning and Building Control Fees and Charges Document available at the [Pre-application advice service](#) website. The website and fee document provides details of the fees and the process for obtaining the service and making payment. We continue to review our Pre-application advice services to deliver best value to the community.

### 6.3 Public path orders & agreements

	2022/23	VAT Status	2020/21	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Per application</b>					
Hourly charge	£62.00	OS	£59.00	£2.00	3.33%

### 6.4 Local land charges

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>Official Enquiries</b>					
Full search	£159.50	S & OS	£155.00	£4.50	2.90%
Full search additional parcel	£18.85	S	£18.35	£0.50	2.72%
LLC1	£28.02	OS	£27.00	£1.02	3.78%
LLC1 register part	£8.00	OS	£7.80	£0.20	2.56%
LLC1 additional parcel	£4.35	OS	£4.25	£0.10	2.35%
Full CON29R	£132.00	S	£128.00	£4.00	3.13%
Con 29 additional parcel	£14.50	S	£14.10	£0.40	2.84%
Con 29 additional question	£24.00	S	£23.25	£0.75	3.23%
Con 29 R individual questions (each)	£3.40	S	£3.30	£0.10	3.03%
Con 29 optional enquiry	£22.35	S	£21.75	£0.60	2.76%
Personal search	£22.45	OS	£21.80	£0.65	2.98%
Solicitor fees for retrieval of documents	£22.35	OS	£21.70	£0.65	3.00%
Administration fee	£20.00	OS	£20.00	£0.00	0.00%

## PLANNING & COASTAL MANAGEMENT

### 6.5 Planning policy & delivery

All Local Plan/supporting documents for East Suffolk Council are available free of charge online - <http://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/>.

Hard copies of documents are available on request. We will normally charge 20p per A4 sheet plus £1.50 for postage.

Hard copies of Policies Maps are also available on request and will be charged at the following price as per the size of map (price includes £1.50 postage)

	2022/23	VAT Status
A0	£9.50	ZE
A1	£5.50	ZE
A3	£2.50	ZE
A4	£1.70	ZE

Normally hard copies of any consultation documents produced will remain free of charge to the public.

## HOUSING SERVICES

### 7.1 Houses of multiple occupancy licences

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Properties with up to and including five lettable units	£700.00	OS	£680.00	£20.00	2.94%
Extra charge for each unit over five	£23.00	OS	£22.00	£1.00	4.55%
Relicensing fee (after five years) if no structural changes etc. to premises	£138.00	OS	£135.00	£3.00	2.22%
Varying a current licence if no structural changes etc. to premise	No charge	OS	No charge	-	-

### 7.2 Enforcement notices on private sector landlords

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Serving of Enforcement Notice	£505.00	OS	£495.00	£10.00	2.02%

### 7.3 Immigration issues

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Cost of inspections	£360.00	OS	£360.00	£0.00	0.00%

### 7.4 Park home fees

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>New Licence (relevant protected sites only)</b>					
<b>Processing</b>					
Examine application documentation, associated certificates. Check to ensure that details are correct and correct fee is attached (60 mins)	£54.37	OS	£52.39	£1.98	3.78%
Make assessment of site layout, provision of amenities/utilities, examine fire risk assessment (60 mins)	£54.37	OS	£52.39	£1.98	3.78%
Finance receive payment of fee, process payment and issue receipt (60 mins)	£54.37	OS	£52.39	£1.98	3.78%

## HOUSING SERVICES

### 7.4 Park home fees (continued)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
<b>New Licence (relevant protected sites only) continued</b>					
<b><i>Inspection</i></b>					
1-5 Verification inspection of the site (60 mins)	£54.37	OS	£52.39	£1.98	3.78%
6-24 Verification inspection of the site (90 mins)	£81.55	OS	£78.56	£2.99	3.81%
25-99 Verification inspection of the site (120 mins)	£108.74	OS	£104.78	£3.96	3.78%
100+ Verification inspection of the site (180 mins)	£163.11	OS	£157.17	£5.94	3.78%
<b><i>Issue of New Licence</i></b>					
Prepare licence documents and certificates (120 mins)	£108.74	OS	£104.78	£3.96	3.78%
Check and sign certs/licence as necessary, and serve by post (30 mins)	£27.19	OS	£26.20	£0.99	3.78%
Update database register and public register (20 mins)	£18.10	OS	£17.45	£0.65	3.72%
1-5 Combined adjusted total fees for new park home licence applications	£370.00	OS	£357.99	£12.01	3.35%
6-24 Combined adjusted total fees for new park home licence applications	£395.00	OS	£384.16	£10.84	2.82%
25-99 Combined adjusted total fees for new park home licence applications	£425.00	OS	£410.38	£14.62	3.56%
100+ Combined adjusted total fees for new park home licence applications	£480.00	OS	£462.77	£17.23	3.72%
<b><i>Fit and Proper Persons Register Application</i></b>					
New application fee	£130.00	OS	New fees *		
<b>Annual Fee (relevant protected sites only)</b>					
1-3 Number of pitches	No Charge	OS	No charge	-	-
4-5 Number of pitches - (185 mins admin time) (140 mins inspection time)	£290.00	OS	£283.78	£6.22	2.19%
6-24 Number of pitches - (200 mins admin time) (210 mins inspection time)	£370.00	OS	£358.00	£12.00	3.35%
25-99 Number of pitches - (270 mins admin time) (390 mins inspection time)	£595.00	OS	£576.29	£18.71	3.25%
100-199 Number of pitches - (375 mins admin time) (800 mins inspection time)	£1,060.00	OS	£1,025.97	£34.03	3.32%
200+ Number of pitches - (450 mins admin time) (1080 mins inspection time)	£1,385.00	OS	£1,335.95	£49.05	3.67%

## HOUSING SERVICES

### 7.4 Park home fees (continued)

Variations and Amendments	2022/23	VAT Status	2021/22	£ Increase or	% Increase or
License Variation (plus inspection fee if applicable)	£155.00	OS	£152.79	£2.21	1.45%
Examine amended application documents and associated certificates. Check to ensure details are correct and correct fee is attached (60mins)	£54.37	OS	£52.39	£1.98	3.78%
Check site history for any outstanding issues (30 mins)	£27.19	OS	£26.20	£0.99	3.78%
Make decision as to whether amendments are appropriate (30 mins)	£27.19	OS	£26.20	£0.99	3.78%
Prepare new licence documents (20 mins)	£18.10	OS	£17.45	£0.65	3.72%
Check, sign and post new documents (15 mins)	£13.59	OS	£13.10	£0.49	3.74%
Update database and public register (20 mins)	£18.10	OS	£17.45	£0.65	3.72%
<b>Site Inspection Fees</b>					
1-5 Verification inspection of the site (60 mins)	£54.37	OS	£52.39	£1.98	3.78%
6-24 Verification inspection of the site (90 mins)	£81.56	OS	£78.59	£2.97	3.78%
25-99 Verification inspection of the site (120 mins)	£108.74	OS	£104.78	£3.96	3.78%
100+ Verification inspection of the site (180 mins)	£163.11	OS	£157.17	£5.94	3.78%
<b>Licence Transfer fee</b>					
Transfer	£230.00	OS	£222.63	£7.37	3.31%
Check form is correct including correct fee (30 mins)	£27.19	OS	£26.20	£0.99	3.78%
Check site history and any outstanding issues (30 mins)	£27.19	OS	£26.20	£0.99	3.78%
Examine request documentation and make decision (60 mins)	£54.37	OS	£52.39	£1.98	3.78%
Prepare new licence documents (20 mins)	£18.10	OS	£17.45	£0.65	3.72%
Check, sign and post new documents (15 mins)	£13.59	OS	£13.10	£0.49	3.74%
Update database and public register (20 mins)	£18.10	OS	£17.45	£0.65	3.72%
Deposit of site rules - examine rules, checking for banned rules (60 mins)	£54.37	OS	£52.39	£1.98	3.78%
Deposit of site rules - update database and public register (20 mins)	£18.10	OS	£17.45	£0.65	3.72%

## HOUSING SERVICES

### 7.5 Landlord smoke detectors

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
First offence	£610.00	OS	£600.00	£10.00	1.67%
First offence (If paid within 14 day period from date of service)	£460.00	OS	£450.00	£10.00	2.22%
Second offence	£2,500.00	OS	£2,500.00	£0.00	0.00%
Third and subsequent offences	£5,000.00	OS	£5,000.00	£0.00	0.00%

### 7.6 Enforcement action (works in default)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Cost of works undertaken plus officer time costs	100% of costs + £54.37 per hour	OS	100% of costs + £52.39 per hour	-	-

### 7.7 Civil penalties (Housing Act 2004)

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Penalty maximum	£30,000.00	OS	£30,000.00	£0.00	0.00%

*Actual penalty applied is calculated in accordance with the relevant policy*

## HOUSING SERVICES

### 7.8 Minimum energy efficiency standards

	2022/23	VAT Status	2021/22	Increase or (Decrease)	Increase or (Decrease)
Substandard property let unlawfully for less than three months	£2,000.00	OS	£2,000.00	£0.00	0.00%
Substandard property let unlawfully for three months and over	£4,000.00	OS	£4,000.00	£0.00	0.00%
Failure to comply with compliance notice	£2,000.00	OS	£2,000.00	£0.00	0.00%
Registering a false exemption	£1,000.00	OS	£1,000.00	£0.00	0.00%

### 7.9 Assistance service (renovation grants / disabled facilities grants)

	2022/23	VAT Status	2021/22	Increase or (Decrease)	Increase or (Decrease)
Assistance with making an application for a Renovation Grant (over £5K)	15% or eligible	S	15% of eligible	-	-
- inc. tendering process and supervision of works	assistance package		package		
Assistance with privately funded adaptation works	15% of eligible	S	15% of eligible	-	-
-inc. tendering process and supervision of works	assistance package		package		
Assistance with completing an application for a Grant (any type)	£150.00	S	£145.00	£5.00	3.45%
- not including tendering process or supervision of works					
Assistance with making an application for a Minor Works Grant (under £5K)	10% of eligible	S			
- inc. tendering process and supervision of works	assistance package				
Cancellation charge for Renovation Grant or Minor Works Grant		S			
- for stages up to formal approval	£50.00				

## HOUSING SERVICES

### 7.10 Landlord references

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Landlord Reference (Right to Buy Scheme)	No Charge	OS	No charge	-	-

### 7.11 Garage rents

	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
HRA Tenants (per week based on a 50 week year) *	£9.00	OS	£8.50	£0.50	5.88%
Private Tenants (per week based on a 50 week year and inclusive of 20% VAT) *	£12.60	S	£11.90	£0.70	5.88%
<b><i>*2022/23 garage rents to be effective from 1st April 2022 proposed as part of the HRA budget report in February 2022</i></b>					

### 7.12 Mutual exchange fees

Application	2022/23	VAT Status	2021/22	£ Increase or (Decrease)	% Increase or (Decrease)
Electric safety check	£91.49	S	£88.91	£2.58	2.90%
Gas safety check - Boiler inspection	No Charge	OS	No charge	-	-

# Statutory Fees and Charges

## 2022/23

### East Suffolk Council



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## FEES AND CHARGES NOTE

### **Note**

Generally any increase in fees and charges will take effect from 1 April 2022 and apply through to 31 March 2023. Details of variations from this date, for example, where committee are due to approve fees at a later date, are included in the schedule.

The prices quoted in this book are inclusive of Value Added Tax (VAT) when applicable, therefore individuals and companies do not need to add VAT to the price shown. Please refer to the VAT code key below for further details.

### **VAT Code Key**

The current standard rate of VAT is 20%.

This schedule for fees and charges show the rate of VAT applicable which is denoted by one of the following abbreviations;

S	Standard Rated
EX	Exempt
OS	Outside Scope
ZE	Zero Rated

### **Photocopying**

Photocopying charges for East Suffolk Council will include an initial charge of £10.00 with an additional charge of 50p per A4 sheet.

# ENVIRONMENTAL & PORT HEALTH

## 1.1 Port Health inspection charges

Port Health inspection charges are calculated annually on a cost recovery basis. This means that the charges represent the cost of staff salaries plus on costs; that is the cost of providing the office space and other equipment. Where legislation requires that sampling and analysis is carried out, charges will include the cost of any materials such as sterile scoops that are needed.

Where the cost of sampling and analysis is known this has been shown below, however, for many products the cost of the sample varies depending on size and the nature of the analysis. Samples that appear unsatisfactory will be subject to confirmatory testing to establish exact levels which will increase the cost.

### The Charges

Products of Animal Origin	GM Controls Rice and Rice products from China
Catch certification under the IUU fishing controls	Organic Certificate verification
Radiation Controls Food and Feed from Japan	Ship Inspection Charges for Ship Sanitation Certificates
Gaur Gum from India	Water Sampling on vessels
Plastic Kitchenware from China and Hong Kong	High Risk Products - Common Entry Document (CED) charges
Other Charges	

The above categories set out above for current charges can be found on the Suffolk Coastal Port Health Authority website below.

<http://www.porthhealth.eu/fees.htm>

Port Health have an accounts system where agents and importers are able to deposit money directly to Port Health for use as documents are submitted. Payment can be made by BACs, cheque, over the phone or online. The quickest method to pay is by BACs.

# ENVIRONMENTAL & PORT HEALTH

## 1.2 Lowestoft Port Health - Charges for Inspections of ships (Sanitation Inspection Certificates)

### Ship Inspection Charges

A fixed fee will be charged for Ship Sanitation Inspections at the current rates agreed by the Association of Port Health Authorities.

	2022/23	VAT Status
- Ships up to 1,000 gross tonnage	£110.00	OS
- Ships from 1,001 to 3,000 gross tonnage	£150.00	OS
- Ships from 3,001 to 10,000 gross tonnage	£220.00	OS
- Ships from 10,001 to 20,000 gross tonnage	£285.00	OS
- Ships from 20,001 to 30,000 gross tonnage	£365.00	OS
- Ships over 30,000 gross tonnage	£425.00	OS

With the exception of:

Vessels with the capacity to carry between 50 and 1,000 persons	£425.00	OS
Vessels with the capacity to carry more than 1,000 persons	£725.00	OS
Extensions	£80.00	OS

The above fees are proposed by Association of Port Health authorities to take effect from 1 April 2022. The fees are reviewed annually.

## ENVIRONMENTAL & PORT HEALTH

### 1.3 Local Authority Pollution Prevention & Control (LAPPC)

Environmental Permitting (England & Wales) Regulations 2010 (NAT F)	2022/23	VAT Status
Initial application for authorisation	£1,579.00	OS
Additional fee for operating without a permit	£1,137.00	OS
Reduced fee activities (except Vehicle refinishers)	£148.00	OS
PVR I & II combined	£246.00	OS
Vehicle Refinishers (VRs)	£346.00	OS
Reduced fee activities : additional fee for operating without a permit	£68.00	OS
Where the process comprises mobile crushing and/or screening plant		
First and second application	£1,579.00	OS
Third to seventh application	£943.00	OS
Eighth and subsequent applications	£477.00	OS
Additional fee for an application if any of the above is combined Part B and Waste Application	£297.00	OS

The above fees are set nationally by Central Government. We have no discretion to vary these. The fee period is April 2022 to March 2023, and we expect to be notified of the fees for 2022/23 in April 2022.

# ENVIRONMENTAL & PORT HEALTH

## 1.3 Local Authority Pollution Prevention & Control (LAPPC) (continued)

LAPPC Mobile Plant Charges		Low	Medium	High	VAT Status
Number of authorisations Sought					
1		£618.00	£989.00	£1,484.00	OS
2		£618.00	£989.00	£1,484.00	OS
3		£368.00	£590.00	£884.00	OS
4		£368.00	£590.00	£884.00	OS
5		£368.00	£590.00	£884.00	OS
6		£368.00	£590.00	£884.00	OS
7		£368.00	£590.00	£884.00	OS
8 and over		£189.00	£302.00	£453.00	OS

Reduced fee activities are; Service Stations, Vehicle Refinishers, dry cleaners and small waste oil burners under 0.4MW.

Newspaper advertisements may be required under EPR at the discretion of the Council as part of the consultation process when considering an application (Chapter 9 of the General Guidance Manual - see link below). This will be undertaken and paid for by the Council and the charging scheme contains a provision for the Council to recover costs.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/211863/env-permitting-general-guidance-a.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/211863/env-permitting-general-guidance-a.pdf)

Subsistence charges can be paid in four equal instalments paid on 1st April, 1st July, 1st October and 1st January. Where fee is paid quarterly there is an additional fee of £36.00.

## ENVIRONMENTAL & PORT HEALTH

**2022/23**

Annual Subsistence	Low	Medium	High	VAT Status
Standard process (The additional amounts in brackets must be charged where a permit is for a combined Part B and Waste installation)	£739.00 + (£99.00)	£1,111.00 + (£149.00)	£1,672.00 + (£198.00)	OS
Reduced fee activities	£76.00	£151.00	£227.00	OS
PVR I & II combined	£108.00	£216.00	£326.00	OS
Vehicle Refinishers (VR's)	£218.00	£349.00	£524.00	OS
Where the process comprises mobile crushing and/or screening plant				
First and second application	£618.00	£989.00	£1,484.00	OS
Third to seventh application	£368.00	£590.00	£884.00	OS
Eighth and subsequent applications	£189.00	£302.00	£453.00	OS
Late payment fee	£50.00	£50.00	£50.00	OS

Where a Part B installation is subject to reporting under the E-PRTR Regulation there is an additional fee of £99.00 to the above amounts unless additional fee has already been indicated.

## ENVIRONMENTAL & PORT HEALTH

### 1.3 Local Authority Pollution Prevention & Control (LAPPC) (continued)

<b>Transfer and Surrender</b>	<b>2022/23</b>	<b>VAT Status</b>
Standard process transfer	£162.00	OS
Standard process partial transfer	£476.00	OS
New operator at low risk reduced fee activity	£75.00	OS
Reduced fee activities: partial transfer	£45.00	OS
<b>Temporary transfer for mobiles</b>		
First transfer	£51.00	OS
Repeat following enforcement or warning	£51.00	OS
<b>Substantial change</b>		
Standard process	£1,005.00	OS
Standard process where the substantial change results in a new PPC activity	£1,579.00	OS
Reduced fee activities	£98.00	OS
<b>Integrated Pollution Prevention Control</b>		
Application	£3,218.00	OS
Additional fee for operating without a licence	£1,137.00	OS
Annual subsistence fee : Low	£1,384.00	OS
Annual subsistence fee : Medium	£1,541.00	OS
Annual subsistence fee : High	£2,233.00	OS
Late payment fee	£50.00	OS
Substantial variation	£1,309.00	OS
Transfer	£225.00	OS
Partial transfer	£668.00	OS
Surrender	£668.00	OS

## ENVIRONMENTAL & PORT HEALTH

### 1.4 Private Water Supplies Regulations 2016 Sampling

To carry out a risk assessment under Regulation 6 of The Private Water Supplies Regulations 2016.

Per assessment (maximum fee)	2022/23	VAT Status
Commercial premises	£500.00	OS
Domestic premises (split between the number of properties on the supply)	£500.00	OS
Sampling of a private water supply:		
Investigation of a non compliance of a non supply	£100.00	OS
Analysing a sample of water under Regulation 10*	£50.00	OS
Analysing a sample of water taken during check monitoring*	£50.00	OS
Analysing a sample of water taken during audit monitoring*	£50.00	OS

\* plus the full cost analysis of the samples taken will be added to this (i.e. Sampling fees and Parameter fees charged at cost.)

**The above charges listed are the statutory maximum fee chargeable. The actual cost chargeable is dependent on the complexity of the assessment and is held at the discretion of East Suffolk Council.**

## ENVIRONMENTAL & PORT HEALTH

### 1.5 Scrap metal dealers (Scrap Metal Dealers Act 2013)

<b>Site Licence</b>	<b>2022/23</b>	<b>VAT Status</b>
Assessment for a new licence	£420.00	OS
Assessment for variation of a licence	£171.00	OS
Assessment for a renewal	£322.00	OS
<b>Collectors Licence</b>		
Assessment for a new licence	£244.00	OS
Assessment for variation of a licence	£94.00	OS
Assessment for a renewal	£207.00	OS

## LEGAL & DEMOCRATIC SERVICES

### 2.1 Charges for licences

The Licensing Act 2003 governs a limited range of activities. These are the sale by retail of alcohol, the supply of alcohol in qualifying members clubs, the provision of regulated entertainment and the provision of late night refreshment between 11pm - 5am.

Any person making an application or giving a notice under the 2003 Act will be required to pay the fees and charges set by government. These fees are intended only to cover the cost of licensing authorities processing the Act.

#### Premises Licences / Club Premises Certificates

The fee bands in respect of applications for the below are based on the non-domestic rateable value of the premises.

Non-domestic Rateable Value	2022/23		VAT Status
	Initial Fee	Annual Charge	
Village Halls, Church Halls and premises of a similar nature licensed only for the provision of regulated entertainment	No Charge	No Charge	OS
Band A £0 - £4,300	£100.00	£70.00	OS
Band B £4,301 - £33,000	£190.00	£180.00	OS
Band C £33,001 - £87,000	£315.00	£295.00	OS
Band D £87,001 - £125,000	£450.00	£320.00	OS
Band E £125,001 and over	£635.00	£350.00	OS

## LEGAL & DEMOCRATIC SERVICES

### 2.1 Charges for licences (continued)

License fee	2022/23	VAT Status
Personal Licences	£37.00	OS
Temporary Event Notices	£21.00	OS

#### Exceptionally Large Events

Where it is proposed that the number of people at any one time attending such an event, an additional fee may be charged.

Where a permanent premises licence is obtained for a site rather than one which is time limited for the event, the annual fee will require an additional charge at a rate of 50% of the additional fee.

Number of attendees	Additional Application Fee	Additional Annual Fee	VAT Status
5,000 - 9,999	£1,000.00	£500.00	OS
10,000-14,999	£2,000.00	£1,000.00	OS
15,000-19,999	£4,000.00	£2,000.00	OS
20,000-29,999	£8,000.00	£4,000.00	OS
30,000-39,999	£16,000.00	£8,000.00	OS
40,000-49,999	£24,000.00	£12,000.00	OS
50,000-59,999	£32,000.00	£16,000.00	OS
60,000-69,999	£40,000.00	£20,000.00	OS
70,000-79,999	£48,000.00	£24,000.00	OS
80,000-89,999	£56,000.00	£28,000.00	OS
90,000 and over	£64,000.00	£32,000.00	OS

## LEGAL & DEMOCRATIC SERVICES

### 2.1 Charges for licences (continued)

Other	2022/23	VAT Status
Supply of copy information contained in licence register (Charge per licence)	£5.00	OS
Various notifications (change of address / copies of licence etc.)	£10.50	OS
Notice of interest in any premises	£21.00	OS
Application to vary or specify individual as premises supervisor	£23.00	OS
Interim authority notice	£23.00	OS
Application to transfer premises licence	£23.00	OS

Small societies lotteries	2022/23	VAT Status
Initial registration fee	£40.00	OS
Renewal (annually)	£20.00	OS

Permits	2022/23				VAT Status
	Licensed Premises Gaming	Club Gaming / Club	Family Entertainment	Prize	
	Machine Permit	Machine Permit (each)	Centre Gaming Machine Permit	Gaming Permit	
Grant	£150.00	£200.00	£300.00	£300.00	OS
Grant (club premises certificate holder)	-	£100.00	-	-	OS
Existing operator grant	£100.00	£100.00	£100.00	£100.00	OS
Variation	£100.00	£100.00	-	-	OS
Renewal	-	£200.00	£300.00	£300.00	OS
Renewal (club premises certificate holder)	-	£100.00	-	-	OS
Annual fee	£50.00	£50.00	-	-	OS
Copy of permit	£15.00	£15.00	£15.00	£15.00	OS
Transfer	£25.00	-	-	-	OS
Change of name	£25.00	-	£25.00	£25.00	OS
Notification of 2 machines	£50.00	-	-	-	OS

## LEGAL & DEMOCRATIC SERVICES

### 2.2 Sale of electoral roll

	2022/23	VAT Status
Per 1000 names (data)	£20 Admin + £1.50 per 1,000 electors or part thereof	OS
Per 1000 names (printed)	£10 Admin + £5.00 per 1,000 electors or part thereof	OS

## PLANNING & COASTAL MANAGEMENT

### 3.1 Ordnance Survey Extracts

Sale of publications for Building Control and Planning.

	2022/23	VAT Status
Copies of official documents (e.g. Planning and Building Regulations decision notice)	£10.50	S

Latitude Global Maps	2022/23		VAT Status
	Urban Maps	Rural Maps	
A4 1:500	£21.00	£21.00	ZE
A4 1:1250	£36.50	£28.00	ZE
A4 1:2500	£81.00	£36.50	ZE
A3 1:500	£28.00	£28.00	ZE
A3 1:1250	£83.00	£34.00	ZE
A3 1:2500	£135.00	£57.00	ZE

The above charges are for one set of maps - six copies in a set

	2022/23	VAT Status
Bundle of A4 maps (e.g. a 1:1500 and a 1:1250 together)	£45.50	ZE
Bundle of A4 urban maps (e.g. a 1:1500 and a 1:1250)	£51.50	ZE

### 3.2 SEAL Grant

	2022/23	VAT Status
Solar water heating systems installed under a SEAL grant by a SEAL approved installer	£67.50	S

## PLANNING & COASTAL MANAGEMENT

### 3.3 Provision of Supplementary Information

	2022/23	VAT Status
Planning	£67.50	S
Building Control	£67.50	S

### 3.4 Section 106 monitoring Fees (Town & County Planning Act 1990)

	2022/23	VAT Status
Major Obligation (e.g. Open Space, Affordable housing and Education)	£330.00	OS
Minor Obligation (e.g. Small financial obligation due for payment at the same time as a major obligation)	£55.00	OS
Section 111 upfront payment (generally Open Space contributions)	£165.00	OS

## PLANNING & COASTAL MANAGEMENT

### 3.5 Planning Applications

Town & Country Planning (Fees for Applications and Deemed Applications, Requests and Site Visits) (England) Regulations 2012 and Town & Country Planning (Fees for Applications and Deemed Applications, Requests and Site Visits) (England) Regulations 2013. Fees were last increased in January 2018.

See separate list for charges for Pre Application Planning Advice:

[https://ecab.planningportal.co.uk/uploads/english\\_application\\_fees.pdf](https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf)

	2022/23	VAT Status
The site area does not exceed 2.5 hectares (per 0.1 hectare)	£462.00	OS
The site area exceeds 2.5 hectares (maximum total £150,000.00)	£11,432.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
Where the number of dwellings to be created by the development is 50 dwellings or fewer (per dwelling)	£462.00	OS
Where the number of dwellings to be created by the development exceeds 50 dwellings (maximum total £300,000.00)	£22,859.00	OS
Additional charge for each dwelling in excess	£138.00	OS
The site area does not exceed 2.5 hectares (per 0.1 hectare)	£462.00	OS
The site area exceeds 2.5 hectares (maximum total £150,000.00)	£11,432.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
Where no floor space is to be created	£234.00	OS
Where the area of gross floor space does not exceed 40 sqm	£234.00	OS
Where the area of gross floor space is within 40 - 75 sqm	£462.00	OS
Where the area of gross floor space is within 75 - 3750 sqm (per 75 sqm)	£462.00	OS
Where the area of gross floor space exceeds 3750 sqm (maximum total £300,000.00)	£22,859.00	OS
Additional charge for each 75 sqm in excess	£138.00	OS

## PLANNING & COASTAL MANAGEMENT

### 3.5 Planning Applications (continued)

<b>Operations - The erection on land and of buildings used for the purposes of agriculture (other than buildings within cat. 4)</b>	<b>2022/23</b>	<b>VAT Status</b>
The site area does not exceed 2.5 hectares (per 0.1 hectare)	£462.00	OS
The site area exceeds 2.5 hectares (maximum total £150,000.00)	£11,432.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
Where the area of the gross floor space does not exceed 465 sqm	£96.00	OS
Where the area of the gross floor space is within 465 - 540 sqm	£462.00	OS
Where the area of the gross floor space is within 540 - 4215 sqm (per 75 sqm)	£462.00	OS
Where the area of the gross floor space exceeds 4215 sqm (maximum total £300,000.00)	£22,859.00	OS
Additional charge for each 75 sqm in excess	£138.00	OS
<b>The erection of glasshouses on land used for the purposes of agriculture</b>		
Where the gross floor space does not exceed 465 sqm	£96.00	OS
Where the gross floor space exceeds 465 sqm	£2,580.00	OS
<b>The erection, alternation or replacement of plant or machinery</b>		
Where the site area does not exceed 5 hectares (per 0.1 hectare)	£462.00	OS
Where the site area exceeds 5 hectares (maximum total of £300,000.00)	£22,859.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS

## PLANNING & COASTAL MANAGEMENT

### 3.5 Planning Applications (continued)

<b>The enlargement, improvement or other alteration of existing dwellings</b>	<b>2022/23</b>	<b>VAT Status</b>
Where the application relates to one dwelling	£206.00	OS
Where the application relates to two or more dwellings	£407.00	OS
The carrying out of operations (including the erection of a building) within the curtilage of an existing dwelling, for purposes ancillary to the enjoyment of the dwelling as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwelling	£206.00	OS
The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of land	£234.00	OS
<b>Carrying out any operations connected with the exploratory drilling for oil / natural gas</b>		
Where the site area does not exceed 7.5 hectares (per 0.1 hectare)	£462.00	OS
Where the site area exceeds 7.5 hectares (maximum total of £300,000.00)	£28,750.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
<b>Carrying out any operations not coming within any of the above categories</b>		
Where the site area does not exceed 15 hectares (per 0.1 hectare)	£234.00	OS
Where the site area exceeds 15 hectares (maximum total of £78,000.00)	£34,934.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
In any other case (each 0.1 hectare of the site area - maximum total)	£2,028.00	OS

## PLANNING & COASTAL MANAGEMENT

### 3.5 Planning Applications (continued)

<b>The change of use of building to use as one or more separate dwellings</b>	<b>2022/23</b>	<b>VAT Status</b>
Where the change of use is from a single to two dwellings (up to 50 changed dwellings)	£462.00	OS
Where the change of use is for two or more dwellings (in excess of 50 changed dwellings - maximum total of £300,000.00)	£22,859.00	OS
Additional charge for each dwelling in excess	£138.00	OS
In other cases (change of use fewer than 50 dwellings - each)	£462.00	OS
In other cases (change of use is more than 50 dwellings - maximum total of £300,000.00)	£22,859.00	OS
Additional charge for each dwelling in excess	£138.00	OS
<b>The use of the land for the disposal of refuse or waste materials or for the deposit of material remaining after minerals have been extracted from land</b>		
Where the site area does not exceed 15 hectares (per 0.1 hectare)	£234.00	OS
Where the site area exceeds 15 hectares (maximum total of £78,000.00)	£34,934.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
<b>The use of the land for the storage of minerals in the open</b>		
Where the site area does not exceed 15 hectares (per 0.1 hectare)	£234.00	OS
Where the site area exceeds 15 hectares (maximum total of £78,000.00)	£34,934.00	OS
Additional charge for each 0.1 hectare in excess	£138.00	OS
The making of material change in the use of a building or land (other than the material change of use in the change of use of building to use as one or more separate dwellings and the use of land for the disposal of refuse or waste materials or for the deposit of material remaining after materials have been extracted from land)	£462.00	OS

## PLANNING & COASTAL MANAGEMENT

### 3.6 Advertisement Applications

Advertisements displayed on business premises, the forecourt of business premises or other land within the curtilage.

	2022/23	VAT Status
The nature of the business or other activity carried out on the premises	£132.00	OS
The goods sold or the services provided on the premises	£132.00	OS
The name and qualifications of the person carrying on such business or activity or supplying such goods or services	£132.00	OS
Any other advertisements	£462.00	OS

### 3.7 Discharge of Conditions

	2022/23	VAT Status
For 'householder' applications	£34.00	OS
For other applications	£116.00	OS

### 3.8 Extended Time Limits for Implementing Existing Planning Permissions

	2022/23	VAT Status
For 'householder' applications	£68.00	OS
Application for major development	£690.00	OS
For other applications	£234.00	OS

## PLANNING & COASTAL MANAGEMENT

### 3.9 Non Material Amendments Following Grant of Planning Permission

	2022/23	VAT Status
For 'householder' applications	£34.00	OS
For other applications	£234.00	OS
Applications for reserved matters:		
- Same applicants earlier RM application under the same outline approval have incurred total fees equalling that of a full application of the entire scheme	£462.00	OS
Applications for two or more alternative proposals:		
- The highest individual charge applicable if applied for separately plus 50% of the total of the other applications as they have been applied for separately	£462.00	OS
Applications by club/organisation unestablished for profit who provides sport / recreation facilities:		
- Material change of use for playing field for carrying out of operations (other than erecting buildings containing floor space) for proposals ancillary to use of land as a playing field	£462.00	OS

## PLANNING & COASTAL MANAGEMENT

### 3.10 Planning Submissions

	2022/23	VAT Status
<b>Approval and variation of condition</b>		
Application for removal / variation of a condition following grant of planning permission	£234.00	OS
<b>Certificates of lawfulness (the use is in relation to one or more separate dwellings)</b>		
For 50 or less dwellings (per dwelling)	£462.00	OS
For 50 or more dwellings (maximum total of £300,000.00)	£22,859.00	OS
Additional charge for each dwelling in excess	£234.00	OS
Existing use or operation in breach of a planning condition	£234.00	OS
Certificate of alternative development	£234.00	OS
<b>Prior Notification applications</b>		
Agriculture of forestry developments	£96.00	OS
Demolition	£96.00	OS
Material change of use under Schedule 2 part 3 of the GDPO 1995	£96.00	OS
Changes of use from shops / financial / professional services / agricultural buildings to dwellings with associated building	£206.00	OS
Telecommunication notifications	£462.00	OS
Submission of a hedgerow removal notice or notification for works to trees in conservation area or tree preservation	No Charge	OS
Application for listed building consent	No Charge	OS
Relevant demolition - The demolition of an unlisted building in a conservation area	No Charge	OS

## PLANNING & COASTAL MANAGEMENT

### 3.11 Prior Approvals

Determines as to whether prior approval is required.

	2022/23	VAT Status
Radio masts, equipment housing and public call boxes	£95.00	OS
Agricultural and forestry developments	£95.00	OS
Demolition of buildings	£95.00	OS

# INTERNAL AUDIT

## 4.1 Access to personal files

	2022/23	VAT Status
Data Protection Act 1998 / General Data Protection Regulations	No Charge	OS
Housing Regulations 1989	No Charge	OS



**CABINET**  
**Tuesday, 04 January 2022**

<b>Subject</b>	Jubilee Beach Huts Marketing Strategy
<b>Report by</b>	Councillor Craig Rivett Deputy Leader and Cabinet Member with responsibility for Economic Development
<b>Supporting Officer</b>	Kathryn Hurlock Asset & Investment Manager <a href="mailto:Kathryn.Hurlock@Eastsuffolk.gov.uk">Kathryn.Hurlock@Eastsuffolk.gov.uk</a>

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

## Purpose and high-level overview

### Purpose of Report:

In October 2020 Cabinet approved the proposal for the development of 72 beach huts at Jubilee Terrace. The Cabinet Paper (6 October 2020 / Ref: ES-0510) outlined the concept, financial appraisal and proposed project through to design, planning and construction.

A budget of £1,000,000 was approved and work commenced on site in September to deliver the scheme. The project team comprises Chaplin & Farrant as architect, cost consultants and project managers, Spillings as contractor responsible for the timber beach huts and MS Oakes as the contractor for the steel platform and placement of beach huts on the site. The construction is due to complete in March 2022 ahead of Spring when the huts will be available to use.

The purpose of this paper is to refine the marketing strategy for the sale and hire of the beach huts. A previous Cabinet Paper (6 October 2020 / Ref: ES-0510) approved that “the proposed mixed tenure operating model to sell 38 beach huts on the upper deck and retain 34 beach huts along the promenade for short term hire”. However, following consultation with Waveney Disability Forum and other users we are seeking to amend this recommendation to enable huts to be sold on both the upper deck and lower promenade to ensure Equality for all potential purchasers of the beach huts.

The proposal is to amend the marketing model to sell half of the huts on a vertical split rather than a horizontal split. We have therefore looked at the scheme in a different way and propose to sell the huts situated on both the upper and lower promenade to the south of the main staircase. This would result in a sale of 36 huts and the retention of 36 huts on short term hire agreements with no financial impact on the previous model presented to Cabinet.

### Options:

#### Option 1 – “Horizontal Model for the Sale of Huts”

The Cabinet Paper Ref: ES-0510 set out a model to sell 38 huts and retain 34 huts using a horizontal split of the development as shown below. This shows the area outlined in red to include the huts to be sold. The remaining huts would be let out on short term hire arrangements through the ESC beach hut website.

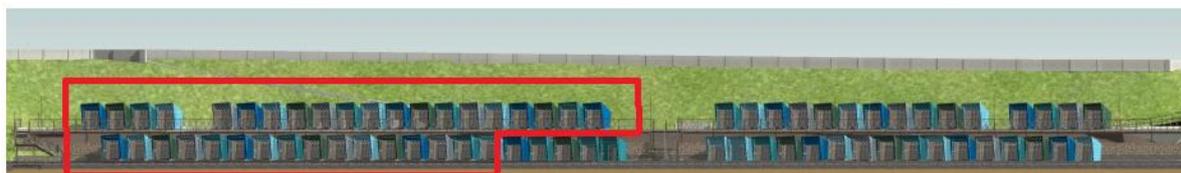


Seafront Elevation

This model would restrict any potential purchasers to those who would be physically able to access the huts via stairs within the development. Following more detailed consultation with users we consider this model to restrict users of the huts and not to be in line with ESC’s aspirations for the seafront to be an accessible place for all users to enjoy.

### Option 2 – “Vertical Model for the Sale of Huts”

The recommendation within this paper aims to reconsider the sales strategy to ensure it does not discriminate against any potential purchase of the huts in line with the Equality Act 2010. Therefore, the recommended option is to split the sale of huts on a vertical axis and to sell huts situated on both the upper and lower level to the south of the central staircase as shown below:



Seafront Elevation

This model does not impact the financial return of the development and therefore is presented to Cabinet as the preferred sales strategy for the scheme.

### Recommendation/s:

That the proposed mixed tenure operating model to sell 50% of the beach huts on the development situated on both the upper deck and lower promenade be approved.

## Corporate Impact Assessment

### Governance:

The marketing of the beach huts will be awarded to a sales agent following a process in line with procurement. On a contract being awarded to a marketing agent, the management of the project will be principally conducted through the Asset Management Team.

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

The proposed development would contribute towards achieving three of the Strategic Plan objectives, namely, Growing our Economy, Remaining Financially Sustainable and Enabling our Communities.

### Environmental:

We will actively engage with local agents to ensure local supply chains are used.

### Equalities and Diversity:

The marketing proposal within this paper aims to be in line with Equality Act 2010 through the sale of huts on the lower promenade which is accessible to any purchasers with disabilities.

### Financial:

This proposal does not alter the financial model presented to Cabinet for the mixed tenure model in October 2020.

**Human Resources:**

The project will be managed via resources already employed within the Asset Management Team.

**ICT:**

There are no ICT implications relating to this proposal.

**Legal:**

The site is held within the ownership of ESC and Legal Services will be preparing Ground Leases for the huts to be sold on a leasehold basis.

**Risk:**

The risks associated with this scheme relate to the demand for beach huts in this location and the appetite from the open market to purchase these unique, architect designed huts.

<b>External Consultees:</b>	Waveney Disability Forum
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## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>

P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
<b>XXX</b>	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>

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

The East Suffolk Council Strategic Plan 2020-2024 sets out priorities to remain financially sustainable. It states that we will take opportunities where appropriate to generate and collect income to boost our sustainability and invest in services. We consider the financial model proposed and the marketing strategy for this site meets these priorities as this proposal is an opportunity for ESC to generate annual income and capital receipts.

The Strategic Plan aims to invest to save, maximise the return on the investments we make and make best use of all grants and funding opportunities available to us. We are proposing to maximise on opportunities presented to ESC to invest within the District and improve our asset portfolio in line with the Strategic Plan.

The Strategic Plan further outlines growing our economy and within this growing inward investment. This scheme aims to meet these objectives.

## Background and Justification for Recommendation

<b>1</b>	<b>Background facts</b>
1.1	<p>To assist us in determining the most practical and financially viable operating model, Morley, Riches &amp; Ablewhite Chartered Surveyors were instructed to provided sales and rental values for beach huts within the District. We liaised closely with our professional advisors in 2020 understand the beach hut market and the potential operating model for this bespoke development. The following models were considered as part of this project:</p> <ol style="list-style-type: none"> <li>1. Sale of the beach hut with an annual ground rent received.</li> <li>2. Letting of the beach huts on an annual basis.</li> <li>3. Letting of the beach huts on a short term basis.</li> <li>4. Fixed term leasehold basis (5, 10, 15 years)</li> <li>5. Mixed tenure scheme</li> </ol>

	<p>Within each operating model we also assessed rental and sales values which are largely determined by the following:</p> <ul style="list-style-type: none"> <li>• General position</li> <li>• Proximity to facilities</li> <li>• Condition of the hut</li> <li>• Quality and extent of beach hut fittings</li> </ul> <p>The preferred financial model presented to Cabinet in September 2020 indicated a mixed tenure development through the sale of the 38 beach huts on the platform. In accordance with ESC financial objectives to increase revenue it was proposed to retain ownership of the beach huts to be situated adjacent to the lower promenade and to rent these on short term (weekly and block booking) agreements.</p>
1.2	<p>Following Cabinet Approval to develop the beach hut scheme Asset Management have also consulted more widely with groups such as the Waveney Disability Forum and feedback has shown that the decision to split the scheme on a horizontal axis and sell huts on the upper deck may exclude potential purchasers of huts who are not able to access the huts due for disability reasons.</p>

## 2 Current position

2.1	<p>Asset Management have worked with an external marketing agent to determine a marketing strategy for the beach huts based on a split model with the sale of 36 huts and the retention of 36 huts. We have used the sales figures provided to us by the agent to inform Finance of a revised model which seeks to ensure Equality for all potential purchasers of the beach huts. This would amend the previous decision by Cabinet to sell huts on the upper deck to a decision to split the development vertically and sell the huts outlined in red below.</p> <div data-bbox="304 1384 1326 1529" style="text-align: center;"> </div> <p style="text-align: center; font-size: small;">Seafront Elevation</p> <p>This model seeks to retain the 10 fully level access huts situated either side of the central staircase together with the remainder (28) huts on the northern side of the development. These huts will be available via the ESC beach hut website (<a href="http://hirebeachhuts.co.uk">Lowestoft Beach Hut Hire 2021 (hirebeachhuts.co.uk)</a>) for daily, weekly and block bookings.</p>
2.2	<p>The recommendation to amend the positioning of huts for sale within the development does not impact on the financial model previously presented to Cabinet in October 2020.</p>

### 3 How to address current situation

3.1	<p>This paper sets out the rationale to amend the sales strategy for the Beach huts to sell the beach huts to the southern side of the central staircase.</p> <p>The proposal to use a mixed tenure model for the scheme has not changed from the previous Cabinet Paper (Ref: 6 October 2020 / Ref: ES-0510) which indicates that the huts will be sold Leasehold with a 15 year Ground Lease with a lease premium on purchase with an annual ground rent. The remainder will be available for hire via the ESC beach hut website on a short term basis.</p>
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### 4 Reason/s for recommendation

4.1	<p>This paper aims to amend a previous recommendation for the marketing strategy of the huts at Jubilee Terrace to ensure the scheme is not discriminatory towards any potential users or purchasers of the beach huts. The recommendation aims to enable Equality across the sales strategy for the development.</p>
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## Appendices

### Appendices:

None

### Background reference papers:

None



**CABINET**  
**Tuesday, 04 January 2022**

<b>Subject</b>	Acceptance of funding from Ipswich and East Suffolk Clinical Commissioning Group (CCG) for the re-procurement of the Connect for Health Social Prescribing Programme
<b>Report by</b>	Councillor Mary Rudd Cabinet Member with responsibility for Community Health
<b>Supporting Officer</b>	Nicole Rickard Head of Communities <a href="mailto:nicole.rickard@eastsoffolk.gov.uk">nicole.rickard@eastsoffolk.gov.uk</a> 07766998074

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable
<b>Wards Affected:</b>	Aldeburgh & Leiston Deben Eastern Felixstowe Carlford and Fynn Valley Framlingham Kelsale and Yoxford Kesgrave Martlesham and Purdis Farm Melton Orwell and Villages Rendlesham and Orford Rushmere St Andrew Saxmundham Western Felixstowe Wickham Market Woodbridge

## Purpose and high-level overview

### **Purpose of Report:**

To seek approval to accept funding from Ipswich and East Suffolk Clinical Commissioning Group (CCG) for the Connect for Health Social Prescribing Programme in the south of East Suffolk, Babergh, Mid Suffolk and Ipswich, and to commence the re-procurement of the service in January 2022.

### **Options:**

The former Suffolk Coastal District Council led the procurement of the original Connect for Health Social Prescribing Service on behalf of Ipswich and East Suffolk CCG, Suffolk County Council and Babergh and Mid Suffolk District Councils in 2019. This contract is due to expire on March 31, 2022, and East Suffolk Council has been asked to lead the re-procurement of the service. The CCG currently funds one day a week of the Head of Communities time plus an Integration and Partnership Manager post supporting the Integrated Neighbourhood Teams in the south of the District. This staffing capacity will work with the Council's Procurement and Legal Teams on the re-procurement of Connect for Health.

### **Recommendation/s:**

That it be retrospectively agreed that the Council accepts a grant of a minimum of £1,626,000 from Ipswich and East Suffolk CCG, and that East Suffolk Council should lead the procurement process to secure providers to deliver Connect for Health in each of the eight Integrated Neighbourhood Team (INT) areas that make up the Ipswich and East Suffolk Alliance area. Should additional funding be secured for social prescribing this may be added into the contract.

## Corporate Impact Assessment

### **Governance:**

Monthly meetings are currently held with the four current Connect for Health providers and monthly monitoring reports are provided to the CCG. Progress with the contracts is reported to the Cabinet Member at monthly briefing meetings. The lead provider for Connect for Health in each Integrated Neighbourhood Team (INT) area is now part of the INT Core Leadership Team. These arrangements will continue with the new Connect for Health providers.

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

The Council's Enabling Communities Strategy emphasises that *"it is important that people look after their own mental and physical health and wellbeing. This includes managing what are known as 'long term conditions' such as diabetes, dementia, depression, heart disease and arthritis. We want to help people to make good choices, ensure that they do not put themselves or others at risk and encourage them to look out for and after each other"*. Social Prescribing is a great way of enabling and supporting people to take control of their own health and wellbeing. The beneficiaries of Social Prescribing are often people with protected characteristics identified within the Equality Act 2010, for example older

people (Age), Deprivation (Socio-Economic Disadvantage) and people with disabilities or long-term health conditions (Disabilities) – see below.

**Environmental:**

Social Prescribing Schemes such as Connect for Health often link people into green and blue sources of support (land and sky-based activities). This is known as green and blue social prescribing.

**Equalities and Diversity:**

Age is one of ten Protected Characteristics identified by East Suffolk Council (the nine protected characteristics identified in the Equality Act plus deprivation/socio-economic disadvantage). Connect for Health supports people across the Age spectrum but in some areas a significant proportion of clients are those aged 65 and over. In some parts of the District there is a correlation between the level of deprivation and the clients accessing Connect for Health. Approximately a third of clients accessing the current Connect for Health programme have a disability or long-term health condition. Connect for Health therefore has, and would continue to have, a positive impact on Equality and Diversity.

**Financial:**

Whilst East Suffolk Council has been asked to be the Accountable Body on behalf of Ipswich Borough Council, Babergh and Mid Suffolk District Councils and the CCG, all of the funding for Connect for Health in Years 4 and 5 is being provided through the Ipswich and East Suffolk Alliance via the CCG. This funding totals £1,626,00 for a two-year project but this may be supplemented if additional funding is secured through Alliance partners or from external sources.

This is made up of £240,000 for a Community Chest to be used to fund VCSE organisations in each INT area who receive referrals from Connect for Health and/or funding for new projects to fill identified gaps. The remaining £1,386,000 will be allocated across 8 lots – one per INT for 21 months from July 2022 to March 2024.

There is no East Suffolk Council contribution to the project, although there is an implication in terms of staffing to lead and run the procurement project.

**Human Resources:**

The Head of Communities and Integration and Partnerships Manager are both part-funded by the CCG and will lead the Procurement process, supported by colleagues in the Procurement and Legal Teams who already have it factored into their work programmes.

**ICT:**

None

**Legal:**

A contract will be developed on the basis of both the procurement documentation and the existing contracts for each of the successful providers. Each provider could deliver between one and eight contracts as there are eight lots – one per Integrated Neighbourhood Team area.

**Risk:**

The main risk is likely to be the transition from one provider to another if a different provider (to the current one) is successful with one or more lots. TUPE applies as the staff working on this project have all been in post for up to three years (the original contract was a 1+1+1 contract)

**External Consultees:**

This proposal has been developed in conjunction with Ipswich and East Suffolk CCG and considering feedback from a Connect for Health provider workshop held in October 2021.

## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
<b>XXX</b>	<b>Governance</b>		

XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>How does this proposal support the priorities selected?</b></p> <p>Social Prescribing is a person centred and asset-based approach to supporting people to maintain good physical and mental health and wellbeing. The description of P08 is <i>'We will provide the environment and opportunities for everyone to lead healthy, active, fulfilling and safe lives. We will connect communities together and help individuals and families to be more resilient, achieve their full potential and age well. We will ensure our communities are safe, helping communities to address issues as early as possible'</i>. Social Prescribing clearly contributes to this ambition in that it is all about understanding people's goals/ambitions and their personal assets, supporting them to be more resilient and connecting them into community groups and voluntary organisations in their local area.</p> <p>Social Prescribing also contributes to P06 in that a number of the Community Partnerships have identified supporting mental and physical health and wellbeing as a priority. The Community Partnership Board has Mental Health and Wellbeing as one of its three priorities and more than a third of Connect for Health clients in the first two and a half years wanted support with their mental wellbeing.</p> <p>P07 talks about using data and intelligence to provide a <i>'better experience for individuals, families and communities. We will take a targeted, place-based approach to tackling, deprivation, hidden needs and the challenges of rural areas – helping communities to access the tools to identify and tackle their own needs'</i>. The premise of social prescribing is helping to connect people into support and resources in their own communities and providing the tools and support to enable them to understand their own goals and needs and take the necessary steps to tackle their needs using both their own assets and the assets in their local community.</p>			

## Background and Justification for Recommendation

1 Background facts	
1.1	It is estimated that GPs spend a minimum of 20% (and up to 40%) of their time dealing with non-clinical, social issues - social prescribing is a way to deal with this demand more appropriately and release capacity in the system by connecting people back into their communities and into local support from community groups and voluntary organisations, with services as a last resort.
1.2	In August 2018, Ipswich and East Suffolk CCG announced a new, one-off transformation funding pot of £3 million across the whole Ipswich and East Suffolk area. A Steering Group was convened to develop a bid around Social Prescribing at scale across the CCG area. The bid was written by the ESC Head of Communities working closely with partners from the County Council, CCG and Babergh and Mid Suffolk District Councils, in consultation with GP leads on social prescribing and patient representatives. This bid secured the second biggest funding award from the Transformation Fund of £549,507.
1.3	Despite the size of the award, this funding was not sufficient to roll out Social Prescribing across the whole area as per the model proposed in the bid and therefore a second bid for match funding was submitted to the Suffolk Transformation Challenge Award (TCA). This bid was agreed in November 2018 by

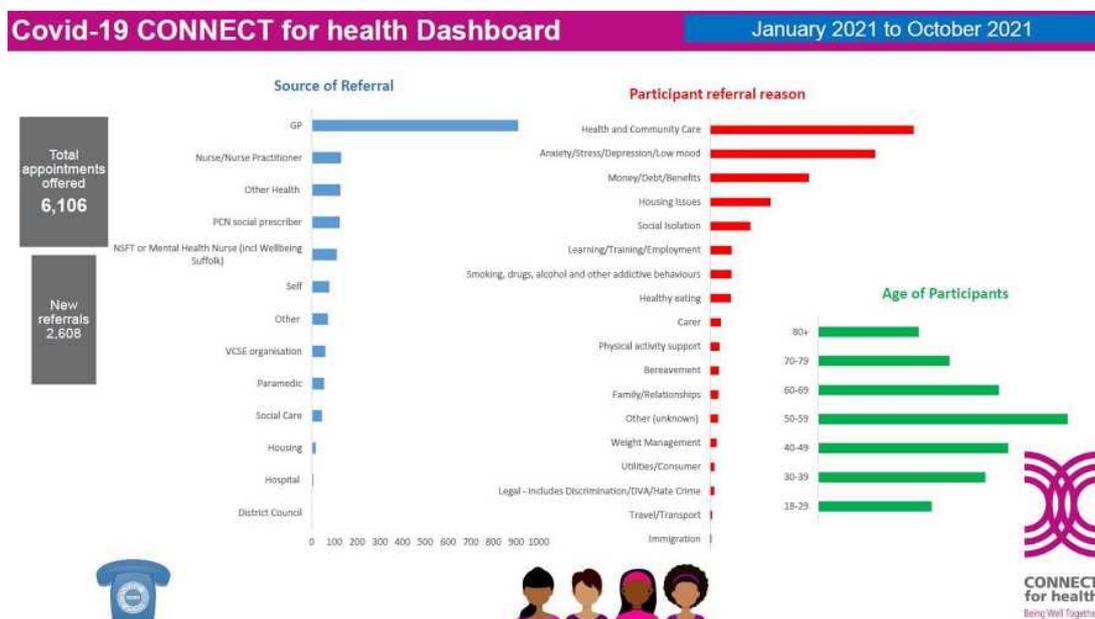
	the Suffolk Public Sector Leaders and secured a further £137,260 (including an allocation for Waveney). The CCG made a separate allocation of £250,000 available for social prescribing in Ipswich and therefore the CCG Transformation and Suffolk TCA funding only covered the three Districts of (then) Suffolk Coastal, Babergh and Mid Suffolk.
1.4	Connect for Health is a person centred, health coaching approach to working with individuals with a focus on ‘what matters to me?’ rather than ‘what’s the matter with me?’. It includes agreeing an action plan with clear goals, large and small. The ultimate aim of Social Prescribing is to ensure better outcomes for individuals and more appropriate use of NHS, social care and other public sector resources. This releases capacity across the system to enable those who require specialist/clinical support to access it sooner. Specific benefits for individuals include managing long term conditions more effectively, reduced social isolation and loneliness, enabling people to identify, prioritise and manage their own health and life needs and reduced need to access GP, social care, A&E and prescribing services.
1.5	The original Connect for Health Social Prescribing contract focussed around the areas covered by 6 Integrated Neighbourhood Team (INTs) - health and social care teams working together - in the three Districts. Each of the INTs covers between 3 and 6 GP practices.
1.6	The Tender process commenced in February 2019 and the Connect for Health programme went live from July 2019.
1.7	<p style="text-align: center;"><b>Which GP surgeries fit into which Integrated Neighbourhood Team?</b></p> <p>The successful providers for each of the six Integrated Neighbourhood Teams are shown below:</p> <p>Saxmundham and North East (4 GP practices and 2 Branch Surgeries) – Access Community Trust</p> <p>Woodbridge (6 practices) – Shaw Trust</p> <p>Felixstowe (3 practices) – Access Community Trust</p> <p>South Rural (4 practices) – Suffolk Family Carers</p> <p>Stowmarket (3 practices) – Suffolk Family Carers</p> <p>Eye and North West) (5 practices with 5 branches) – Suffolk Family Carers</p>
1.8	The contract was on a 1+1+1 basis depending on the performance of the Provider organisations and the ability to secure further funding on the basis of performance

	in year one of the contract. Additional funding was secured from Ipswich and East Suffolk CCG for a further 21 months of Connect for Health (to March 2022).
1.9	Ipswich Citizens Advice, who deliver Connect for Health in the Ipswich area were added into the contract held by East Suffolk Council in April 2021.

## 2 Current position

2.1 East Suffolk Council and Ipswich and East Suffolk CCG now jointly manage the contract with the four providers that cover the Ipswich and East Suffolk Alliance area. These providers are Access Community Trust (2 INT areas), Ipswich Citizens Advice (2 INT areas), Shaw Trust (1 INT area) and Suffolk Family Carers (3 INT areas). Connect for Health has been live for more than two years across the Alliance area and is demonstrating clear benefits.

2.2 Regular reports are received by the Alliance Executive Delivery Group and Board on Connect for Health impact. An example of the dashboard presented to the Executive Delivery Group in December 2021 is shown below:



2.3 A recent Provider Workshop identified a range of benefits and challenges associated with the current programme, some of which are highlighted below:

### Current Examples of Good Practice

- Asset based approach with the person at the heart of the service
- 'Discovery Sessions' with each individual
- Focus on goals and work around 'micro-goals'
- Development of asset maps of the INT area
- Two providers have an emerging group support offer
- One provider is piloting therapeutic services in community settings
- Motorhome to meet with those who are isolated (SFC)
- Opportunities to influence Population Health Management work
- Focus on an exit strategy to avoid danger of creating dependency
- Use of the NHS England Social / Biological / Psychological Social Prescribing model

	<p><b>Challenges</b></p> <ul style="list-style-type: none"> <li>• Increase in demand across all areas</li> <li>• Lots more admin support needed than anticipated</li> <li>• More mental health related and complex referrals</li> <li>• Some confusion about relationship with separate PCN funded Link Workers</li> <li>• Challenge of providing outreach support to rural areas</li> <li>• Limited groups and services to refer to, particularly in rural areas</li> <li>• Density, demographics and complexity in Ipswich</li> <li>• Awareness of Community Chest low</li> <li>• Challenges with SystemOne</li> <li>• Lack of consistency across C4H areas</li> </ul>
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### 3 How to address current situation

3.1	The proposal is to go out to tender in January 2022 for a Connect for Health provider for each of the eight Integrated Neighbourhood Team areas. The funding available will enable a 5% uplift from the funding available in 2021/22.
3.2	Given the increase of associated programmes around High Intensity Users, Ageing Well, Learning Disabilities and Hospital Discharge each of which draws upon social prescribing approaches and resources, ideally additional funding, roles and/or capacity will be wrapped into the programme when it commences on July 1 <sup>st</sup> , 2022. The CCG is currently trying to secure additional resources from a number of sources and to ensure that funding for social prescribing is built into future programmes, particularly those focussing on personalised care.
3.3	It is proposed that the funding be accepted by East Suffolk Council and that the Council leads the procurement process on behalf of the other District and Borough Councils and the CCG. The procurement process would run from January to March 2022, with the successful providers being notified by the end of March. The existing Connect for Health programme will continue to run to the end of June 2022. The new contract will start on July 1 <sup>st</sup> , 2022 and will be let on a 21 month + 12 + 12-month basis.
3.4	The tender will be based up the original tender document but will reflect learning from the first 2 plus years of Connect for Health. Much work has been done during this period to identify a core learning and development programme for Social Prescribing Link Workers and to refine the performance measures. All providers are now using SystemOne – although it is important to note that the Link Workers do not have access to GP and other health practitioners’ notes relating to individual patients.
3.5	The funding available from the CCG also includes funding for a £15,000 Community Chest for each of the eight Integrated Neighbourhood Team areas for both 2022/23 and 2023/24 to be allocated through the Integrated Neighbourhood Team.

### 4 Reason/s for recommendation

4.1	Connect for Health has had a proven impact both in terms of achieving outcomes for individuals and reducing pressure on health and care practitioners, particularly
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	with the advent of Covid-19. Social Prescribing is a core element of the emerging personalised care agenda and health and wellbeing programmes increasingly include an element of social prescribing to support and enable individuals and increase both individual and community resilience.
4.2	Having led the initial procurement of Connect for Health working with the CCG, East Suffolk Council is best placed to lead the re-procurement process.

## Appendices

### Appendices:

None

### Background reference papers:

None

**CABINET**

**Tuesday, 04 January 2022**

<b>Subject</b>	Extensions to existing South Lowestoft Conservation Area and Proposed adoption of the South Lowestoft and Kirkley Conservation Area Appraisal and Management Plan
<b>Report of</b>	Councillor David Ritchie, Cabinet Member with responsibility for Planning and Coastal Management  Councillor Craig Rivett, Deputy Leader and Cabinet Member with responsibility for Economic Development
<b>Supporting Officer</b>	Rebecca Styles High Street Heritage Action Zone Project Officer <a href="mailto:Rebecca.Styles@eastsoffolk.gov.uk">Rebecca.Styles@eastsoffolk.gov.uk</a>

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

## Purpose and high-level overview

### Purpose of Report:

The purpose of this report is to seek the adoption of the South Lowestoft/Kirkley Conservation Area Appraisal and Management Plan; and to consider extensions to the boundary of the Conservation Area. The appraisal provides guidance on the historic significance of the area to support decision making in the development management planning process.

### Options:

Adopt the updated South Lowestoft/Kirkley Conservation Area Appraisal and Management Plan and boundary alterations. This will mean the Council has an up-to-date document to guide decision making within the planning process for the preservation or enhancement of the South Lowestoft/Kirkley Conservation Area.

An alternative option would be to not adopt the updated appraisal and continue to use the existing South Lowestoft Conservation Area Appraisal dated March 2007. However, this would be a missed opportunity to provide updated and relevant information on the area that will take account of changed national guidance, the adoption of the Waveney Local Plan and changed circumstances on the ground.

### Recommendation/s:

1. That the South Lowestoft/Kirkley Conservation Area Appraisal and Management Plan attached at Appendix C be adopted.
2. That the extension of the South Lowestoft/Kirkley Conservation Area as shown on the map attached at Appendix A and including those properties and land included in the schedule attached at Appendix D be agreed.
3. That the Head of Planning and Coastal Management, in consultation with the Cabinet Member with responsibility for Planning and Coastal Management, be authorised to make any presentational or typographical amendments to the South Lowestoft/Kirkley Conservation Area Appraisal and Management Plan prior to it being published.

## Corporate Impact Assessment

### Governance:

No Impacts.

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

The appraisal supports the implementation of the Policy WLP8.39 – Conservation Areas in the Waveney Local Plan.

Which states; ***Development within Conservation Areas will be assessed against the relevant Conservation Area Appraisals and Management Plans***

The Waveney Local plan states that Conservation Area Appraisals are regularly updated;

***8.228 All of the above Conservation Areas have had Conservation Area Appraisals and Management Plans prepared. These are updated regularly and provide an overview, of the character, significance and management of the Conservation Areas.***

### Environmental:

No Impacts.
<b>Equalities and Diversity:</b> No Impacts.
<b>Financial:</b> The production and adoption of the appraisal has been paid for out of the London Road, Lowestoft High Street Heritage Action Zone project, led by the Regeneration and Growth team.
<b>Human Resources:</b> No Impacts.
<b>ICT:</b> No Impacts.
<b>Legal:</b> The appraisal has been produced and been subject to public consultation in accordance with Historic England Guidance and in consultation with East Suffolk Council's legal team.
<b>Risk:</b> There are no risks envisaged in relation to the implementation of the recommendations.

<b>External Consultees:</b>	Owner/Occupiers of all the properties in the existing and proposed extensions to the South Lowestoft/Kirkley Conservation Area were sent letters by post, together with emails to other interested organisations/parties (detailed in the Consultation Log at Appendix B).
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## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>

P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>XXX</b>	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>

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

This appraisal primarily supports T01 Growing Our Economy of the Strategic Plan, priority of P03 - Maximise and grow the unique selling points of East Suffolk as the document will assist in the delivery of the *“Protection and enhancement of the natural, built and historic environment”* by guiding Development Management decisions to preserve or enhance the North Lowestoft Conservation Area.

The appraisal secondarily supports; T01, Growing Our Economy priority P01 Build the right Environment for East Suffolk, as it serves to support the policies in the *“Up to date local plans proving a strategy for growth and place making”*.

T02, Enabling our communities, priority P09 - Community Pride, as it as the historic environment contributes to a sense of place and the richness of culture.

T05, Caring for our Environment P23 ‘protection, education and influence’ as the appraisal identifies the special character of the Conservation Area so it can be protected in planning decision, and acts as an tool to educate property owners about best practice approaches to caring for their historic properties.

## Background and Justification for Recommendation

<b>1</b>	<b>Background facts</b>
1.1	Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 directs that every local authority shall, from time to time, review their existing Conservation Areas and determine whether any parts or any further parts of their area should be designated as Conservation Areas; and, if they so determine, they shall designate those parts accordingly.
1.2	There are currently 51 Conservation Areas designated across the East Suffolk Council District. The Council has a programme of reviewing all the Conservation Area, as recommended by good practice.
1.3	The existing South Lowestoft Conservation Area was designated in 1978, extended in 1996 and 2003, with an Article 4 Direction introduced in 1997. The existing appraisal dates from 2007, and the Council has a statutory duty to review its Conservation Areas from time to time which has led to this current review of the South Lowestoft Conservation Area.

1.4	The revised appraisal has been drafted to reflect updated best practice guidance, legislation and local planning policy changes since 2007. It is also proposed under this review to rename the Conservation Area the South Lowestoft/Kirkley Conservation Area to reflect local identity.
1.5	The London Road, Lowestoft High Street Heritage Action Zone (HSHAZ) launched in October 2020, with funding provided through the project to produce the reappraisal of the Conservation Area to support the heritage led regeneration aim of the HSHAZ.

## 2 Current position

2.1	Given the current London Road, Lowestoft HSHAZ project, it is considered timely and relevant under Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to propose the adoption of the revised South Lowestoft/Kirkley Conservation Area Appraisal and Management Plan (Appendix C) which includes extensions to the Conservation Area boundary (Appendix A).
2.2	This report will provide a summary of the following: <ul style="list-style-type: none"> <li>• Proposed boundary changes (2.3)</li> <li>• Identification of positive unlisted buildings (2.4)</li> <li>• Public consultation (2.5)</li> <li>• Consequences of proposals (2.6)</li> <li>• National and local planning policies (2.7)</li> <li>• Procedures to be taken for formal and informal notification (2.8)</li> </ul>
2.3	<p><b>Proposed boundary changes</b></p> <p>The boundary of the Conservation Area was reviewed using the guidance provided by Historic England in their Advice Note 1 (Second Edition) 'Conservation Area Designation, Appraisal and Management' (2019).</p> <p>The proposed boundary changes to the Conservation Area are illustrated in the map attached as Appendix A. This comprises six areas adjacent to the existing Conservation Area boundary and the exclusion of a small area, also adjacent to the boundary.</p> <p>The proposed boundary changes are as follows:</p> <ol style="list-style-type: none"> <li>1. Include the full extent of the station building and platforms Signal Box and former stables: extend the area to include the rest of the station and platform, as the boundary currently appears to dissect the building. The station is a notable mid-nineteenth century building, which makes a key contribution as an unlisted positive building, which makes a key contribution to our understanding of the development of South Lowestoft. The Signal Box is also a notable building and shares a historic and continued relationship with the railway. The former stables are visible on the first edition Ordnance Survey map of the area, and the single storey building faces onto Denmark Street, making a notable contribution to the streetscape and marking the boundary of the Conservation Area.</li> <li>2. Include the Beach and Claremont Pier: There is a strong historic association and visual relationship between the beach and Conservation Area. The beach forms a key component of the Conservation Area, as the reason for the development of the South Lowestoft resort, and continues to play an important role in shaping the character of the area.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Include the railway bridge on Mill Road: This bridge is an unlisted positive feature, which follows the former line to South Quay.</li> <li>4. Exclude the Toyota dealership: This building makes a negative contribution to the character and appearance of the Conservation Area. Its massing, materials and expanse of glazing on the ground floor level are not in keeping with the area, and the introduction of parked cars, large signage and flags to the front of the building create a cluttered appearance. These elements make a negative contribution to the street scape and the building lacks special interest, and it is therefore proposed that the boundary excludes this modern building.</li> <li>5. Include the South Lowestoft Methodist Church: This church is of historic and architectural interest, and as well as serving an important role for the local community, therefore making a positive contribution to the area. It was built in 1962-1963 to replace old Lorne Park Road Church, originally built in 1904.</li> <li>6. Include the London Road Baptist Church: This church, constructed 1972-73, was designed by the architect Wally Thomson, of Piper, Whalley &amp; Partners who was also architect of the North Lowestoft Trinity Methodist Church, built a few years prior. The church is of local architectural interest and is of value to the community.</li> </ol>
2.4	<p><b>Identification of Positive Unlisted Buildings</b></p> <p>The current South Lowestoft Conservation Area Appraisal (see background reference papers below) identifies “Locally Listed” buildings. However, in the majority of East Suffolk Conservation Area Appraisals such historic assets are referred to as positive unlisted buildings.</p> <p>In order to unify the terminology across all of East Suffolk Council’s Conservation Area appraisals, when they are periodically updated, such assets are being referred to as positive unlisted buildings, which will eventually lead to all the appraisals to be consistent.</p> <p>Therefore, such structures/buildings in the revised Conservation Appraisal are identified as positive unlisted buildings. These are illustrated on the mapping within the document and described in the text.</p> <p>This change in terminology does not change the level of protection currently afforded to those referred to as locally listed in the planning process. They are not protected by statutory listing but are considered to make a positive contribution to the character or appearance of the Conservation Area. Identifying positive unlisted buildings means that extra care will be taken when considering development proposals that would affect them. Demolition of a positive unlisted building would be viewed unfavourably.</p> <p>Identifying positive unlisted buildings within the Conservation Area Appraisal, allows a mechanism for their periodic review and public consultation on which structures are considered to contribute in this way.</p> <p>The fieldwork was undertaken by a consultant viewed from public thoroughfares and this work was supplemented with information from published material and map regression studies. The structures identified in the appraisal as being positive unlisted buildings are not claimed to be exhaustive, as other structures of significance may exist that are not readily visible from public footpaths and roads.</p>
2.5	<p><b>Public Consultation</b></p> <p>There is no statutory requirement to undertake consultation on proposals to extend an existing Conservation Area. However, Historic England’s guidance on</p>

Conservation Area designation states under the heading ***‘Finalising, reviewing and publicising the Conservation Area boundary’*** that ***“Involving the community at an early stage is advisable”*** (para.76).

The South Lowestoft/Kirkley Conservation Area Appraisal and Management Plan underwent a six week period of public consultation from 15th July until 26th August 2021.

Letters were sent out via the post to the owner/occupiers of all properties within the existing Conservation Area boundary and the proposed extensions to inform them of the proposal to extend the Conservation Area; to provide a summary of the consequences of designation; to inform them of the identification of positive unlisted buildings within the Conservation Area and to seek their views on the proposal.

The letter advised of the consultation period and gave a link to the Council’s website where the draft appraisal document could be viewed/downloaded. Enclosed with the letter was a printed map of the proposed extended Conservation Area boundary and the offer to send a printed copy on request for those not able to access the information digitally.

A total of 13 responses were received by email and letter from members of the public.

Two drop-in sessions were also held on Thursday 5th August 2021 where people could ask any questions or make comments about the draft South Lowestoft and Kirkley Conservation Area Appraisal. These were held at:  
Parcels Office, Lowestoft Train Station, NR32 2EG between 12:30pm-3:30pm  
The Kirkley Centre, 154 London Road South, NR33 0AZ between 5pm-8pm

19 number of people attended these drop in events.

The draft appraisal was placed on the Council’s website for viewing/downloading; A press release was issued. Invitations for responses were also sent to standard consultees identified on the Local Plan mailing list. 9 consultees responded to the consultation draft.

A summary of the public responses received together with the Council’s response/actions is appended to this report (Appendix B).

Following the first round of public consultation, several comments were received which recommended the Council consider a further extension of the Conservation Area boundary around the train station to also include the signal box and stables on Denmark Road.

As such, a second round of public consultation was initiated in this respect, from 22<sup>nd</sup> October 2021 until 12<sup>th</sup> November 2021. A notice of consultation was published in the local paper on 22<sup>nd</sup> October alerting the local community of the consultation, and the landowner who would be affected by the proposed boundary inclusion (Network Rail) were written to directly to notify them of the proposed extension.

No comments were received during this second round of consultation.

2.6

**Consequences of the proposed areas for extension**

The principal consequences of Conservation Area designation are as follows:

- The Council is under a duty to prepare proposals to ensure the preservation or enhancement of the area;
- Consent must be obtained from the Council for the demolition of any unlisted building or structure in the area larger than 115 cubic metres; and the local authority or the Secretary of State may take enforcement action or institute a criminal prosecution if consent is not obtained;
- It is an offence under section 196D of the Town and Country Planning Act 1990 to undertake ‘relevant demolition’ of an unlisted building in a Conservation Area without the necessary planning permission.
- Special publicity must be given to planning applications for development in the area;
- In carrying out any functions under the planning Acts and, in particular, in determining applications for planning permission and listed building consent, the Council and the Secretary of State are required to pay special attention to the desirability of preserving or enhancing the character or appearance of the area;
- The details as to the limits of what works may be carried out without planning permission are different and are summarised at Appendix E; and
- Six weeks’ notice must be given to the Council before works are carried out to any tree in the area that is more than 75mm in diameter measured at 1.5 metres above ground level. The penalties for undertaking works to trees within a Conservation Area within the six-week period are similar to those for undertaking unauthorised works to a tree covered by a tree preservation order (s.211 Town & Country Planning Act 1990).

The existing Conservation Area has the additional planning control of an Article 4 Direction issued upon it. This restricts the scope of permitted development rights. The Direction has been applied over the whole of the existing Conservation Area, resulting “blanket” coverage of all qualifying buildings. This will stay in place on the area on which it is issued, until it is reviewed. Any new Article 4 Direction is likely to be much more focused, identifying certain buildings within the Conservation Area in conformance with para.53 of the NPPF (as revised in July 2021) that requires such Directions to apply to the smallest geographical area possible. No changes to the existing Article 4 Direction are proposed for adoption at this time.

2.7

Paragraph 201 of the National Planning Policy Framework (NPPF) states that the ***‘loss of a building... which makes a positive contribution to the significance of the Conservation Area... should be treated either as substantial harm or less than substantial harm’***. Therefore, the buildings identified as positive unlisted buildings will be protected by national planning policy. Identification of them is aimed at ensuring that planners, owners and developers are aware of the building’s positive contribution and that permission for demolition is unlikely to be granted. The loss of a positive unlisted building within a Conservation Area would normally represent less than substantial harm to the Conservation Area which is a designated heritage asset.

According to paragraph 196 of the NPPF ‘where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal’. This would be the test that either the Planning Officer or Planning Committee would have to

	apply when deciding whether to approve the demolition of a positive unlisted building.
2.8	<p><b>Procedures to be taken for formal and informal notification</b></p> <p>Should the Cabinet resolve to adopt the South Lowestoft/Kirkley Conservation Area Appraisal and Management Plan the designation date of the proposed extensions will be at the end of the call-in period for Cabinet decisions, which will be 5pm on the 14<sup>th</sup> January 2022.</p> <p>After the designation of the extended Conservation Area, the following statutory notifications will take place:</p> <ul style="list-style-type: none"> <li>• The new designation will be advertised in the London Gazette;</li> <li>• The new designation will be advertised in at least one local newspaper;</li> <li>• The Secretary of State will be notified;</li> <li>• Historic England will be notified; and</li> <li>• The inclusion of a building in a Conservation Area is a ‘Planning Charge’ and all properties within the extensions to the Conservation Area will be included in Part 3 of the Local Land Charges Register.</li> </ul> <p>The following non-statutory notifications will take place:</p> <ul style="list-style-type: none"> <li>• All property owners/occupiers and landowners affected directly by falling within the extensions to the Conservation Areas will receive a letter advising of the designation; the date of designation; and including a guidance leaflet on Conservation Areas;</li> <li>• The Town Council and Ward Members will be informed;</li> <li>• Other relevant departments within the Council will be informed.</li> <li>• The Conservation Area Appraisal will be available to download from the Conservation Area pages of the Council’s website.</li> </ul>

### 3 How to address current situation

3.1	The current South Lowestoft Conservation Area Appraisal is 14 years old. Adoption of the revised South Lowestoft/Kirkley Conservation Area Appraisal would allow the Council to maintain an up-to-date and relevant document to support informed decision making in the development management planning process.
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### 4 Reason/s for recommendation

4.1	Under section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 East Suffolk Council has a statutory duty to draw up and publish proposals for the preservation and enhancement of Conservation Areas in its district from time to time.
4.2	<p>The document, if adopted, will assist in delivery of the Strategic Plan 2020-2024, by supporting delivery of T01 Growing Our Economy of the Strategic Plan, priority of P03.</p> <p><i>“Protection and enhancement of the natural, built and historic environment.”</i> The secondarily support the delivery of priority P01 Build the right Environment for East Suffolk, as it serves to support the policies in the <i>“Up to date local plans proving a strategy for growth and place making.”</i></p>

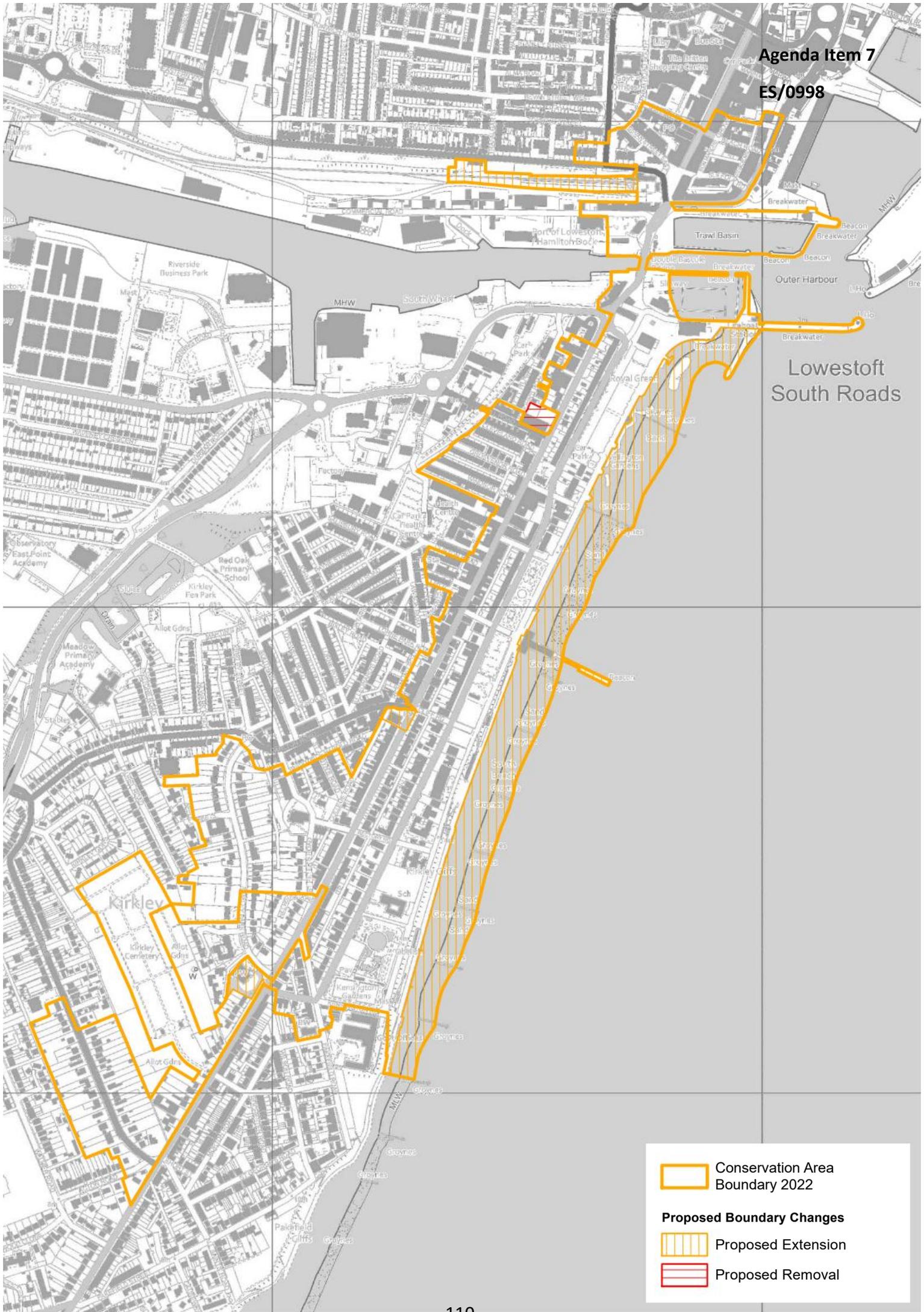
4.3	The document if adopted supports the implementation of the Policy WLP8.39 – Conservation Areas in the Waveney Local Plan by providing “ <i>relevant Conservation Area Appraisals and Management Plans</i> ”.
4.4	Officers judge that the public consultation exercise undertaken has demonstrated that, amongst those who responded that there is a majority in support of the proposals.
4.5	Officers judge the proposed extensions, which covers properties and land, are required as these areas have been assessed as part of a boundary review and found them to be of a quality equal to that within the existing boundary. Their character contributes positively to the existing Conservation Area which the preservation or enhancement of as part of the Conservation Area would be desirable.

## Appendices

Appendices:	
<b>Appendix A</b>	Map of the proposed Conservation Area Boundary
<b>Appendix B</b>	Consultation Log
<b>Appendix C</b>	South Lowestoft/Kirkley Conservation Area Appraisal and Management Plan (Document to be adopted)
<b>Appendix D</b>	List of buildings/sites added to/removed from the South Lowestoft/Kirkley Conservation Area boundary in 2022
<b>Appendix E</b>	Summary of Works that may be carried out without planning permission

Background reference papers:		
Date	Type	Available From
1990	Planning (Listed Buildings and Conservation Areas) Act 1990	<a href="https://www.legislation.gov.uk/ukpga/1990/9/contents">https://www.legislation.gov.uk/ukpga/1990/9/contents</a>
2007	Existing South Lowestoft Conservation Area	<a href="https://www.eastsuffolk.gov.uk/assets/Planning/Design-and-Conservation/Conservation-Area-Appraisals/South-Lowestoft-Conservation-Area-Character-Appraisal-with-Management-Plan.pdf">https://www.eastsuffolk.gov.uk/assets/Planning/Design-and-Conservation/Conservation-Area-Appraisals/South-Lowestoft-Conservation-Area-Character-Appraisal-with-Management-Plan.pdf</a>
2019	Conservation Area Appraisal, Designation and Management Historic England Advice Note 1 (Second Edition)	<a href="https://historicengland.org.uk/images-books/publications/conservation-area-appraisal-designation-management-advice-note-1/heag-268-conservation-area-appraisal-designation-management/">https://historicengland.org.uk/images-books/publications/conservation-area-appraisal-designation-management-advice-note-1/heag-268-conservation-area-appraisal-designation-management/</a>
2021	South Lowestoft and Kirkley Conservation Area Appraisal and Management Plan (Consultation Draft)	<a href="https://www.eastsuffolk.gov.uk/assets/Planning/Design-and-Conservation/Conservation-Area-Appraisals/South-Lowestoft-and-Kirkley-CAAMP-Consultation-Draft.pdf">https://www.eastsuffolk.gov.uk/assets/Planning/Design-and-Conservation/Conservation-Area-Appraisals/South-Lowestoft-and-Kirkley-CAAMP-Consultation-Draft.pdf</a>

Lowestoft  
South Roads



- Conservation Area Boundary 2022
- Proposed Boundary Changes
  - Proposed Extension
  - Proposed Removal

# Consultation Log

## South Lowestoft/Kirkley Conservation Area Appraisal and Management Plan

### First round of Public Consultation 15/07/2021 – 26/08/2021

A draft version of the South Lowestoft/Kirkley Conservation Area Appraisal and Management Plan was drafted and taken to public consultation from 15<sup>th</sup> July 2021 until 26<sup>th</sup> August 2021.

A letter was sent to the following:

- Every address within the existing Conservation Area boundary
- Every address which is proposed for inclusion within the extension to the Conservation Area
- Every address proposed for removal from the Conservation Area boundary

The letters advised of the consultation process, dates for face to face engagement events, how living in a conservation area affects property owners, how to comment on the proposals and get in touch. The letters also included a summary of the key proposed changes to the Conservation Area boundary and included a map of the existing and proposed Conservation Area.

Below is a summary of responses to the Public Consultation 15/07/2021 - 26/08/2021:

<b>Respondent</b>	<b>Comment</b>	<b>ESC response</b>
Private individual 1	Raised concerns about the condition of the bridge proposed for inclusion in CA boundary as pavement is very narrow and unsuitable for mobility vehicles, and overgrown with ivy and vegetation. (Telephone call)	Will raise issues with Suffolk County Council as responsible highway authority.
Private individual 2	Queries relating to the purpose of the CAAMP and public consultation. Specific query concerning Jubilee Chalets planning application.	Responded to individual explaining objectives of appraisal and purpose of consultation. Planning Officer responded to query concerning Jubilee Chalets.
Private individual 3	Welcomed extension to include full extent of Lowestoft train station. Other comments relating to High Street and large retail units in London Road North outside of boundary.	Referred individual to Town Centre Masterplan and North Lowestoft CAAMP.

Private individual 4	Identification of drafting error which incorrectly referred to St Peter and St John's Church as St Paul and St John.	This reference was in the press release and has been amended. All references within the appraisal are correct.
Private individual 5	Clarifications around boundary concerning Toyota garage and McDonald's.	The Toyota garage is proposed for removal from the boundary, whereas the Mill Road McDonald's is not within the existing or proposed boundary.
Private individual 6	Agreement that Toyota site should be omitted and suggested alternative sites and redevelopment of land.	Noted.
Private individual 7	Does not support inclusion of London Road Baptist Church and restraints inclusion within CA would have on future of the church	London Road Baptist Church is proposed for inclusion due to its architectural interest. Inclusion within the boundary would protect the significance of the building but would not impact how the church interacts with the community.
Private individual 8	Notes removal of 'Local List' terminology and exclusion of 408 London Road South from local list.	408-410 will be added to the positive contributor list in Appendix 1.
Private individual 9	Agree with proposed additions to boundary but also recommended including signal box on Denmark Road and new CEFAS buildings. Agreed with proposed removal of Toyota Garage but also recommended removal of KFC and McDonalds drive-thru sites.	Signal box is a heritage asset but to redraw the boundary to include it would be very convoluted, although does make a contribution to the setting of the CA. The modern CEFAS block is of high quality design but is considered to be too modern to be added to the boundary. McDonald's is not proposed for inclusion, however KFC is proposed to remain in the CA as it is within the core of the boundary and would result in a contrived 'donut' of exclusion.
Private individual 10	Notes typo with regard to development of London Road South	Noted, appraisal will be amended.

	and clarifications with regard to Windsor House and 21 Cliff Road.	
Private individual 11	Welcome amendments to boundary. Comments relating to sash windows and timber/UPVC. Concerns over loss of trees along London Road South and environmental benefits of tree planting.	Noted, response provided to individual.
Private individual 12	24 Windsor Road should be included in character area description, as retains the most historic features of any property in the street (verbal comments).	Noted, appraisal will be amended.
Private Individual 13	Information on George Glover, a relatively unknown architect who lived and worked in Lowestoft from 1850 to 1886. His Lowestoft buildings include the listed 70-71 High Street, the Coffee Pot Tavern on the north side of Mutford Bridge (now the Oulton Broad Branch Library), and St Marks Church, Oulton Broad. He also designed Apsley House and Blenheim House on Victoria Road, which together became the [unknown name]. They have since been demolished and replaced by Sir Morton Peto House.	Noted, and appraisal will be updated with this information
UK Power Networks	<p>'Having reviewed the electricity network in the area of each of the sites Listed:</p> <p>Lowestoft Station  Claremont Pier and Beach  Former Rail Bridge at Mill Rd  The Toyota dealership, London Rd  South Lowestoft Methodist Church, London Rd  London Rd Baptist Church.</p> <p>UKPN find that each of these sites are fed by an underground main and service cable. UKPN have no comments to make on the inclusion or exclusion of any of the listed sites.</p> <p>Should there be a requirement for alteration to the electricity supply of</p>	Noted.

	the listed sites then applications can be made via UKPN's website'.	
Natural England	Natural England has no comments to make on the Article 4 Direction - Changes to South Lowestoft & Kirkley Conservation Area Consultation.	Noted.
Councillor Rivett	Does not agree that the Toyota site warrants exclusion over other sites in the conservation area boundary. Methodist Church should not be included over CEFAS campus.	Response provided to Cllr Rivett to explain methodology in decisions to amend the boundary.
Players Theatre	Welcome inclusion within the South Lowestoft and Kirkley Conservation Area boundary. Provided information relating to the history and future plans for the building.	Noted.
Suffolk County Council (Archaeology)	<p>Welcomes updates to appraisal with recommendations for amendments:</p> <p>Page 16 – Happisburgh now has the accolade of having the oldest human remains</p> <p>Page 110 NPPF paragraph 189 of now 194</p> <p>Page 110 – please add 'SCCAS suggests that applicants for planning permission get in touch for free pre-application advice about archaeology on application sites. We also recommend viewing the Suffolk Heritage Explorer for the first step in understanding what archaeology may be present</p> <p><a href="https://heritage.suffolk.gov.uk/">https://heritage.suffolk.gov.uk/</a></p>	Amendments will be made to reflect comments
Historic England	<p>Welcome updates to appraisal and proposed extensions with recommendations for amendments:</p> <ul style="list-style-type: none"> <li>- Interactive map to include layer identifying opportunity sites that detract from character of area</li> <li>- Although interesting, 'origin and history' section is too long and would benefit from being refined</li> <li>- Concern over reference to demolition on page 38</li> <li>- Page 40 add reference to ESC's Building at Risk register</li> </ul>	Amendments will be reflected in final document

	<ul style="list-style-type: none"> <li>- Page 106 reference to repointing should specify use of traditional lime mortars</li> <li>- Reference to shopfronts could include Historic England’s North Lowestoft HAZ shopfront research</li> <li>- General rephrasing where making recommendations to East Suffolk Council</li> <li>- Refer to Historic England’s Enforcement Guidance <i>Stopping the Rot</i> in management section</li> <li>- Add images to ‘Positive Unlisted Building’ table in appendices</li> </ul>	
Councillor Gooch	<p>Welcomes focus on Kirkley and updating of the appraisal and supports the proposed inclusions. Noted concern over SCC LBC Divisions which will subdivide Kirkley and Pakefield.</p>	Noted.
Lowestoft Town Council	<ol style="list-style-type: none"> <li>1. Members questioned the title of the Conservation Area given that buildings such as the Old Post Office and Railway Station are included in the area but are not located in South Lowestoft.</li> <li>2. The Toyota Dealership – the proposed wording, below as extracted from the consultation, appears to be quite judgemental and negative given that it is a business providing jobs and revenue to the local economy. <b><i>Exclude the Toyota dealership:</i></b> <i>This building makes a negative contribution to the character and appearance of the Conservation Area. Its massing, materials and expanse of glazing on the ground floor level are not in keeping with the area, and the introduction of parked cars, large signage and flags to the front of the building create a cluttered appearance. These elements make a negative contribution to the street scape</i></li> </ol>	

	<p><i>and the building lacks special interest, and it is therefore proposed that the boundary excludes this modern building.</i></p> <p>The Town Council would suggest that wording such as ‘not to include as has no historic value’ be used instead.</p> <p>3. The Town Council welcomes the inclusion of the Claremont Pier into the Conservation Area and encourage an emphasis on respecting the individuality of the assets in the large and diverse area that makes up the Conservation Area.</p> <p>4. That due consideration is given to all public comments submitted as through these local people have expressed what they value as heritage assets within their town.</p>	
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The following comments on the draft appraisal were provided by East Suffolk Building Preservation Trust, although were received on 22<sup>nd</sup> September 2021 following the end of the official consultation period:

*Thank you for permitting us to make late representations, in our capacity as HAZ Partners who also have a great interest in ensuring the preservation of the built environment in Lowestoft and East Suffolk more widely.*

*Most of our Trustees have reviewed and considered the draft Appraisal and the comments below represent a consolidated response from the ESBPT Trustees.*

- *Whilst noting the different approach adopted by the consultants to that used for the North Lowestoft Conservation Appraisal, we regard the thorough description of each asset coupled with illustrations of each structure identified as contributing positively, as helpful for the use of the Appraisal as a planning document*
- *The proposed additions to the Conservation Area we regard as appropriate, including the Beach*
- *We have very fundamental concerns about the lack of reference to both the Historic England and East Suffolk Council Buildings at Risk Registers and more significantly the lack of any assessment of Buildings at Risk for inclusion within the Registers. We regard the declaration that ‘There is currently no Heritage at Risk identified within the South Lowestoft and Kirkley Conservation Area’ as both misleading and not true. In our opinion the Grade II Listed Port House should probably be on the Historic England Buildings at Risk Register and the regular references throughout the document of poor building maintenance and repair coupled with our local knowledge, strongly suggests to us that a walk through the Conservation Area would certainly identify properties for inclusion*

*upon a Building at Risk Register, most probably the East Suffolk Council BAR Register. These significant omissions from the Appraisal are likely to be detrimental to the conservation of the built heritage of the Conservation Area and make it more difficult for us as a Building Preservation Trust to provide our assistance, where required, to clearly identify candidate buildings when it becomes necessary for the service of Repair Notices and if necessary, the ultimate sanction of Compulsory Purchase.*

- *As a minor point, the references within the Appraisal to the NPPF need to take account of the recent 2021 revision.*

*Because of our involvement and interest in the HAZ, Conservation Area and more widely, we would be pleased to provide further comments and observations, if deemed appropriate.*

These comments are noted, and the appraisal has been updated to include an expanded section on 'at risk/poor condition' sites.

## **Face to Face Consultation Events**

Two face to face drop-in events were held during the 6 week consultation event over the Summer of 2021. These were attended by 2 consultants from Place Services who drafted the appraisal, and Rebecca Styles, HSHAZ Project Officer for East Suffolk Council.

### **Parcels Office, Denmark Street, Lowestoft 12:30-15:30**

12 people attended the drop in event and covered the following topics:

- Enforcement complaint – painting of exterior of Grade II listed Wellington Esplanade
- 408 London Road South – previously included on Local List in 2007 CAAMP, request to be included as a positive unlisted building in this appraisal.
- Query regarding alterations to side elevations and replacement guttering and effect of Article 4 Direction
- General queries over the status of the redevelopment of East Point Pavilion
- General planning enquiries regarding properties on Denmark Road
- Query why KFC on London Road South is not proposed for removal from the conservation area boundary
- Query why Claremont Pier is proposed for inclusion given recent alterations, particularly relating to signage
- Complaint about Claremont Pier laser show
- Climate change concerns relating to single glazed windows
- Concern about the tired appearance and cleanliness of the area, particularly pavements and public areas.
- Recommendation for signal box and stables to be included in boundary

A signed statement was also handed in at the drop in session at the Parcels Office, relating to climate change concerns, this is at Appendix 1 of this document.

### **The Kirkley Centre, London Road South, Lowestoft 17:00-20:00**

7 people attended the drop in event and covered the following topics:

- Query over removal of trees at Union Place without permission
- Query regarding removal of the merit in removing the Toyota Garage
- Concern over design of the new beach huts and untraditional design
- Complaint concerning lack of enforcement with regard to replacement windows installed without planning permission
- Comment that more should be done to market the area
- Concern over condition of existing assets along the seafront and tired appearance of the area
- Complaint about the time taken to repair the vandalised shelter on the upper promenade
- Suggestion that area could be improved with tree planting along London Road South

### **Second Public Consultation 22/10/2021 – 12/11/2021**

Following the first round of public consultation, several comments were received which recommended the Council consider a further extension of the Conservation Area boundary around the train station to also include the signal box and stables on Denmark Road.

As such, a second round of public consultation was initiated in this respect, from 22<sup>nd</sup> October 2021 until 12<sup>th</sup> November 2021. A notice of consultation was published in the local paper on 22<sup>nd</sup> October alerting the local community of the consultation, and the landowner who would be affected by the proposed boundary inclusion (Network Rail) were written to directly to notify them of the proposed extension.

No comments were received during this second round of consultation.

**Appendix 1: Signed statement handed in at drop in event held at the Parcels Office**

Please help lift building restrictions that prevent environmentally friendly changes being made to buildings on Lowestoft seafront.

Let's fight the red tape!                      I have no commercial interest

Why am I ? (and all my Neighbours) freezing our asses off in single glazing when the East wind blows?

Why are we protecting buildings built by people who started climate change? Why would we still want to use Victorian technology?

How Lowestoft seafront looks matters.

BUT

We shouldn't protect our history at the expense of our future.

# South Lowestoft / Kirkley

## Conservation Area Appraisal and Management Plan



January 2022

### *Acknowledgements*

Thanks to Historic England and the London Road, Lowestoft High Street Heritage Action Zone scheme for providing funding to update the South Lowestoft / Kirkley Conservation Area Appraisal and Management Plan. Also, thanks to Alice Taylor for kindly contributing her image collection (LowestoftHistory.com), to the Lowestoft Archives, and to Ivan Bunn and the Suffolk Gardens Trust for their advice and input.

### *Disclaimer*

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### *Public Consultation*

Public consultation took place between the 12th July until 20th August 2021 and two drop-in sessions were held on Thursday 5th August 2021. Further, all building owners/occupiers were written to advising them of the consultation and providing details on how to provide comments. Affected Ward Members were invited to comment, and the draft appraisal was placed on the Council's website for downloading. A press release was also issued. Printed copies were available for inspection during the consultation exhibition. 21 responses were received in total, which informed revisions to the document including the extension of the boundary to include the Signal Box and former Stables. A second, targeted consultation was undertaken following this boundary extension, which took place from the 22nd October to the 12th November 2021. As part of this, a letter was sent to the landowner and a notice was published in the newspaper. No responses were received.

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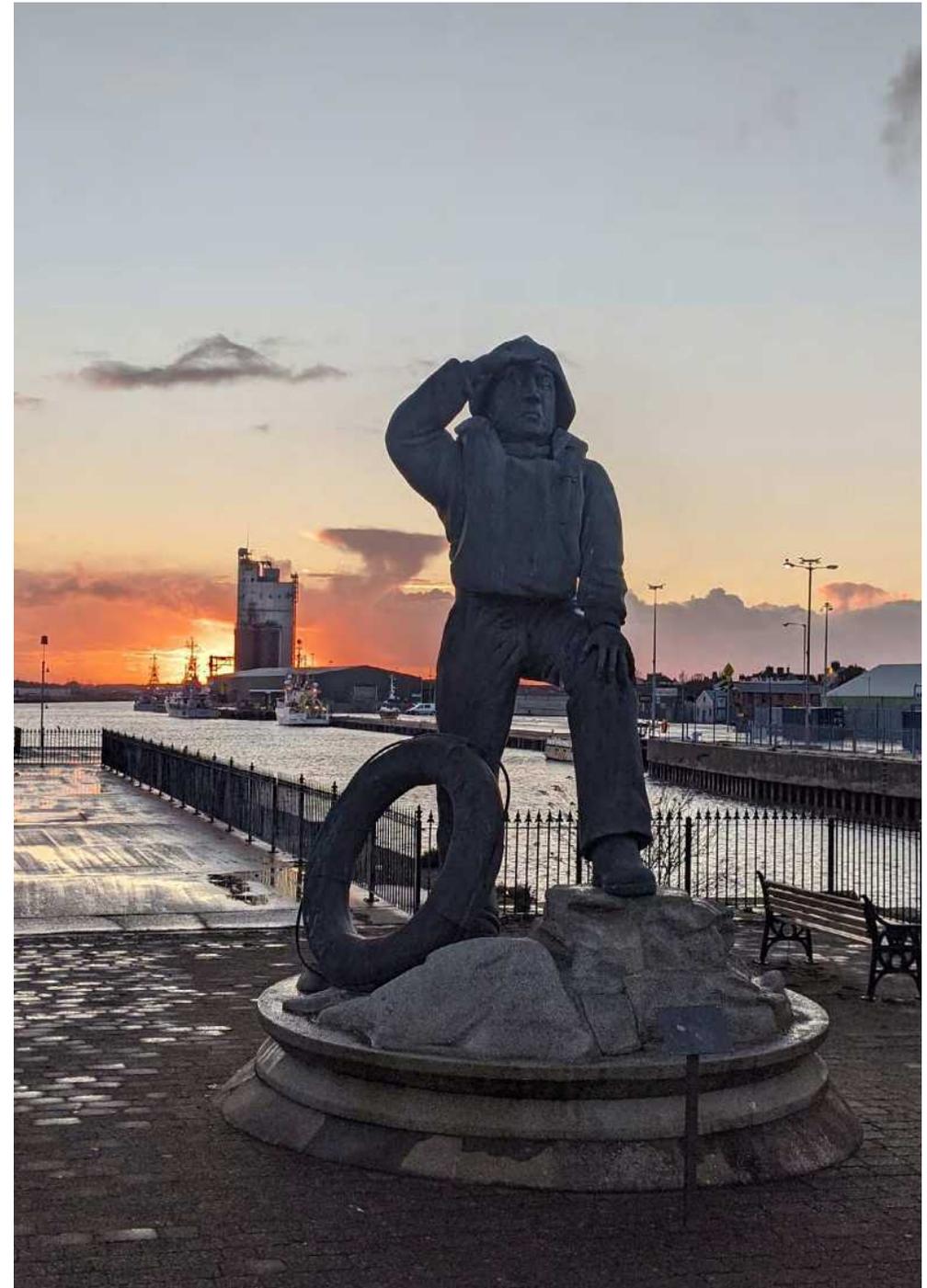
# 1. Introduction

The historic environment is all around us in the form of buildings, landscapes, archaeology, and historic areas; it is a precious and irreplaceable asset. Once gone it is gone forever.

Caring for the historic environment is a dynamic process which involves managing change. This does not mean keeping everything from the past, but it does mean making careful judgements about the value and significance of buildings and landscapes. Critical to these decisions is an appreciation and understanding of an area's character, including its social and economic history and the way such factors have shaped its urban fabric. This should be the starting point for making decisions about both its management and future.

This Conservation Area Appraisal provides details and identifies features which contribute to and justify its status. The purpose of this Conservation Area Appraisal is to provide:

- a definition of the special character of the Conservation Area through its special qualities, such as layout, uses, architecture, setting, open spaces and archaeology;
- an analysis of the area's history, development, and current status;
- a guide to managing future change, from small scale change affecting households and larger scale affecting new development.



## Legislation and Planning Policy

Conservation Areas were introduced through the Civic Amenities Act in 1967 and there are now 50 in the East Suffolk Council area (2021). Conservation Areas are “areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance”.

The identification and protection of the historic environment is an important function of the planning system and is done through the designation of Conservation Areas in accordance with the Planning (Listed Buildings and Conservation Areas) Act 1990.

Conservation Areas are defined as ‘areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance’. These areas make an important contribution to the quality of life of local communities and visitors by safeguarding their physical historical features which sustain the sense of local distinctiveness and which are an important aspect of the character and appearance of our towns, villages, and countryside.

As part of this commitment there is a need to ensure there are the means available to identify what is special in the historic environment and to define through the development plan system their capacity for change. Such changes can act to help to address environmental quality in addition to achieving the aims of planning for sustainable development.

National planning advice on the identification and protection of historic buildings, Conservation Areas and other assets of the historic environment is set out in the National Planning Policy Framework (Chapter 16 Conserving and Enhancing the Historic Environment) of February 2019.

The Council will pay special attention to the preservation and enhancement of the Conservation Area according to the policies for the built environment set out in the adopted East Suffolk (Waveney) Local Plan 2019 and Suffolk Coastal Local Plan 2020. In recognition of

these policies and in line with the requirements of the 1990 Planning (Listed Buildings & Conservation Areas) Act, the Council will continue to formulate and publish proposals for the preservation and enhancement of the Conservation Area and consult the public on these proposals.

Because standard conservation area controls were found to give insufficient protection to certain significant elements of a building, further controls have been placed on Conservation Areas in the former Waveney District area.

Local authorities can increase controls within conservation areas through the application of Article 4(1) Directions. These were formerly called Article 4(2) Directions but were identical in all but name. These make further restrictions on permitted development rights to residential properties. Once imposed in an area, planning permission will be required to make any change of design or material to any part of the property facing a public thoroughfare (defined as a highway, waterway, or open space). This includes: replacing windows; painting previously unpainted buildings or stripping paint from them; erection, alteration, or demolition of part or all of a wall, fence, gate or other enclosure or the construction of a porch. Also covered within the South Lowestoft / Kirkley Conservation Area is: the enlargement, improvement, or other alteration of a dwelling; any alteration to its roof; the provision of a building, enclosure, swimming pool, hard surface, etc., within the grounds, or ‘curtilage’, of the building. Elevations of a property not visible from a public place (other than roof or chimneys) are not affected and these will enjoy the normal ‘permitted development’ rights for a Conservation Area.

Copies of the Waveney district Article 4(1) and 4(2) Directions are available from the planning department.

Article 4 Directions do not affect:

- Repairs or maintenance
- Painting and decorating, except of previously unpainted surfaces
- Alterations which took place before the Direction was in place
- Elevations not fronting a highway, waterway or open space



## Further Guidance

Further information can be found in East Suffolk Council's Historic Environment Supplementary Planning Document (SPD), which contains detailed guidance on Conservation Areas, Listed Buildings, Non-designated Heritage Assets, Historic Parks and Gardens, and a variety of topics relating to the conservation and management of buildings and features. It also contains general principles to follow when considering alterations, repairs and maintenance work to historic buildings.

# DRAFT HISTORIC ENVIRONMENT

## SUPPLEMENTARY PLANNING DOCUMENT

December 2020





## 2. South Lowestoft / Kirkley Conservation Area

### Executive Summary

This Conservation Area Appraisal and Management Plan was commissioned by East Suffolk Council in 2021, with funding from the Historic England High Street Heritage Action Zone for London Road, Lowestoft. The purpose of the project was to review and update the previous Conservation Area Appraisal for South Lowestoft, which was prepared for the Council in 2007.

This appraisal follows the guidance of *Historic England Advice Note 1: Conservation Area Designation, Appraisal and Management (2019)*. It consists of a baseline history of the origin and evolution of South Lowestoft and Kirkley, and an analysis of the special architectural, historic and spatial character of the Conservation Area. It assesses the designated and non-designated buildings and other heritage assets that make a positive contribution to the area. It also identifies seven distinct character areas which each reflect a particular history, development, character and appearance and subdivide the Conservation Area.

The table below provides a summary of the key elements of the South Lowestoft / Kirkley Conservation Area.

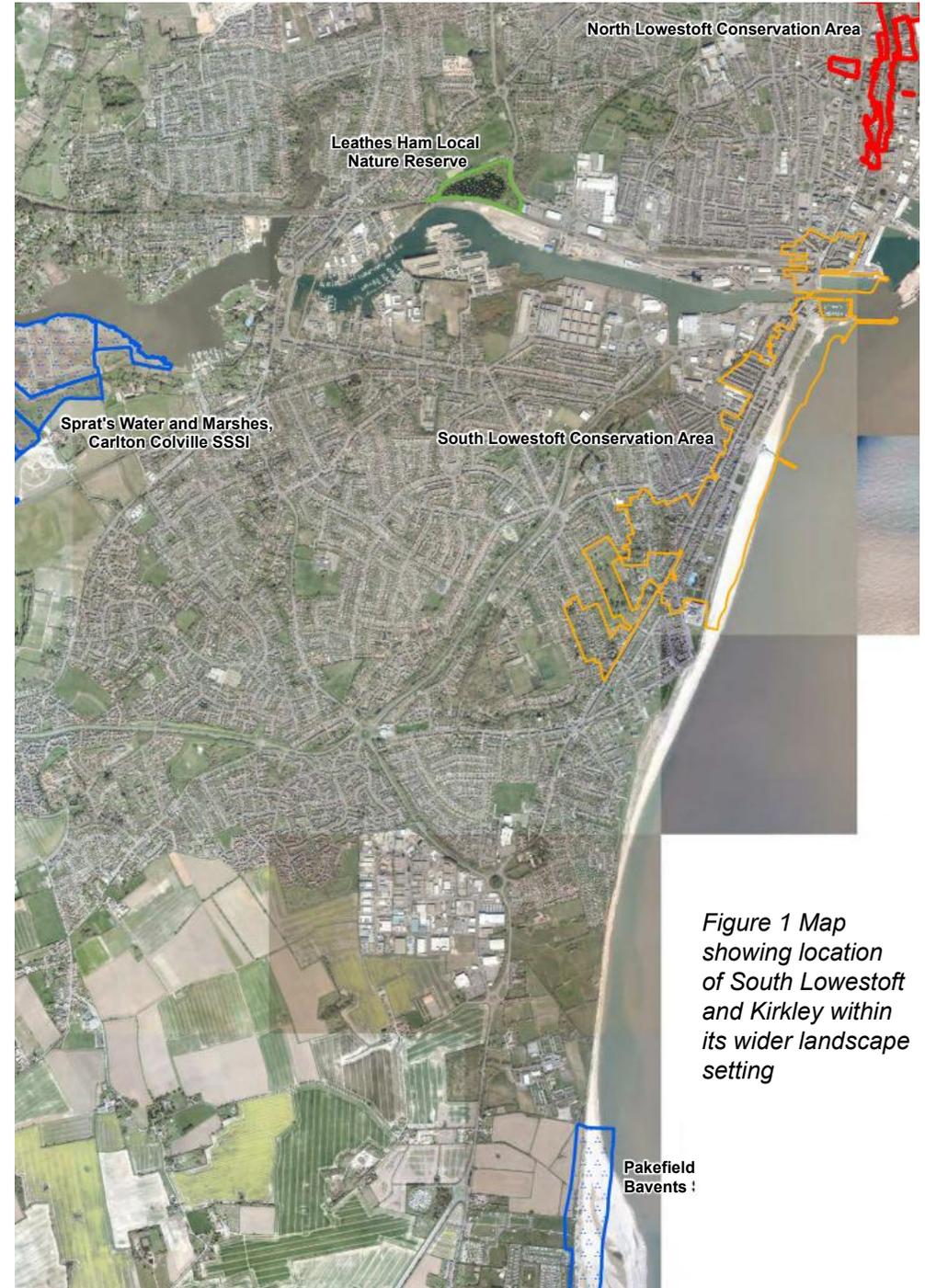


Figure 1 Map showing location of South Lowestoft and Kirkley within its wider landscape setting

## Table of Key Aspects of Character and Significance

<b>Designation</b>	The South Lowestoft Conservation Area was designated in 1978 and was extended in 1996, 2003 and following the Appraisal in 2007. An Article 4(2) Direction was later applied to the Conservation Area in 1997.
<b>Location</b>	The town of Lowestoft is located on the Suffolk Coast and is the most easterly settlement in the country. It is situated 38 miles north east of Ipswich and 10 miles south of Great Yarmouth. Lowestoft is accessed by the arterial routes of the A146, A1145, A12 and A47. It is set on the edge of The Broads with the North Sea to the east, and divided by Lake Lothing, with the northern half on the historic island of Lothingland. The settlement is on freely draining and slightly acid sandy soils, with a gently sloping topography within the South Lowestoft / Kirkley area and more substantial cliffs in the north. The South Lowestoft / Kirkley Conservation Area covers the parish wards of Pakefield, Kirkley and part of the Harbour and Normanston to the north.
<b>Summary of usage</b>	Historically, Lowestoft's economy centred around the fishing industry, and from the mid-nineteenth century, the town expanded to become a popular seaside resort relying more heavily on tourism, based within Sir Samuel Peto's development in South Lowestoft and Kirkley. From the 1960s, Lowestoft established a thriving oil and gas economy. Today, the town has an approximate population of 73,000, and it has established a strong renewable energy industry.
<b>Summary of character</b>	<p>The character of the South Lowestoft / Kirkley area is largely derived from its nineteenth and twentieth century development into a seaside pleasure resort. It is most notable for its historic association with Sir Samuel Peto, who influenced development of the area into a seaside pleasure resort. This has provided the Conservation Area with its distinctive character and appearance, with a townscape that dates mainly to the mid nineteenth century, and the majority of buildings reflect the architectural style of the Victorian period.</p> <p>The building stock is typically Victorian, with some later Edwardian and twentieth-century villas and houses, which are largely of good quality across the Conservation Area.</p>

<p><b>Spatial analysis</b></p>	<p>The South Lowestoft / Kirkley Conservation Area forms a long and narrow area which stretches c.2km in length, running north-south along the coastline south of Lake Lothing. Within the Conservation Area the street plan is formed predominantly by long straight roads which are laid out parallel to the seashore and are punctuated by short perpendicular streets, allowing for views towards the beach. The arterial route of the Conservation Area is formed by London Road North and London Road South.</p> <p>The Conservation Area is predominantly urban in character, with dense commercial development and stretches of terraced housing throughout its central spine. Development to the south west is more dispersed, and residential buildings are set within larger plots. Along the seafront, the area is also more open, with built development interspersed with formal gardens overlooking the promenade, beach and sea. For example, in front of Wellington Esplanade is Wellington Gardens, designed as an integral part of the masterplan of the seaside town, and it is protected from development by a covenant established by Peto.</p>
<p><b>Key sensitivities and opportunities</b></p>	<p>The town faces issues which are similar to other coastal towns across the country, with some evidence of maintenance issues, loss of original features such as windows and doors, vacant buildings, high traffic density and car parking, modernised shopfronts and the impacts of the decline of the high street.</p> <p>Between the years 2020 to 2024, the area is undergoing improvements through the High Street Heritage Action Zone scheme, which will support in heritage led change, funded by East Suffolk Council and Historic England, delivered in partnership with East Suffolk Building Preservation Trust and Lowestoft Town Council.</p>

## Map

An interactive map of the Conservation Area can be found overleaf. The map illustrates aspects of the appraisal that are described in the text within this appraisal. The map depicts key areas and features within the South Lowestoft / Kirkley Conservation Area. It shows: the Conservation Area Boundary; proposed boundary revisions; Listed Buildings (including listed structures); Positive Unlisted Buildings (which have been identified using East Suffolk Council's [criteria for identifying Non-Designated Heritage Assets](#)); Positive Contributors (which are buildings and structures which contribute positively to the special architectural interest or character or appearance of the area, identified using [Historic England's Guidance Advice Note 1 Conservation Area Appraisal, Designation and Management](#), paragraph 49); Important Open or Green Spaces; Important Boundary Features; Important Views; and Character Areas.

### *Using this map*

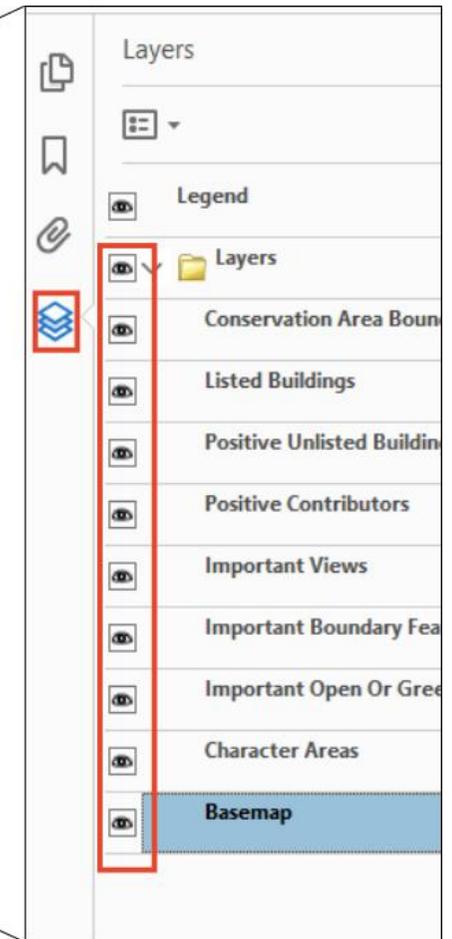
In order to utilise the interactive map, please download the document onto your computer, tablet or smartphone and view them in a suitable PDF reader, such as Adobe Acrobat. When viewed as a pdf document, this interactive map can be viewed with a series of layers that can be activated using the menu panel that appears on the left-hand side of the report. These layers can be turned off and on in any combination.



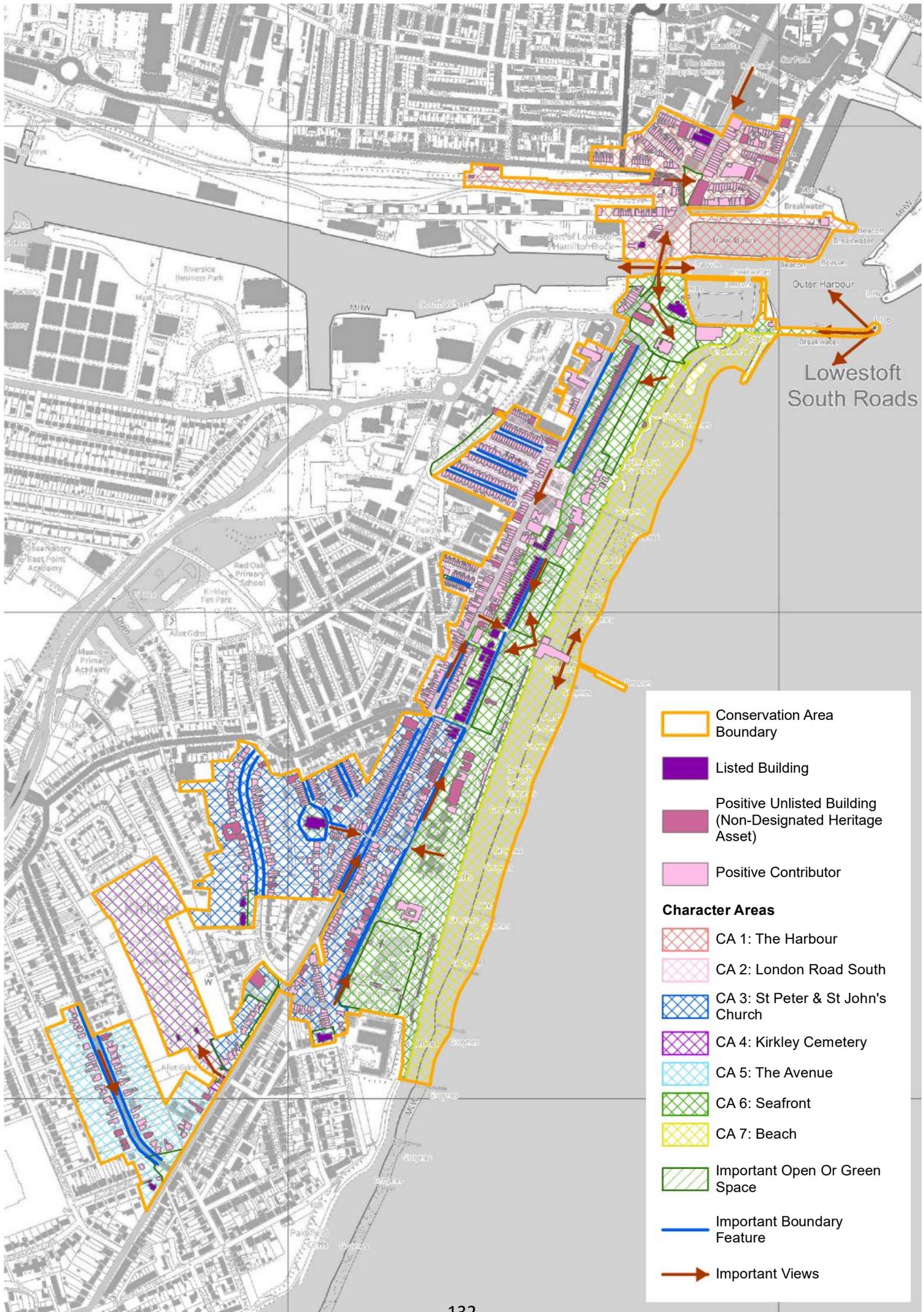
Throughout the document, this icon will take you back to this page, to view the interactive map overleaf. Use the button in the bottom right hand corner of the page to return to the Contents Page, where you can then navigate back to your previous Section.

The layers of the map can be viewed by clicking the icon shown here, and then each layer can be selected.

Individual map layers are also included within the Appendix: Mapping.



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-  Conservation Area Boundary
-  Listed Building
-  Positive Unlisted Building (Non-Designated Heritage Asset)
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- Character Areas**
-  CA 1: The Harbour
-  CA 2: London Road South
-  CA 3: St Peter & St John's Church
-  CA 4: Kirkley Cemetery
-  CA 5: The Avenue
-  CA 6: Seafront
-  CA 7: Beach
-  Important Open Or Green Space
-  Important Boundary Feature
-  Important Views

## Revisions to Boundary

As part of this review, the Conservation Area boundary has been revised to reflect changing methodologies of good practice and provide a clearer strategy which acknowledges the practicalities of South Lowestoft and Kirkley's unique built environment. The Conservation Area, originally named the South Lowestoft Conservation Area, was first designated in 1978 and was later extended in 1996 and 2003 notably to include the South Pier and South Basin, the Kirkley Cemetery and The Avenue.

This review is in line with the NPPF guidance on Conservation Areas (paragraph 191). The proposed revisions can be seen on the map, and are to:

- **Include the full extent of the station building, platforms, Signal Box and former stables:** extend the area to include the rest of the station and platform, as the boundary currently appears to dissect the building. The station is a notable mid-nineteenth century building, which makes a key contribution as an unlisted positive building, furthering our understanding of the development of South Lowestoft. It is built in yellow brick in Italianate style, which Pevsner describes as asymmetrical and 'picturesque'. It has its British Rail enamel sign, which makes a positive contribution to the historic character of the building. The platform is also of historic and architectural interest, and provides a gateway to the Conservation Area, with heritage interpretation panels in the station. The Signal Box is also a notable building and shares a historic and continued relationship with the railway. The former stables are visible on the first edition Ordnance Survey map of the area, and the single storey building faces onto Denmark Street, making a notable contribution to the streetscape and marking the boundary of the Conservation Area.
- **Include the Beach and Claremont Pier:** There is a strong historic association and visual relationship between the beach and Conservation Area. The beach forms a key component of the Conservation Area, as the reason for the development of the South Lowestoft resort, and continues to play an important

role in shaping the character of the area. Similarly, Claremont Pier makes a positive contribution; it was designed by D. Fox in 1903 and although it has been altered since it is a focal point and prominent in views along the seafront. Therefore, the beach and Pier are recommended for inclusion.

- **Include the railway bridge on Mill Road:** This bridge is an unlisted positive feature, which follows the former line to South Quay. The bridge is of architectural and historic interest and makes a positive contribution to the character of the area and our understanding of its historic development, and the historic industry of the Harbour.
- **Exclude the Toyota dealership:** This building makes a negative contribution to the character and appearance of the Conservation Area. Its massing, materials and expanse of glazing on the ground floor level are not in keeping with the area, and the introduction of parked cars, large signage and flags to the front of the building create a cluttered appearance. These elements make a negative contribution to the street scape and the building lacks special interest, and it is therefore recommended that the boundary excludes this modern building.
- **Include the South Lowestoft Methodist Church:** This church is of historic and architectural interest, and as well as serving an important role for the local community, therefore making a positive contribution to the area. It was built in 1962-1963 to replace old Lorne Park Road Church, originally built in 1904. The church is built in brick with rusticated flanks, a shallow open pediment on the eastern side and has an attractive copper spire.
- **Include the London Road Baptist Church:** This church, constructed 1972 - 73, was designed by the architect Wally Thomson, of *Piper, Whalley & Partners* who was also architect of the North Lowestoft Trinity Methodist Church, built a few years prior. The church is of local architectural interest and is of value to the community. It is set within a large corner plot with considerable border tree planting, which makes a positive contribution to the street scape.

Figure 2 Lowestoft Train Station, c.1910 (Collection of Alice Taylor, LowestoftHistory.com, Copyright 2022)



## Origin and Evolution

### Prehistory (-500000 – 43)

Lowestoft and its surrounding area would have been an attractive place for early settlers, as the landscape provided access to various resources and the intertidal zone. In the early 2000s an important discovery was made in the area, which proved early evidence of human activity. A set of flint artefacts of international significance were discovered to the south of the Conservation Area in Pakefield, within the coastal Cromer Forest Bed Formation. The 32 pieces of knapped flint tools, discovered by archaeologists Paul Durbridge and Bob Mutch, were for a time the earliest evidence for human presence in northern Europe (Figure 3).<sup>1</sup> The tools were recovered from ancient river deposits and prove that human beings were present in Britain c.700,000 years ago. This discovery demonstrates a much longer human occupation of northwest Europe than was previously thought, pre-dating other evidence by as much as 200,000 years.<sup>2</sup> Following this discovery, researchers also uncovered a new species of prehistoric deer which was living in the area 700,000 years ago, as well as an ancient and extinct species of vole.<sup>3</sup>

Later Neolithic evidence of human occupation has also been identified throughout Lowestoft and Kirkley at Walton Road, Church Road, Water Lane and Princes Walk.<sup>4</sup> Bronze Age finds have been identified both at Water Lane and the Church of St Peter in Kirkley.<sup>5</sup>

Aerial photographic evidence has recorded cropmarks of a possible Bronze Age round barrow within Lowestoft indicating prehistoric activity within the landscape.<sup>6</sup> Evidence of Bronze and Iron Age activity has also been discovered in Pakefield.

- 1 Lowestoft Museum, The Pakefield Man, <https://lowestoftmuseum.org/Test%20page-8>
- 2 Parfitt, S. A., Barendregt, R. W., Breda, M., Candy, I., Collins, M. J., Coope, G. R., Stuart, A. J. (2005). The earliest record of human activity in northern Europe. *Nature*, 438(7070), 1008–1012. doi:10.1038/nature04227
- 3 Keith Davies, The Lowestoft Scene 2013, Lowestoft Archaeological & Local History Society Vol 45 (Jan 2014)
- 4 Suffolk Historic Environment Record (SHER) 20765 and SHER 1663
- 5 SHER 7530 and SHER 1658
- 6 SHER 27703



Figure 3 The Cromer Forest-bed at the base of the cliff at Pakefield, 2002 (Mike Pitts: Digging Deeper)



Figure 4 700,000-year-old stone artefact from Pakefield (Phil Crabb, Natural History Museum)

### Roman (43 – 410)

Lowestoft and Kirkley were occupied during the Roman period, and it is believed that Lowestoft functioned as a fishing settlement at this time.<sup>7</sup> Roman finds have been recovered both adjacent to and north of the Conservation Area, from Pakefield Road, and in the vicinity of Bevan Street, Roman Road and Roman Hill.<sup>8</sup>

### Early Medieval (410 – 1066)

The area continued to be occupied throughout the Saxon period, with notable evidence of a Saxon cemetery at Bloodmoor Hill, and a settlement and cemetery in Oulton.<sup>9</sup> Excavations here revealed a well-preserved and an almost complete early Anglo-Saxon settlement, dating from the sixth to early eighth centuries, as well as a mid to late seventh-century cemetery which lay within the settlement itself and included high-status female graves.

Moreover, the name 'Lowestoft' dates to the invasion of the Danes in the 860s and is itself of Scandinavian origin, meaning 'the Homestead of Hloover'.<sup>10</sup> A church is recorded at Pakefield in the Domesday survey and is likely to be Anglo-Saxon in origin, further demonstrating settlement at this time.

### Medieval (1066 – 1540)

By the time of the Domesday Survey in 1086, there are records of settlement at Lowestoft, Kirkley and Pakefield. Lowestoft was recorded as a small agricultural village of 16 households, or approximately 100 people, located in the centre of the parish close to the modern cemetery at the junction of Rotterdam Road and

7 William White's Suffolk Gazetteer, 1855, Lowestoft, page 559 (lowestofthistory.com)

8 SHER 27584, SHER 33199, SHER 165, SHER 1699 and SHER 10816

9 Sam Lucy, Jess Tipper, Alison Dickens (2009) The Anglo-Saxon Settlement and Cemetery at Bloodmoor Hill, Carlton Colville, Suffolk. EAA 131. Cambridge Archaeological Unit and <https://www.bbc.co.uk/news/uk-england-suffolk-54177762>

10 David Butcher, Lowestoft 1550-1750 Development and Change in a Suffolk Coastal Town, Boydell Press (2008) p3

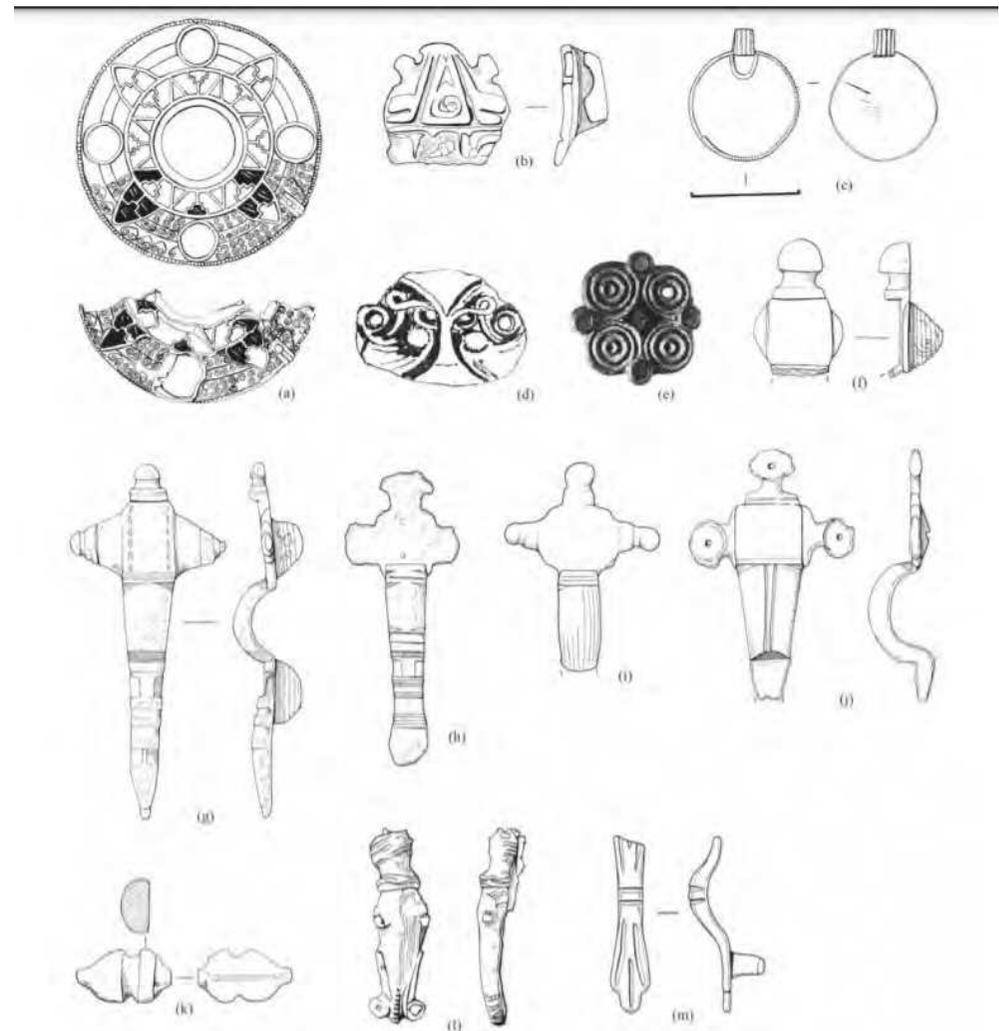


Figure 5 Selection of metal-detected finds from the Bloodmoor Hill area (East Anglian Archaeology Report No. 131, 2009)

Normanston Drive. The lands there belonged to the paramount Manor of Gorleston, and was owned by the King. There was also recorded a small manor of Akethorpe [Akethorp] in the north-west part of the Parish of Lowestoft, which was held by a priest named Ailmar in 1066. This manor was 80 acres and was later absorbed into Lowestoft. It is likely that the priest had a small church there that in medieval times became the site of Lowestoft's parish church.<sup>11</sup> At this time, Lowestoft held a modest position within Suffolk, totalling 450 acres of arable land, 5 acres of meadow and woodland for 8 pigs. In the medieval period this community migrated to the cliff top in the north-east corner of the parish and the town grew from there.

Kirkley's Domesday records are far more intricate. There is a record in the Domesday book of *Kirkelea*, a name which suggests that there was a church here at this time although there were none recorded. This settlement was comprised of 30 acres of land, which belonged to the King and were held by six Freemen, and another 12 acres which belonged to Hugh de Montford and were held by one Freeman. However, the lands of Kirkley were actually far more extensive than this and stretched farther than the settlement of *Kirkelea*. Domesday book records another 130 acres in an unidentified place called *Kislea*; historians have considered it is likely that this was a misspelling of *Kirkelea*, and therefore forms part of the settlement.<sup>12</sup> These lands belonged to the King and were held by twenty Freeman with two plough teams. The settlement of *Wimundhala*, a further 12 acres of land, was also likely a part of Kirkley, due to the fact that Edmund de Wymundhale claimed free warren in his manor of Kirkley, 1285-6. These lands belonged to Hugh de Montford and were held by two Freeman together with half a plough team. Two further holdings, *Beketuna* and *Hornes*, may also have fallen within the bounds of Kirkley, although there is less evidence to support this and it is probable that they were located in Pakefield and Carlton Colville respectively. Taking the totals from *Kirkelea*, *Kislea* and *Wimundhala* in 1086 there were 174 acres of land under cultivation in the area covered by modern Kirkley, held by twenty-nine Freeman, indicating a population of approximately 137 people. The agricultural exploitation of the area in the medieval period

has been identified within buried soils showing evidence of cultivation in excavations at Factory Street.<sup>13</sup>

Lowestoft grew in importance throughout the medieval period, with the focus of the town shifting gradually to the layout which exists today on the High Street in north Lowestoft. In 1308 a market was granted for Lowestoft,<sup>14</sup> and later in the twelfth century, the Priory of St Bartholomew's was granted a church in Lowestoft. The growing economic success of the settlement was recognised as a threat by the neighbouring town of Great Yarmouth. In 1357, Great Yarmouth sought to restrict Lowestoft's fishing activity with the Statute of Herrings. The town continued to flourish throughout the period, and remains of two vaulted cellars have been excavated along Lowestoft High Street, which were likely used as dry cellar stores of the wealthier gentry and merchants, possibly dating back to the fourteenth century.<sup>15</sup>

Lowestoft's coastal location led to its increasing significance as a defensive site throughout the medieval and post medieval period, with maritime activity also contributing to its rise to pre-eminence.<sup>16</sup> During his reign, Henry VIII fortified stretches of the coastline due to the fear of a Spanish and French invasion; three forts were built at Lowestoft, which can partially be seen in a map of 1539 depicting large-scale defences built along the Suffolk coastline.<sup>17</sup> These forts were simple earthworks probably revetted with gabions and boards, armed with three or four guns each, and strategically sited overlooking the sea.<sup>18</sup>

11 Consultation with Ivan Bunn, 2021

12 Ibid

13 Duncan, S. (2009). 10 Factory Street, Lowestoft. Archaeological evaluation report. Ipswich: Suffolk County Council Archaeological Service. <https://doi.org/10.5284/1004278>

14 'Suffolk', in *Gazetteer of Markets and Fairs in England and Wales To 1516*, ed. Samantha Letters (Kew, 2005), *British History Online*, <http://www.british-history.ac.uk/list-index-soc/markets-fairs-gazetteer-to-1516/suffolk>

15 Butcher, David: *Medieval Lowestoft – The Origins of a Suffolk Coastal Community*, *The Boydell Press, Woodbridge, 2016, page 105*

16 David Butcher, *Development and change of a Suffolk Coastal Town* (2008), p6

17 A Coloured Chart of the Coast of Suffolk, from Orwell Haven to Gorleston, near Yarmouth, 1539, <http://www.bl.uk/onlinegallery/onlineex/unvbrit/a/001cotaugi00001u00058000.html>

18 Suffolk HER 1394907

### Post Medieval (1540 – 1901)

The seventeenth century was a turbulent time in Lowestoft's history. In March 1645 the town suffered a great fire and it was recorded that 38 houses were damaged or burnt, along with fish houses and goods.<sup>19</sup> Lowestoft maintained its defensive position into the post medieval period, with a large defensive gun battery located near to Battery Green. Notably, in 1665 the town saw naval conflict, as the Battle of Lowestoft took place off the coast as part of the Second Anglo-Dutch War (Figure 6).

The Accurate Map of the County of Suffolk 1777 (Figure 7) depicts the settlement of 'Laystoft' and Kirkley. The coastline between Lowestoft and Pakefield is undeveloped, with Kirkley settlement separated from Lowestoft by Lake Lothing. For some time, a barrier of sand and pebbles formed across the mouth of Lake Lothing, making this key route unnavigable by sea. In 1717 Mutford Bridge was destroyed by high waves and consequently a breakwater was erected between Lowestoft and Kirkley, to protect the settlements from the sea. Later, in 1760, a cut was made here when an arched brick bridge was erected over the breakwater.<sup>20</sup> A navigable route to Norwich was then created by an Act of Parliament of 1827 and, in 1831, a cut was made at Lowestoft linking Lake Lothing to the sea and thus creating the first harbour and the navigable route to Norwich.

Throughout the eighteenth century, Lowestoft began to establish itself with 'polite society', and there was "growing sense of fashion" occurring within the town.<sup>21</sup> Assemblies were held in the Queen's Head Inn and The Crown Inn, a book club was formed, and visitors began to flock to Lowestoft which became known as a 'seaside watering place'. From 1756, Lowestoft also became a centre for the production of elegant porcelain; the porcelain factory was located off Jubilee Way and evidence of clay extraction has been found at Roman Hill, however, the clay for this factory was excavated in the nearby parish of Gunton. The pieces aimed to cater to local demand as well as visitors for the summer season, with items often adorned with painted motifs, such as 'A trifle from Lowestoft', acting as early souvenirs of the developing coastal resort (Figure 8). It was the third

19 Lowestoft Town Book in the Norfolk Record Office, PD 589/112. See also, Butcher D. & Bunn I, *Lowestoft Burning – the Fire of 1645*. The Lowestoft Heritage Centre, nd.

20 Gillingwater, Edmund, *An Historical Account of the Ancient Town of Lowestoft, London, 1790*

21 David Butcher, *Development and Change in a Suffolk Coastal Town*, p321



Figure 6 Adriaen Van Diest *The Battle of Lowestoft* (source: Lowestoft Museum)

longest-lived English soft-paste porcelain factory after Worcester and Derby, although closed in c.1801.<sup>22</sup> However, the oldest, and one of the most important branches of commerce at Lowestoft was its fishing industry (Figure 9). This industry continued to boom throughout the early modern period, particularly with the introduction of the railway in the mid nineteenth century, which meant that large quantities of fish could be sold at auction and then sent by rail fresh to nearby markets and London.

In December 1780, Britain declared war on Holland. Due to its vulnerable location close to Holland across the North Sea, there was fear of an invasion in Lowestoft. In response, the War Department ordered that a large battery of 13 heavy cannon be built to protect the south end of the town. The battery and fort were completed in December in 1782, located at the southern end of modern Old Nelson Street which was at this time the northern end of the ancient highway to Kirkley and Pakefield. To give the gun battery a clear field of fire onto the beach and sea beyond, a large glacis was formed in front of the battery measuring



Figure 7 An Accurate Map of the County of Suffolk 1777 (Collection of Alice Taylor, LowestoftHistory.com, Copyright 2022)



Figure 8 Inkwell, decorated with cornflower sprigs and inscribed 'A Trifle from Lowestoft', c.1790 (Antiques Trade Gazette)

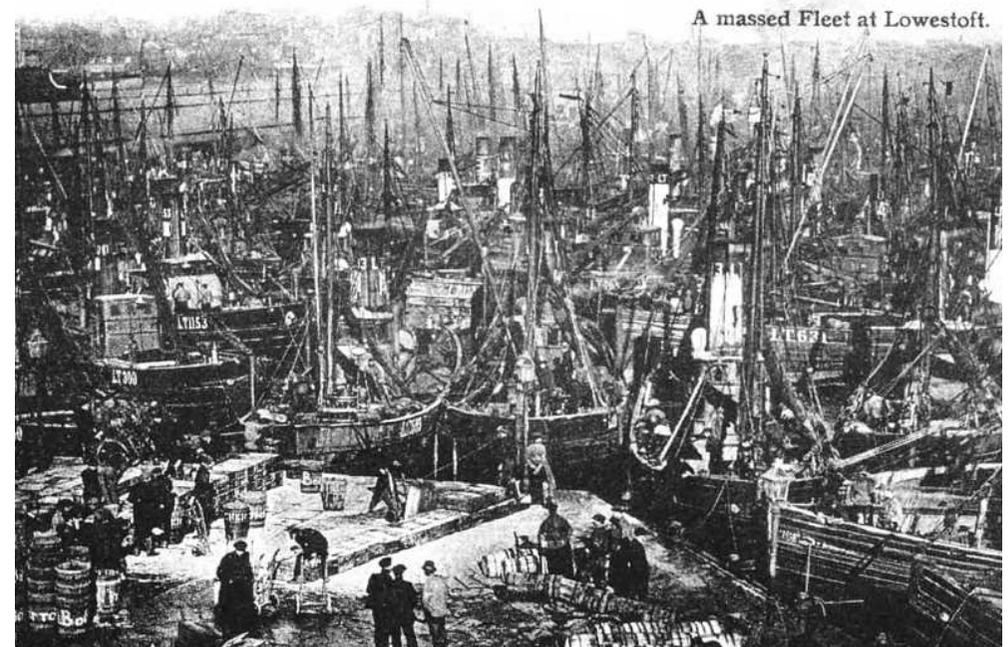


Figure 9 The fish market in Lowestoft, 1913 (Reproduced with kind permission of Ivan Bunn)

65 yards west to east, and the old highway was diverted eastwards around the new structure.<sup>23</sup> However, as there was no harbour at this time, the beach and seashore were much closer inland, resulting in floods whenever there was an extra high tide and the old road became impassable.<sup>24</sup>

Therefore, it was decided that a new road should be built 150 yards to the west of the old road to prevent flooding. This was created through an Act of Parliament in 1785.<sup>25</sup> A Turnpike Road, known as the London Turnpike, was created from the northern end of Old Nelson Street and went southward in a straight line until it reached the top of present day Pakefield Road, Kirkley, and was later extended in the early nineteenth century to extend to the bottom of Pakefield Street. This route is still legible today, known as the London Road North and London Road South or London Road Kirkley, bisected by the Lake Lothing crossing which allowed access to the sea.<sup>26</sup> The Act of Parliament authorised the extinguishment of the old highway southward from the bottom of Old Nelson Street, however, it was reinstated in 1852 and is now formed by Battery Green Road. London Road North and London Road South played an important role in shaping the area and provided a key transport link for Lowestoft. Cultural advances were reinforced by the construction of the new turnpike road, which now linked Lowestoft with important regional centres such as Great Yarmouth, and led to the provision of a mail-cart (which passed through twice a day with letters to and from London) and also to a daily stagecoach service with London.<sup>27</sup>

Prior to the year 1803 much of the Parish of Kirkley had consisted on unenclosed common land, comprising of a scattering of houses and farms which lay around Kirkley Street and on the north side of Pakefield Street. To convert this and other common land into farmland a private Act of Parliament was enacted in the year 1801.<sup>28</sup> The green

<sup>23</sup> See *Gillingwater, Edmund, "An Historical Account of the Ancient Town of Lowestoft", London, 1790, pp. 426/7 for details of the construction.*

<sup>24</sup> Consultation with Ivan Bunn, 2021

<sup>25</sup> The Suffolk Roads Act, 25 Geo. II, c.116

<sup>26</sup> The Norwich and Lowestoft Navigation Act, May 1827: 8 Geo IV, c. xlviii.

<sup>27</sup> Lowestoft Museum, Lowestoft About the Town (<https://lowestoftmuseum.org/Test%20page-5>)

<sup>28</sup> An Act for Dividing & Enclosing the Common Heaths etc., within the several



Figure 10 Map showing Kirkley pre 1803 (source Ivan Bunn)

area on the map (Figure 11) shows the extent of the Common Lands of Kirkley at the time. In the ensuing three years the land was surveyed and in 1803 a large document, the Enclosure Award, was produced. This described in detail how the new enclosures should be laid out and allocated these enclosures to existing landowners. Accompanying the Award was a detailed map showing the enclosures.

Parishes of Carlton Colville, Oulton, and Kirtley, otherwise Kirkley, 1801. 41 Geo. III, cap. Ixii.

The surveyors discovered that there were some differences of opinion between Kirkley and Lowestoft as to where their boundaries lie. Consequently, new and adjusted boundaries were drawn (shown on Figure 10). Kirkley's northern boundary with Lowestoft was moved south to present day Mill Road. To compensate for this the north western boundary of Kirkley was moved west into Carlton Colville. The map above shows that many of the roads and houses north of Carlton Road are built on what was once ancient common land. This includes the Esplanade as far as Claremont Road, Marine Terrace, and Wellington Terrace.

Lowestoft continued to expand in the first decades of the nineteenth century, resulting in changes being made to better manage the town and its development. In the year 1805, 42 acres of land in the parish were vested in Trustees. This empowered Churchwardens of Lowestoft to lease lands and to apply the income to repair the streets and pavements of the town, provide lamps, lighting, and general ongoing improvements. These lands became known as the 'lamp lands'.<sup>29</sup> Shortly after, an Act of Parliament in 1810 transferred the powers of the Churchwardens to Commissioners appointed by the Court of Chancery.<sup>30</sup> The Act empowered the Commissioners to borrow money up to £4,000 for town improvements, and all officers in Lowestoft now became answerable to the Commissioners. A Private Act of Parliament enabled the Commissioners to sell any of the Lamp Lands to the Lowestoft Harbour and Railway Company, and from the money purchase other lands and property to lease.<sup>31</sup>

The Commissioners continued to manage these lands until the 1850s, after which the rapid expansion of the town meant that the obligations of the Commissioners became too great to undertake effectively. This was largely as a result of the restrictions put in place in the Act of 1810 and due to a lack of funds. The Commissioners, therefore, petitioned Parliament for the repeal of the 1810 Act and to pass a new one that would effectively give control of town management by an elected body. This was carried into effect in the year 1854, when the Lowestoft Improvement Act was passed on 10 July that year.<sup>32</sup> This meant that the rate-payers of Lowestoft would be able to vote for the Commissioner who would run their town. For election purposes the town and parish was divided into three Wards, with nine elected Commissioners from each; the East Ward, the West Ward and the South Ward. This Improvement Act effectively amalgamated the lands of South Lowestoft and Kirkley for the first time, as these newly created wards comprised of the part of Lowestoft located to

29 Consultation with Ivan Bunn, 2021

30 An Act for better paving, lighting, cleansing, watching and otherwise improving the Town of Lowestoft. 50 Geo 3, cap xlii.

31 9 & 10 Vict. cap xxviii. [1845-47]

32 An Act for the Improvement and Regulation of the Town of Lowestoft and the Parishes of Lowestoft and Kirkley, otherwise Kirtley. 17 & 18 Vict. cap cxi.

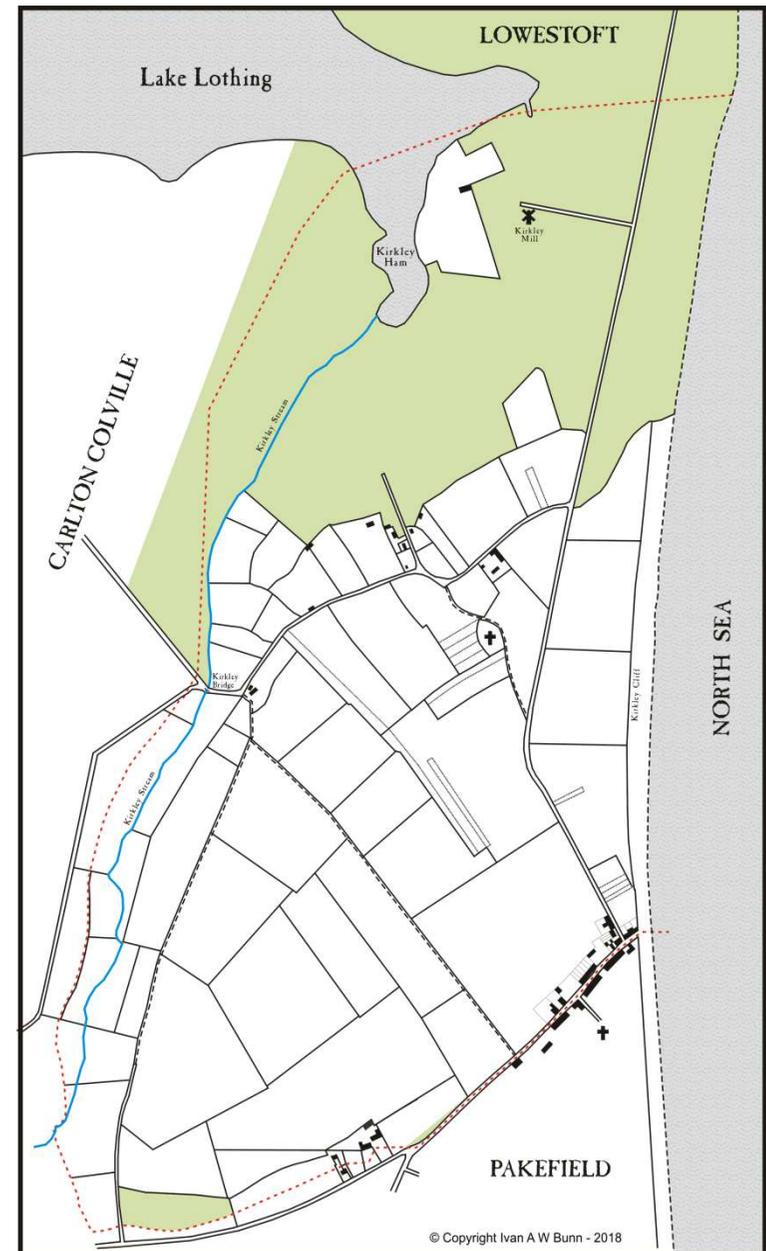


Figure 11 Map based on the 1841 Tithe Map of Kirkley [Suffolk Archives, Ref. 544/24 ] and the 1803 Enclosure Map of Kirkley [Suffolk Archives, Ref. 33/5R/1] (source Ivan Bunn)

the south of the harbour and Lake Lothing (formerly part of Kirkley), and the whole of the parish of Kirkley. Previously, Kirkley had always been a parish independent of Lowestoft, in both ecclesiastical and secular matters, however under this Act of Parliament, the parish would now be a part of Lowestoft and would soon be known as “South Lowestoft” for secular and administrative purposes. Ecclesiastically, Kirkley remained an independent parish.

Following the opening of the harbour in 1830, improvements could be made regarding the economic growth of Lowestoft, and to the provisions of the fishing industry. This expansion also encouraged the development of shipbuilding industries along the banks of Lake Lothing and to the west of London Road South. This led to a major shift within the town, and by the 1850s, there were more people were working in factories and building trade than working in the fishing industry. By the time of 1885, the Ordnance Survey Map shows that Boat Building Yards and factories were concentrated along the Lake Lothing, the inner harbour, and that workers housing had been established to the north of the station (Figure 12). The subsequent growth of these industries around Kirkley contributed to the population growth within the area and led to increased development of workers cottages. This area is also likely to contain evidence for the harbour, marine coastal defences, boat and ship building yards, fish processing and other manufacturing industries, ancillary industries and occupation evidence and a gasworks.

A key part of South Lowestoft’s history is the introduction of its railway, brought about by Sir Samuel Peto, which opened in May 1847 to goods trains and to passengers in July 1847. The arrival of the railway led to the rapid enlargement of the town, both in terms of visitor numbers and population growth as well as trade.<sup>33</sup> For example, in terms of trade, throughout the 1840s The Norfolk Railway Company (which was later absorbed by the Great Eastern Railway in July 1862) undertook works to extend their outer harbour and created a quay with a covered fish-market which was 210 yards long, and supported the thriving fishing industry.<sup>34</sup>

<sup>33</sup> William White’s Suffolk Gazetteer, 1855, Lowestoft, page 554 (lowestofthistory.com)

<sup>34</sup> Alfred Langley, Lowestoft Harbour Works, Minutes of the Proceedings of the Institution of Civil Engineers, Volume 87 Issue 1887, 1887, pp. 134-137



Figure 12 1899 Ordnance Survey Map Sheet 176 - Lowestoft



Figure 13 Train leaving Lowestoft Station, c. 1932 (Collection of Alice Taylor, LowestoftHistory.com, Copyright 2022)

With regard to wider export, in 1853 alone Lowestoft saw the impressive trade of 14,998 oxen, 10,886 sheep, 89 horses, 63 pigs, 1370 casks of butter, 300 barrels of beef and pork, 1100 quarters of grain, 115,000 cheeses, 5000 bundles of osiers, 500 sacks of potatoes, and 12 calves, most of which were sent on to London by rail.<sup>35</sup> As well as increasing trade via rail, on April 6th, 1852, Lowestoft was also made a Bonded Port independent of Yarmouth, to which it had previously served as an out station. The fish docks and fish markets were further extended to the north in 1883 and again in 1903. Archaeological features and flint wall remains, along with standing buildings, attribute to the boom in industry in the town during the eighteenth and nineteenth centuries.

Increasing accessibility by rail also meant that the town was able to develop further from “fishing village to the rank of watering place”.<sup>36</sup> Paired with increasing free time, the rail network allowed for coastal towns to link with the wider network, and trips to the seaside became more and more popular with all social classes. A report of 1855 notes that the previous summer “Lowestoft was so thronged with visitors that there was more than once a want of accommodation for them”.<sup>37</sup> Accommodation and guest houses were developed at a rapid pace, and the shape of the town underwent radical change at this time. Perhaps the most influential period of history for South Lowestoft came about in the nineteenth and twentieth centuries, following the establishment of its railway and its subsequent development into a seaside resort, as part of Sir Samuel Peto’s masterplan.

<sup>36</sup> David Waddington, Eastern Counties Railway Company. The Chairman’s [D. W.’s] Answer to the Report of the Committee of Investigation. United Kingdom, 1855., p.22

<sup>37</sup> Ibid.



Figure 14 Sir (Samuel) Morton Peto (National Portrait Gallery)

### Sir (Samuel) Morton Peto

Sir (Samuel) Morton Peto, first baronet (1809–1889), was an entrepreneur, civil engineer, MP and pioneer for railways and public works. Peto has been called the ‘father of modern Lowestoft’, as he brought the railway to the town and undertook the building of the Esplanade, Marine Parade and the houses that line it towards Kirkley.<sup>38</sup> In the late 1840s and early 1850s Peto’s plans were largely focused on developing Lowestoft and its hinterland, and its establishment as a holiday resort in Kirkley and Lowestoft.<sup>39</sup> Peto and the Norfolk Railway Company also developed the harbour and provided mooring for fishing boats and larger vessels, helping to establish the area as a flourishing resort, which was described in the History, Gazetteer and Directory of Suffolk 1855 as ‘peculiarly favourable for sea bathing’, with The Esplanade, the Marine Parade, and the Terraces in South Lowestoft displaying a ‘great variety of architectural beauties’.<sup>40</sup> His vision was a success, and Pevsner notes that South Lowestoft “ought to be remembered as Peto-Town” due to his achievement.<sup>41</sup> Even following his bankruptcy in the late 1860s, the South Lowestoft resort continued to flourish and develop, as a testament to the success of Peto’s masterplans.

38 Suffolk Record Office, Lowestoft Branch (Ref: 1300/103/20)

39 Oxford Dictionary of National Biography, Peto, Sir (Samuel) Morton, first baronet, <https://doi.org/10.1093/ref:odnb/22042>

40 William White’s Suffolk Gazetteer, 1855, Lowestoft, page 551 (lowestofthistory.com)

41 Radcliffe, Enid., Pevsner, Nikolaus. Suffolk. United Kingdom: Yale University Press, 1974. p.356



Figure 15 Main esplanade 1910 (Collection of Alice Taylor, LowestoftHistory.com, Copyright 2022)

Main Esplanade & Beach, Lowestoft

The town attracted thousands of holidaymakers, many of whom stayed in the new guesthouses, hotels, and later the nearby holiday camps. Peto commissioned architects such as John Louth Clemence and John Thomas to design many of the buildings and structures throughout South Lowestoft. The Royal Hotel for example, was accredited to John Louth Clemence and built in 1849 by the noted Victorian builders Lucas Brothers (Figure 17). It stood in a prominent location along the seafront, however, was demolished in 1973.

To accommodate the newcomers, villas and terraces were established across the seafront throughout the mid nineteenth century. For example, seven double villas in the Italianate style were completed in 1849, overlooking the Esplanade and sea.<sup>42</sup> Marine Parade, a terrace of 50 houses, was completed by the year 1853 and Wellington Terrace, consisting of a 'noble range of [24] buildings' was completed in the year 1856.<sup>43</sup> Further villas with seafront gardens were established in 1857, also by the Lucas Brothers as part of Peto's vision; the seafront gardens were intended for sole use of the residents whilst maintaining maritime views.<sup>44</sup> The Terraces were set back from the then upper-class Esplanade villas and are one of the remaining edifices to Peto's work in Lowestoft. Much of the remaining architecture and the gardens of Lowestoft date from this period of its development as a resort and give the town its grand, historic appearance and character.

Another relatively unknown but active architect at this time was George Glover, who lived and worked in Lowestoft from 1850 to 1886. He designed a number of buildings around Lowestoft and the Oulton Broad area, and also designed Apsley House and Blenheim House on Victoria Road, within the Conservation Area. They have since been demolished and replaced by Sir Morton Peto House.<sup>45</sup>

42 *Norfolk Chronicle, Saturday, 7 July 1849*

43 *Norfolk Chronicle, Saturday, 28 June 1856.*

44 Waveney District Council, South Lowestoft Seafront Gardens and Esplanade Conservation Management Plan

45 Discussion with John Daffurn, local historian and author who is currently undertaking research into George Glover and his work in Lowestoft.



Figure 16 South Beach 1932 (Collection of Alice Taylor, LowestoftHistory.com, Copyright 2022)



Figure 17 The Royal Hotel c.1900 (Collection of Alice Taylor, LowestoftHistory.com, Copyright 2022)

## The Gardens

Lowestoft was seen as a progressive resort, with 'superbly maintained parks, fine bowling greens, quality tennis courts, immaculate swimming pools, inventive boating lakes, magical concert parties, pleasure steamer outings, and a programme of band concerts'.<sup>46</sup> The gardens and green spaces within the resort were key to its design and resulting air of splendour. The northernmost green, the Royal Green, was first formed as part of Peto's Esplanade development and was laid out as a series of 14 Italianate paired holiday villas for the upper classes in 1849. It was originally planned that a swimming pool was to be constructed here, although this plan was never realised. During the First World War, two of these properties were damaged by a shell and subsequently demolished. The land was then absorbed into the gardens of the neighbouring Royal Hotel. Demolition continued throughout the 1930s, as part of plans by the Council to open the seafront and create a public green space. Various amenities were built in this area, including a putting green constructed in 1932, a boating lake in the 1950s and a miniature railway added in 1955. A swimming pool was erected to replace the railway in the 1970s and was later converted for use by radio-controlled boats. The present layout of the Royal Green as a lawn and car park was established in the 1990s and is therefore relatively modern.

Perhaps the most important green space within the town was Wellington Gardens, located directly in front of the Wellington Esplanade. This garden was originally laid out in June of 1856, as the esplanade was extended southwards to the eastern end at present day Claremont Road.<sup>47</sup> It comprised of a network of formal paths, floral displays and lawn areas, designed as part of Peto's masterplan. However, during World War II, the gardens were destroyed through the construction of air raid shelters and trenches; they were later restored in the 1990s, which is the form that exists today. They provided a place along the seafront to promenade and appreciate both the architecture of the Terrace and the seafront to the east. They are still to this day a key asset within the Conservation Area.

46 Malcom R. White, *Lowestoft Antiquity*, Coastal and Maritime Heritage Series 2002

47 *Norfolk Chronicle*, Saturday, 28 June 1856.

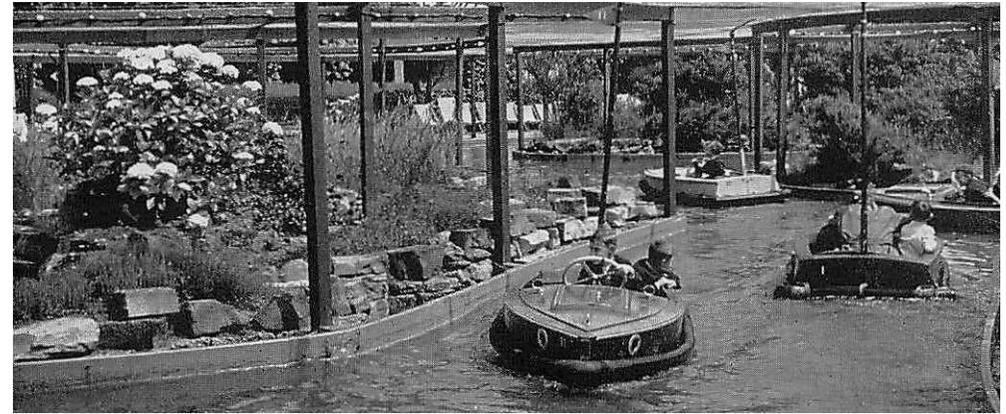


Figure 18 Kensington Gardens 'Scootaboats', c.1930s (Source Norfolk Broads Network)

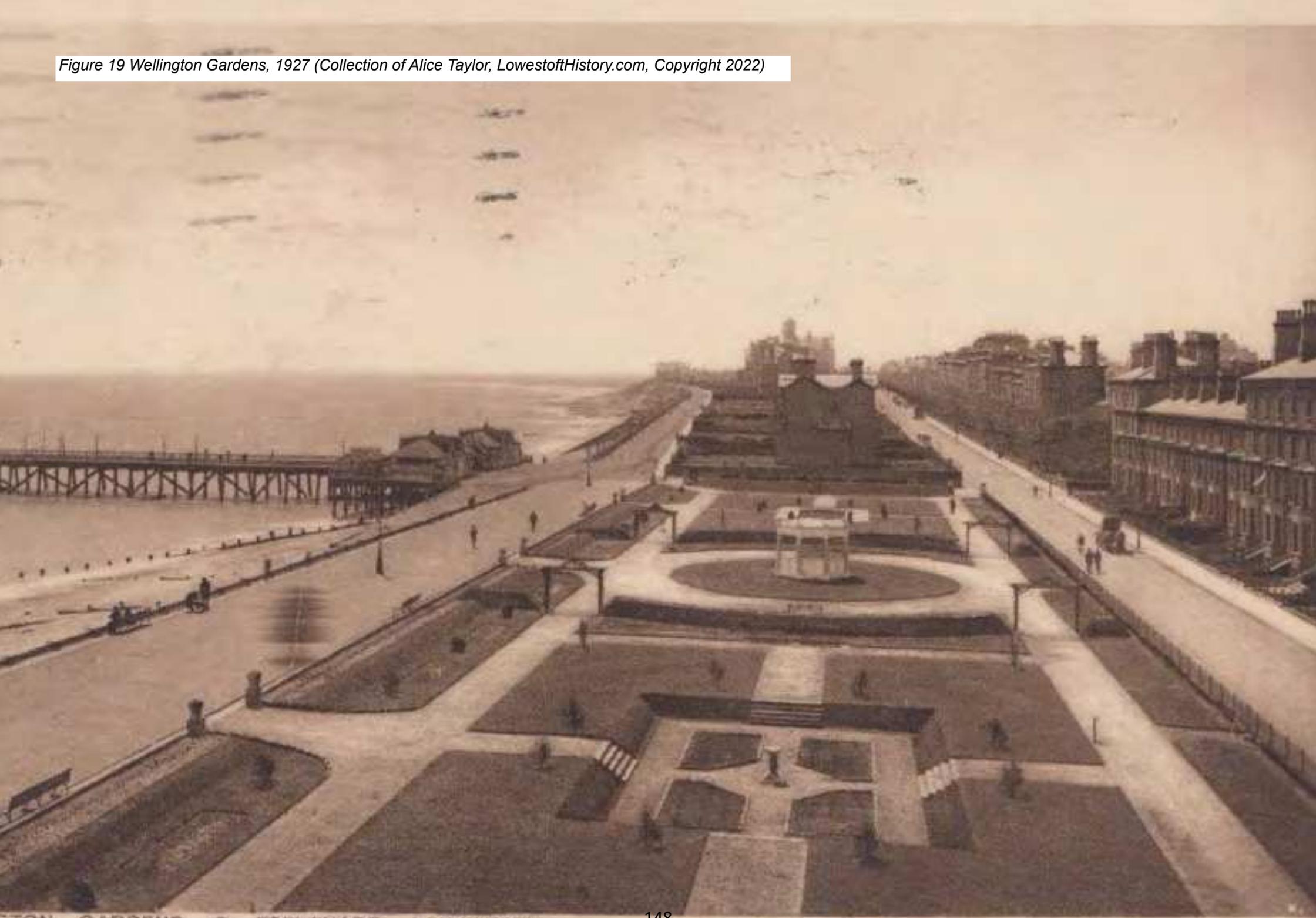
In 1914, the Lowestoft Town Council purchased a large area of farmland along the seafront. After the First World War, during which time the land was farmed for produce, the space was laid out as the Kensington Gardens through a work-creation scheme, undertaken by unemployed Lowestoft men.<sup>48</sup> They included a Japanese rock garden, bandstand, ornamental lake, tennis courts, bowling and putting green and tea house. The Reeve Monument, which was originally located in the Royal Plain, was relocated to the gardens in 1921, to make way for the War Memorial.<sup>49</sup> The gardens were opened in June 1922, and much of the original design is still legible today, although a boating lake replaced the original bandstand in 1933. Among the main attractions at Kensington Gardens was the Electric Boating Lake, designed by River Board Chief Engineer S.W. Mobbs. This was a small canal which electric 'scootaboats' could travel (Figure 18). This was very popular with children, and at night the lake was lit with small lights.<sup>50</sup> The gardens are now maintained by the Friends of Kensington Gardens.

48 Michael Rouse. *Lowestoft & the Suffolk Coast Through Time*. Amberley Publishing, 2011

49 Recording Archive for Public Sculpture in Norfolk & Suffolk, <http://www.racns.co.uk/sculptures.asp?action=getsurvey&id=879>

50 Kevin Desmond. *Electric Boats and Ships: A History*. United States: McFarland, Incorporated, Publishers, 2017 p.74

Figure 19 Wellington Gardens, 1927 (Collection of Alice Taylor, LowestoftHistory.com, Copyright 2022)



The parish Church of St Peter and St John, Kirkley, although early fifteenth century in origin, was largely rebuilt throughout the years 1875 – 87 by the architect John Clemence. The church was originally dedicated to St Peter. It had fallen into disrepair and been abandoned by 1680. However, with the wider growth of South Lowestoft there came a need to reinhabit the church by the 1870s.<sup>51</sup> Extensive rebuilding took place and included all apart from the north-west tower. The church was given an unusual feature on its south west side in 1893, where there is an apsidal baptistery, by Thomas Porter. This is quite unfamiliar on an Anglican church in Suffolk, although there is something similar at St Edmund Catholic church in Bungay.<sup>52</sup>

The church was renamed in 1976 to take on the dual dedication, following the demolition of St John (Figure 20). The St John was designed by John Clemence in the North London style Anglo-Catholic cruciform church and built by the Lucas Brothers. The foundation stone was laid in 1853 and it was completed a year later.<sup>53</sup> The church was one of the four great urban churches erected in Suffolk during the course of the nineteenth century (the others being Felixstowe St John the Baptist and Bury St John, as well as Ipswich St Mary le Tower, which has medieval origins but was largely rebuilt in the nineteenth century). The church was damaged by the great east coast floods of 1953, and again by a fire in 1977. It was declared redundant in 1973, and demolished in 1978. Notably, one of the former members of this lost church's congregation was the composer Benjamin Britten.



Figure 20 St John's Church by Caroline Adams, 1861 (Lowestoft Museum)

51 Suffolk Churches, <http://www.suffolkchurches.co.uk/kirkley.html>

52 Ibid.

53 *Illustrated London News*, 29 July 1854.

### Modern (1901 – now)

Lowestoft continued to develop as a seaside resort in the early twentieth century, with expansion taking place within South Lowestoft and Kirkley Cliff (Figure 21) and the seafront continuing to attract large crowds. Claremont Pier was opened in 1903, built by the Coast Development Company, originally as a mooring for Belle steamers, and provided a focal point for Lowestoft's sandy beaches.<sup>54</sup> Figure 22 shows the bathing machines on the beach, a feature which once lined the edge of the water, and a pleasure steamer can be seen docked at the end of the pier.



Figure 21 Ordnance Survey Map, Suffolk X.8 (Lowestoft), 1905

The sea also brought serious flooding to the town, due to high tides and wind, which continued to affect Lowestoft at the turn of the century and into the modern period. The image below shows a boatman paddling into Belvedere Road, and the building which can be seen in the background of the image is the firm Lucas Brothers, who were the company responsible for construction of many of Lowestoft's prominent buildings during the nineteenth century.<sup>55</sup>



Figure 22 1911 Claremont Pier (Collection of Alice Taylor, LowestoftHistory.com, Copyright 2022)

<sup>54</sup> Michael Rouse, *Lowestoft & the Suffolk Coast Through Time* 2011, p110

<sup>55</sup> Malcom White, *Lowestoft Antiquity, Coastal and Maritime Heritage Series* 2002



Figure 23 Floods in 1897 on Belvedere Road (Lowestoft Antiquity 2002)



Figure 24 South London Road, Kirkley 1905 high tide (Collection of Alice Taylor, LowestoftHistory.com, Copyright 2022)



Figure 25 1905 high tide (Collection of Alice Taylor, LowestoftHistory.com, Copyright 2022)

Lowestoft was served by an electric tramway system throughout the early 1900s, operated by Lowestoft Corporation Tramways. This line operated from the 22nd July 1903 until the last of the tram rails were removed in 1932. The last tram operated on May 8, 1931. The Lowestoft No.14 tram was acquired by a small group of local enthusiasts in 1961, who restored the tram vehicle (shown in Figure 26), now held by The East Anglia Transport Museum.

Lowestoft played an important role as a defensive harbour in both the First and Second World Wars. Its position on the easternmost point of Britain meant that it played a crucial role in governing and defending the trade route corridor with Germany, the Netherlands and Belgium. An important naval battle was fought during the First World War, which took place on the 24th – 25th April 1916. This was known as The Lowestoft Raid, and was a battle between the German Empire and the British Empire fought in the North Sea. During the attack, battle cruisers fired on Lowestoft from 4:11am to 4:17am; the attack was rebuffed immediately by Lowestoft's batteries, however they caused violent explosions and 200 houses within the town were destroyed.<sup>56</sup> Casualties included 21 British servicemen were killed at sea, as well as a serviceman and three civilians who were killed in Lowestoft with a further 19 wounded.<sup>57</sup>

Lowestoft was also a main base for naval operations during the Second World War, and it became the headquarters of the Royal

<sup>56</sup> Naval Staff Monographs Fleet Issue Volume XVI Lowestoft Raid (March 1927), p34 accessed [https://www.navy.gov.au/sites/default/files/documents/Naval-Staff-Monographs-Vol.XVI\\_opt.pdf](https://www.navy.gov.au/sites/default/files/documents/Naval-Staff-Monographs-Vol.XVI_opt.pdf)

<sup>57</sup> Jarvis, Robert B. (2013). The Bombardment of Lowestoft and Great Yarmouth by the Germans, 25th April 1916. Lowestoft: Lowestoft War Memorial Museum. ISBN 978-0-9571769-2-8.



Figure 26 On 22 June 1964 a group of the original Lowestoft tram drivers and conductors assembled by the Lowestoft Tram No.14 (Source: Lowestoft Archaeological and Local History Society)

Naval Patrol Service. The shipyards, railway and Bascule Bridge were major targets for attack. The radar station at Pakefield also was vital in supporting Britain's air defence.<sup>58</sup> As a result, this part of the coastline is home to remains, both above and below ground, of World War heritage assets; these include structures such as pillboxes, air raid shelters, batteries, road blocks, barrage balloon centre and sites, beach defences, slit trenches, barbed wire obstructions and associated minefields, anti-tank cubes, weapons pits and gun emplacements. Although much of the military landscape was cleared away in 1945, the diversity of the remaining wartime defences is testament to importance of this area during both the First and the Second World Wars. The impact of these wars was also felt on the local community. As a valuable defence asset, Lowestoft and its surroundings became a target during the Second World War in particular, and 75% of households and premises were impacted directly by bombing raids. The total number of air raid warnings within Lowestoft was 2,047, 105 of which were attacks.<sup>59</sup> The below image shows pages of a diary belonging to Phyllis Page, who lived in London Road South, aged seventeen in 1939 who recorded every one of these air raid sirens and their duration.<sup>60</sup>

The railway also played a vital role during wartime; Lowestoft Station was the arrival point of a Kindertransport train in 1938 carrying predominantly Jewish children fleeing the Nazi persecution prior to the outbreak of World War Two.<sup>61</sup>

58 Robert Liddiard and David Sims, *A Guide to Second World War Archaeology in Suffolk Guide 1: Lowestoft to Southwold* (Barnwell Print Ltd) 2014

59 Suffolk Archives, <https://www.suffolkarchives.co.uk/times/war-and-conflict/a-unique-record-of-lowestoft-in-the-second-world-war/>

60 Ibid

61 War Imperial War Museums, *Lowestoft Station Kindertransport* ([iwm.org.uk](http://iwm.org.uk))

DATE 1940	TIME	TOTAL 97
THURSDAY SEPTEMBER 17TH	8-0 PM To 5-40 AM (1 Hour)	
FRIDAY SEPTEMBER 20TH	11-5 AM To 12-5 PM (1 Hour)	
FRIDAY SEPTEMBER 20TH	7-50 PM To 12-20 AM (4 1/2 hrs)	
SATURDAY SEPTEMBER 21ST	1-20 AM To 5-20 AM (4 hrs)	
SATURDAY SEPTEMBER 21ST	11-10 AM To 11-30 AM (20 min)	
SATURDAY SEPTEMBER 21ST	6-5 PM To 7-5 PM (1 Hour)	
SATURDAY SEPTEMBER 21ST	8-15 PM To 5-10 AM (8 3/4 hrs)	
SUNDAY SEPTEMBER 22ND	2-30 PM To 4-10 PM (1 hr 40 min)	
SUNDAY SEPTEMBER 22ND	4-45 PM To 6-5 PM (1 hr 15 min)	
SUNDAY SEPTEMBER 22ND	7-10 PM To 2-40 AM (7 1/2 hrs)	
MONDAY SEPTEMBER 23RD	2-30 AM To 5-40 AM (3 hr 10 min)	
MONDAY SEPTEMBER 23RD	9-40 AM To 10-40 AM (1 Hour)	
MONDAY SEPTEMBER 23RD	1-20 AM To 1-45 AM (25 min)	
MONDAY SEPTEMBER 23RD	5-55 PM To 6-30 PM (35 min)	
MONDAY SEPTEMBER 23RD	9-45 PM To 5-45 AM (10 hrs)	

Figure 27 Page from *Diary of Air Raids on Lowestoft, 3 Sep 1939-Dec 1940* (2433/1/1).

