



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

Full Council

Members: All Councillors

Members are invited to a **Meeting of the Full Council**
to be held in the Conference Room, Riverside, Lowestoft,
on **Wednesday, 23 November 2022 at 6.30pm.**

This meeting will be broadcast to the public via the East Suffolk YouTube
Channel at <https://youtu.be/5MIfpLKp5xY>.

An Agenda is set out below.

Part One – Open to the Public

Pages

1 Apologies for Absence

To receive apologies for absence, if any.

2 Declarations of Interest

Members and Officers are invited to make any declarations of interests, and the nature of that interest, that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered.

3a	Minutes - September 2022 To confirm as a correct record the Minutes of the Meeting held on 28 September 2022	1 - 30
3b	Minutes - November 2022 To confirm as a correct record the Minutes of the Extraordinary Meeting held on 2 November 2022	31 - 35
4	Announcements To receive any announcements from the Chairman, the Leader of the Council, members of the Cabinet, or the Chief Executive, in accordance with Council Procedure Rule 5.1(e).	
5	Questions from the Public No questions have been submitted by the electorate as provided by Council Procedure Rule 8.	

6 Questions from Members

The following questions from Members have been submitted in pursuance of Council Procedure Rule 9:

a) Question submitted by Councillor Keith Patience to Councillor Mary Rudd, Cabinet Member with responsibility for Community Health

In a few months, Lowestoft will see the addition of another crossing over Lake Lothing.

As the Gull Wing will be the third 'opening' bridge for Lowestoft, this will, as with the other two bridges, create issues with queueing traffic, and the extra engine emissions this will cause.

It is a known fact that idling engines can double harmful emissions and leave fumes lingering nearby.

Given that the Gull Wing Bridge is close to properties in Denmark Road, as well as a Children's Play Area, what is this Council prepared to do to encourage vehicle users to turn off their engines whilst traffic is queueing there, and wherever else there are queues across Lowestoft, as a result of bridges opening.

b) Question submitted by Councillor David Beavan to Councillor Craig Rivett, Deputy Leader and Cabinet Member with responsibility for Economic Development

Will you finally, after four months and four emails, correct the erroneous annexation on our GIS map of Southwold's North Field, Havenbeach Marsh which we use for a commercial camping field? Can you tell me when we will start paying the people of Southwold rent for this land which was bequeathed to them by William Godyll in 1509, suggested at £27,000 pa by the District Auditor in 2007 and, as charitable trust land, is legally excluded from adverse possession?

7 Petitions

No petitions have been received as provided by Council Procedure Rule 10.

8 Notices of Motion

The following Motions have been submitted in pursuance of Council Procedure Rule 11:

a) Motion submitted by Councillor Peter Byatt

This Council notes that sewage pollution continues to be allowed to flow untreated into our local waterways and coastal waters.

It is imperative for our residents health, the environment and our economy that water quality issues are addressed.

This Motion calls upon this Council to write a letter to Anglian Water to demand that it –

- Improves water quality checks in a bid to protect our rivers and coastline from pollution
- Takes action to address all recent sewage discharges as a matter of urgency
- Ensures that all its outfalls are equipped with operationally functioning Event Monitors or other sensors that are checked and maintained regularly
- Ensures that all of its communication with Council Environmental Officers is prompt and informative
- Reduces surface water run-off overwhelming the Combined Sewer System

b) Motion Submitted by Councillor Caroline Topping

This Council notes:

1. A study from Warwick University has found that the average household in East Suffolk may see increases in energy bills of £1160 per year, even with government support from the EPG. Without it, average energy bills would increase by as much as £2063.
2. It is estimated that all households in East Suffolk combined could save up to 31% of its primary energy consumption per year (£46-76 million in energy bills or 120000 tons of CO₂) if buildings were properly insulated.
3. East Suffolk has an estimated 22081 properties that would benefit from solid/cavity wall insulation, 13782 properties that would benefit from roof/loft insulation, 34791 properties that would benefit from floor insulation, and 18238 properties that would benefit from condensing boiler upgrades.
4. Warwick University have offered to assist in a pilot programme for scalable community investment in home insulation, at no cost to ESC. Warwick University will identify 100 to 200 'clusters' where work is scaleable, e.g. terraced houses where the workmen can move rapidly from one house to another. ESC would then organise community meetings in a few selected pilot areas – a community session with contractors, information about financial support and existing government schemes, evidence on the cost-benefit calculation. Residents can sign up for reduced costs. This model could be used as a blueprint for other locations with ESC leading the way.

This Council resolves:

1. To explore the offer from Warwick University's economics team to collaborate on a pilot and engage if appropriate.

9 East Suffolk Cycling and Walking Strategy

To receive a presentation on the adopted East Suffolk Cycling and Walking Strategy

10 Bungay and Worlingham Neighbourhood Plans ES/1341 36 - 197

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

11 Continuation of East Suffolk Community Partnerships and Enabling Communities Budget ES/1342 198 - 220

Report of the Cabinet Member with responsibility for Communities, Leisure and Tourism

12 Scrutiny Committee Annual Report 2021/22 ES/1343 221 - 240

Report of the Chairman of the Scrutiny Committee

13 Cabinet Members' Report and Outside Bodies Representatives' Report to Council ES/1344 241 - 248

Report of the Leader of the Council

14 Exempt/Confidential Items

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

Part Two – Exempt/Confidential

15 Exempt Minutes

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

16 Lowestoft Flood Risk Management Project

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

17 Contract for East Suffolk Services Limited

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

Close



Stephen Baker, Chief Executive

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The national Charter and Charter Plus Awards for Elected Member Development
East Suffolk Council is committed to achieving excellence in elected member development

www.local.gov.uk/Community-Leadership

<p>Unconfirmed</p>



Minutes of a Meeting of the **Full Council** held in the Deben Conference Room, East Suffolk House, on **Wednesday, 28 September 2022 at 6:30 PM**

Members present:

Councillor Paul Ashdown, Councillor Edward Back, Councillor David Beavan, Councillor Stuart Bird, Councillor Chris Blundell, Councillor Elfrede Brambley-Crawshaw, Councillor Norman Brooks, Councillor Stephen Burroughes, Councillor Peter Byatt, Councillor Alison Cackett, Councillor Jenny Ceresa, Councillor Maurice Cook, Councillor Tony Cooper, Councillor Linda Coulam, Councillor Janet Craig, Councillor Tom Daly, Councillor Mike Deacon, Councillor John Fisher, Councillor Tony Fryatt, Councillor Steve Gallant, Councillor Tess Gandy, Councillor Andree Gee, Councillor Tony Goldson, Councillor Louise Gooch, Councillor Colin Hedgley, Councillor Ray Herring, Councillor Mark Jepson, Councillor Richard Kerry, Councillor Stuart Lawson, Councillor Geoff Lynch, Councillor James Mallinder, Councillor Malcolm Pitchers, Councillor Sarah Plummer, Councillor Carol Poulter, Councillor Russ Rainger, Councillor Mick Richardson, Councillor David Ritchie, Councillor Keith Robinson, Councillor Letitia Smith, Councillor Rachel Smith-Lyte, Councillor Ed Thompson, Councillor Caroline Topping, Councillor Steve Wiles, Councillor Kay Yule

Officers present:

Stephen Baker (Chief Executive), Chris Bing (Head of Legal and Democratic Services and Monitoring Officer), Neil Cockshaw (Programmes and Partnerships Manager), Shannon English (GLI Political Group Support Officer), Andrew Jarvis (Strategic Director), Nick Khan (Strategic Director), Karen Last (Electoral Services Manager), Matt Makin (Democratic Services Officer (Regulatory)), Sue Meeken (Labour Political Group Support Officer), Brian Mew (Chief Finance Officer and Section 151 Officer), Agnes Ogundiran (Conservative Political Group Support Officer), Fiona Quinn (Head of Environmental Services and Port Health), Lorraine Rogers (Deputy Chief Finance Officer), Julian Sturman (Specialist Accountant - Capital and Treasury Management), Karla Supple (Senior Communications and Marketing Officer) and Nicola Wotton (Deputy Democratic Services Manager).

1 Apologies for Absence

Apologies for absence were received from Councillors J Cloke, T Green, D McCallum, F Mortimer, T Mortimer, M Newton, K Patience, C Rivett and M Rudd.

2 Declarations of Interest

There were no Declarations of Interest.

3 Minutes

RESOLVED

That the minutes of the Meeting held on 27 July 2022 be agreed as a correct record and signed by the Chairman.

4 Announcements

The sad passing of Her Majesty Queen Elizabeth II

The Chairman of the Council

The Chairman reported that this was the first Full Council meeting since the passing of Her Majesty Queen Elizabeth II, therefore, as Chairman of East Suffolk Council, and on behalf of the authority, she would like to say a few words.

Although we all knew that this day would come, it was still a very great shock. The outpouring of genuine emotion in the days that followed reflected the deep affection we felt for her Majesty and the huge respect she earned from 70 years of selfless service.

Like many thousands of people, the Chairman had laid flowers in her memory - visiting the Lowestoft war memorial to do so – and she felt it was very moving to see the tributes there, around East Suffolk, and throughout the country. Her Majesty visited Lowestoft herself in 1985 as part of a number of visits to East Suffolk, which also included the opening of the Concert Hall at Snape Maltings in 1967 and a trip to Felixstowe as part of her Silver Jubilee celebrations in 1977.

Members' thoughts remained with the Royal Family as they came to terms with their loss and, on behalf of East Suffolk Council, the Chairman stated she would also like to pledge the Council's support and very best wishes for a long and successful reign, to his Majesty King Charles III.

Councillor Gallant, Leader of the Council

The Leader, on behalf of the Conservative Group, echoed the words and sentiments that the Chairman had eloquently expressed.

All were saddened by the passing of our monarch, which brought to an end the second Elizabethan era. We now move forward as a nation, into the latest Carolean age. We wish our new sovereign well in the delivery of his duties and offer our sincere heartfelt condolences to all members of the Royal Family.

Councillor Byatt, Leader of the Labour Group

Councillor Byatt also echoed the words of the Leader and felt that this was a strange time. He reported that he was lucky enough to have served Her Majesty whilst in uniform, as he had served in the Police and the Coastguard.

He reported that he was at home the other day and he came across his father's slider stick, from when he had served as an officer in the Nigerian Army. Councillor Byatt's father had been presented with the slider stick, by the Queen, as the Leading Cadet, which was a great honour and he cherished that memory throughout his life. It was important to have a link to our monarch, however tenuous that may be.

He stated that the Queen showed great integrity, commitment to public service, continuity and she had been a great ambassador for this country.

Councillor Beavan, Leader of the GLI Group

Councillor Beavan stated that you didn't need to be a royalist to appreciate the Queen's lifelong contribution. Thankfully, she had been spared debilitating illness and suffering.

In mourning the loss of the Queen, he stated that we will have all reflected on our own short spans, between the gift of birth and the loss of death - that we should also strive to contribute in our own small way to our community, country and planet. He commented that the good that she did would not be interred with her bones.

The Chairman then invited all those present to have a moments' reflection as a mark of respect for Her Majesty Queen Elizabeth II.

Chairman of the Council

The Chairman reported that she had attended the following events, since the last Full Council meeting:

- Sunday, 11 September 2022 – County Proclamation in Ipswich, followed by Lowestoft's Proclamation
- Saturday, 17 September 2022 – County Service of Commemoration & Thanksgiving for the Life of Our Late Sovereign – St Edmundsbury Cathedral

Leader of the Council

Freeport East

The Leader reported that, in accordance with the Council's Constitution, the Council was required to report all executive decisions which were exempt from call in to the next meeting of Full Council. At the time the decision was taken, it was exempt from call in due to urgency, as the decisions needed to be made before the meeting of Freeport East Supervisory Board took place on 26 August 2022 and the Chairman of the Council had agreed to this request.

On 23 August 2022, Councill Rivett took a Portfolio Holder Decision for the Leader of the Council to agree the Articles of Association and Members Agreement, as published on CMIS, subject to minor amendments, and to appoint Councillor Gallant as East Suffolk Council's Director of Freeport East Limited at the Freeport East Supervisory

Board meeting on 26 August 2022.

Unfortunately, agreement on the Articles and Members Agreement was unable to be reached at the August Freeport East Supervisory Board meeting.

The Articles and Members Agreement continued to be reviewed and revised by Freeport East members. The next Freeport East Supervisory Board meeting would take place on 17 October 2022. It was hoped that the revised incorporation documents would be brought to and agreed at that meeting.

Extraordinary Full Council Meeting in November 2022

The process to appoint a new Chief Executive, to replace Stephen Baker on his retirement, was progressing well. The Leader stated that he had been really pleased but not surprised that there had been so much interest from a significant number of top-quality applicants. Steering the tiller of this excellent ship would be a challenging but extremely rewarding role.

He was also pleased to announce that the process of appointing to the new Strategic Director growth post was also progressing extremely well.

The Leader stated that there would need to be an Extraordinary Full Council meeting, to consider and approve the Appointment Committee's recommendation that a formal offer of employment be made to the successful candidate for the Chief Executive position. The date of this meeting would be Wednesday, 2 November 2022 at 7.00pm at East Suffolk House.

Unfortunately, there was no other way to confirm the appointment, it was a requirement in the Constitution and the meeting had to take place in person, it could not take place remotely. To defer the confirmation of the appointment until the next scheduled Full Council meeting on 23 November would delay the whole process and the new Chief Executive may not be able to start in post until later in 2023.

The formal offer of employment to the successful candidate for the Chief Executive position would be the only significant item of business on the agenda, unless anything urgent arose in the meantime. For the avoidance of doubt, the Full Council meeting on 23 November would take place as scheduled, as well. The meeting of Full Council on 2 November would be in addition to, rather than a replacement for, the meeting of Full Council on 23 November.

Full Asylum Dispersal Regional Allocation

The Leader took the opportunity to update Members on the Full Asylum Dispersal Regional Allocation process.

He reported that Kevin Foster MP, Minister for Safe and Legal Migration, wrote to Council Leaders and Chief Executives on 13 April 2022 announcing the introduction of 'full dispersal' and again on 9 May 2022 to launch the 'informal consultation' inviting views from councils and other interested parties to help shape the design of the reformed asylum dispersal system.

One key driver behind the reform of asylum dispersal was to reduce or eliminate the need for contingency hotels; nationally there were over 31,000 people in contingency accommodation, with 1,231 in 12 such hotels in the East of England.

Full dispersal was also aimed at establishing 'fairer distribution' of asylum seekers. The East of England had low levels, compared to the other regions and nations. The Home Office had now issued regional allocations for the UK, as a whole. These were based on an illustrative planning number of 100,000 asylum seekers in dispersed and core initial accommodation by December 2023. In the East of England, the accommodation providers were Serco and Clearsprings Ready Homes.

It was important for the Home Office, that Local Authorities and providers (Serco and Clearsprings Ready Homes) remained flexible depending on how things materialise. The Home Office projections use the principle of gradual alignment of the percentage of asylum seekers housed in each region, relative to the percentage of asylum seekers to be accommodated within the UK population as a whole.

Based on this, by the end of December 2023 Serco and Clearsprings would need to procure dispersed accommodation in our region for 5.2% of the total projected population of asylum seekers in the UK, which equated to 5,200 bedspaces. According to the latest Home Office statistics available (June 2022), the East of England already houses 1,872 asylum seekers in dispersed accommodation, which meant that a further 3,328 bedspaces would need to be procured by Serco and Clearsprings in our region over the next 18 months.

The proposed allocation by Local Authority in the East of England, to be achieved by December 2023, meant that Suffolk was looking at a proposed allocation adjusted to 484 and in East Suffolk that equated to 176 asylum seekers.

The Leader confirmed that this may be challenging to achieve within the timescales given by the Home Office and the asylum transformation team had been alerted accordingly. Regional allocation would be work in progress and, therefore, any submission to the Home Office would be illustrative, subject to political approval.

East Suffolk Council held a 'hot mapping' meeting with Serco to explain the Council's circumstances, with regards to accommodation activity to date and have confirmed that the Point of Contact was Fern Lincoln, for the purpose of progressing any property proposals. The Council has, therefore, responded to the Home Office request and would continue to work with Serco and other Local Authorities in the region by ensuring expectations were realistic, given the many challenges we face when finding suitable properties in the District. Early discussions of any proposed properties were paramount for Local Authorities, to avoid rental price escalation and to ensure they met quality standards.

Clearsprings, Serco and the Home Office would commit to working strategically and collaboratively with Local Authorities and other partners including to ensure that no Local Authority was adversely impacted by the number of bedspaces procured, their distribution or by the profile of asylum seekers accommodated.

The Leader stated that this was a lot of information to take in, therefore, this

announcement would be emailed to all Members, for information, outside of the meeting. He reported that Councillor Cloke was the Council's Member lead on this subject and she would be able to answer any further questions, as they arose.

Cabinet Members

Councillor Ritchie, Cabinet Member with responsibility for Planning and Coastal Management

Councillor Ritchie reported that he was delighted to announce that Building Control had won in three categories in the regional finals of the Local Authority Building Control Awards. The 3 categories were: Best local builder (Chapel Properties), Best residential and small commercial designer (Robert Allerton) and Best Non-Residential New Build (Martello Café in Felixstowe).

He wished them well in the national awards and he congratulated Mark Harvey, Building Control Partnership Manager, and his team for their achievements.

Councillor Cook, Cabinet Member with responsibility for Resources

Anglia Revenues Partnership (ARP)

Anglian Revenues Partnership (ARP) was proud to have been shortlisted for the Institute of Revenues Rating and Valuation (IRRV) annual Performance awards; the IRRV was the professional body for Revenues and Benefits services.

ARP had been shortlisted for two awards, in the Excellence in Education/Staff Development category and for the Excellence in Innovation (Digital Transformation) category. A small number of staff were attending the IRRV national conference Performance Awards event on the 5 October 2022.

Covid Additional Relief Fund (CARF)

Councillor Cook stated that Members may recall that the Government had provided the Council with £7.937m of funding to implement a scheme of discretionary rate reliefs to businesses in the district that had been affected by the pandemic. Following the Government's funding allocation methodology, those reliefs were targeted at businesses which were not in receipt of other reliefs or support, and which were also unable to pursue rating appeals as a way of reducing their rates bills.

This scheme had been an important measure in providing support to businesses affected by the pandemic, but had undoubtedly been challenging to administer, due to the need to ensure equitable treatment of businesses and compliance with subsidy control (state aid) issues, whilst maximising use of the available funding.

The deadline for awarding reliefs under this scheme was Friday, 30 September. Councillor Cook stated that he was pleased to report that the Council, working through the Anglia Revenues Partnership, had allocated 1,955 CARF reliefs totalling £7.908m, around 99.6% of the available funding.

Councillor Kerry, Cabinet Member with responsibility for Housing

Councillor Kerry reported that the Council had been involved in the redevelopment of the former Deben High School site for housing and he had recently found out that the project had won a National Design Award, for design quality. Further information would be available on the National Design Awards website in due course, including comments from the judging panel and a short video. He took the opportunity to thank the Housing Development Team for their ongoing hard work in respect of this development.

Councillor Smith, Cabinet Member with responsibility for Communities, Leisure and Tourism

Councillor Smith reported that she had attended the Suffolk Association of Local Councils (SALC) awards, which took place recently in Stowmarket. She was pleased to inform Members that 2 councils in the district - Carlton Colville Town Council and Felixstowe Town Council had been nominated for awards. She was very pleased that Councils in the district were leading the way.

Councillor Burroughes, Cabinet Member with responsibility for Customer Experience, ICT and Commercial Partnerships

Councillor Burroughes reported that it was National Customer Services Week from 3 - 7 October and he encouraged all Members to get involved and celebrate the work that they do. Customer Services worked very hard, often in difficult circumstances and they tried their best to support local residents.

Chief Executive

Mr Baker reported he had nothing to add on this occasion.

Councillor Deacon asked if there was any opportunity to ask a question in relation to the announcements that had been made this evening? The Chairman confirmed that there was no opportunity to ask questions in relation to the announcements.

5 Questions from the Public

a) Question submitted by Mr Robertson to Councillor Rudd, Cabinet Member with responsibility for Community Safety

Has East Suffolk Council initiated discussions within a multi-dimensional agency framework regarding a court injunction being issued against Car Cruising happening in Lowestoft, particularly the Kessingland Bypass, under the Section 222 of the Local Government Act 1972 as it can take up to a year to implement a court injunction on Car Cruising?

N.B. As Councillor Rudd had given apologies for the meeting, this question was answered by Councillor Jepson, Assistant Cabinet Member with responsibility for

Community Health.

Response from Councillor Jepson, Assistant Cabinet Member with responsibility for Community Safety

As you are aware, this is the second question we have had regarding this, over the last couple of months. East Suffolk Council convened a multi-agency meeting in late August to consider the evidence to support potential further action in relation to Gateway Retail Park, speeding along Kessingland Bypass and the more recent issue of car cruising. This meeting was attended by Peter Aldous MP, County and District Councillors, Suffolk Police, Suffolk County Council and ESC staff (including Environmental Protection, Communities and Legal Teams). The purpose of the meeting was to consider both the diary sheets submitted by local residents relating to the three issues/sites listed above together with other data, including relating to monitored traffic speeds on the Kessingland Bypass.

Partners reiterated their commitment to use the most appropriate and proportionate tools to tackle the problems identified by local residents but emphasised that depth and quality of evidence is key in order to take any kind of effective further action.

In terms of the use of injunctions, case law makes it clear that if we can find out who the individual drivers are, then we should, and that 'evidence is essential to a successful outcome, particularly if the injunction is against persons unknown', and that this evidence must show 'that there is a sufficiently real and imminent risk of a tort being committed to justify precautionary relief. It also states that the injunction should have clear geographical and temporal limits'.

Since this question was submitted, a report has been provided to those local residents that submitted diary sheets and the intention is to meet interested parties to explore the most appropriate next steps, which may or may not include a court injunction.

b) Question submitted by Mr Wilkinson to Councillor Gallant, Leader of the Council

The SZC planning application has been rejected by the Planning Inspector. The development cannot go ahead as there is no guaranteed, reliable potable water supply. It has yet to receive environmental permits for the contamination it will inevitably create. It has yet to receive a site licence from the Office of Nuclear Regulation. The outcome of the ground anchor trials is yet to be announced. The impact of the huge volume of seawater required to cool the reactors will have on the marine environment of Sizewell Bay and the killing of the millions of fish, fish fry and fish eggs which will result is a matter of deep political controversy at Hinkley as it is at Sizewell. EDF is in deep financial trouble in France and SZC, once promised as a 'subsidy free' development now has to rely on public and government handouts which will go directly to the French government to bail out its near-nationalised company. SZC is an environmental, financial and political mess which, even if it was to be built, will do nothing to help avert the climate crisis and will only add to our biodiversity crisis. You don't combat an existential emergency by taking 15 years to build a nuclear complex which itself has a massive environmental impact. Does the leader of the council agree that the SZC development should not proceed in these circumstances.

Response from Councillor Gallant, Leader of the Council

Thank you Mr Wilkinson. The delivery of the Sizewell C Nuclear Power Station can only take place when all the relevant consents and permits are in place and the promoters have the financial backing to deliver the project.

To put it simply, Sizewell C should and only will proceed when all the necessary consents, permits and funding is in place to help to contribute to our energy mix and security of supply.

East Suffolk Council is not a decision-making authority on any of these consents or decisions but is a critical consultee on some.

All throughout the DCO process East Suffolk Council has rightly adopted a neutral position on the project, recognising that whilst the site was a nominated site within the New Nuclear Energy National Policy Statement. If it were to go ahead, we would need to ensure we that we do all we can to get the best possible development with all the necessary mitigation and compensation in place to minimise impacts on our residents and businesses.

This resolution was agreed by Cabinet, in detail, on the 21st September 2020.

East Suffolk Council has achieved a great deal of improvements and enhancements throughout the Examination process, I am rightly proud of the Members and Officers who secured the outcomes we did through that process working in collaboration with the promoter and the impacted communities, to fully understand the potential impacts and how they could be alleviated.