The Empire Hotel was originally built on Kirkley seafront in 1900 to accommodate holidaymakers, however, it was not successful as a hotel and was taken over by the LCC Metropolitan Asylum Board in 1921 as a Tuberculosis hospital. In 1939 the Royal Navy converted the building into a training base for stokers and engineers. After the War, the building was demolished and replaced by St Mary's R. C. Primary School in 1969.<sup>62</sup>

62 2003 Annual Report ([lowestoftlocalhistory.co.uk](http://lowestoftlocalhistory.co.uk))

Figure 28 Lowestoft Bombardment, April 25th, 1916 (Collection of Alice Taylor. LowestoftHistory.com. Copyright 2022)



LOWESTOFT BOMBARDMENT, APRIL 25TH 1916. WINDSOR ROAD.

Lowestoft and Kirkley saw a rise in cultural activity throughout the twentieth century, and by the 1920s and 1930s the town was well known for the wide range of quality entertainment on offer, ranging from theatres, cinemas, concert parties, and orchestral concerts which were particularly popular on the south pier. The area was also the home of young Benjamin Britten who would become a leading twentieth-century composer, conductor and pianist, known for his operas and choral works.



Figure 29 Benjamin Britten by Sir Cecil Beaton ©Cecil Beaton Archive, Sotheby's; collection National Portrait Gallery, London

### **Benjamin Britten (1913–1976)**

The composer Benjamin Britten was born 22 November 1913 in Kirkley. Britten was born at 21 Kirkley Cliff Road overlooking the sea, which would inspire much of his music and career. He was born into a musical family; Britten's mother, Edith Rhoda, was an active amateur singer and pianist, and later became the secretary of the Lowestoft Choral Society.<sup>63</sup> It is widely recognised that his mother was the dominant influence on Britten's early years and supported his love and aptitude for music, and his childhood in Lowestoft first inspired Britten and nurtured this interest. In 1921, Ethel Astle took over from his mother as Britten's piano teacher, and two years later Britten entered the South Lodge preparatory school in Lowestoft. Britten composed as a child, and in 1930 won an open scholarship to the Royal College of Music in London, often returning to Lowestoft throughout his time in London.<sup>64</sup> He and his life partner, the tenor Peter Pears, spent time living in America before returning to Suffolk, settling in Aldeburgh. In 1951 Britten was made a Freeman of Lowestoft and in 1976 he was granted a life peerage, when he became Baron Britten of Aldeburgh, the first musician to be granted a life peerage.<sup>65</sup> The Benjamin Britten High School in Lowestoft is named after him, and for the 100th year anniversary of his birth, a blue plaque was unveiled at Britten's childhood home at 21 Kirkley Cliff Road. Alan Britten, his nephew, spoke at the event, noting that "not only did he grow up here, but he wrote a great many things here such as the early juvenilia which turned into the Simple Symphony and all his early experiences came from this house".

63 Oxford Dictionary of National Biography, <https://doi.org/10.1093/ref:odnb/30853>

64 <https://www.suffolkarchives.co.uk/people/artists-and-musicians/benjamin-britten/>

65 Chris Mutton, Benjamin Britten and his Time in Lowestoft", Lowestoft Archaeological & Local History Society Vol 45 (Jan 2014)

In 1953 the east coast of England suffered catastrophic flooding when, in January, a North Sea swell caused water levels to rise by as much as 5.6 metres above mean sea level. Although partially protected by a newly constructed sea wall, Lowestoft was still impacted by the flood, which swept away many of the older sea defences and flooded some low-lying areas around the bridge, harbour and Beach Village. Around 400 homes were flooded, and 40 children had to be rescued from a flooded local church. Fortunately, no lives were lost in Lowestoft that night, however the flood caused extensive damage to the town, and many animals were lost. The Lowestoft and East Suffolk Maritime Museum now contains signs which indicate the height of the flood level.

Until the mid-twentieth century, fishing had been Lowestoft's main industry with fleets comprising drifters and trawlers. However, by the mid 1960's, catch sizes were rapidly diminishing. Much of the drifter fleet disappeared and many of the trawlers were adapted to work as service ships for the newly created North Sea oil rigs.<sup>66</sup> A notable vessel is The Excelsior Fishing Trawler, built by John Chambers & Co in 1921, in use as a fishing smack before being sold to Norway in 1935 and converted to a motor coaster.<sup>67</sup> In 1972 she returned to Lowestoft, and in 1983 The Excelsior was restored to operate as a sail training vessel. The Excelsior Trust was setup, and the vessel celebrated her 100th anniversary in 2021.<sup>68</sup> Although by the end of the twentieth century the fishing industry was largely non-existent, an important fisheries research centre, CEFAS, is still located in Kirkley.

66 History of Lowestoft | Find Out About Lowestoft in Suffolk's Past | Lowestoft Tourist Information 2019 - Holidays & Breaks (lovelowestoft.co.uk)

67 National Historic Ships [https://web.archive.org/web/20110111072338/https://www.nationalhistoricships.org.uk/ships\\_register.php?action=ship&id=447](https://web.archive.org/web/20110111072338/https://www.nationalhistoricships.org.uk/ships_register.php?action=ship&id=447)

68 Timeline - The Excelsior Trust, <http://www.theexcelsiortrust.co.uk/discover/timeline>



Figure 30 Lowestoft in the 1953 flood (Collection of Alice Taylor, LowestoftHistory.com, Copyright 2022)



Figure 31 The Excelsior LT472 (source <http://www.theexcelsiortrust.co.uk/our-ship/excelsior-lt472>)

## Designated Heritage Assets

There are 23 list entries for designated heritage assets within the South Lowestoft / Kirkley Conservation Area boundary, ranging from the grand seafront terraces of Kirkley Cliff and Wellington Esplanade, to medieval and twentieth century churches, chapels, and statues. A full list of all the designated assets within the Conservation Area is included in the Appendix: Table of Designated Heritage Assets. They are also listed in the description for each Character Area, outlined in Section 3 of this document.

These buildings, structures and features have been listed due to their special historic and architectural interest as defined by Historic England. Further information about the listing process can be found on the Historic England [website](#).



Figure 32 Grade II Listed building at Number 21 Kirkley Cliff, birthplace and childhood home of Benjamin Britten

## Listed Buildings

The rarer and older a building is, the more likely it is to be listed. As a general principle, all buildings that pre-date 1700 and are in a relatively intact condition will be listed, as will all buildings that date between 1750 and 1850. There is a strict criterion for buildings built after 1945; buildings less than thirty years old are unlikely to be listed unless they have been deemed as exceptional examples of their type.

Listed buildings are considered under three grades in England. Grade I buildings are of exceptional interest and make up approximately 2.5% of all listings; Grade II\* are of more than special interest; Grade II are of special interest and most common, making up 91.7% of all listings.<sup>69</sup>

Listed buildings are protected by government legislation and there are policies in place to ensure that any alterations to a listed building will not affect its special interest. It is possible to alter or extend a listed building but this requires listed building consent and sometimes planning permission.

The South Lowestoft / Kirkley Conservation Area contains a number of listed buildings and structures which emphasise its special interest. A variety of building and structure types are designated, including maritime buildings such as the Port House and Royal Norfolk and Suffolk Yacht Club, grand commercial buildings such as the Former Post Office and National Westminster Bank, residential terracing such as the Kirkley Cliff Terrace, Wellington Esplanade and Victoria Terrace, churches and ecclesiastical buildings such as the Church of St Peter and St John and the Chapels within the Cemetery, historic houses, and statues and memorials; these provide a rich and layered representation of English architectural and coastal history. The variety is important, highlighting how the town has developed and altered over time and acknowledging the multiple phases of Lowestoft and Kirkley's development, particularly its special interest as a nineteenth and twentieth century seaside pleasure resort.

<sup>69</sup> Historic England, Listed Buildings <https://historicengland.org.uk/listing/what-is-designation/listed-buildings/>

### Non-Designated Heritage Assets

Every building, space and feature within a Conservation Area makes a contribution to its character and special interest, be it positive, neutral or negative.

Heritage assets are defined in Planning Policy as ‘A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest.’<sup>70</sup>

Not all heritage assets are listed, and just because a building is not included on the list does not mean it is of no heritage value. Buildings and other smaller features of the built environment such as fountains, railings, signs and landscaping can make a positive contribution to the appreciation of an area’s historic interest and its general appearance.

East Suffolk Council have information on the identification of non-designated heritage assets and the criteria for identification, which can be found on the Council’s [website](#). A number of structures and buildings which meet these criteria have been identified within the South Lowestoft / Kirkley Conservation Area; these are referred to as **positive unlisted buildings**. For a building to be identified as a non-designated heritage asset (or positive unlisted building), it needs to meet at least two of the following criteria: Archaeological interest, Architectural interest, Artistic interest, or Historic interest. This document has identified heritage assets which make a positive contribution to the Conservation Area and could be considered to be non-designated heritage assets. These are identified in the descriptions of each character area outlined in Section 3, and included as a table in the Appendix: Table of Positive Unlisted Buildings (Non-Designated Heritage Assets). This list is not exhaustive, and further non-designated heritage assets may be found through the planning process.

70 NPPF, p67



Figure 33 Example of an identified Positive Unlisted Building (Non-designated heritage asset), the Gourock Ropeworks Co. Ltd

## Heritage at Risk

The Heritage at Risk (HAR) programme is managed by Historic England. It identifies designated heritage assets that are most at risk of being lost as a result of neglect, decay or inappropriate development. Every year Historic England updates the Heritage at Risk Register, to understand which sites and structures are most at risk and most in need of safeguarding for the future. The HAR Register can be accessed through the Historic England [website](#). The Historic England HAR Register excludes Grade II Listed assets.

East Suffolk Council also maintain a Buildings at Risk Register, which includes Grade II Listed assets. Further information is available on the Council's [website](#).

There is currently no Heritage at Risk identified through either of these registers within the South Lowestoft / Kirkley Conservation Area.

Although there are no buildings identified on the HAR Register or East Suffolk Council's Heritage at Risk Register within the Conservation Area, this appraisal has identified several buildings and features which are considered to be at risk due to their current condition. These are also at risk of further deterioration if left without intervention. These are:

- Statues of Triton (Grade II Listed): the pair of statues have been severely impacted by their proximity to the sea and are weathered as a result. The features of the statues have been eroded, and their information plaques are also illegible in parts.
- Victoria Terrace (Grade II Listed): this building stretches from numbers 16-28 along Waterloo Road and Victoria Terrace. The buildings have been affected by their conversion into flats, which appears to have impacted their condition to varying degrees. There are a large number of satellite dishes on the exterior, causing a cluttered appearance, and there has been a loss of original features for poor modern replacements such as windows. Boundary treatment is also inconsistent.
- Port House (Grade II Listed): the former North Quay Customs House has deteriorated due to its being vacant for a number of years. Its windows have been boarded and the building requires maintenance in order to prevent further loss.
- Claremont Pier (positive unlisted building): the Pier has been closed for a number of years due to its condition and resulting safety. The modern signage and lighting on the Pier also make a negative contribution to the structure and Conservation Area.
- 9 Battery Green Road (positive contributor): this building appears to be deteriorating in its condition due to the blocked drainage caused by gulls. This may be indicative of a larger structural concern within the building.



## Archaeological Significance

The archaeology of the Conservation Area is likely to comprise of largely post-medieval features, structures and finds although prehistoric and Roman finds along with dispersed medieval activity have been found within and in the vicinity of the Conservation Area. Little excavation has yet been undertaken within the Conservation Area itself.

Within the Conservation Area there is a focus of Bronze Age finds at the church in Kirkley probably due to the settlement's position on the high ground close to the promontory; it is likely that this would have been an attractive location to settlers throughout prehistory. This can be seen evidenced in the wider landscape. Excavations undertaken just south of the Conservation Area at Pakefield Middle and Primary School identified evidence of Neolithic and Roman landscapes indicating the potential for much earlier deposits within the Conservation Area.<sup>71</sup> Deposits and features of a similar date were also identified to the south of the Conservation Area at Pakefield High School including a small post structure.<sup>72</sup>

Similarly, to the south of the Conservation Area at Pakefield, evidence of Bronze Age occupation has been excavated including Middle Bronze Age pits and by the Late Bronze Age, a roundhouse inside a ditched enclosure, two linear ditches, external hearths and further pits.<sup>73</sup> Iron Age occupation has also been identified to the south at 1 Pinbush Road, Gisleham.<sup>74</sup>

Roman settlement activity has not yet been identified within South Lowestoft / Kirkley Conservation Area though finds evidence thus far suggests that Roman activity may again be localised to the south of the Conservation Area.

Whilst the post-medieval settlement evidence is more likely to be sited along the street frontage, the backyard areas have the potential to contain preserved archaeological remains of the medieval agricultural activity or potential industrial areas. These areas also have the potential for good preservation of burials, paleoenvironmental and waterlogged deposits. Preserved remains of the medieval and post-medieval town core of Lowestoft are most likely to be encountered to the north of the Conservation Area along London Road North. Towards the south post-medieval stratigraphic deposits are likely to be encountered along the sea frontage and along London Road South. Structures and hulks relating to quays and landing facilities may survive in the Conservation Area nearer the coastline.

Although much of the above ground structures have been cleared there is still the potential for below ground features to remain from both World War One and World War Two including tank traps and slit trenches.

71 Pakefield Middle School and Pakefield Primary School, Lowestoft LWT 169 and 170 Report published 2010 via Archaeology Data Service

72 Cass, S. (2011). Pakefield High School, Lowestoft LWT 169 . Ipswich: Suffolk County Council Archaeological Service.

73 Heard, K. (2010). *Household Waste and Recycling Centre, South Lowestoft Industrial Estate, Hadenham Road, Gisleham*. Ipswich: Suffolk County Council Archaeological Service.

74 Good, C. (2006). *Archaeological Evaluation Report - 1 Pinbush Road, South Lowestoft Industrial Estate, Gisleham - A Report on the Archaeological Evaluation and Monitoring, 2006*. Ipswich: Suffolk County Council Archaeological Service.



## 3. Assessment of Significance

### Summary of Special Interest

The South Lowestoft/Kirkley Conservation Area is notable for its historic association with Sir Samuel Peto which has influenced its development into a seaside pleasure resort and has provided the settlement with its distinctive character and appearance. The predominant age of the present townscape dates to the mid nineteenth century, and the majority of buildings reflect the architectural style of the Victorian period. It is a formally planned town, with central roads and grid like streets radiating out to afford views towards the sea. Green and open spaces are designed into the townscape and contribute to its strong sense of grandeur. The town has retained a strong relationship with the sea and maritime activities, discernible through building orientations, building types, statues, and spaces such as the promenades and piers. These elements provide focal points within the Conservation Area and contribute to its special interest. There are also later Edwardian and twentieth-century villas and houses throughout the area, particularly where residential development has continued to expand to the south.

This Conservation Area has been subdivided into seven Character Areas to reflect the distinctive development, character and appearance of the settlement of South Lowestoft and Kirkley. These will be described in detail within this section, and the special interest of each area evaluated further below. The key character and appearance of each area has also been articulated in the table below.

An interactive map of the Conservation Area, including Character Areas and key features within each area can also be found in Section 2. Further information of designated heritage assets within the Conservation Area, such as listed buildings, can be found in Appendix: Table of Designated Heritage Assets, and positive unlisted buildings (non-designated heritage assets) which have been identified are included in detail in Appendix: Table of Positive Unlisted Buildings (Non-Designated Heritage Assets).



*Figure 34 Grade II Listed Wellington Esplanade at sunset, its chimney stacks prominent against the sky*



Character Area	Key character and appearance
<b>The Harbour</b>	The Harbour's special interest is derived from its commercial, urban character and grand buildings. This area is a key part of the wider Conservation Area, and acts as a historic gateway to South Lowestoft. It is located to the north of the working harbour, bisected by arterial roads and home of Lowestoft's Station, which has led to it being a busy throughfare of vehicular, pedestrian and marine traffic. London Road North and Station Square provide key areas of dense commercial development, contributing to the bustle and sense of place here.
<b>London Road South</b>	The special interest of London Road South is derived from its commercial character and historic building stock which reflects its development through the later nineteenth century. The street plan is formed predominantly by long straight roads which have been laid out to run parallel to the seashore. Commercial buildings line the main street in a variety of architectural styles in terms of heights, materials, detailing, and uses, although there is cohesion through the number of shopfronts, which form an important feature of the area and make a collective contribution to its commercial character. There are also some residential buildings throughout the area, predominantly found lining the side streets to the north of London Road South.
<b>St Peter and St John's Church</b>	<p>This area covers a substantial portion of the Conservation Area and is centred around the medieval Grade II* Listed Church of St Peter and St John. It is residential in character, comprising of high-quality domestic development which spread from Lowestoft and Kirkley to the south during the early twentieth century. The area to the north of London Road South is quiet and secluded in character, whereas to the south it is busier and more coastal in character, with glimpsed views of the seafront.</p> <p>The main thoroughfares through the area are London Road South, Kirkley Park Road and Kirkley Cliff Road, which are characterised by consistent rows of very early twentieth-century terraced housing and large detached or semi-detached properties set within planted private gardens. The streets between these larger roads and surrounding the Church of St Peter and St John have a smaller scale and sense of enclosure, mostly comprising of late nineteenth and early twentieth century housing, which contribute to a residential character.</p>

<b>Kirkley Cemetery</b>	The Cemetery derives its character from its historic layout and origin and continued use as a sacred burial ground. It is a peaceful place, largely screened from the surrounding residential development and roads, which creates a sense of calm. The area comprises of a long green open space, which is formal in design, and includes two Grade II Listed Chapels in its centre. There is dispersed mature tree planting and boundary planting, which contributes to its tranquil and green character.
<b>The Avenue</b>	The Avenue derives its special interest from its twentieth century architecture, which is formed by large villas, pairs of houses and some terraces, which are set back from street within large plots. This street has a strong suburban feel, enhanced by buildings that are good examples of English domestic architecture. The soft landscaping creates a verdant residential character.
<b>The Seafront</b>	The seafront area derives its sense of place from its location. This long character area flanks the stretch of coastline from the Harbour to Kensington Gardens, comprising of the grand architecture of the resort, the green spaces, and public realm features of the seaside. It is, by nature, busy with can be pedestrian activity, with a well-used promenade and seafront gardens. The experience of the seafront is enhanced by views of the sea, which can be appreciated throughout the area, particularly helped by its gently sloping topography. The sounds, sights and smells of the coastline each contribute to the experience of South Lowestoft and Kirkley's seafront.
<b>The Beach</b>	The special interest of the beach is derived from its value as a key feature of the coastal resort and its historic association with the Conservation Area. It provides a focal point to the Conservation Area and contains structures which are of historic and architectural interest such as the South Pier, Claremont Pier and beach huts. Its character is derived chiefly from the sensory experience of the beaches; the feeling of sand and the sea, as well as the quintessential smells and sounds of coastal leisure activities.

## Views

Key views are identified in the table below (and are shown on the map in Section 2). The views included in this assessment are a selection of key views; this list is not exhaustive and there may be other views of significance. Any proposals for development within the Conservation Area, or its environs, should consider the views below and any others which may be relevant or highlighted as part of a bespoke assessment of that proposal.



*Figure 35 South along London Road North*



*Figure 36 West from Bascule Bridge*



*Figure 37 South east towards Royal Plain*



*Figure 38 Towards Wellington Esplanade*



*Figure 39 Towards Claremont Pier*



*Figure 40 South west from South Pier*



*Figure 41 West on Rectory Road*



*Figure 42 West across Kirkley Cemetery*



*Figure 43 North along the Promenade*



<b>View Description</b>	<b>Reason for selection</b>
View South along London Road North	High density of listed and positive buildings, and grand commercial scale
View from Station towards Station Square	Gateway of the area, commercial centre, and good quality architecture
Views from the bridge crossing	Historic significance of this location, and strong sense of place
Views towards the Royal Plain	Listed buildings and unlisted buildings of townscape merit within an open space
Along London Road South	High density of positive buildings, commercial character, along a main route/core of the area
Along Kirkley Cliff and Kirkley Cliff Road	High density of listed and positive buildings, along a main route/core of the residential development of the resort
Along the beach	Takes in the character of the beach and key heritage assets which contribute, such as the huts, promenade, piers, and glimpses of buildings above the cliffs
South Pier to the south west and north west and west	Vantage point by which the Conservation Area can be viewed in its wider sea setting
Along the promenade	Changing topography means a continually changing experience and wide views of the town, sea, and old town in the north, which enhances our appreciation of the development of the pleasure resort
In and out of the seafront gardens	Views across and out of the gardens and green spaces along the promenade; these spaces were carefully designed into the resort to benefit from their proximity to the sea and to the grand architecture, affording views to the open sea and the town
Along Rectory Road	Important and focal heritage asset with views toward the sea retained. Both form key terminating views
Towards and from St Peters Church	Key and focal heritage asset, with enclosed character and glimpsed views around the area
Along The Avenue	Views take in the leafy suburban character



Banksy, A Great British Spraycation, Lowestoft (Image kindly reproduced with permission of Kate Ellis)

## Setting of the Conservation Area

The NPPF describes the setting of a heritage asset as:

*The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.*

Historic England Good Practice Advice Note on the Setting of Heritage Assets (2017) indicates that the setting of a heritage asset is the surroundings in which the asset is experienced; *“Where that experience is capable of being affected by a proposed development (in any way) then the proposed development can be said to affect the setting of that asset”*.

Historic England’s advice note on setting includes a:

*“(non-exhaustive) check-list of potential attributes of a setting that may help to elucidate its contribution to significance’. As the advice note states, ‘only a limited selection of the attributes listed will be of a particular relevance to an asset.’”*

This checklist has been used to inform this assessment.

### North

The wide expanse of Lake Lothing and the Harbours to either side of the Bascule Bridge forms a key element of the setting of the Conservation Area. This water network formed a crucial role in the development of South Lowestoft and is still very much in use today. This makes a positive contribution to our understanding of the history of South Lowestoft, and introduces a visually changing setting with the noises, movement, sounds, smells and views of marine activity. Wide views to the east and west from the bridge contribute to the sense of scale to the water network, and make a positive contribution.

The setting of the Harbour character area in the north is more varied than elsewhere across the Conservation Area. To the west of the area there are predominantly commercial and industrial buildings, which are

of large mass and scale and set within large plots. Some are historic in character, such as the vacant red brick building to the immediate west of the Conservation Area boundary, however the majority are modern. Their dispersed distribution creates an industrial and open character, which demonstrates the continued, large scale development of South Lowestoft along the water network. The QD store and its large car park are a key area of opportunity, as they currently detract from the experience of the Conservation Area. There is continued residential development along Denmark Road and Katwijk Way; these are both wide roads with high levels of vehicular traffic. Katwijk Way is lined with green verges, which is visible from parts of the Conservation Area.

To the north of Surrey Street is a large modern building and car park, which detract from the historic townscape character. Similarly, the large buildings to the north of Grove Road impact the historic character and appearance of the Conservation Area. London Road North makes a positive contribution to the Conservation Area, as a continuation of the pedestrianised commercial high street character, with a high density of historic buildings and high-quality street furniture and public realm features.

The east of Battery Green Road is immediately formed by a high metal fence, with low modern buildings beyond; these mostly make a neutral contribution to the special interest of the area, however the Fishermen’s Mission has a small area of public realm with a pair of anchors which contribute to the seaside character of the area and help to create a sense of place.

### East

The Conservation Area draws significance from features and spaces outside of its boundary, most notably from the sea. The seashore runs along the eastern boundary of the Conservation Area, and contributes to the sense of place throughout; it is the reason for its development into a pleasure resort in the nineteenth and twentieth centuries. The grand seafront buildings and residential side streets are deliberately orientated towards the sea, to afford the best views of the coast and to create a pleasant resort. The large green spaces and gardens along the seafront and promenade which stretches along the clifftop provide a key space by which the seaside setting can be appreciated. The

Piers currently provide a focal point to views and the open views of the sea undoubtedly enhance the special character and appearance of the Conservation Area.

### **West**

To the west of the Conservation Area, the setting is predominantly defined by the continuation of residential buildings and roads, particularly surrounding the St Peter's Church character area and The Avenue character area. These residential streets reflect the historic layout of street patterns, and contribute to the character of the area; they often comprise of residential terracing, for example, along London Road South, Carlton Road, Lawson Road, Beaconsfield Road, Ontario Road, St Leonard's Road and Lorne Park Road. These terraced houses are generally of good quality and have retained simple but good architectural details and materials which reflect the architectural style of the streets of a lower hierarchy within the Conservation Area.

The Morning Star on Carlton Road also makes a positive contribution to the setting of the Conservation Area, as a large and well-preserved example of an Arts and Crafts style building, which formerly was in use as a pub which served the local area, therefore enhancing its historic value.

The Cemetery has a strong relationship with its landscape setting, particularly to the west, which comprises of green spaces such as lawns, allotment and a long public footpath which runs parallel to the Cemetery. These spaces are of communal value and enhance the experience within the Cemetery by continuing its green, tranquil character, and providing a further sense of enclosure from the surrounding residential development. The diurnal changes of the trees which border the Cemetery outside of the Conservation Area also add to the interest here, providing a changing landscape setting.

The route of the former railway line which flanks the western boundary of the Conservation Area once led to the South Quay and makes a contribution to the setting of the Conservation Area. It is now partly converted to a footpath, with mature trees lining the walkway which terminate views along Windsor Road, Grosvenor Road, and Cleveland Road. The route is of historic significance and enhances our appreciation of the development of Lowestoft and its historic goods transport network. Now, the route makes a positive contribution to the appearance of residential streets within the Conservation Area, providing a green backdrop in terminating views.

### **South**

There are a number of notable buildings outside of the Conservation Area which make a positive contribution to its setting. To the south, the CEFAS building (Centre for Environment, Fisheries and Aquaculture) is a modern development, set on the seafront within a large landscaped plot. Its high-quality design was recognised by the East Suffolk Council's Quality of Place Awards, and its use as a scientific research centre furthers the status and economy of Lowestoft. The centre also has historic connections with Lowestoft, dating to 1902 when a small fisheries laboratory was established in Lowestoft. This contributes to the historic value of the site and forms a relationship between it and the town.

### **Central**

Notable villas and terraced buildings on London Road South also contribute to the character and appearance of this central route through the Conservation Area; Numbers 554 to 556 and 431 to 433 are examples of high quality domestic architecture which is of a similar date and appearance to those within the Conservation Area, and therefore contribute to its character. Numbers 486 to 488 London Road South have well preserved historic shopfronts, which also contributes to the surrounding townscape character of the immediate setting of the Conservation Area. These buildings overlook the Cemetery and are visible from within the grounds, contributing fortuitously in views.



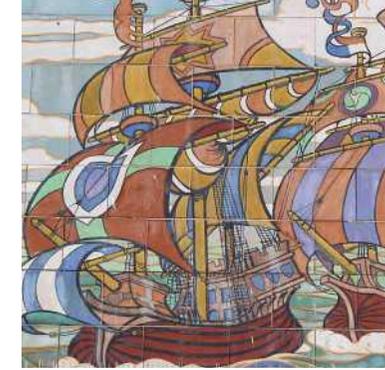
Figure 44 The CEFAS Building (Centre for Environment, Fisheries and Aquaculture)

## Character Analysis

### Character Area 1: The Harbour

#### *Summary of character area*

The Harbour forms a key part of the Conservation Area, situated to the north of the area with the Station located in its centre, acting as a historic gateway to South Lowestoft via the Bascule Bridge. Its character is largely derived from its location and density of commercial buildings, with a high number of shops along the main streets of London Road North, Bevan Street East and Suffolk Road. The area is close to the working harbour, which has resulted in its being a busy throughfare of vehicular and marine traffic, creating a strong connection with the sea, and everchanging views. These high levels of vehicular traffic currently impact the way the area is experienced, particularly for pedestrians, and somewhat sever the Station from the surrounding areas. The central commercial road of London Road North contains a high density of grand historic buildings which line the pedestrian street and contributes to an enclosed and bustling character. Its grain and building stock reflect the development of the area through the nineteenth and twentieth centuries.



### Land Usage

Land within this area is predominantly occupied by commercial premises. There are a high number of historic shopfronts with flats above. Although these are dispersed through the area, they are most concentrated along the central road of London Road North. Residential development is mostly found to the north of Denmark Road, along Grove and Beach Road and the north of Commercial Road. Many residential buildings have also been converted to offices, particularly along the south side of Surrey Street and Beach Street.

There is an element of maritime industrial usage within the area, which can be seen in the Trawl Basin and Bascule Bridge. The dock remains in use today and is accessible to vessels from the Outer Harbour, flanked by a long open jetty to the north.

### Local Details and Building Materials

The architecture and local detailing found throughout this character area is varied, due to the range of building types found here. This mixture of styles reflects the high status of this area, as there is a much higher density of unique and elaborately detailed facades. However, there is some consistency due to the fact that this area was largely developed throughout the nineteenth and twentieth centuries and provided the central focus within the town; buildings are, therefore, typically of a larger scale, built in red and gault brick with stone dressings and slate roofing with features including arches and keystones, arched windows, and quoins. Many are rendered or painted, particularly to the east of London Road North. Some of these details can be best appreciated on the Former Fishermen's Institute Library on Suffolk Road, a unique building within the area with a decorated facade.

Historic shopfronts can also be found throughout the area, and often include decorative cornicing, corbels, transom windows and pilasters, such as the Ropeworks on the A47. Residential buildings contain simpler features, and are commonly found along Battery Green, Grove Road, Beach Road, and Commercial Road, with details such as bay windows, paired and recessed entrances, corniced eaves sometimes with moulded brick detailing (dentilled on Grove Road), flat headed arches with keystones, and in some cases first floor balconies with iron railings, as seen on Beach Road.



Figure 45 Residential development on Denmark Road



Figure 46 Brick with tile detailing



Figure 47 Brick detailing

### Landscaping and Open Spaces

There is very little landscaped or open space within this area. Open space is predominantly formed by roads and pedestrianised walks connecting Lowestoft to the wider area.

### Public Realm

There is a key area of public realm space within the centre of this character area: Station Square, located opposite the Station and at the southern end of London Road North, which makes a positive contribution to the special interest of the area. It terminates London Road North and comprises of a large courtyard laid with quality paving treatment (with small paver walkways), modern benches, bollards, bicycle racks, and lampposts. The area is surrounded by a series of grand buildings which overlook the open courtyard. This space provides wide views reaching out to the surrounding townscape and Outer Harbour to the south. In the centre of the space is the modern statue the Spirits of Lowestoft; this landmark sculpture was designed by Charles Normandale, commissioned by Waveney District Council for the Waveney Sunrise Scheme. It makes a positive contribution to the area as a focal point of the square, and as it was inspired by the character of Lowestoft it engenders a sense of pride.

There are also elements of high-quality public realm features across the area which make a positive contribution to its character and appearance. For example, the boat flower planters outside the station help to establish a sense of place here; they are inscribed with 'Sir Samuel Morton Peto', which enhances our appreciation of the history of South Lowestoft and the role that Peto played in establishing the town. London Road North also contains elements of public art, such as unique pavers displaying a variety of artistic interpretations relating to Lowestoft. These add unique charm and character to the area, and further foster a sense of place.



Figure 48 Decorative tile on London Road North



Figure 49 Spirits of Lowestoft on Station Square

### Walkthrough

#### London Road North

London Road North is characterised by its high density of historic buildings, which are tall and varied in style and create a grand and enclosed urbanised character. The street is lined with trees and public benches, providing long views to the south towards the Station Square. Shopfronts here often are modern in character, with bright, modern signage and fascias which create a visually cluttered streetscape.



Figure 50 South along London Road North, with the Grade II National Westminster Bank to the right

To the north east are **Numbers 60 to 68**, a row of red brick buildings with shopfronts at ground floor level; they are of high-quality architecture, with attractive second storey semi-circular balconies with iron railings, although the cladding to **Number 62** and the shopfronts detract from the historic character of this group.

The **Grade II National Westminster Bank** (List Entry Number: 1279946) and **Grade II Former Post Office** (List Entry Number: 1292503) are key buildings of commercial townscape merit and are prominent in views along London Road North. The neighbouring **Lloyds Bank** is in a similar style,



Figure 51 North west along London Road North, with the Grade II Former Post Office to the left

with a light-yellow brick façade and elaborate detailing, which continues the grand commercial character of the street. **Numbers 39 to 45** make a positive contribution as a group of three and a half storey buildings with bay windows at first floor level and pairs of sash windows above, which create a strong rhythm.

Opposite, **Numbers 38 to 58** comprise of a row of three storey red brick terraced buildings, with shopfronts at ground floor level. As a group, these buildings make a positive contribution; the projecting bays of the **Mullingar Terrace** contribute to a sense of rhythm and enhance the appearance of the group. The stretch of buildings is terminated by two modern buildings, occupied by **HSBC and Opportunity House**, which make a neutral contribution to the historic commercial character of the area.

#### Surrey Street

The south side of Surrey Street is lined with a row of terraced buildings, Victorian in character, which vary in height and façade treatment, contributing to a varied streetscape. Many have been converted into office use and have lost their original windows, doors and front garden plots and boundary walls to paving, detracting from the architectural interest and appearance of the street. Of particular note are the Beaconsfield Conservative Club at **Number 7**, the Surrey Chambers at **Number 9**, and **Number 13** for the quality of their architectural detailing and positive contribution that they make to the streetscape.



Figure 52 Surrey Chambers at Number 9 on Surrey Street

### Beach Road

Beach Road is residential in character, with terraced rows of red brick townhouses lining the narrow street. Some commercial buildings and offices are located at each end of the street. **Numbers 1 to 3** Beach Road makes a notable positive contribution, with ornate stone carved detailing particularly to its corner entrance. Opposite is a large car park, which detracts from the character and appearance of the street.

The residential houses which line Beach Road are three storeys in height, with simple but good architectural detailing such as bay windows, stone dressings, and balconies with iron railings; they make a positive contribution to the character of this street. The residential character is impacted by the on-street parking, which crowds the road, and many of the buildings have seen the loss of windows and the addition of doors in bay window apertures. On the south west side of the street, the J & W Stuart building, known as **Beach House**, is a key building within the streetscape due to its facade and use of classical detail.



Figure 53 Beach House

### Grove Road

Grove Road is largely characterised by its smaller scale-built development, with buildings typically of two to two and a half storeys in height. It is overshadowed by the rear elevation and parking of commercial buildings on London Road North, which are located outside of the Conservation Area boundary but make a negative contribution to the character of this street due to their scale.



Figure 54 Paired entrance on Grove Road

On the west of Grove Road is a stretch of commercial buildings of more detailed architecture; for example, the music shop at **Number 11** has a tall gable end in Dutch style which makes a positive contribution to the streetscape. The remainder of the street, from **Numbers 13 to 19**, are residential with simpler detailing. There is a sense of rhythm derived

through the use of paired entrances, canted bay windows extending through three storeys and mansard roofs. **Numbers 12 - 15** are of significance for the individual high-quality design of this terrace, and particularly the use of finely moulded brickwork around the doors, windows and cornices. The front garden plots are very small, and many have been paved over; where walls remain, these make a positive contribution to the streetscape and residential character of this section of road.

### Battery Green Road

Battery Green Road is characterised by its wide street, and range of architectural styles. The **Sailors' and Fishermen's Bethel** forms the northern boundary of the area and is a prominent and grand structure with large windows along its southern and front elevations. **Numbers 1 to 9** is a row of terraced houses, which are two and a half storeys in height and built in red brick with simple architectural detail such as bay windows, brick arches, and arched entrances. The ground floors have been converted to commercial use, and the buildings are somewhat altered, with window replacements and loss of front boundaries; however, as a group they positively contribute to the historic character of the street.



Figure 55 South west on Battery Green Road

The **Salvation Army** makes a notable contribution to the street; located within a large corner plot, with high quality architectural detailing. The large **Bingo hall** next door detracts from the historic character of the street, due to its materials, massing, and colour palette, which are unsympathetic. **The Ropeworks** is a tall and narrow historic building which makes a notable positive contribution and is of historic and architectural merit; the building demonstrates the historic pattern of development of the area, and its relationship with maritime industry. "The Gourrock Rope Works" is carved into the lintel, indicating the origin and use.

### *Suffolk Road*

Suffolk Road curves between London Road North and Battery Green Road, which creates a more compact street with high building density of a smaller scale. It is a quieter street, partially screened from the bustle of the surrounding arterial roads by its slight bend. The road contains varied, understated architectural styles of late nineteenth and twentieth century date, the majority of which are red brick or painted render. The curve of the street, combined with the architectural variety, creates an interesting roofscape particularly along its south side. Shop fronts again dominate the ground floor levels, with remnants of historic shop fronts to the south such as pilasters, stallrisers, and console brackets. **The Institute of the Fisherman's Mission** makes a key contribution to the appearance of this street, due to its use of classical detailing and significance to the social history of Lowestoft.

### *Bevan Street East*

Bevan Street East is a quieter side street, which is enclosed and commercial in character, with two to three-storey terraced buildings fronting directly on the pavement to each side. The road is surfaced in



Figure 58 East along Suffolk Road

small pavers, with high quality street furniture and street trees, which make a positive contribution to the appearance of the street.

**Number 127 to 135** are a row of three storey buildings, mostly in gault brick with some rendering, with historic shopfronts at ground floor level. As a group they make a positive contribution to the street scape. Further east, the street is lined with two storey buildings, which are mostly rendered, with shopfronts. The majority of these shopfronts have retained some historic detailing, which makes a positive contribution to the small-scale commercial character of this street. However, there are many examples of unsympathetic modern fascias which dominate in views along the street, such as the Lowestoft Convenience Store at **Number 1**, which is brightly coloured with blind windows, and the Nail Salon at **Number 122**, which has brightly painted bricks. The mobility equipment supplier at **Number 8** in particular is incongruous with its surroundings, due to its massing and materials. The street is terminated to the north by a three-storey gault brick building with a historic corner shopfront with corbels and pilasters.

### *Denmark Road*

Denmark Road is a busy thoroughfare, and runs parallel to the railway line, which creates an open character to the south. To the north,



Figure 56 East along Bevan Street East



Figure 57 Shopfronts on Bevan Street East



Figure 59 The Station, Denmark Road

**Numbers 2 to 10** are the former Imperial Hotel, one of the few surviving Victorian Hotels in the area; they now form a small row of three storey terraced buildings with modern shopfronts at ground floor level. These buildings contain some features of interest, such as its curved eastern elevation, however most are much altered with large paved fronts, which make a neutral contribution to the streetscape.

Further west is a car park plot with high brick walls, and a small octagonal booth located to its front. These are incongruous with the area, and are a prominent feature of the street, directly opposite the entrance to the station.

**Numbers 20 to 64** comprise of rows of three storey terraced houses, which are in residential use, and are mostly painted render. These buildings have seen considerable loss of windows and original features; however, they have retained chimneys and some bay windows, and most still have boundary treatments which contribute to the rhythm of the streetscape here.

Opposite is the **station**, an asset to the area, comprising of a low brick station building with pleasant architectural detail, as well as the platforms and the surviving walls which surround them. The space here is open in character, as the roof has been lost, and many of the walls inside the station include heritage interpretation panels which make a



Figure 61 Station Square and Tuttle's building



Figure 60 Remaining Railway Line

positive contribution to the way this space is experienced, particularly as a gateway to the area. The railway track continues west and the Conservation Area boundary terminates at the Signal Box and former stables, located between the tracks and Denmark Road. These make a positive contribution, and form a group with the Station and associated railway line, particularly due to the continued use of the Signal Box.

#### Station Square

This large square has a strong sense of place, reflected by the public art in its centre. It is open in character, surrounded by continuous and varied frontages; **Numbers 18 to 32**, the former Tuttle's Department

Store, present a group of high-quality buildings with a good detailing, which demonstrate the large-scale commercial character in this area.

To the south of the station, a short stretch of railway line remains in place, which formerly led to the trawl market. This is a rare survival of the former rail lines associated with the harbour and makes a positive contribution to our understanding of the development of Lowestoft.

The road opens out to form a junction with Waveney Road, where it becomes much busier, impacting the appearance of the area. Buildings on the west side of the road front directly onto pavements, with minimal street furniture and a variety of pavement surfacing and pedestrian crossings. The signage and surfacing of the road, and small parking area in front of **Numbers 7 to 11** also creates a cluttered appearance.

Further south is **Number 21** Station Square, which appears isolated within the busy intersection but makes a positive contribution to the sense of historic grandeur to the architecture here. It has a well-

preserved historic shopfront and iron railings atop a parapet, which add interest to the street. This building terminates views to the west along Waveney Road.

Across Commercial Road is a group of buildings from **Numbers 7 to 13**. These appear isolated within the intersection of streets and can be seen in wide reaching views across the area. The ground floor shopfronts are generally in a poor condition, detracting from their appearance, although they have retained historic detailing which contributes to their character. **Number 11** makes a particular contribution to the townscape here, with a large kingfisher mural painted on its north elevation, which appears prominently in views along the street.



Figure 62 Grade II Listed Port House

The area is terminated by a large plot, within which is the **Grade II Listed Port House** (List Entry Number: 1292511), built in 1831, which overlooks the Harbour. This building makes a notable positive contribution and is associated with the history of the Harbour due to its location and function as the former North Quay Customs house. The Port House is a key site which has been identified

in the new Lowestoft Town Centre Masterplan in the Station Square quarter, and will be converted to restaurant use and elements such as the portico restored, which will restore the original character and enhance the character of the area. The Port House is situated within a large car park, within which a small piece of the former entrance lockpit (1831) is set on a plinth with a plaque, further contributing to the character of the area and its longstanding relationship with maritime activity and shipping commerce. The plot which surrounds the Port House is currently a large tarmac car park, surrounded by high metal post fencing, which makes a negative contribution to the historic character of the area.

### Waveney Road

Waveney Road is a busy route through the Conservation Area, with a continuous frontage along its northern side and open views over the basin and outer harbour to the south creating visually dynamic and



Figure 63 Mural on Waveney Road

everchanging scenery. The row of buildings to the north of the road is formed by a stretch of tall, narrow two to three storey properties with modern frontages at ground floor level. The upper storeys have retained much of their historic character. The **Colne Shipping Company Limited** sign, for example, makes a positive addition to the frontage, with fluted pilasters underneath. Although the majority of the row here have been altered, with extensions and modern windows, they form a consistent row with a strong rhythm. **Number 16** is of particular interest, with a mural at second floor level, which contributes to the maritime historic character of the area.

Opposite Waveney Road is the **Trawl Basin**, which was constructed as part of Peto's original development of the docks and extended in the 1880s. The dock remains in use today and is not openly accessible to the public as it is busy with maritime activity. It is bounded by a heavy steel palisade fence to Waveney Road, which creates a disconnect between it and the streetscape, although this is currently being altered with the implementation of new flood walls which will replace the balustrade and many of the existing boundaries around the Trawl Basin and Lake Lothing.<sup>75</sup> The Basin continues to form a significant element within the modern townscape and perception of Lowestoft.

75

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*Commercial Road*

This road comprises of a row of terraced houses, which have had ground floor conversions to shopfronts. The majority have lost their original windows and have a variety of façade treatments which detract from their historic character and coherence. However, many have retained simple, domestic architectural detailing which contributes to their special interest, such as chimney stacks and window surrounds. There are also some historic shopfront details such as the moulded shop front to **Number 1** and the glazed tile pub façade at **Numbers 5 and 6** which make a positive contribution. The buildings are all of two storeys, however, **Numbers 17 to 20** have a small parapet which adds to the roofscape.



Figure 64 View towards harbour from Bascule Bridge



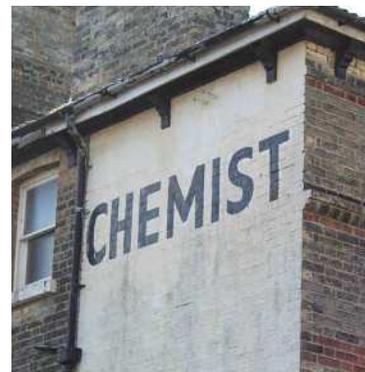
Figure 65 View of Commercial Road

## Character Area 2: London Road South

### Summary of character area

The area of London Road South derives its special interest from the quality and layout of its buildings which reflect Sir Samuel Peto's vision in establishing Kirkley and Lowestoft as a pleasure resort. London Road South was developed as the commercial centre of South Lowestoft. Although some small-scale development had taken place by the early nineteenth century, the majority of the building stock within this area and its grain reflects its development through the later nineteenth century, with some good examples of twentieth century development as well.

The street plan is formed predominantly by long straight roads which have been laid out to run parallel to the seashore; these are punctuated by short perpendicular streets which allow views towards the beach. Commercial buildings line the main street in a variety of architectural styles in terms of heights, materials, detailing, and uses, creating an interesting streetscape. The buildings within this main, commercial centre frequently contain shop fronts at ground floor level, which brings a sense of cohesion; often, these have been converted from earlier residential buildings. Although the shopfronts throughout the area are of variable quality and design, together they form an important feature of the area and make a collective contribution to its commercial character. There are also some residential buildings throughout the area, predominantly found grouped along the smaller streets to the north of London Road South, and often connected by narrow cut-throughs and footpaths which provide glimpsed views through to rear gardens and side streets.



### Land Usage

The predominant land use within this area is derived from the commercial buildings which line London Road South. There are shop frontages on ground floor level, often with residential flats above. The commercial buildings range from shops to restaurants, with a number of public houses including The Drifter, The Plough and Sail, The Royal Oak and The Blues. There is also a cinema to the north of the area, named East Coast Cinema.

There are a number of smaller residential streets to the north of London South Road, which are characterised by the rows of terraced houses along them. These are found concentrated along Union Place, Clifton Road, Windsor Road, Grosvenor Road, Cleveland Road, and Mill Road.

### Local Details and Building Materials

The buildings within the character area range between one and four storeys in height, although principally are between two and three storeys. Despite the variety of heights, styles and types of buildings along London Road South, there is a sense of cohesion brought by the predominant use of brick, the rows of shop frontages and the regular proportions used across principal elevations. Gault brick is used most commonly, with red brick used both for detailing and as a principal building material, with some use of colourwash, render and roughcast as well. Boundary treatments are typically traditionally in brick, with some examples of flint wall, contributing to the Suffolk seaside character of the area.

Upper storeys in particular retain much of their architectural and historic character and make a positive contribution to the appearance of the street. Common features include the use of regularly planned elevations, which create a sense of enclosure, often symmetrically arranged in pairs, with sash windows with flat or segmental arches and keystones, canted bay windows and simple cornices. Buildings of the mid-nineteenth century tend towards more formal classical details, such as the swags and decorative corncicing of buildings seen at Number 125 London Road South. In contrast, later buildings exhibit more variety, which can most clearly be seen in the gothic doorway and green man motif on the Royal Oak. Some larger buildings along



Figure 66 Residential side streets



Figure 67 Commercial buildings

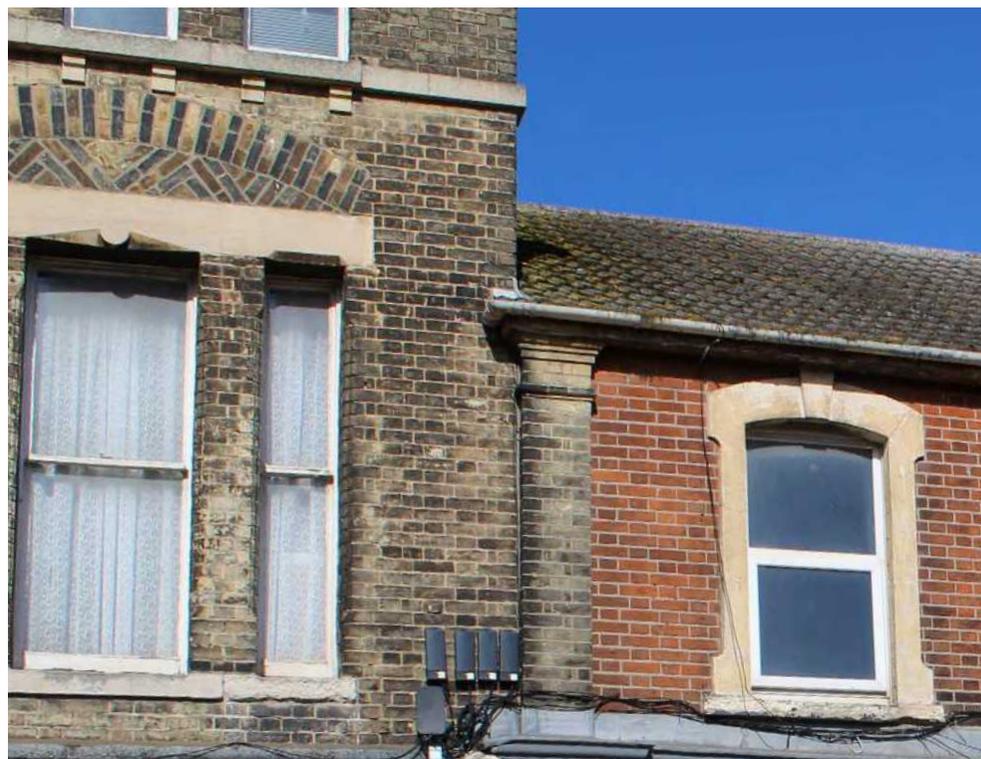


Figure 68 Red and gault brick with detailing

London Road South have more elaborate architectural detailing, which make a particularly notable contribution to the streetscape, such as the Royal Oak, Number 181, Kirkley Hall, and Number 229. These details typically include prominent gable ends, sometimes in the Dutch style as seen at Kirkley Hall, which add interest to the roofscape. There are other notable details, particularly on corner buildings, which are more unique but make a positive contribution and indicate the status of this area. For example, the corner oriel window at Number 156 is prominent in views along the street and east towards the sea. Roofs are traditionally in plain tile or slate, with chimney stacks at differing heights adding variety to the roofline.

Historic shop fronts are notable within the area; many of the buildings along London Road South were built as houses with the ground floors later converted to shops, extending over the original front courtyards. This has resulted in a less cohesive and linear character, particularly compared with other commercial roads in the Conservation Area such as London Road North where buildings were originally designed as shops. Many of these shopfronts on London Road South have been retained and make a positive contribution to the streetscape. For example, those at Numbers 87, 133 and 145 London Road South retain good detailing such as pilasters, stallrisers, projecting cornicing, tiles, mullions and fanlights. Number 187 also contains stained glass transom lights, which make a positive contribution. Other buildings frequently only retain the pilasters and console brackets flanking a modern shop front. Another detail which is key to the area and demonstrates its historic, commercial character is the historic painted signs found on the side elevations of buildings. For examples, Barclays Bank is painted at Number 229, and the building opposite has a 'Chemist' painted sign on its north elevation.

Within the residential streets of the area, buildings are typically two to two and a half storeys in height and are predominantly in gault and red brick, although some have been painted. Residential buildings are largely comprised of terraced rows and pairs, contributing to an enclosed and densely built character within this area. Architectural detailing is fairly simple but attractive, and includes bay windows, recessed arched entrances, sash windows, floral tile detailing, and some buildings have retained their tiled paths. Grosvenor Road has



Figure 69 Barclays Bank Sign



Figure 70 The Royal Oak



Figure 71 Gault brick and rendered terracing on residential streets



Figure 72 Historic shopfront

some paired villas which contain more elaborate detailing, such as sloping roofs, dentil coursing, and decorative gault brick front boundary treatments.

### *Landscaping and Open Spaces*

There are very few open spaces within this area, the majority of which is paved with a high building density and plots that are closely positioned along the main road and smaller side streets. Buildings also tend to front directly onto the pavement, which also creates limited open space. The landscaping that does exist is typically found in the small, residential front garden plots along the side streets to the north of the area. The gardens to the east of Mill Road and along Grosvenor Road tend to have more substantial greenery, which makes a positive contribution to the appearance of these residential streets. Union Place is a small area of well-designed and attractive private landscaping. Tucked away from the busy street, the houses on Union Place all overlook an area of communal front gardens, which are laid to lawn with high hedgerows and some mature tree planting. It is also bounded to the south by a low picket fence. This landscaping creates an enclosed residential character, which is removed from the noise and bustle of the busier commercial street and makes a positive contribution to the appearance of the area and character of this small cluster of houses.

There are some open spaces within plots which are currently unkempt or out of keeping with the historic built character of the area and make a negative contribution. For example, the plot at the junction between Cleveland Road and London Road South is the site of an electricity substation, and the perimeter of the substation would benefit from planned landscaping to soften its appearance. The plot adjacent to Number 55 is also currently vacant, which detracts from the characteristic, continuous frontage. Some modern developments, such as the Toyota garage and the KFC, also have large car parks, which are open in character but make a negative contribution to the streetscape by way of disrupting the established linear settlement morphology of the area.

### *Public Realm*

The public realm spaces and furniture across this character area are functional and modern in character. Chrome bollards line the pavement edges, with benches, lampposts, bike racks and signposts in a modern, bright chrome metal material. Raised flower planters and some street trees are also spaced along the street and make a positive contribution to the appearance of the area, and the way the commercial core is experienced.

Road surfacing is a mixture of small pavers and a red coloured aggregate which has been used in the concrete mix when laying the road. These surfacing treatments add interest to the street and reflect its status as the historic core of the South Lowestoft / Kirkley development, as well as its function as the busy, commercial centre. This detailing makes a positive contribution to the historic character of the area.

Views to the seafront are framed by the tall streetlights, street trees and along Claremont Road, by tall metal arches which lead the eye towards the pier. These provide a waymark along the street.



Figure 73 Claremont Road and public realm features

## Walkthrough

### St John's Road

The western boundary of this character area is formed by plots along St John's Road. This street's character is similarly disjointed to the parallel area of London Road South and contains a series of paved yards and individual light industrial buildings, some of which retain historic fabric which makes a positive contribution to the area. It is quieter in character than the central roads through the area, contributing to its sense of enclosure. Of particular interest within this streetscape is the survival of a substantial carved sandstone lion within the garden of **Number 41A**. Although it is now eroded, this statue was formerly one of two lions included as part of Peto's original scheme for Marine Parade and is of historic interest.

### London Road South

This street forms the central route through the Conservation Area, containing the highest density of buildings and providing the commercial focus of the area. It is busy with vehicular traffic and pedestrian footfall, contributing to a sense of its hierarchy within the Conservation Area. It affords long views to the north and south along the road.

Along London Road South from the north to Cleveland Road, the character of the area is fairly disjointed, comprising of pockets of building types of varying character. On the west, **Number 39** marks the boundary of the Conservation Area and is a good example of a villa, built in red brick with painted rendering detail. The neighbouring **East Coast Cinema** was constructed in the early twentieth century, although now presents a modern frontage which contributes to a disjointed character, with a single-storey extension, modern signage and a paved front to the cinema hall. Further south, the terraced buildings from **79 to 89** and **45 to 53** are plain in architectural detailing, although as a group they make a positive contribution. The shopfront at **Number 87** is of particular interest, with stained glass transom lights, although it has a dominating modern fascia and signage.



Figure 75 Number 109 London Road South



Figure 74 North east side of London Road South

On the north east side of London Road South, the character is derived from the backs of plots for houses on Marine Parade. Boundary walls are generally consistent and built in brick or flint, which make a positive contribution. There are some mature trees within the rear gardens which are visible from the street and enhance the appearance of this space. Many of the plots have been paved to provide parking, and have had rear garages constructed, which contributes to a disjointed appearance. **Number 20** has been converted for business use, for example, which is out of character with this stretch.

**Number 109** London Road South is a fairly elaborate building, with a modern shopfront at ground floor level and architectural detailing such as arched windows, columns, cornice banding and a prominent gable end. This building marks a change in character, as to the south, buildings are more consistent in their mass and spacing, with some exceptions and modern infill particularly on the east side of the street. Along the west are high numbers of shopfronts, with interspersed residential buildings, and stretches of terraces that make a positive contribution to the historic character of the area. To the east, the **KFC** is located within a prominent plot and is set back from the street within a large car park and drive-through. It is unsympathetic in character as it does not relate to the existing building form or character of the area and creates visual clutter through its bold, modern signage and vehicular traffic.

**Numbers 117 to 145** is a group of well-maintained rows of residential buildings in gault and yellow brick, with some ground floor level shopfronts; these make a positive contribution to the street and are examples of grand terraced town houses with good architectural detailing. The shopfront at **Number 133** is of particular interest: although painted in a bright palette, it has arched display windows with mullions, pilasters, a projecting cornice, and a side recessed entrance, which contribute to the historic character of the commercial centre.

**Numbers 144 to 142** make a neutral contribution, due to their massing and materials, which introduce a modern character to the area. **Number 147** is notable, as a large three and a half storey building in gault brick with decorative features which enhance the appearance of the building.

Further south, the **Kirkley Hall** building is also of note, with its large Dutch gable topped with decorative ball finials and its large central arched window. Opposite is the **Royal Court Hotel**; this two-storey red brick building is currently vacant, although will soon be restored, and makes a positive contribution to the streetscape, with classical proportions, pedimented central doorcase, and good detail such as quoins and dentilled eaves.

Between Freemantle Road and Claremont Road, the street continues to display an enclosed and densely built character. The buildings are commercial in character, built in red and gault brick with some colour washed and painted render, typically ranging from one and a half to three storeys, which creates a stepped roofscape with chimneys punctuating the skyline. The overriding appearance of this stretch of London South Road is derived from its ground floor shopfronts, which form a consistent row and contribute to the commercial character of the area, and also by the dispersed larger three storey buildings which add variety to views along the street. The majority of the buildings are in brick or painted render; many have undergone incremental changes which have impacted their architectural interest, such as the replacement of shopfronts, windows to UPVC, and roof tiles. This is evident from **Numbers 158 to 186**, where the inconsistency in windows, roofing materials, façade treatment and quality of shopfronts creates an incoherency. However, as a group, these buildings are important to

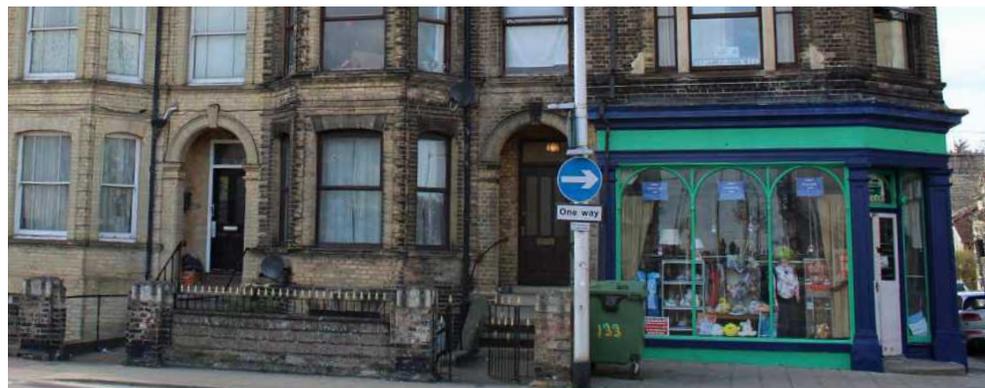


Figure 76 Shopfront at Number 133 London Road South



Figure 77 Number 147 London Road South



Figure 78 Examples of ground floor shopfronts beside the Royal Oak

the streetscape, and provide a continuous frontage of historic buildings which reflect the development of the area and its transition into the commercial core of South Lowestoft and Kirkley.

Further south, on the east side of the road is the **Drifter Public House**, a positive unlisted building which makes a key contribution due to its architectural interest and historic interest as a public house. It also has a small, well preserved historic shopfront on its principal façade, with arched windows. Further south on the west side of the road is a stretch of buildings from **Number 241 to 273**, which are varied in architectural style. They range from two to three storeys in height and comprise of shopfronts (many of which have been altered) on their ground floor with flats above. The majority are in painted brick or render. This stretch begins with the **Co-operative**, which currently makes a neutral contribution, due to its scale and mass, which dominates views along the street. Notable buildings within this row are **Number 247**, which is a unique example of a residential building within the commercial core and provides an example of what many of the original facades would have been prior to their conversion to shops. **Number 249 to 255** makes a positive contribution, due to its classical architectural detailing, such as its rusticated ground floor, columns and stucco panelling at first floor, but most notably due to its central circular windows with stained glass ship detail which adds to the historic, seaside character of the street. Its neighbour, the **Waveney Centre at Number 259**, makes a neutral contribution due to its use of materials (brown brick), colour (turquoise) and apertures. Its modern railing is also fairly incongruous with the historic character of the area, and the paved front could be enhanced.

Moving south, at the junction with Lorne Park Road is **Numbers 271 to 273** London Road South. This is a three-storey block of flats which makes a neutral contribution to the streetscape due to its height, massing and modern railings. A stretch of residential paired villas are opposite, and make a positive contribution to the street, having retained much of their historic character and front garden plots.

The character area continues to the south and terminates at the junction with Cliff Road; here, London Road South is more varied in character as many buildings are still in residential use and some have been converted for use as shops with the insertion of a shopfront

extending out to the front of the property. These additions are executed with varying degrees of architectural sympathy but begin to blend into the more commercial character which is dominant towards the north of London Road South. The buildings here are between two and three storeys in height, built in gault, red and yellow brick with some examples of painted rendering.

#### *Mill Road*

Mill Road's streetscape comprises of the rear boundary walls of plots which front onto the parallel Cleveland Road. These are predominantly gault brick with rear access doors, and often afford views towards rear elevations and gardens. This creates a fairly varied character. Opposite is **the Blues Freehouse**, which makes a positive contribution to the area, as a building of historic and architectural interest and communal value as a public house.



Figure 79 Mill Road

Further west is an attractive row of terraced cottages, **Numbers 7 to 14**. These are two storeys in height, with a range of differing facade treatments, which detract somewhat from the group. They have some notable detailing such as dentilled eaves, quoins, first floor decorative banding, recessed porches and tiled pathways, although many have had incremental changes such as roof tile replacement slates, changes to window sizes and window replacements, which impact the visual appeal of the group. The mixed boundary treatments also detract from the architectural interest and the contribution the row make to the streetscape.



Figure 80 Railway Bridge

The area is terminated by the **railway bridge**, which is a positive unlisted structure of architectural and historic interest.

### *Cleveland Road*

Cleveland Road is characterised by its rows of well-preserved Victorian terraced villas. It is a quiet side street, with an overriding residential character and appearance. It comprises of a consistent row of two storey houses, in gault and yellow brick with some that have been painted, with two storey bay windows, and recessed arched storm porches. Many of the buildings have attic levels with dormer windows. Details are simple but of good quality, such as the floral tiles on bays, finials on dormer windows, brick banding, consistent brick boundary walls, and tiled paths.

### *Grosvenor Road*

This street is formed of a consistent row of terraced villas, which make a positive contribution to the residential character of the street. The buildings mostly consist of gault and yellow brick exteriors, with some painted render facades. Architectural details are simple but of good quality, reflecting the character of the parallel residential streets also. They include bay windows, brick banding, flat headed arches and boundary treatments which are varied but intact. There are some pairs of villas which are of particular note; Grosvenor Villas at **Number 11 and 13**, **Number 6 and 8**, and Mariner Villas at **Number 14 and 16**. These pairs are of architectural merit, with sloping half hipped roofs and decorative details such as the dentilled banding on the bay window. **Number 11** has had a modern porch extension, which detracts from the symmetry of the pair and their appearance. The gardens within this street are small, but often planted with shrubs, hedges and some small trees, which positively contribute to the residential character of the area.



Figure 81 Cleveland Road



Figure 82 Grosvenor Road

### *Windsor Road*

Similar in character to its parallel streets, Windsor Road comprises of residential terracing, which presents a consistent row of two storey houses, with predominantly brick facades, also with some painted render. There is a strong sense of rhythm to the street, with no visible front dormer windows or rooflights. Details are simple, and include bay windows on ground and first floor, with recessed arched storm porches, often with pilasters and keystones. There are flat headed brick arches to windows, with decorative tiles between the ground and first floors. On the south side of the street there are pedimented gables with dentilled brick detailing and decorative bargeboards, which contribute to the rhythm of the streetscape. Boundary walls are varied, but intact; they enclose small garden plots, which often are planted with shrubs and flowers, and make a positive contribution. **Number 24** in particular is notable for the high portion of historic features and fittings it has retained, including its timber sash windows.

### *Union Place*

**Union Place** is very enclosed in character, with a strong sense of place which is unique within the Conservation Area. It comprises of a narrow road which leads to a courtyard of terraced cottages. This irregular street layout makes a contribution to the historic, secluded character of the street. The two storey rendered cottages within Union Place overlook a shared garden, which makes a notable contribution to the character of the area, creating a tranquil green space within this residential side street. Opposite is **Orchard Terrace**, a row of well-preserved gault brick two storey cottages, which also make a positive contribution. On the corner is another building which makes a positive contribution, which is a narrow two storey building with a flint and red brick ground floor and doorway at first floor level.



Figure 83 Union Place south



Figure 84 Union Place north

### Character Area 3: St Peter and St John's Church

#### *Summary of character area*

This area covers a substantial portion of the South Lowestoft Conservation Area and is centred around the Grade II\* Listed Church of St Peter and St John (List Entry Number 1207046). It largely covers the historic hamlet of Kirkley, which was mostly open land until the end of the nineteenth century; the character and appearance of the area, therefore, is derived from the later domestic development which spread from Lowestoft and Kirkley to the south during the early twentieth century.

The character area is bisected by London Road South, a wide and densely built-up historic turnpike road. The northern half of the area predominantly comprises of the streets which surround the Church. The flint and ashlar Church is situated on high ground, providing a focal point to the area, and glimpsed views of the church between gaps in the buildings can be seen throughout the area establishing a firm sense of place within the townscape.

To the south of the area are the busier thoroughfares of London Road South and Kirkley Cliff Road. London Road South is characterised by consistent rows of very late nineteenth-century terraced housing, which are constructed in brick and predominantly two to two and a half storeys in height. Kirkley Cliff Road is lined with mostly large detached or semi-detached properties set within planted private gardens, which contribute to a grand, seaside character. The streets between these larger roads have a smaller scale and sense of enclosure, mostly comprising of late nineteenth and early twentieth century housing, which contribute to a residential character. Kirkley Park Road, the final street to be developed within the area, is curved with substantial twentieth century villas and houses, with well planted front gardens, which contributes to a suburban green appearance.



### Land Usage

This character area is predominantly defined by its residential use, which largely centres around three main routes of Kirkley Park Road, London Road South and Kirkley Cliff Road. The growth of this character area following the expansion of South Lowestoft as a seaside resort has resulted in it being a dense area of development which had largely extended over the whole character area by the 1930s.

There are four churches within the character area, that of the Grade II\* Listed Church of St Peter and St John, the Grade II Listed Roman Catholic Church of St Nicholas, the later South Lowestoft Methodist Church, located at the junction of London Road South and Carlton Road and the London Road Baptist Church. These spaces, along with their churchyards, introduce pockets of ecclesiastical character to the area.

### Local Details and Building Materials

The majority of buildings within the character area were constructed in the late nineteenth and early twentieth centuries, and so the materials and details found throughout the area are reflective of this period. There are, for example, a large number of Victorian buildings and buildings in the Arts and Crafts style. Throughout the area, the predominant building materials are red, gault and yellow brick, with some examples of painted render and half timbering. Roofs are a mixture of plain tile and slate, although many have been replaced with modern materials.

The larger high-status properties tend to be of three storeys and contain well-detailed features such as doorcases, decorative bargeboards and moulded floral brickwork and terracotta. In contrast, the more modest terraced housing is generally of two storeys, with simpler architectural detailing. These properties do, however, still display well-detailed features, including decorative lintels, floral brickwork and many have sash windows with margin glazing.<sup>76</sup>

<sup>76</sup> Former South Lowestoft Conservation Area Appraisal and Management Plan (2007)



Figure 85 Red brick terracing with tiled roof, decorative arches and tiled path



Figure 86 Twentieth Century housing on London Road South

Notably, plots have retained strong boundary treatments throughout the area, with very few being lost to the creation of driveways; this detail makes a positive contribution to the appearance of the area, and enhances our appreciation of the historic plots and green, residential character of the area.

Twentieth century development on London Road South predominantly uses materials such as red brick, painted rendering, and plain tile roofing. Details are typical of this period, including hung tiles at Numbers 487 and 481, hipped roofs, prominent chimney stacks, and bay windows. Number 485 has an unusual and prominent gable front to the east elevation, which makes a positive contribution to the streetscape.

The London Road Baptist Church is constructed in materials which are unusual within the area, including yellow and brown brick with concrete and painted detailing along apertures. It has small, arched windows, and a prominent central pentagonal roof.

### *Landscaping and Open Spaces*

The predominant landscaping found within the character area is that of private garden plots, as residential development covers the majority of the area. These garden plots make a notable, positive contribution to the character and appearance of the area. Larger garden plots along Kirkley Park Road and Kirkley Cliff Road reflect the status of these streets, which contain some of the grander buildings within the area. The garden plots are often well planted with mature trees, particularly along Kirkley Park Road and the south part of St Peter's Road, and the soft landscaping contributes to the green, suburban character of the area. The front garden plots along Kirkley Cliff Road are frequently designed to include small scale landscaping elements such as trees, shrubs, paths and seating, which makes a positive contribution to the streetscape and seaside character of the area. The smaller streets, such as the north of St Peter's Road, St Aubryn's Road, and Pakefield Road have smaller front gardens, which make a positive contribution to the domestic character of the area and provide green spaces in views along the street.

A key area of open space can be found in the Church of St Peter and St John's churchyard; this semi-circular churchyard provides a peaceful area of public green space, which contains mature trees and is a space of quiet reflection.

There are pockets of landscaped spaces to the south west of the area along London Road South, including an island to the east of the road which is grassed and planted with shrubs and mature trees, as well as the grounds of the London Road Baptist Church, which is well treed. These spaces make a positive contribution to the character and appearance of the area, providing greenery to the area of twentieth century development.

### *Public Realm*

The north of the character area has recently seen improvements made to public realm spaces along London Road South. The space outside the Baptist Church includes a small forecourt, which has benches, street trees and planted flowers, as well as bike racks. The road signs here have been integrated with elements of public art, which reflect the seaside character of the area, reflecting the waves of the sea.

Areas of the road throughout this area, particularly along London Road South, use a red coloured pebble/aggregate which has been used in the concrete mix when laying the road. These surfacing treatments add interest to the street and reflects its status as the historic core of the Conservation Area and make a positive contribution to the historic character of the street.



*Figure 87 Mature trees and gardens outside of the London Road Baptist Church*

### Walkthrough

#### London Road South

London Road South is a wide, busy arterial road which traverses the character area. It is characterised by the consistent rows of detached and terraced housing, which create a densely built line and contribute to the sense that this is a principal route through the Conservation Area. It slopes gradually to the south, which affords long reaching views.

To the north of the area, the junction with Carlton Road is a large crossroad surrounded by public realm space, enclosed by a group of larger, notable buildings including **St Aubyn's Court** and the **Methodist Church**. St Aubyn's Court is a five-storey building which forms a prominent local landmark, rising above the surrounding roofscape and using contrasting materials of red brick and decorative timber frame decoration across the top floor. The building can be seen through gaps in the building line throughout the character area. Its neighbour is the twentieth-century Methodist Church, a brick building, with a shallow roof and quoins, and a copper spire that punctuates the sky. It is set on a lawn, with an area of recently improved public realm to its north east.

Further south, the street quickly becomes more enclosed in character, and building density increases. Terraced rows of housing are closely spaced together, in red brick and painted render, which established a strong architectural rhythm articulated by repeated gables, canted bay windows and chimney stacks, which lead the eye along the length of the street. These are typically of two or three storeys in height, often with attic levels, built in red and gault brick with some painted facades. These buildings are often of good quality and have a strong vertical rhythm due to their steeply pitched roofs and tall gable ends topped with finials. The majority are of architectural interest with detailing such as decorative tiles, bargeboarding, finials, flat headed arches, doorcases and in some cases first floor balconies (such as at **Number 391**). As a group, these terraced houses make a notable contribution to the character of the area, forming a principal residential street which reflects the expansion of South Lowestoft. Front gardens are typically bounded by low brick walls and many have historic iron gates, leading to gardens planted with shrubs, trees and flowers, which make a positive contribution to the streetscape and enhance views along this

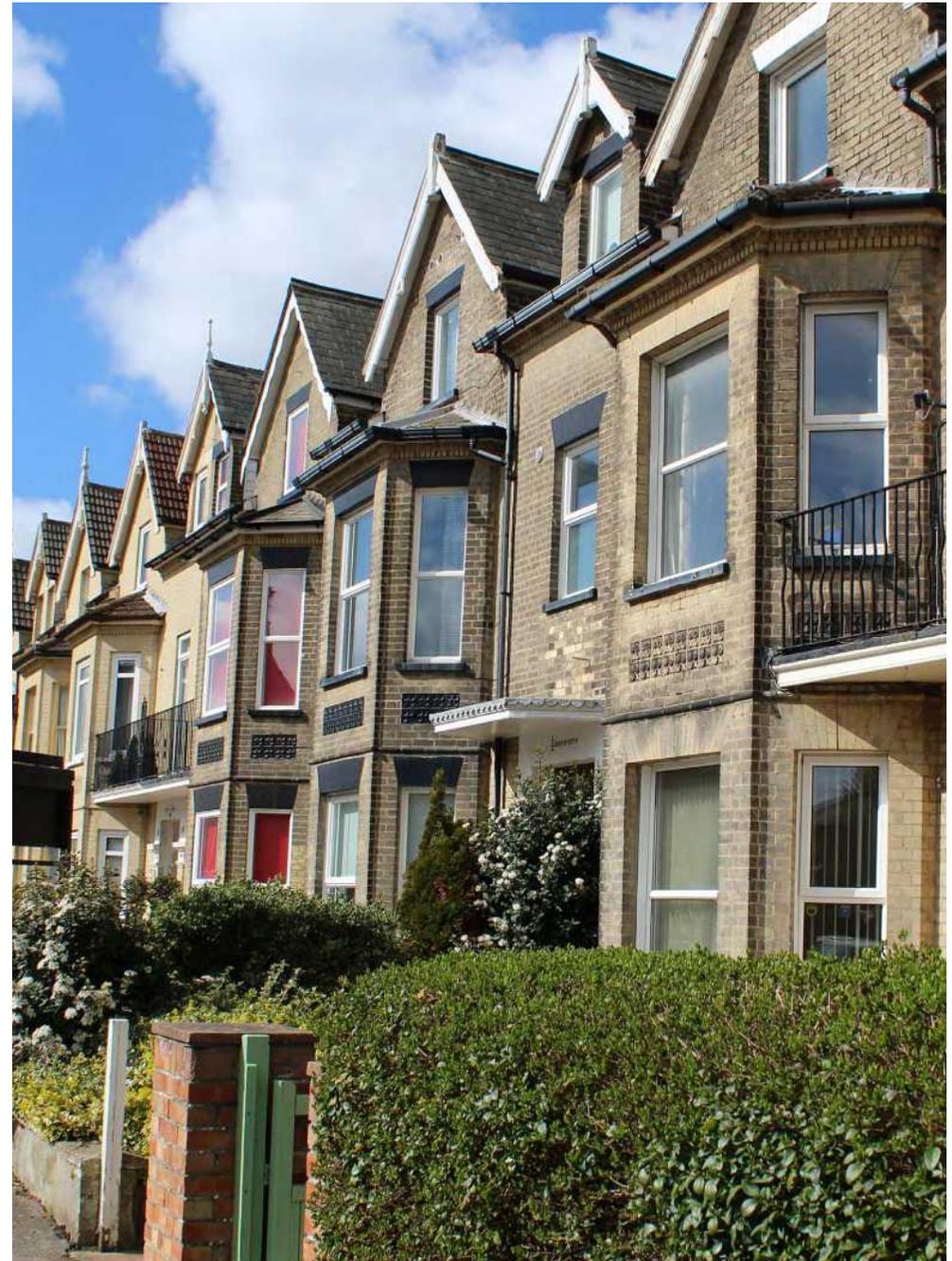


Figure 88 Terraced houses on London Road South

main route. The road is one way, which helps to alleviate traffic, and there is on street parking on both sides, which detracts from the way the area is experienced but discourages the loss of front boundaries and gardens.

Along this stretch of terraced housing is **Kensington Court**, a modern block of flats which makes a neutral contribution to the street scape; its use of rendered gables mimic the pattern of development along the street, and the flats are set back from the road to reflect the building line. Beyond Kensington Court are more terraced houses, and opposite these is a small green verge with a village sign for Kirkley, which, although outside the Conservation Area boundary, makes a positive contribution to the area and forms its setting.

To the east side of the road, **Numbers 406 London Road South to 12 Kensington Road** form a row of large nineteenth and twentieth century houses, which are characteristically varied in architectural styles. They are two and a half storeys, in painted render and gault brick; many have undergone incremental changes, such as window replacements, attic conversions with dormer windows, extensions, and front paving; however, as a group they provide interest and variety to the streetscape.

To the south, on the west side of the road, is the **London Road Baptist Church**. This makes a key contribution to the area, and was constructed 1972 - 73, set within a large corner plot with considerable border tree planting. The building is unusual in its massing and material, built in yellow brick with brown brick accents, and concrete brick detailing along the extended porch entrance. It is a large building, with a central pentagonal roof with a cross finial atop. This space marks the entrance to the more suburban Kirkley Park Road.

The buildings from the **London Road Baptist Church to Number 493** are set back from the road behind an island, which is planted with mature street trees and soft landscaping. The houses are predominantly large, detached twentieth century villas, with two one and a half storey buildings at **Numbers 493 and 491**. The remaining buildings are two storeys in height. Many of the buildings have undergone incremental changes which have negatively impacted their historic interest, such as window and door replacements, and paving of front garden plots.

However, key architectural details have often been preserved, including half-timbered gable ends, white painted rendering, plain tile roofs, hung tile detail, and circular bay windows, which contribute positively to the streetscape.

#### *College Road and Richmond Road*

These streets are characterised by views to the east, across the backs of properties on London Road South. These views are largely negative in the contribution that they make to the area. The street comprises of a variety of boundary treatments and garages, which mainly includes close board fencing. There is a lack of consistency to the materials and scale; the street is therefore characterised by its cluttered aesthetic.

#### *St Aubryn's Road*

The buildings on St Aubryn's Road are of consistent scale and design, creating a strong sense of rhythm here. The street retains strong boundary treatments and planted front gardens, which make a positive contribution to the appearance of this small, enclosed residential street. To the west, the row of terraced houses are two to two and a half storeys in height, built in gault brick, with decorative bargeboarding, architraves, and planted gardens. Opposite, the terraced housing is similar in character, however, comprises of smaller two storey terraced cottages. These are also predominantly in gault brick, and many original features have been retained, although with some window and roof replacement which impacts the architectural interest of this group. The buildings have arched entrances with keys, fanlights, and many have retained tiled paths. Some buildings are red brick and painted render to the south of street.



Figure 89 St Aubryn's Road

### St Peter's Road

The north of St Peter's Road is formed by a narrow, winding street, which slopes up to the south towards the Church of St Peter and St John, and then continues to curve around the churchyard. It is densely populated with nineteenth century terraced cottages, and with Kirkley Church Hall at its north western end.



Figure 90 St Peter's Road (North)

This is a notable building, built in flint with red brick and stone detailing and with interesting cylindrical chimneys.

There is a prominent arched turret on the gable end onto the street. It has a well planted yard, which also contributes to the enclosed, green character of the street. This building is of historic and architectural interest and makes a positive contribution to the street.

The houses between the Church Hall and the Church are built predominantly in gault brick, with some examples of red brick and painted render. The houses are all two storeys in height, with bay windows and arched entrances, and consistent chimney stacks punctuating the roofline. There is a strong sense of rhythm along the street, which is consistent in its built form and appearance. **Number 14** is a larger building, with red brick band detail and dentilled eaves.

The **Church of St Peter and St John** and its semi-circular churchyard are located at the midpoint of St Peter's Road. The church, built in flint and with ashlar dressing, is Grade II\* Listed (List Entry Number 1207046), and is a prominent feature within the area, making a positive contribution to its character and appearance. There are a number of mature trees within the churchyard which contribute to the green and enclosed character of the area and provide a tranquil space within the churchyard.



Figure 91 Churchyard of St Peter and St John

To the south of the church, there is more variety of architectural styles

along St Peter's Road. There is a stretch of close board fencing, which makes a neutral contribution to the appearance of the street, beyond which is a row of smaller terraced cottages from **Number 2 to 8** to the east, built in yellow brick. These make a positive contribution, and are of architectural interest, with prominent doorcases, small brick aprons below windows sills on the



Figure 92 St Peter's Road (South)

first floor, segmental arches above windows and doors, and a detailed corner bay on the right, with an open pediment. Opposite, **Numbers 13 and 15** are brick and painted render, which a central balcony on first floor level, which adds interest to the streetscape. **Number 11** is a fine building, built in red brick with bay windows, dentilled eaves and finials, with a well planted front garden plot and detailed low red brick boundary wall. **Number 9** is set back from the road and screened by shrub and tree planting, in painted render with a slate hipped roof. **Number 1 to 7** are a row of large, detached villas, which make a positive contribution to creating a sense of place; they are grand in scale and architectural detail, elevating the character of the street. The buildings are predominantly gault brick, although **Number 1** is red brick, and they have retained details such as arched windows, bay windows, flat headed arches, porches, plain tile roofs, finials, and their front boundary treatments with planted front gardens. It is a notable positive unlisted building, with an unusual central oriel window topped with a steep roof and weathervane.

A back-road cuts to the rear of properties on New London Road South, which are visible from St Peter's Road. The garages here make a neutral contribution to the streetscape.



Figure 93 The Rectory on Rectory Road

### Rectory Road

Running east from the Church of St Peter and St John, Rectory Road was laid out in the 1890s, and provides

striking views of the Church to the west and sea to the east. The most notable building on the street is **the Rectory**, which is a substantial two storey red brick building set back from the road behind a landscaped garden. It has a red brick wall with stone and flint detailing which makes a positive contribution to the appearance of the street.

Opposite are a row of two storey gault brick cottages, which as a group make a positive contribution to the residential character of the street. Further east, boundary treatments and planting are a prominent feature of the road, which is bisected by London Road South. The eastern portion of the road is dominated by larger buildings which front onto Kirkley Cliff Terrace; **Lancing Court** is a three-storey red brick building with complex massing and varied roofscape, which adds interest to the area. Opposite is a modern four storey development in yellow brick which makes a neutral contribution to the area.

#### *Kirkley Park Road*

Kirkley Park Road forms the western boundary of the area and comprises of a wide curved tree-lined road stretching from London Road South to Carlton Road. It is largely defined by substantial detached and semi-detached residential buildings, dating from the late nineteenth to late twentieth centuries. These are set back from the road behind generous garden plots, which makes a positive contribution to the suburban character of this area.

In the north, **84-86 Kirkley Park Road** is a positive unlisted building, constructed in red brick with a symmetrical façade and curved windows on the first and ground floor. Opposite is a terraced row of houses and a pair of villas, which are two storeys in height, built in red brick with bay windows and with gault brick detailing. There are some smaller scale buildings located here, with a bungalow at **Number 80** and one and a half storey building at **71A**. The bungalow affords views towards the church tower, which makes a positive and fortuitous contribution to the street scape.

**Numbers to 51 to 63** on the west side of the road are 1930s semi-detached houses of good design, although many have been heavily altered with extensions and refacing detracting from their historic character. **Number 51 to 53** have retained their hung tile detailing

between the bay windows and have steeply pitched roofs which extend to the ground floor and add interest to the streetscape.

Further south there is a greater range in architectural style, with many large Victorian and Edwardian villas. **Number 35** has interesting detailing such as the crenulated parapet to the bay windows at first floor level and finials. **Number 29 to 31** are of a smaller scale and make a positive contribution to the area; **Number 31** in particular is a good example of twentieth century bungalow development, with prominent gable frontage with decorative bargeboarding and finials.

Further south is a stretch of red brick terraced housing, which are well decorated and make a positive and consistent contribution to the character of the area. **Numbers 11 to 21** are a mixture of brick painted render, set back behind mature planting which shields the buildings from the street; **Number 21** makes a particularly positive contribution to the street with a clean and simple façade in bright white painted render. **Number 9** is in the Arts and Crafts style, with an interesting roofline and semi-circular porch. **Numbers 5 (List Entry Number 1209668)**



Figure 94 Stretch of red brick terracing (numbers 25 - 27)



Figure 95 Numbers 30 and 32, Kirkley Park Road

**and 7** (Listed Entry Number 1209710) are both Grade II listed, and are mostly screened from the street behind well planted front gardens; they are both designed by R. S. Cockrill and well preserved examples of the Arts and Crafts style, reputed to contain fireplaces by Arthur MacMurdo.<sup>77</sup> These mark the southern boundary of the area.

On the east side of the street, **Numbers to 38 to 76** comprise of large and well-detailed Victorian terraces and paired houses, built in brick (gault and red), which retain good quality architectural detailing and make a positive contribution to the street. They are set behind large landscaped gardens with strong boundary treatments. **Numbers 30 and 32** are among the first houses to be built within the area. They are a pair of two and a half storey villas, in red brick with carved stone detailing, making a notable contribution to the area and marking the start of its development.

<sup>77</sup> Former South Lowestoft Conservation Area Appraisal and Management Plan (2007)



Figure 96 London Road Baptist churchyard

### *Kensington Road and Pakefield Road*

To the south of the character area is Kensington Road, a quiet, leafy, residential street. Views north along the street are terminated by the grounds of the London Road Baptist churchyard, which makes a positive contribution and provides a green backdrop for the area.



Figure 97 Roman Catholic Church of St Nicholas

The south side of the street comprises of the yellow brick and painted render frontages of two and two and a half storey terraced houses. These have retained a strong boundary treatment, often with small scale planting within their garden plots and historic tile paths. Attractive architectural details include bay windows on ground floor and first floors, flat headed arches with red brick detailing, painted arched

doorways with pilasters, keystones and recessed entranceways, and decorative floral tiles between the ground and first floor. **The Coach House** makes a positive contribution, as an example of a larger villa.

Pakefield Road forms a junction with Kensington Road, and is also of residential character. To the south is the **Grade II Listed Roman Catholic Church of St Nicholas** (List Entry Number 1207040); it is built in red brick with stone dressings, with a slate roof and octagonal tower with ogee roof. It makes a positive contribution to the area and its spire is visible in views along the street.

Further north, a row of three storey terraced houses line the north side of the street; these have seen incremental changes, such as window replacements and paved front gardens, which negatively impact their appearance. **Number 22A** has an unusual shopfront, with projecting console and small paned transom lights and fanlight. Over the crossing with Kensington Road, Pakefield Road continues north to join London

Road South. It is residential and green in character, with a consistent row of three storey terraced housing from **Numbers 4 to 22**. These are largely brick with some painted render facades, and have retained details including decorative keystones, pedimented entrances, brick banding and strong boundary treatments; as a group they make a positive contribution to the appearance of the street. Opposite is a large building in gault brick, with a varied massing and prominent southern octagonal tower, which makes a positive contribution to the streetscape and introduces a sense of grandeur.

#### *Kirkley Cliff Road (south east)*

The eastern section of the St Peter's Church Character Area is bounded by the north-south aligned Kirkley Cliff Road; this area is home to some of the largest and grandest buildings within the character area, laid out from 1900. Large detached and semi-detached properties set within substantial and irregular plots line the street. The buildings between **Number 21 and 40** make a positive contribution, comprising a row of good examples of early twentieth century villas, in brick and painted render, and predominantly between two and three storeys. The majority have retained architectural detailing, and front gardens with boundary walls, which make a positive contribution to the appearance of the street and its residential character.



Figure 98 View north west along Kirkley Cliff Road

At the junction with Cliff Road is a pair of houses **Number 21 and Windsor House Grade II Listed** (List Entry Number 1207036), which is located to the north of the character area. Number 21 is of historic interest as the birthplace and childhood home of the composer Benjamin Britten (1913-75). The pair form a large, red brick building, with balconies at first and second floor with iron railings, and Windsor House has a polygonal corner turret with a pyramid roof.

Further south, the street continues and becomes more enclosed in character, as rows of buildings line both sides of the street. The road also begins to slope up to the south, revealing long views towards Peto's South Lowestoft development and the old town beyond. There is an open plot opposite Victoria Court, used for garages, which has a high red brick wall to screen the garages and paving from the street. The gaps between buildings here afford views towards London Road South.

**Numbers 25 to 31** comprise of a stretch of three storey terraced housing, in red brick with painted rendering on the second-floor level and prominent gable ends which create a strong rhythm. This row makes a positive contribution, with detailing such as iron railings over the projecting bays, brick and stucco banding, and flat headed arches



Figure 99 Numbers 25 to 31



Figure 100 Number 32 in the Arts and Crafts style

over windows. **Number 32** is an unusual Arts and Crafts style building, which makes a positive contribution although it has lost its front garden to paving. Its neighbour is **Banner Court**, a building of a large scale, with four dominant gable ends on its main façade, with tile hanging detailing. There is a balcony with railings and porches which stretches across the first floor and contributes to the seaside character of the development on Kirkley Cliff. The building is now a residential care home, and its garden has been paved over, although its low red brick boundary wall has been retained. **Number 39**, Knights Lodge, is a good example of the Arts and Crafts style, built in red brick with scallop hanging tiles, prominent gable ends, steeply pitched roof with plain tiles and finials. **Number 40** is late Victorian and is three storeys in painted render with a central Dutch gable and porch with columns, which reflect the grandeur of the area.

To the south of Rectory Road is a red brick villa within a large corner plot which is well planted and makes a positive contribution to the streetscape. Its neighbours are two modern houses; the first is neutral in character, as it is of small scale with a painted render façade and well planted garden. **Number 42** is also a modern building which is more unique and sympathetic in its design. Although it introduces modern materials to the area, its massing and roofline are reflective of the gabled rooflines of its neighbours, which serves to integrate it with the streetscape.

Further south, a line of large twentieth century red brick detached and paired villas line the street. They are all two and a half storeys, with similar massing and materials, which create a consistent appearance. They have retained strong boundary treatments and planted gardens, which also make a positive contribution. **Number 47 to 48** is another grand and highly decorated building; it is two and a half storeys, built in yellow and gault brick, with a large pedimented central gable and two smaller gables on each side. The building, along with its garden plot and boundary wall, makes a positive contribution to the area. Dutch gables can be found at **Numbers 52 and 49**; they are a prominent feature in views along the street, punctuating the roofline and contributing to the characteristically grand and varied architecture found here. **Numbers 53 and 54** is a large three storey building with a dominant Dutch style gable, which makes a positive contribution to its architectural interest. **Number 55** makes a notable contribution to the group and streetscape. It is two storeys, in red brick with prominent finial details. There are decorative floral tiles between the ground and first floor bays, a large arched doorway with fanlight, and an oriel window above. The building is inscribed with "1901".

Further south east is a group of smaller two-storey red brick houses, with decorative hung tiles, bay windows, and hipped tile and slate roofs. **Number 59** is a large gault brick villa, three storeys in height, with decorative banding, roof tiles, and a painted door surround inscribed with "1901". It has a mature chestnut tree within its front garden, which is bounded by a low brick wall. This building and its garden make a positive contribution to the area, as a good example of larger scale early twentieth-century growth in the area.



Figure 101 View of Kirkley Cliff Road from Kensington Gardens

## Character Area 4: Kirkley Cemetery

### *Summary of character area*

This area is defined and characterised by the nineteenth century Kirkley Cemetery. At this time, urban burial grounds were originally envisaged as public open spaces and were designed to be attractive spaces for local communities. The Kirkley Cemetery is of special interest chiefly for this reason; its historic and current use as a sacred burial ground for the local community gives it high communal value. Its layout is of historic and artistic interest. This space also holds great evidential value, with headstones and burials dating back from the 1880s illustrating changes in styles of memorials, as inscriptions tell us about the lives of the people who inhabited Kirkley from the late nineteenth century through to today.<sup>78</sup>

The Cemetery appears on the 1882 Ordnance Survey Map, with a tree lined avenue leading to the main Cemetery, a small rectangle of land, planted, with the Mortuary chapel for the Church of England and Nonconformist Chapel set within a central landscaped area. There is a lodge to the south of the Cemetery, facing onto the street.

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[Kirkley cemetery records: Abbott - Boggis \(eastsuffolk.gov.uk\)](http://eastsuffolk.gov.uk)



### *Land Usage*

The special interest of this character area is derived from its land use. This area is used as a burial ground, providing valuable green space for reflection and mourning. It is open to the public, and comprises of a series of paths, with two chapels, and burial grounds to the north and south of the central path.

### *Local Details and Building Materials*

Architectural materials and details within the area are varied, reflecting the main use of the area as a cemetery, with some details also derived from the residential buildings on London Road South and the church to the north of the area.

Within the Cemetery, building materials are found in the two chapels and the lychgate, designed by J.L. Clemence in 1880. These are built in random, uncoursed stone with stone dressings, and with roofs in alternating bands of plain and fishscale tiles. The lychgate also is constructed in timber framing, in the Arts and Crafts style.

Residential buildings within the area include the lodge, named The Gables, at Number 525 London Road South. This building uses red brick and plain tile roofing, with details typical of nineteenth century residential development such as large chimney stacks, brick banding, flat headed window arches and timber bargeboarding.

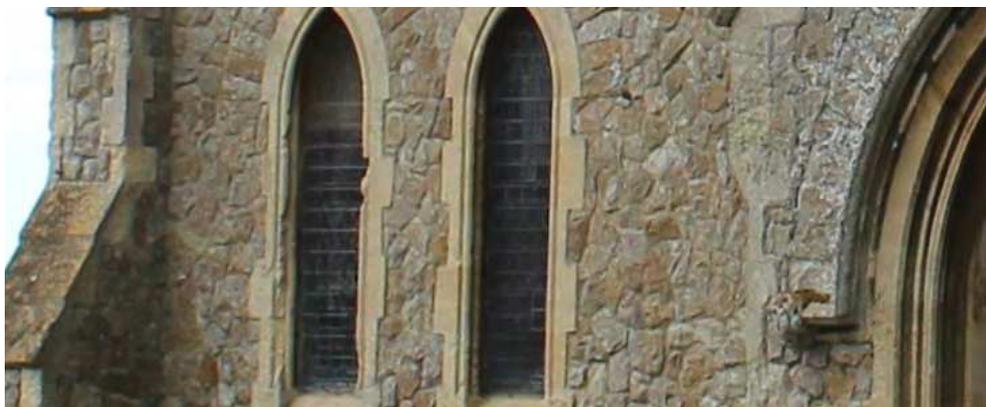


Figure 102 Stone detailing of the Chapels

### *Landscaping and Open Spaces*

The landscaping of the cemetery makes a key, positive contribution to its character and appearance. Nineteenth century burial grounds were designed to be peaceful and attractive spaces, to provide peaceful places for mourning, and therefore their landscaping made a significant contribution to the way they were and are experienced.

The Kirkley cemetery is open in character, comprising of a long plot stretching from London Road South to Kirkley Gardens in the north. The southern portion of the cemetery is the first to be established in the mid-nineteenth century. The landscaping here comprises of open lawns with headstones and statues and some sparse tree and shrub planting, and there is a concentration of planting surrounding the two chapels. The trees here are mostly mature cedar (Lebanon), and are prominent in views throughout the cemetery. At the midpoint of the cemetery, the path is lined with lime trees, as well as the border of the cemetery; this creates a more enclosed character here and provides a green backdrop to the grounds. There are also some dispersed ornamental trees, which make a positive contribution to the appearance of the area.

### *Public Realm*

The cemetery itself is a key area of public space, and provides a historic, landscaped burial ground with public realm features within. The cemetery includes a surfaced path, which crosses its centre, with some benches, waste bins, and water taps dispersed throughout the cemetery.

To the east of the cemetery is a small paved area of public realm outside of its gates, with enamel signs and a postbox. Small pavers mark the entrance to the cemetery, which make a positive contribution to the public realm space, which is bounded by closeboard fencing in a semi-circular shape. There is a bus shelter here which makes neutral contribution due to its use of modern materials and large advertisements.

### Walkthrough

The cemetery is accessed from London Road South, where the **Grade II listed Lychgate** (List Entry Number 1119708) marks its entrance. This large and decorated gate, designed by J.L. Clemence, dates from 1880 and is constructed in stone with stone dressings and timber framing, with a plain-tile pyramid roof. To the south of the gate is the positive unlisted building named **The Gables**, which also makes a positive contribution to the streetscape along London Road South. It is a two storey, red brick building with brick banding and a prominent chimney stack.

From the gate, a curved paved path leads to the west, along which are historic stone and modern stone and marble headstones. There are also young trees and some shrubs planted, however this area is predominantly open in character and laid to grass. There are some more prominent sculptures of note, including a figure to the south marking the Wood Greaves family dating from 1921, and large cross to the north.

Further west the path reaches the two Grade II listed chapels, the **South Western Chapel** (List Entry Number 1119710) and **North Eastern Chapel** (List Entry Number 1119709). They both were built in 1880 and designed by J.L. Clemence in the Early English style. They are built in random, uncoursed stone with stone dressings, similarly to the lychgate, and make a key contribution to the architectural interest of the cemetery. The path forms a circle between the two chapels with an area of green space in its centre, containing a mature deciduous tree, creating a focal point and terminating view along the pathway. The chapels are surrounded by mature cedar trees, which make a positive contribution to the appearance of the area.

West from the chapels, the path continues and is flanked by mature deciduous trees, which contribute positively to the green character of the space, and frame views through the cemetery. Headstones line the path, along with some rare examples of statues and a chest tomb, with sparse tree planting. These make a key contribution to the area, enhancing our appreciation of its historic and continued use as a sacred burial ground. There are trees along the boundary of the cemetery, which create an enclosed and secluded character.

Further west, the cemetery is more open in character, with fewer trees and the burial ground stretching further to the north. There are views out towards modern housing to the north, and across allotments to the south, which make a neutral contribution to the area although they are partially screened by border tree planting. This area also contains 59 war burials from the First and Second World Wars, which are registered and maintained by the Commonwealth War Graves Commission. As a group of features, these make a positive contribution to our understanding of the history of the area, and its commitment to the war effort during the First and Second World Wars, strengthen our appreciation of the history of Kirkley and Lowestoft during the World Wars.<sup>79</sup>

79 Ibid.



Figure 103 East towards the chapels



Figure 104 Grade II Listed North Eastern Chapel



Figure 105 North west across cemetery

## Character Area 5: The Avenue

### *Summary of character area*

This residential side street represents the significant suburban expansion from the nineteenth to twentieth century. The buildings here are varied and are good examples of English domestic architecture. The street is quiet, leafy and suburban in character. It is a wide, gently curving road lined with grass verges and mature street trees, characterised by its twentieth century houses which are set back from the road behind generous front garden plots. The soft landscaping creates a verdant residential character. The road is also gently sloping, which enhances the way the area is experienced, with the gentle topography contributing to the views along the street.

Houses mainly comprise of large, detached, twentieth century villas, which are set back from the street behind generous gardens many of which are planted with shrubs, flowers and small trees. Boundary treatments are strong, largely in low red brick. The buildings are also often red brick, or painted render.



### *Land Usage*

The overriding character of this area derives from its residential properties. The majority of spaces and features within the area relate to this residential use. Private plots are large, with front and rear gardens covering much of the area. The remaining land comprises of the public land such as the roads, green verges which flank The Avenue and green space on the south west of The Avenue where it joins London Road South.

### *Local Details and Building Materials*

The wealth of architectural detailing within this area makes a large contribution to its character and appearance. The details illustrate the quality of architecture in South Lowestoft / Kirkley in the twentieth century.

Building materials throughout this area are characteristically varied, however the traditional local materials used are of a consistent high quality. Materials predominantly include red brick, gault brick, painted render, and plain or slate tile roofs. Later expansion continued through the twentieth century, particularly to the north of the street, where there are also more buildings with timbered gables, and examples of bungalows as well.

Many of the houses have prominent gables which front onto the street, some with decorative bargeboarding. Villas throughout The Avenue often have bay windows at ground and first floor, and sash windows with flat headed arches (although many windows have been replaced, which has impacted the appearance of the buildings). Some buildings have decorative tiles between first and second floor windows, such as at Numbers 22 and 24, which are found throughout South Lowestoft and make a positive contribution to the architectural interest of the area. Many buildings have arched central doorways with decorative detailing such as keystones and pilasters.

Boundary walls are often brick, and in some places tiled pathways have been retained, which make a positive contribution to the area.

### *Landscaping and Open Spaces*

Landscaping and open space is integral to the character of this area. It is largely defined by its long avenue form, with grassed verges and

street trees designed into the street layout. Due to this design, the views along The Avenue are verdant and open in character, making a strong contribution to the sense of place here. The street is lined with mature deciduous trees (lime) managed as pollards, with more unique and exotic species in private gardens (such as monkey puzzle and purple plum).

Private landscaping also makes a positive contribution to the area. Low boundary walls frequently afford views into private gardens, which are mostly planted with mature trees and shrubs, which border generous lawns. These gardens add interest to the area, and many feature designed elements such as manicured trees and hedges, flower beds, all of which contribute to the appearance of the area.

### *Public Realm*

There are no formalised public realm spaces within this area due to its layout as a single residential road. It is characteristically wide, due to the generous pavement and grass verges with street trees, which make a positive contribution to the appearance of the area. There is a small triangular green at the south west corner of the area, which contains a public telephone box. This area makes a positive contribution, marking the junction of The Avenue with London Road South.



Figure 106 North along the Avenue

### Walkthrough

#### London Road South

The boundary of the character area takes in a row of buildings along London Road South from **Numbers 535 to 545**. These buildings are set back from the road behind front garden plots and low boundary treatments. To the east of the row is **London House**, a symmetrical two storey gault brick building with red brick detailing and bay windows on ground floor level. It makes a positive contribution to the area, reflecting the historic residential character and architectural details found within it. Its neighbour, **Ascot House**, is built in red brick with a balcony at first floor level, which adds notable architectural interest to the building and street scape. **Number 537A** is a modern building, which makes a neutral contribution, due to its mass and building material. **Number 539** is a large gault brick building with bay windows on ground and first floor; it makes a notable positive contribution to the street due to its architectural detailing, however its front garden plot has been paved, which detracts from the appearance of the plot. Further west is a group of three bungalows and one and a half storey buildings. **The Squirrel Lodge Residential Care Home** has a large paved front, which detracts from the street scape, and the building makes a neutral contribution to the area. Its neighbour at **Number 543** is a good example of a twentieth century bungalow development making a positive contribution to the area, built in red brick with chimney stacks, bay windows and a recessed arched entrance with fanlight. It has had modern UPVC windows installed, which although is not unusual within the area, detracts from the architectural merit of the building.



Figure 107 Grade II listed walls of Walmer House

#### The Avenue

To the south of The Avenue are the earliest buildings established along the road. These are set at the confluence of Acton Road and The Avenue, where there is an area of well treed corner plots with high walls marking the entrance to The Avenue. On the west is the **Grade II Listed Walmer House** (List Entry Number 1209716) which dates to the late eighteenth century. Its associated **flint wall and stables**



Figure 108 Gault brick with red detailing and timbered gable end

date to the early nineteenth century and are also Grade II Listed (List Entry Number 1207037), which now functions as a storage building. These buildings make a notable positive contribution to the area, due to their historic origins and retention of architectural details.

To the north along The Avenue, the street comprises entirely of residential buildings, which are predominantly detached villas and are set back from the street within

large plots. The wide road is lined with mature lime trees, grass verges and generous pavements, and residential boundary treatments have been retained, creating a strong sense of rhythm to the streetscape.

**Number 23** is set back from the road behind a high hedge, which largely screens it from the street; as a modern addition to the street, it makes a neutral contribution to the area, and its brown brick exterior and brown plastic windows are unsympathetic in character. Opposite are a pair of modern red brick buildings with decorative barge boarding and a decorated red and white brick boundary wall. These buildings make a neutral contribution to the area, although their materials and style are sympathetic to those found within the character area.

**Numbers 25 to 31** are a row of large detached red brick villas, set within large plots. They are two to two and a half storeys in height, with bay windows, arched windows and porches with stone headers and keys, and with slate roofs. These details make a positive contribution to the area, creating a consistent frontage, and are of historic character. Within this group, **Numbers 25 to 27 and 29** are of particularly high quality.

**Number 2** is largely screened from view behind a densely planted front garden behind a low yellow brick wall; it makes a notable contribution, built in yellow brick, with characteristics which are typical of the area including bay windows, arched windows and porch, as well as dentilled eaves corning. It is one of the few yellow brick buildings along the

street. Its neighbour is a large, semidetached red brick building with a symmetrical façade which makes a positive contribution to the street and successfully demonstrates the characteristics of the area.

Moving to the north the road bends to the east slightly, revealing a densely tree lined avenue with low boundary walls visible between mature deciduous trees. Buildings here vary in architectural styles. **Numbers 18, 20, 22, 24 and 39** are built in gault brick with red brick and terracotta tile detailing. These architectural details make a positive contribution to the character and appearance of the area, and reflect details found across the character area and South Lowestoft / Kirkley Conservation Area. **Number 41** is a modern infill development which makes a neutral contribution. **Numbers 10 and 12** are rendered, **Number 10** being half timbered with a large bay window on ground floor, which adds architectural interest to the building. **Number 43** is also rendered and half timbered, and makes a positive contribution to the streetscape, with an attractive canopy supported by decorative posts.

Continuing along the road, the buildings are red and gault brick with more examples of rendered facades. The road also rises to reach a crest, breaking up long views along The Avenue. Brick buildings here are still predominantly two storeys in height with architecture typical of the area, set within characteristically large plots with dense planting. Rendered buildings, such as at **Numbers 28 to 30**, are simple in architectural style, with timbered gable ends fronting into the street; modern window replacements make a negative contribution to the architectural interest of the buildings. **Numbers 48 to 50** are a notable pair of semi-detached buildings; they are two and a half storeys in height, built in gault brick with decorative barge boarding on their dormer windows, dentilled eaves, timber sash windows, an ornate stone door case, fanlights, and decorative projecting keystones above the windows.

There are some bungalows and one and a half storey properties, which are unusual for the area, located at **Numbers 32 and 63**. They have lost their original windows and doors, and **Number 63** has modern concrete roof tiles, however, they make a distinctive contribution to the area as examples of twentieth-century bungalow development.



Figure 109 Number 21 The Avenue

**Number 97** marks the boundary of the Conservation Area to the north and is a large two storey building with a painted render façade. It has bay windows on ground and first floor, with decorative tiles between them, and a recessed arched entrance in the centre. The building makes a positive contribution to the streetscape. There is a later extension to the south.

## Character Area 6: Seafront

### *Summary of character area*

This land was purchased by Sir Samuel Morton Peto in 1846 and forms the core of the historic pleasure resort. It comprises of a series of grand seaside terraces of townhouses, lodging houses, villas and a number of large hotels, which provided accommodation for the holidaying gentry, and give the area a sense of grandeur and historic interest.

The seafront area derives its sense of place from its location, its relationship with the sea, and its resulting coastal character. The experience of the seafront is enhanced by its views of the sea, promenade, piers, green spaces and grand architecture of the pleasure resort. It is a pedestrian-friendly area, which also contributes positively to the way the area is experienced. The sounds, sights and smells of the coastline each contribute to the experience of South Lowestoft's seafront. Its development as a seaside resort throughout the second half of the nineteenth and the twentieth centuries is evident in the grain of the streetscape. Most of the buildings and formally planned spaces within the area date from the mid-late nineteenth century, which provides a sense of cohesion. Its overriding character and appearance are that of a grand and spacious coastal development.

The area stretches from the Harbour in the north to the Kensington Gardens in the south, taking in the rows of seaside villas and terraces, the regularly spaced seafront gardens, the pedestrian promenade, the piers and the Royal Plain. The streets form a grid pattern, with the central route running north to south and side roads affording views to the east, towards the sea. Historic demolition of structures on the Esplanade opened up views to the sea, making the area open in character.

To the north the land is relatively flat, although it steadily and gently rises to the south along Kirkley Cliff, which creates long reaching views across the seafront and towards the harbour and historic old town of Lowestoft in the north.



### Land Usage

The land use within this character area is varied, due to its variety of spaces and buildings which reflect its historic use as a pleasure resort. The buildings across the area are mostly in residential use, comprising of terraces and villas, some of which have been converted to separate flats. However, many are in use as hotels and guesthouses to cater for tourists, with various forms of accommodation along the seafront such as Bed and Breakfasts and hotels.

Large portions of the area are also devoted to open spaces, gardens and greens, which make a key contribution to its character and appearance. Notably, these include the forecourt of the Royal Terrace, which forms an extensive area of public realm, the Royal Green, Wellington Esplanade Gardens, Kensington Gardens, and the promenade. These spaces are all unique in character and design, however each make a positive contribution to the way in which the area is experienced. They also reflect the careful masterplanning of the seafront, to provide such spaces for residents and visitors to spend time and appreciate the sea to the east and grandiose architecture to the west.

### Local Details and Building Materials

As this area developed over a short period of time, it has a relatively cohesive appearance. Properties are generally constructed in gault and yellow brick, with some red brick details and red brick facades. The buildings are typically of two to three storeys in height, with some landmark taller four storey buildings, for example within the Kirkley Cliff Terrace and Wellington Esplanade (List Entry Number 1207048). The building stock comprises mainly of a series of formal, well-proportioned terraces, in a classical architectural style. They are set slightly back from the road with small forecourt gardens, which often give access to basements, with narrow gardens to the rear.



Figure 110 Red brick with stone dressing



Figure 111 Prominent chimney stacks



Figure 112 Prominent gable ends

The buildings are of high quality and are well decorated to reflect the ambitions of the planned resort and contribute to the impressive character of the area. They include well-detailed features such as doorcases, sash windows with margin glazing, decorative tiles and modillion cornices, quoins, rusticated ground floors, and decorative weathervanes and finials.

The large chimney stacks within this area are a notable local detail, as they provide a sense of rhythm to the streetscape and are prominent in views, particularly those from 1 to 50 Marine Parade and Wellington Esplanade.

### *Landscaping and Open Spaces*

The landscaping and open spaces across this area make a key positive contribution and are of high quality, reflecting the grand character of the area. Green spaces are regularly designed into the seafront, forming a highly significant element of the Seafront Character Area. Each green space has a distinct character and history, which makes an important contribution to its appearance.

The Royal Green is currently laid to lawn, with long views out to sea and towards Marine Parade. The Green makes a positive contribution to the area creating a sense of spaciousness, which enhances the grandeur of the surrounding architecture. It also provides a key space for outdoors events, and there is a small, enclosed crazy golf court at the northern end of the green and a children's playpark to the south; these both make a neutral contribution to the appearance of the Green.

The Wellington Gardens, restored in the 1990s, comprise of a long stretch of open green space with formal paths and planting, which is bounded by low hedges and brick walls, affording wide views out of and into the space. It comprises of a series of walkways, with areas of planting and sunken gardens. There are two brasses, installed with Heritage Lottery Funding, which provide heritage interpretation of the garden and its surroundings and make a positive contribution to our understanding of the seaside development here. The predominant character of this space is derived from this formal design set within the coastal location, which makes a positive contribution to the area as a good example of a seaside garden, providing a tranquil place to appreciate the surrounding views and townscape.

To the south of Wellington Gardens is a large car park, which is neutral in its contribution. To the south of the car park is the Putting Green, dating back over 200 years, which makes a positive contribution to the space. The Thatched Cottage Cafe overlooks the green, and makes a positive contribution to its character, as well as a well and small circular thatched structure in its northeast corner. This green space maintains the sense of place which is drawn from the seafront.

Kensington Gardens forms a key area of designed landscaping, located to the south of the character area. The park today enjoys a distinctive character within South Lowestoft, being the only formally laid

out public park within the seafront area. Bowling greens, tennis courts and a boating pond are present within the park, providing amenities for visitors and residents alike, whilst the surrounding area includes areas of mature and seasonal planting with meandering walks and ponds. The Esplanade ends at Kensington Gardens, the latter providing a terminus to the seafront.

Together, these areas form large public domains, joined by the Esplanade and stretching across the majority of the seafront. They provide a sense of openness along the seafront and allow long panoramic vistas out to sea.

The small pockets of greenery along the streets are also notable for the contribution that they make to the appearance of the area. The streets are often lined with trees, particularly along shorter roads which lead to the sea, and therefore contribute to framing views and to the grandeur of the development here. Private front gardens also make a positive contribution, and many have shrubs, flowers and some mature trees which complement the architecture. For example, the small front gardens of Kirkley Cliff Terrace (List Entry Number 1209664) are often planted with shrubs and some small trees, which create a variety of well landscaped additions to the streetscape and enhance the appearance of the area.



*Figure 113 Brass in the Wellington Gardens*



Figure 114 Kensington Gardens



Figure 115 Wellington Gardens

### Public Realm

Many public realm features within the Seafront Character Area have recently been installed and are of a consistent high quality. High quality paving is used throughout the majority of the character area, with modern galvanised street furniture such as bollards, road signs, and benches, and streetlamps, providing a mixture of tall, sleek modern silhouettes and more traditionally inspired lamps along the promenade. These features provide a contemporary appearance to these areas, however, are complimentary of the historic character.

Key areas of public realm space are the Royal Plain, which comprises of a well-designed forecourt with unique features such as the War Memorial, Statue of Triton, water fountain and heritage interpretation panels. Avenues of trees and benches lead pedestrians to the area, and frame views of the central War Memorial, enhancing the way this space is approached and experienced. Leading east from the Royal Plain is the south pier, which was adapted from a breakwater to a promenade in the nineteenth century and historically provided one of the key attractions for visitors to Lowestoft. The South Pier now comprises of a promenade which terminates at the entrance to the heritage quay, with a small lighthouse. The Pier is lined with public benches and affords long reaching views towards the Conservation Area and its seaside setting.

Another key area of public realm space is the long promenade which stretches along the seafront, leading from South Pier to Kensington Gardens. It also contains the Grade II Listed Statue of Triton (List Entry Number: 1207047) which provides a focal point and is of historic and artistic interest.

Road surfacing throughout the area is a mixture of small pavers and a red coloured aggregate which has been used in the concrete mix when laying the roads. These surfacing treatments add interest to the street and reflects its status and the grandeur of the seafront development. This detailing makes a positive contribution to the appearance of the area.



Figure 116 Upper Promenade with Marine Parade behind



Figure 117 The Royal Plain

## Walkthrough

### Pier Terrace

The north of this character area is fairly disparate in appearance, bisected by the busy A12, which impacts the way the area is experienced. To the north of the A12 is a small area of public realm, which overlooks the harbour; there is a large tree with seating, and a statue of a fisherman by Dominic J. Marshall (2000) named **The Lifeboatman**, which makes a positive contribution to our understanding of the history and significance of the area.<sup>80</sup> Further west is **Numbers 1 to 8 Pier Terrace**, a row of Victorian terracing which is between three and four storeys in gault and yellow brick, with elaborate architectural detailing including quoins, bay windows, banding, and window surrounds. These buildings make a positive contribution to the appearance of the street. Their ground floors comprise of shopfronts, many of which have retained historic detail.

### Royal Plain

Opposite, and over the busy road, is the Royal Plain, a large area of open public realm space, with large buildings surrounding the central forecourt. This area has a strong sense of place, due to the variety and quality of architecture here, the views out to the sea, and the cohesive public realm features. The area is accessed by a long pedestrian walkway which leads towards the pier, with an avenue of trees and lamp posts. There is a fountain within the centre, as well as the **Grade II Listed War Memorial** (List Entry Number: 1458627) and the **Grade II Listed Statue of Triton** (List Entry Number: 1209835), both of which contribute to the historic monumental character here. To the north of the open Royal Plain is the **Grade II\* Listed Royal Norfolk and Suffolk Yacht Club** (List Entry Number: 1207043), built in 1902 displaying elaborate architecture for this date. Its observational room in particular makes a notable contribution and is glazed all round under a copper dome with a tall finial, which is prominent in views and makes a contribution to the architectural interest. The building is enclosed by a high brick wall, with segments of iron railings with ship emblems, which contribute to the seaside character here. The palisade fencing here will shortly be replaced by flood walls, which are due for completion by the year 2025.<sup>81</sup>

80 [The Lifeboatman from the Recording Archive for Public Sculpture in Norfolk & Suffolk \(racns.co.uk\)](https://www.recordingarchive.org.uk/)

81 [About | Lowestoft Flood Risk Management Project \(lowestoffmp.org.uk\)](https://www.lowestoffmp.org.uk/)



Figure 118 The Lifeboatman



Figure 119 East Point Pavillion



Figure 120 Grade II\* Yacht Club

To the south is the grand **East Point Pavilion**, a large glazed structure built in 1993, and designed as a modern interpretation of Victorian pavilion architecture. The **South Pier** forms a prominent feature and focal point in the open area. To its north, there is a modern single storey stretch of buildings, which are in use as food and drink concessions. These make a neutral contribution to the appearance of the area. The Pier has a single storey modern extension which wraps around it, and houses restaurants and takeaways. The Pier then extends to the east towards a terminating lighthouse; this walk makes a positive contribution to the area, as a historic part of the seafront development and gateway to the Outer Harbour. Wide reaching views across the seafront and Conservation Area can be appreciated from this point. Along the seaward side of the Pier, a steel artwork in memory of fisherman has been installed on a disused plinth, which forms the most easterly sculpture on the Via Beata UK-wide sculpture trail.

To the north of the Pier is the heritage quay. Although this is not within the boundary of the Conservation Area, it contributes positively to the strong waterside character of the area, as it is still in use with a wharf, a small marina. The visual connection to the quay and the site and sounds of the water, boats and vessels contribute positively to the seaside character. The marine related buildings surrounding the quay, such as the Grade II\* Listed Royal Norfolk And Suffolk Yacht Club and the RNLI Lowestoft Lifeboat Station share a strong connection with the quay, visually and in terms of their association with the water activities here.

To the west of the Royal Plain are two nineteenth century buildings, the **Harbour Inn** and **Notleys**; these make a positive contribution, as large, yellow brick and colour washed buildings with classical architectural detailing. Notleys has elaborate detail which reflects the splendour of the seafront, including quoins, panelled parapet, and a circular window with stained glass and surrounding floral detail.

#### *Marine Parade*

Marine Parade is characterised by its row of well-preserved Victorian terraced houses, which overlook the open Royal Green and sea beyond. These buildings are mostly in gault and yellow brick, with some which have been painted; they are all two storeys in height, with basement levels, and contain simple but effective architectural detailing such as bay windows, ground floor quoins, bracketed eaves, and strong boundary treatments. The most notable feature of this stretch is the wide chimney stacks, which make a strong positive impact to the roofline of these houses and are prominent in views along the street.



Figure 123 Heritage Quay



Figure 124 Notleys

The openness of the Royal Green allows for the architecture to be appreciated, providing a green setting for the terraced row of houses.

South of the Royal Green are a stretch of large pairs of villas, which present a prominent frontage along the promenade. They are between three and four storeys, and although they have retained a historic character they are heavily altered, particularly to the rear, and have undergone some extensions which impact the historic appearance of the buildings. They overlook the second **Statue of Triton**, Grade II Listed (List Entry ID: 1207047), commissioned in 1849 to decorate the promenade, which contributes to the sense of place here and reflects the historic seaside character. To the rear of these buildings, they have long back garden plots, which have been paved over or gravelled and contain some outbuildings and single storey buildings, which create a cluttered and inconsistent character. The flint and brick boundary walls, however, make a positive contribution to the streetscape.

#### *Victoria Terrace*

To the south of Parade Road South, the stretch of larger villa buildings continues to overlook the promenade. **Victoria House** and **Gresham House and St George's House** in particular are of good quality, and make a positive contribution to the grand, historic character of the seafront. They are three to three and a half storeys in height, with elaborate architectural detailing. Opposite is the **Grade II Listed Victoria Terrace (List Entry Number: 1292405)**, which is a row of red and gault brick terraced houses built in the 1860s as lodging houses for the resort. They make a positive contribution to the streetscape, although each property is in varied condition and many have lost their original windows, doors and railings.



Figure 121 Marine Parade



Figure 122 The Promenade

### Wellington Esplanade

At the **Grade II Listed Wellington Esplanade** (List Entry Number: 1207048), the streetscape opens out, taking in the grand row of terraced townhouses to the west and the formal Wellington Gardens to the east. These are in red brick with gault brick dressings, with a dominant central block and end pavilions, with rusticated quoins and hipped roofs. The architecture of these buildings is elaborate and high-quality, with the varied heights and tall chimneys adding interest to the streetscape. Front garden plots are small, but well preserved and often planted with flowers and shrubs, bounded by iron railings, which make a positive contribution to the area. The **Wellington Gardens** opposite are a well-designed, tranquil green space which reflects the ethos of development of the seafront, providing a space from which to enjoy views of the surrounding architecture, promenade and sea.

### Kirkley Cliff Road

To the south of Claremont Road, a short street lined with modern arched lamps, the area continues to be open and grand in character. The west of the street is lined with detached villas and terraced townhouses, which overlook the car park plot and green. The car park is incongruous with the green seaside character of the area, despite being bounded by a low brick wall with some soft landscaping. The **Grade II Listed Ashurst** (List Entry Number: 1207035) and **South Lodge** (List Entry Number: 1279944), both designed by W.O. Chambers in 1864, set back from the street, which make a positive contribution to the area. Ashurst is a rendered three storey building with rusticated quoin detailing, set within a large paved plot with boundary shrub planning and a low brick boundary wall. South Lodge is red brick with gault brick dressings, with similar quoin detailing and low brick boundary wall. Both buildings have a square tower under a concave pyramid roof, topped with elaborate finials, which make a notable contribution to the roofscape and add interest to the views along the street.



Figure 125 Grade II Listed Ashurst



Figure 126 The thatched cottage with Grade II Kirkley Cliff Terrace behind



Figure 127 Kirkley House

**Number 3 to 19 Kirkley Cliff Terrace** is Grade II Listed (List Entry Number: 1209664) and presents a well-preserved row of gault brick terraced townhouses. They provide a strong sense of rhythm to the streetscape, with high quality architectural detailing, which contributes to the grandeur of the area. Notably, they have first floor balconies with iron railings, which contribute to the seaside character of the street. The front garden plots are often planted with flowers and shrubs, and bounded by low brick walls, which also enhance the appearance of the street.

Opposite this row of buildings is the green, with the **Thatched Cottage**; this open space makes a positive contribution to the area, affording wide views out towards the sea. The cottage makes a notable positive contribution, as an unusual architectural style within the area, with timber framing and its prominent thatched roof.

Further south, **Kirkley House**, **Victoria Court** and **Hotel Victoria** form a row overlooking the sea and make a positive contribution to the Esplanade. They are a group of large, red brick buildings, with prominent Dutch gable ends, adding architectural interest. They have first floor balconies with iron railings, which contribute to the seaside character and reflect the seafront location of these buildings. They are set within large plots, with gardens bounded by low brick walls. Many of these boundary walls are of particular interest, as they reflect the Dutch gable style of the buildings, with floral embalsms which contribute to their appearance.



Figure 128 Kensington Gardens with lake



Figure 130 Grade II Listed Henry Reeve Memorial



Figure 129 Grade II Listed Statue of Triton on the Promenade

To the south is a stretch of modern buildings which are neutral in character; **Glenwood Court**, however, is noticeably out of character with the area, due to its height, materials and massing. Further south, **St Mary's Roman Catholic Primary School** is an unusual single storey building with pyramidal and flat timber roofs, set within a large plot on the Esplanade, on the site of the former Empire Hotel. The school playing fields and car park are bounded by a mixture of fencing and hedges.

**Kensington Gardens** is located at the south end of the Esplanade and is a more formal space along the seafront. The gardens retain much of their original plan and planting, bounded by high hedges, which largely screen it from view and create an enclosed character, with mature specimen trees throughout the garden. The gardens are formed by distinct areas, which each present a different character and feeling.<sup>82</sup> To the north, a large circular boating lake dominates the garden, with mature trees, a walkway and benches surrounding it. Two small flint and red brick buildings sit opposite the water to the west, providing storage and public restrooms. A small Holocaust Memorial Garden is tucked away in the north western corner here, with planting creating an enclosed and tranquil place of reflection. The **Grade II Listed Richard Henry Reeve Memorial** obelisk is located to the east (List Entry Number: 1463448), which provides a focal point within the garden and is prominent in views within it. Further south is the Japanese garden, with specimen trees, a pond with a bridge crossing over it, and a series of sinuous paths leading through the garden. Beyond this is the pavilion and shelter, overlooking the two large bowling greens, with tennis courts to the west. The Kensington Garden is a complex and well-designed space, which reflects its historic pattern and has retained many original features. It makes a positive contribution to the character and appearance of the area, reflecting the development and identity of this seaside pleasure resort.

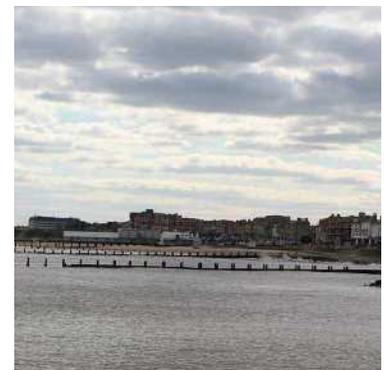
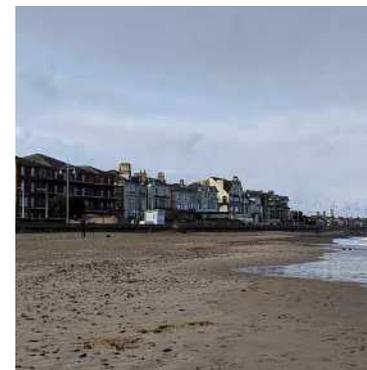
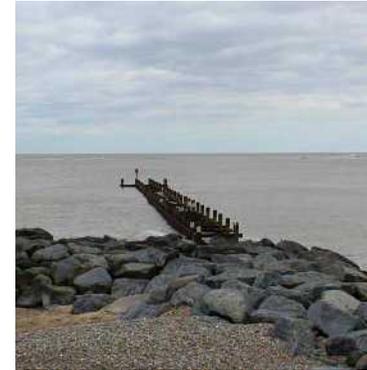
The upper promenade flanks the character area to the east, providing a wide and long walkway along the seafront. It is open and spacious in character, and notable for the long views it affords towards the historic core of Lowestoft in the north, the sea to the east, and the architectural townscape of the seaside resort to the west.

<sup>82</sup> Kensington Gardens, <https://lowestofttowncouncil.gov.uk/assets/Webpage-Meetings/2020-2021/Full-Council/23rd-March-2021/Kensington-Gardens-5YP.pdf>

## Character Area 7: Beach

### *Summary of character area*

This character area comprises of the beaches to the east of the sea wall, their associated leisure facilities and structures, and the Claremont Pier. The coastline is a long stretch of sand and shingle beaches, with wooden groynes and modern sea defences to the north which intersperse the sandy vista. Its character is derived chiefly from the sensory experience of the beaches; the feeling of sand and the spray of sea, as well as the smells and sounds of coastal leisure activities. Visually, this area shares a close relationship with the sea to the east, and the seaside resort to the west, as an area which provides a crucial link between the resort and its reason for being. This character area enhances our appreciation of the development of South Lowestoft / Kirkley and plays a key role in its continued function as a tourist destination.



### *Land Usage*

Lowestoft's beach is mainly used and valued as a heritage landscape and recreational destination for a wide variety of visitors including tourists, locals, dog walkers and nature enthusiasts.

The beach is chiefly used for commercial, cultural and recreational purposes, which reinforces its relationship with the town and historic development of the resort. The formal character of the beach, including the Pier, rows of beach huts, and the long promenade contributes to its historic character.

### *Landscaping and Open Spaces*

The character area is formed by a long stretch of open space, which is bisected in the centre by the Claremont Pier. The beach itself is an informal open space, with wide views stretching along the coastline which are integral to the character of the area. The sandy beach to the south, with some dunes, and shingle beaches to the north each present a slightly different character.

To the north, recent coastal restoration works have taken place to protect the seawall and promenade at Lowestoft, and stone groynes were laid in 2014. These coastal restoration works have changed the character and use of the northern beach here. Where this was once the main tourist beach destination, it is no longer promoted as being accessible and the tourist beach is now close to the Claremont Pier. It is likely that the effects of climate change and coastal erosion will play a significant part in the changing natural character of the beach.



*Figure 131 New coastal protection works along the north beach*

### *Public Realm*

Public realm features include the beach huts and promenade walkway which connects the beaches and the seafront promenade above. These areas are of high quality and make a positive contribution to the appearance and character of the area. The Upper and Lower promenades are currently connected by steep slopes and steps, which are neutral in character and present an area for enhancement through planting and improvement of accessibility.

### Walkthrough

To the north, the beach features more sea defences which contribute to a more modern character here. The land is also flatter at this northern point, and so there is increased intervisibility between the beach and long views to the west towards the nineteenth and twentieth century architecture and north towards the Harbour. On the beach are a series of smaller sandy beaches which have formed between modern sea defences, which have been installed as boulder stone groynes to protect the beach and promenade from the effects of coastal erosion. This portion of the beach is overlooked by semi-circular viewing platforms along the upper promenade, which contain benches and a seaside shelter.

To the south, a long sand and shingle beach stretches towards the **Claremont Pier**. Claremont Pier is a timber pier, which was closed for a number of years throughout the twentieth and twenty-first centuries and, although partially open at its western end, the structure is in some need of restoration and maintenance works. There are a number of facilities at its western end, including restaurant. At the midpoint of Claremont Pier is an art installation by David Ward, which consists of a group of lights suspended on tall poles and is prominent in views across the beaches. These sculptures are of artistic and communal value to the area. From the beach level, it is possible to walk underneath Claremont Pier, which adds interest to the area and provides a divide between the north and south beach. The space beneath the pier is of interest as well, providing a unique view of the structure and creating an enclosed space within the otherwise open expanse of the beach.

The beach to the south is a well maintained and a fundamental aspect of a historic seaside resort; it is a wide open space, enclosed to the west by beach huts and the gently sloping cliff, with some glimpsed views of the upper promenade and the seafront architecture beyond. The **beach huts** are a variety of a typical timber seaside style, and early to mid-twentieth century huts, which are brightly painted in a long row which flanks a beach walk. They make a positive contribution to the character of this area and add visual interest and colour to the Lower Promenade.



Figure 132 Modern beach huts along the lower promenade



Figure 133 View north along south beach towards Claremont Pier



## 4. Management Plan

### Opportunities for Enhancement

The following opportunities for enhancement within the South Lowestoft / Kirkley Conservation Area have been identified and are summarised below in brief. The list is in no way exhaustive and neither are the opportunities identified unique to South Lowestoft and Kirkley, with many being shared with other coastal Conservation Areas.

#### Access and wayfinding

Across South Lowestoft / Kirkley there have been improvements made to the waymarking, particularly to connect the Station and London Road North with London Road South and the seafront. This area surrounding the station would still benefit from stronger waymarking to areas of the Conservation Area, to integrate all elements and provide context for the wider settlement at this key gateway area, and throughout the seafront area in line with the priorities and aims of the Seafront Masterplan (2021).

Ease of pedestrian access is also restricted by the busy streets around the Station, which currently sever the Station from the areas of public realm, as well as creating a disconnect between the Harbour character area from the rest of the Conservation Area. The Lowestoft Town Centre Masterplan (June 2020) has identified the Station Quarter as an area for enhancement, and better integration within this area will support it as it acts as a gateway alongside the Station, as a first point of entry where pedestrians can be encouraged to spend time and get their bearings of the wider area. This is particularly important as this area acts as a link, drawing South Beach holidaymakers to explore the centre.<sup>83</sup>

<sup>83</sup> <https://www.eastsuffolk.gov.uk/assets/Business/Regeneration-projects/Lowestoft-Town-Centre-Masterplan.pdf>

The construction of The Gull Wing bridge, which will open in 2023, should also relieve some of the congestion within the Conservation Area and Bascule Bridge.<sup>84</sup> The various approaches to signs and traffic measures in the Harbour area could be condensed or reconsidered, in partnership with the Council's highways team, drawing on Historic England's [Advice for Highway Engineers and Designers](#). While they are crucial to safety, they do currently impact the way the Conservation Area is experienced, particularly within The Harbour character area.

Waymarking along the seafront presents an opportunity for enhancement, to improve legibility for those with visual impairments. Accessible, high quality signage should be installed throughout the Conservation Area.

#### Car parking

Within South Lowestoft and Kirkley, there are a range of approaches to parking, some of which are more successful than others. The one-way traffic system around the B1532 alleviates congestion in and around the Conservation Area, particularly during the busier summer months.

There are a number of car parks throughout the Conservation Area which are inappropriately located and make a harmful contribution to the experience of the area. Car parking can detract from the visual coherence of the public realm, and there is an opportunity for the Local Authority to adopt a comprehensive initiative, such as the Historic Core Zones project, and reach an integrated transport strategy.<sup>85</sup> Car parks are often positioned in key sites along London Road South and the Seafront, which impacts views and creates noise and visual clutter to the otherwise wide and grand streets. There is potential for these sites

<sup>84</sup> <https://gullwingbridge.co.uk/>

<sup>85</sup> Historic England, High Streets for All, <https://historicengland.org.uk/images-books/publications/streets-for-all/heag149-sfa-national/>

to be relocated or better integrated into their surroundings, for example through the use of soft landscaping as seen on the Claremont Pier Car Park, or for them to provide sites for future, high-quality and sympathetic reuse which responds to the existing grain of the Conservation Area. Opportunities for parking elsewhere should be sought, in order to free these key spaces along the seafront and allow for them to be enhanced. Alternative use should also be sought to make better use of car parks to the west which aren't used to capacity.

On-street car parking is also a concern across the Conservation Area, particularly along smaller residential streets; there is an opportunity to integrate on street parking through the use of harmonious paving materials, which help to delineate areas for traffic calming and parking.

### Heritage Interpretation

There are a range of interpretation boards across the Conservation Area which make a strong contribution to our appreciation of the area and understanding of its history. Boards can be found at the inner courtyard of the Station and these work well to create a strong first impression of the town, as well as within the Royal Plain and along the seafront. There is opportunity to restore some of these boards, which have been weathered by the sea, which has impacted their legibility. There are also examples of boards which have been left empty; therefore, there is opportunity to ensure that information boards are regularly checked and maintained, and information is routinely updated.



Figure 134 Weathered plaque on the Statue of Triton

There is also potential to provide more boards or explore alternative methods of interpretation such as digital interpretation and the creation of heritage walks and trails for heritage assets such as the historic gardens and key buildings and periods of architectural development within the Conservation Area.

### Inappropriate alterations

#### *Terraced housing*

Terraced housing makes a key contribution to the character and appearance of the Conservation Area. Throughout the area, small incremental changes have impacted the historic character of these terraced rows, through the loss of windows, doors, boundary treatments, loft conversions, façade rendering or painting, and satellite dishes. There is an opportunity to provide better awareness of the importance of historic terraces to local property owners and demonstrate the impact that inappropriate changes can have to a building and the wider Conservation Area. Historic England, for example, provides guidance on *Changes to Historic Terraced Housing, which addresses the key issues relating to changes to buildings of historic significance, and provides a useful resource for property owners to consider.*<sup>86</sup>

In many cases, rows of terraced houses have been impacted by the varying approaches to façade treatments, which interrupts the rhythm of the streetscape and the appearance of the buildings. For example, along Commercial Road there are examples of exposed brick, painted render, and inappropriate cladding, which impacts the significance of the group.

#### *Historic windows, doors and porches*

A key concern across the majority of the Conservation Area is the alterations to windows, doors and porches. The replacement of timber windows with inappropriate uPVC windows can impact the historic character of a building, and the contribution they make to the appearance of the Conservation Area. Original timber windows have often been replaced throughout the Conservation Area, which negatively impacts the architectural interest of the buildings. The East Suffolk Council's Historic Environment Supplementary Planning Document also notes that the location of doors and windows within a historic building is an essential part of its character, and by altering their position, or blocking them up, this can detract from its appearance, for example, if doing so makes a building lose its sense of symmetry. This can be seen on the north side of Beach Road, where windows have been replaced with

<sup>86</sup> <https://historicengland.org.uk/advice/your-home/making-changes-your-property/types-of-work/terraced-housing/>

doors and porch extensions interrupt the rhythm and appearance of the street.

Historic England's *Traditional Windows Their Care, Repair and Upgrading (2017)* advises that "the loss of traditional windows from our older buildings poses one of the major threats to our heritage. Traditional windows and their glazing make an important contribution to the significance of historic areas. They are an integral part of the design of older buildings and can be important artefacts in their own right... The distinctive appearance of historic hand-made glass is not easily imitated in modern glazing." The loss of historic joinery such as sash and casement windows and panelled doors results in a degree of harm to the significance of an historic building, and the loss of crown or other early glass can also cause harm to the significance of buildings. Historic England's 2017 advice recommends that 'surviving historic fenestration is an irreplaceable resource which should be conserved and repaired whenever possible.'

Where draughts are causing an issue, the repair and refurbishment of windows can improve the thermal performance of historic windows in the first instance, along with the use of shutters and heavy curtains. Alternatively, modern technology allows for well-designed secondary glazing; special timber casements that can be constructed and fixed to the interior of the frame using sections and mouldings to match the primary glazing. These less intrusive methods are advisable within the Conservation Area; however, it is recommended that advice is sought from the East Suffolk Council before any changes to windows, doors or porches are made to ensure the optimum solution.

### **Inappropriate Modern Development**

Fortunately, there has been very little large scale inappropriate modern development within South Lowestoft and Kirkley. Where it does exist, it typically comprises of blocks of flats, which introduce uncharacteristic massing and materials into the area, notably the Glenwood Court development on the seafront, or small-scale modern infill, which mostly makes a neutral contribution particularly along London Road South (Number 65 – 77, the KFC, 144, 259, 273, and Kensington Court). There is opportunity to enhance any spaces which present a

key opportunity for enhancement through future redevelopment into more appropriately designed buildings, such as the KFC and Number 65 London Road South, which consider the significance and setting of surrounding heritage assets and respond to the existing grain and character of the area, or through short term measures to soften their impact, through soft landscaping and appropriate colour paint.

### **Kirkley Cemetery**

There is opportunity to enhance understanding of the significance of Kirkley Cemetery and to create a bespoke Conservation Management Plan for the Cemetery. Cemeteries are important spaces of communal value and historic interest, often designed by those who were involved in the development of urban parks and gardens of a similar date. There is a strong case to be made that cemeteries have special architectural and landscape interest because they have often not been modified, adapted, overlaid, or even destroyed, and therefore show fewer changes than elsewhere in the historic environment.<sup>87</sup>

Within the Kirkley Cemetery there are listed chapels and gates, and unlisted features of interest including lodges, boundary walls, gates, tombs, war graves and mature trees. These are all features which should continue to be maintained, and which contribute to the special interest of the Conservation Area. Historic England notes that there is increasing public interest in cemetery conservation, which can be attributed to the growing popularity of family history, and the use of burial records and cemetery registers to identify family burial places, gravestones and monuments. Therefore, there is potential for collaboration with the local community in future conservation, management, and research of the Cemetery. Local cemetery strategies can also be integrated into wider local authority green space strategies, and there is potential to utilise The Green Flag Award scheme, which is increasingly being used to monitor and reward good cemetery management and provision. The Kirkley Cemetery forms a large and key space within the Conservation Area, therefore, there is opportunity to manage it as a heritage asset.

<sup>87</sup> <https://historicengland.org.uk/advice/caring-for-heritage/cemeteries-and-burial-grounds/management/>

### Maintenance and condition

Many of the buildings and spaces across the Conservation Area have been impacted by a gradual decline in their condition due to lack of ongoing maintenance. Historic England defines maintenance within *Conservation Principles* as “routine work necessary to keep the fabric of a place in good order”. The importance of preventative maintenance cannot be over-emphasised, as ongoing maintenance can not only limit, or even prevent, the need for repairs later, it will avoid the loss of original fabric and is cost-effective.<sup>88</sup>

There are examples of maintenance issues across the area, which are common to historic buildings and Conservation Areas, such as the deterioration of paintwork, timber rot, and loss of historic features. Upper residential sections of the retail buildings were often found to be a poor condition, such as peeling paint on doors and windows, an overall weathered appearance and some damage to brick work. Examples of this can be found throughout the Conservation Area, however key areas which are considered to demonstrate maintenance issues are the terraced row on Commercial Street, 7 to 13 Station Square, 44 and 45 London Road North, 8 Battery Green Road, Imperial House, Bevan Street, the Grade II Listed 16-28, Victoria Terrace, 36, 149-151 and 307 London Road South. Also, due to the layout of streets and scale of buildings along London Road North and the seafront, there are many views of the rears of properties. This is particularly the case along College Road and London Road South. The rears of properties have often experienced incremental changes and are in poorer condition than the main facades. These areas would benefit from general and ongoing maintenance.

There is an opportunity to monitor ongoing condition and maintenance issues across the Conservation Area by means of a regular baseline photographic survey, building on the condition assessment undertaken in 2020 as part of the High Street Heritage Action Zone Scheme. Going forward, this could be an opportunity for local groups and individuals to lead in, and there is scope for the Council to work in partnership with the community to undertake ongoing assessments such as this.



Figure 135 Examples of poor condition, and opportunity for enhancement through maintenance

### Opportunity Sites

#### Car Parks

Car parks are often positioned in key sites, such as London Road South and the Seafront, which impacts views and creates noise and visual clutter to the otherwise wide and grand streets. There is potential for these sites to be better integrated into their surroundings, for example through the use of soft landscaping as seen on the Claremont Pier Car Park, or for them to provide sites for future, high-quality and sympathetic reuse which responds to the existing grain of the Conservation Area.

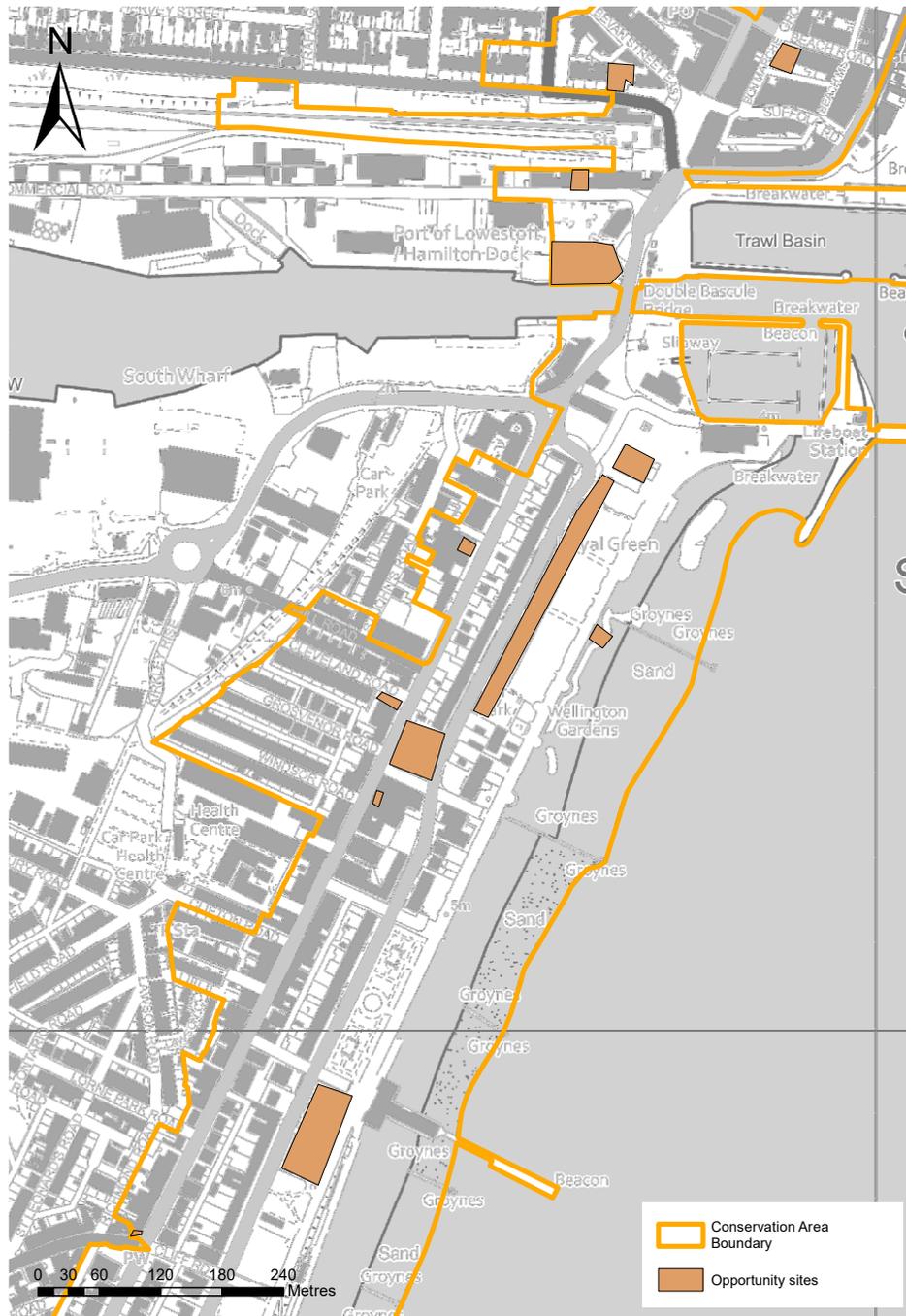


Figure 136 Map highlighting opportunity sites in the Conservation Area

### East Point Pavilion

The Pavilion is located in a prominent position within the Royal Plain and makes a notable contribution to its character and appearance. The site is due to soon be converted, with substantial internal changes including having a food and drink concession market installed within the building, to provide a flexible space for mixed uses. This work will also make alterations to the external finish and appearance of the building, introducing colour to the elevations which is inspired by the beach huts on the seafront. This is a great opportunity to enhance the building by providing improvements through these changes and maintenance to the exterior of the building, and by adapting the way it is used, responding to the seafront character of the area and encouraging pedestrians to spend time here on the Royal Plain. The Pavilion is surrounded by a large area of pedestrian-only public realm, so there is opportunity for combined indoor and outdoor uses; utilising this entire space, for example through the plans to have market stalls outside as well as inside, will help to encourage visitors in.

### Empty plots

There is a small plot at the junction between Cleveland Road and London Road South, within which is an electricity substation, which provides an opportunity for enhancement. This could be achieved through the creation of a green space or community space, or through its sympathetic development.

### Vacant Premises

There are a number of vacant properties across South Lowestoft and Kirkley, which provide opportunity for enhancement through general repair and maintenance. The Conservation Area has a long stretch of high street running across the London Road North and South; historic high streets are at risk of decline across the Country, and particularly within coastal towns, and there is no exception here. The High Street Heritage Action Zone scheme, which will operate from 2020 to 2024, will provide an opportunity to regenerate these vacant spaces throughout the Conservation Area, and therefore enhance them and the contribution that they make. As part of the scheme, data was collated in 2018 to identify vacant retail sites within the High Street;

there were 39 identified at this time. Historic England's Guidance on *Vacant Historic Buildings (2018)* should be implemented to ensure that these buildings are not at further risk of deterioration. Where possible, a custodian or guardian should be appointed. This is an important role with responsibility for monitoring the building while it is empty and photographing and reporting damage. If the building is unoccupied, a contact number should be displayed, so that a member of the public can report any damage witnessed. Vacant shop units can also be enhanced creatively at a low cost and should be considered a 'blank canvas' for improvement. This could include public art or information on the area.

Key vacant sites are currently included within the Heritage Action Zone priority list, and so will be improved throughout the duration of the HAZ. These include:

- The Grade II Listed Port House
- 11 Commercial Road
- Royal Court Hotel
- 307 London Road South

### Public Realm

There is a range of high-quality public realm spaces and furniture across the Conservation Area, however, there are some key spaces that would benefit from improvements. Station Square and the surrounding key retail area to its north would benefit from the enhancements proposed in the Lowestoft Town Centre Masterplan (2020) which would encourage visitors to spend time here; currently they serve as transitional spaces, as people travel through them to reach different areas. The space outside of and opposite the Station could also be enhanced to provide greater connectivity between the station and the square, through waymarking, furniture and soft landscaping. The waymarking and furniture along the seafront and London Road South is currently unsuitable for those with visual impairment, and should be replaced with accessible, high quality signage which should be continued in new areas of improvements to provide cohesivity.

A public realm Seafront Masterplan was completed in August of 2021. The masterplan identifies public realm interventions and has been underpinned by heritage-led regeneration. Its key aims are to: reinforce the relationship between East Point Pavilion and Royal Plain; create a more adaptable space by reducing influence of service roads; improve night-time spaces through creative use of lighting; introduce species appropriate planting on Royal Plain and Royal green; reinforce biodiversity connectivity to improve surfaces, particularly on South Pier; use lighting and public art to draw people along South Pier; connect the Royal Green to East Point Pavilion; integrate pedestrian and cycling routes from the Esplanade to the town centre; and enhance signage across the area. These improvements will all enhance the way the Conservation Area is experienced, and support in introducing high quality and creative public realm interventions to the area.

There is also the opportunity to enhance accessibility through some areas of public realm, particularly the steep slopes and steps which currently connect the Upper and Lower Promenades and are currently not suitable for wheelchair users or people with mobility issues.

Green spaces make a key contribution to the Conservation Area, and there are some which would also benefit from increased furniture. For example, the Royal Green and Cemetery have very few seating options which limits the experience of these spaces, making it difficult to spend time within them. Although there is a preferred style of heritage bench which is appropriate to heritage parks, it is also considered that some specific areas of a park may attract other styles of benches; for example the Japanese garden in Kensington Gardens may have an oriental style bench in that one area whilst the majority of the park has the standard heritage bench. This may also vary around cafés and restaurants where picnic-style seating or fixed tables and chairs may be characteristic and beneficial. Lowestoft Town Council's Open Spaces Strategy (2019) Public Seating Policy stipulates that benches should be from the Council's preferred suppliers.

### Seafront gardens

The seafront gardens and green spaces are of a high quality and make a key positive contribution to the character and appearance of the Conservation Area. There is the opportunity to continue to maintain, promote and enhance these spaces as historic parks and gardens and heritage destinations. The Lowestoft Coastal Community Seafront Strategy (2015), made in partnership with the Lowestoft Coastal Community Team through consultation with local organisations, groups, businesses and residents, has a priority of providing better connectivity across the area and making the most of heritage assets; its notes that this can be achieved through better wayfinding to Kensington Gardens and improved interpretation of the historic gardens and local history through tourist information provision. The Open Spaces Strategy (2019) also identifies Kensington Gardens as a Heritage Destination Park. It notes that it already has most of the required components to be considered a destination park, designed as a formal pleasure garden although also with elements of sports provision. There is scope to promote the park further as a heritage destination.

### Seaside improvements

The beach forms an important part of the Conservation Area and contributes to its character and special interest as a nineteenth century coastal town. More than this, the beach fosters a strong sense of identity, separate to the built environment within the Conservation Area. It is open and expansive and forms a flexible and unique place to promote the cultural heritage of South Lowestoft and Kirkley. A number of initiatives are underway to improve the beach, which will support in this aim. Art installations are a good way to engage local communities and to invite local schools and artists to contribute in responding to the character of the area. Projects such as the 'Watertight Words' and pop up installations and sculptures provide a good opportunity for this.

In the long-term, the opportunity exists to open access to the rear of the Claremont Pier. The Pier is currently unsafe to open to the public, although it houses an art installation and is a prominent feature within views. By repairing and opening the Pier, these views would be open to the public, and would provide a good place to take in the Conservation Area and its wider setting. There is also potential to create a more sympathetic front of the pier, working with the businesses currently in place to rationalise signage and present a coherent brand.

There are also plans to make the South Beach accessible by wheelchair; this will be hugely beneficial to the area, and enhance accessibility of this key asset within the Conservation Area, allowing for larger numbers of visitors to experience and appreciate the area. This is in line with the Lowestoft Coastal Community Seafront Strategy (2015), which prioritises accessibility of the seafront for all.

Overnight beach huts are to be established along the beach; these are due to open in 2022. The structures will provide a unique feature.

Another key opportunity along the seafront is the pagoda building. The pagoda's position on the promenade affords wide views across the Conservation Area and sea, and could make it a desirable location for visitors and events. This could encourage greater interaction between locals and visitors with the historic environment and encourage pedestrians to spend longer on the seafront. Any alterations should be sympathetic to the existing building and seek to reflect the seaside character of the building and its setting.



Figure 137 Seaside shelter, located on a key site along the promenade

### Shop Frontages

The Conservation Area contains a number of historic shop frontages which make a positive contribution to the area, predominantly located within London Road North and London Road South. While many have retained their historic character, some are in need of maintenance repairs and have undergone unsympathetic alterations; of those, many are vacant, and are therefore at risk of deterioration or loss of the architectural details which give them their character.

There is opportunity for enhancement of historic shopfronts through the London Road, Lowestoft High Street Heritage Action Zone, which aims to improve the appearance of 40 commercial properties through reinstatement of historic shopfronts, signage enhancement, repair and maintenance. This will greatly improve the appearance and character of the Conservation Area, and contribute to its special interest as a commercial, nineteenth and twentieth-century resort and tourist destination, as well as promote local heritage led regeneration.



*Figure 138 Examples of shopfronts with opportunity to enhance on Bevan Road East*

## Management Proposals

There are a wide range of opportunities for the South Lowestoft / Kirkley Conservation Area, as noted above, many of which share common themes. This section seeks to recommend management proposals which address these in both the short and long term.

### Addressing common queries

Securing good advice is vital when planning a successful alteration or extension, and applicants are encouraged to engage a professional an early stage with experience in historic buildings who can provide advice as well as prepare drawings and specifications. Reference should also be made to the East Suffolk Council's Historic Environment Supplementary Planning Document to ensure changes to the historic environment conserve, and where possible enhance, its significance. Advice on some common queries relating to changes to buildings within the Conservation Area is summarised below. However, if you are in any doubt about the need for permission, please contact the East Suffolk Council's Planning department.

### *Aerials and satellite dishes*

The installation of aerials and satellite apparatus on a building fronting a highway, waterway or an open space within the South Lowestoft / Kirkley Conservation Area will require planning permission due to the presence of the Article 4 Direction. Listed building consent will be required where installation would affect a listed building. East Suffolk Council's Historic Environment Supplementary Planning Document (SPD) sets out the overarching guidance for locating new equipment on an historic building:

- Avoid the street-facing elevation, if physically possible,
- Avoid placement next to key architectural features such as shopfronts, doorcases, signage, window and door openings,
- Consider high level positions close to eaves or gable apexes and at building corners, and
- Consider visibility from street level both close to the building and from medium and long-distance views.

Further information can be found in Section 12 of the Historic Environment SPD.

### *Boundary treatments and frontages*

Boundary treatments and front garden plots across the Conservation Area often make a positive contribution to the appearance of streets and the setting of positive unlisted buildings. Boundary walls are often built in gault, red and yellow brick, with some examples of flint and original iron railings as well which make a particular contribution. Existing historic boundary walls make an important contribution to the character of the area. These should be maintained and reinstated wherever possible.

East Suffolk's Historic Environment SPD notes that 'As well as the type of materials used, the detailing, colour, texture, bonding and pointing are all important considerations when considering new walls or repairing existing ones which are Listed or are located alongside historic buildings'; therefore, maintenance and repairs should take traditional materials and techniques into consideration. When repairing walls, the identification of any surviving historic finishes or pointing (mortar colour and mix, and pointing profile) is important and repairs should match or reinstate the historic finish rather than replicate any modern repairs.

Across the Conservation Area, frontages make an important contribution. The high density of Victorian and Edwardian properties had their front garden plots and designed alongside them, and therefore many have retained attractive features such as decorative steps, railings and footpaths. Where these exist, every effort should be made to retain or reinstate them. Many properties have attractive Victorian tiled front paths, which should be preserved (East Suffolk Historic Environment SPD, para. 9.28).

### *Chimneys*

Chimneys are an extremely important feature of the South Lowestoft / Kirkley Conservation area, particularly on Victorian terraced buildings along the seafront and London Road South; they are an attractive element in the grand townscape of the seaside town and contribute to a sense of place here. They should be maintained in line with the Society for the Protection of Ancient Building's guidance on their [website](#), ensuring that repairs are like-for-like. Permission could be required for

the demolition or alteration of an existing chimney or for the erection of a new one, and Listed Building Consent will be required if the building is Listed (East Suffolk Historic Environment SPD, para. 17.9). The removal of historic chimneys is likely to be resisted and where there are demonstrable structural defects the like-for-like rebuilding of chimneys will be encouraged.

### *Windows*

Windows are important architectural features and make a key contribution to the character of historic buildings. They also comprise an important part of the streetscape, and in South Lowestoft and Kirkley, the symmetry and rhythm of apertures makes an important contribution to the Conservation Area. Original or historic windows are an important component of the character and appearance of the Conservation Area, demonstrating changes in construction, technology, materials and design over time. As with all historic fabric, they are an irreplaceable resource and should be conserved where possible.

The Article 4 Direction across the Conservation Area requires the need for planning permission for any alterations to a house, including changing the windows, where it fronts a highway, waterway or open space. Planning permission is required for some alterations to commercial buildings, including shops, and flats too, and listed building consent will be needed for any changes to the windows of a listed building.

The retention and repair of historic windows is strongly encouraged, and windows should only be replaced where they are beyond repair. Where new windows are needed, they should replicate the historic windows in material as well as design. Where windows have been replaced with ones of unsympathetic design or material, their replacement with windows of a traditional design is recommended to enhance the character and appearance of the Conservation Area. Further guidance on window repair and replacement, including improving the thermal performance of windows, can be found within the East Suffolk Historic Environment SPD (paras. 10.1 – 10.9) and the Historic England guidance on [Traditional Windows: Their Care, Repair and Upgrading](#).

### *Dormers and rooflights*

The roofscape of the Conservation Area is an important component of its character and appearance. Chimneys, gable ends, traditional dormer windows, decorative ridges and finials add interest and variety to the streetscene, whilst the uniform roofscape along rows of terraced housing contribute to a cohesive character. Therefore, the addition of dormer windows and rooflights must be carefully considered, as they may impact the character of the Conservation Area. These features can be particularly prominent visually disrupting and detracting from the simple form of the roof. Rooflights are more modern features and are generally not acceptable, particularly on front roof slopes. However, if well designed and appropriately positioned, dormer windows and rooflights can be acceptable on some buildings (East Suffolk Historic Environment SPD (paras. 10.10 – 10.12).

The East Suffolk Historic Environment SPD (paras. 10.13 – 10.19) should be consulted regarding the design of traditional dormer windows and the general principles which should be considered:

- Reflect the style, materials and colour of the existing building,
- Traditional roof forms are flat, catslide or gabled,
- Dormer cheeks (sides) should be rendered or clad in lead sheets,
- Eaves, verges and framing should be carefully designed, and
- Avoid placing too high on the roof slope.

Within the Conservation Area dormer windows will require planning permission. Rooflights will require planning permission if on a roof slope fronting a highway, waterway or open space. If on a listed building, both will require listed building consent.

### *Repointing and rendering*

The building stock within the Conservation Area comprises a mixture of brick and rendered frontages, which make a crucial contribution to the special interest of the area. Careful ongoing and sympathetic maintenance is required to ensure the preservation of these historic buildings. Guidance is available in the East Suffolk Historic Environment SPD (paras. 15.51 – 15.77). Listed building consent may be required for some works to repoint, re-render or paint listed buildings. Planning permission will be required for exterior painting

or changes to the external materials of houses (including rendering) within the Conservation Area but repointing a wall to match the existing pointing will not require planning permission.

When repointing, the identification of any surviving historic pointing (considering the mortar colour and mix, and the pointing profile) is important and repairs should match or reinstate the historic finish and use traditional lime mortars. Previous poor repairs should not be replicated, for example, the use of cementitious mortar or ribbon pointing on historic brickwork. Further best practice guidance can be found in [Historic England's guidance on Repointing Brick and Stone Walls](#).

### *Shopfronts and Advertisements*

There are a number of late nineteenth and early twentieth century historic shopfronts throughout the Conservation Area which have retained historic architectural detailing and make a positive contribution to the special interest of the area. There is scope for improvement to shop frontages to enhance the character and appearance of the historic streetscape. In the short term, vacant shop units can be enhanced creatively at a low cost and should be considered a 'blank canvas' for improvement. This could include public art or information on the area. The Council should consider utilising existing powers to intervene where any unit has been vacant for over three months so that it does not detract from the area's character and appearance.

Most traditional shop fronts comprise similar architectural components which together contribute to its quality and character. The most common features are identified in Figure 139 and include the stall riser, pilasters, fascia and cornice. Where these features survive, they should be retained, repaired and maintained and should not be concealed by new additions. Lost features should be reinstated. Where an existing shopfront is to be replaced or altered, the design should relate to the existing characteristics of the street scene and the upper floors of the building, as well as the town as a whole. Along London Road, Suffolk Road and Bevan Street East, where the majority of buildings and shopfronts are historic, new designs should follow

traditional design principles. Key principles are set out below:

### *Traditional Materials*

The predominant material used for historic shopfronts is painted timber, which is used for virtually all historic streets and should generally form the basis of new designs. Plastic sheets and anodised or plastic-coated metals, in most cases, should not be used, as these are generally unsympathetic when viewed in combination with natural textures. Many of these materials also have glossy surfaces, and their reflective qualities emphasise imperfections in the fitting and jointing of the panels.

The use of a plastic fascia and projecting box signs associated with internally illuminated advertisements are generally an unattractive feature and will normally be out of place in historic shopping streets, and specifically on listed buildings. Painted timber fascia, therefore, will normally be required throughout the Conservation Area.

### *Advertisements*

Advertising lettering and signs used in excess of the name of the business and the service or goods supplied should be limited within the Conservation Area. In the majority of cases it should be discouraged. Where it is incorporated, it must be designed with particular regard to the form and elevations of the building. If window-area is not necessary for display of goods or lighting it should not be obscured with posters and or laminated prints. Vinyls in particular can be found throughout the Conservation Area, and cause harm to the character of the area and appearance of buildings. They prevent intervisibility between the shop and street, which serves to deaden the streetscene and create unwelcoming facades to historic shopfronts.

Advertisements are subject to a separate consent process under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007. Restricting deemed consent for advertisements or creating Area of Special Advertisement Control could be considered as this would allow more greater control over advertisements within the Conservation Area and ensure new and replacement signage on



Figure 139 Common shopfront features, drawn from examples in South Lowestoft and Kirkley Conservation Area

retail and commercial buildings is sympathetic to the character and appearance of the area.

#### *External Lighting*

External lighting should be subtle in design, showing sensitivity to the historic character of South Lowestoft and respectful of the historic fabric of the buildings within the Conservation Area. Internally illuminated signage will not usually be acceptable within the Conservation Area, and where external lighting is required, trough or swan lit signs are likely to be more acceptable. Further guidance on lighting can be found in 13.74 – 13.80 of the East Suffolk Council’s Historic Environment SPD, and Historic England provides further advice on external lighting for historic buildings, which can be found on their [website](#). This provides guidance on design concepts, patterns of lighting arrangements, discreet location of lighting, the size and nature of the building to be lit and the need to illuminate it, as well as potential adverse effects of external lighting to consider. It is likely that only evening-opening businesses will require external lighting as streetlights should be adequate to illuminate other shop frontages.

#### *Security Shutters*

External roller shutter boxes can be an intrusive feature on historic shopping streets due to their bulk, modern materials and prominent position below the fascia. Their use is discouraged, particularly where their installation will conceal or damage features of a traditional shopfront. When closed, solid roller shutters detract from the appearance of historic buildings due to their modern appearance and deadening effect on the frontage of buildings. If security shutters are needed, they should be installed internally and should be open grilles to allow internal surveillance and to avoid the unattractive appearance of solid barriers within the streetscene.

Further guidance on traditional shopfronts can be found in East Suffolk Council’s Design Guidance for Shopfronts, Signs and Advertisements, and in the East Suffolk Council Historic Environment SPD (Section 13 Shopfronts and Signage). These documents should be used to inform ongoing maintenance, repairs, restoration and reinstating of historic shopfronts within the area. Planning Advice should always be sought

as soon as possible when considering any changes to shopfronts.

There is potential to raise awareness of the importance of historic shopfronts and traditional signage and the contribution they make to the special interest of the Conservation Area through the production of information leaflets or web pages which provide guidance for shop owners on upkeep and maintenance of historic frontages.

#### *Sustainability in the historic environment*

In 2019 East Suffolk Council declared a climate emergency, which committed the Council to tackling climate change. It is important to understand and address the challenges that the historic environment faces in a period of climate-uncertainty. Historic England are currently undertaking research into the role that cultural heritage and historic buildings can play in climate change mitigation and adaptation, and have produced a suite of guidance documents which support in decision making:

- Historic England, Energy Efficiency and Traditional Homes (2020)
- Historic England, Energy Efficiency and Historic Buildings: How to improve energy efficiency (2018)
- Historic England, Traditional Windows: their care, repair and upgrading (2017).

These guidance documents should be used and promoted within the Conservation Area to ensure that the balance between sustainability benefits and harm to significance is carefully considered, using a holistic ‘whole building’ approach when tackling these issues.

Section 7 of East Suffolk Council’s Historic Environment Supplementary Planning Document also provides guidance for sustainable energy and construction in the historic environment. This guidance covers wind turbines, photovoltaic cells, biomass schemes and insulation. It also addresses rainwater harvesting and flood protection, which are also important measures in responding to climate change.

## Article 4 Directions

The South Lowestoft / Kirkley Conservation Area is covered by an Article 4 Direction which removes certain permitted development rights (the rights building owners have to carry out works without planning permission) from houses across the whole Conservation Area. In Conservation Areas without Article 4 Directions, permitted development rights are restricted for some types of development (dormer windows, changes in external materials, side extensions and two storey rear extensions, for example), however, the making of an Article 4 Direction allows a Conservation Area to be better managed to minimise unsympathetic changes and promote the preservation and enhancement of an area's character and appearance.

### Existing

The existing Article 4 Direction was made in 2007, and is therefore not the same as the Conservation Area boundary, and means planning permission is required for the below types of development on any house, but only where the elevations affected front a public location (a highway, waterway or open space):

- Enlargements, improvements or alterations (this can include any extensions, changes to external materials and changes to windows and doors);
- Alterations of the roof (this can include rooflights);
- Porches;
- Construction of outbuildings or other structures including swimming pools, or the alteration of existing ones;
- Hard surfacing;
- Satellite dishes;
- Chimneys, including their removal or alteration;
- Boundary treatments, including their demolition or alterations to existing boundary treatments; and
- Painting (this includes houses and outbuildings).

The Article 4 Direction means that planning permission is needed and, in granting or refusing planning permission, consideration will be given to the proposed works to ensure they preserve, or where possible enhance, the special interest of the Conservation Area.

Listed buildings are subject to listed building consent (under the Planning (Listed Buildings and Conservation Areas) Act 1990) and will require planning permission and listed building consent for the above listed works. However, this list is not exhaustive and further advice should be sought from the planning department before making any changes.

More information on permitted development rights and the General Permitted Development Order 2015 can be found on the [Planning Portal](#) and there is further information on Article 4 Directions in East Suffolk on the Council's [website](#). Advice should be sought from the Council's planning department before carrying out any works to a building within the Conservation Area.

## Conservation Area Boundary

The Conservation Area boundary has been revised within this appraisal in accordance with, Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990, the NPPF (2019) and Historic England *Conservation Area Appraisal, Designation and Management: Historic England Advice Note 1* (2019). The boundary should continue to be assessed as part of future reviews of the Management Plan to ensure it is robust and adequately protects the significance of the area.

## Maintenance and Condition Assessment

The general condition of properties in the Conservation Area is varied, and it has been established within the identification of opportunities for enhancement that there are some buildings and areas which are in poor condition and at risk of further deterioration. In line with the Historic Environment Supplementary Planning Document, section 6.2, ongoing maintenance is crucial, and "*Historic buildings should be regularly monitored for signs of damage or decay and maintained in a manner appropriate to their historic interest. Inappropriate repairs and alterations can also affect the value of a property where potential buyers may be prepared to pay more for properties which retain original or historically important features*". The benefits of regular maintenance should be promoted within the Conservation Area.

A survey was carried out within the London Road, Lowestoft High Street Heritage Action Zone from December 2019 to January 2020 to collate information on the condition of the streetscape. The survey was supported with photographic documentation of the public realm surveyed. It is recommended that this survey is continued across the Conservation Area, and that a building at risk strategy is implemented. The strategy should include an assessment of the condition of buildings and ensure that risks are identified and addressed. It can be used as an ongoing tool to monitor the condition of buildings and identify vulnerable buildings. Priority buildings should be established to address key concerns.

Where the condition of a listed building or key unlisted positive building gives cause for concern, appropriate steps should be sought to secure the future of the building. Steps should include as necessary the use of statutory powers, such as an Urgent Works Notice, to secure the preservation of the building by protecting it from further decay.

### **Enforcement**

Where the necessary permission has not been sought for alterations, such as advertising signage and building alterations which are not contained within the General Permitted Development Order or are restricted by the Article 4 Direction, the East Suffolk Council's powers of enforcement will be considered. This will assist in reinstating any lost character and appearance or architectural features that may have had a negative cumulative effect on the Conservation Area, as well as avoiding a precedence being set for similar, uncharacteristic and unsympathetic works.

Where expedient, it is recommended that enforcement action is taken against infringements of the existing Article 4 Direction.

### **Heritage Statements, Heritage Impact Assessments and Archaeological Assessments**

In accordance with Paragraph 194 of the NPPF, within planning applications applicants must describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the

proposal on their significance.

**All** planning applications within the Conservation Area and its setting require an appropriately detailed and sufficient Heritage Statement. Any application without a Heritage Statement should not be validated.

The key views analysed within this document are in no way exhaustive. The impact of any addition, alteration or removal of buildings, structures, trees or highways on key views should be considered to aid decision making. This includes development outside the Conservation Area. Where appropriate, views must be considered within Design and Access Statements or Heritage Statements. This should be in accordance with Historic England's *The Setting of Heritage Assets: Historic Environment Good Practice Advice in Planning Note 3* (2017). Applications which fail to have assessed any impact upon views and the significance of relevant heritage assets should not be validated.

Suffolk County Council Archaeological Service (SCCAS) suggests that applicants for planning permission get in touch for free pre-application advice about archaeology on application sites. SCCAS also recommend viewing the Suffolk Heritage Explorer for the first step in understanding what archaeology may be present <https://heritage.suffolk.gov.uk/>

### **Non-Designated Heritage Assets**

There are a number of non-designated heritage assets, which are referred to as positive unlisted buildings throughout the Conservation Area Appraisal and Management Plan and are of architectural and historic interest. Many are valuable assets to the local community. East Suffolk Council has adopted a set of criteria for the identification of NDHAs that are buildings or structures. The criteria are detailed at Appendix 1 of the Historic Environment Supplementary Planning Document and also at appendix 6 of the East Suffolk (Waveney) Local Plan and Appendix F of the Suffolk Coastal Local Plan.

### **Principles for new development**

National Planning Policy Framework states at paragraph 200 that "Local planning authorities should look for opportunities for new

development within Conservation Areas and World Heritage Sites, and within the setting of heritage assets, to enhance or better reveal their significance. Proposals that preserve those elements of the setting that make a positive contribution to the asset (or which better reveal its significance) should be treated favourably.” Policy WLP8.39 within the East Suffolk (Waveney) Council’s Local Plan also identifies that “development within conservation areas will be assessed against the relevant Conservation Area Appraisals and Management Plans and should be of a particularly high standard of design and materials in order to preserve or enhance the character or appearance of the area”.

There are opportunities within South Lowestoft / Kirkley and their setting for new development which makes a positive contribution to the Conservation Area. To be successful, any future development needs to be mindful of the existing grain and local character and appearance of the Conservation Area, while addressing contemporary issues such as sustainability.

Successful new development will:

- Relate to the geography and history of the place and the lie of the land;
- Positively respond to the pattern of existing development and routes through and around it (including public footpaths);
- Respect important views;
- Respond to the scale of neighbouring buildings;
- Use local, traditional and high quality materials; and
- Use high quality building methods that respond to existing buildings in the area.

An example of considered, modern development can be found on Kirkley Cliff Road, overlooking the school grounds. Its orientation and massing respond to the existing grain of the street, its front gable reflecting the rhythm of historic gables to its south west. High quality modern materials have been used, and solar panels have been integrated into the roofline, minimising their impact from the street.

**East Suffolk Council will guide development in a positive manner by:**

- Engaging with developers at an early stage through the pre-application process to ensure modern development is high quality in design, detail and materials, that responds to the existing built environment.
- Ensuring large scale development schemes are designed to be sympathetic with the established character of the area. The choice of materials and the detailed design of building features are important in making sure it is appropriate to a Conservation Area.
- Seeking opportunities for developers to make a positive contribution to the wider historic environment through Section 106 Agreements.

### Public Realm

The first opportunity to enhance the character and appearance of the Conservation Area is through investment to improve the wider public realm. The public realm spaces and furniture throughout the Conservation Area are generally of high-quality, however there are areas which would benefit from enhancement. These are addressed by the Masterplan, completed in 2021 as part of the Heritage Action Zone for London Road South.

### Opportunity sites to better reveal the significance of the area

There are some opportunity sites across the Conservation Area which, if sensitively restored, redeveloped, or brought back into use, may enhance the character and appearance of the Conservation Area. Sites which have been identified within the opportunities for enhancement section and provide opportunity for enhancement include:

- Car Parks on Denmark Road, the B1532, and London Road South;
- Vacant premises and plots; and
- Inappropriate modern developments.

### Tree Management

Street trees, trees in parks, open spaces, the Cemetery and landscape, and privately owned garden trees, make a vital contribution to the special interest of the Conservation Area.

In line with the Town and Country Planning Act, all trees in Conservation Areas are afforded the same protection as a Tree Preservation Order. Trees which have a trunk diameter of more than 75mm, at a height of 1.5m from the ground, may not be felled or lopped unless six weeks written notice has been given to the Council. Six weeks' notice must be given to the Council under S211 of the Act.