I do need to make clear that the assertion that the Inspectors recommend Refusal of the DCO is not correct. Whilst some may say this is nuanced but the Inspectors report was clear when it concluded:

For all the above reasons and in the light of the Examination Authorities findings and conclusions on important and relevant matters set out in this Report and based on the evidence and information before us at the close of the Examination, the Examination Authorities recommends that unless the outstanding water supply strategy can be resolved and sufficient information provided to enable the Secretary of State carry out his obligations under the Habitats Regulations, the case for an Order granting development consent for the application is not made out.

The government in its decision letter commented that "sufficient information has been provided to demonstrate that the applicant has options available to it that will ensure a permanent water supply is secured" and in conclusion having regard to this the government considered the overall planning balance and, for the reasons set out in the decision letter, has concluded that the very substantial and urgent need for the proposal outweighs the harms, and that development consent should therefore be granted for the Proposed Development.

c) Question submitted from Mr Wilson to Councillor Gallant, Leader of the Council

Sizewell C, approved despite PINS' recommendation for refusal. Over recent months, further information has come to light, including:-
Evidence, PM2.5s (a type of air pollution the thousands of vehicles the SZC project will introduce to East Suffolk's rural road network) causes lung cancer.

Growing evidence of EDF's incompetence and unsuitability as a developer, such as:-

- France are fully nationalising EDF because it has debt of 43 billion Euros, faces billions of additional costs to refurbish aging reactors and fund decommissioning costs.
- Half of EDF's 56 nuclear reactors are currently out of action, exposing the lie that nuclear is 'always on'.
- French government refusal to sign the UK govt's investment proposals, giving doubt about EDF's desire or ability for SZC involvement.
- The first operational EPR, Taishan 1, offline for a year with major problems indicating possible inherent flaws in the EPR design.
- Flamanville EPR construction started 2007- still not operational
- The decision that an AFD is required at Hinkley Point C

However, no change in that SZC does not have a guaranteed potable water supply for its 60 years of operation, meaning that SZC could be built but never operate.

Given the acknowledged damage SZC will inflict on Suffolk Coast & Heath's AONB, the Sizewell Marshes SSSI, the Heritage Coast, risk to RSPB Minsmere and given the doubts about EDF and the unproven EPR technology, how can the council continue to support the SZC project and meet the requirement that Councillors have to act in the public and local community interest?

Response from Councillor Gallant, Leader of the Council

I also thank Mr Wilson for his question. My response to Mr Wilson's question is essentially the same as I have provided in detail a moment ago to Mr Wilkinson. I do understand the concerns amongst some residents in our district regarding their fears on the delivery of the SzC project.

However as set out previously, East Suffolk Council is not a decision-making body in the consenting or permitting regimes that need to be addressed before any construction work commences.

As stated previously we have sought to ensure we achieve the best outcomes if the project were to be undertaken and I am proud of the achievements to date.

However, I can reassure Council that if SzC were to commence construction those elements of the Discharging of Requirements and the Monitoring processes, where East Suffolk Council has responsibility, will be considered thoroughly and diligently throughout the many years of construction, to ensure the work programme is done with the least impact possible and the necessary mitigation and compensation outcomes negotiated are delivered.

Questions from Members

a) Question submitted by Councillor Craig to Councillor Smith, Cabinet Member with responsibility for Communities, Leisure and Tourism

It is widely acknowledged that Southwold is one of the jewels of the coast of East Suffolk, and a key player in our Tourism Strategy.

Unfortunately, on September 7th there was yet another report in the local Press of sewage being discharged into the River Blyth, leading to a national campaigning group again stating that it was inadvisable to enter the water at Southwold. In addition, a Pollution Risk Warning advising against bathing was issued by the Environment Agency on 10th September for Lowestoft South Beach.

How will this Council protect visitors and residents alike from what appears to be a known discharge of untreated sewage into our waterways, onto our beaches and into the sea?

Response from Councillor Smith, Cabinet Member with responsibility for Communities, Leisure and Tourism

The issue of river and coastal water quality is important to not only East Suffolk council but to all its residents and visitors. Whilst responsibility for the monitoring and enforcement of the water and sewerage sector in England sits with the Environment Agency, East Suffolk council work closely with them on this key matter.

For the protection of residents and visitors, for the six areas with designated bathing water status, the council put out signs advising against bathing in response to the Environment Agencies daily Pollution Risk Forecasts. In addition, the council work closely with Anglian Water as they work to deliver improvements to their assets that impact both river and coastal water quality.

East Suffolk council welcome increased designation of bathing waters, both coastal and inland as, once designated, the Environment Agency develop a bathing water profile and put plans in place to monitor and protect the bathing water.

Supplementary Question from Councillor Craig

When our new Environment Secretary, Ranil Jayawardena, meets with the water companies, it is essential that he understands the broader issues of raw sewage discharge into our water ways, beyond the risk to public health. Two of our MPs in East Suffolk hold coastal seats, so it is imperative that through them, this Council holds Anglian Water and the Environment Agency to account. We really cannot wait for the target date of 2050 to resolve this issue. To that effect, will you now take action and write to Peter Aldous and Therese Coffey, asking them to brief the Secretary of State, on what is becoming an increasingly urgent matter for our district? Perhaps you will also remind the Secretary of State for Health, that she is in the ideal position to champion this on public health grounds as well, given her own commitment to healthier living.

Response from Councillor Smith, Cabinet Member with responsibility for Communities, Leisure and Tourism

Thank you for that suggestion, Councillor Craig. Perhaps you would wish to write to them yourself?

b) Question submitted by Councillor Daly to Councillor Gallant, Leader of the Council

Following the announcement on 20 July 2022 that the Sizewell C planning application was approved and a Development Consent Order issued by the Secretary of State, will the Leader of the Council join the GLI Group in standing behind the residents' group Together Against Sizewell C and the 10,400 people who signed the petition opposing the build?

Response from Councillor Gallant, Leader of the Council

You will have heard earlier the answers to two questions from residents regarding the SzC development.

I stand by those responses and refer again back to the Resolution of the Cabinet meeting held on the 21st September 2020 where Cabinet agreed the position that if the SzC project were to be consented by government then we would want to seek the least impact and maximum benefits for our communities and businesses if it were to go ahead.

Since that time, the world we now live in has changed and I feel even more strongly that the decision Cabinet made in 2020 was the right one for the district, but also for the nation, as we play an important role in helping deliver energy security as part of a mix of technologies enabling us all to "keep the lights on".

I can understand the objectors concerns that have been expressed eloquently throughout the Examination process. but the government has an energy strategy that promotes an energy mix, including new nuclear, to ensure we can all have the fundamental right to be able to keep warm, safe and enjoy life.

I agree there will be harm in our district, especially during construction, but the package negotiated by the Council has achieved significant mitigation and compensation.

In addition, I strongly believe that our districts economic prospects and skills enhancement will deliver significant improvements for the long-term benefit of our economy which will help businesses. and allow our youngsters to have opportunities to secure employment and thus remain in the area in which they grew up.

Therefore, to answer your specific question, no I will not join the GLI Group in supporting Together Against Sizewell C on this matter.

Supplementary Question from Councillor Daly

The Sizewell C build was opposed by the RSPB, East Suffolk Friends of the Earth and the vast majority of local residents. East Suffolk Council is looking increasingly isolated in its lack of opposition. We should take particular notice of the Examining Officer's conclusion, which was that Sizewell C should not be built in that Suffolk location where the water supply cannot be guaranteed. The Leader has referred to that but part of the Judicial Review is that no evidence was offered by the Secretary of State in relation to the water issues. Another thing the Examiner said was that the coastline would not be resilient for the whole lifetime of the project, which is so important. In light of this, can I ask that, even at this late stage, we should apply reason and oppose the build?

Response from Councillor Gallant, Leader of the Council

Thank you. First, I would like to clarify the environmental agenda. The GLI wants us all to get rid of our cars and to ban flying. They campaign against and criminalise renewable energy because it is not green. The Conservatives, on the other hand, take action, rather than just talking. Through the leadership of our Cabinet Member for the Environment, James Mallinder, we are converting all of our Council vehicles to electric or HVO, saving 90% of our carbon output. Our Cabinet Member for Housing, Richard Kerry, has ensured we are building passive housing, which requires little or no heating. We have also approved a new solar farm, which will save 11,000 tonnes of carbon dioxide each year and will provide electricity for 16,500 homes. We will work to get the maximum benefit from national energy projects, such as Sizewell C and Scottish Power off-shore wind farms for our residents, including hundreds of local jobs and apprenticeships, plus opportunities for local businesses to benefit from increased orders. All of this is in addition to our policies of re-wilding, less grass cutting and our feeding the bees campaign to increase biodiversity throughout the district. We have on the table a district wide network of walking and cycling routes for residents health and wellbeing. All of this is in the control of and being done by East Suffolk Council.

Councillor Beavan raised a point of order at this point as he felt that the response to a Members' Supplementary Question had turned into a speech. The Chairman stated that the Leader was entitled to provide an answer to the question.

Councillor Gallant stated that opposition parties may demand change for supposed national policies for their political agenda, however, this Council would focus on the climate emergency and cost of living crisis. This Conservative Administration would need to make sure that life was worth living after we had achieved our goal of carbon neutrality by 2030. Councillor Gallant concluded that he was not interested in banner waving, nor political posturing, he had been elected to make a positive difference to the 250,000 residents, visitors and the future generations that would follow on behind us.

c) Question submitted by Councillor Smith-Lyte for Councillor Mallinder, Cabinet Member with responsibility for the Environment

During Councillor Smith-Lyte reading out her question, Councillor Gallant raised a point of order and stated that the question being read out should be the same as the question which had been submitted and published on the agenda. The Chairman confirmed that this was correct. Councillor Smith-Lyte stated that she had wished to give a short preamble first, however, she agreed to read out her original question.

Our local residents are being inconvenienced by the lack of glass recycling facilities. Everyone wants to do their part for the planet, and we as the waste management organisation need to make that easier for them. Has the Cabinet Member for the Environment considered employing local private companies to do doorstep collection of glass recycling as many other councils do, if our waste management officers cannot do it? Or alternatively, can more glass recycling banks be installed in areas where residents request them?

Response from Councillor Mallinder, Cabinet Member with responsibility for the Environment

There are currently 250 bottle banks in our district, which are all placed for easy access by village halls, pubs and shops. Using a bottle bank really was important, as this was closed loop recycling. There was a wide held misconception that recycling a glass bottle, simply re-created another glass bottle, however, it was really down to recycling and creating component parts.

I know that Councillor Smith-Lyte cares for the Environment nearly as much as I do and I work hard to make sure we have the right recycling facilities for our residents. This Council declared a climate emergency, reinforcing our commitment to the environment in our Strategic Plan and we have a duty to encourage and educate our residents do the right thing. The right thing in this instance is recycling glass in the bottle banks.

East Suffolk Council is not the solution but it is part of the solution. I ask all Members to communicate to your residents and local communities about recycling glass and if any community that feels they need an additional bottle bank, please let me know.

This encouragement to do the right thing for glass recycling is really important and will mean that all those small changes will make a big difference over time.

Comment from Councillor Smith-Lyte

I don't have a supplementary question, however, I am slightly insulted that there has to be some sort of competition about who is the most eco-friendly.

7 Petitions

No petitions had been received as provided by Council Procedure Rule 10.

8 Notices of Motion

a) Motion submitted by Councillor Byatt

The Chairman invited Councillor Byatt to read out his Motion.

Councillor Byatt proposed his Motion, which was seconded by Councillor Deacon and

he read out the following:

"This Council recognises that an increasing number of our residents are being negatively affected by the cost of living crisis.

It is our Council's responsibility to offer relevant advice and support regarding East Suffolk services which may be able to help them, and should ensure that they have access to such advice and support.

We must not assume that everyone uses the Internet, and others may not find using the phone easy. It is important, therefore, to offer residents the opportunity of a face-to-face discussion.

In the light of this, we will review the current opening hours of our Customer Service Centre at the Marina Centre in Lowestoft, and other provision within various Libraries across the District, to assess if there needs to be an expansion of their opening hours and staffing."

The Chairman advised that, in accordance with Council Procedure Rule 11.4, the Leader of the Council and the Leaders of the Opposition Groups had met to discuss this Motion and agreed a way forward. The recommendation from this meeting was that the Motion would be discussed this evening. She therefore proposed from the Chair that this Motion be discussed this evening and it was seconded by the Leader of the Council. The Chairman invited Members to vote on the proposal to debate the Motion this evening and it was unanimously **CARRIED**.

The Chairman then invited Members to debate.

The Leader stated that Customer Services recognised that a variety of channels were needed to meet the needs of its customers. Face to face service remained important and following a review, the opening hours had been changed to make sure there were sufficient resources to meet the needs of our customers. We constantly monitor demand, complaints and staff provision and were now available in more locations than ever before in the Marina Centre in Lowestoft, the libraries in Aldeburgh, Halesworth, Leiston, Saxmundham, Woodbridge and Felixstowe. Also, Digital Champions were available by appointment, to assist the public to access services online, as well as how to use smart phones etc for personal use. A number of roadshows were planned to take place around the district to provide advice to people concerned about the cost of living eg rising fuel costs, money saving, benefits and debt management, as well as information on the financial support available.

In light of the support being provided by the Council, the Leader proposed an amendment to the Motion, which was seconded by Councillor Blundell. The amendment was:

This Council recognises that an increasing number of our residents are being negatively affected by the cost-of-living crisis.

It is our Council's ambition to offer relevant advice and support as part of our Ease the Squeeze Campaign we want to help all residents to ensure that they have access to the

best advice and support.

We must not assume that everyone uses the Internet, and others may not find using the phone easy. It is important, therefore, to offer residents the opportunity of a face-to-face discussion if this is their preference.

In the light of this, we acknowledge the plans being put in place by both the Communities Team and The Customer Service Team and urge them to continue to monitor the effectiveness of the customer engagement model and implement change where necessary.

The Chairman invited Members to debate the amendment.

Councillor Coulam commented that she had shared information about the Cost of Living Roadshows on Facebook, to raise awareness amongst her constituents.

Councillor Byatt stated that the amendment was within the spirit of the original motion and he noted the Cabinet Member update in Item 15, by Councillor Burroughes, regarding the Customer Services and Customer Experience Teams. However, he was still concerned by the digital exclusion of many local residents. He gave the example of one of his constituents from Pakefield, who had tried in vain to book a slot at the household waste recycling centre by phone. She did not have access to the internet and eventually turned to Councillor Byatt for assistance. Whilst he had been able to help her book a slot, he was concerned about the many other people who would experience similar difficulties and reduce digital exclusion.

Councillor Cook reported that the Ease the Squeeze campaign was providing a number of ways to assist residents to get help during this difficult time. It was important for all Councillors to share information and signpost residents to get the help that they need.

Councillor Burroughes commented that he was glad that Councillor Byatt was able to support the amended Motion. Since Members had talked about our digital transformation plans in 2019, the Customer Access Strategy had been transformed and regular updates had been received on progress. Residents were now able to access support in more places than before, increasing from 4 to 7 sites, and Digital Champions were available by appointment in libraries to assist on a variety of technical matters. Councillor Burroughes offered to speak to Councillor Byatt in more detail outside of the meeting. It was noted that 3 Financial Inclusion Officers had also been appointed to assist people to cope during the cost of living crisis. It was noted that nobody was immune from the current crisis, everyone was affected to some degree.

Councillor Topping stated that she had been speaking to Councillor Burroughes about this for some time and she stated that she was glad that Councillor Byatt had submitted this motion. She stated that Beccles was the largest town outside of Lowestoft in Waveney and at one time there had been a district Council office in the town, as well as Councillors available to speak to the public in the library. When Covid arrived, everything had changed and the area in the library where Councillors and officers could meet with the public was removed. Councillor Topping stated that she was receiving complaints and queries all the time from residents, which should be answered by Council officers. She stated that she was desperate to get an officer to

come to speak to the public in Beccles and deal with their queries, even if it was just for a couple of hours a week. The population in Beccles was ageing, who often did not have smart phones and the ability to get online. She stated that Bungay was in an even worse position, as they did not have the bus or train routes to get to the Marina Centre in Lowestoft or Halesworth. She noted that the Cost of Living Roadshow would be in Beccles on 27 October between 11 am and 2 pm, however, if residents were unable to attend, their questions would remain unanswered.

Councillor Jepson took the opportunity to highlight the work of the Community Partnerships (CPs), who were identifying a number of warm rooms across the district and each CP had the option to fund their own. It was important to share the work of the CPs and inform residents of the help and support available in their areas.

Councillor Smith echoed the words of Councillor Jepson and took the opportunity to invite Councillor Topping to contact her outside of the meeting, to discuss the issues in Beccles. Councillor Smith stated that she would also see if the Communities Team would be able to assist.

Councillor Gooch stated that she supported Councillor Byatt and Councillor Topping's comments and she felt that support needed to be in person by default, rather than by digital methods. She gave an example of an article in the Daily Express, which mentioned the difficulty some people had in paying for their telephone and internet bills. Many people may not be able to afford to use digital means in the future and, as such, people would really want to see a friendly person, face to face.

Councillor Lynch stated that his ward of Kesgrave had a population that was 50% larger than Beccles and he expected local residents to come to him for help and support, as a Town and District Councillor. He commented that a significant part of a Councillors' role was to assist their constituents, in a variety of settings. He did not expect officers to undertake this role.

Councillor Mallinder stated that one of his constituents had made an appointment to see a customer services advisor face to face and it was important to remember that this facility was available, and to inform constituents, as appropriate.

Councillor Blundell reported that it was important the residents knew what the Council was doing. Communication was key and Councillors should make themselves available to answer questions and share information. At the Foodbanks in his ward, additional information was being provided about the Ease the Squeeze campaign and all the help and support that was available. He felt that it was an excellent campaign and should be supported by all Members.

The Leader thanked Members for the interesting debate. He was concerned about the view that officers should meet with the public and deal with their queries, as he felt that was what all Councillors had been elected to do, Councillors were the link between the public and the Council. He also did not agree with the Council communicating face to face by default, as he felt it would be more expensive and time consuming for people to have to drive to the nearest customer services facility, queue up and speak to an officer there. Digital by default was a much simpler and more efficient way of working, with other methods of contact available for those unable to

use digital communications.

As the amendment to the motion had been moved and seconded, the Chairman invited Members to vote on whether or not to accept the amendment. Upon being put to the vote the amendment was **CARRIED**.

N.B. Councillor Brambley-Crawshaw and Councillor Topping left the meeting at this point in the proceedings at 7.38 pm.

The Chairman clarified that the amended Motion had now become the Substantive Motion. There being no further debate, the Motion was put to the vote and it was **CARRIED**.

b) Notice of Motion Submitted by Councillor Beavan

The Chairman invited Councillor Beavan to read out his Motion.

Councillor Beavan sought clarity on procedure at this point during the proceedings. Mr Bing, Head of Legal and Democratic Services and Monitoring Officer, reported that in accordance with the Constitution, the Motion would become 'live' once it had been moved and seconded. The Mover, when moving the Motion, should explain the purpose of it. Councillor Beavan should therefore read out his Motion and explain the purpose of it and then seek a seconder.

Councillor Beavan stated that the Motion had been published on the agenda and he wished to take it as read. He then explained why Members should support the motion. He stated that everyone would agree that staff were the Council's most valuable asset but some of them, due to the cost of living crisis, would not be able to feed their families or warm their homes. People could not afford to live on the national living wage of £9.50 an hour, nor the real living wage of £10.90 an hour. Morally, Members should not wish to see any East Suffolk Council employee in a foodbank queue. The motion attempted to ensure that never happened, by automatically raising the lowest paid in line with the UK median salary.

Councillor Beavan stated that most of the Council's low paid staff were apprentices, however, next year the Council would take on Norse, where many more staff were trying to raise families on low wages. He stated that a target was needed to raise wages over the next few years. The Council's vacancy rate was now 9% which put a strain on the remaining employees and public servants continued to fall behind, as real wages had been cut by 28% in ten years. The labour market was tight as retailers raised their pay rates and the Council needed to stay competitive.

He felt that the pay deal was unlikely to match 10% inflation next year, so that would be another pay cut for most staff. However, the present pay deal was looking at a flat rate increase of nearly £2k for everybody, which meant that those earning less than £19k (£10 an hour) kept up with inflation. He asked why the Council could not keep doing this every year, until all staff were above survival level?

Councillor Beavan then proposed his Motion, which was seconded by Councillor Thompson. A copy of the Motion is shown below, for completeness:

This Council notes:

- 1. As of July 28th, ESC had 82 vacancies, 10% of the workforce.*
- 2. Attracting and retaining staff will become more difficult as pay lowers.*
- 3. With inflation above 10%, the current pay deal being discussed by Government means a real-terms paycut for most staff, but rightly prioritises lower paid staff with a flat rate increase so that they can feed their families and warm their homes.*

This Council resolves:

- 1. To write to the Chancellor and Secretary of State calling on Government to fund competitive salaries for public servants.*
- 2. To set a new minimum wage target at 75 per cent of median hourly pay by 2030, amounting to £11.70/hr on present figures. This would see the minimum wage rise at a rate on par with average wages, making sure that those earning the least don't fall too far behind.*
- 3. To pay for this by restricting top salaries to less than four to five times median earnings (£100k to £125k pa at present).*
- 4. To explore the feasibility of running a three-month pilot of a four-day working week in 2023 to see if productivity can be maintained while improving staff's work/life balance.*

The Chairman advised that, in accordance with Council Procedure Rule 11.4, the Leader of the Council and the Leaders of the Opposition Groups had met to discuss this Motion and agreed a way forward. The recommendation from this meeting was that the Motion would be discussed this evening. She therefore proposed from the Chair that this Motion be discussed this evening and it was seconded by the Leader of the Council. The Chairman invited Members to vote on the proposal to debate the Motion this evening and it was unanimously **CARRIED**.

The Chairman then invited Members to debate.

Councillor Cook reported that the number of staff vacancies in East Suffolk Council, was a constantly moving feast. The latest information he had was that there were currently 75 Full Time Equivalent (FTE) vacancies, which represented just under 9% of the total workforce. This was a welcome improvement. Higher inflation affected all employees, when prices were rising faster than wages and salaries. It was, therefore, no more difficult in local government to attract and retain staff than in any other sector. Local government remained a secure and well rewarded provider of employment and the greater challenge in this area might be retaining sufficient young talent in the district to fill the vacancies. That said, the Council's excellent record on apprenticeship schemes and the retention of those employees after their initial period was testament to ESC as an employer.

Councillor Cook stated that, as the current pay offer to local government staff had not been agreed with all the unions and with inflation now falling, due mainly to a fall in petrol and diesel prices, it was not yet clear that there would be a pay-cut in real terms. He confirmed that today, the Council had received an update from the LGA that on a turnout reported to be 34%, UNISON's members had voted by 63.5% to 36.5% to accept the National Employers' final pay offer for local government services ('Green Book') employees.

Councillor Cook reported that, of course, in order for the pay deal to be finalised so that it can be implemented and paid to employees, GMB and/or Unite must also vote to accept the employers' offer. We must now wait for Unite's membership consultation to close on 14 October 2022 and GMB's to close on 21 October 2022. If further updates were received before those consultations closed, Members would be kept informed.

Councillor Cook then updated Members on the reversal in the increase in National Insurance:

- For an annual salary of £30k, the annual NI saving for an employee was over £200 (£2,092 compared to £2,309 which was the July rate)
- For an annual salary of £40k, the annual NI saving for an employee was over £300 (£3,292 compared to £3,634 which was the July rate)

For clarification, Members noted that £30k was close to the mid-point of SCP1-53 (so excluding Chief Officers) - Band 6 SCP 27 £31,895 (current pay before pay award). £40k was close to the mid-point of all SCP (including Chief Officers) - Band 8 SCP 36 £40,578.