It is also considered that any prominent trees, street trees, and trees with amenity value on private land throughout the Conservation Area should be monitored and maintained appropriately. This will ensure the symmetry along tree lined streets and visual rhythm, as well as maintain the green character of the area. Any tree that makes a positive contribution to the area should be retained, maintained and, if felled (only if dead, dying or dangerous) replaced with an appropriate new tree.



*Figure 140 Example of an opportunity to reinstate street trees on London Road South*

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The Excelsior Trust, <http://www.theexcelsiortrust.co.uk/discover/timeline>

## Maps

A Coloured Chart of the Coast of Suffolk, from Orwell Haven to Gorleston, near Yarmouth, 1539, <http://www.bl.uk/onlinegallery/onlineex/unvbrit/a/001cotaugi00001u00058000>

Ordnance Survey Suffolk X.NE 1:2500 (includes: Lowestoft; Oulton.), 1885, 1906, 1928 and 1949

Ordnance Survey Suffolk X.SE 1:2500 (includes: Lowestoft; Oulton.), 1885, 1906, 1928 and 1949

## 6. Appendices

### Table of Designated Heritage Assets

List Entry Number	Name	Grade	List Date	NGR
1119708	The Lychgate At Kirkley Cemetery	II	20/01/1998	TM 53869 91045
1119709	North Eastern Chapel At Kirkley Cemetery	II	20/01/1998	TM 53812 91142
1119710	South Western Chapel At Kirkley Cemetery	II	20/01/1998	TM 53775 91126
1207035	Ashurst	II	21/06/1993	TM 54422 91956
1207036	Windsor House	II	21/06/1993	TM 54327 91749
1207043	Royal Norfolk And Suffolk Yacht Club	II*	03/05/1979	TM 54800 92618
1207046	Church Of St Peter And St John	II*	03/10/1977	TM 54052 91567
1207047	Statue Of Triton	II	21/06/1993	TM 54666 92272
1207048	Wellington Esplanade	II	21/06/1993	TM 54445 91993
1209664	Kirkley Cliff Terrace	II	21/06/1993	TM 54374 91856
1209668	5, Kirkley Park Road	II	21/06/1993	TM 53908 91376
1209710	7, Kirkley Park Road	II	21/06/1993	TM 53909 91408
1209835	Statue Of Triton	II	21/06/1993	TM 54816 92559
1279944	South Lodge	II	12/01/1989	TM 54413 91933
1279946	National Westminster Bank	II	21/06/1993	TM 54856 92983
1292405	16-28, Victoria Terrace	II	21/06/1993	TM 54506 92143
1292511	Port House	II	03/10/1977	TM 54721 92758
1207040	Roman Catholic Church Of St Nicholas	II	21/06/1993	TM5407591128
1458627	Lowestoft War Memorial	II	12/09/2018	TM5477692585
1463448	Richard Henry Reeve Memorial	II	26/04/2019	TM5424491304
1209716	Walmer House	II	03/10/1977	TM5372490819
1207037	Wall And Stable North Of Walmer House Abutting Acton Road	II	03/10/1977	TM5371890832
1292503	Former Post Office	II	21/06/1993	TM5485392965

### Table of Positive Unlisted Buildings (Non-Designated Heritage Assets)

East Suffolk Council's [website](#) contains information on the identification of non-designated heritage assets and the criteria for identification. For a building to be identified as a non-designated heritage asset, it needs to meet at least two of the following criteria: Archaeological interest, Architectural interest, Artistic interest, or Historic interest. There are a number of buildings and structures that make a positive contribution to the character of the area, which have been identified in Section 3. Of these, buildings and structures which meet the Council's criteria and are of notable merit have been identified below. These are referred to as Positive Unlisted Buildings. This list is not exhaustive, and further non-designated heritage assets may be found through the planning process.

Character Area	Building or structure	Contribution to the Special Interest of the Conservation Area
The Harbour	The Railway/Train Station	The station is a key building within the area; it is of historic and architectural interest, built by the Lucas Brothers following the vision of Sir Samuel Peto. It is much reduced from the original building but has retained good architectural details, in gault brick with prominent Italianate turrets on its north elevation and makes a positive contribution to the area. It has a notable mid-twentieth century station sign is situated at first-floor level, which reads 'BRITISH RAILWAYS LOWESTOFT CENTRAL', and contributes to the sense of place in the area.
The Harbour	The Signal Box Denmark Road	The Signal Box forms a key building associated with the Station and railway. It was built in 1875 by the Great Eastern Railway and is two storeys in height with a red brick ground floor and timber first floor. The first floor has large windows, and a balcony which wraps around the building overlooking the tracks. The gable ends have decorated bargeboards and finials. The Signal Box has been in use for more than 100 years controlling all movements of trains and rolling stock in and out of the station and sidings. The signal box was part of a significant £60million modernisation scheme for the Wherry Lines, including the installation of new signalling and automated crossings.

The Harbour	18 - 32 Station Square	<p>This grand building is located in a prominent position on Station Square and is of historic and architectural interest. It is known locally as 'Tuttles Corner', after Tuttle's Bon Marche Department Store, which was located at these premises from the late nineteenth century until its closure in 1981. The southern, more decorative, portion was designed by local architect Thomas Porter, and built by local labour. It was originally constructed for Frederick Savage, and known as the Turret Buildings; originally the property comprised three separate residences with shops to the ground floor, however the whole building was later occupied by Tuttle's. The northern part is now in use as a public house, which provides community value to the area and contributes to the 'bustling' character. The building contributes to the character of the area as a high-status building which has preserved its historic detailing and is prominent in views across the square. The external repair could be enhanced with some maintenance. It is one of the first buildings visible on arrival to Lowestoft from the Station, and is an important contributor to the streetscape, which is enhanced by its open setting of the square.</p>
The Harbour	7-11 Station Square	<p>This terraced row of three storey gault brick buildings are of architectural and artistic interest. They make a positive contribution to the area; they appear isolated and prominent in views to the west. The large Kingfisher mural on the northern elevation makes a positive contribution to the streetscape and provides a unique element of public art.</p>
The Harbour	The Rope Works, Battery Green Road	<p>This late nineteenth century building is of historic and architectural interest, erected for the Gourock Rope Works Co Ltd, a Scottish-based firm specialising in the production of rope, cloth, and sailcloth. It follows the traditional building form of the Lowestoft docksides, as a tall, narrow structure, which is gabled to the street. It has good architectural detailing, with a prominent painted sign recording 'GOUROCK ROPE WORKS CO LTD' on its main facade.</p>
The Harbour	Institute of the Fisherman's Mission, Suffolk Road	<p>This late nineteenth century building is of architectural and historic interest and makes a significant contribution to the streetscape due to its elegant use of classical detailing. The building is also of significance to the social history of Lowestoft, due to its association with The Fishermen's Mission. This was a charity founded as the National Mission to Deep Sea Fishermen by Ebenezer Joseph Mather in 1881 and provided support to fishermen and their families. The building was later in use as a public library from 1951, and then as a commercial building, which it is currently in use as.</p> <p>The main facade has a plaque identifying it as the site of the pre-Reformation Good Cross Chapel, which possessed a "reputed piece of the Cross on which Jesus Christ was executed", which adds to the historic interest of the site.</p>

The Harbour	The Salvation Army, Battery Green Road	This building makes a notable contribution to the street, located on a large corner plot, and is of architectural and historic interest. It is a red brick building with stucco detailing, including a band at first floor and entrance with pilasters and projecting cornicing. Gable front with pilasters topped with finials, and a crest on the corner elevation.
The Harbour	Sailor's and Fishermen's Bethel, Battery Green Road	<p>The Sailor's and Fishermen's Bethel and makes a positive contribution to the area due to its high-quality architectural detailing and historic interest, which is illustrative of the social history of the fishing industry of Lowestoft.</p> <p>The current building was constructed in 1899, although an earlier Bethel existed on Commercial Road from the 1860s. The Bethel Fellowship came about as a result of Samuel Morton Peto who, concerned for the welfare of his workers, engaged the services of a young Gorleston preacher, William Johnson who was appointed the first Seaman's Missionary for the British and Foreign Sailors Society in Lowestoft in 1850. In 1860 a deputation went to see Morton Peto to seek help in building a chapel, which was then constructed in Commercial Road in 1863. The Bethel on Battery Green Road was later designed by local architect Frederick Wilbraham Richards of Stanley Street, Lowestoft and the building work was carried out by Mr. C. R. Cole of Lowestoft. The main chapel accommodated 900 Fishermen for worship.<sup>89</sup> In 2008, the Bethel was sold due to low attendance, and is now an arts theatre named The Players Theatre which was refurbished in 2009.</p>
The Harbour	1 - 3 Beach Road	This building is located in a large corner plot and makes a notable positive contribution to the area. It is of architectural and historic interest and was formerly the premises of Flood and Son Stationers and Printers. It includes a well-detailed corner entrance, which is flanked by Corinthian columns with carved alphabet lettering wrapping around the capitals and a medallion in the parapet above, showing the crest of Lowestoft.
The Harbour	Beach House, Beach Road	Beach House is a key building within the streetscape, of architectural interest due to its stuccoed elevation and use of classical detail. It is also of historic value; originally constructed as the Star Building, it was refronted by R. S. Cockrill for J & W Stuarts, net manufacturers, in the late nineteenth century. It was later used by the Mission to Deep Sea Fishermen, it is now converted for residential use. On its east elevation along Beach Mews is a notable series of first floor loading doors with surviving external hoist beams, which reflect its former use.

89 Bethel's role in history of our town, 2008, <https://www.lowestoftjournal.co.uk/news/bethel-s-role-in-history-of-our-town-7625182>

The Harbour	Beaconsfield Conservative Club, Surrey Street	This building is of architectural and historic interest. Built in brick and designed by W. J. Williams it makes a key positive addition to the streetscape, notable for its use of heraldic panels and large first-floor mullion and transom windows, despite unsympathetic alterations to the ground floor.
The Harbour	Columbus Buildings, 16 Waveney Road	This large corner building has a large, coloured, tile mural, depicting sailing ships at sea. The ground floor was renovated in 1951, and is of little architectural value, however the upper floor houses the glazed tile mural which was made by R. S. Cockrill Doulton's in 1907. This is of historic and artistic interest and makes a positive contribution to the area and contributes to the sense of place here. <sup>90</sup>
London Road South	109 London Road South	This building is of architectural and artistic interest and makes a positive contribution to the area. It is a bright, whitewashed brick, with arched windows and pilasters and a prominent parapet gable end to its eastern elevation.
London Road South	Bridge, Mill Road	Built as part of the Kirkley Branch Railway in the nineteenth century, the bridge on Mill Road is of historic and architectural interest and makes a positive contribution as a remaining structure of the former railway line. It is constructed in red and blue brick, with decorative treatment in contrasting gault brick.
London Road South	Kirkley Hall, London Road South	This early twentieth building makes a notable contribution to the streetscape; it is of architectural and artistic interest for its detailing, such as its Dutch gabled façade.
London Road South	The Royal Oak, London Road South	The Royal Oak is a highly decorated building, which is of architectural and historic interest, and is also a valuable community asset as a historic public house. The door is flanked by three windows, each separated by a brick pier with green man decoration to the capital, which is a fine and unique detail which contributes to the special interest of the area. The piers support modern signage reading 'ROYAL OAK', with a restrained entablature with decorative console brackets and a dentil cornice.

London Road South	The Plough and Sail, London Road South	The Plough and Sail Public House is of historic and architectural interest, and it makes a positive contribution to the local community as a public house. It is a significant survival from early development of London Road South and was recorded in documents relating to Peto's purchase of the common land. It is a two-storey symmetrical brick building, set back from the street behind an area of front paving. It has a central door and doorcase at ground floor level, with sash windows on each side, and has three sash windows at first floor level.
London Road South	Drifter, London Road South	The Drifter Public House is of historic and architectural interest, and it makes a positive contribution to the local community as a public house. It is a modest two-storey red brick structure which retains a historic shop frontage and well detailed principal elevation. Its north elevation has some heritage interpretation panels, which make a positive contribution to the area.
London Road South	The Blues, Mill Road	The Blues Freehouse is of architectural and historic interest and is also of value to the local community as a public house. It displays good architectural detailing, as a two-storey whitewashed brick building with sash windows with features such as flat headed arches and dentilled eaves. It makes a positive contribution to the streetscape.
St Peter and St John's Church	Kirkley Church Hall, St Peter's Road	This building makes a key positive contribution to the character of the area and is of historic and architectural interest. It serves as a hall for the local community in Kirkley, which helps to create a sense of place here. It is a compact late nineteenth century hall, built in flint with brick and stone dressings. Its principal elevation faces west onto St Peter's Road and is formed by the gable end, finished by a double bell cote at the gable apex. It is set within small grounds bounded by hedges and shrubs. The space is also of social and communal value.
St Peter and St John's Church	1 St Peters Road	1 St Peters Road is of architectural and artistic interest, as a high quality detached late nineteenth century residence. It has prominent bowed oriel window with conical roof and weathervane within its centre on first floor level, which is an unusual feature within the area. At ground floor, the central bay advances slightly, and contains a doorway, with an overlight set within a semi-circular archway. The mock Tudor gable front is also a prominent feature and adds to the architectural and artistic interest of the building. It is set behind a low red brick wall topped with a manicured hedge, which contributes positively to the setting of the building.

St Peter and St John's Church	30-32 Kirkley Park Road	30 – 32 Kirkley Park Road is a pair of semi-detached townhouses, which are of some architectural interest found in their aesthetic value, and of artistic and historic interest due to the unusual style it presents and materials used. The building has a pitched concrete tile roof and two ridge chimneys, under which is a of red-brick frontage with prominent coade stone dressings. These dressings add to the interest of the building. The properties are symmetrical and of two bays. They have long front garden plots, which are laid to lawn with hedge borders.
St Peter and St John's Church	35 Kirkley Park Road	<p>Number 35 Kirkley Park Road was constructed in the late nineteenth century and is a high-quality example of a villa building built in red brick, of two storeys with an attic. It is of architectural and artistic interest due to the architectural detailing it has retained. The main portion of the house is three bays, and contains a central doorway housed under a semi-circular arch with Corinthian capitals and a dentil cornice. The projecting bay windows on ground and first floor are crenulated.</p> <p>A further structure is located to the south of the main building, one storey in height containing a bowed bay window with original stained glass and crenulated top. A small modern extension is also located to the north.</p>
St Peter and St John's Church	84-86 Kirkley Park Road	<p>Number 84-86 Kirkley Park Road is located at the northern boundary of the Conservation Area on Kirkley Park Road. It was built in the early twentieth century as a pair of semidetached houses, constructed in red brick, with a hipped tile roof and a central ridge chimney. The two properties are arranged symmetrically and are each of two bays. The central bay to each property projects slightly from the remainder of the main elevation with curved edges, which are an unusual architectural feature and add interest to the properties. There are wide casement suntrap window to both floors, the outer corners to which are also curved to follow the curved edge of the bay. This contributes to the architectural and historic interest of the building, showcasing unusual and well-preserved detail which is reflective of the moderne style.</p> <p>A one-storey garage is located to either side of the property. The garages appear to be integral to the original design of the house</p>

St Peter and St John's Church	The London Road Baptist Church, Kirkley Park Road	This church makes a key contribution to the area and is of historic and architectural interest, displaying representative and communal value in particular. It was constructed in 1972 - 73, designed by the architect Wally Thomson, of <i>Piper, Whalley &amp; Partners</i> who was also architect of the North Lowestoft Trinity Methodist Church built a few years prior. The church is of local architectural interest and is of value to the community. It is set within a large corner plot with considerable border tree planting, which makes a positive contribution to the street scape.
St Peter and St John's Church	Kirkley Rectory, Rectory Road	This late nineteenth century building is of architectural and historic interest and is of group value with its associated church. It displays elaborate architectural detailing, with a notable carved stone inscription on its principal façade which reads 'ERECTED 1892' and 'KIRKLEY RECTORY HOUSE'.
St Peter and St John's Church	Methodist Church, London Road South	The twentieth-century Methodist Church is of historic interest showing communal value as an ecclesiastical building, and is also of some architectural interest. The building was built in 1963 to replace the old Lorne Park Road church which had been built in 1904 and which was no longer suitable for worship. It is a brick building with a shallow roof and quoins, and a copper spire that punctuates the sky. It is set on a lawn, with an area of recently improved public realm to its north east.
St Peter and St John's Church	St Aubryn's Court, London Road South	St Aubryn's Court is of townscape merit, as a large and dominating historic building of five storeys. It is of architectural interest and artistic interest, with good detailing and a timbered upper floor above a red brick frontage with some tile hanging to the third floor, which can be seen in views along the street and through fortuitous glimpsed views in surrounding streets.
St Peter and St John's Church	408 – 410 London Road South	Numbers 408 – 410 comprise of a pair of semi-detached Edwardian houses dating from 1902. The pair are particularly notable as they are well-preserved examples of this period and are well maintained. The windows in particular contribute to the integrity of the building, which makes them of architectural interest. They are also of aesthetic interest, as the style and materials positively contribute to the character of the area here.
The Cemetery	The Gables, 525 London Road South	This late nineteenth century building is of historic and architectural interest and is of group value with the adjacent gate to the Cemetery. It is a lodge house with simple but quality architectural detailing, and its two, large chimneys with recessed brick panels make a notable contribution to the street and roofscape.

The Avenue	2 The Avenue	These buildings have been grouped, as they are of similar architectural interest, as late nineteenth-century brick properties which have retained intricate architectural detailing which contribute to their character and appearance and the contribution that they make to the area. They are all set within generous gardens, which provide a good setting to appreciate the architecture by and also make a positive contribution to the street, although Number 539 London Road South has been paved. They are of historic interest, as good quality buildings which are representative of this period of development within the area.
The Avenue	48-50 The Avenue	
The Avenue	29 The Avenue	
The Avenue	25-27 The Avenue	
The Avenue	539 London Road South	
The Avenue	Ascot House 537 London Road South	
Seafront	Notleys, Pier Terrace	This building is located within a prominent location on the Pier Terrace, overlooking the open public realm space of the Royal Plain. It is of architectural and artistic interest, containing ornate detailing, and of communal value as a pub which serves the area. It is a two-storey yellow brick building, with panelled parapet, rusticated pilasters topped with corbels and orbs. A rectangular pediment is located on the north corner frontage, adding height and gravitas to the building. Its central circular window is surrounded by ornate sculpted detailing, which adds interest to the building, and the Notleys sign is below.
Seafront	Lifeguard Station, Promenade	This shelter is of historic and architectural interest and makes a unique contribution to the area. It is now used as a lifeguard station, although it is likely that it was originally constructed as a shelter as part of the improvements to the seafront undertaken in the 1930s.

Seafront	1 To 50 Marine Parade	These properties on Marine Parade were constructed as secondary status lodging houses in the late nineteenth century as part of Peto's development of South Lowestoft into a seaside resort. They are therefore of architectural and historic interest and display artistic interest as well. The row comprises a long parade of well-maintained terraced houses. Each pair of properties is of a uniform design, with hanging tenancies used to create the appearance of a single symmetrical property. This is further accentuated by the regular large ridge chimneys of sixteen flues which punctuate the skyline and are a prominent feature of the row and streetscape.
Seafront	Victoria House, Victoria Terrace	This building is a large, detached late nineteenth century house of notable architectural interest. It is also of historic interest, as a high-quality example and representation of the pattern of building in South Lowestoft at this time. Located on the seafront, the house has a balcony and elaborate cast iron balustrade at first-floor level, with a plaque reading 'VICTORIA HOUSE' located between the two bay windows.
Seafront	Gresham House and St Georges House, Victoria Terrace	This building is a large, semi-detached late nineteenth century house of notable architectural interest, with fine architectural detailing which makes a positive contribution and a prominent seafront location. It is also of historic interest, as a high-quality example and representation of the pattern of building in South Lowestoft at this time
Seafront	Thatched Cottage	The Thatched Cottage is of architectural interest as an unusual feature within the Conservation Area. It is an idiosyncratic building constructed on Kirkley Cliff around the 1930s and is currently in use as a café. It is also of historic interest, as a rare example of a thatched building within the area.

Seafront	Kirkley House, Kirkley Cliff Road	<p>This row of buildings is prominent along the seafront and is of architectural interest and landmark status. They were designed by eminent Norwich architect George Skipper and constructed in the late nineteenth century, each building designed symmetrically. They were constructed in 1897 on plots which had been advertised as being part of the Kirkley Cliff Estate which included a total of 56 plots auctioned in August 1887. From left to right they were originally named “Burleigh”, “Pierrepoint”, “Denbigh”, “Tremelling”, “Montpellier” and “Zaleski”. These were quality lodging houses and continued as private hotels and apartments until they were eventually divided into flats. Montpellier and Zaleski became the “Kirkley Hotel” in the early 1900’s with tennis courts where the car park now stands. This was purchased by the East Suffolk County Council and became “Kirkley House” a residential home for the elderly. The home closed in the 1980s and was sold, and the building now houses six private apartments.</p> <p>The Victoria Hotel was erected in 1897 and was originally “The Victoria Mansions Private Hotel and Boarding Establishment”. In 1940 it was commandeered by the army and accommodated Czechs and Belgians who came to England to join the allied forces. A Belgian formation housed its HQ here, and later it was the HQ Signals of the 49<sup>th</sup> Division which left for the D-Day landings. Early in 1945 the Hotel became a naval officers’ club, and it was released by the Admiralty in 1946. In 1957, it was extended and modernised and in 1994 it was extended again to include the adjacent buildings of Victoria mansions; at the same time a swimming pool was added in the front garden. It also underwent further refurbishment in 1997</p> <p>These buildings building have retained much of their ornate architectural detailing, which contributes to their historic character and the appearance of the area and demonstrates their artistic interest. Their boundary walls to the east are notable, with intricate floral detailing.</p>
Seafront	Victoria Court, Kirkley Cliff Road	
Seafront	Hotel Victoria, Kirkley Cliff Road	

Seafront	25-31 Kirkley Cliff Road	<p>This is a prominent terraced row of seven buildings comprising of three-storey townhouses. They are of architectural and artistic interest, due to their quality of design and materials and their value as a group. The terrace was constructed in the early twentieth century, in red brick with a plain tile roof and pierced ridge piece. The attic stories are rendered and colour washed, with decorative timber-framing, and create a strong rhythm across the terrace. Each house comprises of two, irregular bays in width, which creates a tall, narrow building frontage. The buildings are arranged in symmetrical pairs, with the exception of number 29. Also of interest is the use of half-hipped roofs to numbers 25, 28 and 31, contrasting effectively with the gabled roofs of the rest of the terrace. Many metal railings have been retained over the bay windows, along with their decorative curved motifs. Also of note is the use of plain pilasters with spherical pinnacles between adjoining bay windows.</p>
Seafront	Banner Court	<p>Banner Court is a pair of early twentieth century townhouses, which are of architectural and artistic interest. The front elevation comprises four gables, each of three storeys, constructed in brick. The first floor is rendered whilst the second floor is tilehung, which adds to the interest of the principal elevation. The second floor projects and contains a hung sash window and a canted oriel window with dentil cornice. A small oeil-de-boeuf window is located within the gable.</p> <p>The houses were later converted into 12 flats.</p>

Seafront	47-48 Kirkley Cliff Road	<p>Numbers 47-48, 49-50 and 53-54 Kirkley Cliff Road are of architectural and artistic interest, due to the distinctive character they present and their contribution to the streetscape. They also are of historic interest as quality examples of grand, late nineteenth century townhouses. was constructed in the late 19th century as a pair of semi-detached townhouses. Constructed in gault brick with a slate roof, the properties appear as a single architectural unit and are designed symmetrically. Each building is of three storeys and three bays, the central two bays being united under a large shaped gable with central blind oculus. Further unifying the two houses is the centrally-placed blind arch, extending from the ground to the top of the first floor, with decorative keystone at its head.</p> <p>53-54 Kirkley Cliff Road forms a pair of late 19th century semi-detached townhouses. Designed to appear as a single symmetrical structure, the design of the building is similar to that of 47-48 and especially 49-50 Kirkley Cliff Road. Of gault brick construction with a pitched concrete tile roof, each building is of three storeys and three bays. The inner bay of each house contains a continuous square bay window at ground- and first-floor level, with two windows to the second floor, flanked by fluted pilasters. All windows to both properties are uPVC replacements.</p>
Seafront	49-50 Kirkley Cliff Road	
Seafront	53-54 Kirkley Cliff Road	
Seafront	55 Kirkley Cliff Road	<p>This building is of high quality, and of architectural and artistic interest. The date of construction, 1901, is carved above the door. The building has retained its historic detailing, such as a small bowed oriel window is located above this at first-floor level which is supported on decorative corbels, one of which incorporates a carved shell motif. The window has a conical metal roof, with decorative ironwork at the apex. Both bay windows are simply decorated, with Doric pilasters to the southern windows.</p>

Beach	Claremont Pier	<p>The Pier is of architectural, artistic and historic interest. Claremont Pier is a prominent feature on the beach and seafront and is of notable landmark status. It was built by the Coast Development Company, originally as a mooring for Belle steamers, and provided a focal point for Lowestoft's sandy beaches. Despite it being altered throughout the twentieth and twenty first centuries, it makes a positive contribution to the area and acts as a focal point and provides a sense of identity. It was designed by D. Fox and finished in 1903, and later extended in 1912. In 1928 a concert hall with seating for 900 was built on the pier. It had its "grand Opening" on Monday, 2 July of that year. At the pier entrance was the "Blue Lagoon" tea room.</p> <p>During World War Two the Pier was used as an army base, and a central section was removed as an anti-invasion measure. After 1940 it was closed, never used by steamers again, and partially destroyed. In 1948, it was purchased by George Studd, and the Pavillion was constructed, along with the amusements. In 1962 the "T piece" of the Pier was destroyed in a storm and the pier was closed. In 1988 an extensive renovation plan was announced. The shoreward end was renovated but plans to re-plank the decking were shelved as too expensive and the pier remained closed. It houses an art installation by David Ward at its midpoint, commissioned by Lowestoft Council in 2000 to create a visual link between the Pier and South Pier, named St Elmo's Fire, which contributes to its artistic interest. The Pier fell into poor structural condition. and was sold in 2020 to a new family.</p>
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## Glossary

Term	Description
Archaeological interest	There will be archaeological interest in a heritage asset if it holds, or potentially may hold, evidence of past human activity worthy of expert investigation at some point. Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them.
Conservation (for heritage policy)	The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.
Designated heritage asset	A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.
Heritage asset	A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the Local Planning Authority (including local listing).
Historic environment	All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.
Historic environment record	Information services that seek to provide access to comprehensive and dynamic resources relating to the historic environment of a defined geographic area for public benefit and use.
Local List	Local listing is a concept that is designed to ensure that the historic and architectural interest of buildings that are of local importance but do not meet the criteria for being nationally listed is taken account of during the planning process. Local lists can be used to identify significant local heritage assets to support the development of Local Plans.
Non-Designated heritage asset	Non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes identified by plan-making bodies as having a degree of heritage significance meriting consideration in planning decisions, but which do not meet the criteria for designated heritage assets. Only a minority of buildings have enough heritage significance to merit identification as non-designated heritage assets.
Setting of a heritage asset	The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.
Significance (for heritage policy)	The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.

## Legislation, Policy and Guidance

This table highlights the key legislation, policy and guidance which has informed this Conservation Area Appraisal and Management plan.

LEGISLATION/POLICY/GUIDANCE	DOCUMENT	SECTION/POLICY
Primary Legislation	Planning (Listed Buildings and Conservation Areas) Act 1990	All sections are relevant, although the following pertain to Conservation Area Appraisals and Management Plans: 66: General duty as respects listed buildings in exercise of planning functions. 72: General duty as respects conservation areas in exercise of planning functions.
National Planning Policy	National Planning Policy Framework (2019) DCLG	Section 16; Annex 2
National Guidance	National Planning Practice Guidance (2014) DCLG	ID: 18a
National Guidance	Historic England Good Practice Advice in Planning Note 1 (2015) The Historic Environment in Local Plans	
National Guidance	Historic England Good Practice Advice in Planning Note 2 (2015) Managing Significance in Decision-Taking in the Historic Environment	
National Guidance	Historic England (2017) Good Practice Advice in Planning Note 3 (Second Edition): The Setting of Heritage Assets	
National Guidance	Historic England Advice Note 1 (2019) Conservation Area Appraisal, Designation and Management	
National Guidance	Historic England (2017) Traditional Windows	
National Guidance	Historic England (2016) Stopping the Rot	

National Guidance	Historic England, High Streets for All (2018) Advice for Highway and Public Realm Works in Historic Places	
National Guidance	Historic England (2020) Conserving Georgian and Victorian terraced housing	
National Guidance	Historic England, Management of Historic Cemeteries (webpage)	<a href="https://historicengland.org.uk/advice/caring-for-heritage/cemeteries-and-burial-grounds/management/">https://historicengland.org.uk/advice/caring-for-heritage/cemeteries-and-burial-grounds/management/</a>
National Guidance	Historic England (2017) Repointing Brick and Stone Walls Guide for Best Practice	
Local Supplementary Planning Document	Suffolk Coastal Local Plan (2020)	SCLP11.3 – Historic Environment SCLP11.4 – Listed Buildings SCLP11.5 – Conservation Areas SCLP11.6 – Non-Designated Heritage Assets SCLP11.7 – Archaeology SCLP11.8 – Parks and Gardens of Historic or Landscape Interest SCLP5.5 – Conversion of Buildings in the Countryside for Housing
Local Supplementary Planning Document	East Suffolk (Waveney) Local Plan (2019)	WLP8.37 – Historic Environment WLP8.38 – Non-Designated Heritage Assets WLP8.39 – Conservation Areas WLP8.40 – Archaeology WLP8.11 - Conversion of Rural Buildings to Residential Use
Local Supplementary Planning Document	Historic Environment Supplementary Planning Document (2021)	
Local Supplementary Planning Document	Design Guidance for Shopfronts, Signs and Advertisements (N.D.)	
Local Supplementary Planning Document	Lowestoft Town Council's Open Spaces Strategy (2019)	
Local Supplementary Planning Document	Lowestoft Coastal Community Seafront Strategy (2015)	

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 Wellington Esplanade 11, 28, 38, 43, 46, 87, 93, 118  
 Windsor Road 50, 62, 68



Character Areas



Lowestoft  
South Roads

Character Areas

- CA 1: The Harbour
- CA 2: London Road South
- CA 3: St Peter & St John's Church
- CA 4: Kirkley Cemetery
- CA 5: The
- CA 6: Seafont
- CA 7: Beach



**Character Features**



**Conservation Area Boundary**  


**Important Open Or Green Space**  


**Important Boundary Feature**  


**Key Views**



Conservation Area  
Boundary

Important Views

Further advice, information and support can be provided by the planning department at East Suffolk Council

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



# South Lowestoft/Kirkley Conservation Area

List of buildings/sites added to/removed from the South Lowestoft/Kirkley Conservation Area boundary in 2022

## Properties for inclusion:

1. Full extent of Lowestoft Railway Station, Denmark Road, Lowestoft, NR32 2EG including all building and platforms; the Signal Box and former stables on the south side of Denmark Road 300m and 290m west of the station building respectively
2. Lowestoft Beach from the promenade across the beach up to Mean High Water level with the northern boundary of the beach starting immediately south of South Pier, stretching 1.65km south with the southern boundary terminating 112m south of the northern elevation of CEFAS, Pakefield Road, Lowestoft, NR33 0HT
3. Claremont Pier, Claremont Road, Lowestoft, NR33 0BS (including the buildings and pier structure over the beach/sea)
4. Railway bridge on Mill Road (including land underneath)
5. South Lowestoft Methodist Church, London Road South, Lowestoft, NR33 0DY
6. London Road Baptist Church, Kirkley Park Road, NR33 0LQ

## Properties for removal:

1. Toyota Garage, Mill Road, Lowestoft NR33 0AS

# South Lowestoft /Kirkley Conservation Area Appraisal

## Summary of permitted development rights in a Conservation Area

	Type of Work	Planning application?
1	Demolition of building whose total volume is less than 115 cubic metres as ascertained by external measurement)	Not needed
2	Demolition of any gate, fence, wall or other means of enclosure less than 1 metre high where fronting a highway (including a public footpath or bridleway), waterway or open space; or less than 2 metres high in any other case.	Not needed
3	Demolition of any building erected since 1 January 1914 and in use, or last used, for the purposes of agriculture or forestry	Not needed
4	Demolition works required or permitted under certain legislation	Not needed
5	Demolition of entire building of more than 115 cubic metres in volume	Always needed
6	Demolition of entire building except façade prior to redevelopment	Probably needed
7	Other partial demolition	Needed if the works amount to a building operation
8	External alteration or extension of building (not "permitted development")	Always needed
9	External alteration or extension building (permitted development)	Not needed except where required by an Article 4 direction or a condition on a previous permission
10	Non-material minor external alteration to building (not "development")	Not needed
11	Alteration to interior of building	Not needed
12	Erection of new building	Almost always need



**CABINET**  
**Tuesday, 04 January 2022**

<b>Subject</b>	Extensions to existing Bungay Conservation Area and proposed adoption of the Bungay Conservation Area Appraisal and Management Plan
<b>Report by</b>	Councillor David Ritchie Cabinet Member with responsibility for Planning and Coastal Management
<b>Supporting Officer</b>	Karolien Yperman Design and Conservation Officer <a href="mailto:karolien.yperman@eastsoffolk.gov.uk">karolien.yperman@eastsoffolk.gov.uk</a> 07833288984

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

## Purpose and high-level overview

### Purpose of Report:

The purpose of the report is to seek the adoption of the Bungay Conservation Area Appraisal and Management Plan with boundary changes and to consider extensions to the Conservation Area. The Appraisal and Management Plan provide guidance on the historic significance of the area to support decision-making in the development management process.

### Options:

Adopt the Bungay Conservation Appraisal and Management Plan (CAAMP). This will mean the Council has an up-to-date document to guide decision-making within the planning process for the preservation or enhancement of the Bungay Conservation Area.

Alternatively, the option is to not adopt the CAAMP and to continue using the existing CAAMP dating from 2007. However, this document does not take into account changed national guidance, the adoption of the Waveney Local Plan and changed circumstances on the ground.

### Recommendation/s:

1. That the Bungay Conservation Area Appraisal and Management Plan attached at Appendix A be adopted.
2. That the extensions of the Bungay Conservation Area as shown on the map attached at Appendix B be agreed and include those properties included in the schedule attached at Appendix E.
3. That the Head of Planning and Coastal Management, in consultation with the Cabinet Member with responsibility for Planning and Coastal Management, be authorised to make any presentational or typographical amendments to the Bungay Conservation Area Appraisal and Management Plan prior to it being published.

## Corporate Impact Assessment

### Governance:

No Impacts

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

The CAAMP supports the implementation of the Policy WLP8.39 – Conservation Areas in the Waveney Local Plan, which states;

***Development within Conservation Areas will be assessed against the relevant Conservation Area Appraisals and Management Plans***

The Waveney Local plan states that Conservation Area Appraisals are regularly updated;

***8.228 All of the above Conservation Areas have had Conservation Area Appraisals and Management Plans prepared. These are updated regularly and provide an overview, of the character, significance and management of the Conservation Areas.***

<b>Environmental:</b> No Impacts
<b>Equalities and Diversity:</b> No Impacts
<b>Financial:</b> The production and adoption of the CAAMP is covered by the existing budget of the Development Management Team
<b>Human Resources:</b> No Impacts
<b>ICT:</b> No Impacts
<b>Legal:</b> The CAAMP has been produced and been subject to public consultation in accordance with Historic England Guidance.
<b>Risk:</b> There are no risks envisaged in relation to the implementation of the recommendations.

<b>External Consultees:</b>	Owner/Occupiers of all the properties in the existing and proposed extensions to the Bungay Conservation Area were sent letters by post, together with emails to other interested organisations/parties (detailed in the report below).
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## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>

P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
<b>XXX</b>	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>

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

This CAAMP primarily supports:

**T01 Growing Our Economy** of the Strategic Plan, **priority of P03** - Maximise and grow the unique selling points of East Suffolk as the document will assist in the delivery of the “*Protection and enhancement of the natural, built and historic environment*” by guiding Development Management decisions to preserve or enhance the Bungay Conservation Area.

The CAAMP secondarily supports;

**T01, Growing Our Economy, priority P01** Build the right Environment for East Suffolk, as it serves to support the policies in the “*Up to date local plans proving a strategy for growth and place making.*” and

**T02, Enabling our communities, priority P09** - Community Pride, as the historic environment contributes to a sense of place and the richness of culture.

## Background and Justification for Recommendation

<b>1</b>	<b>Background facts</b>
1.1	Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 directs that every local authority shall, from time to time, review their existing Conservation Areas and determine whether any further parts of their area should be designated as Conservation Areas; and, if they so determine, they shall designate those parts accordingly.
1.2	There are currently 51 Conservation Areas designated across the East Suffolk Council District. The Council has a programme of reviewing all the Conservation Area, as recommended by good practice.
1.3	The Bungay Conservation Area was designated in 1970, and amended in 1981, 1997 and 2007. The existing Conservation Area Appraisal and Management Plan

	was adopted in 2007.
1.4	The existing document is considered to be of an age which requires review and to be updated accordingly to remain relevant/fit for purpose.

2 Current position	
2.1	It is considered timely and relevant under Section 69 of the Planning (Listed Buildings and Conservation Areas) 1990, to propose the adoption of the revised Bungay Conservation Area Appraisal and Management Plan, (Appendix A) which includes extensions to the Conservation Area boundary, (Appendix B)
2.2	This report will provide a summary of the following; <b>Proposed boundary changes,</b> <b>Identification of positive unlisted buildings,</b> <b>Public consultation,</b> <b>Consequences of proposals,</b> <b>National and local planning policies, and</b> <b>Procedures to be taken for formal and informal notification</b>
2.3	<p><b>Proposed boundary changes</b></p> <p>The boundary of the Conservation Area was reviewed using the guidance provided by Historic England in their Advice Note 1 (Second Edition) ‘Conservation Area Designation, Appraisal and Management’ (Feb 2019).</p> <p>The proposed boundary changes to the Conservation Area are illustrated in the map attached as Appendix B. This comprises two individual properties and two groups of properties adjacent to the existing Conservation Area boundary. One area of exclusion, adjacent to the Conservation Area boundary was proposed initially, however following the public consultation it was decided to leave this area in (as described in para. 2.6 of this report). The boundaries were also adjusted in four areas, where they cut through building plots or mapping errors appeared to have occurred.</p> <p>The individual properties and groups of properties proposed to be included for their architectural and/or historic interest are:</p> <ul style="list-style-type: none"> <li>• The Old Chapel on Chaucer Street</li> <li>• No.16 Nethergate Street, No.18 Nethergate Street and No.8 Nethergate Street</li> <li>• The Chaucer Club, No.3 Popson Street</li> <li>• No.2 and No.4 Stone Alley</li> </ul> <p>The area initially proposed to be excluded was:</p> <ul style="list-style-type: none"> <li>• 3, 4 and 5 Rose Hall Gardens</li> </ul> <p>The minor boundary adjustments are:</p> <ul style="list-style-type: none"> <li>• 15 St John’s Road - <i>Adjusted to include the garden and connect the two parts of the Conservation Area</i></li> <li>• Bungay Primary School - <i>Adjusted to include all buildings and ancillary open space</i></li> <li>• 28, 29 and 30 The Maltings - <i>Adjusted to follow the property boundary lines</i></li> <li>• 2, 4 and Chevington Lodge, Flixton Road - <i>Adjusted to follow the property</i></li> </ul>

	<i>boundary lines</i>
2.4	<p><b>Identification of Positive Unlisted Buildings</b></p> <p>The current Bungay Conservation Area Appraisal (see background reference papers below) identifies “Buildings that contribute to the Conservation Area”. However, in the majority of East Suffolk Conservation Area Appraisals such historic assets are referred to as positive unlisted buildings.</p> <p>In order to unify the terminology across all of East Suffolk Council’s Conservation Area appraisals, when they are periodically updated, such assets are being referred to as positive unlisted buildings, which will eventually lead to all the appraisals to be consistent.</p> <p>Therefore, such structures/buildings in the revised Conservation Appraisal are identified as positive unlisted buildings. These are illustrated on the mapping within the document and described in the text.</p> <p>This change in terminology does not change the level of protection. They are not protected by statutory listing but are considered to make a positive contribution to the character or appearance of the Conservation Area. Identifying positive unlisted buildings means that extra care will be taken when considering development proposals that would affect them. Demolition of a positive unlisted building would be viewed unfavourably.</p> <p>Identifying positive unlisted buildings within the Conservation Area Appraisal allows a mechanism for their periodic review and public consultation on which structures are considered to contribute in this way.</p> <p>The fieldwork was undertaken by a consultant viewed from public thoroughfares and this work was supplemented with information from published material and map regression studies. The structures identified in the appraisal and its Appendices as being positive unlisted buildings are not claimed to be exhaustive, as other structures of significance may exist that are not readily visible from public footpaths and roads.</p>
2.5	<p><b>Public Consultation</b></p> <p>There is no statutory requirement to undertake consultation on proposals to extend an existing Conservation Area. However, Historic England’s Advice Note 1 on Conservation Area designation (2019) states under the heading <i>‘Finalising, reviewing and publicising the Conservation Area boundary’</i> that <i>“Involving the community at an early stage is advisable”</i> (para.76).</p> <p>The public consultation on the draft Bungay Conservation Area Appraisal and Management Plan (Appendix C) was undertaken by ESC between September 24<sup>th</sup> 2021 and November 5<sup>th</sup> 2021 (six weeks).</p> <p>An inspection copy of the document was sent to Bungay Library, to be displayed during opening hours.</p>

Letters were sent out via the post to the owner/occupiers of all properties within the existing Conservation Area boundary (895 No.), the proposed extensions (8 No.) and the proposed exclusions (3 No.) to inform them of the proposal to extend the Conservation Area; to provide a summary of the consequences of designation; to inform them of the identification of positive unlisted buildings within the Conservation Area and to seek their views on the proposal.

The letter advised of the consultation period and gave a weblink to the Council's website where the draft appraisal document could be viewed/downloaded. Enclosed with the letter was a printed map of the proposed extended Conservation Area boundary and the offer to send a printed copy on request for those not able to access the information digitally.

The Bungay Town Council was emailed, informing them of the consultation and giving them the weblink to the Council's website where the document could be viewed/downloaded.

The ward members for East Suffolk Council were informed of the consultation dates together with the web link to the draft document and invited to comment.

County Council ward members for the area were also emailed informing them of the consultation and giving them the weblink to the Council's website where the document could be viewed/ downloaded.

The Draft Appraisal was placed on the Council's website for viewing/downloading; Invitations for responses were also sent to the following bodies: Historic England, The Suffolk Preservation Society, Suffolk County Council Archaeological Service, the Broads Authority and the Bungay Castle Trust.

During the consultation period the associated Bungay Conservation Area Appraisal Draft Consultation webpage on the Council's website had 139 page views, with 108 of these being unique.

Following the start of the public consultation, we received 7 responses that the map we sent out with the letters was not sufficiently readable. Therefore, an amended map at a larger scale was sent out by post to all owners/occupiers within the existing Conservation Area boundary and the proposed extensions and exclusions. The amended map was uploaded onto the consultation page on the Council's website.

A total of 33 responses were received by email; phone call and letter. Of these there were;

- 12 No. Requests for printed copies/large print map/further information
- 11 No. Observation only;
- 6 No. Support (for the proposed inclusions);
- 3 No. Opposed (to the proposed exclusion);
- (1 No. contained support for the proposed inclusions and objection to the proposed exclusion).

A summary of the public responses received together with the Council's response/actions is appended to this report (Appendix D).

2.6	<p>Following the end of the public consultation in light of the objections to the proposed exclusion of 3, 4 and 5 Rose Hall Gardens, this was given further consideration. It was concluded that this area, by virtue of the low scale and massing of the existing development, does make a contribution to the character and appearance of the Conservation Area. The bungalows are unintrusive and their scale allows an element of openness adjacent to Rose Hall, and a connection to the landscape on this western edge of the Conservation Area. It is therefore proposed to retain 3, 4 and 5 Rose Hall Gardens in the Conservation Area and to not amend the boundaries in this location.</p> <p>Minor amendments were made to the text of the Appraisal and Management Plan to reflect comments received, as well as minor amendments to the formatting of the document and maps, for clarity and ease of reading.</p>
2.7	<p><b>Consequences of the Proposal on extended areas</b></p> <p>The principal consequences of Conservation Area designation are as follows:</p> <ul style="list-style-type: none"> <li>• The Council is under a duty to prepare proposals to ensure the preservation or enhancement of the area;</li> <li>• Consent must be obtained from the Council for the demolition of any unlisted building or structure in the area larger than 115 cubic metres; and the local authority or the Secretary of State may take enforcement action or institute a criminal prosecution if consent is not obtained;</li> <li>• It is an offence under section 196D of the Town and Country Planning Act 1990 to undertake ‘relevant demolition’ of an unlisted building in a Conservation Area without the necessary planning permission.</li> <li>• Special publicity must be given to planning applications for development in the area;</li> <li>• In carrying out any functions under the planning Acts and, in particular, in determining applications for planning permission and listed building consent, the Council and the Secretary of State are required to pay special attention to the desirability of preserving or enhancing the character or appearance of the area;</li> <li>• The details as to the limits of what works may be carried out without planning permission are different and are summarised at Appendix F; and</li> <li>• Six weeks’ notice must be given to the Council before works are carried out to any tree in the area that is more than 75mm in diameter measured at 1.5 metres above ground level. The penalties for undertaking works to trees within a Conservation Area within the six-week period are similar to those for undertaking unauthorised works to a tree covered by a Tree Preservation Order (s.211 Town &amp; Country Planning Act 1990).</li> </ul> <p>The existing Conservation Area has the additional planning control of an Article 4 Direction issued upon it. This restricts the scope of permitted development rights. The order has been applied over the whole of the existing Conservation Area, resulting “blanket” coverage of all qualifying buildings. This will stay in place on the area on which it is issued, until it is reviewed. Any new Article 4 Direction is likely to be much more focused, identifying certain buildings within the Conservation Area in conformance with para.53 of the NPPF (as revised in July 2021) which requires such Directions to apply to the smallest geographical area possible.</p>

2.8	<p>Paragraph 207 of the National Planning Policy Framework (NPPF) states that the <i>'loss of a building... which makes a positive contribution to the significance of the Conservation Area... should be treated either as substantial harm or less than substantial harm'</i>. Therefore, the buildings identified as positive unlisted buildings will be protected by national planning policy. Identification of them is aimed at ensuring that planners, owners and developers are aware of the building's positive contribution and that permission for demolition is unlikely to be granted. The loss of a positive unlisted building within a Conservation Area would normally represent less than substantial harm to the Conservation Area which is a designated heritage asset.</p> <p>According to paragraph 202 of the NPPF <i>'where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal'</i>. This would be the test that either the Planning Officer or Planning Committee would have to apply when deciding whether to approve the demolition of a positive unlisted building.</p>
2.9	<p><b>Procedures to be taken for formal and informal notification</b></p> <p>Should the Cabinet resolve to adopt the Bungay Conservation Area Appraisal and Management Plan the designation date of the proposed extensions will be at the end of the call-in period for Cabinet decisions, which will be 5pm on the January 14<sup>th</sup> 2022.</p> <p>After the designation of the extended Conservation Area, the following statutory notifications will take place:</p> <ul style="list-style-type: none"> <li>• The new designation will be advertised in the London Gazette;</li> <li>• The new designation will be advertised in at least one local newspaper;</li> <li>• The Secretary of State will be notified;</li> <li>• Historic England will be notified; and</li> <li>• The inclusion of a building in a Conservation Area is a 'Planning Charge' and all properties within the extensions to the Conservation Area will be included in Part 3 of the Local Land Charges Register.</li> </ul> <p>The following non-statutory notifications will take place:</p> <ul style="list-style-type: none"> <li>• All property owners/occupiers and landowners affected directly by falling within the extensions to the Conservation Areas will receive a letter advising of the designation; the date of designation; and including a guidance leaflet on Conservation Areas;</li> <li>• The Town Council and Ward Members will be informed;</li> <li>• Public utilities, local estate agents, surveyors, architects, builders and tree surgeons will be informed as far as reasonable; and</li> <li>• Other relevant departments within the Council will be informed.</li> <li>• The Conservation Area Appraisal will be available to download from the Conservation Area pages of the Council's website.</li> </ul>

### 3 How to address current situation

3.1	The current Bungay Conservation Area Appraisal and Management Plan is 14 years old. Adoption of the revised Bungay Conservation Area Appraisal and Management Plan would allow the Council to maintain an up-to-date and relevant guidance to support informed decision-making in the development management planning process.
-----	--

### 4 Reason/s for recommendation

4.1	Under section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 East Suffolk Council has a statutory duty to draw up and publish proposals for the preservation and enhancement of Conservation Areas in its district from time to time.
4.2	The document, if adopted, will assist in delivery of the Strategic Plan 2020-2024, by supporting delivery of T01 Growing Our Economy of the Strategic Plan, priority of P03. <i>“Protection and enhancement of the natural, built and historic environment.”</i> It will secondarily support the delivery of priority P01 Build the right Environment for East Suffolk, as it serves to support the policies in the <i>“Up to date local plans proving a strategy for growth and place making.”</i>
4.3	The document if adopted supports the implementation of the Policy WLP8.39 – Conservation Areas in the Waveney Local Plan by providing <i>“relevant Conservation Area Appraisals and Management Plans”</i> .
4.4	Officers judge that the public consultation exercise undertaken has demonstrated that, amongst those who responded that there is a majority in support of the proposals.
4.5	Officers judge the proposed extensions are appropriate as these areas have been assessed to have architectural and/or historic interest, which it is desirable to preserve and enhance through forming part of the Bungay Conservation Area.  The minor adjustments to the boundary, to correct mapping errors, are believed to be appropriate to allow the Conservation Area boundary to be logical and concise.

## Appendices

Appendices:	
<b>Appendix A</b>	Bungay Conservation Area Appraisal and Management Plan (Including Separate Appendix 4: Structures That Make a Positive Contribution to the Conservation Area)
<b>Appendix B</b>	Map of the proposed Conservation Area boundary
<b>Appendix C</b>	Link to Draft Bungay Conservation Area Appraisal and Management Plan
<b>Appendix D</b>	Summary of Responses to the Public Consultation/Council Responses/Actions
<b>Appendix E</b>	Schedule of properties to be added in boundary changes to the Bungay Conservation Area
<b>Appendix F</b>	Summary of Works that may be carried out without planning permission.

**Background reference papers:**

<b>Date</b>	<b>Type</b>	<b>Available From</b>
1990	Planning (Listed Building and Conservation Areas) Act 1990	<a href="https://www.legislation.gov.uk/ukpga/1990/24/contents">Planning (Listed Buildings and Conservation Areas) Act 1990 (legislation.gov.uk)</a>
2007	Existing Bungay Conservation Area Appraisal and Management Plan	<a href="https://www.eastsuffolk.gov.uk/assets/Planning/Design-and-Conservation/Conservation-Area-Appraisals/Bungay-Conservation-Area-Character-Appraisal.pdf">https://www.eastsuffolk.gov.uk/assets/Planning/Design-and-Conservation/Conservation-Area-Appraisals/Bungay-Conservation-Area-Character-Appraisal.pdf</a>
2019	Conservation Area Appraisal, Designation and Management Historic England Advice Note 1 (Second Edition)	<a href="https://historicengland.org.uk/images-books/publications/conservation-area-appraisal-designation-management-advice-note-1/heag-268-conservation-area-appraisal-designation-management/">https://historicengland.org.uk/images-books/publications/conservation-area-appraisal-designation-management-advice-note-1/heag-268-conservation-area-appraisal-designation-management/</a>

# Bungay

## Conservation Area Appraisal and Management Plan

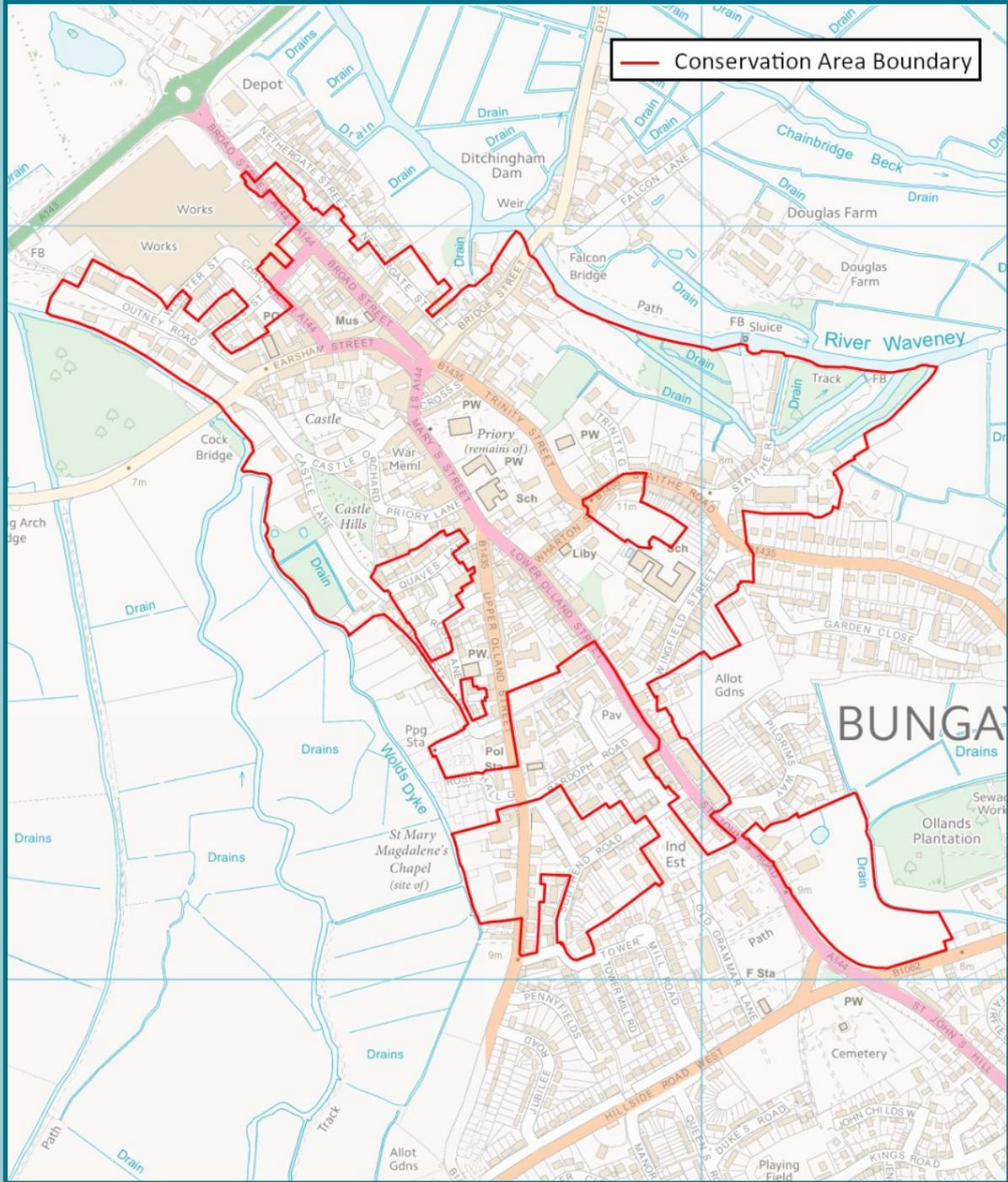


January 2022

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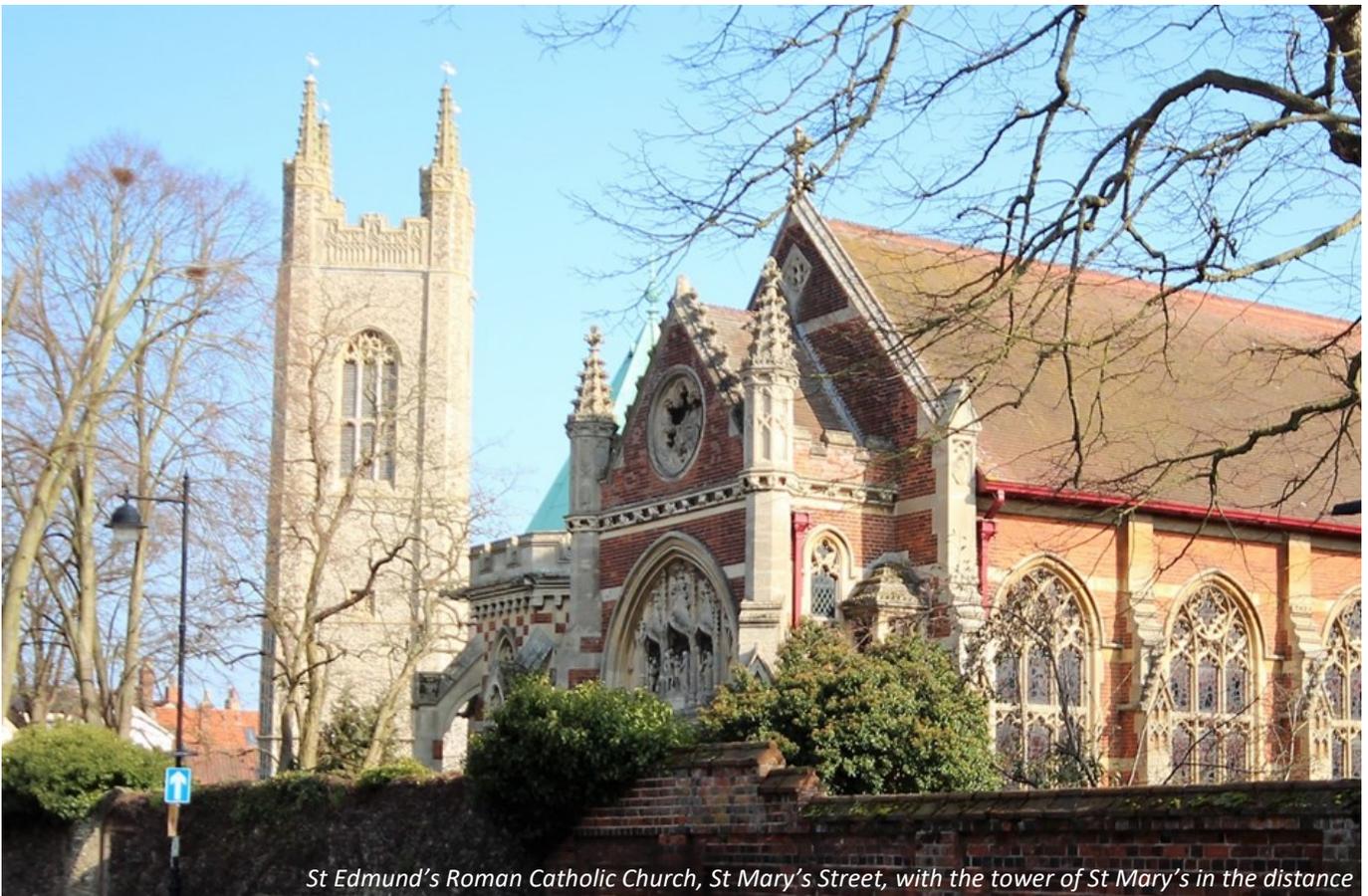


### Summary of Special Interest

Bungay is a small market town, of early medieval foundation, situated on high ground rising above the water meadows and within the neck of a loop of the River Waveney. It has a nucleate plan determined by the 'Norman' foundation of castle, market, nunnery, and parish church, together with the conjunction of several roads at crossing points of the river. The river with its mills and wharfs was once central to the town's transport network and to its prosperity.

The town grew first in response to its strategic significance and then through local trade, abetted by improvements in river and road transport in the seventeenth and eighteenth centuries. Substantial rebuilding of the town following fires in the late seventeenth century has determined much of its architectural character. It continued to grow in the nineteenth century notably after the arrival of the railway. In the twentieth century new suburban housing was built following the success of manufacturing and printing.

The spaces within the town are generally linear, enclosed by two or three storey buildings at the street edge. Spatial complexity and variety are provided by roads which follow the distinct curve of the castle bailey, the open space of the Market Place, by road junctions, and the historic open green spaces of the castle precincts, the two churchyards, the staithe meadows, and several fine gardens. The general character is building dominated, and of local vernacular character. There is a significant visual unity in architectural style and materials which imparts a specific character in the identified areas. Restrained classical red or white brick, or colour washed timber-frame with red or black pan tile roofs in the central area; early to mid-nineteenth century brick terraced houses with pan tile or slate roofs in 'The Ollands Area'; small-scale later nineteenth-century artisan red brick terraces in the 'South End Area' and a later nineteenth century industrial character in the 'Staithe' Area.



*St Edmund's Roman Catholic Church, St Mary's Street, with the tower of St Mary's in the distance*

## Introduction

The historic environment is all around us in the form of buildings, landscapes, archaeology, and historic areas; it is a precious and irreplaceable asset. Once gone it is gone forever.

Caring for the historic environment is a dynamic process which involves managing change. This does not mean keeping everything from the past, but it does mean making careful judgements about the value and significance of buildings and landscapes. Critical to these decisions is an appreciation and understanding of an area's character, including its social and economic history and the way such factors have shaped its urban fabric. This should be the starting point for making decisions about both its management and future.

This Conservation Area appraisal provides details and identifies features which contribute to and justify its status. The purpose of this Conservation Area appraisal includes:

- a definition of the special character of the Conservation Area through its special qualities: layout, uses, architecture, setting, open spaces and archaeology;
- an analysis of the area's history, development, and current status; and
- a guide to managing future change: small scale affecting households and larger scale affecting new development.



*St Mary's Street, Bungay*

## Planning Policy Framework

Conservation areas were introduced through the Civic Amenities Act in 1967 and there are fifty in East Suffolk District. Conservation areas are “*areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance*”. The Bungay Conservation Area was first designated in 1970, and amended in 1981, 1997 and 2007.

Part of the Conservation Area falls within the Broads Authority’s Executive Area (Broads National Park) (Fig 1). Bordering the Conservation area on the Norfolk bank of the River Waveney is a further Conservation Area which was created in 1981, known as The Ditchingham Dam Conservation Area. This Conservation Area is also within the Broads Authority’s Executive Area.

The identification and protection of the historic environment is an important function of the planning system and is done through the designation of Conservation Areas in accordance with the Planning (Listed Buildings and Conservation Areas) Act 1990.

Conservation Areas make an important contribution to the quality of life of local communities and visitors by safeguarding their physical historical features which sustain the sense of local distinctiveness and which are an important aspect of the character and appearance of our towns, villages, and countryside.

As part of this commitment, there is a need to ensure there are the means available to identify what is special in the historic environment and to define their capacity for change through the development planning system. Such changes can act to help address environmental quality in addition to achieving the aims of planning for sustainable development.

National planning advice on the identification and protection of historic buildings, Conservation Areas, and other assets of the historic environment is set out in the National Planning Policy Framework (Chapter 16: Conserving and enhancing the historic environment) of 2021.



At the District and local level, the adopted Waveney District Local Plan of March 2019 and Local Plan for the Broads of May 2019 recognise that development within Conservation Areas will need to accord with the requirements of the Planning (Listed Buildings and Conservation Areas) Act 1990. The Core Strategy of the Local Plan contains an objective 'to maintain and enhance the quality of the distinctive natural and built environment'. The Core Strategy also provides general advice supporting the retention and enhancement of Conservation Areas whilst minimising any significant adverse impact upon them. Conservation areas are also included under general development control policies, particularly those in relation to design, where one of the key criteria requires that all new development must have regard to the character of the area and its setting.

The Bungay Neighbourhood Plan is in preparation and will be a material consideration following its public consultation period and approval. It includes policies concerning the preservation of the Conservation Area and policies covering the preservation of particular heritage assets within the Conservation Area.

### Waveney Local Plan

#### Policy WLP8.39 – Conservation Areas

Development within Conservation Areas will be assessed against the relevant Conservation Area Appraisals and Management Plans and should be of a particularly high standard of design and materials in order to preserve or enhance the character or appearance of the area.

Proposals which involve the demolition of non-listed buildings in a Conservation Area will only be permitted where:

- The building has no architectural, historic or visual significance; or
- The building is structurally unsound and beyond feasible and viable repair (for reasons other than deliberate damage or neglect); or
- All measures to sustain the existing use or find an alternative use/user have been exhausted.

In all cases, proposals for demolition should include comprehensive and detailed plans for redevelopment of the site.

Proposals for replacement doors, windows and porches in Conservation Areas where Article 4 Directions are in place must be of a suitable design

and constructed in appropriate materials. Applications will be assessed with reference to the prominence of the location, the historic and architectural value of the building and the historic and architectural value of the feature to be replaced.

### Local Plan for the Broads

#### Policy DM11: Heritage Assets

Development proposals affecting Conservation Areas should ensure that the character and/or appearance of the area are preserved or enhanced. In Conservation Areas, all development is expected to be of a particularly high standard of design and materials. Demolition of unlisted buildings in a Conservation Area will require justification in a heritage statement. The demolition of structurally sound buildings which make a positive contribution to the significance of a Conservation Area will be resisted unless there are exceptional circumstances, including when the demolition is proposed as part of a scheme for redevelopment which would make an equal or greater positive contribution to the Conservation Area.

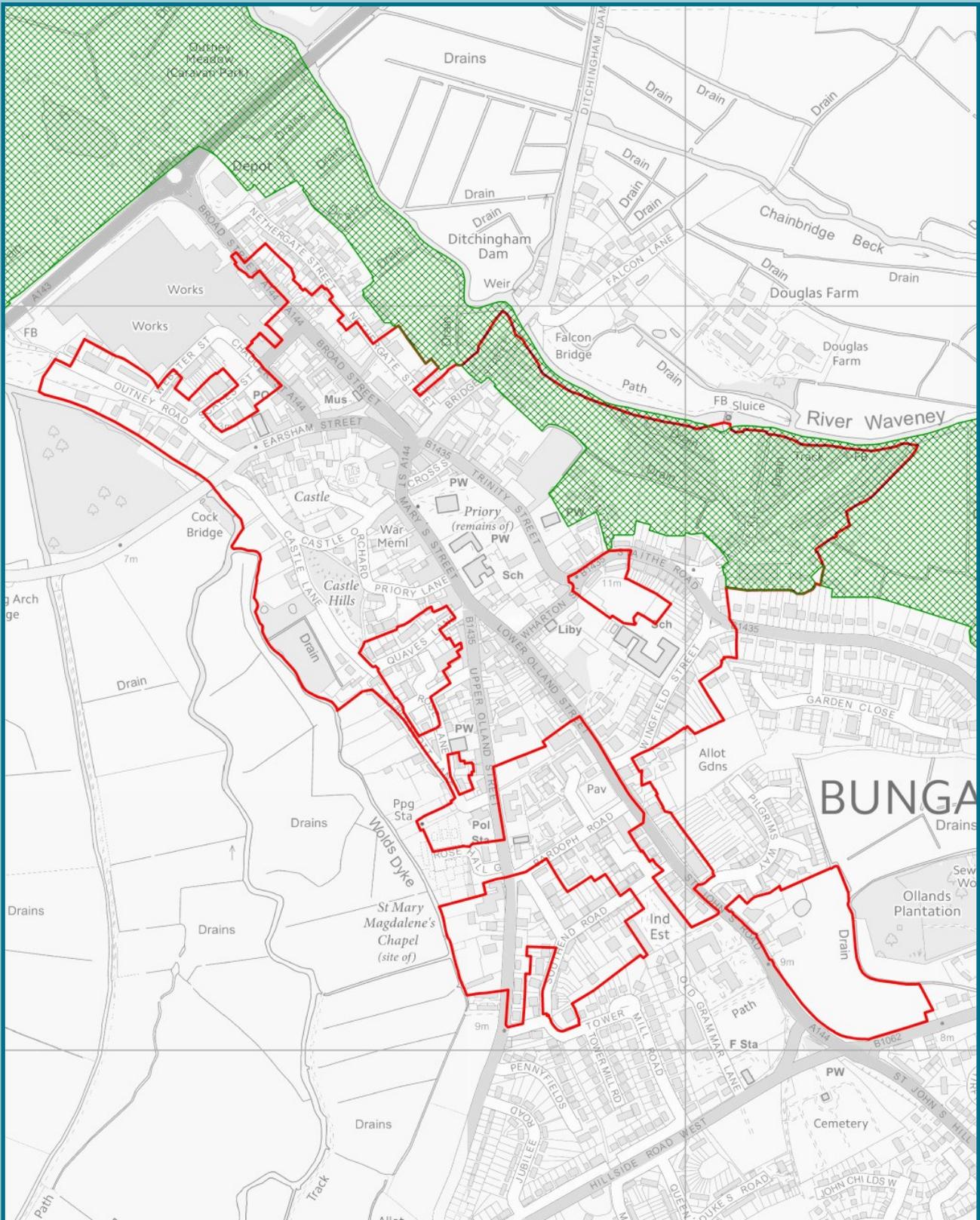


Fig 1: Map showing the areas which fall within Broads the Authority's Executive Area hatched in Green.

Because standard Conservation Area controls were found to give insufficient protection to certain significant elements of a building, further controls were placed on Conservation Areas in the former Waveney District (now East Suffolk) Council area. Local authorities are able to increase controls within Conservation Areas through the application of Article 4(1) directions. These were formerly called article 4(2) directions but were identical in all but name. These make further restrictions on permitted development rights to residential properties, requiring planning permission to be submitted to undertake works which would otherwise be permitted development. A full schedule of which types of works are restricted to which properties is included at the end of this document. They may include: replacement of windows or doors, painting an unpainted wall, alterations to or removal of a boundary wall, enlargement or alterations to the roof, removal of a chimney, etc. to any part of the property which faces a public thoroughfare (defined as a highway, waterway or open space).

Once imposed in an area, planning permission will be required to make any change of design or material to any part of the property facing a public thoroughfare (defined as a highway, waterway or open space). This includes replacing windows; painting previously unpainted buildings or stripping paint from them; erection, alteration or demolition of part or all of a wall, fence, gate or other enclosure or the construction of a porch. Also covered is the enlargement, improvement or other alteration of a dwelling; any alteration to its roof; the provision of a building, enclosure, swimming pool, hard surface, etc., within the grounds, or 'curtilage', of the building.

Requirements for making applications apply, for example providing plans and supporting information as outlined on the appropriate forms. Remember, elevations of your property not visible from a public place (other than roof or chimneys) are not affected and these will enjoy the normal 'permitted development' rights for a Conservation Area.

Article 4 Directions do not affect:

- Repairs or maintenance
- Painting and decorating, except of previously unpainted surfaces
- Alterations which took place before the Direction was in place
- Elevations not fronting a relevant location (see above)

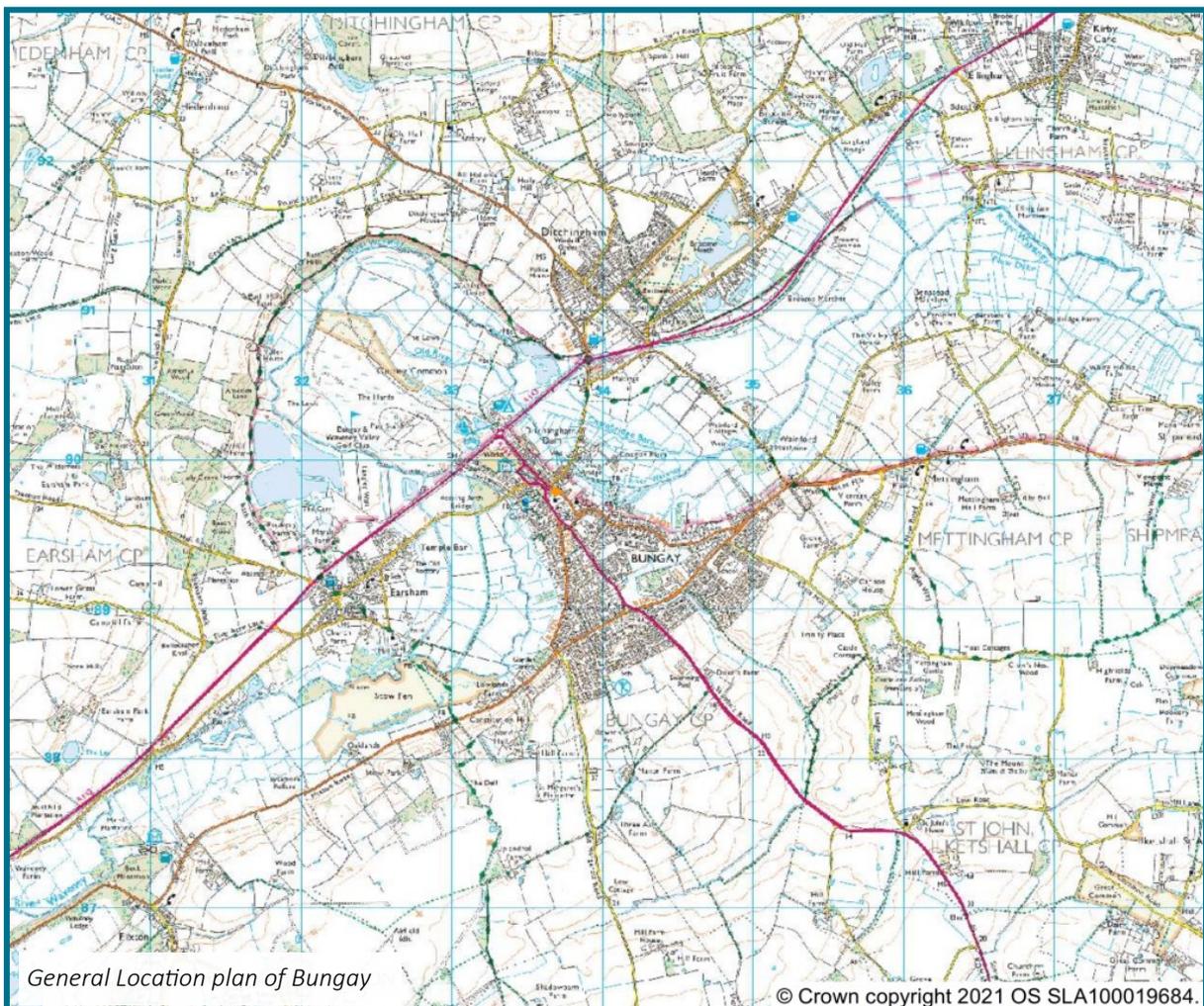
## ASSESSMENT OF SPECIAL INTEREST

### 1. Location, General Character and Setting

Bungay is situated on the south bank of the River Waveney where it forms the northern boundary of Suffolk. It has long been an important bridging point and route centre. Norwich, via the B1332, is fifteen miles to the north, Lowestoft via the A143 is fifteen miles to the north-east and Beccles via the B1062 is six miles to the east. At the last census there was a population of 5,127 living in the parish.

The town occupies a narrow spur of land which rises above the flood plain formed by a large meander in the River Waveney. Within this loop of the river are the 160-hectare water meadows of Outney Common. Both the Common and the flood plain to the east are within the Broads Authority's Executive Area . The open land between the Broads Authority's Executive Area and the town to the east, and between the River and the town to the west, is a Special Landscape Area .

The town is surrounded on three sides by water meadows which are in use as pasture, with long rush filled ditches, and clumps of willow and alder. Beyond, to the north and south rise the tree covered valley escarpments of the Norfolk and 'High Suffolk' boulder clay plateau at Bath Hills and St Margaret's Hill. The surrounding countryside is frequently visible from within the town's peripheral streets.



## 2. The Town's Historical and Architectural Development

### From Origins up to the 17th Century

There is evidence in the locality for at least six thousand years of human activity. The site of the town had strategic potential as a crossing point of the river, and its elevated position made it defensible. Saxon occupiers strengthened the natural defences of the town with a ditch and earthwork following the edge of the higher ground.

They gave the larger island where they made their town the name of 'Bungha' which in Old English means 'island of the family or followers of a man called Buna'. They gave the name 'Outney' to the area within the loop to the north, which means 'outer island' and Wahrenhe (Waveney) which in Old English means 'the river by a quagmire'.

By the Norman Conquest Bungay was a substantial settlement with five churches in the town; three within the Saxon Burgh and two without. Of these churches, only Holy Trinity and St Mary's Churches now survive although the ruins of the Chapel of St Mary Magdalene, in Flixton Road, survived until the later nineteenth-century.



*The Priory Ruins*

In **1160** a Benedictine priory was founded close to St Mary's Church which was extended and improved for the use of the nuns. It had a cloister and priory buildings to the south retaining the north

aisle for use by the town's people. The priory precinct lay between St Mary's Street and Trinity Street and extended from Cross Street to somewhere near to a line drawn through the bifurcation of Olland Street and the south-west corner of Holy Trinity Churchyard. The priory was dissolved in about 1536.

The greater part of Bungay belonged to the Saxon Chief Godric. His lands were taken by order of King William and granted to William de Noyers in 1070. William probably built the first Bungay Castle, reinforcing the south-western quadrant of the Saxon fortification with an earthwork mound and bailey surrounded by a wooden palisade. It is likely that the present street pattern derives from the diversion of the Saxon grid plan of streets around the Norman earthworks. (See Fig 2)

In 1103 Henry I gave the castle to Roger Bigod whose son Hugh constructed the stone keep in 1164. In the 13th century, a later Earl of Suffolk, Roger Bigod, reconstructed the castle with an octagonal ring wall and inner and outer baileys surrounded by a deep wide moat.

By the end of the 14th century the castle had lost its strategic potential and was ruinous. The ramparts were levelled, and the ditches filled by the fifteenth century.



*The Castle Ruins*

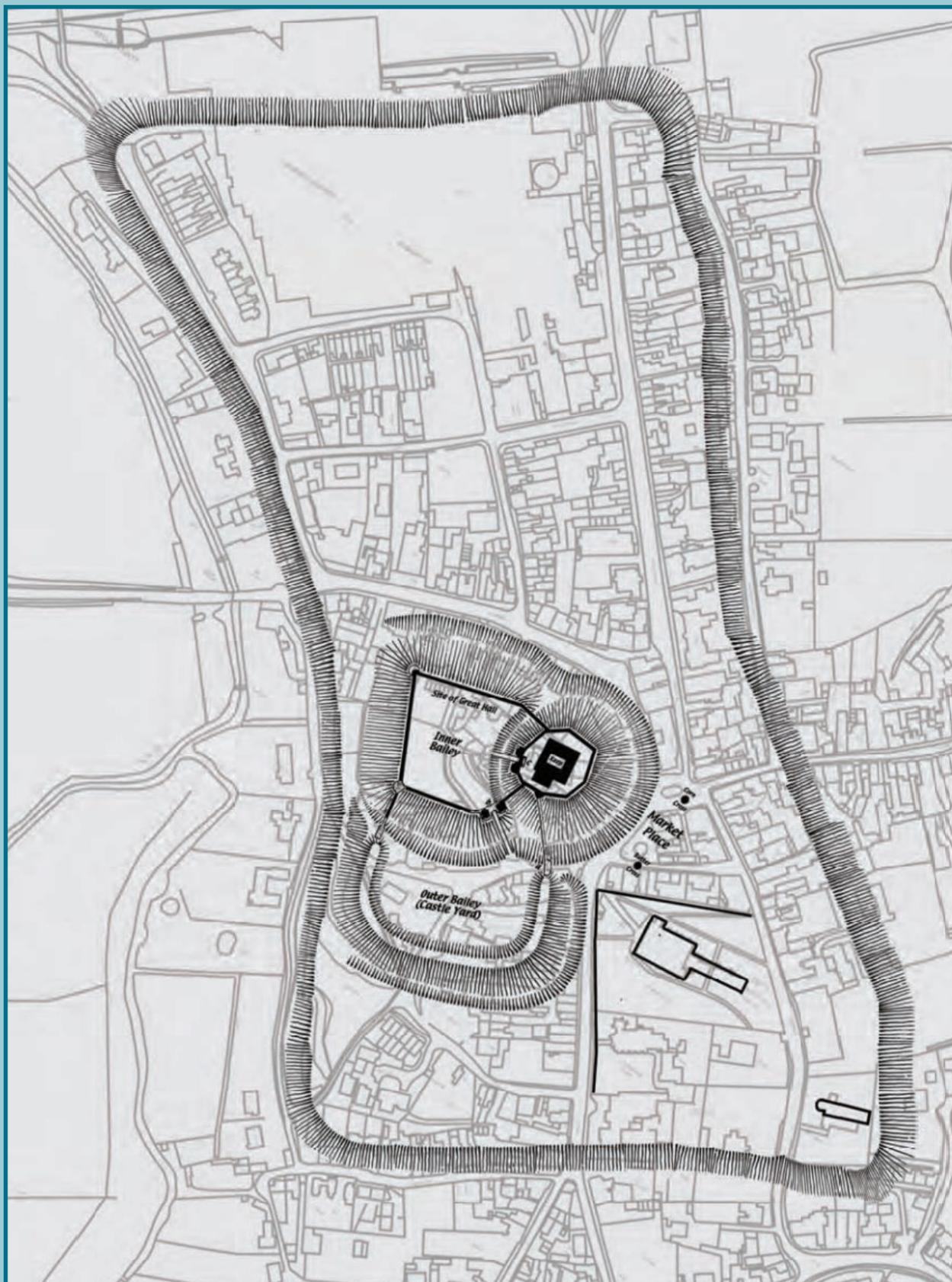


Fig 2: Plan of 14th Century landmarks in Bungay superimposed on the map of present day Bungay, after Hugh Braun and with permission of the Bungay Castle Trust.

Fairs and markets were of great importance, where people assembled together and goods were supplied and bought. There were two fairs at Bungay, the first on the 13th May and the other on the 14th September. There was a market in 1228 which was renewed by charter in 1384. In 1302 Markets were held on Thursdays and Saturdays. The Market Place was established immediately beyond the walls of the castle and at the junction of roads to Norwich, Harleston, Lowestoft, and south to Stone Street. The Corn Cross and the Butter Cross stood in the Market Place, which extended from the Three Tuns to the Priory precinct wall at the rear of Cross Street. It is now partly filled by buildings; those in Cross Street, growing out of the market stalls which would have included the meat market, known as the shambles, which was made into permanent holdings. The width of Earsham Street and Broad Street could also have accommodated a market or possibly a cattle fair. Broad Street was a direct route to the 400 acres or more of grazing on Outney Common.

Livestock farming, and in particular dairy farming, were important to the area in the late middle ages. A pound for impounding escaped animals was located on the small triangular green at the junction of Wingfield Street and Beccles Road, and there was another at the junction of Outney Road and Webster Street.

Milling was also a significant trade with four watermills and two windmills recorded in the fourteenth century. Trades in the sixteenth century included weaving, timber, butchery, tanning, glove making, and the finishing of worsted cloth. In the seventeenth century the list also included linen weaving, worsted stocking manufacture, and canvas weaving. Sixteenth-century bequests by Christian Wharton in 1577 and Thomas Popson in 1592 established alms houses.



*View of the spaces of the Market Place: Around the Butter Cross in the front (right) and around the Black Dog Standard in the background (left)*



*Detail of sixteenth century carved oriel Nos.14-18 St Mary's Street*



*The former Grammar School, Earsham Street (Demolished)*



*The Butter Cross of c1689, Market Place*

A grammar school was founded in St Mary's Churchyard in 1565 and a bequest in 1580 by Lionel Throckmorton and Thomas Wingfield, provided a superior building in Earsham Street. A bequest by Thomas Popson provided for scholarships to Emanuel College Cambridge. Streets in Bungay are named after these benefactors. The school buildings of c1690 were demolished in the early 1930s.

By the 17th century, Bungay was populated by 660 adults and their children, living in closely packed thatched and timber-frame cottages. The buildings stretched from Cock Bridge in Earsham Street, to the edge of the common in Broad Street, and from the Falcon Bridge in Bridge Street, and along St Mary's Street and well down Upper Olland Street.

Nearly all of the buildings north of the Fleece Inn were swept away by two great fires, the first in 1625 and the second in 1688 when 400 buildings including the market shambles, the market crosses, St Mary's Church and the Grammar School in Earsham Street were burnt.

**The Later-17th and 18th Centuries**

Despite the fires, Bungay flourished through its trade in corn, malt, and coal. Trade was given an added impetus by the opening of the river navigation between Yarmouth and Bungay in 1672. This prosperity financed the rebuilding of the town.

Fish was an important local commodity both those caught in the local river and herring brought in by boat from Lowestoft. Smoke houses for curing were constructed around the Wharf Yard off Bridge Street.

The river navigation remained critical to the prosperity of the town but remained in private hands. In 1757 it was handed over as part of a marriage settlement with granaries and three maltings at Bungay by John Meen to Thomas Sherriffe. Sherriffe went bankrupt in 1768 and was found drowned. The staithe buildings, and a large adjoining house were then brought by Thomas Gooch. The navigation rights and staithe buildings were taken over by Mathias Kerrison (1742-1827) in 1784. Kerrison who lived at Staithe House went on to become immensely wealthy. He had interests in malting, brewing, public houses, and timber importing as well as being a large land and property

owner. Mathias' son sold the family property in Bungay including the staithe and pubs c1830.

The Corn Cross and the Butter Cross were rebuilt in the Market Place in 1689 followed by the substantial reconstruction of St Mary's Church and Tower in 1699. The appearance of the reconstructed Market Place was recorded by N Dyball in a watercolour of c.1798. With the exception of the Corn Cross, the buildings in the painting have survived, although they were altered in the eighteenth and nineteenth centuries to suit the taste of local merchants and entrepreneurs.

1785 saw the establishment of Turnpikes between Ipswich and Great Yarmouth, and Bungay and Darsham, which greatly improved the town's land-based transport links.



*The Three Tuns and its assembly rooms c1920*



*N Dyball watercolour of c.1798.*

© Norfolk Museums Service

During the mid and later eighteenth centuries classical façades were added to many of the merchant's houses in the town centre, and a number were entirely rebuilt. An assembly rooms was constructed at the Three Tuns on Earsham Street.

Milling was an important industry in the town in the late eighteenth and early nineteenth centuries and at least six windmills once operated here. Mills are recorded as existing in Rose Lane, Upper Olland Street, Flixton Road, Southend Road, and Wingfield Street. Only one former windmill, that in Tower Mill Road now survives.



*The Fisher Theatre, Broad Street*

**The 19th Century**

In 1773 Nathaniel Godbold opened a theatre in the castle yard. The theatre carpenter David Fisher later took the business over, expanded it and eventually owned fifteen theatres in Norfolk and Suffolk. His new theatre in Broad Street built in 1828 has been restored. In 1844 the theatre became the town's Corn Exchange, replacing the Corn Cross in the Market Place which had been removed c1812.

In the late 1830s the antiquarian John Scott began to lay out the grounds of what is now Scott House in Earsham Street and extend the house, building walls in imitation of an outer bailey of the Castle. From c1841 the Castle ruins themselves were cleared by Scott of cottages which had been built amongst them.

The strength of religious non-conformity in north Suffolk is reflected in the number of chapels and meeting houses. Many of these chapels also had schools. The earliest of these sects is that which became the Congregational, later United Reformed Church, who started worshipping in a barn at Bungay in the mid seventeenth century. Their first chapel, since rebuilt, was erected in 1700. A Wesleyan Methodist opened c1802 in Trinity Street, a Strict Baptist Chapel in Chaucer Street followed in 1851, and c1860 a further Baptist Chapel in Priory Lane (demolished). In Laburnum Road a Primitive Methodist Chapel was constructed c1862 (demolished). The Salvation Army opened premises in Bridge Street in 1894. A further Methodist Chapel once stood in Popson Street.

The Church of England built parish rooms with a Sunday school above in Broad Street in 1882 to serve St Mary's Church. The church itself was also extensively restored in the mid and later nineteenth century.



*Former Bethesda Baptist Chapel, Chaucer Street*



*The remains of Bungay castle; small engraving by W. Wallis, drawn by T. Higham 1818. © Norfolk Museums Service*

During the 19th-century the Duke of Norfolk, a Roman Catholic, provided a piece of land formerly occupied by the Priory in St Mary's Street, where a small chapel was constructed in 1823. A presbytery and a school followed. The church was rebuilt in spectacular style from 1889 at the expense of Frederic Smith and is now a grade II\* listed building.

Frederic Smith (1833-1903) is one of the key figures in the nineteenth century architectural development of the town. Smith, a wealthy Roman Catholic solicitor and Town Reeve, lived first in Trinity Street and then at Earsham House in Earsham Street. In addition to funding the rebuilding of the Roman Catholic Church. Smith also paid for the construction of the St Edmund's Homes in Outney Road of 1895 which were designed by F.E. Banham and erected the fine addition to Earsham House of 1892 which now forms part of the council offices in Broad Street.

The railway line to Beccles was opened between 1860 and 1863. Bungay Station was on Outney Common opposite the end of Outney Road.

By the end of the eighteenth-century there were several printing works in the **town. In 1810** Brightly & Childs established a printing works in the old workhouse close to Outney Common. The printers themselves moved into large houses on Broad Street from which they oversaw there works. Subsequently the business flourished and as The Chaucer Press, the factory expanded, occupying a substantial part of the northern end of the town and becoming its principal employer. The Chaucer Institute building on Popson Street was built for the press' employees c1908.

There were also tanneries, in Upper Olland Street, in premises close to the river, off Outney Road and southwest of Falcon Bridge.

Rumsby's Iron works (closed 1966) was situated off Earsham Street and Castle Lane. The ironworks was originally established by the Cameron family in the early nineteenth century. Between lower Olland Street and Upper Olland Street was Honeypot meadow. It was used in part as a wood yard, builders yard and a yard for building wherries. Later it became Charles Early's cricket bat factory. A large gas works was also built on what is now Rose Lane.



*Cherry Tree House, Outney Road 1900*

**The 20th and 21st Centuries**

Bungay Town Trust was formed in 1910 and administers a significant legacy of land, buildings and funds donated by town residents over many centuries.

At the opening of the 20th century Bungay was the home of a prolific architect, builder and sometime pub landlord, called John James Doe. Decorative timber framing was added by Doe to historic buildings and he also designed and built a number of villas in the arts and crafts style.



*A house on Scales Street by John James Doe*

Malting was an important East Anglian industry. There were malt houses at the Staithe making use of water transport and at Ditchingham alongside the railway line. The surviving early twentieth century maltings buildings on Nethergate Street and Scales Road are arguably the most impressive industrial structures to survive within the town. The former provender mill on Staithe Road also dates from c1902.

The town grew with its industries, with new terraces in the late nineteenth century, in St John's Road, Southend Road, and Flixton Road. In the 20th-century there were housing developments for the Council in Beccles Road (1926), Flixton Road of the mid-1930s designed by the architect Hugh Braun and a major development circa 1948 in Joyce Road. Houses were also built in St John's Road for employees of The Chaucer Press in 1925.



*The former Post Office, Earsham Street, of c1938*



*Willow Fen, Castle Lane, c1965*

Relatively few new buildings appeared in the centre of the town centre during the interwar years, amongst the most distinguished are the classical former Post Office building in Earsham Street of c1938-40, the former Fire Station on Lower Olland Street of c1930, and Wightman's building on the corner of Cross St and Trinity St of c1932. A 507 seat cinema of 1937 in Broad Street was demolished c2006.

In the early 1930s the River Waveney silted up, making it impassable for all but small boats, and severely damaging the economic life of the staithe and town.

Bungay suffered damage in the Second World War, in particular properties in Castle Lane, Cross Street, Market Place, Trinity Street and Earsham Street. There were a number of civilian casualties. A defensive 'stop line' with pill boxes was constructed along the river edge.

Clearance of seventeenth century cottages began in the 1960s with properties on Staithe Road. Lower Olland Street, Nethergate Street, Popson Street, Chaucer Street, Scales Street and Webster Street have also lost considerable numbers of historic cottages; the last going in the early 1980s.

After the Second World War, and in particular in the 1960s and 70s, a number of town centre churches closed. St Mary's Church, the Methodist Church on Trinity Street, and the Baptist Church on

Chaucer Street all ceased to be places of worship.

The railway station in Outney Road closed in 1953 and has since been demolished.

The number of public houses within the town centre has declined rapidly in recent decades and a number of streets including Bridge Street have largely reverted from shops to houses.



*No.49a Staithe Road built c2011*

Bungay Museum opened in 1963 and the town centre became a Conservation Area shortly after the passing of the Civic Amenities Act of 1967. In 1987 the Castle was donated to the town by the Dukes of Norfolk together with an endowment for its preservation.

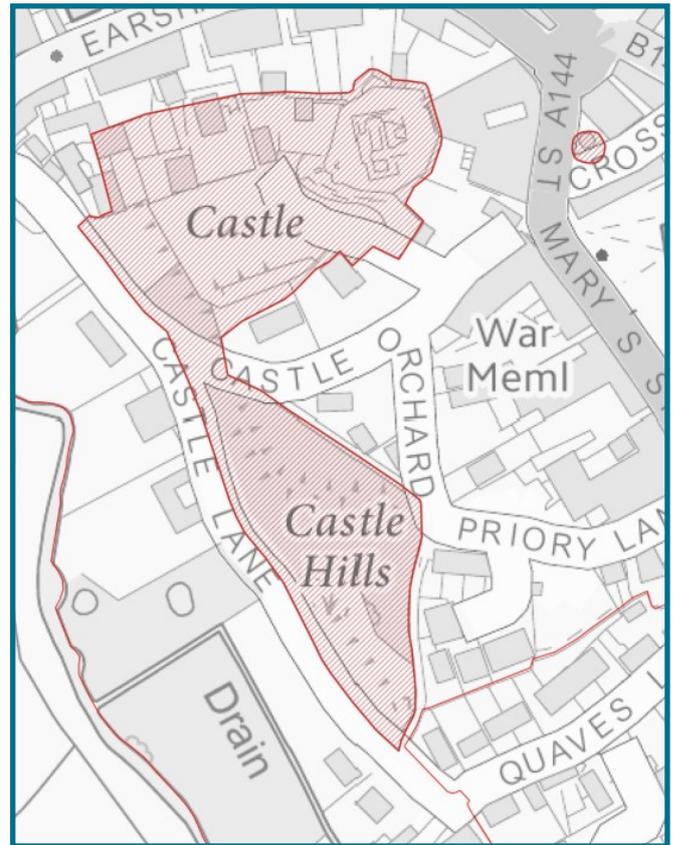
The Bungay Conservation Area was designated in 1970.

### 3. Archaeology and Scheduled Monuments

The Suffolk Historic Environment Record Identifies the ‘historic core’ of Bungay. This is within a line drawn to correspond with the northern, southern, and western parts of the town ditch, a medieval fortification, probably of Saxon origin. In the north the ditch follows the edge of the higher ground, from north of the print works to Castle Hills in the west; and to the south, to immediately north of Quaves Lane. In the east the line follows the course of the River Waveney enclosing an area where there is evidence of prehistoric activity.

Details of excavations undertaken within the town are recorded within the National Monuments Record Excavations Index on the Heritage Gateway website .

Initially there were three Scheduled Monuments within the Conservation Area, Bungay Castle, Castle Hills, and The Butter Cross. The Castle and Castle Hills Scheduled Monuments were however combined in 2018 into one ‘Bungay Castle’ entry and the scheduled area extended. Both the Castle and Castle Hills are also highly significant green spaces within the Conservation Area.



*Hatched Area showing the Bungay Castle Scheduled Monument on the left and The Butter Cross on the right.*

## 4. Positive Contributors

### 4.1 Positive Buildings and Structures

The character and appearance of the Conservation Area is shaped by the buildings, materials and spaces within it. Whether these elements make a positive contribution depends on several factors. In the case of buildings, the contribution made to the Conservation Area depends not just on the elevations viewed from the street, but also on the integrity of their historic forms and their impact in three dimensions.

Historic England's Advice Note 1: *Conservation Area Appraisal, Designation and Management* (2019), sets out a list of questions to help with the identification of structures which make a positive contribution to the Conservation Area (see table below). The buildings and structures in Appendix 4 are identified as positive contributors to the area's architectural and/or historic interest.

Is it the work of a particular architect or designer of regional or local note?
Does it have landmark quality?
Does it reflect a substantial number of other elements in the Conservation Area in age, style, materials, form or other characteristics?
Does it relate to adjacent designated heritage assets in age, materials or in any other historically significant way?
Does it contribute positively to the setting of adjacent designated heritage assets?
Does it contribute to the quality of recognisable spaces including exteriors or open spaces within a complex of public buildings?
Is it associated with a designed landscape, e.g. a significant wall, terracing or a garden building?
Does it individually, or as part of a group, illustrate the development of the settlement in which it stands?
Does it have significant historic associations with features such as the historic road layout, burgage plots, a town park or a landscape feature?
Does it have historic associations with local people or past events?
Does it reflect the traditional functional character or former uses in the area?
Does its use contribute to the character or appearance of the area?

***4.2 Traditional Building Materials and Details***

***Timber Framing***

The town’s early domestic buildings were largely timber-framed, but many were destroyed in the 1688 fire which devastated the bulk of the town. For less prestigious projects, an oak frame infilled with clay daub on timber wattles was used. The frame might contain carved elements for display or be covered in lime and sand render and then lime washed. Coloured lime washes were derived from earth pigments and could be pink or pale ochre. Later timber buildings were clad in timber boards and either tarred or painted. White or red lead paint would be used to preserve the boards.

***Walls of Flint and Field Stone***

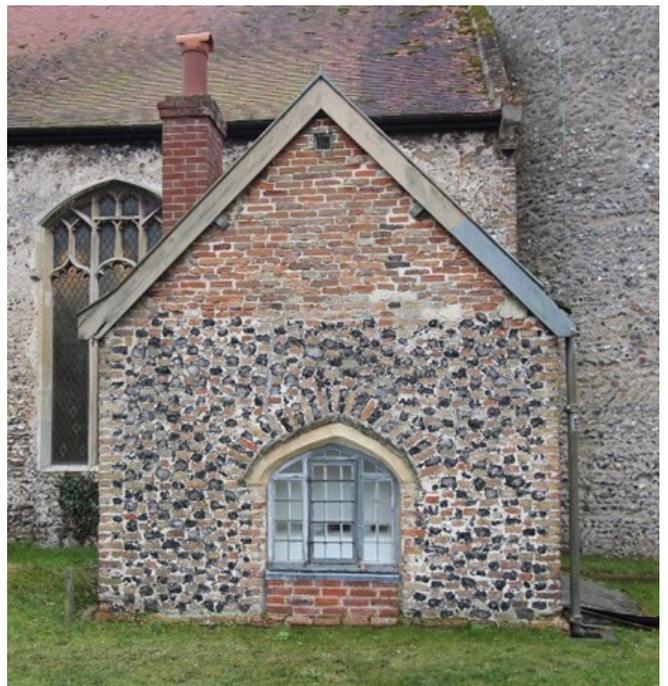
The land around Bungay does not provide a regular supply of building stone, and those local stones which are in use within the town were probably found in the fields. Many are **flints**, which are used whole, or broken open to expose their black vitreous interior. They are laid in random courses or in decorative patterns combined with imported stone, used to make quoins, window reveals, window tracery, and door openings. Later, brick was substituted for stone. Examples of random coursed flint rubble walling are to be found in the castle ruins.



***Left Top:*** Flint rubble work and dressed stone, The Castle

***Left Bottom:*** Flint cobble, stone dressings, and wooden tracery, St Mary’s Church Vestry of 1819

***Right:*** Decorative brick and flint work, Holy Trinity Church Vestry





**Left Top:** Flint rubble and later red brick to boundary wall  
Trinity Hall, Trinity Street

**Left Middle:** Brick rubble wall, Castle Orchard

**Left Bottom:** Rendered and painted brick, Bridge Street

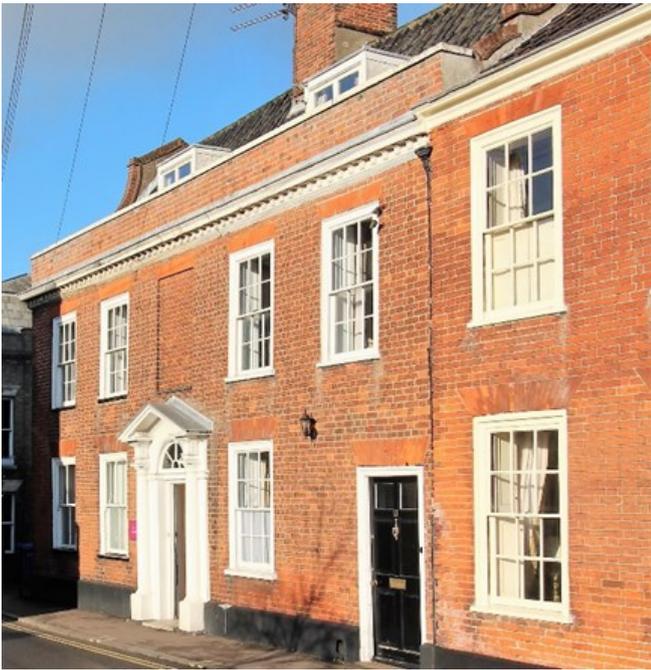
**Right Top:** Seventeenth century brickwork, Upper Olland Street

**Right Bottom:** Detail of 'gault' brick façade, Upper Olland Street c1840



**Brick**

Brick was widely used and laid using several bond patterns depending on age and wall thickness. The colour of the brick varies with the iron content of the clay, and the temperature of firing. **Blue bricks** were used to make patterns in the brick while darker and lighter mixes of brick providing a rich variety of colour and tone. Bricks were made locally. Some Bungay buildings are made from St Cross Bricks, with cross shaped ‘frogs’ or indentations.



**Left Top:** Pale red brick, with ‘rubbed’ brick used for the lintels, Trinity Street, mid to late eighteenth century remodelling of a seventeenth century house.

**Left Bottom:** ‘Gault’ Brick used as a facing material in Earsham Street in the early nineteenth century



**Right Top:** Deep red and blue bricks used to face St Edmund’s RC School, St Mary’s Street 1899

**Right Bottom:** Mid-nineteenth century ‘gault’ brick and stone, Broad Street



*Left Top: 'Gault' brick with stone dressings Outney Road c1881*

*Left Bottom: 'Gault' brick used as dressings, Staithe Road c1848*

*Right Top: Fletton brick with red brick dressings Staithe Road c1905*

*Right Bottom: Detail of the Masonic Rooms, Chaucer Street c1910*

In the mid and later eighteenth century **'rubbed' red bricks** were used to embellish a façade, a practice which again became fashionable in the later nineteenth and early twentieth century. Rubbed bricks have a smooth polished surface and were commonly used for lintels.

**Yellow or white bricks** manufactured in Bedfordshire, Cambridgeshire, Norfolk, and Suffolk became fashionable in the late eighteenth-century, as they resembled stone and were hard and durable. They are made from clay which is without iron and have been commonly termed 'gault' bricks since the early nineteenth century. This is not however a geologically correct use of the term gault, as it can technically also apply to the red water retentive clays of Hampshire and Kent. Often this high-status building material was only used on principal elevations with red brick being used for the remainder of the structure.

**Fletton Brick** was introduced in the later

nineteenth century but did not become popular nationally until the mid-twentieth century. Bungay contains a significant number of early examples of its use, particularly in Staithe Road, Saint John's Road, and Southend Road where house dating from c1890-1914 make use of it as a facing material.

**Roofs**

Roofs were originally thatched, a material abandoned in towns because of the risk of fire. **Red clay plain tiles** took the place of thatch but most of the surviving examples date from the vernacular revival of the late nineteenth and early twentieth centuries. They are half lapped and hooked on to battens with timber pegs.

In north Suffolk and southern Norfolk, shiny **black glazed pantiles** are common. On many properties however, they only appear on the roof slope above the street façade, with cheaper **red pantiles** being used on the rear slopes. Pan tiles are larger than plain tiles and used with about a quarter



*Left Top: Red pan tiled roofs on cottages in Broad Street*

*Left Bottom: Decorative red and blue pantiles with polycrome brickwork; Chaucer Street*

*Right Top: Black glazed pantiles on No.48 St Mary's Street*

*Right Bottom: Red plan tiles on No.19 Trinity Street*



lap and they are hooked onto roof battens with integral clay nibs. Their profiles can be corrugated, flat, and the more common 's'- shape. Roof pitches for pan tiles can be significantly less than for plain tiles.

**Slate** roofs allowed the use of roof pitches of about 30 degrees. The slate was nailed through holes in the head or centre of the slate to roof battens with iron nails. There should be three thicknesses of slate at the lap . A slate roof imposed a lighter load on the roof than clay, so the structure could be lighter and cheaper. Slate was imported into Suffolk following improvements in transporting bulk goods. Welsh slate is generally blue grey in colour, was widely used and is known to be durable. Prestigious buildings often required Westmorland slate which is green. Slates come in a variety of sizes sometimes laid in diminishing courses and at others, with the bottom clipped into a curve to look like scales.

#### **Doors and Windows**

Historic England have advised that “the loss of traditional windows from our older buildings poses one of the major threats to our heritage. Traditional



*Left: Welsh slate roof on the early nineteenth century No.1 Broad Street*

*Right: A house on Trinity street re-fronted in the eighteenth century with a blind recess above the door and horned and hornless sashes.*

windows and their glazing make an important contribution to the significance of historic areas. They are an integral part of the design of our older buildings and can be important artefacts in their own right.” In parts of the Bungay Conservation Area historic window frames have been lost and window openings altered much to the detriment of the Conservation Area and to the individual buildings themselves.

Twelve or sixteen-light hornless **sashes** of later eighteenth or early nineteenth century date survive in relatively large numbers. Their overall size kept in strict proportional harmony to the façades within which they were located. In the early eighteenth century sash windows were commonly set back four inches from the outer face of the building, this increased to nine inches after 1774. Both trends

were a consequence of rules set by the London Building Acts being taken up and followed as fashion for new buildings on a national basis.

Horizontal sliding sashes were however once commoner in Suffolk than they are now, particularly in smaller cottages and workshop buildings. They are not a predominantly northern window type as commonly believed. They were most commonly used where it was necessary to have a constant supply of fresh air as they are less likely to let in rain than vertical sliding sashes.

‘Horned’ sash windows were first introduced in the late 1820s and became common during the second quarter of the nineteenth century as cheaper and stronger plate glass was manufactured which reduced the need for glazing bars. Horns added



*A ‘hornless’ sash window of twelve lights, Upper Olland Street, possibly early nineteenth century.*



*A ‘horned’ sash window with margin lights and a fine rubbed brick lintel, Broad Street, probably of mid-nineteenth century date.*

additional structural stability to vulnerable frame joints on the upper section of a window frame. Their adoption by joiners was a gradual process.

It is often thought that blind windows or recesses are the result of the window tax levelled between 1696 and 1851, this is not necessarily the case. Many urban dwellings were re-fronted in the eighteenth and early nineteenth centuries and often blind recesses were designed to allow a new symmetrical classical façade to work with the internal dimensions, varying floor levels, and pre-existing fittings of rooms within an earlier building.

**Panelled shutters** appear on historic photographs of many buildings within the town

centre. The buildings upon which they are shown however are unlikely to be purely domestic structures as shutters were predominantly a security feature of buildings in use as shops and licenced premises. On larger houses they also tend to be a security feature and can denote that the dwelling was only seasonally used.

After World War One firms such as WF Crittall (a resident of Walberswick) revolutionized the manufacture of **metal casement** windows. After 1945 it became the practice to ‘galvanize’ them after production, this involved dipping the frames in a bath of molten zinc so that the zinc forms a molecular bond with the steel.



*Left Top: Finely detailed late nineteenth century casement windows with elaborate leaded lights, Broad Street*

*Left Bottom: No.20 Bridge Street: scarring left by blocked windows reveals considerable information about this building’s complex history. Panelled shutters like those shown here were once much more common in Bungay.*

*Right: 1930s metal framed casements, Wightman’s Building, Cross Street*





**Doorcases and Porches**

Bungay retains a remarkable number of fine later eighteenth and early nineteenth century wooden doorcases many of which still contain their original panelled doors and radial fanlights. These doorcases often have broken pediments and panelled pilasters as at **Nos.8-10 Upper Olland Street, No.12 Earsham Street, and No.19 Trinity Street**, or engaged columns as at **No.8 Earsham Street, No.6 St Mary's Street, and No.11 Trinity Street**. **No.34 Bridge Street** has a fine doorcase of c1776 with fluted Doric columns, triglyphs and a dentilled pediment.

Surviving columned porches are primarily of early nineteenth century date and largely appear on larger dwellings which once had forecourts enclosed by railings. The bulk of these are on Broad Street and include **Nos.1, Nos.12-16, and No.19**. **No.56 Earsham Street** which stands within its own

*Left: No.8 Earsham Street*

*Right Top: Detail of doorcase, No.8 Upper Olland Street*

*Right Bottom: An early nineteenth century semi-circular Greek Doric porch, enclosed with a later nineteenth century glazed screen, Nos.12-16 Broad Street.*

grounds, also has a good columned porch as does **No.16 Flixton Road**, an early nineteenth century former miller's house. Other mid nineteenth century houses on Flixton Road also retain good columned porches.

Later nineteenth century door surrounds of interest are relatively rare particularly on domestic buildings. The best survivals are all on commercial structures including the former banks at **No.18 Earsham Street** and **No.12 Broad Street**. The large gault brick terraces on Laburnum Road, Outney Road, and St John's Road also retain good original doorcases.

**Shop and Public House Facias**

The Bungay Conservation Area retains a remarkable number of well-preserved nineteenth and early twentieth century shop and public house facias. The Market Place and Bridge Street have particularly large numbers. Whilst others of note survive on Earsham Street, Lower Olland Street, St Mary's Street, Southend Road and Upper Olland

Street.

On **St Mary's Street** can be found the earliest surviving shop facia in the town, the sixteenth century ex-situ carved facia to **No.14-18** which has been reset at first-floor level.

The earliest purpose-built public house facias to survive probably date from the mid-nineteenth century and include those to **The White Swan** in the Market Place, and former pubs at **No.50 St Mary's Street** and **No.2 Bridge Street**. These are restrained classical wooden structures with thin pilasters. That at **No.50 St Mary's Street** also has fine scrolled corbels. Iron brackets to former pubs also occasionally survive as at **No.2 Market Place** and **No.11 Upper Olland Street**.

Later nineteenth century shop facias tend also to be of a restrained classical design. That to **Nos.51-55 Earsham Street** is one of the finest, whilst the two sections are of a uniform design they are in-fact

*Left: No.7 Southend Road, one of a row of unusual Neo-Norman door surrounds of c1860.*

*Right Top: Fine early nineteenth century shop or counting house facia, No.6 St Mary's Street*

*Right Bottom: Early nineteenth century former shop facia No.32 Bridge Street*





**Top:** A second quarter of the nineteenth century shop fascia, Nos.7-9 Trinity Street

**Bottom:** Early twentieth century shop fascia, No.6 Market Place

**Top:** The mid nineteenth century fascia of the former Prince of Wales pub, No.50 St Mary's Street.

**Bottom:** Wightman's Store, No.5 Market Place

of at least two dates, the right-hand section pre-dating the identical left-hand section by a considerable period. **No.6 Market Place** has a good and well-preserved early twentieth century shop front, its original glazed tiles and mosaic inset panel to the central door surviving intact. **No.7** also retains a good but slightly modified shop fascia of the same period.

Relatively few inter-war period shop frontages survive. **Wightman and Sons** imposing Market Place shop and 1930s addition on Cross Street are amongst the most memorable. The fascia to the

Market Place is here of two distinct phases. Historic photographs confirm that the pilasters and entablature survive from the original mid-nineteenth century fascia whilst the glazing is of c1920-30 date.

The exteriors of two early twentieth century pub buildings are worthy of attention for their well-preserved details. The stylish Green Dragon on Broad Street which was largely rebuilt c1926 retains its original external joinery and stained and leaded glass panels, whilst the former Rose and Crown Upper Olland Street of c1913 also retains much of its original detailing.



*Left: No.35 Lower Olland Street a mid to late nineteenth century shop fascia of considerable character*



*Right Top: Nos.51-55 (odd) Earsham Street*

*Right Middle: Detail of No.30 Earsham Street*

*Right Bottom: A detail of the well preserved early twentieth century Green Dragon Public House, Broad Street of c1926*



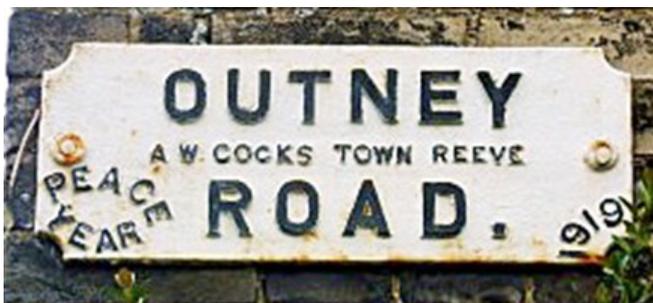
**Street Furniture, Walls, and Railings**

Bungay’s Street name plaques are one of the town’s most intriguing and memorable features. Dating from 1919 they commemorate the signing of the treaty of Rumsby’s Waveney Iron Works in Earsham Street. Not all are the same, the signs in the Market Place and on Outney Road being amongst the most elaborate. A street sign in Staithe Road whilst of the same basic design does not carry the 1919 date, could this be one of the few in the town to predate the First World War? Bungay lost more than a hundred men in World War One, and these signs remain a powerful reminder of their sacrifice.

In Castle Lane further ironwork from the Waveney Ironworks can be found in the steps leading up to the iron works site.

Very few nineteenth or early twentieth century lamp standards, mile posts, or other forms of street furniture now survive within the town centre. The relocated Black Dog Standard in the Market Place of 1933 is one of the most significant items to survive and there are at least two mid twentieth century K6 telephone boxes. The town’s centre street lighting today is largely of a uniform and attractive mock Edwardian design. Towards the outer edges of the Conservation Area there are other less attractive examples of late twentieth century street lighting particularly on St John’s Road and Flixton Road.

Within the town centre planters, benches, and bins are generally of a uniform and good quality design and are painted black to blend in with their surroundings. Unsightly twentieth century iron bollards have also been systematically replaced to a



*Left Top: A typical 1919 iron street name plaque*

*Left Middle: Street sign in Outney Road*

*Left Bottom: Waveney Ironworks mark on steps in Castle Lane*

*Right Top: A typical 2005 bench*

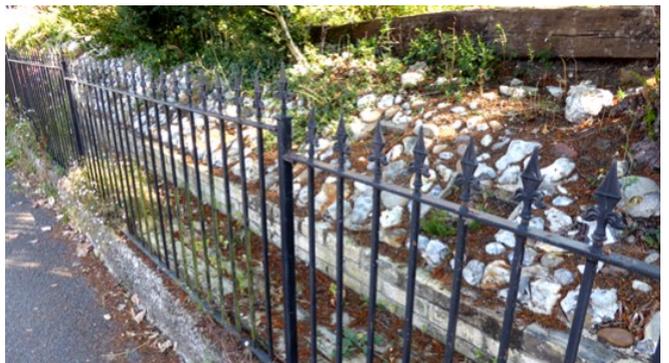
*Right Bottom: A typical late 20th century lamp standard*



standard high-quality design. This sensitive approach is not always however replicated elsewhere, the well-designed iron bollards of the Market Place, Earsham Street, and St Mary’s Street are in stark contrast to the concrete ones found marking the boundary of privately owned property outside of a former bank in Broad Street.

Iron railings of nineteenth century date survive in fewer numbers than in most comparable towns in eastern Suffolk. Some can be found at the school on Wingfield Street, and there are pleasing examples of twentieth century railings to be found on Outney Road and Flixton Road. The loss of the nineteenth century railings to the churchyards on Trinity Street is particularly to be regretted.

Nineteenth century decorative boundary walls and gate piers survive in large numbers and make a strong positive contribution to the character of the Conservation Area. Particularly good examples can be found gracing villas in Flixton Road and surrounding the schools on St Mary’s Street and Wingfield Street. Earlier boundary walls also survive in impressive numbers.



*Left: Railings in Wingfield Street*

*Right Top: Street signs in the Market Place/Gate pier, Lower Olland Street*

*Right Middle: Mid nineteenth century garden wall Flixton Road*

*Right Bottom: Railings on Flixton Road*

4.3 Green Spaces and Trees

The town’s open spaces are a key part of its character and make a positive contribution to the setting of its listed buildings. Many also have significance for other reasons, whether as churchyards containing archaeological remains, scheduled earthworks associated with the Castle, or the private gardens of large dwellings which provide diverse natural habitats. In describing a green space there is a presumption that it will be preserved.



*Looking towards lawn meadow and the gardens of No.45 Bridge Street*

**Bridge Street**

The gardens of No.45 Bridge Street are an important element in views into the Conservation Area from the riverside footpath by the Falcon Bridge. They also form part of the setting of the adjoining Ditchingham Dam Conservation Area. The gardens of Bridge House play an important role in the setting of the listed building and of views into the Conservation Area from the river.

To the rear of the grade II listed Nos.6a and 6b is a substantial garden which is prominent in views down Borough Well Lane.



*Castle Lane*

**Castle Lane**

On the edge of the town, the leafy gardens of the low rise later twentieth century detached houses on its western side frame the Conservation Area and form a key part of the setting of the adjoining scheduled monument. The area forms part of important long views of St Mary’s Tower and Bungay in its rural setting seen from the west. At the northern end are the fine nineteenth century and earlier gardens of Scott House (see Earsham street).

On its eastern side is Castle Hills, a small quiet publicly accessible green space, comprised of a grassed valley between high gorse covered hillocks. Castle Hills forms part of a scheduled monument. It originally formed the outer bailey bank of the Castle



*Castle Hills*

and the town ditch. The west end of the valley looks down upon Castle Lane, where the informal planting is continuous along the eastern side of the lane and the sides of the inner bailey. The top of the outer bailey bank can be approached by shady stone steps from the junction of Castle Lane and Castle Orchard. There are steps up to a walk on the top of the southern hillock with views looking west. The area is part of a network of quiet walks along Castle Lane and the western edge of the town.



*The Castle Ruins*

**Castle Orchard**

The inner bailey and castle ruins are a quiet if somewhat spartan green space, traversed by footpaths located in the heart of the town. They are enclosed by hedges and trees and dominated by the drum towers of the castle ruins. The space is defined by grass covered banks, the remains of the castle fortifications, suggesting the layout of the castle. The castle ruins also provide a significant ecological habitat.



*Scott House and gardens, Earsham Street*

**Earsham Street**

The gardens of the grade II listed No.55, Waveney House and adjoining Scott House form the boundary of the Conservation Area. Waveney House’s mature gardens are open to the river and form the setting of numerous listed structures. Its garden walls form an important part of the character

of this part of Earsham Street and of Outney Road.

The gardens of No.73, Scott House are of considerable historic as well as aesthetic importance as they were extended and improved for the antiquarian JB Scott in the late 1830s and early 1840s. Whilst now not as extensive as in Scott’s day they remain spacious and contribute significantly to the setting of the grade II listed house. They can be glimpsed from the public realm through gateways and from the river edge. The gardens are open to the river with a low retaining wall separating the lawn from the water. On the Castle Lane side of the garden is a high boundary wall. The Buildings of England mentions a rockery created in 1844 by John Scott from stones taken from Bungay Priory. Within the gardens a later twentieth century wooden footbridge crosses the river to a wooded section of the house’s grounds. A folly tower built c1839 for John Scott to the designs of John Whiting also survives.



*Scott House and gardens, Earsham Street*

**Flixton Road**

The gardens of the houses on the western side form an important part of the setting of the substantial, often listed, villas. Some may have archaeological interest as they contain the site of a burial ground, remains of the medieval chapel of St Mary Magdalene, and the site of an eighteenth-century smock mill.

The gardens of No.14 contribute to the rural setting of the grade II listed eighteenth century house, and to its relationship with its coach house, and to views west across the marshes.



*Gardens on the corner of Wingfield Street and Lower Olland Street*

**Lower Olland Street**

On the eastern side, the prominent gardens of No.67 on the corner of Wingfield Street, and the well planted garden to the immediate north of No.61 with its fine specimen trees make a strong positive contribution to the Conservation Area.



*Outney Road with the garden walls of Waveney House*

**Outney Road**

Beyond the fine gardens of Waveney House, Earsham Street, on the western side of Outney Road is an important wedge of open land which forms a sloping green that divides the street and part of the earthworks of the town ditch. This open land forms an important part of the setting of a number of listed buildings. It continues out on to the marshes and Outney Common north of the Conservation Area. The gardens of the houses on this side of Outney Road form an extension of this open space and are of equal importance.



*The western side of Outney Road*

The gardens of St Edmund's Homes form an important part of the setting of the buildings with an area of grassed forecourt providing views of the building from the road. They are integral to F.E. Banham's original scheme.



*St Edmund's Homes, Outney Road*

### **Trinity Street**

Trinity Street is bounded on both sides by historic churchyards of immense character and charm, whilst towards its southern end there are the



generous gardens of the grade II listed Old Vicarage and Nos. 6 & 8. The gardens of the grade II\* Staithe House are to be found south of Holy Trinity Churchyard.

The generous gardens of The Old Vicarage, No.6 Trinity Street adjoin the grade I St Mary's Church and its grade II\* Roman Catholic neighbour and are separated from them by listed walls. A line of mature trees marks the boundary of vicarage garden and the churchyard. Like the churchyard this garden is potentially of archaeological interest.

The large nineteenth century villa to its south, No.8 Trinity Street also stands in mature landscaped grounds which contribute positively to the setting of this and adjoining listed buildings.

The mature landscaped grounds of No.19 and Trinity Hall are spatially continuous with Holy Trinity Churchyard and contain trees and shrubs which make a visual contribution to the Conservation Area.

The gardens of No.19 Trinity Street are spacious and stretch from Trinity Street down to the Waveney marshes. They form part of the 'green setting' of the town when seen from the north west.



*The burial ground of Emmanuel Church*

### **Upper Olland Street**

Towards the southern end of Upper Olland Street are three gardens associated with listed buildings which break the building line. The gardens of Nos.32 and 37 and the Emmanuel Chapel's graveyard together make up a critically important open space.

The gardens of the former vicarage at No.37 Upper Olland Street contains fine mature trees which contribute to the character of the Conservation Area and the setting of the listed building. Their character has sadly been somewhat eroded by development towards the site's rear.

Opposite, the burial ground of Emmanuel Church is enclosed on three sides, it is an attractive and domestic scaled space which adds spatial variety to Upper Olland Street. An integral part of the setting of the listed chapel and adjoining houses. Beneath parts of this space are burial vaults.

Further south is the large walled garden of No.52 a large grade II listed eighteenth century mansion with a much earlier core. This notable garden forms a critical part of the setting of the listed structures on the site.



*The churchyard of St Mary's Church*

### **St Mary's Street**

St Mary's Churchyard represents the former Priory precinct and contains important archaeological remains. It is also an important local amenity used regularly by those working in and visiting the town.

There are fine views across this important green space of listed buildings in the adjoining streets. The churchyard is an essential element of the setting of the grade I listed former parish church and contains an attractive ensemble of eighteenth and early nineteenth century grave stones. The church yard trees also contribute to the Conservation Area.

St Edmund's Churchyard forms an important part of the setting of the grade II\* listed church, presbytery, and walls. Its trees, seen above the boundary wall, contribute to the Conservation Area. Important below ground Archaeology.



*The Bigod Way, Staithe Road*

### ***Staithe Road***

The publicly accessible open land bordering the Waveney and Bigod Way contains remains of water management systems associated with the former water mill, and watercourses which connected the Staithe to the river.

The area contributes to the setting of the former water mill and maltings and is significant in views of the town from the northeast.

The rear gardens of Nos.45-53 (odd) also make a strong contribution to the Conservation Area and to the setting of the grade II listed Nos.45, 51 & 53.

5. Urban Spaces

The layout of the road network is distinctly nucleate, radiating from the remains of the Norman castle and the medieval market place. Earsham Street and St Mary’s Street follow the curve of the castle motte and baileys, with St Mary’s Street branching off into Upper Ollands and Lower Ollands Street. Broad Street, Bridge Street and Trinity Street are important travel routes which originate at the Market Place, and connect the town centre to the A143 (Old Railway Road), Ditchingham and the former industrial Staithe Area respectively.

In the town centre, the building line is generally linear, with a dense arrangement of two- or three-storey buildings at the street edge. The western side of the Conservation Area (along Outney Lane, Castle Orchard and Castle Lane) are the exception to this building pattern. Here, larger dwellings sit in more

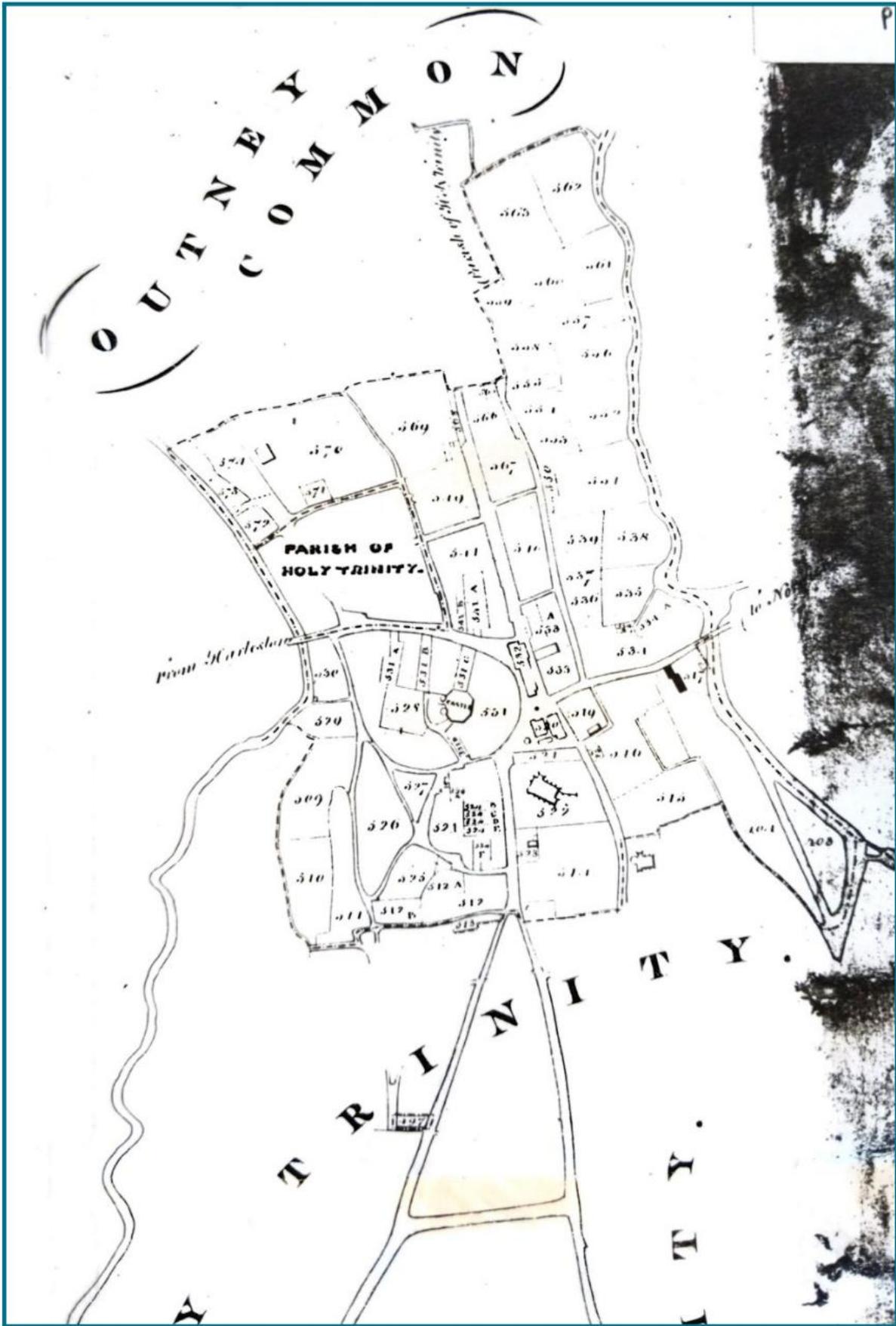
extensive plots, and the street is much more dominated by the landscape character of the areas.

Earsham Street, the Market Place and St Mary’s Street are wide and spacious, and despite also having the largest buildings in the Conservation Area, in the densest pattern, they do not feel cramped or enclosed. They are clearly meant to be experienced from the public domain. The narrowest streets are found around and behind the Market Place; Cross Street and sections of Trinity Street, Bridge Street and Broad Street are almost single-lane width.

The principal historic gathering spaces are the Market Place, St Mary’s and Trinity Church yards, the Castle Bailey, and Castle Hills.



*Map showing the density and arrangement of the built environment in the centre of Bungay.*



1847 Tithe Map showing the Parish of St Mary. This map shows clearly the principal historic throughfares.  
© Suffolk Records Office

### 5. Key Views and Vistas

Key views are identified on the maps in the Character Area sections and in the table below. Views contribute to the architectural and historic interest of the Conservation Areas by illustrating distinctive parts of the area’s character, as well as revealing relationships between various parts of the Conservation Area and its setting.

The views included in this assessment are only a selection of key views; this list is not exhaustive and there may be other views of significance, therefore the table below identifies types of views which can be distinctive to the character of the Conservation Area. (Table from Historic England’s Advice Note 1: *Conservation Area Appraisal, Designation and Management* (2019))

Types of Views	
Distant views of the settlement and those in the approach to it	<ul style="list-style-type: none"> <li>• Views in the approach to the Conservation Area travelling north on St John’s Road</li> </ul>
Open spaces, church towers and prominent public buildings that provide landmarks in views or views that illustrate a particular element of the area’s historic development	<ul style="list-style-type: none"> <li>• View East toward the Mill on Tower Mill Road</li> <li>• St Mary’s Church tower is 27m (90 ft) high and is the major landmark of the town centre. From outside the town the tower is visible from the south across the Ollands meadows, from the A 144 at Dukes Farm, from Earsham Dam, from the public footpath next to Falcon Bridge at Ditchingham Dam, and west of the town and from the northern bypass.</li> <li>• Views across the Inner Bailey to and from the Castle ruins</li> <li>• Views towards the Butter Cross and Market Place (Fig 6)</li> </ul>
Views of rivers and glimpses of landscape from urban streets – illustrating the relationship with the countryside	<ul style="list-style-type: none"> <li>• Views through alleyways to the east on Broad Street</li> <li>• Views west from Quaves Lane</li> <li>• Looking north and north-east on Outney Road (Fig 5)</li> <li>• Looking west from the Castle Hills</li> <li>• Views of the River Waveney from Falcon Bridge (Fig 8)</li> <li>• Views of the Staithe</li> </ul>
Townscape attributes such as enclosure, definition of streets and spaces and spatial qualities	<ul style="list-style-type: none"> <li>• Sequential views through Earsham Street</li> <li>• Looking across St Mary’s Churchyard</li> <li>• Views to and from the Market Place through the narrow junctions with Broad Street, Bridge Street (Fig 3) and Trinity Street (Fig 4)</li> </ul>
Groups of buildings, both those with a degree of conscious design or with recognised fortuitous beauty and the consequent visual harmony or congruity of development	<ul style="list-style-type: none"> <li>• View south along Flixton Road</li> <li>• Looking north-east through Bridge Street</li> <li>• Views north on Upper Olland Street (Fig 7)</li> <li>• Views toward the Market Place</li> </ul>



Fig 3



Fig 6



Fig 4



Fig 7



Fig 5

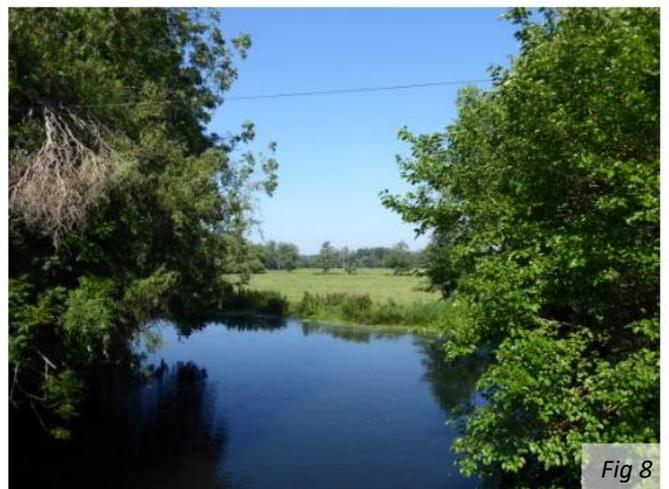


Fig 8

## 6. Setting of the Conservation Area

The NPPF describes the setting of a heritage asset as: *The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.*

Historic England Good Practice Advice Note on the Setting of Heritage Assets (2017) indicates that the setting of a heritage asset is the surroundings in which the asset is experienced; *“Where that experience is capable of being affected by a proposed development (in any way) then the proposed development can be said to affect the setting of that asset”.*

Bungay is located on a low ridge above and looking across water meadows which surround it on three sides. The town connects visually with the open countryside with views out between buildings in the peripheral streets and via the roads that lead into them. This countryside setting and the connections from within the Conservation Area make an important positive contribution to its character as a rural town.

The historic town of Bungay is enclosed by landscape features and modern infrastructure: the river Waveney and its tributaries on the east and west and the former railway road and print works to the north. As a consequence, suburban development in the twentieth century spread to the south and south-east.

The Conservation Area derives significance from its connection to the river Waveney, both in how the town physically developed and how it influenced the town’s economic prosperity and industry.

The A143 Old Railway Road, which follows the line of the former railway, contains the settlement to the north-west. The large industrial area containing

the printing works just to the south of the A143 is another important mark on the economic development of the town, which also influenced its character and appearance, for example, the printing works are enclosed by mostly smaller workers cottages on Broad Street and Webster Street and the infrastructure towers over these cottages.



*The Waveney from Falcon Bridge*



*Looking West from Quaves Lane*



*The printing works from Broad Street*

South of the Conservation Area as well as east on Beccles Road, its setting is defined by the mid-twentieth century suburban expansion of the town.

The Conservation Area is formed of several areas which display distinct townscape characteristics (discussed in the Character Areas Section). These areas are not all connected, and a significant portion of the town is not included in the Conservation Area, but still forms part of its setting.

The area between The Ollands Character Area and the South End Character Area was undeveloped until the 1960s and therefore has late-twentieth century development which does not follow the linear morphology of the adjacent parts of the Conservation Area. This creates a negative visual break between the approaches to the town centre from the south and the historic town centre proper. New development in this area would have a significant impact on the character and appearance of the Conservation Area.

To the west of the Ollands Character Area and south of the Castle Character Area is an area of twentieth century low-scale development which is not included in the Conservation Area. There is no unifying character to the modern dwellings on Quaves Lane, despite being adjacent to the oldest part of the town. Rose Lane has the character of backfill to Upper Ollands Street and is fractured by parking areas and empty yards. New development in this area also has the potential to impact the character and appearance of the Conservation Area, and there is the potential to provide enhancement.



*The printing works from Chaucer Street*



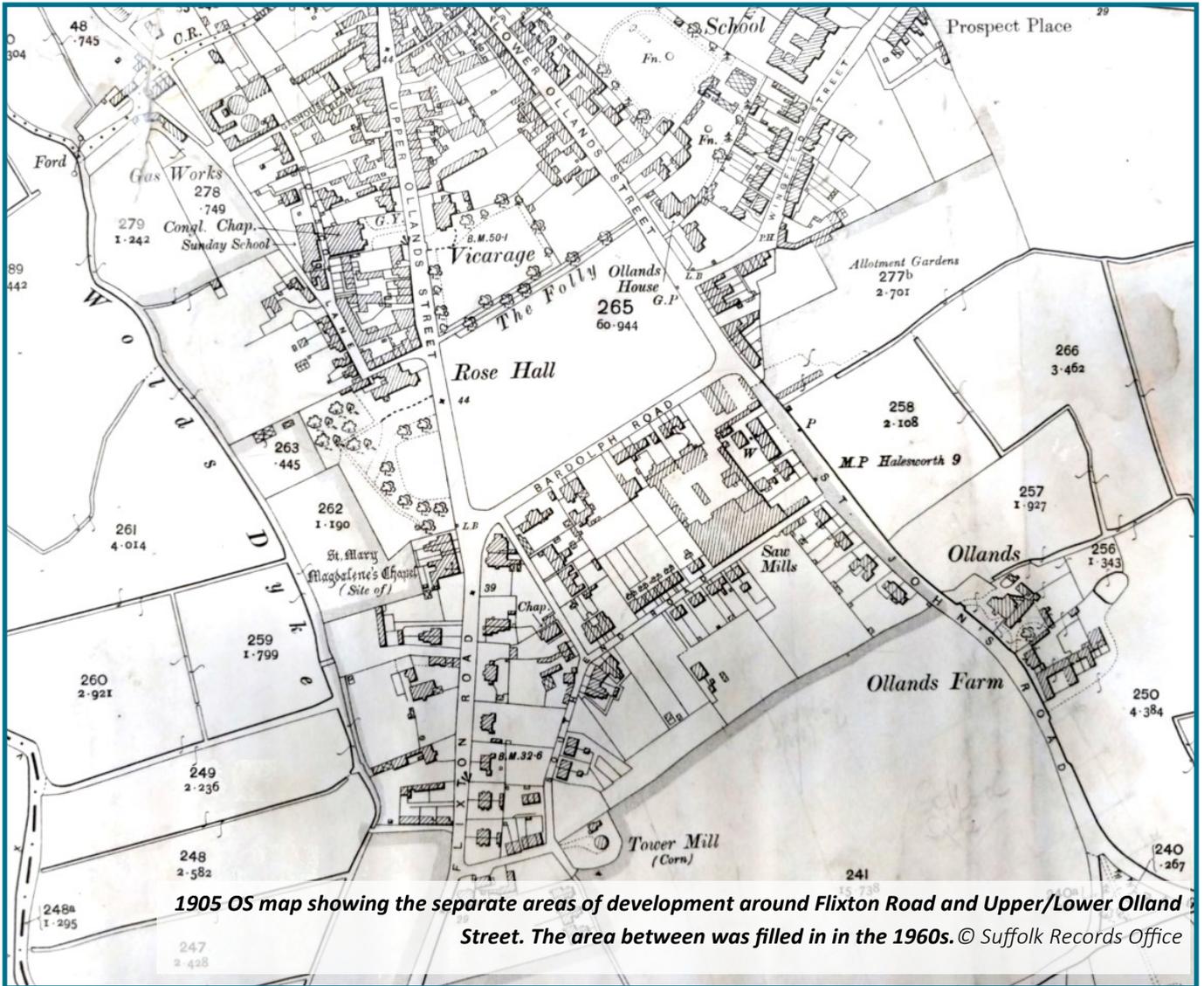
*Rose Lane*



*Bardolph Road*



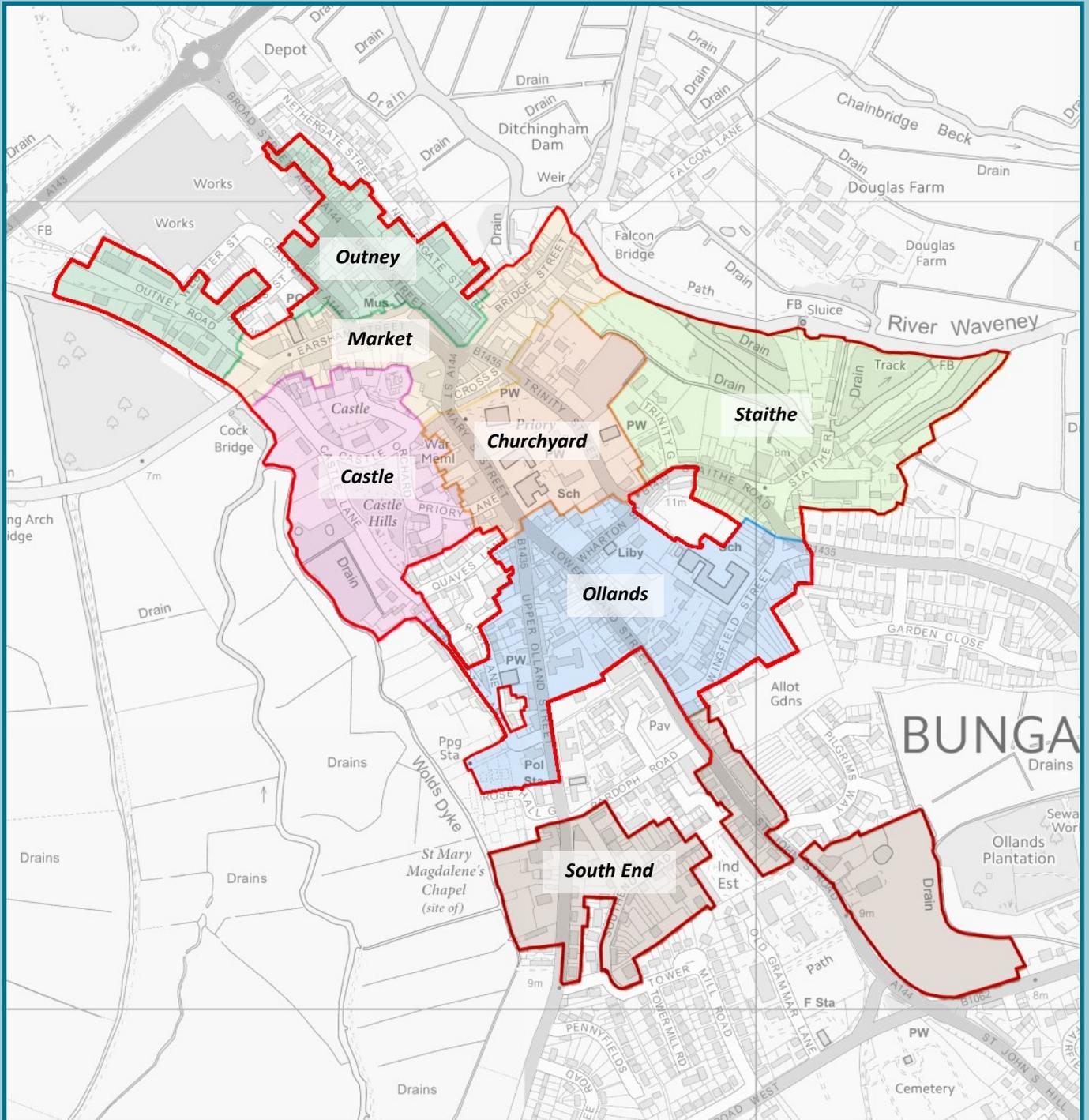
*The approach to the Conservation Area from the south on St John's Road*



## 7. Character Areas

The Conservation Area has been divided into areas which display distinct architectural and townscape characteristics. These are as follows: -

<b>1. The Castle Area</b>	<i>Castle Hills, Castle Lane (south), Castle Precincts, Castle Orchard, Keep Rise, Priory Lane.</i>	This area consists of the Castle and the bulk of its surviving earthworks, from which it derives most of its character. It is a landscape dominated residential area, largely in the pedestrian domain, with spaces used for quiet public recreation.
<b>2. The Churchyard Area</b>	<i>St Mary's Street, Trinity Street (south of Cross Street) and the yards on the eastern side of Castle Orchard.</i>	This character area is one of large leafy open spaces, containing three historic churchyards bound by St Mary's Street on the west side and Trinity Street on the east side. These green spaces have considerable amenity value and make a strong positive contribution to the group of highly graded listed buildings within the character area.
<b>3. The Market Area</b>	<i>Borough Well Lane, Bridge Street, Cross Street, Earsham Street, Market Place, Trinity Street (north of Cross Street)</i>	This is the nucleate centre of town, from which the most important travel routes radiate outward. The area's character is derived from the layout of high quality and varied historic buildings around the town's oldest historic spaces, and from being the commercial centre.
<b>4. The Ollands Area</b>	<i>Boyscott Lane, Lower Olland Street, Rose Lane, Turnstile Lane, Upper Olland Street, Wharton Street car park, Wharton Street, Wingfield Street</i>	This character area is largely residential, with high traffic flows through Lower Olland Street and Wharton Street. The character of the area is derived from the building pattern which describes a clear visual progression from the outer edges of the town toward the dense town centre.
<b>5. The Outney Road Area</b>	<i>Brandy Lane, Broad Street, Chaucer Street, Cork Bricks, Nethergate Street, Outney Road, Popson Street, Quaves Lane, Scales Street, Stone Alley, Webster Street</i>	This character area is a mainly residential one, comprising of the streets to the north-west of the Market Area which used to lead to Outney Common and which surround the print works. The area's character is derived from its location at the northern edge of the town, and from its connection to the setting of the Conservation Area.
<b>6. The South End Area</b>	<i>Bardolph Road, Flixton Road, Laburnum Road, South End Road, Tower Mill Road, St John's Road.</i>	The character of this area is generally derived from the historic buildings which illustrate its development in the nineteenth and early-twentieth century, at the southern approach to the town.
<b>7. The Staithe Area</b>	<i>Staithe Road, Trinity Gardens, and The Maltings</i>	The former powerhouse of the town's economy; the industrial history of the area remains visible in the watermill and maltings, now converted to residential use.



The seven character areas in the Bungay Conservation Area

# CHARACTER AREAS

## 1. The Castle Character Area

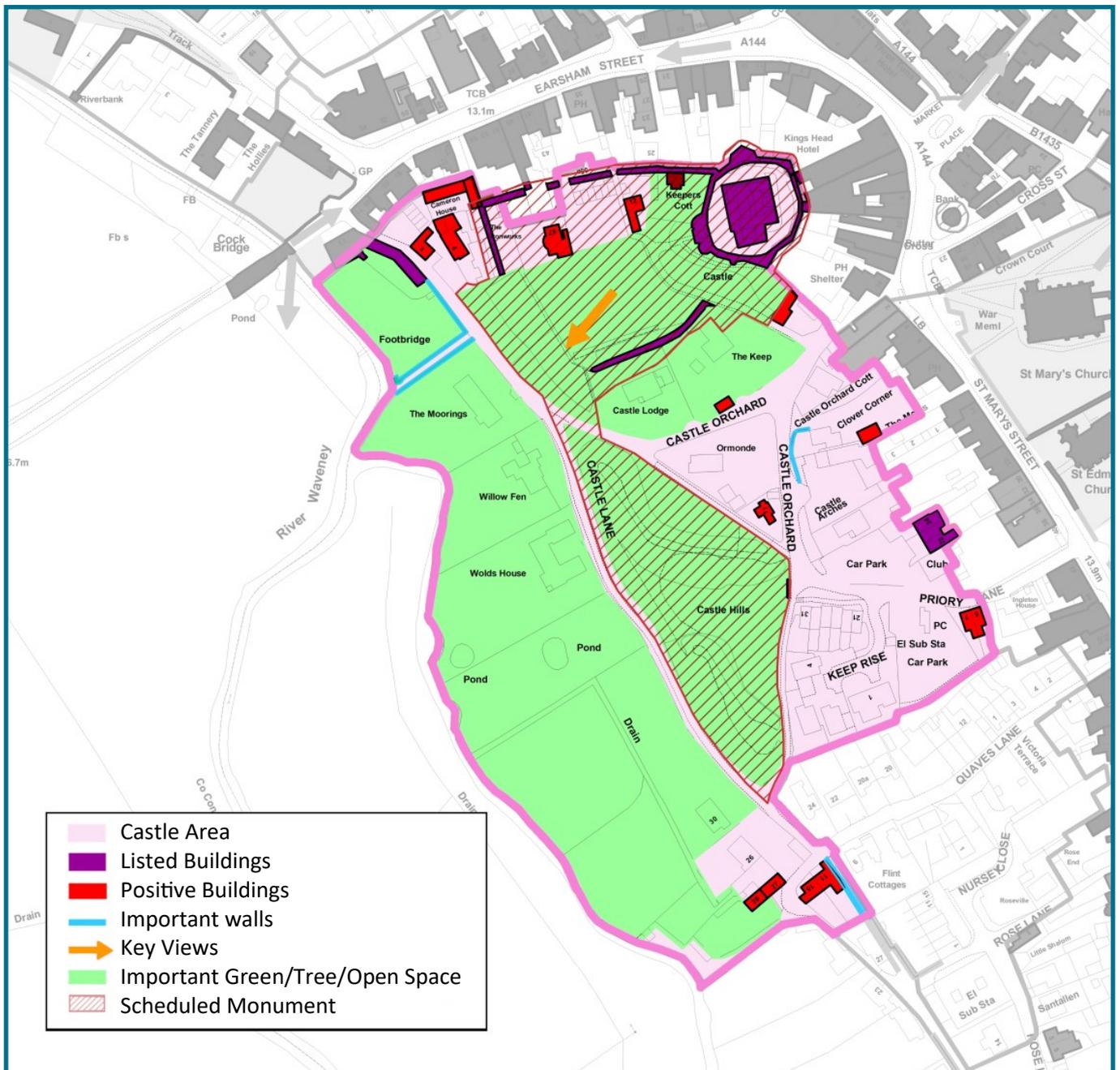
*Castle Hills, Castle Precincts, the eastern side of Castle Orchard, Castle Lane (south of Scott House), Keep Rise, Priory Lane and Quaves Lane.*

### Character Area Summary

This area consists of the Castle and the bulk of its surviving earthworks, from which it derives most of its character. It also includes the meadows to its

west and south west.

Despite its close proximity to the town centre, it is a landscape dominated residential area, largely in the pedestrian domain, with spaces used for quiet public recreation. Much of this area remained free from development until the mid-twentieth century, and even now, the settlement pattern is scattered and of a very low density.



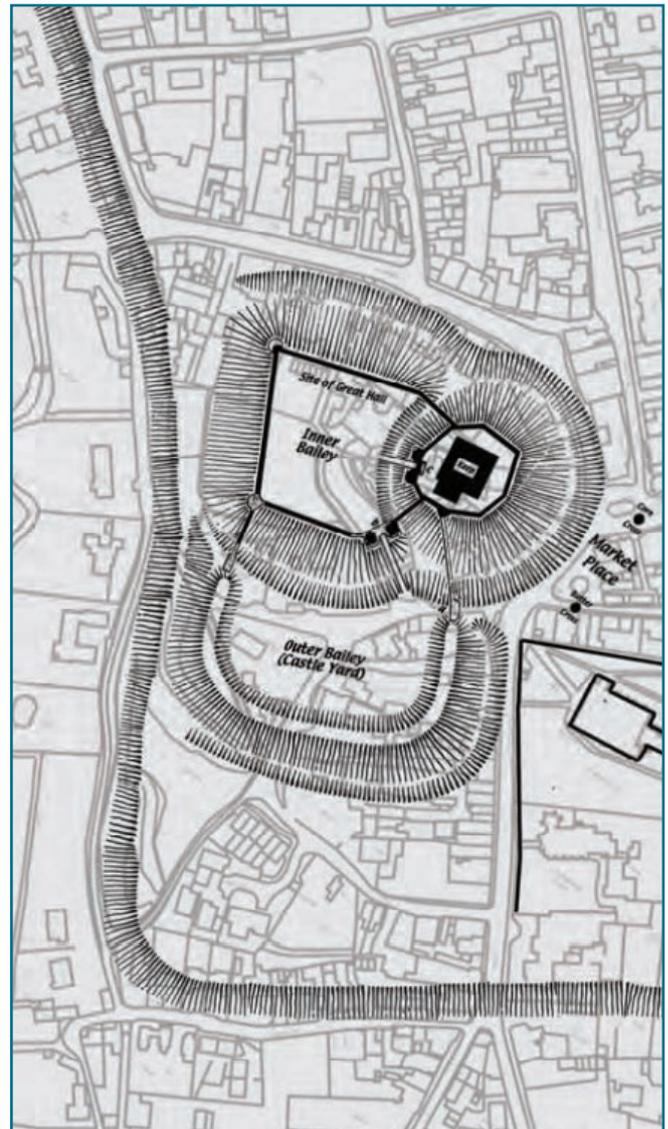
The area includes, and is bounded by, the walls of the Pre-conquest ‘town ditch’. The mounds and ditches of the Norman motte and bailey castle, and the inner and outer baileys of the later ‘Edwardian’ form of the castle, determined the line of Earsham Street and St Mary Street, Castle Orchard, Castle Lane and Quaves Lane.

The area is dominated by two landmarks, the castle towers (Fig 9) and earthworks; and three principal spaces, the keep and inner bailey, Castle Hill, and Priory Lane. These spaces are connected by minor roads and footpaths, their linear spatial character formed by substantial boundary walls, hedgerows, and trees. Adjoining these spaces is Castle Lane and the rear yards of buildings in Earsham Street, St Mary’s Street, and the garden boundaries of the eight or so discreetly located twentieth-century houses built within the former inner and outer baileys.

The area is one of high archaeological potential. Until 2018 it contained two large scheduled areas which were separated by roads. These were united into a single large scheduled monument within the Conservation Area. The stable yards of the Earsham Street and St Mary’s Street buildings extend across the line of the fortification up to the keep and the baileys and are discussed elsewhere.

Priory Lane suffered badly from the demolition of cottages and a chapel in the mid twentieth century and today contains two car parks which do little to preserve the area’s character. These car parks are however important for the town’s prosperity and occupy a prominent location within the wider setting of the scheduled castle and a number of listed buildings.

Within the area are also a few large twentieth century detached dwellings in large gardens. Those on Castle Lane appear to have been built within what was formerly a detached section of the garden of Scott House, Earsham Street.



*Plan of 14th Century landmarks in Bungay superimposed on the map of present day Bungay (after Hugh Braun and with permission of the Bungay Castle Trust).*



**Fig 9**



Fig 10



Fig 11



Fig 12



Fig 13

## Walkthrough

### **Inner Bailey**

The inner bailey is enclosed to the south and west by informal tree belts growing on the earthworks of the former fortifications. The northern boundary planting of coniferous trees is on a line about twenty metres south of the fallen remains of the north wall of the inner bailey. The area is mown grass with a scatter of garden trees. The scene is dominated by the twin gate towers of the ring fortification of the Norman castle, a scheduled monument. Attached to the gate towers is the ring wall of the castle. Its remains are continuous around the keep. They form an important archaeological and architectural feature within the garden of the house known as ‘The Keep’ (which adjoins the castle keep); and within the rear yards of the buildings on the south side of Earsham Street, the west side of the Market Place and from within the Inner Bailey.

South of the keep is a high brick wall (Fig 11), screening the Castle Visitor Centre from views within the Inner Bailey. There is a footpath leading from the visitor centre to the gate towers, set within iron railings which divide the keep’s precincts from the bailey (Fig 10). A second footpath follows an ancient course to the castle, running from St Mary’s Street to the gate towers, and from there north through a narrow-walled space to Earsham Street.

The inner bailey is usually an area of quiet public recreation, with the potential of tourist draw in busier months. The relatively informal layout of paths and visual permeability of the area makes a positive contribution to the significance of the scheduled monument.

There is potential for good views across the marshes to Earsham from the western edge of the Bailey, however these are partially obstructed by trees (Fig 12).

**Castle Hills**

The area is approached from Priory Lane through the Rosalind Messenger memorial gates (Fig 13). It is triangular in plan and contains the remains of the southern wall of the outer bailey to the north, and the Saxon rampart to south. These remains form a small green valley, with scrub and gorse covered hills on either side (Fig 14). There is a further narrow arm to the ‘valley’, running northwest, it is hedged to the east and lined with trees and bushes to the west. Along the top of the rampart is a walk , with clearings and seats for viewing the Waveney marshes to the west. There is an attractive series of stone steps with simple wrought iron handrails rising from the northern point at its junction with Castle Lane.



Fig 14

**Castle Lane**

The entry into Castle Lane is pinched between the walls of **Scott House** and **No.71 Earsham Street**. (Fig 15)

The east side of the road opens out allowing good views of the roofs, gables and dormers of the backs of buildings in Earsham Street. Here also, behind and above an row of lock up garages, cut into the castle earthworks, are the buildings of the former **Waveney Ironworks** and their attractive terraced gardens (Fig 16). The buildings were converted into dwellings, with a good range of local materials with appropriate timber casement and workshop style windows. With the Earsham Street buildings, the buildings form an attractive informal group of good townscape quality.



Fig 15

There is another pinch-point in the lane between the outbuildings to Scott House and **No. 3 Castle Lane**, following which the lane opens up to the overgrown castle earthworks on the east side.

The high, mellow, and varied red brick walls of **Scott House** continue on the western side of the lane to the north boundary of **Willow Fen** and is interrupted by a short and overgrown bridleway,



Fig 16



Fig 17

going down to the river. The north wall of the bridleway is a high flint rubble wall ending in a turret in imitation of a water gate (Fig 17). It was designed by J B Scott in 1839 as a 'Ruined Tower' and is a convincing and romantic pastiche. The southern section of former garden now forms the grounds of a twentieth century house called The Moorings.



Fig 18

**Willow Fen** is a late 1960s flat roofed detached house whose low scale limits its impact on the landscape setting. South of Willow Fen is the later twentieth century **Wolds House**, which is much more imposing due to its tall brick boundary walls. Then follows a narrow lane hemmed in by vegetation (Fig 20) before a former farm complex is reached on the corner of Quaves Lane.



Fig 19

Minor variations in the course of the lane close down the vista and provide attractive serial views. On the castle side the vegetation is overgrown and hangs nicely over the lane. At the end of the lane, at its junction with Quaves Lane is a small group of cottages and outbuildings in a semi-rural setting clustered around the bend in the road. Here there are fine views over the marshes to the west, along Castle Lane and the two alleys leading to Boyscott Lane.



Fig 20

Castle Lane is a source of quiet enjoyment for the walker providing a short circular walk with footpaths which lead back to the Castle and town centre, and into Castle Hills (Fig 19). The low-density settlement pattern, and pre-dominantly green, unmanicured and quiet character of the lane contrasts positively with the busyness expected of a lane this close to the town centre.

**Castle Orchard**

Castle Orchard forms the boundary of the Castle and Churchyards Character Areas. It historically provided access to the yards of at least two former coaching inns and to the gardens of the eighteenth century and earlier dwellings which line the western side of St Mary's Street.

At the northern end of Castle Orchard, a short lane leads to St Mary's Street at the rear of the **White Swan**, where the pub's seventeenth century gabled rear elevation and outbuildings terminate the view. There are also views of the rear of listed buildings on Earsham Street from the pub's beer garden. On the other side of the lane is the rendered probably early nineteenth century return elevation of **No.2 St Mary's Street**. When looking into Castle Orchard from the junction of Market Place and St Mary's Street, the White Swan's low brick outbuildings form the centre of the vista, together with a decorative iron overthrow which spans the entrance and contains a panel explaining the history of the Butter Cross (Fig 21).

Looking south of the yard of the White Swan, a path leads north to the ruins of the Castle (within the Inner Bailey), with at its foot a converted red brick outbuilding which serves as a food outlet. Adjacent to it are a row of wooden retail outlets built in the late twentieth century which are very much in the style of seaside changing huts (Fig 22). A substantial house which stood on the corner of the path to the Castle was demolished in the 1960s (Fig 23).

Beyond the path to the Castle, the street divides into two (Fig 24). Where the lane divides, the western arm narrows and bends sharply to the west. Boundary walls give way to high hedges and trees behind which are large, detached houses of mid-twentieth century date (Fig 25). On the south-western corner, the large detached c1930 house known as '**Ormonde**' has a well-constructed modern red brick serpentine wall. '**The Keep**' is a well-preserved example of a mid twentieth century detached bungalow which partially sits on the scheduled monument.

The southern arm of the street leads along the rear yards of the buildings on St Mary's Street. Although development has eroded some of these yards, others including **The Fleece Inn, No.6**, and **Nos.14-18 (even)** retain mellow brick boundary walls



Fig 21



Fig 22



Fig 23

*Houses at the junction of Market Place and Castle Orchard partially cleared in the 1960s.*



Fig 24



Fig 25



Fig 26



Fig 27

of eighteenth, or early nineteenth century date which contribute positively to the setting of the listed buildings they serve, and to the scheduled Castle ramparts.

Fine views of the tower of St Mary’s Church can be gained from this part of Castle Orchard (Fig 26). To the west are the earthworks of the Castle ramparts, and **No.11 Castle Orchard**, a distinctive early twentieth century house designed by John Doe. Its boundary wall and fencing are a prominent visual. Further south Castle Orchard turns into Priory Lane.

**Priory Lane**

Priory Lane has suffered badly from the clearance of historic buildings. Its Baptist Chapel of c1860 which stood next to the grade II listed **Nos.24-28** was demolished in the 1950s. A cluster of houses at its junction with St Mary’s Street were also demolished in the 1960s and is now occupied by large flat-roofed single-storey buildings. The quality of late-twentieth century development is poor and in the case of Ingleton House, over-scaled.

The car park is a fragmented space, crossed by Priory Lane and formed by the flank walls or backs of buildings. The western boundary is formed by a brick wall, beyond the **Castle Arches** development and the gates to Castle Hills. The public lavatory attains undue prominence from its isolated position within the space, with its lack of soft landscaping and uniform asphalt surface. **Keep Rise**, a small early twenty-first century development of houses adjoins the southern car park. **Nos.21-31** are a somewhat over-scaled block, which nonetheless provide some visual framing to Priory Lane.

Looking east from the car park there is an attractive view of St Mary’s Church tower and the roofs of the buildings and outbuildings of St Mary’s Street (Fig 27).

## 2. The Churchyards Character Area

*(St Mary's Street & the Southern Part of Trinity Street)*

### Character Area Summary

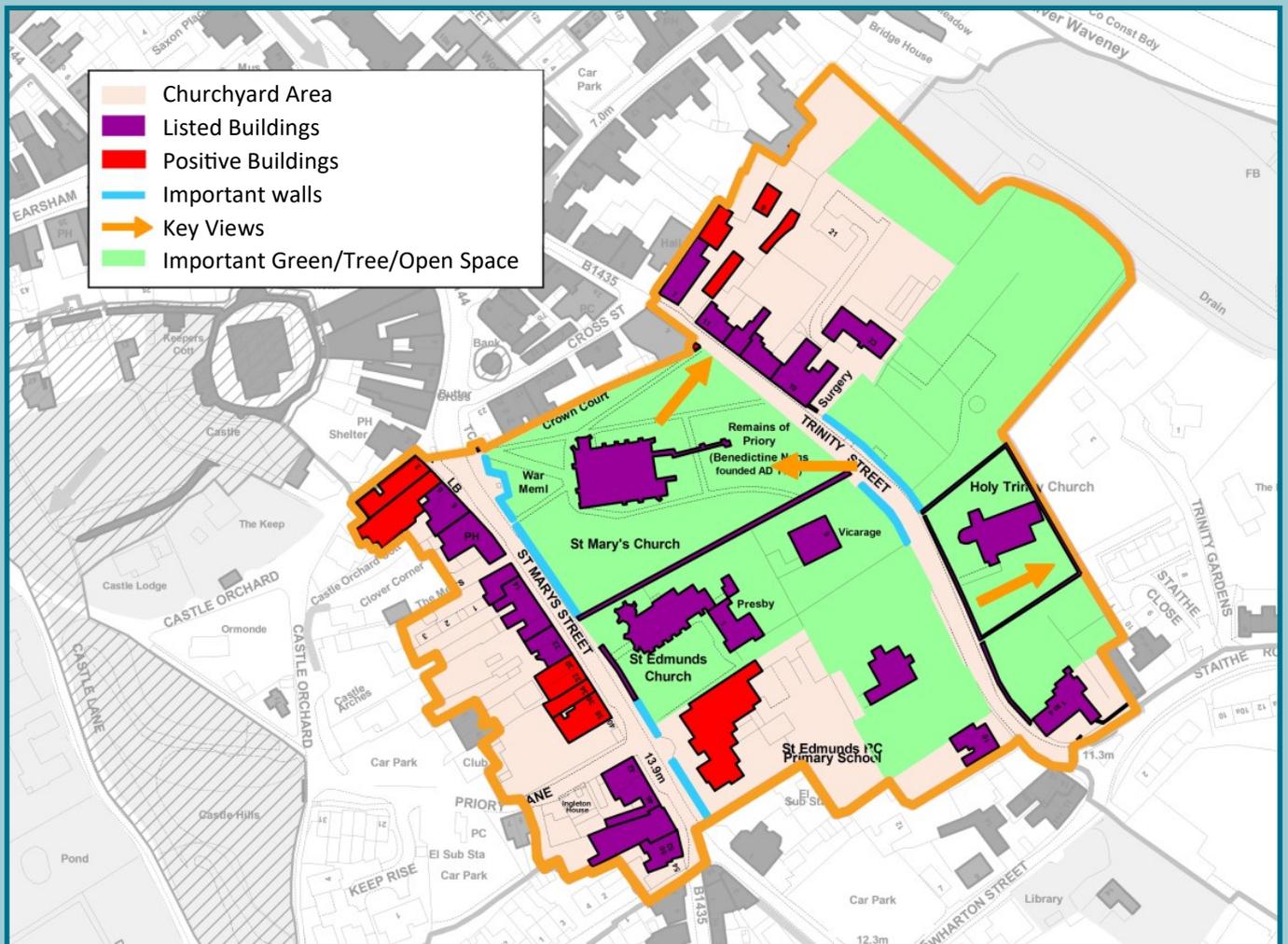
The Churchyards character area is one of large leafy open spaces, containing three historic church yards and a series of large townhouse gardens. These green spaces have considerable amenity value and make a strong positive contribution to the group of highly graded listed buildings within the character area.

The churchyards are bound by St Mary's Street on the west side and Trinity Street on the east side.

The character of St Mary's Street is largely derived from its status as a secondary shopping street which leads to the town centre. The building pattern is dense on the west side of the street, with shops at ground floor, and it is highly trafficked by both cars and pedestrians.

Trinity Street is a largely residential street, which derives its character from the large townhouses and connections to the churchyards.

The land between St Mary's Street and Trinity Street is largely occupied by the redundant medieval **Church of St Mary** (grade I). Its closed graveyard contains the town's war memorial. To its south is the Roman Catholic **Church of St Edmund** (grade II\*),



with its presbytery (grade II), and Victorian gothic primary school. In medieval times, the area was occupied by the priory precinct; with Trinity Street on one side and St Mary's Street on the other.

St Mary's Street was the main north-south street of the ancient town with the priory precinct on one side and the deep ditch of the castle's outer bailey on the other. The houses that followed the infilling of the bailey ditches have been replaced or adapted in the following centuries, though then as now, there was a mix of uses, including dwellings, inns, shops, and workshops.

The fire of 1688 stopped at The Fleece public house, and it follows that there may be late medieval, sixteenth and seventeenth century fabric behind the later eighteenth and nineteenth-century facades of the buildings in St Mary's Street. These buildings have long rear gardens or large yards which can be accessed from the eastern side of Castle Orchard. Their boundaries reflect those of the medieval building plots and are often marked by eighteenth century brick walls.

The centrepiece of the area is the churchyard of **St Mary's Church** (Fig 28), an important urban space, enclosed to the east by the fine Georgian houses and garden walls of Trinity Street. To the south is an old flint rubble wall with a later embattled brick top and re-used Tudor gateway. To the west are low brick walls and railings in St Mary's Street. To the north is an eclectic mix of gables and walls of the backs of buildings in Cross Street (See Market Character Area).

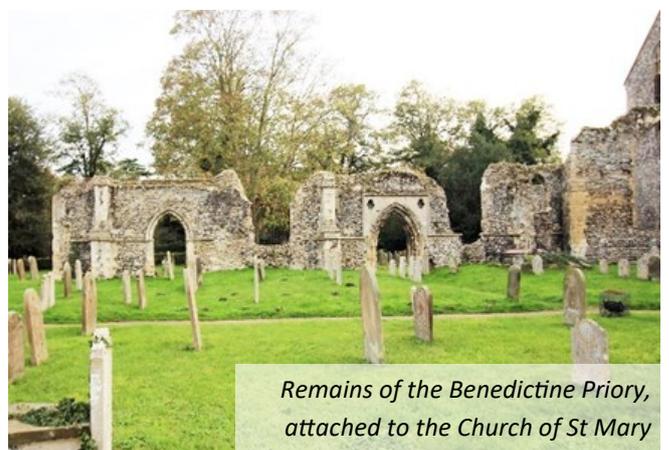
The churchyard is crossed by paths and planted with prunus. There are some fine views across the churchyard with serried curving ranks of eighteenth and early nineteenth century tombstones. The elegant red brick Georgian houses of Trinity Street form an attractive backdrop (Fig 29). The Trinity Street boundary of the churchyard was until the mid-twentieth century enclosed by a further wall and railings.



Fig 28



Fig 29



*Remains of the Benedictine Priory, attached to the Church of St Mary*



Fig 30

The centrepiece of the churchyard is the tall church tower, rebuilt after the fire of 1688. It is the town's principal landmark and is visible throughout the Conservation Area and from beyond the town. The memorials themselves are of restrained design but are of considerable historical importance and make a strong positive contribution to the setting of the surrounding listed buildings. There is a good cluster of early memorials surrounding the west door, whilst in the north east corner of the churchyard are a particularly fine group commemorating the historically important Scott family.



Fig 31

To the south of St Mary's Churchyard is the churchyard of St Edmund's Roman Catholic Church with ordered rows of later nineteenth century memorials (Fig 30), and to the east the churchyard of Holy Trinity with good quality eighteenth century headstones (Fig 31).

**Walkthrough**

***St Mary's Street***



Fig 32

St Mary's Street runs straight to its northern end where it veers east to circumvent the inner bailey ditch. Here the **White Swan** and **Nos.12-16 Market Place** terminate views looking north (Fig 32). Looking south, the vista ends with the early nineteenth century bowed shop front of **No.56 St Mary's Street**. There are also fine views of the church and its tower from the north of St Mary's Street where it forms an attractive group with the war memorial.



Fig 33

The west side of St Mary's Street is enclosed by a mixture of two and three storey houses set in a continuous line on the rear pavement edge. The enclosure is punctuated by an entrance to The Fleece Inn's yard and Priory Lane.

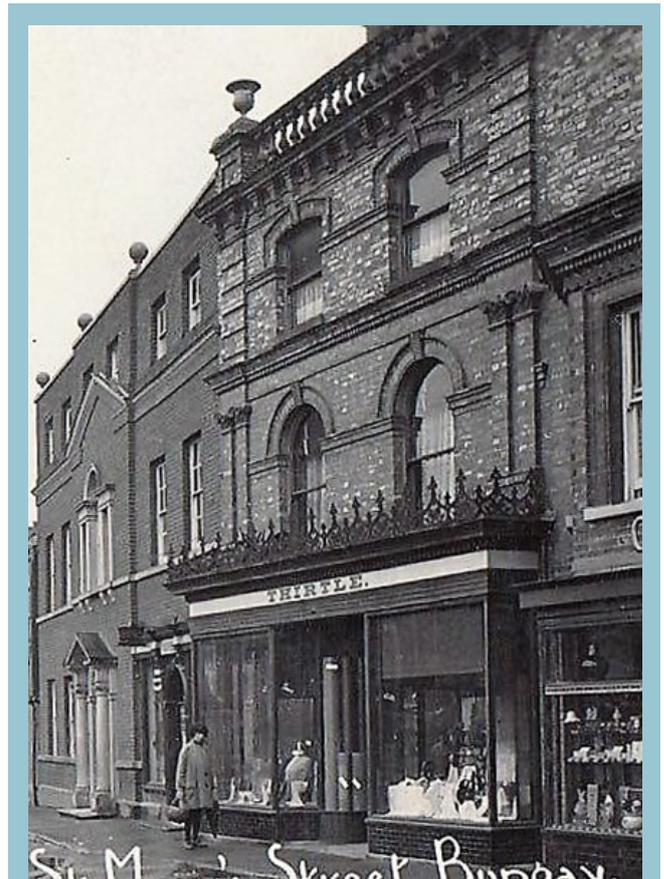
Starting at the northern end of St Mary's Street are the largest scaled buildings on the street. **Nos.2 & 4 St Mary's Street** have elaborate gault-brick

façades of c1870, which were designed by William Oldham Chambers of Lowestoft. Behind their façades however, are much earlier structures. They are amongst the most impressive Victorian commercial buildings in the town, although alterations to the shopfronts in the twentieth century detract from their historic interest.

**No.6** is a large distinguished late-eighteenth century townhouse, with a central first floor Venetian window beneath an open pediment. It is prominent in views looking west from the Market Place and is one of the two most significant buildings in the row. It retains a rare and unusually complete early nineteenth century facia to what was once either a shop or counting house. Due to its scale, it acts as a gateway building to the Market Place Area.

To the south of No. 6, the buildings step down significantly in scale. **The Fleece's** restrained classical late-eighteenth century façade now has early twentieth century applied timber framing and applied cement rendering in imitation of red brick. Within the building are, however, the remains of a jettied sixteenth century structure. To its rear is a large inn yard, from which fines view of the tower of St Mary's Church can be found.

**Nos.14-18** is the most significant timber-framed building in the town (Fig 34). They were built as a high-status building in the later sixteenth century. At its rear, evidence survives of an external first-floor gallery suggesting that it was once an inn. It may also have been a guildhall. It retains finely carved mullioned oriel windows and a sixteenth-century shop front relocated onto one of the oriel sills (Fig 35). At ground floor level is a central eight panelled door with an impressive pedimented Doric doorcase. To its left is a shop front with Doric pilasters with scope for improvement. At the rear is a large yard which may have served the inn. Surrounded by early nineteenth century and possibly earlier walls, it forms an important part of the setting of the scheduled Castle earthworks beyond. Twentieth century additions have eroded the character of the yard, but they are of a discreet scale and massing.



*The façade of No.4 St Mary's Street designed by William Oldham Chambers c1870, from a c1940 postcard.*





Fig 36

The remainder of the buildings in the row are an attractive mix of Georgian & Victorian buildings, set mainly side on to the street. There is much subtle variation in design and materials, within the local palate. However, there is also an attractive uniformity of scale, rhythm and proportion and attractive detail including windows, doors, oriel windows, and shop fronts. The nineteenth-century shop front of **No.38** has Tuscan columns and entablature, and next door, there is an unusual curved bay window and entrance doors of the same date as **No.36**.



Fig 37

**No. 36-38** provides a good 3-storey bookend to the row (Fig 36), unlike **No 40**, which is an unfortunate mid-twentieth century intrusion (Fig 37). There could be an opportunity for harmonious rebuilding and enhancement.



Fig 38

The east side of St Mary's Street is enclosed by a complex combination of walls & railings. The north end has a somewhat heavy modern ensemble of gault brick walls and iron railings.