In terms of the Motion itself, Councillor Cook report that, as previously stated, this Council would not lobby the Government on matters in which we were not a party to the issue. Public sector wages and salaries were determined by the Government in agreement with employers and Trade Unions and any representation by this Council had little or no influence. Of course, any Member, individual or group was entitled to write, if they wished, either direct or via their MP.

In respect of the Council considering running a pilot scheme for a reduced working week, Councillor Cook reported that the Council was aware that other Councils were considering this as a possibility. However, having only recently introduced the Council's own hybrid scheme of balanced office and home-based work to maintain efficiency and provide for a better work/life balance for our employees, it would be prudent to assess the success of this initiative and note the outcome of the pilot scheme in South Cambridgeshire before contemplating such a pilot here.

With regards to items 2 and 3, Councillor Cook reported that there was a fundamental misunderstanding, in that the Council does not have the authority to either of them. The setting of the minimum wage was the sole duty of the Government and the restriction of top salaries was a matter for the Government, as far as the public sector was concerned, and employers in the private sector. Councillor Cook stated that he suspected that the Unions would not entirely welcome such a proposal, since the figures suggested would include senior teachers, doctors and other senior public sector employees. On that basis, he could not support the motion and he urged colleagues to vote against it.

Councillor Goldson asked Councillor Beavan who would pay for the increase in staff wages? It would be the tax-payer and he stated that in this economic climate it would not be well received.

Councillor Byatt reported that whilst he supported the principle of the motion, he understood that the Council could not commit additional funds that it did not have on

increasing staff wages. He agreed that staff should be valued and supported.

The Leader reported that it was not possible for the Council to set its own minimum wage or take money from the top earners to give to others. He also commented that the Council was in the process of appointing a new Chief Executive and a Strategic Director for Growth. It was, therefore, important to get the best people for those 2 roles, which meant having an attractive salary, comparable to other Councils'. The evidence was there in the number of applications received from excellent applicants. He reassured Members that the staff salary situation would be monitored over time, to ensure the Council was doing the best for its staff.

Councillor Daly stated that he supported Councillor Beavan's motion. He asked why those on lower pay were always paid the minimum? Why could their wages not be increased to ensure that all frontline staff were on a comfortable wage?

Councillor Thompson stated it was important for the Council to address this issue. Staff needed to have a good wage and a vacancy rate of 10% was a concern. The Council needed to attract and retain good people.

Councillor Beavan stated that he disagreed with some of the earlier statements, including the figures quoted by Councillor Cook. He also felt that those working for the LATCO and East Suffolk Services were really still East Suffolk Council employees. He stated that pay for those at the top was always increased, however, those at the bottom of the pay scale were often ignored and he was concerned that the inequality was only increasing. Growth was currently being suppressed and it was important to have an equal and fair society.

There being no further debate and as the Motion had already been moved and seconded by Councillor Beavan and Councillor Thompson, the motion was then put to the vote and it was **NOT CARRIED**.

9 Community Governance Review – East Suffolk

Full Council received report **ES/1285** by Councillor Gallant, Leader of the Council. The purpose of the report was to request Full Council to approve the final recommendations of this district-wide Community Governance Review (CGR).

It was noted that, at its Annual Meeting on 25 May 2022, Full Council had approved the request to begin a consultation on the draft recommendations for the Community Governance Review. A public period of consultation ran from 30 May to 8 July 2022. The CGR Member Working Group met to consider the responses to the consultation and to agree the final recommendations to be considered by Council. The final recommendations could be found in Appendix A to the report.

The Leader took the opportunity to thank Karen Last, Electoral Services Manager, and her team for their exemplary work in respect of the review and he also thanked the Community Governance Working Group Members for their contribution.

There being no questions to the Leader, he then moved the 3 recommendations within the report, which was seconded by Councillor Kerry.

The Chairman invited Members to debate.

Councillor Byatt commented that he had taken part in the Working Group meetings and he also commended the work of officers in relation to the CGR. He then proposed that Members moved straight to the vote.

The Chairman invited Members to vote and it was therefore

RESOLVED

1. That the final recommendations, as set out in Appendix A to report ES/1285, be approved.
2. That the Chief Executive be asked to write to the Local Government Boundary Commission for England (LGBCE) to request their consent to make the changes to district ward and county division boundaries and consequential parish warding arrangements ahead of the elections in May 2023.
3. That the re-organisation Order(s) are produced to include all changes agreed by Council and where consent is granted by the Local Government Boundary Commission for England (LGBCE), where necessary.

10 Treasury Management Outturn 2021/22 and Mid-Year 2022/23 Report

Full Council received report **ES/1287** by Councillor Cook, Cabinet Member with responsibility for Resources. It was noted that the Treasury Management Policy Statement required an annual report and mid-year report to be produced and noted by the Audit & Governance Committee and Full Council. The Audit & Governance Committee met on the 12 September 2022 to review and note the report. Councillor Cook reported that the report reviewed performance of the treasury management function of East Suffolk Council for the financial year 2021/22 and then reviewed the first half of the financial year 2022/23.

2021/22 Summary:

- Investments totalled £143.37m as at 31st March 2022, which was made up of £87.5m of short-term investments, £40.53m of long-term investments and £15.34m of liquidity investments.
- Interest received during the year totalled £1.08m.
- Borrowing totalled £65.81m as at 31st March 2022 of which £60.40m related to the Housing Revenue Account and £5.41m related to the General Fund.

2022/23 Summary to date:

- Investments totalled £145.57m as at 31st August 2022, which was made up of

£80m of short-term investments, £35.57m of long-term investments and £30m of liquidity investments.

- Interest received to 31st August 2022 totalled £300k.

In conclusion, Members were advised that the Council had operated its Treasury Management function within the prescribed Treasury Management Policy and Prudential Indicators for 2021/22 and for the first half of 2022/23. The Council continued to ensure security over liquidity when managing the Councils investments. It was noted the Council continued to monitor the desire for ethical investments and ensure, where possible, the investments met this criteria.

The Chairman invited questions to Councillor Cook, however, there were none. Therefore, Councillor Cook moved the recommendations contained within the report, which was seconded by Councillor Lynch. There being no debate, the Chairman invited Members to vote and it was

RESOLVED

1. That the Annual Report on the Council's Treasury Management activity for 2021/22 incorporating the Mid-Year review for 2022/23 be noted.
2. That the Prudential Indicators Outturn position for 2021/22 in Appendix B to report ES/1287, be noted.

11 Capital Programme Review 2022/23 to 2025/26

Full Council received report **ES/1286** by Councillor Cook, Cabinet Member with responsibility for Resources. It was noted that the Council had agreed a programme of capital expenditure for the coming four years, 2022/23 to 2025/26, as part of the budget setting process at Full Council in January 2022.

Councillor Cook reported that there was a need to accurately reflect updates to the General Fund Capital Programme for schemes recently approved, such as the Resilient Coasts Project and also budgets re-phased from 2021/22, including increases for inflationary pressures.

The carry forwards from 2021/22 and budget increases which were reflected in the 2022/23 revised budgets total £5.68m, new projects total £3.2m, these being:

- Southwold Enterprise Hub £0.6m
- UK Shared Prosperity Project £0.6m (£6m 2023/24)
- Pakefield Emergency/Resilient works £1.2m (£9.1m 2023/24)
- Southwold North Dock Wall £0.4m
- ESSL IT Set Up £0.4m (£0.1m 2023/24)

The re-phasing of 2022/23 budgets to later years would total £12.14m.

The Chairman invited questions to Councillor Cook.

Councillor Beavan asked if the £600,000 spent on the Southwold Enterprise Hub had been assessed for value and reviewed? Councillor Cook invited Mr Mew, Chief Finance and Section 151 Officer, to answer this question. Mr Mew reported that the value would be calculated as part of the budget setting process. There was currently no figure available, however, it would be included in the figures presented from Finance for next year.

Councillor Gandy queried the figures on page 69, in Appendix A, for the Capital receipts. She queried why the revised budget figures were £1 million in 2022/23 and £4 million in 2023/24 and she wanted to know if the Council would be selling some assets to achieve that figure? Mr Sturman, Specialist Accountant for Capital and Treasury Management, confirmed that those figures was the allocation of monies received from the sale of the former SCDC Council offices at Melton Hill.

Councillor Gandy queried paragraph 2.1 in the report, which stated the Council did not anticipate capital receipts until they had been realised and she queried the figures for income during 2022/23. Councillor Cook confirmed that the Council knew which funds were expected but it did not allocate or rely on them until they had been received. The figures were then updated when receipts were received.

Councillor Byatt commented on the £1.2 million of emergency funding for the works at Pakefield Cliffs, to try to reduce the significant erosion taking place. He stated that the funding was most welcome and was appreciated by local residents.

There being no further questions, Councillor Cook moved the recommendation within the report, which was seconded by Councillor Burroughes. There being no debate, the Chairman invited Members to vote and it was

RESOLVED

That the revised General Fund Capital Programme for 2022/23 to 2025/26 including revisions as shown in Appendix B to report ES/1286, be approved.

12 Authorisation of Officers - Attendance at Magistrates' Court

Full Council received report **ES/1288** by Councillor Cook, Cabinet Member with responsibility for Resources. He reported that Section 223 of the Local Government Act 1972 allowed local authorities to authorise officers who do not necessarily have legal qualifications (as solicitors, barristers or legal executives) to represent the Council in the Magistrates' Court. Members noted that the Section 223 power was used very widely by local authorities; in particular most district and unitary authorities have been using this power for many years to authorise recovery officers to appear in the local Magistrates' Courts in Council Tax and Business Rate enforcement cases.

East Suffolk Council was one of five authorities which formed part of the Anglia Revenues Partnership. The Partnership operated under a Partnership Agreement approved by the Council. It was, therefore, important to ensure that the list of

authorised officers was refreshed on a regular basis, as this would provide resilience and effective cover, thus improving the Council's ability to recover Council Tax.

The Chairman invited questions to Councillor Cook. There being no questions, Councillor Cook moved the recommendation contained within the report and this was seconded by Councillor Yule. There being no debate, the Chairman invited Members to vote and it was

RESOLVED

That Steven Oxborough, Lucy Talbot, Peter Seeley, Rachel Marsden, Michael Cartwright, Nigel Adams and Kieran Kingston-Miles be authorised to represent East Suffolk Council in the Magistrates' Court in accordance with Section 223 of the Local Government Act 1972.

13 Skin Piercing Byelaws

N.B. Councillor Plummer left the meeting during the discussions on this item at 8.23 pm.

Full Council received report **ES/1290** by Councillor Rudd, Cabinet Member with responsibility for Community Health, which was presented by Councillor Jepson, Assistant Cabinet Member with responsibility for Community Health. Members noted that the Council was responsible for registering businesses that carry out certain skin piercing activities such as acupuncture, tattooing, electrolysis and ear piercing. The Council must also inspect those businesses to ensure that the premises and practices were hygienic and there were controls in place to prevent the risk of blood-borne infection.

It was reported that there were currently outdated sets of Skin Piercing byelaws, adopted by the former Suffolk Coastal and Waveney District Councils, that were in need of consolidation and updating to create a single East Suffolk Council byelaw. By adopting the current national model byelaws, East Suffolk Council would be able to ensure businesses comply with nationally set standards.

Members noted that whilst the Licensing Committee had resolved on the 15 July 2019 to approve that the recommendations in that report be brought to Full Council, this was delayed due to the Covid pandemic and was now being brought for Full Council approval. In the intervening time, a wider review had been undertaken into how the Environmental Health Team could improve its approach to skin piercing activities.

Councillor Jepson reported that as part of standardising the Council's approach, the plan was now to adopt a single new district-wide byelaw for a wider range of beauty treatments such as cosmetic piercing, semi-permanent skin colouring, acupuncture, tattooing, electrolysis and ear piercing (referred to as special treatments) as prescribed by the Department of Health. Alongside this, and to bring the council in line with good practice among other authorities, the Food and Safety team would also improve the information and guidance available to licensees, both in terms of updating outdated

guidance and improving the website.

The advantages of doing this were that it would bring the council's skin piercing licensing regime into alignment, improved operational efficiency, simplified the standards for local businesses and offered better protection to public health. In practice, this meant that the existing Byelaws for both former councils (Suffolk Coastal and Waveney) would have to be revoked and the new district wide byelaw would be submitted to the Secretary of State for approval and signing. It was anticipated that this would be agreed and ready for implementation in December 2022, once signed by the Secretary of State.

The Chairman invited questions to Councillor Jepson.

Councillor Deacon raised concerns about the male gendered language used within the byelaws and queried why gender-neutral language could not be used instead? The Leader reported that legislation often used such gendered language and it was widely accepted the 'he and him' referred to all genders in byelaws and other legal documents.

Councillor Goldson raised concerns as he felt that this was an ambiguous report and he queried if Appendix A was still in draft form and whether further comments about the contents could be received. It was reported that Full Council was being asked to approve the byelaws this evening, so that they could be finalised and implemented shortly.

Councillor Goldson stated he was very disappointed with the clinical basis of the byelaws. He quoted Paragraph C on page 89, which stated 'any needle used in treatment is single use and disposable, as far as practicable....' He stated that this was not sufficient, as only single use needles should be used in these sorts of premises. He also raised concerns about the wording in the byelaws in relation to the cleaning of body fluids and the changing of gloves when undertaking acupuncture. He was very concerned and he requested that the byelaws be further reviewed.

Councillor Jepson invited Ms Quinn, Head of Environmental Health, to respond to Councillor Goldson's concerns. Ms Quinn provided clarification that the byelaws had been written and developed by the Department for Health, for all Councils to adopt across the UK, they had not been written by ESC officers. The aim of the byelaws was to reduce the health issues related to skin piercing premises. The new byelaws were a significant improvement upon the byelaws currently in place and would protect local residents who wished to undertake skin piercing and related procedures. She confirmed that the byelaws had been developed with the involvement of a wide range of health experts, as well as skin piercing practitioners.

Councillor Jepson took the opportunity to move the recommendations within the report and this was seconded by Councillor Cackett.

The Chairman invited Members to debate.

Councillor Goldson stated that he felt very strongly about this matter and he did not agree with the adoption of the byelaws, as he felt that they were badly

written. Councillor Goldson then requested that a recorded vote be undertaken for this item.

The Leader stated that the byelaws had not been written by ESC officers, they had been developed by experts and written with the involvement of lawyers. Skin piercing was a complex matter and the byelaws, if adopted, would protect local residents.

Councillor Byatt asked if Councillor Goldson could raise his concerns with the Head of Environmental Services outside of the meeting and it was confirmed that he could.

Councillor Cackett commented that the Secretary of State had to approve the byelaws before they could be implemented by the Council. She stated that they were standard byelaws used by all Environmental Health departments throughout the UK. She commented that Environmental Health Officers could inspect premises, regardless of whether the latest byelaws were in place.

Councillor Jepson stated that the byelaws to be adopted were national byelaws and were used by Councils across the UK. He invited Councillor Goldson to raise his concerns outside of the meeting.

Mr Baker, Chief Executive, asked Councillor Goldson if he still wanted a recorded vote for this item and he confirmed that he did. As 7 Members were needed to request a recorded vote, Mr Baker asked if there were any other Members who wished to have a recorded vote. No other Members supported the request for a recorded vote, therefore the usual voting method, a show of hands, would be used.

The Chairman invited Members to vote and it was

RESOLVED

1. That the adoption of the byelaws, as set out in Appendix A of report ES/1290 be approved;
2. That the Head of Environmental Services and Port Health be authorised to carry out the necessary procedure in relation to the creation of new byelaws and to apply to the Secretary of State for confirmation;
3. That the affixing of the common seal of the Council to the new byelaws be authorised;
4. That the revocation of the existing byelaws referred to at paragraphs 6 to 10 of the byelaws set out in Appendix A of report ES/1290, upon the coming into force of the new byelaws, be approved.

14 Temporary Appointments to Little Glemham Parish Council (LGPC)

Full Council received report **ES/1296** by Councillor Gallant, Leader of the Council. The purpose of the report was to seek Full Council's approval to the making of an Order

under Section 91 of the Local Government Act 1972, to appoint two persons temporarily to Little Glemham Parish Council (LGPC), until the May 2023 elections, so that it could be quorate and conduct business.

It was noted that two parishioners had expressed an interest to the Clerk of the Parish Council in being appointed to the Parish Council. Those parishioners were Lynne Gibbs and Laura Tregent.

The Leader clarified that there were no qualifications or criteria which had to be applied to those persons who wished to be appointed under s91 of the LGA 1972. The persons appointed would serve as councillors, save that they have been appointed rather than elected.

The Chairman invited questions to the Leader of the Council.

Councillor Daly asked if it was usual practice for the District Council to make such appointments? The Leader confirmed that it was, as the Parish Council was unable to undertake any business, as it was not able to be quorate. Once the appointments had been made by Full Council, the Parish Council would be undertake business again.

There being no further questions, the Leader moved the recommendation and this was seconded by Councillor Brooks.

There being no debate, the Chairman then moved to the vote and it was

RESOLVED

That the making of an Order, under Section 91 of the Local Government Act 1972, to appoint temporarily, until the elections in May 2023, Lynne Gibbs and Laura Tregent as members of Little Glemham Parish Council be approved.

15 Cabinet Members Report and Outside Bodies Representatives Reports to Council

Full Council received report **ES/1284**, which was presented by Councillor Gallant, Leader of the Council, and provided individual Cabinet Members' reports on their areas of responsibility, as well as reports from those Members appointed to represent East Suffolk Council on Outside Bodies. The Leader stated that the written reports could be taken as read and he invited relevant questions on their contents.

Councillor Byatt stated that he had a number of questions in relation to Councillor Rivett's update reports. As Councillor Rivett was not present at the meeting this evening and he did not have an Assistant Cabinet Member, Councillor Byatt asked if he could send questions to Councillor Rivett outside of the meeting? The Leader confirmed he was satisfied with that approach and he would make sure the questions and answers were circulated to all Members, for information.

Councillor Deacon stated that he was delighted that the Council had received an award for the Deben High School site development and he wanted to know when building

works would start to commence? Councillor Kerry reported that the project was currently out to tender and once a building company had been awarded the contract, building work would commence as soon as possible.

Councillor Byatt referred to Councillor Burroughes report and he asked how Digital Champions were to identify themselves to the customers using the Customer Services centres? Councillor Burroughes reported that the Digital Champions were badged and they were introduced to those customers who needed that support to go online. He stated that he would seek further clarification on this matter and report back to Councillor Byatt outside of the meeting.

There being no further comments or questions, the report was received for information.

16 Exempt/Confidential Item

The Chairman reported that in exceptional circumstances, the Council may, by law, exclude members of the public from all, or part of, a decision-making meeting. There were various reasons that the Council, on occasions, had to do this and examples were because a report contained information relating to an individual, information relating to the financial or business affairs of a particular person, or information relating to any consultations or negotiations.

This evening, there was one such report, which was the North Felixstowe Garden Neighbourhood.

The purpose of the report was to set out the current status of the development and seek approval of the funding for ESC to progress to the next stage of work. This would assist the Council to help drive forward the best solution for the North Felixstowe Garden Neighbourhood and to ensure the outcome across the whole development.

On the proposition of the Chairman, seconded by the Leader, it was by unanimous vote

RESOLVED

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

17 North Felixstowe Garden Neighbourhood

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

The meeting concluded at 8.52 pm.

.....
Chairman

<p>Unconfirmed</p>



Minutes of an Extraordinary Meeting of the **Full Council** held in the Deben Conference Room, East Suffolk House, Melton, on **Wednesday, 2 November 2022 at 7.00pm**

Members present:

Councillor Edward Back, Councillor David Beavan, Councillor Chris Blundell, Councillor Norman Brooks, Councillor Stephen Burroughes, Councillor Peter Byatt, Councillor Alison Cackett, Councillor Jenny Ceresa, Councillor Maurice Cook, Councillor Tony Cooper, Councillor Linda Coulam, Councillor John Fisher, Councillor Steve Gallant, Councillor Tony Goldson, Councillor Louise Gooch, Councillor Ray Herring, Councillor Mark Jepson, Councillor Richard Kerry, Councillor Stuart Lawson, Councillor Geoff Lynch, Councillor Malcolm Pitchers, Councillor Carol Poulter, Councillor David Ritchie, Councillor Craig Rivett, Councillor Keith Robinson, Councillor Mary Rudd, Councillor Letitia Smith, Councillor Ed Thompson, Councillor Steve Wiles, Councillor Kay Yule

Officers present:

Stephen Baker (Chief Executive), Chris Bing (Head of Legal and Democratic Services), Karen Cook (Democratic Services Manager), Andy Jarvis (Strategic Director), Nick Khan (Strategic Director), Matt Makin (Democratic Services Officer (Regulatory)), Heather Tucker (Head of Housing)

Others present:

Mr Chris Bally

1 Apologies for Absence

Apologies for absence were received from Councillors Paul Ashdown, Stuart Bird, Judy Cloke, Janet Craig, Tom Daly, Mike Deacon, Tony Fryatt, Tess Gandy, Andree Gee, Tracey Green, Colin Hedgley, James Mallinder, Debbie McCallum, Frank Mortimer, Trish Mortimer, Keith Patience, Sarah Plummer, Russ Rainger, Mick Richardson and Caroline Topping.

2 Declarations of Interest

No declarations of interest were made.

3 Appointment of Chief Executive and Head of Paid Service

Council received report **ES/1318** of the Leader of the Council, which sought approval of the recommendation of the Appointments Committee that the post of Chief Executive and Head of Paid Service be offered to Mr Chris Bally.

The Leader introduced the report and noted that the Local Government and Housing Act 1989 (the Act) requires local authorities to have in place three statutory officers, a Head of Paid Service, a Monitoring Officer, and a Section 151 Officer, and that the Council's Head of Paid Service was also its Chief Executive. The role and duties of the Head of Paid Service set out in Section 4 of the Act were outlined.

Council was informed that the current Chief Executive, Mr Stephen Baker, had given notice in July 2022 that he intended to retire from the role at the end of December 2022. The Leader explained that following this notification the Council had engaged the services of Tile Hill, an executive company who had recently assisted in the recruitment of a Managing Director for East Suffolk Services Limited and were also running the recruitment campaign for a new Strategic Director.

The Leader outlined the process undertaken by Tile Hill to conduct the recruitment campaign, supplemented by the Council's HR team, in which a dedicated microsite showcasing the Council was created alongside professional recruitment advertising and an executive search function.

The Leader confirmed that both opposition Group Leaders were given the opportunity at the outset to speak with Tile Hill to help shape the recruitment campaign; the Leader expressed his gratitude to Councillor Byatt for availing himself of this opportunity and engaging in the process.

Council was advised that the vacancy went live on 1 August 2022; in addition to the usual channels, it was also advertised via both the Tile Hill and Local Government Association (LGA) websites, and an interview with the Leader and Mr Baker conducted by the Municipal Journal appeared as a wider editorial piece to supplement the advert.

The Leader explained that Tile Hill had focussed its search on senior leaders in local government and related agencies, particularly looking for candidates with a commercial approach who would espouse the ambitions of the Council and who had strong place-making and regeneration backgrounds along with an excellent track record of corporate working and partnership building. The search for a new Chief Executive had been at a national level, with the benefits of East Suffolk being highlighted throughout the process.

It was noted that 14 applications had been received by the advert closing date of 9 September 2022; longlisting had then taken place on 16 September 2022, and it was agreed that eight of the candidates would move to the next stage of the process, involving a more forensic discussion with Tile Hill. Following a further shortlisting discussion, it was agreed that four candidates would move forward to interview.

The Leader detailed that between the shortlisting exercise and the interviews, which took place over 13 and 14 October 2022, all the candidates were offered the opportunity to meet individually with him and Mr Baker; all four candidates took up this opportunity. During this period, the Leader explained, various forms of testing applicable to the appointment were conducted, including psychometric testing.

The Leader summarised the interview process, which involved a Stakeholder Panel on the first day which included representatives from the public, private, voluntary and

community sectors in East Suffolk, where candidates were asked to prepare a presentation on the following topic: "In a resource constrained, increasingly digital and post-pandemic world, how could East Suffolk Council work more smartly with partners and communities to improve outcomes for residents."

The first day also saw the candidates appear before a panel of members of the Council's Corporate Management Team, which was run as an open forum, as well as an invitation to lunch with Cabinet Members and Opposition Leaders.

The Leader stated that the second day took the form of a more traditional interview panel, formed of Members and Officers. The Leader reiterated that the two opposition Group Leaders were invited to be part of this process and thanked Councillor Byatt for his engagement. Each interview lasted approximately 1.5 hours per candidate. As part of the interview, the candidates were asked to deliver a presentation on the following topic: "Against a challenging socio-economic backdrop, how would you ensure that East Suffolk Council delivers its priorities? What challenges do you think are most significant and how would you navigate these?"

Following the interviews, the Appointments Committee was convened, and Members unanimously agreed that Mr Chris Bally should be recommended to Full Council as the appropriate successor to Mr Baker. The Leader confirmed that in accordance with the Council's Constitution, Cabinet Members were given an opportunity to raise any material or well-founded objections to the recommendation, and none were received.

The Leader hoped that Members agreed the recruitment process had been both thorough and rigorous, noting the close scrutiny of the candidates on the run to interview. The Leader considered that the four candidates had all been of the highest calibre, but that Mr Bally had particularly impressed the Panel with his passion for and knowledge of the area, along with the huge wealth of experience he had amassed during his 30 years of public service.

Council was advised that Mr Bally had joined Suffolk County Council in 2008, having previously held roles with Tendring District Council and the Audit Commission, and was presently its Deputy Chief Executive and Executive Director for Corporate Services. The Leader described Mr Bally as working hard to develop policy and strategic direction that improves the lives of Suffolk residents, leading development of Suffolk County Council's strategy and working with its Chief Executive to shape and deliver the local and national agenda for public services. Council was informed that Mr Bally was also Suffolk County Council's Chief Information Officer and had provided leadership for corporate policy, transformation, programme management, planning and performance, as well as business development.

The Chairman invited questions to the Leader on his report. Councillor Goldson noted that the Leader of the Council had only referred to the Leader of the Labour Group being involved in the recruitment process and asked if he was correct to assume that the Leader of the Green, Liberal Democrat and Independent (GLI) Group had not participated.

The Leader confirmed that, despite both opposition Group Leaders being invited to engage in the recruitment process, only Councillor Byatt, the Leader of the Labour

Group, had chosen to do so. The Leader expressed disappointment that Councillor Beavan, the GLI Group Leader had not wished to be involved and detailed his withdrawal from the interview panel stage of the process. The Leader cited a statement on Councillor Beavan's Facebook page later that day alleging that he had withdrawn from the process as he had been unable to ask questions about the offered salaries and would have only been able to ask questions dictated by the Leader of the Council and stating his concerns about the remuneration offered for the post compared to others in the Council.

The Leader stated that this was not the case and reminded Council of the motion proposed by Councillor Beavan at its last meeting of 28 September 2022, relating to flattening the officer wage structure, which had been debated and rejected by the Council. The Leader considered that the formal interview process for a new member of staff was not the place to seek or circumnavigate or undermine the will of the Council and considered that to ask an interview candidate for their thoughts on doing the job they had applied for, for a reduced remuneration package, to be inappropriate.

Council was informed by the Leader that the questions prepared for the interview had been formed in consultation with Tile Hill, the Council's HR team, Mr Baker and himself and construed to gain the best possible insight into the strengths and weaknesses of the candidates. The Leader expressed his disappointment that Councillor Beavan had withdrawn from this process, suggesting it served no purpose in representing the Council, local communities or indeed the remainder of the GLI Group.

There being no further questions, the Chairman invited the Leader to make his recommendation. Councillor Gallant proposed that the recommendation of the Appointments Committee to offer the role of Head of Paid Service and Chief Executive to Chris Bally be approved by Council; this was seconded by Councillor Rivett, who reserved his right to speak. The Chairman invited Council to debate the proposal.

Councillor Robinson said that he had worked with Mr Bally at Suffolk County Council for a several years and found him to be personable, competent and on top of his brief. Councillor Robinson considered that employing Mr Bally as the Council's Chief Executive would be a great gain for East Suffolk and noted that Ms Nicola Beach, the Chief Executive of Suffolk County Council, had said to him that she was sorry to be losing Mr Bally.

Councillor Beavan stated that the GLI Group welcomed the appointment of Mr Bally as the Council's Chief Executive and would be supporting the proposal. Councillor Beavan said that he looked forward to working closely with Mr Bally. Councillor Beavan said he did not want to get into a debate with the Leader about his withdrawal from the recruitment process but expressed his concern about the priorities of the Council; he went on to compare the cost of the new Strategic Director post to that of the wage claim submitted by refuse collectors.

Councillor Byatt welcomed Mr Bally to the Council on behalf of the Labour Group, assuring the Council the whole group supported this appointment and looked forward to working with Mr Bally.

Councillor Goldson noted he had known Mr Bally from his time as a Suffolk County Councillor and considered him to be a very honourable man.

Councillor Rivett thanked Tile Hill and the Council's HR team for making the recruitment process a smooth one, highlighting that all the candidates had considered it to be a fair process which gave them the opportunity to best represent themselves. Councillor Rivett said that the recruitment process had reinforced the importance of what the Council was doing in East Suffolk and was of the view that Mr Bally was the best fir for the Council's aspirations. Councillor Rivett added that he had also worked with Mr Bally at Suffolk County Council and considered his appointment to be a great gain for the Council.

On being put to the vote, it was unanimously

RESOLVED

That the recommendation of the Appointments Committee to offer the role of Head of Paid Service and Chief Executive to Chris Bally be approved by Council.

Through the Chairman, the Leader invited Mr Bally to address Council.

Mr Bally thanked Council for its kind words and said he was delighted to be taking up the role of Chief Executive of East Suffolk Council. Mr Bally said he was Suffolk born and bred, lived in Felixstowe and had raised his family in the local area. Mr Bally considered the role to be his dream job and said it would be very special to lead a Council such as East Suffolk. Mr Bally expressed his gratitude for the Council's confidence in him and said he was very excited to get underway. Mr Bally referred to Mr Baker, having known him for some time, considering it an honour to follow in his footsteps and wishing him the best for his retirement.

The meeting concluded at 7.23pm.

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Chairman



FULL COUNCIL

Wednesday, 23 November 2022

Subject	Bungay and Worlingham Neighbourhood Plans
Report of	Councillor David Ritchie Cabinet Member with responsibility for Planning and Coastal Management
Supporting Officer	Dickon Povey Principal Planner (Policy and Delivery) dickon.povey@eastsuffolk.gov.uk (01502) 523043 Ruth Bishop Senior Planner (Policy and Delivery) Ruth.bishop@eastsuffolk.gov.uk (01502) 523028

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

Purpose and high-level overview

Purpose of Report:

The purpose of this Report is to “make” the Bungay Neighbourhood Plan and the Worlingham Neighbourhood Plan part of the Development Plan for East Suffolk following positive results of the Referendums on 17th November 2022. Part of both of the Bungay and Worlingham neighbourhood areas fall within the Broads Authority area. The Referendum questions ask:

“Do you want the Broads Authority and East Suffolk Council to use the Bungay/Worlingham Neighbourhood Plan to help them decide planning applications in the Neighbourhood Area?”

On the basis that more than 50% of those voting in each Referendum vote “YES” to the question, the Council must “make” the relevant Neighbourhood Plan, unless it considers the Neighbourhood Plan would breach or be incompatible with any EU obligation or any of the Convention Rights. Once “made” by East Suffolk Council, the Neighbourhood Plan will become part of the Development Plan for the part of the Neighbourhood Area within East Suffolk and sit alongside the adopted East Suffolk Council Waveney Local Plan. The Development Plan is used to determine planning applications. The Broads Authority will take their own decision to make the Neighbourhood Plans and they will then become part of the Development Plan for the part of the Neighbourhood Area within the Broads Authority.

Options:

1. The Council ‘makes’ the Bungay and Worlingham Neighbourhood Plans part of the Statutory Development Plan for the part of the Neighbourhood Plan Area within East Suffolk following a positive Referendum outcome.
2. Should the extremely rare outcome of either of the Neighbourhood Plans failing at Referendum occur then the Council should not ‘make’ that Neighbourhood Plan.

Recommendation:

That the Council make the Bungay Neighbourhood Plan (Referendum version, September 2022) and the Worlingham Neighbourhood Plan (Referendum Version, July 2022) part of the statutory Development Plan for the parts of the Bungay and Worlingham Neighbourhood Areas within East Suffolk following positive Referendum results.

Corporate Impact Assessment

Governance:

Once made, the Neighbourhood Plans will form part of the development plan and will be a statutory consideration in determining planning applications in the East Suffolk parts of the Neighbourhood Areas.

ESC policies and strategies that directly apply to the proposal:

The Neighbourhood Plans are in general conformity with the relevant strategies of the East Suffolk Council - Waveney Local Plan. This is something the Neighbourhood Plans have been tested against at Examination.

Environmental:

Individual policies in the Neighbourhood Plans contribute to achieving objectives in relation to the natural environment which will support the delivery of the Environment priorities in the Strategic Plan. For example, the Bungay Neighbourhood Plan includes policies which:

- support creation of a green corridor in the town;
- safeguard landscape character, biodiversity and geodiversity; and
- support Biodiversity Net Gain and protect wildlife habitats.

The Bungay Neighbourhood Plan also contains 'Community Actions' to create allotments; improve public access to the countryside; and improve provision of playgrounds, parks and gardens.

The Worlingham Neighbourhood Plan includes policies which:

- require landscaping on the Beccles and Worlingham Garden Neighbourhood (a major mixed-use allocation in the Waveney Local Plan, part of which lies in Worlingham) to be diverse, resilient to risks of disease, and benefit native pollinator species;
- support Biodiversity Net Gain and wildlife corridors;
- protect Local Green Spaces; and
- provide wildlife and biodiversity enhancements through Sustainable Drainage Systems;

Equalities and Diversity:

An Equality Impact Assessment (EQIA463843120) has been carried out for the Bungay Neighbourhood Plan. Minor positive impacts were identified with respect to the protected characteristics of age and deprivation/socio-economic disadvantage. No negative impacts on those with protected characteristics were identified and no mitigating actions were identified/required.

An Equality Impact Assessment (ref: EQIA463702159) has also been carried out for the Worlingham Neighbourhood Plan. Minor positive impacts were identified with respect to the protected characteristics of age; disability; and deprivation/socio-economic disadvantage. No negative impacts on those with protected characteristics were identified and no mitigating actions were identified/required.

Financial:

In accordance with the Community Infrastructure Levy (CIL) Regulations, Parish/Town Councils with a made neighbourhood plan in place will receive 25% of CIL receipts from liable development schemes permitted after the neighbourhood plan is made. For towns and parishes with no made Neighbourhood Plan, they will receive 15% of CIL receipts (further details on CIL can be found via the following link:

<http://www.eastsuffolk.gov.uk/planning/community-infrastructure-levy/>). East Suffolk Council will claim Neighbourhood Planning Grant of £20,000 from the Government for each of the two Neighbourhood Plans.

Human Resources:
No impacts.
ICT:
No impacts.
Legal:
<p>A legal challenge can be made in relation to:</p> <p>a) The Council declining to make a Neighbourhood Plan which has been successful at referendum within eight weeks. (Unless agreed with the qualifying body or if the plan is considered to breach the EU obligations or convention rights). Proceedings must be brought within six weeks of the day the decision is published.</p> <p>b) The conduct of the referendum. Proceedings must be brought by a claim for judicial review filed within six weeks beginning the day on which the results are published.</p>
Risk:
There are no anticipated risks in relation to the implementation of the recommendation.

External Consultees:	Both of the neighbourhood plans have been subject to extensive consultation throughout the course of their preparation. This has included consultation with the community as a whole; statutory consultees; and a broad range of other interested parties. Details of the consultation processes can be found in the respective Consultation Statements in the Background Reference Papers
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Strategic Plan Priorities

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

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

How does this proposal support the priorities selected?

Both of the neighbourhood plans include the respective community's vision and set out how this will be delivered. This supports P09 'Community Pride' by promoting involvement, participation and positive action in the respective communities and delivering their collective vision and objectives.

P01 'Build the Right Environment for Suffolk' is directly supported by enabling an inclusive approach to shaping communities, set out in each neighbourhood plan. In turn, these will positively promote the delivery of the Council's strategies for growth and place making. The Bungay Neighbourhood Plan allocates land for approximately 70 homes in addition to shaping the housing mix and Affordable Housing provision on new developments. The Worlingham Neighbourhood Plan includes a policy to shape the housing mix on new developments and secure dwellings that are accessible and adaptable on the Beccles and Worlingham Garden Neighbourhood. These policies enhance the supply of housing, enabling growth.

The Bungay Neighbourhood Plan includes policies to support tourism and maintain the vitality of the town centre, whilst trying to mitigate the impact of heavy goods vehicles in the town. These policies will help to support priority P03 'Maximise and Grow the Unique Selling Points of East Suffolk'.

Both neighbourhood plans set out priorities on which to spend Community Infrastructure Levy (CIL) funds. The Bungay Neighbourhood Plan also includes policies to support delivery of a Community Hub; expansion of Bungay Medical Centre; sports facilities; and a pre-school education facility. The Worlingham Neighbourhood Plan has policies to support provision of sports facilities which respond to the community's needs and aspirations and guide the design and management of a new country park. These aspects of the plans support priority P05 'Support and Deliver Infrastructure' and P06 'Community Partnerships'.

The neighbourhood plans are both excellent examples of community-led planning which directly supports P07 'Taking Positive Action on What Matters Most'. Neighbourhood plans enable communities to plan and responding to meet their own needs. The housing policies mentioned in connection with P01 will provide housing in a manner directly shaped by the community.

Supporting and delivering neighbourhood plans means the Council is eligible for £20,000 of Neighbourhood Planning Grant from the Government for each neighbourhood plan. This supports priority P13 'Optimising our Financial Investments and Grant Opportunities'

The neighbourhood plans contain a range of policies which promote protection and enhancement of the environment in terms of local green spaces; green corridors; and improving biodiversity amongst others. Making the neighbourhood plans will support priority P23 'Protection, Education and Influence' by using the Council's policy-making function to enable communities to achieve a cleaner and healthier environment.

Background and Justification for Recommendation

1	Background facts
1.1	Neighbourhood Plans were introduced by the Localism Act in 2011. They allow communities to write their own plan containing planning policies which, once 'made', form part of the development plan and are used alongside the East Suffolk Local Plans and national planning policy. Consideration of the development plan is a statutory element of determining planning applications. Neighbourhood plans also commonly include non-policy actions which reflect the community's aspirations but are not suitable as planning policies. More information on each plan is included below and full versions can be found in the Appendices.
1.2	<p>Bungay Town Council and Worlingham Parish Council have each taken up the opportunity to produce a neighbourhood plan for their community. The plans have been developed by the community with the Parish and Town Councils being the 'Qualifying Body'. The plans have been through several stages of consultation, including statutory consultations, and an Examination carried out by an independent examiner. The Examiners recommended that each neighbourhood plan proceed to a Referendum.</p> <p>The Referendums took place on 17th November 2022. The question asked at the Referendums was: <i>Do you want the Broads Authority and East Suffolk Council to use the Neighbourhood Plan for Bungay/Worlingham to help them decide planning applications in the neighbourhood area?</i></p> <p>For a positive Referendum outcome more people must vote 'Yes' than 'No'. This Report was written shortly before the Referendums taking place. It is extremely rare for a Neighbourhood Plan to fail at Referendum. The Bungay and Worlingham Neighbourhood Plans have not been controversial and there is no reason to suggest that they will not have a positive outcome at the Referendums. Therefore this Report has been written on the basis that the plans will be made following successful Referendums.</p>
1.3	The neighbourhood plans will become formally part of the Development Plan for East Suffolk once they are made. East Suffolk Council is required to make the Neighbourhood Plans within 8 weeks of the day following the Referendum, unless it considers that this would breach, or be incompatible with any EU obligation or any of the Convention of Rights. No such breaches or incompatibilities have been

	identified for the Neighbourhood Plans. The Broads Authority are also required to make the Neighbourhood Plans and they will take this decision separately to East Suffolk Council.
1.4	<p>Areas with a made neighbourhood plan benefit from a greater proportion of the 'Community Infrastructure Levy' (CIL) where this is payable. The CIL is a tariff paid by liable forms of development and it is calculated using the development's floor area. CIL is paid to the Council by the developer. A proportion of this money is then paid directly to the Parish or Town Council on a bi-annual basis. Parish or Town Councils receive 25% of CIL receipts where there is a made Neighbourhood Plan in place, or 15% without. The CIL regulations apply a cap to the annual amount of CIL transferred to Parish or Town Councils where there is no neighbourhood plan in place. It is capped at £100 per dwelling (indexed for inflation). There is no cap on the 25% transferred when a made neighbourhood plan is in place.</p>
1.5	<p>The neighbourhood area for the Bungay Neighbourhood Plan covers the entire Parish of Bungay, part of which falls within the Broads Authority area. The plan addresses a wide range of topics which are important to the local community. The neighbourhood plan has a positive strategy for housing in Bungay and allocates land for the development of approximately 70 homes plus open space, landscaping and biodiversity enhancement. Other planning policies in the plan relate to:</p> <ul style="list-style-type: none"> • design principles for new residential development; • Housing mix and Affordable Housing; • A new community hub and an expanded medical centre; • New sports and education facilities; • Heritage in Bungay; • Supporting vitality in the town centre; • New tourism accommodation; • Creation of a new green corridor; • Safeguarding landscape and ecological character; • Supporting Biodiversity; • Providing Sustainable Drainage Systems; and • Car parking and transport <p>The full policies can be found in the Bungay Neighbourhood Plan in Appendix A.</p>
1.6	<p>The neighbourhood area for the Worlingham Neighbourhood Plan covers the entire Parish of Worlingham, part of which falls within the Broads Authority area. The plan addresses a wide range of locally important topics and has a focus on how development on the Beccles and Worlingham Garden Neighbourhood (the major mixed-use development allocated in the Waveney Local Plan, part of which lies in Worlingham) will take shape. The neighbourhood plan contains planning policies relating to:</p> <ul style="list-style-type: none"> • Respecting the identity of Worlingham, particularly in development on the Beccles and Worlingham Garden Neighbourhood; • Housing mix; • Housing design and character, including heights of dwellings and security;

	<ul style="list-style-type: none"> • Providing accessible and adaptable dwellings in the Parish; • Provision of new sports facilities on the Beccles and Worlingham Garden Neighbourhood; • Car parking; • Protection and enhancement of pedestrian and cycle routes; • Design of landscaping schemes on new development; • Securing community input into the design and management of the new country park on the Beccles and Worlingham Garden Neighbourhood; • Providing Biodiversity Net Gain and supporting wildlife corridors; • Protection for three Local Green Spaces; and • Drainage and Sustainable Drainage Systems <p>The full policies can be found in the Worlingham Neighbourhood Plan in Appendix B.</p>
1.7	<p>Bungay Town Council and Worlingham Parish Council engaged with their local communities in producing their plans. This process is documented in their Consultation Statement (see Background Reference Papers). Following this, the neighbourhood plans were submitted to East Suffolk Council and the Broads Authority. East Suffolk Council then publicised the plans and invited comments. For the Bungay Neighbourhood Plan this took place over the period of 11th April to 6th June 2022. For the Worlingham Neighbourhood Plan this took place between 10th January and 21st February 2022. Following these periods of publicity, East Suffolk Council, with the agreement of the Parish/Town Council and the Broads Authority, appointed an independent Examiner to examine the neighbourhood plans. The role of the Examiner is to ensure the Neighbourhood Plan meets the relevant legislative and procedural requirements. Testing against the 'Basic Conditions' set out in the Town and Country Planning Act 1990 is the main element of this.</p> <p>Christopher Collison BA (Hons) MBA MRTPI MIED IHBC was appointed to examine the Bungay Neighbourhood Plan. He issued his Report in August 2022 (see Background Reference Papers) and concluded that subject to modifications the Bungay Neighbourhood Plan meets the Basic Conditions and should proceed to Referendum.</p> <p>Christopher Lockhart-Mummery KC was appointed to examine the Worlingham Neighbourhood Plan. He issued his report in July 2022 (see Background Reference Papers) and also concluded that subject to modifications the Worlingham Neighbourhood Plan meets the Basic Conditions and should proceed to Referendum.</p> <p>In each case the examiner concluded that the Neighbourhood Plan was compatible with European Obligations and the European Convention on Human Rights.</p>
1.8	<p>With agreement from the Parish and Town Councils, the Broads Authority and East Suffolk Council (using powers delegated to the Head of Planning and Coastal Management) considered and agreed each of the examiner's recommended modifications. This is set out in the Decision Statements for each neighbourhood plan (see Background Reference Papers) which were both published on 27th</p>

	September 2022. The Referendums were then arranged for 17 th November. The outcome of the Referendums will be known by the time of the Full Council meeting and Members will be advised of the result at the meeting.
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2 Current position

2.1	At the time of writing this Report, the Bungay Neighbourhood Plan and the Worlingham Neighbourhood Plan had successfully completed examination and were fully expected to pass the Referendum on 17 th November. Legislation states that the Council must make a Neighbourhood Plan within 8 weeks of the day after a successful Referendum, unless it considers that this would breach or be incompatible with any EU obligation or any of the Convention of Rights.
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3 How to address current situation

3.1	On the basis of a positive outcome at the Referendum, the Council should make the Bungay Neighbourhood Plan and the Worlingham Neighbourhood Plan.
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4 Reason/s for recommendation

4.1	Following a successful Referendum, the Council must make a Neighbourhood Plan within 8 weeks of the day following the Referendum unless it considers that this would breach or be incompatible with any EU obligation or any of the Convention of Rights. There are no indications of breaches or compatibility issues therefore the Council must make the Neighbourhood Plans.
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Appendices

Appendices:

Appendix A	Bungay Neighbourhood Plan (Referendum Version, September 2022)
Appendix B	Worlingham Neighbourhood Plan (Referendum Version, July 2022)

Background reference papers:

Date	Type	Available From
March 2022	Bungay Neighbourhood Plan Consultation Statement	https://www.eastsuffolk.gov.uk/assets/Planning/Neighbourhood-Planning/Designated-Neighbourhood-Areas/Bungay/Consultation-Statement.pdf
August 2022	Bungay Neighbourhood Plan Examiner's Report	https://www.eastsuffolk.gov.uk/assets/Planning/Neighbourhood-Planning/Designated-Neighbourhood-Areas/Bungay/Report-of-Independent-Examination-of-the-Bungay-NDP-August-2022.pdf
September 2022	Bungay Neighbourhood Plan Decision Statement	https://www.eastsuffolk.gov.uk/assets/Planning/Neighbourhood-Planning/Designated-Neighbourhood-Areas/Bungay/Decision-Statement.pdf

December 2021	Worlingham Neighbourhood Plan Consultation Statement	https://www.eastsuffolk.gov.uk/assets/Planning/Neighbourhood-Planning/Designated-Neighbourhood-Areas/Worlingham/Submission-Consultation/Consultation-Statement.pdf
July 2022	Worlingham Neighbourhood Plan Examiner's Report	https://www.eastsuffolk.gov.uk/assets/Planning/Neighbourhood-Planning/Designated-Neighbourhood-Areas/Worlingham/Examination-documents/Worlingham-Neighbourhood-Plan-Examiners-Report-July-2022.pdf
September 2022	Worlingham Neighbourhood Plan Decision Statement	https://www.eastsuffolk.gov.uk/assets/Planning/Neighbourhood-Planning/Designated-Neighbourhood-Areas/Worlingham/Decision-Statement.pdf