Fig 39

At the corner of the churchyard they abut a tall c.1820 gault brick pier with a stone cap and urn. Similar piers once existed at each corner of the churchyard. Then follows a plain red brick wall, a replacement for the railings of the former presbytery of the first (c.1820) Roman Catholic Church.

Then follows a substantial piece of the former Priory Precinct wall (Fig 38) and the late nineteenth century panelled brick boundary walls of the school (Fig 39). Only the upper parts of the Roman Catholic Church are visible from St Mary's Street. Its façade is of an inventive and elaborate mixture of the Decorated and perpendicular styles and was designed by Bernard Smith, built c1889-1901. The gabled west entrance and tall conical copper baptistery roof are prominent in the street scene. The upper storey and roof of the Presbytery at the back of the site can also be seen above the wall.

The battlemented base of the once 40ft high bell tower articulates the **Roman Catholic Primary**

**School** and the classroom gables reflect that of the church (Fig 40). Although slightly later than the rest of the group and by a different architect (being built in 1899 to the designs of F.E. Banham) the use of similar materials and inventive gothic detailing imparts a pleasing visual unity to the composition of church, presbytery, school, and boundary walls. The three buildings are also a testimony to the generosity and taste of their donor, the wealthy Bungay lawyer Frederic Smith.



Fig 40

**Trinity Street**

Trinity Street is a long linear space, with a shallow serpentine curve, enclosed by buildings or high walls opening directly onto the pavement edge at its northern end. Further south, the street opens into the churchyards (Fig 41-42); St Mary’s level with the street and Holy Trinity Churchyard behind a wall and fine wrought iron gate. Until World War Two these spaces were also enclosed by high, decorative, railings which also enclosed the Street.



Fig 41

Garden and churchyard walls make an important contribution to the character of Trinity Street, notably the medieval precinct wall of the priory in the curtilage of the old vicarage and **No.10 Trinity Street**. Of equal importance are the brick boundary wall and gate piers of **No.19** and the flint and brick boundary wall of the grade II\* **Trinity Hall** (Fig 49).



Fig 42

The eastern side of Trinity Street, from Bridge Street to Staithe Road, contains a group of places of worship, houses, and boundary walls of high architectural quality. The houses range in period from the late seventeenth century to the second quarter of the nineteenth century (for the northern section see Market Character Area). The majority have good doors and doorcases, sash windows, and other original detail. Among the notable details are the doorcase with Doric columns, triglyphs and open pediment to **No.11**, and the curved soffit of the gauged brick window lintel above the door of **No.19** (Fig 44). The gardens of these houses are prominent in views from the river bank footpaths and make a



Fig 43



Fig 44



Fig 45



Fig 46



Fig 47

strong visual contribution to the Conservation Area.

At the south end of Trinity Street, on its west side are **Nos.6 & 8**, a pair of substantial grade II listed white brick faced villas in leafy grounds dating from c1840. No.6, the former vicarage, is hidden behind trees in the appropriate setting of generous gardens and built on land once within the Priory Precinct. It also stands behind a substantial fragment of the medieval flint rubble wall of the Priory (Fig 46). Beyond, at the street's junction with Wharton Street and Staithe Road are a particularly good group of listed houses including the grade II\* **Trinity Hall** (Fig 47).

The Saxon church of **Holy Trinity** with its landmark round tower, sits in the centre of a raised churchyard, and is surrounded by serried ranks of eighteenth and early nineteenth century tombstones with visually rippling tops. It is surrounded by an ancient flint rubble and brick wall.



Fig 48



Fig 49

### 3. The Market Character Area

**Borough Well Lane, Bridge Street, Cross Street, Earsham Street, Market Place, Trinity Street (north of Cross Street)**

#### Character Area Summary

These streets are the residential and commercial streets at the heart of the town. The Market Place is at least as old as the castle, and originally occupied a large area outside the castle gate.

The Market once contained two market crosses, a corn cross, the centre for trading in cereals, and a butter cross for trading in dairy products. Most of the Market Place is now a busy roundabout, and where the Corn Cross once stood there is a traffic island. Between the churchyard and the present Market Place stood the shambles or meat market,

which encroached into the market and was made permanent so that what was once an alley between stalls, is now Cross Street.

Bridge Street and Earsham Street were major routes leading to the river bridges and out of the town. There were shops, workshops, houses, inns, and beer houses, and near the river in both streets there were tanneries. In Earsham Street there was also an ironworks and at the bottom of Bridge Street there was a wharf.

The development of the Market Place has created a close-knit series of interlocking spaces and closed views around the Butter Cross, the Black Dog standard, and the adjoining streets.

There are good views down the streets and interesting visual sequences amongst them. Most



notable is the view down Bridge Street, with its slightly winding rows of houses and diverse roofscape. A further memorable view is that looking south from the Three Tuns which includes the Butter Cross, St Mary’s tower, and the façades of St Mary’s Street.

The area’s character is derived from the layout of high quality and varied historic buildings around the town’s oldest historic spaces, and from being the commercial centre.

Walkthrough

**Market Place**

The buildings on the Market Place are some of the most imposing in the Conservation Area, and their collective scale encloses the two spaces of the Market Place; the Butter Cross (Fig 50 and 52) and the Black Dog standard (Fig 51 and 53).

The area around the Butter Cross is triangular in plan, enclosed on three sides by buildings, whose scale imparts an intimate sense of enclosure. The **Butter Cross** stands in the centre of an attractively landscaped pedestrian area. Built in 1689, it is circular in plan, with a dome carried on Tuscan columns and entablature surmounted by the statue of Justice added in 1754. It is a rare example of its type; the nearest other is in Swaffham in Norfolk built a hundred years later. Bungay’s cross is a reminder of its medieval function, and a symbol of the town’s reconstruction after the fire of 1688.

The earliest buildings around the Market Place, including the Butter Cross, were built to replace those lost in the great fire, and while some of their original architectural character has been eroded, their overall form and proportions survive. The buildings are mostly listed. Most typical of the period are those with long, hipped tile roofs, with gabled dormer windows such as **Nos.7-11 (odd) Market Place**. There are also good details worth noting, including the pub sign brackets of the **King’s Head Hotel** and **the Three Tuns**; and the two storey



Fig 50



Fig 51



Fig 52



Fig 53



Fig 54

height pilasters, entablature, and first floor bow window of **No.7**.

The area around the Black Dog standard is enclosed on four sides by buildings of two storeys with attics, or three storeys. Significant east to west slope across the area changes the perception of their relative visual height. The standard was designed in 1934 to replace the town pump. It commemorates a local legend and is held in esteem locally.

Between **Nos.5 and 7**, is a narrow alley now filled with wheelie bins, which ends with a good later twentieth century classical doorcase on the rear elevation of **No.1 Cross Street** (Fig 54). There are further narrow passageways on the western side of the Market Place which are associated with long closed inns including ‘The Pickerell’. The structures within these yards would repay detailed study as they may include eighteenth century or earlier remains. The inn yard of the former Queen’s Head, another former coaching inn, is located at the corner of Trinity Street.



Fig 55

Most buildings are mixed residential-commercial with shopfronts at ground floor or have otherwise public-facing frontages; historic inns and public houses. While most buildings are similar in scale, the roof forms and eaves lines are varied. A unifying visual characteristic are the grand proportions of the façades, compared to the smaller domestic-scale façades on Bridge Street. Large timber sash windows of similar sizes sit in regular intervals at first and second floors.



Fig 56

There are a number of good nineteenth and early twentieth century shop facias including that to **Weightmans, Nos.7, 14 and 17-21 (Odd)**. The stuccoed classical façade of Weightmans forms an imposing termination to Broad Street and is one of the most important buildings within the streetscape. An unusual early twentieth century shop facia survives to **No.6**; it has glazed deep green and chocolate coloured tiles and carved wooden brackets, whilst the doorway is flanked by slender

decorative brass pilasters. The bowed ground floor section of **No.13** is intriguing and is possibly the remains of an early nineteenth century shop fascia with later brick infill. An interesting exception to the nineteenth century shopfronts is the **Old Bank (No.8)** whose imposing red brick and stone classical façade is a c.1900 re-fronting of an earlier structure.

There is one later twentieth century building within the Market Place which occupies a highly sensitive corner site at the junction of St Mary's Street. Whilst **No.23** is of lacklustre design it is of modest scale and does not detract significantly from the surrounding buildings.

**Cross Street**

From the medieval period until the mid-nineteenth century this area was the shambles or butcher's quarter of the town. Many of the butcher's shops and slaughter houses were in courtyards, whilst alehouses occupied a number of the frontages.

The focal point at the end of Cross Street is the **former Wesleyan Methodist Church**, on Trinity Street, now of Edwardian appearance thanks to its 1904 remodelling (Fig 58). At the other end are **Nos.17-21 Market Place**; the tall three-storey frontage is a prominent flat backdrop to the Butter Cross as well as a focal point in views through Cross street from the east (Fig 59). There is a fine view of the tower of St Mary's from the courtyard by **No.4 Cross Street** (Fig 60).

At the east end of Cross Street is the **Owles warehouse**, of similar scale and dimensions to its Georgian predecessor. **No.2b, Trinity Street** (Wightman's Shop) is in a well-executed modernist style.

At the western end the buildings are of three storeys. **Nos.1-3** are a thorough late twentieth-century remodelling of an early nineteenth century building. Adjacent to it is the public convenience designed in an Arts & Crafts style by John Doe.



Fig 57



Fig 58



Fig 59



Fig 60



Fig 61

Opposite, **No.6** (The former Jolly Butchers Public House) is of early seventeenth century date. It is a survivor of the great fire, and therefore an important remnant of the post-medieval shambles.

**Bridge Street**

Bridge Street drops quite steeply from the Market Place down towards the river. At its junction with the Market Place, it is enclosed by three storey buildings, which give way to two storeys as the incline becomes less steep. Because of this, the experience of the street is particularly picturesque, as a journey. The street follows a gentle serpentine course, which continuously exposes the façades and closes serial views. In the nineteenth century it was lined with shops and inns, but it is today primarily residential.

The pinch-point at the western end of Bridge Street is formed by the three-storey gables of **Nos 1-3 Market Place** and **Aldeby House** (Fig 61). The scale of buildings decreases quickly with **Nos.1&7 Bridge Street** (Fig 62). The building line is entirely linear, although it is broken up in a few places.



Fig 62

On the north side the building line is broken by the Bridge Street car park, which forms a subsidiary space at the junction with Nethergate Street (Fig 62). The car park was formed by the demolition of cottages in the later 1960s; it is enclosed on three sides by buildings and by trees on the fourth. The parked cars are for the most part successfully screened from the street by a shrubbery. The street line, and sense of enclosure are again interrupted by the Chequers car park which was created by the demolition of seventeenth, and eighteenth century cottages c1970. The reinstatement of buildings on the street frontage would be of considerable benefit to the streetscape.



Fig 63

The only breaks in the building line on the south side of the Street are for courtyards and the drive and gardens of **No.34**, and **Bridge House**. Further east are two more yards. Nearest the river is **Wharf Yard**, with its former smoke house and warehouse

buildings. From here there are good views across the river, and of the backs of buildings in Bridge Street. The buildings in the yard are prominent in views of the River from the footpath known as the Bigod Way. The second yard is at the rear of **Nos.24-26** where a range of little altered nineteenth century, red brick workshops and stores enclose a cobbled courtyard.

Although now primarily a residential street, a number of good nineteenth century shop facias have been retained. Amongst the most impressive is the late nineteenth century restored facia to **No.36**. **No.26** has a perfectly preserved mid nineteenth century shop facia to its street and return elevations which retains its original glazing and pilasters (Fig 66).

**Nos. 28** (Fig 65) and **32** retain elegant bowed early nineteenth century shop fronts. At the Market Place end of Bridge Street, the mid and later nineteenth century facias to a cluster of former pubs have also survived.

Bridge Street is distinctively colourful, with rendered façades in soft pastel tones as well as brighter shades of blue and pink, which complement the earthy red tones of the few exposed brick frontages. While the street is relatively quiet, in part due to the one-way traffic system, the colourful façades give a vibrant character to the street (Fig 64).

Most buildings have their roofs side-on to the street, with steep roof pitches of approx. 45-55 degrees, clad with black or red pantiles. The relative uniformity of the roofscape with regular placement of chimneys, combined with the variety of colourful façades provides a strong sense of place. The sense of place is enhanced by the clear termination of the street at Falcon Bridge (Fig 67).

The most notable buildings in the street are **Bridge House and No.34**, the former a sixteenth century timber-framed mansion with elegant, later-eighteenth century façades. **Nos.36 & 38**, are a



Fig 64



Fig 65



Fig 66



Fig 67



Fig 68

three storey late nineteenth century house and former shop, of an inventive and accomplished design. Built of red brick with stone dressings and encaustic tiles, they freely borrow details from medieval north Italian buildings, including a fine oriel window (Fig 68).

Other notable surviving details include early seventeenth-century, first floor brick plat bands, which indicate the original extent of the buildings before they were sub-divided. They survive on **Nos.29-33, Nos.4-6, Nos.16-22**, and the former inn at **Nos.40-42**. There are also good examples of eighteenth-century sash windows with thin glazing bars in flush frames, and early casement windows; an eighteenth-century example is in **No.44** and a late seventeenth century cross casement in **No. 12**. Some of the houses also retain panelled shutters.

#### **Earsham Street**

Earsham Street has survived in a remarkably intact state, the only major loss being the former grammar school buildings of c1690 which were demolished in the early 1930s. The buildings in the street are currently in retail, office, and residential uses, and the eastern end of the street carries the majority of the heavy north-west traffic through the town.

Most buildings on Earsham Street are listed, those that are unlisted contribute to the character of the Conservation Area for their architectural character and contribution to the spatial enclosure of the street.

The buildings are set almost exclusively along the footpath, broken up only by narrow lanes leading to yards. Most are of 2- or 2.5-storey height, with the ridge-line parallel to the street, many with dormers. Although there is fine visual unity of scale and rhythm of fenestration in these dwellings, there is also considerable variety in the material and colour palette along Earsham Street. The overarching character is that of a commercial town centre, due to the various shopfronts (Fig 69-70).



Fig 69



Fig 70

Before the Conquest, Earsham Street probably ran directly west to east, from Earsham Dam to the Market Place where it was displaced to run around the Norman fortifications. The buildings on the west and south sides of the street follow the outer edge of the castle bailey ditch in a long unwinding curve, and the plots suggest that their lands were extended across the ditch when it was filled in. This accounts for the depth of their sites, and the frequent occurrence of rear yards south and west of the street.

The most notable yards include the former **King's Head** yard with engaging views of the castle walls and the backs of buildings in Earsham Street (Fig 71). It also contains the charming Oddfellows Hall of c1882 and contemporary steps built by the Oddfellows to allow access to the castle ruins. An impressive wooden statue of a 'wild man' was originally placed at the head of the steps, but this disappeared in the early twentieth century.

Further yards include the large yard behind **No.21** which contains **Nos.23-25 (odd) Earsham Street**; attractively refurbished cottages. Behind the **Castle Inn** is an extensive yard, through which runs a public footpath to the castle. The area is used for private car parking and contains remains of the inner bailey wall. The converted remains of the nineteenth century Rumsby's Iron Foundry (closed 1966) stand in Nathan's Yard to the rear of **Nos.51-55**.

The buildings in Earsham Street are primarily of later seventeenth, and eighteenth-century date, although a number were re-fronted in gault or white brick in the early to mid- nineteenth century. The street is wide with serial vistas which are closed by visual breaks on the northern side of the curve, i.e. the junction with Chaucer Street and the triangular bus stop in front of **8 and 12 Earsham Street** (Fig 72). These breaks give high prominence to the gault brick Dutch gable of **No.22** (Fig 73) and to 8 Earsham Street and Bigod House in views from the west, and to **12 Earsham Street** in views from the south.



Fig 71



Fig 72



Fig 73



Fig 74



Fig 75

The **Three Tuns Hotel** and its former assembly rooms are amongst the most significant buildings in Earsham Street (Fig 74). Built immediately after the 1688 fire on the foundations of a sixteenth-century building, the inn is prominent in views within the Market Place, Earsham Street, and Broad Street. Its restrained classical facades have suffered from ill-judged twentieth century alterations. The adjoining structure **No.4** appears to be of later eighteenth century date but is in fact a largely later twentieth century remodelling of a mid- nineteenth century structure.



Fig 76

**Nos. 4-8, No.12 and No.15** have handsome, classical and (the latter two) symmetrical façades. **No.12** is probably of later eighteenth century date whilst **No.15** has the date 1807 on its rainwater heads. If it was indeed re-fronted or rebuilt, then its design is a remarkably conservative one.

Scattered amongst the Georgian buildings are a few later structures of considerable merit. The late nineteenth century former bank at **No.18a Earsham Street** is one of the best Victorian commercial buildings in the town (Fig 75). Whilst the mid-nineteenth century Dutch gabled return elevation of **No.22** provides a memorable termination to one of the town's finest groups of listed buildings. **No.37** is a distinguished red brick townhouse of c1830-40 with a fine semi-circular fanlight.



Fig 77

Most of the buildings between Chaucer Street and the former Post Office have restrained classical façades in gault brick, with vibrant and lively shopfronts (Fig 77). Between **Nos.32 and 30** is an enticing gap, with a view of the flank of the former chapel in Chaucer Street. This group of buildings makes a strong positive contribution to the historic commercial character of the street due to the quality of the nineteenth century shopfronts.

Set back behind a small plaza is the c.1940 Queen Anne Style, **former post office** which stands on the site of the late-seventeenth century Grammar School. This is the most notable break in the building

line on the north side of the street (Fig 78). The diminutive form of **No. 44** stands to the left side of the small plaza. Formerly attached to the Grammar School, it now has prominence in the streetscene. Although they have different forms, No.44 and the street-facing gable of **No.48** have group value (Fig 79).

To the left are **Nos.50 & 52**, two early nineteenth century houses with unusual Edwardian crenelated bow windows. On the corner of Outney Road stands St Mary’s House, a substantial red brick mid-eighteenth century townhouse with a distinguished classical façade, which provides a bookend to the busy core of Earsham Street and a landmark when traveling from the west.

Opposite, **Nos.61, 65, & 67** are of a notably smaller residential scale than most of the buildings on Earsham Street (Fig 80). They, together with **Nos.69 & 71**, signify the edge of the commercial town centre.

By Cock Bridge is **Waveney House** and its riverside gardens, the house’s long white brick classical façade faces the river. Like Rose Hall at the southern edge of the town, its façade disguises a much earlier structure which possibly began life as a farmhouse.

Details of interest are the flint and brick boundary walls at the rear of premises on the south side of the street; the gate and railings adjacent to **No 61**, and the listed K6 red telephone box adjacent to the Post Office.

**Trinity Street (North) and Borough Well Lane**

Trinity Street falls partially within the Churchyard Character Area and partially in the Market Character Area. The junction with Cross Street provides the clearest visual separation of the Character Areas (Fig 81).

At the northern end of Trinity Street are three important unlisted buildings which make a strong



Fig 78



Fig 79



Fig 80



Fig 81



Fig 82

positive contribution to the Conservation Area. **No.2A, Wightmans**, a 1930s modernist style shop with its original shop fascia and metal framed casement windows, has a strong horizontal emphasis. The detailing and colour of its shopfront makes it visual group with **5 Market Place** (listed Grade II) (Fig 82). The late nineteenth century **Owles Warehouse** is a remarkable structure with an integral dwelling at its southern end. Small nineteenth century warehouses with integral accommodation were once relatively common but are now extremely rare. Its decorative detail and elevation reflect the scale and rhythm of the large early eighteenth century mansion which previously occupied the site. The **Methodist Church and Schools** provide a memorable termination to Cross Street and contribute strongly to the streetscape within Trinity Street and Borough Well Lane. Its external detailing is well preserved, although its setting has suffered from the loss of its enclosed forecourt.



Fig 83

The plots on the eastern side of Trinity Street are extensive and run east down towards the river. The backs of many of these houses and their extensive gardens can be seen from the banks of the river Waveney. Behind the properties on the corner of Trinity Street and Bridge Street are remnants of a network of inn yards and courts of small cottages of eighteenth century or earlier origins. There is a yard behind **No.1**, with an unspoilt, eighteenth century brick cottage. **No.7** has a nineteenth century shop front and Ionic porch to the front, and to the side and rear has extensive land containing stables, workshops, and what were once possibly curing houses.



Fig 84

To the right of the former Methodist Church is Borough Well Lane, a narrow passageway, with steeply descending steps where behind iron gates is a brick lined well of some antiquity, under a four-centred brick arch. There is a good view over the cottage roofs in Bridge Street from the lane.

#### 4. The Ollands Character Area

**Boyscott Lane, Lower Olland Street, Rose Lane, Turnstile Lane, Upper Olland Street, Wharton Street & Wingfield Street**

##### Character Area Summary

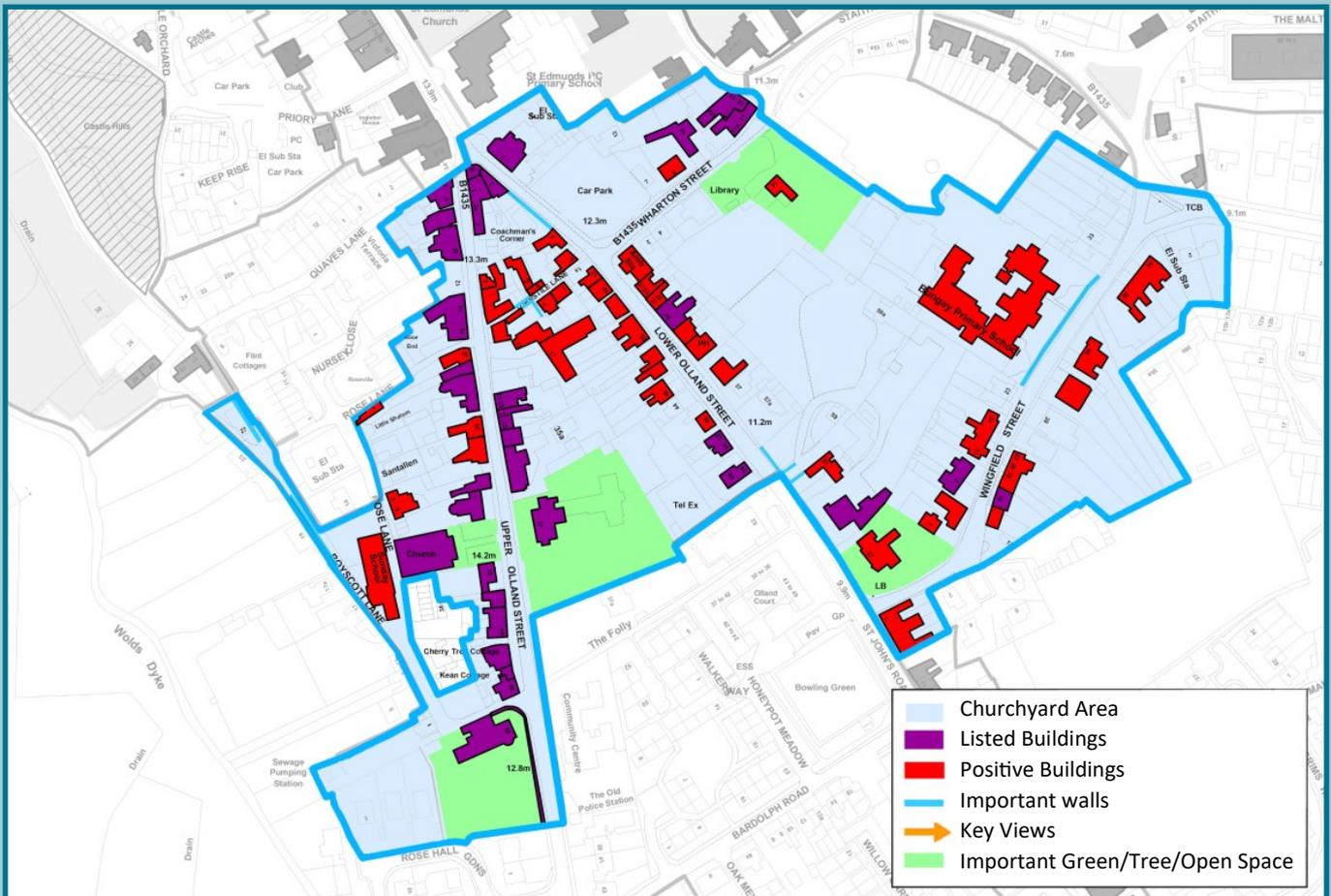
This character area is largely a residential one, with high traffic flows through Lower Olland Street and Wharton Street. The area begins on the southern edge of the historic core where St Mary's Street divides into Upper and Lower Olland Street where the gate across the Town Ditch once stood.

In the early nineteenth century, the town ended in the vicinity of Boyscott Lane and Wingfield Street, where open countryside began. The area of the Olland Streets was engaged in a mixture of uses, with many small artisan shops, workshops, inns, a livery stable, and a tannery operating in the buildings lining the street and in the yards behind

them. Workers housing was densest around Turnstile Lane, which once had a court of tiny cottages on its northern side, most of which have been demolished. On Lower Olland Street a large-scale clearance of cottages took place in the late 1960s to make way for a car park.

The building density is relatively high towards the town centre but diminishes towards the south. The predominate architectural character is of two storey terraced houses, which were built or refaced in the eighteenth and nineteenth centuries. They have a single-pile plan and are built along the back edge of the pavement, creating a comfortable human scaled environment. Pitched roofs predominate with thirty or fifty-degree pitches, depending on whether the roofing material is of pan tile, plain tile, or slate.

In the denser northern section of the Character



Area, there is a significant uniformity in the rhythm and proportions of the doors and windows (Fig 85). This provides a strong sense of place. There are a good variety of sash windows, mainly in flush sash boxes, with usually, twelve-light sashes both without and with horns (Fig 86). The glazing bars are usually Georgian and later, fine in profile with ‘ogee’ mouldings. The hard gloss of fine painted timber detailing contrasts well with the richly varied red brick of the walls. There are many fine classical timber door cases, raised and fielded panelled doors, and some attractive surviving nineteenth century shop and public house facias. A few houses still retain panelled shutters.

In the southern section of the Character Area there are larger detached and semi-detached houses, some set back from the street edge behind short boundary walls and front gardens.

The character of the area is derived from the building pattern which describes a clear visual progression from the outer edges of the town toward the dense town centre.

Walkthrough

**Upper Olland Street**

Upper Olland Street is lined with seventeenth and eighteenth century houses the bulk of which are listed. Those at the northern end have a uniform street frontage. Behind the eighteenth and early nineteenth century red brick façades can be found much earlier timber-framed structures. Looking north along the street, the tower of St Mary’s Church dominates the skyline.

The Street begins with the prominent group situated at the bifurcation of St Mary’s Street which consists of **No.56 St Mary’s Street, Nos.1, 3 & 3a Upper Olland Street** and **No.2 Lower Olland Street**; all of these structures are of high streetscape value. In Upper Olland Street, **Nos.1-3a** have a fine mid-eighteenth century façade, built with dark red bricks with glazed headers and black glazed pan tiled roof



Fig 85



Fig 86



Fig 87



Fig 88



(Fig 87). The irregular arrangement of this façade hints at the sixteenth century structure within, more obvious in the gables to the north, and in the pretty oriel window with tracery lights.

Opposite this group on the west side of the street, **Nos. 2, 4 and 6** continue the commercial character of St Mary's Street. **Nos. 2 and 4** have simple C19 shopfronts whereas **No. 6** has a modern shopfront which does not complement the group.

South of **No. 3**, a collection of flat-roofed garages fronted by parking spaces interrupt the building line, detracting from the continuity of the streetscape.

**Nos.8 & 10** (Figs 88-89) are a pair of well-preserved late Georgian red brick town houses with fine twelve-light hornless sashes and elegant open-pedimented doorcases with semi-circular fanlights. While the ground floor shopfronts of **No. 12** retain some historic character, the wholesale replacement of windows and rendering over at first floor, in combination with the deep boxed eaves, makes this building a somewhat negative intrusion in the streetscene.



**Nos.14 & 16** are timber-framed with brick ends, their form suggesting that they result from the subdivision of a substantial seventeenth century house. Its regular range of large Victorian sash windows and five identical dormers give it a notable positive street presence.



Turnstile Lane is a quiet alleyway which links Lower and Upper Olland Streets. It is a close knit, small-scale residential area of cottages with pan tiled roofs and red and tarred brickwork in a pleasant confusion.

To the north of the lane are **Nos.7, 9 & 11** Upper Olland Street, three storey early Victorian terraced houses and a former inn, which, despite unsympathetic alterations (including window replacements to **Nos. 7 and 9**), still contribute to the character and enclosure of the street by continuing

the building line on the back edge of the pavement.

To the south of the Lane is a group of well-designed Victorian buildings. **No.13**, is built in harmonious scale, proportion and materials while **No.15** is an attractive house, associated with former workshop ranges, within a courtyard, which have been converted for residential use.

**Nos. 22-24** are listed Grade II for the architectural and historic interest in their seventeenth century core fabric, however their contribution to the streetscene is somewhat marred by the late-twentieth century windows.

**Nos.21-35 (odd)** are a memorable row of grade II listed seventeenth and eighteenth century brick fronted houses. **No.21** faces north into a secluded garden behind a garden wall and shrubs, whilst **No.35** is notable for its sixteenth-century brick diapered gable wall. Beyond is Holmwood, a large former vicarage which stands in a leafy garden. This has a seventeenth-century timber-frame, a three-cell form, eighteenth century sash widows, and a rear wing with a fine doorcase.

**No. 28** is a notable twentieth century building of a larger scale than its neighbours (Fig 95). It is a purpose-built public house of c.1913 on the site of an earlier inn. Its Vernacular Revival style contrasts with the eighteenth and nineteenth century façades of the surrounding buildings, although the applied half-timbering and roughcast render is echoed on **No. 30** adjacent to it. The integrity of its detailing and features make it a positive building in the streetscape.

At this point the street opens up with buildings being set back further from the pavement. The southern end of the street is less enclosed than its northern end and is primarily lined by large houses in generous grounds. Whilst garden grabbing has begun to erode the setting of these listed buildings their front gardens remain well-preserved.



Fig 92



Fig 93



Fig 94



Fig 95



Fig 96

**Emmanuel Church** (Formerly the Congregational Church) originated in 1776 and is set back behind a burial ground laid out as an attractive garden with its tomb stones set against the boundary walls (Fig 96). The church façade was reconstructed in 1990, though this has not diminished the contribution that it makes to the street and as a ‘back drop’ to the former burial ground. The grave yard associated with Emmanuel Church is a relatively rare survival of its kind as relatively few urban nonconformist graveyards now survive. Many of the early nineteenth century memorials have been moved to line the boundary walls, in order to create a garden.



Fig 97

Looking north from Emmanuel Church, the relative uniformity of the streetscene is notable; subtle variations in the eaves lines and roof lines of the single-pile buildings create visual unity, heightened by the regular rhythm of white painted window and door frames (Fig 97).



Fig 98

South is **No.34**, the former Congregational Church manse, another elegantly ordered Georgian façade with an early nineteenth-century timber door case and fanlight with an unusual enriched decoration.



Fig 99

**Nos.34-50** are aligned on a subtle concave curve, and built in red brick or gault brick, with black glazed pan tiled roofs (Fig 98-100). With the tall mature trees and boundary walls around the grounds of **Holmwood** and **‘The Folly’** (just outside the Conservation Area) this part of the street is particularly well framed. **Nos.46, 48 and 50**, with well-preserved polite façades and matching iron handrails to the front doors, is one of the street’s most characterful groups.

Dominating views up and down the street is **Rose Hall**, a fine and substantial sixteenth century building with a mid-eighteenth century classical façade, set back behind high and substantial enclosing garden walls.

Just to the south-west of The Folly is a large mid twentieth century single-storey community centre. Whilst this structure is of no historic interest it occupies a highly sensitive site close to grade II\* and grade II listed buildings.

**Lower Olland Street**

Lower Olland Street is a wide, traffic dominated street. Approached from the south, the gardens of large villas are the dominant and unifying feature (Fig 101). **Nos.59-67 (Odd)** are good examples of large nineteenth century houses often with high garden walls and generous gardens with fine trees. The largest houses, **Nos.65 & 67** have however both suffered from unsympathetic later twentieth century additions.

From here St Mary’s Church tower comes into view at the top of the street and remains the focal point (Fig 102).

Neighbouring them is **No.57a**, a lack lustre single storey twentieth century structure with a bleak forecourt used for carparking. **No 57** is also a twentieth century dwelling, making little contribution to the character of the area, apart from its low red brick boundary wall.

Across from **Nos.57 and 57a** a row of detached and semi-detached houses frame the west side of the street with a view toward the public car park. Collectively their forms positively shape the streetview, with consistent fenestration positioning and sizes, however when looked at individually, modern interventions such as the loss of historic windows to **Nos. 48-54** detract from their significance.

**Nos. 36-44 (even)** break up the building line on the west side of the street, although the boundary walls to **Nos.36 and 38-40 (Laurel Villas)** provide positive visual continuity. No. 44 is a twentieth century replacement dwelling, however, Nos.36 and 38-40 (Laurel Villas) have good late-nineteenth century detailing.



Fig 100



Fig 101



Fig 102



Fig 103



Fig 104



Fig 105



Fig 106



Fig 107

Travelling north the density increases and the space narrows, becoming defined by late-eighteenth century and nineteenth century terraces built on the back edge of the pavement (Fig 103). The enclosure they provide, their scale, rhythm, materials, and architectural detail, make a positive contribution to the Conservation Area. Of particular note are **Nos.31 -53 (odd)**. **Nos.41-45** are listed Grade II, and **No.35** has an attractive and complete Victorian shop front. **Nos.12-34 (even)** have a visually pleasing consistency in form, with subtle variations in red brick tones and in ridge and eaves lines. **Nos.6 & 8** are a handsome pair of semi-detached early Victorian gault brick cottages.

The **former fire station** of 1930 on the corner of Wharton Street is one of the most prominent landmarks in the street, its curved gables reflecting those of the seventeenth century alms houses which once occupied the site (Figs 104-105). The gabled elevations and high red brick eighteenth century boundary wall of **Nos.1 and 2** are prominent in views from Wharton Street.

Opposite, the late 1960s demolition of neighbouring cottages has left the grade II listed former **Angel Public House** appearing isolated by car parks from its neighbours (Fig 106). The Wharton Street public car park is a bleak tarmac covered space whose appearance is only softened by a row of small trees on its Lower Olland Street frontage.

The junction of Lower Ollands Street with St Mary's Street is a narrow pinch-point between **Nos. 1 and 2 Upper Ollands Street** and the former **Angel Public House**, providing an attractive view toward St Mary's Street (Fig 107).

***Boycott Lane, Rose Lane, and Quaves Lane***

These lanes evolved from a network of paths joining Castle Lane which provided access to the back of the buildings in Upper Olland Street. Their character is that of informal back-lanes. The roads make spaces which have an attractive and varied arrangement formed by boundary walls and

buildings on the carriageway edge. The Conservation Area carves out sections of Boyscott Lane and Rose Lane, omitting later-nineteenth century and twentieth century dwellings and garages. While their significance may be limited, these structures form an important part of the setting of the Conservation Area.

The spatial sequence at Boyscott Lane begins with the curved red brick boundary wall of **Rose Hall**, leading to the car park bounded by the wall at the rear of **No.48 Upper Olland Street**, and the cottages **Nos.1-5 Boyscott Lane** (Fig 108). The roads divide twice where the buildings within the forks are prominent. The first is the south gable of the **Sunday School** (Fig 109), and the second is the gable and garage door of **No. 27**. There are good sequential views along the length of the street, particularly at the north end of the lane where the space is narrow and tightly confined by high walls. It opens out further west into an attractive space of rural character looking out over pasture and dykes.

The most important building in Rose Lane is the Emmanuel Church School which was extended c1892 to provide a Lecture Hall on the site of an old vestry and cottages. Remnants of the cottages survive in the flint and brick walls south of the Lecture Rooms. Across the road, a new Sunday school was built in 1869 and extended in 1913.

**Wharton Street**

Wharton Street contains an attractive group of red brick, late eighteenth-century houses and a high garden wall on its northern side, which form a group with buildings in Trinity Street (Fig 110). Also set back on the other side of the road is **No.14**, on the south side is a good nineteenth century house which also contributes trees and greenery in its substantial garden. It originally enjoyed open views to the east.

The western end of the street is less well-preserved. At the corner of Wharton Street and Lower Olland Street on the southern side stood a fine row of seventeenth century single storey red



Fig 108



Fig 109



Fig 110



Fig 111



brick almshouses with tall chimneys and crow stepped gables. These were sadly demolished in 1930, a major loss to the town. The former fire station which occupies part of their site is itself however a building of some character and distinction. Next to the fire station on the south side of Wharton Street are a pair of mid-twentieth century red brick former firemen's houses, and the late twentieth century single-storey **County Library** (Fig 111).



Opposite four cottages were demolished in the late 1960s to form part of the Lower Olland Street car park.

### ***Wingfield Street***

Until 1877 Wingfield Street was called Plough Street, it was named after The Plough Inn which stood opposite **Nos. 1 & 3** where the town merged into the countryside. The Plough, a charming thatched seventeenth century building was demolished c1964 (Fig 113) and its site remains largely vacant. At the eastern end close to Prospect Place was the town pound used for stray livestock which disappeared in the early twentieth century. The early nineteenth century houses in Prospect Place would have originally enjoyed fine views towards Holy Trinity Church to the north and towards The Ollands Plantation to the south.



At its junction with Lower Olland Street are the gardens of **No. 67 Lower Olland Street**, a large gault brick nineteenth century villa with a tarred red brick and cobble garden wall to Wingfield Street. **Nos. 1 & 3**, a carefully detailed pair of villas of c1900, were probably built on the site of **No.67's** stable and cart shed. Part of this complex may survive to the rear of No.3.



With the exception of a small group of houses, **Nos.5-11 & 14-22** at the western end of the street, all the buildings were constructed after 1877. The street is primarily a residential one. Short terraces and semi-detached pairs of dwellings stand behind

small front gardens and short boundary walls or fencing.

There are two good terraces, **Nos.5-11**, early nineteenth century and listed. Built in gault brick with a black pantile roof and attractive detail and set back behind a painted timber picket fence. The other, **Nos.38-44** is also in gault brick and with similar detail and much altered (Fig 115). Elsewhere within the street are mainly pre-war semi-detached houses set back behind front gardens with a pleasing uniformity of detail with red brick walls and clay pan tile roofs.

The former Board School of 1877, now the **Primary School**, at the eastern end of the street is one of the town's most important public buildings (Fig 116). It is an imposing gothic-style structure, with high gables and a bell cote. It stands back from the street behind a fine brick wall and iron railings.



Fig 116

### 5. The Outney Character Area

**Brandy Lane, Broad Street, Chaucer Street, Cork Bricks, Nethergate Street, Outney Road, Popson Street, Quaves Lane, Scales Street, Stone Alley, Webster Street**

#### Character Area Summary

This character area is a mainly residential one, comprising of the streets to the north-west of the Market Area which used to lead to Outney Common and surround the print works.

There is archaeological evidence of settlement in the 12th-century and later in the 18th-century there was scattered development of artisan housing in sub-divided cottages or small terrace houses. The buildings were concentrated in Broad Street, Chaucer Street and Popson Street. Broad Street was wide enough to have accommodated a market or possibly a cattle fair and was the direct route to the 400 acres or more of grazing on Outney Common. In

the 19th-century it was not densely settled and was the location of the homes of locally prominent people; Bank House was occupied by the Margitsons, ancestors of Lilius Rider Haggard and Earsham Street House was occupied by Frederick Smith, sponsor for the St Edmunds Homes and the rebuilding of the Catholic Church.

Outney Road, for most of its history, was little more than a path until the railway opened and it became the main route to the station. Some of the early dwellings on this street were originally small holdings or subsidiary buildings to the large houses on Earsham Street. Since the closure of the railway footfall has significantly declined.

The Outney Character Area is located on the north-western edge of the town, as such the character of the area is derived by its connection to its setting as much as by the appearance of the area. The setting of the Conservation Area displays its



influence in two distinct ways: Broad Street, Chaucer Street and Popson Street are dominated by the presence of the print works, whereas Outney Road has a much more open and green character, and a clear connection to the landscape to the west.

Walkthrough

**Broad Street**

Broad Street forms part of the principal traffic route through the town although it is primarily a residential street. The street contains a fine and varied ensemble of buildings. At the Market Place end are large higher status dwellings, which slowly give way to smaller terrace houses. The bulk of the houses are built against the back edge of the pavement.

At the Market Place end, Broad Street is a narrow, confined space, formed by the **Three Tuns** on one side, and **Nos.6-10** (Fig 118) on the other. North of the Three Tuns (see Earsham Street) the street opens out into a long and wide thoroughfare. Looking south, the end elevation of **No.8 Earsham Street** is prominent in the view.

There are notable long views up and down the street; south, towards the classical stuccoed façade of **Wightmans shop** in the Market Place (Fig 117), or north, out past the print works to Outney Common. There are views out between buildings on the east side of the street of the water meadows, and a picturesque view of **No.15 Earsham Street** from the Broad Street termination of **Cork Bricks** (Fig 119), a view enhanced by a gateway sign.

There are interesting alleys between Broad Street and Nethergate Street, exposing in flank walls the earlier fabric behind the nineteenth-century façades. For example, in **Brandy Lane** (between **Nos.16a & 18**), sloping down to Nethergate Street is a narrow alley lined by tarred and bulging brickwork. There are also alleys leading to yards beside the Fisher Theatre. Stone Alley contains two small eighteenth century cottages and red brick and stone



Fig 117



Fig 118



Fig 119



Fig 120

rubble boundary walls.

On the same side and set back from the pavement are the present **Nos.12-16**, a fine three storey early nineteenth century classical townhouse with an elegant semi-circular timber porch (Fig 120). Attached to the south is the later nineteenth century Italianate banking hall constructed for Gurney's Bank, which was probably designed by Bottle and Olley of Great Yarmouth. The street frontage was formerly graced with elaborate iron railings which have sadly been replaced with a row of concrete bollards.



Fig 121

Opposite and very prominent in the street is the tall, lavishly detailed billiard room range of **Earsham House**, now the town museum. Built c1892 to the designs of Bernard Smith, its fine pargetted decoration is by Daymond and Son.

The grade II listed **No.1 Broad Street**, a fine restrained classical house formerly known as Broad Street House, is now somewhat overshadowed by the neighbouring apartments at **Nos.3-7**, which were built on the site of the Broadway Cinema c2006. The many gables of the flats look alien in a street where roofs are generally side on to the street (Fig 123).



Fig 122

**Nos.18 & 18a** have c1900 half-timbering, a typical if somewhat ill-advised addition by John Doe. Within the house is a fifteenth century timber-frame and to the rear a fine c1800 classical range and a serpentine wall (Fig 121).

North of Nos. 3-7 and **No. 20** (Fig 122) opposite, the scale of buildings drops notably. A change in status of the houses is apparent, and is even more marked once Popson Street is crossed. The print works (outside of the Conservation Area) dominates the streetscape as Broad Street progresses towards the town's outskirts. There is more uniformity to the forms and character of the nineteenth century red brick terraces. The variety is provided by the material palette: some rendered or painted over, some with interesting gault brick embellishments

(No.40-46). Unsympathetic alterations to doors and windows have caused harm to the significance of some of the smaller cottages (Fig 124).

**No.19**, an eighteenth-century brick faced building, stands out on the west side of the street. Its Doric porch is a prominent feature in the streetscene.

An exception to the smaller cottages on the east side of the street are the combined former **Church Rooms & Mission Hall** of St Mary's, built in 1882 (Fig 125). It is of red and blue brick with painted stone dressings and a shallow pitched red pan tiled roof. Whilst out of scale with its neighbours, it is an important monument to nineteenth century religious activity in the town.

Opposite and where the print works are a dominant presence, there is the courtyard of the former Horse & Groom with the remains of its early nineteenth-century stables and stores. The inn was replaced in the 1920s. Renamed the **Green Dragon**, externally it remains a remarkably well-preserved example of a 1920s pub (Fig 125).

The best details on Broad Street are found in the fine Georgian porches of **No.1, Broad Street House**, **No.12's** "Greek mutular porch", **No.19** and the oriel window of the billiard room of Earsham House.

***Nethergate Street (West side)***

Nethergate Street runs parallel with Broad Street, along the bottom of the slope of the town ridge from Bridge Street to Outney Common. There are long views up and down the street and looking between the houses a view of the river and its pasture.

Few buildings front onto Nethergate Street. The west side of the street (which is included in the Conservation Area) is dominated by ancillary structures and rear gardens to buildings on Broad Street. Brick boundary and retaining walls are



Fig 123



Fig 124



Fig 125



Fig 126



Fig 127



Fig 128

therefore prominent features in the streetscape (Fig 127).

The south-western corner of the street has a particularly good group of buildings. The grade II listed **Nos. 1-3** stands at an imposing three and two storeys, and with the adjacent **Gig House** it forms a visually pleasing group with a variety of built forms (Fig 126). They adjoin a now converted four storey Edwardian maltings which dominates the street's southern end (Fig 128). This maltings occupies the site of a much earlier maltings complex of which the eighteenth-century property known as 'The Armoury' was also once part. The Maltings and Armoury are a part of the industrial history at the centre of the town.



Fig 129

Houses at the corner of Nethergate Street and Bridge Street were cleared in the third quarter of the twentieth century to create a carpark (Fig 129). This revealed **Nos.8-12**, a small row of c1800 courtyard houses, to view.

**Chaucer Street & Popson Street**



Fig 130

Chaucer Street and Popson Street are the boundaries between the residential and commercial town centre and the industrial back-end of the town. Chaucer Street (Fig 130) contains modest cottages, as well as two prominent (former) communal venues; the **former Masonic Rooms** with its elaborate Venetian gothic style has considerable street presence, whereas the **former Bethesda Chapel** has a more restrained classical façade. The setting of the Conservation Area (the car parking and printing works) has a strong visual presence.



Fig 131

There is no strong 'street-scape' on Popson Street, as only few buildings face onto the street frontage. The street has been widened and cottages on the south side were demolished c1982 to accommodate the one-way circulation of traffic. Some of the best buildings, including a large nineteenth century Neo-Tudor house had however, been demolished in the 1960s. Today the street is

fragmented, leaving a car park with some old flint boundary walls. On the north side is the yard of the former Horse and Groom (now Green Dragon) with an early nineteenth century brick stable and outbuilding.

The largest surviving building stands on the edge of the Conservation Area boundary; the **Chaucer Club**, formerly the Chaucer Institute, an inventively designed clubhouse built for employees of the Chaucer Press c1908 (Fig 131).



Fig 132

### **Outney Road**

Outney Road, formerly Station Road, is a residential street which also provides access to the print works. It runs along the western edge of the former town ditch so that the buildings on the eastern side are on high ground, and those to the west are largely at the base of the slope (Fig 133). Between the two sides of the street on the west side of the road is a grass ridge, on the line of the town rampart, which slopes towards the river. At its northern end it becomes a field where the road ends at the print works gate, with views of the bypass and the trees of Bath Hills in the distance. The wedge is planted with a row of mature hawthorn trees which impart considerable character to the street.



Fig 133

The road was widened and straightened to provide access to the town's railway station c1860. The low red brick station stood within a courtyard at the road's termination until shortly after its closure in 1953. The new bypass here follows the former railway line.



Fig 134

Looking towards the junction with Earsham Street can be seen a serpentine wall to the garden of **No.54 Earsham Street** and the complex roofline of **St Mary's House** itself (Fig 132). This wall is a positive feature in the street, undermined somewhat by the car parking in front of it.



Fig 135

On the west side of the road is picturesque group of eighteenth-century houses at the level of the water meadows, with clay tiled roofs and

rendered and painted walls. **No.7, Waveney Cottage** has a sixteenth-century core, good eighteenth century detailing and a pretty coach house with a weathervane with a heron, and a good walled courtyard. **No.9** is a picturesque cottage, tucked in low with a pretty garden behind railings. The group is completed by the twentieth century **No.13** with parapet gables and Neo-Georgian detail.

Between Waveney Cottage and Waveney House is a fine, long, and high eighteenth century red brick boundary wall with a corbelled coping. This partially screens the gardens of Waveney House and the new houses and coach house conversions of the late twentieth-century.

On the east side of the road the buildings resemble town ramparts looking out over the water meadows to west and down onto the roofs and into the gardens of the houses opposite. The buildings here have been built in isolation and also separated by Scales Street and Webster Street; streets which lead towards the printing works and its car parks. However, there are three buildings which stand out in the area. The first towards the centre of the street is **Cherry Tree House** (Fig 134), built as a public house and altered in the twentieth century. It is long and low, has tall chimneys, parapet gables, black pan tiles and gabled dormers. It has a good flint rubble boundary wall with brick piers.

Set back from the road by a dwarf wall and a wide garden are **St Edmunds Homes**, a group of elaborate Victorian alms houses in the Tudor



Fig 136

vernacular style, listed in 2021 (Fig 135). The detail is very good, with tall star topped chimneys, hipped and half hipped clay tile roofs with fretted ridge tiles, half-timbered gables, fine brickwork with stone dressings and pretty shared porches with decorated columns and turned balusters. Externally none of the detailing has been lost.

At the end of the street is **Waveney Terrace** (Fig 136), built in 1881 and faced in gault brick with Welsh slate roofs. They are well-detailed, and their original joinery remains unaltered.

**Scales Street**

There is an interesting group of early twentieth century buildings at the west end of the street. **No.12**, the former Drill Hall, being the largest has the greatest impact. Its eastern flank wall and north wall, seen from Webster Street give some idea of its original character. To its left is a pair of early twentieth century houses in an Arts & Crafts Style by local builder and architect John Doe (Fig 138). He designed many properties with similar detailing around the town of which these are arguably the finest.



Fig 137



Fig 138

## 6. The South End Character Area

**Bardolph Road, Flixton Road, Laburnum Road, St Johns Road, and Southend Road**

### Character Area Summary

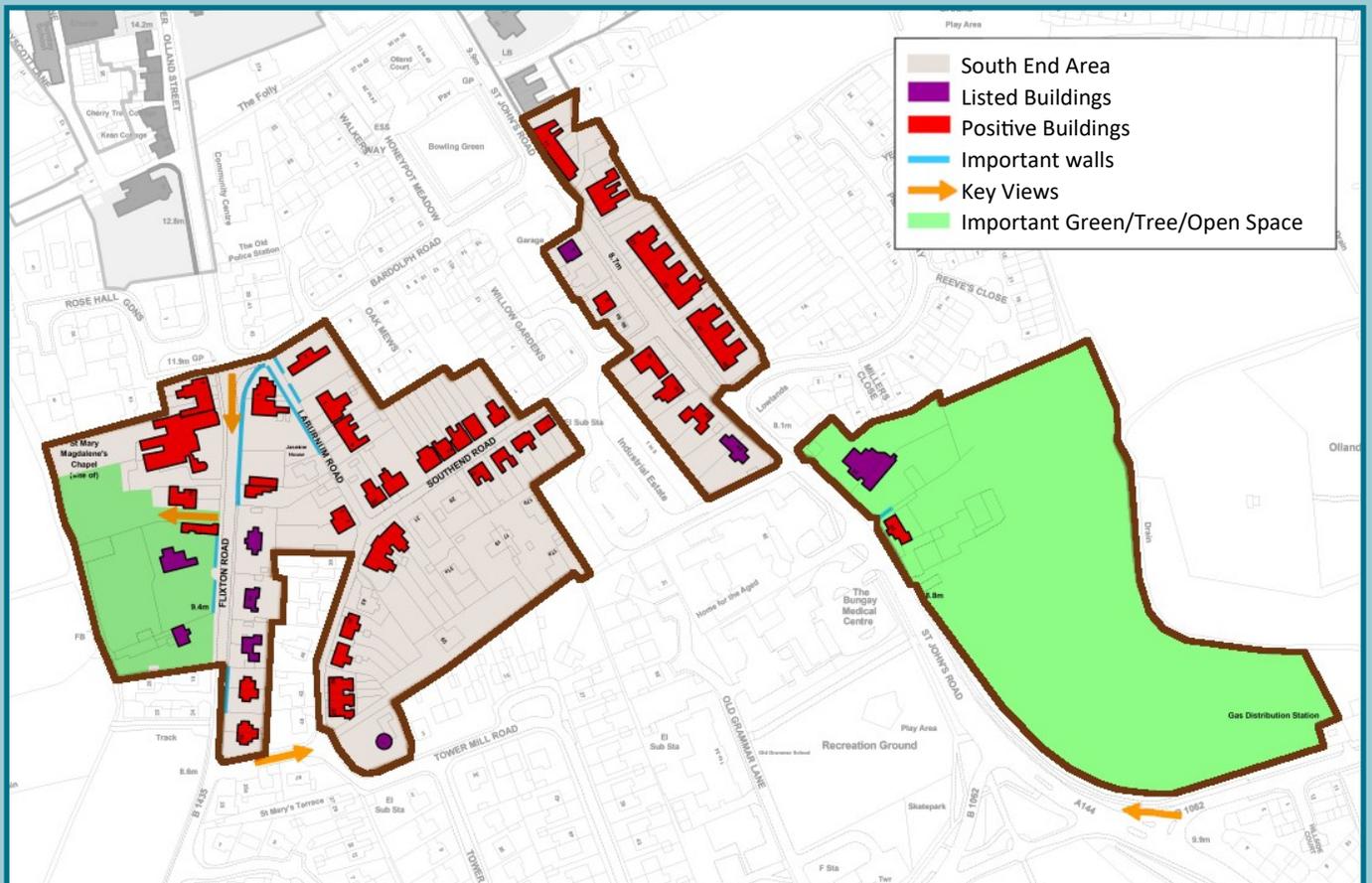
Largely residential, the South End Area was developed in the sixty years before the First World War, with houses for the workers in Bungay's prospering industries as well as larger villas on Flixton Road. The houses were built along and between the main roads leading into the town from the south, either as speculative development or directly by employers.

The area was a cluster of development separate from Upper Olland Street until the 1960s. Like the Outney Character Area, the South End Area derives some of its character from its location at the edge of the historic town centre, although unlike the Outney Character Area, the South End Character Area is surrounded on the north and south by modern

suburban housing. This makes the area feel somewhat detached from the historic core of the town.

The character of the area is generally derived from the historic buildings which illustrate its development in the nineteenth and early-twentieth century, at the southern approach to the town. The density is relatively high, and the landscape is building dominated and formed by the interconnected linear spaces of the streets enclosed by the houses. Generally, the streets are straight, with long views which are closed at road junctions and bends.

Buildings are mostly arranged in pairs or short terraces with similar designs and materials, although detailing varies from elaborate and picturesque to plain and undecorated. The prevalent materials in the area are red or black glazed pantiles or slate for roofs, and gault brick and red brick for walls.



Walkthrough

**Flixton Road & Bardolph Road**

Flixton Road is on the town edge, curving slightly to east and west, and abuts the marshes to the west. There are generously spaced houses, well set back from the street on the east side so that development within the Conservation Area is less dense and more landscape dominant than the adjacent area. Most of the houses are two storeys high.

Until the late nineteenth century, remains of the medieval chapel of St Mary Magdalene stood on the western side of Flixton Road, close to the junction with Bardolph Road. By the early nineteenth century very little remained.

**Nos. 1&3** are a prominent pair of houses at the corner of Flixton Road, Bardolph Road and Laburnam Road (Fig 139). The pair signifies the start of the Southend Character Area when approached from the north and their front boundary treatment makes an important contribution to the character of the street. The terrace **Nos.2-6 (even)** opposite (Fig 140), acts as a similar ‘bookend’ building. The subtle variety in the detailing of its boundary wall and front façades tie it in well with the overall picturesque character of Flixton Road.

To the left of Nos.1&3, **No.2 Bardolph Road** is the only house on this street which is included in the Conservation Area. There is a clear connection to the houses on Flixton Road in its design, which is that of a smaller early-nineteenth century villa.

**No. 8** is a large villa of which on the return gable is evident in the streetscene (Fig 141). Its historic front elevation with full-height canted bay windows and porch faces south and is generally masked by the boundary vegetation. This vegetation also provides screening to the extensive unsympathetic twentieth century additions to the building, which do not contribute positively to the Conservation Area.



Fig 139



Fig 140



Fig 141



Fig 142



When travelling south down Flixton Road, the presence of historic boundary walls and iron fencing is a notable continuous aspect of the street's character. Views up and down the street are framed by the boundary treatments and greenery behind (Fig 143-145).

The oldest of the houses in the area are **Nos. 14 and 16** on the western side of Flixton Road, both remnants of the area's rural past. **No.14** (grade II) is a handsome red brick late eighteenth century house which was probably originally a farmhouse. It faces south and stands behind a high red brick wall. To the north of the farmhouse and within its curtilage is an attractive coach house and stable, with two gables, hay loft, carriage house and stable doors.

Within the grounds of **No.16** (Grade II) once stood a smock mill, which was abandoned and largely demolished after a violent storm in 1864. No.16 was the miller's house constructed in the early nineteenth century. It is a handsome gault brick classical villa with a fine Ionic porch. Behind it is a range of outbuildings which possibly originally served the mill.

On the east side of the road stand a group of larger detached villas, of which **No. 9** has the most prominent street presence, due to its elevation above street level. **Nos. 5-7** has one of the more interesting façades on the street (Fig 142). Details such as the terracotta cornice of No.5 and the hipped veranda of No.7 create an aesthetically pleasing variety of colours and forms. The façades of **Nos 9 and 11**, both listed at Grade II, are symmetrical and ordered in contrast to Nos. 5-7.

**Nos. 13-23** (odd) Flixton Road are earlier nineteenth-century houses, which are architecturally interesting in their similarities (Fig 146). They are possibly designed by the same hand as the equally interesting but sadly now much altered Nos.5-15 Southend Road. The Flixton Road houses are semi-detached gault brick villas with

hipped roofs, with a tall central brick chimney stack. Elaborately detailed, each house stands behind an elaborately designed gault brick garden wall with a gault brick balustrade, stone cap and red brick embellishments. **Nos.13-15** are listed, though the group are all similar in design, materials and in their picturesque character.

**Laburnum Road**

Laburnum Road is a straight narrow thoroughfare developed between c1860 and c1880. At its northern end, it is confined by the high, nineteenth century red brick garden walls of **No.1 Flixton Road**, and **No.2 Bardolph Road**. At the southern end the view is terminated by the central gable of the gault brick Windsor Terrace, **Nos.35-41 Southend Road** of 1896 (Fig 147).

Set back behind generous gardens are **Nos.1-9 Laburnum Road**, one of the finest and best preserved terraces in Bungay, while No.1 has been unsympathetically changed, the others have a pleasing uniformity of materials, design and rich ornament (Fig 149).

Opposite, **Jasmine House** makes a minor negative contribution to the character of the street. The late-twentieth century red brickwork and concrete pantiles do not complement the historic materials found elsewhere in the street.

A Primitive Methodist Chapel once stood close to the Road’s southern end, opened in 1862 it was demolished c1945.

**Southend Road**

The villas on Flixton Road were followed towards the end of the century by infill terraces. The terraces on Flixton Road were constructed for middle class mercantile families whilst those on Southend Road were the homes of workers in the town’s new manufacturing industries. These included a large saw mill on the northern side of Southend Road close to its junction with Saint John’s



Fig 147



Fig 148



Fig 149



Fig 150



Fig 151



Fig 152



Fig 153



Fig 154

Road.

The houses in the Southend Road Area are arranged in pairs or terraces of four and five, aligned with the street and set back from the pavement with space for a small front garden, sometimes with an enclosing wall or railings. Visually each terrace or pair of houses has a uniformity of detail and attractive materials, notable warm red brick, gault brick and black glazed pan tiles. They have vertically proportioned window or door openings with timber panelled doors and, where they survive, Victorian sash windows with glazing bars. The door and window openings follow a regular pattern introducing a strong vertical rhythm into the horizontal facades of the houses. The many chimneys add interest and contrast into the roofscape.

A notable group of four semi-detached cottages, Nos.5 to 15 (odd) stand at the east end of Southend Road. These appear to have been identical in form, built of red brick with blue brick details and stone dressings and quoins. Sadly only No.7 now survives in anything like its original form, with its pointed arched windows and neo-norman arched doorcase. Where original details remain, they should be preserved.

Some of the later terraced housing on Southend Road is constructed of Fletton brick and appears to have been built by the same builder as the cottages on Staithe Road. Like the Staithe Road houses, they are relatively early surviving examples of Fletton brick dwellings (Fig 154). Sunnyside Cottages (Nos.55-63 (odd)), a Fletton brick terrace of 1907, contributes positively to the setting of the adjoining grade II listed windmill. Amongst the most distinguished of the later terraces is Windsor Terrace of 1896, which was carefully designed to terminate views looking south along Laburnum Road.

**Tower Mill Road**

On this road are the brick tower of the tower mill and its outbuildings, the only survivor of

Bungay's five windmills and a significant local landmark. Now without its gallery, cap, fan stage and sails, and with the addition of a smart battlemented parapet, it is to be found tucked away within streets of twentieth century houses, on rising ground on the edge of the Conservation Area and visible above the houses in the adjoining streets (Fig 155).

**St John's Road**

St John's Road is straight and wide with a good view looking north, from the vicinity of Pilgrims Way. The built-up frontages of terraces to the east and semi-detached villas to the west are the gateway to the town after the pasture of Ollands Farm, and the former playing fields of the Old Grammar School.

**No.55 St John's Road** is the first historic building in the approach to the town. Its symmetry and the integrity of its form make it a prominent positive building in the Conservation Area (Fig 158). 'The Ollands' and 'The Gables' to the north is a significant Grade II\* listed building, less prominent in the street behind its front garden. **No.55** and The Ollands/The Gables form part of the historic group of Ollands Farm which stood at the very south-eastern edge of the town, slightly removed from it. This group and the pasture land to the south are important remnants of the rural past of the area. The outbuildings to the south of No. 55 were a key part of this group, however fire damage has substantially reduced their significance.

On the western side of the road is a row of early to mid- nineteenth century classical villas, some of which are listed (Fig 157). The terraces on its eastern side, south of Bardolph Road, primarily date from the mid-1920s and were reputedly built for employees of Clay's Printing Works (Fig 156). The consistent massing and form of the terraces and villas, highlighted by continuous line of eaves and ridges broken up by chimneys, are the most characteristic aspect of this part of the streetscene. A mat factory occupied a large site on the corner of Bardolph Road until its demolition c1960.



Fig 155



Fig 156



Fig 157



Fig 158

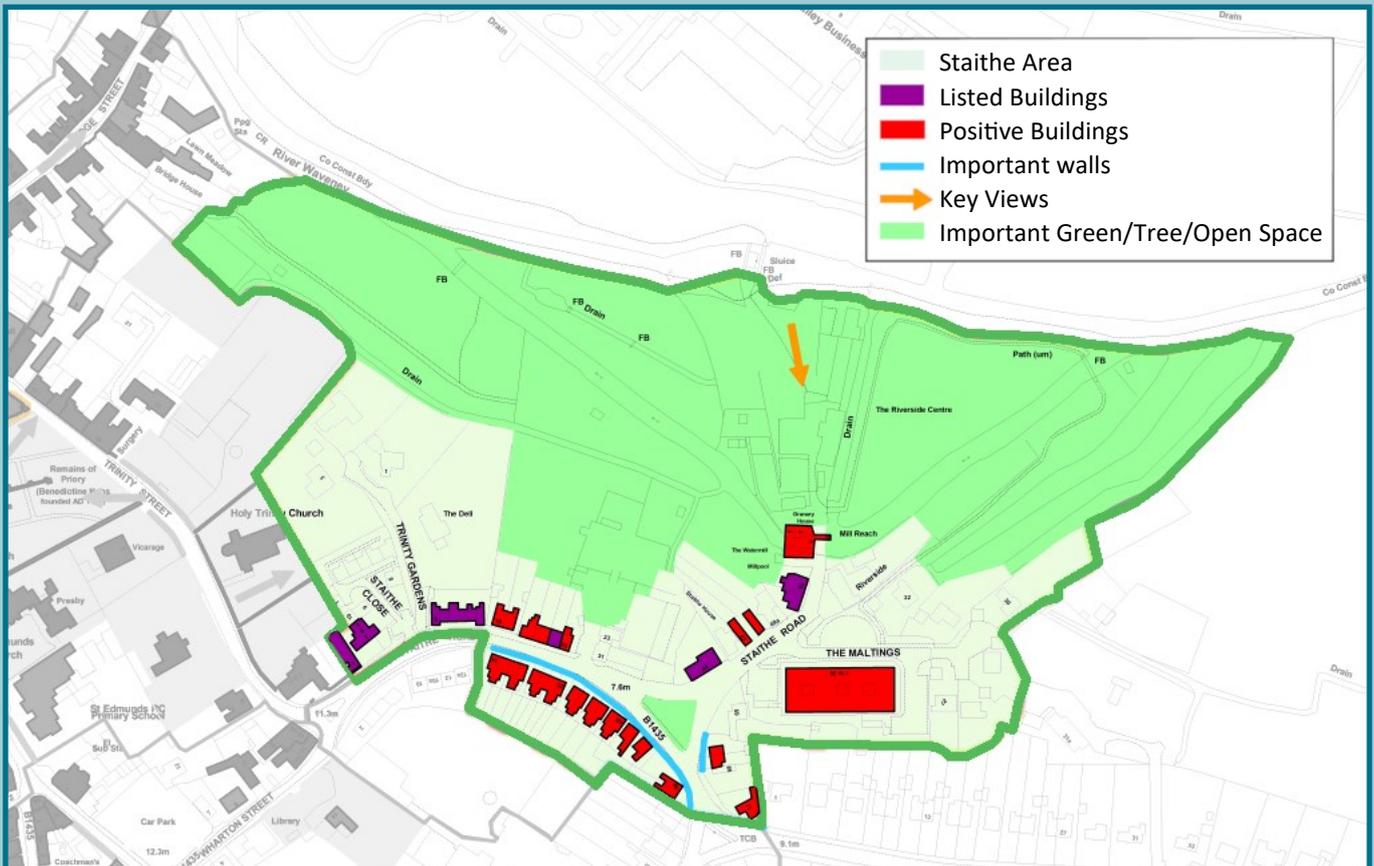
## 7. The Staithe Character Area

### Staithe Road, Trinity Gardens, and The Maltings

#### Character Area Summary

Historically a thriving manufacturing and transport hub with a staithe for Wherries, the Staithe (immediately down-stream of the mill's sluices) was the place for importing coal and timber, and for exporting cheese, leather, and malt. Commercial activity declined after the silting up of the River Waveney in the early 1930s. The remaining industrial structures such as the former Provender Mill and maltings are primarily of Edwardian date, as is much of the former worker's housing on Staithe Road's western side. The area's industries have however much earlier origins. The 1911 census records not just employees of the mill and maltings living in the area but also fisherman and farm labourers.

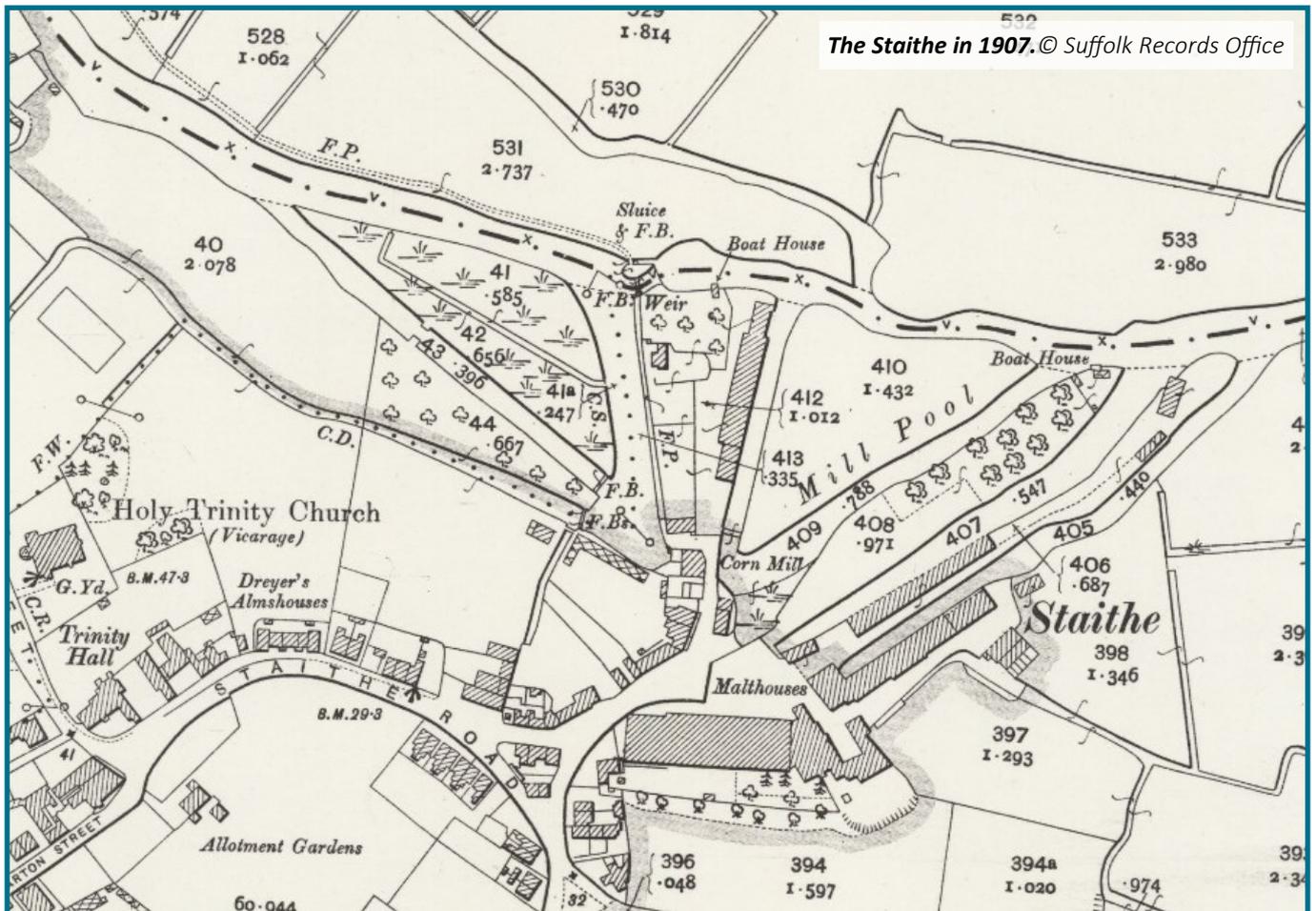
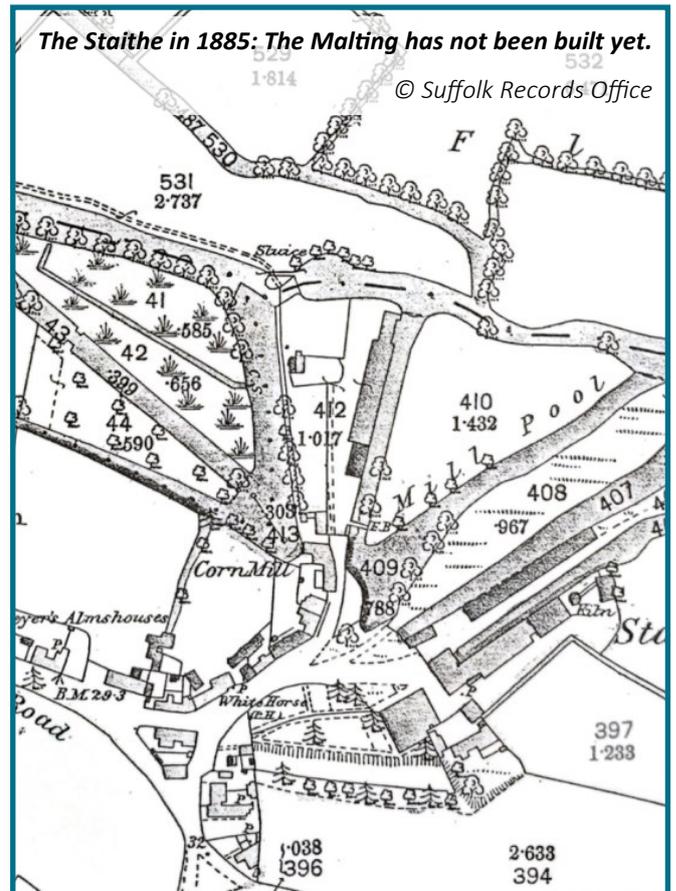
The area's character is derived from its layout, its industrial history and the water meadows which contain the watercourses that connected the mill to the River Waveney. Numerically, density in the vicinity of the maltings may be high, however visual density is low in the area, with a scatter of buildings in a landscape dominated environment of high quality.



*The Staithe*

The 1907 Ordnance Survey map shows seven fingers of water radiating away from the mill and into the Waveney. Two fingers up stream of the sluices, connected the river with the mill. Two more connected the mill pool to the river, down-stream of the sluices. A further two to the east connected the river with the malt house yards and it was here that the staithe, used for loading and unloading the wherries, was located. With the exception of the mill stream, the watercourses remain.

The mill's water wheel and machinery were removed c1956 and its millstream grassed over c1960. The road here is now guarded by railings on a gault brick wall on the site of the mill race and mill pool. Those upstream are within a fen landscape of willow, alder, water, and sedge. Down-stream, the banks are more ordered, laid down to grass or made into gardens.



Walkthrough

**Staithe Road**

Staithe Road follows a serpentine course from the high ground at the southern end of Trinity Street (Fig 159) to the former water mill. It divides around a triangular green (Fig 161) and at a second green it joins Wingfield Street. Until c1900 there were no buildings on Staithe Road's inner curve; activity being concentrated upon the river bank.

There are good serial views enclosed by buildings on the outside (eastern side) of the curve including the view looking north-west of the **Dreyer Alms houses** and the tower of Holy Trinity on the hill above (Fig 160).

Some of the earliest buildings on the eastern side of the Road have been demolished, however. This includes a notable pair of eighteenth-century cottages which stood close to the Dreyer Alms Houses and in front of **No. 3 Staithe Road** (Fig 162). In their place are the accesses to **Staithe Close** and **Trinity Gardens**. Staithe Close is a small cul-de-sac of late-twentieth century bungalows which are a visual interruption in the historic streetscene.

The eighteenth century Nos.39-43 were demolished c1962. A further group of early cottages which occupied the triangular green were demolished between 1957 and 1963.



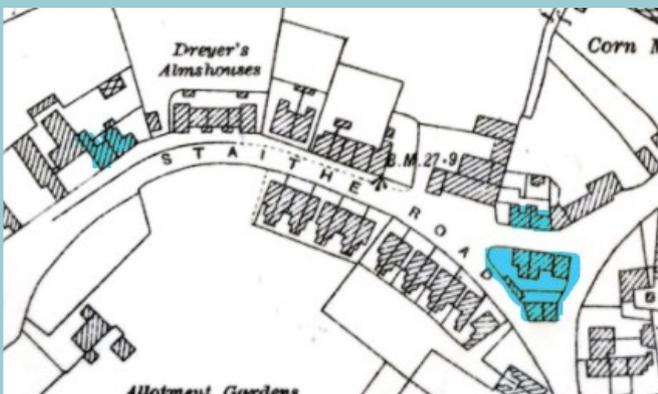
Fig 159



Fig 160



Fig 161



Buildings highlighted were demolished by 1963.  
© Suffolk Records Office



Fig 162: Staithe Road c1920 showing now demolished cottages in front of No. 3 Staithe Road.



Fig 163

Between **Nos. 29 and 45** is **Staithe Business Suite**, a later nineteenth century gault brick faced industrial structure which is now converted to offices. It is a continuation of the light industrial activity of the area and makes a positive contribution to its character. The yellow brick addition with mansard roof, however, is a negative contrasting form.



Fig 164

Between the earlier buildings **No. 45** (late-sixteenth century) and **No. 51&53** (early-eighteenth century) are a group of distinctively positioned two-storey buildings. These four buildings of a similar size are placed almost equidistantly from each other, with their gables to the road (Fig 164). The central two are historic early-twentieth century (**Millers Cottage and Heron House**). The outer two are later dwellings which are nonetheless well-proportioned to complement their neighbours rather than stand out. **No. 49** is one of the few contemporary dwelling within the Conservation Area, built in 2011.



Fig 165

The west side of Staithe Road is enclosed by groups of early twentieth-century cottages which either form terraces or semi-detached pairs (Fig 165). They retain small front gardens enclosed by low walls, which make a notable positive contribution to the streetscape. They are of an attractive human scale, and built from an unusual palette of red, Fletton (Fig 166), and gault bricks, occasionally with blue brick embellishments. There is continuity in their roof lines, and they have a visually pleasing regular rhythm of chimneys, windows and doors, although most have replacement window frames. Where original detail survives, such as the gabled porches, there is also an enjoyable variety of design.



Fig 166

Between the mill and the maltings and forming a group with them is **Nos.51-53**, the early eighteenth century former miller's house, now rendered and painted with a black pan tile roof and divided into two. The historic connections between this group enhance their collective and individual significance.

Both mill and maltings have been altered

significantly to adapt them for residential use. **The mill** now has domestic entrance doors with pentice porches designed to soften its industrial character, though it still retains its large black weather board lucam, bridging over the road to the staithe (Fig 167).

North of the water mill is a new car park and a two storey community hall of traditional form and modern materials. It was built where a maltings range once stood. To the north, a growing floor range survives with its back to a marshy dyke leading to the river. Further north is the wide expanse of the slowly flowing River Waveney. Here there are fine views of the water meadows and the buildings of Bridge Street.

The area of water and its banks are important parts of the setting of the mill. They are intrinsically connected, as the watercourses were essential to the functions of the mill. The landscape character of the land continues to make a positive contribution to its significance as well as to the character of the area (Fig 168).

To the lower end of Staithe Road, the character area is bookended by the substantial mid-nineteenth century classical villa **No.71**, unlisted, at the junction with Wingfield Street and Beccles Road.

**The Maltings**

**The Maltings** is still a notable presence in the streetscene, although its immediate setting has gained a suburban character due to the twentieth century houses which replaced the staithe building and the semi-circular parking area. This suburban housing does not make a particular positive contribution to this part of the Conservation Area, as the industrial character of the area has largely been lost.

The maltings has painted brick walls and a slate roof. They retain some of the form and massing of the original buildings though the kiln roofs have been lost.



Fig 167



Fig 168



Fig 169

## MANAGEMENT PLAN

Despite the pressures caused by the motor car and modern development much of Bungay's historic character has been retained. The town remains framed by open countryside, parts of which are within the Norfolk Broads National Park. Many of the larger gardens within the historic core of the town have also survived. The overall quality of its historic buildings is high, and together they form an ensemble of considerable charm which has few rivals in eastern Suffolk. Although small-scale changes have occasionally had an adverse impact on the character and significance of buildings, the town continues to retain many of the special characteristics which justify its Conservation Area designation.



*Poorly maintained warehouse Priory Lane*

These special characteristics include, the number and quality of its historic buildings, the medieval and earlier street pattern, and the attractive relationship which exists between the older buildings and the wider, mostly protected open landscape beyond. Important natural features such as trees and meadows also make a major contribution. Within the Conservation Area the churchyards and the Castle earthworks are of high archaeological importance and provide important recreational spaces. It is vitally important therefore, that these special characteristics are retained and reinforced.

Inappropriate new developments and the cumulative effect of incremental change are a

constant threat to the special architectural and historic interest of a Conservation Area. Detrimental change can take many forms, from infill with poorly designed new houses to poorly designed modern replacement windows and doors in older buildings.

Other undesirable changes can include inappropriate alterations and extensions which do not respect the scale, form, and detailing of existing buildings. The inappropriate use of modern materials and details can also cause harm, as can insensitive highway works and signage, unsympathetic advertising and the construction of intrusive walls, balustrades, fences, driveways, garages and other structures. The use of concrete tiles, artificial slates, plastic and aluminium windows and doors, cement render and modern bricks should all be avoided. So too should the use of brown stain on timber joinery, windows and doors as it invariably appears as a discordant feature.

In order to protect the character and appearance of the Conservation Area, wherever possible the Council will seek to prevent such inappropriate developments from taking place. To this end the Council is publishing design guidance and other advisory material and, as opportunities arise, will assist with implementing specific projects aimed at positively enhancing the area.

### Maintenance

The first defence against the loss of character in the Conservation Area is the routine maintenance of properties within it. Preventative maintenance is important, and ongoing maintenance can reduce, and even prevent, the need for repairs and the loss of historic fabric. It can therefore also be cost-effective.

Common maintenance issues are the deterioration of paintwork and render, timber rot and loss of historic features. Peeling paint on

windows and doors and damaged brickwork give an overall weathered appearance, which detracts from the appearance of the streetscene.

It is important that suitable materials and techniques are used in the maintenance of historic buildings. For example, there are many good quality brick buildings and structures in the Conservation Area, whose historic pointing may become weathered or deteriorated. Repointing of soft red brickwork should be done neatly and with lime-based mortars, to replicate or reinstate the historic finish. (Listed Building Consent may be required for some works to repoint listed buildings.) Guidance on maintenance and repairs is available in East Suffolk's [Historic Environment Supplementary Planning Document](#).

### Highways and Parking

There are other characteristics which can serve to undermine the special qualities of a Conservation Area. These can include large modern street lights, standard concrete kerbs, and large prominently sited highway signs. The challenge of sensitively introducing vehicle charging points into the town's historic core will shortly need to be addressed. Their installation within public car parks would be less damaging to the historic townscape than pavement edge locations, as additional street parking should be avoided.

Large-scale signage and traffic safety measures have not always blended well with the town's historic character. Heavy traffic and car parking continue to have a negative impact upon the setting of a number of key listed buildings.

Inappropriate car parking can also have a major impact upon the character and appearance of a Conservation Area. Physical measures to control parking including signage, and bollards must be very carefully considered to minimise their impact on the quality and importance of open spaces and streets within the Conservation Area, and alternatives

should always be considered preferable.

### Management Proposals

#### *Seeking Advice*

It is essential that advice is sought at an early stage when changes in the Conservation Area are proposed. It is encouraged to engage a professional with experience in historic buildings who can provide advice as well as prepare drawings and specifications. Advice and answers to common queries can also be found in the [Historic Environment Supplementary Planning Document](#).

#### *Alterations to Existing Buildings*

The character of Bungay, with its restrained Georgian façades and leafy gardens is particularly sensitive to the cumulative loss or alteration of architectural features. Such features include windows, doors, front boundaries, chimneys, and roof coverings. Whereas some Conservation Areas can benefit from the enhancement of their mixed character, others will be slowly degraded over time through the exercise of permitted development rights.

Standard Conservation Area controls were found to give insufficient protection to certain significant elements of buildings, and this led to the application of further controls in former Waveney Conservation Areas.

Local authorities are able to increase controls within Conservation Areas through the application of Article 4(1) directions. These were formerly called article 4(2) directions but were identical in all but name. These make further restrictions on permitted development rights to residential properties.

Once imposed in an area, planning permission will be required to make any change of design or material to any part of the property facing a public thoroughfare (defined as a highway, waterway or open space). This includes replacing windows;

painting previously unpainted buildings or stripping paint from them; erection, alteration or demolition of part or all of a wall, fence, gate or other enclosure or the construction of a porch. Also covered is the enlargement, improvement or other alteration of a dwelling; any alteration to its roof; the provision of a building, enclosure, swimming pool, hard surface, etc., within the grounds, or 'curtilage', of the building.

The requirements for making applications still apply, for example providing plans and supporting information as outlined on the appropriate forms. Remember, elevations of your property not visible from a public place (other than roof or chimneys) are not affected and these will enjoy the normal 'permitted development' rights for a Conservation Area.

### ***The Design and Location of New Development***

In a Conservation Area such as Bungay the prevailing historic character can make it a challenge to consider what is appropriate for the design of new development. High quality modern design can work well, where thought is given to the architectural and aesthetic sensitivities of its surroundings. The scale and massing of contemporary designs and the avoidance of assertive cladding materials can be key to their success.

Designs based on traditional styles can also be acceptable, whether they follow the local vernacular tradition, or seek to utilize polite classical or other historicist styles. Modern developments based on historical styles are not always achieved well however, especially where the existing building stock abounds in decorative features, or in the case of classical buildings, where the carefully calculated proportions of their façades are key to their architectural success.

New development should always respect the grain of the Conservation Area, including

preservation of building lines, relationship to gardens, streets, parking and green spaces, scale, density, and uses. The number and quality of the large gardens within the Bungay Conservation Area is one of its most important features. These gardens and their walls and bothies are often of considerable significance in their own right.

Proper account should also always be taken of the impact that new development adjacent to a Conservation Area can have on its setting. Although a Conservation Area boundary represents a demarcation enclosing a special area of historic interest, changes immediately outside of it can still have a significant impact on character and appearance. The setting of the Conservation Area, therefore, has an intrinsic value that must be safeguarded within any new proposals for development.

### ***Buildings at Risk***

In order to be cared for and maintained, buildings should be in a sustainable use. Whilst the bulk of the Conservation Area's building stock is in a reasonable state of repair at the time of survey there are a small but significant number of underused or decaying historic buildings. These include farm buildings in St Johns Road, a cluster of outbuildings in Bridge Street and the grade II listed former Kings Head Inn and Oddfellows Hall in the Market Place. Proposals which bring unused buildings back into use without causing undue harm to their significance will be looked at favourably.

### ***Demolition***

Bungay has a finite quantity of historic buildings which are integral to the character of the Conservation Area. Their loss, through unwarranted demolition or neglect, would erode the special status and distinctive character of the town and undermine the Conservation Area. The National Planning Policy Framework (NPPF) contains policies which are designed to safeguard the significance of

listed buildings, Conservation Areas, and of individual non-designated heritage assets which may be found within Conservation Areas.



*A few modern incursions have occurred in the Conservation Area, for example as above at 23 Market Place and 40 St Mary Street. These prominent sites would benefit from sympathetic restoration.*

**Enhancement Opportunities**

Opportunities to enhance the Conservation Area have been identified by the appraisal including future mitigation of on street car parking and the town’s car parks on the historic environment.

Where possible the Council will work, through its enforcement role and in conjunction with other local authorities to promote the visual improvement of the Conservation Area.

The Council will also work to ensure that in terms of the highway, footpaths and open spaces, the distinctive character of Bungay is maintained

and protected.

**Landscape and Trees**

The positive management and design of the landscape of a Conservation Area is a key consideration in the planning process. This is particularly important at Bungay where there is a concentration of historically and aesthetically significant public open spaces. These include the town’s churchyards, Castle earthworks and the meadows on the banks of the Waveney.

Bungay Conservation Area and its immediate surroundings are blessed with fine trees, many of which were carefully chosen and sited for aesthetic reasons within the town’s private gardens and churchyards. The Conservation Area’s larger private gardens also contain fine examples of specimen trees which were planted in the nineteenth or early twentieth centuries. Many of the trees within, and immediately surrounding the Conservation Area, are now over 100 years old, and relatively little planting has been done in recent years to replace them. If more is not done in the next few decades the loss of mature trees will change the character and appearance of the town to its detriment. When tree planting is considered within an historically significant designed landscape it should be informed by an understanding of that landscape’s development, and of any designed views within it.

Inappropriate planting (design and species) can detract from the character of a settlement. Using plants which are found naturally within the locality and taking guidance available from the Suffolk landscape character assessment web site ([www.suffolklandscape.org.uk](http://www.suffolklandscape.org.uk)) can be useful tools.

The key consideration regarding trees is to ensure that the spaces they need to grow and thrive are preserved and enhanced. Suitable replacement planting to ensure longevity and succession in the treescape of the settlement will be encouraged in addition to the positive management of existing trees. Where space for larger trees is not available character can be achieved through other species,

climbers, and distinctive shrubs.

New boundary treatments to property can also provide enhancement to the Conservation Area and here the use of materials which in character with the settlement should be considered. Walls, fences, railings, and hedges (whether native or ornamental) should be carefully chosen to reflect local styles and respond/create a sense of local distinctiveness.

### **Boundary Review**

Following a boundary review in 2021, the following properties were added to the Conservation Area:

- The Old Chapel on Chaucer Street
- No.16 Nethergate Street, No.18 Nethergate Street and No. 8 Nethergate Street
- The Chaucer Club, No.3 Popson Street
- No.2 and No.4 Stone Alley

## Appendix 1: Useful Information

### *Useful Web addresses*

Department of Culture Media & Sport (DCMS)  
[www.culture.gov.uk](http://www.culture.gov.uk)

Broads Authority [www.broads-authority.gov.uk](http://www.broads-authority.gov.uk)

Historic England: [www.historicengland.org.uk](http://www.historicengland.org.uk)

Institute of Historic Building Conservation  
[www.ihbc.org.uk](http://www.ihbc.org.uk)

The Society for the Protection of Ancient Buildings  
[www.spab.org.uk](http://www.spab.org.uk)

Ancient Monuments Society  
[www.ancientmonumentsociety.org.uk](http://www.ancientmonumentsociety.org.uk)

Council for British Archaeology [www.britarch.ac.uk](http://www.britarch.ac.uk)

The Twentieth Century Society :  
[www.c20society.org.uk](http://www.c20society.org.uk)

The Victorian Society: [www.victoriansociety.org.uk](http://www.victoriansociety.org.uk)

The Georgian Group: [www.georgiangroup.org.uk](http://www.georgiangroup.org.uk)

The Gardens Trust: <http://thegardenstrust.org/>

## Appendix 2: Glossary of terms

*barge-boards*: Wooden attachments to the verges of a roof.

*casement*: Hinged light, hung at the side unless specified as top hung.

*console*: A small upright bracket usually carved as a scroll and appearing to support a lintel or cornice.

*coping*: A course of flat or weathered stone or brick laid on top of a wall.

*corbel courses (corbel table)*: A course of masonry supported by corbels. Corbels are projections from a wall designed to support a weight.

*dentil*: A small square block tightly packed in series, in the cornice of the Ionic and Corinthian orders just above the frieze. May refer to header bricks employed in this way in a band or cornice. dressings: precise work often in a different material, surrounding the openings and protecting the vulnerable parts of an exterior.

*fanlight*: The light immediately over a door when round-headed or semi-elliptical.

*finial*: A terminal feature treated differently from the pier which it surmounts. Described by its form (ball finial, spike finial etc.

*flush sash box*: The outer wooden housing of a sliding sash window, where it is mounted level with the outer surface of the building.

*gable*: The triangular section of wall supporting a pitched roof.

*gauged brick arch*: An arch made of bricks which radiate from a common centre point. Commonly used above doors and windows.

*gault brick*: Bricks made of gault clay which produces a smooth heavy yellow brick popular in the mid and later Victorian period.

*glazed header*: The narrow end of brick, which has

been given an, often colourful glazed coating, and which acts as a decorative feature when used with others within a wall.

*horned sash window*: One in which the stiles of the upper sash are prolonged down below the meeting rail as horns.

*High Suffolk*: High clay upland plain of Suffolk, corresponding with the historic woodland pasture area.

*hipped roof*: Roof without gables in which the pitches are joined along a line which bisects the angle between them.

*key block (key stone)*: The central element of a masonry arch or its decorative imitation.

*kneeler*: The base stone of a gable supporting the parapet.

*lancet window*: A single light with pointed arched head.

*moulded brick*: Brick work made from bricks, fired normally, and formed by moulding to shape by hand or in a mould to make an architectural feature such as a mullion or a decorated chimney.

*mullion*: The upright dividing the lights of a window.

*mutule*: a stone block projecting under a cornice in the Doric order.

*parapet*: A low wall at the top of a wall, i.e. beyond the eaves line (which the parapet conceals) or in a similar position.

*pargeting*: External ornamental plasterwork of a vernacular kind.

*pediment*: The Classical equivalent of a gable, often used without any relationship to the roof, over an opening. Distinguished from a gable by the bottom cornice.

*pilasters*: The flat version of a column built into a wall and having a slim rectangular plan.

*plat band*: Flat horizontal moulding between storeys.

*quoins*: Stones either larger than those which compose a wall, or better shaped, and forming the corners between walls. Also the decorative imitation of these stones, e.g. in plaster or material differing from the walls.

*reveal*: The part of a window or door jamb which lies beyond the glazing, nearest to the outer face of the wall.

*segmental arches/heads*: Usually shallow brick arches with a bottom curve formed from a segment of a circle.

*spandrels*: The area between the curve of the arch and the rectangle within which it has been formed.

*stair turret*: A protrusion containing stairs.

*Stop Line*: A defensive line of pillboxes, barbed wire, and concrete anti-tank cubes manned largely by the Home Guard in WWII to slow down the movement of an invading enemy.

*transom*: The horizontal member dividing a light of a window.

*vermiculated*: A form of treatment of the surface of masonry in which each block has been partly excavated to form a pattern resembling worm casts.

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**Appendix 4: Structures that make a positive contribution to the Conservation Area**

The character and appearance of the Conservation Area are shaped by the structures and spaces within it. This appendix contains a list of the built structures which have been identified as making a positive contribution to the Conservation Area (as per section 4. *Positive Contributors* of the CAAMP). The list contains designated as well as undesignated structures. The list is illustrated on maps in the CAAMP.

**4.A – The Castle Character Area**

**Castle Lane (south of Bridleway)**

See *Scott House, Earsham Street (Market Character Area)* for garden walls, outbuildings, and folly tower on southern side of Castle Lane. See *Market Character Area for Nos. 1-4 and the steps to Nathan’s Yard*. For No.1 Castle Lane see rear wing of Nos.69-71 (Odd) Earsham Street



*Willow Fen, Castle Lane*

*Willow Fen, Castle Lane* A single storey flat roofed detached dwelling of c1960 within a contemporary landscaped garden. Faced in Suffolk white brick. Its entrance façade has a row of narrow casement windows beneath the eaves and a painted wooden fascia. Glazed door in recessed porch. An inventively designed and well preserved 1960s dwelling. Sympathetically designed single-storey side addition of c2005.

**Castle Orchard**

See also *No.16 Market Place, No.2 St Mary’s Street, and boundary walls of Nos.2-18 (even) St Mary’s Street*.



*The Castle*

*The Castle* (grade I and scheduled monument). Prior to the Norman Conquest, the land of which Bungay Castle stands formed part of estates held by Stigand, Anglo-Saxon archbishop of Canterbury. Post-Conquest, it was first held by William of Noyers, then, in 1103, the site was bestowed by Henry I on Roger Bigod, beginning a tumultuous phase of ownership by the Bigod family. The first development of the castle site is thought to have been initiated by William de Noyers, with the construction of a motte and bailey with a timber hall and defensive palisade set within surrounding ditches, and it was not until 1140 that more permanent structures in the form of stone fortifications appear on the site, begun by Hugh Bigod, the youngest son of Roger Bigod’s heir, William.

Hugh Bigod had rebelled against King Stephen in 1136, but following negotiations, he was granted the title of Earl of Norfolk and was permitted to retain Bungay Castle and the much larger Framlingham Castle. Hugh rebelled against Stephen once more in support of Henry I’s daughter Matilda, and following the accession of Henry II, was deprived of both Bungay and Framlingham castles. These were not restored to him until 1163, despite his having been allowed to retain the title of Earl of Norfolk, but the restoration triggered a major phase of development at Bungay with

the construction of a massive stone keep on the castle mound established by William de Noyers. This is thought to have begun around 1165 and took a decade to complete. In 1173, Bigod once more rebelled against the monarch in support of Henry II's son, the Earl of Leicester. Despite Leicester's defeat at the battle of Fordham St Genevieve, Bigod continued his campaign against the king, who subsequently laid siege to Bungay Castle. Bigod capitulated before serious damage to the castle, and Bungay survived the king's requirement that both Bungay and Framlingham castles be destroyed, Bigod being required to pay a huge fine of a thousand marks in order to retain Bungay.

Both Bungay and Framlingham castles were restored to Hugh Bigod's son Roger following the payment of a further fine of a thousand marks, but there was no further development at Bungay until 1294 when a descendant of Hugh's son Roger, also Roger, as the 5th Earl of Norfolk, was granted a licence to crenellate the castle, after more than a century of neglect following Hugh Bigod's capitulation in 1174. It is thought that the gatehouse, the curtain wall surrounding the keep and the inner bailey wall date to this period, together with a reduction in the height of the keep, and the renewal of its external masonry.

Upon Roger's death in 1297, as there was no direct heir to the Bigod estate, they reverted to Crown ownership, and thereafter to a succession of owners until being described in 1382 as 'old and ruinous and worth nothing a year'. In 1483 it was acquired by the Duke of Norfolk, and for most of the next five centuries remained part of the Norfolk estate. Little or no maintenance or repair took place for over two centuries, the decline of the site being recorded in a series of illustrations of the site in 1746 (Joshua Kirby), 1748 (Joshua Kirby), 1800 (unknown) and 1827 (Henry Davy). A number of these illustrations show the castle gatehouse with a dwelling located between the gatehouse towers, the 1748 engraved print also depicting other small dwellings built against the curtain wall to the south-east of the towers. Further damage occurred after 1766

when the site was sold to Robert Mickleborough who quarried the keep and curtain walling for road building materials. A more benign ownership followed in 1792 when Daniel Bonhote purchased the site, which was subsequently popularised by the two-volume novel 'Bungay Castle' published by his wife, the novelist Elizabeth Bonhote. The site was sold back to the Duke of Norfolk around 1800, and little further repair to, or interest in, the site took place until the C20, apart from the removal, in 1841, of the dwellings built on the site by the antiquarian JB Scott (see Scott House Earsham Street).

In 1934, the Bungay Town Trust leased the site from the Norfolk Estates, when archaeological excavation and repair works were carried out, supervised by the architect and archaeologist Hugh Braun, until 1935. Responsibility for the castle remains later passed from the Bungay Town Trust to the Bungay Castle Trust, and the site was gifted to the town by the Duke of Norfolk in 1987. In 1999, the Trust acquired land to the west of the castle remains which previously had formed the castle's inner bailey.

Bungay Castle was first scheduled in 1915 and was subsequently listed at Grade I in May 1949. Such was its importance that it was one of the first sites to have been protected under the provisions of the 1913 Ancient Monuments Consolidation and Amendment Act, the pioneering legislation which laid the foundations for the legal structure by means of which all aspects of Britain's rich and varied historic environment are protected and managed. The area of protection was extended in 1982 to include the earthwork remains of the western inner bailey wall and Castle Hills, to the south of the standing remains of the Castle, were scheduled in their own right in 1925.

The castle, curtain walls and inner bailey walls now mainly consist of flint rubble core material, bound in lime mortar, with almost all former dressed stone or flint facing material now lost, apart from the retained ashlar work to the base of the gatehouse towers. There have been extensive repairs to the inner bailey

wall immediately to the west of the castle remains, some of considerable age, using facing brickwork in some instances. In the northern section of the inner bailey wall enclosure, some areas of walling have collapsed and become detached from the main masonry body and have settled below the line of the outer face of the wall in the area of the former ditch, now occupied by buildings forming the southern side of Earsham Street.

The core element of the castle site is the square base of the keep. Attached to the south wall are the remains of the forebuilding. Surrounding the keep are the curtain walls, which are roughly octagonal on plan, and which incorporate the twin semi-circular towers of a gatehouse to the west of the keep. The inner bailey extended from the castle's curtain wall and enclosed a roughly rectangular area to the west of the castle. Beyond the perimeter of this inner bailey area, and loosely conforming to its shape, was a wide ditch which is believed to have completely encircled the castle site. The inner bailey wall extended from the castle curtain wall approximately adjacent to the north-west angle of the castle keep, continuing westwards then abruptly turning southwards, then eastwards, then finally turning north-eastwards to reconnect with the curtain wall a short distance from the southern tower of the castle gatehouse. The final short length of inner bailey wall once incorporated a gateway to the south south-west of the keep and curtain wall, thought to be the second of a series of four entrances to the castle site, this one at the crossing of the inner ditch leading into the inner bailey

Bungay Castle survives as an extensive ruin, comprising the substantial remains of the C12 keep built by Hugh Bigod and the C13 curtain wall added by Roger Bigod, together with the fragmentary remains of the wall which originally enclosed the inner bailey to the west of the keep and curtain wall. The remains of the keep are square on plan, with the surviving fabric of the castle forebuilding extending from the western section of its south elevation. The keep is thought to have been around 22 metres square, whilst the attached forebuilding was

around 12 metres in length and extended around 6 metres from the face of the keep. At the base of the south-west corner of the keep is an opening formed as the entry to a tunnel intended to undermine this corner of the keep. It was excavated around 1174 when the castle was besieged by Henry II as a consequence of Hugh Bigod's rebellion. In the north wall of the keep is a red-brick arched doorway which gives access to what was the basement floor of the keep, where the massively thick base sections of the keep walls are exposed to view.

Surrounding the keep are the substantial remains of the castle curtain wall. These survive at varying heights, and form a roughly octagonal enclosure, with a gatehouse on the western side and with the remains of the inner bailey walls extending from the north-west and south-west angles. The walls, like the keep, are now bereft of their facing materials, with the exception of the base sections of the twin gatehouse towers, which retain ashlar limestone masonry set below a moulded string course. The towers are semi-circular on plan and approximately 6.5 metres in diameter, each rising from a square base and open to the rear. Excavations carried out in 1934-1935 revealed the remains of a drawbridge pit, now retained in its excavated form, located between the gatehouse towers, to the rear of the ditch in front of the gatehouse. This is thought to have been spanned by a counter-poised bridge which could be raised to prevent access to the keep.

To the west of the remains of the keep and its curtain walls are the surviving sections of the inner bailey wall, the second of four defensive lines surrounding the castle keep, the other three being the curtain wall, the ditch beyond the inner bailey and the ditch around the outer bailey. The most substantial surviving sections of the inner bailey wall are located in the southern and western edges of the site. Smaller sections of the wall survive on the northern side of the enclosure, some forming parts of standing buildings. As with the castle remains, what survives of the wall is the core material of mortar-bound flint rubble together with some areas of brick-faced repair. The wall

survives as a series of substantial lengths of varying height, interrupted by breaches where there appear to be no surface remains.

The wall extends westwards from its junction with the castle curtain wall at grid reference TM 33541 89794, and defines parts of, or the whole of, the ends of gardens to houses fronting Earsham Street, beginning at Castle House, (No 15, Grade II), then continuing in the gardens of Nos 17,19 and 21. At grid reference TM 33529 89796 it becomes a rear retaining wall to Keepers Cottage beyond which, between grid references TM 33521 89797 and TM 33499 89796, there is no visible original surface fabric. This section forms the retaining garden wall to No 31 Earsham Street (Grade II), and original fabric is concealed by later facing materials. Further west, a small detached section of the wall lies on sloping ground to the east of No 35a Earsham Street, which itself incorporates a further wall section as an internal partition extending the full length of the building. Between grid references TM 33482 33465 and TM 33465 89790 there is again no visible surface fabric, but earthworks show the continuation of the line and the wall then reappears as a low retaining wall on land to the rear of No 43 Earsham Street, No 49 Earsham Street (Grade II) and Nos 51 and 55 Earsham Street (Grade II). At map reference TM 33454 89785, the wall forms part of an outbuilding to the rear of No 55 Earsham Street, and at grid reference TM 33447 89781 returns southwards, forming a retaining boundary wall between the former Iron Works, now known as Cameron House, to the west and No 47 Earsham Street to the east. The wall continues southwards, forming a retaining wall at the western boundary to the garden of No 47 Earsham Street and the rear wall of the outbuilding to the east of No 4 Castle Lane. In this section, parts of the wall survive to a height in excess of 3 metres. Between grid references TM 33453 89753 and TM 33486 89713 there is no visible surface fabric, as the line of the wall survives to the east of Castle Lane as a steep earthwork up to 5 metres in height, within the current scheduled area. The wall re-appears at grid reference TM 33486 89713 as a wide raised bank in which the wall's

rubble core survives as a standing structure up to approximately 1.5m high and approximately 45 metres in length. The wall then extends eastwards towards the castle curtain wall, finally ending at grid reference TM 33538 89734.

Originally the outer bailey comprised a substantial earthwork bank and external ditch which formed a rectangular enclosure extending to the south of the outer castle ditch. Buildings constructed on the eastern side of the outer bailey have obliterated any surface remains but on the west side the earthworks survive up to around 2.5m high. This area is known as Castle Hills and is an integral component of the early castle defences. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.151-153.



*Castle, Cottage, Castle Yard, Castle Orchard*

*Castle Cottage, Castle Orchard.* A nineteenth century cottage with a red pan tiled roof and rendered walls which is located within the boundaries of the scheduled ancient monument. Two storeys and three bays with twentieth century casement windows. Gabled return elevations with simple bargeboards. Single storey wing. Red brick ridge stack. *Subsidiary structures* Tarred brick and flint boundary wall of probably early nineteenth century date.



*Keeper's Cottage, Castle Orchard*

*Keeper's Cottage and boundary wall, Castle Orchard* (standing on scheduled land). A nineteenth century cottage with extensive later twentieth century alterations and additions, built within the remains of the Castle complex and within the scheduled ancient monument. Its rear retaining wall is part of the Castle wall. Original cottage has rendered walls and a black pan tiled roof. Red brick ridge stack. Two storeys with a single storey wing. Twentieth century flat roofed porch. Return gable with twentieth century timber oriel window to first floor. Lower red pan tile roofed range to rear. Twentieth century casement windows. *Subsidiary features.* Good nineteenth century flint wall.



*Jester's Shop, The Keep, Castle Orchard*

*Jester's Shop, The Keep, No.10 Castle Orchard.* A nineteenth century small barn or wagon shed, now altered. Single storey red brick with rendered front and side elevations. Boarded door. Red pan tiled roof. Prominently located on the scheduled ancient monument. Until the 1960s it formed one side of a courtyard to the rear of a substantial house which fronted onto Castle Orchard. Included here primarily for its rear elevation which forms a key part of the

setting of the Castle ruins and directly abuts the scheduled monument.



*Outbuilding, The Keep, Castle Orchard*

*Outbuilding, The Keep, Castle Orchard.* A small red brick and rubble outbuilding with a weatherboarded gable and a black and red pan tiled roof. Probably of mid nineteenth century date. Prominently located within the setting of the scheduled ancient monument.



*Castle Cottage, Castle Orchard*

*Castle Cottage, No.11 Castle Orchard.* A detached dwelling of c1918 designed by John Doe and in the vernacular revival style. (See also Nos.14 & 16 Scales Street). Rendered elevations with applied decorative half-timbering. Casement windows with mullions and transoms. Tiled gambrel roof and red brick chimneystacks. Late twentieth century rendered porch. Prominently located adjacent to the scheduled Castle earthworks.

### **Keep Rise**

*There are no structures of interest on Keep Rise.*

## Priory Lane

See also No.42 St Mary's Street



Nos.24-28 Priory Lane

Nos.24-28 (even) Priory Lane (grade II). A large, early-nineteenth century, detached house, which has been converted into three dwellings. In a sensitive location close to a scheduled ancient monument. Of three storeys, with a symmetrical Suffolk white brick façade of three bays. Return elevations red brick, black pan tiled roof. Sash windows with narrow margin lights and flush frames to first floor. Flat-arched lintels. Twentieth century casements to second floor. Two storey one bay wing with side entrances with twentieth century gabled porch to left. Six-panelled door with arched radial-bar fanlight within a wooden doorcase with pilasters and an open pediment. *Subsidiary structures* Late twentieth century red brick boundary wall and gate piers to Priory Lane not included.



Nos.5-7 (odd) Priory Lane

Nos.5-7 (odd) Priory Lane. A red brick late nineteenth century semi-detached pair of

cottages with stone dressings. No.5 with original four-panelled door, No.7 with six-panelled door. Late twentieth century casement windows within original openings. Red pan tiled roof with central ridge stack rising from spine wall.

## Quaves Lane

See also No.54 St Mary's Street and No.2 Upper Olland Street.



Nos.11 & 15 Quaves Lane

Nos.11 & 15 Quaves Lane with outbuilding and boundary wall to No.11. A pair of semi-detached houses which were built in the early to mid-nineteenth century as three cottages, Nos.11& 13 are now combined. Red brick with a hipped red pan tiled roof. Two storeys with a single storey nineteenth century lean-to to the north-east (No.11). The east wall to Castle Lane is tarred. Late twentieth century timber doors and casement windows in original openings. *Subsidiary Structures* Low painted boundary wall to Quaves Lane elevation of No.11 which appears to be of nineteenth century date. Twentieth century wall to No.15.



Nos.27 & 28 Quaves Lane

*Nos.27 & 28 Quaves Lane and outbuilding.* Pair of cottages probably of early nineteenth century date. No.27 now altered. No.28 built of painted brick with a red pan tiled roof with a parapet gable to the west. Tall ridge stack to east. Two storeys with two windows. Ground floor central entrance door within late twentieth century gabled timber porch. Windows are two-light casements with glazing bars. No.27 built of red brick with a red pan tiled roof with parapet gable to East. Of a single storey with attics lit by two twentieth century gabled dormers. Three, three-light late twentieth century timber casements with segmental brick arches. Entrance door is off-centre to east, with a late twentieth century gabled timber & brick porch with a red pan tiled roof. *Subsidiary structures.* Nineteenth century outbuilding to No.27 with gable end to Quaves Lane and rear elevation to Castle Lane. Tared rubble and red brick walls, single storey with a weather boarded gable. Twentieth century casement window.

#### **4.B - The Churchyard Character Area**

##### **Castle Orchard (East Side)**

*See Nos.2-38 (even) St Mary's Street for the subsidiary walls and outbuildings lining the east side of Castle Orchard.*

##### **St Mary's Street, (Even)**



*No.2 St Mary's Street*

*No.2 St Mary's Street. A red brick house and shop of c1800, re-fronted and partially rebuilt in Suffolk white brick c1870 probably to the designs of William Oldham Chambers of Lowestoft who designed the adjacent façade to the south. Three storey white brick façade of two bays, with canted bay to first-floor left. Horned plate-glass sashes. Parapet with dentilled cornice. Late twentieth century shop fascia. Early nineteenth century red brick range to rear with hornless sashes. Some windows with glazing bars removed. Taller two bay mid-nineteenth century red brick addition with plate-glass sashes. Flat-arched lintels and stone sills. Hipped roof with overhanging eaves. Return elevation rendered.*



*No.4 St Mary's Street*

*No.4 St Mary's Street. A house and shop, probably of later eighteenth-century date. Re-fronted and remodelled to the designs of William Oldham Chambers of Lowestoft 1871, for the draper JB Thurtle. Faced in Suffolk white brick. Paired pilasters flanking first floor arched plate-glass sashes. Single pilaster to outer edges of second floor and moulded sill band. Heavy moulded white brick hoods with keystones to windows. A good example of a late nineteenth century commercial building by a regional architect of note. Retaining its original window joinery to the upper floors. Later twentieth century shop fascia possibly retaining original dentilled cornice and upper panel. Heavy corbelled cornice with parapet above. Balustrade and urns removed from parapet in the mid twentieth century. Rear elevation of red brick and probably of later eighteenth-century date. Brown, Hayward, and Kindred, *Dictionary of Architects of Suffolk Buildings 1800-1914* (Kindred, Ipswich, 1991) p66.*



No.6 St Mary's Street

No.6 St Mary's Street and garden walls to rear (grade II). A substantial late eighteenth century townhouse. Of three storeys. Five-bay symmetrical principal façade of red brick with stone dressings. Central breakfront of a single bay, plinth, ground and first floor sill bands. The central breakfront has an open pediment at second floor level above a Venetian window with sashes. Open-pedimented doorcase with Doric  $\frac{3}{4}$  radius columns, triglyphs, and an arched fanlight. Six-panelled door. Twelve-light hornless sashes to ground and first floors, six-light to second floor. Flat-arched lintels. Stone mouldings to cornice at second floor level. Stone cope with four stone ball finials. Fine mid-nineteenth century wooden office window to ground floor right of classical design, with consoles and an entablature. Central glazed entrance with arched door. Rendered rear range with twelve-light sashes. *Subsidiary Structures.* Good late eighteenth century red brick walls surrounding former rear garden. Nos.2 to 22 (even) form a group. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.157.



The Fleece Hotel, St Mary's Street

*The Fleece Hotel, Nos.8-10 (even) St Mary's Street and Inn yard walls* (grade II). Early seventeenth century with a later eighteenth century red brick façade, which was rendered and had applied decorative timber-framing added c1920. Ground floor cement rendering in imitation of red brick. Main block has a three storey, three bay principal façade with hornless sixteen-light sashes within flush frames to the first and second floors. Tripartite sashes to ground floor. Painted wooden doorcase with Doric  $\frac{1}{2}$  columns and an unusual bed mould to the cornice. Six-panelled door. Black pan tiles to front face of roof, red to rear face. Left-hand wing formerly with shop front now tripartite sashes. At first floor level a long casement window with leaded lights. Small gable of c1920. Rear elevation also with applied timber-framing. Red brick rear range with red tile roof. Interior: evidence of timber-frame construction, oak corner cupboard and original doors. Nos.6 to 22 (even) form a group. *Subsidiary structures.* The inn yard at the rear (entered from Castle Orchard) is surrounded by red brick walls of primarily nineteenth century date. Some earlier sections which appear to have originally been part of structures. Twentieth century weatherboarded outbuilding. (See also Clover Corner, Castle Orchard) Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p148-149.



Boundary Wall, Clover Corner, Castle Orchard

*Boundary Walls formerly to the Fleece Inn, now serving Clover Corner, Castle Orchard* (grade II) Red brick boundary walls of largely later eighteenth century date, but containing reused earlier material including stone rubble, tile, and thin brick of possibly seventeenth century date. Clover Corner itself is a late twentieth century dwelling and not of significance. The walls originally belonged to the Fleece Inn St Mary's Street and therefore are probably listed as curtilage structures to that grade II listed building. An important part of the former inn yard and of the setting of the grade II inn.



No.12 St Mary's Street

No.12 St Mary's Street (grade II) Later eighteenth century, three storey, red brick, with a stuccoed façade and a stone cope. Pan tiles. Good wooden shop fascia with a central door and rounded corners to the flanking bays, later twentieth century glazing. Two twelve-light hornless sashes at first floor level. Two blank panels to second floor. Flush frame sash window in gable on norther return elevation. Nos.2-22 (even) form a group.



Nos.14-18 St Mary's Street

Nos.14-18 St Mary's Street and boundary walls to rear. (grade II) A sixteenth century timber framed structure, originally one building. It was considered to have been a private residence by Suckling, though often supposed to have been an inn connected with the Nunnery which stood opposite. Evidence survives at the rear of an external first-floor gallery suggesting that it was once indeed an

inn. The structure is thought to have been occupied by John Duke, who lived in Bungay in 1550. An old mantelpiece removed from the house bore the arms of Bedingfield and D'Oyley and the date 1572, and there was also the figure of a crusader over the entrance; both were bought by Sir Rider Haggard in 1922 and incorporated in "The Three Bells" Ditchingham, when it was converted into a private house. Three original mullioned casement windows remain at first floor-level with projecting carved sills, depicting the slaughter of the Philistines by Samson, and Samson and Delilah, also a child wrestling with two dragons, said to be Hercules. Another has a bust of the Virgin Mary. Another, since removed showed the fate of Actaeon devoured by dogs. An original spiral brick staircase remains at No.18, and a four-centred arch to the cellars beneath. Eighteenth or early nineteenth century alterations, to which twentieth century shop fronts have been added and internal rearrangements made. Of two storeys with an attic lit by three dormers. Timber framed with a jettied first floor, rendered façades, and coved eaves. Tiled roof. Two hornless sixteen-light sashes, and a mid-nineteenth century canted bay with plate-glass sashes. Central eighteenth century eight panelled door with panelled reveals. Doorcase with fluted Doric pilasters, triglyphs and an enriched dentilled pediment. Twentieth century flat-roofed additions to rear not of interest. *Subsidiary Structures* Enclosed yard to rear. It is highly likely that the wall is largely of early nineteenth century date, if not earlier, although the random construction and the incorporation of salvaged brick and stone (possibly demolition rubble from the castle) makes accurate dating problematic. See also the walled enclosure to Clove Corner, Castle Orchard. Nos.2 to 22 (even) form a group. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.157.



Nos.20-22 St Mary's Street

Nos.20-22 St Mary's Street and outbuilding to rear (grade II). Eighteenth century, of two storeys and an attic which is lit by two flat-roofed casement

dormers. Red brick with a black pan tiled roof. No.20 has a shallow later nineteenth century canted splay bay at first floor level with centre glazing bars, and a cornice. Mid-twentieth century splayed shop front. No.22, two flush framed twelve-light sash windows at first floor level with glazing bars and cambered brick lintels. Early nineteenth century wooden shop front with pilasters. Rendered return gable with parapet. To the left a single-bay two storey wing with wide vehicle way under. Heavily repointed red brick. At first floor level a hornless twelve-light sash within a flush frame. Red brick single-storey outbuilding of possibly early nineteenth century date at rear of site close to Castle Orchard. Nos.2 to 22 (even) form a group.



*Nos.30-32 St Mary's Street*

*Nos.30-32 St Mary's Street.* A mid nineteenth century re-fronting of an earlier structure. Its Suffolk white brick façade is now partially painted. Stone dressings. Black pan tiled roof. Canted nineteenth century wooden shop fronts. Four light plate-glass sashes to the first floor with corbelled hoods.



*No.34 St Mary's Street*

*No.34 St Mary's Street.* A mid- nineteenth century re-fronting of an earlier building. Two storeys, painted brick with pilasters and a parapet. Twelve-light hornless sash in heavy moulded frame. Later

twentieth century shop front. Red pan tiled roof with casement dormer.



*Nos.36-38 (even) St Mary's Street*

*Nos.36-38 (even) St Mary's Street.* Early nineteenth century building of red brick, with a Suffolk white brick façade. Of three storeys and four-bays No.36 of one bay, No.38 of three with pilasters. Twelve-light hornless sash windows and a high parapet. Good possibly nineteenth century shop fascia with pilasters to No.38. Nineteenth century shop window to No.36.



*Nos.42-46 (even) St Mary's Street*

*Nos.42-46 (even) St Mary's Street (grade II).* An eighteenth century, five bay range of two storeys and an attic. Three gabled dormers, painted brick, machine black pan tiled roof. Formerly part with coved cornice two brick pilasters with moulded brick caps. Five hornless twelve-light flush-framed sash windows at first floor level. Mid-nineteenth century wooden shop fronts with cornices and consoles. Red brick lower range to the rear of No.42 with casement windows. Blocked openings to gable end. Nos.42 to 56 (even) form a group.



No.48 St Mary's Street

No.48 St Mary's Street (grade II). Eighteenth century, of two storeys and an attic. Black pan tiled roof with two gabled dormers. Painted brick. Three-bay rendered façade with sixteen-light flush-framed sashes to the outer bays and a casement window to the centre. Coved cornice. Mid-nineteenth century shop front with cornice and consoles. Nos.42 to 56 (even) form a group.



Nos.50-52 (even) St Mary's Street

Nos.50-52 (even) St Mary's Street (grade II). An early nineteenth century, former public house of two storeys with an attic, two dormers, painted brick, with a black pan tiled roof. Two mid-nineteenth century wooden former pub facias and two doorcases with pilasters. The sash windows within the facias postdate the pubs closure. Four-panelled doors. Nos.42 to 56 (even) form a group. The Prince of Wales public house during the

nineteenth and early twentieth centuries. The earliest reference to its dates from 1823 and the pub is believed to have closed c1912. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p151.



No.54 St Mary's Street

No.54 St Mary's Street. A three storey painted brick structure with a rendered return elevation to Quaves Lane. Black pan tiled roof. Early nineteenth century altered in mid nineteenth century date. Horned four-light plate-glass sash windows with stone hoods supported on carved corbels. Simple wooden shop facia. Two storey rendered nineteenth century range to rear with late twentieth century casements in nineteenth century openings partially with red pan tiles and partially flat roofed. Further single storey flat-roofed range. A c1860 photo shows the property without the corbelled hoods to the windows. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p184-185.



No.56 St Mary's Street

No.56 St Mary's Street (grade II). An eighteenth-century structure of two storeys and an attic, standing in a prominent location at the junction of St Mary's Street, Upper Olland Street, and Lower Olland Street. Tiled roof with two gabled sash dormers with glazing bars. St Mary's Street façade of two bays with two, near flush framed casements at first floor level. Red brick, part painted, and part stuccoed. Bowed shop front, with a central entrance, in a wooden case with reeded pilasters and an enriched entablature. No.56 forms a group with No.2 Lower Olland Street and Nos.1, 3, 3A Upper Olland Street. Nos.42 to 56 (even) form a group.

### St Mary's Street (Odd).



K6 telephone box and pier, St Mary's Street

*K6 Telephone Box, St Mary's Street.* The K6 designed by Giles Gilbert Scott was introduced in 1935 to commemorate the silver jubilee of King George V. It was a smaller version of the earlier K2 and went on to be installed prolifically around the country.

*Pier with urn adjacent to K6 telephone box, St Mary's Churchyard.* Probably a curtilage structure to St Mary's Church. Probably of early nineteenth century date. A square section Suffolk white brick pier with a stone cap and an urn. Painted plinth and lower section. A similar pier at the southern end of the churchyard is individually listed at grade II. A similar pier also once existed on Trinity Street but only its base now survives.



War Memorial, St Mary's Street

*War Memorial, St Mary's Street (grade II).* Stone Celtic cross on tall rusticated stone plinth with stepped base. Designed in 1921 by Alexander Macdonald and Co. It commemorates 101 men from the First World War and 37 men from the Second World War who lost their lives.



*Benedictine Abbey Ruins, St Mary's Street*



*St Mary' Church, St Mary's Street*

*St Mary' Church and Benedictine Abbey Ruins, St Mary's Street* (grade I). A former parish church, closed 1977, and now redundant. Originally this was the Church of the Holy Cross, attached to a Benedictine nunnery, the ruins of which partially survive to the east side of the church. The nunnery was dissolved and partially dismantled at The Reformation and then badly damaged in the fire of 1688. Nave, aisle and porch primarily fifteenth century. The late fifteenth century tower is arguably the dominant feature in the townscape. Its parapet and battlements are of 1702. Octagonal buttresses carried above the parapet as pinnacles. Fire damaged 1688, internally refitted and south aisle re-roofed, as dated on a rafter, in 1699. Church

reopened in 1701. There is no chancel. Vestry of 1819 with wooden tracery in window. Church altered 1832. Nineteenth century restorations by Thomas Jekyll & RW Drew 1861-5, and Richard M Phipson 1879. Much stained glass destroyed in WWII. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.148-150. Tricker, R *The Priory Church of St Mary Bungay* (London, 2015).



*Wall to south side of St Mary's Churchyard*

*Wall to south side of St Mary's Churchyard* (grade II.) Eighteenth century and earlier mainly flint with red brick face on south side, moulded terra cotta, quasi battlemented cope. At each end, a square white brick pier with stone cap, west end pier with stone vase finial. Generally, about 8ft high.



*St Edmund's RC Church, St Mary's Street*

*St Edmund's RC Church, St Mary's Street* (grade II\*) Roman Catholic Church built 1889-1901. Designed by Bernard Smith for the English Benedictine Congregation. Patron Frederic Smith. Red brick with stone dressings and plain tile roof. Decorated and Perpendicular styles. Chancel, with sacristy etc., nave, north aisle, Lady Chapel and octagonal baptistery. Three bay chancel with two-light windows, and four bay nave with three-light windows with buttresses in between. The West entrance projects forward by one bay and has an elaborate carved frontispiece around the door by Ovens of Norwich depicting Saints Gregory and

Augustine and scenes from life of St Edmund. Baptistry has flying buttresses, narrow windows, corbelled battlemented parapet and tall octagonal metal roof. A chapel was built on this site in 1823 near to the parish church and to the remains of the pre-reformation Benedictine nunnery. A presbytery was added in 1829 next to the street. In 1888 Frederic Smith, a local solicitor, offered a new chancel and sacristy in memory of his parents and this was completed in 1889. He then offered the nave which was built round the old chapel and was restricted in its size by the existing presbytery and surrounding graveyard. The old chapel was then demolished, and the new church opened in 1891. The decision was then taken to rebuild the presbytery (qv) to the SE of the church and link it to the church, this was completed in 1894. The baptistry was added to the north west corner of the church 1899-1901. The cost of chancel, nave and presbytery was about £14,000, the whole amount paid by the patron. The church displays both inside and out high quality and rich decoration, and with the presbytery, the Church of St Mary (including the ruins of the Benedictine Convent) (qv), and walls in both churchyards (qv) the presbytery forms a very significant group in the centre of Bungay.



*St Edmund's Presbytery, No.1 St Mary's Street*

*St Edmund's Presbytery, No.1 St Mary's Street* (grade II). Roman Catholic presbytery built in 1894 to the designs of Bernard Smith for the English Benedictine Congregation. Patron Frederic Smith. Red brick with stone dressings. Plain tile roof with ornamental brick stacks with shafts and cornices. Crow stepped gables. Tudor Revival style, of two storeys and an attic. Gable projecting on right. Four bays with six paired two-light sashes in stone

mullioned surrounds. Two and three-light mullioned and transom windows to ground floor with leaded lights. Entrance under stone arch to right side of projecting gable. Side has similar paired and triple sashes and a projecting gable. Interior contains a corridor leading directly across the whole ground floor from entrance to sacristy of church (qv), to which the presbytery is linked. Together with the church, the Church of St Mary (including the remains of the Benedictine Convent) (qv), and walls in both churchyards (qv) the presbytery forms a very significant group in the centre of Bungay.



*St Edmund's Churchyard Wall, St Mary's Street*

*St Edmund's Churchyard Wall, St Mary's Street* (grade II) Probably mediaeval, about 8ft high and up to 3ft thick, uncut flint.



*St Edmund's Roman Catholic Primary School*

*St Edmund's Roman Catholic Primary School, and boundary wall to St Mary's Street.* An impressive and well-detailed gothic school of 1899 designed by FE Banham and built at the expense of Frederic Smith. Largely of a single storey, and of red brick with elaborate stone dressings. Red tile roof. Crenelated entrance tower, and Perpendicular traceried windows, buttresses. Unsympathetic flat-roofed twentieth century additions. A key building within the setting of the GII\* Roman Catholic Church and its GII presbytery. *Subsidiary Structures* Contemporary red brick front wall and gate with blue brick decoration and stone dressings. The wall

panelled with ogee arched doorway. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.151.

### Staithe Road (odd)



*Trinity Hall, No.1 Staithe Road*

*Trinity Hall, No.1 Staithe Road* (grade II\*). An early eighteenth century house with later additions and alterations. Of two storeys with attics lit by three pedimented dormers. Brown brick with red dressings including a toothed cornice (wood ogee-moulded lead-lined gutter) and a plinth. Plain tiled roof. Later projecting range to right with shallow bay window to ground floor and twelve-light sashes above. The principal range has a seven-bay entrance façade with a three-bay breakfront. The central first floor window is flanked by brick pilasters. Twelve-light hornless sash windows, with flush frames and flat arched lintels. Brick aprons under ground floor windows. Six-panelled door in a wooden case with panelled reveals and a mutular Greek Doric porch of c1830. Trinity Hall with its ancillary building, entrance piers and walls form a group. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.157.

*The following subsidiary structures to Trinity Hall are individually listed.*

*Entrance piers of front garden of Trinity Hall Staithe Rd* (grade II). A later eighteenth-century pair of red brick piers, flanking the central entrance of the house. Stone caps and ball finials and pedestrian Gate of wrought iron with scroll ornament.



*Front wall of courtyard, Trinity Hall, Staithe Rd*

*Front wall of courtyard, east, of Trinity Hall, Staithe Rd* (grade II). Eighteenth century, of red brick, 10 ft high with two pairs of two square piers with stone caps. Pedestrian arched doorway and arched panel between, respectively; wooden double doors in centre. (For other walls see Trinity Street)

*Former Stable, Trinity Hall, Staithe Road* (grade II). Eighteenth century former stable building painted red brick, red and black pan tiled hipped roof. Late twentieth century boarded lean-to porch.

### Trinity Street (Even)

*For Nos.2 & 4 (Even) including Owles Warehouse, see The Market Character Area.*



*The Old Vicarage, No.6 Trinity Street*

*The Old Vicarage, No.6 Trinity Street* (grade II). A restrained classical early nineteenth century former vicarage. There is a stone inserted in the boundary wall, reputed to refer to this building. Two storeys. Suffolk yellow brick with wide overhanging plastered eaves and a hipped Welsh slate roof. Four bay garden façade, with flat-arched lintels, stone sills, and twelve-light hornless sash windows. The entrance façade faces the churchyard church yard, it has a six-panelled door, and fanlight with glazing bars. Façade embellished with blind recesses. Two twelve-light sash windows at

western end. Red brick rear range. *Subsidiary Structures* Low brick boundary wall with iron railings.



*Trinity House, No.8 Trinity Street*

*Trinity House, No.8 Trinity Street and boundary wall to front.* (grade II). An early to mid-nineteenth century villa of two storeys. Faced in Suffolk white brick. Hipped roof with a wide eave's soffit, now covered in late twentieth century machine tiles. Entrance façade of three bays with wide pilasters close to the outer corners. The central bay projects slightly and the windows of the outer bays set in shallow panels. Three hornless sash windows with narrow margin lights to first floor. Flat arched lintels and painted stone sills. Six-panelled door with arched radial-bar fanlight. Doric porch with exaggerated entasis to columns, and an enriched entablature. Porch enclosed at later date with glazed screen and doors. *Subsidiary Structures* include a nineteenth century Low white brick wall to Trinity Street with twentieth century railings. Four square-section gate piers.



*No.10 Trinity Street*

*Nos.10 Trinity Street* (grade II). Detached house of later eighteenth-century date. Red brick, of two storeys with a black pan tiled roof covering to the Trinity Street façade and red elsewhere. Symmetrical three bay entrance façade with central breakfront. Twelve-light hornless sashes in flush frames beneath flat arched lintels. Central four-

panelled door with geometric glazing to rectangular fanlight. Doric fluted pilasters to wooded doorcase. No.10 and Nos 14 to 18 (even) form a group. *Subsidiary Structures* Low late twentieth century red brick boundary wall.



*No.12 Trinity Street*

*No.12 Trinity Street and boundary wall to rear.* Substantial dwelling set back from the road. Probably early nineteenth century. Two storeys rendered facades with a hipped roof with later twentieth century replacement black pan tiles. Principal façade has moulded surrounds to windows and a canted bay window. Central ridge stack. *Subsidiary Structures* Red brick and cobble boundary wall to rear. Boundary walls to Trinity Street appear to be late twentieth century red brick structures.



*No.14 Trinity Street (Wharton Street elevation)*

*No.14 Trinity Street* (grade II). Early eighteenth century, now altered standing set back from the road behind Nos.16 & 18 and backing onto Wharton Street. Two storey stuccoed façade with a red pan tiled roof, and casement windows to the first floor. Projecting end chimney, to east. Gabled rear projection with casement windows fronting onto

Wharton Street. Altered first floor sash windows. No.10 and Nos.14 to 18 (even) form a group. Nos.14 to 18 (even) form a group with Nos.9, 11A, 11 Wharton Street.



Nos.16 &18 Trinity Street

No.16, 18a, & 18b Trinity Street (grade II). On the corner of Wharton Street. Two eighteenth century houses of two storeys with attics lit by three gabled dormers. Three-bay façade to Trinity Street. Twelve-light hornless sashes in flush frames, those to the ground floor with flat arched lintels. Red pan tiled roof. Six-panelled doors in wooden cases with dentilled cornices. No.16 has its entrance on the northern (return) elevation. This has three twelve-light hornless sashes in flush frames at first floor level and two similar below. Large nineteenth century casement to ground floor north-east corner. Nos.10 and Nos.14 to 18 (even) form a group. Nos.14 to 18 form a group with Nos.9, 11A & 11 Wharton Street.

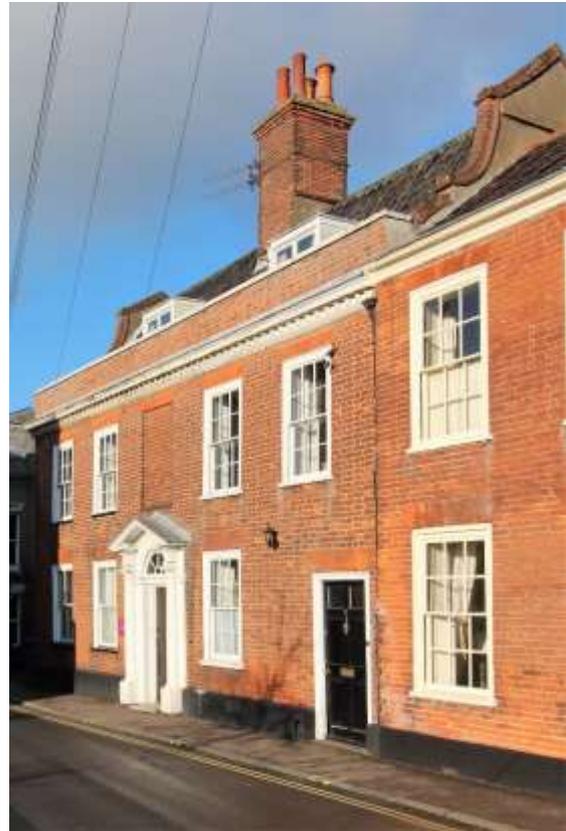


No.18a Trinity Street

No.18a Trinity Street. Former service range of No.16 early nineteenth century, Wharton Street elevation red brick with a black pan tiled roof and sash windows, Trinity Street elevation rendered with casement windows and a red pan tiled roof. No.16 appears to have been subdivided prior to listing as No.18a is shown as a separate dwelling on the 1970 1:2,500 Ordnance Survey map.

## Trinity Street (Odd)

For Nos.1-9 (Odd) See the Market Character Area.



Nos.11 & 13 Trinity Street

Nos.11 & 13 Trinity Street (grade II). Late seventeenth century, of two storeys and an attic lit by two dormers. Clad in red brick; Dutch gables with pediments to the return elevations. Parapet and ogee bracket cornice to principal façade; pan tiled roof. Principal façade of five bays with a central blank panel above the doorcase. Twelve light hornless sashes to first floor with flush frames and flat arched lintels. To the ground floor a six-panelled door with arched radial bar fanlight, doorcase with Doric 3/4 columns, triglyphs and an open pediment. Side entrance right, in lieu of window, with gauged flat arched lintel above a six-panelled door. One twelve light hornless sashes and two four pane plate-glass sashes to ground floor. No.13 with fine full height closed-string staircase within rear wing. Nos.1 to 19 (odd) form a group. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.157.



No.15 Trinity Street

No.15 Trinity Street (grade II). Late seventeenth century with eighteenth century red brick façade. Two storeys, red brick, wood cornice, black pan tiled roof. Twelve light hornless sashes in flush frames. Flat arched lintels. Pair of arched recesses under each right-hand window the left-hand one containing a five-panelled door, the right a twelve-light sash. Nos 1 to 19 (odd) form a group.



No.17 Trinity Street

No.17 Trinity Street (grade II). An eighteenth century red brick house of two storeys. Red pan tiled roof and a corbelled brick eaves. Range to left of three bays with a central doorcase and painted dummy window above. Twelve-light

hornless sashes to the outer bays. Six-panelled door in wooden case with panelled reveals, eared architrave, frieze, and cornice. Lozenged fanlight. Slightly recessed two storey wing to the right, including painted dummy window at ground floor and brickwork with dark headers. Nos.1 to 19 (odd) form a group.



No.19 Trinity Street

No.19 Trinity Street (grade II) A later eighteenth-century façade to a late seventeenth century structure. Two storeys with an attic lit by three hipped casement dormers, red plain tiles at front, pan tiles at back. Parapet with stone cope, and a moulded brick dentilled cornice. Symmetrical five bay façade to Trinity Street. To the first floor five twelve-light hornless sash windows with flat arched lintels. Central first floor window lintel with a shaped soffit. Five-panelled door, with an elliptical fanlight with curved bars, panelled pilasters, consoles, and an open pediment. Windows to older portion are either sashes in flush frames, or mullion transomed leaded casements. Coved cornice. Lower two-storey wing, two windows, corbelled brick cornice, pan tiles, cambered arches. Interior: some original mantels and wood arched panelled screen. Nos.1 to 19 (odd) form a group. A number of the subsidiary features at No.19 are separately listed. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.157.



Wall of Garden to Trinity Hall, Trinity Street with pier of Holy Trinity Churchyard walls

*Front wall of drive to No.19 Trinity Street* (grade II) Eighteenth century, red brick, with pedestrian arch, stone cope, square piers with stone caps (gates removed). Nos.1 to 19 (odd) form a group.

*Outbuildings to rear of No.19 Trinity Street* (grade II) Eighteenth century, including former stables, red brick, pan tiles, wind vane, L-shaped on plan, of a single storey, part with loft. Nos.1 to 19 (odd) form a group.



*Holy Trinity Church, Trinity Street*

*Holy Trinity Church, Trinity Street* (grade I). The church consists of a nave, wide south aisle and south porch, with a fine round tower. The latter is reputed to be late Saxon in origin with a fifteenth century octagonal embattled top bearing the arms of Bigod, Montacute, Brotherton, Westminster, Bury Abbey, Spencer, Bishop of Norwich, Beauchamp and Edward the Confessor. There remains a gabled arch in the tower giving grounds for the Saxon date. Fire damaged and partially rebuilt 1553. Ruinous chancel demolished c1754, nave partially rebuilt 1757. Restored by JD Botwright c1852 with further work including south porch by Thomas Jeckyll 1859-60. Chancel 1926 by FE Howard. Flint rubble with stone dressings and a red plain tile roof. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.150.

*Boundary Wall to Holy Trinity Church, Trinity Street* (grade II). Probably of eighteenth or early nineteenth century date. A low front wall of buff brick with stone cope, formerly the base of railings (now removed). Return wall to south of flint and red brick with sloping cope, 6 to 8ft high. Square yellow brick pier at junction with stone cap and ball. Rear wall, east 4ft high with 8ft drop on far side, flint with moulded terra cotta cope, part rendered. North return wall 3ft high with 6ft drop on north side, red

brick with brick cope. Yellow brick pier with stone cap, west.



*Wall of Garden to Trinity Hall, Trinity Street*

*Wall of Garden to Trinity Hall, Trinity Street* (grade II) Eighteenth century red brick with some stone rubble with roll-moulded nineteenth century terra cotta cope, 7 to 8 ft high, terminated at north by the yellow brick square pier to the churchyard of the Holy Trinity Church, qv. Trinity Hall with its ancillary building, entrance piers and walls form a group.

## **4.C - The Market Character Area**

### **Borough Well Lane**

*See also Nos.6a & 6b Bridge Street, Nos.10-12 Bridge Street, No.7 Trinity Street, No.9 Trinity Street, Former Methodist Chapel, Trinity Street, and boundary wall.*

#### ***The Borough Well, Borough Well Lane.***

Traditionally known as the Roman Well. A natural spring which runs into a brick lined cistern. The brick work was repaired in the Tudor period. By the 17th century a pump had been installed, which conducted the spring water through a pipe into the Well. From early times the maintenance of the Well was the responsibility of the Town Reeve and Town Trust. Throughout the nineteenth century the Well was used as a main water supply for the town centre, however from c1923, pumped water was gradually made available and the Well ceased to be needed. Repaired in the 1980s. During dredging of the Well, two sherds of Roman pottery were found, dating to the 2nd-3rd centuries AD. These are now on display in Bungay Museum. Late twentieth century gate not included.

### **Brandy Lane**

*For buildings fronting Brandy Lane see Nos.18a Broad Street and No.18 Broad Street. For boundary walls see Nos.12-16 (even) Broad Street.*

### **Bridge Street (even)**

*See also No.3 Market Place.*



*Nos.2 Bridge Street*

*Nos.2 Bridge Street (grade II). Formerly part of the Queen's Head Public House (see also No.3 Market Place) and probably of eighteenth, or early nineteenth century date. Painted stucco or imitation brick front of two storeys with a pan tiled roof. The first floor is lit by four, flush framed plate-glass sash windows. Later nineteenth century tall wooden former public house facia with elongated pilasters. Part of the facia now contains a twentieth century casement window. Nineteenth century flush-framed plate glass sash window to ground floor left, with hood supported on consoles. Twentieth century door. Tall red brick stack to left hand gable. The Queen's Head probably closed c1913. Nos.2, 4, 6a & 6b, 12 to 20 (even), 24 to 34 (even), 40 to 44 (even), 48 and 50 form a group. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p 89 & 131.*



Nos.4, No. 6a, & 6b Bridge Street

Nos.4, No. 6a & 6b Bridge Street and garden walls to rear. (grade II). Standing on the corner of Borough Well Lane and probably of early eighteenth century date. Of two storeys and an attic, with a low two storey rear range facing Borough Well Lane. Rendered and painted with a platt band below the first-floor windows. Four-light plate glass sashes with horns to the first floor. One gabled dormer to No.4 within a replaced red pan tiled roof. No.4 is shown with a shop fascia to the ground floor right on c1920 photographs, but this has been replaced by a tripartite sash. To the left of the four-panelled front door is a relatively recent four-light horned sash, in a segmental arched opening. A small central window at first floor level is also shown on early photographs. To the rear of No.4 is a red brick range with an elevation facing a yard off Trinity Street. This has a black pan tiled roof to Borough Well Lane and a red pan tiled roof to its other faces. A late nineteenth century wooden oriel window is set within the end wall at first floor level. Below this window there was evidently a further recently demolished single storey projection



Rear range of No.4 Bridge Street from Trinity Street

Nos.6a & 6b also have a platt band. Partially glazed panelled front door to No.6a, No.6bs entrance set back within the return elevation. Large tripartite sash to left of front door. Four light sash and casement to left. Apex of gable to return elevation

missing. Four-light plate glass sashes to rear range fronting Borough Well Lane. Nos.6a & 6b were once the Green Dragon Public House and are shown as a public house on the 1885 Ordnance Survey map. The pub reputedly closed c1909. Nos.2, 4, 6a & 6b, 12 to 20 (even) 24 to 34 (even), 40 to 44 (even) 48 and 50 form a group. Reeve C, *Bungay Through Time* (Stroud, 2009) p57. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p97 & 132.



Nos.12-14 (even) Bridge Street.

Nos.10-16 (even) Bridge Street. (grade II). Early eighteenth century, and of two storeys with an attic lit by two casement dormers. Black pan tiled roof and central red brick ridge stack. Rendered and painted façade to Bridge Street with a plinth. No.12 with horned twelve-light sash windows of late twentieth century date probably replacing those described in the statutory list. Blind central panel at first floor level. Six-panelled door with a simple wooden doorcase with pilasters and a four-light casement window above. No.12 has a return elevation to Borough Well Lane, some rebuilding work to gable. Casement window within gable, small casement at first floor level and door opening beneath. Two storey red brick rear range with later twentieth century small pane casement windows and four-panelled door; ground floor rendered. (For rear range see Borough Well Lane). No.14 has two flush frame twelve-light hornless sash windows to the first floor and has an arched entrance with a four-panelled door and a simple semi-circular fanlight. No.16, has a wooden shop front with pilasters and a panel of early twentieth century glazed tiles beneath. Partially glazed door. No.10 is a small red brick cottage with an entrance on Borough Well Lane which was probably originally part of No.12. partially rendered with casement windows. Nos.2, 4, 6a & 6b, 12 to 20 (even), 24 to 34 (even), 40 to 44 (even), and 48 and 50 form a group.



*Nos.18-22 (even) Bridge Street*

*Nos.16-22 (even) Bridge Street (grade II).* Three cottages, two within front range and No.22 at the rear. Early eighteenth century, of two storeys and an attic. Black pan tiled roof with a single flat roofed dormer to No.20. Colour-washed brick, with a moulded brick platt- band. Part with later applied projecting plinth. Nos.16-18, have their original sixteen-light hornless sashes at first floor level. To the ground floor centrally placed four panelled doors flanked by similar flush framed hornless sash windows with flat lintels. No.20 has two sixteen-light hornless sash windows to each floor. Those to the ground floor having panelled shutters. Centrally placed six-panelled door with near-flush frame. Scarring of former window openings with segmental heads visible in front wall to both ground and first floors of No.20. Lower range to the rear. Nos.2, 4, 6a & 6b, 12 to 20 (even), 24 to 34 (even) 40 to 44 (even), 48 and 50 form a group.



*Nos.24 & 26 (even) Bridge Street*

*Nos.24 & No.26 (even) Bridge Street with outbuildings to rear (grade II).* An eighteenth century pair of cottages of two storeys and an attic. Street frontage range with a black pan tiled roof covering and two flat roofed casement dormers. No.24 faced in colour-washed brick with two early sixteen-light hornless sashes at first floor level. The

shop windows described in the listing description now replaced by small pane sashes. No.26, stuccoed, with a nineteenth century wooden shop fascia with pilasters retaining small glazed panelled windows. Panelled door. A single sixteen-light hornless sash above within a flush frame. Blocked doorway in gabled return elevation.



*Rear range and outbuildings at No.26 Bridge Street*

Substantial rear range with red brick façade, which was possibly originally a separate dwelling. Two storeys with a two-bay principal façade facing towards the river. Casement windows beneath cambered brick lintels, one hornless twelve-light sash at first floor level. Blocked door opening to ground floor centre. Good group of probably early nineteenth century red brick outbuildings in yard to the rear of No.26 including gabled cart shed with loft above. Red pan tiled roofs some now missing. Last used as an abattoir. Nos.2, 4, 6A, 12 to 20 (even), 24 to 34 (even) 40 to 44 (even), 48 and 50 form a group.



*Nos.28-32 (even) Bridge Street*

*Nos.28-32 (even) Bridge Street including boundary wall between No.26 & 28. (grade II).* An eighteenth-century block of two storeys and attics. Those to Nos.30-32 lit by two flat roofed dormers. No.28's attic lit by a casement window within the gable of the return elevation. Black pan tiled roof with two tall red brick ridge stacks. Bridge Street façade of

painted brick with a coved cornice. Nos.30-32 with platt band below first floor windows. Sash windows to Nos.28 and 30 now horned late twentieth century replacements. Those to No.32 nineteenth century plate-glass sashes. Early nineteenth century bowed shop windows to Nos.28 & 32, but the original glazing bars to No.28 only. Doorcase to No.28 replaced in twentieth century and containing a partially glazed twentieth century door. Nos.30-32 have c1800 wooden doorcases, No.30 with a six-panelled door with cornice frieze and architrave. No.32 door with 4 flush panels. Low cobble boundary wall with red brick dressings between Nos.26 & 28. Large altered outbuilding to rear of No.28 of two storeys with a gable end to Bridge Street. Nos.2, 4, 6a & 6b, 12 to 20 (even), 24 to 34 (even) 40 to 44 (even), 48 and 50 form a group.



*Bridge House No.34 Bridge Street*

*Bridge House No.34 Bridge Street (grade II).* A substantial multi-phased townhouse of late sixteenth century origins with a large extension fronting Bridge Street of c1776. Further additions to rear. The house stands at a right-angle to the Street with a principal façade facing south. In 1688 it was occupied by Gregory Clarke who was rebuilding it at the time of the great fire, from which it was saved by the watchman. The western portion (fronting Bridge Street) is of red brick and of two high storeys. Its Bridge Street façade is of two bays with a blank-window panel to right on each floor, with flat arches, and stone sills. Horned twelve-light sashes to left-hand bay. Cornice, below a parapet with a stone cope. Hipped roof. Entrance front to south of three bays, with hornless twelve-light sashes. Six-panelled door with arched patterned radial fanlight above, set within a doorcase with panelled reveals, fluted Doric columns, triglyphs, and a dentilled pediment.



*Bridge House from St Mary's Tower c1920*

Earlier portion at rear, of two storeys and an attic, three dormers with segmental pediments. Brick, rendered. Tiles. Five flush-frame sash windows with glazing bars, and a canted oriel. four-panelled central door in wooden case with consoles. Second door, right, with six flush panels and a pedimented hood. Chateaubriand resided here in 1795 when the house was occupied by the Reverend J Clement Ives. Nos. 2, 4, 6a & 6b, 12 to 20 (even), 24 to 34 (even) 40 to 44 (even), 48 and 50 form a group. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.156-157.



*Former outbuildings Bridge House, Bridge Street*

*Railings and Gates, Bridge House No.34 Bridge Street (grade II).* Eighteenth century wrought iron front railings and carriage double gates with stone piers. Nos.2, 4, 6a & 6b, 12 to 20 (even), 24 to 34 (even) 40 to 44 (even), 48 and 50 form a group.



*No.36 Bridge Street*

*No.36 Bridge Street* (local list). A substantial later nineteenth century red brick former shop and dwelling with painted stone dressings, dentilled eaves cornice and full height pilasters. Plate glass sash windows. Three storey, two bay principal façade. Arched doorcase with keystone and four panelled door within rendered later nineteenth century former shop fascia. Simple semi-circular fanlight. Twin shallow arched windows to left with keystones beneath a corbelled cornice. Passage way with boarded door within shallow arched opening to right. Substantial red brick chimneystack. Forms part of a semi-detached pair with No.36.



*No.38 Bridge Street*

*No.38 Bridge Street* (local list). A substantial later nineteenth century red brick dwelling with stone dressings, dentilled eaves cornice and full height pilasters. Plate glass sashes and some later casements. Three storey, two bay principal façade. Arched doorcase with keystone and four panelled door. Simple semi-circular fanlight. Canted stone oriel window above. Substantial red brick chimneystack. Forms part of a semi-detached pair with No.36.



*Nos.40-44 (even) Bridge Street*

Nos.40-44 (even) Bridge Street (grade II). A row of three cottages, Nos.42-44 the former Kings Arms Inn and recorded as such in the seventeenth century (closed c1910). Seventeenth century with later alterations, partially re-fronted. Of two storeys and attics. No.40 with black pan tile roof covering, Nos.42-44 red. No.40, is of two storeys and attics and has an early nineteenth century white brick façade with gauged flat arched lintels. A single, late twentieth century flush frame sash window with glazing bars to each floor and late twentieth century front door with original cambered lintel. Flat roofed dormer in roof slope above. Nos.42 and 44 rendered. No.42 with flush frame casement windows. Ground floor openings to No.44 recessed beneath cambered brick arched lintels. One four-light sash and one casement. Twelve-light hornless sash and small casement above. No. 42 has a later twentieth century six-panelled door, No.44 a partially glazed four-panelled door. Nos. 2, 4, 6A, 12 to 20 (even), 24 to 34 (even) 40 to 44 (even), 48 and 50 form a group. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p136-137.



*The Smokehouse, No.48 Bridge Street*

*The Smokehouse, No.48 Bridge Street* (grade II). Of eighteenth century date with an addition of 1804. Of two storeys with a two-bay façade to Bridge Street. Four-light plate-glass sashes to first floor and ground floor left. Stucco lined and painted. Black pan tiled roof. Small former shop window right, and four-panelled door all set within a simple wooden fascia. Blind gabled return elevation to entrance to Wharf Yard. Nos.2, 4, 6a & 6b, 12 to 20 (even), 24 to 34 (even) 40 to 44 (even), 48 and 50 form a group. *Subsidiary Structures* To the rear in Wharf Yard a nineteenth century red brick former smoke house of two storeys with attached structures of uncertain origins. Ground floor with

black pitch finish, small casement windows above. Pan tiled roof patched in various colours. Highly visible from the river side footpath. Reeve C, *Bungay Through Time* (Stroud, 2009) p61.



*The Hermitage, No.50 Bridge Street*

*The Hermitage, No.50 Bridge Street* (grade II). An early eighteenth century cottage standing in a prominent location by the bridge. Two storeys with a symmetrical limewashed red brick façade. Red pan tile roof with a central red brick ridge stack. Two, sixteen-light flush framed hornless sash windows to each floor. Four-panelled door with a flush frame. Casement windows to return elevation and catslide roof to rear. Nos.2, 4, 6A, 12 to 20 (even), 24 to 34 (even) 40 to 44 (even), 48 and 50 form a group.

### **Bridge Street (odd)**

*For Aldeby House, No.1 Market Place see Nos.2-4 Broad Street*



*Nos.1 & 7 (Odd), Bridge Street*

*Nos.1&7 (Odd), Bridge Street* (grade II). Formerly a row of four cottages, now two dwellings. Significantly altered since the present listing description was compiled. Probably of early eighteenth century date. Two storeys, with a steep black pan-tiled roof, colour washed brick façades. The upper windows now either uPVC or late twentieth century wooden casements. Late

twentieth century panelled doors with integral fanlights. No.7 retains two six-pane shop fronts which are possibly of mid nineteenth century date one beneath a segmental arched lintel. Single storey wing with a red pan tiled roof and a small pane casement window beneath a segmental arched lintel. Nos.1 to 7 (odd) form a group. Also Nos.1 to 5 (odd) form a group with Nos. 1 & 3 Nethergate Street.



Nos.17-21 (odd) Bridge Street

Nos.17-21 (odd) Bridge Street (grade II). No.19 early seventeenth century and later, with a nineteenth century public house façade. Now shop and dwelling. Of two storeys, faced in red brick and with a black pan tile roof covering to the main block. Single storey wing to left with red pan tile roof. Rendered ridge stack. Three hornless twelve-light sashes to the first floor with flat arched lintels and stone sills. Arched passage opening with six-panelled door with wood tympanum above matching the door. Mid twentieth century shop fascia to No 21. Two small twentieth century casements to ground floor, left. In the late nineteenth and early twentieth centuries at least part of the structure was the Beaconsfield Arms Public House. Nos.17, 21 & 23 form a group.



Chequers Inn, No. 23 Bridge Street

Chequers Inn, No. 23 Bridge Street (grade II). An early century public house, of two storeys, with an attic lit by two gabled dormers. Tiles. Red brick,

floor band, plinth. Three flush framed casement windows at first floor level. Segmental arched lintels to two casements flanking the front door. Six-panelled door with near-flush frame. The right-hand has later twentieth century door and window openings inserted following the demolition of the adjoining cottage in the mid twentieth century. Catslide roof to rear. Nos.17, 21, & 23 form a group. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p156. Reeve C, *Bungay Through Time* (Stroud, 2009) p58-59.



No. 29 Bridge Street

No.29 Bridge Street (grade II). Seventeenth century, of two storeys and an attic. Steeply pitched red pan tiled roof with two flat roofed dormers. C1900 photographs however show the building with gabled dormers. Cement rendering on brick, with a first floor platt band. First floor lit by two three-light casements which replaced the sash windows shown on early photographs. Early nineteenth century six panelled front door described in statutory list now replaced with a partially glazed one. Good doorcase with pilasters and a dentilled cornice. Ground floor shop fascia replaced by further casements. Single storey range to rear with casement windows and a red pan tiled roofed. Nos.29 to 45 (odd) form a group. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p156.



*No.29 Bridge Street c1920*



*Nos. 31-33 (odd) Bridge Street*

*Nos.31-33 (odd) Bridge Street (grade II).* Seventeenth century, and of two storeys with an attic. Two flat roofed dormers with centrally opening casements, within a red pan tiled roof. Brick colour-washed, with platt band. First floor has two early mullioned and transomed casements with flush frames which the statutory list describes as being 'original' to the present facade. Twenty-light hornless sash window to ground floor of No.31. Other ground floor windows now casements but all retain segmental arched lintels. Mid twentieth century door with oval light to No.31, twentieth century boarded door to No.33, both set within flush frames. Small nineteenth century former shop window to No.33. Nos.29 to 45 (odd) form a group.



*Nos. 35-37 (odd) Bridge Street*

*Nos.35-37 (odd) Bridge Street (grade II)* Early eighteenth century, of two storeys with an attic lit by four flat roofed dormers. Red pan tiled roof and substantial central red brick ridge stack rising from party wall. Stucco on brick, lined as ashlar. The first floor has early nineteenth century casements, of six lights, in flush frames. Flat heads formerly with keys to two eight-light ground floor windows. Inserted four-light casement to right of doorway within No.35. Part glazed door to No.35 eared architrave, pulvinate frieze and dentil cornice. Modern door to No.37 in wooden case with architrave frieze and cornice. Nos.29 to 45 (odd) form a group.



*Nos. 35-37 (odd) Bridge Street c1925*



*Nos. 39-43 (odd) Bridge Street*

*Nos.39-43 (odd) Bridge Street (grade II).* A group of three seventeenth century cottages. Two storeys, with an attic which was formerly lit by dormers according to the statutory list. Red pan tiled roof and a centrally placed red brick ridge stack. Rendered brick ground floor, with a timber framed and plastered first floor. Continuous drip mould band at first floor level. Row of five casements in flush frames to the first floor, mostly of later twentieth century origin. Horned sash windows with margin lights to ground floor of Nos.41 & 43, No.39 with twentieth century casement windows in flush frames at ground floor level. Four-panelled front door to No.39. Nos.41 & 43 with panelled doors with glazed upper panels. Heavy flush door frames for Nos.39 and 43. Nos.29 to 45 (odd) form a group.



*No. 45 Bridge Street*

*No.45 Bridge Street (grade II).* A seventeenth century, two storey brick building, with a twentieth century cement rendered ground floor. Timber framed, plastered and with twentieth century applied half-timbering to the first floor. Red pan tiled roof. Three, three-light casement windows to the first floor. Small former shop window to ground floor right probably of later nineteenth century date. Four panelled front door of probably twentieth century date with near-flush frame. Gabled return elevation to the bridge with applied timber framing and casement windows. Lower outshot to rear. Nos.29 to 45 (odd) form a group.



*Falcon Bridge, Bridge Street*

*Falcon Bridge, Bridge Street (local list)* Road bridge over the River Waveney. Partially in Norfolk. Made by Westwood Ballie & Co, engineers and contractors of Poplar, London c1872. Brick piers and walls to each bank with stone caps. A key structure in the approach to the town from Ditchingham.

### **Castle Lane (North End)**

*For Scott House and garden walls see Earsham Street.*



*No.3 Castle Lane*

*No.3 Castle Lane.* Cottage of two storeys and two bays with roughcast rendered walls and a steeply

pitched red pan tiled roof. Possibly of mid eighteenth century origins. Plat band above ground floor windows. Central red brick ridge stack. Dentilled eaves cornice. Entrance in gabled eastern return elevation. Four-panelled door with glazed upper lights. Western return elevation blind. Plain wooden bargeboards. Flat roofed single storey rear addition on site of earlier range shown on historic Ordnance Survey maps. Later twentieth century wooden casement windows. Group value with the grade II listed Nos.69-73 (odd) Earsham Street.



*No.4 Castle Lane*

*No.4 Castle Lane.* Two storey red brick with pan tiled roof of both red and black pan tiles. Probably early to mid-nineteenth century but with late twentieth century casement windows. The central two bays probably represent the earliest surviving phase and have a single bay, two storey addition at either end. Ridge stack on former gable end. Forms part of the setting of a section of the scheduled Castle wall.



*Stair to Nathan's Yard, Castle Lane*

*Stair and railings to Nathan's Yard, Castle Lane.* An early twentieth century concrete staircase to the former Rumsby's Ironworks site on Earsham Road. The lowest step with an iron plate with Rumsby's mark and the date 1915. The concrete treads of other stairs incorporating reused ironwork. Contemporary concrete wall, square-section piers, and railings with iron finials. The stair is not shown on the 1905 Ordnance Survey map but is shown on that of 1927. Forms part of the setting of a section of the scheduled Castle wall.

## Cork Bricks

*See No.8 Earsham Street and Nos.10-12 Earsham Street.*

## Cross Street

*See also No.12 Market Place & 2a Trinity Street*



*Nos.1-3 Cross Street*

*Nos.1-3 Cross Street (grade II).* Of early nineteenth century date but extensively altered in the late twentieth century. Its present (2018) listing description is now out of date. A three-storey rendered brick structure with a four-bay principal façade, which is only one room deep. Three flush frame hornless sash windows, of twelve lights at first floor level and one blank recess. Three casements to the second floor. Late twentieth century hornless sashes to the ground floor and a late twentieth century classical doorcase. Photographs in the National Monuments Record taken in 1977 show a brick building without the present parapet and with a straight joint to the right of the principal entrance. The first-floor windows had cambered brick lintels. It also has or had a pan tile roof. Neither the doorframe or any of the ground floor windows existing in 2017 are shown in the 1977 photographs. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p158.



*Nos.2 & 4 Cross Street*

*Nos.2 & 4 Cross Street* (grade II). Of later seventeenth century date with nineteenth century alterations. Of two storeys, with an attic lit by three gabled dormers. Roughcast on brick, with a coved cornice. Black pan tiled roof slope to Cross Street façade and red to the churchyard. Five mullioned and transomed casement windows at first floor level, and a near flush framed hornless sash window with glazing bars. No.2, has a late nineteenth century former pub fascia of wood with pilasters to the right-hand bay (former Crown Inn), its other shop fascia is probably a later twentieth century copy. No. 4, also has a late twentieth century shop front in the style of that of No.2. At the rear of No.2 a two-storey red brick eighteenth century range with a red pan tile roof and a single casement window at first floor level which abuts No.15 Market Place. The rear elevation which is visible from Saint Mary's Churchyard forms an important part of the setting of the grade I listed church. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p158. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p141.



*Churchyard elevation of Nos.2 & 4 Cross Street*



*No.6 Cross Street*

*No.6 Cross Street and outbuilding* (grade II). Former Jolly Butchers Public House; closed early twentieth century. Of early seventeenth century date, and of a single storey with attics. Timber framed and plastered. Replaced red pan tile roof covering with two gabled, and one flat roofed dormer; the latter of later twentieth century date. Later twentieth century door and casement windows. To the rear a detached former stable and cart shed probably of early nineteenth century date. Painted brick with a red pan tile roof. The building reputedly suffered bomb damage in World War Two. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p158. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p140. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p91-92 & 139.

*Owles Warehouse see No.4 Trinity Street*

### **Earsham Street (even)**



*The Three Tuns, No.2 Earsham Street*

*The Three Tuns Inn, No.2 Earsham Street* (grade II). A seventeenth century structure of two storeys and an attic, occupying an island site with façades to Earsham Street, Broad Street and Market Place. The large wing to the left was in retail use by early

twentieth century and is not included within the listing. Hipped plain tile roof with two massive red brick ridge stacks, and three flat roofed dormers to the Earsham Street façade. Faced in painted red brick with a plat band below the first-floor windows, and a high plinth. Four first floor original leaded mullion transom windows to Broad Street front, the rest being sashes in flush frames in replacement of the originals, flat arches. At ground floor, former garage, and butcher's shop with wood fronts. Earsham Street façade of seven bays with a centrally placed six-panelled door with an arched fanlight (now blank) in a wooden case with Doric columns and an open pediment.



*Broad Street and Market Place facades of The Three Tuns, No.2 Earsham Street*

Nineteenth and early twentieth century photographs show this flanked by three twelve pane sashes to each side, similar to those surviving above. Mid twentieth century pub facias now partially occupy the ground floor. Three bay Market Place façade with remodelled ground floor. This formerly had a central entrance door in a surround with fluted ionic columns flanked by windows with carved surrounds with pilasters. Interior: barrel vaulted ceiling with original plaster enrichments and cornice, well with date 1540 and old cellars dating from the earlier building which was destroyed in the 1688 fire. Nos.2 to 40 (even) form a group. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.154. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p62& 201. Reeve C, *Bungay Through Time* (Stroud, 2009) p18.



*Nos.2a & 2b Earsham Street*

*Nos.2a & 2b Earsham Street.* A pair of shops with a painted and rendered brick façade above a continuous early to mid-twentieth century shop facia. Rear elevation faces Broad Street. The shop front replaces sash windows shown on c1910 photographs, however the present shop facia was extant by mid 1920s. Formerly part of the Three Tuns and shown as part of the Inn on the 1905 1:2,500 Ordnance Survey map. Shown as separate premises on the 1927 1:2,500 map. Five hornless plate glass sashes at first floor level. Shallow pitched roof with twentieth century black tile roof. Moulded eaves cornice. Shallow pitched black pan tile roof. The listing status of this range is not entirely clear.



*Broad Street façade of Nos.2a & 2b Earsham Street*

To the rear is a second range which fronts onto Broad Street. This was again once part of the Three Tuns and was probably originally stabling. This is of a single storey and has a red pan tile roof. In two sections the southern part of painted brick with a dog tooth cornice. Two small pane sash windows and a single flat roofed dormer containing two small pane sashes. Northern end partially weather-boarded. Honeywood F, Morrow P & Reeve C *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p62.



No.4a Earsham Street

No.4a Earsham Street. A structure of c1870 consisting of a shop with living accommodation above which replaced a timber-framed gabled building which is shown on early photographs. Of two storeys and two bays and faced in red brick with a red plain tile roof and terracotta ridge pieces. Southern gable with finials and dentilled cornice. Its present façade is radically different from that shown in Edwardian photographs, which show a central canted bay window at first floor level and a central doorway flanked by two small pane sashes below. Four light horned plate glass sashes at first floor level. Dentilled eaves cornice. Early to mid-twentieth century shop fascia, with late twentieth century partially glazed door inserted post 1977 within the original fascia. Reeve C, *Bungay Through Time* (Stroud, 2009) p38.



Nos. 4-8 (even) Earsham Street

Nos.4-8 (even) Earsham Street (grade II). Seventeenth and early eighteenth century, of two storeys and an attic, five gabled dormers. Red brick, part with dark headers, first floor band, plinth tile roof, part renewed. Main roof has gable coping with shoulder carrying stone ornament. Seven windows, at first floor and one blank panel, sash, with glazing bars and flush frames. Nineteenth century painted wood shop fascia to No.4. No.6, six panelled door in wooden case, with panelled pilasters and a mutular cornice. No.8, six-panelled door in mutular Doric wood case with panelled reveals, arched radial bar

fanlight, 3/4 columns triglyphs and open pediment. The rear range of No.8 is painted and is visible from both Broad Street and Cork Bricks. It is slightly lower in height and has a symmetrical façade to Cork Bricks with a central doorway. Black pan tiled roof, dentilled brick eaves cornice and casement windows. Nos.2 to 40 (even) form a group. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.154.



No.8 Earsham Street from Broad Street



No.10 Earsham Street

No.10 Earsham Street. A red brick two and three storey structure of mid to late eighteenth century date formerly part of the service range of the grade II listed No.12 Earsham Street. Simple wooden doorcase and hornless sash windows. The listed status of this range is not clear.



*Earsham House, No.12, Earsham Street*

*Earsham House, No.12 Earsham Street including No.1a Broad Street (grade II). Eighteenth century two storey, attic, and basement, three pedimented dormers. Red brick, small wood cornice, modern tiles. Plinth. Five windows, sash, with glazing bars and flat arches. six-panel door in wood case with enriched pilasters, radial bar fanlight, consoles, and open pediment. Fine arts and crafts vernacular rear range of 1892 fronting onto Broad Street now part of the Council offices. Red brick with a hipped roof over wide projecting eaves. Fine oriel window at first floor level with mullions and a transom containing leaded lights. This housed a billiard room on the first floor and was designed by Bernard Smith with fittings by MFC Turpin and WB Simpson. The fine pargetted decoration is by Daymond and Son. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.154-155.*



*Billiard Room wing, Earsham House, No.12, Earsham Street*



*Pargetted decoration, Billiard Room wing, Earsham House, No.12, Earsham Street*



*No.14 Earsham Street*

*No.14 Earsham Street (grade II). A substantial dwelling with seventeenth century origins. It is reputed to have been built in 1620 but is probably of c1660, and once formed part of a much larger dwelling which included No.16. Three storeys and three bays. Mid nineteenth century gault brick classical façade with low parapet and corner pilasters capped by finials. Red pan tile roof covering. Horned plate glass sashes to ground and first floors. Six-panelled door, panelled reveals, enriched consoles, key, and bed mould remains of original entablature. Mid nineteenth century porch with slender columns, entablature, and cast-iron ornament. Partially glazed in the late twentieth century. Low eighteenth century rear service range with mid twentieth century Crittall windows and nineteenth century addition. This range is rendered and has a red pan tiled roof. Interior; panelled room, right, with fluted pilasters and cornice. In 1933, thirty-five horse's skulls were found fixed in rows between the joists of the floor of this room, said to be a music room, placed there to improve its acoustics. (No. 16, adjoining originally part of this room; similar skulls found under corresponding room on opposite side of the house). Original staircase gone and many other features. Panelled room used as hairdressing saloon. Nos. 14 and 16 are two of the few buildings which survived the fire of 1688.*



No.16 Earsham Street

No.16 Earsham Street (grade II). A substantial seventeenth century townhouse, which is reputed to have been built in 1620. Three-storey, four-bay, stuccoed façade to Earsham Street with rusticated quoins and a parapet capped by ball finials. Moulded plaster plat band beneath second floor windows, moulded cope to parapet. Four original mullioned and transomed casements with stucco architraves at first floor level. Eight-panelled door, right of centre, in wood case with panelled reveals, pilasters and entablature flanked by twelve-light sashes. Black pan tile roof with gault brick stacks. Some original interior doors. Nb. C1900 photos show the house without the present second floor and parapet but with dormers set within the roof this part of the façade is however evident in c1930 views. Nos. 2 to 40 (even) form a group. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p148.



No.18a Earsham Street.

No.18a Earsham Street. Former bank c1890, now a dwelling. Built for the London and Provincial Bank Limited. Faced in red brick with elaborate stone dressings and decorative terracotta panels, much original joinery. Of a single storey and two bays, doorway to right in arched opening with fine radial fanlight and panelled door. Large casement window in arched opening to left hand bay. Parapet and Dutch gable. Welsh slate roof. Many late nineteenth century features preserved within. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.154.



No.18 Earsham Street

*No.18 Earsham Street* (grade II). Part of the same structure as Nos.20 & 22 (even). Of mid to late Seventeenth century date, and of two storeys with an attic. Red pan tile roof covering with two gabled dormers. Gault brick chimneystacks, that shared with No.20 partially rendered. Painted stucco, façade to Earsham Street. Twelve light hornless sashes within flush frames. Two Dutch gables. Six-panelled door with semi-circular radial fanlight, set within a doorcase with panelled reveals, pilasters, and an open pediment. Nos. 2 to 40 (even) form a group.



Nos.20-22 (even) Earsham Street

*Nos.20-22 (even) Earsham Street and outbuilding to rear of No.22* (grade II). Part of the same structure as No 18. Probably of mid to late seventeenth century date, two storeys and an attic. Roof to No.22 covered with red plain tiles that to No.20 red pan tiles. These are separated by a partially rendered Dutch gable of possible seventeenth century date. Projecting eaves, and tall gault brick ridge stacks. No.20 with a single gabled dormer containing small pane casement windows. Painted stucco façade to Earsham Street. Six, twelve-light hornless sash windows at first floor level within flush frames. Mid to late nineteenth century horned plate-glass sashes to ground floor. Six-panelled door to No.20, with semi-circular fanlight the radial bars of which have been removed (see No.18). Set within doorcase with open pediment supported on brackets.



*The Chaucer Street façade of No.22 Earsham Street*

The western or Chaucer Street façade of No. 22 is of mid nineteenth century date and of gault brick with painted stone dressings. Dutch gable, and wooden shop fascia. The First floor has a centrally placed plate-glass sash window with a pediment supported on console brackets. Single storey red brick outbuilding with red pan tile roof to rear probably of early nineteenth century or earlier date. Nos. 2 to 40 (even) form a group.



*Nos.24-26 (even) Earsham Street*

*Nos.24-26 (even) Earsham Street* (grade II). A semi-detached pair of houses of probably seventeenth century date with early to mid- nineteenth century alterations. Of two storeys with attics. Red brick, with symmetrical nineteenth century Suffolk yellow brick façade to Earsham Street; parapet with stone coping and corner pilasters. Black pan tile roof covering, with three, flat roofed, casement dormers. Gault brick stack to gable of No.24 red brick stack to that of No.26. Four bays wide. Sixteen-light hornless sash windows beneath wedge shaped lintels. Pair of six panelled doors in centre with lozenged fanlights, Doric one quarter radius columns to the reveals of the doors. The ground floor window to No.24 has been replaced with a casement and its lintel rebuilt. This property was formerly the town post office. For the late nineteenth century rear wing of No.24, see No.1 Chaucer Street. Nos. 2 to 40 (even) form a group. Honeywood F, Morrow P & Reeve C, *The Town*

*Recorder, A History of Bungay in Photographs* (Bungay, 1994) p63.



*Nos.28-30 (even) Earsham Street*

*Nos.28-30 (even) Earsham Street* (grade II). Mainly of seventeenth century date but with an early to mid-nineteenth century façade. Of two storeys and an attic. Two dormers with original leaded casements. Suffolk yellow brick front. Pan tiles. Two windows and blank centre panel, sash, with glazing bars and flat arches. Partially glazed six-panelled door flanked by one quarter radius Doric columns in reveals, beneath a flat arch. Wooden shop fascia, the left-hand section only being evident on early twentieth century photographs. Nos.2 to 40 (even) form a group.



*Doorcase No.28 Earsham Street*



*Nos.32-36 (even) Earsham Street*

*Nos.32-36 (even) Earsham Street* (grade II). Eighteenth century two storey and attic, one gabled dormer. Stucco on brick, lined and painted. Pantiles. Five windows, sash, some with glazing bars and flush frames. Fine early nineteenth century wooden shop fascia with three Doric columns and entablature, modern glass. Smaller modern shop front, left. Nos. 2-40 (even) form a group. Reeve C, *Bungay Through Time* (Stroud, 2009) p44.



*Nos.38-40 Earsham Street and telephone box*

*No.38 Earsham Street* (grade II). Late eighteenth or early nineteenth century, of three storeys and two bays, red brick with Suffolk white brick façade to Earsham Street, gauged wedge-shaped lintels, and glazing bars to sash windows. Later nineteenth century shop fascia. Nos.2 to 40 (even) form a group. Reeve C, *Bungay Through Time* (Stroud, 2009) p46.



No.40 Earsham Street

No.40 Earsham Street (grade II). Probably of early nineteenth century date and built of red brick with a Suffolk white brick façade of three storeys and two bays, gauged flat arches and glazing bars to sash windows. The building's listing description describes the fine shop fascia as being of nineteenth century date. It has fluted Greek Doric three quarter radius columns below a wooden entablature, central entrance with fanlight with gold leaf figures, and arched window each side with ornamental spandrels. The fascia does not however, appear on late nineteenth century photographs of the building. Nos. 2 to 40 (even) form a group. Reeve C, *Bungay Through Time* (Stroud, 2009) p46.

K6 Telephone Box outside No.42 Earsham Street (grade II). Telephone kiosk. Type K6. Designed 1935 by Sir Giles Gilbert Scott and made by various contractors. Cast iron. Square kiosk with a domed roof. Unperforated crowns to top panels and margin glazing to the windows and door.