Bungay Neighbourhood Development Plan 2020-2036



Referendum Version

September 2022

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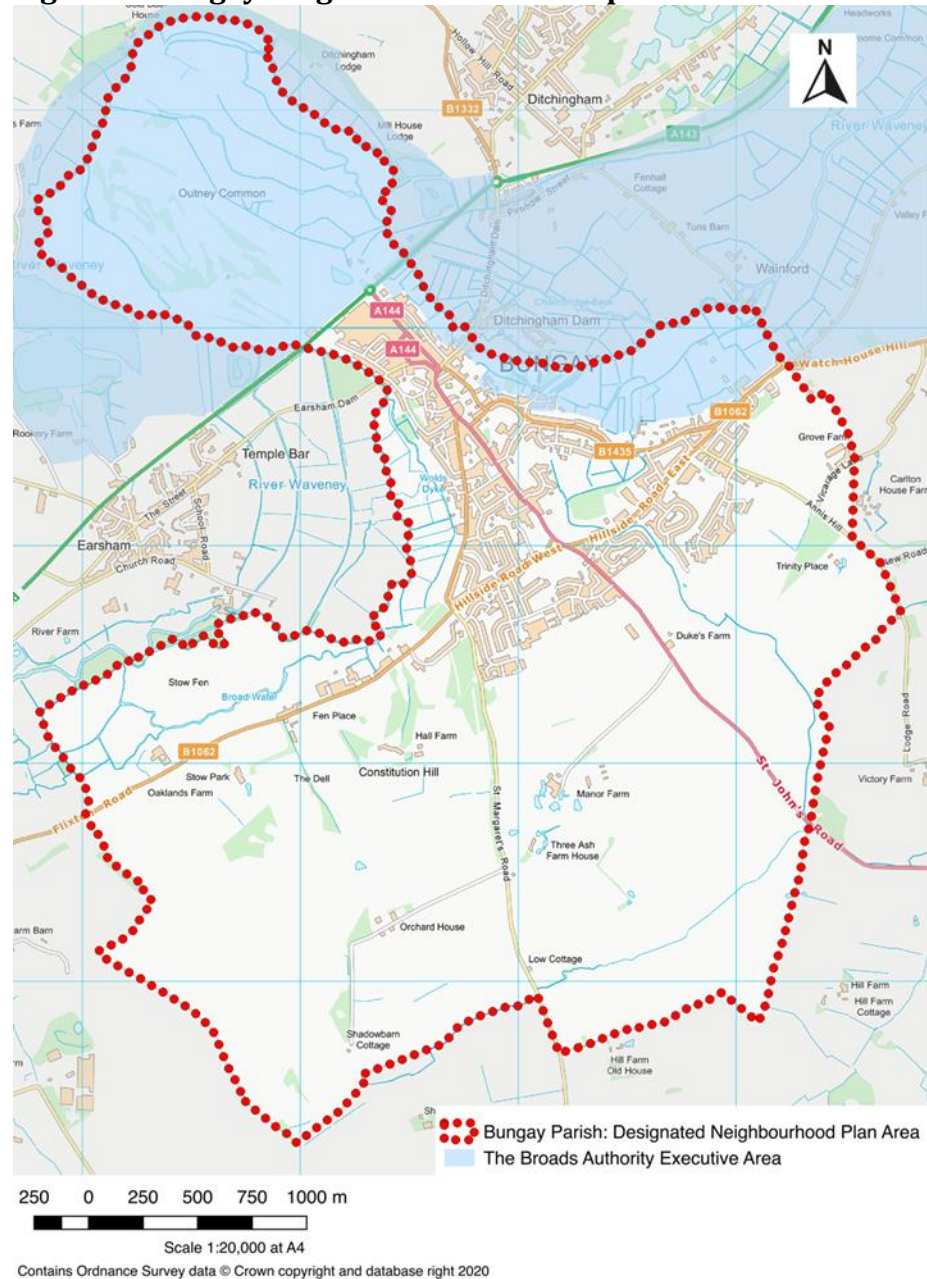
1 Introduction

1.1 Background

1. This document is the Bungay Neighbourhood Development Plan for the period 2020 to 2036. Waveney District Council¹ and the Broads Authority designated a Neighbourhood Area for Bungay in March 2016 (**Figure 1**) to enable Bungay Town Council to prepare a NDP. The Plan has been prepared by the Bungay Neighbourhood Development Plan (BNDP) Steering Group composed of volunteers from the community. The policy proposals presented in the document are derived from the views expressed by the wider community through an extensive consultation process undertaken between December 2016 and January 2018, and further consultations on potential sites to allocate for housing in February 2020
2. The document builds on and is informed by the National Planning Policy Framework (NPPF), the Waveney Local Plan, and the Local Plan for the Broads, and combined with these it sets out the criteria and conditions for development for the above period, and how projected growth in our town will be delivered. When the plan has been completed and examined, there will be a referendum within Bungay, and the BNDP will come into force and following which assume a statutory role in planning decisions.
3. The purpose of the BNDP is, along with both the Waveney and Broads Local Plans, to guide sustainable development within the town and provide guidance to those wishing to submit proposals for development.

¹ Waveney DC is now part of East Suffolk Council

Figure 1: Bungay Neighbourhood Development Plan Area

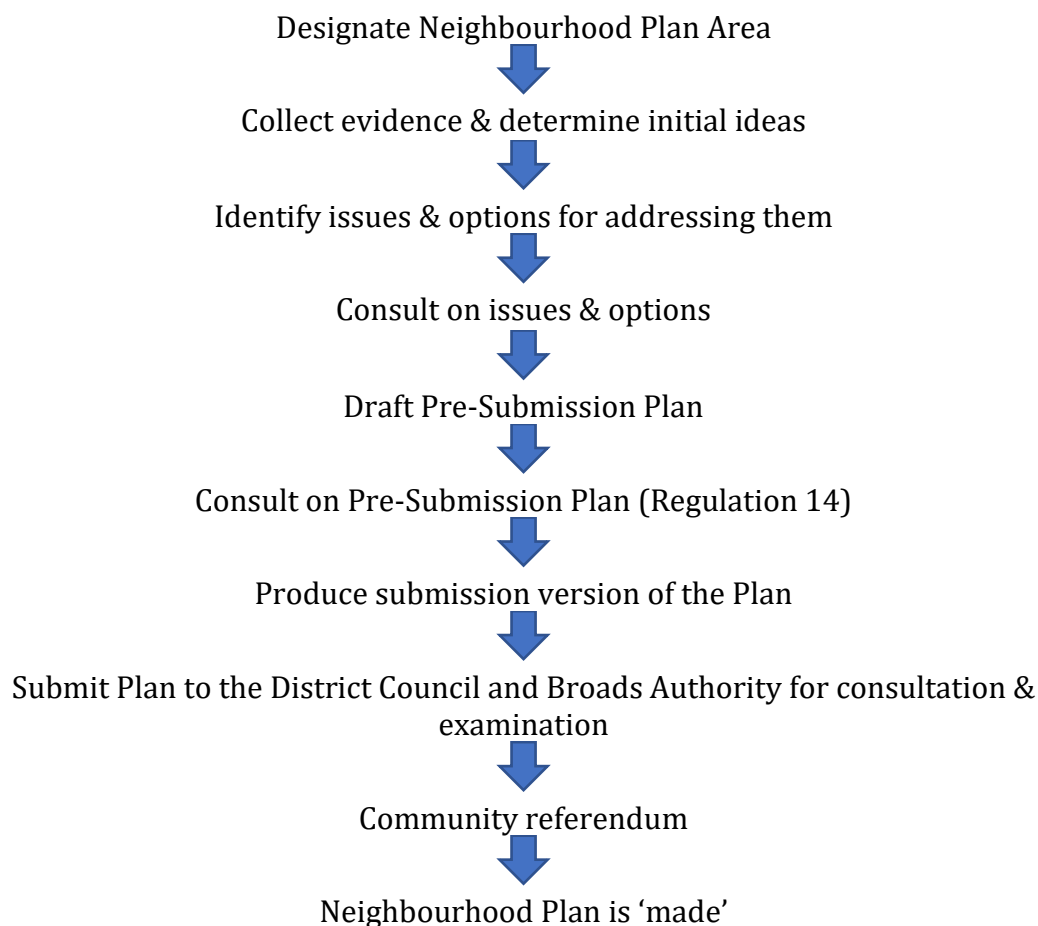


1.2 The Neighbourhood Planning process

4. The BNDP Steering Group has prepared the current plan to establish a vision for the future of the town and its hinterland, and set objectives for how this vision will be realised through planning, land use management and development change over the period of the plan up to 2036.
5. The Localism Act (2011) was the principal driver for greater decision making on planning issues at local and community levels. The subsequent Neighbourhood Planning Regulations (2012) (as amended) set out the provisions for preparation of Neighbourhood Plans and the participation of residents in the planning and development of their own communities.

6. Developing a neighbourhood plan is a process, involving collecting evidence, developing ideas, and consulting local people. **Figure 2** sets out the process we have been on to develop this plan (Regulation 14).

Figure 2: Neighbourhood Plan process



7. Draft policy proposals in each section of this draft BNDP are derived from the community views, what the evidence is telling us, and what is required by legislation, and statutory or non-statutory guidelines. The rationale and justification for the proposed development policies are presented in each section of the Plan, although in order for the reader to familiarise themselves with the full context, it is suggested that this document should be read in conjunction with separate supporting documents, such as the *Bungay Neighbourhood Plan. Evidence base and key issues 2018*.

1.3 Community Consultation

8. Community engagement is central to Plan preparation of NPS, and the following sections and policy proposals reflect issues of importance to Bungay, its residents, businesses and community groups, as determined through extensive engagement. The process has been undertaken through both paper and on-line surveys, in addition to formal consultations, presentations and

focus group discussions. Specific measures to determine community views and aspirations for the future growth and development of the town have included:

- Formal public consultations at the Bungay Christmas street fair in December 2016 and St Mary's Church in February 2017.
 - Public consultation at the Co-op supermarket in September 2017.
 - Consultation exercises at the Bungay Town Library in October and November 2017.
 - Consultation at the Bungay Primary School in December 2017.
 - The distribution of on-line questionnaires from October 2017 to January 2018.
 - Consultation with a survey and events at the Co-op and Library on whether to allocate and potential sites for housing took place in February 2020. This was undertaken following adoption of the Waveney Local Plan (which confirmed Local Plan site allocations for Bungay) and further work had been undertaken in relation to potential sites.
 - Regulation 14 on the draft plan from September to November 2021.
9. Issues arising from the consultations are discussed in the context of the different policies in each section of this draft BNDP.

1.4 National Policy and neighbourhood planning

10. At a National level, the NPPF introduced substantial changes to planning policy and established the core principles under which neighbourhood planning could be undertaken. The NPPF recognised the need for local communities to be granted the legal authority for the preparation of policies that would enable towns and parishes to deliver sustainable development consistent with the strategic policies in the Plans but also the needs and aspirations of their residents and businesses.
11. The NPPF sets out a number of important matters for neighbourhood planning including the following:
- Neighbourhood plans must be in general conformity with the strategic policies, such as the scale of housing growth, of the Waveney Local Plan and Broads Local Plan;
 - Neighbourhood plans should reflect these policies and should plan positively to support them;
 - Neighbourhood plans should not promote less development than set out in any relevant Local Plan or undermine its strategic policies;
 - Outside these strategic elements, neighbourhood plans will be able to shape and direct sustainable development in their area, such as housing mix and design principles;
 - A neighbourhood plan needs to have due regard to the policies in the National Planning Policy Framework;
 - Once a neighbourhood plan has passed the referendum and is 'made', the policies it contains take precedence over existing non-strategic policies in any relevant Local Plans where they are in conflict; until

they are superseded by strategic or non-strategic policies that are adopted subsequently in any relevant local plan.

12. So the BNDP needs to be positive about housing growth. It can also allocate land for housing over and above that in the Waveney Local Plan², so that it can have more local control over where growth happens, and indeed this is part of BNDP. It can also have planning policies on housing mix and design, environmental protection and enhancement, and many other policy areas, so that it can have more local control over the detail of future planning proposals. This needs to happen in a way that avoids having significant adverse environmental impacts, and this is why the BNDP is accompanied by a Strategic Environmental Assessment and a Habitats Regulations Assessment. The SEA suggested some rewording of policies and additional policy areas to mitigate potential impacts, which have been incorporated whereas the HRA found that there would be no significant impacts on internationally protected sites.

² The Broads Local Plan does not allocate any sites for housing in Bungay parish in the Broads Authority Area

2 Local Context of Bungay

13. Bungay is a market town situated at the northern boundary of Suffolk. It is located 15 miles to the south of Norwich and 15 miles to the south-west of Lowestoft, at the neck of a meander of the River Waveney. The town developed at the southern bank of River Waveney around the historic castle and bloomed through river trade in the 17th century. It continued growing in the 19th century with its industries, and expanded south with further housing in the 20th century.
14. Bungay is well connected to the surrounding cities, towns and villages via the A143 and A144. It has bus services to Beccles, Halesworth, Diss and Norwich where the nearest access to the railway services are. As a market town, Bungay serves a number of surrounding villages and rural communities. The town serves as a hub for the surrounding area, providing the daily shops and services needed for villages such as Earsham and Ditchingham, but also provides facilities such as secondary education for other towns like Halesworth.
15. Situated on rising land at the base of a meander in the River Waveney, Bungay's long history of settlement, going back to Neolithic times, has been shaped by the geographical position. The river, which also forms the county boundary, encompasses the 400-acre Outney Common leaving the town surrounded by Norfolk on three sides, with its old historical centre situated on a spit of land barely a ½ mile wide.
16. Its politics, trade, industry and agriculture have always depended, in one way or another, on the river, and while rail, and then road, links have long taken over from the river as its main trade route to the wider world, it is Bungay's peculiar geography that still provides one of the greatest challenges in determining successful outcomes in shaping the course of the town's development as it moves into 21st century.
17. By the 12th century one of most powerful Norman war-lords, Baron Hugh Bigod, following conflicts with the Crown, commenced construction of Bungay castle. A key element in his control of the town and the river trade, the Castle provided a natural moat above the rising land and thus complete control of the river which, given the poor state of medieval roads, this meant all trade in and around the town. The Thursday market, established by Hugh Bigod, continues to this day, while the much-diminished remains of the castle now forms the basis of an ambitious new tourist/heritage scheme.
18. By Tudor times the river, then fully navigable right up to Bungay, became the means by which the region's agricultural products reached major ports like Lowestoft and Great Yarmouth, and via them, London. By harnessing the power of the river to drive mills, industry prospered and the merchant wealth this engendered meant that, in the wake of the disastrous Great Fire of 1688, the town steadily rebuilt itself with the elegant Georgian architecture that continues to characterise much of the old town.

19. By the 1930s Bungay's improved roads and the silting up of the Waveney led to the closure of the important wherry shipping centre at the Staithe, effectively removing what remained of Bungay's former economic advantages. This was further compounded by the closure of the railway in 1952, and economically Bungay fell further behind its great rival Beccles, 9 miles to the east, where the railway was retained permanently, as was navigation access to the Broads and the East Coast ports.
20. Today, the River Waveney and the associated flood plain and marshes of the Waveney Valley continue to exert an important influence on planning and land-use management to the north of the old town. Economically they contribute to agriculture through their important role in marsh grazing, in addition to tourism, sports, and the provision of amenity space. Perhaps most importantly, the River Waveney between Bungay and Shipmeadow is the primary source of drinking water supply to the district through surface water and groundwater abstraction from the river and flood plain, with the towns of Bungay, Beccles, Reydon, and Southwold all largely dependent on this water resource. Catchment management of the Waveney Valley has been highly effective through a combination of automated sluices and retention of the traditional flood plain system that minimises flood risk to the town while providing important environmental and natural resource benefits.
21. Conservation measures to protect these resources, such as through the status of Outney Common as a County Wildlife Site, contribute to the environmental quality and landscape character that define Bungay. This character inevitably restricts development and growth to the rising land to the south of the town. The perception of the amenity and environmental value of the river and marshes by the community is reflected in the importance attached to these qualities in the community consultation process undertaken in the course of Plan preparation.
22. There is a risk that new development will erode the quality of the valued natural environment and landscape, as well as the town's heritage assets, unless it is carefully planned and sensitive to maintaining and enhancing the existing character of the town and its setting.
23. As alluded to above, the town is surrounded by the River Waveney to the north, east and west and the landscape rises quite steeply to the south out of the valley. The River Waveney and marshland to the east of the town is part of the Broads area, which has equivalent status to a National Park, and many of the environmental assets of the area are in the Broads. As a result of its geography, Bungay has been forced to grow in a southward direction. The town now has a population of 5,127. The housing growth in the town between 2014-2036 is expected to be 557 new dwellings, according to the Waveney Local Plan. This includes the number of homes built in 2014-17, existing housing commitments (at the time the Local Plan was drafted) and the homes allocated in the Local Plan. The town will continue to change and grow, as it always has. The main new housing areas are to the south of the town.

24. The main employer of the town is Clays Printers just to the north of the town centre, and this is reflected in the high numbers of people in the town employed in manufacturing. In addition, there are some smaller employment premises within the town, and retail and education are also key employment sectors.
25. Bungay is currently fairly self-contained, with the majority of services and facilities in the town centre itself³. There are high levels of walking and cycling. Traffic levels have reduced in recent years, though there is concern from residents about traffic, and parking is constrained in the town centre. There is a risk that significant levels of development on the outskirts of the town will encourage more people to travel by car, and potentially to travel to nearby settlements such as Beccles. However, flood risk constrains where development can go.
26. Some regeneration or revitalisation in the town is needed, as indicated by work already underway, the level of shop vacancy rates, and the residents survey. This has been exacerbated by the coronavirus pandemic and restrictions. Attracting tourists is very important.
27. Bungay has an ageing population and a higher than usual proportion of single occupancy homes. Housing development in Bungay in recent years has predominantly been for 2 and 3-bed houses, whilst the population analysis, a Housing Needs Assessment report, and residents' consultation all indicate a need for small housing units. There is also evidence of demand for further social housing in Bungay and this will not be met by existing housing stock.
28. **Appendix B** includes a map showing the key constraints, such as the Conservation Area and areas at risk of flooding, as well as key policies from the Waveney local plan such as the housing allocations.

³ Recent developments have reduced the cohesiveness of the town centre by splitting it

3 Vision and objectives

29. The vision for the neighbourhood plan depicts how the town will be in 2036, once the plan has been delivered.

3.1 Vision

Bungay will be known as an historic and distinctive market town with a vibrant town centre that is set in a unique landscape and which has a strong local identity. Bungay will be a place that people choose to visit, as well as live and work. In the next 15 to 20 years the town will host a mix of new housing built to a high green standard and community facilities that meet the needs of residents and the surrounding rural communities. Bungay will be a sustainable place with increased local employment and leisure facilities. People will choose to walking and cycle and have a greener approach to local transport generally. Access to open spaces and the surrounding countryside will be excellent and there will be a focus on the health and well-being of residents, whilst at the same time Bungay will enjoy on-going protection of the valued ecology and landscape. Furthermore, tourists will enjoy a range of facilities and places to stay.

30. To help us achieve this vision for 2036, the following objectives have been set.

3.2 Objectives

Objective 1 - Meet the housing and infrastructure needs of Bungay's residents and future population.

Objective 2 - Protect and enhance community and public facilities and services.

Objective 3 - Support the vitality and regeneration of the town centre.

Objective 4 - Enable Bungay to realise its potential as a visitor attraction.

Objective 5 - Improve the attractiveness of walking and cycling.

Objective 6 - Ensure that the built character of Bungay is preserved and is reflected in new developments.

Objective 7 - Promote the quality and enjoyment of the natural environment, especially the surrounding fen, marshes and Broads.

Objective 8 - Ensure that new development manages flood risk in the most sustainable way possible.

Climate change statement

Although the neighbourhood plan does not have a specific policy on climate change, it is seen as a priority in the NPPF as well as the Climate Change Act 2008, and it has been woven into many of the policies. For example:

1. Policies such as Policy TM4 encourage sustainable transport use, such as walking and cycling, which should reduce CO₂ emissions.
2. Other policies, notably ENV4, promote the protection of the natural environment and natural features such as trees, as well as the planting of new trees, hedges and habitats. Increased vegetation should not only have a cooling effect on air temperature, but will absorb CO₂ emissions.
3. BNDP also provides focus on flood risk and drainage, which will need to take account of the increase in severe weather storm events due to climate change. Annis Hill is an example.

4 Policies

31. The East Suffolk Waveney Local Plan was adopted on 20 March 2019, covering the period up to 2036. This contains planning policies for the whole of the former Waveney part of East Suffolk District, including Bungay, apart from the Broads Authority area which is covered by the policies in the Broads Local Plan. The Broads Local Plan was adopted in May 2019.
32. The local plans include strategic policies such as the approximate amount of housing growth Bungay will need to accommodate, and the policies in the BNDP need to be in general conformity with these. The two local plans also include non-strategic policies for the district and Broads Authority area, and BNDP also contains non-strategic policies for Bungay specifically.
33. There is already a planning policy framework in place in the form of the two local plans, and there is no need to repeat or copy those policies unnecessarily. However, where there are policy details that are important for Bungay, or where it was felt that a slightly different policy is needed, then policies were developed for the BNDP. Some of the policies in the following sections are not strictly 'planning' related. Nevertheless, it was felt that they were important enough to include in BNDP and be called 'Community Actions', being something that the local community and Town Council will lead on. These will not be used when making planning decisions.

***Planning Policies* look like this, with blue shading and will be used by the local planning authorities when making planning decisions**

***Community Actions* look like this, with green shading, and will be used by the community and Town Council**

34. The planning policies and community actions are intended to meet the vision and objectives set out in the previous section. They are aimed at guiding decision makers and applicants in order to achieve high standards of development, and development in the right places. Development proposals should have regard to all the planning policies in this neighbourhood plan, and of course those in the Waveney Local Plan and Broads Local Plan.
35. To have more local control over the planning process and particularly where new development should take place, BNDP has allocated a site for housing development (**Policy H4**).

5 Housing policies

36. The NPPF aims to boost significantly the supply of housing.
37. The strategy in the Waveney Local Plan allows for reasonable levels of development in market towns, although over half will be in Lowestoft. As a market town in the Waveney Local Plan, Bungay will need to host approximately 6% of the housing need for the district over the plan period to 2036⁴.
38. The Waveney Local Plan allows for a modest level of growth, aiming to protect the sensitive landscape around the town which is mostly in the Broads area.
39. The Waveney Local Plan allocates land for 485 new homes (of which 150 now have planning permission in addition to the 72 on unallocated sites which already have permission or been completed since the beginning of the Waveney Local Plan period).
40. To help to deliver this, the Waveney Local Plan has made two large allocations off St John's Road to the south-east of the town (WLP 5.1 and WLP 5.2). The BNDP also proposes making a housing allocation, adjacent to WLP 5.2, as shown on the Policies Map, and as set out in **Policy H4**. This is adjacent to St Margaret's Road, and will ensure that all future housing needs of the town are met up to 2036. It will give BNDP more control over where future housing goes and how it is developed.
41. There are, however, likely to be other housing proposals over the life of the two Local Plans, such as windfall or speculative applications, and BNDP will influence these, such as how they are designed and what the mix of housing will be.
42. New housing can create the need for new or improved infrastructure. East Suffolk Council addresses strategic infrastructure in relation to growth through the Waveney Local Plan. The need for infrastructure such as a surgery is addressed at a more strategic level than BNDP and would involve the Clinical Commissioning Group. BNDP does support expansion of the surgery at Policy CM2, as well as other infrastructure in other policies, particularly green and community infrastructure. Moreover, the proposed allocation at H4 will deliver site specific infrastructure such as open space. Also, infrastructure providers, including Anglian Water, have a statutory responsibility to provide the required capacity, such as for foul water. The local water recycling centre has capacity for development as outlined in the Waveney Water Cycle Study which supports the Waveney Local Plan. New housing development would also be expected to make financial contributions to key infrastructure, such as increased capacity for Bungay High School.

⁴ The Broads Local Plan contains no allocations for housing growth for the Bungay parish area

43. The housing being provided at **Policy H4** is based on an indicative housing figure provided by East Suffolk Council, which took into account strategic infrastructure constraints, such as school capacity etc. It should be noted that as the housing requirement for the Broads Authority Area is zero, the housing figure provided applies only to that part of the Neighbourhood Plan area that is not within the Broads.

5.1 Design – appearance and functionality

44. The NPPF places considerable weight on good design. and the National Design Guide illustrates how well-designed places that are beautiful, healthy, greener, enduring and successful can be achieved in practice. Good design of buildings and places can (and the following list is not exhaustive):
- Improve health and well-being;
 - Help people walk or cycle, especially to the town centre but elsewhere too;
 - Create habitat or green spaces for people and wildlife;
 - Reduce crime and anti-social behaviour; and
 - Create more sustainable places.
45. Consultations have found that Bungay residents appreciate the high-quality environment, particularly in the town centre, and believe that it should inform any new development. A good proportion of people also indicated during consultations that high standards of sustainability should be designed into development from the outset.
46. As is evident through its designation as a Conservation Area, the more historic parts of the town tend to exhibit a strong character and locally distinctive architecture; many of the more recent developments have incrementally diluted some of the qualities of the historic town identity and ‘sense of place’.
47. Some of the principal characteristics of the historic core include:
- The curvilinear layout of the town centre characterises an unfolding pattern creating enclosed and open views and distinctive spaces.
 - Built form defines the streetscape; the historic core achieves this in part through unity of building line, with the built form often accommodating varied architectural styles / typologies.
 - A comfortable variation in the size and scale of buildings (two to three storeys) which enhances its character of variety and difference, as opposed to homogeneity.
 - The mature landscape within the town centre comprises mainly the churchyards and front gardens contrasting with the enclosed and dense arrangement of the narrow streets.
 - Within the conservation area most of the buildings are directly fronting the street without any private space.
 - Outside the historic core, development during the 20th century and early 21st century has departed from this traditional pattern towards more peripheral ‘cell’ housing estates.

48. The two Local Plans have a number of policies on design and layout, including with respect to older or disabled people, the character and appearance, the functionality of the development, density, landscaping and related issues. The District Council and Broads Authority both expect development proposals to demonstrate high quality design which reflects local distinctiveness. Furthermore, Suffolk County Council is developing a Suffolk Design Streets Guide and this will need to form a key consideration.

Figure 3: Distinct Local Character in Bungay



49. To ensure that Bungay's special character is respected and extended, new development must integrate well into the existing townscape, reflecting and complementing the local vernacular. In addition to the design principles, Bungay residents feel it important that new developments function well, meeting the needs of current and future citizens. In March 2019 AECOM were commissioned to develop a design guide for future development in the neighbourhood plan area, advising how it can reflect local character. Further guidance on the design principles set out in **Policy H1** is provided in **Bungay Neighbourhood Plan Design Guidelines, March 2019**. The Guidelines do not cover the Broads Authority Area and so planning applications in that area will need to refer to the Broads Local Plan. Applicants should also have regard to and follow the best practice for design set out in the government's National Design Guide, as well as Manual for Streets.
50. As heating in buildings and industry create around a third of total UK emissions, the BNDP will seek to ensure new development explores ways in which design can contribute to sustainability, leading to better places in which to live, and a reduced environmental footprint. To achieve the 2050 target as set out in the both the Climate Change Act (2008) and the 2019 amendment that requires the UK to bring all greenhouse gas emissions to net zero by 2050, the BNDP will work to ensure that all new developments aim to achieve good energy efficiency. However neighbourhood plans cannot set higher technical standards for energy efficiency than those set out in the national building regulations. Similarly, neighbourhood plans cannot set technical standards for accessibility, such as for people with mobility problems.

Figure 4: Historic Bungay



Planning Policy H1. Design Principles for New Residential Development

All new residential development will be designed to a high quality, considering local character and enhancing local distinctiveness, creating good quality developments, thriving communities and prosperous places to live.

The following design principles will be applied to all new residential development within the neighbourhood plan area.

- a. New residential development should have an appropriate density, taking into account its context and setting, whilst making good use of the land.
- b. There must be sufficient private outdoor amenity space, unless in exceptional circumstances it can be shown that it is not necessary in light of the proximity of off-site public open space.
- c. Proposals that are significantly above the minimum nationally described space standards will be positively supported.
- d. There will be a well-connected street network, providing people, especially those walking and cycling, with a choice of different routes and allowing traffic to be distributed evenly across the network.
- e. Places will be legible and well signposted, ensuring they function well and help people find their way around.
- f. Development will create blocks that are defined by streets, green spaces and pedestrian and cycle routes, providing clarity between the fronts and backs of buildings, public and private spaces and enabling continuous overlooking of the street.

- g. The edges of development will create a positive interface and reflect the character of its surroundings.
- h. Development will create coherent enclosure with buildings and/or large trees defining and enclosing spaces that lie between them.
- i. Buildings on corners should be designed to emphasize the importance of their corner position.
- j. Continuous building lines and setbacks will be used to support creation of enclosure and definition of the public realm.
- k. Streets will have active frontages to create well-used and attractive streetscapes.
- l. Proposals must allow for attractive views through and from the development, especially out into the surrounding countryside, to be retained and not obscured, and these views should be identified as part of any application. Landmarks, vistas and focal points will be used to create places that are easy to read and allow users to easily orientate themselves.
- m. Building materials and architectural design features will complement those of the local distinctive character of Bungay, although innovative contemporary design will be encouraged.
- n. Proposals that maximise the potential for energy efficiency will be supported.

These principles will apply equally to open market and affordable housing with the expectation that the two are indistinguishable in terms of general appearance. Development will be expected to meet these criteria unless evidence is presented showing that by doing so it would fail to preserve, complement or enhance the character of the immediate area and the historic context of Bungay. Proposals, except those in the Broads Authority Area, will need to take into account the Bungay Neighbourhood Plan Design Guidelines 2019 or later version.

Not all criteria of Planning Policy H1, nor those in the Design Guidelines, will apply to all residential developments. Only some will apply to minor development and even then the relevant criteria should be applied proportionately.

5.2 Housing mix

51. The Waveney Local Plan sets out that, *“The mix of sizes and types of units on any particular site should be based on evidence of local needs including the Strategic Housing Market Assessment and in consultation with the authority. Proposals for new residential developments will be permitted where at least 35% of new dwellings on the site are 1 or 2 bedroom properties.”* It goes on to say that neighbourhood plans can have their own mix based on local evidence. Other policies support the provision of housing specifically suitable for older or disabled people.

52. The current population of Bungay is older than the district average, and it is an ageing population. Age group estimates for Bungay in comparison with national statistics overall show significantly lower proportions of younger people in the town for those aged between 0-44 years, and conversely a much higher proportion of older people aged 60 or more, with those aged over 80 years being roughly twice the percentage found in England overall. Policies in both local plans provide support for more housing that is suitable for an ageing population.
53. Although this plan aims to support new employment and help younger people onto the housing ladder, it is still likely that this would indicate the need for development to focus on smaller housing units and perhaps single storey. In 2011, over a third of homes were single-occupancy, which is an increase from 2001. Although around half of these were with occupants over 65 years of age, the increase in one-person households was driven not by older age groups over 65 years, but younger ones. This could also indicate the need for development to focus on smaller homes.
54. According to the 2011 Census a third of Bungay's 2,265 dwellings are detached houses or bungalows, and another third semi-detached houses or bungalows. The proportion of detached dwellings has reduced since the 2001 Census, with housing development almost exclusively being semi-detached houses or bungalows (an increase of 100 in a 10-year period).
55. In 2011 three-bedroom properties were most dominant, 42%, followed by 2-bedroom homes, 29%. The proportion of three-bedroom homes is less than the district as a whole, but larger homes are more common.
56. In a local survey, support for new housing development was high. In particular, local people demonstrated an awareness of a current shortfall of smaller houses (1-2 bedrooms), with 59% identifying this to be either vital or an important part of the development of Bungay's future housing stock. Also, there was recognition that both affordable and social housing must be part of any new development mix with respondents supporting this in over 80% of responses.
57. In tune with the needs of older residents, respondents overwhelmingly supported warden controlled and sheltered housing (88%) to be part of the mix in any new developments.
58. As part of the development of the neighbourhood plan, AECOM were commissioned to prepare a housing needs assessment, which is available as a separate report. This found the following:
- With a limited number of smaller dwellings, demographic trends point to not enough supply of smaller dwellings;
 - In order to avoid misalignment between supply and demand, the report recommended that 19% of houses in new developments be one-bedroom homes, 42% two-bedroom, and 39% three-bedroom.

- Most of the community's need will be for two and three-bedroom homes and there will be no need to build further large properties with four or five or more bedrooms.
 - Population increases justify building more homes of many types, particularly smaller family housing and housing for the elderly.
 - Analysis of the specialist housing needs of older people suggests a need of between 110 to 218 homes.
 - Analysis identified that the private rented sector has provided a common route through which young people have been able to set up an independent household and, for this reason, 'build to rent' development should be supported.
59. For Bungay to be sustainable there needs to be policy that encourages and supports a more balanced community within the new development housing mix. Residential development will need to provide a variety of housing types and encourage affordable, lower cost and accessible homes appropriate for younger and older people. Smaller dwellings (1 – 2 bedrooms) are especially needed. This should be considered in the context of ensuring that schemes remain viable, and the need to avoid being too onerous for smaller developments.
60. Bungalows, which have the ability to provide housing for older people as well as those with disabilities, will be encouraged given the growing need for housing suitable for older people.
61. The Waveney Local Plan Policy WLP 8.31 requires all new housing developments on sites of 10 or more dwellings to make provision for 40% of all dwellings to meet Requirement M4(2) of Part M of the Building Regulations for accessible and adaptable dwellings. The Broads Authority has an equivalent standard for M4 (2). Homes suitable for older residents will allow people to live independently in their own homes for longer, thereby helping to take the strain off social care services.
62. Passivhaus is a rigorous, standard for energy efficiency in a building, which reduces the building's ecological footprint, helping to mitigate climate change. It results in ultra-low energy buildings that require little energy for space heating or cooling. The NPPF encourages self-build development, as does the Waveney Local Plan, and build-to-rent, and BNDP would also like to do so.
63. The settlement boundary from the Waveney Local Plan is shown at **Appendix B**.

Planning Policy H2: Housing Mix

New housing developments should provide a mix of housing to meet the needs of the community.

For all new housing applications, including the conversion of existing buildings, the inclusion of dwellings with more than three bedrooms will be an exception that will need to be justified by clear evidence that this is meeting a local need or is necessary for viability.

Proposals for sheltered or extra-care housing will be supported and can be included as affordable housing units where appropriate. Proposals for bungalows will be supported.

Support will be given to proposals within the settlement boundary that provide eco-homes such as Passivhaus or other similarly high energy efficiency standards.

Build-to-rent proposals will also be supported, as will self-build.

5.3 Affordable housing

64. The Waveney Local Plan and Broads Local Plan have policies on affordable housing. Policy DM34 of the Broads Local Plan seeks offsite contributions for schemes of 6-9 dwellings inclusive. Policy WLP8.2 of the Waveney Local Plan requires 20% of new homes for major planning applications to be affordable housing. Smaller sites do not need to provide affordable homes. Of the affordable dwellings, 50% should be for affordable rent. Affordable housing should be indistinguishable from market housing in terms of the external appearance/design. The NPPF sets out a policy approach to affordable housing, including the need to ensure at least 10% of new houses are affordable homes to buy. It also requires that at least 25% of affordable homes are First Homes, which are discounted by at least 30% and made available only to first-time buyers. The NPPF, the Broads local plan and the Waveney Local Plan also cover Rural Exception Sites for affordable housing. These higher order policies generally cover most affordable housing requirements.
65. The proportion of the community that currently needs affordable housing is not small (200-300), and so it is a significant factor that must be addressed in the housing mix. Especially, too, from the aspect of having a more balanced community as it will help to attract younger people to stay in the town close to their family or move to the town. This would fit with the idea of a First Homes exception site. According to East Suffolk Council, the lower quartile (cheapest 25% of homes) to income ratio for Bungay is 10 (income X 10) (Hometrack July 2021). The lower quartile (cheapest 25%) property value in July 2021 was £180,000. This makes home ownership unaffordable for many and so requires some kind of discounting.

66. The greatest need regarding affordable housing is for one-bedroom properties (Waveney Housing Register 2018). House prices in the former Waveney area are lower than neighbouring areas but still not affordable. Local Estate Agents and Letting Agents confirm that there is an insufficient quantity of homes that are affordable for first-time buyers or younger people who want to rent. The AECOM Housing Needs Assessment for Bungay identified that:

- For households on lower incomes, the options as regards housing in Bungay are very limited. For example, in order to cover the average rent on the least expensive form of Affordable Housing, these households may need to reduce spending on other basic goods and services. This makes the provision of housing for Social Rent a priority in the neighbourhood.
- Those on middling (around average) incomes would be able to afford social housing priced at this income group, but also have the option of Shared Ownership if they are seeking to buy a home.
- Households with above average incomes have more options including affordable routes to home ownership (such as First Homes) and homes for sale at the entry level price point.
- The report recommended a tenure split of: 10% offering 'routes to home ownership' of which 50% should be Starter⁵ Homes and 50% Shared Ownership; and 90% Affordable Housing for rent, of which 60% should be Social Rent and 40% Affordable Rent⁶. This however does not meet prevailing national policy, which requires that at least 10% of all dwellings on major developments to be available for affordable home ownership. The Waveney Local Plan requires 30% of homes to be affordable. Putting these two requirements together means that a third of affordable homes would need to provide routes to home ownership, the others being rent. For example, a development of 100 would have 30 affordable homes of which 10 would provide for home ownership, meaning that a third of the affordable homes would be affordable home ownership, far more than the 10% suggested by the Housing Needs Assessment. This risks not meeting the local housing need.

67. First Homes exception sites are defined in national policy and guidance. Essentially, they are sites outside of the settlement boundary that would not normally be given planning permission for housing, but which can be acceptable for First Homes, a type of affordable housing. National guidance is that such exception sites should be adjacent to settlements. As per the National Planning Policy Framework, such exception sites should not compromise the protection given to areas or assets of particular importance, such as the Broads. It should be noted that First Homes can also be delivered by open-market housing developments. Where affordable housing is required as part of an open market housing proposal, First Homes are required to account for at least 25% of all affordable housing units delivered by developers through planning obligations, as stated in National Planning Practice Guidance.

⁵ No longer a type of affordable housing

⁶ This has been superseded by national policy which has a greater focus on encouraging home ownership

Planning Policy H3: Affordable housing

The inclusion of affordable housing provision as part of proposals for fewer than 10 dwellings within the settlement boundary will be supported, but will not be a requirement.

Affordable housing provision required through major residential schemes should aim to have a tenure split as close as possible, given the requirements of national policy, to that which meets the local housing need as reflected in the split set out in the Housing Needs Assessment, which is:

- a. 10% of affordable homes offering routes to home ownership; and
- b. 90% being affordable homes to rent.

First Homes exception site proposals that are suitable for first time buyers which are outside of the settlement boundary and not within the Broads Authority Area will be supported where:

- a. The proposal would help to meet a demonstrable local housing need;
- b. It is situated adjacent to the existing settlement;
- c. The proposal will enable future occupants to access local services and facilities using sustainable means of transport, such as walking, that is safe and convenient; and
- d. If it is situated within the setting of the Broads Authority area it must be located and designed to avoid or minimise impact on the designated area.

5.4 Housing allocation

68. As referred to earlier, the Waveney Local Plan allocates two sites for housing (and other uses) to the south-east of the town off St John's Road. The BNDP group has taken the positive step of deciding to allocate additional land for housing to ensure the needs of the community are met, including in the event that the sites allocated in the Waveney Local Plan do not get built-out as expected. It will also help support the vitality and viability of the town centre retail sector, and will provide more control over where growth happens with the preferred lower density and smaller dwellings. It will also help give the town some time-limited protection from speculative development in line with the NPPF. East Suffolk Council has produced a method for calculating an indicative housing requirement, and has deployed this to produce the indicative housing requirement figure itself (67 dwellings). This can be found in the supporting document: 'Bungay Indicative Housing Requirement'.

69. A planning consultant was appointed to carry out an independent site appraisal for the BNDP on behalf of Bungay Town Council to help determine which of the known sites are suitable, available and achievable, as required by the NPPF. The former Waveney District Council carried out a call for sites and a number of sites were put forward by landowners or developers. The East Suffolk Council assessed these, two of which were subsequently allocated in

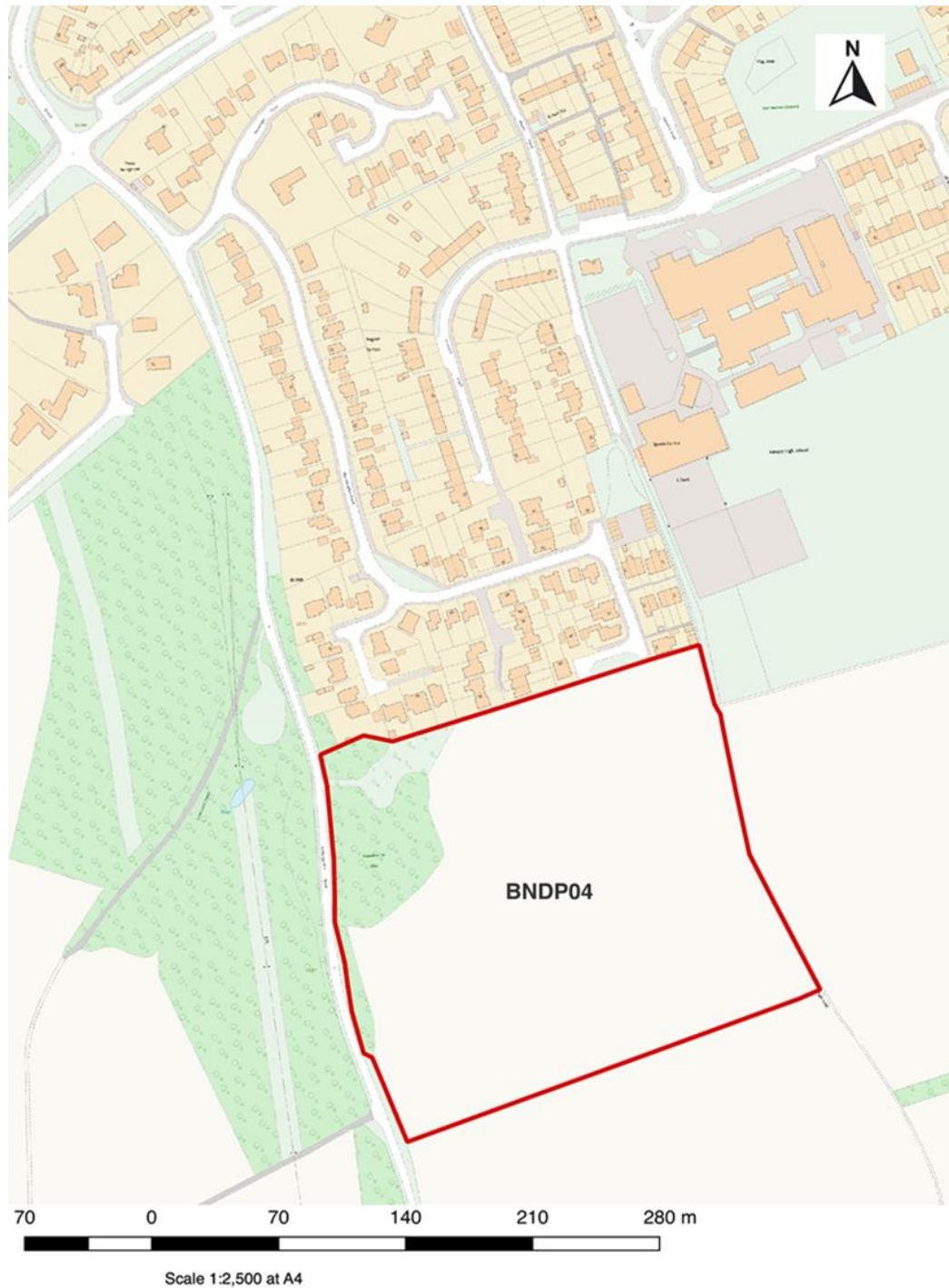
the Waveney Local Plan. The remaining four sites have been assessed for the BNDP.

70. The assessment considered each of the sites against a range of criteria such as flood risk, impact on the natural environment, and access. As part of the assessment, a recommendation was made for each site. Only one of the sites was recommended to be taken forward for potential allocation, and a modified version of this is shown in **Figure 5**.
71. Following the assessment, a public consultation exercise was carried out in February 2020 to check that local people supported making a site allocation, to find out which site would be preferred, what they wanted from the allocation, and whether there were any other sites that should be considered. The results were that 56% of respondents supported making a site allocation and a majority preferred the site set out in Policy H4 and shown at **Figure 5**. Other results, such as the concern for the natural environment, support for around 75 dwellings, and the preference for smaller homes, are reflected in Policy H4.
72. As indicated above, the consultation on the sites that had been assessed included a 'Call for Sites' to check whether there were any alternative potential sites available that people could suggest. This was advertised on the BNDP website and on the town council website. Notices were put up at locations in the town, and word of mouth helped to spread the news. Stands that were manned were erected at the co-op and library on specific dates which were advertised across the parish.
73. The Call for Sites element took a modest approach, simply asking people to suggest potential sites and identify the location of them, ideally with a supporting map. This was felt to be a sufficient and proportionate method bearing in mind that:
- Some sites had already been assessed by an independent consultant for the NP group, and this process had identified a suitable site;
 - The NP group could think of no other suitable parcel of land;
 - The Group did not want to deter people from suggesting sites by virtue of requiring onerous amounts of information; and
 - Bungay is very constrained, especially by flood risk (see Appendix B), which limits suitable sites.
74. A small number of sites were suggested. Two were not specific sites or locations. The others were within the development boundary and so benefit from a presumption in favour of development anyway. Most were brownfield sites and so again should potentially secure permission given the strength of support in the NPPF, which is to give substantial weight to proposals for housing on brownfield land within settlements. Sites, or at least the developable area of them, were also generally too small for allocation, being below 0.5ha, which is a common lower threshold used in local plans, chosen so as to trigger the provision of affordable housing, which is desperately needed. There were also more detailed constraints pertaining to some sites. On this

basis, it was decided that there would be no benefit in carrying out a detailed assessment and reconsulting or considering allocating any of the sites put forward following the February 2020 consultation

75. Some respondents were concerned about the impacts of additional growth on community infrastructure such as the primary school. Suffolk County Council confirmed that Policy H4 will not cause capacity issues at the primary school.

Figure 5: Strategic housing allocation east of St Margaret's Road



76. The site of 4.5 hectares lies to the south of the built-up area of Bungay, south of Mountbatten Road and east of St Margaret's Road. Bungay High School adjoins the site at the north-east corner. The site is currently in agricultural use. Open countryside currently lies to the east and south, although the land to the east will be developed as allocated site WLP5.2 in the Waveney Local Plan. To the west is a road, beyond which is more agricultural land. There are some farm buildings to the south, including a Grade II listed building, Manor Farmhouse, the setting of which will need to be considered. The Historic Environment Record is held by Suffolk County Council Archaeological Service (SCCAS), with publicly accessible records viewable on the Suffolk Heritage Explorer, which can be viewed at <https://heritage.suffolk.gov.uk>. Suffolk County Council manages the Historic Environment Record for the county. Non-designated archaeological heritage assets would be managed through the National Planning Policy Framework. Suffolk County Council Archaeological Service advises that there should be early consultation of the Historic Environment Record and assessment of the archaeological potential of the area at an appropriate stage in the design of new developments, in order that the requirements of the National Planning Policy Framework, East Suffolk Core Strategy (Strategic Priority 15) and Waveney Local Plan (policy WLP8.40) are met. Suffolk County Council Archaeological Service is happy to advise on the level of assessment and appropriate stages to be undertaken.
77. The site forms an extension to the built-up area of Bungay and will integrate well with WLP 5.2. There is good access to local services, facilities and employment land, although access by cycle could be improved. Pedestrian and cycle links should be included across the site to link with the existing residential development to the north and the Public Right of Way on the eastern boundary, the allocated site WLP 5.2 of the Waveney Local Plan, the proposed Green Corridor (Policy ENV1), the swimming pool, High School and new industrial units. Existing residents use the site for dog-walking and this will need to be retained.
78. St Margaret's Road to the west is narrow and generally unsuitable for any significant increase in traffic. Access via neighbouring estate roads to the north is possible but not ideal and was not supported in the consultations. The best solution will be vehicle access from allocated site WLP5.2 from the Waveney local plan. This would require consideration of the relationship with the wider site as it requires access through WLP5.2, though this should not prevent the separate allocations gaining permission and being built-out at different times. Allocation WLP5.2 includes a parking and turning area for buses near the High School. National policy requires access to be for all people, and this public transport provision will benefit allocation H4.
79. The site lacks distinctive landscape features and its landscape sensitivity and value is not high. However, existing boundary hedges, such as along St Margaret's Road, provide biodiversity and landscape value and should be retained where possible. The site does intrude into the open countryside and so a landscape strategy will be needed, including a landscape buffer to the south of the site. The site has a high potential for archaeology and this will need

to be investigated as part of an application. The site potentially land-locks the High School, which will need to expand in the future. This will need to be taken into account.