No.42 Earsham Street

No.42 Earsham Street. Built as a post office C1938-40 and attributed by *The Buildings of England* to David N Dyke. A good example of interwar classical design. Clad in red brick with stone dressings. Plain tile roof. Two storeys and five bays with three bay central breakfront. Arched openings with keystones to the ground floor. Central pair of panelled double doors beneath semi-circular fanlight. Flanking the doors are c1940 small pane metal casements. Small pane wooden sashes to first floor. The structure occupies the site of the former Bungay Grammar School which occupied the site from c1580 to c1925. Its forecourt undisturbed since the demolition of the Tudor school is possibly of considerable archaeological interest. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.154.



No.44 Earsham Street

No.44 Earsham Street. An early nineteenth century terraced house formerly attached to the hall of Bungay Grammar School but now free standing. Red brick, which was formerly rendered, with external joinery sympathetically replaced late twentieth century. Edwardian photographs show that the first-floor window was formerly of three lights with small leaded panes within. The door had glazed upper panels as today.



No.48 Earsham Street

No.48 Earsham Street (grade II). Probably C18, L-plan, red brick with gauged flat arches, part rendered and lined. Plinth. Tiles and pantiles. Front

gable with tumbled foot. Flush frame sash window with glazing bars. Entrance at angle with fielded lower panel to door.



Nos.50-52 (even) Earsham Street

Nos.50-52 (even) Earsham Street. A pair of red brick terraced houses probably of early nineteenth century date. Left hand house of two bays and three storeys, right hand house of a single bay. Four light plate-glass sashes to first floor beneath wedge shaped gauged brick lintels. Similar windows above with later barge-boarded dormers above. Crenelated bow windows to ground floor with curved four light sashes. (Nb. These are not shown on c1900 photographs but are on views of c1914). Panelled doors with glazed upper lights within simple wooden door surrounds. They form part of a good group with the grade II listed, St Mary's House, No.54, Earsham Street and No.44.



St Mary's House, No.54, Earsham Street

St Mary's House, No.54, Earsham Street (grade II). A substantial mid-eighteenth century townhouse, formerly known as Linden House. Of three storeys with a later infill wing to the left disguising a two-storey service range which fronts onto Outney Road. Used as a school between 1891 and 1966 and now (2017) a residential home for the elderly. Principal range of red brick with a five-bay symmetrical façade the floors separated by plat bands. Wide eaves soffit. Hipped Welsh slate roof. Twelve light hornless sashes in flush frames beneath wedge shaped gauged brick lintels. Plinth.

Eight-panelled door in wooden case with fluted Doric pilasters triglyphs and fret dentil cornice. Wing, to left partly seventeenth century. House built by Giles Borrett. Good early nineteenth century red brick serpentine wall fronting Outney Road. Nos. 54, 56, wing adjoining, walls, and ancillary building together with the bridge over the river Waveney form a group. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.154. Reeve C, *Bungay Through Time* (Stroud, 2009) p41.



Outney Road elevation and serpentine wall of St Mary's House, No.54, Earsham Street



Waveney House, No.56 Earsham Street

Waveney House, No.56 Earsham Street (grade II). A substantial early seventeenth century house of two storeys and an attic set at a right-angle to Earsham Street with rear elevation facing Outney Road and a front elevation facing towards the River Waveney. The house was bought by John Scott in 1811. In 1827 roof thatched and extensively restored and altered by J B Scott, author of *An Englishman at Home and Abroad*, who records that at this date the building was being prepared for his occupation. His architect, according to *The Buildings of England*, was Jeremiah Bottwright. The house was partially re-cased in the early nineteenth century in Suffolk white brick. It has a steeply pitched Welsh slate roof with four flat roofed dormers, the lower section of the roof is hidden behind a parapet with cope, stone gable. Seven windows at first floor on river front and centre blank panel over porch, sash, with

glazing bars and flat arches. Three-panelled door in wood case. Porch with Greek Doric fluted columns. Stack with cluster of octagonal flues of thin red brick. Interior: massive stop-chamfered beam, hewn attic roof trusses, massive first floor chimneys. Nos.54, 56, wing adjoining, walls, and ancillary building together with the bridge over the river Waveney form a group. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.155.

*Subsidiary Structures* The following subsidiary structures to Waveney House are separately listed:

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*Wall of garden east of No.56 Earsham Street* (grade II). Seventeenth and eighteenth-century brick, about 8 to 10 feet high, part with terra cotta cope shaped. Nos.54, 56, its wing adjoining, walls, and ancillary building together with the bridge over the river Waveney form a group.

*Walled garden, north west of No.56 Earsham Street* (grade II).

Early eighteenth century red brick walled garden fronting onto Outney Road, 14 to 18 feet high with brick on end sloping cope, and with panels formed by brick pier buttresses and stepped plinth or splayed base widening. Cope rounded on outer side above band with toothing. Nos. 54, 56, wing adjoining, walls and ancillary building together with the bridge over the river Waveney form a group.



*Outney Road elevation of Waveney House, No.56 Earsham Street*

*Ancillary Building to west of No.56 Earsham Street* (grade II). Facing Outney Road. Dated 1735 including former tannery and coach house. two storey, red brick, tiles, and pan tiles. Range of eight louvred opening west. Brick paved first floor on heavy timbers. Nos.54 & 56, the wing adjoining, walls and ancillary building together with the bridge over the river Waveney, form a group.

*Wing adjoining west of The Hollies, No. 56 Earsham Street* (grade II). Eighteenth century with alterations and additions, two storey, L-plan including narrow extension west, brick, tiles. Nos.54, 56, wing adjoining, walls and ancillary building together with the bridge over the river Waveney form a group.



### **Earsham Street (odd)**



*Nos.1-3 Earsham Street*

*Nos.1-3 Earsham Street* (grade II). An eighteenth-century house, now converted to shops. Of two storeys and an attic, with three dormers set within a black pan tiled roof. Red brick, with a coved cornice. A pair of two storey brick pilasters with stucco caps flank the central entrance, with a blank panel above at first floor level. Six twelve-light sashes with flush frames. Central six-panelled door (No.1) with lozenge fanlight and case with reeded architrave and roundels. Twentieth century shop fascia to No.1, and an early nineteenth century wood shop front, to No.3 with a central entrance and pilasters. The section to the left of the door is a later addition to the original fascia. Nos.1 to 19 (odd) form a group. The rear section of the plot on which this building stands is within the scheduled area of the

Castle complex. Reeve C, *Bungay Through Time* (Stroud, 2009) p34.



*No.5 Earsham Street*

*No.5 Earsham Street* (grade II). An early nineteenth century red brick structure with a hipped pan tile roof. Slightly projecting plinth. Brick toothed cornice. Four windows sash with flush frames and flat arches. Three-light sashed wooden canted bay to the first floor flanked by four-pane plate-glass sashes. Nine-light sashes to second floor windows. Modified plate-glass sashes to ground floor. Later twentieth century panelled door with fanlight and flat arch. Former garden entrance to right now leading into a c2010 top-lit single storey addition. Nos.1 to 19 (odd) form a group. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.



*No.7-9 Earsham Street*

*No.7 Earsham Street* (grade II). A house and shop of eighteenth and early nineteenth century date. Of two storeys and an attic and faced in painted brick. First floor platt band, plinth, black pan tiled roof. Two sash windows to each floor with glazing bars and flush frames, cambered arches to ground floor windows. Four-panelled door in stucco case with consoles. Modern shop fascia in small wing on right-hand end. Nos.1 to 19 (odd) form a group. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.



*Nos.9-11 Earsham Street*

*Nos.9-11 (odd) Earsham Street* (grade II). Probably of early nineteenth century date, and of a single storey with shallow pitched black pan tiled roofs. No.9 has an early nineteenth century wooden shop fascia with pilasters. No.11, nineteenth century wooden shop fascia with glazing bars and a central entrance. Nos.1 to 19 (odd) form a group. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.



*No.11-13 Earsham Street*

*No.13 Earsham Street* (grade II). An eighteenth century house of two storeys and an attic, with a façade of three bays. Now a shop. Painted red brick with a black pan tile roof. Coved cornice; twentieth century attic window in eastern gable. At first floor level two windows with flush casements flanking a central blind panel. Early nineteenth century shop front, and four-panelled door in a painted wooden surround with reeded pilasters and roundels. Nos.1 to 19 (odd) form a group. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.



*No.15 Earsham Street*

*No.15 Earsham Street* (grade II). A substantial house with the date 1807 on its surviving original lead rainwater heads. Of two storeys and five bays with a distinguished symmetrical classical façade to Earsham Street. Red brick, plinth, and a wooden mutular cornice. Hipped black pan tile roof. Symmetrical five bay classical façade with twelve-light hornless sashes which are set within flush frames beneath wedge shaped brick lintels. Centrally placed six-panelled door, with panelled reveals to wooden case, arched radial bar fanlight, Doric columns and open pediment. Nos.1 to 19 (odd) form a group. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.154. Reeve C, *Bungay Through Time* (Stroud, 2009) p36.



*No.17 Earsham Street*

*No.17 Earsham Street* (grade II) Early eighteenth century, two storey and attic, gabled dormer, pantiles. Brick, painted. three-light sash window with flush frame and glazing bars. Early nineteenth century shop front with pilasters, modillion cornice (covered), and modern glazing. Separate six-panelled door in wood case. Nos.1 to 19 (odd) form a group. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.



*No.19 Earsham Street*

*No.19 Earsham Street* (grade II). Probably of later eighteenth or early nineteenth century date. Painted brick façade of three storeys and two bays. Twelve-light sash windows with glazing bars and gauged flat arches, at first floor level. Six-light sashes above. Shallow pitched pan tile roof, tall red brick ridge stack. Late twentieth century shop front. Nos.1 to 19 (odd) form a group. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.



*No.21 Earsham Street*

*No.21 Earsham Street*. A mid nineteenth century two storey three bay commercial building. Painted gault brick with horned plate glass sashes to first floor. Ground floor right-hand bay has arched former door opening which is now converted to a window. Shallow pitched black pan tile roof with gault brick ridge stack. Simple wooden shop fascia of sympathetic design. Gabled return elevation has decorative bargeboards. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.



*Nos.23-27 (odd) Earsham Street*

*Nos.23-25 Odd Earsham Street.* A pair of altered c1800 cottages standing in a private courtyard to the rear of No.29. No.23 rendered and of a single storey with an attic lit by a gabled dormer. Late twentieth century window joinery. No.25, two storeys of painted brick with casement windows and a weatherboarded gabled dormer. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.



*No.27 Earsham Street*

*Nos 27 & 29 Earsham Street.* A later eighteenth century dwelling with a rendered gable end to the Street containing a shop fascia (No.29). Canted bay at first floor level replacing a sash window shown on c1900 photographs, four-light plate-glass sash above. Red pan tiled roof with flat topped dormers and overhanging eaves. Principal elevation of No.27 to yard with roughcast to first floor and painted plaster below. Tripartite plate glass sash windows. Honeywood F, Morrow P, & Reeve C *The Town*

*Recorder, A History of Bungay in Photographs (Bungay, 1994) p147.*



*No.29 Earsham Street*



*No.31 Earsham Street*

*No.31 Earsham Street.* A mid nineteenth century symmetrical painted brick façade with two, horned, plate-glass sashes at first floor level. Black pan tile roof with gault brick ridge stack. Central partially glazed door flanked by shop facias. Historic photos show the building with small pane sashes to the first floor and ground floor left, the ground floor window having a wedge-shaped lintel. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.



*No.33 Earsham Street*

*No.33 Earsham Street (grade II).* Of eighteenth-century date with a late nineteenth century shop front. Two storey, painted brick, with a stone coped parapet. Shaped dentilled and egg and dart brick cornice. Pan tiles. Two plate-glass sash windows

beneath cambered arches. Possibly the public house known as the Butchers Arms listed in the 1909 town rates book. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.



*The Castle Inn, No.35 Earsham Street*

*The Castle Inn, No.35 Earsham Street.* Public house, formerly known as the White Lion. Reputedly an inn since the seventeenth century or earlier. Early nineteenth century roughcast rendered brick façade which is capped by a parapet which has been reduced in height, and an early to mid-twentieth century stepped pediment surmounted by a stone lion.



*Rear range of The Castle Inn, No.35 Earsham Street*

Small pane horned sash windows to the ground floor with similar hornless windows above. Six-panelled door, set within simple wooden doorcase with console brackets. Window above inserted in early to mid-twentieth century. Black pan tile roof with two large flat roofed dormers. Twin gabled return elevation, the front gable crowned by massive gault brick stack with two octagonal flues. Two, small late-twentieth century horned sashes to the front range, and three casements to lower rear range. Further red brick ridge stack of late nineteenth or early twentieth century date. A re-fronting of an early eighteenth century but much altered building. At the rear facing the Castle is a lower parallel range with a red pan tiled roof and nine light casement windows which dates from c1800.



*The Castle Inn, No.35 Earsham Street c1910*

The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.



*No.37 Earsham Street*

*No.37 Earsham Street.* A red brick dwelling of c1830-40 with a two bay three storey principal façade. Two storeys rear elevation. Pilaster to right of door. Panelled front door recessed within arched opening. Simple semi-circular radial fanlight. Wedge shaped lintels to hornless sash windows and stone sills. Some sashes replaced. Red pan tile roof covering and massive red brick chimneystack. Rear elevation facing the Castle is rendered and painted with four-light plate-glass sashes. Two storey outshot with a red pan tile roof probably of contemporary date. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.



*Rear elevation of No.37 Earsham Street*



*Nos.39 & 41 (odd), Earsham Street*

*Nos.39 & 41 (odd), Earsham Street (grade II).* Early nineteenth century façade of Suffolk white brick. Of three storeys and three bays. At first floor level three twelve-light hornless sashes beneath wedge shaped lintels. Pan tiled roof. No.39 modern shop front. Central window, ground floor, with glazing bars, in wide panel with segmental arch. No. 41, four-panel door in wood case with consoles, canted bay window with plate glass sashes to right. Rear elevation of two storeys with red pan tiled roof slope. Nos.39, 41, 49, 51, 5, to 61 (odd) and Nos.65 to 73 (odd) form a group. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.

*The Folly, No.47 Earsham Street.* Nineteenth century single storey structure of painted brick set well back from Earsham Street. Twentieth century additions not of interest. Close to the site of the Castle and within the scheduled area of the Castle complex.



*No.49 Earsham Street*

*No.49 Earsham Street (grade II).* Next to No 41. Probably of early eighteenth century date, and of two storeys and an attic. First floor stuccoed, lined and painted and containing two flush frame sash windows with glazing bars. Red pan tiled roof containing two gabled dormers with late twentieth century casement windows. Passage under left with a six-panelled door. Twin square bayed shop front. Nos.39, 41, 49, 55 to 61 (odd) and Nos.65 to 73 (odd) form a group. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.



*Nos.51-55 (Odd) Earsham Street*

*Nos.51-55 (Odd) Earsham Street (grade II).* A substantial eighteenth century house now shops of two storeys and an attic, with a pan tiled roof with four flat roofed dormers largely hidden behind a high panelled parapet. Earsham street façade of seven bays with two well-preserved wooden shop facias with fluted pilasters. The right-hand facia appears on c1910 photographs whilst that to the left is a later copy replacing a fine doorcase with fluted pilasters and two sash windows. Red brick, moulded cornice. seven hornless twelve light sash windows at first floor level with flush moulded frames and wedge-shaped brick lintels. Nos.39, 41, 49, 55 to 61 (odd) and Nos.65 to 73 (odd) form a group. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015)

p.154. Reeve C, *Bungay Through Time* (Stroud, 2009) p45.



*The Old Ironworks, Nathans Yard,*

*Cameron House and The Old Ironworks, Nathans Yard, Earsham Street.* Remains of former Rumsby's Waveney Ironworks (closed 1966) now dwellings. The ironworks was originally established by the Cameron family in the early nineteenth century. Mid and later nineteenth century with substantial later twentieth century alterations and additions. Red pan tile roof. At the rear a flint and stone rubble structure with red brick quoins and a hipped red pan tiled roof. The Old Ironworks is largely formed from a later nineteenth century red brick former workshop range. Now partially painted, arched window openings with blue brick lintels and dentilled brick eaves cornice. Late twentieth century replicas of the original iron framed casements. Weatherboarded return elevations. Former vehicle entrance to building now infilled with boarding and containing a twentieth century six-panelled door. Narrower stone rubble section to rear. This complex partially stands within the area of the scheduled Castle earthworks and contains a section of Castle wall. It is visible from Castle Lane.



*Nos.57 -59 (odd) Earsham Street*

*Nos.57-59 (odd) Earsham Street (grade II).* Eighteenth century with early nineteenth century additions. Suffolk yellow brick, pan tiles. Two storeys and an attic. Two windows at first floor and three-light oriel with moulded stone corbelling.

Sashes with glazing bars and flush frames, cambered arches at first floor. Shop front, left, in wood case with reeded pilasters and enriched cornice. Return elevation to Nathan's Yard with decorative applied timber framing. Nos.39, 41, 49, 55 to 61 (odd) and Nos.65 to 73 (odd) form a group.



*Nos.61, 65, & 67 Earsham Street from Outney Road.*

*Nos.61-67 (odd), Earsham Street (grade II).* A picturesque terrace of three single storey cottages with attics, formerly four dwellings. Red pan tile roof with black pan tile insets forming a decorative geometric pattern. Seven gabled dormers with decorative bargeboards on the Earsham Street roof face containing mostly late twentieth century casement windows. Edwardian views show only three dormers at that time. Of timber framed construction but faced in painted plaster. Twelve-light sash windows with glazing bars and flush frames. Nos.61, 65 and 67, have wood doorcases. No.61, a six-panelled door, the rest have twentieth century four-panelled doors. Nos.39, 41, 49, 51, 61 (odd) and Nos.65 to 73 (odd) form a group.



*Nos.61, 65, & 67 Earsham Street c1920.*



*Nos.69-71 (odd), Earsham Street*

*Nos.69-71 (odd), Earsham Street (grade II).* House, formerly three cottages of eighteenth century date, two storey with a lime washed brick façade. Standing on the corner of Castle Lane. Considerably altered since present listing description drafted. Front range facing Earsham Street formerly two cottages with a third in the rear outshot. Earsham Street façade formerly with two small pane sash windows to each floor with flush frames cambered arched lintels to ground floor. Six panelled door in a flush frame, formerly with a similar door to its immediate left. Inserted window immediately above. Roof formerly plain tiled but now covered with red pan tiles. Gabled return elevation to Castle Lane with two sashes. Rear elevation and two storey gabled rear outshot (formerly a separate small cottage No.1 Castle Lane) also visible from Castle Lane. Nos 39, 41, 49, 51, 61 (odd) and Nos.65 to 73 (odd) form a group.



*Nos.69-71 (odd), Earsham Street c1910*



*Nos.69-71 Earsham Street from Castle Lane, the wing on the left was formerly a separate cottage.*



*Scott House, No.73 Earsham Street*

*Scott House (formerly Bridge House), No.73 Earsham Street its garden walls and outbuildings (grade II).* A substantial private house with extensive grounds bordering on the river to the south and Castle Lane to the east. An early seventeenth century structure which was formerly The Cock Inn, but was converted to private house about 1770 for the Scott family successful local tanners. The house was further altered c1839 for JB Scott by the architect John Whiting of Ipswich. Stucco front, two storey and attic. Three dormers. Tiles at front, pantiles at rear. Rusticated quoins. Three windows, mullion transom casements, with segmental arches. Two six-panelled doors with pilasters friezes and cornices. A monogram of letters T and B, in iron tiers, on gable end, south. C1830 classical range fronting garden to the south of two storeys and two bays with a hipped roof. Probably added as part of the improvements carried out by John Whiting for John Scott. It has walk-in windows to the ground floor and a pair of twelve light sashes above. Octagonal painted wooden conservatory on a red brick plinth on south-west corner. This has a steeply pitched roof and ball finials. Small pane windows the upper lights with lancets. Nos. 39, 41, 49, 51, 55 to 61 (odd) and Nos 65 to 73 (odd) form a group. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.155.



*Castle Lane showing the outbuildings to Scott House on the right.*

On the Castle Lane frontage, a range of largely single storey red brick outbuildings with a red pan tile roof and a dentilled eaves cornice. One two storey section towards center. Their Castle Lane façades are largely blind, evidence of a number of blocked openings, however survives. These outbuildings front onto a courtyard to the west which is separated from the garden by a nineteenth century wall.

The extensive gardens of Scott House lay between Castle Lane and the River Waveney to the south and south-west of the house and onto the far bank of the river. The southern- most section beyond the bridleway from Castle Lane to the river has been developed for housing, fine garden walls and a folly tower however survive within the northern section. The gardens are open to the river with a low retaining wall separating the lawn from the water. On the Castle Lane side of the garden is a high boundary wall. *The Buildings of England* mentions a rockery created in 1844 by John Scott from stones taken from Bungay Priory. Within the gardens a later twentieth century wooden footbridge crosses the river to a wooded section of the house's grounds.



*Folly tower, grounds of Scott House, Earsham Street*

*Folly tower and curtain wall at southern end of lawn.* Probably built c1839 for John Scott to the designs of John Whiting. Garden building and walls designed as a picturesque ruin fronting a short bridleway from Castle Lane to the river. Built of flint rubble with sections of red brick infill and designed in the manner of the Castle's outer defences. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.155.



*Garden wall of c1839, grounds of Scott House, Earsham Street*

Fronting onto Castle Lane the walls are largely of red brick and probably of mid nineteenth century date.



*Scott House, garden walls to Castle Lane*

*Road Bridge over River Waveney, Earsham Street* (grade II). Probably of eighteenth century date. Of red brick, with a double ring arch, and a parapet with heavy stone cope. Nos. 54, 56, wing adjoining, walls and ancillary building together with the bridge over the river Waveney form a group.

## Market Place

*For the Three Tuns Inn, see Earsham Street*

*For Aldeby House, No.1 Market Place see Nos.2-4 Broad Street*



*The Butter Cross, Market Place*

*The Butter Cross, Market Place* (grade I and scheduled ancient monument). 1689. Octagonal in plan, with a lead covered dome roof, wood pedestal supporting a lead figure of justice weighing 18 cwt, which was added in 1754. The columns are now supported on stone plinths but originally the area of the cross was raised on steps, the columns resting on wood bases, and in the centre was a prisoner's cage for temporary detention of delinquents, which was removed in 1836, the steps being done away with in 1867, when an earlier dungeon was discovered underneath, said to be the remains of the earlier cross destroyed by the fire of 1688. Cross restored 1976, statue restored 2010. Nos.1 to 11 (odd), Nos.11A, 13 and 17 to 21 (odd) form a group together with the butter cross. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.154. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p139.



*No.2 Market Place*

*No.2 Market Place and former Odd Fellows Hall to rear* (grade II). An early eighteenth century former coaching inn which was until 2015 known as the Kings Head Hotel. It consists of two parallel ranges with a long rear wing facing a courtyard. The Market Place façade is of early eighteenth century date, and of three storeys and seven bays. Of painted red brick, with a plinth and a dentilled brick eaves cornice. Black pan tiles to roof and a single red brick ridge stack. Seven hornless twelve-light sash windows at first floor level with flush frames and flat arched lintels. Four similar windows to the second floor and six to the ground floor. Off-centre Six-panelled door in wooden Doric case with pilasters, a keyed architrave and a pediment. Return elevation with twin gables. Rear elevation with twelve-light hornless sashes to first and second floors.



*Courtyard façade, No.2 Market Place*

Two storey early to mid- nineteenth century red brick range to the rear, attached to which is a former Odd Fellows Hall of 1887. This is a two storey red brick structure with a hall at first floor level and cart sheds beneath. Horned sash windows to first floor. Black pan tile roof. Nos.2 to 16 (even) form a group. The walls to the rear of the plot are within the scheduled area of the Castle complex.



*Odd Fellows Hall to the rear of No.2 Market Place*



*No.4 Market Place*

*No.4 Market Place* (grade II). Early nineteenth century, with a Market Place façade of three storeys and three bays. Hornless sash windows to first and second floors with flat arched lintels. Slightly projecting wooden shop fascia with a central entrance Glazing bars to shop fascia shown on early twentieth century photos now removed. Brick, limewashed. Wide passage under, left, with a four-panelled door. Pan tiled roof, brick toothed eaves band. Nos, 2 to 16 (even) form a group. The rear section of the plot is within the scheduled area of the Castle complex. Reeve C, *Bungay Through Time* (Stroud, 2009) p14.



No.6 Market Place

No.6 Market Place. A mid nineteenth century shop with domestic accommodation above. Three storeys and three bays. Faced in gault brick with a painted façade. Nine light hornless sash windows to first and second floors. Second floor with blind central recess. Notable early twentieth century glazed tile shop fascia with deep green and chocolate coloured tiles and carved wooden brackets. Decorative brass pilasters to entrance. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex. Honeywood F, Morrow P, & Reeve C *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p135.



No.8 Market Place

No.8 Market Place. Former bank and shop. c1900 red brick classical façade with stone dressings to an earlier structure. 1880s photos show a stuccoed early to mid-eighteenth century building of similar proportions on this site. Red plain tile roof with a row of three gabled dormers with bargeboards and casement windows. Rusticated red brick pilasters. Full height arched windows to left-hand section with heavy moulded surrounds and pronounced keystones. Doorcase with similar surround with robustly carved scrolled keystone. Right-hand section with small pane metal casement windows to first floor and late twentieth century shop fascia. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex. Honeywood F, Morrow P, & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p135.



No.8 Market Place before re-fronting, a view of c1900



No.10 Market Place

No.10 Market Place (grade II). Probably of early nineteenth century date, with a three storey and three bay façade to the Market Place, brick,

limewashed, three twelve-light hornless sashes at second floor level with flush frames. The first floor windows have had their glazing bars removed. Stuccoed flat arched lintels with keys. Wide cart opening to left. Early nineteenth century wooden shop front, to right with slender reeded pilasters and entablature. Low pitched pan tiled roof. Long two storey rear range of c1800. Red brick with a red pan tiled roof, possibly originally a warehouse. Nos. 2 to 16 (even) form a group. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p144.



No.12 Market Place

No.12 Market Place. Former public house, now a shop, front range probably of mid-nineteenth century date. Painted brick with a black pan tile roof. Gault brick stack. Dentilled brick eaves cornice plain pilasters and heavy classical surrounds to first floor windows. Four-light horned sashes. Twentieth century shop fascia. The Bell Inn closed c1920. The building plays an important and positive role within the setting of the grade II listed Nos.10 & 14 Market Place. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex. Reeve C, *Bungay Through Time* (Stroud, 2009) p11. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p144.



No.14 Market Place

No.14 Market Place (grade II) An early nineteenth century shop of three storeys, two, three-light casement windows at second floor level with flush frames. Two, three-light flush frame sash windows at first floor level. Stucco painted. Low pitched black pan tiled roof. Coupled mutules to eaves. Early nineteenth century shallow projecting splay ended wooden shop front running the full width of the ground floor, with central double doors and a mutular entablature. Red brick two storey rear range. Nos.2 to 16 (even) form a group. The rear section of the plot on which this building stands is within the scheduled area of the Castle complex.



The White Swan, No.16 Market Place

The White Swan, No.16 Market Place (grade II). Former public house, empty 2018. A c1800 painted stucco façade to a much earlier structure, its flush frame casement windows are those shown on c1900 photos. Two storeys with attics. Glazed central front door beneath hood. Small wooden pub fascia to right containing secondary entrance door also survives from c1900 photos. Black pan tiled roof with two gabled mullion transom casements (pan tiles renewed). Rear outshot with massive red brick chimneystack. Long single storey outbuilding range to the rear with a red pan tile

roof. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p146-147. . Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p95 & 143-147.



*The White Swan, No.16 Market Place*



*No.3 Market Place*

*No.3 Market Place* (grade II). Former Queen's Head Inn, altered to form bank and manager's house in the late nineteenth century, now shops. Late seventeenth or early eighteenth century with a later nineteenth century red brick façade. *The Buildings of England* suggests an original building date of 1698. Of two storeys and attics. Market Place façade of three bays with corner pilasters and a parapet. Left hand bay with a two-storey canted bay window. Plate-glass sashes with gauged flat arches and ornamental keystones. Hipped machine tile roof, with two hipped dormer casements. Former bank entrance to ground floor right (records from 1871) Central entrance to former residence, six-panelled door with stucco case with consoles. Foliate cornice below parapet with stone cope. Western return elevation to Bridge Street, is of eighteenth century date, stuccoed and painted. Two flush framed sash windows at ground and first floors with glazing bars. Casement window in gable. Nos. 1 to 11 (odd), Nos. 11A, 13 and 17 to 21 (odd) form a group together with the butter cross. Bettley, J, and Pevsner, N, *The Buildings of*

*England, Suffolk: East* (London, 2015) p.157. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p131.



*No.5 Market Place*

*No.5 Market Place* (grade II). Three storey early to mid-nineteenth century classical façaded shop, which is prominently located at the head of Broad Street. Three bay principal façade the bays separated by pilasters. Central bay pedimented. Sill band below second floor windows. The central first floor walk-in window also has a pediment resting on scrolled brackets. Good cast iron balcony. Shop fascia to ground floor with pilasters and projecting central section. Old photographs show the centre of the pediment and the capitals to the pilasters embellished with plaster laurel wreaths. Return elevation of a single bay to Trinity Street. Large addition to rear right (behind No.2 Trinity Street) with octagonal lantern. See also Nos.2 & 2a Trinity Street.



*No.7 Market Place*

*No.7 Market Place* (grade II). Early eighteenth century, of two storeys and an attic, two casement dormers within roof slope. Stucco. Market Place façade of two storeys flanked by pilasters. Red plain tile roof. Bowed oriel sash window at first floor level, with small pane sashes and a dentilled cornice. Mid nineteenth century wooden splayed bay shop front with a central entrance. Nos. 1 to 11 (odd), Nos. 11A, 13 and 17 to 21 (odd) form a group together with the Butter Cross.



*No.7a Market Place*

*No.7a Market Place*. Former outbuilding now a dwelling, probably of early nineteenth century date. Red and blue bricks. Two storeys. Original openings retained on ground floor. Shallow arched brick lintels. First floor opening probably an enlarged former taking-in door. Blind gabled return elevation.



*Nos. 9 & 11 Market Place*

*Nos.9 & 11 Market Place* (grade II). An early eighteenth century building on a prominent corner site. Of two storeys with attics which are lit by gabled sash dormers. Colour-washed brick. Red plain tile roof covering. Principal elevation of six bays and a return elevation of four. Flush framed twelve-light hornless sashes beneath rusticated cambered arches to first floor. Entrance door with fanlight and wood case. Mainly modern shop fronts. Originally one building. Essentially part of the old market. Nos.1 to 11 (odd), Nos.11A, 13 and Nos.17 to 21 (odd) form a group together with the Butter Cross.



*No.11a Market Place*

*No.11a Market Place* (grade II). Eighteenth century. Of two storeys and two bays. The first floor had two flush frame twelve-light hornless sash windows, brick colour-washed. Coved cornice, and a black pan tiled roof covering. Bowed former shop front with slender fluted pilasters to wooden case and enriched cornice. Central entrance door flanked by two four-light sashes. Rectangular fanlight above door. Nos.1 to 11 (odd), Nos.11a, 13, and Nos.17 to 21 (odd) form a group together with the Butter Cross.



*No.13 Market Place*

*No.13 Market Place.* A mid-nineteenth century painted red brick structure with a parapeted gable to the Market Place. Four bay return elevation to Cross Street. Single horned plate-glass sash to first floor and shop fascia with pilasters below. Cross Street elevation of four narrow bays with a dentilled brick eaves cornice and a single central casement window with a shallow arched brick lintel to the first floor. Blocked doorway and window to ground floor left, and two twentieth century casement windows. All with shallow arched brick lintels. Single storey rear outshot containing a door and a casement window. Red pan tile roof. Forms an important part of the setting of neighbouring listed structures.



*Nos.15-19 (odd) Market Place*

*Nos.15,17,19,19a & 21 (odd) Market Place* (grade II). A three storey eighteenth century red brick range backing onto Saint Mary's Churchyard. Market Place façade of seven bays. With a red pan tiled roof. (No. 15 now painted). Wooden modillion eaves cornice survives to Nos.15-17 but replaced by parapet above Nos.19 & 21. Seven twelve-light sash windows to the first floor in flush frames beneath flat arched lintels. Those to No.19 with horns. Windows to No.17 regrettably replaced by casements. Early nineteenth century wooden shop fascia to No.17. Well-preserved early nineteenth century shop front to part of Nos.19 and 21, with

pilasters and entablature. Nineteenth century glazing bars, except to patterned fanlight. No.15 is described in the listing entry but its numbering is incorrect.



*Nos.17-21 (Odd) Market Place*

The Saint Mary's Churchyard elevation is highly picturesque and plays an important role in the setting of the grade I listed Saint Mary's Church. Crenelated wall to courtyard with arched central door opening. To the rear of No.17 a rendered and weatherboarded gabled addition of two storeys with attics and a red pan tile roof. Parapet of Nos.19-21 continued on churchyard elevation and partially over return elevation to Saint Mary's Street, second floor window a late nineteenth century horned plate-glass sash. Nos.19-21 appear to have two outshots, to No.21 a gabled Welsh slate roofed structure and No.19 a two-storey rendered range with casement windows and a red pan tile roof. Nos.1 to 11 (odd), Nos. 11 A, 13 and 17 to 21 (odd) form a group together with the Butter Cross.



*Saint Mary's Churchyard elevation of Nos.15-21(odd) Market Place including entrance to No.19a*

*Wall to rear of No.23 Market Place -see Saint Mary's Street*



*Memorial in Market Place*

*Memorial in Market Place. Former font erected in this location c2004. Its square-section brick plinth on a stone base remains from a lamp standard of 1933 which was originally topped by a weather vane commemorating the legend of the Bungay Black Dog. This lamp standard now stands just to the west. Brass plaque commemorating the legend of the Black Dog and a decorative lead panel depicting putti dated 1812 possibly removed from the Town Pump which stood on this site until c 1933.*

*Lamp Standard, Market Place. Lamp standard of 1933 surmounted by Black Dog weathervane. Four lamps. Originally housed on top of adjoining plinth.*

### **Nathan's Yard**

*See Earsham Street Nos.57 & 59 and The Old Ironworks*

### **Nethergate Street**

*See also Nos.12-16 (even) Broad Street*



*No.1 Nethergate Street*

*Nos.1 & 3 Nethergate Street. (grade II) On the corner of Bridge Street. No.1 is an eighteenth-century brick structure of three storeys. Limewashed with a black pan tiled roof which is hipped at its eastern end. Diagonal toothed eaves cornice. Casement windows to second floor with original leaded lights. Sixteen light hornless sashes to first floor beneath cambered lintels. Casement windows to ground floor. Good quality wooden former shop fascia with pilasters, glazing bars, and a six-panelled door near the corner with Bridge Street. No.3 (the lower section to the right). Black pan tiled roof with a single small flat roofed dormer. Projecting gabled wing and casement windows. Nos.1 & 3 form a group with Nos.1 to 5 (odd) Bridge Street*



*No.3 Nethergate Street*



*Former Maltings, Nethergate Street*

*Former Maltings, Nethergate Street.* A former maltings of c1900 date, with elevations to Nethergate Street and a courtyard off Broad Street. A rebuilding of an earlier maltings complex. The present structure postdates the 1885 Ordnance Survey map but is shown on that of 1905. Four storeys to Nethergate Street and two to Broad Street. Red brick with a blue corrugated metal roof. Nethergate Street façade of seven bays divided by pilasters. Casement windows and boarded doors beneath cambered brick lintels. The Broad Street façade has similar casements and is also divided by pilasters.



*Broad Street façade of the Former Maltings, Nethergate Street*



*The Armoury, Nethergate Street*

*The Armoury, Nethergate Street.* House of painted red brick with a red pan tiled roof. Probably of eighteenth-century date and formerly part of a maltings complex (see 1885 1:2,500 Ordnance Survey map). Also used as a regimental armoury for the 2<sup>nd</sup> Volunteer Battalion Norfolk Regiment (see also No.12 Scales Street). Nethergate Street façade of two bays, the right-hand bay gabled. Large blocked arched opening visible behind twentieth century garage addition and scarring for blocked window above. Entrance door at first floor level approached by enclosed flight of steps. All present windows in Nethergate Street façade late twentieth century casements. Return elevation to the garden of the grade II Nos.12-16 Broad Street largely blind.

*For garden wall at rear of the Armoury see Broad Street.*



*Nos.8-12 (even), Nethergate Street*

*Nos.8-12 (even), Nethergate Street* A terrace of three c1800 cottages standing at a right-angle to the road within an alley to the rear of Nos.4 & 6. Built of red brick with a red pan tiled roof containing sloping roofed dormers with casement windows. Stack to gable at Nethergate Street end and one central ridge stack. Small pane casement windows beneath cambered brick lintels. Doors with similar lintels.



*No. 16 Nethergate Street*

*No.16 Nethergate Street.* A detached red brick dwelling of early nineteenth century date. Formerly two houses. Black pan tiled roof with decorative ridge pieces. Tall decorative ridge stacks. Late twentieth century six-panelled door and casement windows within original openings. Flat-arched brick lintels. Late twentieth century flat roofed addition to right and rear.



*No. 18 Nethergate Street*

*No.18 Nethergate Street.* C1800 detached red brick cottage. Two storeys and three bays, symmetrical façade with a centrally placed wooden doorcase with reeded pilasters and rectangular medallions. Casement windows with mullions and transoms. Raised plat-band. Steeply pitched red pan tile roof and overhanging eaves, simple wooden eaves cornice. Brick stacks rising from each gable.

*Boundary wall to No. 8 Nethergate Street*

Long red brick garden wall with square-section piers to south.

**Popson Street**

*For the Green Dragon Inn and its outbuildings see Broad Street.*



*The Chaucer Club*

*The Chaucer Club, No.3 Popson Street.* Former Chaucer Institute built for employees of the Chaucer Press c1908. Prominently located at the corner of Popson Street and Chaucer Street. Red brick principal range with stone dressings in restrained arts and crafts style. Steeply pitched

Welsh slate roof to two storey range and former cottage. Two storey gabled central hall with Venetian window and roundel above in Popson Street elevation, set behind single storey flat roofed range which contains the central gabled entrance door. Return elevation of two storey range has large centrally placed wooden dormer with bargeboards and mullioned and transomed window. Flat roofed range has dentilled wooden eaves cornice and rubbed brick lintels to windows. Two storey range retains small pane sashes, the windows to the single storey range and cottage have however largely been replaced. Former caretaker's cottage with pebble dashed upper section and applied timber framing, bargeboards and large red brick chimneystacks. The Chaucer Press, (now Clays Printing Works) was one of the town's principal employers.

### Stone Alley

See also No.46 Broad Street



Rose Cottage and No.4 Stone Alley

*Rose Cottage and No.4 Stone Alley.* A semi-detached pair of small cottages of probably later eighteenth-century date, which were altered in the later twentieth century. They are of one and a half storeys, and faced in brick which is either painted or rendered. Late twentieth century casement windows. Pan tiled roof. Early twenty first century addition to No.4.

### Trinity Street (Even)



No.2 Trinity Street and No.5 Market Place.

*No.2 Trinity Street* (grade II). Seventeenth century and of two storeys with an attic lit by two gabled casement dormers. Limewashed brick, band cut away, plinth. Wooden cornice, black pan tiles, three first floor original mullioned and transomed casements. Six-panelled door in wing, left. Two late twentieth century plate glass shop windows to the ground floor. (See also No.5 Market Place).



Nos.2 & 2a Trinity Street with No.5 Market Place in the distance

*No.2a Trinity Street.* A two storey flat-roofed shop of c1932 with rendered red brick walls and a parapet. Three bay façade to Cross Street, two bays to Trinity Street. Original metal casement windows

to first floor. Linked to No.2 Trinity Street by a single storey flat-roofed range which based on photographic evidence probably pre-dates the two-storey section. Mid-twentieth century shop fascia with pilasters and projecting boxed cornice. Bombed c1940 and partially rebuilt late 1940s. A comparatively rare and unaltered example of its kind for Suffolk. (See also No.2 Trinity Street and 5 Market Place). Reeve C, *Bungay Through Time* (Stroud, 2009) p9.



*Owles Warehouse, Cross Street elevation.*

*Owles Warehouse, including No.4 Trinity Street.* Warehouse with attached house of red brick, with a Welsh slate roof. On the corner of Cross Street and Trinity Street. Built c1890 it replaced a large c1730 townhouse. Three bay gabled façade to Cross Street with a Diocletian widow to the gable. Seven bay façade to Trinity Street divided by pilasters rising from a plinth. Platt band above ground floor windows and heavy cornice. Windows and doors set beneath arched lintels, those to the house dressed in stone. House has principal elevation facing out over the churchyard. Four bays with splayed corner to Trinity Street with a canted bay window. A well-preserved industrial building of unusual design. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p159.



*Trinity Street elevation of Owle's Warehouse*

## Trinity Street (Odd)



*Nos.1&3 Trinity Street*

*Nos.1&3 Trinity Street (grade II).* A pair of eighteenth-century houses with a unified seven bay two storey red brick façade to Trinity Street. Attic floor lit by dormers largely hidden behind parapet with a rendered cope. Pan tiled roof. Two false windows painted to look like sashes. Twelve-light hornless sash windows within flush frames, and beneath flat arches. Where windows have been replaced the replacements have horns. Lead rainwater heads. No.1 has a six-panelled door in wooden Doric case. No.3 with a six-panelled door, panelled reveals, fluted pilasters, frieze with swag enrichment and centre medallion head. Nos.1 to 19 (odd) form a group.



No.5 Trinity Street

No.5 Trinity Street (grade II). Eighteenth century, of two storeys with a colour-washed red brick façade. Moulded cornice and parapet. Black pan tiled roof. Symmetrical façade of five bays. Windows now later nineteenth century horned plate-glass sashes. Original flush frames with flat-arched lintels. Eight-panelled front door in a wooden case with fluted Doric pilasters, panelled reveals, triglyphs and a fret dentilled pediment. Gabled cross-wing containing fine staircase to rear. Twentieth century flat-roofed addition. Nos.1 to 19 (odd) form a group.



Former Wesleyan Methodist Chapel, Trinity Street

Former Wesleyan Methodist Chapel, Trinity Street and boundary wall to Borough Well Lane. Former Wesleyan Methodist Chapel with basement schoolrooms built 1836, re-fronted and refitted 1904. Repaired after 1940 bomb damage, in 1948. Closed 1976, when some fittings were removed to Emmanuel Church. Façades to Trinity Street and

Borough Well Lane which are well preserved and retain the bulk of their original joinery and stained glass. Its Trinity Street façade terminates views along Cross Street. Pedimented gault brick façade to Trinity Street of three bays with corner pilasters capped by ball finials. Three arched casement windows with pronounced keystones. Pedimented projecting single storey porch. Elevation to Borough Well Lane of an additional storey and faced in red brick. Tall nineteenth century gault brick boundary wall to Borough Well Lane of considerable townscape value. Red brick retaining walls to rear of lesser interest. Honeywood F, Morrow P, & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p17 & 27. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.157.



No.7 Trinity Street



Nos.7 & 9 Trinity Street

*No.7 Trinity Street and outbuilding (grade II).* House and shop of c1830-40. Two storeys and an attic, with a slate mansard roof containing two dormers. Faced in gault brick with moulded a cornice, and a parapet with cope. Original shop front to Trinity Street façade with modern glazing, flanked by fluted Greek Doric columns, and entablature over which is "crinoline" balcony railing. Two plate-glass sashes above. Return elevation with house entrance. Central Ionic porch with twelve-light sash above flanked by pilasters. Canted single storey bay to left. Further pilasters to corners and twelve light sashes to outer bays. Rear elevation to Borough Well Lane with pilasters and twelve light sash windows. Nos.1 to 19 (odd) form a group. Subsidiary features include a single storey painted red brick outbuilding with replaced red pan tile roof covering. Elevation to Trinity Street heavily altered in mid twentieth century. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.157.

*No.9 Trinity Street.* An altered eighteenth century detached dwelling standing at a right-angle to Trinity Street behind No.7. The house backs onto Borough Well Lane. Red brick with a partially rendered gable end. Sixteen-light sashes in heavy moulded frames. Three-bay two storey entrance façade with central doorway. Replaced red tile roof and central ridge stack. Rear elevation to Borough Well Lane with high basement storey. Red brick partially rendered with casement windows.



*Borough Well Lane elevation of No.9 Trinity Street*

## **Wharf Yard**

*For the Smoke House located directly behind No.48 Bridge Street see No.48 Bridge Street.*



*Outbuilding in Wharf Yard, Bridge Street*

*Outbuilding in Wharf Yard, Bridge Street* Nineteenth century workshop range on the western side of Wharf Yard. Of one and a half storeys and built in red brick, the lower section tard, red pan tile roof. Boarded doors. Boarded taking-in door to loft space and large central doors to river. Gabled return elevation to Bridge Street with first floor casement window. Single storey projecting range at southern end with corrugated roof. Probably a curtilage structure to the grade II listed No.48 Bridge Street.



*Outbuilding in Wharf Yard, Bridge Street*

## 4.D - The Ollands Character Area

### Boyscott Lane

See also No.50 Upper Olland Street & Rose Hall No.52 Upper Olland Street and garden walls. Sunday School and Lecture Hall -see Rose Lane.

### Lower Olland Street (even)



No.2 Lower Olland Street

No.2 Lower Olland Street (grade II). Early seventeenth century. This building interlocks with Nos.1 and 3 Upper Olland Street, qv, and incorporates part of a sixteenth century structure. Of two storeys and an attic. Tiles and pan tiles. Mock half timberwork painted on cement rendering. three-light casement window within gable, two-light casement at first floor level, mullioned and transomed casement to ground floor. Six-panelled door (entrance under left of No.56 St Mary's Street) with architrave convex frieze and cornice. 2'storey wing, left, brick, painted, includes small casement at each floor. No.2 forms part of a group with No.56 St Mary's Street and Nos. 1, 3 & 3a Upper Olland Street. *Subsidiary structures.* Fine panelled red brick garden wall to south fronting onto Lower Olland Street. Dentilled cornice beneath semi-circular brick cap. Blue brick embellishments.



No.4 Lower Olland Street

No.4 Lower Olland Street. Two cottages, latterly house and shop. Red brick with a steeply pitched black pan tiled roof. Possibly late eighteenth century. Well preserved later nineteenth century shop fascia to southern end of a single bay. Two centrally opening casements to first floor which are possibly of nineteenth century date flanking a central blind recess. Southern return elevation partially rendered with replaced windows. Door and widow openings to ground floor with cambered brick lintels. Ground floor window at northern end now a late twentieth century four pane casement. Northern elevation rendered. Single storey rear range.



Nos. 6&8 Lower Olland Street

Nos.6&8 Lower Olland Street. A semi-detached early to mid-nineteenth century pair of houses with a gault brick façade and rendered red brick return elevations. Black pan tiled roof. Red brick chimney stacks. Three bay façade, with central blind panel flanked by twelve-light hornless sashes at first floor level. Paired four panelled front doors beneath a continuous flat-arched lintel. Wide tripartite hornless sashes to outer bays.



Nos.10-16 (even) Lower Olland Street

Nos.10-16 (even) Lower Olland Street, including No.1a Turnstile Lane. A substantial later

eighteenth-century range at the southern corner of Turnstile Lane. Red brick, now partially rendered, with a red pan tiled roof. Dentilled brick eaves cornice. Turnstile Lane elevation gabled and rendered with largely late twentieth century casement windows. Four-panelled door. Blocked door opening in northern end of Lower Olland Street elevation. Poor quality late twentieth century windows in original openings. No.12 with twelve-light hornless sashes beneath flat arched lintels. Four-panelled door with a single, nineteenth century casement window above. No.14 has a nineteenth century wooden casement at first floor level and one sixteen-light sash. Four-panelled door. Cambered brick lintels. No.16 now entered from southern return elevation but with blocked opening on Lower Olland Street façade. Cambered brick lintel to ground floor window. Late twentieth century casement to ground floor and possibly nineteenth century casement above.



*Nos.30-34 (even) Lower Olland Street.*

*Nos.30-34 (even) Lower Olland Street.* A well-preserved row of three small terraced houses of mid-nineteenth century date. Red brick with a black pan tiled roof. Entrance to No.30 within a passage way accessed from a doorway at the far north of the Lower Olland Street elevation. Six-panelled door to No.32 with glazed upper lights. Late twentieth century panelled door to No.34. Horned sashes with margin lights and flush frames to ground and first floors. Ground floor openings with flat arched lintels.



*Nos.18 &20 (even) Lower Olland Street*

*Nos.18 &20 (even) Lower Olland Street.* A semi-detached pair of early nineteenth century cottages. Red brick with a black pan tiled roof. Three bays wide with, at first floor level, a blind central panel flanked by sash windows. Twelve-light hornless sash window to first floor of No.18 probably the only original survival. The other windows are late twentieth century ones of varying designs. Six panelled front doors.



*No.36 Lower Olland Street*

*No.36 Lower Olland Street.* A small late nineteenth century cottage which is set back from the road. Red brick, with a gault brick façade with red brick embellishments. Original horned plate-glass sashes survive to Lower Olland Street. Later twentieth century partially glazed front door. Pan tiled roof.

*Subsidiary Structures* Low red brick boundary wall to Lower Olland Street with square-section piers.



*'Laurel Villas', Nos.38-40 Lower Olland Street*

*'Laurel Villas', Nos.38-40 (even), Lower Olland Street.* A semi-detached pair of cottages of 1893 built of red brick with blue brick embellishments and stone dressings. red pan tiled roof with central ridge stack rising from the spine wall. Four-pane horned plate-glass sash windows and partially glazed front doors. Dentilled eaves cornice, string course, and tile panel to centre. Single storey twentieth century additions to rear. *Subsidiary Structures* Contemporary low red brick boundary wall with square-section piers to Lower Olland Street and northern boundary.



*No.48 Lower Olland Street*

*No.48 Lower Olland Street.* Four bay two storey house of possibly mid to late-eighteenth century date. Painted, and partially rendered red brick façades and a black pan tile roof. Dentilled eaves cornice. Doorcase with hood supported by decorative console brackets. Six-panelled door with rectangular fanlight above. Plinth. Late twentieth century uPVC windows in original openings. Cambered arched lintels to ground floor openings. Catslide roof over lower section to rear.



*Nos.52 & 54 Lower Olland Street*

*Nos.52 & 54 Lower Olland Street (grade II).* An early seventeenth century dwelling now altered and subdivided. Of two storeys and an attic, timber-framed and plastered with a plinth. Steeply pitched red pan tiled roof. Later twentieth century casement windows and doors. Old photographs show that it was thatched until c1920. Return elevations blind. Nos.46, 48, 52, 58 and No.60 form a group



*Nos.58 & 60 Lower Olland Street*

*Nos.58 & 60 Lower Olland Street (grade II).* Early nineteenth century of two storeys and three bays, standing at a right-angle to the road. Principal façade to south. Suffolk white brick with stone lintels, now mainly covered with stippled later twentieth century rendering. Hipped Welsh slate roof. Six-panelled doors in wooden cases with mutular cornices. Twelve-light hornless sashes with stone sills set back significantly from façades. Northern return elevation to yard with casement windows. Entrance to No.58 on northern elevation.

### **Lower Olland Street (odd)**



*Nos.1-3 (odd), Lower Olland Street*

*Nos.1-3 (odd), Lower Olland Street (grade II).* The former Angel public house, in use as such from the early nineteenth century, the pub closed in 2009. Seventeenth century timber-framed, now with a stuccoed, and largely early nineteenth century façade. lined and painted, coved cornice, black pan tiled roof covering. Four-bay principal façade with plate-glass sashes within flush frames. Two early nineteenth century six-panelled doors in wooden cases with mutular cornices. Former pub fascia with small pane casements. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p164.



*No.29 Lower Olland Street*

*No.29 Lower Olland Street.* Former fire station built in 1930, of red brick over a concrete plinth. Single storey with decorative Dutch gables to return elevations and central section of entrance façade. Black concrete pan tile roof. Concrete lintels and small pane metal framed casement windows. Original top lit folding doors. A stylish and externally little altered piece of interwar design. According to research by Christopher Reeve the architect was Frederick J Meen of Beccles, the contractors Bedwell of Bungay and the cost £800. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p69.



*Nos.31-33 (odd) Lower Olland Street*

*Nos.31-33 (odd) Lower Olland Street.* A pair of red brick terraced house of c1800 with a black pan tiled roof. Cambered arched lintels to window openings. External joinery replaced in the late twentieth century. Straight joint between the two properties.



*Nos.35-37 (odd) Lower Olland Street*

*Nos.35-37 (odd) Lower Olland Street.* A pair of red brick terraced houses of c1800 both now painted. No.35 with a mid to late nineteenth century shop fascia, and a replaced partially glazed door. Twelve-light hornless sashes. Black pan tiled roof. Simple pilastered doorcase to No.37 and arched passage entrance.



*Nos.41-45 (Odd) Lower Olland Street*

*Nos.41-45 (Odd) Lower Olland Street* (grade II). Later eighteenth or early nineteenth century, of two storeys, red brick, black pan tiled roof. Six bay façade with replaced sash windows within flush frames to each floor. Flat arched lintels to ground floor. Nos.41 and 43 have six-panelled doors in wooden cases with pilasters. No.45, a six-panelled door within an altered wooden doorcase with Doric pilasters. Blind recess above. Arched passage between Nos.41 and 43,



*Nos.47-51 (Odd) Lower Olland Street*

*Nos.47-51 (Odd) Lower Olland Street*. Terrace of three early nineteenth century terraced houses of red brick, the façades now rendered and painted. Black pan tiled roof. Doorcases with pilasters identical to Nos.41-45. Window joinery now of late twentieth century date but original openings preserved.



*No.53 Lower Olland Street*

*No.53 Lower Olland Street*. The former Ship Inn. A public house from 1791 or earlier, renovated and rendered 1923 when the fenestration was also altered. Closed 1980s. Red pan tiled gambrel roof with a single flat roofed dormer. Roughcast façades with leaded casement windows to first floor. Ground floor windows have had the leaded panes removed. Central partially glazed front door. Lower rear range possibly of early nineteenth century date. Red pan tiled roof. Casement windows. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p166-167.



*No.55 Lower Olland Street*

*No.55 Lower Olland Street and outbuilding to rear*. A later nineteenth century villa of red brick, with a gault brick façade and stone dressings. Symmetrical three bay façade, with canted bay windows to the ground floor flanking a central arched entrance. Partially glazed four-panelled door. Horned plate-glass sashes above. Welsh slate roof. Original joinery preserved throughout. Decorative wooden porch with leaded glass. *Subsidiary Structures* Two storey rendered outbuilding with a red pan tiled roof probably of nineteenth century date. Front boundary wall gault brick with square sectioned piers.

*Boundary wall to north of No.61 Lower Olland Street. A high gault brick mid nineteenth century boundary wall with panels and a stone cap. Curved sections flanking drive entrance at southern end.*



*Nos.61 & 63 Lower Olland Street*

*Nos.61 & 63 Lower Olland Street. A semi-detached pair of houses of mid nineteenth century date. Possibly originally one villa but map evidence suggests it has been divided since at least 1905. Two storeys. L-shaped, No.61 within projecting range at northern end with a hipped Welsh slate roof. Good Doric doorcase. Twelve-light hornless sashes beneath painted stone flat-arched lintels with rusticated panels. No.63 has parapet hiding roof and gable to southern bays. Twelve-light hornless sashes. *Subsidiary Structures.* Tall mid nineteenth century gault brick wall springing from entrance façade of No.63.*



*Dunelm House, No.65 Lower Olland Street*

*Dunelm House, No.65 Lower Olland Street (grade II). Formerly known as Olland House. An early nineteenth century stuccoed villa which was last used as a private house c1930. Principal range of two storeys and two bays with three full-height pilasters, an eaves entablature, and a hipped Welsh slate roof. First floor with two sixteen-light hornless sashes and moulded cases. Wooden canted bay windows with small pane hornless sashes beneath. To the left (north) a later twentieth century recessed bay with pilasters and similar sashes which*

*occupies the site of a former conservatory. To the right a later recessed bay with an Ionic porch. Door with glazed upper panels. In the nineteenth century the home of the Walker family owners of the Staithe Maltings. Honeywood F, Morrow P, & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p104.*



*No.67 Lower Olland Street*

*No.67 Lower Olland Street. A detached mid to late nineteenth century gault brick villa with considerable later alterations and additions. Standing at the corner of Wingfield Street. Central block of three storeys and three bays with a hipped Welsh slate roof. Central breakfront. Third floor with plate-glass sashes beneath flat-arched lintels. Two storey bay windows with parapets to outer bays. Later canted entrance porch of red brick with a wooden balustrade. Single storey c1900 addition with casement window to south. To north a lean-to range disguised by a gault brick wall with a stepped parapet and plate-glass sash to the street. Poor quality flat roofed and slate roofed single storey late twentieth century additions to south and rear. *Subsidiary Structures.* Good nineteenth century boundary wall to Wingfield Street of tarred cobble with red brick dressings containing ER post box. Rebuilt gault brick wall to Lower Olland Street with square-section piers.*

## **Rose Lane**

*See also No.16 & No.18 Upper Olland Street and Emmanuel Church, Upper Olland Street.*



*Former Sunday School, Rose Lane*

*Former Sunday School and lecture Hall, Rose Lane . Sunday School associated with Upper Olland Street Congregational Church built. 1867-69 to the designs of R.M. Marsden for Charles Stokes Carey. Red brick with gault brick dressings and pilasters. Traceried window in north gable and Twentieth century doorway. Return elevations with twelve-light hornless sashes and gault brick pilasters. Black pan tiled roof. Rear addition with wooden glazed roof and leaded coloured lights. Lecture rooms to rear of c1898 designed by JO Rees. Red brick with stone dressings. A prominently located structure at the junction with Rose Lane. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.151. Honeywood F, Morrow P, & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p15 & p23.*



*Lecture Hall, Rose Lane*



*Nos.5 & 9 Rose Lane*

*Nos. 5 & 9 Rose Lane.* A pair of cottages of late eighteenth century date, which are now a single dwelling. Painted red brick with mullioned and transomed casement windows and a red pan tiled roof. Ground floor windows have rendered flat-arched lintels. Blocked doorway. Rendered northern return elevation. Substantial rendered rear range with a red pan tiled roof with a red brick ridge stack and single storey lean-tos.

*Boundary wall to Santallen, Rose Lane.* A red brick and stone rubble boundary wall of nineteenth century date fronting Rose Lane. Santallen itself is a late twentieth century house which does not contribute positively to the Conservation Area.



*The Bakery, Rose Lane*

*The Bakery, Rose Lane.* A former semi-detached pair of cottages now converted to a single dwelling. Early nineteenth century. Red brick with a red pan tile roof. Rendered return elevation with twentieth century decorative half-timbering to gable. Casement windows and boarded door. The ground floor door and window openings to the right-hand property have been blocked but are still readable. Late twentieth century garage.

### **Turnstile Lane**

*See also Nos. 8 & 10 Lower Olland Street and Nos.11 & 13 Upper Olland Street. No.1a see No.10 Lower Olland Street.*



*Nos.7-9 (Odd) Turnstile Lane*

*Nos.7-9 (Odd) Turnstile Lane.* A terrace of four probably early nineteenth century cottages which were converted to two in the late twentieth century. Rendered façades with twelve-light casement windows and boarded doors. Red pan tiled roof, red brick ridge stacks.



*Nos.8 & 12 Turnstile Lane from Upper Olland Street*



*Nos.8 & 10 Turnstile Lane*

*Nos.8 & 10 Turnstile Lane.* The remaining section of what was once a courtyard of probably eight early nineteenth century dwellings. The surviving range appears now to form two houses but was probably originally four. Red brick, now partially rendered and with a red pan tiled roof. Dentilled brick eaves cornice. The remaining four cottages were demolished in the mid twentieth century.



*Wall to west of No.8*

*Outbuilding and Wall to west of No.8.* Red brick boundary wall on the north side of Turnstile Lane, incorporating the remains of a partially demolished former cottage. Probably of early nineteenth century date. The structure was partially demolished after the publication of the 1970 Ordnance Survey map.

### **Upper Olland Street (even)**



No.2 Upper Olland Street

No.2 Upper Olland Street (grade II). A seventeenth century structure with a nineteenth century façade of painted brick. Standing on the southern corner of Quaves Lane. Black pan tiled roof, dentilled eaves cornice, red brick chimney stack. First floor windows now plate-glass hornless sashes. Early nineteenth century wooden doorcase and shop fascia with pilasters and delicate entablature. Nos.2 to 10 (even), 14, 16 and Nos.20 to 24 (even) form a group. Honeywood F, Morrow P, & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p185.



No.4 Upper Olland Street

No.4 Upper Olland Street (grade II). Eighteenth century, of two storeys with a painted stucco façade. Two flush framed mullioned and transomed casements at first floor level. The shop fascia is not of nineteenth century date as suggested in the listing as it does not correspond to that in c1900 photographs. Six-panelled door. Black pan tiled roof. Nos.2 to 10 to late-(even), No.14, 16 and Nos.20 to 24 (even) form a group. Honeywood F, Morrow P, & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p185.



No.6 Upper Olland Street

No.6 Upper Olland Street (grade II). Early eighteenth century, two storey, red brick. Black pan tiled roof, tumbled gables, and a covered cornice. Full height corner pilasters with moulded caps. Two bay street façade with hornless twelve-light sash windows to the first floor within flush frames. Late twentieth century shop front. Nos.2 to 10 (even) Nos.14, 16 and Nos.20 to 24 (even) form a group



Nos.8-10 (even) Upper Olland Street

Nos.8-10 (even) Upper Olland Street (grade II). A pair of eighteenth-century houses of two storeys, faced in red brick with a tarred plinth. Black pan tiled roof. Each house of three bays with three hornless twelve-light sashes to the first floor. Flush frames and flat arched lintels. Panelled shutters to ground floor hornless sash windows. Two, six-panelled doors within wooden cases with arched radial-bar fanlights, panelled pilasters, and dentilled open pediments. Nos.2 to 19 (even), 14, 16 and Nos.20 to 24 (even) form a group.



Nos.14-16 (even) Upper Olland Street

Nos.14-16 (even) Upper Olland Street (grade II). An early eighteenth century block of two storeys and an attic. Five identical gabled dormers with bargeboards and casement windows. Six-bay façade of painted stucco over a plinth; red pan tiled roof. Twelve-light hornless sashes within flush frames at first floor level. No.14, six-panelled door in wooden case with pilasters, mid-twentieth century wooden shop front right. No.16, small early nineteenth century shop window with cornice. Nos.2 to 10 (even), 14, 16, and Nos.20 to 24 (even) form a group.



No.18 Upper Olland Street

No.18 Upper Olland Street. A mid nineteenth century shop on the southern corner of Rose Lane. Rendered and painted red brick with a black pan tiled roof. Dentilled eaves cornice, plinth. Upper Olland Street façade has a nineteenth century shop facia with reeded pilasters, containing a late twentieth century partially glazed door. Plate glass sashes with horns above. Rose Lane elevation with twentieth century casement windows. Rear gable also visible from Rose Lane, this has a canted bay window at ground floor level.



No.20 Upper Olland Street

No.20 Upper Olland Street (grade II). Eighteenth century with a two storey, three bay symmetrical façade of painted brick. Black pan tiled roof. Dentilled brick eaves cornice. Two flush casements at first floor level. Central doorcase with pilasters and a dentilled cornice. Partially glazed four-panelled door flanked by two six-light casements beneath cambered brick arches. The left-hand casement is slightly wider than its lintel and replaces a late nineteenth century pub facia. Formerly the Greyhound Inn (closed 1913). Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p99 % 154.



*No.22-Upper Olland Street*

*Nos.22-24 (even) Upper Olland Street (grade II).* A seventeenth century structure of two storeys and an attic. Steeply pitched red pan tiled roof containing a single gabled dormer to No.22, No.24 with a black pan tiled roof and a similar dormer. Rendered red brick to timber framed core, plinth. Massive red brick ridge stack rising from spine wall. No.22 with twentieth century casement windows and shop fascia. Dentilled eaves cornice. No.24 has casement windows at first floor level. Central late twentieth century glazed door within a wooden doorcase with an eared architrave. Good shop fronts to either side which are possibly of early nineteenth century date. Nos.2 to 10 (even), 14, 16, and Nos.20 to 24 (even) form a group.



*No.24 Upper Olland Street*



*No.26 Upper Olland Street*

*No.26 Upper Olland Street.* Probably of early nineteenth century date but much altered. Painted and rendered red brick. Red pan tiled roof. Three small pane casement windows to first floor. Late twentieth century pedimented doorcase and shop fascia. Whilst much of the external joinery has been replaced the openings correspond to those shown on early twentieth century photographs. The building has significant group value with neighbouring properties.



*No.28 Upper Olland Street*

*No.28 Upper Olland Street.* A purpose- built public house of c1913 on the site of an earlier inn. Formerly the Rose and Crown, it closed c1970 and is now a dwelling. Vernacular revival style, with unaltered façade. Red brick with a roughcast rendered first floor and applied decorative half-timbering. Plain tile roof with decorative pierced ridge pieces. Overhanging eaves and simple wooden bargeboards. Three substantial mullioned and transomed windows to ground floor in painted stone surrounds. Painted stone doorcase. Oriel window within gable at first floor level and two wooden casements with mullions. Plaster inn sign with a rose and a crown set within name panel. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p100-101 & 156-7.



*No.30 Upper Olland Street*

*No.30 Upper Olland Street (grade II).* Seventeenth century, of two storeys and an attic, stucco, with

applied half-timbering, steeply pitched black pan tiled roof, cove cornice, two late twentieth century casements at first floor level. The ground floor detailing recorded in the statutory list has now gone including the doorcase, shop fascia and casement window. Late twentieth century shop fascia. Thin red brick at base of chimney shaft. Twin gabled northern return elevation. Early casement within front gable. Nos.30 to 34 (even), Emmanuel church and Nos.38 to 52 (even) form a group.



*White House, No.32 Upper Olland Street*

*White House, No.32 Upper Olland Street (grade II).* A detached late eighteenth century house with later nineteenth century alterations. Until c1885 the manse for the adjoining Congregational Chapel. Altered and extended for William Methuen late nineteenth century. Of two storeys with an attic lit by two casement dormers. Steeply pitched Welsh slate roof, tall red brick chimney stacks with drip bands to gables. Painted red brick with a stuccoed symmetrical three bay façade. Three mullioned and transomed casements at first floor level. Nineteenth century canted bays at ground floor level flanking a six-panelled door reset within a later nineteenth century wooden gabled porch with pilasters. Single storey wing to north. Pan tiled roof slope at rear. Nos.30 to 34 (even), Emmanuel church and Nos.38 to 52 (even) form a group. Honeywood F, Morrow P, & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p24.



*Emmanuel Church, Upper Olland Street*

*Emmanuel Church, Upper Olland Street (grade II).* Former Congregational Church now joint Methodist and United Reformed Church. Façade to Rose Lane at rear. C1818 perhaps incorporating parts of an earlier structure of C1699. Altered 1867-69 by R.M. Marsden. Façade altered, and stair turrets added to the designs of Edward Boardman c1885 when the interior was also altered. Sunday School enlarged 1914. Façade moved forward c1979, and additions of 1990. Restrained classical Suffolk white brick façade of 1818 with Italianate embellishments by Boardman including an octagonal columned loggia, and flanking turrets. Hipped, pan tiled roof, with wide eaves supported on coupled brackets. Four possibly early nineteenth century twelve-light hornless sashes, and flat arched lintels at first floor level. Arched plate-glass sashes to stair turrets. Stained and leaded glass at ground floor level. Red brick return elevations visible from Rose Lane. Single storey gothic rear range of 1914 with traceried window in end gable. *Subsidiary Structures* Low gault brick wall to Upper Olland street, for flanking wall to south see No.34. Good monuments including table tombs. Headstones primarily relocated to churchyard border and burial ground re-landscaped as garden. Nos.30 to 34 (even), Emmanuel church and Nos.38 to 52 (even) form a group. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.151. Honeywood F, Morrow P, & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p15 & p23. Stell, Christopher, *Chapels and Meeting Houses in Eastern England* (London, 2002) p281.



*Rose Lane elevation of Emmanuel Church.*



*No.34 Upper Olland Street*

*No.34 Upper Olland Street* (grade II). An early nineteenth century detached villa with a symmetrical classical entrance façade of three bays. Of two storeys with attics lit from within the gabled return elevations. Suffolk white brick façade with a mutular cornice, and a black pan tiled roof. Rear elevation red brick, side elevations rendered. Three twelve-light hornless sashes within flush frames at first floor level. Two further twelve-light sashes with flat arched lintels flanking the doorcase. Six-panelled entrance door with arched patterned fanlight in an enriched wooden case. Northern return elevation highly visible from chapel graveyard. Rear elevation with nineteenth century casements beneath cambered lintels. *Subsidiary Structures* Screen walls to the left and right at a right-angle, each seven feet high with a stone cope, with a side door and blank panel respectively, square section piers. Low brick wall to front. Nos.30 to 34 (even), Emmanuel church and Nos.38 to 52 (even) form a group.



*No.38 Upper Olland Street*

*No.38 Upper Olland Street* (grade II). Eighteenth century, of two storeys and an attic. Limewashed brick with a black pan-tiled roof. Two hornless, flush-framed twelve-light sash windows to each floor, cambered arched lintels to ground floor openings. Six-panelled door in wooden case with roundels and a mutular cornice. Nos.30 to 34 (even), Emmanuel church and Nos.38 to 52 (even) form a group.



*Nos.40-44 (even) Upper Olland Street*

*Nos.40-44 (even) Upper Olland Street* (grade II). A row of three, eighteenth century cottages. Two storeys, Nos.42 & 44 having attics lit by gabled

dormers. Red brick with a plinth, black pan tiled roof. Nos.42 & 44 retain early sixteen-light hornless sashes. No. 40 now has plate glass sashes. Flat arched lintels to ground floor. Six-panelled doors in wooden cases with roundels and mutular cornices. Nos.30 to 34 (even), Emmanuel church and Nos.38 to 52 (even) form a group.



*The Old Maltings, No.46 Upper Olland Street*

*The Old Maltings, No.46 Upper Olland Street* (grade II). An eighteenth century house with a symmetrical early nineteenth century Suffolk white brick façade. Two storeys and three bays with a hipped Welsh slate roof and projecting eaves. White brick chimney stacks. Twelve-light hornless sashes with flat arched lintels. Six-panelled front door with Greek fluted Doric one quarter radius columns to the reveals, below an arched radial-bar fanlight. Return elevation of painted red brick with a single flush framed sash window to the first floor. Pan tiled portion at rear. Nos.30 to 34 (even), Emmanuel church and Nos.38 to 52 (even) form a group.



*Nos.48 & 50 Upper Olland Street*

*No.48 Upper Olland Street* (grade II). Eighteenth century red brick house of two storeys. Corbelled eaves and a black pan tiled roof. Two sixteen-light hornless sash windows in flush frames to the first

floor. Single sixteen-light sash with a flat arched lintel to ground floor. Six-panelled door in wood case with fluted pilasters and patterned fanlight. Nos.30 to 34 (even), Emmanuel church and Nos.38 to 52 (even) form a group.

*No.50 Upper Olland Street* (grade II). Early eighteenth century, of two storeys, red brick, with a plinth. On the corner of Boycott Lane. Black pan tiled roof covering to Upper Olland Street, red to Boycott Lane. Upper Olland Street façade of three bays with a coved cornice. 2 windows, flush frame sash, with glazing bars, segmental arches at ground floor. Four-panelled door in wood case-with fanlight and fluted pilasters. Three bay return elevation with a hipped roof. Segmental arched lintels to sash windows. Central ground floor window a larger casement. Largely blind rear gable. Nos.30 to 34 (even), Emmanuel church and Nos.38 to 52 (even) form a group.



*Rose Hall, No.52 Upper Olland Street*

*Rose Hall, No.52 Upper Olland Street* (grade II\*). A late sixteenth century timber-framed house which was re-cased in red brick c1739. Early nineteenth century wing, to the right of a single storey. Main block of two storeys and an attic, two dormer lights. Hipped Welsh slate roof partially hidden behind a parapet. Moulded cornice. Five-bay façade with sash windows within exposed frames, and flat arches, centre window Venetian. Eight-panelled door within a wooden case with panelled reveals, fluted Doric pilasters, triglyphs, and a cornice with fret ornament. At one time the residence of the family of Captain Boycott, the let victim of the Irish Land Leaguers method of attack by isolation, from which the word "boycott" arose. Nos.30 to 34 (even), Emmanuel church and Nos.38 to 52 (even) form a group. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.158.



*Front Wall of garden to Rose Hall*

*Front Wall of garden to Rose Hall, No.52 Upper Olland Street (grade II). A later eighteenth century, 7 ft high wall of red brick, with a moulded cope of terra cotta rising to 10 ft on return, with tall square brick piers, one with stone ball on cap, and a pair of stone gadrooned vases on caps, north. Nos.30 to 34 (even), Emmanuel Church and Nos.38 to 52 (even) form a group.*

### **Upper Olland Street (odd)**



*No.1 & No.3 Upper Olland Street*

*Ashby House, No.1 & Nos.3 & 3a Upper Olland Street, (grade II) Early eighteenth century, of two storeys and an attic. One gabled dormer to No.3a. No.1 has a gabled end bay which is partially rendered. Eighteenth century of two storeys and an attic, one gabled dormer and gabled section to left. No.1 incorporates an older timber-framed structure of which one fully-moulded beamed and joisted ceiling remains in an excellent state of preservation. Gabled section stuccoed. Remainder red brick, plaster core cornice. Black pan tiled roof. interrupted brick band below first floor windows. Four windows in flush frames (two sash and two mullion transom casements) at first floor level, also half window left and half panel right, segmental arches at ground floor with stucco keys. Two six-panelled doors, in wooden cases with pilasters,*

*roundels, and a mutular cornice. Interior: fine enriched early eighteenth century mantel and cupboard with enrichment and 1/4 domed head with shell ornament.*



*Nos.1-3a (Odd) Upper Olland Street*

*No.3a early nineteenth century, two storey, red brick, shallow pitched red pan tiled roof. Flush Small pane casement at first floor level. Ground floor, flush frame sash, left, and shop front with glazing bars and wood case with channelled pilasters. Nos.1, 3, & 3a form a group with No.2 Lower Olland Street and No.56 St Mary's Street.*



*No.5 Upper Olland Street*

*No.5 Upper Olland Street. A late eighteenth or early nineteenth century cottage of two storeys and three bays. Red brick, with a red pan tiled roof and a plinth. Boarded door and twentieth century casement windows within original openings.*

Ground floor openings beneath segmental arched lintels. Large chimneystack to right-hand gable. Small rebuilt stack to left-hand gable.



*No.11 Upper Olland Street*

*No.11 Upper Olland Street.* A former public house now converted to flats. Probably of early nineteenth century date. In use as The Queen Public House in the nineteenth and early twentieth centuries. Red brick. Twelve-light hornless sash windows to first floor in flush frames with flat-arched lintels. Nine-light hornless sashes to second floor. Small inserted late twentieth century casement at first floor level. Large yard opening with boarded door to ground floor and a later nineteenth century public house fascia with panelled pilasters. Return elevation to Turnstile Lane partially rendered. Two storey rear wing with casement windows. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p152-153.



*No.13 Upper Olland Street*

*No.13 Upper Olland Street.* Detached villa of later nineteenth century date. Red brick with a black pan tiled roof. Two bay two storey façade with four pane plate-glass sashes to the first floor. Canted bay window to ground floor and partially glazed front door within doorcase with pilasters.



*No.15 Upper Olland Street*

*No.15 Upper Olland Street.* A later nineteenth century detached villa of red brick with white brick dressings. Restrained gothic style with pierced decorative bargeboards. Substantial decorative red

brick chimneystacks with paired flues. Canted bay window to Upper Olland Street façade. Black pan tiled roof with large twentieth century dormer in southern elevation. Most external joinery replaced.



Nos.21 & 23 Upper Olland Street

Nos.21 & 23 Upper Olland Street (grade II) Eighteenth century double fronted structure. No.21 having its entrance in the north elevation. No.21 rendered with a pedimented doorcase and semi-circular radial fanlight. Partially glazed four-panelled door. Two dormers with shallow curved pediments and casement windows. Hornless twelve-light sashes. No.23 in the western or Upper Olland Street elevation. Eighteenth century. No.23 of two storeys and an attic with a single gabled dormer. Red brick with a red pan tiled roof. A single flush framed hornless twelve-light sash to each floor and a six-panelled door within wooden case with a mutular cornice. Nos.21 to 37 (odd) form a group. *Subsidiary Structures* No.21 has early twentieth century red brick boundary walls to its garden with square section piers.



Nos.25 & 25a Upper Olland Street

Nos.25 & 25a Upper Olland Street (grade II) Pair of attached houses. Eighteenth century of Flemish bond red brick. Black pan tiled roof with brick modillion eaves, two-storeys and an attic. Three casements in flush frames at first floor level. Mainly sashes in flush frames at ground floor, with

cambered arches. No 25A has a wood reeded doorcase with roundels and a six-panelled door. No.25 to the right has a reeded doorcase with roundels and enriched canopy, and a twentieth century panelled door. Two gabled dormers. Formerly the Red Lion Public House. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p155.



Nos.27 & 29 Upper Olland Street

Nos.27 & 29 Upper Olland Street (grade II) Eighteenth century pair of cottages of two storeys and an attic. Red brick with a red pan tiled roof. Three-bay façade, with paired front doors to the centre under one enriched cornice. Late twentieth century panelled front doors. Nineteenth century casements to No.27, late twentieth century ones to No.29. Nos.21 to 37 (odd) form a group



No.31-35 (Odd) Upper Olland Street

No.31-35 (Odd) Upper Olland Street (grade II) Of early seventeenth century date but with an eighteenth century red brick façade of two storeys. Attic lit by four gabled dormers with bargeboards, red pan tiled roof and a coved plaster cornice. No.31 with a symmetrical three bay façade. Central four-panelled door with a blind panel above. Casement windows of probably early nineteenth century date to first floor and ground floor left.

Brick pilasters with moulded caps and bases. Brick lozenge pattern on end wall, and two earlier window openings filled in. Letters RR in wrought iron ties on gable. Eight bay façade with two blank panels, and six casements in flush frames, ground floor windows with segmental arches. No.31, four-panelled door. Nos.33 and 35, 6-panel doors in wood cases. Nos.21 to 37 (odd) form a group.



*The Old Vicarage, No.37 Upper Olland Street*

*The Old Vicarage, No.37 Upper Olland Street* (grade II) A substantial multi-phase dwelling with an early seventeenth century range at the rear, and an eighteenth-century front portion. Earlier part of two storeys and attic, timber-framed, with some original doors. Tiles and pan tiles to roof, and on the end gable the initials WAS in wrought iron ties. Front portion, of two storeys and an attic. Brick, and stucco, with a painted plinth. Five hornless twelve-light sash windows to each floor within flush frames. Two storey sashed canted bay window to the southern façade and a six-panelled door with an arched radial bar fanlight. Wooden doorcase with panelled pilasters, consoles, and dentil open pediment. Nos.21 to 37 (odd) form a group.

## Wharton Street

*Former Fire Station – see Lower Olland Street*



*No.9 Wharton Street*

*The Hollyhocks No.9 Wharton Street and Garden Wall.* A two-storey red brick house of c1820 with a black pan tiled roof. Symmetrical three bay façade with a blind recess above the doorcase. Six-panelled front door. Twelve-light hornless sashes in flush frames. Gabled return elevations largely blind. Low red brick garden wall with taller return section.



*Nos.11 and 11a Wharton Street*

*Nos.11 & 11a Wharton Street* (grade II). Eighteenth century, two storeys, red brick, with a red pan tiled roof. Formerly one house. No.11 has a three-bay façade with late twentieth century twelve-light hornless sashes within flush frames (mid twentieth century photographs show the house with plate-glass sashes). Flat-arched lintels to ground floor windows. Six-panelled front door, within a pedimented doorcase with an architrave and pronounced multiple keystones. East front is No.18 Trinity Street, qv. No.11a, of L-plan, two storeys with entrance in return elevation. Six-panelled door with an arched radial-bar fanlight. Canted first floor sashed bay, with beneath two twelve-light hornless sash windows within flush frames. These replace the ground floor section of the canted bay shown on c1900 photos. Nos.9, 11a and 11 form a group with Nos.14 to 18 (even) Trinity Street. *Subsidiary Structures* good nineteenth century red brick

garden wall to No.11a. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.157. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p109. Reeve C, *Bungay Through Time* (Stroud, 2009) p65.



*No.14 Wharton Street*

*No.14 Wharton Street.* Painted brick villa of c1900. Not shown on the 1885 1:2,500 Ordnance Survey map. Black pan tiled roof. Symmetrical three bay, two storey entrance façade with a gabled brick porch and four-light plate glass sashes. Two storey rear wing.

### **Wingfield Street**

*See also No.67 Lower Olland Street (Ollands Character Area)*



*Wingfield House, No.14 Wingfield Street*

*Wingfield House, No.14 Wingfield Street* (grade II). Early nineteenth century, of two storeys with an attic, casement in gable with tumbled foot. Red brick, painted, band, chamfered toothed eaves cornice. Black pan tiled roof covering. Symmetrical three bay façade with twelve-light hornless sashes in flush frames. Segmental arched lintels to ground-floor windows. Six-panelled front door, with an arched radial bar fanlight. Wooden doorcase with panelled pilasters and a dentilled open pediment.

Nos.5 to 11 (odd) and No.14 form a group. *Subsidiary structures* Red brick cart shed now garage range with boarded doors attached to right. Single storey. Red pan tiled roof possibly a re-front of an earlier structure. Reeve C, *Bungay Through Time* (Stroud, 2009) p88.



*Nos.16-20 (even) Wingfield Street*

*Nos.16-20 (even) Wingfield Street.* An early nineteenth century red brick terrace, which is now partially painted. Red pan tiled roof and dentilled brick eaves cornice. Casement windows, those to Nos.16 & 18 possibly original. Those to the ground floor beneath segmental arched lintels. Six-panelled doors to Nos.16 & 18. No.20 with a partially glazed door. A further house in the terrace No.22 has been heavily altered and is therefore not worthy of inclusion. Nos.16-20 contribute positively to the setting of the grade II No.14.



*Nos.38-44 (even) Wingfield Street*

*Prospect Place, Nos.38-44 (even) Wingfield Street.* Gault brick terrace of four houses. Two storeys, each house of two bays. Original hornless twelve-light sashes now only survive to No.42. Flat-arched lintels, stone sills. Front doors within shallow arched recesses, radial fanlights. Six-panelled doors now largely replaced. No.38 with late twentieth century canted bay window.



*No.1 Wingfield Street*

*No.1 Wingfield Street.* Detached villa of c1900. Red brick with a black glazed pan tiled roof. Stone dressings. Horned sash windows and partially glazed four-panelled door. Twentieth century wooden porch. Canted bay window to western bay of ground floor.



*No.3 Wingfield Street*

*No.3 Wingfield Street, outbuilding, and boundary wall.* A detached villa of c1900 with earlier outbuilding to rear. The outbuilding is shown on the 1885 1:2,500 map, the villa not till that of 1905. Villa red brick with stone dressings and a plain tile roof. Plate-glass sash windows in flush frames. Canted bay windows to ground floor with carved stone lintels to windows and keystones. Gabled wooden porch containing a six-panelled door. Subsidiary structures Attached red brick outbuilding with red pan tiled roof to rear, partially built over stone boundary wall. C1900 red brick dwarf wall and piers to front with decorative railings. Twentieth century flat-roofed garage addition not of significance.



*Nos.5-11 (Odd) Wingfield Street*

*Nos.5-11 (Odd) Wingfield Street (grade II).* An early nineteenth century two storey terrace. Suffolk yellow brick, black pan tiles. Central blind panel at first floor level flanked by twelve-light hornless sashes within flush frames, flat arches at ground floor. Six-panelled doors in solid frames, set back in reveals, with blank tympana and arches. Nos.5 to 11 (odd) and No.14 form a group.



*Nos.13-19 (Odd) Wingfield Street*

*Nos.13-19 (Odd) Wingfield Street.* An early to mid-nineteenth century terrace of painted gault brick with a black pan tiled roof. Probably originally very similar to Nos.5-11. This terrace contributes significantly to the setting of neighbouring listed buildings. No.13 with twelve-light hornless sashes. No.15 with horned plate-glass sashes and Nos.17-19 with later twentieth century casements. Good nineteenth century porch to No.15 with arched window containing red glass margin lights. Late twentieth century porches to other houses not of interest. Subsidiary Structures Late twentieth century boundary walls and railings not of interest.



*Nos.21-23 (Odd) Wingfield Street*

*Nos.21-23 (Odd) Wingfield Street and wall.* A mid nineteenth century structure with the appearance, rendered brick with a Welsh slate roof. of once being a single villa, now two dwellings. No.21 retains much of its original appearance and has a canted bay with sash windows to Wingfield Street. The windows to No.23 have been replaced within the original openings. Central arched doorway with pronounced keystone within breakfront. *Subsidiary Structures* High nineteenth century painted brick wall with gate.



*Bungay Primary School, Wingfield Street*

*Bungay Primary School and boundary wall, Wingfield Street.* A former board school of 1876-77 designed by John Bond Pearce of Norwich. The builder was Robert Morris of Ditchingham. Enlarged c1889. An impressive gothic design of red brick with stone dressings. Welsh slate roof. Symmetrical principal façade with projecting gabled end and central bays. Each gabled section has a large three-pointed arched window with plate tracery. A decorative stone bellcote rises from the central gable apex. Linking range with tall wooden mullioned and transomed casement windows. *Subsidiary Structures* Boundary wall to Wingfield Street of red brick with stone capped square section piers. Decorative iron railings and gates, one pier retaining an early iron lantern. Return walls of red brick with stone cap. Corner piers with carved stone caps and finials. Brown, Hayward, and Kindred, *Dictionary of Architects of Suffolk Buildings 1800-*

1914 (Kindred, Ipswich, 1991) p155. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p99-100, & 105.



*Detail of boundary wall Bungay Primary School, Wingfield Street*

## 4.E - The Outney Character Area

### ***Broad Street (even)***

*For the former maltings adjacent to the Fisher Theatre see Nethergate Street*



*Nos.2 & 4 Broad Street with No.1 Market Place*

*Cleveland House, No.2 Broad Street, No.4 Broad Street, and Aldeby House No.1 Market Place (grade II). Of seventeenth century date, with rendered mid eighteenth century façades to Broad Street and Bridge Street. The right-hand section of No.2 was partially remodelled in the nineteenth century and is now numbered as No.1 Market Place. This section has a nineteenth century plain tile roof. Broad Street façade of two storeys, over a basement lit by railing line wells. Attics lit by five gabled dormers on the Broad Street façade which are partially concealed by the parapet. Roof slope part red plain tiles and part Welsh slates. Roughcast on brick, cornice below low parapet. Twelve-light hornless sashes with flush frames, and one three-light, sashed canted bay to No.4. Nos.2 and 4, have six panelled doors with wooden pedimented doorcases. No.1 Market Place with a stuccoed shallow splayed bay projection rising the full height of the façade. Wooden shop front, with Doric pilasters and entablature. The doorway within the shop fascia was formerly in the left-hand bay. Bridge Street façade of No.1 Market Place of two storeys over a high raised basement facilitated by the steep slope of this part of Bridge Street. It formerly had six twelve-light hornless sashes to each floor, but the three left hand bays have had their windows blocked. Parapet, now with cornice partially removed. Gabled dormers. The rear gable of No.1 is prominent in views along Bridge Street. Interior: stop chamfered beam. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p65.*



*Nos. 6, 8 & 8a Broad Street*

*Nos. 6, 8 & 8a Broad Street (grade II). Of eighteenth-century date, No.8a is possibly a later addition. Two storey rendered street frontage, Nos. 6 & 8 having a black pan tile roof, the lower No.8a red pan tiles. Nos. 6 & 8 with three, twelve-light hornless sash windows at first floor level in flush frames with later lugged surrounds. No.8a has one casement at first floor level in a similar lugged surround. No.6 is flanked by two storey pilasters; square bay shop front. Smaller shop window to No.8 and partially glazed door in simple wooden surround. No.8A has an entrance with a modern glazed door in a narrow wooden case and a catslide roof to the rear.*



*Fisher Theatre No.10 Broad Street*

*Fisher Theatre No.10 Broad Street (grade II). Theatre of c1828 built by David Fisher. Converted to a Corn Exchange in 1844 by T Farrow, converted to a cinema c1937. Reopened as a theatre c2001, and restored 2005-6 to the designs of John Putnam. Classical façade of three bays divided by Doric pilasters, with deep entablature above. Pediment and ground floor window openings of c2005. Stucco front with four Doric pilasters and deep entablature. Central arched door opening, first floor band with casement windows above. Welsh slate roof with two large square lanterns which are visible from Broad Street. Single bay two storey stuccoed wing to right, with high parapet. Painted brick two storey right hand return elevation with casement windows. Red brick left-hand return elevation largely blind. Bettley, J, and Pevsner, N,*

*The Buildings of England, Suffolk: East* (London, 2015) p.153-154.



*Fisher Theatre, return elevation*

*Former maltings – see Nethergate Street*



*Boundary wall to The Armoury, Broad Street*

*Boundary wall to The Armoury.* Mid nineteenth century gault brick wall with decorative panels between rusticated pilasters. Dentilled cornice and projecting plinth. Flanks the Broad Street garden entrance to The Armoury. For 'The Armoury' itself, see No.10a Nethergate Street.



*Nos.12-16 (even) Broad Street*

*Nos.12-16 (even) Broad Street and retaining walls to Nethergate Street and Brandy Lane* (grade II). A substantial early nineteenth century classical townhouse with later wings and an attached later nineteenth century former banking hall. In the mid-nineteenth century, it was the home of the Magitson family but later it became Gurney's, and

finally Barclay's Bank. The house is set back from the building line of the rest of the Street and formerly stood in a courtyard enclosed by elaborate, late nineteenth century railings. The main block is of three storeys, with a Suffolk white brick façade and a hipped Welsh slate roof with overhanging eaves supported on paired brackets. Return elevations of left-hand wing of red brick. The main block has a symmetrical three bay façade with a central breakfront. Three, mid-nineteenth century four-light sash windows at first and second floor levels beneath wedge-shaped lintels. Central window in wide panel with segmental arch over. Main door six-panelled, with panelled linings, reeded architrave and arched radial-bar fanlight, Semi-circular Greek mutular Doric porch, enclosed with a nineteenth century glazed screen, and fluted quasi-columns. Left-hand wing of two storeys. Later nineteenth century bank wing, to right, mainly of a single storey with three arched windows with finely carved keystones with figures of commerce, science, agriculture, and trade. Projecting porch which was partially rebuilt in the twentieth century without its original highly decorative parapet. In the nineteenth century the first-floor windows of the main block had external shutters. Nethergate Street (or garden) façade, rendered with four light sashes. Nineteenth century red brick retaining wall supporting raised garden to Nethergate Street frontage. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.155. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p153.



*Detail of former banking hall, Nos.12-16 (even) Broad Street*



*Forecourt Wall to No.16 Broad Street*

*Forecourt Wall to No.16 Broad Street (grade II). Early nineteenth century, curved on plan, yellow brick screen wall about eight feet high with stone cope and arched doorway, and with square pier with damaged stone finials.*



*No.18a, Broad Street*

*No.18a, Broad Street. Stable and coach house of later nineteenth century date. Latterly public library and now a dwelling. Not shown on the 1885 1:2,500 Ordnance Survey map, but on that of 1905. It replaces an earlier structure and was originally built to serve the house now known as 12-18 (even) Broad Street. Red brick with a Welsh slate roof. Four-light casement windows beneath shallow arched brick lintels. Boarded doors. Now converted to domestic use. Two storeys, single bay elevation to Broad Street and four bay return elevation to Brandy Lane. Garden wall earlier incorporated within Brandy Lane elevation. Further contemporary single storey red brick range to the rear. Lean-to garage addition of late twentieth century date. Possibly a curtilage structure to the grade II listed Nos.12-18 (even) Broad Street.*



*Oxnead, No.18 Broad Street*

*Oxnead, No.18 Broad Street, range of outbuildings to rear on Brandy Lane, and serpentine wall (grade II). A substantial building with a complex multi-phased building history. Early nineteenth century façades to Broad Street and Brandy Lane with late nineteenth century applied half-timbering, roughcast, and moulded stringcourse, but retaining its original modillion eaves cornice. Broad Street façade of two storeys and four bays with a hipped Welsh slate roof. Tall later nineteenth century gault brick ridge stacks. Horned four-light plate glass sashes to first floor. According to the listing description this formerly had four full-height pilasters. Six-panelled door replaced by a panelled door with glazed upper lights. At the corner of Brandy Lane, a small twentieth century shop fascia. Reputedly an 1876 remodelling, of an earlier structure which escaped the 1688 fire, exposed a fireback with rose portcullis. Three fleurs-de-lys, three lions and part of the Order of the Garter was found, also a window with date 1400. At the rear is a late eighteenth century three storey range of three bays, with a central elliptical brick bay which rises through the full height of the building. Its garden façade has hornless sash windows beneath wedge-shaped brick lintels. Under part of the*

building which has been a wine merchants for a long period are extensive barrel-vaulted cellars of considerable age. *Subsidiary Structures* Good red brick serpentine wall to the rear, probably of early nineteenth century date with later buttresses.



*Brandy Lane elevation of No.18 Broad Street*

Long range of attached outbuildings backing onto Brandy Lane which are probably of early eighteenth century or earlier origins, although at least partially rebuilt. Painted red brick with red pan tile roofs. Range nearest Broad Street of two storeys with boarded taking-in door at first floor level. Twentieth century dormers. Central range of narrow red bricks with a steeply pitched red pan tile roof. Single storey with attic and elaborate tumble or diaper work to gable ends. Blocked taking-in door to gable facing Nethergate Street at attic level. Lean-to addition to garden side. At the Nethergate Street end is an extensive rebuilt structure now with a flat roof and blocked door and window openings to Brandy Lane and a large garage opening to Nethergate Street.



*No.18a Broad Street*

*No.18a Broad Street.* Probably an early to mid-nineteenth century reworking of an earlier dwelling. Its Broad Street façade is rendered with a steeply pitched black pan tile roof. A single horned sash window to each floor with margin lights. Six panelled front door, with glazed upper panels. Gabled dormer with casement window and bargeboards. No.18a forms an important part of the setting of the grade II listed Nos.18 & 20 Broad Street.



*Cransford, No.20 Broad Street*

*Cransford, No.20 Broad Street (grade II).* An early to mid-nineteenth century dwelling with a symmetrical classical façade of two storeys and three bays. Faced in red brick, with a black pan tile roof. At the first-floor level are three flush frame twelve-light sash windows with wedge-shaped brick lintels. The ground floor windows are now plate-glass sashes with narrow margin lights. Central six-panelled arched front door recessed within a double brick arch. Reeded wooden architrave with roundels at the arch's springing point, surmounted by double arch, inner set back 4½ ins. Iron segmental fanlight window, to staircase at back, with radial bars. Seventeenth century wing to the east of two storeys and an attic, rendered, with a pan tile roof. Flush frame sash window at each floor now with centre and margin bars only, four-panel door with glazed upper panels. Later twentieth century two storey rear addition.



*Nos.22, and 24 Broad Street*

*Nos.22-24 (even) Broad Street.* A terrace of three two storey cottages, now two. Faced in red brick with gault brick lintels to door and window openings. Late twentieth century black pan tile roof covering. Red brick ridge stack to spine wall between cottages. A further ridge stack has probably been removed. No.22 has metal casements within original window openings and a glazed metal door. No.24 with four light horned sashes in heavy moulded frames. Return elevation has red brick lintels to openings and plain bargeboards. This short terrace forms an important part of the setting of the grade II listed Nos.20 and No.18.



*No.30 and 30a Broad Street*

*No.30 and 30A Broad Street (grade II).* Eighteenth century house with nineteenth century shop fascia. Of two storeys, with a fairly steep red plain tile roof. Red brick, toothed eaves band. Red brick chimney stacks with drip-bands and capping to gable ends. At first floor level there are three, flush-framed, three-light wooden casement windows. A plinth and diaper of dark headers survive on the left-hand section. A single window opening with a twentieth century horned sash and a wedge-shaped lintel survives at ground floor level and a twentieth century six panelled door to No.30. No.30a has a partially glazed door of c1990. Late nineteenth century wide former shop front with pilasters and a central entrance. Door again of c1990. Two iron scroll brackets of former hanging signs at first floor level. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p152.



*No.38 Broad Street*

*No.38 Broad Street.* A mid to late nineteenth century red brick two storey structure standing to the rear of No.40 Broad Street, also visible from Nethergate Street. Possibly built as a workshop. Four bay principal elevation with gault brick lintels to arched casement windows. Single storey red pan tile roofed projecting range. Return elevation to Broad Street has blocked arched window openings at first floor level and a larger blocked arched opening to the ground floor. Return elevation to Nethergate Street rendered. Red pan tile roof, red brick stack to rear. Good tall red brick boundary wall attached to rear gable. A building is shown on this site on the 1885 1:2,500 Ordnance Survey map.



*Nos.40-46 (even) Broad Street*

*Nos.40-46 (even) Broad Street including boundary wall of No.46 to Stone Alley.* A terrace of four later nineteenth century cottages. Red brick with gault brick embellishments. No.40 now painted. Roof covering partially red and blue pan tiles in a geometric design and partially replaced with red pan tiles. Two shared red brick ridge stacks. Four-pane, horned, plate-glass sashes. Gault brick quoins separating cottages, and alternate gault and red bricks to wedge shaped lintels for both doors and windows. Sides of window and door openings also have gault brick embellishments. Partially glazed front doors. No.40's front door has been moved to the return elevation. No.46 has a good series of early nineteenth century or earlier boundary walls of brick and rubble to Stone Alley.



*No.46 Broad Street walls to Stone Alley*



*Nos.54 & 56 Broad Street*

*Nos.54 & 56 Broad Street* A pair of cottages with early nineteenth century facades and steeply pitched red pan tile roofs. Shared central ridge stack. Possibly a re-fronting of an earlier structure. Casement windows. Those to No.56 are of late twentieth century date, however the first-floor window of No.54 may be earlier. Twentieth century front doors. Wedge shaped lintels to door and window openings. No.54 has a single storey late twentieth century addition to the rear and a rendered return elevation.



*No.58 Broad Street*

*No.58 Broad Street.* A single storey cottage with a red brick façade and a red pan tile roof. Probably of mid to late eighteenth century date. The external joinery is now largely of late twentieth century date. Wedge-shaped lintels to door and window. Central rendered dormer with late twentieth century casement lighting attic. Massive red brick chimney stack.



*Nos.60-64 (even) Broad Street*

*Nos.60-64 (even) Broad Street.* A row of three early nineteenth century red brick cottages, with a red pan tile roof and three tall red brick ridge stacks. Six-light casement windows, those to the ground floor beneath shallow arched brick lintels. The first-floor windows rise to eaves height. Twentieth century doors beneath shallow arched brick lintels.



*Former Saint Mary's Parish Rooms, Broad Street*

*Former Saint Mary's Parish Rooms, Broad Street.* Former parish rooms and Sunday School built in 1882, but in a highly conservative style. Formerly with a Church of England Sunday School to the ground floor, and a mission hall above. Reputedly used as a soup kitchen in the two World Wars. Red brick with a shallow pitched red pan tile roof with blue tile stripes. Overhanging eaves with bargeboards to return elevations. Five bay, two storey, principal façade in a restrained gothic style. Painted stone dressings. Cambered brick arched windows to ground floor with painted stone rusticated keystones. Casement windows replaced with PVCu. Principal entrance in gabled bay to right with arched window at first floor level. Painted stone sill bands, with date stone below that to the ground floor. Closed c1939 and later a store and retail premises. Marked as a shoe factory on the 1969 Ordnance Survey map. Saint Mary's Church itself was declared redundant in 1977. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p14.



*No.86 Broad Street*

*No.86 Broad Street.* A small detached cottage, probably of mid eighteenth century date. Of a single storey with attics. Red brick with a three-bay rendered façade. Central doorway flanked by two casement windows. Late twentieth century red plain tile roof with two gabled dormers. Windows

now late twentieth century casements. Red brick stack to left-hand gable.

## **Broad Street (Odd)**

*For the Three Tuns Inn see Earsham Street. For the Council Offices see Earsham House, No.12 Earsham Street, See also Nos.8-12 Earsham Street.*



*Nos. 1 &2 Bigod Flats, Broad Street*

*Nos. 1 &2 Bigod Flats, Broad Street.* Probably of early to mid-nineteenth century date and built as stabling and outbuildings for properties on Earsham Street. White brick with a black pan tile roof and a rendered ground floor. Restrained neo-Tudor detailing including hood mould to doorway and flanking window. Casement windows, decorative eaves cornice and dentilled string course.



*Charlotte House, Broad Street*

*Charlotte House, No.1 Broad Street (grade II).* Early nineteenth century, of two storeys and an attic which is lit by three flat roofed casement dormers, Welsh slates. Formerly known as Broad Street House. Six bay principal façade of Suffolk white brick with a painted wooden cornice. The first-floor sash windows are twelve-light hornless sashes, the ground floor windows are now without glazing bars and sit beneath wedge-shaped lintels. Four-panelled door with panelled linings within a porch with Doric columns and an enriched entablature.

Panelled door in arched surround to far left-hand bay. Substantial red brick rear range visible from Saxon Place (now a separate dwelling). This has a hipped black pan tile roof and two large horned twelve light sash windows to the first floor. Row of arched openings to the ground floor. This range this possibly of an earlier date. Roughcast faced single storey garage wing to the left with boarded doors and a Welsh slate roof, probably of early to mid-nineteenth century date. Formerly with a small forecourt enclosed by railings and brick piers which are shown on Edwardian photographs.

*No.1a Broad Street see Earsham House No.12 Earsham Street.*



*Nos.11-13 (odd) Broad Street*

*Nos.11-13 (odd) Broad Street* Semi-detached pair of two storey cottages of c1800 date. Black pan-tiled roof covering, patched with red pan tiles. Large central red brick chimneystack rising from spine wall between the cottages. Dentilled brick eaves cornice. Late twentieth century casements to first floor and sashes below. Front doors both late twentieth century. Attached to the rear of No.13 is a substantial two storey red brick outbuilding of probably early nineteenth century date. This pair of cottages make a strong positive contribution to the setting of the grade II listed Nos.17-19 (Odd).



*Nos.15-17 (odd) Broad Street*

*Nos.15-17 (odd) Broad Street* (grade II). A later eighteenth century semi-detached pair of cottages of two storeys brick, lime-washed, pantiles. Three

small-paned casements in flush frames to the first floor. Twelve-light hornless sashes in flush frames to the ground floor, with flat arches. Two entrances with six-panelled doors, reeded pilasters and mutular cornices. Nos.15-19 form a group.



*Cambridge House, No.19 Broad Street*

*Cambridge House, No.19 Broad Street* (grade II). Later eighteenth century façade of two storeys and three bays, with an attic lit by twin flat roofed dormers with sashes. Black pan tile roof covering with red brick stacks rising from the gable ends. Symmetrical classical façade of painted red brick with a high parapet. Three twelve light hornless sashes at first floor level beneath wedge shaped lintels. Centrally placed six-panelled front door with a wooden architrave and panelled reveals. Wooden Doric porch with an enriched entablature. Nos.15-19 form a group.



*No.21 Broad Street*

*No.21 Broad Street.* Formerly a pair of early nineteenth century cottages, now a single dwelling. Red brick with a dentilled eaves cornice and a black pan tiled roof. Boarded door at northern end and a blocked door opening at the southern end. Twentieth century casement windows. Despite alteration this dwelling contributes positively to the adjoining grade II listed Nos.15-19 (odd).



*The Green Dragon Public House, No.29 Broad Street*

*The Green Dragon Public House and outbuildings to rear, No.29 Broad Street and Popson Street.* A purpose-built public house of c1926, replacing an earlier inn. Formerly known as the Horse and Groom. Restrained 'arts and crafts' vernacular style. Much of the building's original external detailing has survived including its external joinery and leaded windows. The pub is faced in red brick with pebble dashed first floor, and a hipped red pan tile roof. Wooden casement windows divided by mullions and a transom and with small leaded panes to the ground floor. The first-floor windows are similar but do not have a transom. Fine decorative rainwater heads. *Subsidiary Structures* To the rear are two much earlier outbuildings. Fronting Popson Street is a single storey red brick outbuilding of c1800 with a red pan tile roof and a dentilled brick eaves cornice. This is a survival from a range of out buildings shown on late nineteenth century Ordnance Survey maps. To the rear of the yard a two-storey red brick stable range with boarded doors and a red pan tile roof. Probably of early nineteenth century date, its ground floor openings show signs of alteration and a number of the original brick lintels have been replaced.



*Outbuildings at The Green Dragon Public House*

### **Chaucer Street (Even)**

*See also No.22 Earsham Street its walls and outbuildings*



*Nos.2 & 4 (even) Chaucer Street*

*Nos.2 & 4 (even) Chaucer Street.* Semi-detached pair of red brick cottages with red pan tile roof. Originally a two storey two bay mirrored pair with a massive central ridge stack of c1820. Single casement window to each floor beneath a shallow arched brick lintel. Doorcases to outer bays with fluted pilasters and roundels. Six panelled doors. Window frames largely replaced in the late twentieth century. Dentilled brick eaves cornice. No.2 has early twentieth century single bay addition with boarded garage doors to the ground floor, and a single six-light casement window above.



*No.6 Chaucer Street*

*No.6 Chaucer Street.* A small red brick structure externally of early to mid-nineteenth century appearance but possibly a re-casing of an earlier structure. Red brick with painted stone dressings and a black pan tile roof. Street frontage range of a single storey and attics, substantial largely nineteenth century rear range of two storeys. Hood moulds to window and door openings, gabled dormer to attic with elaborate bargeboards. External joinery largely replaced. Tall brick chimneystack to left-hand gable. In the nineteenth century the Two Brewers Public House.



*No.12 Chaucer Street*

*No.12 Chaucer Street.* A mid nineteenth century dwelling, now (2017) offices. Painted red brick with a black pan tile roof. Two storeys and two bays with a cart entrance to the rear yard in the left-hand bay. Window joinery replaced in the early twenty first century. Doorcase with panelled pilasters and scrolled corbels. Door within a later twentieth century partially glazed one.



*Nos. 14 & 16 Chaucer Street*

*Nos. 14 & 16 Chaucer Street.* An early to mid-nineteenth century semi-detached pair of cottages. Of red brick with a shallow pitched black pan tile roof. Red brick stacks rising from gable ends. Replacement casement windows beneath shallow arched brick lintels. Brick lintels to doors possibly replaced. Four-panelled door to No.16. No.14 has a late twentieth century partially glazed front door.



*Masonic Rooms, Nos.18-22 Chaucer Street*

*Masonic Rooms, Nos.18-22 Chaucer Street and Forester's Court Chaucer Street.* Former Oddfellows Hall reputedly of c1910 but in a very conservative style. Now flats. Its Chaucer Street façade in an elaborate Venetian gothic style. Red brick with elaborate blue and gault brick embellishments. Carved stone dressings and blue and red tiled roof covering in geometric design. Four bay two storey principal façade, the right-hand bay splayed and gabled. Its steeply pitched gable has a stone coping and is surmounted by a damaged carved stone fleur-de-lis. Decorative stone corbels and roundel within blue brick pointed arch. Gault brick quoins and stone sills and lintels to first floor window within splay. The rest of the windows have decorative red and blue brick pointed arches above with stone keystones. Arched panel door with circular light. The ground floor window frames are mullioned and transomed casements with leaded lights. Elaborate corbelled eaves cornice. Projecting

stack on return elevation of a highly decorative design. Left hand bay has cart entrance into a central courtyard. Lower late twentieth century rear range faced in red brick with a weatherboarded first floor. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.155. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p149.



No.28 Chaucer Street

*No.28 Chaucer Street.* An early nineteenth century semi-detached pair of houses, now a single dwelling. Red brick with a red pan tile roof and a red brick ridge stack rising from the former spine wall. Dentilled brick eaves cornice. Replacement casement windows beneath shallow arched brick lintels. Left-hand return elevation rendered, Reeve C, *Bungay Through Time* (Stroud, 2009) p52.

### Chaucer Street (Odd)

See also No.24 Earsham Street.



No.1 Chaucer Street

*No.1 Chaucer Street.* Attached to the rear of the grade II listed No.24 Earsham Street and shown as part of that structure on early Ordnance Survey maps. By 1969 it was shown on maps as a separate dwelling. It was possibly built as the postmaster's house for the former town post office at No.24 Earsham Street 1880. Gault brick façade to an

otherwise red brick structure; Welsh slate roof. Bay window to left hand house now removed and original front door opening blocked. Present front door formed from a former window. Otherwise late nineteenth century joinery largely intact. An important part of the setting and history of the GII listed No.24 Earsham Street. Reeve C, *Bungay Through Time* (Stroud, 2009) p53. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p149.



The Old Chapel (Former Bethesda Chapel)

*Former Bethesda Chapel, Chaucer Street.* Former Strict Baptist Chapel built 1851 to the designs of Samuel Matthew of Lindsey (Pevsner). Closed c1960 and latterly a workshop. Symmetrical classical gault brick façade to an otherwise red brick structure. Pedimented entrance façade with pilasters without capitals rising from a plinth. Arched first floor casement windows lighting the former gallery and sixteen light hornless sashes with wedge shaped lintels to the ground floor. Decorative ventilator roundel with building date in centre of pediment. Original window frames largely retained although the building presently has a twentieth century workshop entrance. Four bay return elevations with pilasters and overhanging eaves. Welsh slate roof with decorative red tile ridge pieces. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.155. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p16.

### Outney Road

*For St Mary's House, No.54, Earsham Street and serpentine wall to Outney Road see Earsham Street*

*For Waveney House No.56 Earsham Street and outbuildings and walls to Outney Road see also Earsham Street*



*Cherry Tree House, Outney Road*

*Cherry Tree House, No.4 Outney Road and red brick boundary wall.* A former public house, which was in use as such from at least the beginning of the nineteenth century, it closed in the mid twentieth century. Probably of mid eighteenth century date altered c1930. Single storey with attics, rendered red brick façade with quoins and a black pan tile roof. Eight bay street frontage with two doorways and six small paned metal casement windows set back beneath flat lintels. The window openings to the right of the central doorway are not shown on late nineteenth century photographs. Three gabled dormers with late twentieth century casements. Two substantial red brick ridge stacks. Good red brick wall to Outney Road frontage. Reeve C, *Bungay Through Time* (Stroud, 2009) p49.



*No.6 Outney Road*

*No.6 Outney Road and boundary wall* (local list) A detached house of c1910 on the corner of Webster Street and Outney Road it replaces an earlier structure which faced onto Webster Street. (Not shown on the 1906 Ordnance Survey map). Red brick and render with mullioned and transomed timber casement windows. Although architecturally modest this is a well preserved and characterful dwelling which contributes strongly to the setting of the adjoining almshouses. *Subsidiary Structures* Low early twentieth century boundary wall to Outney Road with square section piers and

well-designed late twentieth century iron railings. Twentieth century flat roofed garage facing Webster Street not included.



*St Edmund's Homes, Outney Road*

*St Edmund's Homes, gate piers and boundary walls, Nos.8-22 (even) Outney Road.* Alms houses of 1895 designed by F.E. Banham and donated by Frederic Smith. Set back from the road within mature landscaped grounds. Symmetrical, vernacular revival style with applied timber framing to the otherwise red brick shell. Of a single story with a plain tile roof and tall paired octagonal shafts to the red brick chimney stacks. Five barge-boarded gables the middle three half-hipped. Windows either two-light stone hood moulded mullions, with casements within, or mullioned and transomed wooden frames. Individual front doors set back within decorative painted wooden verandas with balustrades. Stone quoins to corners. Gabled return elevation of a single bay to Webster Street. Rear elevations significantly altered c1960 possibly by Raymond Erith. Low red brick wall to Outney Road and Webster Street with octagonal gate piers and semi-circular cap. Tall red brick wall to the rear. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.155. Archer L, *Raymond Erith Architect* (Burford, 1985) p151.



*Gate piers and central block of St Edmund's Homes, Outney Road*



*Waveney Terrace, Nos.24-34 Outney Road*

*Waveney Terrace, Nos.24-34 (even). Outney Road with boundary walls.* A terrace of six substantial houses in three mirrored pairs of c1881. Shown on the 1885 1:2,500 Ordnance Survey map. Red brick with a gault brick façade and stone dressings. Welsh slate roof and corbelled eaves cornice. Each house is of two bays, one with a full height canted bay window. The other containing an arched porch with a pronounced key stone. Four-light plate glass sash above. Four panelled doors with glazed arched upper lights. Horned plate glass sashes. Late nineteenth century low gault brick boundary wall with square section gault brick gate piers. Decorative iron railings and gates now removed. Glazed tile paths to front doors of a geometric design. Red brick rear boundary walls and rear elevation. A good example of a speculatively built later nineteenth century terrace retaining the bulk of its original features and joinery. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p143.



*Waveney Cottage, Outney Road*

*Waveney Cottage and Outbuilding No.7 Outney Road (grade II).* Of sixteenth century date, but largely remodelled in the eighteenth century. Two storeys. Two late twentieth century casement windows in flush frames. Stucco, colour-washed. Later twentieth century red tile roof with red brick ridge stacks. Later twentieth century six-panelled

door in wooden case with reeded pilasters, fluted caps, radial bar fanlight and dentilled pediment. Lower range to rear at a right-angle with pan tiled roof. To its west a high rendered red brick wall, which is now painted linking the house to a contemporary stable or cart shed with a central arched opening and a hay loft at attic level. Single gabled bay to Outney Road with boarded taking-in door. Black pan tiled roof. Good red brick wall enclosing front courtyard.



*Outbuilding to Waveney Cottage, Outney Road*



*No.9 Outney Road*

No.9 Outney Road. A later eighteenth century cottage of two storeys and three bays with a red pan tile roof, massively extended in the mid to late twentieth century on site of single storey range of outbuildings. Rendered façades, and external joinery largely replaced. The section between Outney Road and the central ridge brick ridge stack is all an addition to the original cottage. A further small cottage once stood immediately in front. Honeywood F, Morrow P, & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p142.

## **Scales Street**



No.12 Scales Street

*No.12 Scales Street.* Former drill hall now car repair workshop. Probably designed and built by John Doe architect and builder of Bungay and dated 1906. Used primarily by the 2nd Volunteer Battalion Norfolk and 5<sup>th</sup> Battalion Suffolk Regiments. Single storey red brick with Welsh slate roof formerly with tall leaded ventilator on ridge. Iron roof with tie rods. Gabled elevation to Scales Street with central circular former window with stone decoration in the form of four keystones. Mullioned and transomed wooden casement windows.



No.14 Scales Street

*Bedford House No.14 Scales Street and front garden wall* (local list). Early twentieth century detached villa designed and built by John Doe. Inventive free Arts and Crafts Tudor vernacular style. Red brick and rough cast elevations. Wooden mullioned and transomed windows with leaded lights. Scales Street elevation gabled with plain tile hung apex which projects and is supported on a full height wooden veranda. Late twentieth century pan tiled roof with original flat roofed dormers. *Subsidiary Structures* Low contemporary concrete garden wall to Street frontage with balustrade. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.155.



No.16 Scales Street

*No.16 Scales Street and front garden wall.* Early twentieth century detached villa designed and built by John Doe. Tudor vernacular with red brick and roughcast elevations. Plain tiled gable apex supported on carved wooden brackets with two storey can bay window below. Wooden mullioned and transomed windows. Late twentieth century pan tiled roof with original gabled dormer with bargeboards. *Subsidiary Structures* Low contemporary concrete garden wall with balustrade to Street frontage continued between Nos.14 & 16. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.155.

## Webster Street

*St Edmunds Homes see Outney Road and No.6 Outney Road*



Nos.2-4 (even) Webster Street

*Nos.2-4 (even) Webster Street.* A semi-detached pair of cottages of red brick, with a red pan tile roof covering. Probably of late eighteenth century date. Twentieth century porches. Casement windows to ground floor beneath shallow brick arched lintels, those above rise to eaves height. Window joinery replaced. The last survivors of a group of similar cottages which stood in the Scales Street and Webster Street area until the later twentieth century. A similar pair in Scales Street were

demolished c1982. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p144.

## **4.F - The South End Road Character Area**

### **Bardolph Road**



*No.2 Bardolph Road*

*Henham Villa, No.2 Bardolph Road, boundary walls, and outbuilding.* Early nineteenth century villa with later additions. Stuccoed with a hipped black pan tiled roof. Large gault brick central stack. Symmetrical façade with four-light, horned, plate-glass sashes. Central gabled c1900 porch. Large late twentieth century rear addition. Flanking walls to either side that to Laburnum Road concealing a single storey outbuilding. Subsidiary Structures Low partially rendered gault brick nineteenth century wall to Bardolph Road and red brick wall to Laburnum Road. Nineteenth century outbuilding with red brick rear wall, single storey with chimneystack to Bardolph Road elevation. Map evidence suggests this is a c1900 heated greenhouse. Honeywood F, Morrow P, & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p188.

### **Flixton Road (even)**



*Nos.2-6 (even) Flixton Road*

*Nos.2-6 (even) Flixton Road and boundary walls.* Terrace of three substantial houses c1900, attached to the rear of the larger and slightly earlier No.8. Red brick with stone dressings. Black pan tile roof

with decorative ridge pieces. Mullioned and transomed timber casements with stone hood moulds. Bay window to ground floor of each house with a tile roof continued over door to form a porch. Wooden pillars flanking doors. *Subsidiary Structures.* Good boundary wall and gate piers of alternate gault and red brick layers c1900. Nos. 4 & 6 with decorative iron railings. The wall to No.2 has been rebuilt but the original piers are preserved. No.2 has a good red brick boundary wall to Rose Hall Gardens. The terrace occupies the site of the medieval chapel of St Mary Magdalene and is thus likely to be of archaeological value.



*No.8 Flixton Road*

*Cherrington Lodge, No.8 Flixton Road and boundary wall and outbuildings.* A gault brick villa of c1870 (show on the 1885 1:2,500 Ordnance survey map). Substantial late twentieth century additions. No.8 faces south and has a return elevation of a single bay to Flixton Road. Principal façade of three bays with full height canted bay windows flanking a central pedimented porch. Arched window with heavy moulded brick frame above door. The bulk of the house's original horned plate glass sashes have been preserved. Welsh slate roof. Decorative eaves cornice. Gault brick chimney stack. Return elevation to Flixton Road with altered ground floor window opening. Twentieth century additions not of interest. *Subsidiary structures.* Low gault brick wall with decorative piers and hooped iron railings. Further red brick section to south. To south west of house a range of nineteenth century outbuildings. Single storey gault brick with a red pan tile roof.



*Outbuilding at No.8 Flixton Road*



*Nos.10 & 12 Flixton Road*

*Nos.10 & 12 Flixton Road and boundary walls.* A semi-detached pair of late nineteenth century gault brick villas. Map evidence suggests that they were constructed between 1885 and 1905. Black pan tiled roof with decorative ridge pieces. Single storey canted bay windows to ground floor. Doors within arched recessed porches. No.12 has its original plate glass horned sashes. The windows to No.10 have been replaced with casements. *Subsidiary Structures* Notable stepped gault brick wall of c1890 to south side of No.12. Similar though less decorative wall to north of No.10. red brick wall with gault brick piers to Flixton Road. Gault brick gateway with arched door opening to north side of No.10. red brick garden walls to rear.



*No.14 Flixton Road*

*The Red House, No.14 Flixton Road, stable and boundary walls.* (grade II). Late-eighteenth century villa, facing south with return elevation to Flixton Road. Two storeys, red brick with an enriched wood cornice. First floor band, plinth, black pan tiles. Symmetrical three bay façade with sash windows beneath cambered flat arches. Louvred and panelled shutters. Sash windows, with glazing bars, set back in recesses to take shutters at first floor level with arches over the recesses. Three-light windows with glazing bars at ground floor level of the same width as the recesses over. Four-panelled door in wood case with panelled reveals. Formerly with porch. *Subsidiary structures.* Good nineteenth century stable range to rear. Red brick with a black pan tiled roof. Two storeys, the outer bays breaking forward and with gables. Boarded doors to ground and first floors and an oculus within each gable. Good red brick boundary wall to Flixton Road frontage of rear yard. The southern part of the wall fronting the garden appears to have been rebuilt. Nineteenth century red brick wall to northern return boundary.



*Stable at No.14 Flixton Road*



*No.16 Flixton Road*

*No.16 Flixton Road and outbuildings* (grade II). Early nineteenth century villa of Suffolk white brick built as the miller's house for a now demolished smock mill. Two storeys with a Welsh slate roof. Band below, parapet with a stone cope. Symmetrical

three bay façade with twelve-light hornless sash windows within exposed frames; flat arched lintels. Six-panelled door with ornamental arched fanlight. Ionic porch. *Subsidiary Structures* Large group of nineteenth century outbuildings to rear possibly originally associated with the smock mill. Honeywood F, Morrow P & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p51.

**Flixton Road (odd)**



*Nos.1 & 3 Flixton Road*

*Nos.1 & 3 Flixton Road, walls and gate piers.* A semi-detached pair of houses prominently located at the junction of Bardolph and Flixton Roads. Also visible from Laburnum Road. Shown on the 1885 Ordnance survey map and probably dating from c1870. Gault brick with a Welsh slate roof. Decorative corbelled eaves cornice, pilasters, and two storey canted bay windows. Original plate glass sashes largely preserved. *Subsidiary Structures* Good contemporary gault brick gate piers and low boundary wall. Tall nineteenth century red brick wall to Laburnum Road.



*No.5-7 Flixton Road*

*No.5-7 Flixton Road and boundary wall.* Mid nineteenth century with later nineteenth century alterations. No.5 of gault brick with a Welsh slate

roof and decorative tile ridge pieces. Entrance façade to north of three bays with central gabled porch and hornless sash windows. Flixton Road elevation with corner pilasters and pediment with a terracotta raking cornice. Hornless twelve-light sash windows with moulded brick surrounds with pilasters and stone corbels. No.7 of painted brick with a pan tiled roof. Casement windows to first floor. Wooden veranda with hipped pan tiled roof and fretwork frieze containing a canted bay window with sashes and shutters. *Subsidiary Structures.* Low nineteenth century red brick wall with a moulded gault brick cap and gault brick piers.



*No.9 Flixton Road*

*No.9 Flixton Road (grade II).* Early nineteenth century villa of two storeys. Faced in Suffolk yellow brick, with a hipped black pan tiled roof with wide overhanging eaves. Symmetrical façade divided into three bays with wide shallow brick panels and with wide connecting horizontal band at first floor level. Each panel has a horned plate-glass sash at its centre with a margin to take louvred and panelled shutters, now removed. Sashes, in flush frames, with glazing bars and small border panes at sides, flat arches. Single storey wings with blank panels. Six-panelled door with frieze and cornice, Wooden porch with square-section panelled columns, trellis screen either side. Nos.9 to 13 (odd) form a group.



*No.11 Flixton Road*

No.11 Flixton Road (grade II). An early nineteenth century two storey, Suffolk yellow brick, villa, grey-washed. Hipped black pan tiled roof and wide eaves. Two sixteen-light hornless sash windows with flush frames, at first floor level. Two canted and sashed bays to ground floor. Small wings with blank arched panels. Six-panelled door. Wooden Doric porch. Nos.9 to 13 (odd) form a group.



*Autumn Cottage, No.13 Flixton Road*

*Autumn Cottage, No.13 Flixton Road* (grade II). A pair of semi-detached cottages; now converted to a single dwelling. Early nineteenth century. Symmetrical two storey, and three-bay principal façade with a hipped black pan tile roof. Central white brick stack rising from former spine wall and façades of Suffolk white brick. Eaves soffit. Two windows, casements in reveals with flat- arches. Plain door, left, in reveals with flat arch. Central arched blank panel at ground floor. Former entrance (to former No.15) filled in. Nos.9 to 13 (odd) form a group.



*Nos.17 & 19 Flixton Road*

*Nos.17 & 19 Flixton Road and boundary wall.* A semi-detached pair of cottages of probably mid-nineteenth century date. Faced in white brick with a hipped black pan tiled roof and overhanging eaves. Elaborate surrounds to windows on ground floor. Decorative ridge pieces and finials. Decorative central white brick stack rising from

former spine wall. No.17 retains four-pane plate glass sashes, the window joinery to No.19 has however been replaced with casements. Late twentieth century glazed addition. Lean-to side porch to No.19. Subsidiary Structures: Low mid-nineteenth century white brick wall with red brick bands and brick balustrade. Honeywood F, Morrow P, & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p190.



*Nos.17 & 19 Flixton Road c1920*



*Nos.21 & 23 Flixton Road*

*Nos.21 & 23 Flixton Road.* A semi-detached pair of cottages of probably mid-nineteenth century date. Faced in gault brick with a hipped black pan tiled roof and overhanging eaves. Central brick stack rising from former spine wall. Window openings remodelled to hold casements in late twentieth century. Included here primarily for its group value. *Subsidiary Structures* Low mid-nineteenth century white brick wall with red brick bands and brick balustrade. Wall to side of No.21 rebuilt in later twentieth century and not of interest. Single storey nineteenth century red brick outbuilding to rear.

## Laburnum Road

See also No.2 Bardolph Road and boundary walls, Nos.1 & 3 Flixton Road, and No.28 Southend Road.



Nos.1-9 (Odd) Laburnum Road

*Nos.1-9 (Odd) Laburnum Road and boundary wall .* A distinguished late nineteenth century gault brick terrace. Shown on the 1885 Ordnance Survey map. Nos.3-9 remarkably intact, No.1 sadly now rendered and altered. Shallow pitched black pan tiled roof with overhanging eaves. Corbelled eaves cornice with dentilled frieze below. Entrance bay to each house in a shallow breakfront with an arched casement window at first floor level and a pilastered doorcase below. Rectangular fanlights and four panelled nineteenth century doors. The other windows are twelve-light hornless sashes. No.1 has altered fenestration. *Subsidiary Structures.* Nineteenth century gault brick wall to Laburnum Road altered to form drive entrances. Red brick nineteenth century wall with gault brick pier to side of No.9.

## Rose Hall Gardens

See No.2 Flixton Road and boundary walls.

## St John's Road (Even)



No.4 St John's Road

*No.4 St John's Road (grade II)* An early nineteenth century cottage with a symmetrical two storey façade of limewashed brick. Hipped black pan tiled roof and dentilled eaves cornice. Red brick ridge stack. Horned four-light plate-glass sashes within flush frames, cambered flat arches at ground floor, four-panelled door in case with console brackets and an enriched cornice. *Subsidiary structures.* Low red brick wall to front with the plinths of former gate piers. Probably later nineteenth century.



Nos. 10 & 12 St John's Road

*Nos. 10 & 12 St John's Road.* An early to mid-nineteenth century semi-detached pair of houses. St John's Road elevation of Suffolk white brick with a black pan tiled roof. Twelve-light hornless sashes, those to No.12 part of an early twenty first century restoration scheme. No. 10 with a single large mullioned and transomed casement to northern corner of ground floor. No.10 also has a simple doorcase with pilasters, No.12 a later twentieth century doorcase. No.10 with a rendered return elevation to Southend Road. Red brick rear elevation with single storey late Twentieth century lean-to additions. Southern return elevation of No.12 of red brick with stone rubble to lower courses. *Subsidiary Structures.* No.10 has a

crenelated early twentieth century red brick boundary wall to the street. All other walls appear to be of late twentieth century date.



*Nos.14 & 16 St John's Road*

*Nos.14 & 16 St John's Road.* An early to mid-nineteenth century semi-detached pair of cottages. Suffolk white brick façade with a black pan tiled roof. Formerly symmetrical façade, No.16 now altered. No.14 retains a wooden doorcase with pilasters and a dentilled cornice. Late twentieth century partially glazed front door. Blind panel above doorcase. Late twentieth century casements within original openings. No.16 has had its front door replaced by a window and again has late twentieth century casements. *Subsidiary Structures* Low red brick boundary wall with glazed cap probably of early twentieth century date. Garage to No.16 not included.



*Nos.18 & 20 St John's Road*

*Nos.18 & 20 St John's Road.* Semi-detached pair of later nineteenth century dwellings, faced in stone rubble with red and gault brick quoins and dressings. Hipped Welsh slate roof. Large central stack rising from spine wall again of rubble with brick dressings. Most external joinery now replaced within original window and door openings. No.20 with a rendered twentieth century addition to the rear. *Subsidiary Structures* Low gault brick boundary wall to No.18. Red brick nineteenth century wall to rear courtyard. Front wall to No.20

recently rebuilt. Stone rubble wall with red brick dressings separating Nos. 20 & 22, rear section of red brick. Late twentieth century garage to No.20 not included.



*Nos.22 & 24 St John's Road*

*Nos.22 & 24 St John's Road* (grade II). Early nineteenth century semi-detached pair of dwellings. Symmetrical, cement rendered and lined façade of two storeys. Hipped Welsh slate roof. Eaves soffit, brown brick chimneys. Two flush framed sixteen-light hornless sash windows to each floor flanking a central blind panel at first floor level. Entrances paired at centre with six-panelled doors and wooden cases with mutular cornices. Blind façaded single storey wings to each side, slightly recessed with a parapet. Return elevation to No.22 of red brick. Return to No.24 has rendered two storey wing with sixteen-light sashes. *Subsidiary Structures* Stone rubble wall with brick dressings to No.24 with red brick return section. Other walls appear to be low and of twentieth century date. Nos 10 to 24 (even) form a group.

### St John's Road (Odd)



*Nos.1-7 (Odd) St John's Road*

*Southend Terrace, Nos.1-7 (odd) St John's Road* . A well-preserved gault brick terrace of 1893. Black pan tiled roof. Each house has a pilastered doorcase and a canted bay to the ground floor and at first floor level a strong course and two sash windows. The window above each doorcase is a narrow arched one. Original horned glass sashes

preserved to first floor. The sashes to the canted bays also appear to be original. Partially glazed four panelled doors and doorcases with decorative corbels. *Subsidiary Features* Low gault brick boundary wall to street formerly with cast iron spear type railings and hooped cast iron gates.



*No.9 St John's Road*

*No.9 St John's Road.* House of early to mid-nineteenth century date. Of painted red brick. Black pan tiled roof. Red brick stack of three linked grouped shafts to ridge. Two storey wooden canted bay window with four-pane plate-glass sashes. Doorcase with corbels. Twentieth century partially glazed door. Window above door with corbelled hood and pilastered frame.



*No.11 St John's Road*

*No.11 St John's Road.* Pair of small cottages now a single dwelling, dated 1829 on façade. Painted red brick with a black pan tiled roof. Doorcase with

pilasters and six panelled doors. Late twentieth century casement windows within original openings with flat-arched lintels. Red brick stack to southern gable.



*No.13 St John's Road*

*No.13 St John's Road.* A red brick early to mid-nineteenth century cottage with a black pan tiled roof. Three bay two storey façade with central door. Doorcase with pilasters. Late twentieth century casement windows in original openings. Late twentieth century boundary wall to street not included. Prominently located at the termination of Bardolph Road.



*No.15 St John's Road*

*No.15 St John's Road.* Late nineteenth century detached villa in a prominent location at the head of Bardolph Road. Red brick with stone dressings and a black pan tiled roof. Symmetrical façade with central doorcase flanked by single storey canted bay windows. Late twentieth century casements in original openings. *Subsidiary Structures.* Low red

brick wall with square-section piers and decorative early twentieth century railings.



Nos.17-21 odd St John's Road

*Belle Vue Villas Nos.17-21 odd St John's Road.* Terrace dated 1909, of red brick within stone dressings. Black pan tiled roof. Canted bay windows to ground floor. Narrow arched windows above door openings. Twentieth century casements within original window openings. Partially glazed front doors. No.17 has late twentieth century porch on return elevation which is faced in Fletton brick with decorative red brick bands. *Subsidiary Structures.* Low red brick garden walls with stone capped square section piers and decorative iron gates.



'The Ollands' No.51, & 'The Gables' No.53 St John's Road

*'The Ollands' No.51, and 'The Gables' No.53 St John's Road (grade II\*).* Dated 1654 on a stone tablet on a chimney. Large detached house formerly known as Ollands House, now two dwellings. Probably subdivided c1900. The 1654 date appears consistent with the oldest surviving fabric. Later eighteenth, or early nineteenth century work to rear and late twentieth century flat roofed additions. No.51, is of two storeys and an attic, timber-framed and plastered. Plain tiled roof to front, black and red pan tiles to rear. Twelve-light flush-framed hornless sash windows to first

floor. The full height gabled and jettied porch projection has a similar first floor window and a small sash in the gable. The oak door is in original condition, divided into ten panels by moulded battens, in heavy moulded frame with enriched stop-chamfer. Original wooden case lock, bolts and fittings remain. Twentieth century multiple splayed bay window to ground floor, right. The stair is a fine example of the period in oak with turned balusters, moulded rail, strings, and newels. No. 53, has its entrance on the south-eastern face, it is of two storeys and an attic which is lit by a window within the gable. Timber-framed and plastered, mullioned and transomed casements, (one blocked but showing frame). The St John's Road façade has hornless sash windows in flush frames in the gabled wing. Six-panelled door with an arched radial bar fanlight. Twentieth century bay window ground floor. Good Adam type mantel. Bettley, J, and Pevsner, N, *The Buildings of England, Suffolk: East* (London, 2015) p.158.



No.55 St John's Road

*No.55 St John's Road.* Mid nineteenth century farmhouse Formerly part of Ollands Farm, of red brick with gault brick dressings and a hipped black pan tiled roof. Three bay façade with central projecting two storey porch. Projecting eaves and elaborate corbelled gault brick eaves cornice. Moulded gault brick platt band. Mullioned timber casement windows and mullioned and transomed arched casements to porch. Door in return elevation of porch. An important building within the setting of the GII\* Nos. 51 & 53 and at the entrance to the Conservation Area from the south. *Subsidiary Structures.* Good stone rubble wall with gault brick dressings separating No.55 and the GII\* No.53.



*Farm buildings at No.55 St John's Road*

*Farm buildings, St John's Road.* A weather boarded single storey group of farm buildings with red pan tile roofs. Grouped around the north, east, and west sides of a formerly open courtyard and located to the south of No.55 St John's Road. Including an open-fronted cart or implement shed. A key group of buildings at the southern entrance to the Conservation Area. Red brick nineteenth century structure with a red pan tiled roof to rear of two storeys. Shown on the 1885 1:2,500 Ordnance Survey map and at that time part of Ollands Farm. Late twentieth century breeze block additions and infill to courtyard not of interest.

## **Southend Road**

*See also No.10 St John's Road*

*Nos.2 & 4 Southend Road.* A semi-detached pair of red brick cottages of mid nineteenth century date. Black pan tiled roof. Original door and window openings survive but external joinery replaced. Horned small pane sashes beneath rendered lintels. Door to No.4 boarded, that to No.2 two paneled. Blind return elevation. Garage to No.2 not included.



*Nos.6-10 (even) Southend Road*

*Nos.6-10 (even) Southend Road.* Mid to late nineteenth century red brick terrace with a black pan tiled roof. Central arched entrance to rear gardens. Nos.6 and 8 retain original horned sashes with margin lights. No.8 also retains a four-paneled

front door. Other external joinery replaced but original openings preserved.



*Nos.12-20 (even) Southend Road*

*Nos.12-20 (even) Southend Road.* Terrace of mid to late nineteenth century cottages. Red brick with gault and blue brick dressings and a black pan tiled roof. Central arched opening leading to passage way to rear gardens and further passage entrances within end bays. Decorative gault brick corbelled eaves cornice. Blue brick diaper work between first floor windows. Gault brick sill band to first floor and lintel band to ground floor windows, with between further blue brick diapering. Further gault brick bands below. Dentilled gault brick frieze above doorcase lintels. External joinery largely replaced but original openings preserved.



*Nos.22-28 (even) Southend Road*

*Southend Cottages, Nos.22-28 (even) Southend Road.* A terrace of cottages dated 1867. Built of red brick with gault brick dressings and pilasters. Black pan tiled roof. Central arched entrance to rear gardens with date stone over. Gault brick lintels, eaves cornice, and decorative bands to chimneystacks. Hoods over doors supported on decorative corbels. Window joinery largely replaced but original openings preserved. Twentieth century two-storey side addition to No.22. Small inserted window above door to No.24. Return elevation of No.28 to Laburnum Road largely blind but with decorative gault brick pilaster

to front corner. *Subsidiary Structures* No.26 retains its original red brick front garden walls. Good stretch of stone rubble walling to garden of No.22 possibly of a much earlier date than the terrace.



*No.7 Southend Road*

*No.7 Southend Road.* A mid-nineteenth century cottage which forms part of a semi-detached pair with the much altered No.5 (not included). Red and blue brick with painted stone dressings and quoins. Shallow pitched Welsh slate roof with deep overhang to eaves. Neo-Norman arched doorcase. Six-paneled door. Pointed arched windows divided by central splayed mullion.



*Nos.9 & 11 Southend Road*

*Nos.9 & 11 Southend Road.* A semi-detached pair of mid-nineteenth century houses. Principal façade of red and blue brick with painted stone dressings and quoins. Shallow pitched Welsh slate roof with deep overhang to eaves. Neo-Norman arched doorcases with quarter pilasters and dog tooth frieze. Original arched six-paneled doors. No.11 retains its four-pane horned sashes. No.9 with casement windows and shutters. Substantial twentieth century additions to the rear.



*Nos.33-41 (Odd) Southend Road*

*Windsor Terrace Nos.33-41 (Odd) Southend Road.* A terrace of 1896 faced in gault brick with black pan tiles to the front roof slope and red to the rear. Decorative eaves cornice. The central section, a former shop, breaks forward slightly and is gabled; it terminates views along Laburnum Road. The original shop windows to either side of the entrance have been partially preserved. Late twentieth century glazed porch added between former shop windows. Within the flanking wings are mirrored pairs of cottages. Many of the sash windows to these have been replaced with casements. Honeywood F, Morrow P, & Reeve C, *The Town Recorder, A History of Bungay in Photographs* (Bungay, 1994) p180.



*Nos.47-53 (Odd) Southend Road*

*Nos.47-53 (Odd) Southend Road.* Two semi-detached pairs of cottages. Gault brick facades to otherwise red brick structures. Symmetrical façades with centrally placed doors flanked by casement windows. Doors set back beneath flat arched lintels. Nos. 51 & 53 appear to retain their original casement windows. Shown on the 1885 1:2,500 Ordnance Survey map. No.47 has a later twentieth century flat roofed garage addition.



*Sunnyside Cottages, Nos.55-63 (odd) Southend Road*

*Sunnyside Cottages, Nos.55-63 (odd) Southend Road.* Fletton brick terrace with red brick dressings dated 1907. Black pan tiled roof. External joinery largely replaced within original openings. An important part of the setting of the adjoining grade II listed former windmill.

## Tower Mill Road



*Tower Mill, Tower Mill Road*

*Tower Mill, Tower Mill Road (grade II).* A former wind powered corn mill of c1830. The mill was in use until c1918 but its boat shaped cap, sails, fantail, and top storey were reputedly removed soon after. Now converted into a dwelling. Now a five-storey circular tower with c1924 crenellations, painted brown brick. Formerly linked to the adjoining single storey red brick engine house by a drive belt enclosed in a boarded wooden frame. *Subsidiary Structures* Later nineteenth century single storey red brick engine house now converted to a dwelling. This provided auxiliary power to the mill.

## **4.G - The Staithe Character Area**

### **Staithe Road (even)**



*Nos.12-28 (even) Staithe Road*

*Kimberley Terrace Nos.12-28 (even) Staithe Road .* Two terraces of red brick cottages of c1902. Gault brick cambered lintels to ground floor windows. Black pan tiled roof. Most external joinery replaced but original openings preserved. Contemporary red brick boundary wall to Staithe Road.



*Nos.30-32 (even) Staithe Road*

*Nos.30-32 (even) Staithe Road.* Semi-detached pair of houses constructed between 1892 and 1905. Gault brick façade with red brick dressings to otherwise red brick structure. Replacement windows in original openings. Black pan tiled roof. Nineteenth century red brick boundary wall to Staithe Rd.



*Alexandra Cottages, Nos.34-36 (even) Staithe Road*

*Alexandra Cottages, Nos.34-36 (even) Staithe Road* . A semi-detached pair of houses of 1901. Alternate Fletton and red brick façade with elaborate red brick dressings. Black pan tiled roof and central ridge stack to spine wall. Replacement windows in original openings. Twentieth century porches. A relatively early use of Fletton brick. Nineteenth century red brick boundary wall to Staithe Rd.



*Nos.38-40 (even) Staithe Road*

*Nos.38-40 (even) Staithe Road.* A semi-detached pair of houses constructed between 1892 and 1905. Their Staithe Road façade is faced in Fletton and red brick with elaborate red brick dressings. Black

pan tiled roof and central ridge stack to spine wall. C1900 red brick boundary wall to Staithe Road. A relatively early use of Fletton brick.



*Nos.42-44 (even) Staithe Road*

*Nos.42-44 (even) Staithe Road.* A pair of detached houses of Fletton brick c1904-10. No.42 has a Fletton and red brick façade to Staithe Road, red brick dressings, and replacement casement windows within original openings. A relatively early use of Fletton brick. No.44 with a gault brick elevation to Staithe Road with red brick dressings. Horned sash windows, and a partially glazed four-panelled front door. Gabled wooden lattice porch. Gault brick chimney stack with red brick dressings. Fletton brick gable end. Good quality late twentieth century addition to rear. Replaced pan tile roof coverings. C1900 red brick boundary wall to Staithe Road.



*Nos.48-52 (even) Staithe Road*

*Nos.48-52 (even) Staithe Road (local list)* A semi-detached pair of late nineteenth century cottages faced in red brick, and with a black pan tiled roof. Decorative stone lintels with pronounced keystones to ground floor windows and doors. White brick band below first floor windows. Windows now late twentieth century casements in imitation of sashes. Red brick stack rising from spine wall. Single storey twentieth century rear addition not of significance.

*Subsidiary Structures* Low red brick boundary wall of probably c1900 date.

### **Staithe Road (odd)**



*No.3 Staithe Road*

*No.3 Staithe Road (grade II).* A detached house of later eighteenth, or early nineteenth century date. Of two storeys with a gabled attic lit by later windows. Suffolk yellow brick. Black pan tiled roof. Of three bays, the right-hand bay projecting slightly and having a gable. Twelve-light hornless flush-framed sash windows. Those to the ground floor having segmental arched lintels. Five-sided canted bay window with casements to ground floor of gabled bay. Six-panelled door with wooden case. Elliptical fanlight Side door in wing wall with elliptical arch. *Subsidiary structures* to the right, now separated from No.3 by the entrance to a housing development, a red brick boundary wall of nineteenth century date with stone capped square-section piers. Lower twentieth century section directly by street. Low painted brick retaining wall to front.



*Boundary wall No.3 Staithe Road*



*Dreyers Almshouses, Nos.9-17 (odd) Staithe Road*

*Dreyers Almshouses, Nos.9-17 (odd) Staithe Road* (grade II). Single storey alms house block of 1848 faced in square knapped flint with gault brick dressings. Endowed by Eliza Dreyer for the widows of poor tradesmen. Seven-bay façade with gabled porches, outer bays gabled and slightly projecting. Gothick casement windows with three pointed lights. Octagonal shafts to chimneys with capping and drip moulded bases. Plinth. Near-flush-frame doors with cambered arches. Inscribed stone tablets in flank gables with date. Roof of octagonal Welsh slates, bargeboards with spear finials. Further gabled porches to return elevations.



*Pretoria Villas, Nos.19-21 (odd) Staithe Road*

*Pretoria Villas, Nos.19-21 (odd) Staithe Road*. Semi-detached pair of dwellings faced in white brick dated 1901. Canted wooden bay windows to the ground floor. Tripartite casement sash to first floor of No.19, first floor window to No.21 recently replaced. Dentilled plat band. Black pan tiled roof with substantial ridge stack to spine wall. No.21 has a gabled porch with bargeboards and a spear finial. *Subsidiary Structures* low nineteenth century wall to front and to side of No.21 the front wall being of gault brick the side wall of red.



*Nos.23-25 (odd) Staithe Road*

*Nos.23-25 (odd) Staithe Road*. Small rendered pair of cottages of c1800 forming an important part of the setting of the grade II listed. No.23 with central four-panelled door flanked by horned sashes. No.25. Horned sash to ground floor and twentieth century top-lit boarded front door. Twentieth century casement above in earlier opening. Red pan tiled roof. No.23 extended to rear.



*Nos.27 -29 (odd) Staithe Road*

*No.27 Staithe Road* (grade II). A late seventeenth, or early eighteenth century cottage of a single storey and an attic. Converted into two cottages in the nineteenth century, and now again a single dwelling. Red pan tiled roof with a single casement dormer and two rooflights. Stippled rendering, painted. Plinth, platt band. Plate-glass sashes and a two-panelled door in a near-flush-frame.

*No.29 Staithe Road*. Probably of early nineteenth century date, a small painted red brick cottage with a black pan-tiled roof. Principal façade within return elevation which is gabled and contains twentieth century casement windows (nineteenth century photos show horned plate-glass sashes) Staithe Road elevation largely blind save for one casement window at ground floor level. Dentilled brick eaves cornice. No.29 forms an important part of the

setting of the grade II listed No.27. *Subsidiary Structures* Twentieth century garage not included.



*Staithe Business Suite, Staithe Road*

*Staithe Business Suite, Staithe Road.* A later nineteenth century gault brick faced industrial structure which is now converted to offices. Shown on the 1885 Ordnance Survey map. Rendered return elevation. Hipped Welsh slate roof with overhanging eaves. Two louvered ventilators to ridge. Largely symmetrical façade with late twentieth century casement windows within original openings. Twin central doors with former taking-in doors above. Late twentieth century industrial structure to rear not of interest. Blocked doorway to left-hand outer bay. An important part of the setting of the grade II listed No.45 Staithe Road. Twentieth century addition to left not of interest.



*No.45 Staithe Road*

*No.45 Staithe Road* (grade II). Former White Horse Inn (closed 1978), of late sixteenth or early seventeenth century date. Two storeys with an attic lit by two gabled dormers. Timber-framed, roughcast, late twentieth century red pan tiles. Four wide bays with casement windows, original mullion transom casements, wood drip mould over ground floor windows. Exposed shaped rafter, feet at eaves. Interior: original staircase with shaped flat balusters, moulded handrail, cut and shaped newels of primitive but characteristic

workmanship, and in general the Inn is free from modernisation. Seventeenth century bolection moulded mantel. Honeywood F, Reeve C, & Reeve T, *The Town Recorder, Five Centuries of Bungay at Play* (Bungay, 2008) p104-106 & 168-169.



*No.47 Staithe Road*

*Millers Cottage, No.47 Staithe Road.* Detached dwelling with gable end to street probably dating from c1800. Two storeys. Rendered façade and red pan tiled roof. Late twentieth century casement windows. Red brick stack to western roof slope. Ground floor casement in gable replaces a door and a small sash window.



*No.49 Staithe Road*

*Heron House, No.49 Staithe Road.* Detached dwelling of red brick with gable end to street. Probably of early nineteenth century date. Red pan tiled roof with tall red brick stacks. Two storeys and an attic. Gault brick cambered lintels to windows. Eastern façade largely blind at first at first floor level, door to ground floor.



Nos.51 & 53 Staithe Road

*Nos.51 & 53 Staithe Road.* (grade II). Originally one early eighteenth century dwelling. Two storey, six bay façade, pebble dash on red brick. Platt band below first floor windows, plinth, and a coved cornice. Black pan tiled roof of steep pitch with overhanging eaves. Four-light sashes in flush frames, rendered flat arched lintels to ground floor windows. No.51, six-panelled door, with an eared architrave and a pediment. No.53, six-panelled door in a wood case with slender pilasters and a cornice. red brick chimney stacks. *Subsidiary structures.* Boundary walls appear to be later twentieth century red brick.



Nos.1-5 The Watermill, Staithe Road

*Nos.1-5 The Watermill, Staithe Road.* Former provinder (or animal feed) mill of 1902 built for the Marston family, closed c1956 and now converted to apartments. Wheel and machinery removed. Its watercourses have been partially filled in and turfed over. Painted brick and weatherboarding. Twentieth century wooden casement windows. The site has long been occupied by water powered mills, the previous one being destroyed by fire c1900.



Nos.1-23 (cons) The Maltings, Staithe Road

*Nos.1-23 (cons) The Maltings, Staithe Road.* Former maltings of c1902 now apartments. Site shown as gardens on the 1892 Ordnance Survey map. Faced in painted red brick with an impressive asymmetrical fourteen bay principal façade divided by plain pilasters at first floor level. End bays gabled, and further three-bay section gabled towards centre. Steeply pitched Welsh slate roof with late twentieth century gabled dormers and roof lights. Late twentieth century window joinery of uniform design. Former taking-in doors to gables now balconied window openings. Low late twentieth century boundary wall.



Nos.61-63 (odd) Staithe Road

*Nos.61-63 (odd) Staithe Road, outbuilding and boundary wall.* A pair of early nineteenth century red brick cottages. No.63 now painted. Red pan tile roof. Original windows to No.61, late twentieth century casement windows to No.63. Cambered arched lintels to ground floor openings. Rendered return elevation to No.61. *Subsidiary structures* Good low boundary wall to Staithe Road of flint and stone rubble with brick dressings and a tile cap. Single storey painted brick outbuilding of nineteenth century date to rear with red pan tiled roof.



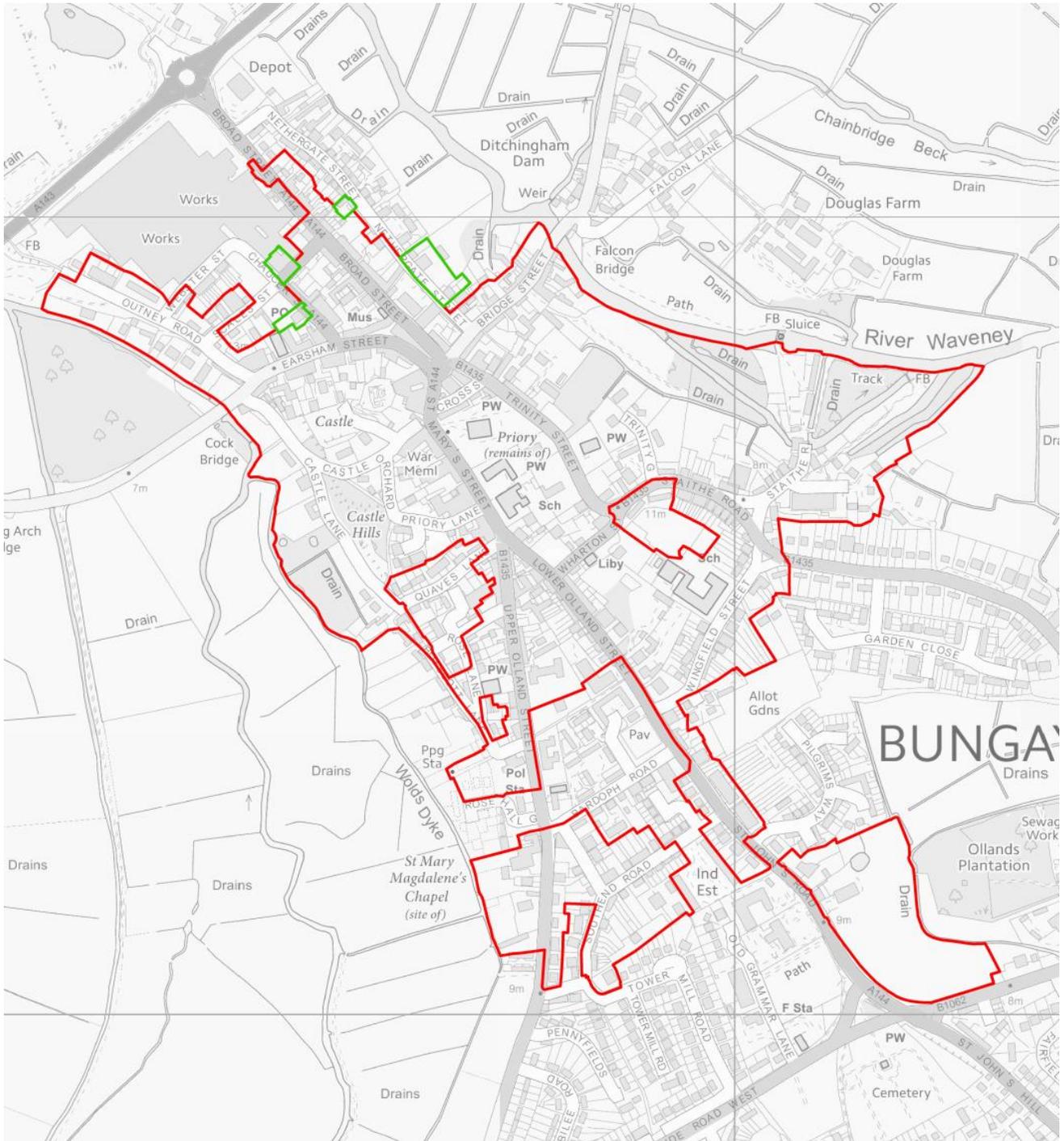
*No.71 Staithe Road*

*No.71 Staithe Road.* A substantial mid- nineteenth century classical villa of a bold and inventive design.

Rendered with gault brick dressings. Cruciform in plan and occupying a prominent site at the head of Wingfield Street. Three elevations visible from road. Shown on the 1885 1:2,500 Ordnance Survey map. Staithe Road elevation of three bays with projecting pedimented central range stylized rinceau frieze to pediment. Gault brick corner pilasters and an elaborate dentilled cornice. Wide decorative sill band to first floor. Windows within panelled projections. Original four-light horned plate glass sashes with flat arched lintels. Substantial porch with pilasters and an elaborate balustrade to centre of return elevation. Arched window above. Black pan tiled roof.

Appendix B - Map of the Bungay Conservation Area Boundary (outlined in red) with Proposed Extensions (outlined in green)

Bungay CAAMP



**Appendix C - Link to Draft Bungay Conservation Area Appraisal and Management Plan**

**Bungay CAAMP**

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The draft documents which were sent out for public consultation can be viewed here:

<https://www.eastsuffolk.gov.uk/planning/design-and-conservation/conservation-areas/bungay-caamp-public-consultation/>

Appendix D: Summary of Responses to the Public Consultation/Council Responses/Actions  
Bungay CAAMP

Comment ID/Ref	Name	Type of response	Comment	Council Response	Actions
1	Private Individual	Observation	This is fascinating – it is always good to have a virtual tour of our lovely town. However, you have two photographs in the Appendix 4 - Structures that make a positive contribution which are wrongly labelled. They are on page 100. You show two pictures of 15 & 17 Flixton Road, one from circa 1920. The one on the right is actually no. 19. Hopefully you will be able to correct this. We hate what previous owners have done to the windows and would dearly love to have sash windows put back – but funds sadly do not allow.	Noted – Minor text amendment	Amended photographs p.100 of Appendix 4
2	Private Individual	N/A	Requesting new map	New map sent	
3	Private Individual	N/A	Requesting print copy	Printed copy sent	
4	Private Individual	N/A	Requesting new map	New map sent	
5	Private Individual	N/A	Requesting new map	New map sent	
6	Private Individual	N/A	Requesting print copy	Printed copy sent	
7	Private Individual	N/A	Requesting new map	New map sent	
8	Private Individual	N/A	Requesting print copy	Printed copy sent	

Appendix D: Summary of Responses to the Public Consultation/Council Responses/Actions  
Bungay CAAMP

9	Private Individual	Support, Observation	I have had a look at the areas you have highlighted and agree they should be included but am puzzled why areas that should be protected like the grounds of the Primary school which I take it are prime development land are left out? Also with the 557 house proposed is there a fund for the damage the construction traffic and 44 tonne hgv's are doing to our Homes? I live in a small terrace house in the conservation area with parking issues and many others outside of your remit, but which you should consider when looking at the houses you can see damage throughout our street and St Marys caused by extensive and now increasing heavy traffic. I think that it is time you help with the conservation by forcing Heavy goods out of the town and by putting a fund together to allow us to replace horrid pebble dash coverings and plastic and none period windows to bring the Ollands back to its former beauty before all of this is pointless. In my uneducated guess with the building and the proposed insane amount of housing Bungay will see anything from a 1000 cars increase to maybe 1500 with the housing plus all the Building lorries that speed and destroy the roads and buildings by taking heavy loads of Building materials JP Pallet lorries being one of the fastest and heavy along with MRCT and Two sisters and the cattle lorries already using this road as a race track day and night.	Support for inclusions noted – Acknowledgement sent	
10	Town Council	N/A	Requesting new map	New maps sent	
11	Private Individual	N/A	Request for information – What are the consequences of being considered a 'positive unlisted building'?	Call-back	
12	Private Individual	Support	I live in Southend Road and am happy with the proposed changes.	Noted – Acknowledgement sent	
13	Private Individual	N/A	Requesting new map	New map sent	
14	Private Individual	Observation	As a resident I have nothing to comment on the area (assuming above) identified. My big gripe is the lack of any	Noted – Acknowledgement sent	

Appendix D: Summary of Responses to the Public Consultation/Council Responses/Actions  
Bungay CAAMP

			enforcement of the conditions which are laid down in any planning approval.. development has continued in the town's conservation area in some cases completely ignoring any restrictions or planning requirements whether these have been reported to the council or Broads Authority.. plastic windows .. loft conversions .. other key requirements/stipulations being ignored...		
15	Private Individual	Support	I am a new resident of Bungay, having bought a small cottage in Earsham Street, so do not feel equipped to make too many comments or suggestions. However, having looked through your most comprehensive pages of historical information on the link, I felt I must just say that your ideas to preserve this lovely old town must continue. And as far as my local knowledge allows, your suggestions for the new areas look ideal.	Noted – Acknowledgement sent	
16	Private Individual	Observation	Address on the consultation letter is incorrect	Noted – Acknowledgement sent	Amended address
17	Private Individual	N/A	Request for Information - General Enquiry about how they are affected by living in the Conservation Area.	Call-back	
18	Private Individual	Observation (Minor objection)	The wall lining the backs of the houses on Rose Hall Gardens is significant. It would be a shame if this is removed from the Conservation Area. The wall may be in ownership of the Anglia Water.	Call-back	
19	Private Individual	N/A	Request for information - General Enquiry about how they are affected by living in the Conservation Area.	Call-back	

Appendix D: Summary of Responses to the Public Consultation/Council Responses/Actions  
Bungay CAAMP

20	Private Individual	Observation	<p>Firstly, the document mentions a preference for electric vehicle charging points to be installed in car parks rather than at the roadside. I would like to see this statement strengthened so that there is a presumption against any roadside charging points. Bungay is heavily traffic congested and this needs to be alleviated, not worsened. Secondly, there are several mentions of characteristic large houses and large gardens. The character of Bungay changes as pieces of land are given up for development and I would propose a stronger statement in favour of the retention of urban open space, to maintain the character and nature of the area. Furthermore, with such heavy traffic in the town centre I do not believe more housing should be allowed unless and until a road relief system is in place to alleviate traffic pressures.</p>	Noted – Acknowledgement sent	Management Plan Text Reviewed – Minor amendment to text
21	Private Individual	Objection	<p>We are concerned that the reduction of the Conservation Area proposed in Rose Hall Gardens may, in the future, diminish the protection afforded to Rose Hall itself by the Conservation Area. Rose Hall is a rather important building and is listed II*. It would seem to us that there is no important reason for excluding the area of Rose Hall Gardens from the conservation area and, on the contrary it would make more sense to include the whole of Rose Hall Gardens and the small excluded area of Upper Olland Street running alongside Rose Hall and Rose Hall Gardens in the Area.</p>	Objection to exclusion noted – exclusion area reviewed: The low scale and massing of the existing bungalows does allow Rose Hall and this part of the Conservation Area to be experienced with a relationship to the countryside to the west, which is positive.	Area of exclusion removed from proposal
22	Private Individual	Observation	<p>In the description of our property there are two inaccuracies that I wish to address. 1. "Long red brick garden wall with square-section piers to south" If this is the wall that runs from our property south along Nethergate Street towards Bridge Street, it is the wall for No.8 Nethergate Street, not No.18. 2. The medallions on the front door casement are rectangular in profile, not round. I only wish to mention these two points to avoid any confusion if the document is referred to in any planning capacity in the future.</p>	Noted – acknowledgement sent. Errors corrected	Minor text amendment: Corrected errors

Appendix D: Summary of Responses to the Public Consultation/Council Responses/Actions  
Bungay CAAMP

23	Broads Authority	Support/ Observation	Thank you for your consultation. I can advise we are supportive of your proposals and the document generally. We are particularly supportive of the character area approach (part of 'the market' and 'the staithe' being in the Broads Executive Area) and pictures (particularly the old photographs and maps) which beautifully and clearly illustrate the area's historic importance. We also support highlighting the Broads Executive Area. The only comment is to highlight a potential error or change in situation from previous, on page 66-67 it says 'smoke house and warehouse buildings now converted for office use.' The smoke house (the building that was formerly a smoke house) is now an ancillary annexe to the main house (named The Smokehouse, 48 Bridge Street) and the warehouse is in commercial/business use (small scale card designing and printers)- neither are offices as stated.	Noted – acknowledgement sent.	Minor text amendment – correction.
24	Private Individual	Objection	I note that it is proposed to exclude Rose Hall Gardens from the conservation area. Please explain why this is and more importantly what affect it will have on the area. Will it for example mean that planning permission will be easier to obtain for alterations to or development of property in the area. I appreciate that Rose Hall Gardens is a comparatively new development but already has a character of its own and that should be maintained/preserved for the future. Thus is exclusion could result in a lack of control over future development then I for one would be totally opposed to it.	Objection to exclusion noted – exclusion area reviewed: The low scale and massing of the existing bungalows does allow Rose Hall and this part of the Conservation Area to be experienced with a relationship to the countryside to the west, which is positive.	Area of exclusion removed from proposal

Appendix D: Summary of Responses to the Public Consultation/Council Responses/Actions  
Bungay CAAMP

25	Private Individual	Observation	My property address is currently being shown as being within the conservation area boundary. In a previous communication with Waveney District Council in October of 2011, I explained that my property had been so drastically altered in the past (over 40 years ago) that it no longer had any architectural significance. My explanation was accepted and Waveney District Council agreed. Incidentally, it was also agreed that the adjoining property had similarly been drastically altered. Given the above and that my property is on the edge of the conservation area, please would you consider removing it from the conservation area boundary.	Noted – Removal of property considered: The building still has a traditional form and as a corner group it encloses the streetscene, therefore it contributes to this part of the Conservation Area.	
26	Private Individual	Observation	Access to the Print Works at the bottom of Outney Road is pedestrian access with employees able to enter the car park. There is no access for HGVs as existed in the past. There is a new build on our side of the road and some house numbers have changed. When the old cottage next to our own was demolished it meant that there was no longer a No 11. However those living in No 13 quite recently built a new house in their garden. This is now the new number 13 and the original No 13 has become No 11. I note that the Management Plan recognises the negative impact of heavy traffic and car parking on the settings of key listed buildings. I would hope that the Plan would include the detrimental impact upon the foundations of many of our listed buildings within the conservation area as one of a number of reasons why HGVs are rerouted around the town via Flixton and only have legitimate access if making deliveries.	Noted – Acknowledgement sent	Management Plan Text Reviewed – Minor amendment to text
27	Private Individual	Observation	Request for information on any changes. The redundant CAB office in Chaucer Street is an eyesore.	Noted – Acknowledgement sent	

Appendix D: Summary of Responses to the Public Consultation/Council Responses/Actions  
Bungay CAAMP

28	Private Individual	Support/ Observation	<p>I broadly support the management proposals, and the relatively few glimpses of aesthetic judgement such as the abhorrence for brown stain on woodwork (equally, bright white paint at least on older woodwork is also anachronistic and, in my view, inappropriate)</p> <p>Brickwork: although there is frequent mention of the contribution made to the character of the conservation area by the various types of brick in the buildings and many boundary walls, I could not find any reference to the mortar and pointing. The use of thin courses of lime mortar finished nearly flush to the face of the walls is a feature as important as the bricks themselves and should be highlighted both in the description of the materials used and in the management section. Poor repointing using cement mortar or differently finished can be damaging and unsightly, as I am sure the authors of the report are aware. Appendix 4, walled garden, conservatory and gazebo North West of no. 56 Earsham Street: it is worth noting that the wall described extends beyond the northern corner, referred to as the location of a glazed gazebo, and defined by the listed section of wall shown in the map of the Outney Character Area in the main report. There is a further section of wall along the track which then turns a corner westwards on the lane leading to the river. The glazed gazebo no longer exists.</p>	Noted – Acknowledgement sent	<p>Review Management Plan Text – Minor amendment to text</p> <p>Corrected error in Appendix 4</p>
29	Private Individual	Observation	<p>Error in Appendix 4 - 61 Staithe Road: Still has original windows apart from left hand casement. What is the red brick return section? What is meant by 'shared outbuilding'?</p>	Call-back	Corrected errors

Appendix D: Summary of Responses to the Public Consultation/Council Responses/Actions  
 Bungay CAAMP

30	Private Individual	Observation	<p>1/ considering in your letter regarding trees adding to the conservation area I was surprised to see the two dead trees beside Wharton Street carpark that died have rather than being replaced have been tarmaced over. hardly a good impression or example to set. 2/I have seen pictures of St Johns rd tree lined, all gone. there is room on the verges for small trees which would add character. 3/ Many of the properties within the conservation area now seem to have out of character upvc windows/doors. I don't think many people know they need to be approved. Maybe a letter could be sent out advising people of their obligations. 4/ the heavy volume of lorries and general traffic, which will increase dramatically when the 557 new homes are built detract from the conservation areas value. 5/as many of the old properties have no parking within their boundaries, I was dismayed to find the council had put up the cost of parking at Wharton St carpark so much that the residents no longer use it, which has turned Bungay into one big parking lot. not much to look at!</p>	Noted – Acknowledgement sent	
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Appendix D: Summary of Responses to the Public Consultation/Council Responses/Actions  
Bungay CAAMP

31	Private Individual	Objection/ Observation	<p>I note that it is proposed to remove an area to the west of Rose Hall, Upper Olland Street from the conservation area. I wish to object to this proposal. This land stands to the west of Rose Hall, one of the most important listed domestic residences in Bungay. This area should remain in the conservation area as it lends protection in conservation terms to the Rose Hall site. Maintaining this area within the conservation area will also provide some protection against development of this area which may have a visually detrimental impact when viewing Bungay from the western water meadows. In addition I propose that the area immediately to the south of the Rose Hall site should be added to the conservation area. The area I am referring to is the land occupied by 2 properties in Rose Hall Gardens whose gardens back on to Upper Olland Street. My proposal is that the conservation area boundary be extended from the south east corner of the above existing conservation area along the northern edge of the Rose Hall Gardens service road to its boundary with Upper Olland Street. This will extend protection to the Rose Hall site. The maps that you have provided do not include a compass; if you are in any doubt about the areas I am referring to please contact me.</p>	<p>Objection to exclusion noted – exclusion area reviewed: The low scale and massing of the existing bungalows does allow Rose Hall and this part of the Conservation Area to be experienced with a relationship to the countryside to the west, which is positive. The properties to the south of Rose Hall are two-storey late-C20 blocks. Their mass forms a suburban boundary to the grounds of Rose Hall. This area is not considered to contribute to the character and appearance of the conservation area in a way to merit designation.</p>	Area of exclusion removed from proposal
32	Private Individual	Support/ Objection/ Observation	<p>Thank you for sending me a copy of the Bungay Draft Conservation Area Appraisal &amp; Management Plan which I have enjoyed reading. The appraisal is clearly the product of much scholarly research both by the present team and by those who wrote the earlier study. In contrast to the appraisal I was slightly disappointed by the management plan element, but I suppose it reflects the fact that Conservation is in effect part of the development management / control mechanism rather than proactive interventions by the local authorities. However there are parts of the town which have benefitted from public sector improvement investments – notably St Mary’s Street,</p>	Noted – Acknowledgement sent.	Area of exclusion removed from proposal

Appendix D: Summary of Responses to the Public Consultation/Council Responses/Actions  
Bungay CAAMP

			<p>the Butter cross and the beginning of Earsham Street which were all repaved in about 2012. It is very disappointing to see how much that paving and brickwork has been damaged – not just by HGV’s driving through the town but by statutory undertakers who have lifted the paving and failed to restore it. I don’t know who has what power under existing law, but it seems to me that those who damage a public asset (such as a pavement or footway) ought to be under an obligation to repair their damage. If the damage is done by a passing truck, in the absence of excellent CCTV coverage it might be difficult to make a case against a particular company. But Statutory Undertakers are under an obligation to consult the Local Highways Authority before (or in the case of urgent work, after they have done it and they should be required to restore it. As to your proposals to include extra or delete some buildings from the Conservation area, I approve of the following inclusions - Bethesda Chapel, Chaucer Street - Chaucer Club, Popson Street - 16 and 18 Nethergate Street. But I don’t understand why you are proposing to delete - Rose Cottage &amp; Nr 4 Stone Gardens - 3,4 &amp; 5 Rose Hill Gardens. It seems to me that the justification is that the owners have made so many changes that they are no longer deserving of conservation area “protection” but that surely reflects poor conservation area management. I don’t understand your point about the use of brown stain in fences. I fully take your point about the upcoming problem of vehicle recharging points: presumably there is or will be some guidance on this from Central Government. We should learn from the experience of adding not one but three “Wheelie bins” for every household, before we rush into installing re-charging points.</p>	<p>Support for inclusions noted.</p> <p>Objection to exclusion noted – exclusion area reviewed: The low scale and massing of the existing bungalows does allow Rose Hall and this part of the Conservation Area to be experienced with a relationship to the countryside to the west, which is positive.</p>	
33	Suffolk Preservation Society	Support, Observation	<p>The analysis of the character of the area is robust and the production qualities of the document are high. We fully support East Suffolk’s rolling programme of review and</p>	<p>Noted – Acknowledgement sent</p>	

Appendix D: Summary of Responses to the Public Consultation/Council Responses/Actions  
 Bungay CAAMP

			<p>recognise the importance of keeping these documents up to date.</p> <p>However, within the Management Plan we note that there is only a cursory mention of buildings At Risk and no reference to the council’s intended course of action to address their deteriorating condition. Some of the identified buildings are at the heart of the conservation area and very prominent, and materially impact upon the character and appearance of the designation. It is therefore surprising that greater emphasis is not placed on the council’s response to this issue.</p>	<p>Noted.</p>	<p>Management Plan Text Reviewed – Minor amendment to text</p>
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**Appendix E - Schedule of properties to be added in boundary changes to the Bungay Conservation Area**

**Bungay CAAMP**

<b>Property Name</b>	<b>Number</b>	<b>Street</b>	<b>Town</b>	<b>Postcode</b>
	16	Nethergate Street	Bungay	NR35 1HE
Netherdell	8	Nethergate Street	Bungay	NR35 1HE
	18	Nethergate Street	Bungay	NR35 1HE
	2	Stone Alley	Bungay	NR35 1ES
	4	Stone Alley	Bungay	NR35 1ES
	3	Popson Street	Bungay	NR35 1EB
Chaucer Institute		Popson Street	Bungay	NR35 1EB
Old Chapel		Chaucer Street	Bungay	NR35 1DT

## Appendix F - Summary of permitted development rights in a Conservation Area

## BUNGAY CAAMP

<i>Type of Work</i>	<i>Planning application?</i>
1 Demolition of building whose total volume is less than 115 cubic metres as ascertained by external measurement)	Not needed
2 Demolition of any gate, fence, wall or other means of enclosure less than 1 metre high where fronting a highway (including a public footpath or bridleway), waterway or open space; or less than 2 metres high in any other case.	Not needed
3 Demolition of any building erected since 1 January 1914 and in use, or last used, for the purposes of agriculture or forestry	Not needed
4 Demolition works required or permitted under certain legislation	Not needed
5 Demolition of entire building of more than 115 cubic metres in volume	Always needed
6 Demolition of entire building except façade prior to redevelopment	Probably needed
7 Other partial demolition	Needed if the works amount to a building operation
8 External alteration or extension of building (not "permitted development" )	Always needed
9 External alteration or extension building (permitted development)	Not needed except where required by an Article 4 direction or a condition on a previous permission
10 Non-material minor external alteration to building (not "development")	Not needed
11 Alteration to interior of building	Not needed
12 Erection of new building	Almost always needed



**CABINET**  
**Tuesday, 04 January 2022**

<b>Subject</b>	Environment Task Group - Quarterly Update
<b>Report by</b>	Councillor James Mallinder Cabinet Member with responsibility for the Environment
<b>Supporting Officer</b>	Andrew Jarvis Strategic Director <a href="mailto:andrew.jarvis@eastsoffolk.gov.uk">andrew.jarvis@eastsoffolk.gov.uk</a> 01394 444323

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

## Purpose and high-level overview

### **Purpose of Report:**

The purpose of this report is to advise Cabinet on the work of the cross-party Environment Task, chaired by the Cabinet Member with responsibility for the Environment, since its last report on 5 October 2021. Confirmation is also sought that the Group is continuing to deliver on the task it was set to investigate ways to cut East Suffolk Council's carbon and other harmful emissions

### **Options:**

Not applicable

### **Recommendation/s:**

1. That this report from the Environment Task Group be accepted and approved.
2. That it be confirmed that the Environment Task Group is to continue to deliver the task it was set to investigate ways to cut East Suffolk Council's carbon and investigate positive environmental policy.

## Corporate Impact Assessment

### **Governance:**

The Environment Task Group is a cross-party group chaired by the Cabinet Member with responsibility for the Environment and reports direct to Cabinet.

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

The work of the Environment Task Group directly supports the Council's Strategic Plan and delivering on the corporate commitment to "put the environment at the heart of everything we do" is progressively influencing all the Council's policies and strategies.

### **Environmental:**

The Environment Task Group through the issues it is considering and monitoring is having a direct and far-reaching effect on the Council's environmental agenda and priorities.

### **Equalities and Diversity:**

There are no specific equalities or diversity impacts arising from this report. The work of the Environment Task Group directly and through its influence the work of the Council to respond to the Climate Emergency will however impact on all those who live and work in East Suffolk or visit the area.

### **Financial:**

There are no specific Financial impacts arising from this update report.

### **Human Resources:**

There are no Human Resources impacts arising from this update report.

### **ICT:**

There are no ICT impacts arising from this update report.
<b>Legal:</b> There are no Legal impacts arising from this update report.
<b>Risk:</b> There are no new Risks arising from this update report.

<b>External Consultees:</b>	None
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## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input checked="" type="checkbox"/>

XXX	Governance		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>How does this proposal support the priorities selected?</b></p> <p>The Environment Task Group continues to be a valuable forum in which to consider and debate environmental issues and to help deliver on the Council’s commitment to put the environment at the heart of everything we do. The environmental work done by Council and the resultant spending is directly impacting on the local economy and the Council is increasingly engaging with businesses engaged in renewable and low carbon energy, sustainable development and wider environmental protection work. Several initiatives the Task Group has worked on or has supported have involved community groups, for example environmental promotion, biodiversity projects, tree planting, action on plastic and as further projects are delivered it is confidently predicted that there will be an increasing feeling of community pride in what has been delivered. Financial Sustainability is a key consideration in the work of the Task Group, some carbon saving changes requires investment but many also result in coincidental cost savings, for example, energy cost savings/income from solar power generation on council buildings and savings on chemical and grass cutting costs. The Group have been supportive of the role digital technology can play in reducing carbon emission savings, for example, through the wider enablement of home working and video conferencing and the consequent reduction in travel. It is suggested that the Environment Task Group is good example of collaborative working and that in the comparatively short time it has been working it has helped the delivery of the Council environment priorities significantly. This is expected to continue as further significant challenges arise, for example in helping to formulate the Council’s response to the nation Resources and Waste Strategy.</p>			

## Background and Justification for Recommendation

1 Background facts	
1.1	<p><b>FORMATION</b></p> <p>On 24 July 2019 (Full Council agenda item 9(a)), the Council resolved unanimously to:</p> <ul style="list-style-type: none"> <li>• Declare a climate emergency</li> <li>• Set up a Cross Party Task Group, commencing by October 2019, to investigate ways to cut East Suffolk Council’s carbon and harmful emissions on a spend to save basis, with ambition to make East Suffolk Council (including all buildings and services) carbon neutral by 2030.</li> <li>• To work with Suffolk County Council and other partners across the county and region, including the LEP and the Public Sector Leaders, towards the aspiration of making the county of Suffolk carbon neutral by 2030.</li> <li>• To work with the government to: <ul style="list-style-type: none"> <li>• a) deliver its 25-year Environmental Plan, and</li> <li>• b) increase the powers and resources available to local authorities in order to make the 2030 target easier to achieve.</li> </ul> </li> </ul> <p>656 The Environment Task Group was formed as a cross-party Task Group</p>

2 In context of the East Suffolk Council Strategic Plan	
2.1	The Council's Strategic Plan sets out its vision to deliver the highest possible quality of life for everyone who lives, works in or visits the district. The five themes of the Strategic Plan are: Growing our Economy; Enabling our Communities; Remaining Financially Sustainable; Delivering Digital Transformation; and Caring for our Environment.
2.2	Within the theme of Caring for our Environment, the Council is committed to lead by example, seeking environmental benefit in everything we do, working with communities for biodiversity and optimising the use digital solutions to reduce environmental impacts; to minimise waste, promote reuse and maximise recycling; to explore opportunities to invest in renewable energy solutions as a council and encourage others to do the same; and to use our influence and regulatory functions to protect our natural environment and coastline.
2.3	The Strategic Plan recognises the interconnectivity between the five Themes of the Plan, with actions arising under each theme having the potential to contribute towards any or all of the other themes.

3 Summary of Environment Task Group activity since last report	
3.1	<p>THE ETG has met once (13 October 2021) since its last report to Cabinet on 5 October 2021 when it discussed:</p> <ul style="list-style-type: none"> <li>• Fireworks Policy Consultation</li> <li>• Letter to Defra on CEE Bill – for approval</li> <li>• ESC 2020/21 Greenhouse Gas Report &amp; update on Climate Action Plan</li> </ul> <p>In terms of actions:</p>
3.2	<p><b>Alternative Vehicle fuel – an interim fuel solution to reduce fleet emissions</b></p> <p>The Head of Operations is now overseeing the procurement of a supply of certified palm oil free Hydrotreated Vegetable Oil fuel and is currently out to tender for a supplier.</p> <p>It is anticipated that compatible existing vehicles on the fleet will begin to use HVO from the beginning of 2022, following a procurement process that will, as a prerequisite, specify that the fuel is certified free of palm oil under the International Sustainability &amp; Carbon Certification programme.</p>
3.3	<p><b>Biodiversity and nature</b></p> <p><b>East Suffolk House (ESH) enhancements</b></p> <p>Further work has been carried out to enhance provision for nature and the ability for members of staff working from the site to enjoy the surroundings and wildlife attracted to it, with the addition of a new planted outdoor seating area completed in September.</p>

	<p>The work highlights the importance of sharing our outdoor spaces with nature and can act as an example to other land managers.</p> <p>On 3 December, Cllr Mallinder, council officers and Greener Growth showcased this work undertaken at Riduna Park, in a webinar entitled Bringing Business and Biodiversity Together to provide inspiration and ideas to a business audience around sharing their premises with wildlife. The webinar was held as part of a wider programme coordinated by the New Anglia LEP, "Cleaner Growth for Business" aimed at encouraging adoption of the green agenda by the business community across Suffolk.</p> <p><b>3.4 Greenprint small grants scheme Nature First</b></p> <p>The Greenprint Forum launched its small grant scheme, "Nature First", funded by ESC, in summer 2021, to support community projects that promote and enhance biodiversity.</p> <p>It has so far awarded a total of £8265.19 to 11 projects.</p> <p>Examples include a town-level campaign to raise awareness of the needs of hedgehogs in Saxmundham; a project working with householders to provide additional nesting opportunities for swifts in Tuddenham St Martin; and a new wildlife educational area at a community farm to engage pre-school and school age children in learning about the wildlife on the farm through pond dipping, bug hunting and floral ID in Rushmere St Andrew.</p> <p>The fund remains open for further bids from community groups.</p> <p><b>3.5 Greenprint Forum conference on farming</b></p> <p>A public forum was held online on 19 November on the topic of sustainable farming, to showcase local and regional farmers and growers outstanding in the field of successful and sustainable, wildlife friendly food production to share their best practice and inform and inspire others, with additional contributions from Suffolk Farming and Wildlife Advisory Group.</p>
<p><b>3.6</b></p> <p><b>3.7</b></p>	<p><b>Planning</b></p> <p><b>Sustainable Construction Supplementary Planning Document</b></p> <p>A Sustainable Construction Supplementary Planning Document has been drafted to provide guidance on a range of topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials, to support the implementation of the Council's adopted Local Plan policies. A public consultation on the draft SPD was held during the autumn and closed on 13 December.</p> <p>Once adopted, the Sustainable Construction SPD will be a material consideration in the determination of planning applications.</p> <p><b>Walking and Cycling Strategy</b></p> <p>The 1<sup>st</sup> draft of the 2<sup>nd</sup> stage document of the new Walking and Cycling Strategy for East Suffolk opened for public consultation on 1 November, closing on 10 January. The document, which is presented in an innovative, interactive format online, gives an overview of current situation as well as recommendations for improvements and seeks further feedback on recommendations contained within the document. As well as opening the consultation up to responses from the</p>

	<p>general public, the Planning Policy Team have also been seeking to proactively engage with other external stakeholders to receive feedback and amend the final Strategy accordingly.</p>
3.8	<p><b>Resource and Waste Strategy</b></p> <p>The Environment Bill completed its passage through Parliament and became the Environment Act 2021 in November and is expected to have a fundamental impact on the delivery of services and the council’s resources to achieve this.</p> <p>In addition to maintaining the collection of those recyclable waste streams already being collected (card, paper, plastics, and metals), the Act will require local authorities to also collect glass and food waste for recycling, with significant local decisions likely to be required by April 2022 in order to prepare for the potential need for implementation from April 2023.</p> <p>Research to assess the viability of delivery on anticipated requirements of RAWs has been undertaken by the SWP which indicates that either a co-mingled dry recyclate plus separate glass collection system, or an alternate weekly separate-stream collection system keeping glass, paper &amp; card, plastics, and metal separate during collection, would be viable in principle with potential for c. 10% increase in local recycling rates. However significant issues lie ahead with likely higher operating and capital costs and resource implications and added complexity for service users and our delivery partners. This will require further discussion internally including via the ETG.</p> <p>In order to assist with the development of the waste collection service in compliance with the requirements of the Act, and to assist with the development of the Local Authority Trading Company set to be created in 2023 to discharge operational services currently carried out by Norse, a Waste Strategy Business Improvement Manager and a Waste Contracts Specialist have been recruited to the Council’s Operations Team.</p>
3.9	<p><b>Home Energy Audit Pilot</b></p> <p>On behalf of the Suffolk Climate Change Partnership, ESC has teamed up with Groundwork East and Suffolk County Council to undertake a home energy audit pilot to develop a process of assessing and identifying recommendations for domestic energy efficiency and renewable measures that would be appropriate for the domestic, able-to-pay market. The core purpose of the pilot is to explore the viability of developing a model that could then be scaled up as a new service from the Partnership, offering to that wider demographic of Suffolk households.</p>
3.10	<p><b>Trebilee</b></p> <p>2022 heralds a year-long Platinum Jubilee celebration throughout the United Kingdom, the Commonwealth and around the world as communities come together to celebrate The Queen’s historic reign of 70 years.</p>

	<p>East Suffolk Council is delighted to play a part in this extraordinary moment in the history of the United Kingdom, providing opportunities for residents in the district to honour and celebrate this glorious event.</p> <p>One aspect of the celebrations is to provide a lasting memorial of 2022, with a project that we are calling 'Treebilee'. The Council are purchasing 200 English Oak Trees one of which we will donate to each Town and Parish Council to plant and nurture.</p> <p>All town and parish councils in the district have been written to and the trees will be available for them to collect from key locations in the district in February. The tree will come with instructions for planting and care, biodegradable tree ties and protectors and a commemorative plaque.</p>
3.11	<p><b>Help for private sector housing residents</b></p> <p>Through Suffolk's Warm Home Healthy People project, administered by ESC's Private Sector Housing Team on behalf of all Suffolk districts, funding has been secured by Suffolk councils to cover the full cost of installing insulation. The grants are available to all homeowners in Suffolk with a total household income of less than £30,000 per year. Funding may also be available for landlords whose tenants and properties meet the terms of the funding which is provided by the government.</p>
3.12	<p><b>Correspondence with Westminster</b></p> <p>In October, the ETG wrote to Defra urging the Government to use primary legislation to ensure that the principles of the Climate and Ecological Emergency Bill relating to the UK reducing its contribution to global greenhouse gas emissions in line with keeping the global mean temperature rise within 1.5 degrees C compared to pre-industrial levels and to halt and reverse the loss of nature and put it back on the path to recovery by 2030.</p>
3.13	<p><b>Communication of wider activities of the Council with regards to the environment</b></p> <p>The ETG regularly hears from internal and external speakers on environmental projects that the council is leading on or contributing towards.</p> <p>To help communicate progress on the environmental agenda to a wider audience, even where the ETG itself has not played a central role in driving particular projects, in order to raise the profile of these wider activities, this progress is being collated and publicised on the ETG's webpage <a href="#">Work so far » East Suffolk Council</a>.</p>

#### 4 Reason/s for recommendation

4.1	It has been agreed that the Environment Task Group would provide quarterly updates on its work to Cabinet. The Group has been performing well and considers it is fulfilling the role set and the tasks allocated.
4.2	As the need to react further and faster to the climate emergency becomes increasingly apparent the Group will continue to have a significant role considering and supporting initiatives and providing opinions to Cabinet on any matters referred to it. For this reason, Cabinet is invited to confirm it is delivering the task it was set and to give any further guidance it considers appropriate.

## Appendices

### Appendices:

None.

### Background reference papers:

None.



**CABINET**

**Tuesday, 04 January 2022**

<b>Subject</b>	East Suffolk Local Council Tax Reduction Scheme (LCTRS) for 2022/23
<b>Report by</b>	Councillor Maurice Cook Cabinet Member with responsibility for Resources
<b>Supporting Officer</b>	Brian Mew Chief Finance Officer and Section 151 Officer <a href="mailto:Brian.mew@eastsoffolk.gov.uk">Brian.mew@eastsoffolk.gov.uk</a> 01394 444571 Adrian Mills Head of Benefits and Council Tax Billing, Anglia Revenues Partnership (ARP) <a href="mailto:Adrian.Mills@angliarevenues.gov.uk">Adrian.Mills@angliarevenues.gov.uk</a> 01842 756491

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

## Purpose and high-level overview

### **Purpose of Report:**

The purpose of this report is to review the 2021/22 Local Council Tax Reduction Scheme (LCTRS) and consider options for the scheme for 2022/23.

### **Options:**

Each year the Council is required to review its Local Council Tax Reduction Scheme (LCTRS). Anglia Revenues Partnership (ARP) carried out the annual review of the 2021 scheme and a range of options were considered by the Cabinet at its meeting on 7 September 2021. Cabinet approved that a consultation be undertaken on the following proposed amendments to the East Suffolk Local Council Tax Reduction Scheme (LCTRS) for 2022/23:

- Reducing the capital threshold from £16,000 to £10,000 and abolishing tariff income.
- Introducing a fixed rate reduction of £7.40 for non-dependants.
- Further streamlining the claim process.
- Increasing the tolerance for Universal Credit data re-assessments from £65 per month to £100 per month

### **Recommendation/s:**

That the Proposed East Suffolk Local Council Tax Reduction Scheme (LCTRS) for 2022/23 attached as Appendix C, incorporating the proposals outlined in this report, be recommended to Full Council.

## Corporate Impact Assessment

### **Governance:**

None arising directly from this report.

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

East Suffolk Local Council Tax Reduction Scheme (LCTRS)

### **Environmental:**

None.

### **Equalities and Diversity:**

An Equalities Impact Assessment (EqIA) has been prepared in respect of the proposals recommended in this report. This EqIA will be revised if necessary if the consultation indicates any changes in respect of the impact on one or more Protected Characteristic groups.

### **Financial:**

Although primarily focussed on improving the customer journey, if implemented, the recommended proposals are estimated to generate savings to the East Suffolk Collection

Fund in the region of £97,000, around £13,000 of which would be attributable to East Suffolk Council.

**Human Resources:**

None arising directly from this report.

**ICT:**

None arising directly from this report.

**Legal:**

None arising directly from this report.

**Risk:**

None arising directly from this report.

<b>External Consultees:</b>	<p>A short consultation exercise took place from 25 October to 26 November 2021. This survey elicited 104 responses.</p> <p>The consultation took the form of an online survey, asking stakeholders for their views on the proposals and any unforeseen impacts. The link to the survey was sent to all Members; made available on the Council and ARP websites; and sent to stakeholders working with individuals who are likely to be affected by the proposals or who represent residents with a protected characteristic, for example, CAB, debt and money management services and local disability groups. Major preceptors were consulted on the proposals by letter. The results of the survey are referred to in the relevant sections of this report, and are shown in summary in Appendix A.</p>
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## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: <i>(Select only one primary and as many secondary as appropriate)</i>		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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

The LCTRS provides important support to people in East Suffolk, directly contributing to the key theme of Enabling our Communities. The changes proposed for implementation in April 2022 will further reduce customer notifications and contact; further reduce continuous changes to benefits received; and contribute to overall improvement of the customer journey.

## Background and Justification for Recommendation

<b>1 Background facts</b>	
1.1	This is now the ninth year of LCTRS; a locally set scheme that replaced the nationally set Council Tax Benefits (CTB) scheme from April 2013. In 2013/14 a one-off Government grant compensated in part for the reduction in Government funding for the Working Age scheme that year. This meant that the maximum LCTRS awarded was 91.5%. This scheme, adopted by both Suffolk Coastal and Waveney District Councils, has basically been maintained since, and the current East Suffolk LCTRS scheme provides a maximum benefit of 91.5% for working age claimants and the scheme also protects War Pensioners. The aim in designing the scheme was to achieve a balance in charging an amount of Council Tax to encourage customers back into work whilst setting the amount charged at an affordable and recoverable level.
1.2	By setting the amount payable at 8.5% of the charge, in most cases, where a customer is not paying, we can affect recovery through attachment to benefit

	within a year and so the charge with costs is recoverable. If the amount payable was set higher, then it is possible the debt would not be recoverable and possibly create a culture of non-payment of Council Tax.
1.3	For 2014/2015 to 2017/18 the original scheme was retained, except that allowances and premiums (the amounts of income from state-administered benefits such as Jobseekers' Allowance) were increased in line with other benefits such as Housing Benefit.
1.4	For the 2018/19 scheme there was a consultation on a proposal to harmonise the scheme to DWP welfare reforms introduced for Housing Benefit and LCTRS for Pensioners and introduce closer links to Universal Credit data share for claims, thereby removing the stipulation to make a separate claim. This was subsequently approved and introduced.
1.5	For 2019/20, East Suffolk Council kept the same scheme as its predecessor councils had operated for 2018/19.
1.6	For 2020/21 the only change, after consultation, was to introduce a fluctuating earnings rule to the treatment of Universal Credit. A weekly tolerance level of £15 (£65 monthly) was introduced to reduce the number of monthly reassessments impacting customers every time a revised Universal Credit notification is received.
1.7	Against the uncertain background of the Covid-19 pandemic, Cabinet agreed that there would not be any changes to the LCTRS for 2021/22, with a full review being undertaken this year to develop a range of options for consideration and possible consultation.

## 2 Current position

2.1	Councils are required to review their LCTRS schemes annually and consider whether any changes need to be made. Where it is determined to retain the existing scheme, this must be decided by 11 March of the preceding financial year.
2.2	Where councils decide that they wish to amend their schemes they need to consult preceptors and stakeholders and undertake a wider consultation to inform a final scheme design by 28 February of the preceding financial year. Full Council will consequently consider the recommendations of the Cabinet at the meeting on 26 January 2022.
2.3	The current East Suffolk Working Age LCTRS scheme provides a maximum benefit of 91.5% for working age claimants and the scheme also fully protects War Pensioners. The aim in designing the scheme was to achieve a balance in charging an amount of Council Tax to encourage customers back into work whilst setting the amount charged at an affordable and recoverable level during the year.
2.4	A statutory scheme applies to Pensioners who can receive up to a maximum 100% reduction of their Council Tax bill.

## 3 How to address current situation

3.1	Anglia Revenues Partnership have reviewed the scheme and identified further improvements that could be made. A range of options were considered by the Cabinet at its meeting on 7 September 2021.
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3.2	<p>Cabinet approved that a consultation be undertaken on the following proposed amendments to the East Suffolk Local Council Tax Reduction Scheme (LCTRS) for 2022/23:</p> <ul style="list-style-type: none"> <li>- Reducing the capital threshold from £16,000 to £10,000 and abolishing tariff income.</li> <li>- Introducing a fixed rate reduction of £7.40 for non-dependants.</li> <li>- Further streamlining the claim process.</li> <li>- Increasing the tolerance for Universal Credit data re-assessments from £65 per month to £100 per month</li> </ul>
3.3	<p><b>Proposals</b></p> <p>The proposed changes to the East Suffolk Local Council Tax Reduction Scheme that should take effect from 1 April 2022 are as follows. If implemented, these changes would affect:</p> <ol style="list-style-type: none"> <li>1. the threshold for how much capital a customer can own (for example, savings) and still be entitled to a Council Tax reduction</li> <li>2. the impact that living with non-dependent adult friends or family members has on the Council Tax reduction that a customer receives</li> <li>3. the relationship between the application processes for Universal Credit and for Local Council Tax Reduction</li> <li>4. the way in which fluctuations in a customer’s earnings are taken into account in LCTRS</li> </ol>
3.4	<p><b>Proposal 1</b></p> <p>It is proposed to lower the ‘capital threshold’ for Local Council Tax Reduction from £16,000 to £10,000 and remove the requirement to pay a tariff on savings over £6000.</p>
3.5	<p>The capital threshold is the amount of capital (for example, savings) that a customer can own and still receive a reduction on their council tax. This proposal is intended both to ensure support is focused on those customers who most need it and also to remove the need for customers to provide evidence (where there is an over £250 change to their capital) of their capital in order for ‘tariff income’ to be calculated. (‘Tariff income’ is a measure that the Government uses for all benefits to calculate how much income a customer could theoretically earn from their capital, even if they don’t earn it).</p>
3.6	<p><b>Impact of Proposal 1</b></p> <p>This proposal would result in:</p> <ul style="list-style-type: none"> <li>• A simplified scheme reducing the burden on customer and evidence requirements</li> <li>• Reduced number of claim adjustments as there would be no requirement to notify changes in capital of £250 or more</li> <li>• More streamlined customer experience and reduced processing times for universal credit claims as tariff income details are not provided in DWP data share records</li> <li>• Targeting help to those most in need as those with less capital will receive increased awards and those who no longer qualify will have more than £10,000 capital.</li> </ul>

3.7	<p>Modelling suggests that this proposal would have the following impact on customers:</p> <p>Customers with capital above £10,000 will no longer be entitled to LCTRS. This represents 91.5% of every council tax band. These customers would re-enter LCTRS if their capital fell below £10,000. ARP would also have the discretion to use its discretionary hardship funding to support individuals facing difficulties.</p> <p>Simplification would enable us to provide quicker decisions to such customers as the need to manually calculate tariff income would be removed. This option has potential savings of around £17,000. It is estimated that 13 customers would gain under this option with 22 losing.</p> <p>The results from East Suffolk Council's Consultation show that of the respondents 58.83% were in favour of the proposed changes to the capital rules. This survey detailed that 21.56% disagreed with the proposals and 19.61 % did not know.</p>
3.8	<p><b>Proposal 2</b></p> <p>It is proposed to set a fixed deduction of £7.40 on the amount of Council Tax reduction a customer on 'non-passported benefits' (see definition below) is entitled to if they live with non-dependent adult family members or friends. Currently, the amount of deduction must be calculated individually and can cause problems when the non-dependent family members or friends refuse to, or forget to, let the customer know about changes in their circumstances.</p>
3.9	<p>Non-passported benefits is a DWP term. 'Passported' means people in receipt of DWP prescribed benefits; the income-based elements of Income Support, Jobseekers Allowance and Employment Support Allowance for whom a council does not have to undertake a separate means-tested exercise and evidence gather to determine Council Tax Support or Housing Benefit. 'Non passported' means a council must undertake that separate exercise, usually because people have earnings/income exceeding those benefit thresholds. 'Passported' customers automatically receive full Council Tax Support up to the non-contribution rate (91.5% for WS residents) or full Housing Benefit whilst non-passported customers will have to make some contribution towards the 91.5% charge of their Council Tax; both cohorts must pay the minimum 8.5% as required within East Suffolk's scheme.</p>
3.10	<p><b>Impact of Proposal 2</b></p> <p>The proposed change would speed up benefits claims and reduce the number of adjustments needed every time an adult household member's income changed, would provide certainty over LCTRS entitlement, and would also reduce the potential for mistakes which can lead to arrears. Customers who are entitled to a severe disability premium would not be affected by this change and would continue to be exempt from non-dependent deductions</p>
3.11	<p>This proposal would result in:</p> <ul style="list-style-type: none"> <li>• Reduced burden on customer and evidence requirements</li> <li>• Reduced number of claim adjustments as there would be no requirement to notify changes in non-dependent income. This is something the customer is not always aware of or able to obtain verification of themselves</li> </ul>

	<ul style="list-style-type: none"> <li>• The functionality to verify and receive automatic income updates from DWP and HMRC does not extend to non-dependents meaning verification is always a manual process and the onus is solely on the customer to identify and report changes for their adult household members</li> <li>• More streamlined customer experience and quicker processing times for Universal Credit claims as DWP do not gather details of non-dependents' income and the responsibility on the Local Authority to obtain this missing information delays claim processing</li> <li>• Harmonisation with Universal Credit where there is already a flat-rate non-dependent deduction</li> </ul> <p>Delays in and failure to provide non-dependent income details results in incorrect LCTRS awards, often impacting council tax collection and arrears.</p>
3.12	An administrative consequence of this proposal would be that ARP's ability to increase automation and provide decisions to customers in one day would be extended to those with non-dependents, as the need to request follow up details would be removed
3.13	<p>Modelling suggests that this proposal would have the following impact on customers:</p> <p>There are likely to be 223 who will be better off because of this change and 392 customers who would receive less benefit.</p> <p>Meanwhile, there would be a much-reduced risk of incorrect LCTRS awards and arrears, due to the fixed rate.</p>
3.14	<p>The consultation carried out by East Suffolk resulted in 65.85% agreeing with the proposal for a fixed deduction. With only 6.1% disagreeing. The remainder did not know.</p> <p>Of the respondents 70% agreed that £7.40 was the right amount for this fixed deduction.</p>
3.15	<p><b>Proposal 3</b></p> <p>East Suffolk Council is proposing to simplify the application process for LCTRS by requiring all customers to apply to DWP rather than direct to the local authority. Whereas previously, customers submitted separate claims for LCTRS, the proposals would mean customers would in future only need to apply for benefits through DWP, who will automatically notify ARP if someone is eligible for LCTRS.</p>
3.16	<p><b>Impact of Proposal 3</b></p> <p>This proposal is expected to minimise customer engagement, improve speed of administration and improve processing times for customers by:</p> <ul style="list-style-type: none"> <li>• Clarifying the customer journey by removing any confusion that a separate claim is required</li> <li>• Reducing customer burden to provide evidence through making a non-UC claim</li> <li>• Removing requirement for both DWP and ARP to verify same income details</li> <li>• Maximising customer income by signposting customers to claim Universal Credit</li> </ul>

	<ul style="list-style-type: none"> <li>• Makes full use of DWP data share functionality</li> </ul> <p>There will be no financial impact on customers. Customers who complete a contact form will be advised to complete a Universal Credit application form, which will automatically trigger an application for LCTRS. There will be a fallback option where in exceptional circumstances, a customer could still apply direct to ARP.</p> <p>The results of East Suffolk Council's Consultation Survey show that 67.11% are in favour of this proposal, 18.42% of respondents did not know and 14.48% disagreed.</p>
3.17	<p><b>Proposal 4</b></p> <p>The Council is proposing to adjust the current rule whereby customers' income can vary up to £65 a month (£15 a week) before a reassessment is required, to £100 a month. Since the £65 threshold was introduced in 2020, ARP have seen a significant reduction in adjustment notifications, direct debit amendments and refunds. It has also given customers greater certainty to enable them to manage their payments and household budgets.</p>
3.18	<p>A review of the current rule suggests that if the threshold was increased from £65 to £100 a month, it would further improve financial certainty for customers and streamline the process.</p>
3.19	<p>ARP will continue to have discretion to review exceptional cases and override the rule, however, this has not been necessary since the £65 threshold was introduced, because most cases have monthly fluctuations which even out any impact over the course of a year.</p>
3.20	<p><b>Impact of Proposal 4</b></p> <p>In April 2020 a tolerance rule of £65 per month was introduced which meant we no longer reassessed income changes of less than £15 per week for UC customers.</p>
3.21	<p>UC is designed to be paid monthly, calculated on the customer's circumstances, including Real Time Information (RTI) earnings data from HM Revenue and Customs. Given customers' circumstances, especially earnings, fluctuate, this leads to significant volumes of monthly revised UC awards sent to the Council by the DWP.</p>
3.22	<p>Due to the tolerance rule such customers have seen a reduction by one third in Council Tax adjustment notifications, as well as a reduction in direct debit amendments and the need to request a refund. This has provided greater certainty to customers to enable them to manage their payments and household budgets, with it being well received and working as expected.</p>
3.23	<p>The introduction of a fluctuating earnings rule has been particularly beneficial given the significant increase in the COVID-19 workload for Anglia Revenues Partnership, which peaked at a 500% increase compared to the same point last year, before reducing to 200% and now starting to return to normal levels.</p>
3.24	<p>A review of the tolerance rule suggests increasing the figure from £65 per month to £100 per month would further reduce the need for re-assessments from a third to a half, thereby providing more customers with stable payment arrangements, fewer adjustments and improved financial certainty. By retaining the discretion to</p>

	<p>review exceptional cases we will be able to override the rule in the case of a single beneficial change being reported. However, ARP are yet to see a case where discretion has been needed with the current £65 tolerance, given most cases have monthly fluctuations reported which evens out any impact of applying the tolerance over the course of a year.</p> <p>The East Suffolk Consultation Survey contains results that 82.67 % of respondents are in favour of this proposal with only 2.67% disagreeing and 14.67% who do not know.</p>
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#### 4 Reason/s for recommendation

4.1	These proposed changes are expected to streamline a customer journey; provide certainty and consistency of entitlement; reduced information requirements for customers; and enhance the use of DWP and HMRC data.
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## Appendices

Appendices:	
<b>Appendix A</b>	East Suffolk Council Consultation Survey – Summary of Responses
<b>Appendix B</b>	Equalities Impact Assessment
<b>Appendix C</b>	East Suffolk Council Proposed Local Council Tax Reduction Scheme 2022/23.

#### Background reference papers:

None

	<b>Proposal 1 Capital changes</b> East Suffolk Council is proposing to lower the 'capital threshold' for Local Council Tax Reduction from £16,000 to £10,000 and remove the requirement to pay a tariff on savings over £6000.	<b>Proposal 2 Fixed deduction.</b> East Suffolk Council is proposing to set a fixed deduction on the amount of Council Tax reduction a customer is entitled to if they live with non-dependent adult family members or friends.	<b>Proposal 2 Is £7.40 the right amount for the deduction?</b> Based on data about average deductions for current claimants, the council is proposing a fixed rate deduction of £7.40 for claimants whose are not in receipt of Income Support, Jobseekers Allowance (Income based), Employment Support Allowance (Income Related). Do you agree that this is the right amount?	<b>Proposal 2 Too high or too low</b> If you answered no to Q3, do you believe this amount is too high or too low?	<b>Proposal 3 Simplification of application process</b> East Suffolk Council is proposing to simplify the application process for LCTRS by requiring all customers to apply to DWP rather than direct to the local authority. Whereas previously, customers submitted separate claims for LCTRS, the proposals would mean customers would in future only need to apply for benefits through DWP, who will automatically notify ARP if someone is eligible for LCTRS. Do you agree with this proposal	<b>Proposal 4 Increase to the amount used for the tolerance rule.</b> The council is proposing to adjust the current rule whereby customers' income can vary up to £65 a month (£15 a week) before a reassessment is required, to £100 a month.
<b>Strongly agree</b>	<b>18.63%</b>	<b>15.85%</b>			<b>25%</b>	<b>30.67%</b>
<b>Agree</b>	<b>40.20%</b>	<b>50.00%</b>	<b>70%</b>	<b>Too High 20%</b>	<b>42.11%</b>	<b>52%</b>
<b>Don't know</b>	<b>19.61%</b>	<b>28.05%</b>			<b>18.42%</b>	<b>14.67%</b>
<b>Disagree</b>	<b>11.76%</b>	<b>4.88%</b>	<b>30%</b>	<b>Too Low 80%</b>	<b>10.53%</b>	<b>2.67%</b>
<b>Strongly disagree</b>	<b>9.80%</b>	<b>1.22%</b>			<b>3.95%</b>	<b>0.00%</b>

# East Suffolk - Equality Impact Analysis (EqIA) Agenda Item 10

ES/1001

EqIA reference: **EQIA352910725**

Service area/Team conducting EqIA: **ARP Revenue & Benefits**

Officer conducting the EqIA: **Andrew Rose**

Officer email address: **Andrew.Rose@angliarevenues.gov.uk**

Responsible Cabinet member: **Councillor Maurice Cook**

Title of project/policy/initiative/action relating to this EqIA: **East Suffolk Local Council Tax Reduction Scheme (LCTRS) for 2022/23**

Is this a new project, policy, initiative or action that directly impacts people: **Yes**

Date of EqIA: **2021-07-29**

Does the project/policy/initiative/action relating to this EqIA have the potential for positive or negative impact on any of the protected characteristics?

Characteristic - Impact	Reason
Age: <b>No impact</b>	<p><b>The East Suffolk Council Tax Support Scheme is based in the national default scheme which was previously the Council Tax Benefit Scheme.</b></p> <p><b>The proposed changes may affect working age customers dependent on capital, household circumstances or Council Tax liability, not on the basis on age.</b></p> <p><b>Customers of pensionable age (this is defined by legislation, and will change over time as the state retirement age changes upwards) will not be affected by these changes as the Government has specified that they must be protected.</b></p> <p><b>All information being published about the changes make reference to the changes only affecting working age customers.</b></p> <p><b>Households with children and young adults at school will continue to be supported by Child Benefit and Maintenance being ignored in calculation Council Tax Support assessments.</b></p>

Characteristic - Impact	Reason
Disability: <b>No impact</b>	<p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability irrespective of disability.</p> <p>Existing protections for customers entitled to a severe disability premium would be retained meaning there would continue to be an exemption from non-dependant deductions.</p> <p>No mitigation is required</p>
Gender reassignment: <b>No impact</b>	<p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability irrespective of a person's gender reassignment.</p> <p>No mitigation is required,</p>
Marriage and civil partnership: <b>No impact</b>	<p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability irrespective of marital or civil partnership status</p> <p>No mitigation is required,</p>
Pregnancy and maternity: <b>No impact</b>	<p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability. There is no impact in relation to pregnancy and maternity.</p> <p>Applicable amounts and premiums remain unchanged.</p> <p>No mitigation required.</p>
Race: <b>No impact</b>	<p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability There is no impact in relation to race of a person.</p> <p>Council Tax Support is a means tested benefit, race is not a factor of the scheme.</p> <p>No mitigation required.</p>

Characteristic - Impact	Reason
Religion or belief: <b>No impact</b>	<p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability There is no impact in relation to religion or belief of a person.</p> <p>No mitigation required.</p>
Sex: <b>No impact</b>	<p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability There is no impact in relation to the sex of person.</p> <p>No mitigation required.</p>
Sexual orientation: <b>No impact</b>	<p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability. There is no impact in relation to sexual orientation of a person.</p> <p>No mitigation required.</p>
Deprivation/Socio-economic Disadvantage: <b>No impact</b>	<p>The changes to the Council Tax Support Scheme may affect working age customers based on either capital, household income or Council Tax liability.</p> <p>These proposed charges will result in some customers receiving more Council Tax Support and some receiving less.</p> <p>The proposed changes aim to target assistance to those customers who have under £10,000 capital and reduce the evidence requirement burden for customers. In addition the proposed changes aim to provide stable payment arrangements and provide financial certainty by applying a standard rate non-dependent deduction and increasing the amount used within the Universal Credit tolerance rule.</p> <p><b>Mitigation.</b> To continue with the discretion to review exceptional cases to override the Universal Credit tolerance rule in the case of a single beneficial change being reported.</p>

What evidence or data has been collated or used to support the completion of this EqIA **Other**

As a result of undertaking this EqIA do you need to provide information relating to the policy, project, initiative or action to the public in a different language or form and how do you propose to do this: **If the proposed changes are agreed a public consultation will need to be commenced which will be required to be accessible to all customers and stakeholders.**

As a result of completing this EqIA, has the Author, Service team, Project manager made any changes or adjustments to the policy/project/initiative/action: **No**

Is the policy/project/initiative/action subject to equality monitoring: **No**



## **East Suffolk Council**

**Council Tax Reduction Scheme 2022/2023**  
S13A and Schedule 1a of the Local Government Finance Act 1992

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## **PART 1 Introduction**

### **1.0 Introduction to the Council Tax Reduction Scheme (Council tax reduction)**

The following has been adopted by the Council and details the Council Tax Reduction Scheme adopted by the authority from 1st April 2022.

This document details how the scheme will operate for those of statutory pension credit age and working age applicants and in accordance with Section 13a of the Local Government Finance Act 1992 specifies the classes of person who are to be entitled to a reduction under the scheme and is effective from 1st April 2022.

The scheme in respect of pension age applicants is defined by Central Government within the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 and the Local Government Finance Act 1992 (as amended). The Council has no discretion in relation to the calculation of council tax reduction in respect of the pension age scheme and it is designed to provide broadly the same level of support provided within the previous (Council Tax Benefit) scheme.

The rates for pensioners will be up-rated by the relevant Statutory Instrument each year in line with the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations as applicable. Further amendments to the Scheme for pensioners may also be prescribed and will therefore have to be adopted.

From 1st April 2018, the rates for non-pensioners will be up-rated each year in line with Department for Work & Pensions social security benefit up-ratings issued each year by the relevant Statutory Instrument.

From 1<sup>st</sup> April 2022 a flat rate of non-dependant deduction will be taken for claims from persons who are not pensioners. This deduction will then be up-rated each subsequent financial year thereafter by using the same percentage used to increase the non-dependant deduction rates in respect of claims from Pensioners which are up-rated by the relevant Statutory Instrument each year in line with the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations as applicable

## PART 2 Interpretation

### 2.0 Interpretation

(1) In this scheme—

**“the 1992 Act”** means the Local Government Finance Act 1992;

**“Abbeyfield Home”** means an establishment run by the Abbeyfield Society including all bodies corporate or unincorporated which are affiliated to that society;

**“adoption leave”** means a period of absence from work on ordinary or additional adoption leave by virtue of section 75A or 75B of the Employment Rights Act 1996 <sup>1</sup>;

**“an AFIP”** means an armed forces independence payment payable in accordance with an armed and reserve forces compensation scheme established under section 1(2) of the Armed Forces (Pensions and Compensation) Act 2004;

**“alternative maximum council tax reduction”** means the amount determined in accordance with paragraph 31 and Schedule 4:

**“applicable amount”** means

(a) in relation to a pensioner, the amount calculated in accordance with paragraph 25 and Schedule 2; and

(b) in relation to a person who is not a pensioner, the amount calculated in accordance with

(i) paragraph 26 and Schedule 3; or

(ii) paragraph 28, as the case may be;

**“applicant”** means a person who has made an application;

**“application”** means an application for a reduction under this scheme;

**“approved blood scheme”** means a scheme established or approved by the Secretary of State, or trust established with funds provided by the Secretary of State, for the purpose of providing compensation in respect of a person having been infected from contaminated blood products;”

**“assessment period”** means

(a) in relation to pensioners:

(i) in relation to the earnings of a self-employed earner, the period determined in accordance with paragraph 43 for the purpose of calculating the weekly earnings of the applicant; or

(ii) in relation to any other income, the period determined in accordance with paragraph 40 for the purpose of calculating the weekly income of the applicant;

(b) in relation to persons who are not pensioners, such period as is set out in paragraphs 47 to 49 over which income falls to be calculated;

**“attendance allowance”** means

(a) an attendance allowance under Part 3 of the SSCBA;

(b) an increase of disablement pension under section 104 or 105 of that Act;

(c) a payment by virtue of article 14, 15, 16, 43 or 44 of the Personal Injuries (Civilians) Scheme 1983 or any analogous payment; or

(d) any payment based on need for attendance which is paid as part of a war disablement pension;

**“the authority”** means a billing authority in relation to whose area this scheme has effect by virtue of paragraph 4(6) of Schedule 1A to the 1992 Act;

**“basic rate”** has the meaning given by the Income Tax Act 2007;

**“the benefit Acts”** means the SSCBA, the Jobseekers Act 1995, the State Pension Credit Act 2002, the Welfare Reform Act 2007 and the Pensions Act 2014

**“board and lodging accommodation”** means accommodation provided to a person or, if he is a member of a family, to him or any other member of his family, for a charge which is inclusive of the provision of that accommodation and at least some cooked or prepared meals which both are cooked or prepared (by a person other than the person to whom the accommodation is provided or a member of his family) and are consumed in that accommodation or associated premises;

**“care home”** in England has the meaning given by section 3 of the Care Standards Act 2000 and in Scotland means a care home service within the meaning given by section 2(3) of the Regulation of Care (Scotland) Act 2001 and in Northern Ireland means a nursing home

within the meaning of Article 11 of the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 or a residential care home within the meaning of Article 10 of that Order; and in Wales means a care home service, within the meaning of Part 1 of the Regulation and Inspection of Social Care (Wales) Act 2016, which is provided wholly or mainly to adults,

**“the Caxton Foundation”** means the charitable trust of that name established on 28th March 2011 out of funds provided by the Secretary of State for the benefit of certain persons suffering from hepatitis C and other persons eligible for payment in accordance with its provisions;

**“child”** means a person under the age of 16;

**“child benefit”** has the meaning given by section 141 of the SSCBA;

**“child tax credit”** means a child tax credit under section 8 of the Tax Credits Act 2002;

**“close relative”** means a parent, parent-in-law, son, son-in-law, daughter, daughter-in-law, step-parent, step-son, step-daughter, brother, sister, or if any of the preceding persons is one member of a couple, the other member of that couple;

**“concessionary payment”** means a payment made under arrangements made by the Secretary of State with the consent of the Treasury which is charged either to the National Insurance Fund or to a Departmental Expenditure Vote to which payments of benefit or tax credits under the benefit Acts or the Tax Credits Act 2002 are charged;

**“contributory employment and support allowance”** means an allowance under Part 1 of the Welfare Reform Act 2007(d) as amended by the provisions of Schedule 3, and Part 1 of Schedule 14, to the Welfare Reform Act 2012(e) that remove references to an income-related allowance and a contributory allowance under Part 1 of the Welfare Reform Act 2007 as that Part has effect apart from those provisions;

**“council tax benefit”** means council tax benefit under Part 7 of the SSCBA;

**“couple”** has the meaning given by paragraph 4;

**“designated office”** means the office of the authority designated by it for the receipt of application;

(a) by notice upon or with a form supplied by it for the purpose of making an application; or

(b) by reference upon or with such a form to some other document available from it and sent by electronic means or otherwise on application and without charge; or

(c) by any combination of the provisions set out in paragraphs (a) and (b);

**“disability living allowance”** means a disability living allowance under section 71 of the SSCBA;

**“earnings”** has the meaning given by paragraph 41, 44, 51 or 53 as the case may be;

**“the Eileen Trust”** means the charitable trust of that name established on 29th March 1993 out of funds provided by the Secretary of State for the benefit of persons eligible for payment in accordance with its provisions;

**“electronic communication”** has the same meaning as in section 15(1) of the Electronic Communications Act 2000;

**“employed earner”** is to be construed in accordance with section 2(1)(a) of the SSCBA and also includes a person who is in receipt of a payment which is payable under any enactment having effect in Northern Ireland and which corresponds to statutory sick pay or statutory maternity pay;

**“the Employment, Skills and Enterprise Scheme”** means a scheme under section 17A (schemes for assisting persons to obtain employment: “work for your benefit” schemes etc.) of the Jobseekers Act 1995 known by that name and provided pursuant to arrangements made by the Secretary of State that is designed to assist claimants for job-seekers allowance to obtain employment, including self-employment, and which may include for any individual work-related activity (including work experience or job search);

**“employment zone”** means an area within Great Britain designated for the purposes of section 60 of the Welfare Reform and Pensions Act 1999 and an **“employment zone programme”** means a programme established for such an area or areas designed to assist claimants for a jobseeker's allowance to obtain sustainable employment;

**“enactment”** includes an enactment comprised in, or in an instrument made under, an Act of the Scottish Parliament or the National Assembly for Wales;

**“extended reduction”** means a reduction under this scheme for which a person is eligible under Part 12 (extended reductions);

**“extended reduction period”** means the period for which a person is in receipt of an extended reduction in accordance with paragraph 89, 96 or 101;

**“extended reduction (qualifying contributory benefits)”** means a reduction under this scheme for which a person is eligible in accordance with paragraph 88 or 95;

**“family”** has the meaning given by paragraph 6;

**“the Fund”** means moneys made available from time to time by the Secretary of State for the benefit of persons eligible for payment in accordance with the provisions of a scheme established by him on 24th April 1992 or, in Scotland, on 10th April 1992;

**“Grenfell Tower support payment”** means a payment made to a person because that person was affected by the fire on 14th June 2017 at Grenfell Tower, or a payment to the personal representative of such a person—

- (a) from the £5 million fund announced on 16th June 2017 for the benefit of certain persons affected by the fire on 14th June at Grenfell Tower and known as the Grenfell Tower Residents’ Discretionary Fund;
- (b) by the Royal Borough of Kensington and Chelsea; or
- (c) by a registered charity;

**“guarantee credit”** is to be construed in accordance with sections 1 and 2 of the State Pension Credit Act 2002;

**“a guaranteed income payment”** means a payment made under article 15(1)(c) (injury benefits) or 29(1)(a) (death benefits) of the Armed Forces and Reserve Forces (Compensation Scheme) Order 2011;

**“housing benefit”** means housing benefit under Part 7 of the SSCBA;

**“an income-based jobseeker’s allowance”** and **“a joint-claim jobseeker’s allowance”** have the meanings given by section 1(4) of the Jobseekers Act 1995;

**“income-related employment and support allowance”** means an income-related allowance under Part 1 of the Welfare Reform Act 2007;

**“independent hospital”**

- (a) in England means a hospital as defined by section 275 of the National Health Service Act 2006 that is not a health service hospital as defined by that section;
- (b) in Wales has the meaning given by section 2 of the Care Standards Act 2000; and
- (c) in Scotland means an independent health care service as defined by section 10F of the National Health Service (Scotland) Act 1978;

**“the Independent Living Fund (2006)”** means the Trust of that name established by a deed dated 10th April 2006 and made between the Secretary of State for Work and Pensions of the one part and Margaret Rosemary Cooper, Michael Beresford Boyall and Marie Theresa Martin of the other part;

**“invalid carriage or other vehicle”** means a vehicle propelled by a petrol engine or by electric power supplied for use on the road and to be controlled by the occupant;

**“the London Bombings Relief Charitable Fund”** means the company limited by guarantee (number 5505072), and registered charity of that name established on 11th July 2005 for the purpose of (amongst other things) relieving sickness, disability or financial need of victims (including families or dependants of victims) of the terrorist attacks carried out in London on 7th July 2005;

**“the London Emergencies Trust”** means the company of that name (number 09928465) incorporated on 23rd December 2015 and the registered charity of that name (number 1172307) established on 28th March 2017;

**“lone parent”** means a person who has no partner and who is responsible for and a member of the same household as a child or young person;

**“the Macfarlane (Special Payments) Trust”** means the trust of that name, established on 29th January 1990 partly out of funds provided by the Secretary of State, for the benefit of certain persons suffering from haemophilia;

**“the Macfarlane (Special Payments) (No. 2) Trust”** means the trust of that name, established on 3rd May 1991 partly out of funds provided by the Secretary of State, for the benefit of certain persons suffering from haemophilia and other beneficiaries;

**“the Macfarlane Trust”** means the charitable trust, established partly out of funds provided by the Secretary of State to the Haemophilia Society, for the relief of poverty or distress among those suffering from haemophilia;

**“main phase employment and support allowance”** means an employment and support allowance where the calculation of the amount payable in respect of the applicant includes a component under section 2(1)(b) or 4(2)(b) of the Welfare Reform Act 2007 or the applicant is a member of the work-related activity group.

**“maternity leave”** means a period during which a woman is absent from work because she is pregnant or has given birth to a child, and at the end of which she has a right to return to work either under the terms of her contract of employment or under Part 8 of the Employment Rights Act 1996;

**“maximum council tax reduction amount”** means the amount determined in accordance with paragraph 29;

**“member of a couple”** means a member of a married or unmarried couple;

**“member of the work-related activity group”** means a person who has or is treated as having limited capability for work under either —

(a) Part 5 of the Employment and Support Allowance Regulations 2008 other than by virtue of regulation 30 of those Regulations; or

(b) Part 4 of the Employment and Support Allowance Regulations 2013 other than by virtue of regulation 26 of those Regulations;

**“MFET Limited”** means the company limited by guarantee (number 7121661) of that name, established for the purpose in particular of making payments in accordance with arrangements made with the Secretary of State to persons who have acquired HIV as a result of treatment by the NHS with blood or blood products;

**“mobility supplement”** means

(a) in relation to pensioners, a supplement to which paragraph 5(1)(a)(vii) of Schedule 5 refers;

(b) in relation to persons who are not pensioners, a supplement to which paragraph 13 of Schedule 8 refers;

**“mover”** means an applicant who changes the dwelling in which the applicant is resident, and in respect of which the applicant is liable to pay council tax, from a dwelling in the area of the authority to a dwelling in the area of a second authority;

**“the National Emergencies Trust”** means the registered charity of that name (number 1182809) established on 28th March 2019;

**“net earnings”** means such earnings as are calculated in accordance with paragraph 42 or 52, as the case may be;

**“net profit”** means such profit as is calculated in accordance with paragraph 61;

**“new dwelling”** means, for the purposes of the definition of “second authority” and paragraphs 91, 98 and 103, the dwelling to which an applicant has moved, or is about to move, in which the applicant will be resident;

**“non-dependant”** has the meaning given by paragraph 9;

**“occasional assistance”** means any payment or provision made by a local authority, the Welsh Ministers or the Scottish Ministers for the purposes of:

(a) meeting, or helping to meet an immediate short-term need—

(i) arising out of an exceptional event or exceptional circumstances, or

(ii) that needs to be met to avoid a risk to the well-being of an individual, and

(b) enabling qualifying individuals to establish or maintain a settled home, and—

(i) **“local authority”** has the meaning given by section 270(1) of the Local Government Act 1972; and

(ii) **“qualifying individuals”** means individuals who have been, or without the assistance might otherwise be

(aa) in prison, hospital, an establishment providing residential care or other institution, or

(bb) homeless or otherwise living an unsettled way of life; and **“local authority”** means a local authority in England within the meaning of the Local Government Act 1972;

**“occupational pension”** means any pension or other periodical payment under an occupational pension scheme but does not include any discretionary payment out of a fund established for relieving hardship in particular cases;

**“occupational pension scheme”** has the same meaning as in section 1 of the Pension Schemes Act 1993;

**“parental bereavement leave”** means leave under section 80EA of the Employment Rights Act

1996(6);

**“partner”**, in relation to a person, means:

- (a) where that person is a member of a couple, the other member of that couple;
- (b) subject to paragraph (c), where that person is polygamously married to two or more members of his household, any such member to whom he is married; or
- (c) where that person is polygamously married and has an award of universal credit with the other party to the earliest marriage that still subsists, that other party to the earliest marriage;

**“paternity leave”** means a period of absence from work on paternity leave by virtue of section 80A or 80B of the Employment Rights Act 1996;

**“pension fund holder”** means with respect to a personal pension scheme or an occupational pension scheme, the trustees, managers or scheme administrators, as the case may be, of the scheme concerned;

**“pensionable age”** has the meaning given by the rules in paragraph 1 of Schedule 4 to the Pensions Act 1995;

**“pensioner”** has the meaning given by paragraph 3(2)(a);

**“person on income support”** means a person in receipt of income support;

**“person treated as not being in Great Britain”** has the meaning given by paragraph 21;

**“person who is not a pensioner”** has the meaning given by paragraph 3(2)(b);

**“personal independence payment”** has the meaning given by Part 4 of the Welfare Reform Act 2012;

**“personal pension scheme”** means:

- (a) a personal pension scheme as defined by section 1 of the Pension Schemes Act 1993;
- (b) an annuity contract or trust scheme approved under section 620 or 621 of the Income and Corporation Taxes Act 1988 or a substituted contract within the meaning of section 622(3) of that Act which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(f) of Schedule 36 to the Finance Act 2004;
- (c) a personal pension scheme approved under Chapter 4 of Part 14 of the Income and Corporation Taxes Act 1988 which is treated as having become a registered pension scheme by virtue of paragraph 1(1)(g) of Schedule 36 to the Finance Act 2004;

**“policy of life insurance”** means any instrument by which the payment of money is assured on death (except death by accident only) or the happening of any contingency dependent on human life, or any instrument evidencing a contract which is subject to payment of premiums for a term dependent on human life;

**“polygamous marriage”** means any marriage to which paragraph 5 applies;

**“qualifying age for state pension credit”** means (in accordance with section 1(2)(b) and (6) of the State Pension Credit Act 2002)

- (a) in the case of a woman, pensionable age; or
- (b) in the case of a man, the age which is pensionable age in the case of a woman born on the same day as the man;

**“qualifying contributory benefit”** means

- (a) severe disablement allowance;
- (b) incapacity benefit;
- (c) contributory employment and support allowance;

**“qualifying income-related benefit”** means

- (a) income support;
- (b) income-based jobseeker's allowance;
- (c) income-related employment and support allowance;

**“qualifying person”** means—

- (a) a person in respect of whom a Grenfell Tower support payment has been made or payment has been made from the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the Scottish Infected Blood Support Scheme, an approved blood scheme, the London Emergencies Trust, the We Love Manchester Emergency Fund, the Windrush Compensation Scheme, the National Emergencies Trust or the London Bombings Relief Charitable Fund;

**“reduction week”** means a period of seven consecutive days beginning with a Monday and

ending with a Sunday;

**“relative”** means a close relative, grandparent, grandchild, uncle, aunt, nephew or niece;

**“relevant benefit”**, is to be construed in accordance with Regulation 7(2)(i) of The Housing Benefit and Council Tax Benefit (Decisions and Appeals) Regulations 2001

**“relevant week”**, in relation to any particular day, means the week within which the day in question falls;

**“remunerative work”** has the meaning given by paragraph 10;

**“rent”** means **“eligible rent”** to which regulation 12 of the Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006 <sup>37</sup> refer, less any deductions in respect of non-dependants which fall to be made under paragraph 30 (non-dependant deductions);

**“savings credit”** is to be construed in accordance with sections 1 and 3 of the State Pension Credit Act 2002;

**“Scottish basic rate”** means the rate of income tax of that name calculated in accordance with section 6A of the Income Tax Act 2007(e);

**“the Scottish Infected Blood Support Scheme”** means the scheme of that name administered by the Common Services Agency (constituted under section 10 of the National Health Service (Scotland) Act 1978(b));

**“Scottish taxpayer”** has the same meaning as in Chapter 2 of Part 4A of the Scotland Act 1998(f);

**“second authority”** means the authority to which a mover is liable to make payments for the new dwelling;

**“self-employed earner”** is to be construed in accordance with section 2(1)(b) of the SSCBA;

**“self-employment route”** means assistance in pursuing self-employed earner’s employment whilst participating in:

- (a) an employment zone programme;
- (b) a programme provided by or under arrangements made pursuant to section 2 of the Employment and Training Act 1973 (functions of the Secretary of State) or section 2 of the Enterprise and New Towns (Scotland) Act 1990 (functions in relation to training for employment, etc.); or
- (c) the Employment, Skills and Enterprise Scheme;

**“shared parental leave”** means leave under section 75E or 75G of the Employment Rights Act 1996;

**“single applicant”** means an applicant who neither has a partner nor is a lone parent;

**“the Skipton Fund”** means the ex-gratia payment scheme administered by the Skipton Fund Limited, incorporated on 25th March 2004, for the benefit of certain persons suffering from hepatitis C and other persons eligible for payment in accordance with the scheme’s provisions;

**“sports award”** means an award made by one of the Sports Councils named in section 23(2) of the National Lottery etc. Act 1993 <sup>48</sup> out of sums allocated to it for distribution under that section;

**“the SSCBA”** means the Social Security Contributions and Benefits Act 1992;

**“state pension credit”** means state pension credit under the State Pension Credit Act 2002;

**“statutory parental bereavement pay”** means a payment to which a person is entitled in accordance with section 171ZZ6 of the Social Security Contribution and Benefits Act 1992(7);

**“student”** has the meaning given by paragraph 73;

**“tax year”** means a period beginning with 6th April in one year and ending with 5th April in the next;

**“training allowance”** means an allowance (whether by way of periodical grants or otherwise) payable:

- (a) out of public funds by a Government department or by or on behalf of the Secretary of State, Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise, or the Welsh Ministers;
- (b) to a person for his maintenance or in respect of a member of his family; and
- (c) for the period, or part of the period, during which he is following a course of training or instruction provided by, or in pursuance of arrangements made with, that department

or approved by that department in relation to him or so provided or approved by or on behalf of the Secretary of State, Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise or the Welsh Ministers, but it does not include an allowance paid by any Government department to or in respect of a person by reason of the fact that he is following a course of full-time education, other than under arrangements made under section 2 of the Employment and Training Act 1973, or is training as a teacher;

**“the Trusts”** (except where the context otherwise requires) means the Macfarlane Trust, the Macfarlane (Special Payments) Trust and the Macfarlane (Special Payments) (No. 2) Trust and “Trustees” is to be construed accordingly;

**“universal credit”** has the meaning given by section 1 of the Welfare Reform Act 2012;

**“voluntary organisation”** means a body, other than a public or local authority, the activities of which are carried on otherwise than for profit;

**“war disablement pension”** means any retired pay or pension or allowance payable in respect of disablement under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003;

**“war pension”** means a war disablement pension, a war widow's pension or a war widower's pension;

**“war pensioner”** means a person in receipt of a war pension;

**“war widow's pension”** means any pension or allowance payable to a woman as a widow under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003 in respect of the death or disablement of any person;

**“war widower's pension”** means any pension or allowance payable to a man as a widower or to a surviving civil partner under an instrument specified in section 639(2) of the Income Tax (Earnings and Pensions) Act 2003 in respect of the death or disablement of any person;

**“water charges”** means:

- (a) as respects England and Wales, any water and sewerage charges under Chapter 1 of Part 5 of the Water Industry Act 1991,
- (b) as respects Scotland, any water and sewerage charges established by Scottish Water under a charges scheme made under section 29A of the Water Industry (Scotland) Act 2002 <sup>51</sup>, in so far as such charges are in respect of the dwelling which a person occupies as his home;

**“the We Love Manchester Emergency Fund”** means the registered charity of that name (number 1173260) established on 30th May 2017;

**“the Windrush Compensation Scheme”** means—

- (a) the scheme of that name<sup>(8)</sup> operated by the Secretary of State for the purpose of compensating individuals who have suffered loss in connection with being unable to demonstrate their lawful status in the United Kingdom; and
- (b) the policy entitled “Windrush Scheme: Support in urgent and exceptional circumstances”<sup>(9)</sup> which was operated by the Secretary of State for the purpose of compensating individuals who, for urgent and exceptional reasons, required support in advance of the scheme referred to in paragraph (a) of this definition becoming operational;

**“working tax credit”** means a working tax credit under section 10 of the Tax Credits Act 2002;

**“young person”** means a person who falls within the definition of qualifying young person in section 142 of the SSCBA.

(2) In this scheme, where an amount is to be rounded to the nearest penny, a fraction of a penny must be disregarded if it is less than half a penny and must otherwise be treated as a whole penny.

(3) For the purpose of this scheme, a person is on an income-based jobseeker's allowance on any day in respect of which an income-based jobseeker's allowance is payable to him and on any day:

- (a) in respect of which he satisfies the conditions for entitlement to an income-based jobseeker's allowance but where the allowance is not paid because of a reduction in accordance with section 19 or 19A or regulations made under section 17A or 19B of the Jobseekers Act 1995 (circumstances in which a jobseeker's allowance is not payable);

- (b) which is a waiting day for the purposes of paragraph 4 of Schedule 1 to that Act and which falls immediately before a day in respect of which an income-based jobseeker's allowance is payable to him or would be payable to him but for section 19 or 19A or regulations made under section 17A or 19B of that Act; or
  - (c) in respect of which an income-based jobseeker's allowance would be payable but for a restriction imposed pursuant to section 6B, 7, 8 or 9 of the Social Security Fraud Act 2001 (loss of benefit provisions).
- (4) For the purposes of this scheme, a person is on an income-related employment and support allowance on any day in respect of which an income-related employment and support allowance is payable to him and on any day:
- (a) in respect of which he satisfies the conditions for entitlement to an income-related employment and support allowance but where the allowance is not paid in accordance with section 18 of the Welfare Reform Act 2007 (disqualification); or
  - (b) which is a waiting day for the purposes of paragraph 2 of Schedule 2 to that Act (employment and support allowance: supplementary provisions) and which falls immediately before a day in respect of which an income-related employment and support allowance is payable to him or would be payable to him but for section 18 of that Act.
- (5) For the purposes of this scheme, two persons must be taken to be estranged only if their estrangement constitutes a breakdown of the relationship between them.
- (6) In this scheme, references to any person in receipt of state pension credit includes a person who would be in receipt of state pension credit but for regulation 13 of the State Pension Credit Regulations 2002 (small amounts of state pension credit).
- (7) In these Regulations, references to a person in class A, B or C (as the case may be) is a reference to class A, B or C described in paragraphs 2 to 4 of Schedule 1
- (8) References in these Regulations to an applicant participating as a service user are to—
- (a) a person who is being consulted by or on behalf of—
    - (i) a body which has a statutory duty to provide services in the field of health, social care or social housing; or
    - (ii) a body which conducts research or undertakes monitoring for the purpose of planning or improving such services, in their capacity as a user, potential user, carer of a user or person otherwise affected by the provision of those services;
  - (aa) a person who is being consulted by or on behalf of—
    - (i) the Secretary of State in relation to any of the Secretary of State's functions in the field of social security or child support or under section 2 of the Employment and Training Act 1973(d); or
    - (ii) a body which conducts research or undertakes monitoring for the purpose of planning or improving such functions, in their capacity as a person affected or potentially affected by the exercise of those functions or the carer of such a person; or
  - (b) the carer of a person consulted as described in sub-paragraph (a) or (aa) where the carer is not being consulted as described in that sub-paragraph.

### **3.0 Application of scheme: pensioners and persons who are not pensioners**

- (1) This scheme applies to—
  - (a) pensioners who fall within any of classes A to C; and
  - (b) persons who are not pensioners who fall within any of classes D to F.
- (2) In this scheme:

- (a) a person is a “pensioner” if—
  - (i) he has attained the qualifying age for state pension credit; and
  - (ii) he is not and, if he has a partner, his partner is not—
    - (aa) a person on income support, on an income-based jobseeker's allowance or on an income-related employment and support allowance, or
    - (bb) a person with an award of universal credit; and
- (b) a person is a “person who is not a pensioner” if—
  - (i) he has not attained the qualifying age for state pension credit; or
  - (ii) he has attained the qualifying age for state pension credit and he, or if he has a partner, his partner, is—
    - (aa) a person on income support, on an income-based jobseeker's allowance or on an income-related employment and support allowance, or
    - (bb) a person with an award of universal credit.
- (3) For the purposes of sub-paragraphs (a)(ii)(bb) and (b)(ii)(bb) in paragraph (2) an award of universal credit is to be disregarded during the relevant period.
- (4) In this regulation—
  - “assessment period” has the same meaning as in the Universal Credit Regulations 2013(5);
  - “relevant period” means the period beginning with the day on which P and each partner of P has attained the qualifying age for state pension credit and ending with the day on which the last assessment period for universal credit ends.

#### **4.0 Meaning of “couple”**

- (1) In this scheme “couple” means:
  - (a) two people who are married to, or civil partners of, each other and are members of the same household; or
  - (b) two people who are not married to, or civil partners of, each other but are living together as if they were a married couple or civil partners.

#### **5.0 Polygamous marriages**

- (1) This paragraph applies to any case where—
  - (a) a person is a husband or wife by virtue of a marriage entered into under a law which permits polygamy; and
  - (b) either party to the marriage has for the time being any spouse additional to the other party.
- (2) For the purposes of paragraph 4 (meaning of “couple”) neither party to the marriage is to be taken to be a member of a couple.

#### **6.0 Meaning of “family”**

- (1) In this scheme “family” means
  - (a) a couple;
  - (b) a couple and a member of the same household for whom one of them is or both are responsible and who is a child or a young person; or
  - (c) a person who is not a member of a couple and a member of the same household for whom that person is responsible and who is a child or a young person.
- (2) The references to a child or young person in sub-paragraph (1)(b) and (c) include a child or young person in respect of whom section 145A of the SSCBA applies for the purposes of entitlement to child benefit, but only for the period prescribed under section 145A(1).
- (3) The references to a young person in sub-paragraph (1)(b) and (c) do not include a young person who is—

- (a) on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, or has an award of universal credit;
- (b) a person to whom section 6 of the Children (Leaving Care) Act 2000 (exclusion from benefits) applies; or
- (c) entitled to an award of universal credit.

#### **7.0 Circumstances in which a person is to be treated as responsible or not responsible for another**

- (1) A person is to be treated as responsible for a child or young person who is normally living with him, including a child or young person to whom paragraph 6(2) applies.
- (2) Where a child or young person spends equal amounts of time in different households, or where there is a question as to which household he is living in, the child or young person must be treated for the purposes of sub-paragraph (1) as normally living with—
  - (a) the person who is receiving child benefit in respect of that child or young person, or
  - (b) if there is no such person—
    - (i) where only one claim for child benefit has been made in respect of him, the person who made that claim, or
    - (ii) in any other case the person who has the primary responsibility for him.
- (3) For the purposes of this scheme a child or young person is the responsibility of only one person in any reduction week and any person other than the one treated as responsible for the child or young person under this paragraph is to be treated as not so responsible.

#### **8.0 Households**

- (1) Subject to sub-paragraphs (2) and (3), an applicant and any partner and, where the applicant or his partner is treated (by virtue of paragraph 7) as responsible for a child or young person, that child or young person and any child of that child or young person, are to be treated as members of the same household notwithstanding that any of them is temporarily absent from that household.
- (2) A child or young person is not to be treated as a member of the applicant's household where he is—
  - (a) placed with the applicant or his partner by a local authority under section 22C of the Children Act 1989 or by a voluntary organisation under section 59(1)(a) of that Act, or section 81(2) of the Social Services and Well-being (Wales) Act 2014 (ways in which looked after children are to be accommodated and maintained) or in Scotland boarded out or placed with the applicant or his partner under a relevant enactment or in Wales, placed with the applicant or the applicant's partner by a local authority under section 81 of the Social Services and Wellbeing (Wales) Act 2014 or by a voluntary organisation under section 59(1)(a) of the Children Act 1989; or
  - (b) placed, or in Scotland boarded out, with the applicant or his partner prior to adoption; or
  - (c) placed for adoption with the applicant or his partner in accordance with the Adoption and Children Act 2002 or the Adoption Agencies (Scotland) Regulations 2009 or the Adoption (Northern Ireland) Order 1987.
- (3) Subject to sub-paragraph (4), sub-paragraph (1) does not apply to a child or young person who is not living with the applicant and who—
  - (a) is being looked after by, or in Scotland is in the care of, a local authority under a relevant enactment; or
  - (b) has been placed, or in Scotland boarded out, with a person other than the applicant prior to adoption; or
  - (c) has been placed for adoption in accordance with the Adoption and Children Act 2002 or the Adoption Agencies (Scotland) Regulations 2009.

- (4) The authority must treat a child or young person to whom sub-paragraph (3)(a) applies as being a member of the applicant's household in any reduction week where—
- (a) that child or young person lives with the applicant for part or all of that reduction week; and
  - (b) the authority considers that it is reasonable to do so taking into account the nature and frequency of that child's or young person's visits.
- (5) In this paragraph “relevant enactment” means:
- (a) the Army Act 1955;
  - (b) the Air Force Act 1955;
  - (c) the Naval Discipline Act 1957;
  - (d) the Matrimonial Proceedings (Children) Act 1958;
  - (e) the Social Work (Scotland) Act 1968;
  - (f) the Family Law Reform Act 1969;
  - (g) the Children and Young Persons Act 1969;
  - (h) the Matrimonial Causes Act 1973;
  - (i) the Children Act 1975;
  - (j) the Domestic Proceedings and Magistrates’ Courts Act 1978;
  - (k) the Adoption and Children (Scotland) Act 2007;
  - (l) the Family Law Act 1986;
  - (m) the Children Act 1989;
  - (n) the Children (Scotland) Act 1995;
  - (na) the Children’s Hearings (Scotland) Act 2011(3); and
  - (o) the Legal Aid, Sentencing and Punishment of Offenders Act 2012.

## 9.0 Non-dependants

- (1) In this scheme, “non-dependant” means any person, except someone to whom sub-paragraph (2) applies, who normally resides with an applicant or with whom an applicant normally resides.
- (2) This paragraph applies to—
- (a) any member of the applicant's family;
  - (b) if the applicant is polygamously married—
    - (i) where the applicant has (alone or jointly with his partner) an award of universal credit, any:
      - (aa) party to such a marriage other than the applicant's partner; and
      - (bb) any child or young person who is a member of his household and for whom he or his partner or another party to the polygamous marriage is responsible; or
    - (ii) in any other case, any partner of his and any child or young person who is a member of his household and for whom he or one of his partners is responsible;
  - (c) a child or young person who is living with the applicant but who is not a member of his household by virtue of paragraph 8 (households);
  - (d) subject to sub-paragraph (3), any person who, with the applicant, is jointly and severally liable to pay council tax in respect of a dwelling for any day under section 6 or 7 of the 1992 Act (persons liable to pay council tax);
  - (e) subject to sub-paragraph (3), any person who is liable to make payments on a commercial basis to the applicant or the applicant's partner in respect of the occupation of the dwelling;
  - (f) a person who lives with the applicant in order to care for him or a partner of his and who is engaged by a charitable or voluntary organisation which makes a charge to the applicant or his partner for the services provided by that person.
- (3) Excepting persons to whom sub-paragraph (2)(a) to (c) and (f) refer, a person to whom any of the following paragraphs applies is a non-dependant:

- (a) a person who resides with the person to whom he is liable to make payments in respect of the dwelling and either—
  - (i) that person is a close relative of his or his partner; or
  - (ii) the tenancy or other agreement between them is other than on a commercial basis;
- (b) a person whose liability to make payments in respect of the dwelling appears to the authority to have been created to take advantage of a council tax reduction scheme except someone who was, for any period within the eight weeks prior to the creation of the agreement giving rise to the liability to make such payments, otherwise liable to make payments of rent in respect of the same dwelling;
- (c) a person who becomes jointly and severally liable with the applicant for council tax in respect of a dwelling and who was, at any time during the period of eight weeks prior to his becoming so liable, a non-dependant of one or more of the other residents in that dwelling who are so liable for the tax, unless the change giving rise to the new liability was not made to take advantage of a council tax reduction scheme.

### **10.0 Remunerative work**

- (1) Subject to the following provisions of this paragraph, a person must be treated for the purposes of this scheme as engaged in remunerative work if he is engaged, or, where his hours of work fluctuate, he is engaged on average, for not less than 16 hours a week, in work for which payment is made or which is done in expectation of payment.
- (2) Subject to sub-paragraph (3), in determining the number of hours for which a person is engaged in work where his hours of work fluctuate, regard must be had to the average of hours worked over
  - (a) if there is a recognisable cycle of work, the period of one complete cycle (including, where the cycle involves periods in which the person does no work, those periods but disregarding any other absences);
  - (b) in any other case, the period of 5 weeks immediately prior to the date of application, or such other length of time as may, in the particular case, enable the person's weekly average hours of work to be determined more accurately.
- (3) Where, for the purposes of sub-paragraph (2)(a), a person's recognisable cycle of work at a school, other educational establishment or other place of employment is one year and includes periods of school holidays or similar vacations during which he does not work, those periods and any other periods not forming part of such holidays or vacations during which he is not required to work must be disregarded in establishing the average hours for which he is engaged in work.
- (4) Where no recognisable cycle has been established in respect of a person's work, regard must be had to the number of hours or, where those hours will fluctuate, the average of the hours, which he is expected to work in a week.
- (5) A person must be treated as engaged in remunerative work during any period for which he is absent from work referred to in sub-paragraph (1) if the absence is either without good cause or by reason of a recognised, customary or other holiday.
- (6) A person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance for more than 3 days in any reduction week is to be treated as not being in remunerative work in that week.
- (7) A person must not be treated as engaged in remunerative work on any day on which the person is on maternity leave, paternity leave, shared parental leave, parental bereavement

leave or adoption leave, or is absent from work because he is ill.

- (8) A person must not be treated as engaged in remunerative work on any day on which he is engaged in an activity in respect of which—
- (a) a sports award has been made, or is to be made, to him; and
  - (b) no other payment is made or is expected to be made to him.

### **PART 3 Procedural Matters**

#### **11.0 Procedure for reduction applications and appeals against reduction decisions**

Schedule 1 contains provisions about the procedure

- (a) by which a person may apply for a reduction under this scheme;
- (b) by which a person may make an appeal against certain decisions of the authority;
- (c) by which a person can apply to the authority for a reduction under section 13A(1)(c) of the 1992 Act.

### **PART 4 Classes of person entitled to a reduction under this scheme**

#### **12.0 Classes of person entitled to a reduction under this scheme**

- (1) The classes of person described in paragraphs 13 to 18 are entitled to a reduction under this scheme.
- (2) In those paragraphs, references to the applicant's income or capital include, in a case where that income or capital cannot accurately be determined, references to the applicant's estimated income or capital.

#### **13.0 Class A: pensioners whose income is no greater than the applicable amount**

On any day class A consists of any person who is a pensioner

- (a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- (b) who, subject to paragraph 19 (periods of absence from a dwelling), is not absent from the dwelling throughout the day;
- (c) in respect of whom a maximum council tax reduction amount can be calculated;
- (d) who does not fall within a class of person not entitled to a reduction under this scheme;
- (e) whose income (if any) for the relevant week does not exceed his applicable amount, and
- (f) who has made an application.

#### **14.0 Class B: pensioners whose income is greater than the applicable amount**

On any day class B consists of any person who is a pensioner

- (a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- (b) who, subject to paragraph 19 (periods of absence from a dwelling), is not absent from the dwelling throughout the day;
- (c) in respect of whom a maximum council tax reduction amount can be calculated;
- (d) who does not fall within a class of person not entitled to a reduction under this scheme;
- (e) whose income for the relevant week is greater than his applicable amount;
- (f) in respect of whom amount A exceeds amount B where—
  - (i) amount A is the maximum council tax reduction in respect of the day in the applicant's case; and

- (ii) amount B is 2 6/7 per cent of the difference between his income for the relevant week and his applicable amount, and
- (g) who has made an application.

**15.0 Class C: alternative maximum council tax reduction – pensioners**

- (1) On any day class C consists of any person who is a pensioner
  - (a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
  - (b) who, subject to paragraph 19 (periods of absence from a dwelling), is not absent from the dwelling throughout the day;
  - (c) in respect of whom a maximum council tax reduction amount can be calculated;
  - (d) who does not fall within a class of person not entitled to a reduction under this scheme;
  - (e) who has made an application; and
  - (f) in relation to whom the condition in sub-paragraph (2) is met.
- (2) The condition referred to in sub-paragraph (1)(f) is that no other resident of the dwelling is liable to pay rent to the applicant in respect of the dwelling and there is an alternative maximum council tax reduction in respect of the day in the case of that person which is derived from the income, or aggregate incomes, of one or more residents to whom this sub-paragraph applies.
- (3) Sub-paragraph (2) applies to any other resident of the dwelling who:
  - (a) is not a person who, in accordance with Schedule 1 to the 1992 Act, falls to be disregarded for the purposes of discount;
  - (b) is not a person who is liable for council tax solely in consequence of the provisions of section 9 of the 1992 Act (spouse's or civil partner's joint and several liability for tax);
  - (c) is not a person who is residing with a couple or with the members of a polygamous marriage where the applicant is a member of that couple or of that marriage and
    - (i) in the case of a couple, neither member of that couple is a person who, in accordance with Schedule 1 to the 1992 Act (persons disregarded for the purposes of discount), falls to be disregarded for the purposes of discount; or
    - (ii) in the case of a polygamous marriage, two or more members of that marriage are not persons who, in accordance with Schedule 1 to the 1992 Act, fall to be disregarded for the purposes of discount;
  - (d) is not a person who jointly with the applicant falls within the same paragraph of section 6(2)(a) to (e) of the 1992 Act (persons liable to pay council tax) as applies in the case of the applicant; or
  - (e) is not a person who is residing with two or more persons both or all of whom fall within the same paragraph of section 6(2)(a) to (e) of the 1992 Act where two or more of those persons are not persons who, in accordance with Schedule 1 to the 1992 Act, fall to be disregarded for the purposes of discount.

**16.0 Class D: persons who are not pensioners whose income is less than the applicable amount**

On any day class D consists of any person who is not a pensioner:

- (a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- (b) who, subject to paragraph 19 (periods of absence from a dwelling), is not absent from the dwelling throughout the day;
- (c) in respect of whom a maximum council tax reduction amount can be calculated;
- (d) who does not fall within a class of person not entitled to a reduction under this scheme;
- (e) whose income (if any) for the relevant week is less than his applicable amount, and
- (f) who has made an application.

**17. Class E: persons who are not pensioners whose income is greater than the applicable amount**

On any day class E consists of any person who is not a pensioner:

- (a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- (b) who, subject to paragraph 19 (periods of absence from a dwelling), is not absent from the dwelling throughout the day;
- (c) in respect of whom a maximum council tax reduction amount can be calculated;
- (d) who does not fall within a class of person not entitled to a reduction under this scheme;
- (e) whose income for the relevant week is greater than his applicable amount;
- (f) in respect of whom amount A exceeds amount B where—
  - (i) amount A is the maximum council tax reduction in his case; and
  - (ii) amount B is  $\frac{2}{7}$  per cent of the difference between his income for the relevant week and his applicable amount, and
- (g) who has made an application.

**18.0 Class F: alternative maximum council tax reduction – persons who are not pensioners**

(1) On any day class F consists of any person who is not a pensioner—

- (a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;
- (b) who, subject to paragraph 19 (periods of absence from a dwelling), is not absent from the dwelling throughout the day;
- (c) in respect of whom a maximum council tax reduction amount can be calculated;
- (d) who does not fall within a class of person not entitled to a reduction under this scheme;
- (e) who has made an application; and
- (f) in relation to whom the condition in sub-paragraph (2) is met.

(2) The condition referred to in sub-paragraph (1)(f) is that no other resident of the dwelling is liable to pay rent to the person in question in respect of the dwelling and there is an alternative maximum council tax reduction in respect of the day in the case of that person which is derived from the income, or aggregate incomes, of one or more residents to whom this sub-paragraph applies.

(3) Sub-paragraph (2) applies to any other resident of the dwelling who:

- (a) is not a person who, in accordance with Schedule 1 to the 1992 Act, falls to be disregarded for the purposes of discount; and
- (b) is not a person who is liable for council tax solely in consequence of the provisions of section 9 of the 1992 Act (spouse's or civil partner's joint and several liability for tax);
- (c) is not a person who is residing with a couple or with the members of a polygamous marriage where the applicant for the reduction is a member of that couple or of that marriage and—
  - (i) in the case of a couple, neither member of that couple is a person who, in accordance with Schedule 1 to the 1992 Act, falls to be disregarded for the purposes of discount; or
  - (ii) in the case of a polygamous marriage, two or more members of that marriage are not persons who, in accordance with Schedule 1 to the 1992 Act, fall to be disregarded for the purposes of discount;
- (d) is not a person who jointly with the applicant for reduction falls within the same paragraph of section 6(2)(a) to (e) of the 1992 Act (persons liable to pay council tax) as applies in the case of the applicant; or
- (e) is not a person who is residing with two or more persons both or all of whom fall within the same paragraph of section 6(2)(a) to (e) of the 1992 Act where two or more of those persons are not persons who, in accordance with Schedule 1 to the 1992 Act, fall to be disregarded for the purposes of discount.

**A19. This is no longer used**

### 19.0 Periods of absence from a dwelling

- (1) A person is not absent from a dwelling in relation to any day which falls within a period of temporary absence from that dwelling.
- (2) In sub-paragraph (1), a “period of temporary absence” means
  - (a) a period of absence not exceeding 13 weeks, beginning with the first whole day on which a person resides in residential accommodation in Great Britain where and for so long as—
    - (i) the person resides in that accommodation;
    - (ii) the part of the dwelling in which he usually resided is not let or sub-let; and
    - (iii) that period of absence does not form part of a longer period of absence from the dwelling of more than 52 weeks, where he has entered the accommodation for the purpose of ascertaining whether it suits his needs and with the intention of returning to the dwelling if it proves not to suit his needs;
  - (b) subject to sub-paragraph (2B), a period of absence within Great Britain not exceeding 13 weeks, beginning with the first whole day of absence from the dwelling, where and for so long as:
    - (i) the person intends to return to the dwelling;
    - (ii) the part of the dwelling in which he usually resided is not let or sub-let; and
    - (iii) that period is unlikely to exceed 13 weeks;
  - (c) subject to sub-paragraph (2D), a period of absence within Great Britain not exceeding 52 weeks, beginning with the first whole day of that absence, where and for so long as:
    - (i) the person intends to return to the dwelling;
    - (ii) the part of the dwelling in which he usually resided is not let or sub-let;
    - (iii) the person is a person to whom sub-paragraph (3) applies; and
    - (iv) the period of absence is unlikely to exceed 52 weeks or, in exceptional circumstances, is unlikely substantially to exceed that period; and
  - (d) subject to sub-paragraphs (2F), (3C), (3E) and (3G) and where sub-paragraph (2E) applies, a period of absence outside Great Britain not exceeding 4 weeks, beginning with the first day of that absence from Great Britain where and for so long as—
    - (i) the person intends to return to the dwelling;
    - (ii) the part of the dwelling in which he usually resides is not let or sub-let; and
    - (iii) the period of absence from Great Britain is unlikely to exceed 4 weeks.
- (2A) The period of 13 weeks referred to in sub-paragraph (2)(b) shall run or continue to run during any period of absence from Great Britain.
- (2B) Where—
  - (a) a person returns to Great Britain after a period of absence from Great Britain (period A);
  - (b) that person has been absent from the dwelling, including any absence within Great Britain, for less than 13 weeks beginning with the first day of absence from that dwelling; and
  - (c) at the outset of, or during, period A, period A ceased to be treated as a period of temporary absence, then any day that follows period A and precedes the person’s return to the dwelling, shall not be treated as a period of temporary absence under sub-paragraph (2)(b).
- (2C) The period of 52 weeks referred to in sub-paragraph (2)(c) shall run or continue to run during any period of absence from Great Britain.
- (2D) Where —
  - (a) a person returns to Great Britain after a period of absence from Great Britain (period A);
  - (b) that person has been absent from the dwelling, including any absence within Great Britain, for less than 52 weeks beginning with the first day of absence from that dwelling; and
  - (c) at the outset of, or during, period A, period A ceased to be treated as a period of temporary absence, then, any day that follows period A and precedes the person’s return to the dwelling, shall not be treated as a period of temporary absence under

sub-paragraph (2)(c).

(2E) This sub-paragraph applies where—

- (a) a person is temporarily absent from Great Britain;
- (b) immediately before that period of absence from Great Britain, the person was not absent from the dwelling.

(2F) If the temporary absence referred to in sub-paragraph (2)(d) is in connection with the death of—

- (a) the person's partner or a child or young person for whom the person or the person's partner is responsible;
- (b) the person's close relative;
- (c) the close relative of the person's partner; or
- (d) the close relative of a child or young person for whom the person or the person's partner is responsible, then the period of 4 weeks in the opening words of sub-paragraph (2)(d) may be extended by up to 4 further weeks if the relevant authority considers it unreasonable to expect the person to return to Great Britain within the first 4 weeks (and the reference in subparagraph (iii) of that paragraph to a period of 4 weeks shall, where the period is extended, be taken as referring to the period as so extended).

(3) This sub-paragraph applies to a person who—

- (a) is a person to whom sub-paragraph (3A) applies;
- (b) is resident in a hospital or similar institution as a patient;
- (c) is undergoing, or whose partner or dependent child is undergoing medical treatment, or medically approved convalescence, in accommodation other than residential accommodation;
- (d) is following a training course;
- (e) is undertaking medically approved care of a person;
- (f) is undertaking the care of a child whose parent or guardian is temporarily absent from the dwelling normally occupied by that parent or guardian for the purpose of receiving medically approved care or medical treatment;
- (g) is receiving medically approved care provided in accommodation other than residential accommodation;
- (h) is a student;
- (i) is receiving care provided in residential accommodation and is not a person to whom sub-paragraph (2)(a) applies; or
- (j) has left the dwelling he resides in through fear of violence, in that dwelling, or by a person who was formerly a member of the family of the person first mentioned.

(3A) This sub-paragraph applies to a person ("P") who is—

- (a) detained in custody on remand pending trial;
- (b) detained pending sentence upon conviction; or
- (c) as a condition of bail required to reside—
  - (i) in a dwelling, other than a dwelling P occupies as P's home; or
  - (ii) in premises approved under section 13 of the Offender Management Act 2007(a), and who is not also detained in custody following sentence upon conviction.

(3B) This sub-paragraph applies where—

- (a) a person is temporarily absent from Great Britain;
- (b) the person is a member of Her Majesty's forces posted overseas, a mariner or a continental shelf worker;
- (c) immediately before that period of absence from Great Britain, the person was not absent from the dwelling.

(3C) Where sub-paragraph (3B) applies, a period of absence from Great Britain not exceeding 26 weeks, beginning with the first day of absence from Great Britain, shall be treated as a period of temporary absence where and for so long as—

- (a) the person intends to return to the dwelling;
- (b) the part of the dwelling in which he usually resided is not let or sub-let;
- (c) the period of absence from Great Britain is unlikely to exceed 26 weeks.

(3D) This sub-paragraph applies where—

- (a) a person is temporarily absent from Great Britain;

- (b) the person is a person described in any of paragraphs (b), (c), (g) or (j) of subparagraph (c) immediately before that period of absence from Great Britain, the person was not absent from the dwelling.
- (3E) Where sub-paragraph (3D) applies, a period of absence from Great Britain not exceeding 26 weeks, beginning with the first day of absence from Great Britain, shall be treated as a period of temporary absence where and for so long as—
- (a) the person intends to return to the dwelling;
  - (b) the part of the dwelling in which he usually resided is not let or sub-let;
  - (c) the period of absence is unlikely to exceed 26 weeks, or in exceptional circumstances, is unlikely substantially to exceed that period.
- (3F) This sub-paragraph applies where—
- (a) a person is temporarily absent from Great Britain;
  - (b) the person is a person described in any of paragraphs (a), (d), (e), (f), (h) or (i) of subparagraph (3);
  - (c) immediately before that period of absence from Great Britain, the person was not absent from the dwelling.
- (3G) Where sub-paragraph (3F) applies, a period of absence from Great Britain not exceeding 4 weeks, beginning with the first day of absence from Great Britain, shall be treated as a period of temporary absence where and for so long as—
- (a) the person intends to return to the dwelling;
  - (b) the part of the dwelling in which he usually resided is not let or sub-let;
  - (c) the period of absence is unlikely to exceed 4 weeks, or in exceptional circumstances, is unlikely substantially to exceed that period.
- (4) This sub-paragraph applies to a person who is
- (a) detained in custody pending sentence upon conviction or under a sentence imposed by a court (other than a person who is detained in hospital under the provisions of the Mental Health Act 1983, or, in Scotland, under the provisions of the Mental Health (Care and Treatment) (Scotland) Act 2003 or the Criminal Procedure (Scotland) Act 1995 or, in Northern Ireland, under Article 4 or 12 of the Mental Health (Northern Ireland) Order 1986); and
  - (b) on temporary release from detention in accordance with Rules made under the provisions of the Prison Act 1952 or the Prisons (Scotland) Act 1989.
- (5) Where sub-paragraph (4) applies to a person, then, for any day when he is on temporary release—
- (a) if such temporary release was immediately preceded by a period of temporary absence under sub-paragraph (2)(b) or (c), he must be treated, for the purposes of sub-paragraph (1), as if he continues to be absent from the dwelling, despite any return to the dwelling;
  - (b) for the purposes of sub-paragraph (3)(a), he must be treated as if he remains in detention;
  - (c) if he does not fall within paragraph (a), he is not to be considered to be a person who is liable to pay council tax in respect of a dwelling of which he is a resident.
- (6) In this paragraph—
- “continental shelf worker” means a person who is employed, whether under a contract of service or not, in a designated area or a prescribed area in connection with any of the activities mentioned in section 11(2) of the Petroleum Act 1998(a);
- “designated area” means any area which may from time to time be designated by Order in Council under the Continental Shelf Act 1964(b) as an area within which the rights of the United Kingdom with respect to the seabed and subsoil and their natural resources may be exercised;
- “mariner” means a person who is employed under a contract of service either as a master or member of the crew of any ship or vessel, or in any other capacity on board any ship or vessel, where—
- (a) the employment in that capacity is for the purposes of that ship or vessel or its crew or any passengers or cargo or mails carried by the ship or vessel; and

b) the contract is entered into in the United Kingdom with a view to its performance (in whole or in part) while the ship or vessel is on its voyage;”;

“medically approved” means certified by a medical practitioner;

“member of Her Majesty’s forces posted overseas” means a person who is a member of the regular forces or the reserve forces (within the meaning of section 374 of the Armed Forces Act 2006(c)), who is absent from the main dwelling because the person has been posted outside of Great Britain to perform the duties of a member of Her Majesty’s regular forces or reserve forces;

“patient” means a person who is undergoing medical or other treatment as an in-patient in any hospital or similar institution;

“prescribed area” means any area over which Norway or any member State (other than the United Kingdom) exercises sovereign rights for the purpose of exploring the seabed and subsoil and exploiting their natural resources, being an area outside the territorial seas of Norway or such member State, or any other area which is from time to time specified under section 10(8) of the Petroleum Act 1998;

“residential accommodation” means accommodation which is provided in

- (a) a care home;
- (b) an independent hospital;
- (c) an Abbeyfield Home; or
- (d) an establishment managed or provided by a body incorporated by Royal Charter or constituted by Act of Parliament other than a local social services authority;

“training course” means a course of training or instruction provided wholly or partly by or on behalf of or in pursuance of arrangements made with, or approved by or on behalf of, Skills Development Scotland, Scottish Enterprise, Highlands and Islands Enterprise, a government department or the Secretary of State.

**19A - Transitional provision**

- (1) Subject to paragraph (2), the amendments made to paragraph 19 of this scheme by regulation 2(3)(a) of SI 2016 1262 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2016, shall not apply in respect of a person who is temporarily absent from Great Britain on 1st April 2017 until the day that person returns to Great Britain, in such cases paragraph 19 of the 2016/17 Council Tax Reduction Scheme shall apply instead.
- (2) Paragraph (1) does not apply to a person who, on 1st April 2017, is temporarily absent from Great Britain and is—
  - (a) a member of Her Majesty’s forces posted overseas;
  - (b) absent in the capacity of a continental shelf worker; or
  - (c) absent in the capacity of a mariner.
- (3) In this regulation—
 

“continental shelf worker” means a person who is employed, whether under a contract of service or not, in a designated area or a prescribed area in connection with any of the activities mentioned in section 11(2) of the Petroleum Act 1998;

“designated area” means any area which may from time to time be designated by Order in Council under the Continental Shelf Act 1964 as an area within which the rights of the United Kingdom with respect to the seabed and subsoil and their natural resources may be exercised;

“mariner” means a person who is employed under a contract of service either as a master or member of the crew of any ship or vessel, or in any other capacity on board any ship or vessel, where—

  - (a) the employment in that capacity is for the purposes of that ship or vessel or its crew or any passengers or cargo or mails carried by the ship or vessel; and
  - (b) the contract is entered into in the United Kingdom with a view to its performance (in whole or in part) while the ship or vessel is on its voyage;

“member of Her Majesty’s forces posted overseas” means a person who is a member of the regular forces or the reserve forces (within the meaning of section 374 of the Armed Forces Act 2006), who is absent from the dwelling that the person normally occupies as his home because the person has been posted outside of Great Britain to perform the duties

of a member of Her Majesty's regular forces or reserve forces; and  
"prescribed area" means any area over which Norway or any member State (other than the United Kingdom) exercises sovereign rights for the purpose of exploring the seabed and subsoil and exploiting their natural resources, being an area outside the territorial seas of Norway or such member State, or any other area which is from time to time specified under section 10(8) of the Petroleum Act 1998.

## **PART 5 Classes of person excluded from this scheme**

### **20.0 Classes of person excluded from this scheme**

The classes of person described in paragraphs 21 to 24 are not entitled to a reduction under this scheme.

### **21.0 Class of person excluded from this scheme: persons treated as not being in Great Britain**

- (1) The class of person described in this paragraph consists of any person treated as not being in Great Britain.
- (2) Except where a person falls within sub-paragraph (5) or (6), a person is to be treated as not being in Great Britain if the person is not habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland.
- (3) A person must not be treated as habitually resident in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland unless the person has a right to reside in one of those places.
- (4) For the purposes of sub-paragraph (3), a right to reside does not include a right which exists by virtue of, or in accordance with—
  - (a) regulation 13 of the EEA Regulations
  - (aa) regulation 14 of the EEA Regulations, but only in a case where the right exists under that regulation because the person is—
    - (i) a jobseeker for the purpose of the definition of "qualified person" in regulation 6(1) of those Regulations, or
    - (ii) a family member (within the meaning of regulation 7 of those Regulations) of such a jobseeker;
  - (b) regulation 16 of the EEA Regulations, but only in a case where the right exists under that regulation because the applicant satisfies the criteria in paragraph (5) of that regulation
- (4A) For the purposes of paragraph (3), a right to reside does not include a right which exists by virtue of a person having been granted limited leave to enter, or remain in, the United Kingdom under the Immigration Act 1971(10) by virtue of—
  - (a) Omitted, SI 29/2021;
  - (b) Appendix EU to the immigration rules made under section 3(2) of that Act;
  - (c) being a person with a Zambrano right to reside as defined in Annex 1 of Appendix EU to the immigration rules made under section 3(2) of that Act.; or
  - (d) having arrived in the United Kingdom with an entry clearance that was granted under Appendix EU (Family Permit) to the immigration rules made under section 3(2) of that Act.
- (4B) Paragraph (4A)(b) does not apply to a person who—
  - (a) has a right to reside granted by virtue of being a family member of a relevant person of Northern Ireland; and
  - (b) would have a right to reside under the EEA Regulations (6) if the relevant person of Northern Ireland were an EEA national, provided that the right to reside does not fall within paragraph (4)(a) or (b).
- (5) A person falls within this sub-paragraph if the person is:
  - (a) a qualified person for the purposes of regulation 6 of the EEA Regulations as a worker or a self-employed person;
  - (b) a family member of a person referred to in paragraph (a);

- (c) a person who has a right to reside permanently in the United Kingdom by virtue of regulation 15(1)(c), (d) or (e) of the EEA Regulations;
  - (ca) a family member of a relevant person of Northern Ireland, with a right to reside which falls within paragraph (4A)(b), provided that the relevant person of Northern Ireland falls within paragraph (5)(a), or would do so but for the fact that they are not an EEA national;
  - (cb) a frontier worker within the meaning of regulation 3 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020 (7);
  - (cc) a family member of a person referred to in sub-paragraph (cb), who has been granted limited leave to enter, or remain in, the United Kingdom by virtue of Appendix EU to the immigration rules made under section 3(2) of the Immigration Act 1971(8);
  - (d) a person recorded by the Secretary of State as a refugee within the definition in Article 1 of the Convention relating to the Status of Refugees done at Geneva on 28th July 1951, as extended by Article 1(2) of the Protocol relating to the Status of Refugees done at New York on 31st January 1967;
  - (e) a person who has been granted, or who is deemed to have been granted, leave outside the rules made under section 3(2) of the Immigration Act 1971(5) where that leave is—
    - (i) discretionary leave to enter or remain in the United Kingdom,
    - (ii) leave to remain under the Destitution Domestic Violence concession(6) which came into effect on 1st April 2012, or
    - (iii) leave deemed to have been granted by virtue of regulation 3 of the Displaced Persons (Temporary Protection) Regulations 2005(7);
  - (f) a person who has humanitarian protection granted under those rules;
  - (g) a person who is not a person subject to immigration control within the meaning of section 115(9) of the Immigration and Asylum Act 1999 and who is in the United Kingdom as a result of his deportation, expulsion or other removal by compulsion of law from another country to the United Kingdom.
  - (h) in receipt of income support, an income-related employment and support allowance; or an award of Universal Credit or
  - (ha) in receipt of an income-based jobseeker's allowance and has a right to reside other than a right to reside falling within paragraph (4);
- (6) A person falls within this sub-paragraph if the person is a Crown servant or member of Her Majesty's forces posted overseas.
- (7) A person mentioned in sub-paragraph (6) is posted overseas if the person is performing overseas the duties of a Crown servant or member of Her Majesty's forces and was, immediately before the posting or the first of consecutive postings, habitually resident in the United Kingdom.
- (8) In this paragraph—
- “claim for asylum” has the same meaning as in section 94(1) of the Immigration and Asylum Act 1999;
  - “EEA national” has the meaning given in regulation 2(1) of the EEA Regulations;
  - “EEA Regulations” means the Immigration (European Economic Area) Regulations 2016(12) and references to the EEA Regulations are to be read with Schedule 4 to the Immigration and Social Security Co-ordination (EU Withdrawal) Act 2020 (Consequential, Saving, Transitional and Transitory Provisions) Regulations 2020(9);
  - “family member” has the meaning given in regulation 7(1)(a), (b) or (c) of the EEA Regulations, except that regulation 7(4) of the EEA Regulations does not apply for the purposes of paragraphs (4B) and (5)(ca);
  - “relevant person of Northern Ireland” has the meaning given in Annex 1 of Appendix EU to the immigration rules made under section 3(2) of the Immigration Act 1971.

## **22.0 Class of person excluded from this scheme: persons subject to immigration control**

- (1) Subject to paragraph (1A), Persons subject to immigration control are not entitled to a reduction under this scheme.
- (1A) A person who is a national of a state which has ratified the European Convention on Social and Medical Assistance<sup>(9)</sup> (done in Paris on 11th December 1953) or a state which has ratified the Council of Europe Social Charter (signed in Turin on 18th October 1961) and who is lawfully present in the United Kingdom is not a person subject to immigration control for the purpose of paragraph (1).
- (2) "Person subject to immigration control" has the meaning given in section 115(9) of the Immigration and Asylum Act 1999.

## **23. Class of person excluded from this scheme: capital limit - pensioners**

- 23.** (1) The class of person described in this paragraph consists of any person whose capital exceeds £16,000.
- (2) Capital for the purposes of sub-paragraph (1) is to be calculated in accordance with schedule 9 of this scheme, and paragraphs 71 and 72

## **23A. Class of person excluded from this scheme: capital limit – persons who are not pensioners**

- 23A.** (1) The class of person described in this paragraph consists of any person whose capital exceeds £10,000.
- (2) Capital for the purposes of sub-paragraph (1) is to be calculated in accordance with schedule 10 of this scheme, and paragraphs 71 and 73.

## **PART 6 Applicable amounts**

### **25.0 Applicable amounts: pensioners**

- (1) The applicable amount for a pensioner for a week is the aggregate of such of the following amounts as apply in his case—
- (a) an amount in respect of his personal allowance, determined in accordance with paragraph 1 of Schedule 2 (personal allowance);
  - (b) an amount determined in accordance with paragraph 2 of that Schedule in respect of up to two individuals who are either children or young persons and who are members of his family;
  - (c) if he is a member of a family of which at least one member is a child or young person, an amount determined in accordance with paragraph 3 of that Schedule (family premium);
  - (d) the amount of any premiums which may be applicable to him, determined in accordance with Parts 3 and 4 of that Schedule (premiums).
- (1A) For the purposes of sub-paragraph (1)(b) as it applies apart from sub-paragraph (1C), where the family includes more than two individuals who are either children or young persons and under paragraph 2 of that Schedule a different amount applies to different individuals, the two amounts to be included in the applicable amount shall be those that result in the greatest possible total amount.
- (1B) Sub-paragraph (1C) applies where—
- (a) (whether or not as part of a tax credit couple as defined in section 3(5A) of the Tax Credits Act 2002) the applicant has an award of child tax credit (whether or not any amount is payable by way of such credit) in respect of a child or young person who is a member of his family; and

(b) the total amount to be included in the applicable amount under sub-paragraph (1)(b) as substituted by sub-paragraph (1C) would be higher than the total amount that would be included under paragraph (1)(b) apart from sub-paragraph (1C).

(1C) Where this paragraph applies, for sub-paragraph (1)(b) substitute—

(d) an amount determined in accordance with paragraph 2 of that Schedule in respect of any child or young person who is a member of his family and in respect of whom the individual element of child tax credit has been included in the determination of the maximum rate of that credit;

(2) In Schedule 2—

“additional spouse” means a spouse of either party to the marriage who is additional to the other party to the marriage;

“patient” means a person (other than a person who is serving a sentence of imprisonment or detention in a youth custody institution) who is regarded as receiving free in-patient treatment within the meaning of regulation 2(4) and (5) of the Social Security (Hospital In-Patients) Regulations 2005.

#### **26.0 Applicable amounts: persons who are not pensioners**

26. (1) Subject to paragraphs 27 and 28, the applicable amount for a week for a person who is not a pensioner is the aggregate of such of the following amounts (as stated in Schedule 3) as may apply in his case—

(a) an amount in respect of himself or, if he is a member of a couple, an amount in respect of both of them, determined in accordance with paragraph 1 of Schedule 3;

(b) an amount determined in accordance with paragraph 3 of Schedule 3 in respect of up to two individuals who are either children or young persons and who are members of his family;

(c) if he is a member of a family of which at least one member is a child or young person, an amount determined in accordance with Part 2 of that Schedule (family premium);

(d) the amount of any premiums which may be applicable to him, determined in accordance with Parts 3 and 4 of that Schedule (premiums);

(e) the amount of either the –

(i) work-related activity component; or

(ii) support component,

which may be applicable to him in accordance with Parts 5 and 6 of that Schedule (the components);(f) the amount of any transitional addition

which may be applicable to him in accordance with Parts 7 and 8 of that Schedule (transitional addition).

(2) In Schedule 3—

“additional spouse” means a spouse by the party to the marriage who is additional to the party to the marriage;

“converted employment and support allowance” means an employment and support allowance which is not income-related and to which a person is entitled as a result of a conversion decision within the meaning of the Employment and Support Allowance (Existing Awards) Regulations 2008;

“patient” means a person (other than a person who is serving a sentence of imprisonment or detention in a youth custody institution) who is regarded as receiving free in-patient treatment within the meaning of regulation 2(4) and (5) of the Social Security (Hospital In-Patients) Regulations 2005.

(3) For the purposes of paragraph (1)(b), as it applies apart from paragraph (5), where the family includes more than two individuals who are either children or young persons, and, under paragraph 3 of Schedule 3, a different amount applies to different individuals, the

two amounts to be included in the applicable amount shall be those that result in the greatest possible total amount.

(4) Paragraph (5) applies where—

- (a) (whether or not as part of a tax credit couple as defined in section 3(5A) of the Tax Credits Act 2002) the claimant has an award of child tax credit (whether or not any amount is payable by way of such credit) in respect of a child or young person who is a member of his family; and
- (b) the total amount to be included in the applicable amount under paragraph (1)(b) as substituted by paragraph (5) would be higher than the total amount that would be included under paragraph (1)(b) apart from paragraph (5).

(5) Where this paragraph applies, for paragraph (1)(b) substitute—

“(b) an amount determined in accordance with paragraph 3 of Schedule 3 in respect of any child or young person who is a member of his family and in respect of whom the individual element of child tax credit has been included in the determination of the maximum rate of that credit;”.

#### **27.0 Polygamous marriages: persons who are not pensioners**

. 27. (1) This paragraph applies where an applicant who is not a pensioner is a member of a polygamous marriage and does not have (alone or jointly with a party to a marriage), an award of universal credit.

(2) The applicable amount for a week of an applicant where this paragraph applies is the aggregate of such of the following amounts as may apply in his case:

- (a) the amount applicable to him and one of his partners determined in accordance with paragraph 1(3) of Schedule 3 as if he and that partner were a couple;
- (b) an amount equal to the difference between the amounts specified in sub-paragraphs (3) and (1)(b) of paragraph 1 of that Schedule in respect of each of his other partners;
- (c) an amount determined in accordance with paragraph 3 of Schedule 3 in respect of up to two individuals who are either children or young persons and for whom he or a partner of his is responsible and who are members of the same household;
- (d) if he or another partner of the polygamous marriage is responsible for a child or young person who is a member of the same household, the amount specified in Part 2 of that Schedule (family premium);
- (e) the amount of any premiums which may be applicable to him determined in accordance with Parts 3 and 4 of that Schedule (premiums);
- (f) the amount of either the-
  - (i) work-related activity component; or
  - (ii) support component, which may be applicable to him in accordance with Parts 5 and 6 of that Schedule (the components);
- (g) the amount of any transitional addition which may be applicable to him in accordance with Parts 7 and 8 of that Schedule (transitional addition).

(3) For the purposes of paragraph (2)(c), as it applies apart from paragraph (5), where the claimant and his partners are between them responsible for more than two individuals who are either children or young persons and who are members of the same household, and, under paragraph 3 of Schedule 3, a different amount applies to different individuals, the two amounts to be included in the applicable amount shall be those that result in the greatest possible total amount.

(4) Paragraph (5) applies where—

- (a) (as part of a polygamous unit) the claimant has an award of child tax credit (whether or not any amount is payable by way of such credit) in respect of any child or young person for whom he or a partner of his is responsible and who is a member of his family; and

(b) the total amount to be included in the applicable amount under paragraph (1)(c) as substituted by paragraph (5) would be higher than the total amount that would be included under paragraph (2)(c) apart from paragraph (5).

(5) Where this paragraph applies, for paragraph (2)(c) substitute—

“(c) an amount determined in accordance with paragraph 3 of Schedule 3 in respect of any child or young person for whom he or a partner of his is responsible and who is a member of the same household and in respect of whom the individual element of child tax credit has been included in the determination of the maximum rate of that credit;”.

(6) In this regulation, “polygamous unit” has the same meaning as in regulation 2 of the Tax Credits (Polygamous Marriages) Regulations 2003(b).

**27A Transitional provisions for restrictions on amounts for children and young persons**

27A.—(1) This regulation applies where, on 31<sup>st</sup> March 2018, a person is entitled to a council tax reduction under this scheme, and the person is, or the person and the person’s partner are between them, responsible for more than two individuals who are either children or young persons and who are members of the same household (each such individual is referred to as a “protected individual”).

(2) Where this regulation applies, Paragraphs 26(1)(b) and 27(2)(c) do not apply to the person entitled to a reduction referred to in paragraph (1) until—

- (a) the person makes a new application for a council tax reduction under this scheme; or
- (b) the person or the person’s partner (if any) becomes responsible for a new individual, whichever is the first to occur.

(3) Paragraphs (4) to (8) apply where—

- (a) Paragraphs 26(1)(b) and 27(2)(c) apply by virtue of paragraph (2)(b);
- (b) the child tax credit provisions do not apply; and
- (c) the person has not made a new claim for council tax reduction under this scheme.

(4) Notwithstanding the default provisions, a child amount shall be included in the applicable amount in relation to any protected individual, in relation to any time when the person or the person’s partner (if any) is responsible for the individual and the individual is a member of the same household.

(5) Paragraph (6) applies where—

- (a) the person or the person’s partner (if any) is responsible for one or more protected individuals who are members of the same household; and
- (b) either of them is responsible for one or more new individuals who are members of the same household.

(6) Where this paragraph applies, any protected individual for whom the person or the person’s partner is responsible is to be counted for the purpose of deciding whether, under the default provisions, an additional child amount is to be included in the applicable amount with respect to the new individual or individuals referred to in paragraph (5)(b).

(7) Paragraph (8) applies where—

- (a) the number of protected individuals for whom either the person or the person’s partner (if any) is responsible, and who are members of the same household, is one;
- (b) the number of new individuals for whom either the person or the person’s partner is responsible, and who are members of the same household, is two or more; and (c) a different child amount would apply to different individuals.

(8) Where this paragraph applies, the child amounts to be included in the applicable amount shall be—

- (a) the child amount in relation to the protected individual; and
- (b) a child amount in relation to such one of the new individuals as will result in the greatest possible total amount.

(9) Under paragraph (3), for the purposes of determining whether the child tax credit provisions apply, by virtue of Paragraph 25(1B), 26(4) or 27(4) of these regulations where the person or the person’s partner is responsible for one or more protected

individuals, the total amount that would be included in the applicable amount under the default provisions shall be taken to be the total that would be included under paragraphs (4), (6) and (8).

- (10) For the purposes of this regulation—
- (a) “child amount” means the amount determined under whichever is relevant of paragraph 2 of Schedule 2 of these regulations for pensioners and paragraph 3 of Schedule 3 of these regulations for persons who are not pensioners
  - (b) “child tax credit provisions” means the provisions of paragraph 25(1)(b) (as substituted by paragraph 25(1C) for pensioners; the provisions of paragraph of paragraph 26(1)(b) (as substituted by paragraph 26(5) for persons who are not pensioners; the provisions of 27(2)(c) (as substituted by paragraph 27(5) for persons who are not pensioners and in a polygamous marriage.
  - (c) “default provisions” means the provisions of paragraph 25(1)(b) (as substituted by paragraph 25(1C) for pensioners; the provisions of paragraph of paragraph 26(1)(b) (as substituted by paragraph 26(5) for persons who are not pensioners; the provisions of 27(2)(c) (as substituted by paragraph 27(5) for persons who are not pensioners and in a polygamous marriage.
  - (d) “new individual” means a child or young person who is not a protected individual;
  - (e) any reference to an individual being part of the same household means being part of the same household with the person who is entitled to a council tax reduction under this scheme and the person’s partner (if any);
  - (f) a person is to be treated as responsible for a child or young person in the circumstances set out in paragraph 7 of this scheme.

#### **28.0 Applicable amount: persons who are not pensioners who have an award of universal credit**

- (1) Subject to sub-paragraph (2), in determining the applicable amount for a week of an applicant who is not a pensioner:
- (a) who has, or
  - (b) who (jointly with his partner) has,

an award of universal credit, the authority must use the calculation or estimate of the maximum amount of the applicant, or the applicant and his partner jointly (as the case may be), subject to the adjustment described in sub-paragraph (3).

- (2) In determining the applicable amount for a week of an applicant who is a member of a polygamous marriage, the fact that two people are husband and wife is to be disregarded if:
- (a) one of them is a party to an earlier marriage that still subsists; and
  - (b) the other party to that earlier marriage is living in the same household.
- (3) The adjustment referred to in sub-paragraph (1) is to multiply the maximum amount by 12 and divide the product by 52.
- (4) In this paragraph “maximum amount” means the maximum amount calculated by the Secretary of State in accordance with section 8(2) of the Welfare Reform Act 2012 <sup>33</sup>.

### **PART 7 Maximum council tax reduction for the purposes of calculating eligibility for a reduction under this scheme and amount of reduction**

#### **29.0 Maximum council tax reduction amount under this scheme: pensioners and war pensioners**

- (1) Subject to sub-paragraphs (2) to (4), a person's maximum council tax reduction amount in respect of a day is 100 per cent of the amount A/B where:
- (a) A is the amount set by the authority as the council tax for the relevant financial year in respect of the dwelling in which he is a resident and for which he is liable, subject

to any discount which may be appropriate to that dwelling under the 1992 Act; and  
(b) B is the number of days in that financial year,  
less any deductions in respect of non-dependants which fall to be made under  
paragraph 30 (non-dependant deductions: pensioners and persons who are not  
pensioners).

- (2) In calculating a person's maximum council tax reduction under this scheme any reduction in the amount that person is liable to pay in respect of council tax, which is made in consequence of any enactment in, or made under, the 1992 Act (other than a reduction under this scheme), is to be taken into account.
- (3) where a person's daily award of Council Tax Reduction does not meet 100% of their Council Tax liability, the Council may consider a further award of Council Tax Reduction; (a) where the conditions in Schedule 11 are satisfied and  
(b) where in the Council's opinion a person or persons would otherwise suffer extreme or exceptional hardship
- (4) Subject to sub-paragraph (5), where an applicant is jointly and severally liable for council tax in respect of a dwelling in which he is resident with one or more other persons, in determining the maximum council tax reduction in his case in accordance with sub-paragraph (1), the amount A is to be divided by the number of persons who are jointly and severally liable for that tax.
- (5) Where an applicant is jointly and severally liable for council tax in respect of a dwelling with only his partner, sub-paragraph (4) does not apply in his case.
- (6) The reference in sub-paragraph (4) to a person with whom an applicant is jointly and severally liable for council tax, does not include a student to whom paragraph 75(1) (entitlement of students to a reduction under this scheme) applies.
- (7) In this paragraph "relevant financial year" means, in relation to any particular day, the financial year within which the day in question falls.

**29A Maximum council tax reduction amount under this scheme: persons who are not pensioners or war pensioners**

- (1) Subject to sub-paragraphs (2) to (5), a person's maximum council tax reduction amount in respect of a day is 91.5 per cent of the amount A/B where:  
(a) A is the amount set by the authority as the council tax for the relevant financial year in respect of the dwelling in which he is a resident and for which he is liable, subject to any discount which may be appropriate to that dwelling under the 1992 Act; and  
(b) B is the number of days in that financial year,  
less any deductions in respect of non-dependants which fall to be made under  
paragraph 30 (non-dependant deductions: pensioners and persons who are not  
pensioners).
- (2) In calculating a person's maximum council tax reduction under this scheme any reduction in the amount that person is liable to pay in respect of council tax, which is made in consequence of any enactment in, or made under, the 1992 Act (other than a reduction under this scheme), is to be taken into account.
- (3) where a person's daily award of Council Tax Reduction does not meet 100% of their Council Tax liability, the Council may consider a further award of Council Tax Reduction; (a) where the conditions in Schedule 11 are satisfied and  
(b) where in the Council's opinion a person or persons would otherwise suffer extreme or exceptional hardship
- (4) Subject to sub-paragraph (5), where an applicant is jointly and severally liable for council

tax in respect of a dwelling in which he is resident with one or more other persons, in determining the maximum council tax reduction in his case in accordance with sub-paragraph (1), the amount A is to be divided by the number of persons who are jointly and severally liable for that tax.

- (5) Where an applicant is jointly and severally liable for council tax in respect of a dwelling with only his partner, sub-paragraph (4) does not apply in his case.
- (6) The reference in sub-paragraph (4) to a person with whom an applicant is jointly and severally liable for council tax, where the applicant is a person who is not a pensioner, does not include a student to whom paragraph 75(1) (entitlement of students to a reduction under this scheme) applies.
- (7) In this paragraph “relevant financial year” means, in relation to any particular day, the financial year within which the day in question falls.

### **30.0 Non-dependant deductions: pensioners and persons who are not pensioners**

- (1) Subject to the following provisions of this paragraph, the non-dependant deductions in respect of a day referred to in paragraph 29 and 29A are as prescribed in the relevant “Council Tax Reduction Schemes (Prescribed Requirements) England (Amendment) Regulations produced each year up-rating the amounts for the forth-coming financial year.
- (2) Subject to the following provisions of this paragraph, the non-dependant deductions in respect of a day referred to in paragraph 30 will be £7.40 per week from 01/04/22. Each financial year thereafter, the non-dependant deduction will be up-rated by the same percentage used to increase the non-dependant deduction rates in respect of claims from Pensioners which are up-rated by the relevant Statutory Instrument each year in line with the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations as applicable.
- (3) Only one deduction is to be made under this paragraph in respect of a couple or, as the case may be, members of a polygamous marriage (other than where there is an award of universal credit) and, where, but for this paragraph, the amount that would fall to be deducted in respect of one member of a couple or polygamous marriage is higher than the amount (if any) that would fall to be deducted in respect of the other, or any other, member, the higher amount is to be deducted.
- (3A) For claims in respect of Pensioners, only one deduction is to be made under this paragraph in respect of a couple or, as the case may be, members of a polygamous marriage (other than where there is an award of universal credit) and, but for this paragraph, the amount that would fall to be deducted in respect of one member of a couple or polygamous marriage is higher than the amount (if any) that would fall to be deducted in respect of the other, or any other, member, the higher amount is to be deducted.
- (3B) For claims in respect of Persons who are not Pensioners, only one deduction is to be made under this paragraph in respect of a couple or, as the case may be, members of a polygamous marriage (other than where there is an award of universal credit).
- (4) In applying the provisions of sub-paragraph (1) in the case of a couple or, as the case may be, a polygamous marriage, regard must be had, for the purpose of that sub-paragraph, to the couple's or, as the case may be, all members of the polygamous marriage's joint weekly gross income.
- (5) Where in respect of a day—
  - (a) a person is a resident in a dwelling but is not himself liable for council tax in respect

- of that dwelling and that day;
- (b) other residents in that dwelling (the liable persons) have joint and several liability for council tax in respect of that dwelling and that day otherwise than by virtue of section 9 of the 1992 Act (liability of spouses and civil partners); and
  - (c) the person to whom paragraph (a) refers is a non-dependant of two or more of the liable persons, the deduction in respect of that non-dependant must be apportioned equally between those liable persons.
- (6) No deduction is to be made in respect of any non-dependants occupying an applicant's dwelling if the applicant or his partner is—
- (a) severely sight-impaired or blind or treated as such by virtue of paragraph 10 of Schedule 3 (additional condition for the disability premium); or
  - (b) receiving in respect of himself—
    - (i) attendance allowance, or would be receiving that allowance but for—
      - (aa) a suspension of benefit in accordance with regulations under section 113(2) of the SSCBA; or
      - (bb) an abatement as a result of hospitalisation; or
    - (ii) the care component of the disability living allowance, or would be receiving that component but for—
      - (aa) a suspension of benefit in accordance with regulations under section 113(2) of the SSCBA; or
      - (bb) an abatement as a result of hospitalisation; or
    - (iii) the daily living component of personal independence payment, or would be receiving that allowance but for a suspension of benefit in accordance with regulations under section 86 of the Welfare Reform Act 2012 (hospital in-patients); or
    - (iv) an AFIP, or would be receiving that payment but for a suspension of it in accordance with any terms of the armed and reserve forces compensation scheme which allows for a suspension because a person is undergoing medical treatment in a hospital or similar institution.
- (7) No deduction is to be made in respect of a non-dependant if:
- (a) although he resides with the applicant, it appears to the authority that his normal home is elsewhere; or
  - (b) he is in receipt of a training allowance paid in connection with youth training established under section 2 of the Employment and Training Act 1973 or section 2 of the Enterprise and New Towns (Scotland) Act 1990; or
  - (c) he is a full-time student within the meaning of Part 11 (students); or
  - (d) he is not residing with the applicant because he has been a patient for a period in excess of 52 weeks, and for these purposes—
    - (i) “patient” has the meaning given in paragraph 19(6), and
    - (ii) where a person has been a patient for two or more distinct periods separated by one or more intervals each not exceeding 28 days, he is to be treated as having been a patient continuously for a period equal in duration to the total of those distinct periods.
  - (e) he is not residing with the applicant because he is a member of the regular forces or the reserve forces (within the meaning of section 374 of the Armed Forces Act 2006(10)) who is absent, while on operations, from the dwelling usually occupied as their home.
- (8) No deduction is to be made in respect of a non-dependant:
- (a) who is on income support, state pension credit, an income-based jobseeker's allowance or an income-related employment and support allowance;
  - (b) to whom Schedule 1 to the 1992 Act applies (persons disregarded for purposes of discount) but this paragraph does not apply to a non-dependant who is a student to whom paragraph 4 of that Schedule refers; or

(c) who is entitled to an award of universal credit where the award is calculated on the basis that the person does not have any earned income.

(9) In the application of sub-paragraphs (1) & (2) there is to be disregarded from the non-dependent's weekly gross income—

(a) any attendance allowance, disability living allowance, personal independence payment or AFIP received by him;

(b) any payment made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the Scottish Infected Blood Support Scheme, an approved blood scheme, the London Emergencies Trust, the We Love Manchester Emergency Fund, the Windrush Compensation Scheme, the National Emergencies Trust or the Independent Living Fund (2006) which are paid as income in kind (see sub-paragraph (13)); and

(ba) any Grenfell Tower support payment which is paid as income in kind(see sub-paragraph (13));

(c) the payments set out in sub-paragraph (10).

(10) The payments mentioned in sub-paragraph (9) are—

(a) any payment made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the Scottish Infected Blood Support Scheme, an approved blood scheme, the London Emergencies Trust, the We Love Manchester Emergency Fund, the Windrush Compensation Scheme, the National Emergencies Trust or the Independent Living Fund (2006);

(aa) any Grenfell Tower support payment;

(b) any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts to which paragraph (a) refers or from a Grenfell Tower support payment and which is made to or for the benefit of—

(i) that person's partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;

(ii) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or

(iii) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family;

(c) any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person provided that the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced or, where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death, which derives from a payment made under or by any of the Trusts to which paragraph (a) refers or from a Grenfell Tower support payment and which is made to or for the benefit of—

(i) the person who is suffering from haemophilia or who is a qualifying person;

(ii) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or

(iii) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family;

(d) any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts to which paragraph (a) refers, or from a Grenfell Tower support payment where—

(i) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person's family; and

(ii)the payment is made either

- (aa) to that person’s parent or step-parent, or
- (bb) where that person at the date of the payment is a child, a young person or a student who has not completed his full-time education and has no parent or step-parent, to his guardian, but only for a period from the date of the payment until the end of two years from that person’s death;
- (e) any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or by any of the Trusts to which paragraph (a) refers or from a Grenfell Tower support payment, where—
  - (i) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who was or had been a member of his family; and
  - (ii) the payment is made either
    - (aa) to that person’s parent or step-parent, or
    - (bb) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian, but only for a period of two years from the relevant date;
- (f) in the case of a person to whom or for whose benefit a payment referred to in this sub-paragraph is made, any income which derives from—
  - (i) any payment of income or capital made under or deriving from any of the Trusts referred to in paragraph (a); or
  - (ii) a Grenfell Tower support payment;
  - (g) any payment made under, or by, a trust which is approved by the Secretary of State and which is established for the purpose of giving relief and assistance to a disabled person whose disability was caused by their mother having taken a preparation containing the drug known as Thalidomide during her pregnancy.
- (11) An applicant or his partner is severely sight-impaired or blind or treated as such for the purposes of sub-paragraph (6)(a) if the applicant or his partner—
  - (a) is registered as severely sight-impaired in a register kept by a local authority in Wales under section 18(1) of the Social Services and Well-being (Wales) Act 2014; or
  - (b) is registered as severely sight-impaired in a register kept by a local authority in England under section 77(1) of the Care Act 2014 (registers of sight-impaired adults); or
  - (c) in Scotland, has been certified as blind and in consequence he is registered in a register maintained by or on behalf of a council constituted under section 2 of the Local Government (Scotland) Act 1994.
- (11A) For the purposes of sub paragraph (8) “earned income” has the meaning given in regulation 52 of the Universal Credit Regulations 2013
- (12) For the purposes of sub-paragraph (11), a person who has ceased to be registered as severely sight-impaired or blind on regaining his eyesight is nevertheless to be treated as such for a period of 28 weeks following the date on which he ceased to be so registered.
- (13) The reference in sub-paragraph (9)(b) to “income in kind” does not include a payment to a third party made in respect of the applicant which is used by the third party to provide benefits in kind to the applicant.

**PART 8 Alternative maximum council tax reduction for the purposes of calculating eligibility for a reduction under this scheme and amount of reduction**

**31.0 Alternative maximum council tax reduction under this scheme: pensioners and persons who are not pensioners**

- (1) Subject to sub-paragraphs (2) and (3), the alternative maximum council tax reduction in respect of a day where the conditions set out in paragraph 15 (alternative maximum council

tax reduction: pensioners) or 18 (alternative maximum council tax reduction: persons who are not pensioners) are fulfilled, is the amount determined in accordance with Schedule 4 (amount of alternative council tax reduction).

- (2) Subject to sub-paragraph (3), where an applicant is jointly and severally liable for council tax in respect of a dwelling in which he is resident with one or more other persons, in determining the alternative maximum council tax reduction in his case, the amount determined in accordance with Schedule 4 must be divided by the number of persons who are jointly and severally liable for that tax.
- (3) Where an applicant is jointly and severally liable for council tax in respect of a dwelling with only his partner, solely by virtue of section 9 of the 1992 Act (liability of spouses and civil partners), sub-paragraph (2) does not apply in his case.

## **PART 9 Amount of reduction under this scheme**

### **32.0— Amount of reduction under this scheme: Classes A to F**

- (1) Where a person is entitled to a reduction under this scheme in respect of a day, the amount of the reduction to which he is entitled is as follows.
- (2) Where the person is within class A or D, that amount is the amount which is the maximum council tax reduction in respect of the day in the applicant's case.
- (3) Where the person is within class B or E, that amount is the amount found by deducting amount B from amount A, where "amount A" and "amount B" have the meanings given in paragraph 14(f) or 17(f), as the case may be.
- (4) Where the person is within class C or F, that amount is the amount which is the alternative maximum council tax reduction in respect of the day in the applicant's case.
- (5) Sub-paragraph (6) applies where both:
  - (a) sub-paragraph (2) or sub-paragraph (3), and
  - (b) sub-paragraph (4),apply to a person.
- (6) The amount of the reduction to which the person is entitled is whichever is the greater of:
  - (a) the amount of the reduction given by sub-paragraph (2) or sub-paragraph (3), as the case may be, and
  - (b) the amount of the reduction given by sub-paragraph (4).

## **PART 10 Income and capital for the purposes of calculating eligibility for a reduction under this scheme and amount of reduction**

### **CHAPTER 1 Income and capital: general**

#### **33.0 Calculation of income and capital: applicant's family and polygamous marriages**

- (1) The income and capital of—
  - (a) an applicant; and
  - (b) any partner of that applicant,is to be calculated in accordance with the provisions of this Part.
- (2) The income and capital of any partner of the applicant is to be treated as income and capital of the applicant, and in this Part any reference to the applicant applies equally to any

partner of that applicant.

- (3) Except where paragraph 37 applies, where an applicant or the partner of an applicant is married polygamously to two or more members of his household—
- (a) the applicant must be treated as possessing capital and income belonging to each such member; and
  - (b) the income and capital of that member is to be calculated in accordance with the following provisions of this Part in like manner as for the applicant.

#### **34.0 Circumstances in which income and capital of non-dependant is to be treated as applicant's**

- (1) Sub-paragraph (2) applies where it appears to the authority that a non-dependant and an applicant have entered into arrangements in order to take advantage of this scheme and the non-dependant has more income and capital than the applicant.
- (2) Except where—
- (a) the applicant is a pensioner and is on a guarantee credit, or
  - (b) the applicant is not a pensioner and is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance,
- the authority must treat the applicant as possessing income and capital belonging to that non-dependant and, in such a case, any income and capital which the applicant does possess is to be disregarded.
- (3) Where an applicant is treated as possessing income and capital belonging to a non-dependant under sub-paragraph (2) the income and capital of that non-dependant must be calculated in accordance with the following provisions of this Part in like manner as for the applicant and, except where the context otherwise requires, any reference to the "applicant" is to be construed for the purposes of this Part as if it were a reference to that non-dependant.

## **CHAPTER 2 Income and capital: pensioners in receipt of guarantee credit or savings credit**

### **35.0 Applicant in receipt of guarantee credit: pensioners**

In the case of an applicant who is a pensioner and who is in receipt, or whose partner is in receipt, of a guarantee credit, the whole of his capital and income must be disregarded.

### **36.0 Calculation of applicant's income and capital in savings credit only cases: pensioners**

- (1) In determining the income and capital of an applicant who is a pensioner and who has, or whose partner has, an award of state pension credit comprising only the savings credit, subject to the following provisions of this paragraph, the authority must use the calculation or estimate of the applicant's or as the case may be, the applicant's partner's income and capital made by the Secretary of State for the purpose of determining the award of state pension credit [75](#).
- (2) Where the calculation or estimate provided by the Secretary of State includes the amount taken into account in that determination in respect of net income, the authority may only adjust that amount so far as necessary to take into account—
- (a) the amount of any savings credit payable;
  - (b) in respect of any dependent children of the applicant, child care charges taken into account under paragraph 57(1)(c) (calculation of income on a weekly basis);
  - (c) the higher amount disregarded under this scheme in respect of—
    - (i) lone parent's earnings; or
    - (ii) payments of maintenance, whether under a court order or not, which is made or due to be made by
      - (aa) the applicant's former partner, or the applicant's partner's former

- partner; or
  - (bb) the parent of a child or young person where that child or young person is a member of the applicant's family except where that parent is the applicant or the applicant's partner;
  - (d) any amount to be disregarded by virtue of paragraph 10(1) of Schedule 5 (sums disregarded from applicant's earnings: pensioners);
  - (e) the income and capital of any partner of the applicant who is treated as a member of the applicant's household under paragraph 8, to the extent that it is not taken into account in determining the net income of the person claiming state pension credit;
  - (f) paragraph 34 (circumstances in which capital and income of a non-dependant is to be treated as applicant's), if the authority determines that that provision applies in the applicant's case;
  - (g) such further reduction (if any) as the authority thinks fit under section 13A(1)(c) of the 1992 Act (power of billing authority to reduce amount of council tax payable);
  - (h) any amount to be disregarded by virtue of paragraph 6 of Schedule 5 (exempt work).
- (3) Paragraphs 39 to 46 (calculation of income: pensioners) and 57 to 61 (calculation of income: pensioners and persons who are not pensioners) do not apply to the amount of the net income to be taken into account under sub-paragraph (1), but do apply (so far as relevant) for the purpose of determining any adjustments to that amount which the authority makes under sub-paragraph (2).
- (4) If sub-paragraph (5) applies, the authority must calculate the applicant's capital in accordance with paragraphs 63, 65 to 68 and 70 (calculation of capital: pensioners).
- (5) This sub-paragraph applies if:
- (a) the Secretary of State notifies the authority that the applicant's capital has been determined as being £16,000 or less or the authority determines his capital as being £16,000 or less;
  - (b) subsequent to that determination the applicant's capital rises to more than £16,000; and
  - (c) the increase occurs whilst there is in force an assessed income period within the meaning of sections 6 and 9 of the State Pension Credit Act 2002.

### **CHAPTER 3 Income and capital where there is an award of universal credit**

#### **37.0 Calculation of income and capital: persons who are not pensioners who have an award of universal credit**

- (1) In determining the income of an applicant:
- (a) who has, or
  - (b) who (jointly with his partner) has,
- an award of universal credit the authority must, subject to the following provisions of this paragraph, use the calculation or estimate of the amount of the income of the applicant, or the applicant and his partner jointly (as the case may be), made by the Secretary of State for the purpose of determining the award of universal credit.
- (2) The authority must adjust the amount of the income referred to in sub-paragraph (1) by multiplying the amount by 12 and dividing the product by 52.
- (3) The authority may only adjust the amount of the income as adjusted in accordance with sub-paragraph (2) so far as necessary to take into account—
- (a) the amount of the award of universal credit, determined in accordance with sub-paragraph (4);
  - (b) paragraph 34 (circumstances in which income and capital of non-dependant is to be treated as applicant's), if the authority determines that the provision applies in the applicant's case;
  - (c) such further reduction (if any) as the authority thinks fit under section 13A(1)(c) of

- the 1992 Act (power of billing authority to reduce amount of council tax payable).
- (d) Changes in the amount of universal credit (as adjusted in accordance with paragraph 4) £100.00 per calendar month. If the Council determines that the reduction in the universal credit award has occurred because of a reduction in income as made by the Secretary of State for the purpose of determining the award of universal credit and this lower level of income is likely to continue. The Council has discretion to re-assess entitlement even if the change is less than £100.00 per calendar month on the basis that such a reassessment is beneficial to the customer.
- (4) The amount for the award of universal credit to be taken into account for the purposes of sub-paragraph (3)(a) is to be determined by multiplying the amount of the award of universal credit by 12 and dividing the product by 52.
- (5) Paragraph 34 (income and capital of non-dependant to be treated as applicant's) applies for the purpose of determining any adjustments which fall to be made to the figure for income under sub-paragraph (3).
- (6) In determining the capital of an applicant—
- (a) who has, or
  - (b) who (jointly with his partner) has,
- an award of universal credit, the authority must use the calculation or estimate of the capital of the applicant, or the applicant and his partner jointly (as the case may be), made by the Secretary of State for the purpose of determining the award of universal credit.

## **CHAPTER 4 Income: other pensioners**

### **38.0 Calculation of income and capital where state pension credit is not payable: pensioners**

Where neither paragraph 35 (applicant in receipt of guarantee credit: pensioners) nor 36 (applicant in receipt of savings credit only: pensioners) applies in the applicant's case, his income and capital is to be calculated or estimated in accordance with paragraphs 39 to 46 and 57 to 62 (calculation of income) and Chapter 7 of this Part (calculation of capital).

### **39.0 Meaning of "income": pensioners**

- (1) For the purposes of classes A to C in this scheme, "income" means income of any of the following descriptions:
- (a) earnings;
  - (b) working tax credit;
  - (c) retirement pension income within the meaning of the State Pension Credit Act 2002;
  - (d) income from annuity contracts (other than retirement pension income);
  - (e) a war disablement pension or war widow's or widower's pension;
  - (f) a foreign war disablement pension or war widow's or widower's pension;
  - (g) a guaranteed income payment;
  - (h) a payment made under article 29(1)(c) of the Armed Forces and Reserve Forces (Compensation Scheme) Order 2011, in any case where article 31(2)(c) applies;
  - (i) income from capital other than capital disregarded under Part 1 of Schedule 9;
  - (j) social security benefits, other than retirement pension income or any of the following benefits:
    - (zi) universal credit;
    - (i) disability living allowance;
    - (ii) personal independence payment;
    - (iii) an AFIP;
    - (iv) attendance allowance payable under section 64 of the SSCBA (entitlement to attendance allowance);
    - (v) an increase of disablement pension under section 104 (increase for constant attendance) or 105 of that Act (increase for exceptionally severe disablement);

- (vi) child benefit;
- (vii) any guardian's allowance payable under section 77 of the SSCBA (guardian's allowance);
- (viii) any increase for a dependant, other than the applicant's partner, payable in accordance with Part 4 of that Act (increases for dependants);
- (ix) any:
  - (aa) social fund payment made under Part 8 of the SSCBA (the social fund), or
  - (bb) occasional assistance;
- (x) Christmas bonus payable under Part 10 of that Act (Christmas bonus for pensioners);
  - (xi) housing benefit;
  - (xii) council tax benefit;
  - (xiii) bereavement support payment under section 30 of the Pensions Act 2014;
  - (xiv) statutory sick pay;
  - (xv) statutory maternity pay;
  - (xvi) statutory paternity pay payable under Part 12ZA of the SSCBA;
  - (xvii) statutory shared parental pay under Part 12ZC of that Act;
  - (xviii) statutory parental bereavement pay under Part 12ZD of that Act(13);
  - (xix) deleted by SI2014/3255
  - (xx) additional statutory paternity pay payable under Part 12ZA of the SSCBA;
  - (xxi) statutory adoption pay payable under Part 12ZB of that Act (statutory adoption pay);
- (xi) Omitted SI 29/2021.
- (xx) carer's allowance supplement payable under section 81 of the Social Security (Scotland) Act 2018(5);
- (xxi) early years assistance given in accordance with section 32 of the Social Security (Scotland) Act 2018(14);
- (xxii) funeral expense assistance given in accordance with section 34 of that Act;
- (xxiii) any Scottish child payment assistance given in accordance with section 79of that Act(10);
- (xxiv) any assistance given in accordance with the Carer's Assistance (Young Carer Grants) (Scotland) Regulations 2019(11);
- (xxv) short-term assistance given in accordance with regulations under section 36of the Social Security (Scotland) Act 2018(12);
- (xxvi) winter heating assistance given in accordance with regulations undersection 30 of that Act;
- (xxvii) any benefit similar to those mentioned in the preceding provisions of this paragraph payable under legislation having effect in Northern Ireland;
- (k) all foreign social security benefits which are similar to the social security benefits mentioned above;
- (l) a payment made:
  - (i) under article 30 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 <sup>29</sup> (award for children who have reached the child's age limit), in any case where article 30(1)(b) applies; or
  - (ii) under article 12(8) of that Order (unemployability allowances: children who have reached the child's age limit), in any case where sub-paragraph (b) of that article applies;
- (m) a pension paid to victims of National Socialist persecution under any special provision made by the law of the Federal Republic of Germany, or any part of it, or of the Republic of Austria;
- (n) payments under a scheme made under the Pneumoconiosis etc. (Worker's Compensation) Act 1979;
- (o) payments made towards the maintenance of the applicant by his spouse, civil partner, former spouse or former civil partner or towards the maintenance of the applicant's partner by his spouse, civil partner, former spouse or former civil partner, including payments made—
  - (i) under a court order;

- (ii) under an agreement for maintenance; or
- (iii) voluntarily;
- (p) payments due from any person in respect of board and lodging accommodation provided by the applicant;
- (q) royalties or other sums paid as a consideration for the use of, or the right to use, any copyright, design, patent or trade mark;
- (r) any payment in respect of any—
  - (i) book registered under the Public Lending Right Scheme 1982; or
  - (ii) work made under any international public lending right scheme that is analogous to the Public Lending Right Scheme 1982;
- (s) any payment, other than a payment ordered by a court or made in settlement of a claim, made by or on behalf of a former employer of a person on account of the early retirement of that person on grounds of ill-health or disability;
- (t) any sum payable by way of pension out of money provided under—
  - (i) the Civil List Act 1837,
  - (ii) the Civil List Act 1937,
  - (iii) the Civil List Act 1952,
  - (iv) the Civil List Act 1972, or
  - (v) the Civil List Act 1975;
- (u) any income in lieu of that specified in paragraphs (a) to (r);
- (v) any payment of rent made to an applicant who:
  - (i) owns the freehold or leasehold interest in any property or is a tenant of any property;
  - (ii) occupies part of the property; and
  - (iii) has an agreement with another person allowing that person to occupy that property on payment of rent;
- (w) any payment made at regular intervals under an equity release scheme;
- (x) PPF periodic payments within the meaning of section 17(1) of the State Pension Credit Act 2002.

(2) Where the payment of any social security benefit referred to in sub-paragraph (1), or retirement pension income to which section 16(1)(za) to (e) of the State Pension Credit Act 2002 applies, is subject to any deduction (other than an adjustment specified in sub-paragraph (4)) the amount to be taken into account under sub-paragraph (1) is to be the amount before the deduction is made.

(3) Where an award of any working tax credit or child tax credit is subject to a deduction by way of recovery of an overpayment of working tax credit or child tax credit which arose in a previous tax year the amount to be taken into account under sub-paragraph (1) is to be the amount of working tax credit or child tax credit awarded less the amount of that deduction.

(4) The adjustments specified in this sub-paragraph are those made in accordance with—

- (a) the Social Security (Overlapping Benefits) Regulations 1979;
- (b) the Social Security (Hospital In-Patients) Regulations 1975;
- (c) section 30DD or section 30E of the SSCBA (reductions in incapacity benefit in respect of pensions and councillor's allowances);
- (d) section 3 of the Welfare Reform Act 2007 (deductions from contributory employment and support allowance in respect of pensions and councillor's allowances) and regulations made under it.
- (e) section 14 of the Pensions Act 2014 (pension sharing: reduction in sharer's section 4 pension)
- (f) section 45B or 55B of the Social Security Contributions and Benefits Act 1992 (reduction in additional pension in Category A retirement pension and shared additional pension: pension sharing)

(5) In sub-paragraph (1)(w), "equity release scheme" means a loan:

- (a) made between a person (“the lender”) and the applicant;
- (b) by means of which a sum of money is advanced by the lender to the applicant by way of payments at regular intervals; and
- (c) which is secured on a dwelling in which the applicant owns an estate or interest and which he occupies as his home.
- (d) in paragraph (J)(ix) “occasional assistance” means any payment or provision made by a local authority, the Welsh Ministers or the Scottish Ministers for the purposes of—
  - (i) meeting, or helping to meet an immediate short-term need—
    - (aa) arising out of an exceptional event or exceptional circumstances, and
    - (bb) that needs to be met to avoid a risk to the well-being of an individual; or
  - (ii) enabling qualifying individuals to establish or maintain a settled home, and “qualifying individuals” means individuals who have been, or without the assistance might otherwise be—
    - (aa) in prison, hospital, an establishment providing residential care or other institution, or
    - (bb) homeless or otherwise living an unsettled way of life.
- (6) In sub-paragraph (5)(d) “local authority” means a local authority in England within the meaning of the Local Government Act 1972(38).

#### **40.0 Calculation of weekly income: pensioners**

- (1) Except in a case within sub-paragraph (2), (3A), (4A) or (5),, for the purposes of calculating the weekly income of an applicant who is a pensioner, where the period in respect of which a payment is made:
  - (a) does not exceed a week, the whole of that payment is to be included in the applicant's weekly income;
  - (b) exceeds a week, the amount to be included in the applicant's weekly income is to be determined:
    - (i) in a case where that period is a month, by multiplying the amount of the payment by 12 and dividing the product by 52;
    - (ii) in a case where that period is three months, by multiplying the amount of the payment by 4 and dividing the product by 52;
    - (iii) in a case where that period is a year, by dividing the amount of the payment by 52;
    - (iv) in any other case, by multiplying the amount of the payment by 7 and dividing the product by the number of days in the period in respect of which it is made.
- (2) Sub-paragraph (3) applies where:
  - (a) the applicant's regular pattern of work is such that he does not work the same hours every week; or
  - (b) the amount of the applicant's income fluctuates and has changed more than once.
- (3) The weekly amount of that applicant's income is to be determined:
  - (a) if, in a case to which sub-paragraph (2)(a) applies, there is a recognised cycle of work, by reference to his average weekly income over the period of the complete cycle (including, where the cycle involves periods in which the applicant does no work, those periods but disregarding any other absences); or
  - (b) in any other case, on the basis of:
    - (i) the last two payments if those payments are one month or more apart;
    - (ii) the last four payments if the last two payments are less than one month apart; or
    - (iv) calculating or estimating such other payments as may, in the particular circumstances of the case, enable the applicant's average weekly income to be determined more accurately.
- (3A) Income calculated pursuant to sub-paragraphs (2) and (3) must be taken into account—

- (a) in the case of an application, on the date on which the application was made or treated as made, and the first day of each reduction week thereafter;
  - (b) in the case of an application or a reduction under a scheme where the applicant commences employment, the first day of the reduction week following the date the applicant commences that employment, and the first day of each reduction week thereafter; or
  - (c) in the case of an application or a reduction under a scheme where the applicant's average weekly earnings from employment change, the first day of the reduction week following the date the applicant's earnings from employment change so as to require recalculation under this paragraph, and the first day of each reduction week thereafter,
- regardless of whether those earnings were actually received in that reduction week.

(4) For the purposes of sub-paragraph (3)(b) the last payments are the last payments before the date the application was made or treated as made.

(4A) An applicant's earnings from employment as an employed earner not calculated pursuant to sub-paragraphs (2) and (3) must be taken into account—

- (a) in the case of an application, on the date on which the application was made or treated as made, and the first day of each reduction week thereafter;
  - (b) in the case of an application or a reduction under a scheme where the applicant commences employment, the first day of the reduction week following the date the applicant commences that employment, and the first day of each reduction week thereafter; or
  - (c) in the case of an application or a reduction under a scheme where the applicant's average weekly earnings from employment change, the first day of the reduction week following the date of the change, and the beginning of each reduction week thereafter,
- regardless of whether those earnings were actually received in that reduction week.

(5) If the applicant is entitled to receive a payment to which sub-paragraph (6) applies, the amount of that payment is to be treated as if made in respect of a period of a year.

(6) This sub-paragraph applies to:

- (a) royalties or other sums paid as a consideration for the use of, or the right to use, any copyright, design, patent or trade mark;
- (b) any payment in respect of any:
  - (i) book registered under the Public Lending Right Scheme 1982; or
  - (ii) work made under any international public lending right scheme that is analogous to the Public Lending Right Scheme 1982; and
- (c) any payment which is made on an occasional basis.

(7) The period under which any benefit under the benefit Acts is to be taken into account is to be the period in respect of which that benefit is payable.

(8) Where payments are made in a currency other than Sterling, the value of the payment is to be determined by taking the Sterling equivalent on the date the payment is made.

(9) The sums specified in Schedule 5 are to be disregarded in calculating—

- (a) the applicant's earnings; and
- (b) any amount to which sub-paragraph (6) applies where the applicant is the first owner of the copyright, design, patent or trademark, or an original contributor to the book or work referred to in sub-paragraph (6)(b).

(10) For the purposes of sub-paragraph (9)(b), and for that purpose only, the amounts specified in sub-paragraph (6) is to be treated as though they were earnings.

(11) Income specified in Schedule 6 is to be disregarded in the calculation of the applicant's

income.

- (12) Schedule 9 (capital disregards: pensioners) has effect so that
- (a) the capital specified in Part 1 is disregarded for the purpose of determining an applicant's income; and
  - (b) the capital specified in Part 2 is disregarded for the purpose of determining an applicant's income under paragraph 71 (calculation of tariff income from capital: pensioners).
- (13) In the case of any income taken into account for the purpose of calculating a person's income any amount payable by way of tax is disregarded.

**41.0 Earnings of employed earners: pensioners**

- (1) Subject to sub-paragraph (2), "earnings", in the case of employment as an employed earner who is a pensioner, means any remuneration or profit derived from that employment and includes
- (a) any bonus or commission;
  - (b) any payment in lieu of remuneration except any periodic sum paid to an applicant on account of the termination of his employment by reason of redundancy;
  - (c) any payment in lieu of notice;
  - (d) any holiday pay;
  - (e) any payment by way of a retainer;
  - (f) any payment made by the applicant's employer in respect of expenses not wholly, exclusively and necessarily incurred in the performance of the duties of the employment, including any payment made by the applicant's employer in respect of—
    - (i) travelling expenses incurred by the applicant between his home and place of employment;
    - (ii) expenses incurred by the applicant under arrangements made for the care of a member of his family owing to the applicant's absence from home;
  - (g) the amount of any payment by way of a non-cash voucher which has been taken into account in the computation of a person's earnings in accordance with Part 5 of Schedule 3 to the Social Security (Contributions) Regulations 2001;
  - (h) statutory sick pay payable by the employer under the SSCBA;
  - (i) statutory maternity pay payable by the employer under the SSCBA;
  - (j) statutory paternity pay payable under Part 12ZA of that Act;
  - (ja) statutory shared parental pay under Part 12ZC of that Act;
  - (jb) statutory parental bereavement pay under Part 12ZD of that Act(15);
  - (k) deleted by SI2014/3255
  - (l) statutory adoption pay payable under Part 12ZB of that Act;
  - (m) any sums payable under a contract of service-
    - (i) for incapacity for work due to sickness or injury; or
    - (ii) by reason of pregnancy or confinement.
- (2) Earnings does not include—
- (a) subject to sub-paragraph (3), any payment in kind;
  - (b) any payment in respect of expenses wholly, exclusively and necessarily incurred in the performance of the duties of the employment;
  - (c) any occupational pension;
  - (d) any lump sum payment made under the Iron and Steel Re-adaptation Benefits Scheme;
  - (e) any payment of compensation made pursuant to an award by an employment tribunal established under the Employment Tribunals Act 1996 in respect of unfair dismissal or unlawful discrimination;
  - (f) any payment in respect of expenses arising out of the applicant participating as a service user.

- (3) Sub-paragraph (2)(a) does not apply in respect of any non-cash voucher referred to in sub-paragraph (1)(g).

#### **42.0 Calculation of net earnings of employed earners: pensioners**

- (1) For the purposes of paragraph 57 (calculation of income on a weekly basis), the earnings of an applicant who is a pensioner derived or likely to be derived from employment as an employed earner to be taken into account must, subject to paragraph 40(5) and Schedule 5 (sums to be disregarded from earnings: pensioners), be his net earnings.
- (2) For the purposes of sub-paragraph (1) net earnings must, except where sub-paragraph (5) applies, be calculated by taking into account the gross earnings of the applicant from that employment over the assessment period, less—
- (a) any amount deducted from those earnings by way of:
    - (i) income tax;
    - (ii) primary Class 1 contributions under the SSCBA;
  - (b) one-half of any sum paid by the applicant by way of a contribution towards an occupational pension scheme;
  - (c) one-half of the amount calculated in accordance with sub-paragraph (4) in respect of any qualifying contribution payable by the applicant; and
  - (d) where those earnings include a payment which is payable under any enactment having effect in Northern Ireland and which corresponds to statutory sick pay, statutory maternity pay, statutory paternity pay, statutory shared parental pay, statutory parental bereavement pay or statutory adoption pay, any amount deducted from those earnings by way of any contributions which are payable under any enactment having effect in Northern Ireland and which correspond to primary Class 1 contributions under the SSCBA.
- (3) In this paragraph “qualifying contribution” means any sum which is payable periodically as a contribution towards a personal pension scheme.
- (4) The amount in respect of any qualifying contribution is to be calculated by multiplying the daily amount of the qualifying contribution by the number equal to the number of days in the assessment period; and for the purposes of this paragraph the daily amount of the qualifying contribution is to be determined—
- (a) where the qualifying contribution is payable monthly, by multiplying the amount of the qualifying contribution by 12 and dividing the product by 365 or 366 in a leap year;
  - (b) in any other case, by dividing the amount of the qualifying contribution by the number equal to the number of days in the period to which the qualifying contribution relates.
- (5) Where the earnings of an applicant are determined under paragraph 40(2)(b) (calculation of weekly income: pensioners) his net earnings is to be calculated by taking into account those earnings over the assessment period, less:
- (a) an amount in respect of income tax equivalent to an amount calculated by applying to those earnings the basic rate of tax, or in the case of a Scottish taxpayer, the Scottish basic rate, applicable to the assessment period less only the personal reliefs to which the applicant is entitled under Chapters 2, 3 and 3A of Part 3 of the Income Tax Act 2007 as are appropriate to his circumstances but, if the assessment period is less than a year, the earnings to which the basic rate, or the Scottish basic rate, of tax is to be applied and the amount of the personal reliefs deductible under this sub-paragraph is to be calculated on a pro rata basis;
  - (b) an amount equivalent to the amount of the primary Class 1 contributions that would be payable by him under the SSCBA in respect of those earnings if such contributions were payable; and
  - (c) one-half of any sum which would be payable by the applicant by way of a contribution towards an occupational or personal pension scheme, if the earnings so estimated

were actual earnings.

#### **43.0 Calculation of earnings of self-employed earners: pensioners**

- (1) Where the earnings of an applicant who is a pensioner consist of earnings from employment as a self-employed earner, the weekly amount of his earnings is to be determined by reference to his average weekly earnings from that employment:
  - (a) over a period of one year; or
  - (b) where the applicant has recently become engaged in that employment or there has been a change which is likely to affect the normal pattern of business, over such other period (“computation period”) as may, in the particular case, enable the weekly amount of his earnings to be determined more accurately.
- (2) For the purposes of determining the weekly amount of earnings of an applicant to whom sub-paragraph (1)(b) applies, his earnings over the computation period are to be divided by the number equal to the number of days in that period and the product multiplied by 7.
- (3) The period over which the weekly amount of an applicant's earnings is calculated in accordance with this paragraph is to be his assessment period.

#### **44.0 Earnings of self-employers earners: pensioners**

- (1) Subject to sub-paragraph (2), “earnings”, in the case of employment as a self-employed earner who is a pensioner, means the gross income of the employment.
- (2) “Earnings” in the case of employment as a self-employed earner does not include:
  - (a) where an applicant occupies a dwelling as his home and he provides in that dwelling board and lodging accommodation for which payment is made, those payments;
  - (b) any payment made by a local authority to an applicant—
    - (i) with whom a person is accommodated by virtue of arrangements made under section 22C of the Children Act 1989 or, as the case may be, section 26 or 26A of the Children (Scotland) Act 1995 or in Wales placed with the applicant or the applicant’s partner by a local authority under section 81 of the Social Services and Well-being (Wales) Act 2014; or
    - (ii) with whom a local authority fosters a child under the Looked After Children (Scotland) Regulations 2009 or who is a kinship carer under those Regulations;
  - (c) any payment made by a voluntary organisation in accordance with section 59(1)(a) of the Children Act 1989 (provision of accommodation by voluntary organisations);
  - (d) any payment made to the applicant or his partner for a person (“the person concerned”) who is not normally a member of the applicant's household but is temporarily in his care, by—
    - (i) a local authority but excluding payments of housing benefit made in respect of the person concerned;
    - (ii) a voluntary organisation;
    - (iii) the person concerned where the payment is for the provision of accommodation in respect of the meeting of that person’s needs under section 18 or 19 of the Care Act 2014 (duty and power to meet needs for care and support);
    - (iv) the National Health Service Commissioning Board or a clinical commissioning group established under section 14D of the National Health Service Act 2006;
    - (v) a Local Health Board established under section 11 of the National Health Service (Wales) Act 2006; or
    - (vi) the persons concerned where the payment is for the provision of accommodation to meet that person’s needs for care and support under section 35 or 36 of the Social Services and Well-being (Wales) Act 2014 (respectively, duty and power to meet care and support needs of an adult)
  - (da) any payment or part of a payment made by a local authority in accordance with

section 26A of the Children (Scotland) Act 1995 (duty to provide continuing care) to a person (“A”) which A passes on to the applicant where A—

- (i) was formerly in the applicant’s care;
- (ii) is aged 16 or over; and
- (iii) continues to live with the applicant;

(db) any payments made to an applicant under section 73(1)(b) of the Children and Young People (Scotland) Act 2014 (kinship care assistance: further provisions)

(e) any sports award.

#### **45.0 Notional income: pensioners**

- (1) An applicant who is a pensioner is to be treated as possessing:
  - (a) subject to sub-paragraph (2), the amount of any retirement pension income—
    - (i) for which no claim has been made; and
    - (ii) to which he might expect to be entitled if a claim for it were made;
  - (b) income from an occupational pension scheme which the applicant elected to defer.
- (2) Sub-paragraph (1)(a) does not apply to the following where entitlement has been deferred—
  - (a) a Category A or Category B retirement pension payable under sections 43 to 55 of the SSCBA;
  - (b) a shared additional pension payable under section 55A or 55AA of the SSCBA;
  - (c) graduated retirement benefit payable under sections 36 and 37 of the National Insurance Act 1965.
  - (d) in the case of a state pension under Part 1 of the Pensions Act 2014, in the circumstances specified in section 17(7) and (8) of that Act.
- (3) For the purposes of sub-paragraph (2), entitlement has been deferred—
  - (a) in the case of a Category A or Category B pension, in the circumstances specified in section 55(3) of the SSCBA;
  - (b) in the case of a shared additional pension, in the circumstances specified in section 55C(3) of the SSCBA; and
  - (c) in the case of graduated retirement benefit, in the circumstances specified in section 36(4) and (4A) of the National Insurance Act 1965.
- (4) This sub-paragraph applies where a person who has attained the qualifying age for state pension credit:
  - (a) is entitled to money purchase benefits under an occupational pension scheme or a personal pension scheme;
  - (b) fails to purchase an annuity with the funds available in that scheme; and
  - (c) either—
    - (i) defers in whole or in part the payment of any income which would have been payable to him by his pension fund holder, or
    - (ii) fails to take any necessary action to secure that the whole of any income which would be payable to him by his pension fund holder upon his applying for it, is so paid, or
    - (iii) income withdrawal is not available to him under that scheme.
- (5) Where sub-paragraph (4) applies, the amount of any income foregone is to be treated as possessed by that person, but only from the date on which it could be expected to be acquired were an application for it to be made.
- (6) The amount of any income foregone in a case where sub-paragraph (4)(c)(i) or (ii) applies is to be the rate of the annuity which may have been purchased with the fund and must be determined by the authority, taking account of information provided by the pension fund holder.

- (7) The amount of any income foregone in a case where sub-paragraph (4)(c)(iii) applies is to be the income that the applicant could have received without purchasing an annuity had the funds held under the relevant scheme been held under a personal pension scheme or occupational pension scheme where income withdrawal was available and is to be determined in the manner specified in sub-paragraph (6).
- (8) In sub-paragraph (4), “money purchase benefits” has the same meaning as in the Pension Schemes Act 1993.
- (9) Subject to sub-paragraphs (10), (11A), (11B) and (12), a person is to be treated as possessing income of which he has deprived himself for the purpose of securing entitlement to a reduction under this scheme or increasing the amount of the reduction.
- (10) Sub-paragraph (9) does not apply in respect of the amount of an increase of pension or benefit where a person, having made an election in favour of that increase of pension or benefit under Schedule 5 or 5A to the SSCBA or under Schedule 1 to the Social Security (Graduated Retirement Benefit) Regulations 2005, changes that election in accordance with regulations made under Schedule 5 or 5A to that Act in favour of a lump sum.
- (11) In sub-paragraph (10), “lump sum” means a lump sum under Schedule 5 or 5A to the SSCBA or under Schedule 1 to the Social Security (Graduated Retirement Benefit) Regulations 2005.
- (11A) Sub-paragraph (9) does not apply in respect of the amount of an increase of pension where a person, having made a choice in favour of that increase of pension under section 8(2) of the Pensions Act 2014, alters that choice in accordance with Regulations made under section 8(7) of that Act in favour of a lump sum.
- (11B) Sub-paragraph (9) does not apply in respect of the amount of an increase of pension where a person, having made a choice in favour of that increase of pension in accordance with Regulations made under section 10 of the Pensions Act 2014, which include provision corresponding or similar to section 8(2) of that Act, alters that choice in favour of a lump sum, in accordance with Regulations made under section 10 of that Act, which include provision corresponding or similar to Regulations made under section 8(7) of that Act.
- (11C) In sub-paragraph (11A), “lump sum” means a lump sum under section 8 of the Pensions Act 2014.
- (11D) In sub-paragraph (11B), “lump sum” means a lump sum under Regulations made under section 10 of the Pensions Act 2014 which include provision corresponding or similar to section 8 of that Act.
- (12) Sub-paragraph (9) does not apply in respect of any amount of income other than earnings, or earnings of an employed earner, arising out of the applicant participating as a service user.
- (13) Where an applicant is in receipt of any benefit under the benefit Acts and the rate of that benefit is altered with effect from a date on or after 1st April in any year but not more than 14 days thereafter, the authority must treat the applicant as possessing such benefit at the altered rate from either 1st April or the first Monday in April in that year, whichever date the authority selects to apply, to the date on which the altered rate is to take effect.
- (14) In the case of an applicant who has, or whose partner has, an award of state pension credit comprising only the savings credit, where the authority treats the applicant as possessing any benefit at the altered rate in accordance with sub-paragraph (13), the authority must—  
(a) determine the income and capital of that applicant in accordance with paragraph

36(1) (calculation of applicant's income in savings credit only cases: pensioners) where the calculation or estimate of that income and capital is altered with effect from a date on or after 1st April in any year but not more than 14 days thereafter; and

(b) treat that applicant as possessing such income and capital at the altered rate by reference to the date selected by the relevant authority to apply in its area, for the purposes of establishing the period referred to in sub-paragraph (13).

(15) For the purposes of sub-paragraph (9), a person is not to be regarded as depriving himself of income where:

(a) his rights to benefits under a registered pension scheme are extinguished and in consequence of this he receives a payment from the scheme, and

(b) that payment is a trivial commutation lump sum within the meaning given by paragraph 7 of Schedule 29 to the Finance Act 2004 <sup>98</sup>.

(16) In sub-paragraph (15), "registered pension scheme" has the meaning given in section 150(2) of the Finance Act 2004.

#### **46.0 Income paid to third parties: pensioners**

(1) Any payment of income, other than a payment specified in sub-paragraph (2) or (3), to a third party in respect of an applicant who is a pensioner is to be treated as possessed by the applicant.

(2) Sub-paragraph (1) does not apply in respect of a payment of income made under an occupational pension scheme, in respect of a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund where—

(a) a bankruptcy order has been made in respect of the person in respect of whom the payment has been made or, in Scotland, the estate of that person is subject to sequestration or a judicial factor has been appointed on that person's estate under section 41 of the Solicitors (Scotland) Act 1980;

(b) the payment is made to the trustee in bankruptcy or any other person acting on behalf of the creditors; and

(c) the person referred to in paragraph (a) and his partner does not possess, or is not treated as possessing, any other income apart from that payment.

(3) Sub-paragraph (1) does not apply in respect of any payment of income other than earnings, or earnings derived from employment as an employed earner, arising out of the applicant participating as a service user.

### **CHAPTER 5 Income: persons who are not pensioners**

#### **47.0 Average weekly earnings of employed earners: persons who are not pensioners**

(1) Where the income of an applicant who is not a pensioner consists of earnings from employment as an employed earner his average weekly earnings must be estimated by reference to his earnings from that employment—

(a) over a period immediately preceding the reduction week in which the application is made or treated as made and being a period of—

(i) 5 weeks, if he is paid weekly; or

(ii) 2 months, if he is paid monthly; or

(b) whether or not paragraph (a)(i) or (ii) applies, where an applicant's earnings fluctuate, over such other period preceding the reduction week in which the application is made or treated as made as may, in any particular case, enable his average weekly earnings to be estimated more accurately.

(2) Where the applicant has been in his employment for less than the period specified in sub-

paragraph (1)(a)(i) or (ii)—

- (a) if he has received any earnings for the period that he has been in that employment and those earnings are likely to represent his average weekly earnings from that employment his average weekly earnings must be estimated by reference to those earnings;
- (b) in any other case, the authority must estimate the applicant's average weekly earnings <sup>99</sup>.

(3) Where the amount of an applicant's earnings changes the authority must estimate his average weekly earnings by reference to his likely earnings from the employment over such period as is appropriate in order that his average weekly earnings may be estimated accurately but the length of the period must not in any case exceed 52 weeks.

(4) For the purposes of this paragraph the applicant's earnings are to be calculated in accordance with paragraphs 51 and 52 (earnings of employed earners: persons who are not pensioners).

**48.0 Average weekly earnings of self-employed earners: persons who are not pensioners**

(1) Where the income of an applicant who is not a pensioner consists of earnings from employment as a self-employed earner his average weekly earnings must be estimated by reference to his earnings from that employment over such period as is appropriate in order that his average weekly earnings may be estimated accurately but the length of the period must not in any case exceed a year.

(2) For the purposes of this paragraph the applicant's earnings must be calculated in accordance with paragraphs 53, 61 and 62 (earnings, and net profit, of self-employed earners).

**49.0 Average weekly income other than earnings: persons who are not pensioners**

(1) The income of an applicant who is not a pensioner which does not consist of earnings must, except where sub-paragraph (2) applies, be estimated over such period as is appropriate in order that his average weekly income may be estimated accurately but the length of the period must not in any case exceed 52 weeks; and nothing in this paragraph authorises an authority to disregard any such income other than that specified in Schedule 8 (sums disregarded in the calculation of income other than earnings: persons who are not pensioners).

(2) The period over which any benefit under the benefit Acts is to be taken into account is to be the period in respect of which that benefit is payable.

(3) For the purposes of this paragraph income other than earnings is to be calculated in accordance with paragraph 54 (calculation of income other than earnings: persons who are not pensioners).

**50.0 Calculation of weekly income of employed earners: persons who are not pensioners**

(1) For the purposes of paragraphs 47 (average weekly earnings of employed earners), 49 (average weekly income other than earnings) and 59 (calculation of average weekly income from tax credits), where the period in respect of which a payment is made—

- (a) does not exceed a week, the weekly amount is to be the amount of that payment;
- (b) exceeds a week, the weekly amount is to be determined—
  - (i) in a case where that period is a month, by multiplying the amount of the payment by 12 and dividing the product by 52;
  - (ii) in any other case, by dividing the amount of the payment by the number equal to the number of days in the period to which it relates and multiplying the product by 7.

(2) For the purposes of paragraph 48 (average weekly earnings of self-employed earners) the

weekly amount of earnings of an applicant is to be determined by dividing his earnings over the assessment period by the number equal to the number of days in that period and multiplying the product by 7.

**51.0 Earnings of employed earners: persons who are not pensioners**

(1) Subject to sub-paragraph (2), "earnings", in the case of employment as an employed earner of a person who is not a pensioner, means any remuneration or profit derived from that employment and includes:

- (a) any bonus or commission;
- (b) any payment in lieu of remuneration except any periodic sum paid to an applicant on account of the termination of his employment by reason of redundancy;
- (c) any payment in lieu of notice or any lump sum payment intended as compensation for the loss of employment but only in so far as it represents loss of income;
- (d) any holiday pay except any payable more than 4 weeks after termination or interruption of the employment;
- (e) any payment by way of a retainer;
- (f) any payment made by the applicant's employer in respect of expenses not wholly, exclusively and necessarily incurred in the performance of the duties of the employment, including any payment made by the applicant's employer in respect of—
  - (i) travelling expenses incurred by the applicant between his home and place of employment;
  - (ii) expenses incurred by the applicant under arrangements made for the care of a member of his family owing to the applicant's absence from home;
- (g) any award of compensation made under section 112(4) or 117(3)(a) of the Employment Rights Act 1996 (remedies and compensation for unfair dismissal);
- (h) any payment or remuneration made under section 28, 34, 64, 68 or 70 of the Employment Rights Act 1996 (right to guarantee payments, remuneration on suspension on medical or maternity grounds, complaints to employment tribunals);
- (i) any such sum as is referred to in section 112 of the SSCBA (certain sums to be earnings for social security purposes);
- (j) any statutory sick pay, statutory maternity pay, statutory paternity pay or statutory adoption pay, or a corresponding payment under any enactment having effect in Northern Ireland;
- (k) any remuneration paid by or on behalf of an employer to the applicant who for the time being is on maternity leave, paternity leave or adoption leave or is absent from work because he is ill;
- (l) the amount of any payment by way of a non-cash voucher which has been taken into account in the computation of a person's earnings in accordance with Part 5 of Schedule 3 to the Social Security (Contributions) Regulations 2001.

(2) Earnings does not include—

- (a) subject to sub-paragraph (3), any payment in kind;
- (b) any payment in respect of expenses wholly, exclusively and necessarily incurred in the performance of the duties of the employment;
- (c) any occupational pension;
- (d) any payment in respect of expenses arising out of the applicant's participation in a service user group.

(3) Sub-paragraph (2)(a) does not apply in respect of any non-cash voucher referred to in sub-paragraph (1)(l).

**52.0 Calculation of net earnings of employed earners: persons who are not pensioners**

(1) For the purposes of paragraph 47 (average weekly earnings of employed earners: persons who are not pensioners), the earnings of an applicant who is not a pensioner derived or

likely to be derived from employment as an employed earner to be taken into account must, subject to sub-paragraph (2), be his net earnings.

- (2) There is to be disregarded from an applicant's net earnings, any sum, where applicable, specified in paragraphs 1 to 16 of Schedule 7 (sums disregarded in the calculation of earnings: persons who are not pensioners).
- (3) For the purposes of sub-paragraph (1) net earnings must, except where sub-paragraph (6) applies, be calculated by taking into account the gross earnings of the applicant from that employment over the assessment period, less—
  - (a) any amount deducted from those earnings by way of—
    - (i) income tax;
    - (ii) primary Class 1 contributions under the SSCBA;
  - (b) one-half of any sum paid by the applicant by way of a contribution towards an occupational pension scheme;
  - (c) one-half of the amount calculated in accordance with sub-paragraph (5) in respect of any qualifying contribution payable by the applicant; and
  - (d) where those earnings include a payment which is payable under any enactment having effect in Northern Ireland and which corresponds to statutory sick pay, statutory maternity pay, statutory paternity pay or statutory adoption pay, any amount deducted from those earnings by way of any contributions which are payable under any enactment having effect in Northern Ireland and which correspond to primary Class 1 contributions under the SSCBA.
- (4) In this paragraph “qualifying contribution” means any sum which is payable periodically as a contribution towards a personal pension scheme.
- (5) The amount in respect of any qualifying contribution is to be calculated by multiplying the daily amount of the qualifying contribution by the number equal to the number of days in the assessment period; and for the purposes of this paragraph the daily amount of the qualifying contribution is to be determined—
  - (a) where the qualifying contribution is payable monthly, by multiplying the amount of the qualifying contribution by 12 and dividing the product by 365 or 366 in a leap year;
  - (b) in any other case, by dividing the amount of the qualifying contribution by the number equal to the number of days in the period to which the qualifying contribution relates.
- (6) Where the earnings of an applicant are estimated under paragraph 47(2)(b) (average weekly earnings of employed earners: classes D to F), his net earnings is to be calculated by taking into account those earnings over the assessment period, less:
  - (a) an amount in respect of income tax equivalent to an amount calculated by applying to those earnings the basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 35 to 37 of the Income Tax Act 2007 (personal allowances) as is appropriate to his circumstances but, if the assessment period is less than a year, the earnings to which the basic rate of tax is to be applied and the amount of the personal relief deductible under this sub-paragraph is to be calculated on a pro rata basis;
  - (b) an amount equivalent to the amount of the primary Class 1 contributions that would be payable by him under the SSCBA in respect of those earnings if such contributions were payable; and
  - (c) one-half of any sum which would be payable by the applicant by way of a contribution towards an occupational or personal pension scheme, if the earnings so estimated were actual earnings.

### **53.0 Earnings of self-employed earners: persons who are not pensioners**

- (1) Subject to sub-paragraph (2), “earnings”, in the case of employment as a self-employed earner of a person who is not a pensioner, means the gross income of the employment.
- (2) “Earnings” does not include any payment to which paragraph 31 or 32 of Schedule 8 refers (payments in respect of a person accommodated with the applicant under arrangements made by a local authority or voluntary organisation and payments made to the applicant by a health authority, local authority or voluntary organisation in respect of persons temporarily in the applicant's care) nor does it include any sports award.
- (3) This paragraph applies to:
  - (a) royalties or other sums paid as a consideration for the use of, or the right to use, any copyright, design, patent or trade mark; or
  - (b) any payment in respect of any—
    - (i) book registered under the Public Lending Right Scheme 1982; or
    - (ii) work made under any international public lending right scheme that is analogous to the Public Lending Right Scheme 1982,where the applicant is the first owner of the copyright, design, patent or trade mark, or an original contributor to the book or work concerned.
- (4) Where the applicant's earnings consist of any items to which sub-paragraph (3) applies, those earnings must be taken into account over a period equal to such number of weeks as is equal to the number obtained (and any fraction is to be treated as a corresponding fraction of a week) by dividing the earnings by:
  - (a) the amount of reduction under this scheme to which the applicant would have been entitled had the payment not been made, plus
  - (b) an amount equal to the total of the sums which would fall to be disregarded from the payment under Schedule 7 (sums disregarded in the calculation of earnings: persons who are not pensioners) as appropriate in the applicant's case.

### **54.0 Calculation of income other than earnings: persons who are not pensioners**

- (1) For the purposes of paragraph 49 (average weekly income other than earnings: persons who are not pensioners), the income of an applicant who is not a pensioner which does not consist of earnings to be taken into account must, subject to sub-paragraphs (2) to (8), be his gross income and any capital treated as income under paragraph 55 (capital treated as income: persons who are not pensioners).
- (2) There is to be disregarded from the calculation of an applicant's gross income under sub-paragraph (1), any sum, where applicable, specified in Schedule 8.
- (3) Where the payment of any benefit under the benefit Acts is subject to any deduction by way of recovery the amount to be taken into account under sub-paragraph (1) must be the gross amount payable.
- (4) Where the applicant or, where he is a member of a couple, his partner is receiving a contributory employment and support allowance and that benefit has been reduced under regulation 63 of the Employment and Support Allowance Regulations 2008, the amount of that benefit to be taken into account is the amount as if it had not been reduced.
- (5) Where an award of any working tax credit or child tax credit under the Tax Credits Act 2002 is subject to a deduction by way of recovery of an overpayment of working tax credit or

child tax credit which arose in a previous tax year the amount to be taken into account under sub-paragraph (1) is to be the amount of working tax credit or child tax credit awarded less the amount of that deduction.

- (6) Sub-paragraphs (7) and (8) apply where—
- (a) a relevant payment has been made to a person in an academic year; and
  - (b) that person abandons, or is dismissed from, his course of study before the payment to him of the final instalment of the relevant payment.
- (7) Where a relevant payment is made quarterly, the amount of a relevant payment to be taken into account for the assessment period for the purposes of sub-paragraph (1) in respect of a person to whom sub-paragraph (7) applies, is to be calculated by applying the formula—
- $$\frac{A - (B \times C)}{D}$$
- Where
- (a) A = the total amount of the relevant payment which that person would have received had he remained a student until the last day of the academic term in which he abandoned, or was dismissed from, his course, less any deduction under paragraph 81(5) (costs of travel, books and equipment);
  - (b) B = the number of reduction weeks from the reduction week immediately following that which includes the first day of that academic year to the reduction week which includes the day on which the person abandoned, or was dismissed from, his course;
  - (c) C = the weekly amount of the relevant payment, before the application of the £10 disregard, which would have been taken into account as income under paragraph 81(2) (treatment of student loans) had the person not abandoned or been dismissed from, his course and, in the case of a person who was not entitled to a reduction under this scheme immediately before he abandoned or was dismissed from his course, had that person, at that time, been entitled to housing benefit;
  - (d) D = the number of reduction weeks in the assessment period.
- (8) Where a relevant payment is made by two or more instalments in a quarter, the amount of a relevant payment to be taken into account for the assessment period for the purposes of sub-paragraph (1) in respect of a person to whom sub-paragraph (7) applies, is to be calculated by applying the formula in sub-paragraph (8) but as if—
- A = the total amount of relevant payments which that person received, or would have received, from the first day of the academic year to the day the person abandoned the course, or was dismissed from it, less any deduction under paragraph 81(5).
- (9) In this paragraph—
- “academic year” and “student loan” have the same meanings as in Part 11 (students);
- “assessment period” means
- (a) in a case where a relevant payment is made quarterly, the period beginning with the reduction week which includes the day on which the person abandoned, or was dismissed from, his course and ending with the reduction week which includes the last day of the last quarter for which an instalment of the relevant payment was payable to that person;
  - (b) in a case where the relevant payment is made by two or more instalments in a quarter, the period beginning with the reduction week which includes the day on which the person abandoned, or was dismissed from, his course and ending with the reduction week which includes—
    - (i) the day immediately before the day on which the next instalment of the relevant payment would have been due had the payments continued; or
    - (ii) the last day of the last quarter for which an instalment of the relevant payment was payable to that person,whichever of those dates is earlier;
- “quarter” in relation to an assessment period means a period in that year beginning on—
- (c) 1st January and ending on 31st March;

- (d) 1st April and ending on 30th June;
  - (e) 1st July and ending on 31st August; or
  - (f) 1st September and ending on 31st December;
- “relevant payment” means either a student loan or an amount intended for the maintenance of dependants referred to in paragraph 76(7) or both.

- (10) For the avoidance of doubt there must be included as income to be taken into account under sub-paragraph (1)—
- (a) any payment to which paragraph 41(2) or 51(2) (payments not earnings) applies; or
  - (b) in the case of an applicant who is receiving support under section 95 or 98 of the Immigration and Asylum Act 1999 including support provided by virtue of regulations made under Schedule 9 to that Act, the amount of such support provided in respect of essential living needs of the applicant and his dependants (if any) as is specified in regulations made under paragraph 3 of Schedule 8 to the Immigration and Asylum Act 1999.