80. One hectare of open space should be provided on the allocation. This can be for informal recreation and habitat as a playground is being provided as part of WLP5.2.
81. There are small strips of high, medium and low surface water flood risk around the edge of the site, and a sustainable drainage strategy will need to consider these. A priority has been the need to keep an allocation away from the Broads, the sensitive landscape of the Broads and out of flood risk areas. However, the site probably drains towards the north-west corner and there have been historic incidents of land-slip into St Margaret's Road. Surface water flood risk is evident in this north-west part of the site. This would suggest that this part of the site could usefully be deployed as part of the open space referred to in the previous paragraph. The open space could potentially be used for flood management too, depending on the outcome of a Flood Risk Assessment and drainage investigations. Locating the open space to the north and north-west of the allocation would also enable it to act as a buffer between dwellings north of the site and the development on the site, as well as providing an amenity benefit for the residents of those dwellings. It should be noted that the ground conditions of the adjacent Waveney Local Plan allocation could not support surface water infiltration, meaning that the water will be piped into the river to the east of St John's Road. It is likely that site H4 has the same constraints and requirements. A drainage strategy will be essential.
82. The site is within a Minerals Consultation Area and Minerals Safeguarding Area as defined by Suffolk County Council as the Minerals Planning Authority. As such the County Council will need to be consulted on the planning application. Therefore, any planning application should be supported by evidence which assesses the quality and quantity of sand and gravel resources on site in order to help judge whether on-site resources should be used on-site during development. This may help reduce the amount of material transported on and off the site.
83. The number of homes proposed for the allocation H4 is approximately 70. This is based on an indicative housing requirement provided by East Suffolk Council of 67, as set out in the 'Bungay Indicative Housing Requirement' document, submitted with the BNDP. This applies entirely to that part of the Neighbourhood Plan outside of the Broads Authority Area as the housing requirement within the Broads Authority Area is zero. The figures are shown below, along with the overall housing numbers for Bungay from 2014. These are from the 'Bungay indicative Housing Requirement' document, which addresses the housing requirement calculation in full detail.

Growth identified in Local Plan:	The figures below are taken from page 122 of the Waveney Local Plan and set out the quantum of growth planned for in Bungay in the Local Plan.
<i>Completions (within plan period, as set out in Local Plan)</i>	30 dwellings (2014 – 2017)
<i>Permissions as at start of plan period</i>	42 dwellings (excludes 150 homes with permission within site WLP5.2)
<i>Allocations in Local plan</i>	Approximately 485 dwellings (WLP5.1 Land east of St. Johns Road, Bungay – approximately 85 dwellings) (WLP5.2 Land west of St. Johns Road, Bungay – approximately 400 dwellings)
<i>Total</i>	557 dwellings (see page 122 of Waveney Local Plan) There is no specific housing growth planned for Bungay in the Broads Local Plan.
Percentage of total growth above based on Local Plan contingency	Waveney Local Plan contingency is 12% $557 \times 0.12 = 67$ dwellings
Indicative housing requirement for BNDP	67 dwellings

Planning Policy H4: Land to the east of St Margaret's Road

Land east of St Margaret's Road, Bungay (4.5 hectares) as shown at **Figure 5** is allocated for the development of approximately 70 dwellings, open space, landscaping and biodiversity enhancement.

The site should be developed in accordance with the following site-specific criteria:

- A detailed masterplan, informed by ongoing engagement with the community and identifying the relationship with allocated site WLP 5.2 of the Waveney Local Plan, should be prepared and submitted as part of any full or outline planning application. Design codes will be required for the whole site.
- The site will be developed at a density of approximately 20-25 dwellings per hectare.
- At least 10% of plots will be set aside for those wishing to build their own home unless a lower local demand can be shown.
- Vehicular access should be from St Johns Road, via the site allocated in the Waveney Local Plan as Policy WLP5.2.
- One hectare of open space should be provided on site for informal recreation and habitat enhancement.
- Natural features on the site such as trees and hedgerows should be retained where possible and incorporated into the layout of the development.
- A landscape belt should be provided along the southern edge of the site.

- h. Pedestrian and cycle routes should be provided that link with the existing residential development to the north if possible and Public Right of Way on the eastern boundary, the allocated site to the east (WLP 5.2 of the Waveney Local Plan), and the Green Corridor going north (see Policy ENV1 and **Figure 6**).
- i. The existing informal dog-walking route on the site should be incorporated if possible into the design and layout.
- j. Any planning application is to be supported by the results of a programme of archaeological evaluation, including appropriate fieldwork if necessary that should consider community engagement, and should demonstrate the impacts of development on archaeological remains and proposals for managing those impacts.
- k. A Landscape and Ecological Management Plan will be required as part of any planning application. This will need to demonstrate a significant net gain in biodiversity of at least 10%. It will also need to demonstrate how the development is integrated into the wider landscape through the design of the buildings, the layout, and use of landscaping/ vegetation. The strategy will need to identify and preserve any important key views.
- l. Any planning application is to be accompanied by a Site-Specific Flood Risk Assessment and drainage strategy, incorporating sustainable drainage principles if shown to be possible.
- m. An assessment of the impact on heritage assets will be required as part of any planning application in view of the proximity of the listed Manor Farmhouse.
- n. The layout and design will need to promote self-enforcing traffic speeds that do not exceed 20mph on the site.
- o. Any planning application should be supported by evidence which assesses the quantity and quality of sand and gravel resources within the site in order to determine whether it is practical to make use of resources on site, in accordance with the Suffolk Minerals and Waste Local Plan.
- p. Any proposal will need to demonstrate that it does not prevent future expansion of the High School.

6 Community matters policies

6.1 Network of community facilities

84. Bungay will have a network of facilities that will provide educational, health and care, recreational and social opportunities for the whole community.
85. The separate document 'Bungay Community Facilities' shows the locations of this network of facilities. These include meeting places such as the Library and the Riverside Centre, Day Care & Residential Care Homes, medical and health care providers, educational facilities, places of worship, sports facilities, and allotments and green spaces. It can be seen that these are scattered across the town. It is recognised that a number of venues offer different opportunities such as the Fisher Theatre and the Community Centre. The library currently offers a focus for community services and facilities, although it has limited space for additional services. The Honeypot Centre has been replaced by the building of a new community centre on the Old Grammer School playing field; but this will not offer sufficient capacity or breadth of facilities for the needs of the community. It is felt that the town would benefit from an additional centralised physical community hub. This physical community hub would not only act as a signpost to all of the other facilities, it would also provide its own spaces and services such as a community café, further life-long learning opportunities, intergenerational activities, more affordable and accessible leisure and sporting activities, and storage facilities and spaces for existing and new groups
86. Should space become available to create a physical community hub, this will be viewed favourably. In the immediate future, it is proposed that Bungay library or Town Hall should be considered the centre of the Hub as a signposting and co-ordinating facility to connect existing and future community provision.
87. The evidence indicates a particular need for leisure and sporting activities for younger and older people within the town. There is an under-provision for younger age groups, which came through strongly as part of the consultation, and with an ageing population, it is essential that the town creates opportunities for this group to meet and engage in activities that promote their health and well-being, and reduce the risk of social isolation.
88. We would support neighbourhood CIL funds being made available to support these developments, specifically Bungay Library in the short term and to support other proposals to develop a physical Community Hub

Planning Policy CM1: Community Hub

Development proposals for a community hub will be supported provided the following criteria are met:

- a. The site enjoys good access by walking, cycling and public transport for all members of the community.
- b. The site does not result in the loss of green space that provides accessible public amenity.
- c. The proposal provides for a number of community uses, including leisure and sporting activities.
- d. The site has sufficient parking space so that there is no adverse pressure on neighbouring residents; and
- e. The development includes environmentally friendly facilities, especially electric vehicle plug-in points.

Proposals on land that was previously developed, or brownfield, will be supported.

6.2 Health care

89. The close proximity of several large village communities including Ditchingham and Earsham, in South Norfolk but dependent on Bungay for most of their economic and community needs, impose pressures on health services. Bungay's population in 2016 was 5,100, yet the Bungay Medical Centre has a register of more than 11,000 patients due to this external demand for the service.
90. With the level of planned growth in the town, pressure on primary and community-based health services, including General Practice, is likely to increase. The Waveney Local Plan has identified the need for an extension or improvements to the Bungay Medical Centre.. Should additional capacity in these services be required there may be a need for an enhancement to physical infrastructure and development of Bungay Medical Practice to accommodate it. Any development will need to be mindful of existing parking pressures within the town and ensure adequate provision is made available to support the growth in patient visitors to the centre.
91. Just over 10% of Bungay residents provide unpaid care to their loved ones, with almost 3% of people providing over 50 hours a week. Consultation with the community indicates a need for more local services to support carers – including facilities and activities for people with disabilities. A new community facility could provide much needed facilities and other opportunities to create greater capacity in this area would be supported.

Planning Policy CM2: Bungay Medical Centre

To support planned growth in the town and the needs of the ageing population, proposals for expansion of Bungay Medical Centre will be supported in principle. Proposals will need to demonstrate that sufficient parking is, or can be made, in accordance with the Suffolk Guidance for Parking. Proposals must be designed, and incorporate facilities, to encourage access by sustainable transport modes.

6.3 Sport

92. There is a particular need for more leisure and sporting activities for younger and older people within the town. Although there is a sports centre to the south-east of the town, there is under-provision for younger age groups, which came through strongly as part of the consultation in 2017, and with an ageing population, it is essential that the town creates opportunities for this group to meet and engage in activities that promote their health and wellbeing, and reduce the risk of social isolation. It should be noted that although the former middle school playing field has been secured for community use, this piece of land cannot be used for sporting activities due to the change in use of the land. The land will, however, benefit the community in access to activities that promote mental health and well-being.
93. For a town the size of Bungay with a population of over 5,000, sporting opportunities and facilities within the town are limited. There is current provision for swimming, a gym, a running club, golf, dancing, fishing, canoeing, cycling, bowls and in the adjoining village of Ditchingham⁷ there are football and tennis facilities. The Waveney Local Plan housing allocation WLP 5.2 will include recreational open space provision such as for football. In addition, some facilities are available albeit for restricted use, such as the High School cricket pitch, and not available for wider community use. A third of respondents to the community consultation in 2017 indicated that there were not enough sports facilities in the town. Evidence also indicates that the proportion of people with good or very good health is lower than the national average, with a lack of appropriate and accessible sporting activities potentially a contributory factor.
94. Increased and improved sports facilities in Bungay, which are accessible and affordable to all people in the town, will support a stronger, more vibrant and healthy community.

⁷ This is where Bungay FC play

Planning Policy CM3: Sports Facilities

Proposals for increased or expanded sports provision will be supported, provided they are in an accessible location, especially by walking, cycling and public transport.

Applications that enable existing facilities to be made accessible for wider community use will be supported.

6.4 Education

95. There is a recognised need for additional pre-school provision in Bungay, with this identified in the Waveney Local Plan which provides for a new purpose-built setting as part of Allocation WLP 5.2. An important aspect of any new provision is strong links with the existing primary schools, which will provide smoother transitioning for early years children and further encourage local provision to be the place of choice for local families, thereby enabling greater sustainability.

96. In addition, there is strong community support for additional childcare opportunities, including in school holidays, to support working families. This was a key theme identified during consultation with residents in 2017.

Planning Policy CM4: Pre-school Education

Proposals for a purpose-built provision to enable pre-school education will be supported. This will need to have:

- a. Safe access by walking, cycling and public transport; and
- b. Sufficient parking provision, including temporary parking at drop-off and collection times; and
- c. Secure cycle parking for staff and visitors.

97. There is strong support for additional Adult Education classes to be provided in the town, with almost 80% of respondents indicating a need during consultation in 2017. At present there are no classes available within Bungay. Creative opportunities for providing this, such as making use of existing facilities like the High School, would be welcomed, and provision of a new community facility could provide the necessary space.

Planning Policy CM5: Community Education

Proposals that will increase the provision of educational opportunities within the town, and support life-long learning and skills development to increase employability will be supported.

6.5 Community Infrastructure Levy

98. Since April 2010, local planning authorities have been able to charge a 'Community Infrastructure Levy' (CIL) on new development. East Suffolk Council is one of the local authorities that operates CIL. A percentage of CIL money collected is given to the parish or town council in which the development takes place, and this amount increases to 25% when a neighbourhood plan is in place.
99. CIL income provided to local communities can be used for the provision, improvement, replacement, operation or maintenance of infrastructure; or indeed anything else that is concerned with addressing the demands that new development places on an area. The neighbourhood plan portion of CIL can be used for a wider range of planning issues than infrastructure.
100. Below are projects which are suggested as priorities for the use of the neighbourhood plan portion of CIL money, based on current needs as identified during consultations with the people of Bungay. Use of CIL money will be a decision for the Town Council, informed by the priorities as identified below:
- a. Improved community transport provision, including use of electric vehicles and provision of a shuttle service from the out of town housing developments and outlying villages into the town centre. The aim of this service would be to increase visitors to the town and alleviate parking difficulties which are of major concern. Bungay has fewer parking spaces per head of population than most Suffolk towns and has been identified as a limiting factor in the town's economy.
 - b. To encourage greener and more sustainable transport for both residents and visitors there will be a programme to provide on-street electric vehicle charging points as well as in public areas, such as car parks.
 - c. Upgrading council owned play parks with new equipment, including for adults, and seating which will be suitable for children aged 5 to 12.
 - d. Install outdoor gymnasium equipment for adults and young people in green/play areas. This could be as stand-alone units or integrated into a fitness trail with the aim of supporting health and well-being across the community.
 - e. In line with increasing facilities for 'play' and health, the River Waveney needs to be made more accessible to not only encourage leisure but also tourism. Also required are improvement and development of walking and cycling routes beside the River Waveney.
 - f. To link the planned new developments with the town centre, development of the Green Corridor should be implemented. Access along this corridor will be by foot and bicycle but with enough width to allow use by people in wheelchairs. Green spaces need to be enhanced e.g. seating.

- g. Acquire land for the development of additional allotments and open spaces for community use and as additional green space. To sponsor the use of indoor farms.
- h. Support development of the current site or identify a new site for a/the market, allowing for an extension of the current weekly market as part of the development of the town centre. This would also enhance and develop attractions for residents and visitors to support the wider economy of Bungay, including tourism.
- i. Development of a community hub complementary to the new community centre, as outlined in Section 6. This could include development of the library, allowing it to extend its offer to the community in relation to leisure, education and information services.

7 Cultural heritage and the built environment policies

101. Bungay has a long history. The town benefits from a rich historic environment with a Norman era castle and many fine examples of Georgian buildings in the town centre. Many of its historic features are still in evidence, especially in the conservation area. However, our historic buildings, areas and townscape need to be protected and also maintained to a good standard of repair and enhanced wherever possible, and there is evidence that this is not the case with a number of town centre sites.
102. It is important to maintain an appropriate balance between new development, sustainability and the historic environment. The main BNDP survey indicates concern about the outward appearance of the town centre. For example, several buildings are in need of a considerable amount of maintenance and funding sources may be difficult to find for all requirements.
103. There are few sites in the old town that could be developed with any modern housing. The key is to conserve and improve what is already there. The historic streetscapes such as Earsham Street, Broad Street and Trinity Street need to be maintained as they are. Conversely, several old buildings on St Mary's Street have had their frontage spoiled by modern shop fitting being inserted, such as at the old Guild Hall.

7.1 Bungay Conservation Area

104. The Conservation Area of Bungay was established initially in 1970 and was amended and enlarged in 1981 and 1997. Conservation Areas are designated heritage assets under the Planning (Listed Buildings and Conservation Areas) Act 1990 and are defined by the Government as areas of special interest, the character and appearance of which it is desirable to preserve or enhance. The former Waveney District Council published the *Bungay Conservation Area Character Appraisal* in 2007, which describes the character of the area and identifies its special character.
105. Bungay's Conservation Area benefits from an Article 4 Direction, over some permitted development rights. This means that planning permission will be required to make any change of design or material to any part of the property facing a public thoroughfare in the Bungay Conservation Area.
106. A summary of key points from the Bungay Conservation Area Character Appraisal, March 2007 include:
- A proportion of the town is designated a Conservation Area, meaning that a high degree of attention is needed to the design of any new development to preserve and enhance the Conservation Area.
 - Principal areas within the town include the Market Place, St Mary's and Trinity Church yards, the Castle Bailey and Castle Hills, car parks in Priory Lane and Wharton Street.

- The Castle area includes the mounds and ditches of the Norman motte and bailey castle, the Norman keep and remains of the medieval curtain walls and the inner and outer baileys of the Edwardian castle.
- There are three Scheduled Ancient Monuments – Bungay Castle, Castle Hills and The Butter Cross.
- St Mary’s Church tower, though redundant, is a major landmark of the town centre and visible from surrounding areas.
- The town connects visually with the open countryside, with views out between buildings and via the roads that lead to them
- Substantial rebuilding of the town following fires in late 17th Century has determined much of its architectural character.
- Particular architectural styles and materials dominate in different areas. Georgian style, red or yellow brick and colour washed timber-frame with red or black pantile roofs in the central area, 19th Century brick terrace houses with pantile or slate roofs in the Ollands area, small scale 19th century artisan red brick terraces in Southend Road and a 19th Century industrial character in the Staithe area.

107. A recent survey of residents in preparation for BNDP asked about housing development in relation to Bungay’s historic nature. Forty four percent of respondents strongly agreed that no new development should be allowed unless it fits with the character of the town.

Planning Policy CH1. Conservation Area

Development proposals for new buildings, alterations, and extensions within the Bungay Conservation Area or which are outside of it but which may impact on the setting or significance of the Bungay Conservation Area, will be supported where all the following criteria are met:

- a. The development preserves or enhances the special character and appearance of the area;
- b. The development is in sympathy with, and integrates into, the characteristic built form of the area;
- c. The appearance of shopfronts are retained where applicable;
- d. The scale, form, materials and architectural detailing of the development respects the characteristics of adjoining or nearby buildings;
- e. Key views specifically identified in Section 5 of the Bungay Conservation Area Appraisal and Management Plan (January 2022), or later revision, are not significantly adversely affected;
- f. Trees and other landscape features contributing to the character and appearance of the area are preserved; and
- g. The development in other ways conforms with the character as set out in Conservation Area Character Appraisal.

Development proposals will be assessed against these criteria in the context of the particular character area, as set out in East Suffolk Council’s Bungay Conservation Area Appraisal and Management Plan, in which the proposal sits, as well as any impact on the Conservation Area as a whole.

Proposals that help restore the character, setting or significance of the area will be supported. Similarly, proposals that will bring buildings back into use or which will ensure their long-term use will also be supported, even if this requires a change of use, particularly if the proposal is likely to make a positive contribution to the vitality of the town centre.

Community Action 1. Maintenance of the Conservation Area

Maintenance or restoration work will be encouraged and undertaken on buildings and other features that are important components of the character of the Bungay Conservation Area. An Action Plan will therefore be developed by the Town Council or volunteers to guide resources and effort, informed by the management and enhancement proposals within the Bungay Conservation Area Appraisal

7.2 Cultural heritage

108. The National Heritage List for England (Historic England) contains 191 entries for Bungay, including three scheduled monuments. Most are Grade II listed buildings. Buildings of Bungay Archive (BOBA) have detailed reports on many of the old buildings in the town, including some that are not listed or designated (non-designated heritage assets). Even if not designated, these are important heritage assets. The cultural heritage of the town should be viewed as an asset for tourism and preserved.
109. There is a risk that historic buildings will fall into disrepair if they are not in use, and the King's Head (grade II listed) is an example of this. The King's Head is within the town centre and identified as primary shopping frontage in the Waveney Local Plan policies map. Waveney Local Plan policies WLP8.18 and WLP8.19 set out what uses are supported in these locations, and this should be a starting point for determining change of use applications for the King's Head. The hotel will be a particular asset for tourism.

Planning Policy CH2. The King's Head

Proposals that will result in the Kings Head being retained in hotel use will be supported.

Proposals that will result in the change of use of the King's Head from a hotel will be supported provided that the following criteria are met:

- a. It retains an active frontage at ground floor level for community use or visitor attractions such as a café, restaurant, shop, or public exhibition;
- b. Any proposed offices or residential uses are at first floor and above only; and
- c. It has been adequately and appropriately marketed for hotel use for not less than 12 months.

110. A number of heritage assets are in need of repair and preservation. Bungay Castle in particular is on the at-risk register. The conservation of Bungay Castle is important not only for its own sake in terms of preserving our history, but because it is an iconic building and is one of the reasons people will visit the town.

Planning Policy CH3. Bungay Castle

Proposals that appropriately and sensitively repair and secure enhancement to Bungay Castle will be supported.

111. Given the number of heritage assets in the town, and the importance of the town's historic fabric in attracting visitors, BNDP aims to reduce the risk of further erosion of this through insensitive development. This can be achieved through the requirement for heritage statements with planning applications.

Planning Policy CH4. Heritage Statements

A Heritage Statement will be provided in support of all development proposals affecting any designated or non-designated heritage asset or its setting, as well as for all proposals which may affect the significance of such heritage assets. Such statements will be proportionate to the scale and significance of the likely impact and outline the significance of any heritage assets affected and any adverse impacts that the development may have on those heritage assets. It must also include any proposed mitigation measures, as well as how the proposed development will contribute positively to the character and setting of the relevant heritage asset.

112. The Historic Environment Record is held by Suffolk County Council Archaeological Service (SCCAS), with publicly accessible records viewable on the Suffolk Heritage Explorer, which can be viewed at <https://heritage.suffolk.gov.uk/>.
113. Suffolk County Council manages the Historic Environment Record for the county. Non-designated archaeological heritage assets would be managed through the National Planning Policy Framework. Suffolk County Council Archaeological Service advises that there should be early consultation of the Historic Environment Record and assessment of the archaeological potential of the area at an appropriate stage in the design of new developments, in order that the requirements of the National Planning Policy Framework, East Suffolk Strategic Priority 3, and Waveney Local Plan (policy WLP8.40) are met. Suffolk County Council Archaeological Service is happy to advise on the level of assessment and appropriate stages to be undertaken.