#### **55.0 Capital treated as income: persons who are not pensioners**

- (1) Any capital payable by instalments which are outstanding at the date on which the application is made or treated as made, or, at the date of any subsequent revision or supersession, must, if the aggregate of the instalments outstanding and the amount of the applicant's capital otherwise calculated in accordance with Chapter 7 of this Part exceeds £10,000, be treated as income.
- (2) Any payment received under an annuity is to be treated as income.
- (3) Any earnings to the extent that they are not a payment of income is to be treated as income.
- (4) Any Career Development Loan paid pursuant to section 2 of the Employment and Training Act 1973 is to be treated as income.
- (5) Where an agreement or court order provides that payments must be made to the applicant in consequence of any personal injury to the applicant and that such payments are to be made, wholly or partly, by way of periodic payments, any such periodic payments received by the applicant (but not a payment which is treated as capital by virtue of this Part), is to be treated as income.

#### **56.0 Notional income: persons who are not pensioners**

- (1) An applicant who is not a pensioner is to be treated as possessing income of which he has deprived himself for the purpose of securing entitlement to a reduction under a council tax reduction scheme or increasing the amount of the reduction.
- (2) Except in the case of—
  - (a) a discretionary trust;
  - (b) a trust derived from a payment made in consequence of a personal injury;
  - (c) a personal pension scheme, occupational pension scheme or a payment made by the Board of the Pension Protection Fund where the applicant has not attained the qualifying age for state pension credit;
  - (d) any sum to which paragraph 50(2)(a) of Schedule 10 (capital disregards: persons who are not pensioners) applies which is administered in the way referred to in paragraph 50(1)(a);
  - (e) any sum to which paragraph 51(a) of Schedule 10 refers;
  - (f) rehabilitation allowance made under section 2 of the Employment and Training Act 1973;
  - (g) child tax credit;
  - (h) working tax credit, or

- (i) any sum to which sub-paragraph (11) applies, any income which would become available to the applicant upon application being made, but which has not been acquired by him, is to be treated as possessed by the applicant but only from the date on which it could be expected to be acquired were an application made.
- (3) Any payment of income, other than a payment of income specified in sub-paragraph (4), made—
- (a) to a third party in respect of a single applicant or a member of the family (but not a member of the third party's family) must, where that payment is a payment of an occupational pension, a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund, be treated as possessed by that single applicant or, as the case may be, by that member;
  - (b) to a third party in respect of a single applicant or in respect of a member of the family (but not a member of the third party's family) must, where it is not a payment referred to in paragraph (a), be treated as possessed by that single applicant or by that member to the extent that it is used for the food, ordinary clothing or footwear, household fuel or rent of that single applicant or, as the case may be, of any member of that family or is used for any council tax or water charges for which that applicant or member is liable;
  - (c) to a single applicant or a member of the family in respect of a third party (but not in respect of another member of that family) must be treated as possessed by that single applicant or, as the case may be, that member of the family to the extent that it is kept or used by him or used by or on behalf of any member of the family.
- (4) Sub-paragraph (3) does not apply in respect of a payment of income made—
- (a) under or by the Macfarlane Trust, the Macfarlane (Special Payments) Trust, the Macfarlane (Special Payments) (No. 2) Trust, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006);
  - (b) pursuant to section 19(1)(a) of the Coal Industry Act 1994 (concessionary coal);
  - (c) pursuant to section 2 of the Employment and Training Act 1973 in respect of a person's participation—
    - (i) in an employment programme specified in regulation 75(1)(a)(ii) of the Jobseeker's Allowance Regulations 1996;
    - (ii) in a training scheme specified in regulation 75(1)(b)(ii) of those Regulations;
    - (iii) in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations;
    - (iv) in a qualifying course within the meaning specified in regulation 17A(7) of those Regulations; or
    - (v) in the Flexible New Deal specified in regulation 75(1)(a)(v) of those Regulations;
  - (d) in respect of a person's participation in the Work for Your Benefit Pilot Scheme;
  - (e) in respect of a person's participation in the Mandatory Work Activity Scheme;
  - (f) in respect of an applicant's participation in the Employment, Skills and Enterprise Scheme;
  - (g) under an occupational pension scheme, in respect of a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund where—
    - (i) a bankruptcy order has been made in respect of the person in respect of whom the payment has been made or, in Scotland, the estate of that person is subject to sequestration or a judicial factor has been appointed on that person's estate under section 41 of the Solicitors (Scotland) Act 1980;
    - (ii) the payment is made to the trustee in bankruptcy or any other person acting on behalf of the creditors; and
    - (iii) the person referred to in sub-paragraph (i) and any member of his family does not possess, or is not treated as possessing, any other income apart from that payment.

- (5) Where an applicant is in receipt of any benefit under the benefit Acts and the rate of that benefit is altered with effect from a date on or after 1st April in any year but not more than 14 days thereafter, the authority must treat the applicant as possessing such benefit at the altered rate from either 1st April or the first Monday in April in that year, whichever date the authority selects, to the date on which the altered rate is to take effect.
- (6) Subject to sub-paragraph (7), where—
- (a) an applicant performs a service for another person; and
  - (b) that person makes no payment of earnings or pays less than that paid for a comparable employment in the area,  
the authority must treat the applicant as possessing such earnings (if any) as is reasonable for that employment unless the applicant satisfies the authority that the means of that person are insufficient for him to pay or to pay more for the service.
- (7) Sub-paragraph (6) does not apply—
- (a) to an applicant who is engaged by a charitable or voluntary organisation or who is a volunteer if the authority is satisfied in any of those cases that it is reasonable for him to provide those services free of charge; or
  - (b) in a case where the service is performed in connection with—
    - (i) the applicant's participation in an employment or training programme in accordance with regulation 19(1)(q) of the Jobseeker's Allowance Regulations 1996, other than where the service is performed in connection with the applicant's participation in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations; or
    - (ii) the applicant's or the applicant's partner's participation in an employment or training programme as defined in regulation 19(3) of those Regulations for which a training allowance is not payable or, where such an allowance is payable, it is payable for the sole purpose of reimbursement of travelling or meal expenses to the person participating in that programme; or
  - (c) to an applicant who is participating in a work placement approved by the Secretary of State (or a person providing services to the Secretary of State) before the placement starts.
- (8) In sub-paragraph (7)(c) "work placement" means practical work experience which is not undertaken in expectation of payment.
- (9) Where an applicant is treated as possessing any income under any of sub-paragraphs (1) to (8), the foregoing provisions of this Part apply for the purposes of calculating the amount of that income as if a payment had actually been made and as if it were actual income which he does possess.
- (10) Where an applicant is treated as possessing any earnings under sub-paragraph (6) the foregoing provisions of this Part apply for the purposes of calculating the amount of those earnings as if a payment had actually been made and as if they were actual earnings which he does possess except that paragraph 42(2) or 52(3) (calculation of net earnings of employed earners: pensioners and persons who are not pensioners, respectively) do not apply and his net earnings are to be calculated by taking into account those earnings which he is treated as possessing, less—
- (a) an amount in respect of income tax equivalent to an amount calculated by applying to those earnings the basic rate of tax applicable to the assessment period less only the personal relief to which the applicant is entitled under sections 35 to 37 of the Income Tax Act 2007 (personal allowances) as is appropriate to his circumstances; but, if the assessment period is less than a year, the earnings to which the basic rate of tax is to be applied and the amount of the personal relief deductible under this sub-paragraph is to be calculated on a pro rata basis;

- (b) an amount equivalent to the amount of the primary Class 1 contributions that would be payable by him under the SSCBA in respect of those earnings if such contributions were payable; and
- (c) one-half of any sum payable by the applicant by way of a contribution towards an occupational or personal pension scheme.

(11) Sub-paragraphs (1), (2), (3) and (6) do not apply in respect of any amount of income other than earnings, or earnings of an employed earner, arising out of the applicant's participation in a service user group.

## **CHAPTER 6 Income: further provisions applying to pensioners and persons who are not pensioners**

### **57.0 Calculation of income on a weekly basis**

- (1) Subject to paragraph 60 (disregard of changes in tax, etc.), the income of an applicant is to be calculated on a weekly basis—
- (a) by estimating the amount which is likely to be his average weekly income in accordance with this Part;
  - (b) by adding to that amount the weekly income calculated—
    - (i) if the applicant is a pensioner, under paragraph 71 (tariff income: pensioners);
    - (ii) if the applicant is a person who is not a pensioner, under paragraph 72 (tariff income: persons who are not pensioners); and
  - (c) deducting from the sum of paragraphs (a) and (b) any relevant child care charges to which paragraph 58 (treatment of child care charges) applies from any earnings which form part of the average weekly income or, in a case where the conditions in sub-paragraph (2) are met, from those earnings plus whichever credit specified in paragraph (b) of that sub-paragraph is appropriate, up to a maximum deduction in respect of the applicant's family of whichever of the sums specified in sub-paragraph (3) applies in his case.
- (2) The conditions of this paragraph are that—
- (a) the applicant's earnings which form part of his average weekly income are less than the lower of either his relevant child care charges or whichever of the deductions specified in sub-paragraph (3) otherwise applies in his case; and
  - (b) that applicant or, if he is a member of a couple either the applicant or his partner, is in receipt of either working tax credit or child tax credit.
- (3) The maximum deduction to which sub-paragraph (1)(c) above refers is to be—
- (a) where the applicant's family includes only one child in respect of whom relevant child care charges are paid, £175.00 per week;
  - (b) where the applicant's family includes more than one child in respect of whom relevant child care charges are paid, £300 per week.

### **58.0 Treatment of child care charges**

- (1) This paragraph applies where an applicant (within the meaning in this paragraph) is incurring relevant child care charges and—
- (a) is a lone parent and is engaged in remunerative work;
  - (b) is a member of a couple both of whom are engaged in remunerative work; or
  - (c) is a member of a couple where one member is engaged in remunerative work and the other—
    - (i) is incapacitated;
    - (ii) is an in-patient in hospital; or
    - (iii) is in prison (whether serving a custodial sentence or remanded in custody awaiting trial or sentence).

- (2) For the purposes of sub-paragraph (1) and subject to sub-paragraph (4), a person to whom sub-paragraph (3) applies must be treated as engaged in remunerative work for a period not exceeding 28 weeks during which he—
- (a) is paid statutory sick pay;
  - (b) is paid short-term incapacity benefit at the lower rate under sections 30A to 30E of the SSCBA;
  - (c) is paid an employment and support allowance;
  - (d) is paid income support on the grounds of incapacity for work under regulation 4ZA of, and paragraph 7 or 14 of Schedule 1B to, the Income Support (General) Regulations 1987; or
  - (e) is credited with earnings on the grounds of incapacity for work or limited capability for work under regulation 8B of the Social Security (Credits) Regulations 1975.
- (3) This sub-paragraph applies to a person who was engaged in remunerative work immediately before—
- (a) the first day of the period in respect of which he was first paid statutory sick pay, short-term incapacity benefit, an employment and support allowance or income support on the grounds of incapacity for work; or
  - (b) the first day of the period in respect of which earnings are credited, as the case may be.
- (4) In a case to which sub-paragraph (2)(d) or (e) applies, the period of 28 weeks begins on the day on which the person is first paid income support or on the first day of the period in respect of which earnings are credited, as the case may be.
- (5) Relevant child care charges are those charges for care to which sub-paragraphs (6) and (7) apply, and are to be calculated on a weekly basis in accordance with sub-paragraph (10).
- (6) The charges are paid by the applicant for care which is provided—
- (a) in the case of any child of the applicant's family who is not disabled, in respect of the period beginning on that child's date of birth and ending on the day preceding the first Monday in September following that child's fifteenth birthday; or
  - (b) in the case of any child of the applicant's family who is disabled, in respect of the period beginning on that person's date of birth and ending on the day preceding the first Monday in September following that person's sixteenth birthday.
- (7) The charges are paid for care which is provided by one or more of the care providers listed in sub-paragraph (8) and are not paid—
- (a) in respect of the child's compulsory education;
  - (b) by an applicant to a partner or by a partner to an applicant in respect of any child for whom either or any of them is responsible in accordance with paragraph 7 (circumstances in which a person is treated as responsible or not responsible for another); or
  - (c) in respect of care provided by a relative of the child wholly or mainly in the child's home.
- (8) The care to which sub-paragraph (7) refers may be provided—
- (a) out of school hours, by a school on school premises or by a local authority—
    - (i) for children who are not disabled in respect of the period beginning on their eighth birthday and ending on the day preceding the first Monday in September following their fifteenth birthday; or
    - (ii) for children who are disabled in respect of the period beginning on their eighth birthday and ending on the day preceding the first Monday in September following their sixteenth birthday; or
  - (b) by a child care provider approved in accordance with the Tax Credit (New Category of Child Care Provider) Regulations 1999; or

- (c) by persons registered under Part 2 of the Children and Families (Wales) Measure 2010; or
  - (d) by a person who is excepted from registration under Part 2 of the Children and Families (Wales) Measure 2010 because the child care that person provides is in a school or establishment referred to in article 11, 12 or 14 of the Child Minding and Day Care Exceptions (Wales) Order 2010; or
  - (e) by—
    - (i) persons registered under section 59(1) of the Public Services Reform (Scotland) Act 2010; or
    - (ii) local authorities registered under section 83(1) of that Act, where the care provided is child minding or day care of children within the meaning of that Act; or
  - (f) by a person prescribed in regulations made pursuant to section 12(4) of the Tax Credits Act 2002; or
  - (g) by a person who is registered under Chapter 2 or 3 of Part 3 of the Childcare Act 2006; or
  - (h) by any of the schools mentioned in section 34(2) of the Childcare Act 2006 in circumstances where the requirement to register under Chapter 2 of Part 3 of that Act does not apply by virtue of section 34(2) of that Act; or
  - (i) by any of the schools mentioned in section 53(2) of the Childcare Act 2006 in circumstances where the requirement to register under Chapter 3 of Part 3 of that Act does not apply by virtue of section 53(2) of that Act; or
  - (j) by any of the establishments mentioned in section 18(5) of the Childcare Act 2006 in circumstances where the care is not included in the meaning of “childcare” for the purposes of Part 1 and Part 3 of that Act by virtue of that subsection; or
  - (k) by a foster parent or kinship carer under the Fostering Services Regulations 2011, or the Looked After Children (Scotland) Regulations 2009 in relation to a child other than one whom the foster parent is fostering or kinship carer is looking after; or
  - (ka) by a foster parent under the Fostering Panels (Establishment and Functions) (Wales) Regulations 2018(30) or a person with whom a child is placed under regulation 26 of the Care Planning, Placement and Case Review (Wales) Regulations 2015 (temporary approval of a relative, friend or other person connected with the child) or regulation 28 of those Regulations (temporary approval of a particular prospective adopter) in relation to a child other than one whom the foster parent is fostering or the person is looking after; or
  - (l) by a provider of personal care within the meaning of paragraph 1 of Schedule 1 to the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 <sup>102</sup> and being a regulated activity prescribed by those Regulations or by a person who is employed, or engaged under a contract for services, to provide care and support by the provider of a domiciliary support service within the meaning of Part 1 of the Regulation and Inspection of Social Care (Wales) Act 2016; or
  - (m) by a person who is not a relative of the child wholly or mainly in the child's home.
- (9) In sub-paragraphs (6) and (8)(a), “the first Monday in September” means the Monday which first occurs in the month of September in any year.
- (10) Relevant child care charges must be estimated over such period, not exceeding a year, as is appropriate in order that the average weekly charge may be estimated accurately having regard to information as to the amount of that charge provided by the child minder or person providing the care.
- (11) For the purposes of sub-paragraph (1)(c) the other member of a couple is incapacitated where—
- (a) the applicant is a pensioner and the other member of the couple is aged not less than 80;
  - (b) the applicant is a pensioner and the other member of the couple is aged less than 80, and—

- (i) the additional condition specified in paragraph 10 of Schedule 3 (additional condition for the disability premium) to this scheme is treated as applying in his case; and
- (ii) he satisfies that conditions or would satisfy it but for his being treated as capable of work by virtue of a determination made in accordance with regulations made under section 171E of the SSCBA;
- (c) the applicant is not a pensioner, the applicant's applicable amount includes a disability premium on account of the other member's incapacity or the support component on account of his having limited capability for work; or the other member of the couple would be a member of the work-related activity group;
- (d) the applicant is not a pensioner, the applicant's applicable amount would include a disability premium on account of the other member's incapacity but for that other member being treated as capable of work by virtue of a determination made in accordance with regulations made under section 171E of the SSCBA;
- (e) the other member of the couple would be a member of the support group or by virtue of a determination made in accordance with the Employment and Support Allowance Regulations 2008 or the Employment and Support Allowance Regulations 2013(a);
- (f) he is, or is treated as, incapable of work and has been so incapable, or has been so treated as incapable, of work in accordance with the provisions of, and regulations made under, Part 12A of the SSCBA (incapacity for work) for a continuous period of not less than 196 days; and for this purpose any two or more separate periods separated by a break of not more than 56 days must be treated as one continuous period;
- (g) he is, or is treated as having, limited capability for work and has had, or been treated as having, limited capability for work in accordance with the Employment and Support Allowance Regulations 2008 or the Employment and Support Allowance Regulations 2013(a); for a continuous period of not less than 196 days and for this purpose any two or more separate periods separated by a break of not more than 84 days must be treated as one continuous period;
- (h) there is payable in respect of him one or more of the following pensions or allowances—
  - (i) long-term incapacity benefit or short-term incapacity benefit at the higher rate under Schedule 4 to the SSCBA;
  - (ii) attendance allowance under section 64 of the SSCBA;
  - (iii) severe disablement allowance under section 68 of the SSCBA;
  - (iv) disability living allowance under section 71 of the SSCBA;
  - (v) personal independence payment;
  - (vi) an AFIP;
  - (vii) increase of disablement pension under section 104 of the SSCBA;
  - (viii) a pension increase paid as part of a war disablement pension or under an industrial injuries scheme which is analogous to an allowance or increase of disablement pension under sub-paragraph (ii), (iv), (v) or (vii) above;
- (ix) main phase employment and support allowance;
- (i) a pension or allowance or payment to which sub-paragraph (v), (vii) or (viii) of paragraph (h) above refers was payable on account of his incapacity but has ceased to be payable in consequence of his becoming a patient, which in this paragraph means a person (other than a person who is serving a sentence of imprisonment or detention in a youth custody institution) who is regarded as receiving free in-patient treatment within the meaning of regulation 2(4) and (5) of the Social Security (Hospital In-Patients) Regulations 2005;
- (j) an attendance allowance under section 64 of the SSCBA or disability living allowance would be payable to that person but for—
  - (i) a suspension of benefit in accordance with regulations under section 113(2) of the SSCBA; or
  - (ii) an abatement as a consequence of hospitalisation;
- (k) the daily living component of personal independence payment would be payable to that person but for a suspension of benefit in accordance with regulations under

- section 86 of the Welfare Reform Act 2012 (hospital in-patients);
- (l) an AFIP would be payable to that person but for any suspension of payment in accordance with any terms of the armed and reserve forces compensation scheme which allow for a suspension because a person is undergoing medical treatment in a hospital or similar institution;
  - (m) paragraph (h), (i), (j) or (k) would apply to him if the legislative provisions referred to in those paragraphs were provisions under any corresponding enactment having effect in Northern Ireland; or
  - (n) he has an invalid carriage or other vehicle provided to him by the Secretary of State or a clinical commissioning group under paragraph 9 of Schedule 1 to the National Health Service Act 2006 or under section 46 of the National Health Service (Scotland) Act 1978 or provided by the Department of Health, Social Services and Public Safety in Northern Ireland under Article 30(1) of the Health and Personal Social Services (Northern Ireland) Order 1972.
- (12) For the purposes of sub-paragraph (11), once sub-paragraph (11)(f) applies to the person, if he then ceases, for a period of 56 days or less, to be incapable, or to be treated as incapable, of work, that sub-paragraph is, on his again becoming so incapable, or so treated as incapable, of work at the end of that period, immediately thereafter to apply to him for so long as he remains incapable, or is treated as remaining incapable, of work.
- (13) For the purposes of sub-paragraph (11), once sub-paragraph (11)(g) applies to the person, if he then ceases, for a period of 84 days or less, to have, or to be treated as having, limited capability for work, that paragraph is, on his again having, or being treated as having, limited capability for work at the end of that period, immediately thereafter to apply to him for so long as he has, or is treated as having, limited capability for work.
- (14) For the purposes of sub-paragraphs (6) and (8)(a), a person is disabled if he is a person—
- (a) to whom an attendance allowance or the care component of disability allowance is payable or would be payable but for—
    - (i) a suspension of benefit in accordance with regulations under section 113(2) of the SSCBA; or
    - (ii) an abatement as a consequence of hospitalisation;
  - (b) to whom the daily living component of personal independence payment is payable or has ceased to be payable by virtue of a suspension of benefit in accordance with regulations under section 86 of the Welfare Reform Act 2012 (hospital in-patients);
  - (c) who is registered as severely sight-impaired in a register kept under section 77(1) of the Care Act 2014 (registers of sight-impaired adults), in Scotland, has been certified as blind and in consequence he is registered as blind in a register maintained by or on behalf of a council constituted under section 2 of the Local Government (Scotland) Act 1994 or is registered as severely sight-impaired in a register kept by a local authority in Wales under section 18(1) of the Social Services and Well-being (Wales) Act 2014; or
  - (d) who ceased to be registered as blind or severely sight-impaired in such a register within the period beginning 28 weeks before the first Monday in September following that person's fifteenth birthday and ending on the day preceding that person's sixteenth birthday.
- (15) For the purposes of sub-paragraph (1) a person on maternity leave, paternity leave, shared parental leave, parental bereavement leave or adoption leave is to be treated as if he is engaged in remunerative work for the period specified in sub-paragraph (16) (“the relevant period”) provided that—
- (a) in the week before the period of maternity leave, paternity leave, shared parental leave, parental bereavement leave or adoption leave began he was in remunerative work;
  - (b) the applicant is incurring relevant child care charges within the meaning of sub-paragraph (5); and

(c) he is entitled to either statutory maternity pay under section 164 of the SSCBA [105](#), statutory paternity pay by virtue of section 171ZA or 171ZB of that Act, statutory adoption pay by of section 171ZL of that Act, maternity allowance under section 35 of that Act, statutory shared parental pay by virtue of section 171ZU or 171ZV of that Act, statutory parental bereavement pay by virtue of section 171ZZ6 of that Act; or qualifying support.

(16) For the purposes of sub-paragraph (15) the relevant period begins on the day on which the person's maternity, paternity leave, shared parental leave, parental bereavement leave, or adoption leave commences and ends on—

(a) the date that leave ends;

(b) if no child care element of working tax credit is in payment on the date that entitlement to maternity allowance, qualifying support, statutory maternity pay, ordinary or additional statutory paternity pay, statutory shared parental pay, statutory parental bereavement pay or statutory adoption pay ends, the date that entitlement ends; or

(c) if a child care element of working tax credit is in payment on the date that entitlement to maternity allowance or qualifying support, statutory maternity pay, statutory paternity pay or, statutory shared parental pay, statutory parental bereavement pay, or statutory adoption pay ends, the date that entitlement to that award of the child care element of the working tax credit ends, whichever occurs first.

(17) In sub-paragraphs (15) and (16)—

(a) “qualifying support” means income support to which that person is entitled by virtue of paragraph 14B of Schedule 1B to the Income Support (General) Regulations 1987 [106](#); and

(b) “child care element” of working tax credit means the element of working tax credit prescribed under section 12 of the Tax Credits Act 2002 (child care element).

(18) In this paragraph “applicant” does not include an applicant

(a) who has, or

(b) who (jointly with his partner) has, an award of universal credit.

#### **59.0 Calculation of weekly income from tax credits**

(1) This paragraph applies where an applicant receives a tax credit.

(2) Where this paragraph applies, the period over which a tax credit is to be taken into account is the period set out in sub-paragraph (3).

(3) Where the instalment in respect of which payment of a tax credit is made is—

(a) a daily instalment, the period is 1 day, being the day in respect of which the instalment is paid;

(b) a weekly instalment, the period is 7 days, ending on the day on which the instalment is due to be paid;

(c) a two weekly instalment, the period is 14 days, commencing 6 days before the day on which the instalment is due to be paid;

(d) a four weekly instalment, the period is 28 days, ending on the day on which the instalment is due to be paid.

(4) For the purposes of this paragraph “tax credit” means child tax credit or working tax credit.

#### **60.0 Disregard of changes in tax, contributions etc.**

In calculating the applicant's income the authority may disregard any legislative change—

(a) in the basic or other rates of income tax;

(aa) in the Scottish basic or other rates of income tax;

- (b) in the amount of any personal tax reliefs under Chapters 2, 3, and 3A of Part 3 of the Income Tax Act 2007;
- (c) in the rates of national insurance contributions payable under the SSCBA or in the lower earnings limit or upper earnings limit for Class 1 contributions under that Act, the lower or upper limits applicable to Class 4 contributions under that Act or the amount specified in section 11(4) of that Act (small profits threshold in relation to Class 2 contributions);
- (d) in the amount of tax payable as a result of an increase in the weekly rate of Category A, B, C or D retirement pension or any addition thereto or any graduated pension payable under the SSCBA, or a state pension under Part 1 of the Pensions Act 2014;
- (e) in the maximum rate of child tax credit or working tax credit, for a period not exceeding 30 reduction weeks beginning with the reduction week immediately following the date from which the change is effective.

#### **61.0 Calculation of net profit of self-employed earners**

- (1) For the purposes of paragraphs 48 (average weekly earnings of self-employed earners: persons who are not pensioners) and 57 (calculation of income on a weekly basis) the earnings of an applicant to be taken into account must be—
  - (a) in the case of a self-employed earner who is engaged in employment on his own account, the net profit derived from that employment;
  - (b) in the case of a self-employed earner who is a pensioner whose employment is carried on in partnership, his share of the net profit derived from that employment, less—
    - (i) an amount in respect of income tax and of national insurance contributions payable under the SSCBA calculated in accordance with paragraph 62 (deduction of tax and contributions of self-employed earners); and
    - (ii) one-half of the amount calculated in accordance with sub-paragraph (11) in respect of any qualifying premium;
  - (c) in the case of a self-employed earner who is not a pensioner whose employment is carried on in partnership or is that of a share fisherman within the meaning of the Social Security (Mariners' Benefits) Regulations 1975, his share of the net profit derived from that employment, less—
    - (i) an amount in respect of income tax and of social security contributions payable under the SSCBA calculated in accordance with paragraph 62 (deduction of tax and contributions for self-employed earners); and
    - (ii) one-half of the amount calculated in accordance with sub-paragraph (11) in respect of any qualifying premium.
  
- (2) There must be disregarded from the net profit of an applicant who is not a pensioner, any sum, where applicable, specified in paragraphs 1 to 16 of Schedule 7 (sums disregarded in the calculation of earnings: persons who are not pensioners).
  
- (3) For the purposes of sub-paragraph (1)(a) the net profit of the employment must, except where sub-paragraph (9) applies, be calculated by taking into account the earnings of the employment over the assessment period less—
  - (a) subject to sub-paragraphs (5) to (8), any expenses wholly and exclusively incurred in that period for the purposes of that employment;
  - (b) an amount in respect of—
    - (i) income tax; and
    - (ii) national insurance contributions payable under the SSCBA, calculated in accordance with paragraph 62 (deduction of tax and contributions for self-employed earners); and
  - (c) one-half of the amount calculated in accordance with sub-paragraph (11) in respect of any qualifying premium.
  
- (4) For the purposes of sub-paragraph (1)(b) the net profit of the employment is to be

calculated by taking into account the earnings of the employment over the assessment period less, subject to sub-paragraphs (5) to (8), any expenses wholly and exclusively incurred in that period for the purposes of the employment.

- (5) Subject to sub-paragraph (6), no deduction is to be made under sub-paragraph (3)(a) or (4), in respect of—
  - (a) any capital expenditure;
  - (b) the depreciation of any capital asset;
  - (c) any sum employed or intended to be employed in the setting up or expansion of the employment;
  - (d) any loss incurred before the beginning of the assessment period;
  - (e) the repayment of capital on any loan taken out for the purposes of the employment;
  - (f) any expenses incurred in providing business entertainment; and
  - (g) in the case of an applicant who is not a pensioner, any debts, except bad debts proved to be such, but this paragraph does not apply to any expenses incurred in the recovery of a debt.
- (6) A deduction is to be made under sub-paragraph (3)(a) or (4) in respect of the repayment of capital on any loan used for—
  - (a) the replacement in the course of business of equipment or machinery; or
  - (b) the repair of an existing business asset except to the extent that any sum is payable under an insurance policy for its repair.
- (7) The authority must refuse to make a deduction in respect of any expenses under sub-paragraph (3)(a) or (4) where it is not satisfied given the nature and the amount of the expense that it has been reasonably incurred.
- (8) For the avoidance of doubt—
  - (a) a deduction must not be made under sub-paragraph (3)(a) or (4) in respect of any sum unless it has been expended for the purposes of the business;
  - (b) a deduction must be made thereunder in respect of—
    - (i) the excess of any value added tax paid over value added tax received in the assessment period;
    - (ii) any income expended in the repair of an existing business asset except to the extent that any sum is payable under an insurance policy for its repair;
    - (iii) any payment of interest on a loan taken out for the purposes of the employment.
- (9) Where an applicant is engaged in employment as a child minder the net profit of the employment is to be one-third of the earnings of that employment, less—
  - (a) an amount in respect of—
    - (i) income tax; and
    - (ii) national insurance contributions payable under the SSCBA, calculated in accordance with paragraph 62 (deduction of tax and contributions for self-employed earners); and
  - (b) one-half of the amount calculated in accordance with sub-paragraph (11) in respect of any qualifying premium.
- (10) For the avoidance of doubt where an applicant is engaged in employment as a self-employed earner and he is also engaged in one or more other employments as a self-employed or employed earner any loss incurred in any one of his employments must not be offset against his earnings in any other of his employments.
- (11) The amount in respect of any qualifying premium is to be calculated by multiplying the daily amount of the qualifying premium by the number equal to the number of days in the assessment period; and for the purposes of this paragraph the daily amount of the

qualifying premium must be determined—

- (a) where the qualifying premium is payable monthly, by multiplying the amount of the qualifying premium by 12 and dividing the product by 355 or 366 in a leap year;
- (b) in any other case, by dividing the amount of the qualifying premium by the number equal to the number of days in the period to which the qualifying premium relates.

- (12) In this paragraph, “qualifying premium” means any premium which is payable periodically in respect of a personal pension scheme and is so payable on or after the date of application.

#### **62.0 Calculation of deduction of tax and contributions of self-employed earners**

- (1) The amount to be deducted in respect of income tax under paragraph 61(1)(b)(i), (3)(b)(i) or (9)(a)(i) (calculation of net profit of self-employed earners) must be calculated—
- (a) on the basis of the amount of chargeable income, and
  - (b) as if that income were assessable to income tax at the basic rate, or in the case of a Scottish taxpayer, the Scottish basic rate, of tax applicable to the assessment period less only the personal reliefs to which the applicant is entitled under Chapters 2, 3 and 3A of Part 3 of the Income Tax Act 2007 as are appropriate to his circumstances.
- (2) But, if the assessment period is less than a year, the earnings to which the basic rate or the Scottish basic rate of tax is to be applied and the amount of the personal reliefs deductible under this paragraph must be calculated on a pro rata basis.
- (3) The amount to be deducted in respect of national insurance contributions under paragraph 60(1)(b)(i), (3)(b)(ii) or (9)(a)(ii) is the total of—
- (a) the amount of Class 2 contributions payable under section 11(2) or, as the case may be, 11(8) of the SSCBA at the rate applicable to the assessment period except where the applicant's chargeable income is less than the amount specified in section 11(4) of that Act (small profits threshold) for the tax year applicable to the assessment period; but if the assessment period is less than a year, the amount specified for that tax year must be reduced pro rata; and
  - (b) the amount of Class 4 contributions (if any) which would be payable under section 15 of the SSCBA (Class 4 contributions recoverable under the Income Tax Acts) at the percentage rate applicable to the assessment period on so much of the chargeable income as exceeds the lower limit but does not exceed the upper limit of profits and gains applicable for the tax year applicable to the assessment period; but if the assessment period is less than a year, those limits must be reduced pro rata.
- (4) In this paragraph “chargeable income” means
- (a) except where paragraph (b) applies, the earnings derived from the employment less any expenses deducted under sub-paragraph (3)(a) or, as the case may be, (5) of paragraph 61;
  - (b) in the case of employment as a child minder, one-third of the earnings of that employment.

### **CHAPTER 7 Capital**

#### **63.0 Calculation of capital**

- (1) The capital of an applicant to be taken into account must be, subject to sub-paragraph (2), the whole of his capital calculated in accordance with this Part and (in the case of persons who are not pensioners) any income treated as capital under paragraph 64 (income treated as capital: persons who are not pensioners).
- (2) There must be disregarded from the calculation of an applicant's capital under sub-

paragraph (1), any capital, where applicable, specified in—  
(a) Schedule 9, in relation to pensioners;  
(b) Schedule 10, in relation to persons who are not pensioners.

- (3) In the case of an applicant who is a pensioner, his capital is to be treated as including any payment made to him by way of arrears of—  
(a) child tax credit;  
(b) working tax credit;  
(c) state pension credit,  
if the payment was made in respect of a period for the whole or part of which a reduction under this scheme was allowed before those arrears were paid.
- (4) The capital of a child or young person who is a member of the family of an applicant who is not a pensioner must not be treated as capital of the applicant.

#### **64.0 Income treated as capital: persons who are not pensioners**

- (1) This paragraph applies in relation to persons who are not pensioners.
- (2) Any bounty derived from employment to which paragraph 9 of Schedule 7 (sums disregarded in the calculation of earnings: persons who are not pensioners) applies and paid at intervals of at least one year is to be treated as capital.
- (3) Any amount by way of a refund of income tax deducted from profits or emoluments chargeable to income tax under Schedule D or E is to be treated as capital.
- (4) Any holiday pay which is not earnings under paragraph 41(1)(d) or 51(1)(d) (earnings of employed earners) is to be treated as capital.
- (5) Except any income derived from capital disregarded under paragraphs 4, 5, 7, 11, 17, 30 to 33, 50 or 51 of Schedule 10 (capital disregards: persons who are not pensioners), any income derived from capital is to be treated as capital but only from the date it is normally due to be credited to the applicant's account.
- (6) In the case of employment as an employed earner, any advance of earnings or any loan made by the applicant's employer is to be treated as capital.
- (7) Any charitable or voluntary payment which is not made or due to be made at regular intervals, other than a payment which is made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the Independent Living Fund (2006) or the London Bombings Charitable Relief Fund, is to be treated as capital.
- (8) There is to be treated as capital the gross receipts of any commercial activity carried on by a person in respect of which assistance is received under the self-employment route, but only in so far as those receipts were payable into a special account during the period in which that person was receiving such assistance.
- (9) Any arrears of subsistence allowance which are paid to an applicant as a lump sum must be treated as capital.
- (10) Any arrears of working tax credit or child tax credit must be treated as capital.

#### **65.0 Calculation of capital in the United Kingdom**

Capital which an applicant possesses in the United Kingdom is to be calculated at its current

market or surrender value less—

- (a) where there would be expenses attributable to the sale, 10 per cent; and
- (b) the amount of any encumbrance secured on it.

#### **66.0 Calculation of capital outside the United Kingdom**

Capital which an applicant possesses in a country outside the United Kingdom must be calculated—

- (a) in a case where there is no prohibition in that country against the transfer to the United Kingdom of an amount equal to its current market or surrender value in that country, at that value;
- (b) in a case where there is such a prohibition, at the price which it would realise if sold in the United Kingdom to a willing buyer, less, where there would be expenses attributable to sale, 10 per cent and the amount of any encumbrances secured on it.

#### **67.0 Notional capital**

- (1) An applicant is to be treated as possessing capital of which he has deprived himself for the purpose of securing entitlement to a reduction or increasing the amount of that reduction except to the extent that that capital is reduced in accordance with paragraph 68 (diminishing notional capital rule).
- (2) A person who is a pensioner who disposes of capital for the purpose of—
  - (a) reducing or paying a debt owed by the applicant; or
  - (b) purchasing goods or services if the expenditure was reasonable in the circumstances of the applicant's case, is to be regarded as not depriving himself of it.
- (3) Sub-paragraphs (4) to (6) apply in relation to applicants who are not pensioners.
- (4) Except in the case of—
  - (a) a discretionary trust; or
  - (b) a trust derived from a payment made in consequence of a personal injury; or
  - (c) any loan which would be obtained only if secured against capital disregarded under Schedule 9; or
  - (d) a personal pension scheme, occupational pension scheme or a payment made by the Board of the Pension Protection Fund; or
  - (e) any sum to which paragraph 50(2)(a) of Schedule 10 (capital disregards: persons who are not pensioners) applies which is administered in the way referred to in paragraph 50(1)(a); or
  - (f) any sum to which paragraph 51(a) of Schedule 10 refers; or
  - (g) child tax credit; or
  - (h) working tax credit, any capital which would become available to the applicant upon application being made, but which has not been acquired by him, is to be treated as possessed by him but only from the date on which it could be expected to be acquired were an application made.
- (5) Any payment of capital, other than a payment of capital specified in sub-paragraph (6), made—
  - (a) to a third party in respect of a single applicant or a member of the family (but not a member of the third party's family) must, where that payment is a payment of an occupational pension, a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund, be treated as possessed by that single applicant or, as the case may be, by that member;
  - (b) to a third party in respect of a single applicant or in respect of a member of the family (but not a member of the third party's family) must, where it is not a payment referred to in paragraph (a), be treated as possessed by that single applicant or by that member to the extent that it is used for the food, ordinary clothing or footwear,

- household fuel or rent of that single applicant or, as the case may be, of any member of that family or is used for any council tax or water charges for which that applicant or member is liable;
- (c) to a single applicant or a member of the family in respect of a third party (but not in respect of another member of the family) must be treated as possessed by that single applicant or, as the case may be, that member of the family to the extent that it is kept or used by him or used by or on behalf of any member of the family.
- (6) Sub-paragraph (5) does not apply in respect of a payment of capital made—
- (a) under or by any of the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent Living Fund (2006), the Skipton Fund, the Caxton Foundation, or the London Bombings Relief Charitable Fund;
- (b) pursuant to section 2 of the Employment and Training Act 1973 in respect of a person's participation
- (i) in an employment programme specified in regulation 75(1)(a)(ii) of the Jobseeker's Allowance Regulations 1996;
- (ii) in a training scheme specified in regulation 75(1)(b)(ii) of those Regulations;
- (iii) in the Intense Activity Period specified in regulation 75(1)(a)(iv) of those Regulations;
- (iv) in a qualifying course within the meaning specified in regulation 17A(7) of those Regulations; or
- (v) in the Flexible New Deal specified in regulation 75(1)(a)(v) of those Regulations;
- (c) in respect of a person's participation in the Work for Your Benefit Pilot Scheme;
- (d) in respect of a person's participation in the Mandatory Work Activity Scheme;
- (e) in respect of an applicant's participation in the Employment, Skills and Enterprise Scheme;
- (f) under an occupational pension scheme, in respect of a pension or other periodical payment made under a personal pension scheme or a payment made by the Board of the Pension Protection Fund where—
- (i) a bankruptcy order has been made in respect of the person in respect of whom the payment has been made or, in Scotland, the estate of that person is subject to sequestration or a judicial factor has been appointed on that person's estate under section 41 of the Solicitors (Scotland) Act 1980;
- (ii) the payment is made to the trustee in bankruptcy or any other person acting on behalf of the creditors; and
- (iii) the person referred to in sub-paragraph (i) and any member of his family does not possess, or is not treated as possessing, any other income apart from that payment.
- (7) Where an applicant stands in relation to a company in a position analogous to that of a sole owner or partner in the business of that company, he may be treated as if he were such sole owner or partner and in such a case—
- (a) the value of his holding in that company must, notwithstanding paragraph 63 (calculation of capital) be disregarded; and
- (b) he must, subject to sub-paragraph (8), be treated as possessing an amount of capital equal to the value or, as the case may be, his share of the value of the capital of that company and the foregoing provisions of this Chapter apply for the purposes of calculating that amount as if it were actual capital which he does possess.
- (8) For so long as the applicant undertakes activities in the course of the business of the company, the amount which he is treated as possessing under sub-paragraph (7) is to be disregarded.
- (9) Where an applicant is treated as possessing capital under any of sub-paragraphs (1), (4) or (5) the foregoing provisions of this Chapter apply for the purposes of calculating its amount as if it were actual capital which he does possess.

## 68.0 Diminishing notional capital rule: pensioners

- (1) Where an applicant who is a pensioner is treated as possessing capital under paragraph 67(1) (notional capital), the amount which he is treated as possessing—
  - (a) in the case of a week that is subsequent to—
    - (i) the relevant week in respect of which the conditions set out in sub-paragraph (2) are satisfied; or
    - (ii) a week which follows that relevant week and which satisfies those conditions, is to be reduced by an amount determined under sub-paragraph (3);
  - (b) in the case of a week in respect of which sub-paragraph (1)(a) does not apply but where—
    - (i) that week is a week subsequent to the relevant week; and
    - (ii) that relevant week is a week in which the condition in sub-paragraph (4) is satisfied, is to be reduced by the amount determined under sub-paragraph (5).
- (2) This sub-paragraph applies to a reduction week where the applicant satisfies the conditions that—
  - (a) he is in receipt of a reduction under this scheme; and
  - (b) but for paragraph 67(1), he would have received a greater reduction in council tax under this scheme in that week.
- (3) In a case to which sub-paragraph (2) applies, the amount of the reduction in the amount of capital he is treated as possessing for the purposes of sub-paragraph (1)(a) must be equal to the aggregate of—
  - (a) an amount equal to the additional amount of the reduction in council tax to which sub-paragraph (2)(b) refers;
  - (b) where the applicant has also claimed state pension credit, the amount of any state pension credit or any additional amount of state pension credit to which he would have been entitled in respect of the reduction week to which sub-paragraph (2) refers but for the application of regulation 21(1) of the State Pension Credit Regulations 2002 (notional capital);
  - (c) where the applicant has also claimed housing benefit, the amount of any housing benefit or any additional amount of housing benefit to which he would have been entitled in respect of the whole or part of the reduction week to which sub-paragraph (2) refers but for the application of regulation 47(1) of the Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006 (notional capital);
  - (d) where the applicant has also claimed a jobseeker's allowance, the amount of an income-based jobseeker's allowance to which he would have been entitled in respect of the reduction week to which sub-paragraph (2) refers but for the application of regulation 113 of the Jobseeker's Allowance Regulations 1996 (notional capital); and
  - (e) where the applicant has also claimed an employment and support allowance, the amount of an income-related employment and support allowance to which he would have been entitled in respect of the reduction week to which sub-paragraph (2) refers but for the application of regulation 115 of the Employment and Support Allowance Regulations 2008 (notional capital).
- (4) Subject to sub-paragraph (7), for the purposes of sub-paragraph (1)(b) the condition is that the applicant is a pensioner and would have been entitled to a reduction in council tax under this scheme in the relevant week but for paragraph 67(1).
- (5) In such a case the amount of the reduction in the amount of capital he is treated as possessing for the purposes of sub-paragraph (1)(b) is equal to the aggregate of—
  - (a) the amount of the reduction in council tax to which the applicant would have been entitled in the relevant week but for paragraph 67(1);

- (b) if the applicant would, but for regulation 21 of the State Pension Credit Regulations 2002, have been entitled to state pension credit in respect of the benefit week, within the meaning of regulation 1(2) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled;
  - (c) if the applicant would, but for regulation 47(1) of the Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006, have been entitled to housing benefit or to an additional amount of housing benefit in respect of the benefit week which includes the last day of the relevant week, the amount which is equal to—
    - (i) in a case where no housing benefit is payable, the amount to which he would have been entitled; or
    - (ii) in any other case, the amount equal to the additional amount of housing benefit to which he would have been entitled;
  - (d) if the applicant would, but for regulation 113 of the Jobseeker's Allowance Regulations 1996, have been entitled to an income-based jobseeker's allowance in respect of the benefit week, within the meaning of regulation 1(3) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled; and
  - (e) if the applicant would, but for regulation 115 of the Employment and Support Allowance Regulations 2008, have been entitled to an income-related employment and support allowance in respect of the benefit week, within the meaning of regulation 2(1) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled.
- (6) But if the amount mentioned in paragraph (a), (b), (c), (d) or (e) of sub-paragraph (5) ("the relevant amount") is in respect of a part-week, the amount that is to be taken into account under that paragraph is to be determined by—
- (a) dividing the relevant amount by the number equal to the number of days in that part-week, and
  - (b) multiplying the result of that calculation by 7.
- (7) The amount determined under sub-paragraph (5) is to be re-determined under that sub-paragraph if the applicant makes a further application and the conditions in sub-paragraph (8) are satisfied, and in such a case—
- (a) paragraphs (a) to (e) of sub-paragraph (5) apply as if for the words "relevant week" there were substituted the words "relevant subsequent week"; and
  - (b) subject to sub-paragraph (9), the amount as re-determined has effect from the first week following the relevant subsequent week in question.
- (8) The conditions are that—
- (a) a further application is made 26 or more weeks after—
    - (i) the date on which the applicant made an application in respect of which he was first treated as possessing the capital in question under paragraph 67(1);
    - (ii) in a case where there has been at least one re-determination in accordance with sub-paragraph (11), the date on which he last made an application which resulted in the weekly amount being re-determined, or
    - (iii) the date on which he last ceased to be entitled to a reduction under this scheme, whichever last occurred; and
  - (b) the applicant would have been entitled to a reduction under this scheme but for paragraph 67(1).
- (9) The amount as re-determined pursuant to sub-paragraph (7) must not have effect if it is less than the amount which applied in that case immediately before the re-determination and in such a case the higher amount must continue to have effect.
- (10) For the purposes of this paragraph—

“part-week” —

- (a) in relation to an amount mentioned in sub-paragraph (5)(a), means a period of less than a week for which a reduction in council tax under this scheme is allowed;
- (b) in relation to an amount mentioned in sub-paragraph (5)(b), means a period of less than a week for which housing benefit is payable;
- (c) in relation to an amount mentioned in sub-paragraph (5)(c), (d) or (e), means—
  - (i) a period of less than a week which is the whole period for which income support, an income-related employment and support allowance or, as the case may be, an income-based jobseeker's allowance is payable; and
  - (ii) any other period of less than a week for which it is payable;

“relevant week” means the reduction week or part-week in which the capital in question of which the applicant has deprived himself within the meaning of paragraph 67(1)—

- (a) was first taken into account for the purpose of determining his entitlement to a reduction; or
- (b) was taken into account on a subsequent occasion for the purpose of determining or re-determining his entitlement to a reduction on that subsequent occasion and that determination or re-determination resulted in his beginning to receive, or ceasing to receive, a reduction;

and where more than one reduction week is identified by reference to paragraphs (a) and (b) of this definition, the later or latest such reduction week or, as the case may be, the later or latest such part-week is the relevant week;

“relevant subsequent week” means the reduction week or part-week which includes the day on which the further application or, if more than one further application has been made, the last such application was made.

#### **69.0 Diminishing notional capital rule: persons who are not pensioners**

- (1) Where an applicant who is not a pensioner is treated as possessing capital under paragraph 67(1) (notional capital), the amount which he is treated as possessing—
  - (a) in the case of a week that is subsequent to—
    - (i) the relevant week in respect of which the conditions set out in sub-paragraph (2) are satisfied; or
    - (ii) a week which follows that relevant week and which satisfies those conditions, is to be reduced by an amount determined under sub-paragraph (3);
  - (b) in the case of a week in respect of which sub-paragraph (1)(a) does not apply but where—
    - (i) that week is a week subsequent to the relevant week; and
    - (ii) that relevant week is a week in which the condition in sub-paragraph (4) is satisfied, is to be reduced by the amount determined under sub-paragraph (5).
- (2) This sub-paragraph applies to a reduction week (or, in the case of persons who are not pensioners, part-week) where the applicant satisfies the conditions that—
  - (a) he is in receipt of a reduction in council tax under this scheme; and
  - (b) but for paragraph 67(1), he would have received a greater reduction in council tax under this scheme in that week.
- (3) In a case to which sub-paragraph (2) applies, the amount of the reduction in the amount of capital he is treated as possessing for the purposes of sub-paragraph (1)(a) is equal to the aggregate of—
  - (a) an amount equal to the additional amount of the reduction in council tax to which sub-paragraph (2)(b) refers;
  - (b) where the applicant has also claimed housing benefit, the amount of any housing benefit or any additional amount of that benefit to which he would have been entitled in respect of the whole or part of the reduction week to which sub-paragraph (2) refers but for the application of regulation 49(1) of the Housing Benefit Regulations 2006 (notional capital);
  - (c) where the applicant has also claimed income support, the amount of income support to which he would have been entitled in respect of the whole or part of the reduction

- week to which sub-paragraph (2) refers but for the application of regulation 51(1) of the Income Support (General) Regulations 1987 (notional capital);
- (d) where the applicant has also claimed a jobseeker's allowance, the amount of an income-based jobseeker's allowance to which he would have been entitled in respect of the whole or part of the reduction week to which sub-paragraph (2) refers but for the application of regulation 113 of the Jobseeker's Allowance Regulations 1996 (notional capital); and
- (e) where the applicant has also claimed an employment and support allowance, the amount of an income-related employment and support allowance to which he would have been entitled in respect of the whole or part of the reduction week to which sub-paragraph (2) refers but for the application of regulation 115 of the Employment and Support Allowance Regulations 2008 (notional capital).
- (4) Subject to sub-paragraph (7), for the purposes of sub-paragraph (1)(b) the condition is that the applicant is not a pensioner and would have been entitled to a reduction in council tax in the relevant week but for paragraph 67(1).
- (5) In such a case the amount of the reduction in the amount of capital he is treated as possessing must be equal to the aggregate of—
- (a) the amount of council tax benefit to which the applicant would have been entitled in the relevant week but for paragraph 67(1);
- (b) if the applicant would, but for regulation 49(1) of the Housing Benefit Regulations 2006, have been entitled to housing benefit or to an additional amount of housing benefit in respect of the benefit week which includes the last day of the relevant week, the amount which is equal to—
- (i) in a case where no housing benefit is payable, the amount to which he would have been entitled; or
- (ii) in any other case, the amount equal to the additional amount of housing benefit to which he would have been entitled;
- (c) if the applicant would, but for regulation 51(1) of the Income Support (General) Regulations 1987, have been entitled to income support in respect of the benefit week, within the meaning of regulation 2(1) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled;
- (d) if the applicant would, but for regulation 113 of the Jobseeker's Allowance Regulations 1996, have been entitled to an income-based jobseeker's allowance in respect of the benefit week, within the meaning of regulation 1(3) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled; and
- (e) if the applicant would, but for regulation 115 of the Employment and Support Allowance Regulations 2008, have been entitled to an income-related employment and support allowance in respect of the benefit week, within the meaning of regulation 2(1) of those Regulations (interpretation), which includes the last day of the relevant week, the amount to which he would have been entitled.
- (6) But if the amount mentioned in paragraph (a), (b), (c), (d) or (e) of sub-paragraph (5) ("the relevant amount") is in respect of a part-week, the amount that is to be taken into account under that paragraph is to be determined by—
- (a) dividing the relevant amount by the number equal to the number of days in that part-week, and
- (b) multiplying the result of that calculation by 7.
- (7) The amount determined under sub-paragraph (5) is to be re-determined under the appropriate sub-paragraph if the applicant makes a further application and the conditions in sub-paragraph (8) are satisfied, and in such a case—
- (a) paragraphs (a) to (e) of sub-paragraph (5) apply as if for the words "relevant week" there were substituted the words "relevant subsequent week"; and

(b) subject to sub-paragraph (9), the amount as re-determined has effect from the first week following the relevant subsequent week in question.

(8) The conditions are that—

(a) a further application is made 26 or more weeks after—

(i) the date on which the applicant made an application for a reduction under this scheme in respect of which he was first treated as possessing the capital in question under paragraph 67(1);

(ii) in a case where there has been at least one re-determination in accordance with sub-paragraph (7), the date on which he last made an application under this scheme which resulted in the weekly amount being re-determined, or

(iii) the date on which he last ceased to be entitled to a reduction under this scheme, whichever last occurred; and

(b) the applicant would have been entitled to a reduction under this scheme but for paragraph 67(1).

(9) The amount as re-determined pursuant to sub-paragraph (6) must not have effect if it is less than the amount which applied in that case immediately before the re-determination and in such a case the higher amount must continue to have effect.

(10) For the purposes of this paragraph—  
“part-week”

(a) in relation to an amount mentioned in sub-paragraph (5)(a), means a period of less than a week for which a reduction under this scheme is allowed;

(b) in relation to an amount mentioned in sub-paragraph (5)(b), means a period of less than a week for which housing benefit is payable;

(c) in relation to an amount mentioned in sub-paragraph (5)(c), (d) or (e), means—

(i) a period of less than a week which is the whole period for which income support, an income-related employment and support allowance or, as the case may be, an income-based jobseeker's allowance is payable; and

(ii) any other period of less than a week for which it is payable;

“relevant week” means the reduction week or part-week in which the capital in question of which the applicant has deprived himself within the meaning of paragraph 67(1)—(a) was first taken into account for the purpose of determining his entitlement to a reduction; or

(b) was taken into account on a subsequent occasion for the purpose of determining or re-determining his entitlement to a reduction on that subsequent occasion and that determination or re-determination resulted in his beginning to receive, or ceasing to receive, a reduction, and where more than one reduction week is identified by reference to paragraphs (a) and (b) of this definition, the later or latest such reduction week or, as the case may be, the later or latest such part-week is the relevant week; “relevant subsequent week” means the reduction week or part-week which includes the day on which the further application or, if more than one further application has been made, the last such application was made.

### **70.0 Capital jointly held**

Except where an applicant possesses capital which is disregarded under paragraph 67(7) (notional capital), where an applicant and one or more persons are beneficially entitled in possession to any capital asset they must be treated, in the absence of evidence to the contrary, as if each of them were entitled in possession to the whole beneficial interest therein in an equal share and the foregoing provisions of this Chapter apply for the purposes of calculating the amount of capital which the applicant is treated as possessing as if it were actual capital which the applicant does possess.

### **71.0 Calculation of tariff income from capital: pensioners**

The capital of an applicant who is a pensioner, calculated in accordance with this Part [107](#), is to

be treated as if it were a weekly income of—

- (a) £1 for each £500 in excess of £10,000 but not exceeding £16,000; and
- (b) £1 for any excess which is not a complete £500.

## **72.0 This is no longer used**

# **PART 11 Students**

## **CHAPTER 1 General**

### **73.0 Interpretation**

(1) In this Part—

“academic year” means the period of twelve months beginning on 1st January, 1st April, 1st July or 1st September according to whether the course in question begins in the winter, the spring, the summer or the autumn respectively but if students are required to begin attending the course during August or September and to continue attending through the autumn, the academic year of the course is to be considered to begin in the autumn rather than the summer;

“access funds” means

- (a) grants made under section 68 of the Further and Higher Education Act 1992 for the purpose of providing funds on a discretionary basis to be paid to students;
- (b) grants made under sections 73(a) and (c) and 74(1) of the Education (Scotland) Act 1980;
- (c) grants made under Article 30 of the Education and Libraries (Northern Ireland) Order 1993 or grants, loans or other payments made under Article 5 of the Further Education (Northern Ireland) Order 1997 in each case being grants, or grants, loans or other payments as the case may be, for the purpose of assisting students in financial difficulties;
- (d) discretionary payments, known as “learner support funds”, which are made available to students in further education by institutions out of funds provided by the Secretary of State under section 14 of the Education Act 2002 under sections 100 and 101 of the Apprenticeships, Skills, Children and Learning Act 2009; or
- (e) Financial Contingency Funds made available by the Welsh Ministers;

“college of further education” means a college of further education within the meaning of Part 1 of the Further and Higher Education (Scotland) Act 1992;

“contribution” means

- (a) any contribution in respect of the income of a student or any person which the Secretary of State, the Scottish Ministers or an education authority takes into account in ascertaining the amount of a student's grant or student loan; or
- (b) any sums, which in determining the amount of a student's allowance or bursary in Scotland under the Education (Scotland) Act 1980, the Scottish Ministers or education authority takes into account being sums which the Scottish Ministers or education authority considers that it is reasonable for the following persons to contribute towards the holder's expenses—
  - (i) the holder of the allowance or bursary;
  - (ii) the holder's parents;
  - (iii) the holder's parent's spouse, civil partner or a person ordinarily living with the holder's parent as if he or she were the spouse or civil partner of that parent;or
- (iv) the holder's spouse or civil partner;

“course of study” means any course of study, whether or not it is a sandwich course and whether or not a grant is made for attending or undertaking it;

“covenant income” means the gross income payable to a full-time student under a Deed of Covenant by his parent;

“education authority” means a government department, a local authority as defined in section

579 of the Education Act 1996 (interpretation), a local education authority as defined in section 123 of the Local Government (Scotland) Act 1973, an education and library board established under Article 3 of the Education and Libraries (Northern Ireland) Order 1986, any body which is a research council for the purposes of the Science and Technology Act 1965 or any analogous government department, authority, board or body, of the Channel Islands, Isle of Man or any other country outside Great Britain;

“full-time course of study” means a full-time course of study which

- (a) is not funded in whole or in part by the Secretary of State under section 14 of the Education Act 2002, or under section 100 of the Apprenticeships, Skills, Children and Learning Act 2009 or by the Welsh Ministers or a full-time course of study which is not funded in whole or in part by the Scottish Ministers at a college of further education or a full-time course of study which is a course of higher education and is funded in whole or in part by the Scottish Ministers;
- (b) is funded in whole or in part by the Secretary of State under section 14 of the Education Act 2002, or under section 100 of the Apprenticeships, Skills, Children and Learning Act 2009 or by the Welsh Ministers if it involves more than 16 guided learning hours per week for the student in question, according to the number of guided learning hours per week for that student set out—
  - (i) in the case of a course funded by the Secretary of State under section 14 of the Education Act 2002 in the student's learning agreement signed on behalf of the establishment which is funded by the Secretary of State for the delivery of that course; or
  - (ii) in the case of a course funded by the Welsh Ministers, in a document signed on behalf of the establishment which is funded by that Council for the delivery of that course; or
- (c) is not higher education and is funded in whole or in part by the Scottish Ministers at a college of further education and involves—
  - (i) more than 16 hours per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff according to the number of hours set out in a document signed on behalf of the college; or
  - (ii) 16 hours or less per week of classroom-based or workshop-based programmed learning under the direct guidance of teaching staff and additional hours using structured learning packages supported by the teaching staff where the combined total of hours exceeds 21 hours per week, according to the number of hours set out in a document signed on behalf of the college;

“full-time student” means a person attending or undertaking a full-time course of study and includes a student on a sandwich course;

“grant” (except in the definition of “access funds”) means any kind of educational grant or award and includes any scholarship, studentship, exhibition, allowance or bursary but does not include a payment from access funds or any payment to which paragraph 16 of Schedule 8 or paragraph 55 of Schedule 10 (allowances and payments for courses of study) applies;

“grant income” means

- (a) any income by way of a grant;
- (b) any contribution whether or not it is paid;

“higher education” means higher education within the meaning of Part 2 of the Further and Higher Education (Scotland) Act 1992;

“last day of the course” means

- (a) in the case of a qualifying course, the date on which the last day of that course falls or the date on which the final examination relating to that course is completed, whichever is the later;
- (b) in any other case, the date on which the last day of the final academic term falls in respect of the course in which the student is enrolled;

“period of study” means

- (a) in the case of a course of study for one year or less, the period beginning with the start of the course and ending with the last day of the course;
- (b) in the case of a course of study for more than one year, in the first or, as the case may

be, any subsequent year of the course, other than the final year of the course, the period beginning with the start of the course or, as the case may be, that year's start and ending with either—

- (i) the day before the start of the next year of the course in a case where the student's grant or loan is assessed at a rate appropriate to his studying throughout the year or, if he does not have a grant or loan, where a loan would have been assessed at such a rate had he had one; or
- (ii) in any other case, the day before the start of the normal summer vacation appropriate to his course;

- (c) in the final year of a course of study of more than one year, the period beginning with that year's start and ending with the last day of the course;

“periods of experience” means periods of work experience which form part of a sandwich course;

“qualifying course” means a qualifying course as defined for the purposes of Parts 2 and 4 of the Jobseeker's Allowance Regulations 1996;

“sandwich course” has the meaning prescribed in regulation 2(9) of the Education (Student Support) Regulations 2008, regulation 4(2) of the Education (Student Loans) (Scotland) Regulations 2007 or regulation 2(8) of the Education (Student Support) Regulations (Northern Ireland) 2007, as the case may be;

“standard maintenance grant” means

- (a) except where paragraph (b) or (c) applies, in the case of a student attending or undertaking a course of study at the University of London or an establishment within the area comprising the City of London and the Metropolitan Police District, the amount specified for the time being in paragraph 2(2)(a) of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 (“the 2003 Regulations”) for such a student;
- (b) except where paragraph (c) applies, in the case of a student residing at his parent's home, the amount specified in paragraph 3 thereof;
- (c) in the case of a student receiving an allowance or bursary under the Education (Scotland) Act 1980, the amount of money specified as “standard maintenance allowance” for the relevant year appropriate for the student set out in the Student Support in Scotland Guide issued by the Student Awards Agency for Scotland, or its nearest equivalent in the case of a bursary provided by a college of further education or a local education authority;
- (d) in any other case, the amount specified in paragraph 2(2) of Schedule 2 to the 2003 Regulations other than in sub-paragraph (a) or (b) thereof;

“student” means a person, other than a person in receipt of a training allowance, who is attending or undertaking

- (a) a course of study at an educational establishment; or
- (b) a qualifying course;

“student loan” means a loan towards a student's maintenance pursuant to any regulations made under section 22 of the Teaching and Higher Education Act 1998, section 73 of the Education (Scotland) Act 1980 or Article 3 of the Education (Student Support) (Northern Ireland) Order 1998 and includes, in Scotland, a young student's bursary paid under regulation 4(1)(c) of the Students' Allowances (Scotland) Regulations 2007.

- (2) For the purposes of the definition of “full-time student” in sub-paragraph (1), a person must be regarded as attending or, as the case may be, undertaking a full-time course of study or as being on a sandwich course—(a) subject to sub-paragraph (3), in the case of a person attending or undertaking a part of a modular course which would be a full-time course of study for the purposes of this Part, for the period beginning on the day on which that part of the course starts and ending—

- (i) on the last day on which he is registered with the educational establishment as attending or undertaking that part as a full-time course of study; or
- (ii) on such earlier date (if any) as he finally abandons the course or is dismissed from it;

- (b) in any other case, throughout the period beginning on the date on which he starts

attending or undertaking the course and ending on the last day of the course or on such earlier date (if any) as he finally abandons it or is dismissed from it.

- (3) For the purposes of paragraph (a) of sub-paragraph (2), the period referred to in that paragraph includes—
- (a) where a person has failed examinations or has failed successfully to complete a module relating to a period when he was attending or undertaking a part of the course as a full-time course of study, any period in respect of which he attends or undertakes the course for the purpose of retaking those examinations or that module;
  - (b) any period of vacation within the period specified in that paragraph or immediately following that period except where the person has registered with the educational establishment to attend or undertake the final module in the course and the vacation immediately follows the last day on which he is required to attend or undertake the course.
- (4) In sub-paragraph (2), “modular course” means a course of study which consists of two or more modules, the successful completion of a specified number of which is required before a person is considered by the educational establishment to have completed the course.

#### **74.0 Treatment of students**

This scheme has effect in relation to students who are not pensioners subject to the following provisions of this Part.

#### **75.0 Students who are excluded from entitlement to a reduction under this scheme**

- (1) The students who are excluded from entitlement to a reduction under this scheme are, subject to sub-paragraphs (2) and (7)—
- (a) full-time students, and
  - (b) students who are persons treated as not being in Great Britain.
- (2) Sub-paragraph (1)(b) does not apply to a student—
- (a) who is a person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance;
  - (b) who is a lone parent;
  - (c) whose applicable amount would, but for this paragraph, include the disability premium or severe disability premium;
  - (d) whose applicable amount would include the disability premium but for his being treated as capable of work by virtue of a determination made in accordance with regulations made under section 171E of the SSCBA;
  - (e) who is, or is treated as, incapable of work and has been so incapable, or has been so treated as incapable, of work in accordance with the provisions of, and regulations made under, Part 12A of the SSCBA (incapacity for work) for a continuous period of not less than 196 days; and for this purpose any two or more separate periods separated by a break of not more than 56 days must be treated as one continuous period;
  - (f) who has, or is treated as having, limited capability for work and has had, or been treated as having, limited capability for work in accordance with the Employment and Support Allowance Regulations 2008 for a continuous period of not less than 196 days, and for this purpose any two or more separate periods separated by a break of not more than 84 days must be treated as one continuous period;
  - (g) who has a partner who is also a full-time student, if he or that partner is treated as responsible for a child or young person;
  - (h) who is a single applicant with whom a child is placed by a local authority or voluntary organisation within the meaning of the Children Act 1989 or, in Scotland, boarded out within the meaning of the Social Work (Scotland) Act 1968;

- (i) who is—
    - (i) aged under 21 and whose course of study is not a course of higher education,
    - (ii) aged 21 and attained that age during a course of study which is not a course of higher education, or
    - (iii) a qualifying young person or child within the meaning of section 142 of the SSCBA (child and qualifying young person);
  - (j) in respect of whom—
    - (i) a supplementary requirement has been determined under paragraph 9 of Part 2 of Schedule 2 to the Education (Mandatory Awards) Regulations 2003;
    - (ii) an allowance, or as the case may be, bursary has been granted which includes a sum under paragraph (1)(d) of regulation 4 of the Students' Allowances (Scotland) Regulations 1999 or, as the case may be, under paragraph (1)(d) of regulation 4 of the Education Authority (Bursaries) (Scotland) Regulations 1995, in respect of expenses incurred;
    - (iii) a payment has been made under or by virtue of regulations made under the Teaching and Higher Education Act 1998;
    - (iv) a grant has been made under regulation 13 of the Education (Student Support) Regulations 2005 or under regulation 13 of the Education (Student Support) Regulations (Northern Ireland) 2000; or
    - (v) a supplementary requirement has been determined under paragraph 9 of Schedule 6 to the Students Awards Regulations (Northern Ireland) 1999 or a payment has been made under Article 50(3) of the Education and Libraries (Northern Ireland) Order 1986, on account of his disability by reason of deafness.
- (3) Sub-paragraph (2)(i)(ii) only applies to an applicant until the end of the course during which the applicant attained the age of 21.
- (4) For the purposes of sub-paragraph (2), once sub-paragraph (2)(e) applies to a full-time student, if he then ceases, for a period of 56 days or less, to be incapable, or to be treated as incapable, of work, that sub-paragraph must, on his again becoming so incapable, or so treated as incapable, of work at the end of that period, immediately thereafter apply to him for so long as he remains incapable or is treated as remaining incapable, of work.
- (5) In sub-paragraph (2)(i) the reference to a course of higher education is a reference to a course of any description mentioned in Schedule 6 to the Education Reform Act 1988.
- (6) A full-time student to whom sub-paragraph (2)(i) applies must be treated as satisfying that sub-paragraph from the date on which he made a request for the supplementary requirement, allowance, bursary or payment as the case may be.
- (7) Sub-paragraph (1)(b) does not apply to a full-time student for the period specified in sub-paragraph (8) if—
- (a) at any time during an academic year, with the consent of the relevant educational establishment, he ceases to attend or undertake a course because he is—
    - (i) engaged in caring for another person; or
    - (ii) ill;
  - (b) he has subsequently ceased to be engaged in caring for that person or, as the case may be, he has subsequently recovered from that illness; and
  - (c) he is not eligible for a grant or a student loan in respect of the period specified in sub-paragraph (8).
- (8) The period specified for the purposes of sub-paragraph (7) is the period, not exceeding one year, beginning on the day on which he ceased to be engaged in caring for that person or, as the case may be, the day on which he recovered from that illness and ending on the day before—
- (a) the day on which he resumes attending or undertaking the course; or

- (b) the day from which the relevant educational establishment has agreed that he may resume attending or undertaking the course, whichever first occurs.

## **CHAPTER 2 Income**

### **76.0 Calculation of grant income**

- (1) The amount of a student's grant income to be taken into account in assessing his income must, subject to sub-paragraphs (2) and (3), be the whole of his grant income.
- (2) There must be excluded from a student's grant income any payment—
  - (a) intended to meet tuition fees or examination fees;
  - (b) in respect of the student's disability;
  - (c) intended to meet additional expenditure connected with term time residential study away from the student's educational establishment;
  - (d) on account of the student maintaining a home at a place other than that at which he resides during his course;
  - (e) on account of any other person but only if that person is residing outside the United Kingdom and there is no applicable amount in respect of him;
  - (f) intended to meet the cost of books and equipment;
  - (g) intended to meet travel expenses incurred as a result of his attendance on the course;
  - (h) intended for the child care costs of a child dependant;
  - (i) of higher education bursary for care leavers made under Part 3 of the Children Act 1989.
- (3) Where a student does not have a student loan and is not treated as possessing such a loan, there must be excluded from the student's grant income—
  - (a) the sum of £303 per academic year in respect of travel costs; and
  - (b) the sum of £390 per academic year towards the costs of books and equipment, whether or not any such costs are incurred.
- (4) There must also be excluded from a student's grant income the grant for dependants known as the parents' learning allowance paid pursuant to regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998 or section 22 of the Teaching and Higher Education Act 1998.
- (5) Subject to sub-paragraphs (6) and (7), a student's grant income must be apportioned—
  - (a) subject to sub-paragraph (8), in a case where it is attributable to the period of study, equally between the weeks in that period beginning with the reduction week, the first day of which coincides with, or immediately follows, the first day of the period of study and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period of study;
  - (b) in any other case, equally between the weeks in the period beginning with the reduction week, the first day of which coincides with, or immediately follows, the first day of the period for which it is payable and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period for which it is payable.
- (6) Any grant in respect of dependants paid under section 63(6) of the Health Services and Public Health Act 1968 (grants in respect of the provision of instruction to officers of hospital authorities) and any amount intended for the maintenance of dependants under Part 3 of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 must be apportioned equally over the period of 52 weeks or, if there are 53 reduction weeks (including part-weeks) in the year, 53.
- (7) In a case where a student is in receipt of a student loan or where he could have acquired a

student loan by taking reasonable steps but had not done so, any amount intended for the maintenance of dependants to which neither sub-paragraph (6) nor paragraph 80(2) (other amounts to be disregarded) applies, must be apportioned over the same period as the student's loan is apportioned or, as the case may be, would have been apportioned.

- (8) In the case of a student on a sandwich course, any periods of experience within the period of study must be excluded and the student's grant income must be apportioned equally between the weeks in the period beginning with the reduction week, the first day of which immediately follows the last day of the period of experience and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the period of study.

#### **77.0 Calculation of covenant income where a contribution is assessed**

- (1) Where a student is in receipt of income by way of a grant during a period of study and a contribution has been assessed, the amount of his covenant income to be taken into account for that period and any summer vacation immediately following must be the whole amount of the covenant income less, subject to sub-paragraph (3), the amount of the contribution.
- (2) The weekly amount of the student's covenant must be determined—
- (a) by dividing the amount of income which falls to be taken into account under sub-paragraph (1) by 52 or 53, whichever is reasonable in the circumstances; and
  - (b) by disregarding £5 from the resulting amount.
- (3) For the purposes of sub-paragraph (1), the contribution must be treated as increased by the amount (if any) by which the amount excluded under paragraph 76(2)(g) falls short of the amount specified in paragraph 7(2) of Schedule 2 to the Education (Mandatory Awards) Regulations 2003 (travel expenditure).

#### **78.0 Covenant income where no grant income or no contribution is assessed**

- (1) Where a student is not in receipt of income by way of a grant the amount of his covenant income must be calculated as follows—
- (a) any sums intended for any expenditure specified in paragraph 76(2)(a) to (e) necessary as a result of his attendance on the course must be disregarded;
  - (b) any covenant income, up to the amount of the standard maintenance grant, which is not so disregarded, must be apportioned equally between the weeks of the period of study;
  - (c) there must be disregarded from the amount so apportioned the amount which would have been disregarded under paragraph 76(2)(f) and (3) had the student been in receipt of the standard maintenance grant; and
  - (d) the balance, if any, must be divided by 52 or 53 whichever is reasonable in the circumstances and treated as weekly income of which £5 must be disregarded.
- (2) Where a student is in receipt of income by way of a grant and no contribution has been assessed, the amount of his covenanted income must be calculated in accordance with paragraphs (a) to (d) of sub-paragraph (1), except that—
- (a) the value of the standard maintenance grant must be abated by the amount of such grant income less an amount equal to the amount of any sums disregarded under paragraph 76(2)(a) to (e); and
  - (b) the amount to be disregarded under sub-paragraph (1)(c) must be abated by an amount equal to the amount of any sums disregarded under paragraph 76(2)(f) and (g) and (3).

### **79.0 Relationship with amounts to be disregarded under Schedule 8**

No part of a student's covenant income or grant income is to be disregarded under paragraph 19 of Schedule 8 (disregard of certain charitable and voluntary, etc., payments).

### **80.0 Other amounts to be disregarded**

- (1) For the purposes of ascertaining income other than grant income, covenant income and loans treated as income in accordance with paragraph 81 (treatment of student loans), any amounts intended for any expenditure specified in paragraph 76(2) (calculation of grant income), necessary as a result of his attendance on the course must be disregarded.
- (2) But sub-paragraph (1) applies only if, and to the extent that, the necessary expenditure exceeds or is likely to exceed the amount of the sums disregarded under paragraph 76(2) or (3), 77(3), 78(1)(a) or (c) or 81(5) (calculation of grant income, covenant income and treatment of student loans) on like expenditure.

### **81.0 Treatment of student loans**

- (1) A student loan is to be treated as income.
- (2) In calculating the weekly amount of the loan to be taken into account as income—
  - (a) in respect of a course that is of a single academic year's duration or less, a loan which is payable in respect of that period is to be apportioned equally between the weeks in the period beginning with—
    - (i) except in a case where sub-paragraph (ii) applies, the reduction week, the first day of which coincides with, or immediately follows, the first day of the single academic year;
    - (ii) where the student is required to start attending the course in August or where the course is less than an academic year's duration, the reduction week, the first day of which coincides with, or immediately follows, the first day of the course, and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of the course;
  - (b) in respect of an academic year of a course which starts other than on 1st September, a loan which is payable in respect of that academic year is to be apportioned equally between the weeks in the period—
    - (i) beginning with the reduction week, the first day of which coincides with or immediately follows, the first day of that academic year, and
    - (ii) ending with the reduction week, the last day of which coincides with or immediately precedes, the last day of that academic year,but excluding any reduction weeks falling entirely within the quarter during which, in the opinion of the authority, the longest of any vacation is taken and for the purposes of this paragraph, "quarter" has the same meaning as for the purposes of the Education (Student Support) Regulations 2005;
  - (c) in respect of the final academic year of a course (not being a course of a single year's duration), a loan which is payable in respect of that final academic year is to be apportioned equally between the weeks in the period beginning with—
    - (i) except in a case where sub-paragraph (ii) applies, the reduction week, the first day of which coincides with, or immediately follows, the first day of that academic year;
    - (ii) where the final academic year starts on 1st September, the reduction week, the first day of which coincides with, or immediately follows, the earlier of 1st September or the first day of the autumn term, and ending with the reduction week,

the last day of which coincides with, or immediately precedes, the last day of the course;

- (d) in any other case, the loan is to be apportioned equally between the weeks in the period beginning with the earlier of—
  - (i) the first day of the first reduction week in September; or
  - (ii) the reduction week, the first day of which coincides with, or immediately follows the first day of the autumn term, and ending with the reduction week, the last day of which coincides with, or immediately precedes, the last day of June, and, in all cases, from the weekly amount so apportioned £10 is to be disregarded.
- (3) A student is to be treated as possessing a student loan in respect of an academic year where—
  - (a) a student loan has been made to him in respect of that year; or
  - (b) he could acquire such a loan in respect of that year by taking reasonable steps to do so.
- (4) Where a student is treated as possessing a student loan under sub-paragraph (3), the amount of the student loan to be taken into account as income must be, subject to sub-paragraph (5)—
  - (a) in the case of a student to whom a student loan is made in respect of an academic year, a sum equal to—
    - (i) the maximum student loan he is able to acquire in respect of that year by taking reasonable steps to do so; and
    - (ii) any contribution whether or not it has been paid to him;
  - (b) in the case of a student to whom a student loan is not made in respect of an academic year, the maximum student loan that would be made to the student if—
    - (i) he took all reasonable steps to obtain the maximum student loan he is able to acquire in respect of that year; and
    - (ii) no deduction in that loan was made by virtue of the application of a means test.
- (5) There must be deducted from the amount of income taken into account under sub-paragraph (4)—
  - (a) the sum of £303 per academic year in respect of travel costs; and
  - (b) the sum of £390 per academic year towards the cost of books and equipment, whether or not any such costs are incurred.
- (6) A loan for fees, known as a fee loan or a fee contribution loan, made pursuant to regulations made under Article 3 of the Education (Student Support) (Northern Ireland) Order 1998, section 22 of the Teaching and Higher Education Act 1998 or section 73(f) of the Education (Scotland) Act 1980, shall be disregarded as income.

#### **82.0 Treatment of payments from access funds**

- (1) This paragraph applies to payments from access funds that are not payments to which paragraph 85(2) or (3) (income treated as capital) applies.
- (2) A payment from access funds, other than a payment to which sub-paragraph (3) applies, must be disregarded as income.
- (3) Subject to sub-paragraph (4) of this paragraph and paragraph 40 of Schedule 8 (disregards in the calculation of income other than earnings: persons who are not pensioners)—
  - (a) any payments from access funds which are intended and used for an item of food, ordinary clothing or footwear, household fuel, or rent of a single applicant or, as the

case may be, of the applicant or any other member of his family, and  
(b) any payments from access funds which are used for any council tax or water charges for which that applicant or member is liable, must be disregarded as income to the extent of £20 per week.

(4) Where a payment from access funds is made—

(a) on or after 1st September or the first day of the course, whichever first occurs, but before receipt of any student loan in respect of that year and that payment is intended for the purpose of bridging the period until receipt of the student loan; or

(b) before the first day of the course to a person in anticipation of that person becoming a student, that payment must be disregarded as income.

### **83.0 Disregard of contribution**

Where the applicant or his partner is a student and, for the purposes of assessing a contribution to the student's grant or student loan, the other partner's income has been taken into account, an amount equal to that contribution must be disregarded for the purposes of assessing that other partner's income.

### **84.0 Further disregard of student's income**

Where any part of a student's income has already been taken into account for the purposes of assessing his entitlement to a grant or student loan, the amount taken into account must be disregarded in assessing that student's income.

### **85.0 Income treated as capital**

(1) Any amount by way of a refund of tax deducted from a student's covenant income must be treated as capital.

(2) An amount paid from access funds as a single lump sum must be treated as capital.

(3) An amount paid from access funds as a single lump sum which is intended and used for an item other than food, ordinary clothing or footwear, household fuel or rent, or which is used for an item other than any council tax or water charges for which that applicant or member is liable, must be disregarded as capital but only for a period of 52 weeks from the date of the payment.

### **86.0 Disregard of changes occurring during summer vacation**

In calculating a student's income the authority must disregard any change in the standard maintenance grant, occurring in the recognised summer vacation appropriate to the student's course, if that vacation does not form part of his period of study from the date on which the change occurred to the end of that vacation.

## **PART 12 Extended reductions**

### **CHAPTER 1 Extended reductions: pensioners**

#### **87.0 Extended reductions: pensioners**

Paragraphs 88 to 93 apply in relation to applicants who are pensioners.

#### **88.0 Extended reductions (qualifying contributory benefits): pensioners**

- (1) Except in the case of an applicant who is in receipt of state pension credit, an applicant who is entitled to a reduction under this scheme by virtue of falling within any of classes A to C is entitled to an extended reduction (qualifying contributory benefits) where—
  - (a) the applicant or the applicant's partner was entitled to a qualifying contributory benefit;
  - (b) entitlement to a qualifying contributory benefit ceased because the applicant or the applicant's partner—
    - (i) commenced employment as an employed or self-employed earner;
    - (ii) increased their earnings from such employment; or
    - (iii) increased the number of hours worked in such employment, and that employment is or, as the case may be, those increased earnings or increased number of hours are expected to last five weeks or more;
  - (c) the applicant or the applicant's partner had been entitled to and in receipt of a qualifying contributory benefit or a combination of qualifying contributory benefits for a continuous period of at least 26 weeks before the day on which the entitlement to a qualifying contributory benefit ceased; and
  - (d) the applicant or the applicant's partner was not entitled to and not in receipt of a qualifying income-related benefit in the last reduction week in which the applicant, or the applicant's partner, was entitled to a qualifying contributory benefit.
- (2) An applicant must be treated as entitled to a reduction under this scheme by virtue of falling within any of classes A to C where—
  - (a) the applicant ceased to be entitled to a reduction under this scheme because the applicant vacated the dwelling in which the applicant was resident;
  - (b) the day on which the applicant vacated the dwelling was either in the week in which entitlement to a qualifying contributory benefit ceased, or in the preceding week; and
  - (c) entitlement to the qualifying contributory benefit ceased in any of the circumstances listed in sub-paragraph (1)(b).

#### **89.0 Duration of extended reduction period (qualifying contributory benefits): pensioners**

- (1) Where an applicant is entitled to an extended reduction (qualifying contributory benefits), the extended reduction period starts on the first day of the reduction week immediately following the reduction week in which the applicant, or the applicant's partner, ceased to be entitled to a qualifying contributory benefit.
- (2) For the purpose of sub-paragraph (1), an applicant or an applicant's partner ceases to be entitled to a qualifying contributory benefit on the day immediately following the last day of entitlement to that benefit.
- (3) The extended reduction period ends—
  - (a) at the end of a period of four weeks; or
  - (b) on the date on which the applicant who is receiving the extended reduction (qualifying contributory benefits) has no liability for council tax, if that occurs first.

#### **90.0 Amount of extended reduction (qualifying contributory benefits): pensioners**

- (1) For any week during the extended reduction period the amount of the extended reduction (qualifying contributory benefits) the applicant is entitled to is the greater of—
  - (a) the amount of council tax reduction to which the applicant was entitled by virtue of falling within any of classes A to C in the last reduction week before the applicant or the applicant's partner ceased to be entitled to a qualifying contributory benefit;
  - (b) the amount of reduction under this scheme to which the applicant would be entitled under by virtue of falling within any of classes A to C for any reduction week during the extended reduction period, if paragraph 88 (extended reductions (qualifying contributory benefits): pensioners) did not apply to the applicant; or
  - (c) the amount of reduction under this scheme to which the applicant's partner would be entitled by virtue of falling within any of classes A to C, if paragraph 88 did not apply to the applicant.
- (2) Sub-paragraph (1) does not apply in the case of a mover.
- (3) Where an applicant is in receipt of an extended reduction (qualifying contributory benefits) under this paragraph and the applicant's partner makes an application for a reduction under this scheme, the authority must not award a reduction in pursuance of that application during the extended reduction period.

#### **91.0 Extended reductions (qualifying contributory benefits)—movers: pensioners**

- (1) This paragraph applies—
  - (a) to a mover; and
  - (b) from the Monday following the day of the move.
- (2) The amount of the extended reduction (qualifying contributory benefits) awarded from the Monday from which this paragraph applies until the end of the extended reduction period is to be the amount of reduction under this scheme which was payable to the mover for the last reduction week before the mover, or the mover's partner, ceased to be entitled to a qualifying contributory benefit.
- (3) Where a mover's liability to pay council tax in respect of the new dwelling is to a second authority, the extended reduction (qualifying contributory benefits) may take the form of a payment from this authority to—
  - (a) the second authority; or
  - (b) the mover directly.

#### **92.0 Relationship between extended reduction (qualifying contributory benefits) and entitlement to a reduction by virtue of classes A to C**

- (1) Where an applicant's reduction under this scheme would have ended when the applicant ceased to be entitled to a qualifying contributory benefit in the circumstances listed in paragraph 88(1)(b), that reduction does not cease to have effect until the end of the extended reduction period.
- (2) Part 13 (when entitlement begins and change of circumstances) does not apply to any extended reduction (qualifying contributory benefits) payable in accordance with paragraph 90(1)(a) or paragraph 91(2) (amount of extended reduction — movers: pensioners).

### **93.0 Continuing reductions where state pension credit claimed: pensioners**

- (1) This paragraph applies where—
  - (a) the applicant is entitled to a reduction under this scheme;
  - (b) sub-paragraph (2) is satisfied; and
  - (c) either—
    - (i) the applicant has attained the qualifying age for state pension credit or, [up to and including 5th December 2018] if his entitlement to income-based jobseeker's allowance or income-related employment and support allowance continued beyond that age, has attained the age of 65; or
    - (ii) the applicant's partner has actually claimed state pension credit.
- (2) This sub-paragraph is only satisfied if the Secretary of State has certified to the authority that the applicant's partner has actually claimed state pension credit or that—
  - (a) the applicant's award of—
    - (i) income support has terminated because the applicant has attained the qualifying age for state pension credit; or
    - (ii) income-based jobseeker's allowance or income-related employment and support allowance has terminated because the applicant has attained the qualifying age for state pension credit or, [up to and including 5th December 2018] the age of 65; and
  - (b) the applicant has claimed or is treated as having claimed or is required to make a claim for state pension credit.
- (3) Subject to sub-paragraph (4), in a case to which this paragraph applies, a person continues to be entitled to a reduction under this scheme for the period of 4 weeks beginning on the day following the day the applicant's entitlement to income support or, as the case may be, income-based jobseeker's allowance, income-related employment and support allowance, ceased, if and for so long as the applicant otherwise satisfies the conditions for entitlement to a reduction under this scheme.
- (4) Where a reduction under this scheme is awarded for the period of 4 weeks in accordance with sub-paragraph (3) above, and the last day of that period falls on a day other than the last day of a reduction week, then a reduction under this scheme must continue to be awarded until the end of the reduction week in which the last day of that period falls.
- (5) Throughout the period of 4 weeks specified in sub-paragraph (3) and any further period specified in sub-paragraph (4)—
  - (a) the whole of the income and capital of the applicant is to be disregarded;
  - (b) the maximum council tax reduction amount of the applicant is to be that which was applicable in his case immediately before that period commenced.
- (6) The maximum reduction is to be calculated in accordance with paragraph 29(1) if, since the date it was last calculated—
  - (a) the applicant's council tax liability has increased; or
  - (b) a change in the deduction under paragraph 30 falls to be made.

## **CHAPTER 2 Extended reductions: persons who are not pensioners**

### **94.0 Extended reductions: persons who are not pensioners**

Paragraphs 95 to 104 apply in relation to applicants who are not pensioners.

#### **95.0 Extended reductions: persons who are not pensioners**

- (1) An applicant who is entitled to a reduction under this scheme by virtue of falling within any of classes D to F is entitled to an extended reduction where—
  - (a) the applicant or the applicant's partner was entitled to a qualifying income-related benefit;
  - (b) entitlement to a qualifying income-related benefit ceased because the applicant or the applicant's partner—
    - (i) commenced employment as an employed or self-employed earner;
    - (ii) increased their earnings from such employment; or
    - (iii) increased the number of hours worked in such employment,and that employment is or, as the case may be, those increased earnings or increased number of hours are expected to last five weeks or more; and
  - (c) the applicant or the applicant's partner had been entitled to and in receipt of a qualifying income-related benefit, jobseeker's allowance or a combination of those benefits for a continuous period of at least 26 weeks before the day on which the entitlement to a qualifying income-related benefit ceased.
- (2) For the purpose of sub-paragraph (1)(c), an applicant or an applicant's partner is to be treated as having been entitled to and in receipt of a qualifying income-related benefit or jobseeker's allowance during any period of less than five weeks in respect of which the applicant or the applicant's partner was not entitled to any of those benefits because the applicant or the applicant's partner was engaged in remunerative work as a consequence of their participation in an employment zone programme.
- (3) For the purpose of this paragraph, where an applicant or an applicant's partner is entitled to and in receipt of joint-claim jobseeker's allowance they must be treated as being entitled to and in receipt of jobseeker's allowance.
- (4) An applicant must be treated as entitled to a reduction under this scheme by virtue of falling within any of classes D to F where—
  - (a) the applicant ceased to be entitled to a reduction under this scheme because the applicant vacated the dwelling in which the applicant was resident;
  - (b) the day on which the applicant vacated the dwelling was either in the week in which entitlement to a qualifying income-related benefit ceased, or in the preceding week; and
  - (c) entitlement to the qualifying income-related benefit ceased in any of the circumstances listed in sub-paragraph (1)(b).
- (5) This paragraph does not apply where, on the day before an applicant's entitlement to income support ceased, regulation 6(5) of the Income Support (General) Regulations 1987 (remunerative work: housing costs) applied to that applicant.

#### **96.0 Duration of extended reduction period: persons who are not pensioners**

- (1) Where an applicant is entitled to an extended reduction, the extended reduction period starts on the first day of the reduction week immediately following the reduction week in which the applicant, or the applicant's partner, ceased to be entitled to a qualifying income-related benefit.
- (2) For the purpose of sub-paragraph (1), an applicant or an applicant's partner ceases to be entitled to a qualifying income-related benefit on the day immediately following the last day of entitlement to that benefit.
- (3) The extended reduction period ends—
  - (a) at the end of a period of four weeks; or
  - (b) on the date on which the applicant to whom the extended reduction is payable has no liability for council tax, if that occurs first.

#### **97.0 Amount of extended reduction: persons who are not pensioners**

- (1) For any week during the extended reduction period the amount of the extended reduction to which an applicant is entitled is to be the higher of—
  - (a) the amount of the reduction under this scheme to which the applicant was entitled by virtue of falling within any of classes D to F in the last reduction week before the applicant or the applicant's partner ceased to be entitled to a qualifying income-related benefit;
  - (b) the amount of reduction under this scheme to which the applicant would be entitled by virtue of falling within any of classes D to F for any reduction week during the extended reduction period, if paragraph 95 (extended reductions: persons who are not pensioners) did not apply to the applicant; or
  - (c) the amount of reduction under this scheme to which the applicant's partner would be entitled by virtue of falling within any of classes D to F, if paragraph 95 did not apply to the applicant.
- (2) Sub-paragraph (1) does not apply in the case of a mover.
- (3) Where an applicant is in receipt of an extended reduction under this paragraph and the applicant's partner makes an application for a reduction under this scheme, no amount of reduction under this scheme is to be awarded by the authority during the extended reduction period.

#### **98.0 Extended reductions—movers: persons who are not pensioners**

- (1) This paragraph applies—
  - (a) to a mover; and
  - (b) from the Monday following the day of the move.
- (2) The amount of the extended reduction awarded from the Monday from which this paragraph applies until the end of the extended reduction period is to be the amount of reduction under this scheme to which the mover would have been entitled had they, or their partner, not ceased to be entitled to a qualifying income-related benefit.
- (3) Where a mover's liability to pay council tax in respect of the new dwelling is to a second authority, the extended reduction (qualifying contributory benefits) may take the form of a payment from this authority to—
  - (a) the second authority; or
  - (b) the mover directly.

#### **99.0 Relationship between extended reduction and entitlement to a reduction by virtue of classes D to F**

- (1) Where an applicant's entitlement to a reduction under this scheme would have ended when the applicant ceased to be entitled to a qualifying income-related benefit in the circumstances listed in paragraph 95(1)(b), that entitlement does not cease until the end of the extended reduction period.
- (2) Paragraphs 106 and 107 do not apply to any extended reduction payable in accordance with paragraph 95(1)(a) or 98(2) (amount of extended reduction—movers: persons who are not pensioners).

**100.0— Extended reductions (qualifying contributory benefits): persons who are not pensioners**

- (1) An applicant who is entitled to a reduction under this scheme by virtue of falling within any of classes D to F is entitled to an extended reduction (qualifying contributory benefits) where—
  - (a) the applicant or the applicant's partner was entitled to a qualifying contributory benefit;
  - (b) entitlement to a qualifying contributory benefit ceased because the applicant or the applicant's partner—
    - (i) commenced employment as an employed or self-employed earner;
    - (ii) increased their earnings from such employment; or
    - (iii) increased the number of hours worked in such employment,and that employment is or, as the case may be, those increased earnings or increased number of hours are expected to last five weeks or more;
  - (c) the applicant or the applicant's partner had been entitled to and in receipt of a qualifying contributory benefit or a combination of qualifying contributory benefits for a continuous period of at least 26 weeks before the day on which the entitlement to a qualifying contributory benefit ceased; and
  - (d) the applicant or the applicant's partner was not entitled to and not in receipt of a qualifying income-related benefit in the last reduction week in which the applicant, or the applicant's partner, was entitled to a qualifying contributory benefit.
- (2) An applicant must be treated as entitled to a reduction under this scheme by virtue of falling within any of classes D to F where—
  - (a) the applicant ceased to be entitled to a reduction under this scheme because the applicant vacated the dwelling in which the applicant was resident;
  - (b) the day on which the applicant vacated the dwelling was either in the week in which entitlement to a qualifying contributory benefit ceased, or in the preceding week; and
  - (c) entitlement to the qualifying contributory benefit ceased in any of the circumstances listed in sub-paragraph (1)(b).

**101.0 Duration of extended reduction period (qualifying contributory benefits): persons who are not pensioners**

- (1) Where an applicant is entitled to an extended reduction (qualifying contributory benefits), the extended reduction period starts on the first day of the reduction week immediately following the reduction week in which the applicant, or the applicant's partner, ceased to be entitled to a qualifying contributory benefit.
- (2) For the purpose of sub-paragraph (1), an applicant or an applicant's partner ceases to be entitled to a qualifying contributory benefit on the day immediately following the last day of entitlement to that benefit.
- (3) The extended reduction period ends—
  - (a) at the end of a period of four weeks; or
  - (b) on the date on which the applicant entitled to the extended reduction (qualifying contributory benefits) has no liability for council tax, if that occurs first.

**102.0— Amount of extended reduction (qualifying contributory benefits): persons who are not pensioners**

- (1) For any week during the extended reduction period the amount of the extended reduction (qualifying contributory benefits) payable to an applicant is to be the greater of—
  - (a) the amount of reduction under this scheme to which the applicant was entitled by virtue of falling within any of classes D to F in the last reduction week before the applicant or the applicant's partner ceased to be entitled to a qualifying contributory benefit;

- (b) the amount of reduction under this scheme to which the applicant would be entitled by virtue of falling within any of classes D to F for any reduction week during the extended reduction period, if paragraph 100 (extended reductions (qualifying contributory benefits): persons who are not pensioners) did not apply to the applicant; or
  - (c) the amount of reduction under this scheme to which the applicant's partner would be entitled by virtue of falling within any of classes D to F, if paragraph 100 did not apply to the applicant.
- (2) Sub-paragraph (1) does not apply in the case of a mover.
  - (3) Where an applicant is in receipt of an extended reduction (qualifying contributory benefits) under this paragraph and the applicant's partner makes an application for a reduction under this scheme, no amount of reduction may be allowed by the appropriate authority during the extended reduction period.

**103.0 Extended reductions (qualifying contributory benefits)—movers: persons who are not pensioners**

- (1) This paragraph applies—
  - (a) to a mover; and
  - (b) from the Monday following the day of the move.
- (2) The amount of the extended reduction (qualifying contributory benefit) payable from the Monday from which this paragraph applies until the end of the extended reduction period is to be the amount of reduction under this scheme which was awarded to the mover for the last reduction week before the mover, or the mover's partner, ceased to be entitled to a qualifying contributory benefit.
- (3) Where a mover's liability to pay council tax in respect of the new dwelling is to a second authority, the extended reduction (qualifying contributory benefits) may take the form of a payment from this authority to—
  - (a) the second authority; or
  - (b) the mover directly.

**104.0 Relationship between extended reduction (qualifying contributory benefits) and entitlement to reduction by virtue of classes D to F**

- (1) Where an applicant's reduction under this scheme would have ended when the applicant ceased to be entitled to a qualifying contributory benefit in the circumstances listed in paragraph 100(1)(b), that reduction does not cease until the end of the extended reduction period.
- (2) Paragraphs 106 and 107 (dates on which entitlement begins and change of circumstances take effect) do not apply to any extended reduction (qualifying contributory benefits) payable in accordance with paragraph 102(1)(a) or 103(2) (amount of extended reduction—movers: persons who are not pensioners).

**CHAPTER 3 Extended reductions: movers in the authority's area**

**105.0 Extended reductions: applicant moving into the authority's area**

Where—

- (a) an application is made to the authority (“the current authority”) for a reduction under this scheme, and
- (b) the applicant, or the partner of the applicant, is in receipt of an extended reduction from—
  - (i) another billing authority in England; or
  - (ii) a billing authority in Wales,
 the current authority must reduce any reduction to which the applicant is entitled under this scheme by the amount of that extended reduction.

## **PART 13 When entitlement begins and change of circumstances**

### **106.0 Date on which entitlement begins**

- (1) Subject to sub-paragraph (2), any person by whom or in respect of whom an application for a reduction under this scheme is made and who is otherwise entitled to that reduction is so entitled from the reduction week following the date on which that application is made or is treated as made.
- (2) Where a person is otherwise entitled to a reduction under this scheme and becomes liable for the first time for the authority's council tax in respect of a dwelling of which he is a resident in the reduction week in which his application is made or is treated as made, he is so entitled from that reduction week.

### **107.0 Date on which change of circumstances is to take effect**

- (1) Except in cases where paragraph 60 (disregard of changes in tax, contributions, etc.) applies and subject to Paragraph 107A and the following provisions of this paragraph and (in the case of applicants who are pensioners) paragraph 108 (change of circumstance where state pension credit in payment), a change of circumstances which affects entitlement to, or the amount of, a reduction under this scheme ("change of circumstances"), takes effect from the first day of the reduction week following the date on which the change actually occurs.
- (2) Where that change is cessation of entitlement to any benefit under the benefit Acts, the date on which the change actually occurs is the day immediately following the last day of entitlement to that benefit.
- (3) Subject to sub-paragraph (4), where the change of circumstances is a change in the amount of council tax payable, it takes effect from the day on which it actually occurs.
- (4) Where the change of circumstances is a change in the amount a person is liable to pay in respect of council tax in consequence of regulations under section 13 of the 1992 Act (reduced amounts of council tax) or changes in the discount to which a dwelling may be subject under section 11 or 11A of that Act (discounts), it takes effect from the day on which the change in amount has effect.
- (5) Where the change of circumstances is the applicant's acquisition of a partner, the change takes effect on the day on which the acquisition takes place.
- (6) Where the change of circumstances is the death of an applicant's partner or their separation, it takes effect on the day the death or separation occurs.
- (7) If two or more changes of circumstances occurring in the same reduction week would, but for this paragraph, take effect in different reduction weeks in accordance with sub-paragraphs (1) to (6) they take effect from the day to which the appropriate sub-paragraph from (3) to (6) above refers, or, where more than one day is concerned, from the earlier day.
- (8) Where the change of circumstances is that income, or an increase in the amount of income, other than a benefit or an increase in the amount of a benefit under the SSCBA, is paid in respect of a past period and there was no entitlement to income of that amount during that period, the change of circumstances takes effect from the first day on which such income, had it been paid in that period at intervals appropriate to that income, would have fallen to be taken into account for the purposes of this scheme.

(9) Without prejudice to sub-paragraph (8), where the change of circumstances is the payment of income, or arrears of income, in respect of a past period, the change of circumstances takes effect from the first day on which such income, had it been timeously paid in that period at intervals appropriate to that income, would have fallen to be taken into account for the purposes of this scheme.

(9)(a) with effect from 6th December 2018, sub paragraphs 10, 11, 12 and 13 apply only to persons who have attained pensionable age

(10) Sub-paragraph (11) applies if—

(a) [up to and including 5th December 2018] the applicant or his partner has attained the age of 65; and

(b) either—

(i) a non-dependant took up residence in the applicant's dwelling; or

(ii) there has been a change of circumstances in respect of a non-dependant so that the amount of the deduction which falls to be made under paragraph 30 increased.

(11) Where this sub-paragraph applies, the change of circumstances referred to in sub-paragraph (10)(b) takes effect from the effective date.

(12) In sub-paragraph (11), but subject to sub-paragraph (13), “the effective date” means

(a) where more than one change of a kind referred to in sub-paragraph (10)(b) relating to the same non-dependant has occurred since—

(i) the date on which the applicant's entitlement to a reduction under this scheme first began; or

(ii) the date which was the last effective date in respect of such a change, whichever is the later, the date which falls 26 weeks after the date on which the first such change occurred;

(b) where paragraph (a) does not apply, the date which falls 26 weeks after the date on which the change referred to in sub-paragraph (10)(b) occurred.

(13) If in any particular case the date determined under sub-paragraph (12) is not the first day of a reduction week, the effective date in that case is to be the first day of the next reduction week to commence after the date determined under that sub-paragraph.

(14) Where the Relevant Benefit rule applies, the change shall take effect from the date on which entitlement arises to the relevant benefit or to an increase in the rate of that relevant benefit.

#### **107A When beneficial changes of circumstances take effect**

(1) for the purposes of determining the date on which a new decision is to take effect, in a case where—

(a) the change of circumstances is a change of circumstances that is required by regulations to be notified; and

(b) that change of circumstances is notified more than one month after it occurs, or such longer period as may be allowed under regulation 107.B; and

(c) the new decision is advantageous to the claimant,

the date of notification of the change of circumstances shall be treated as the date on which the change of circumstances occurred.

#### **107B Conditions for accepting a delay in notification of a change**

(1) For the purposes of making a decision under regulation 107.A (1), a longer period of time may be allowed for the notification of a change of circumstances in so far as it affects the effective date of the change where the conditions specified in the following provisions of this regulation are satisfied.

- (2) An application for the purposes of paragraph (1) shall
  - (a) include particulars of the change of circumstances and the reasons for the failure to notify the change of circumstances on an earlier date and
  - (b) be made within 13 months of the date on which the change occurred.
- (3) An application for the purposes of paragraph (1) shall not be granted unless the appropriate relevant authority is satisfied that-
  - (a) it is reasonable to grant the application;
  - (b) the change of circumstances notified by the applicant is relevant to the decision which is to be superseded; and
  - (c) special circumstances are relevant and as a result of those special circumstances it was not practicable for the applicant to notify the change of circumstances within one month of the change occurring.
- (4) In determining whether it is reasonable to grant the application, the appropriate relevant authority shall have regard to the principle that the greater the amount of time that has elapsed between the date one month after the change of circumstances occurred and the date the application for a superseding decision is made, the more compelling should be the special circumstances on which the application is based.
- (5) In determining whether it is reasonable to grant an application, no account shall be taken of the following-
  - (a) that the applicant was unaware of, or misunderstood, the law applicable to his case (including ignorance or misunderstanding of the time limits imposed by these Regulations); or
  - (b) that the Upper Tribunal or a court has taken a different view of the law from that previously understood and applied.
- (6) An application under this regulation which has been refused may not be renewed.

#### **107(C) Meaning of Excess Reduction**

In this Part “excess council tax reduction” means any amount which has been allowed by way of council tax reduction and to which there was no entitlement under these Regulations (whether on the initial decision as subsequently revised or superseded or further revised or superseded) and includes any excess which arises by reason of—

- (a) a reduction in the amount a person is liable to pay in respect of council tax in consequence of—
  - (i) regulations made under section 13(1) of the 1992 Act (reduction in the amount of a person’s council tax); or
  - (ii) any discount to which that tax is subject by virtue of section 11 or 79 of that Act;
- (b) a substitution under sections 31 (substituted amounts) of a lesser amount for an amount of council tax previously set by the relevant authority under section 30(5) of that Act (amount set for council tax).

#### **107(D) Recoverable Excess Reduction**

—(1) Any excess reduction, except reduction to which paragraph (2) applies, shall be recoverable.

(2) Subject to paragraph (4), (5) and (6) and excepting any excess reduction arising in consequence of a reduction in tax or substitution to which regulation 107C refers, this paragraph applies to excess reduction allowed in consequence of an official error, where the claimant or a person acting on his behalf or any other person to whom the excess reduction is allowed could not, at the time the reduction was allowed or upon the receipt of any notice relating to the allowance of that reduction, reasonably have been expected to realise that it was excess reduction.

(3) In paragraph (2), “excess reduction allowed in consequence of an official error” means an adjustment caused by a mistake made whether in the form of an act or omission by—

- (a) the relevant authority;
- (b) an officer or person acting for that authority;

- (c) an officer of—
  - (i) the Department for Work and Pensions; or
  - (ii) the Commissioners for Her Majesty's Revenue and Customs, acting as such; or
- (d) a person providing services to the Department or to the Commissioners referred to in (c), where the claimant, a person acting on his behalf or any other person to whom the reduction is made, did not cause or materially contribute to that mistake, act or omission.

(4) Paragraph (2) shall not apply with respect to excess reduction to which regulation 107C(a) and (b) refers.

(5) Where in consequence of an official error a person has been awarded excess reduction, upon the award being revised or superseded any excess reduction which remains credited to him by the relevant authority in respect of a period after the date of the revision or supersession, shall be recoverable (Council Tax Reduction awarded in advance).

(6) Paragraph (2) shall not apply with respect to excess reduction which has occurred due to a change in Universal Credit where the UCDS record has been actioned by the Local Authority within one calendar month of its receipt.

**107(E) Authority by which recovery may be made**

The relevant authority which allowed the recoverable excess reduction may recover it.

**107(F) Person from whom recovery may be sought**

—(1) Subject to paragraph (2), recoverable excess reduction shall be due from the claimant or the person to whom the excess reduction was allowed.

**108.0 Change of circumstances where state pension credit in payment**

- (1) Sub-paragraphs (2) and (3) apply where—
  - (a) the applicant is in receipt of state pension credit;
  - (b) the amount of state pension credit awarded to him is changed in consequence of a change in the applicant's circumstances or the correction of an official error; and
  - (c) the change in the amount of state pension credit payable to the applicant results in a change in the amount of a reduction he receives under this scheme.
- (2) Where the change of circumstance is that an increase in the amount of state pension credit payable to the applicant results in—
  - (a) an increase in the reduction he receives under this scheme, the change takes effect from the first day of the reduction week in which state pension credit becomes payable at the increased rate; or
  - (b) a decrease in the reduction he receives under this scheme, the change takes effect from the first day of the reduction week next following the date on which—
    - (i) the local authority receives notification from the Secretary of State of the increase in the amount of state pension credit; or
    - (ii) state pension credit is increased,whichever is the later.
- (3) Where the change of circumstance (“the relevant change”) is that the applicant's state pension credit has been reduced and in consequence the reduction the applicant receives under this scheme reduces—
  - (a) in a case where the applicant's state pension credit has been reduced because the applicant failed to notify the Secretary of State timeously of a change of circumstances, the relevant change takes effect from the first day of the reduction week from which state pension credit was reduced; or
  - (b) in any other case the relevant change takes effect from the first day of the reduction week next following the date on which—

- (i) the authority receives notification from the Secretary of State of the reduction in the amount of state pension credit; or
  - (ii) state pension credit is reduced, whichever is the later.
- (4) Where the change of circumstance is that state pension credit is reduced and in consequence of the change, the amount of a reduction he receives under this scheme is increased, the change takes effect from the first day of the reduction week in which state pension credit becomes payable at the reduced rate.
- (5) Where a change of circumstance occurs in that an award of state pension credit has been made to the applicant or his partner and this would result in a decrease in the amount of reduction he receives under this scheme, the change takes effect from the first day of the reduction week next following the date on which—
- (a) the authority receives notification from the Secretary of State of the award of state pension credit; or
  - (b) entitlement to state pension credit begins, whichever is the later.
- (6) Where, in the case of an applicant who, or whose partner, is or has been awarded state pension credit comprising only the savings credit, there is—
- (a) a change of circumstances of a kind described in any of sub-paragraphs (2) to (5) which results from a relevant calculation or estimate; and
  - (b) a change of circumstances which is a relevant determination, each of which results in a change in the amount of reduction the applicant receives under this scheme, the change of circumstances referred to in sub-paragraph (b) takes effect from the day specified in sub-paragraph (2), (3), (4) or (5) as the case may be, in relation to the change referred to in paragraph (a).
- (7) Where a change of circumstance occurs in that a guarantee credit has been awarded to the applicant or his partner and this would result in an increase in the amount of a reduction the applicant receives under this scheme, the change takes effect from the first day of the reduction week next following the date in respect of which the guarantee credit is first payable.
- (8) Where a change of circumstances would, but for this sub-paragraph, take effect under the preceding provisions of this paragraph within the 4 week period specified in paragraph 93 (continuing reductions where state pension credit claimed), that change takes effect on the first day of the first reduction week to commence after the expiry of the 4 week period.
- (9) In this paragraph—
- “official error” means an error made by
- (a) the authority or a person—
    - (i) authorised to carry out any function of the authority relating to this scheme; or
    - (ii) providing services relating to this scheme directly or indirectly to the authority;
 or
  - (b) an officer of—
    - (i) the Department for Work and Pensions; or
    - (ii) the Commissioners of Inland Revenue, acting as such, but excludes any error caused wholly or partly by any person or body not specified in paragraph (a) or (b) of this definition and any error of law which is shown to have been an error only by virtue of a subsequent decision of the court;
- “relevant calculation or estimate” means the calculation or estimate made by the Secretary of State of the applicant's or, as the case may be, the applicant's partner's income and capital for the purposes of the award of state pension credit;
- “relevant determination” means a change in the determination by the authority of the applicant's income and capital using the relevant calculation or estimate, in accordance with paragraph 36(1).

## **PART 14 Application (including duties to notify authority of change of circumstances)**

### **109.0 Making an application**

- (1) In the case of—
  - (a) a couple or (subject to paragraph (b)) members of a polygamous marriage an application is to be made by whichever one of them they agree should so apply or, in default of agreement, by such one of them as the authority determines; or
  - (b) in the case of members of a polygamous marriage to whom paragraph 37 (income and capital: award of universal credit) applies, an application is to be made by whichever one of the parties to the earliest marriage that still subsists they agree should so apply or, in default of agreement, by such one of them as the authority determines.
  
- (2) Where a person who is liable to pay council tax in respect of a dwelling is unable for the time being to act, and—
  - (a) a deputy has been appointed by the Court of Protection with power to claim, or as the case may be, receive benefit on his behalf; or
  - (b) in Scotland, his estate is being administered by a judicial factor or any guardian acting or appointed under the Adults with Incapacity (Scotland) Act 2000 [115](#) who has power to apply or, as the case may be, receive benefit on his behalf; or
  - (c) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971 [116](#), the Enduring Powers of Attorney Act 1985 [117](#) or the Mental Capacity Act 2005 or otherwise,

that deputy, judicial factor, guardian or attorney, as the case may be, may make an application on behalf of that person.
  
- (3) Where a person who is liable to pay council tax in respect of a dwelling is unable for the time being to act and sub-paragraph (2) does not apply to him, the authority may, upon written application made to them by a person who, if a natural person, is over the age of 18, appoint that person to exercise on behalf of the person who is unable to act, any right to which that person might be entitled under this scheme and to receive and deal on his behalf with any sums payable to him.
  
- (4) Where a person who is liable to pay council tax in respect of a dwelling is for the time being unable to act and the Secretary of State has appointed a person to act on his behalf under regulation 33 of the Social Security (Claims and Payments) Regulations 1987 (persons unable to act), the authority may if that person agrees, treat him as if he had been appointed by them under sub-paragraph (3).
  
- (5) Where the authority has made an appointment under sub-paragraph (3) or treated a person as an appointee under sub-paragraph (4)—
  - (a) it may at any time revoke the appointment;
  - (b) the person appointed may resign his office after having given 4 weeks notice in writing to the authority of his intention to do so;
  - (c) any such appointment must terminate when the authority is notified of the appointment of a person mentioned in sub-paragraph (2).
  
- (6) Anything required by this scheme to be done by or to any person who is for the time being unable to act may be done by or to the persons mentioned in sub-paragraph (2) above or by or to the person appointed or treated as appointed under this paragraph and the receipt of any such person so appointed shall be a good discharge to the authority for any sum paid.

- (7) The authority must—
- (a) inform any person making an application of the duty imposed by paragraph 115(1)(a);
  - (b) explain the possible consequences (including prosecution) of failing to comply with that duty; and
  - (c) set out the circumstances a change in which might affect entitlement to the reduction or its amount.

**110.0 Date on which an application is made**

- (1) Subject to sub-paragraph (7), the date on which an application is made is—
- (a) in a case where—
    - (i) an award of state pension credit which comprises a guarantee credit has been made to the applicant or his partner, and
    - (ii) the application is made within one month of the date on which the claim for that state pension credit which comprises a guarantee credit was received at the appropriate DWP office,the first day of entitlement to state pension credit which comprises a guarantee credit arising from that claim;
  - (b) in a case where—
    - (i) an applicant or his partner is a person in receipt of a guarantee credit,
    - (ii) the applicant becomes liable for the first time to pay council tax in respect of the dwelling which he occupies as his home, and
    - (iii) the application to the authority is received at the designated office within one month of the date of the change,the date on which the change takes place;
  - (c) in a case where—
    - (i) an award of income support, an income-based jobseeker's allowance or an income-related employment and support allowance or an award of universal credit has been made to the applicant or his partner, and
    - (ii) the application is made within one month of the date on which the claim for that income support, jobseeker's allowance, employment and support allowance or universal credit was received,the first day of entitlement to income support, an income-based jobseeker's allowance, an income-related employment and support allowance or universal credit arising from that claim;
  - (d) in a case where—
    - (i) an applicant or his partner is a person on income support, an income-based jobseeker's allowance or an income-related employment and support allowance or has an award of universal credit,
    - (ii) the applicant becomes liable for the first time to pay council tax in respect of the dwelling which he occupies as his home, and
    - (iii) the application to the authority is received at the designated office within one month of the date of the change,the date on which the change takes place;
  - (e) in a case where—
    - (i) the applicant is the former partner of a person who was, at the date of his death or their separation, entitled to a reduction under this scheme, and
    - (ii) where the applicant makes an application for a reduction under this scheme within one month of the date of the death or the separation,the date of the death or separation;
  - (f) except where paragraph (a), (b) or (e) is satisfied, in a case where a properly completed application is received within one month (or such longer period as the authority considers reasonable) of the date on which an application form was issued to the applicant following the applicant first notifying, by whatever means, the authority of an intention to make an application, the date of first notification;
  - (g) in any other case, the date on which the application is received at the designated office.

- (2) For the purposes only of sub-paragraph (1)(c) a person who has been awarded an income-based jobseeker's allowance or an income-related employment and support allowance, or an award of universal credit is to be treated as entitled to that allowance for any days which immediately precede the first day in that award and on which he would, but for regulations made under—
- (a) in the case of income-based jobseeker's allowance, paragraph 4 of Schedule 1 to the Jobseekers Act 1995 (waiting days); or
  - (b) in the case of income-related employment and support allowance, paragraph 2 of Schedule 2 to the Welfare Reform Act 2007 (waiting days), have been entitled to that allowance.
  - (c) In a case where an award of universal credit has been made, regulation 19A (waiting days) of the Universal Credit Regulations 2013 (as amended)
- (3) Where the defect referred to in paragraph 7 of Schedule 1 to this scheme (application by telephone)—
- (a) is corrected within one month (or such longer period as the authority considers reasonable) of the date the authority last drew attention to it, the authority must treat the application as if it had been duly made in the first instance;
  - (b) is not corrected within one month (or such longer period as the authority considers reasonable) of the date the authority last drew attention to it, the authority must treat the application as if it had been duly made in the first instance where it considers it has sufficient information to decide on the application.
- (4) The authority is to treat a defective application as if it had been validly made in the first instance if, in any particular case, the conditions specified in sub-paragraph (5)(a), (b) or (c) are satisfied.
- (5) The conditions are that—
- (a) where paragraph 4(a) of Schedule 1 (incomplete form) applies, the authority receives at its designated office the properly completed application or the information requested to complete it or the evidence within one month of the request, or such longer period as the authority may consider reasonable; or
  - (b) where paragraph 4(b) of Schedule 1 (application not on approved form or further information requested by authority) applies—
    - (i) the approved form sent to the applicant is received at the designated office properly completed within one month of it having been sent to him; or, as the case may be,
    - (ii) the applicant supplies whatever information or evidence was requested under paragraph 4 of that Schedule within one month of the request,or, in either case, within such longer period as the authority may consider reasonable; or
  - (c) where the authority has requested further information, the authority receives at its designated office the properly completed application or the information requested to complete it within one month of the request or within such longer period as the authority considers reasonable.
- (6) Except in the case of an application made by a person treated as not being in Great Britain, where a person has not become liable for council tax to the authority but it is anticipated that he will become so liable within the period of 8 weeks (the relevant period), he may apply for a reduction under this scheme at any time in that period in respect of that tax and, provided that liability arises within the relevant period, the authority is to treat the application as having been made on the day on which the liability for the tax arises.
- (7) Except in the case of an application made by a person treated as not being in Great Britain, where the applicant is not entitled to a reduction under this scheme in the reduction week immediately following the date of his application but the authority is of the opinion that unless there is a change of circumstances he will be entitled to a reduction under this scheme for a period beginning not later than—

- (a) in the case of an application made by—
  - (i) a pensioner, or
  - (ii) a person who has attained, or whose partner has attained, the age which is 17 weeks younger than the qualifying age for state pension credit, the seventeenth reduction week following the date on which the application is made, or
- (b) in the case of an application made by a person who is not a pensioner, the thirteenth reduction week following the date on which the application is made, the authority may treat the application as made on a date in the reduction week immediately preceding the first reduction week of that period of entitlement and award a reduction accordingly.

(8) In this paragraph “appropriate DWP office” means an office of the Department for Work and Pensions dealing with state pension credit or an office which is normally open to the public for the receipt of claims for income support, a jobseeker's allowance or an employment and support allowance.

**111.0 Back-dating of applications: pensioners**

- (1) Subject to sub-paragraph (2), the time for the making of an application under this scheme by a pensioner is as regards any day on which, apart from satisfying the condition of making an application, the applicant is entitled to such a reduction, that day and the period of three months immediately following it.
- (2) In any case where paragraph 110(1)(a) applies, sub-paragraph (1) does not entitle a person to apply for a reduction under this scheme in respect of any day earlier than three months before the date on which the claim for state pension credit is made (or treated as made by virtue of any provision of the Social Security (Claims and Payments) Regulations 1987).

**112.0 Back-dating of applications: persons who are not pensioners**

- (1) Where an applicant who is a person who is not a pensioner—
  - (a) makes an application under this scheme which includes (or which he subsequently requests should include) a period before the application is made; and
  - (b) from a day in that period, up to the date he made the application (or subsequently requested that the application should include a past period), the applicant had continuous good cause for failing to make an application (or request that the application should include that period), the application is to be treated as made on the date determined in accordance with sub-paragraph (2).
- (2) That date is the latest of—
  - (a) the first day from which the applicant had continuous good cause;
  - (b) the day 6 months before the date the application was made;
  - (c) the day 6 months before the date when the applicant requested that the application should include a past period.

**113.0 Information and evidence**

- (1) Subject to sub-paragraph (3), a person who makes an application for a reduction under this scheme must satisfy sub-paragraph (2) in relation both to himself and to any other person in respect of whom he is making the application.
- (2) This sub-paragraph is satisfied in relation to a person if—
  - (a) the application is accompanied by—
    - (i) a statement of the person's national insurance number and information or evidence establishing that that number has been allocated to the person; or
    - (ii) information or evidence enabling the authority to ascertain the national insurance number that has been allocated to the person; or

- (b) the person has made an application for a national insurance number to be allocated to him and the application for the reduction is accompanied by—
  - (i) evidence of the application for a national insurance number to be so allocated; and
  - (ii) the information or evidence enabling it to be so allocated.
- (3) Sub-paragraph (2) does not apply—
  - (a) in the case of a child or young person in respect of whom an application for a reduction is made;
  - (b) to a person who—
    - (i) is a person treated as not being in Great Britain for the purposes of this scheme<sup>118</sup>;
    - (ii) is subject to immigration control within the meaning of section 115(9)(a) of the Immigration and Asylum Act 1999; and
    - (iii) has not previously been allocated a national insurance number.
- (4) Subject to sub-paragraph (5), a person who makes an application, or a person to whom a reduction under this scheme has been awarded, must furnish such certificates, documents, information and evidence in connection with the application or the award, or any question arising out of the application or the award, as may reasonably be required by the authority in order to determine that person's entitlement to, or continuing entitlement to a reduction under this scheme and must do so within one month of the authority requiring him to do so or such longer period as the authority may consider reasonable.
- (5) Nothing in this paragraph requires a person to furnish any certificates, documents, information or evidence relating to a payment to which sub-paragraph (7) applies.
- (6) Where a request is made under sub-paragraph (4), the authority must—
  - (a) inform the applicant or the person to whom a reduction under this scheme has been awarded of his duty under paragraph 115 (duty to notify change of circumstances) to notify the authority of any change of circumstances; and
  - (b) without prejudice to the extent of the duty owed under paragraph 115, indicate to him either orally or by notice or by reference to some other document available to him on application and without charge, the kind of change of circumstances which is to be notified.
- (7) This sub-paragraph applies to any of the following payments—
  - (a) a payment which is—
    - (i) disregarded under paragraph 28 of Schedule 8 (sums disregarded in the calculation of income other than earnings: persons who are not pensioners) or paragraph 38 of Schedule 10 (capital disregards: persons who are not pensioners); or
    - (ii) made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the London Emergencies Trust, the We Love Manchester Emergency Fund, the, the Windrush Compensation Scheme, the National Emergencies Trust or the London Bombings Relief Charitable Fund;
  - (aa) a Grenfell Tower support payment;
  - (b) a payment which is disregarded under paragraph 16 of Schedule 9 (payments made under certain trusts and certain other payments), other than a payment under the Independent Living Fund (2006);
  - (c) a payment which is disregarded under paragraph 30(9)(b) or (c) (payment made under certain trusts etc.) or paragraph 2(b) or (c) of Schedule 4 (payments made under certain trusts etc.) other than a payment under the Independent Living Fund (2006).
- (8) Where an applicant or a person to whom a reduction under this scheme has been awarded or any partner has attained the qualifying age for state pension credit and is a member of,

or a person deriving entitlement to a pension under, a personal pension scheme, he must where the authority so requires furnish the following information—

- (a) the name and address of the pension fund holder;
- (b) such other information including any reference or policy number as is needed to enable the personal pension scheme to be identified.

### **113A SUSPENSION AND TERMINATION OF REDUCTION AND OTHER MATTERS, : persons who are not pensioners**

#### **Cases where a relevant authority may suspend**

1.—

(1) A relevant authority may suspend, in whole or in part any reduction in the amount that a person is or will become liable to pay in respect of council tax,

in the circumstances prescribed in paragraph (2).

(2) The prescribed circumstances are where—

(a) it appears to the relevant authority that an issue arises whether—

(i) the conditions for entitlement to council tax reduction are or were fulfilled; or

(ii) a decision as to an award of such a reduction should be amended as per regulation 107

#### **Making or restoring reductions suspended**

2.—in a case to which regulation 1(2)(a) applies, where the relevant authority is satisfied that the reduction so suspended is properly payable and no outstanding issues remain to be resolved the relevant authority shall, so far as practicable, restore the reduction within 14 days of the decision to make or restore that reduction.

#### **Suspension for failure to furnish information etc.**

3.—

(1) The relevant authority may suspend in whole or in part—

(a) any reduction in the amount that a person is or will become liable to pay in respect of council tax, in relation to persons who fail to comply with the information requirements as defined in regulation 113

(2) The prescribed persons are—

(a) a person in respect of whom a reduction has been suspended under regulation 1 above;

(b) a person who has made an application for a decision of the relevant authority to be amended;

(c) a person in respect of whom a question has arisen in connection with a reduction award and who fails to comply with the requirement in regulation 113 to furnish information or evidence needed for a determination whether a decision on an award should be amended.

(3) The relevant authority shall notify any person to whom paragraph (2) refers of the requirements of this regulation.

(4) A person to whom paragraph (2) refers must—

(a) furnish the information or evidence needed within a period of—

(i) one month beginning with the date on which the notification under paragraph (3) was sent to him; or

(ii) such longer period as the relevant authority considers necessary in order to enable him to comply with the requirement ; or

(b) satisfy the relevant authority within the period provided for in paragraph (4)(a) that—

(i) the information or evidence so required does not exist; or

(ii) it is not possible for him to obtain the information or evidence so required.

(5) Where a person satisfies the requirements in paragraph (4), the relevant authority shall, so far as practicable, make, or as the case may be restore, the payment within 14 days of the decision to make or restore that payment.

#### **Termination in cases of a failure to furnish information**

4.—

- (1) A person in respect of whom payment of benefit or a reduction has been suspended—
  - (a) under regulation 1 and who subsequently fails to comply with an information requirement; or
  - (b) under regulation 3 for failing to comply with such a requirement,shall cease to be entitled to the reduction from the date on which the reduction was suspended.
- (2) Paragraph (1) does not apply—
  - (a) subject to sub-paragraph (b), where not more than one month has elapsed since the end of the period under regulation 3(4) for the provision of information;
  - (b) where a reduction has been suspended in part under regulation 1 or regulation 3.

#### **114.0 Amendment and withdrawal of application**

- (1) A person who has made an application may amend it at any time before a decision has been made on it by a notice in writing delivered or sent to the designated office.
- (2) Where the application was made by telephone in accordance with Part 1 of Schedule 1, the amendment may also be made by telephone.
- (3) Any application amended in accordance with sub-paragraph (1) or (2) is to be treated as if it had been amended in the first instance.
- (4) A person who has made an application may withdraw it by notice to the designated office at any time before a decision has been made on it.
- (5) Where the application was made by telephone in accordance with Part 1 of Schedule 1, the withdrawal may also be made by telephone.
- (6) Any notice of withdrawal given in accordance with sub-paragraph (4) or (5) has effect when it is received.
- (7) Where a person, by telephone, amends or withdraws an application the person must (if required to do so by the authority) confirm the amendment or withdrawal by a notice in writing delivered or sent to the designated office.

#### **114A. Nil award of Council Tax Reduction**

- (1) Subject to paragraph (2), an application to a reduction under this scheme, made in accordance with Part 1 of Schedule 1 (Procedural Matters), will remain effective until the amount of reduction determined subsequent to that application reduces to nil upon which a new application, made in accordance with the Schedule, will be required to receive a further reduction under this scheme.
- (2) Where any of the following apply, a new application for a reduction is not required and the original application remains in force:
  - (a) Where the decision that a reduction amount should be nil is subsequently changed and there is entitlement to a reduction amount from the date the reduction was previously determined to be nil; or
  - (b) Where entitlement to a reduction is calculated in accordance with Paragraph 38 (Calculation of income and capital: persons who are not pensioners, who have an award of universal credit), will remain effective until the amount of reduction determined subsequent to that application reduces to nil unless the customer has a change in circumstances while in receipt of Universal Credit and they should then contact the Local Authority requesting their claim to be re-commenced. The Local Authority will award Council Tax Reduction up to six months prior to the date of request providing there was a Council Tax Reduction entitlement for that period.
  - (c) Where any period of nil entitlement is determined for a closed period in the past, the award of council tax reduction is treated as continuous.

#### **115.0 Duty to notify changes of circumstances**

- (1) Subject to sub-paragraphs (3) and (9) for pensioners and  
Subject to sub-paragraphs (3), (6) and (7) for persons who are not pensioners, the applicant (or any person acting on his behalf) must comply with sub-paragraph (2) if there is a relevant change of circumstances at any time—

- (a) between the making of an application and a decision being made on it, or
- (b) after the decision is made (where the decision is that the applicant is entitled to a reduction under this scheme) including at any time while the applicant is in receipt of such a reduction.

(2) The applicant (or any person acting on his behalf) must notify any change of circumstances which the applicant (or that person) might reasonably be expected to know might affect his entitlement to, or the amount of, a reduction under this scheme (a “relevant change of circumstances”) by giving notice to the authority—

(a) in writing; or

(b) by telephone—

(i) where the authority has published a telephone number for that purpose or for the purposes of Part 1 of Schedule 1 unless the authority determines that in any particular case or class of case notification may not be given by telephone; or

(ii) in any case or class of case where the authority determines that notice may be given by telephone; or

(c) by any other means which the authority agrees to accept in any particular case,

within a period of 21 days beginning with the day on which the change occurs, or as soon as reasonably practicable after the change occurs, whichever is later.

(3) The duty imposed on a person by sub-paragraph (1) does not extend to notifying—

(a) changes in the amount of council tax payable to the authority;

(b) changes in the age of the applicant or that of any member of his family;

(c) in the case of an applicant in receipt of a relevant benefit, changes in circumstances which affect the amount of the benefit but not the amount of the reduction under this scheme to which he is entitled, other than the cessation of that entitlement to the benefit.

(4) For the purposes of sub-paragraph (3)(c) “relevant benefit” means income support, an income-based jobseeker's allowance or an income-related employment and support allowance or universal credit.

(5) Notwithstanding sub-paragraph (3)(b) or (c) an applicant is required by sub-paragraph (1) to notify the authority of any change in the composition of his family arising from the fact that a person who was a member of his family is now no longer such a person because he has ceased to be a child or young person.

(6) The duty imposed on a person by sub-paragraph (1) includes—

(a) in the case of a person falling within class C (pensioners: alternative maximum council tax reduction) giving written notice to the authority of changes which occur in the number of adults in the dwelling or in their total gross incomes and, where any such adult ceases to be in receipt of state pension credit, the date when this occurs;

(b) in the case of a person falling within class F (persons who are not pensioners: alternative maximum council tax reduction) giving written notice to the authority of changes which occur in the number of adults in the dwelling or in their total gross incomes and, where any such adult ceases to be in receipt of income support, an income-based jobseeker's allowance or an income-related employment and support allowance, the date when this occurs.

(7) A person who has been awarded a reduction under this scheme who is also on state pension credit must report—

(a) changes affecting the residence or income of any non-dependant normally residing with the applicant or with whom the applicant normally resides;

(b) any absence from the dwelling which exceeds or is likely to exceed 13 weeks or where the absence is from Great Britain, which exceeds or is likely to exceed 4 weeks.

- (8) In addition to the changes required to be reported under sub-paragraph (7), a person whose state pension credit comprises only the savings credit must also report—
- (a) changes affecting a child living with him which may result in a change in the amount of reduction under this scheme allowed in his case, but not changes in the age of the child;
  - (b) any change in the amount of the applicant's capital to be taken into account which does or may take the amount of his capital to more than £16,000;
  - (c) any change in the income or capital of—
    - (i) a non-dependant whose income and capital are treated as belonging to the applicant in accordance with paragraph 34 (circumstances in which income of a non-dependant is to be treated as applicant's); or
    - (ii) a person to whom paragraph 36(2)(e) (partner treated as member of the household under paragraph 8) refers, and whether such a person or, as the case may be, non-dependant stops living or begins or resumes living with the applicant.
- (9) A person who is entitled to a reduction under this scheme and on state pension credit need only report to the authority the changes specified in sub-paragraphs (7) and (8).

**115A – Situations when the Local Authority can disregard passported benefit awards**

(115A) If information has been obtained which indicates that an award of Income Support, Income Based Job Seeker's Allowance, Income-related Employment and Support Allowance or Universal Credit is incorrect and there is an ongoing DWP investigation awaiting a decision, the Local Authority can ignore the award of Income Support, Income Based Job Seeker's Allowance, Income-related Employment and Support Allowance or Universal Credit and should recalculate the award of Council Tax Reduction using the information that has been obtained.

**PART 15 Decisions by authority**

**116.0 Decision by authority**

The authority must make a decision on an application for a reduction under this scheme within 14 days of paragraphs 110 and 113 and Part 1 of Schedule 1 being satisfied, or as soon as reasonably practicable thereafter.

**117.0 Notification of decision**

- (1) The authority must notify in writing any person affected by a decision made by it under this scheme—
- (a) in the case of a decision on an application, forthwith or as soon as reasonably practicable thereafter;
  - (b) in any other case, within 14 days of that decision or as soon as reasonably practicable thereafter.
- (2) Where the decision is to award a reduction the notification under sub-paragraph (1) must include a statement—
- (a) informing the person affected of the duty imposed by paragraph 115(1)(b);
  - (b) explaining the possible consequences (including prosecution) of failing to comply with that duty; and
  - (c) setting out the circumstances a change in which might affect entitlement to the reduction or its amount.
- (3) Where the decision is to award a reduction, the notification under sub-paragraph (1) must include a statement as to how that entitlement is to be discharged.

- (4) In any case, the notification under sub-paragraph (1) must inform the person affected of the procedure by which an appeal may be made and must refer the person to the provisions in this scheme relating to the procedure for making an appeal.
- (5) A person affected to whom the authority sends or delivers a notification of decision may, within one month of the date of the notification of that decision request in writing the authority to provide a written statement setting out the reasons for its decision on any matter set out in the notice.
- (6) The written statement referred to in sub-paragraph (5) must be sent to the person requesting it within 14 days or as soon as reasonably practicable thereafter.
- (7) For the purposes of this paragraph a person is to be treated as a person affected by a decision of the authority under this scheme where the rights, duties or obligations of that person are affected by that decision and the person falls within sub-paragraph (8).
- (8) This sub-paragraph applies to—
  - (a) the applicant;
  - (b) in the case of a person who is liable to pay council tax in respect of a dwelling and is unable for the time being to act—
    - (i) a deputy appointed by the Court of Protection with power to claim, or as the case may be, receive benefit on his behalf; or
    - (ii) in Scotland, a judicial factor or any guardian acting or appointed under the Adults with Incapacity (Scotland) Act 2000 who has power to apply or, as the case may be, receive benefit on the person's behalf; or
    - (iii) an attorney with a general power or a power to apply or, as the case may be, receive benefit, has been appointed by that person under the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise,
  - (c) a person appointed by the authority under paragraph 109(3).

## **PART 16 Circumstances in which a payment may be made**

### **118.0— Payment where there is joint and several liability**

- (1) Where—
  - (a) a person is entitled to a reduction under this scheme in respect of his liability for the authority's council tax as it has effect in respect of a financial year;
  - (b) the person entitled to the reduction is jointly and severally liable for the council tax; and
  - (c) the authority determines that discharging his entitlement by reducing the amount of his liability to which regulation 20(2) of the Council Tax (Administration and Enforcement) Regulations 1992 refers would be inappropriate, it may make a payment to him of the amount of reduction to which he is entitled, rounded where necessary to the nearest penny.
- (2) Subject to sub-paragraph (3), any payment made under sub-paragraph (1) must be made to the person who is entitled to the reduction.
- (3) Where a person other than the person who is entitled to the reduction under this scheme made the application for the reduction and that first person is a person acting pursuant to an appointment under paragraph 109(3) (persons appointed to act for a person unable to act) or is treated as having been so appointed by virtue of paragraph 109(5), the amount of the reduction may be paid to that person.

**Schedule 1**  
**Procedural matters**

**PART 1 Procedure by which a person may apply for a reduction under this scheme**

**A1.** An application for a reduction under this scheme from a person who is not a pensioner should be made via the Department for Work and Pensions (DWP) when making a new claim for Universal Credit.

- (a) The following Universal Credit notification from the Department for Work and Pensions will be accepted as a claim for Council Tax Reduction:
  - (i) Universal Credit Data Share (UCDS) First payment file.

**1.** Paragraphs 2 to 7 apply to an application for a reduction under this scheme from the following persons:

- (a) those in receipt of a legacy benefit (Income-based Jobseekers Allowance, Income-related Employment and Support Allowance, Income Support, Housing Benefit, Child Tax Credit and Working Tax Credit).
- (b) those claiming or already in receipt of Universal Credit.
- (c) customers not required to claim Universal Credit, such as war pensioners and widows.
- (d) Persons who are not pensioners who choose not to claim Universal Credit

**2.**

An application may be made—

- (a) in writing,
- (b) by means of an electronic communication in accordance with Part 4 of this Schedule, or
- (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.
- (d) Department for Work and Pension Local Authority Input Document (LAID) and Local Authority Customer Information (LACI) where they declare an intention to claim a Council Tax Reduction.

**3.**

(1) An application which is made in writing must be made to the designated office on a properly completed form.

(2) The form must be provided free of charge by the authority for the purpose.

**4.**

(1) Where an application made in writing is defective because—

- (a) it was made on the form supplied for the purpose but that form is not accepted by the authority as being properly completed; or
- (b) it was made in writing but not on the form supplied for the purpose and the authority does not accept the application as being in a written form which is sufficient in the circumstances of the case having regard to the sufficiency of the written information and evidence,

the authority may, in a case to which sub-paragraph (a) applies, request the applicant to complete the defective application or, in the case to which sub-paragraph (b) applies, supply the applicant with the approved form or request further information and evidence.

(2) An application made on a form provided by the authority is properly completed if completed in accordance with the instructions on the form, including any instructions to provide information and evidence in connection with the application.

**5.**

(1) If an application made by electronic communication is defective the authority must provide the person making the application with an opportunity to correct the defect.

(2) An application made by electronic communication is defective if the applicant does not provide all the information the authority requires.

**6.**

In a particular case the authority may determine that an application made by telephone is only valid if the person making the application approves a written statement of his circumstances provided by the authority.

**7.**

- (1) If an application made by telephone is defective the authority must provide the person making the application with an opportunity to correct the defect.
- (2) An application made by telephone is defective if the applicant does not provide all the information the authority requests during the telephone call.

**PART 2 Procedure by which a person may make an appeal against certain decisions of the authority**

**8.**

A person who is aggrieved by a decision of the authority which affects—

- (a) the person's entitlement to a reduction under this scheme, or
- (b) the amount of any reduction under this scheme, may serve a written notice on the authority stating the matter by which, and the grounds on which, he is aggrieved.

**9.**

The authority must—

- (a) consider the matter to which the notice relates;
- (b) notify the aggrieved person in writing—
  - (i) that the ground is not well founded, giving reasons for that belief; or
  - (ii) that steps have been taken to deal with the grievance, stating the steps taken.

**10.**

Where, following notification under paragraph 9(b)(i) or (ii), the person is still aggrieved, or if the authority fails to notify the person aggrieved in accordance with paragraph 9(b) within two months of the service of his notice, he may appeal to a valuation tribunal under section 16 of the 1992 Act.

**PART 3 Procedure for an application to the authority for a reduction under section 13A(1)(c) of the 1992 Act**

**11.**

- (1) An application to the authority for a reduction under section 13A(1)(c) of the 1992 Act may be made
  - (a) in writing;
  - (b) by means of an electronic communication in accordance with Part 4 of this Schedule;
  - or
  - (c) where the authority has published a telephone number for the purposes of receiving such applications, by telephone.
- (2) Where—
  - (a) the authority has made a determination under section 13A(1)(c) in relation to a class of case in which liability is to be reduced; and
  - (b) a person in that class would otherwise be entitled to a reduction under this scheme, that person's application for a reduction under this scheme may also be treated as an application for a reduction under section 13A(1)(c).

**PART 4 Electronic communication**

**12. Interpretation**

In this Part—

“information” includes an application, certificate, notice or other evidence;

“official computer system” means a computer system maintained by or on behalf of the authority for the sending, receiving, processing or storing of any information.

**13.— Conditions for the use of electronic communication**

- (1) The authority may use an electronic communication in connection with applications for, and awards of, reductions under this scheme.
- (2) A person other than the authority may use an electronic communication in connection with the matters referred to in sub-paragraph (1) if the conditions specified in sub-paragraphs

(3) to (6) are satisfied.

- (3) The first condition is that the person is for the time being permitted to use an electronic communication by an authorisation given by means of a direction of the Chief Executive of the authority.
- (4) The second condition is that the person uses an approved method of—
- (a) authenticating the identity of the sender of the communication;
  - (b) electronic communication;
  - (c) authenticating any application or notice delivered by means of an electronic communication; and
  - (d) subject to sub-paragraph (7), submitting to the authority any information.
- (5) The third condition is that any information sent by means of an electronic communication is in a form supplied for the purposes of this Part of this Schedule.
- (6) The fourth condition is that the person maintains such records in written or electronic form as may be specified in a direction given by the Chief Executive of the authority.
- (7) Where the person uses any method other than the method approved of submitting any information, that information is to be treated as not having been submitted.
- (8) In this paragraph “approved” means approved by means of a direction given by the Chief Executive of the authority for the purposes of this Part of this Schedule.

**14. Use of intermediaries**

The authority may use intermediaries in connection with—

- (a) the delivery of any information by means of an electronic communication; and
  - (b) the authentication or security of anything transmitted by such means,
- and may require other persons to use intermediaries in connection with those matters.

**15.— Effect of delivering information by means of electronic communication**

- (1) Any information which is delivered by means of an electronic communication is to be treated as having been delivered in the manner or form required by any provision of this scheme, on the day the conditions imposed—
- (a) by this Part; and
  - (b) by or under an enactment,
- are satisfied.
- (2) The authority may determine that any information is to be treated as delivered on a different day (whether earlier or later) from the day provided for in sub-paragraph (1).
- (3) Information must not be taken to have been delivered to an official computer system by means of an electronic communication unless it is accepted by the system to which it is delivered.

**16. Proof of identity of sender or recipient of information**

If it is necessary to prove, for the purpose of any legal proceedings, the identity of—

- (a) the sender of any information delivered by means of an electronic communication to an official computer system; or
  - (b) the recipient of any such information delivered by means of an electronic communication from an official computer system,
- the sender or recipient, as the case may be, is to be presumed to be the person whose name is recorded as such on that official computer system.

**17.— Proof of delivery of information**

- (1) If it is necessary to prove, for the purpose of any legal proceedings, that the use of an electronic communication has resulted in the delivery of any information this must be presumed to have been the case where—
  - (a) any such information has been delivered to the relevant authority, if the delivery of that information has been recorded on an official computer system; or
  - (b) any such information has been delivered by the relevant authority, if the delivery of that information has been recorded on an official computer system.
- (2) If it is necessary to prove, for the purpose of any legal proceedings, that the use of an electronic communication has resulted in the delivery of any such information, this must be presumed not to be the case, if that information delivered to the relevant authority has not been recorded on an official computer system.
- (3) If it is necessary to prove, for the purpose of any legal proceedings, when any such information sent by means of an electronic communication has been received, the time and date of receipt must be presumed to be that recorded on an official computer system.

**18. Proof of content of information**

If it is necessary to prove, for the purpose of any legal proceedings, the content of any information sent by means of an electronic communication, the content must be presumed to be that recorded on an official computer system.

**Schedule 2**  
**Applicable amounts: pensioners**

**1. Personal allowance**

The amount specified in column (2) below in respect of each person or couple specified in column (1) is the amount specified for the purposes of paragraph 25(1)(a). *(Amounts quoted are for 2019/2020. See CTRS Prescribed Requirements Regulations (as amended) for amounts for subsequent years)*

<b>Column (1)</b>	<b>Column (2)</b>
<b>Person, or couple</b>	<b>Amount</b>
(1) Single applicant or lone parent who has attained pensionable age before 1 <sup>st</sup> April 2021-	£181.00
(2) Couple where one or both members have attained pensionable age before 1 <sup>st</sup> April 2021-	£270.60
(3) If the applicant is a member of a polygamous marriage and one or more members of the marriage have attained pensionable age before 1 <sup>st</sup> April 2021	
(a) for the applicant and the other party to the marriage;	(a) £270.60;
(b) for each additional spouse who is a member of the same household as the applicant.	(b) £89.60.
(4) Single applicant or lone parent who has attained pensionable age on or after 1st April 2021	£177.10
(5) Couple where both members have attained pensionable age on or after 1st April 2021	£270.30
(6) If the applicant is a member of a polygamous marriage and all members of the marriage have attained pensionable age on or after 1st April 2021—	
(a) for the applicant and the other party to the marriage;	(a) £270.30
(b) for each additional spouse who is a member of the same household as the applicant	(b) £93.20

**2.— Child or young person amounts**

(1) The amounts specified in column (2) below in respect of each person specified in column (1) are the amounts, for the relevant period specified in column (1), specified for the purposes of paragraph 25(1)(b) and will be up-rated each year in line with the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations ..

<b>Column (1)</b>	<b>Column (2)</b>
<b>Child or young Person</b>	<b>Amount</b>
Person in respect of the period—	
(a) beginning on that person's date of birth and ending on the day preceding the first Monday in September following that person's sixteenth birthday;	(a) £65.62;
(b) beginning on the first Monday in September following that person's sixteenth birthday and ending on the day preceding that person's twentieth birthday.	(b) £65.62

(2) In column (1) of the table “the first Monday in September” means the Monday which first occurs in the month of September in any year.

### **3. Family premium**

The amount for the purposes of paragraph 25(1)(c) in respect of a family of which at least one member is a child or young person –

- (a) is £17.45 in respect of a reduction week which begins in the period beginning with 1st April 2016 and ending with 30th April 2016;
- (b) is nil in respect of a reduction week which begins after 1st May 2016.

**3A.**—(1) Subject to paragraph (2), the amendment in regulation 3(b) does not apply to a person who, on 30th April 2016, is liable to pay council tax at a reduced rate by virtue of a council tax reduction under an authority's scheme established under section 13A(2) of the Act and is—

- (a) a member of a family of which at least one member is a child or young person; or
- (b) a partner in a polygamous marriage, where he or she, or another partner of the polygamous marriage, is responsible for a child or young person who is a member of the same household.

(2) Paragraph (1) does not apply if—

- (a) sub-paragraph (a) or (b) of that paragraph ceases to apply; or
- (b) the person makes a new application for a reduction under an authority's scheme under section 13A(2) of the Act.

(3) For the purposes of this regulation—

- (a) "the Act" means the Local Government Finance Act 1992;
- (b) "child", "family", "partner", "polygamous marriage" and "young person" have the meanings given by regulation 2 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.

### **4. Premiums**

The premiums specified in Part 4 are, for the purposes of paragraph 25(1)(d), applicable to an applicant who satisfies the condition specified in this Part in respect of that premium.

#### **5.**

(1) Subject to sub-paragraph (2), for the purposes of this Part of this Schedule, once a premium is applicable to an applicant under this Part, a person is to be treated as being in receipt of any benefit for—

- (a) in the case of a benefit to which the Social Security (Overlapping Benefits) Regulations 1979 applies, any period during which, apart from the provision of those Regulations, he would be in receipt of that benefit; and
- (b) any period spent by a person in undertaking a course of training or instruction provided or approved by the Secretary of State under section 2 of the Employment and Training Act 1973, or by Skills Development Scotland, Scottish Enterprise or Highland and Islands Enterprise under section 2 of the Enterprise and New Towns (Scotland) Act 1990 or for any period during which he is in receipt of a training allowance.

(2) For the purposes of the carer premium under paragraph 9, a person is to be treated as being in receipt of a carer's allowance by virtue of sub-paragraph (1)(a) only if and for so long as the person in respect of whose care the allowance has been claimed remains in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA, or the daily living component of personal independence payment paid at either rate prescribed in accordance with Part 4 of the Welfare Reform Act 2012 or an AFIP.

## **6.— Severe disability premium**

- (1) The condition is that the applicant is a severely disabled person.
- (2) For the purposes of sub-paragraph (1), an applicant is to be treated as being a severely disabled person if, and only if—
  - (a) in the case of a single applicant, a lone parent or an applicant who is treated as having no partner in consequence of sub-paragraph (3) —
    - (i) he is in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA, or the daily living component of personal independence payment paid at either rate prescribed in accordance with Part 4 of the Welfare Reform Act 2012, or an AFIP; and
    - (ii) subject to sub-paragraph (6), he has no non-dependants aged 18 or over normally residing with him or with whom he is normally residing; and
  - (iii) no person is entitled to, and in receipt of, a carer's allowance under section 70 of the SSCBA or has an award of universal credit which includes the carer element under regulation 29 of the Universal Credit Regulations 2013(a) in respect of caring for him;
  - (b) in the case of an applicant who has a partner—
    - (i) the applicant is in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA, or the daily living component of personal independence payment paid at either rate prescribed in accordance with Part 4 of the Welfare Reform Act 2012, or an AFIP;
    - (ii) his partner is also in receipt of such an allowance or, if he is a member of a polygamous marriage, each other member of that marriage is in receipt of such an allowance; and
    - (iii) subject to sub-paragraph (6), the applicant has no non-dependants aged 18 or over normally residing with him or with whom he is normally residing, and either a person is entitled to and in receipt of a carer's allowance or has an award of universal credit that includes the carer element in respect of caring for only one of the couple or, if he is a member of a polygamous marriage, for one or more but not all the members of the marriage, or as the case may be, no person is entitled to and in receipt of such an allowance or has such an award of universal credit in respect of caring for either member of a couple or any of the members of the marriage.
- (3) Where an applicant has a partner who does not satisfy the condition in sub-paragraph (2)(b)(ii), and that partner is severely sight-impaired or blind or is treated as such within the meaning of sub-paragraph (4), that partner is to be treated for the purposes of sub-paragraph (2) as if he were not a partner of the applicant.
- (4) For the purposes of sub-paragraph (3), a person is blind or severely sight-impaired if he is registered as severely sight-impaired in a register kept by a local authority in England under section 77(1) of the Care Act 2014 (registers of sight-impaired adults), in Scotland, has been certified as blind and in consequence he is registered in a register maintained by or on behalf of a council constituted under section 2 of the Local Government (Scotland) Act 1994, or is registered as severely sight-impaired in a register kept by a local authority in Wales under section 18(1) of the Social Services and Well-being (Wales) Act 2014.
- (5) For the purposes of sub-paragraph (4), a person who has ceased to be registered as blind or severely sight-impaired on regaining his eyesight is nevertheless to be treated as such and as satisfying the additional condition set out in that sub-paragraph for a period of 28 weeks following the date on which he ceased to be so registered.
- (6) For the purposes of sub-paragraph (2)(a)(ii) and (2)(b)(iii) no account is to be taken of—
  - (a) a person receiving attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3)

of the SSCBA, or the daily living component of personal independence payment paid at either rate prescribed in accordance with Part 4 of the Welfare Reform Act 2012, or an AFIP; or

- (b) a person who is blind or is treated as blind within the meaning of sub-paragraphs (4) and (5).

(7) For the purposes of sub-paragraph (2)(b) a person is to be treated—

(a) as being in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA, if he would, but for his being a patient for a period exceeding 28 days, be so in receipt;

(b) as being in receipt of the daily living component of personal independence payment paid at the rate prescribed in accordance with Part 4 of the Welfare Reform Act 2012 if he would, but for his being a patient for a period exceeding 28 days, be so in receipt, notwithstanding section 86 of that Act and regulations made thereunder;

(c) as being in receipt of an AFIP if he would be so in receipt but for a suspension of payment in accordance with any terms of the armed and reserve forces compensation scheme which allow for a suspension because a person is undergoing medical treatment in a hospital or similar institution;

(d) as being entitled to and in receipt of a carer's allowance or having an award of universal credit which includes the carer element if he would, but for the person for whom he was caring being a patient in hospital for a period exceeding 28 days, be so entitled and in receipt or have such an award of universal credit.

(8) For the purposes of sub-paragraph (2)(a)(iii) and (b) —

(a) no account is to be taken of an award of carer's allowance to the extent that payment of such an award is back-dated for a period before the date on which the award is first paid; and

(b) references to a person being in receipt of a carer's allowance or as having an award of universal credit which includes the carer element include reference to a person who would have been in receipt of that allowance or had such an award of universal credit but for the application of a restriction under section 6B or 7 of the Social Security Fraud Act 2001 (loss of benefit).

### **7. Enhanced disability premium**

(1) The condition is that—

(a) the care component of disability living allowance is, or would, but for a suspension of benefit in accordance with regulations under section 113(2) of the SSCBA or but for an abatement as a consequence of hospitalisation, be payable at the highest rate prescribed under section 73(2) of that Act; or

(b) (as the case may be) the daily living component of personal independence payment is, or would, but for a suspension of benefit in accordance with regulations under section 86 of the Welfare Reform Act 2012, be payable at the enhanced rate prescribed in accordance with section 78(2) of that Act,

in respect of a child or young person who is a member of the applicant's family.

(2) Where the condition in sub-paragraph (1) ceases to be satisfied because of the death of a child or young person, the condition is that the applicant or partner is entitled to child benefit in respect of that person under section 145A of the SSCBA (entitlement after death of child or qualifying young person).

### **8. Disabled child premium**

The condition is that a child or young person for whom the applicant or a partner of his is responsible and who is a member of the applicant's household—

(a) is in receipt of disability living allowance, personal independence payment or is no longer in receipt of such allowance or payment because he is a patient, provided that the child or young person continues to be a member of the family; or

- (b) is blind within the meaning of paragraph 6(4) or treated as blind in accordance with paragraph 6(5); or
- (c) is a child or young person in respect of whom section 145A of the SSCBA (entitlement after death of child or qualifying young person) applies for the purposes of entitlement to child benefit but only for the period prescribed under that section, and in respect of whom a disabled child premium was included in the applicant's applicable amount immediately before the death of that child or young person, or ceased to be included in the applicant's applicable amount because of that child or young person's death.

**9. Carer premium**

- (1) The condition is that the applicant or his partner is, or both of them are, entitled to a carer's allowance.
- (2) Where a carer premium has been awarded but—
  - (a) the person in respect of whose care the carer's allowance has been awarded dies; or
  - (b) the person in respect of whom the premium was awarded ceases to be entitled, or ceases to be treated as entitled, to a carer's allowance,
 this paragraph is to be treated as satisfied for a period of eight weeks from the relevant date specified in sub-paragraph (3).
- (3) The relevant date for the purposes of sub-paragraph (2) is—
  - (a) in a case within sub-paragraph (2)(a), the Sunday following the death of the person in respect of whose care the carer's allowance has been awarded (or beginning with the date of death if the date occurred on a Sunday);
  - (b) in a case within sub-paragraph (2)(b), the date on which that person who was entitled to a carer's allowance ceases to be entitled to it.
- (4) For the purposes of this paragraph, a person is to be treated as being entitled to and in receipt of a carer's allowance for any period not covered by an award but in respect of which a payment is made in lieu of an award.

**10. Persons in receipt of concessionary payments**

For the purpose of determining whether a premium is applicable to a person under paragraphs 6 to 9, any concessionary payment made to compensate that person for the non-payment of any benefit mentioned in those paragraphs is to be treated as if it were a payment of that benefit.

**11. Person in receipt of benefit**

For the purposes of this Part of this Schedule, a person is to be regarded as being in receipt of any benefit if, and only if, it is paid in respect of him and is to be so regarded only for any period in respect of which that benefit is paid.

**Part 4  
Amounts of premium specified in Part 3**

**12. Amounts of premium specified**

The premiums specified in Parts 2 – 4 of this Schedule will be up-rated each year in line with the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations.

Provision	Amount
(1) Severe Disability Premium, (a) where the applicant satisfies the condition in paragraph 6(2)(a);	(a) £59.50;

Provision	Amount
(b) where the applicant satisfies the condition in paragraph 6(2)(b)—	(b)
(i) in a case where there is someone in receipt of a carer's allowance or who has an award of universal credit which includes the carer element under regulation 29 of the Universal Credit Regulations 2013, or if he or any partner satisfies that condition only by virtue of paragraph 6(7);	(i) £59.50;
(i) in a case where there is no-one in receipt of such an allowance or such an award of universal credit.	(ii) £119.00.
(2) Enhanced disability premium.	(2) £23.45 in respect of each child or young person in respect of whom the conditions specified in paragraph 7 are satisfied.
(3) Disabled Child Premium.	(3) £57.89 in respect of each child or young person in respect of whom the condition specified in paragraph 8 is satisfied
(4) Carer Premium.	(4) £33.30 in respect of each person who satisfies the condition specified in paragraph 9.

**Schedule 3**  
**Applicable amounts: persons who are not pensioners**

**Personal allowances**

**1.**

The amounts specified in column (2) below in respect of each person or couple specified in column (1) are the amounts specified for the purposes of paragraphs 26(1)(a) and 27(2)(a) and (b)—

<b>Column (1)</b>	<b>Column (2)</b>
<b>Person or couple</b>	<b>Amount</b>
(1) A single applicant who—	(1)
(a) is entitled to main phase employment and support allowance;	(a) £71.70;
(b) is aged not less than 25;	(b) £71.70;
(c) is aged not less than 18 but less than 25.	(c) £56.80.
(2) Lone parent.	(2) £71.70.
(3) Couple.	(3) £112.55.

**2.**

For the purposes of paragraph 1 an applicant is entitled to main phase employment and support allowance if—

- (a) paragraph 18 is satisfied in relation to the applicant; or
- (b) the applicant is entitled to a converted employment and support allowance.

**3.—**

(1) The amounts specified in column (2) below in respect of each person specified in column (1) are, for the relevant period specified in column (1), the amounts specified for the purposes of paragraphs 26(1)(b) and 27(2)(c)—

<b>Column (1)</b>	<b>Column (2)</b>
<b>Child or Young person</b>	<b>Amount</b>
Person in respect of the period—	
(a) beginning on that person's date of birth and ending on the day preceding the first Monday in September following that person's sixteenth birthday;	£65.62
(b) beginning on the first Monday in September following that person's sixteenth birthday and ending on the day preceding that person's twentieth birthday.	£65.62

(2) In column (1) of the table in sub-paragraph (1), “the first Monday in September” means the Monday which first occurs in the month of September in any year.

## Family premium

### 4.—

- (1) The amount for the purposes of paragraphs 26(1)(c) and 27(2)(d) in respect of a family of which at least one member is a child or young person is—
- (a) where the applicant is a lone parent to whom sub-paragraph (2) applies, £22.20;
  - (b) in any other case, £17.40.
  - (c) is nil in respect of a reduction week which begins after 1st April 2018.
- (1A)(a) Subject to paragraph (b), the amendment in paragraph 1(c) does not apply to a person who, on 1st April 2018, is liable to pay council tax at a reduced rate by virtue of a council tax reduction under an authority's scheme established under section 13A(2) of the Act and is—
- (i) a member of a family of which at least one member is a child or young person; or
  - (ii) a partner in a polygamous marriage, where he or she, or another partner of the polygamous marriage, is responsible for a child or young person who is a member of the same household.
- (b) Paragraph 4(1c) applies if—
- (i) the person makes a new application for a reduction under an authority's scheme under section 13A(2) of the Act after 1st April 2018.
- (c) For the purposes of this regulation—
- (i) "the Act" means the Local Government Finance Act 1992;
  - (ii) "child", "family", "partner", "polygamous marriage" and "young person" have the meanings given by regulation 2 of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012.
- (2) The amount in sub-paragraph (1)(a) is applicable to a lone parent—
- (a) who was entitled to council tax benefit on 5th April 1998 and whose applicable amount on that date included the amount applicable under paragraph 3(1)(a) of Schedule 1 to the Council Tax Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006 as in force on that date; or
  - (b) on becoming entitled to council tax benefit where that lone parent—
    - (i) had been treated as entitled to that benefit in accordance with sub-paragraph (3) as at the day before the date of claim for that benefit; and
    - (ii) was entitled to housing benefit as at the date of claim for council tax benefit or would have been entitled to housing benefit as at that date had that day not fallen during a rent free period as defined in regulation 81 of the Housing Benefit Regulations 2006, and in respect of whom, all of the conditions specified in sub-paragraph (3) have continued to apply.
- (3) The conditions specified for the purposes of sub-paragraph (2) are that, in respect of the period commencing on 6th April 1998—
- (a) the applicant has not ceased to be entitled, or has not ceased to be treated as entitled, to
    - (i) council tax benefit (in relation to the period prior to 1st April 2013), and
    - (ii) a reduction under this scheme (in relation to the period commencing on 1st April 2013);
  - (b) the applicant has not ceased to be a lone parent;
  - (c) where the applicant was entitled to income support or to an income-based jobseeker's allowance on 5th April 1998, he has continuously, since that date, been entitled to income support, an income-based jobseeker's allowance or income-related employment and support allowance or a combination of those benefits;
  - (d) where the applicant was not entitled to income support or to an income-based jobseeker's allowance on 5th April 1998, he has not become entitled to income support, an income-based jobseeker's allowance or an income-related employment and support allowance; and

- (e) a premium under paragraph 9 or a component under paragraph 21 or 22 has not become applicable to the applicant.
- (4) For the purposes of sub-paragraphs (2)(b)(i) and (3)(a), an applicant is to be treated as entitled to council tax benefit during any period where he was not, or had ceased to be, so entitled and—
- (a) throughout that period, he had been awarded housing benefit and his applicable amount included the amount applicable under paragraph 3(1)(a) of Schedule 3 to the Housing Benefit Regulations 2006 (lone parent rate of family premium); or
  - (b) he would have been awarded housing benefit during that period had that period not been a rent free period as defined in regulation 81 of the Housing Benefit Regulations 2006 and his applicable amount throughout that period would have included the amount applicable under paragraph 3(1)(a) of Schedule 3 to those Regulations.

### **Premiums**

- 5.** Except as provided in paragraph 6, the premiums specified in Part 4 are, for the purposes of paragraphs 26(1)(d) and 27(1)(e) (premiums), applicable to an applicant who satisfies the condition specified in paragraphs 9 to 14 in respect of that premium.
- 6.** Subject to paragraph 7, where an applicant satisfies the conditions in respect of more than one premium in this Part of this Schedule, only one premium is applicable to him and, if they are different amounts, the higher or highest amount applies.
- 7.** The following premiums, namely—
- (a) a severe disability premium to which paragraph 11 applies;
  - (b) an enhanced disability premium to which paragraph 12 applies;
  - (c) a disabled child premium to which paragraph 13 applies; and
  - (d) a carer premium to which paragraph 14 applies,
- may be applicable in addition to any other premium which may apply under this Schedule.
- 8.**
- (1) Subject to sub-paragraph (2), for the purposes of this Part of this Schedule, once a premium is applicable to an applicant under this Part, a person is to be treated as being in receipt of any benefit for—
- (a) in the case of a benefit to which the Social Security (Overlapping Benefits) Regulations 1979 applies, any period during which, apart from the provisions of those Regulations, he would be in receipt of that benefit; and
  - (b) any period spent by a person in undertaking a course of training or instruction provided or approved by the Secretary of State under section 2 of the Employment and Training Act 1973 or by Skills Development Scotland, Scottish Enterprise or Highlands and Islands Enterprise under section 2 of the Enterprise and New Towns (Scotland) Act 1990 for any period during which he is in receipt of a training allowance.
- (2) For the purposes of the carer premium under paragraph 14, a person is to be treated as being in receipt of carer's allowance by virtue of sub-paragraph (1)(a) only if and for so long as the person in respect of whose care the allowance has been claimed remains in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA or the daily living component of personal independence payment payable under Part 4 of the Welfare Reform Act 2012.

## **9. Disability premium**

The condition is that—

- (a) where the applicant is a single applicant or a lone parent, he has not attained the qualifying age for state pension credit and the additional condition specified in paragraph 10 is satisfied; or
- (b) where the applicant has a partner, either—
  - (i) the applicant has not attained the qualifying age for state pension credit and the additional condition specified in paragraph 10(1)(a) or (b) is satisfied by him; or
  - (ii) his partner has not attained the qualifying age for state pension credit and the additional condition specified in paragraph 10(1)(a) is satisfied by his partner.

## **10. Additional condition for the disability premium**

(1) Subject to sub-paragraph (2) and paragraph 8, the additional condition referred to in paragraph 9 is that either—

(a) the applicant or, as the case may be, his partner—

(i) is in receipt of one or more of the following benefits: attendance allowance, disability living allowance, personal independence payment, an AFIP, the disability element or the severe disability element of working tax credit as specified in regulation 20(1)(b) and (f) of the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002, mobility supplement, long-term incapacity benefit under Part 2 of the SSCBA or severe disablement allowance under Part 3 of that Act but, in the case of long-term incapacity benefit or severe disablement allowance, only where it is paid in respect of him; or

(ii) was in receipt of long-term incapacity benefit under Part 2 of the SSCBA when entitlement to that benefit ceased on account of the payment of a retirement pension under that Act, or a state pension under part 1 of the Pensions Act 2014 and the applicant remained continuously entitled to—

(aa) council tax benefit (in relation to the period prior to 1st April 2013, and

(bb) a reduction under this scheme (in relation to the period commencing on 1st April 2013), and

if the long-term incapacity benefit was payable to his partner, the partner is still a member of the family; or

(iii) was in receipt of attendance allowance or disability living allowance but payment of benefit has been suspended in accordance with regulations made under section 113(2) of the SSCBA or otherwise abated as a consequence of the applicant or his partner becoming a patient within the meaning of paragraph 58(11)(i) (treatment of child care charges); or

(iv) was in receipt of personal independence payment, but payment of that benefit has been suspended in accordance with section 86 of the Welfare Reform Act 2012 as a consequence of the applicant becoming a patient within the meaning of paragraph 58(11)(i) (treatment of child care charges); or

(v) was in receipt of an AFIP, but payment has been suspended in accordance with any terms of the armed and reserve forces compensation scheme which allow for suspension because a person is undergoing medical treatment in a hospital or similar institution; or

(vi) he has an invalid carriage or other vehicle provided to him by the Secretary of State or a clinical commissioning group under paragraph 9 of Schedule 1 to the National Health Service Act 2006 or under section 46 of the National Health Service (Scotland) Act 1978 or provided by the Department of Health, Social Services and Public Safety in Northern Ireland under Article 30(1) of the Health and Personal Social Services (Northern Ireland) Order 1972; or

- (vii) is registered as severely sight-impaired in a register kept by a local authority in England under section 77(1) of the Care Act 2014 (registers of sight-impaired adults), in Scotland, has been certified as blind and in consequence he is registered in a register maintained by or on behalf of a council constituted under section 2 of the Local Government (Scotland) Act 1994 or is registered as severely sight-impaired in a register kept by a local authority in Wales under section 18(1) of the Social Services and Well-being (Wales) Act 2014; or
- (b) the applicant—
- (i) is, or is treated as, incapable of work in accordance with the provisions of, and regulations made under, Part 12A of the SSCBA (incapacity for work); and
- (ii) has been incapable, or has been treated as incapable, of work for a continuous period of not less than—
- (aa) in the case of an applicant who is terminally ill within the meaning of section 30B(4) of the SSCBA, 196 days;
- (bb) in any other case, 364 days.
- (2) For the purposes of sub-paragraph (1)(a)(vii), a person who has ceased to be registered as blind or severely sight-impaired on regaining his eyesight is nevertheless to be treated as such and as satisfying the additional condition set out in that sub-paragraph for a period of 28 weeks following the date on which he ceased to be so registered.
- (3) For the purposes of sub-paragraph (1)(b), once the disability premium is applicable to an applicant by virtue of his satisfying the additional condition specified in that provision, if he then ceases, for a period of 8 weeks or less, to be treated as incapable of work or to be incapable of work he is, on again becoming so incapable of work, immediately thereafter to be treated as satisfying the condition in sub-paragraph (1)(b).
- (4) For the purposes of sub-paragraph (1)(b), once the disability premium is applicable to an applicant by virtue of his satisfying the additional condition specified in that provision, he is to continue to be treated as satisfying that condition for any period spent by him in undertaking a course of training provided under section 2 of the Employment and Training Act 1973 or section 2 of the Enterprise and New Towns (Scotland) Act 1990 or for any period during which he is in receipt of a training allowance.
- (5) For the purposes of sub-paragraph (1)(b), where any two or more periods of incapacity are separated by a break of not more than 56 days, those periods are to be treated as one continuous period.
- (6) For the purposes of this paragraph, a reference to a person who is or was in receipt of long-term incapacity benefit includes a person who is or was in receipt of short-term incapacity benefit at a rate equal to the long-term rate by virtue of section 30B(4)(a) of the Act (short-term incapacity benefit for a person who is terminally ill), or who would be or would have been in receipt of short-term incapacity benefit at such a rate but for the fact that the rate of short-term incapacity benefit already payable to him is or was equal to or greater than the long-term rate.
- (7) In the case of an applicant who is a welfare to work beneficiary (a person to whom regulation 13A(1) of the Social Security (Incapacity for Work) (General) Regulations 1995 applies, and who again becomes incapable of work for the purposes of Part 12A of the SSCBA)—
- (a) the reference to a period of 8 weeks in sub-paragraph (3); and
- (b) the reference to a period of 56 days in sub-paragraph (5),
- in each case is to be treated as a reference to a period of 104 weeks.
- (8) The applicant is not entitled to the disability premium if he has, or is treated as having, limited capability for work.

## 11. Severe disability premium

- (1) The condition is that the applicant is a severely disabled person.
- (2) For the purposes of sub-paragraph (1), an applicant is to be treated as being a severely disabled person if, and only if—
  - (a) in the case of a single applicant, a lone parent or an applicant who is treated as having no partner in consequence of sub-paragraph (3)—
    - (i) he is in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA, or the daily living component of personal independence payment payable at either rate under Part 4 of the Welfare Reform Act 2012, or an AFIP; and
    - (ii) subject to sub-paragraph (4), he has no non-dependants aged 18 or over normally residing with him or with whom he is normally residing; and
    - (iii) no person is entitled to, and in receipt of, a carer's allowance under section 70 of the SSCBA in respect of caring for him;
  - (b) in the case of an applicant who has a partner—
    - (i) the applicant is in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA or the daily living component of personal independence payment payable at either rate under Part 4 of the Welfare Reform Act 2012, or an AFIP; and
    - (ii) his partner is also in receipt of such an allowance or, if he is a member of a polygamous marriage, all the partners of that marriage are in receipt of such an allowance; and
    - (iii) subject to sub-paragraph (4), the applicant has no non-dependants aged 18 or over normally residing with him or with whom he is normally residing, and either a person is entitled to and in receipt of a carer's allowance in respect of caring for only one of a couple or, in the case of a polygamous marriage, for one or more but not all the partners of the marriage, or as the case may be, no person is entitled to and in receipt of such an allowance in respect of caring for either member of a couple or any partner of a polygamous marriage.
- (3) Where an applicant has a partner who does not satisfy the condition in sub-paragraph (2)(b)(ii), and that partner is blind or is treated as blind within the meaning of paragraph 10(1)(a)(v) and (2), that partner is to be treated for the purposes of sub-paragraph (2)(b)(ii) as if he were not a partner of the applicant.
- (4) For the purposes of sub-paragraph (2)(a)(ii) and (2)(b)(iii) no account is to be taken of—
  - (a) a person receiving attendance allowance, or disability living allowance by virtue of the care component at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA, or the daily living component of personal independence payment payable at either rate prescribed in accordance with Part 4 of the Welfare Reform Act 2012; or
  - (b) a person who is blind or is treated as blind within the meaning of paragraph 10(1)(a)(v) and (2).
- (5) For the purposes of sub-paragraph (2)(b) a person is to be treated—
  - (a) as being in receipt of attendance allowance, or the care component of disability living allowance at the highest or middle rate prescribed in accordance with section 72(3) of the SSCBA, or the daily living component of personal independence payment payable at either rate under Part 4 of the Welfare Reform Act 2012, or an AFIP if he would, but for his being a patient for a period exceeding 28 days, be so in receipt;
  - (b) as being entitled to and in receipt of a carer's allowance if he would, but for the person for whom he was caring being a patient in hospital for a period exceeding 28 days, be so entitled and in receipt.

- (6) For the purposes of sub-paragraph (2)(a)(iii) and (2)(b), no account is to be taken of an award of carer's allowance to the extent that payment of such an award is back-dated for a period before the date on which the award is first paid.
- (7) In sub-paragraph (2)(a)(iii) and (b), references to a person being in receipt of a carer's allowance include references to a person who would have been in receipt of that allowance but for the application of a restriction under section 6B or 7 of the Social Security Fraud Act 2001 (loss of benefit provisions).

## **12. Enhanced disability premium**

- (1) Subject to sub-paragraph (2), the condition is that—
- (a) the Secretary of State has decided that the applicant has, or is to be treated as having, limited capability for work-related activity; or
  - (b) the care component of disability living allowance is, or would be payable at the highest rate prescribed under section 72(3) of the SSCBA, but for a suspension of benefit in accordance with regulations made under section 113(2) of the SSCBA or but for an abatement as a consequence of hospitalisation be payable at the highest rate prescribed under section 72(3) of the SSCBA in respect of—
    - (i) the applicant; or
    - (ii) a member of the applicant's family, who has not attained the qualifying age for state pension credit; or
  - (c) the daily living component of personal independence payment is, or would be payable at either rate under Part 4 of the Welfare Reform Act 2012, but for a suspension of benefit in accordance with section 86 of the Welfare Reform Act 2012 in respect of—
    - (i) the applicant; or
    - (ii) a member of the applicant's family, who has not attained the qualifying age for state pension credit.
- (2) Where the condition in sub-paragraph (1) ceases to be satisfied because of the death of a child or young person, the condition is that the applicant or partner is entitled to child benefit in respect of that person under section 145A of the SSCBA (entitlement after death of child or qualifying young person).
- (3) The condition is not satisfied if the person to whom sub-paragraph (1) refers is—
- (a) an applicant who—
    - (i) is not a member of a couple or a polygamous marriage; and
    - (ii) is a patient within the meaning of paragraph 58(11)(i) (treatment of child care charges) and has been for a period of more than 52 weeks; or
  - (b) a member of a couple or a polygamous marriage where each member is a patient within the meaning of paragraph 58(11)(i) and has been for a period of more than 52 weeks.

## **13. Disabled child premium**

- The condition is that a child or young person for whom the applicant or a partner of his is responsible and who is a member of the applicant's household—
- (a) is in receipt of disability living allowance or personal independence payment or is no longer in receipt of such allowance because he is a patient, provided that the child or young person continues to be a member of the family; or
  - (b) is blind or treated as blind within the meaning of paragraph 10; or
  - (c) is a child or young person in respect of whom section 145A of the SSCBA (entitlement after death of child or qualifying young person) applies for the purposes of entitlement to child benefit but only for the period prescribed under that section, and in respect of whom a disabled child premium was included in the applicant's applicable amount immediately before the death of that child or young person, or ceased to be included in the applicant's applicable amount because of that child or young person's death.

#### **14. Carer premium**

- (1) The condition is that the applicant or his partner is, or both of them are, entitled to a carer's allowance under section 70 of the SSCBA.
- (2) Where a carer premium is awarded but—
  - (a) the person in respect of whose care the carer's allowance has been awarded dies; or
  - (b) in any other case the person in respect of whom a carer premium has been awarded ceases to be entitled to a carer's allowance, the condition for the award of the premium is to be treated as satisfied for a period of eight weeks from the relevant date specified in sub-paragraph (3).
- (3) The relevant date for the purposes of sub-paragraph (2) is—
  - (a) where sub-paragraph (2)(a) applies, the Sunday following the death of the person in respect of whose care a carer's allowance has been awarded or the date of death if the death occurred on a Sunday;
  - (b) in any other case, the date on which the person who has been entitled to a carer's allowance ceases to be entitled to that allowance.
- (4) Where a person who has been entitled to a carer's allowance ceases to be entitled to that allowance and makes an application for a reduction, the condition for the award of the carer premium is to be treated as satisfied for a period of eight weeks from the date on which—
  - (a) the person in respect of whose care the carer's allowance has been awarded dies; or
  - (b) in any other case, the person who has been entitled to a carer's allowance ceased to be entitled to that allowance.

#### **15. Persons in receipt of concessionary payments**

For the purpose of determining whether a premium is applicable to a person under paragraphs 10 to 14, any concessionary payment made to compensate that person for the non-payment of any benefit mentioned in those paragraphs is to be treated as if it were a payment of that benefit.

#### **16. Persons in receipt of benefit for another**

For the purposes of this Part of this Schedule, a person is to be regarded as being in receipt of any benefit if, and only if, it is paid in respect of him and is to be so regarded only for any period in respect of which that benefit is paid.

**17. Amounts of Premiums Specified**

(1) Disability Premium—

<b>Premium</b>	<b>Amount</b>
(a) where the applicant satisfies the condition in paragraph 9(a);	(a) £31.00;
(b) where the applicant satisfies the condition in paragraph 9(b).	(b) £44.20.
(2) Severe Disability Premium—	(2)
(a) where the applicant satisfies the condition in paragraph 11(2)(a);	(a) £59.50;
(b) where the applicant satisfies the condition in paragraph 11(2)(b)—	
(i) in a case where there is someone in receipt of a carer's allowance or if he or any partner satisfies that condition only by virtue of paragraph 11(5);	(b)(i) £59.50;
(i) in a case where there is no-one in receipt of such an allowance.	(b)(ii) £119.00.
(3) Disabled Child Premium.	(3) £57.89 in respect of each child or young person in respect of whom the condition specified in paragraph 13 is satisfied.
(4) Carer Premium.	(4) £33.30 in respect of each person who satisfies the condition specified in paragraph 14.
(5) Enhanced disability premium	(5)
	(a) £23.45 in respect of each child or young person in respect of whom the conditions specified in paragraph 12 are satisfied;
	(b) £15.15 in respect of each person who is neither—
	(i) a child or young person; nor
	(ii) a member of a couple or a polygamous marriage,
	in respect of whom the conditions specified in paragraph 12 are satisfied;
	(c) £21.75 where the applicant is a member of a couple or a polygamous marriage and the conditions specified in paragraph 12 are satisfied in respect of a member of that couple or polygamous marriage.

### **18. The components**

Subject to paragraph 20 the applicant is entitled to one, but not both, of the components in paragraph 21 or 22 if—

- (a) the applicant or the applicant's partner has made a claim for employment and support allowance;
- (b) the Secretary of State has decided that the applicant or the applicant's partner has, or is to be treated as having, limited capability for work or limited capability for work-related activity; and
- (c) either—
  - (i) the assessment phase as defined in section 24(2) of the Welfare Reform Act has ended; or
  - (ii) regulation 7 of the Employment and Support Allowance Regulations 2008 (circumstances where the condition that the assessment phase has ended before entitlement to the support component or the work related activity component arises does not apply) applies.

### **19.**

Subject to paragraph 20, the applicant is entitled to one, but not both, of the components in paragraphs 21 and 22 if the applicant or his partner is entitled to a converted employment and support allowance.

### **20.**

- (1) The applicant has no entitlement under paragraph 21 or 22 if the applicant is entitled to the disability premium under paragraphs 9 and 10.
- (2) Where the applicant and the applicant's partner each satisfies paragraph 21 or 22, the component to be included in the applicant's applicable amount is that which relates to the applicant.

### **21. The work-related activity component**

- (1) The applicant is entitled to the work-related activity component under this scheme if the Secretary of State has decided that the applicant or the applicant's partner has, or is to be treated as having, limited capability for work and receives the Employment and Support Allowance work-related activity component by virtue of The Employment and Support Allowance and Universal Credit (Miscellaneous Amendments and Transitional and Savings Provisions) Regulations 2017.

### **22. The support component**

The applicant is entitled to the support component if the Secretary of State has decided that the applicant or the applicant's partner has, or is to be treated as having, limited capability for work-related activity.

### **23. Amount of Components**

The amount of the work-related activity component is £28.45.

### **24.**

The amount of the support component is £34.80.

### **25. Transitional Addition**

- (1) The applicant is entitled to the transitional addition calculated in accordance with paragraph 28 where the applicant or the applicant's partner ("the relevant person")—
  - (a) is entitled to a converted employment and support allowance; or
  - (b) is appealing a conversion decision as described in regulation 5(2)(b) of the Employment and Support Allowance (Transitional Provisions, Housing Benefit and Council Tax Benefit) (Existing Awards) (No. 2) Regulations 2008 and—

- (i) is treated as having limited capability for work by virtue of regulation 30 of the Employment and Support Allowance Regulations 2008 as modified by the Employment and Support Allowance (Transitional Provisions, Housing Benefit and Council Tax Benefit) (Existing Awards) (No. 2) Regulations 2008; and
- (ii) is not in receipt of an income-related employment and support allowance, unless the amount of the transitional addition calculated in accordance with paragraph 28 would be nil.

- (2) The applicant's entitlement to a transitional addition by virtue of this paragraph ends on any of the following—
- (a) the reduction of the transitional addition to nil in accordance with paragraph 29;
  - (b) the termination of the applicant's award of reduction under this scheme;
  - (c) the relevant person ceasing to meet the requirements of sub-paragraph (1)(a) or (b), as the case may be;
  - (d) the applicant or the applicant's partner becoming entitled to an income-related employment and support allowance, an income-based jobseeker's allowance or income support;
  - (e) 5th April 2020.

**26.**

- (1) This paragraph applies where—
- (a) the applicant's entitlement to a transitional addition ends, by virtue of the termination of the applicant's award of reduction, under—
    - (i) paragraph 25(2)(b);
    - (ii) sub-paragraph (3)(b); or
    - (iii) paragraph 27(3)(b);
  - (b) within 12 weeks of that termination but before 5th April 2020 the applicant again becomes entitled to a reduction under this scheme;
  - (c) in the reduction week in which the applicant again becomes entitled to a reduction under this scheme the relevant person is entitled to an employment and support allowance which is not income-related; and
  - (d) at the date on which the applicant again becomes entitled to a reduction under this scheme, neither the applicant nor the applicant's partner is entitled to an income-related employment and support allowance, an income-based jobseeker's allowance or income support.
- (2) Where this paragraph applies, the applicant is entitled, with effect from the day on which the applicant again becomes entitled to a reduction under this scheme, to a transitional addition of the amount of the transitional addition that would have applied had the applicant's entitlement to a transitional addition not ended (but taking account of the effect which any intervening change of circumstances would have had by virtue of paragraph 29), unless the amount of the transitional addition would be nil.
- (3) The applicant's entitlement to a transitional addition by virtue of this paragraph ends on any of the following—
- (a) the reduction of the transitional addition to nil in accordance with paragraph 29;
  - (b) the termination of the applicant's award of a reduction under this scheme;
  - (c) the relevant person no longer being entitled to the employment and support allowance referred to in sub-paragraph (1)(c);
  - (d) the applicant or the applicant's partner becoming entitled to an income-related employment and support allowance, an income-based jobseeker's allowance or income support;
  - (e) 5th April 2020.

**27.**

- (1) This paragraph applies where—
- (a) the applicant's entitlement to a transitional addition ends, by virtue of the relevant person ceasing to be entitled to an employment and support allowance, under—
    - (i) paragraph 25(2)(c);
    - (ii) paragraph 26(3)(c); or
    - (iii) sub-paragraph (3)(c);
  - (b) before 5th April 2020 the relevant person again becomes entitled to an employment and support allowance which is not income-related;
  - (c) at the date on which the relevant person again becomes entitled to an employment support allowance which is not income-related regulation 145(1) of the Employment and Support Allowance Regulations 2008 applies to the relevant person; and
  - (d) at the date on which the relevant person again becomes entitled to an employment support allowance which is not income-related, neither the applicant nor the applicant's partner is entitled to an income-related employment and support allowance, an income-based jobseeker's allowance or income support.
- (2) Where this paragraph applies, the applicant is entitled, with effect from the day that the relevant person's entitlement to employment and support allowance takes effect for the purposes of a reduction under this scheme, to a transitional addition of the amount of the transitional addition that would have applied had the applicant's entitlement to a transitional addition not ended (but taking account of the effect which any intervening change of circumstances would have had by virtue of paragraph 29), unless the amount of the transitional addition would be nil.
- (3) The applicant's entitlement to a transitional addition by virtue of this paragraph ends on any of the following—
- (a) the reduction of the transitional addition to nil in accordance with paragraph 29;
  - (b) the termination of the applicant's award of a reduction under this scheme;
  - (c) the relevant person no longer being entitled to the employment and support allowance referred to in sub-paragraph (1)(b);
  - (d) the applicant or the applicant's partner becoming entitled to an income-related employment and support allowance, an income-based jobseeker's allowance or income support;
  - (e) 5th April 2020.

**28. Amount of Transitional Addition**

- (1) Subject to paragraph 29, the amount of the transitional addition is the amount by which Amount A exceeds Amount B.
- (2) Where a conversion decision as described in regulation 5(2)(a) of the Employment and Support Allowance (Transitional Provisions, Housing Benefit and Council Tax Benefit) (Existing Awards) (No. 2) Regulations 2010 ("the 2010 Regulations") is made in respect of the relevant person—
- (a) Amount A is the basic amount that would have applied on the day that decision took effect had that decision not been made; and
  - (b) Amount B is the basic amount that applied on that day as a result of that decision.
- (3) Where the relevant person is appealing a conversion decision as described in regulation 5(2)(b) of the 2010 Regulations and is treated as having limited capability for work by virtue of regulation 30 of the Employment and Support Allowance Regulations 2008 as modified by the 2010 Regulations—
- (a) Amount A is the basic amount that would have applied on the day the relevant person was first treated as having limited capability for work if the relevant person had not been so treated; and
  - (b) Amount B is the basic amount that applied on that day as a result of the relevant person being so treated.

(4) In this paragraph and paragraph 29, "basic amount" means the aggregate of such amounts as may apply in the applicant's case in accordance with paragraph 26(1)(a) to (e) or paragraph 27(2)(a) to (g) (applicable amounts).

**29.**

- (1) Subject to sub-paragraph (2), where there is a change of circumstances which leads to an increase in the applicant's basic amount, the transitional addition that applies immediately before the change of circumstances must be reduced by the amount by which Amount C exceeds Amount D.
- (2) If Amount C exceeds Amount D by more than the amount of the transitional addition that applies immediately before the change of circumstances, that transitional addition must be reduced to nil.
- (3) Amount C is the basic amount that applies as a result of the increase.
- (4) Amount D is the basic amount that applied immediately before the increase.

**Schedule 4**  
**Amount of alternative maximum council tax reduction: pensioners and persons who are not pensioners**

(1) Subject to paragraphs 2 and 3, the alternative maximum council tax reduction in respect of a day for the purpose of paragraph 31 (alternative maximum council tax reduction: pensioners and persons who are not pensioners) is determined in accordance with the following Table *and in line with the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment), the rates for pensioners will be up-rated by the relevant Statutory Instrument each year, and in this Table—*

- (a) “second adult” means any person or persons residing with the applicant to whom paragraph 15(2) (class C) or 18(2) (class F) (as the case may be) applies; and
- (b) “persons to whom paragraph 75(1) of this scheme applies” includes any person to whom that paragraph would apply were they, and their partner if they had one, below the qualifying age for state pension credit.

(2) In this Schedule “council tax due in respect of that day” means the council tax payable under section 10 of the 1992 Act less:

- (a) any reductions made in consequence of any enactment in, or under, the 1992 Act (other than a reduction under this scheme); and
- (b) in a case to which sub-paragraph (c) in column (1) of the table below applies, the amount of any discount which may be appropriate to the dwelling under the 1992 Act.

<b>(1)</b>	<b>(2)</b>
<b>Second adult</b>	<b>Alternative maximum council tax reduction</b>
(a) Where the second adult or all second adults are in receipt of income support, an income-related employment and support allowance or state pension credit or are persons on an income-based jobseeker's allowance;	(a) 25 per cent of the council tax due in respect of that day;
(b) where the gross income of the second adult or, where there is more than one second adult, their aggregate gross income disregarding any income of persons on income support, an income-related employment and support allowance, state pension credit or an income-based jobseeker's allowance—	(b)
(i) is less than £183.00 per week;	(i) 15 per cent of the council tax due in respect of that day;
(ii) is not less than £183.00 per week but less than £239.00 per week;	(ii) 7.5 per cent of the council tax due in respect of that day;
(c) where the dwelling would be wholly occupied by one or more persons to whom paragraph 75(1) of this scheme applies but for the presence of one or more second adults who are in receipt of income support, state pension credit, an income-related employment and support allowance or are persons on an income-based jobseeker's allowance.	(c) 100 per cent of the council tax due in respect of that day.

**2.**

In determining a second adult's gross income for the purposes of this Schedule, the following must be disregarded from that income—

- (a) any attendance allowance, any disability living allowance, any personal independence payment under Part 4 of the Welfare Reform Act 2012 or an AFIP;
- (b) any payment made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006) which, had his income fallen to be calculated under paragraph 54 (calculation of income other than earnings: persons who are not pensioners), would have been disregarded under paragraph 28 of Schedule 8 (income in kind); and
- (c) any payment which, had his income fallen to be calculated under paragraph 54, would have been disregarded under paragraph 41 of Schedule 8 (payments made under certain trusts and certain other payments).

**3.**

Where there are two or more second adults residing with the applicant for a reduction under this scheme and any such second adult falls to be disregarded for the purposes of discount in accordance with Schedule 1 to the 1992 Act, his income must be disregarded in determining the amount of any alternative maximum council tax reduction, unless that second adult is a member of a couple and his partner does not fall to be disregarded for the purposes of discount.

**Schedule 5**  
**Sums disregarded from applicant's earnings: pensioners**

**1.**

Where two or more of paragraphs 2 to 5 apply in any particular case the overall maximum sum which falls to be disregarded in that case under those paragraphs is restricted to—

- (a) £25 in the case of a lone parent;
- (b) £20 in any other case.

**2.**

In a case where an applicant is a lone parent, £25 of earnings.

**3.**

(1) In a case of earnings from any employment or employments to which sub-paragraph (2) applies, £20.

(2) This paragraph applies to employment—

- (a) as a part-time fire-fighter employed by a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies;
- (ab) as a part-time fire-fighter employed by a fire and rescue authority created by an order under section 4A of the Fire and Rescue Services Act 2004;
- (b) a part-time fire-fighter employed by the Scottish Fire and Rescue Service established under section 1A of the Fire (Scotland) Act 2005(11);
- (c) as an auxiliary coastguard in respect of coast rescue activities;
- (d) in the manning or launching of a lifeboat if the employment is part-time;
- (e) as a member of any territorial or reserve force prescribed in Part I of Schedule 6 to the Social Security (Contributions) Regulations 2001.

(3) If

- (a) any of the earnings of the applicant or, if he has a partner, his partner, or both of them, are disregarded under sub-paragraph (1); and
- (b) either of them has, or both of them have, other earnings, so much of those other earnings as would not, in the aggregate with the earnings disregarded under that sub-paragraph, exceed £20.

**4.**

(1) If the applicant or, if he has a partner, his partner is a carer, or both are carers, £20 of any earnings received from his or their employment.

(2) Where the carer premium is awarded in respect of the applicant and of any partner of his, their earnings must for the purposes of this paragraph be aggregated, but the amount to be disregarded in accordance with sub-paragraph (1) must not exceed £20 of the aggregated amount.

(3) In this paragraph the applicant or his partner is a carer if paragraph 14 of Part 3 of Schedule 3 (amount applicable for carers) is satisfied in respect of him.

**5.**

(1) £20 is disregarded if the applicant or, if he has a partner, his partner—

- (a) is in receipt of—
  - (i) long-term incapacity benefit under section 30A of the SSCBA;
  - (ii) severe disablement allowance under section 68 of that Act;
  - (iii) attendance allowance under sections 64 of that Act;
  - (iv) disability living allowance;
  - (v) personal independence payment;
  - (vi) an AFIP;
  - (vii) any mobility supplement under article 20 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (including such a supplement by virtue of any other scheme or order) or under article 25A of the Personal Injuries (Civilians) Scheme 1983;

- (viii) the disability element or the severe disability element of working tax credit under Schedule 2 to the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002; or
- (ix) main phase employment and support allowance; or

- (b) is or are registered as severely sight-impaired in a register kept by a local authority in England under section 77(1) of the Care Act 2014 (registers of sight-impaired adults), in Scotland, has been certified as blind and in consequence is registered in a register maintained by or on behalf of a council constituted under section 2 of the Local Government (Scotland) Act 1994 or is registered as severely sight-impaired in a register kept by a local authority in Wales under section 18(1) of the Social Services and Well-being (Wales) Act 2014; or
  - (c) is, or is treated as, incapable of work in accordance with the provisions of, and regulations made under, Part 12A of the SSCBA (incapacity for work), and has been incapable, or has been treated as incapable, of work for a continuous period of not less than—
    - (i) in the case of an applicant who is terminally ill within the meaning of section 30B(4) of the Act, 196 days;
    - (ii) in any other case, 364 days; or
  - (d) has, or is treated as having, limited capacity for work within the meaning of section 1(4) of the Welfare Reform Act 1997 or limited capability for work-related activity within the meaning of section 2(5) of that Act and either—
    - (i) the assessment phase as defined in section 24(2) of the Welfare Reform Act has ended; or
    - (ii) regulation 7 of the Employment and Support Allowance Regulations 2008 or regulation 7 of the Employment and Support Allowance Regulations 2013 (circumstances where the condition that the assessment phase has ended before entitlement to the support component arising does not apply) applies.
- (2) Subject to sub-paragraph (3), £20 is disregarded if the applicant or, if he has a partner, his partner has, within a period of 8 weeks ending on the day in respect of which the applicant or his partner attains the qualifying age for state pension credit, had an award of housing benefit or council tax benefit or been in receipt of a reduction under this scheme and—
  - (a) £20 was disregarded in respect of earnings taken into account in that award; and
  - (b) the person whose earnings qualified for the disregard continues in employment after the termination of that award.
- (3) The disregard of £20 specified in sub-paragraph (2) applies so long as there is no break, other than a break which does not exceed 8 weeks, in a person's—
  - (a) entitlement to housing benefit; or
  - (b) receipt of a reduction under a council tax reduction scheme; or
  - (c) employment,following the first day in respect of which that benefit is awarded under this scheme.
- (4) £20 is the maximum amount which may be disregarded under this paragraph, notwithstanding that, where the applicant has a partner, both the applicant and his partner satisfy the requirements of this paragraph.

**6.—**

(1) Where—

- (a) the applicant (or if the applicant is a member of a couple, at least one member of that couple) is a person to whom sub-paragraph (5) applies;
  - (b) the Secretary of State is satisfied that that person is undertaking exempt work as defined in sub-paragraph (6); and
  - (c) paragraph 35 (applicant in receipt of guarantee credit: pensioners) does not apply,
- the amount specified in sub-paragraph (7) (“the specified amount”).

- (2) Where this paragraph applies, paragraphs 1 to 5 and 8 do not apply; but in any case where the applicant is a lone parent, and the specified amount would be less than the amount specified in paragraph 2, then paragraph 2 applies instead of this paragraph.
- (3) Notwithstanding paragraph 33 (calculation of income and capital of members applicant's family and of a polygamous marriage), if sub-paragraph (1) applies to one member of a couple ("A") it does not apply to the other member of that couple ("B") except to the extent provided in sub-paragraph (4).
- (4) Where A's earnings are less than the specified amount, there is also to be disregarded so much of B's earnings as would not when aggregated with A's earnings exceed the specified amount; but the amount of B's earnings which may be disregarded under this sub-paragraph is limited to a maximum of £20 unless the Secretary of State is satisfied that B is also undertaking exempt work.
- (5) This sub-paragraph applies to a person who is—
- (a) in receipt of a contributory employment and support allowance;
  - (b) in receipt of incapacity benefit;
  - (c) in receipt of severe disablement allowance;
  - (d) being credited with earnings on the grounds of incapacity for work or limited capability for work under regulation 8B of the Social Security (Credits) Regulations 1975.
- (6) "Exempt work" means work of the kind described in;
- (a) regulation 45(2), (3) or (4) of the Employment and Support Allowance Regulations 2008 or regulation 39(1)(a), (b) or (c) of the Employment and Support Allowance Regulations 2013; or (as the case may be); or
  - (b) regulation 17(2), (3) or (4) of the Social Security (Incapacity for Work) (General) Regulations 1995,
- and, in determining for the purposes of this paragraph whether an applicant or a member of a couple is undertaking any type of exempt work, it is immaterial whether that person or their partner is also undertaking other work.
- (7) The specified amount is the amount of money from time to time mentioned in any provision referred to in sub-paragraph (6) by virtue of which the work referred to in sub-paragraph (1) is exempt (or, where more than one such provision is relevant and those provisions mention different amounts of money, the highest of those amounts).
- 7.**  
Any amount or the balance of any amount which would fall to be disregarded under paragraph 18 or 19 of Schedule 6 had the applicant's income which does not consist of earnings been sufficient to entitle him to the full amount disregarded thereunder.
- 8.**  
Except where the applicant or his partner qualifies for a £20 disregard under the preceding provisions of this Schedule—
- (a) £5 is to be disregarded if an applicant who has no partner has earnings;
  - (b) £10 is to be disregarded if an applicant who has a partner has earnings.
- 9.**  
Any earnings, other than earnings referred to in paragraph 40(9)(b), derived from employment which ended before the day in respect of which the applicant first satisfies the conditions for entitlement to a reduction under this scheme.
- 10.—**
- (1) In a case where the applicant is a person who satisfies at least one of the conditions set out in sub-paragraph (2), and his net earnings equal or exceed the total of the amounts set out in sub-paragraph (3), the amount of his earnings that falls to be disregarded under this Schedule is to be increased by £17.10.

- (2) The conditions of this sub-paragraph are that—
- (a) the applicant, or if he has a partner, either the applicant or his partner, is a person to whom regulation 20(1)(c) of the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 applies; or
  - (b) the applicant—
    - (i) is, or any partner of his is, aged at least 25 and is engaged in remunerative work for on average not less than 30 hours per week; or
    - (ii) if he is a member of a couple—
      - (aa) at least one member of that couple is engaged in remunerative work for on average not less than 16 hours per week; and
      - (bb) his family includes at least one child or young person; or
    - (iii) is a lone parent who is engaged in remunerative work for on average not less than 16 hours per week; or
    - (iv) is, or if he has a partner, one of them is, engaged in remunerative work for on average not less than 16 hours per week and paragraph 5(1) above is satisfied in respect of that person.
- (3) The following are the amounts referred to in sub-paragraph (1)—
- (a) any amount disregarded under this Schedule;
  - (b) the amount of child care charges calculated as deductible under paragraph 57(1)(c) (deductions from income of certain child care charges); and
  - (c) £17.10.
- (4) The provisions of paragraph 10 (remunerative work) apply in determining whether or not a person works for on average not less than 30 hours per week, but as if the reference to 16 hours in sub-paragraph (1) of that paragraph was a reference to 30 hours.
- 11.**  
Where a payment of earnings is made in a currency other than Sterling, any banking charge or commission payable in converting to that payment into Sterling.

**Schedule 6**  
**Amounts to be disregarded in the calculation of income other than earnings: pensioners**

**1.**

In addition to any sum which falls to be disregarded in accordance with paragraphs 2 to 6, any of the following—

- (a) a war disablement pension (except insofar as such a pension falls to be disregarded under paragraph 2 or 3);
- (b) a war widow's pension or war widower's pension;
- (c) a pension payable to a person as a widow, widower or surviving civil partner under any power of Her Majesty otherwise than under an enactment to make provision about pensions for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown;
- (d) a guaranteed income payment and, if the amount of that payment has been abated to less than £10 by a pension or payment falling within article 39(1)(a) or (b) of the Armed Forces and Reserve Forces (Compensation Scheme) Order 2011, so much of that pension or payment as would not, in aggregate with the amount of any guaranteed income payment disregarded, exceed £10;
- (e) a payment made to compensate for the non-payment of such a pension or payment as is mentioned in any of the preceding sub-paragraphs;
- (f) a pension paid by the government of a country outside Great Britain which is analogous to any of the pensions or payments mentioned in sub-paragraphs (a) to (d) above;
- (g) a pension paid by a government to victims of National Socialist persecution.

**2.**

The whole of any amount included in a pension to which paragraph 1 relates in respect of—

- (a) the applicant's need for constant attendance;
- (b) the applicant's exceptionally severe disablement.

**3.**

Any mobility supplement under article 20 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (including such a supplement by virtue of any other scheme or order) or under article 25A of the Personal Injuries (Civilians) Scheme 1983 or any payment intended to compensate for the non-payment of such a supplement.

**4.**

Any supplementary pension under article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (pensions to surviving spouses and surviving civil partners) and any analogous payment made by the Secretary of State for Defence to any person who is not a person entitled under that Order.

**5.**

In the case of a pension awarded at the supplementary rate under article 27(3) of the Personal Injuries (Civilians) Scheme 1983 (pensions to widows, widowers or surviving civil partners), the sum specified in paragraph 1(c) of Schedule 4 to that Scheme.

**6.—**

(1) Any payment which is—

- (a) made under any of the Dispensing Instruments to a widow, widower or surviving civil partner of a person—
  - (i) whose death was attributable to service in a capacity analogous to service as a member of the armed forces of the Crown; and
  - (ii) whose service in such capacity terminated before 31st March 1973; and
- (b) equal to the amount specified in article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006.

(2) In this paragraph “the Dispensing Instruments” means the Order in Council of 19th December 1881, the Royal Warrant of 27th October 1884 and the Order by His Majesty of 14th January 1922 (exceptional grants of pay, non-effective pay and allowances).

- 7.**  
£15 of any widowed parent's allowance to which the applicant is entitled under section 39A of the SSCBA.
- 8.**  
£15 of any widowed mother's allowance to which the applicant is entitled under section 37 of the SSCBA.
- 9.**  
Where the applicant occupies a dwelling as his home and he provides in that dwelling board and lodging accommodation, an amount, in respect of each person for whom such accommodation is provided for the whole or any part of a week, equal to—
- (a) where the aggregate of any payments made in respect of any one week in respect of such accommodation provided to such person does not exceed £20, 100 per cent. of such payments; or
  - (b) where the aggregate of any such payments exceeds £20, £20 and 50 per cent. of the excess over £20.
- 10.**  
If the applicant—
- (a) owns the freehold or leasehold interest in any property or is a tenant of any property; and
  - (b) occupies a part of that property; and
  - (c) has an agreement with another person allowing that person to occupy another part of that property on payment of rent and—
    - (i) the amount paid by that person is less than £20 per week, the whole of that amount; or
    - (ii) the amount paid is £20 or more per week, £20.
- 11.**  
Where an applicant receives income under an annuity purchased with a loan, which satisfies the following conditions—
- (a) that the loan was made as part of a scheme under which not less than 90 per cent. of the proceeds of the loan were applied to the purchase by the person to whom it was made of an annuity ending with his life or with the life of the survivor of two or more persons (in this paragraph referred to as “the annuitants”) who include the person to whom the loan was made;
  - (b) that at the time the loan was made the person to whom it was made or each of the annuitants had attained the age of 65 or, if it was higher at the time, pensionable age;
  - (c) that the loan was secured on a dwelling in Great Britain and the person to whom the loan was made or one of the annuitants owns an estate or interest in that dwelling;
  - (d) that the person to whom the loan was made or one of the annuitants occupies the dwelling on which it was secured as his home at the time the interest is paid; and
  - (e) that the interest payable on the loan is paid by the person to whom the loan was made or by one of the annuitants,
- the amount, calculated on a weekly basis, equal to—
- (i) where, or insofar as, section 369 of the Income and Corporation Taxes Act 1988 (mortgage interest payable under deduction of tax) applies to the payments of interest on the loan, the interest which is payable after deduction of a sum equal to income tax on such payments at the applicable percentage of income tax within the meaning of section 369(1A) of that Act;
  - (ii) in any other case, the interest which is payable on the loan without deduction of such a sum.
- 12.—**
- (1) Any payment, other than a payment to which sub-paragraph (2) applies, made to the applicant by Trustees in exercise of a discretion exercisable by them.
  - (2) This sub-paragraph applies to payments made to the applicant by Trustees in exercise of a discretion exercisable by them for the purpose of—
    - (a) obtaining food, ordinary clothing or footwear or household fuel;

- (b) the payment of rent, council tax or water charges for which that applicant or his partner is liable;
  - (c) meeting housing costs of a kind specified in Schedule 2 to the State Pension Credit Regulations 2002.
- (3) In a case to which sub-paragraph (2) applies, £20 or—
- (a) if the payment is less than £20, the whole payment;
  - (b) if, in the applicant's case, £10 is disregarded in accordance with paragraph 1(a) to (g), £10 or the whole payment if it is less than £10; or
  - (c) if, in the applicant's case, £15 is disregarded under paragraph 7 or paragraph 8 and—
    - (i) he has no disregard under paragraph 1(a) to (g), £5 or the whole payment if it is less than £5;
    - (ii) he has a disregard under paragraph 1(a) to (g), nil.
- (4) For the purposes of this paragraph, “ordinary clothing or footwear” means clothing or footwear for normal daily use, but does not include school uniforms, or clothing and footwear used solely for sporting activities.
- 13.**  
Any increase in pension or allowance under Part 2 or 3 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 paid in respect of a dependent other than the pensioner's partner.
- 14.**  
Any payment ordered by a court to be made to the applicant or the applicant's partner in consequence of any accident, injury or disease suffered by the person or a child of the person to or in respect of whom the payments are made.
- 15.**  
Periodic payments made to the applicant or the applicant's partner under an agreement entered into in settlement of a claim made by the applicant or, as the case may be, the applicant's partner for an injury suffered by him.
- 16.**  
Any income which is payable outside the United Kingdom for such period during which there is a prohibition against the transfer to the United Kingdom of that income.
- 17.**  
Any banking charges or commission payable in converting to Sterling payments of income made in a currency other than Sterling.
- 18.**  
Where the applicant makes a parental contribution in respect of a student attending a course at an establishment in the United Kingdom or undergoing education in the United Kingdom, which contribution has been assessed for the purposes of calculating—
- (a) under, or pursuant to regulations made under powers conferred by, section 22 of the Teaching and Higher Education Act 1998, that student's award;
  - (b) under regulations made in exercise of the powers conferred by section 49 of the Education (Scotland) Act 1980, that student's bursary, scholarship, or other allowance under that section or under regulations made in exercise of the powers conferred by section 73 of that Act of 1980, any payment to that student under that section; or
  - (c) the student's student loan, an amount equal to the weekly amount of that parental contribution, but only in respect of the period for which that contribution is assessed as being payable.
- 19.—**
- (1) Where the applicant is the parent of a student aged under 25 in advanced education who either—
- (a) is not in receipt of any award, grant or student loan in respect of that education; or
  - (b) is in receipt of an award bestowed by virtue of the Teaching and Higher Education Act 1998, or regulations made thereunder, or a bursary, scholarship or other allowance under section 49(1) of the Education (Scotland) Act 1980, or a payment under section 73 of that Act of 1980, and the applicant makes payments by way of a contribution towards the student's maintenance, other than a parental contribution falling within paragraph 18, an amount specified in sub-paragraph (2) in respect of each week during the student's term.

(2) For the purposes of sub-paragraph (1), the amount is to be equal to—

(a) the weekly amount of the payments; or

(b) the amount by way of a personal allowance for a single applicant under 25 less the weekly amount of any award, bursary, scholarship, allowance or payment referred to in sub-paragraph (1)(b),

whichever is less. *In line with the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment), the rates for pensioners will be up-rated by the relevant Statutory Instrument each year*

**20.—**

(1) Where an applicant's applicable amount includes at least one child or young person, £15 of any payment of maintenance, whether under a court order or not, which is made or due to be made by the applicant's spouse, civil partner, former spouse or former civil partner or the applicant's partner's spouse, civil partner, former spouse, or former civil partner.

(2) For the purposes of sub-paragraph (1), where more than one maintenance payment falls to be taken into account in any week, all such payments must be aggregated and treated as if they were a single payment.

**21.**

Except in a case which falls under paragraph 10 of Schedule 5, where the applicant is a person who satisfies any of the conditions of sub-paragraph (2) of that paragraph, any amount of working tax credit up to £17.10.

**22.**

Where the total value of any capital specified in Part 2 (capital disregarded only for the purposes of determining deemed income) of Schedule 9 does not exceed £10,000, any income actually derived from such capital.

**23.**

Except in the case of income from capital specified in Part 2 of Schedule 9, any actual income from capital.

**24.**

Where the applicant, or the person who was the partner of the applicant on 31st March 2003, was entitled on that date to income support or an income-based jobseeker's allowance but ceased to be so entitled on or before 5th April 2003 by virtue only of regulation 13 of the Housing Benefit (General) Amendment (No. 3) Regulations 1999 as in force at that date, the whole of his income.

**25.**

Any victims' payment under the Victims' Payments Regulations 2020(13).

**Schedule 7**  
**Sums disregarded in the calculation of earnings: persons who are not pensioners**

**1.**

In the case of an applicant who has been engaged in remunerative work as an employed earner or, had the employment been in Great Britain, would have been so engaged—

(a) where—

(i) the employment has been terminated because of retirement; and

(ii) on retirement he is entitled to a retirement pension under the Act, or is not so entitled solely because of his failure to satisfy the contribution conditions, any earnings paid or due to be paid in respect of that employment, but only for a period commencing on the day immediately after the date on which the employment was terminated;

(b) where before the first day of entitlement to a reduction under this scheme the employment has been terminated otherwise than because of retirement, any earnings paid or due to be paid in respect of that employment except—

(i) any payment of the nature described in—

(aa) paragraph 51(1)(e) (retainer), or

(bb) section 28, 64 or 68 of the Employment Rights Act 1996 (guarantee payments, suspension from work on medical or maternity grounds); and

(ii) any award, sum or payment of the nature described in—

(aa) paragraph 51(1)(g) or (i) (compensation etc. relating to employment), or

(bb) section 34 or 70 of the Employment Rights Act 1996 (guarantee payments and suspension from work: complaints to employment tribunals),

including any payment made following the settlement of a complaint to an employment tribunal or of court proceedings;

(c) where before the first day of entitlement to a reduction under this scheme—

(i) the employment has not been terminated, but

(ii) the applicant is not engaged in remunerative work,

any earnings paid or due to be paid in respect of that employment except any payment or remuneration of the nature described in paragraph (b)(i) or (ii)(bb) or paragraph 51(1)(j) (statutory sick pay etc.).

**2.**

In the case of an applicant who, before the first day of entitlement to a reduction under this scheme—

(a) has been engaged in part-time employment as an employed earner or, where the employment has been outside Great Britain, would have been so engaged had the employment been in Great Britain; and

(b) has ceased to be engaged in that employment, whether or not that employment has been terminated,

any earnings paid or due to be paid in respect of that employment except—

(i) where that employment has been terminated, any payment of the nature described in paragraph 1(b)(i) or (ii)(bb);

(ii) where that employment has not been terminated, any payment or remuneration of the nature described in paragraph 1(b)(i) or (ii)(bb) or paragraph 51(1)(j) (statutory sick pay etc.).

**3.**

In the case of an applicant who has been engaged in remunerative work or part-time employment as a self-employed earner or, had the employment been in Great Britain, would have been so engaged and who has ceased to be so employed, from the date of the cessation of his employment, any earnings derived from that employment except earnings to which paragraph 53(3) and (4) (earnings of self-employed earners) apply.

**4.—**

(1) In a case to which this paragraph applies and paragraph 5 does not apply, £20; but notwithstanding paragraph 33 (calculation of income and capital of members of an applicant's family and of a polygamous marriage) if this paragraph applies to an applicant it does not apply to his partner except where, and to the extent that, the earnings of the applicant which are to be disregarded under this paragraph are less than £20.

(2) This paragraph applies where the applicant's applicable amount includes an amount by way of the disability premium, severe disability premium, work-related activity component or support component under Schedule 3 (applicable amounts: persons who are not pensioners).

(3) This paragraph applies where—

- (a) the applicant is a member of a couple and his applicable amount includes an amount by way of the disability premium under Schedule 3; and
- (b) he or his partner has not attained the qualifying age for state pension credit and at least one is engaged in employment.

**5.**

In a case where the applicant is a lone parent, £25.

**6.—**

(1) In a case to which neither paragraph 4 nor paragraph 5 applies to the applicant and, subject to sub-paragraph (2), where the applicant's applicable amount includes an amount by way of the carer premium under Schedule 3 (applicable amounts: persons who are not pensioners), £20 of the earnings of the person who is, or at any time in the preceding eight weeks was, in receipt of carer's allowance or treated in accordance with paragraph 14(2) of that Schedule as being in receipt of carer's allowance.

(2) Where the carer premium is awarded in respect of the applicant and of any partner of his, their earnings must for the purposes of this paragraph be aggregated, but the amount to be disregarded in accordance with sub-paragraph (1) must not exceed £20 of the aggregated amount.

**7.**

Where the carer premium is awarded in respect of an applicant who is a member of a couple and whose earnings are less than £20, but is not awarded in respect of the other member of the couple, and that other member is engaged in an employment—

- (a) specified in paragraph 9(1), so much of the other member's earnings as would not when aggregated with the amount disregarded under paragraph 6 exceed £20;
- (b) other than one specified in paragraph 9(1), so much of the other member's earnings from such other employment up to £10 as would not when aggregated with the amount disregarded under paragraph 5 exceed £20.

**8.**

In a case where paragraphs 4, 6, 7 and 9 do not apply to the applicant and he is one of a couple and a member of that couple is in employment, £10; but, notwithstanding paragraph 33 (calculation of income and capital of members of applicant's family and of a polygamous marriage), if this paragraph applies to an applicant it must not apply to his partner except where, and to the extent that, the earnings of the applicant which are to be disregarded under this paragraph are less than £10.

**9.—**

(1) In a case where paragraphs 4, 6, 7 and 9 do not apply to the applicant, £20 of earnings derived from one or more employments as—

- (a) a part-time fire-fighter employed by a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies;
- (b) a part-time fire-fighter employed by a fire and rescue authority (as defined in section 1 of the Fire (Scotland) Act 2005) or a joint fire and rescue board constituted by an amalgamation scheme made under section 2(1) of that Act;
- (c) an auxiliary coastguard in respect of coast rescue activities;

(d) a person engaged part-time in the manning or launching of a life boat;

(e) a member of any territorial or reserve force prescribed in Part I of Schedule 6 to the Social Security (Contributions) Regulations 2001;

but, notwithstanding paragraph 33 (calculation of income and capital of members of applicant's family and of a polygamous marriage), if this paragraph applies to an applicant it must not apply to his partner except to the extent specified in sub-paragraph (2).

(2) If the applicant's partner is engaged in employment—

(a) specified in sub-paragraph (1), so much of his earnings as would not in aggregate with the amount of the applicant's earnings disregarded under this paragraph exceed £20;

(b) other than one specified in sub-paragraph (1), so much of his earnings from that employment up to £10 as would not in aggregate with the applicant's earnings disregarded under this paragraph exceed £20.

**10.**

Where the applicant is engaged in one or more employments specified in paragraph 9(1), but his earnings derived from such employments are less than £20 in any week and he is also engaged in any other employment, so much of his earnings from that other employment, up to £5 if he is a single applicant, or up to £10 if he has a partner, as would not in aggregate with the amount of his earnings disregarded under paragraph 9 exceed £20.

**11.**

In a case to which none of the paragraphs 4 to 10 applies, £5.

**12.—**

(1) Where—

(a) the applicant (or if the applicant is a member of a couple, at least one member of that couple) is a person to whom sub-paragraph (5) applies;

(b) the Secretary of State is satisfied that that person is undertaking exempt work as defined in sub-paragraph (6); and

(c) paragraph 14 does not apply,

the amount specified in sub-paragraph (7) (“the specified amount”).

(2) Where this paragraph applies, paragraphs 4 to 11 do not apply; but in any case where the applicant is a lone parent, and the specified amount would be less than the amount specified in paragraph 5, then paragraph 5 applies instead of this paragraph.

(3) Notwithstanding paragraph 33 (calculation of income and capital of members of applicant's family and of a polygamous marriage), if sub-paragraph (1) applies to one member of a couple (“A”) it does not apply to the other member of that couple (“B”) except to the extent provided in sub-paragraph (4).

(4) Where A's earnings are less than the specified amount, there must also be disregarded so much of B's earnings as would not when aggregated with A's earnings exceed the specified amount; but the amount of B's earnings which may be disregarded under this sub-paragraph is limited to a maximum of £20 unless the Secretary of State is satisfied that B is also undertaking exempt work.

(5) This sub-paragraph applies to a person who is—

(a) in receipt of a contributory employment and support allowance;

(b) in receipt of incapacity benefit;

(c) in receipt of severe disablement allowance; or

(d) being credited with earnings on the grounds of incapacity for work or limited capability for work under regulation 8B of the Social Security (Credits) Regulations 1975.

- (6) "Exempt work" means work of the kind described in
- (a) regulation 45(2), (3) or (4) of the Employment and Support Allowance Regulations 2008; or (as the case may be)
  - (b) regulation 17(2), (3) or (4) of the Social Security (Incapacity for Work) (General) Regulations 1995,

and, in determining for the purposes of this paragraph whether an applicant or a member of a couple is undertaking any type of exempt work, it is immaterial whether that person or their partner is also undertaking other work.

- (7) The specified amount is the amount of money from time to time mentioned in any provision referred to in sub-paragraph (6) by virtue of which the work referred to in sub-paragraph (1) is exempt (or, where more than one such provision is relevant and those provisions mention different amounts of money, the highest of those amounts).

**13.**

Any amount or the balance of any amount which would fall to be disregarded under paragraph 23 or 24 of Schedule 8 had the applicant's income which does not consist of earnings been sufficient to entitle him to the full disregard thereunder.

**14.**

Where an applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, his earnings.

**15.**

Any earnings derived from employment which are payable in a country outside the United Kingdom for such period during which there is a prohibition against the transfer to the United Kingdom of those earnings.

**16.**

Where a payment of earnings is made in a currency other than Sterling, any banking charge or commission payable in converting that payment into Sterling.

**17.**

Any earnings of a child or young person.

**18.—**

- (1) In a case where the applicant is a person who satisfies at least one of the conditions set out in sub-paragraph (2), and his net earnings equal or exceed the total of the amounts set out in sub-paragraph (3), the amount of his earnings that falls to be disregarded under paragraphs 4 to 12 must be increased by £17.10.

(2) The conditions of this sub-paragraph are that—

- (a) the applicant, or if he is a member of a couple, either the applicant or his partner, is a person to whom regulation 20(1)(c) of the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 applies; or

(b) the applicant—

(i) is, or if he is a member of a couple, at least one member of that couple is aged at least 25 and is engaged in remunerative work for on average not less than 30 hours per week; or

(ii) is a member of a couple and—

(aa) at least one member of that couple, is engaged in remunerative work for on average not less than 16 hours per week; and

(bb) his applicable amount includes a family premium under paragraph 4 of Schedule 3; or

(iii) is a lone parent who is engaged in remunerative work for on average not less than 16 hours per week; or

(iv) is, or if he is a member of a couple, at least one member of that couple is engaged in remunerative work for on average not less than 16 hours per week; and—

(aa) the applicant's applicable amount includes a disability premium under paragraph 9, the work-related activity component under paragraph 21 or the support component under paragraph 22 of Schedule 3 respectively;

(bb) where he is a member of a couple, at least one member of that couple satisfies the qualifying conditions for the disability premium or either of the components referred to in paragraph (aa) above and is engaged in remunerative work for on average not less than 16 hours per week; or

(c) the applicant is, or if he has a partner, one of them is, a person to whom regulation 18(3) of the Working Tax Credit (Entitlement and Maximum Rate) Regulations 2002 (eligibility for 50 plus element) applies, or would apply if an application for working tax credit were to be made in his case.

(3) The following are the amounts referred to in sub-paragraph (1) —

(a) the amount calculated as disregardable from the applicant's earnings under paragraphs 4 to 12;

(b) the amount of child care charges calculated as deductible under paragraph 57(1)(c); and

(c) £17.10.

(4) The provisions of paragraph 10 (remunerative work) apply in determining whether or not a person works for on average not less than 30 hours per week, but as if the reference to 16 hours in sub-paragraph (1) of that paragraph were a reference to 30 hours.

**19.**

In this Schedule “part-time employment” means employment in which the person is engaged on average for less than 16 hours a week.

**Schedule 8**  
**Sums disregarded in the calculation of income other than earnings: persons who are not pensioners**

1. Any payment made to the applicant in respect of any child care, travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Work for Your Benefit Pilot Scheme.
2. Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Mandatory Work Activity Scheme.
3. Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Employment, Skills and Enterprise Scheme.
4. Any amount paid by way of tax on income which is to be taken into account under regulation 30 (calculation of income other than earnings).
5. Any payment in respect of any expenses incurred or to be incurred by an applicant who is—
  - (a) engaged by a charitable or voluntary organisation, or
  - (b) a volunteer,
 if he otherwise derives no remuneration or profit from the employment and is not to be treated as possessing any earnings under paragraph 56(5) (notional income: persons who are not pensioners).
6. Any payment in respect of expenses arising out of the applicant's participation in a service user group.
7. In the case of employment as an employed earner, any payment in respect of expenses wholly, exclusively and necessarily incurred in the performance of the duties of the employment.
8. Where an applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, the whole of his income.
9. Where the applicant is a member of a joint-claim couple for the purposes of the Jobseekers Act and his partner is on an income-based jobseeker's allowance, the whole of the applicant's income.
10. Where the applicant, or the person who was the partner of the applicant on 31st March 2003, was entitled on that date to income support or an income-based jobseeker's allowance but ceased to be so entitled on or before 5th April 2003 by virtue only of regulation 13 of the Housing Benefit (General) Amendment (No. 3) Regulations 1999 as in force at that date, the whole of his income.
11. Any disability living allowance, personal independence payment or an AFIP.
12. Any concessionary payment made to compensate for the non-payment of—
  - (a) any payment specified in paragraph 11 or 14;
  - (b) income support;
  - (c) an income-based jobseeker's allowance;
  - (d) an income-related employment and support allowance.
13. Any mobility supplement under article 20 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (including such a supplement by virtue of any other scheme or order) or under article 25A of the Personal Injuries (Civilians) Scheme 1983 or any payment intended to compensate for the non-payment of such a supplement.
14. Any attendance allowance.
15. Any payment to the applicant as holder of the Victoria Cross or of the George Cross or any analogous payment.

**16.—**

(1) Any payment—

(a) by way of an education maintenance allowance made pursuant to—

- (i) regulations made under section 518 of the Education Act 1996 (payment of school expenses; grant of scholarships etc.);
- (ii) regulations made under section 49 or 73(f) of the Education (Scotland) Act 1980 (power to assist persons to take advantage of educational facilities);
- (iii) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992;

(b) corresponding to such an education maintenance allowance, made pursuant to—

- (i) section 14 or section 181 of the Education Act 2002 (power of Secretary of State and the Welsh Ministers to give financial assistance for purposes related to education or childcare, and allowances in respect of education or training); or
- (ii) regulations made under section 181 of that Act; or
- (c) in England, by way of financial assistance made pursuant to section 14 of the Education Act 2002.

(2) Any payment, other than a payment to which sub-paragraph (1) applies, made pursuant to—

- (a) regulations made under section 518 of the Education Act 1996;
- (b) regulations made under section 49 of the Education (Scotland) Act 1980; or
- (c) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992,

in respect of a course of study attended by a child or a young person or a person who is in receipt of an education maintenance allowance or other payment made pursuant to any provision specified in sub-paragraph (1).

**17.**

Any payment made to the applicant by way of a repayment under regulation 11(2) of the Education (Teacher Student Loans) (Repayment etc.) Regulations 2002.

**18.—**

(1) Any payment made pursuant to section 2 of the 1973 Act or section 2 of the Enterprise and New Towns (Scotland) Act 1990 except a payment—

- (a) made as a substitute for income support, a jobseeker's allowance, incapacity benefit, severe disablement allowance or an employment and support allowance;
- (b) of an allowance referred to in section 2(3) of the Employment and Training Act 1973 or section 2(5) of the Enterprise and New Towns (Scotland) Act 1990; or
- (c) intended to meet the cost of living expenses which relate to any one or more of the items specified in sub-paragraph (2) whilst an applicant is participating in an education, training or other scheme to help him enhance his employment prospects unless the payment is a Career Development Loan paid pursuant to section 2 of the 1973 Act and the period of education or training or the scheme, which is supported by that loan, has been completed.

(2) The items specified in this sub-paragraph for the purposes of sub-paragraph (1)(c) are food, ordinary clothing or footwear, household fuel or rent of the applicant or, where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.

**19.—**

(1) Subject to sub-paragraph (2), any of the following payments—

- (a) a charitable payment;
- (b) a voluntary payment;
- (c) a payment (not falling within paragraph (a) or (b) above) from a trust whose funds are derived from a payment made in consequence of any personal injury to the applicant;
- (d) a payment under an annuity purchased—

- (i) pursuant to any agreement or court order to make payments to the applicant; or
- (ii) from funds derived from a payment made, in consequence of any personal injury to the applicant; or
- (e) a payment (not falling within paragraphs (a) to (d)) received by virtue of any agreement or court order to make payments to the applicant in consequence of any personal injury to the applicant.

- (2) Sub-paragraph (1) does not apply to a payment which is made or due to be made by—
- (a) a former partner of the applicant, or a former partner of any member of the applicant's family; or
  - (b) the parent of a child or young person where that child or young person is a member of the applicant's family.

**20.**

Subject to paragraph 40, any of the following, namely—

- (a) a war disablement pension (except insofar as such a pension falls to be disregarded under paragraph 13 or 14 );
- (b) a war widow's pension or war widower's pension;
- (c) a pension payable to a person as a widow, widower or surviving civil partner under any power of Her Majesty otherwise than under an enactment to make provision about pensions for or in respect of persons who have been disabled or have died in consequence of service as members of the armed forces of the Crown;
- (d) a guaranteed income payment and, if the amount of that payment has been abated to less than £10 by a pension or payment falling within article 31(1)(a) or (b) of the Armed Forces and Reserve Forces (Compensation Scheme) Order 2005, so much of that pension or payment as would not, in aggregate with the amount of any guaranteed income payment disregarded, exceed £10;
- (e) a payment made to compensate for the non-payment of such a pension or payment as is mentioned in any of the preceding sub-paragraphs;
- (f) a pension paid by the government of a country outside Great Britain which is analogous to any of the pensions or payments mentioned in paragraphs (a) to (d) above;
- (g) pension paid to victims of National Socialist persecution under any special provision made by the law of the Federal Republic of Germany, or any part of it, or of the Republic of Austria.

**21.**

Subject to paragraph 40, £15 of any—

- (a) widowed mother's allowance paid pursuant to section 37 of the SSCBA;
- (b) widowed parent's allowance paid pursuant to section 39A of the SSCBA.

**22.—**

- (1) Any income derived from capital to which the applicant is or is treated under paragraph 70 (capital jointly held) as beneficially entitled but, subject to sub-paragraph (2), not income derived from capital disregarded under paragraphs 4, 5, 7, 11, 17 or 30 to 33 of Schedule 10.
- (2) Income derived from capital disregarded under paragraphs 5, 7 or 30 to 33 of Schedule 10 but only to the extent of—
  - (a) any mortgage repayments made in respect of the dwelling or premises in the period during which that income accrued; or
  - (b) any council tax or water charges which the applicant is liable to pay in respect of the dwelling or premises and which are paid in the period during which that income accrued.
- (3) The definition of ““water charges”” in paragraph 2(1) (interpretation) applies to sub-paragraph (2) of this paragraph with the omission of the words ““in so far as such charges are in respect of the dwelling which a person occupies as his home””.

**23.**

Where the applicant makes a parental contribution in respect of a student attending a course at an establishment in the United Kingdom or undergoing education in the United Kingdom, which contribution has been assessed for the purposes of calculating—

- (a) under, or pursuant to regulations made under powers conferred by, section 22 of the Teaching and Higher Education Act 1998, that student's award;
- (b) under regulations made in exercise of the powers conferred by section 49 of the Education (Scotland) Act 1980, that student's bursary, scholarship, or other allowance under that section or under regulations made in exercise of the powers conferred by section 73 of that Act of 1980, any payment to that student under that section; or
- (c) the student's student loan,  
an amount equal to the weekly amount of that parental contribution, but only in respect of the period for which that contribution is assessed as being payable.

**24.—**

(1) Where the applicant is the parent of a student aged under 25 in advanced education who either—

- (a) is not in receipt of any award, grant or student loan in respect of that education; or
- (b) is in receipt of an award bestowed by virtue of the Teaching and Higher Education Act 1998, or regulations made thereunder, or a bursary, scholarship or other allowance under section 49(1) of the Education (Scotland) Act 1980, or a payment under section 73 of that Act of 1980,

and the applicant makes payments by way of a contribution towards the student's maintenance, other than a parental contribution falling within paragraph 23, an amount specified in sub-paragraph (2) in respect of each week during the student's term.

(2) For the purposes of sub-paragraph (1), the amount must be equal to—

- (a) the weekly amount of the payments; or
- (b) the amount by way of a personal allowance for a single applicant under 25 less the weekly amount of any award, bursary, scholarship, allowance or payment referred to in sub-paragraph (1)(b), whichever is less.

**25.**

Any payment made to the applicant by a child or young person or a non-dependant.

**26.**

Where the applicant occupies a dwelling as his home and the dwelling is also occupied by a person other than one to whom paragraph 25 or 27 refers and there is a contractual liability to make payments to the applicant in respect of the occupation of the dwelling by that person or a member of his family—

- (a) where the aggregate of any payments made in respect of any one week in respect of the occupation of the dwelling by that person or a member of his family, or by that person and a member of his family, is less than £20, the whole of that amount; or
- (b) where the aggregate of any such payments is £20 or more per week, £20.

**27.**

Where the applicant occupies a dwelling as his home and he provides in that dwelling board and lodging accommodation, an amount, in respect of each person for which such accommodation is provided for the whole or any part of a week, equal to—

- (a) where the aggregate of any payments made in respect of any one week in respect of such accommodation provided to such person does not exceed £20, 100 per cent of such payments;
- (b) where the aggregate of any such payments exceeds £20, £20 and 50 per cent of the excess over £20.

**28.—**

- (1) Any income in kind, except where paragraph 54(10)(b) (provision of support under section 95 or 98 of the Immigration and Asylum Act 1999 in the calculation of income other than earnings) applies.
- (2) The reference in sub-paragraph (1) to ““income in kind”” does not include a payment to a third party made in respect of the applicant which is used by the third party to provide benefits in kind to the applicant.

**29.**

Any income which is payable in a country outside the United Kingdom for such period during which there is a prohibition against the transfer to the United Kingdom of that income.

**30.—**

- (1) Any payment made to the applicant in respect of a person who is a member of his family—
  - (a) pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002 or in accordance or with a scheme approved by the Scottish Ministers under section 51A of the Adoption (Scotland) Act 1978 (schemes for payments of allowances to adopters) or in accordance with an adoption allowance scheme made under section 71 of the Adoption and Children (Scotland) Act 2007 (adoption allowances schemes);
  - (b) which is a payment made by a local authority in pursuance of section 15(1) of, and paragraph 15 of Schedule 1 to, the Children Act 1989 (local authority contribution to a child's maintenance where the child is living with a person as a result of a residence order) or in Scotland section 50 of the Children Act 1975 (payments towards maintenance of children);
  - (c) which is a payment made by an authority, as defined in Article 2 of the Children (Northern Ireland) Order 1995, in pursuance of Article 15 of, and paragraph 17 of Schedule 1 to, that Order (contribution by an authority to child's maintenance);
  - (d) in accordance with regulations made pursuant to section 14F of the Children Act 1989 (special guardianship support services);
- (2) Any payment, other than a payment to which sub-paragraph (1)(a) applies, made to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.

**31.**

Any payment made to the applicant with whom a person is accommodated by virtue of arrangements made—

- (a) by a local authority under—
  - (i) section 23(2)(a) of the Children Act 1989 (provision of accommodation and maintenance for a child whom they are looking after),
  - (ii) section 26 of the Children (Scotland) Act 1995 (manner of provision of accommodation to child looked after by local authority), or
  - (iii) regulations 33 or 51 of the Looked After Children (Scotland) Regulations 2009 (fostering and kinship care allowances and fostering allowances); or
- (b) by a voluntary organisation under section 59(1)(a) of the Children Act 1989 (provision of accommodation by voluntary organisations).

**32.**

Any payment made to the applicant or his partner for a person (“the person concerned”), who is not normally a member of the applicant's household but is temporarily in his care, by—

- (a) a health authority;
- (b) a local authority but excluding payments of housing benefit made in respect of the person concerned;
- (c) a voluntary organisation;
- (d) the person concerned pursuant to section 26(3A) of the National Assistance Act 1948;
- (e) a primary care trust established under section 16A of the National Health Service Act 1977 or established by an order made under section 18(2)(c) of the National Health Service Act 2006; or

(f) a Local Health Board established under section 11 of the National Health Service (Wales) Act 2006.

**33.**

Any payment made by a local authority in accordance with section 17, 23B, 23C or 24A of the Children Act 1989 or, as the case may be, section 12 of the Social Work (Scotland) Act 1968 or section 22, 29 or 30 of the Children (Scotland) Act 1995 (provision of services for children and their families and advice and assistance to certain children).

**34.—**

(1) Subject to sub-paragraph (2), any payment (or part of a payment) made by a local authority in accordance with section 23C of the Children Act 1989 or section 29 of the Children (Scotland) Act 1995 (local authorities' duty to promote welfare of children and powers to grant financial assistance to persons in, or formerly in, their care) to a person ("A") which A passes on to the applicant.

(2) Sub-paragraph (1) applies only where A—

- (a) was formerly in the applicant's care, and
- (b) is aged 18 or over, and
- (c) continues to live with the applicant.

**35.—**

(1) Subject to sub-paragraph (2), any payment received under an insurance policy taken out to insure against the risk of being unable to maintain repayments—

- (a) on a loan which is secured on the dwelling which the applicant occupies as his home; or
- (b) under a regulated agreement as defined for the purposes of the Consumer Credit Act 1974 or under a hire-purchase agreement or a conditional sale agreement as defined for the purposes of Part 3 of the Hire-Purchase Act 1964.

(2) A payment referred to in sub-paragraph (1) is only to be disregarded to the extent that the payment received under that policy does not exceed the amounts, calculated on a weekly basis, which are used to—

- (a) maintain the repayments referred to in sub-paragraph (1)(a) or, as the case may be, (1)(b); and
- (b) meet any amount due by way of premiums on—
  - (i) that policy; or
  - (ii) in a case to which sub-paragraph (1)(a) applies, an insurance policy taken out to insure against loss or damage to any building or part of a building which is occupied by the applicant as his home and which is required as a condition of the loan referred to in sub-paragraph (1)(a).

**36.**

Any payment of income which by virtue of paragraph 64 (income treated as capital: persons who are not pensioners) is to be treated as capital.

**37.**

Any—

- (a) social fund payment made pursuant to Part 8 of the SSCBA (the social fund); or
- (b) occasional assistance.

**38.**

Any payment under Part 10 of the SSCBA (Christmas bonus for pensioners).

**39.**

Where a payment of income is made in a currency other than sterling, any banking charge or commission payable in converting that payment into sterling.

**40.**

The total of an applicant's income or, if he is a member of a family, the family's income and the income of any person which he is treated as possessing under paragraph 33(3) (calculation of income and capital of members of applicant's family and of a polygamous marriage) to be disregarded under paragraph 77(2)(b) and paragraph 78(1)(d) (calculation of covenant income where a contribution assessed, covenant income where no grant income or no contribution is assessed), paragraph 81(2) (treatment of student loans), paragraph 82(3) (treatment of payments from access funds) and paragraphs 20 and 21 must in no case exceed £20 per week.

**41.—**

(1) Any payment made under or by any of the Trusts, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006).

(2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—

(a) that person's partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;

(b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or

(c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.

(3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person provided that the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced or, where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—

(a) the person who is suffering from haemophilia or who is a qualifying person;

(b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or

(c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.

(4) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where—

(a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person's family; and

(b) the payment is made either—

(i) to that person's parent or step-parent, or

(ii) where that person at the date of the payment is a child, a young person or a student who has not completed his education and has no parent or step-parent, to his guardian, but only for a period from the date of the payment until the end of two years from that person's death.

(5) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where—

(a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who was or had been a member of his family; and

- (b) the payment is made either—
  - (i) to that person's parent or step-parent, or
  - (ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian, but only for a period of two years from the relevant date.
- (6) In the case of a person to whom or for whose benefit a payment referred to in this paragraph is made, any income which derives from any payment of income or capital made under or deriving from any of the Trusts.
- (7) For the purposes of sub-paragraphs (2) to (6), any reference to the Trusts is to be construed as including a reference to the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation and the London Bombings Relief Charitable Fund.

**42.**

Any housing benefit.

**43.**

Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.

**44.**

Any payment to a juror or witness in respect of attendance at a court other than compensation for loss of earnings or for the loss of a benefit payable under the benefit Acts.

**45.**

Any payment in consequence of a reduction of council tax under section 13 of the 1992 Act (reduction of liability for council tax).

**46.—**

(1) Any payment or repayment made—

- (a) as respects England, under regulation 5, 6 or 12 of the National Health Service (Travel Expenses and Remission of Charges) Regulations 2003 (travelling expenses and health service supplies);
- (b) as respects Wales, under regulation 5, 6 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Wales) Regulations 2007 (travelling expenses and health service supplies);
- (c) as respects Scotland, under regulation 3, 5 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Scotland) (No. 2) Regulations 2003 (travelling expenses and health service supplies).

(2) Any payment or repayment made by the Secretary of State for Health, the Scottish Ministers or the Welsh Ministers which is analogous to a payment or repayment mentioned in sub-paragraph (1).

**47.**

Any payment made to such persons entitled to receive benefits as may be determined by or under a scheme made pursuant to section 13 of the Social Security Act 1988 in lieu of vouchers or similar arrangements in connection with the provision of those benefits (including payments made in place of healthy start vouchers, milk tokens or the supply of vitamins).

**48.**

Any payment made by either the Secretary of State for Justice or by the Scottish Ministers under a scheme established to assist relatives and other persons to visit persons in custody.

**49.—**

(1) Where an applicant's applicable amount includes an amount by way of family premium, £15 of any payment of maintenance, other than child maintenance, whether under a court order or not, which is made or due to be made by the applicant's former partner, or the applicant's partner's former partner.

(2) For the purpose of sub-paragraph (1) where more than one maintenance payment falls to be taken into account in any week, all such payments must be aggregated and treated as if they were a single payment.

(3) A payment made by the Secretary of State in lieu of maintenance must, for the purpose of sub-paragraph (1), be treated as a payment of maintenance made by a person specified in sub-paragraph (1).

**50.—**

(1) Any payment of child maintenance made or derived from a liable relative where the child or young person in respect of whom the payment is made is a member of the applicant's family, except where the person making the payment is the applicant or the applicant's partner.

(2) In sub-paragraph (1) —

“child maintenance” means any payment towards the maintenance of a child or young person, including any payment made voluntarily and payments made under—

(a) the Child Support Act 1991;

(b) the Child Support (Northern Ireland) Order 1991;

(c) a court order;

(d) a consent order;

(e) a maintenance agreement registered for execution in the Books of Council and Session or the sheriff court books;

“liable relative” means a person listed in regulation 54 (interpretation) of the Income Support (General) Regulations 1987, other than a person falling within sub-paragraph (d) of that definition.

**51.**

Any payment (other than a training allowance) made, whether by the Secretary of State or any other person, under the Disabled Persons (Employment) Act 1944 to assist disabled persons to obtain or retain employment despite their disability.

**52.**

Any guardian's allowance.

**53.—**

(1) If the applicant is in receipt of any benefit under Part 2, 3 or 5 of the SSCBA, any increase in the rate of that benefit arising under Part 4 (increases for dependants) or section 106(a) (unemployability supplement) of that Act, where the dependant in respect of whom the increase is paid is not a member of the applicant's family.

(2) If the applicant is in receipt of any pension or allowance under Part 2 or 3 of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006, any increase in the rate of that pension or allowance under that Order, where the dependant in respect of whom the increase is paid is not a member of the applicant's family.

**54.**

Any supplementary pension under article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006 (pensions to surviving spouses and surviving civil partners) and any analogous payment made by the Secretary of State for Defence to any person who is not a person entitled under that Order.

**55.**

In the case of a pension awarded at the supplementary rate under article 27(3) of the Personal Injuries (Civilians) Scheme 1983 (pensions to widows, widowers or surviving civil partners), the sum specified in paragraph 1(c) of Schedule 4 to that Scheme.

**56.—**

(1) Any payment which is—

(a) made under any of the Dispensing Instruments to a widow, widower or surviving civil partner of a person—

(i) whose death was attributable to service in a capacity analogous to service as a member of the armed forces of the Crown; and

(ii) whose service in such capacity terminated before 31st March 1973; and

(b) equal to the amount specified in article 23(2) of the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions Order 2006.

(2) In this paragraph “the Dispensing Instruments” means the Order in Council of 19th December 1881, the Royal Warrant of 27th October 1884 and the Order by His Majesty of 14th January 1922 (exceptional grants of pay, non-effective pay and allowances).

**57.**

Any council tax benefit to which the applicant is entitled.

**58.**

Except in a case which falls under sub-paragraph (1) of paragraph 18 of Schedule 7, where the applicant is a person who satisfies any of the conditions of sub-paragraph (2) of that paragraph, any amount of working tax credit up to £17.10.

**59.**

Any payment made under section 12B of the Social Work (Scotland) Act 1968, or under sections 12A to 12D of the National Health Service Act 2006 (direct payments for health care) or under regulations made under section 57 of the Health and Social Care Act 2001 (direct payments).

**60.—**

(1) Subject to sub-paragraph (2), in respect of a person who is receiving, or who has received, assistance under the self-employment route, any payment to that person—

(a) to meet expenses wholly and necessarily incurred whilst carrying on the commercial activity;

(b) which is used or intended to be used to maintain repayments on a loan taken out by that person for the purpose of establishing or carrying on the commercial activity, in respect of which such assistance is or was received.

(2) Sub-paragraph (1) applies only in respect of payments which are paid to that person from the special account.

**61.—**

(1) Any payment of a sports award except to the extent that it has been made in respect of any one or more of the items specified in sub-paragraph (2).

(2) The items specified for the purposes of sub-paragraph (1) are food, ordinary clothing or footwear, household fuel or rent of the applicant or where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.

(3) For the purposes of sub-paragraph (2) “food” does not include vitamins, minerals or other special dietary supplements intended to enhance the performance of the person in the sport in respect of which the award was made.

**62.**

Where the amount of subsistence allowance paid to a person in a reduction week exceeds the amount of income-based jobseeker's allowance that person would have received in that reduction week had it been payable to him, less 50p, that excess amount.

**63.**

In the case of an applicant participating in an employment zone programme, any discretionary payment made by an employment zone contractor to the applicant, being a fee, grant, loan or otherwise.

**64.**

Any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001.

**65.—**

(1) Any payment made by a local authority or by the Welsh Ministers, to or on behalf of the applicant or his partner relating to a service which is provided to develop or sustain the capacity of the applicant or his partner to live independently in his accommodation.

(2) For the purposes of sub-paragraph (1) ““local authority”” includes, in England, a county council.

**66.**

Any payment of child benefit.

**67**

Any Bereavement Support Payment under section 30 of the Pensions Act 2014 (bereavement support payment) except any such payment which is disregarded as capital under paragraph 12(1)(g) or 65 of Schedule 10.

**Schedule 9**  
**Capital disregards: pensioners**

### **Capital disregards: pensioners**

1. Any premises acquired for occupation by the applicant which he intends to occupy as his home within 26 weeks of the date of acquisition or such longer period as is reasonable in the circumstances to enable the applicant to obtain possession and commence occupation of the premises.
2. Any premises which the applicant intends to occupy as his home, and in respect of which he is taking steps to obtain possession and has sought legal advice, or has commenced legal proceedings, with a view to obtaining possession, for a period of 26 weeks from the date on which he first sought such advice or first commenced such proceedings whichever is the earlier, or such longer period as is reasonable in the circumstances to enable him to obtain possession and commence occupation of those premises.
3. Any premises which the applicant intends to occupy as his home to which essential repairs or alterations are required in order to render them fit for such occupation, for a period of 26 weeks from the date on which the applicant first takes steps to effect those repairs or alterations, or such longer period as is necessary to enable those repairs or alterations to be carried out.
4. Any premises occupied in whole or in part—
  - (a) by a person who is a relative of the applicant or his partner as his home where that person has attained the qualifying age for state pension credit or is incapacitated;
  - (b) by the former partner of the applicant as his home; but this provision does not apply where the former partner is a person from whom the applicant is estranged or divorced or with whom he had formed a civil partnership that has been dissolved.
5. Any future interest in property of any kind, other than land or premises in respect of which the applicant has granted a subsisting lease or tenancy, including sub-leases or sub-tenancies.
6. Where an applicant has ceased to occupy what was formerly the dwelling occupied as the home following his estrangement or divorce from his former partner or the dissolution of a civil partnership with his former partner, that dwelling for a period of 26 weeks from the date on which he ceased to occupy that dwelling or, where the dwelling is occupied as the home by the former partner who is a lone parent, for so long as it is so occupied.
7. Any premises where the applicant is taking reasonable steps to dispose of the whole of his interest in those premises, for a period of 26 weeks from the date on which he first took such steps, or such longer period as is reasonable in the circumstances to enable him to dispose of those premises.
8. All personal possessions.
9. The assets of any business owned in whole or in part by the applicant and for the purposes of which he is engaged as a self-employed earner or, if he has ceased to be so engaged, for such period as may be reasonable in the circumstances to allow for disposal of those assets.
10. The assets of any business owned in whole or in part by the applicant if—
  - (a) he is not engaged as a self-employed earner in that business by reason of some disease or bodily or mental disablement; but
  - (b) he intends to become engaged (or, as the case may be, re-engaged) as a self-employed earner in that business as soon as he recovers or is able to become engaged, or re-engaged, in that business, for a period of 26 weeks from the date on which the application for a reduction under this scheme is made or, if it is unreasonable to expect him to become engaged or re-engaged in that business within that period, for such longer period as is reasonable in the circumstances to enable him to become so engaged or re-engaged.

11. The surrender value of any policy of life insurance.
12. The value of any funeral plan contract; and for this purpose, ““funeral plan contract”” means a contract under which—
- (a) the applicant makes one or more payments to another person (““the provider””);
  - (b) the provider undertakes to provide, or secure the provision of, a funeral in the United Kingdom for the applicant on his death; and
  - (c) the sole purpose of the plan is to provide or secure the provision of a funeral for the applicant on his death.
13. Where an ex-gratia payment has been made by the Secretary of State on or after 1st February 2001 in consequence of the imprisonment or internment of—
- (a) the applicant;
  - (b) the applicant's partner;
  - (c) the applicant's deceased spouse or deceased civil partner; or
  - (d) the applicant's partner's deceased spouse or deceased civil partner, by the Japanese during the Second World War, an amount equal to that payment.
- 14.—(1) Subject to sub-paragraph (2), the amount of any trust payment made to an applicant or an applicant's partner who is—
- (a) a diagnosed person;
  - (b) a diagnosed person's partner or was a diagnosed person's partner at the time of the diagnosed person's death; or
  - (c) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death.
- (2) Where a trust payment is made to—
- (a) a person referred to in sub-paragraph (1)(a) or (b), that sub-paragraph applies for the period beginning on the date on which the trust payment is made and ending on the date on which that person dies;
  - (b) a person referred to in sub-paragraph (1)(c), that sub-paragraph applies for the period beginning on the date on which the trust payment is made and ending two years after that date.
- (3) Subject to sub-paragraph (4), the amount of any payment by a person to whom a trust payment has been made or of any payment out of the estate of a person to whom a trust payment has been made, which is made to an applicant or an applicant's partner who is—
- (a) the diagnosed person;
  - (b) a diagnosed person's partner or was a diagnosed person's partner at the date of the diagnosed person's death; or
  - (c) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death.
- (4) Where a payment such as referred to in sub-paragraph (3) is made to—
- (a) a person referred to in sub-paragraph (3)(a) or (b), that sub-paragraph applies for the period beginning on the date on which the payment is made and ending on the date on which that person dies;
  - (b) a person referred to in sub-paragraph (3)(c), that sub-paragraph applies for the period beginning on the date on which the payment is made and ending two years after that date.
- (5) In this paragraph, a reference to a person—
- (a) being the diagnosed person's partner;
  - (b) acting in place of the diagnosed person's parents,
- at the date of the diagnosed person's death includes a person who would have been such a person or a person who would have been so acting, but for the diagnosed person residing in a care home or an independent hospital.
- (6) In this paragraph—
- “diagnosed person” means a person who has been diagnosed as suffering from, or who, after his death, has been diagnosed as having suffered from, variant Creutzfeldt-Jakob disease;

“relevant trust” means a trust established out of funds provided by the Secretary of State in respect of persons who suffered, or who are suffering, from variant Creutzfeldt-Jakob disease for the benefit of persons eligible for payments in accordance with its provisions; “trust payment” means a payment under a relevant trust.

**15.**

The amount of any payment, other than a war pension, to compensate for the fact that the applicant, the applicant's partner, the applicant's deceased spouse or civil partner or the applicant's partner's deceased spouse or civil partner—

- (a) was a slave labourer or a forced labourer;
- (b) had suffered property loss or had suffered personal injury; or
- (c) was a parent of a child who had died, during the Second World War.

**16.—**

(1) Any payment made under or by—

- (a) the Macfarlane Trust, the Macfarlane (Special Payments) Trust, the Macfarlane (Special Payments) (No. 2) Trust, the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, the Scottish Infected Blood Support Scheme, an approved blood scheme, the London Emergencies Trust, the We Love Manchester Emergency Fund, the Windrush Compensation Scheme, the National Emergencies Trust or the London Bombings Relief Charitable Fund (collectively referred to in this paragraph as “the Trusts”); or, or the London Bombings Relief Charitable Fund (collectively referred to in this paragraph as “the Trusts”); or
- (b) the Independent Living Fund (2006).

(1A) Any Grenfell Tower support payment

(1B) Any payment made by the Child Migrants Trust (registered charity number 1171479) under the scheme for former British child migrants.

(2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts or from a Grenfell Tower support payment and which is made to or for the benefit of that person's partner or former partner—

- (a) from whom he is not, or where that person has died was not, estranged or divorced, or
- (b) with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death.

(3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person which derives from a payment made under or by any of the Trusts or from a Grenfell Tower support payment and which is made to or for the benefit of the person who is suffering from haemophilia or who is a qualifying person.

(4) Sub-paragraph (3) does not apply if—

- (a) the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced, or
- (b) where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death.

(5) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts or from a Grenfell Tower support payment, where—

- (a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child who is or had been a member of that person's household; and

(b) the payment is made either—

- (i) to that person's parent or step-parent; or
- (ii) where that person at the date of the payment is a child or a student who has not completed his full-time education and has no parent or step-parent, to any person standing in the place of his parent, but only for a period from the date of the payment until the end of two years from that person's death.

(6) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or by any of the Trusts or from a Grenfell Tower support payment, where—

- (a) that person at the date of his death (“the relevant date”) had no partner or former partner from whom he was not estranged or divorced or with whom he had formed a civil partnership that had not been dissolved, nor any child who was or had been a member of his household; and
- (b) the payment is made either—
  - (i) to that person's parent or step-parent; or
  - (ii) where that person at the relevant date was a child or a student who had not completed his full-time education and had no parent or step-parent, to any person standing in place of his parent, but only for a period of two years from the relevant date.

(7) In the case of a person to whom or for whose benefit a payment referred to in this paragraph is made, any capital resource which derives from—

- (a) any payment of income or capital made under or deriving from any of the Trusts; or
- (b) a Grenfell Tower support payment.

**16A.** Any payment made under, or by, a trust which is approved by the Secretary of State and which is established for the purpose of giving relief and assistance to a disabled person whose disabilities were caused by their mother having taken a preparation containing the drug known as Thalidomide during her pregnancy.

**17.—**

(1) An amount equal to the amount of any payment made in consequence of any personal injury to the applicant or, if the applicant has a partner, to the partner.

(2) Where the whole or part of the payment is administered—

- (a) by the High Court or the County Court under Rule 21.11(1) of the Civil Procedure Rules 1998, or the Court of Protection, or on behalf of a person where the payment can only be disposed of by order or direction of any such court;
- (b) in accordance with an order made under Rule 36.14 of the Ordinary Cause Rules 1993 or under Rule 128 of those Rules; or
- (c) in accordance with the terms of a trust established for the benefit of the applicant or his partner, the whole of the amount so administered.

**18.**

Any amount specified in paragraph 19, 20, 21 or 25 for a period of one year beginning with the date of receipt.

**19.**

Amounts paid under a policy of insurance in connection with the loss of or damage to the property occupied by the applicant as his home and to his personal possessions.

**20.**

So much of any amounts paid to the applicant or deposited in the applicant's name for the sole purpose of—

- (a) purchasing premises which the applicant intends to occupy as his home; or
- (b) effecting essential repairs or alterations to the premises occupied or intended to be occupied by the applicant as his home.

**21.—**

- (1) Subject to paragraph 22 any amount paid—
- (a) by way of arrears of benefit;
  - (b) by way of compensation for the late payment of benefit;
  - (c) in lieu of the payment of benefit;
  - (d) to rectify, or compensate for, an official error, as defined for the purposes of paragraph 22, being an amount to which that paragraph does not apply;
  - (e) by a local authority out of funds provided under either section 93 of the Local Government Act 2000 under a scheme known as “Supporting People” or section 91 of the Housing (Scotland) Act 2001;
  - (f) by way of occasional assistance including arrears and payments in lieu of occasional assistance (and in this paragraph “occasional assistance” has the same meaning as in Part 2 - Interpretations).
  - (g) to rectify, or compensate for, an error made by an officer of the Department for Work and Pensions which was not caused or materially contributed to by any person outside the Department and which prevented or delayed an assessment of the applicant’s entitlement to contributory employment and support allowance, being an amount to which paragraph 22(1A) does not apply.
- (2) In sub-paragraph (1), “benefit” means
- (a) attendance allowance under section 64 of the Act;
  - (b) disability living allowance;
  - (c) personal independence payment;
  - (d) an AFIP;
  - (e) income support;
  - (f) income-based jobseeker's allowance;
  - (g) state pension credit;
  - (h) housing benefit;
  - (i) council tax benefit;
  - (j) child tax credit;
  - (k) an increase of a disablement pension under section 104 of the SSCBA (increase where constant attendance is needed), and any further increase of such a pension under section 105 of the Act (increase for exceptionally severe disablement);
  - (l) any amount included on account of the applicant's exceptionally severe disablement or need for constant attendance in a war disablement pension or a war widow's or widower's pension;
  - (m) any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001;
  - (n) working tax credit;
  - (o) income-related employment and support allowance;
  - (p) social fund payments under Part 8 of the SSCBA;
  - (q) universal credit;
  - (r) maternity allowance under section 35 of the SSCBA(17) (state maternity allowance for employed or self-employed earner);
  - (s) early years assistance given in accordance with section 32 of the Social Security (Scotland) Act 2018;
  - (t) funeral expense assistance given in accordance with section 34 of that Act;
  - (u) any Scottish child payment assistance given in accordance with section 79 of that Act(14);
  - (v) any assistance given in accordance with the Carer’s Assistance (Young Carer Grants) (Scotland) Regulations 2019;
  - (w) short-term assistance given in accordance with regulations under section 36 of the Social Security (Scotland) Act 2018; or
  - (x) winter heating assistance given in accordance with regulations under section 30 of that Act.
- (3) In sub-paragraph (1) “contributory employment and support allowance” means an allowance under Part 1 of the Welfare Reform Act 2007(15) as amended by the provisions of Schedule 3, and Part 1 of Schedule 14, to the Welfare Reform Act

2012(16) that remove references to an income-related allowance.

**22.—**(1) Subject to sub-paragraph (3), any payment of £5,000 or more which has been made to rectify, or to compensate for, an official error or an error on a point of law relating to a relevant benefit and which has been received by the applicant in full on or after the day on which he became entitled to a reduction under this scheme.

(1A) Subject to paragraph (3), any payment of £5,000 or more received by the applicant in full on or after the day on which the applicant became entitled to a reduction under an authority's scheme which has been made to rectify, or compensate for, an error made by an officer of the Department for Work and Pensions which was not caused or materially contributed to by any person outside the Department and which prevented or delayed an assessment of the applicant's entitlement to contributory employment and support allowance.

(1B) In sub-paragraph (1A) "contributory employment and support allowance" has the meaning in paragraph 21(3).

(2) Subject to sub-paragraph (3), the total amount of any payments disregarded under—

(a) paragraph 7(2) of Schedule 10 to the Income Support (General) Regulations 1987;

(b) paragraph 12(2) of Schedule 8 to the Jobseeker's Allowance Regulations 1996(a);

(c) paragraph 9(2) of Schedule 5 to the Council Tax Benefit Regulations 2006;

(d) paragraph 20A of Schedule 5 to the State Pension Credit Regulations 2002,

(e) paragraph 11(2) of Schedule 9 to the Employment and Support Allowance Regulations 2008(b),

(f) paragraph 18 of Schedule 10 to the Universal Credit Regulations 2013(12) where the award in respect of which the payments last fell to be disregarded under those Regulations either terminated immediately before the relevant date or is still in existence at that date.

(g) regulations 10A to 10C of the Universal Credit (Transitional Provisions) Regulations 2014(17).

(3) Any disregard which applies under sub-paragraph (1), (1A) or (2) has effect until the award comes to an end.

(4) In this paragraph—

"the award", except in sub-paragraph (2), means

(a) the award of a reduction under the authority's scheme during which the relevant sum or, where it is paid in more than one instalment, the first instalment of that sum is received; and

(b) where that award is followed by one or more further awards which, or each of which, begins immediately after the previous award ends, such further awards until the end of the last such award, provided that, for such further awards, the applicant—

(i) is the person who received the relevant sum;

(ii) is the partner of that person; or

(iii) was the partner of that person at the date of his death; "official error"

(a) where the error relates to housing benefit, or council tax benefit (in respect of any period before 1st April 2013), has the meaning given by regulation 1(2) of the Housing Benefit and Council Tax Benefit (Decisions and Appeals) Regulations 2001; and

(b) where the error relates to any other relevant benefit, has the meaning given by regulation 1(3) of the Social Security and Child Support (Decisions and Appeals) Regulations 1999;

"the relevant date" means the date on which the application for a reduction under this scheme was made;

"relevant benefit" means any benefit specified in paragraph 21(2); and

"the relevant sum" means the total amount referred to in sub-paragraph (1).

**23.**Where a capital asset is held in a currency other than Sterling, any banking charge or commission payable in converting that capital into Sterling.

**24.**The value of the right to receive income from an occupational pension scheme or a personal pension scheme.

**25.**Any arrears of supplementary pension which is disregarded under paragraph 4 of Schedule 6 (amounts to be disregarded in the calculation of income other than earnings) or of any amount

which is disregarded under paragraph 5 or 6 of that Schedule.

- 26.**The dwelling occupied as the home; but only one dwelling is to be disregarded under this paragraph.
- 27.**—(1) Subject to sub-paragraph (2), where an applicant falls within class C (alternative maximum council tax reduction: pensioners), the whole of his capital.  
(2) Sub-paragraph (1) does not apply where an applicant falls within class B and class C.
- 28.** Where a person elects to be entitled to a lump sum under Schedule 5 or 5A to SSCBA or under Schedule 1 to the Social Security (Graduated Retirement Benefit) Regulations 2005, or is treated as having made such an election, and a payment has been made pursuant to that election, an amount equal to—
- (a) except where sub-paragraph (b) applies, the amount of any payment or payments made on account of that lump sum;
  - (b) the amount of that lump sum, but only for so long as that person does not change that election in favour of an increase of pension or benefit.
- 28A.** Where a person chooses a lump sum under section 8(2) of the Pensions Act 2014 or in accordance with Regulations made under section 10 of that Act which include provision corresponding or similar to section 8(2) of that Act, or fails to make a choice, and a lump sum payment has been made, an amount equal to—
- (a) except where sub-paragraph (b) applies, the amount of any payment or payments made on account of that lump sum; or
  - (b) the amount of that lump sum, but only for so long as that person does not alter that choice in favour of an increase of pension.
- 29.** Any payments made by virtue of regulations made under—
- (a) by virtue of regulations made under section 57 of the Health and Social Care Act 2001 (direct payments);
  - (b) Deleted by SI/2014/513
  - (c) by virtue of regulations made under sections 12A to 12C of the National Health Service Act 2006 (direct payments for health care);
  - (d) by virtue of regulations made under Article 15 of the Health and Personal Social Services (Northern Ireland) Order 1972 (general social welfare); or
  - (e) by virtue of regulations made under section 8 of the Carers and Direct Payments Act (Northern Ireland) 2002 (direct payments);
  - (f) under sections 31 to 33 of the Care Act 2014 (direct payments), or;
  - (g) by virtue of regulations made under section 50 or 52 of the Social Services and Well-being (Wales) Act 2014 (direct payments).
- 29ZA** Any payment made as a direct payment as defined in section 4(2) of the Social Care (Self-directed Support) (Scotland) Act 2013.
- 29A.** A payment made under the Age-Related Payments Regulations 2013(13).
- 29B.** Any payments to an applicant made under section 49 of the Children and Families Act 2014(a)(personal budgets and direct payments).
- 29C.** (1) Any payment made by a local authority in accordance with section 26A of the Children (Scotland) Act 1995 (duty to provide continuing care)(a).  
(2) Any payment or part of a payment made by a local authority in accordance with that section to a person (“A”) which A passes on to the applicant where A—
- (a) was formerly in the applicant’s care;
  - (b) is aged 16 or over; and
  - (c) continues to live with the applicant.
- 29D.**Any lump sum payment made in accordance with regulation 24 of the Victims’ Payments Regulations 2020.
- 29E.**Any sum paid by means of assistance in accordance with the Carer’s Assistance (Young Carer Grants) (Scotland) Regulations 2019.
- 29F.**Any sum paid by means of winter heating assistance in accordance with regulations under section 30 of the Social Security (Scotland) Act 2018.

## Part 2

### Capital disregarded only for the purposes of determining deemed income

- 30.**The value of the right to receive any income under a life interest or from a life rent.

- 31.**The value of the right to receive any rent except where the applicant has a reversionary interest in the property in respect of which rent is due.
- 32.**The value of the right to receive any income under an annuity or the surrender value (if any) of such an annuity.
- 33.**Where property is held under a trust, other than—
- (a) a charitable trust within the meaning of the Charities Act 1993; or
  - (b) a trust set up with any payment to which paragraph 16 applies, and under the terms of the trust, payments fall to be made, or the trustees have a discretion to make payments, to or for the benefit of the applicant or the applicant's partner, or both, that property.

**Schedule 10**  
**Capital disregards: persons who are not pensioners**

**Capital disregards: persons who are not pensioners**

1.  
Any payment made to the applicant in respect of any child care, travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Work for Your Benefit Scheme but only for 52 weeks beginning with the date of receipt of the payment.
2.  
Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Mandatory Work Activity Scheme but only for 52 weeks beginning with the date of receipt of the payment.
3.  
Any payment made to the applicant in respect of any travel or other expenses incurred, or to be incurred, by him in respect of his participation in the Employment, Skills and Enterprise Scheme but only for 52 weeks beginning with the date of receipt of the payment.
4.  
The dwelling together with any garage, garden and outbuildings, normally occupied by the applicant as his home including any premises not so occupied which it is impracticable or unreasonable to sell separately, but, notwithstanding paragraph 33 (calculation of income and capital of members of applicant's family and of a polygamous marriage), only one dwelling is to be disregarded under this paragraph.
5.  
Any premises acquired for occupation by the applicant which he intends to occupy as his home within 26 weeks of the date of acquisition or such longer period as is reasonable in the circumstances to enable the applicant to obtain possession and commence occupation of the premises.
6.  
Any sum directly attributable to the proceeds of sale of any premises formerly occupied by the applicant as his home which is to be used for the purchase of other premises intended for such occupation within 26 weeks of the date of sale or such longer period as is reasonable in the circumstances to enable the applicant to complete the purchase.
7.  
Any premises occupied in whole or in part—
  - (a) by a partner or relative of a single applicant or any member of the family as his home where that person has attained the qualifying age for state pension credit or is incapacitated;
  - (b) by the former partner of the applicant as his home; but this provision does not apply where the former partner is a person from whom the applicant is estranged or divorced or with whom he had formed a civil partnership that has been dissolved.
8.  
Where an applicant is on income support, an income-based jobseeker's allowance or an income-related employment and support allowance, the whole of his capital.
9.  
Where the applicant is a member of a joint-claim couple for the purposes of the Jobseekers Act 1995 and his partner is on income-based jobseeker's allowance, the whole of the applicant's capital.
10.  
Any future interest in property of any kind, other than land or premises in respect of which the applicant has granted a subsisting lease or tenancy, including sub-leases or sub-tenancies.
- 11.—
  - (1) The assets of any business owned in whole or in part by the applicant and for the purposes of which he is engaged as a self-employed earner, or if he has ceased to be so engaged, for such period as may be reasonable in the circumstances to allow for disposal of any such asset.
  - (2) The assets of any business owned in whole or in part by the applicant where—
    - (a) he is not engaged as a self-employed earner in that business by reason of some disease or bodily or mental disablement; but

- (b) he intends to become engaged or, as the case may be, re-engaged as a self-employed earner in that business as soon as he recovers or is able to become engaged or re-engaged in that business, for a period of 26 weeks from the date on which the application for a reduction under this scheme is made, or is treated as made, or, if it is unreasonable to expect him to become engaged or re-engaged in that business within that period, for such longer period as is reasonable in the circumstances to enable him to become so engaged or re-engaged.
- (3) In the case of a person who is receiving assistance under the self-employment route, the assets acquired by that person for the purpose of establishing or carrying on the commercial activity in respect of which such assistance is being received.
- (4) In the case of a person who has ceased carrying on the commercial activity in respect of which assistance was received as specified in sub-paragraph (3), the assets relating to that activity for such period as may be reasonable in the circumstances to allow for disposal of any such asset.

**12.—**

- (1) Subject to sub-paragraph (2), any arrears of, or any concessionary payment made to compensate for arrears due to the non-payment of—
  - (a) any payment specified in paragraphs 11, 13 or 14 of Schedule 8;
  - (b) an income-related benefit under Part 7 of the SSCBA;
  - (c) an income-based jobseeker's allowance;
  - (d) any discretionary housing payment paid pursuant to regulation 2(1) of the Discretionary Financial Assistance Regulations 2001;
  - (e) working tax credit and child tax credit;
  - (f) an income-related employment and support allowance,
  - (g) bereavement support payment under section 30 of the Pensions Act 2014, but only for a period of 52 weeks from the date of the receipt of arrears or of the concessionary payment.
- (2) In a case where the total of any arrears and, if appropriate, any concessionary payment referred to in sub-paragraph (1) relating to one of the specified payments, benefits or allowances amounts to £5,000 or more (referred to in this sub-paragraph and in sub-paragraph (3) as “the relevant sum”) and is—
  - (a) paid in order to rectify or to compensate for, an official error as defined in regulation 1(2) of the Housing Benefit and Council Tax Benefit (Decisions and Appeals) Regulations 2001; and
  - (b) received by the applicant in full on or after 14th October 2001,
 sub-paragraph (1) has effect in relation to such arrears or concessionary payment either for a period of 52 weeks from the date of receipt, or, if the relevant sum is received in its entirety during the period of an award of a reduction under this scheme, for the remainder of that period if that is a longer period.
- (3) For the purposes of sub-paragraph (2), “the period of an award of a reduction under this scheme” means
  - (a) the award in which the relevant sum is first received (or the first part thereof where it is paid in more than one instalment); and
  - (b) where that award is followed by one or more further awards which, or each of which, begins immediately after the end of the previous award, such further award provided that for that further award the applicant—
    - (i) is the person who received the relevant sum; or
    - (ii) is the partner of the person who received the relevant sum, or was that person's partner at the date of his death.

**13.**

Any sum—

- (a) paid to the applicant in consequence of damage to, or loss of the home or any personal possession and intended for its repair or replacement; or
- (b) acquired by the applicant (whether as a loan or otherwise) on the express condition that it is to be used for effecting essential repairs or improvement to the home, which is to be used for the intended purpose, for a period of 26 weeks from the date on

which it was so paid or acquired or such longer period as is reasonable in the circumstances to effect the repairs, replacement or improvement.

**14.**

Any sum—

- (a) deposited with a housing association as defined in section 1(1) of the Housing Associations Act 1985 as a condition of occupying the home;
- (b) which was so deposited and which is to be used for the purchase of another home, for the period of 26 weeks or such longer period as may be reasonable in the circumstances to enable the applicant to complete the purchase.

**15.**

Any personal possessions except those which have been acquired by the applicant with the intention of reducing his capital in order to secure entitlement to a reduction under this scheme or to increase the amount of that reduction.

**16.**

The value of the right to receive any income under an annuity or the surrender value (if any) of such an annuity.

**17.**

Where the funds of a trust are derived from a payment made in consequence of any personal injury to the applicant or applicant's partner, the value of the trust fund and the value of the right to receive any payment under that trust.

**18.—**

(1) Any payment made to the applicant or the applicant's partner in consequence of any personal injury to the applicant or, as the case may be, the applicant's partner.

(2) But sub-paragraph (1)—

- (a) applies only for the period of 52 weeks beginning with the day on which the applicant first receives any payment in consequence of that personal injury;
- (b) does not apply to any subsequent payment made to him in consequence of that injury (whether it is made by the same person or another);
- (c) ceases to apply to the payment or any part of the payment from the day on which the applicant no longer possesses it;
- (d) does not apply to any payment from a trust where the funds of the trust are derived from a payment made in consequence of any personal injury to the applicant.

(3) For the purposes of sub-paragraph (2)(c), the circumstances in which an applicant no longer possesses a payment or a part of it include where the applicant has used a payment or part of it to purchase an asset.

(4) References in sub-paragraphs (2) and (3) to the applicant are to be construed as including references to his partner (where applicable).

**19.**

The value of the right to receive any income under a life interest or from a life rent.

**20.** The value of the right to receive any income which is disregarded under paragraph 15 of Schedule 7 or paragraph 29 of Schedule 8.

**21.** The surrender value of any policy of life insurance.

**22.**

Where any payment of capital falls to be made by instalments, the value of the right to receive any outstanding instalments.

**23.**

Any payment made by a local authority in accordance with section 17, 23B, 23C or 24A of the Children Act 1989 or, as the case may be, section 12 of the Social Work (Scotland) Act 1968 or sections 22, 29 or 30 of the Children (Scotland) Act 1995 (provision of services for children and their families and advice and assistance to certain children).

**24.—**

- (1) Subject to sub-paragraph (2), any payment (or part of a payment) made by a local authority in accordance with section 23C of the Children Act 1989 or section 29 of the Children (Scotland) Act 1995 (local authorities' duty to promote welfare of children and powers to grant financial assistance to persons in, or formerly in, their care) to a person ("A") which A passes on to the applicant.
- (2) Sub-paragraph (1) applies only where A—
  - (a) was formerly in the applicant's care, and
  - (b) is aged 18 or over, and
  - (c) continues to live with the applicant.

**25.**

Any—

- (a) social fund payment made pursuant to Part 8 of the SSCBA (the social fund); or
- (b) occasional assistance.

**26.**

Any refund of tax which falls to be deducted under section 369 of the Income and Corporation Taxes Act 1988 (deduction of tax from certain loan interest) on a payment of relevant loan interest for the purpose of acquiring an interest in the home or carrying out repairs or improvements to the home.

**27.**

Any capital which by virtue of paragraph 55 or 81 (capital treated as income: persons who are not pensioners, treatment of student loans) is to be treated as income.

**28.**

Where any payment of capital is made in a currency other than sterling, any banking charge or commission payable in converting that payment into sterling.

**29.—**

- (1) Any payment made under or by the Trusts, the Fund, the Eileen Trust, MFET Limited, the Independent Living Fund (2006), the Skipton Fund, the Caxton Foundation or the London Bombings Relief Charitable Fund.
- (2) Any payment by or on behalf of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person, which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—
  - (a) that person's partner or former partner from whom he is not, or where that person has died was not, estranged or divorced or with whom he has formed a civil partnership that has not been dissolved or, where that person has died, had not been dissolved at the time of that person's death;
  - (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
  - (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.
- (3) Any payment by or on behalf of the partner or former partner of a person who is suffering or who suffered from haemophilia or who is or was a qualifying person which derives from a payment made under or by any of the Trusts to which sub-paragraph (1) refers and which is made to or for the benefit of—
  - (a) the person who is suffering from haemophilia or who is a qualifying person;
  - (b) any child who is a member of that person's family or who was such a member and who is a member of the applicant's family; or
  - (c) any young person who is a member of that person's family or who was such a member and who is a member of the applicant's family.
- (4) Sub-paragraph (3) does not apply if—
  - (a) the partner or former partner and that person are not, or if either of them has died were not, estranged or divorced, or
  - (b) where the partner or former partner and that person have formed a civil partnership, the civil partnership has not been dissolved or, if either of them has died, had not been dissolved at the time of the death.

- (5) Any payment by a person who is suffering from haemophilia or who is a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where—
- (a) that person has no partner or former partner from whom he is not estranged or divorced or with whom he has formed a civil partnership that has not been dissolved, nor any child or young person who is or had been a member of that person's family; and
  - (b) the payment is made either—
    - (i) to that person's parent or step-parent; or
    - (ii) where that person at the date of the payment is a child, a young person or a student who has not completed his full-time education and has no parent or step-parent, to his guardian, but only for a period from the date of the payment until the end of two years from that person's death.
- (6) Any payment out of the estate of a person who suffered from haemophilia or who was a qualifying person, which derives from a payment under or by any of the Trusts to which sub-paragraph (1) refers, where—
- (a) that person at the date of his death (the relevant date) had no partner or former partner from whom he was not estranged or divorced or with whom he had formed a civil partnership that had not been dissolved, nor any child or young person who was or had been a member of his family; and
  - (b) the payment is made either—
    - (i) to that person's parent or step-parent; or
    - (ii) where that person at the relevant date was a child, a young person or a student who had not completed his full-time education and had no parent or step-parent, to his guardian, but only for a period of two years from the relevant date.
- (7) In the case of a person to whom or for whose benefit a payment referred to in this paragraph is made, any capital resource which derives from any payment of income or capital made under or deriving from any of the Trusts.
- (8) For the purposes of sub-paragraphs (2) to (6), any reference to the Trusts is to be construed as including a reference to the Fund, the Eileen Trust, MFET Limited, the Skipton Fund, the Caxton Foundation, and the London Bombings Relief Charitable Fund.

**30.—**

- (1) Where an applicant has ceased to occupy what was formerly the dwelling occupied as the home following his estrangement or divorce from, or dissolution of his civil partnership with, his former partner, that dwelling for a period of 26 weeks from the date on which he ceased to occupy that dwelling or, where the dwelling is occupied as the home by the former partner who is a lone parent, for so long as it is so occupied.
- (2) In this paragraph “dwelling” includes any garage, garden and outbuildings, which were formerly occupied by the applicant as his home and any premises not so occupied which it is impracticable or unreasonable to sell separately, in particular, in Scotland, any croft land on which the dwelling is situated.

**31.**

Any premises where the applicant is taking reasonable steps to dispose of those premises, for a period of 26 weeks from the date on which he first took such steps, or such longer period as is reasonable in the circumstances to enable him to dispose of those premises.

**32.**

Any premises which the applicant intends to occupy as his home, and in respect of which he is taking steps to obtain possession and has sought legal advice, or has commenced legal proceedings, with a view to obtaining possession, for a period of 26 weeks from the date on which he first sought such advice or first commenced such proceedings whichever is the earlier, or such longer period as is reasonable in the circumstances to enable him to obtain possession and commence occupation of those premises.

**33.**

Any premises which the applicant intends to occupy as his home to which essential repairs or alterations are required in order to render them fit for such occupation, for a period of 26 weeks from the date on which the applicant first takes steps to effect those repairs or alterations, or such longer period as is necessary to enable those repairs or alterations to be carried out.

**34.**

Any payment made by the Secretary of State to compensate for the loss (in whole or in part) of entitlement to housing benefit.

**35.**

The value of the right to receive an occupational or personal pension.

**36.**

The value of any funds held under a personal pension scheme.

**37.**

The value of the right to receive any rent except where the applicant has a reversionary interest in the property in respect of which rent is due.

**38.**

Any payment in kind made by a charity or under or by the Trusts, the Fund, MFET Limited, the Skipton Fund, the Caxton Foundation or the Independent Living Fund (2006).

**39.**

Any payment made pursuant to section 2 of the Employment and Training Act 1973 or section 2 of the Enterprise and New Towns (Scotland) Act 1990, but only for the period of 52 weeks beginning on the date of receipt of the payment.

**40.**

Any payment in consequence of a reduction of council tax under section 13 of the 1992 Act (reduction of liability for council tax), but only for a period of 52 weeks from the date of the receipt of the payment.

**41.**

Any grant made in accordance with a scheme made under section 129 of the Housing Act 1988 or section 66 of the Housing (Scotland) Act 1988 (schemes for payments to assist local housing authority and local authority tenants to obtain other accommodation) which is to be used—

(a) to purchase premises intended for occupation as his home; or

(b) to carry out repairs or alterations which are required to render premises fit for occupation as his home, for a period of 26 weeks from the date on which he received such a grant or such longer period as is reasonable in the circumstances to enable the purchase, repairs or alterations to be completed and the applicant to commence occupation of those premises as his home.

**42.**

Any arrears of supplementary pension which is disregarded under paragraph 54 of Schedule 8 (sums to be disregarded in the calculation of income other than earnings) or of any amount which is disregarded under paragraph 55 or 56 of that Schedule, but only for a period of 52 weeks from the date of receipt of the arrears.

**43.—**

(1) Any payment or repayment made—

(a) as respects England, under regulation 5, 6 or 12 of the National Health Service (Travel Expenses and Remission of Charges) Regulations 2003 (travelling expenses and health service supplies);

(b) as respects Wales, under regulation 5, 6 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Wales) Regulations 2007 (travelling expenses and health service supplies);

(c) as respects Scotland, under regulation 3, 5 or 11 of the National Health Service (Travelling Expenses and Remission of Charges) (Scotland) (No. 2) Regulations 2003 (travelling expenses and health service supplies), but only for a period of 52 weeks from the date of receipt of the payment or repayment.

(2) Any payment or repayment made by the Secretary of State for Health, the Scottish Ministers or the Welsh Ministers which is analogous to a payment or repayment mentioned in subparagraph (1), but only for a period of 52 weeks from the date of receipt of the payment or repayment.

**44.**

Any payment made to such persons entitled to receive benefits as may be determined by or under a scheme made pursuant to section 13 of the Social Security Act 1988 in lieu of vouchers or similar arrangements in connection with the provision of those benefits (including payments made in place of healthy start vouchers, milk tokens or the supply of vitamins), but only for a period of 52 weeks from the date of receipt of the payment.

**45.**

Any payment made under Part 8A of the SSCBA (entitlement to health in pregnancy grant).

**46.**

Any payment made either by the Secretary of State for Justice or by Scottish Ministers under a scheme established to assist relatives and other persons to visit persons in custody, but only for a period of 52 weeks from the date of the receipt of the payment.

**47.**

Any payment (other than a training allowance) made, whether by the Secretary of State or any other person, under the Disabled Persons (Employment) Act 1944 to assist disabled persons to obtain or retain employment despite their disability.

**48.**

Any payment made by a local authority under section 3 of the Disabled Persons (Employment) Act 1958. to homeworkers assisted under the Blind Homeworkers' Scheme.

**49.—**

- (1) Subject to sub-paragraph (2), where an applicant falls within class F (alternative maximum council reduction: persons who are not pensioners), the whole of his capital.
- (2) Sub-paragraph (1) does not apply where an applicant falls within class E and class F.

**50.—**

- (1) Any sum of capital to which sub-paragraph (2) applies and—
  - (a) which is administered on behalf of a person by the High Court or the County Court under Rule 21.11(1) of the Civil Procedure Rules 1998 or by the Court of Protection;
  - (b) which can only be disposed of by order or direction of any such court; or
  - (c) where the person concerned is under the age of 18, which can only be disposed of by order or direction prior to that person attaining age 18.
- (2) This sub-paragraph applies to a sum of capital which is derived from—
  - (a) an award of damages for a personal injury to that person; or
  - (b) compensation for the death of one or both parents where the person concerned is under the age of 18.

**51.**

Any sum of capital administered on behalf of a person in accordance with an order made under section 13 of the Children (Scotland) Act 1995, or under Rule 36.14 of the Ordinary Cause Rules 1993 or under Rule 128 of those Rules, where such sum derives from—

- (a) award of damages for a personal injury to that person; or
- (b) compensation for the death of one or both parents where the person concerned is under the age of 18.

**52.**

Any payment to the applicant as holder of the Victoria Cross or George Cross.

**53.**

In the case of a person who is receiving, or who has received, assistance under the self-employment route, any sum of capital which is acquired by that person for the purpose of establishing or carrying on the commercial activity in respect of which such assistance is or was received but only for a period of 52 weeks from the date on which that sum was acquired.

**54.—**

- (1) Any payment of a sports award for a period of 26 weeks from the date of receipt of that payment except to the extent that it has been made in respect of any one or more of the items specified in sub-paragraph (2).

- (2) The items specified for the purposes of sub-paragraph (1) are food, ordinary clothing or footwear, household fuel or rent of the applicant or, where the applicant is a member of a family, any other member of his family, or any council tax or water charges for which that applicant or member is liable.
- (3) For the purposes of sub-paragraph (2) "food" does not include vitamins, minerals or other special dietary supplements intended to enhance the performance of the person in the sport in respect of which the award was made.

**55.—**

(1) Any payment—

(a) by way of an education maintenance allowance made pursuant to—

- (i) regulations made under section 518 of the Education Act 1996;
- (ii) regulations made under section 49 or 73(f) of the Education (Scotland) Act 1980;
- (iii) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992;

(b) corresponding to such an education maintenance allowance, made pursuant to—

- (i) section 14 or section 181 of the Education Act 2002 (power of Secretary of State and the Welsh Ministers to give financial assistance for purposes related to education or childcare, and allowances in respect of education or training); or
- (ii) regulations made under section 181 of that Act; or

(c) in England, by way of financial assistance made pursuant to section 14 of the Education Act 2002.

(2) Any payment, other than a payment to which sub-paragraph (1) applies, made pursuant to—

- (a) regulations made under section 518 of the Education Act 1996;
- (b) regulations made under section 49 of the Education (Scotland) Act 1980; or
- (c) directions made under section 73ZA of the Education (Scotland) Act 1980 and paid under section 12(2)(c) of the Further and Higher Education (Scotland) Act 1992, in respect of a course of study attended by a child or a young person or a person who is in receipt of an education maintenance allowance or other payment made pursuant to any provision specified in sub-paragraph (1).

**56.**

In the case of an applicant participating in an employment zone programme, any discretionary payment made by an employment zone contractor to the applicant, being a fee, grant, loan or otherwise, but only for the period of 52 weeks from the date of receipt of the payment.

**57.**

Any arrears of subsistence allowance paid as a lump sum but only for the period of 52 weeks from the date of receipt of the payment.

**58.**

Where an ex-gratia payment of £10,000 has been made by the Secretary of State on or after 1st February 2001 in consequence of the imprisonment or internment of—

- (a) the applicant;
- (b) the applicant's partner;
- (c) the applicant's deceased spouse or deceased civil partner; or
- (d) the applicant's partner's deceased spouse or deceased civil partner, by the Japanese during the Second World War, £10,000.

**59.—**

(1) Subject to sub-paragraph (2), the amount of any trust payment made to an applicant or a member of an applicant's family who is—

- (a) a diagnosed person;
- (b) the diagnosed person's partner or the person who was the diagnosed person's partner at the date of the diagnosed person's death;
- (c) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death;

- or
- (d) a member of the diagnosed person's family (other than his partner) or a person who was a member of the diagnosed person's family (other than his partner) at the date of the diagnosed person's death.
- (2) Where a trust payment is made to—
- (a) a person referred to in sub-paragraph (1)(a) or (b), that sub-paragraph applies for the period beginning on the date on which the trust payment is made and ending on the date on which that person dies;
- (b) a person referred to in sub-paragraph (1)(c), that sub-paragraph applies for the period beginning on the date on which the trust payment is made and ending two years after that date;
- (c) a person referred to in sub-paragraph (1)(d), that sub-paragraph applies for the period beginning on the date on which the trust payment is made and ending—
- (i) two years after that date; or
- (ii) on the day before the day on which that person—
- (aa) ceases receiving full-time education; or
- (bb) attains the age of 20, whichever is the latest.
- (3) Subject to sub-paragraph (4), the amount of any payment by a person to whom a trust payment has been made or of any payment out of the estate of a person to whom a trust payment has been made, which is made to an applicant or a member of an applicant's family who is—
- (a) the diagnosed person's partner or the person who was the diagnosed person's partner at the date of the diagnosed person's death;
- (b) a parent of a diagnosed person, a person acting in place of the diagnosed person's parents or a person who was so acting at the date of the diagnosed person's death; or
- (c) a member of the diagnosed person's family (other than his partner) or a person who was a member of the diagnosed person's family (other than his partner) at the date of the diagnosed person's death, but only to the extent that such payments do not exceed the total amount of any trust payments made to that person.
- (4) Where a payment as referred to in sub-paragraph (3) is made to—
- (a) a person referred to in sub-paragraph (3)(a), that sub-paragraph applies for the period beginning on the date on which that payment is made and ending on the date on which that person dies;
- (b) a person referred to in sub-paragraph (3)(b), that sub-paragraph applies for the period beginning on the date on which that payment is made and ending two years after that date; or
- (c) person referred to in sub-paragraph (3)(c), that sub-paragraph applies for the period beginning on the date on which that payment is made and ending—
- (i) two years after that date; or
- (ii) on the day before the day on which that person—
- (aa) ceases receiving full-time education; or
- (bb) attains the age of 20, whichever is the latest.
- (5) In this paragraph, a reference to a person—
- (a) being the diagnosed person's partner;
- (b) being a member of a diagnosed person's family;
- (c) acting in place of the diagnosed person's parents, at the date of the diagnosed person's death includes a person who would have been such a person or a person who would have been so acting, but for the diagnosed person residing in a care home, an Abbeyfield Home or an independent hospital on that date.

(6) In this paragraph—

“diagnosed person” means a person who has been diagnosed as suffering from, or who, after his death, has been diagnosed as having suffered from, variant Creutzfeld-Jakob disease; “relevant trust” means a trust established out of funds provided by the Secretary of State in respect of persons who suffered, or who are suffering, from variant Creutzfeld-Jakob disease for the benefit of persons eligible for payments in accordance with its provisions; “trust payment” means a payment under a relevant trust.

**60.**

The amount of any payment, other than a war pension, to compensate for the fact that the applicant, the applicant's partner, the applicant's deceased spouse or deceased civil partner or the applicant's partner's deceased spouse or deceased civil partner—

- (a) was a slave labourer or a forced labourer;
- (b) had suffered property loss or had suffered personal injury; or
- (c) was a parent of a child who had died, during the Second World War.

**61.—**

(1) Any payment made by a local authority, or by the Welsh Ministers, to or on behalf of the applicant or his partner relating to a service which is provided to develop or sustain the capacity of the applicant or his partner to live independently in his accommodation.

(2) For the purposes of sub-paragraph (1) “local authority” includes in England a county council.

**62.**

Any payment made under regulations made under section 57 of the Health and Social Care Act 2001 or under section 12B of the Social Work (Scotland) Act 1968, or under sections 12A to 12D of the National Health Service Act 2006 (direct payments for health care).

**63.**

Any payment made to the applicant pursuant to regulations under section 2(6)(b), 3 or 4 of the Adoption and Children Act 2002.

**64.**

Any payment made to the applicant in accordance with regulations made pursuant to section 14F of the Children Act 1989 (special guardianship support services).

**65.**

Any bereavement support payment in respect of the rate set out in regulations 3(2) or (5) of the Bereavement Support Payment Regulations 2017 (rate of bereavement support payment), but only for a period of 52 weeks from the date of receipt of the payment.

**Schedule 11**  
**Additional awards due to exceptional and/or extreme Hardship**

### **Discretionary Exceptional hardship payments**

- 1.** (1) The Council may make discretionary payments by way of financial assistance (“exceptional hardship payments”) Under section 13A(1)(a) of the 1992 Act to persons who—
- (a) are entitled a council tax reduction under the Council’s Local Council Tax Reduction Scheme and
  - (b) appear to such an authority to require some further financial assistance (in addition to the reduction to which they are entitled) in order to meet Council tax liability.
- (2) Subject to paragraph (3) the council has a discretion—
- (a) as to whether or not to make exceptional hardship payments in a particular case; and
  - (b) as to the amount of the payments and the period for, or in respect of which, they are made.
- (3) Paragraphs (1) and (2) shall not apply in respect of council tax liability for any period before 1 April 2013

### **Circumstances in which Exceptional hardship payments may be made**

- 2.** For the purposes of the Council Tax Reduction Scheme, the prescribed circumstance in which exceptional hardship payments may be made is where a person has made a claim for an exceptional hardship payment and the requirement for financial assistance does not arise as a consequence of—
- (a) a liability to meet council tax payments in a case where the person is not entitled to a council tax reduction under the scheme;
  - (b) a liability to meet council tax where an alternative maximum council tax benefit is payable;
  - (c) a reduction of an amount of benefit by virtue of section 46(11) of the Child Support Act 1991;
  - (d) a reduction of a specified amount of benefit by virtue of section 2A of the Social Security Administration Act 1992;
  - (e) a reduction in the amount of a jobseeker’s allowance payable by virtue of section 17 of the Jobseekers Act 1995;
  - (f) the non-payability of a jobseeker’s allowance or a reduction in the amount of a jobseeker’s allowance payable, pursuant to a decision made by virtue of section 19 or 20A of the Jobseekers Act 1995;
  - (g) the suspension of payment of an amount of benefit by virtue of section 21, 22 or 24 of the Social Security Act 1998 or section 68 of, and paragraphs 13 and 14 of Schedule 7 to, the Child Support, Pensions and Social Security Act 2000.
- (f) any factor that the Council considers that the person or persons entitled to a council tax reduction under this scheme could have taken reasonable actions to avoid or mitigate.

### **Limit on the amount of the discretionary exceptional hardship payment that may be made**

- 3.** The amount of a discretionary exceptional hardship payment (if calculated as a weekly sum) shall not exceed, in a case where the need for further financial assistance arises as a consequence of the liability to make payments in respect of council tax, an amount equal to the weekly amount of council tax liability of that person calculated on a weekly basis.

### **Period for, or in respect of which, discretionary exceptional hardship payments may be made**

- 4.** The Council shall restrict the period for or in respect of which discretionary exceptional hardship payments may be made to such period as it considers appropriate in the particular circumstances of a case.

### **Form, manner and procedure for claims**

- 5.—**(1) A claim for Exceptional Hardship payment must be:
- (a) in writing or, in such form and manner as is accepted;
  - (b) from—
    - (i) a person entitled to either council tax reduction; or
    - (ii) where it appears reasonable in the circumstances of a particular case, an authorised person acting on behalf of a person so entitled.
- (2) an award of entitlement to exceptional hardship will be paid directly to the person’s Council Tax account to the person entitled council tax reduction,.

(3) The council shall give a person who has claimed discretionary exceptional hardship payments or who has requested a review of a decision made in respect of his claim, written notice of its decision in respect of that claim or review and the reasons for that decision as soon as is reasonably practicable.

**Provision of information**

6. A person claiming or receiving exceptional hardship payments shall provide the council with the following information—

- (a) particulars of the grounds of claim or, as the case may be, particulars of the grounds for a review;
- (b) changes in circumstances which may be relevant to the continuance of discretionary payments, and such other information as may be specified by the council within such time as the council thinks appropriate.

**Reviews**

7.—(1) The Council may review any decision it has made with respect to the making, cancellation or recovery of discretionary exceptional hardship payments in such circumstances as it thinks fit.

(2) Without prejudice to the generality of paragraph (1) above, the council may, on any such review, cancel the making of further such payments and recover a payment already made where that authority has determined that—

- (a) whether fraudulently or otherwise, any person has misrepresented, or failed to disclose, a material fact and, as a consequence of that misrepresentation or failure to disclose, a payment has been made; or
- (b) an error has been made when determining the application for a payment, and as a consequence of that error, a payment had been made which would not have been made but for that error.



**CABINET**

**Tuesday, 04 January 2022**

<b>Subject</b>	Capital Programme 2022/23 to 2025/26
<b>Report by</b>	Councillor Maurice Cook Cabinet Member with responsibility for Resources
<b>Supporting Officer</b>	Brian Mew Chief Finance Officer and Section 151 Officer <a href="mailto:Brian.mew@eastsoffolk.gov.uk">Brian.mew@eastsoffolk.gov.uk</a> 01394 444571

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

## Purpose and high-level overview

### **Purpose of Report:**

As part of the budget setting process, the Council is required to agree a programme of capital expenditure for the coming four years. The capital programme plays an important part in the delivery of the Council's Medium-Term Financial Strategy (MTFS), which in turn supports wider service delivery. The report sets out the Council's Capital Programme including revisions to the current programme for the financial years 2021/22 to 2025/26.

### **Options:**

The Capital Programme forms part of the Council's Budget and Policy Framework. The Council is required to set an annual budget and therefore no other options have been considered.

### **Recommendation/s:**

1. That the General Fund capital programme for 2021/22 to 2025/26 including revisions as shown in Appendix B be recommended for approval by Full Council.
2. That the Housing Revenue Account capital programme for 2021/22 to 2025/26 including revisions as shown in Appendix G be recommended for approval by Full Council.

## Corporate Impact Assessment

### **Governance:**

As set out in the Council's Financial Procedure Rules, the Chief Finance Officer is responsible for preparing and submitting capital budgets to Cabinet and Council

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

- East Suffolk Council Strategic Plan
- East Suffolk Council Medium Term Financial Strategy
- East Suffolk Council Treasury Management Strategy and Treasury Management Policy
- East Suffolk Council Capital Strategy
- Annual Governance Statement
- Financial Procedure Rules

### **Environmental:**

All projects in the Programme are intended to contribute to the Strategic Plan Priority of Caring for our environment.

### **Equalities and Diversity:**

No direct impact from this report, where subsequent individual business cases are presented Equality Impact Assessments are prepared.

**Financial:**

All capital expenditure must be financed, either from external sources (Government grants and other contributions), the Council’s own resources (revenue, reserves, and capital receipts) or debt (borrowing and leasing). Debt is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as “Minimum Revenue Provision” (MRP). Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance.

The Council’s cumulative outstanding amount of debt finance is measured by the Capital Financing Requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP. The CFR is expected to increase by £71.53 million between 2021/22 and 2025/26 which is due to capital projects being financed through borrowing. Statutory guidance is that debt should remain below the CFR.

The Council expects to comply with this in the medium term, but the scale of the Capital Programme as currently drafted is such that the Council would begin to approach its borrowing limits over the life of the proposed programme if other sources of finance were not available. The programme as presented does not pre-empt the realisation of capital receipts, although, as referred to in the Capital Strategy, significant receipts are currently expected in respect of the former SCDC Melton Hill offices and Jubilee Beach Huts in Lowestoft. The financing of the programme will be revised when these are received.

In addition, external funding is expected to be secured in respect of other major projects in the Programme, assisting the overall position and the ability of the Council to deliver on its Strategic Plan.

**Human Resources:**

No impacts directly arising from this report.

**ICT:**

No impacts directly arising from this report.

**Legal:**

No impacts directly arising from this report.

**Risk:**

No impact directly arising from this report.

**External Consultees:**

External consultation has been carried out on a range of individual projects and programmes within the overall Capital Programme, and a number of programmes such as the Lowestoft Flood Risk Management Project and the Lowestoft Town Investment Plan feature programme boards which include key external stakeholders as part of their governance arrangements. Internally, the Scrutiny Committee will consider the Capital Programme at its meeting on 20 January 2022.

## Strategic Plan Priorities

Select the priorities of the <a href="#">Strategic Plan</a> which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
<b>T01</b>	<b>Growing our Economy</b>		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T02</b>	<b>Enabling our Communities</b>		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being, and safety in our District	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
<b>T03</b>	<b>Maintaining Financial Sustainability</b>		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T04</b>	<b>Delivering Digital Transformation</b>		
P15	Digital by default	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>T05</b>	<b>Caring for our Environment</b>		
P20	Lead by example	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P23	Protection, education, and influence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>XXX</b>	<b>Governance</b>		
XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>How does this proposal support the priorities selected?</b>			
The Capital Programme forms part of the Council's Budget and Policy Framework and outlines the Council's capital investment in the assets, services, and infrastructure of the district in accordance with the key priorities and objectives of the Strategic Plan.			

## Background and Justification for Recommendation

1 Background facts	
1.1	<p>The Capital Programme feeds directly into the Council’s MTFS which in turn is the mechanism by which the key Strategic Plan objective of Financial Sustainability will be delivered over the medium term. The Capital Programme contributes directly to the Council’s specific actions within the Strategic Plan and identifies the financing for these projects.</p>
2 Current position	
2.1	<p>Capital expenditure within the Council is split into two main components, the General Fund Capital Programme, and the Housing Revenue Account (HRA) Capital Programme.</p> <p>The capital programme has been compiled taking account of the following main principles, to:</p> <ul style="list-style-type: none"> <li>• maintain an affordable four-year rolling capital programme.</li> <li>• ensure capital resources are aligned with the Council’s Strategic Plan,</li> <li>• maximise available resources by actively seeking external funding and disposal of surplus assets; and</li> <li>• not to anticipate receipts from disposals until they are realised</li> </ul>
2.2	<p><b>General Fund Capital Programme Summary</b></p> <p>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.</p> <p>Following the review and revisions to programme by project officers the revised capital programme has been reviewed by the Asset Management Group along with the Chief Finance Officer and is presented at:</p> <ul style="list-style-type: none"> <li>• Appendix A :- General Fund Capital Programme 2021/22 to 2025/26 Summary, shows a summary of the capital programme and planned financing.</li> <li>• Appendix B :- General Fund Capital Programme Revisions 2021/22 to 2025/26, shows budget revisions to previously approved projects</li> <li>• Appendix C:- General Fund Capital Programme 2021/22 to 2025/26 extract of budget increases greater than £1m and budget decreases greater than £0.10m.</li> <li>• Appendix D:- General Fund Capital Programme 2021/22 to 2025/26 New Projects, shows the new projects being recommended for approval and inclusion within the existing programme as shown in appendix B.</li> <li>• Appendix E:- General Fund Capital Programme 2021/22 to 2025/26 Extract of Externally Funded Projects, is an extract of the programme showing all projects which are subject to external grants/contributions.</li> </ul>

	<p>The General Fund capital programme for 2021/22 through to 2025/26 has a total financing requirement of £258.50m which will be financed through both internal and external resources.</p> <p>The programme from 2021/22 to 2025/26 benefits from £161.11m (62%) of external grants and contributions, the use of £12.10m (5%) of reserves and internal/external borrowing of £85.29m (33%).</p> <p>Where projects have identified external funding, if this is not secured then those projects will look to secure other funding or will not be pursued. Similarly with projects funded by borrowing these will require robust business cases to underpin the investment. Where any project is identified as having a significant borrowing requirement (over £10 million) the project business case should be presented to Council for approval prior to the borrowing being secured.</p>
2.3	<p>Housing Revenue Account (HRA) Capital Programme Summary</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Appendix F:- HRA Capital Programme 2021/22 to 2025/26 Summary shows a summary of the capital programme and planned financing.</li> <li>• Appendix G:- HRA Capital Programme 2021/22 to 2025/26, shows an update to the HRA capital budgets.</li> </ul> <p>The HRA capital programme for 2021/22 through to 2025/26 has a total budget requirement £77.79m which will be financed through both internal and external resources.</p> <p>The programme from 2021/22 to 2025/26 relies upon £3.53m (5%) of external grants and contributions, the use of £35.31m (45%) of capital reserves, direct revenue financing of £18.26m (23%) and £20.70m (27%) of capital receipt.</p>

### 3 How to address current situation

3.1	<p>The General Fund and Housing Revenue Account capital programmes which were previously been approved by Full Council on 27 January 2021 have been updated to reflect the most current required budget and are fully detailed in the appendices to this report.</p> <p>New General Fund capital projects have been identified as part of the budget setting process and the required new capital budget request process review has been undertaken. These projects are shown in Appendix C.</p>
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### 4 Reason/s for recommendation

4.1	<p>The Council's constitution requires the CFO to prepare and present to Cabinet and Full Council the Council's capital programme for approval.</p>
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## Appendices

Appendices:	
<b>Appendix A</b>	General Fund Capital Programme 2021/22 to 2025/26 Summary
<b>Appendix B</b>	General Fund Capital Programme Revisions 2021/22 to 2025/26
<b>Appendix C</b>	General Fund Capital Programme 2021/22 to 2025/26 extract of budget increases greater than £1m and budget decreases greater than £0.10m.
<b>Appendix D</b>	General Fund Capital Programme 2021/22 to 2025/26 New Projects
<b>Appendix E</b>	General Fund Capital Programme 2021/22 to 2025/26 Extract of Externally Funded Projects
<b>Appendix F</b>	HRA Capital Programme 2021/22 to 2025/26 Summary
<b>Appendix G</b>	HRA Capital Programme 2021/22 to 2025/26

Background reference papers:	
None.	

Appendix A

**General Fund Capital Programme 2021/22 to 2025/26 Summary**

SUMMARY - GENERAL FUND PROGRAMME	2021/22	2021/22	2022/23	2023/24	2024/25	2025/26	£000 Total
	£000 Current Budget	£000 Revised Budget	£000 Revised Budget	£000 Revised Budget	£000 Revised Budget	£000 Revised Budget	
<b>Capital Expenditure</b>							
Economic Development & Regeneration	1,456	956	4,943	11,409	10,289	9,259	36,856
Environmental Services & Port Health	150	400	406	50	50	50	956
Financial Services	3,873	100	400	0	0	0	500
ICT Services	804	327	527	450	250	250	1,804
Operations	17,750	9,765	17,927	33,925	31,075	505	93,197
Planning & Coastal Management	19,344	4,169	19,432	22,009	36,774	36,200	118,584
Housing Improvement	1,399	1,100	1,000	1,000	1,000	1,500	5,600
Long Term Debtors	10,000	0	1,000	0	0	0	1,000
<b>Total Capital Expenditure</b>	<b>54,776</b>	<b>16,817</b>	<b>45,635</b>	<b>68,843</b>	<b>79,438</b>	<b>47,764</b>	<b>258,497</b>
<b>Financed By:-</b>							
Borrowing	25,470	5,435	17,905	30,050	29,200	2,700	85,290
Capital Receipt	0	0	0	0	0	0	0
Contributions	0	400	300	0	0	0	700
Grants	21,413	5,357	24,210	37,218	49,363	44,259	160,407
Reserves	7,893	5,625	3,220	1,575	875	805	12,100
<b>Total Financing</b>	<b>54,776</b>	<b>16,817</b>	<b>45,635</b>	<b>68,843</b>	<b>79,438</b>	<b>47,764</b>	<b>258,497</b>

## Appendix B

### General Fund Capital Programme Revisions 2021/22 to 2025/26

TYPE	Strategic Theme	ECONOMIC DEVELOPMENT & REGENERATION	2021/22	2021/22	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	Funding Type
			£000	£000	£000	£000	£000	£000	£000	£000	£000	
			Current Budget	Revised Budget	Revised Budget							
Grant Assisted	Enabling our Communities	Ness Point Regeneration Project	280	280	0	0	0	0	0	0	0	EG/ER
Grant Assisted	Growing our Economy	Towns Fund - Delivery	0	0	0	143	0	149	0	149	149	EG
Grant Assisted/Match Funding	Growing our Economy	Towns Fund - Cultural Quarter (Phase 1)	0	0	800	600	1,800	6,000	12,100	8,640	9,110	EG/IB
Grant Assisted	Growing our Economy	Towns Fund -Station Quarter (Main Railway Building)	0	0	150	0	750	0	0	0	0	EG
Grant Assisted	Growing our Economy	Towns Fund -Station Quarter (Former Post & Sorting Office)	500	0	3,330	3,000	0	0	0	0	0	EG/IB
Grant Assisted	Growing our Economy	Towns Fund -Station Quarter (Public Realm)	0	0	500	0	500	830	0	0	0	EG
Grant Assisted	Growing our Economy	Towns Fund - Historic Quarter	0	0	700	1,000	2,600	2,210	0	0	0	EG
Grant Assisted	Growing our Economy	Towns Fund - Port Gateway Improvement Project	0	0	300	100	2,400	1,050	0	1,500	0	EG
Grant Assisted/ ESC Funding	Growing our Economy	Towns Fund - Seafront Vision Delivery	0	0	200	100	1,100	1,170	0	0	0	EG
Grant Assisted	Growing our Economy	Lowestoft Former Post & Sorting Office - Façade refurbishment	676	676	0	0	0	0	0	0	0	EG/ER
<b>Total Budgeted Expenditure</b>			<b>1,456</b>	<b>956</b>	<b>5,980</b>	<b>4,943</b>	<b>9,150</b>	<b>11,409</b>	<b>12,100</b>	<b>10,289</b>	<b>9,259</b>	
<b>Financed By:-</b>												
<b>Internal Funding:</b>												
Internal Borrowing			0	0	0	1,000	0	3,000	0	4,500	2,500	
Capital Receipt			0	0	0	0	0	0	0	0	0	
Reserve			453	453	0	0	0	0	0	0	0	
			<b>453</b>	<b>453</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>4,500</b>	<b>2,500</b>	
<b>External Funding:</b>												
Grants			1,003	503	5,980	3,943	9,150	8,409	12,100	5,789	6,759	
Contributions			0	0	0	0	0	0	0	0	0	
Borrowing			0	0	0	0	0	0	0	0	0	
			<b>1,003</b>	<b>503</b>	<b>5,980</b>	<b>3,943</b>	<b>9,150</b>	<b>8,409</b>	<b>12,100</b>	<b>5,789</b>	<b>6,759</b>	
<b>Total Budgeted Financing</b>			<b>1,456</b>	<b>956</b>	<b>5,980</b>	<b>4,943</b>	<b>9,150</b>	<b>11,409</b>	<b>12,100</b>	<b>10,289</b>	<b>9,259</b>	

Project	Description
Ness Point Regeneration Project	The Lowestoft Ness Regeneration Scheme (East of England Park project) aims to create a visitor destination that celebrates the culture and heritage of its location.
Towns Fund	Towns Fund Grant investment of £24.9m in projects to regenerate the town, driving economic growth and acting as a catalyst for future investment, rising to £35.9m with the addition of matched funding (subject to ESC business case)
Lowestoft Former Post & Sorting Office - Façade refurbishment	Restoration of the façade of Lowestoft's former Post Office on London Road North.

#### Funding Type Key:

<b>CR</b> Capital Receipt	<b>EG</b> External Grant
<b>EB</b> External Borrowing	<b>ER</b> Earmarked Reserve
<b>EC</b> External Contribution	<b>IB</b> Internal Borrowing

TYPE	Strategic Theme	ENVIRONMENTAL SERVICES & PORT HEALTH	2021/22	2021/22	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	Funding Type
			£000	£000	£000	£000	£000	£000	£000	£000	£000	
			Current Budget	Revised Budget	Current Budget							
cydical Replacement	Delivering Digital Transformation	Port Health IT System	150	400	150	406	50	50	50	50	50	ER
<b>Total Budgeted Expenditure</b>			<b>150</b>	<b>400</b>	<b>150</b>	<b>406</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	
<b>Financed By:-</b>												
<b>Internal Funding:</b>												
Internal Borrowing			0	0	0	0	0	0	0	0	0	0
Capital Receipt			0	0	0	0	0	0	0	0	0	0
Reserve			150	400	150	406	50	50	50	50	50	50
<b>Total Internal Funding</b>			<b>150</b>	<b>400</b>	<b>150</b>	<b>406</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>External Funding:</b>												
Grants			0	0	0	0	0	0	0	0	0	0
Contributions			0	0	0	0	0	0	0	0	0	0
Borrowing			0	0	0	0	0	0	0	0	0	0
<b>Total External Funding</b>			<b>0</b>	<b>0</b>								
<b>Total Budgeted Financing</b>			<b>150</b>	<b>400</b>	<b>150</b>	<b>406</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>

Project	Description
Port Health IT System	Replacement of Port Health System (PRS project)

TYPE	Strategic Theme	FINANCIAL SERVICES	2021/22	2021/22	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	Funding Type
			£000	£000	£000	£000	£000	£000	£000	£000	£000	
			Current Budget	Revised Budget	Current Budget							
Health & Safety	Enabling our Communities	House Purchase - Blackstock	23	0	0	0	0	0	0	0	0	ER
Income Generation	Maintaining Financial Sustainability	Commercial Investment	150	0	0	0	0	0	0	0	0	IB
Income Generation	Maintaining Financial Sustainability	Commercial Investment - Building/Land Acquisition	3,500	0	0	0	0	0	0	0	0	IB
Statutory	Enabling our Communities	Short Term Transit Site	200	100	300	400	0	0	0	0	0	ER
<b>Total Budgeted Expenditure</b>			<b>3,873</b>	<b>100</b>	<b>300</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Financed By:-</b>												
<b>Internal Funding:</b>												
Internal Borrowing			3,650	0	0	0	0	0	0	0	0	0
Capital Receipt			0	0	0	0	0	0	0	0	0	0
Reserve			223	100	300	400	0	0	0	0	0	0
<b>Total Internal Funding</b>			<b>3,873</b>	<b>100</b>	<b>300</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>External Funding:</b>												
Grants			0	0	0	0	0	0	0	0	0	0
Contributions			0	0	0	0	0	0	0	0	0	0
Borrowing			0	0	0	0	0	0	0	0	0	0
<b>Total External Funding</b>			<b>0</b>	<b>0</b>								
<b>Total Budgeted Financing</b>			<b>3,873</b>	<b>100</b>	<b>300</b>	<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Project	Description
House Purchase - Blackstock	Purchase of investment property
Commercial Investment	Commercial Investment budget to facilitate project for commercial investment, subject to a business case
Commercial Investment - Building/Land acquisition	Commercial Investment budget to be used for the purchase of properties/land subject to a business case
Short Term Transit Site	Evaluation of Short Term Transit Sites

TYPE	Strategic Theme	ICT SERVICES	2021/22	2021/22	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	Funding Type
			£000	£000	£000	£000	£000	£000	£000	£000	£000	
			Current Budget	Revised Budget	Current Budget							
cyclical Replacement	Delivering Digital Transformation	Corporate IT Requirements	627	327	50	350	450	450	250	250	250	ER
cyclical Replacement	Delivering Digital Transformation	Members Webcasting	177	0	0	177	0	0	0	0	0	ER

<b>Total Budgeted Expenditure</b>	<b>804</b>	<b>327</b>	<b>50</b>	<b>527</b>	<b>450</b>	<b>450</b>	<b>250</b>	<b>250</b>	<b>250</b>
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**Financed By:-**

**Internal Funding:**

Internal Borrowing	0	0	0	0	0	0	0	0	0	0
Capital Receipt	0	0	0	0	0	0	0	0	0	0
Reserve	804	327	50	527	450	450	250	250	250	
	<b>804</b>	<b>327</b>	<b>50</b>	<b>527</b>	<b>450</b>	<b>450</b>	<b>250</b>	<b>250</b>	<b>250</b>	

**External Funding:**

Grants	0	0	0	0	0	0	0	0	0	0
Contributions	0	0	0	0	0	0	0	0	0	0
Borrowing	0	0	0	0	0	0	0	0	0	0
	<b>0</b>									

<b>Total Budgeted Financing</b>	<b>804</b>	<b>327</b>	<b>50</b>	<b>527</b>	<b>450</b>	<b>450</b>	<b>250</b>	<b>250</b>	<b>250</b>
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Project	Description
Corporate IT Requirements	Corporate refresh of hardware and updating of current systems
Members Webcasting	Installation of webcasting facility for Council meetings

TYPE	Strategic Theme	OPERATIONS	2021/22	2021/22	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	Funding Type
			£000	£000	£000	£000	£000	£000	£000	£000	£000	
			Current Budget	Revised Budget	Current Budget							
Health & Safety	Maintaining Financial Sustainability	Aldeburgh Shelter	6	0	0	0	0	0	0	0	0	ER
cyclical Replacement	Maintaining Financial Sustainability	Bath Tap Chalets, Felixstowe	100	0	500	100	0	500	0	0	0	ER
cyclical Replacement	Caring for our Environment	Bawdsey Quay	57	0	0	0	0	0	0	0	0	ER
cyclical Replacement	Caring for our Environment	Brackenbury Beach Hut replacement Handrailing	88	88	0	0	0	0	0	0	0	ER
cyclical Replacement	Enabling our Communities	Bungay LC redevelopment	306	0	0	0	0	0	0	0	0	IB
cyclical Replacement	Caring for our Environment	Cemeteries	395	395	0	0	0	0	0	0	0	IB
Health & Safety	Caring for our Environment	Cliff House Chalets Felixstowe	10	10	0	0	0	0	0	0	0	ER
cyclical Replacement	Caring for our Environment	Cliff House, Felixstowe	250	0	750	250	0	750	0	0	0	IB/ER
cyclical Replacement	Maintaining Financial Sustainability	Clifflands car park, Felixstowe	100	100	0	0	0	0	0	0	0	ER
Income Generation	Enabling our Communities	Community Asset transfer fund	125	100	125	100	125	100	125	100	0	ER
Health & Safety	Enabling our Communities	Coronation Sports Ground	45	0	25	0	0	0	0	0	0	ER
cyclical Replacement	Enabling our Communities	East Point Pavilion	678	1,183	0	250	0	0	0	0	0	ER
cyclical Replacement	Maintaining Financial Sustainability	Estates Management	200	200	200	200	200	200	200	200	200	ER
cyclical Replacement	Caring for our Environment	Felixstowe Lighting	37	0	0	0	0	0	0	0	0	ER
Income Generation	Maintaining Financial Sustainability	Felixstowe North - Garden Neighbourhood Regeneration Project (Leisure Centre)	88	22	10,000	0	10,000	17,500	5,000	17,500	0	EB
Income Generation	Maintaining Financial Sustainability	Felixstowe North - Garden Neighbourhood Regeneration Project (Leisure Centre Land Purchase & Access Road)	0	0	0	1,500	0	4,500	0	3,000	0	EB
Income Generation	Maintaining Financial Sustainability	Felixstowe North - Garden Neighbourhood Regeneration Project (Infrastructure)	0	0	0	2,000	0	2,000	6,000	2,000	0	EB
Health & Safety	Maintaining Financial Sustainability	Felixstowe Seafront Gardens Handrailing	15	0	0	0	0	0	0	0	0	ER
cyclical Replacement	Maintaining Financial Sustainability	Felixstowe Sea Front Shelters	67	67	0	0	0	0	0	0	0	ER
cyclical Replacement	Growing our Economy	Felixstowe South - Public Realm and Martello Tower	583	250	0	1,500	0	2,000	0	2,000	0	IB
Health & Safety	Enabling our Communities	Felixstowe Sports Hub	197	197	0	0	0	0	0	0	0	ER
cyclical Replacement	Caring for our Environment	Fishing Hut Felixstowe	30	30	0	0	0	0	0	0	0	ER
Health & Safety	Caring for our Environment	Footway Lighting Works - Northern (cyclical replacement)	94	94	30	0	30	0	30	0	30	ER
Income Generation	Maintaining Financial Sustainability	Former Deben High School Felixstowe	3,200	850	2,350	0	0	0	0	0	0	IB
Health & Safety	Enabling our Communities	Leisure Centre Brackenbury	40	40	0	0	0	0	0	0	0	ER

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Health & Safety	Enabling our Communities	Leisure Centre Deben	36	36	0	0	0	0	0	0	0	0	ER
Health & Safety	Enabling our Communities	Leisure Centre Leiston	26	26	0	0	0	0	0	0	0	0	IB
Health & Safety	Enabling our Communities	Leisure Centre Lowestoft	0	30	0	0	0	0	0	0	0	0	IB
Health & Safety	Enabling our Communities	Leisure Centre Lowestoft (Roof)	770	770	0	0	0	0	0	0	0	0	IB
Health & Safety	Growing our Economy	Lowestoft Beach Hut - demolition/wall stabilisation	260	155	0	0	0	0	0	0	0	0	ER
Health & Safety	Growing our Economy	Lowestoft Beach Hut -replacement Beach Huts phase 2	1,000	1,000	0	0	0	0	0	0	0	0	IB
Health & Safety	Growing our Economy	Lowestoft Beach Hut -replacement Beach Huts phase 3	500	0	100	500	0	100	0	0	0	0	IB
Health & Safety	Enabling our Communities	Lowestoft Boardwalk	48	48	0	0	0	0	0	0	0	0	ER
Income Generation	Maintaining Financial Sustainability	New Beach Hut Sites - Felixstowe (BV&AP)	939	6	750	0	250	0	0	0	0	0	IB
Income Generation	Maintaining Financial Sustainability	Newcombe Road Lowestoft	150	150	2,800	2,800	0	0	0	0	0	0	EB
Income Generation	Caring for our Environment	Northern Car Park Works	220	0	0	220	0	0	0	0	0	0	IB
Health & Safety	Maintaining Financial Sustainability	Orford Road Felixstowe Access Ramp	95	95	0	0	0	0	0	0	0	0	ER
Health & Safety	Enabling our Communities	Play Areas (District wide)	200	200	200	0	200	0	0	0	0	0	IB
Health & Safety	Caring for our Environment	Public Conveniences Programme	1,115	730	0	345	0	0	0	0	0	0	IB
Income Generation	Enabling our Communities	Railway Building - Lowestoft	1,500	0	0	1,500	0	0	0	0	0	0	EB
Health & Safety	Caring for our Environment	Ravine (Jubilee) Bridge	320	0	0	1,000	0	0	0	0	0	0	EC/IB
Income Generation	Growing our Economy	Royal Plain - Crazy Golf enhancement	200	200	0	0	0	0	0	0	0	0	IB
cydical Replacement	Enabling our Communities	Royal Plain - Fountain enhancement	200	0	200	0	0	0	0	0	0	0	ER
Health & Safety	Maintaining Financial Sustainability	Rushmere St Andrew Church Wall	35	35	0	0	0	0	0	0	0	0	ER
Income Generation	Maintaining Financial Sustainability	Seafront Gardens Beach Hut Sites & Relocations	495	495	0	0	0	0	0	0	0	0	IB
Health & Safety	Maintaining Financial Sustainability	Southwold Caravan Site redevelopment	1,050	0	0	1,640	0	0	0	0	0	0	EB
cydical Replacement	Caring for our Environment	Southwold Harbour - Pump out station	80	80	0	0	0	0	0	0	0	0	ER
Income Generation	Maintaining Financial Sustainability	Southwold Harbour - Visitor Moorings	200	0	250	450	0	0	0	0	0	0	ER
Health & Safety	Caring for our Environment	Southwold Harbour South Pier	50	50	150	150	6,000	6,000	6,000	6,000	0	0	ER
Income Generation	Maintaining Financial Sustainability	Southwold Landing Stage	0	60	0	0	0	0	0	0	0	0	ER
Health & Safety	Caring for our Environment	St Marys Church Woodbridge - Wall	150	150	0	0	0	0	0	0	0	0	ER
cydical Replacement	Caring for our Environment	Various pumping stations	300	300	0	0	0	0	0	0	0	0	ER

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cyclical Replacement	Governance	Operational Grounds Equipment	75	187	25	25	25	25	25	25	25	ER
cyclical Replacement	Governance	Operational Vehicles/Equipment	1,025	700	500	250	500	250	500	250	250	ER
<b>Total Budgeted Expenditure</b>			<b>17,750</b>	<b>9,265</b>	<b>18,955</b>	<b>14,780</b>	<b>17,330</b>	<b>33,925</b>	<b>17,880</b>	<b>31,075</b>	<b>505</b>	
<b>Financed By:-</b>												
<b>Internal Funding:</b>												
Internal Borrowing			8,596	4,788	3,400	3,265	450	2,850	0	2,000	0	
Capital Receipt			0	0	0	0	0	0	0	0	0	
Reserve			5,813	3,535	2,605	1,625	880	1,075	880	575	505	
			<b>14,409</b>	<b>8,323</b>	<b>6,005</b>	<b>4,890</b>	<b>1,330</b>	<b>3,925</b>	<b>880</b>	<b>2,575</b>	<b>505</b>	
<b>External Funding:</b>												
Grants			728	770	150	150	6,000	6,000	6,000	6,000	0	
Contributions			0	0	0	300	0	0	0	0	0	
Borrowing			2,613	172	12,800	9,440	10,000	24,000	11,000	22,500	0	
			<b>3,341</b>	<b>942</b>	<b>12,950</b>	<b>9,890</b>	<b>16,000</b>	<b>30,000</b>	<b>17,000</b>	<b>28,500</b>	<b>0</b>	
<b>Total Budgeted Financing</b>			<b>17,750</b>	<b>9,265</b>	<b>18,955</b>	<b>14,780</b>	<b>17,330</b>	<b>33,925</b>	<b>17,880</b>	<b>31,075</b>	<b>505</b>	

Project	Description
Aldeburgh Shelter	Refurbishment of shelter. New roof required - end of life. Redecoration and replacement benches.
Bath Tap Chalets,	Structural works and refurbishment
Bawdsey Quay	Sewage system, clearance of car park and signage works
Brackenbury Beach Hut replacement Handrailing	Replacement safety railing along concrete terrace for beach huts.
Bungay LC redevelopment	Redevelopment of Leisure Centre
Cemeteries	£395k for purchase of land to extend cemetery at Leiston. Burial capacity calculated for further 16 years
Cliff House Chalets	Upgrade of internal and external staircases
Cliff House, Felixstowe	Development of site
Clifflands car park,	Car Park surface replacement
Community Asset transfer	Site investment to enable transfer of assets
Coronation Sports Ground	Demolition of small toilet block and upgrade of electric supply
East Point Pavilion	Redevelopment of the East Point Pavilion complex
Estates Management	A planned preventative maintenance list of works required on Council owned properties throughout the district
Felixstowe Lighting	Cyclical replacement of footway lighting
Felixstowe North - Garden Neighbourhood Regeneration Project (Leisure Centre)	Provision of new leisure centre site including purchase of site and access road
Felixstowe North - Garden Neighbourhood Regeneration Project (Infrastructure)	Infrastructure development to enable housing development
Felixstowe Seafront Gardens Handrailing	Installation of handrailing
Felixstowe Sea Front	Refurbishment of 6 sea front shelters in Felixstowe
Felixstowe South - Public Realm and Martello Tower	Development of South Seafront area and Martello Café Felixstowe
Felixstowe Sports Hub	ESC is working with key sports clubs in Felixstowe including, football, cricket, rugby and hockey in order to provide separate hubs in Felixstowe that each sport can develop and grow.
Fishing Hut Felixstowe	Rebuilding of fishing hut next to Felixstowe Pier that burnt down in 2019
Footway Lighting Works - Northern (cyclical)	Cyclical replacement of footway lighting
Former Deben High School Felixstowe	Purchase and development of former school site
Leisure Centre Brackenbury	Planned preventative maintenance works required to ensure the immediate running of the facility.
Leisure Centre Deben	Planned preventative maintenance works required to ensure the immediate running of the facility.
Leisure Centre Leiston	Leiston is the second of the leisure redevelopment programme. The Leiston redevelopment will bring the 1970's sports centre and the 1980's swimming pool up to date providing a quality leisure provision that includes a 60 plus station gym, new changing rooms for both the swimming pool and separate for the sports centre and dance studios.
Leisure Centre Lowestoft	Refurbishment of Leisure Centre
Leisure Centre Lowestoft (Roof)	Refurbishment of Leisure Centre roof to enhance the life of the asset and to protect against water ingress
Lowestoft Beach Hut - demolition/wall stabilisation	Demolition of existing structures and stabilisation of the cliff wall

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Lowestoft Beach Hut - replacement Beach Huts phase 2	Installation of beach hut shelf and beach huts
Lowestoft Beach Hut - replacement Beach Huts phase 3	Extension of replacement of existing beach huts
Lowestoft Boardwalk	Seafront boardwalk to enable pedestrian wheeled access to the beach
Felixstowe (BV&AP)	Proposed investment in additional Beach Hut sites
Newcombe Road Lowestoft	Redevelopment of site to provide start up units
Northern Car Park Works	Planned preventative maintenance works
Orford Road Felixstowe Access Ramp	Replacement of disabled access ramp near new café site
Play Areas (District wide)	Upgrade and refurbishment of district wide play areas
Public Conveniences	Upgrade and refurbishment of district wide public conveniences
Railway Building - Lowestoft	Purchase and development of building contained within the Railway site
Ravine Bridge	Structural works and refurbishment works to part owned bridge
Royal Plain - Crazy Golf enhancement	Crazy Golf redevelopment to coincide with East Point Pavilion refurbishment
Royal Plain - Fountain enhancement	Fountain enhancement to coincide with East Point Pavilion refurbishment
Rushmere St Andrew Church	Refurbishment of closed church yard wall
Seafront Gardens Beach Hut Development	Development of Seafront Gardens site for new beach huts
Southwold Caravan Site redevelopment	Refurbishment of existing caravan site
Southwold Harbour - Pump out station	Enhancement of pump out station
Southwold Harbour - Visitor Moorings	Visitor moorings enhancement
Southwold Harbour South Pier	Enhancement of pier
Southwold Landing Stage	Purchase of landing stage
St Marys Church Woodbridge - Wall	Refurbishment of closed church yard wall
Various pumping stations	Replacement and enhancement of pumping stations
Operational Grounds Equipment	Replacement lawn tractors/mowers
Operational	Purchase of Vehicles for operational use
Wickham Market Churchyard Boundary Wall	Replacement of closed churchyard wall

TYPE	Strategic Theme	PLANNING & COASTAL MANAGEMENT	2021/22	2021/22	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	Funding Type
			£000	£000	£000	£000	£000	£000	£000	£000	£000	
			Current Budget	Revised Budget	Current Budget							
Grant Assisted	Caring for our Environment	Bawdsey East Lane	35	0	0	35	0	0	0	0	0	EG
Health & Safety	Caring for our Environment	Coast Protection - Minor Capital Works	611	75	200	200	200	200	200	200	200	IB
Health & Safety	Caring for our Environment	Corton & North Corton Hybrid Scheme	200	50	200	200	7,000	7,000	7,000	7,000	0	EG
Statutory	Caring for our Environment	Lowestoft Flood Risk Management Project Phase 1 (Tidal Walls, Pluvial & Fluvial)	4,977	1,800	0	6,000	0	4,000	0	0	0	EG
Statutory	Caring for our Environment	Lowestoft Flood Risk Management Project Phase 2 (Tidal Gate)	12,029	384	7,907	7,907	10,809	10,809	19,574	29,574	36,000	EG
Statutory	Caring for our Environment	Slaughden Coast/Estuary	35	0	0	0	0	0	35	0	0	EG
Statutory	Caring for our Environment	Southwold Harbour Fender	1,100	1,100	0	0	0	0	0	0	0	IB/EG
Statutory	Caring for our Environment	Thorpeness (Externally Funded)	200	50	3,300	3,300	0	0	0	0	0	EG
Health & Safety	Caring for our Environment	Thorpeness Emergency Works	0	690	0	0	0	0	0	0	0	EC/EG
Statutory	Caring for our Environment	Pakefield Coastal Resilience project	157	20	1,790	1,790	0	0	0	0	0	ER/EG
<b>Total Budgeted Expenditure</b>			<b>19,344</b>	<b>4,169</b>	<b>13,397</b>	<b>19,432</b>	<b>18,009</b>	<b>22,009</b>	<b>26,809</b>	<b>36,774</b>	<b>36,200</b>	
<b>Financed By:-</b>												
<b>Internal Funding:</b>												
		Internal Borrowing	611	475	200	200	200	200	200	200	200	
		Capital Receipt	0	0	0	0	0	0	0	0	0	
		Reserve	450	310	115	115	0	0	0	0	0	
			<b>1,061</b>	<b>785</b>	<b>315</b>	<b>315</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	
<b>External Funding:</b>												
		Grants	18,283	2,984	13,082	19,117	17,809	21,809	26,609	36,574	36,000	
		Contributions	0	400	0	0	0	0	0	0	0	
		Borrowing	0	0	0	0	0	0	0	0	0	
			<b>18,283</b>	<b>3,384</b>	<b>13,082</b>	<b>19,117</b>	<b>17,809</b>	<b>21,809</b>	<b>26,609</b>	<b>36,574</b>	<b>36,000</b>	
<b>Total Budgeted Financing</b>			<b>19,344</b>	<b>4,169</b>	<b>13,397</b>	<b>19,432</b>	<b>18,009</b>	<b>22,009</b>	<b>26,809</b>	<b>36,774</b>	<b>36,200</b>	

Project	Description
Bawdsey East Lane SMP Review	Review of Coastal processes around East Lane and works required for retaining shingle around Holesley bay
Coast Protection - Minor Capital Works	The Coastal Management Team carries out a comprehensive programme of inspections which highlight when repair and maintenance works need to be carried out. This ensures that the defences are
Corton & North Corton Hybrid Scheme	This item is for ESC contribution to privately funded works to part remove and part rebuild in rock, defences to the north of Corton Village that were abandoned after failure in line with 2010 Shoreline
Lowestoft Flood Risk Management Project Phase 1 & 2	A major project to construct a permanent tidal wall which will be built around the harbour to protect Lowestoft from future tidal surges, with a tidal gate located near to the Bascule Bridge to prevent surge water entering Lake Lothing. Including the interim measure of temporary flood barriers
Slaughden Coast/Estuary SMP Policy review	Innovative scheme South of Aldeburgh likely to be delivered by a consortium of public and private partners to provide 20 years of resilience to the town and the Alde & Ore Estuary, offering scope for
Southwold Harbour Fender	Southwold Harbour fender remedial works following damage to the fender which was originally
Thorpeness (Externally Funded)	Strengthen the soft bag defences installed here in 2010/12 that were damaged by unusually high erosion pressure in 2013.
Thorpeness Emergency Works	Installation of a 35-metre rock revetment to protect
Pakefield Coastal Resilience project	New accelerated project due to rapid increase of coastal erosion.

TYPE	Strategic Theme	GENERAL FUND - HOUSING IMPROVE	2021/22	2021/22	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	Funding Type
			£000	£000	£000	£000	£000	£000	£000	£000	£000	
			Current Budget	Revised Budget	Current Budget							
Grant Assisted	Enabling our Communities	Disabled Facilities Grant	1,399	1,100	1,500	1,000	1,500	1,000	1,500	1,000	1,500	EG
<b>Total Budgeted Expenditure</b>			<b>1,399</b>	<b>1,100</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>	
<b>Financed By:-</b>												
<b>Internal Funding:</b>												
Internal Borrowing			0	0	0	0	0	0	0	0	0	0
Capital Receipt			0	0	0	0	0	0	0	0	0	0
Reserve			0	0	0	0	0	0	0	0	0	0
			<b>0</b>	<b>0</b>								
<b>External Funding:</b>												
Grants			1,399	1,100	1,500	1,000	1,500	1,000	1,500	1,000	1,500	
Contributions			0	0	0	0	0	0	0	0	0	0
Borrowing			0	0	0	0	0	0	0	0	0	0
			<b>1,399</b>	<b>1,100</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>	
<b>Total Budgeted Financing</b>			<b>1,399</b>	<b>1,100</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>	<b>1,000</b>	<b>1,500</b>	

Project	Description
Disabled Facilities Grant	HIA Disabled Facilities Grant works

TYPE	Strategic Theme	GENERAL FUND - LONG TERM DEBTO	2021/22	2021/22	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	Funding Type
			£000	£000	£000	£000	£000	£000	£000	£000	£000	
			Current Budget	Revised Budget	Current Budget							
Governance	Maintaining Financial Sustainability	LATCO - Loan funding	10,000	0	0	1,000	0	0	0	0	0	IB
<b>Total Budgeted Expenditure</b>			<b>10,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Financed By:-</b>												
<b>Internal Funding:</b>												
Internal Borrowing			10,000	0	0	1,000	0	0	0	0	0	0
Capital Receipt			0	0	0	0	0	0	0	0	0	0
Reserve			0	0	0	0	0	0	0	0	0	0
			<b>10,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>External Funding:</b>												
Grants			0	0	0	0	0	0	0	0	0	0
Contributions			0	0	0	0	0	0	0	0	0	0
Borrowing			0	0	0	0	0	0	0	0	0	0
			<b>0</b>	<b>0</b>								
<b>Total Budgeted Financing</b>			<b>10,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Project	Description
LATCO	Loan to the LATCO for investment purposes

TYPE	Strategic Theme	OPERATIONS	2021/22	2021/22	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	Funding Type
			£000	£000	£000	£000	£000	£000	£000	£000	£000	
			Current Budget	Revised Budget	Current Budget							
Income Generation	Financial Sustainability	Barnards Way, Lowestoft	0	500	0	3,000	0	0	0	0	0	ER/IB
Health & Safety	Financial Sustainability	Council Offices Leiston	0	0	0	67	0	0	0	0	0	ER
Health & Safety	Enabling our Communities	Felixstowe Beach Shower	0	0	0	10	0	0	0	0	0	ER
Income Generation	Enabling our Communities	Memorial Wall Felixstowe	0	0	0	45	0	0	0	0	0	ER
Health & Safety	Caring for our Environment	Woodbridge Model Boat Pond	0	0	0	25	0	0	0	0	0	ER
<b>Total Budgeted Expenditure</b>			<b>0</b>	<b>500</b>	<b>0</b>	<b>3,147</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Financed By:-</b>												
<b>Internal Funding:</b>												
Internal Borrowing			0	0	0	3,000	0	0	0	0	0	0
Capital Receipt			0	0	0	0	0	0	0	0	0	0
Reserve			0	500	0	147	0	0	0	0	0	0
			<b>0</b>	<b>500</b>	<b>0</b>	<b>3,147</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>External Funding:</b>												
Grants			0	0	0	0	0	0	0	0	0	0
Contributions			0	0	0	0	0	0	0	0	0	0
Borrowing			0	0	0	0	0	0	0	0	0	0
			<b>0</b>	<b>0</b>								
<b>Total Budgeted Financing</b>			<b>0</b>	<b>500</b>	<b>0</b>	<b>3,147</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Project	Description
Barnards Way, Lowestoft	Development of site for small industrial units for service delivery
Council Offices Leiston	Replacement/enhancement to the external fabric of the building to meet Health & Safety requirements and to ensure the building remains watertight
Felixstowe Beach Shower	Installation of outside beach shower to facilitate beach swimming
Memorial Wall Felixstowe	Development of a memorial wall site to enable the purchasing and display of memorial plaques by the public
Woodbridge Model Boat Pond	Refurbishment of model boat pond boundary posts and water treatment system

2021/22 £000	2021/22 £000	2022/23 £000	2022/23 £000	2023/24 £000	2023/24 £000	2024/25 £000	2024/25 £000	2025/26 £000
Current Budget	Revised Budget	Current Budget	Revised Budget	Current Budget	Revised Budget	Current Budget	Revised Budget	Revised Budget

Capital Programme total	54,776	16,817	40,332	45,635	46,489	68,843	58,589	79,438	47,764
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## Appendix C

2021/22 to 2025/26 - BUDGET INCREASES ABOVE £1M	Current Budget £000	Revised Budget £000	Variance £000	Funding Type
Towns Fund - Cultural Quarter (Phase 1)	14,700	24,350	9,650	EG/IB
Felixstowe North - Garden Neighbourhood Regeneration Project (Leisure Centre, Land Purchase & Access Road)	31,088	50,022	18,934	EB
Felixstowe South - Public Realm and Martello Tower	583	5,750	5,167	ER
Lowestoft Flood Risk Management Project Phase 1 (Tidal Walls, Pluvial & Fluvial)	4,977	11,800	6,823	EG
Lowestoft Flood Risk Management Project Phase 2 (Tidal Gate)	50,319	84,674	34,355	EG
<b>Totals</b>	<b>101,667</b>	<b>176,596</b>	<b>74,929</b>	

### Notes:

Towns Fund - Cultural Quarter (Phase 1) - Allocation of £10m of unsecured matched funding to facilitate further project and funding opportunities (subject to further ESC business case)

Felixstowe North - Garden Neighbourhood Regeneration Project - increase in budget due to land purchase, access road requirements and estimated design build costs for an environmentally friendly Leisure Centre

Felixstowe South - Public Realm and Martello Tower

Lowestoft Flood Risk Management Project Phase 1 (Tidal Walls, Pluvial & Fluvial) - increase in budget due to tidal gate requirements with anticipated external funding to cover the increase

Lowestoft Flood Risk Management Project Phase 2 (Tidal Gate) increase in budget due to tidal gate requirements with anticipated external funding to cover the increase

2021/22 to 2025/26 - BUDGET DECREASES ABOVE £100k	Current Budget £000	Revised Budget 2021-22 to 2025-26 £000	Variance £000	Funding Type
LATCO - Loan funding ( <i>revised as part of budget revision</i> )	10,000	1,000	-9,000	EB
Former Deben High School Felixstowe ( <i>revised as part of budget revision</i> )	5,550	850	-4,700	IB
Commercial Investment - Building/Land Acquisition ( <i>removed as part of CIPFA review</i> )	3,500	0	-3,500	IB
Operational Vehicles/Equipment ( <i>transfer from purchasing to leasing</i> )	2,775	1,700	-1,075	ER
New Beach Hut Sites - Felixstowe (BV&AP) ( <i>revised as part of budget revision</i> )	1,939	6	-1,933	IB
Play Areas (District wide) ( <i>revised as part of budget revision</i> )	600	200	-400	IB
Bungay LC redevelopment ( <i>revised as part of budget revision</i> )	306	0	-306	IB
Commercial Investment ( <i>removed as part of CIPFA review</i> )	150	0	-150	EG
<b>Totals</b>	<b>24,820</b>	<b>3,756</b>	<b>- 21,064</b>	

## Appendix D

### General Fund Capital Programme 2021/22 to 2025/26 New Projects

Strategic Theme	OPERATIONS	2021/22	2021/22	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	Funding Type
		£000	£000	£000	£000	£000	£000	£000	£000	£000	
		Current Budget	Revised Budget	Current Budget							
Maintaining Financial Sustainability	Barnards Way, Lowestoft	0	500	0	3,000	0	0	0	0	0	ER/IB
Maintaining Financial Sustainability	Council Offices Leiston	0	0	0	67	0	0	0	0	0	ER
Enabling our Communities	Felixstowe Beach Shower	0	0	0	10	0	0	0	0	0	ER
Enabling our Communities	Memorial Wall Felixstowe	0	0	0	45	0	0	0	0	0	ER
Enabling our Communities	Woodbridge Model Boat Pond	0	0	0	25	0	0	0	0	0	ER
<b>Total Budgeted Expenditure</b>		<b>0</b>	<b>500</b>	<b>0</b>	<b>3,147</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Financed By:-</b>											
<b>Internal Funding:</b>											
	Internal Borrowing	0	0	0	3,000	0	0	0	0	0	0
	Capital Receipt Reserve	0	0	0	0	0	0	0	0	0	0
		0	500	0	147	0	0	0	0	0	0
		<b>0</b>	<b>500</b>	<b>0</b>	<b>3,147</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>External Funding:</b>											
	Grants	0	0	0	0	0	0	0	0	0	0
	Contributions	0	0	0	0	0	0	0	0	0	0
	Borrowing	0	0	0	0	0	0	0	0	0	0
		<b>0</b>	<b>0</b>								
<b>Total Budgeted Financing</b>		<b>0</b>	<b>500</b>	<b>0</b>	<b>3,147</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Project	Description
Barnards Way, Lowestoft	Development of site for small industrial units for service delivery
Council Offices Leiston	Replacement/enhancement to the external fabric of the building to meet Health & Safety requirements and to ensure the building remains watertight
Felixstowe Beach Shower	Installation of outside beach shower to facilitate beach swimming
Memorial Wall Felixstowe	Development of a memorial wall site to enable the purchasing and display of memorial plaques by the public
Woodbridge Model Boat Pond	Refurbishment of model boat pond boundary posts and water treatment system

**Appendix E**

**General Fund Capital Programme 2021/22 to 2025/26 Extract of Externally Funded Projects**

<b>2021/22 to 2025/26 EXTERNALLY FUNDED PROJECTS</b>	<b>Total Budget £000</b>	<b>External Funding £000</b>	<b>ESC Funding £000</b>
Ness Point Regeneration Project	280	49	231
Towns Fund - Delivery	590	590	0
Towns Fund - Cultural Quarter (Phase 1)	24,350	14,350	10,000
Towns Fund -Station Quarter (Former Post & Sorting Office)	3,000	2,000	1,000
Towns Fund -Station Quarter (Public Realm)	830	830	0
Towns Fund - Historic Quarter	3,210	3,210	0
Towns Fund - Port Gateway Improvement Project	2,650	2,650	0
Towns Fund - Seafront Vision Delivery	1,270	1,270	0
Former Post & Sorting Office - Façade refurbishment	676	454	222
East Point Pavilion	1,433	720	713
Ravine Bridge	700	300	400
Southwold Harbour South Pier	12,200	12,200	0
Bawdsey East Lane	35	35	0
Corton & North Corton Hybrid Scheme	14,250	14,250	0
Lowestoft Flood Risk Management Project Phase 1 (Tidal Walls, Pluvial & Fluvial)	11,800	11,800	0
Lowestoft Flood Risk Management Project Phase 2 (Tidal Gate)	84,674	84,674	0
Southwold Harbour Fender	1,100	700	400
Thorpeness Flood Defence	3,350	3,350	0
Thorpeness Emergency Works	690	400	290
Pakefield Coastal Resilience project	1,810	1,675	135
Disabled Facilities Grant	5,600	5,600	0
<b>Totals</b>	<b>174,498</b>	<b>161,107</b>	<b>13,391</b>

Appendix F

**HRA Capital Programme 2021/22 to 2025/26 Summary**

<b>SUMMARY -HRA CAPITAL PROGRAMME</b>	<b>2021/22 £000 Current Budget</b>	<b>2021/22 £000 Revised Budget</b>	<b>2022/23 £000 Revised Budget</b>	<b>2023/24 £000 Revised Budget</b>	<b>2024/25 £000 Revised Budget</b>	<b>2025/26 £000 Revised Budget</b>	<b>Total</b>
<b>Capital Expenditure</b>							
Housing Repairs	5,781	2,007	6,640	2,890	2,890	2,890	17,317
Housing Project Development	1,915	1,787	3,875	2,650	2,650	2,650	13,612
New Build Programme	15,016	3,042	14,128	13,693	8,000	8,000	46,863
<b>Total Capital Expenditure</b>	<b>22,712</b>	<b>6,836</b>	<b>24,643</b>	<b>19,233</b>	<b>13,540</b>	<b>13,540</b>	<b>77,792</b>
<b>Financed By:-</b>							
HRA DRF	5,369	2,237	5,923	3,748	3,175	3,175	18,258
Capital Receipt	5,329	1,438	6,292	8,065	2,450	2,450	20,695
Contributions	205	205	458	0	0	0	663
Grants	848	4	730	380	875	875	2,864
Reserves	10,961	2,952	11,240	7,040	7,040	7,040	35,312
<b>Total Financing</b>	<b>22,712</b>	<b>6,836</b>	<b>24,643</b>	<b>19,233</b>	<b>13,540</b>	<b>13,540</b>	<b>77,792</b>

## Appendix G

### HRA Capital Programme 2021/22 to 2025/26

HOUSING REPAIRS	2021/22	2021/22	2022/23	2023/24	2024/25	2025/26
	£000 Original	£000 Revised	£000 Revised	£000 Revised	£000 Revised	£000 Revised
Bathrooms	60	150	100	100	100	100
Central Heating/Boilers	440	580	500	500	500	500
Demolition - Garages	0	40	0	0	0	0
Disabled Works	180	200	180	180	180	180
Door entry system & doors - Park Rd & The Hemplands	70	100	0	0	0	0
Energy Efficiencies Work	200	60	200	500	500	500
Environmental Works	5	5	10	10	10	10
External Doors	20	10	20	20	20	20
Heat Metering	100	0	100	0	0	0
Housing Repair Vans	330	0	550	210	210	210
Kitchens - Programmed & Responsive	500	300	650	650	650	650
Re-Roofing	450	250	450	450	450	450
Rewiring	230	250	250	250	250	250
St Peters Court - Fire Risk Assessment	0	40	50	0	0	0
St Peters Court - Internal Dec's	0	0	200	0	0	0
St Peters Court - Lift	125	0	300	0	0	0
St Peters Court - Open Reach	51	0	60	0	0	0
St Peters Court - Remove Cladding & Change windows	3,000	20	3,000	0	0	0
Windows	20	2	20	20	20	20
<b>Total Budgeted Expenditure</b>	<b>5,781</b>	<b>2,007</b>	<b>6,640</b>	<b>2,890</b>	<b>2,890</b>	<b>2,890</b>
<b>Financed By :-</b>						
Housing Revenue Account	0	0	0	0	0	0
Housing Revenue Account Reserves	5,781	2,007	6,640	2,890	2,890	2,890
	<b>5,781</b>	<b>2,007</b>	<b>6,640</b>	<b>2,890</b>	<b>2,890</b>	<b>2,890</b>

Project	Description
Bathrooms	Replacement and improvements to bathrooms and layouts to the housing stock.
Central Heating/Boilers	A rolling programme has been established which provides replacement heating appliances, boilers
Demolition - Garage	Demolition of garages and construction of parking area
Disabled Works	These works provide disabled adaptations to the Council's housing stock to improve the living
Door Entry System - Park Road & The Hemplands	New door entry system
Energy Efficiency Works	Energy improvement works to properties, examples could be electrical improvements to blocks of
Environmental Works	Works controlled by tenants for environmental improvements, examples could be additional
External Doors	A rolling programme provides replacement doors to the housing stock.
Heat Metering	Works to be compliant with the Heat metering network regulations. Every communal system
Housing Repair Vans	Cyclical renewal of Housing vans
Kitchens - Programmed & Responsive	Replacement and improvements to kitchens and layouts to the housing stock.
Re-Roofing	A rolling programme provides replacement roofs to the housing stock.
Rewiring	Rewiring to the housing stock.
St Peters Court - Fire Assessment	Fire Assessment of the St Peters Court tower block
St Peters Court - Internal Dec's	Repair and renew internal services including redcoration
St Peters Court - Lift	Replacement of St Peters Court Lift
St Peters Court - Openreach	Removal of old telecommunications wiring (H&S)
St Peters Court - Remove Cladding & Change	Removal of cladding and replacement of windows
St Peters Court - Sprinkler System	Installation of sprinkler system
Windows	A rolling programme provides replacement windows to the housing stock.

<b>HOUSING PROJECT DEVELOPMENT</b>	<b>2021/22 £000 Original</b>	<b>2021/22 £000 Revised</b>	<b>2022/23 £000 Revised</b>	<b>2023/24 £000 Revised</b>	<b>2024/25 £000 Revised</b>	<b>2025/26 £000 Revised</b>
<b>Projects</b>						
New accommodation Project	0	0	0	0	0	0
Consultancy Compliance requirements	0	100	400	0	0	0
<b>Redevelopment Programme</b>						
Reconversions	185	150	260	150	150	150
Retrofitting	0	0	1,800	1,000	1,000	1,000
Expenditure on Housing Acquisitions	1,080	1,227	500	500	500	500
Expenditure on Housing Redevelopment	650	310	915	1,000	1,000	1,000
<b>Total Budgeted Expenditure</b>	<b>1,915</b>	<b>1,787</b>	<b>3,875</b>	<b>2,650</b>	<b>2,650</b>	<b>2,650</b>
<b>Financed By :-</b>						
Housing Revenue Account	1,421	1,117	1,049	300	300	300
Housing Revenue Account Reserves	434	666	2,766	2,350	2,350	2,350
External Funding	60	4	60	0	0	0
	<b>1,915</b>	<b>1,787</b>	<b>3,875</b>	<b>2,650</b>	<b>2,650</b>	<b>2,650</b>

<b>Project</b>	<b>Description</b>
New Office Accommodation	Provision for alternative depot office accommodation.
Consultancy Compliance requirements	Repairs & Maintenance Projects to be identified

<b>NEW BUILD PROGRAMME</b>	<b>2021/22 £000 Original</b>	<b>2021/22 £000 Revised</b>	<b>2022/23 £000 Revised</b>	<b>2023/24 £000 Revised</b>	<b>2024/25 £000 Revised</b>	<b>2025/26 £000 Revised</b>
New Builds	15,016	3,042	14,128	13,693	8,000	8,000
<b>Total Budgeted Expenditure</b>	<b>15,016</b>	<b>3,042</b>	<b>14,128</b>	<b>13,693</b>	<b>8,000</b>	<b>8,000</b>
<b>Financed By :-</b>						
Housing Revenue Account	3,947	1,120	4,814	3,448	2,875	2,875
Housing Revenue Account Reserves	7,891	1,717	8,126	9,865	4,250	4,250
External Funding	3,178	205	1,188	380	875	875
	<b>15,016</b>	<b>3,042</b>	<b>14,128</b>	<b>13,693</b>	<b>8,000</b>	<b>8,000</b>

<b>Project</b>	<b>Description</b>
New Builds	Provision of new housing

<b>Programme Total</b>	<b>22,712</b>	<b>6,836</b>	<b>24,643</b>	<b>19,233</b>	<b>13,540</b>	<b>13,540</b>
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