8 Bungay Town Centre Vitality and Economic Development Policies

8.1 Town centre

114. The town centre is slightly larger than Halesworth and Southwold in terms of retail floorspace, and is described as a '*small Town Centre*' in the adopted Waveney local plan. Most of Bungay's retail, office and leisure units are in the town centre. The growth allocated in the Waveney Local Plan and BNDP are seen as needed not only to provide homes, but to help support the town centre.
115. The town centre is a shopping and services destination for surrounding villages such as Ditchingham. It also attracts tourists and visitors from further afield. There are an estimated 109 retail, service and leisure units in the town centre (Retail & Leisure Needs assessment 2016), and there was a 12.4% increase in retail units between 2006 and 2015, mainly in café and restaurant use. These figures are now almost certainly out-of-date following the coronavirus pandemic and the changes it has wrought.
116. The town centre comprises St Mary's Street, which joins into Market Place and Earsham Street. Policy WLP8.18 in the Waveney Local Plan designates town centres and primary shopping areas. The policy map for Bungay has defined a primary shopping area, and primary and secondary shopping frontages are defined on the policies map through Policy WLP8.19. The defined town centre comprises most of the town's retail, office and leisure uses.
117. Earsham Street comprises a range of specialist and independent retailers. There are also independent convenience occupiers such as a greengrocer, fishmonger and delicatessen. The shops are high in quality, with attractive historic shopping frontages. However, the former large post office unit with prominent frontage is now vacant.
118. Market Place has successfully retained its Victorian townscape and has a diverse offer. Prominent buildings including the Three Tuns public house and the King's Head Hotel, are both 'tired' in terms of appearance and in need of investment. The family run H. Wightman & Son Ltd selling home furnishings occupies a large unit which fronts on to the market place. A weekly market is held each Thursday around the central Buttercross in market place. All the banks have closed and there was no 24-hour ATM facility in the centre of the town until the Town Council installed one at the Town Hall.
119. High street vitality in town and village centres is under considerable pressure, including from growth in internet trading, exacerbated by the coronavirus pandemic. The NPPF places great emphasis on maintaining and improving the viability and vitality of town centres and states that local plans should be positive in promoting competitive town centres and should contain policies for managing centres over the plan period. In particular, the NPPF requires that town centres should be the preferred location for town centre

uses, such as retail, offices and leisure. Such uses of a significant size should not be permitted outside of the centre unless no land is available. Policy WLP8.18 in the Waveney Local Plan complements the NPPF. It supports new town centre uses (such as leisure and retail) being within the town centre or close by if there are no suitable town centre sites, and it is felt that BNDP does not need its own policy in this respect.

120. It is essential for Bungay's economy that the town centre displays vibrancy and vitality. According to the latest evidence, the proportion of retail units vacant is the highest in the district. The prevalence of vacant units and charity shops indicates a need for revitalisation. East Suffolk Council supports this through its People and Places initiative.
121. Although efforts should support bringing vacant units back into retail use, consideration might need to be given to other uses to help maintain vibrancy. The best way to support Bungay's shops is to focus retail development within the defined town centre, and especially the primary shopping area. Economic growth of the town centre is contingent upon it being accessible for people visiting the town both during the day and in the evening.
122. With the loss of banks in the town centre it is possible Bungay will lose visitors to nearby towns which have these facilities. This risk will need to be countered by a proactive approach, although the move toward a cashless society is perhaps inevitable, especially following the coronavirus pandemic. The community is exploring options for a post office and has installed an ATM at the Town Hall. The three street markets have shown to be very popular with 95% of survey respondents requesting an increase in these markets.
123. The attractiveness and vitality of Bungay town centre depends in large measure on the mix of uses within it. Recent changes in national policy will make it easier for premises to be put to different town centre uses. Nearly all town centre uses (such as shops, gyms, clinics and other medical/care centres, cafes, restaurants, offices etc – but not pubs and hot food takeaways) are now in a new use class – Class E. Any of these uses can switch to other uses within Class E without needing planning permission. For example, a shop can become a restaurant.
124. The second recent change is permitted development-right Class MA. This allows for any Class E use to change to residential (Class C3) without needing planning permission. This does require prior approval and so is subject to checks against material considerations such as highways, flood risk, amenity and so on – but it is not assessed against the local plans or BNDP. There are certain conditions or limitations, such as size, needing to be vacant for at least 3 months, and being in Class E use for at least 2 years. Also, if in the Conservation Area and the proposal is to change the ground floor use, this requires an assessment of the impact on the Conservation Area. The new Class MA will not apply to listed buildings but will, otherwise, apply in Conservation Areas.

125. Of course, there will be uses within the town centre that are not in the new Class E (such as hotels), so not everything is covered by the change, but most commercial uses will be. Whilst this could help to maintain the vibrancy and vitality of the town centre by ensuring that premises avoid being vacant for too long, it also reduces the control BNDP can exercise over the changes.
126. **Appendix A** provides the results of a survey into town centre uses and tourism accommodation. It can be seen that the people of the town generally support changes of use.

Planning policy TC&E1: Town centre vitality

Within the town centre proposals to change from a town centre use (Class E of the Use Classes Order) must demonstrate consideration has been given to:

- a. The need to support tourism uses;
- b. Maintaining a healthy mix of uses in the town centre, reflecting the needs of residents and visitors; and
- c. The extent to which the proposal will add vibrancy.

8.2 Tourism

127. A good mix of tourist and visitor accommodation is essential to supporting visits and tourism in Bungay. This includes accommodation in serviced hotels, inns, public houses and guesthouses, a whole variety of self-catering accommodation and sites for touring caravans and camping.
128. The NPPF is generally supportive of tourism and states that local plans should support sustainable rural tourism which benefits the rural economy whilst respecting the character of the countryside. This would benefit from a Waveney Valley-wide approach to tourism.
129. The East Suffolk Waveney Local Plan and the Broads Local Plan have policies that protect and seek to improve existing tourism accommodation across the parish. In the Waveney Local Plan there is support for new hotels or guest houses in the town centre, and support for new self-catering tourist accommodation. The latter includes the need for large campsites to be in or close to the town and new permanent buildings needing to be within the town's development boundary. The Broads Local Plan also supports new tourism accommodation near to existing tourism facilities. These policies will guide decision making on many proposals.
130. To support the vitality of the town, BNDP would prefer to see such development in or close to the town, offering visitors the opportunity to use local services on foot, but in an effort to support this sector the plan will also support appropriate tourism accommodation proposals that are outside of, but well-connected to the town.

131. In the consultations, there was strong support for all types of tourism accommodation (see **Appendix A**), and so BNDP strongly supports good proposals for such development.
132. Where new accommodation is permitted outside of the development boundary, appropriate planning conditions will be applied to ensure the facility is genuinely available for holiday lettings, and to help manage any adverse impacts on the environment and the character and appearance of the countryside. Typically, these will take the form of holiday occupancy conditions placed on un-serviced holiday accommodation. The NPPF classes hotels as being a main town centre use and so discourages new hotels outside of town centres. There are strict planning requirements limiting the opportunities for new hotels that are outside of the town centre.
133. Although short of 'green space' (see **Chapter 9**), Bungay has, within its boundary, a water system which is suitable for fishing and canoeing and a large common which is passable on foot. There are excellent opportunities for observing wild birds and animals.

Planning Policy TC&E2: Tourism accommodation in Bungay town

Proposals for new built permanent tourist and holiday accommodation will be required, unless overriding material considerations indicate otherwise, to be located within the development boundary or on sites that are:

1. Both adjacent to the development boundary and south of the A143; and
2. Of a scale appropriate to Bungay

Proposals within, or adjacent to, the defined town centre will be supported.

Proposals for new hotel development will only be supported in the town centre

Community Action 2: Tourism promotion

An action plan will be developed, in liaison with the Broads Authority and others, and maintained to promote tourism in Bungay and leisure opportunities. There will be particular focus on water-based leisure activities such as canoeing, as well as walking and cycling, and themes around enjoyment of and engagement with the natural and historic environments.

8.3 Economic Development

134. Clays, printers of books, are the main manufacturing employer in Bungay. The other main employment types in the town are health care (surgeries, residential homes, vet) and schools, as well as retail.
135. The self-employment rate in Bungay is higher than district and national averages, perhaps in part reflecting the artistic culture of the town. Also, although a relatively high proportion of residents walk or cycle to work, many

residents commute out of the town. Opportunities not to commute out to jobs elsewhere need to be encouraged.

136. The existing main employment area to the north of the town centre is protected to a large degree by Policy WLP8.12 in the Waveney Local Plan.

137. However, Bungay will need to support the new housing development by *increasing* its employment base to avoid new residents having to commute elsewhere. Opportunities to bring in new employment must be actively pursued.

138. New employment land has already been permitted to the south-east of the town off St John's Road as part of a mixed-use development which will help improve the self-containment of the town. The Waveney Local Plan has included this as part of the allocated site WLP5.2, to ensure that the permitted site is planned in a way consistent with the newly allocated housing land. Policy WLP8.13 – New Employment Development sets out where new employment development will be acceptable and the circumstances which will make it acceptable. The Broads Local Plan has similar supporting policies such as SP10 and SP11.

139. However, a key area of concern for the town is the HGV traffic associated with economic development, especially given the narrow roads towards and in the town centre.

Planning Policy TC&E3: Employment Growth and HGV traffic

Proposals for facilities on existing or allocated employment sites that enable goods to be transferred from HGVs to smaller commercial vehicles will be supported.

9 Environment Policies

9.1 Access to the countryside

140. Due to the special nature of Bungay's relationship with the Broads Area and surrounding wetlands, including the Waveney River, grazing meadows and marshes, there needs to be a concerted effort to improve sustainable access without environmental harm. Many of the public rights of way in the nearby countryside are disconnected, poorly signed and often badly maintained. This reduces access for those residents or visitors that want to walk and enjoy the surrounding countryside.
141. The network does also have its strengths, including the Angles Way. This is a long distance promoted trail between Great Yarmouth and Thetford that offers a well-used and well-signed walking link between Bungay and Beccles in the east and Diss in the west.
142. The south of the town has no easy access to the surrounding countryside, and this should be remedied to ensure that residents of Bungay are able to enjoy the lifestyle benefits that the outdoors provide, and become stewards of the local environment.

Community Action 3: Access to the Countryside

The Town Council will, in liaison with the Broads Authority and Suffolk County Council, aim to promote and improve public access, footpaths and associated signage to Outney Common, Stow Fen and Waveney Marshes, and associated linkages through town and to walking networks outside the plan area. These efforts must not, however, harm wildlife and habitats.

9.2 Green Corridor

143. BNDP aspires to develop a network of green infrastructure, including off-road corridors and greenways, to connect people and their homes, through green open spaces, to services in the town centre. This will also ensure a connected landscape of joined-up habitats for wildlife.
144. A green or ecological corridor should become an important part of the green infrastructure in Bungay. It will ensure that people and wildlife can travel between existing open spaces in town, and when new developments are built on the edge of town, will ensure that new residents have pleasant routes to services and amenities.
145. The corridor is especially important due to the fact that as an older market town there is limited space for new green areas. Bungay currently has no green corridors or greenways.
146. It is a long-standing aspiration of the community to have access to Skinner's Meadow, and by opening up this area, as well as other currently

inaccessible green areas to the public, it will successfully integrate Bungay's limited green space into its urban environment.

147. BNDP proposes Bungay's first green corridor linking the south-east of town to the centre of town, which would incorporate many underutilised or currently inaccessible areas of green spaces, to create a focus for walking and cycle improvements. The green corridor would link the new development sites of WLP5.2 (of the Waveney Local Plan) and Policy H4 (from this neighbourhood plan – the land off St Margaret's Road) to the centre of the town. It would also link:

- Prince's Road play area;
- Wooded area to west of cemetery;
- Site of the former Old Grammar School play space;
- Skinners Meadow; and
- Grazing fields leading to Garden Close play space and old allotment site.

148. The Waveney Green Infrastructure Strategy supports this approach and provides supporting evidence, as does the Waveney Cycle Strategy. Further relationships between the Green Corridor and walking/cycling links are set out later in Planning Policy TM4.

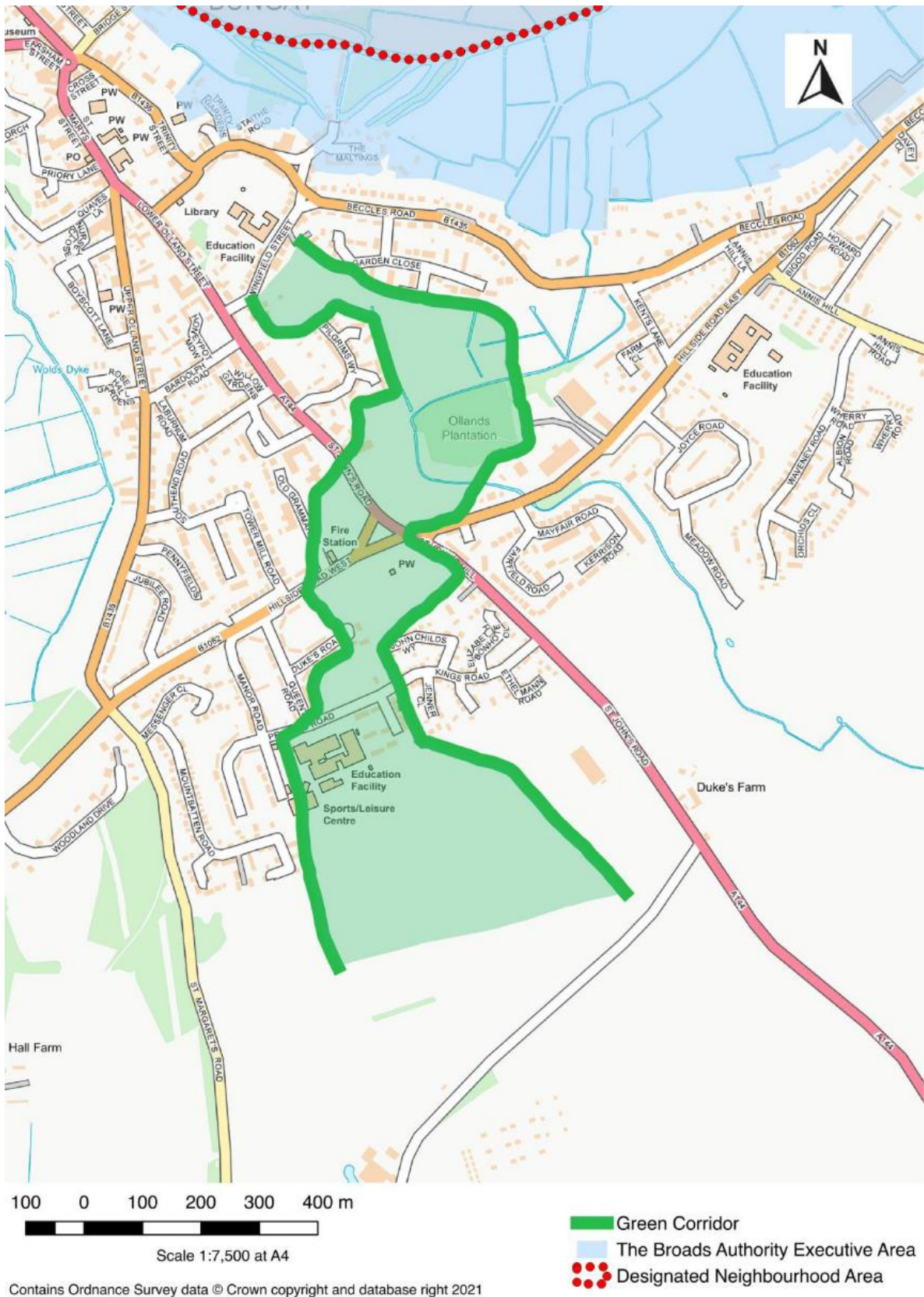
Planning Policy ENV1: Green Corridor

New developments within the Green Corridor shown at **Figure 6** will help to contribute towards the implementation of it through appropriate habitat improvements that take into account the need to develop links or stepping stones for wildlife. Proposals that would enhance the active travel network to or in the Green Corridor will be supported.

Community Action 4: Green Corridor

For those developments elsewhere where the required biodiversity improvements and biodiversity net-gain cannot be delivered on site, the expectation is that the improvements and net-gain will take place within the Green Corridor.

Figure 6: Green Corridor



9.3 Open spaces

149. Bungay is fortunate to be surrounded by many scenic and biodiverse areas such as Outney Common, Stow Fen and other grazing marshes. At present these spaces are not well integrated into the town and are therefore not easily accessible. Bungay is the only town within the ex-Waveney area that fails to meet current guidelines for open space.
150. To compensate for this the town will prioritise future development that provides for open space. The Waveney Local Plan and Broads Local Plan contain open space standards which set out the requirements for new housing development.

Planning Policy ENV2: Open Space

Proposals for the creation of new open space will be supported.

9.4 Allotments

151. Current research into the benefits of allotment gardening shows that this activity provides a wealth of benefits to a community, including: access to fresh vegetables, encouraging social connection, promoting mental well-being, and use as a health measure.
152. Bungay currently has the lowest amount of allotment land available per person in the former Waveney District. The recommended standard is 0.3ha of allotments per 1000 people, which works out to 1.5ha of allotment space for the current population. Bungay has only 0.46ha. Policy WLP5.2 in the Waveney Local Plan requires 0.25 hectares of allotment land to be provided on site, which will help with the shortfall, and provide for the south-east of the town. There will remain though a significant shortfall of allotments in Bungay, and the absence of any easily accessible allotment is especially pressing in the north and central.

Community Action 5: Allotment Land

The Town Council will work to ensure that Bungay is aligned with the Open Space Needs Assessment by providing 0.3ha of allotments per 1,000 people. Incorporating the old allotment site behind Wingfield Street (0.8ha) would go a long way in reaching that target for the current population. If this is not achievable in the short term, other sites will be investigated by the Town Council.

9.5 Playgrounds and parks

153. Play is an important part of every child's life. It is not just for fun, but is essential to development as it contributes to the physical, social, and emotional well-being of children and young people. Children's play areas can contribute to this by providing safe, outdoor areas for kids to meet up, play, socialise and

burn off some energy. Play areas should be conveniently located within easy walking distance of homes, safe, and attractive and integrated into the residential area they are intended to serve. In other words, they should be in locations where children can 'see and be seen' by a trusted adult.

154. Bungay has just one playground that is consistent with at least a Local Equipped Area for Play, and a few neighbourhood playgrounds that are small, built on the edge of developments and often in a state of disrepair. The need for more, better, and bigger play areas is an important for improving the health and wellbeing of young people. As the town grows in the near future, there will be an even greater need for new and improved equipped play spaces to be provided.

Community Action 6: Playgrounds

We will seek to build a play area at Castle Hills of a quality consistent with at least a Local Equipped Area for Play. This will provide play equipment for young children in the centre of town, that would increase its value to residents, complement the town centre, and act as an attraction to those that live outside town but wish to visit Bungay and enjoy its amenities.

All playgrounds in Bungay will be improved to encourage better use, to increase the range of activities offered, and increase the access to the site through better links to the wider neighbourhoods to ensure natural surveillance of the playgrounds. A state-of-the-art Skate Park is a key aspiration.

155. Bungay is the only market town within the District that has no town park or garden. The existing shortfall of park space in Bungay is 2.05ha. The open space within the town that does exist offers some of the lowest quality and value for the community in the District, and is not sufficient to compensate for the deficiency of park space. In general, open spaces in the town are small and have limited opportunity to be enhanced to a standard that is equivalent to a satellite park.
156. Under **Policy ENV2** residential development will provide or contribute towards open green amenity space. This alone will not result in meeting the current guidelines for open space requirements within the town. Existing private green spaces within the town need to be improved, enlarged and made available to the public as green amenity space to ensure all the inhabitants of Bungay have access to these important spaces. These parks and gardens would act as vital green spaces in town, ensuring a place for residents to unwind, relax, and socialise. It would also provide a landscape that would improve their mental and physical health and wellbeing. The presence of green spaces that include trees and grass can promote community connections through the above activities, and can help to build social capital.

Community Action 7: Parks and Gardens

In the next ten years the Town Council will plan and build a new park and/or garden to bring the town in line with the district average. This would be designed to support physical and mental wellbeing, diverse social activities, community cohesion and neighbourhood identity. Possible locations include opposite Bungay High School, Annis Hill Green, and the Old Allotments.

9.6 Landscape

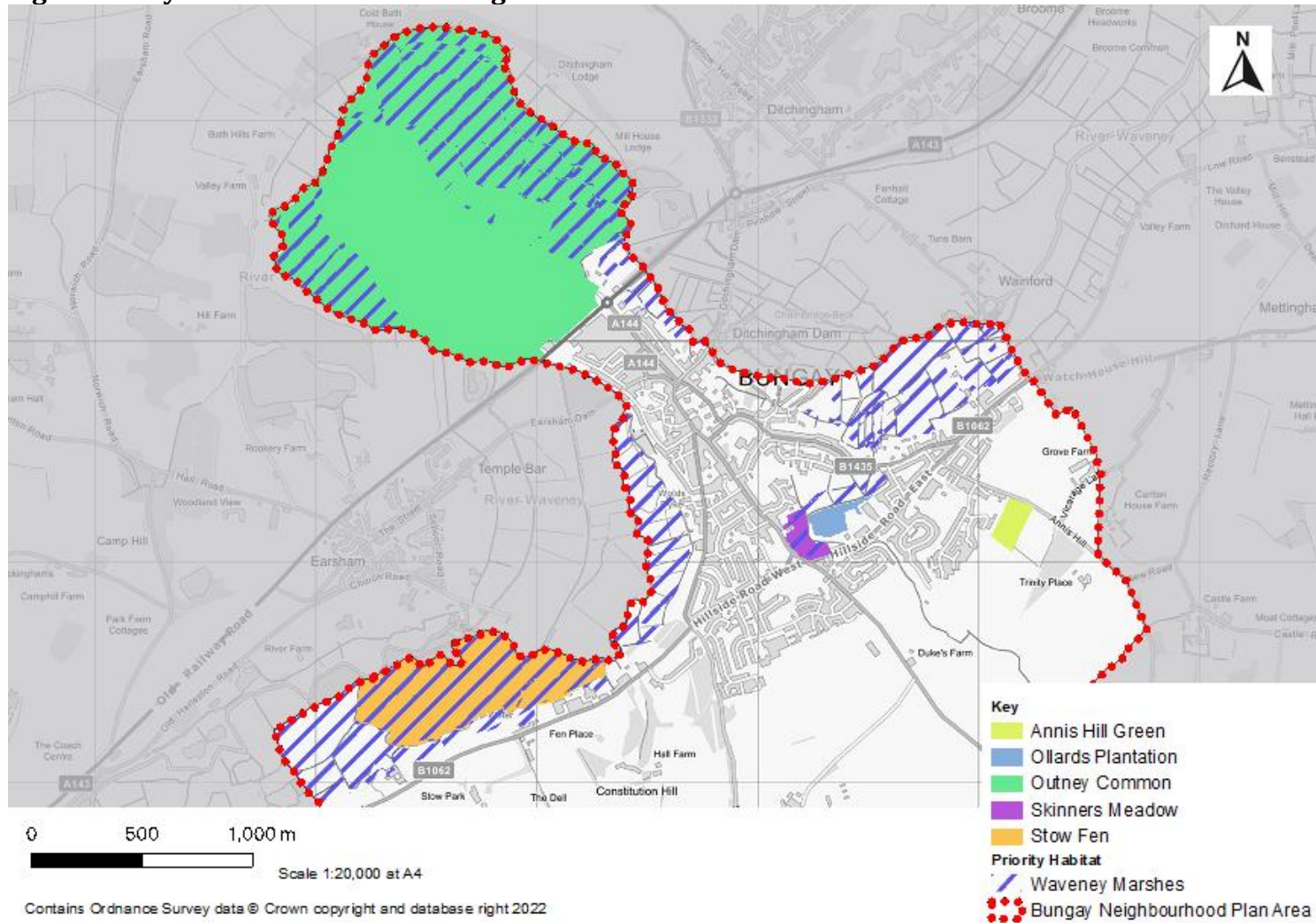
157. The residents of Bungay wish to protect, promote and enhance the natural environment of Bungay town, and its surrounding countryside, with the landscape being described by the Broads Landscape Character Assessment. The Local Plans also aim to provide protection, such as policy SP7 (Landscape Character) in the Broads Local Plan. We wish to ensure that the biological and aesthetic value of these areas are not adversely affected by new development. Bungay town and the surrounding meadow, marshes and Waveney River are all within the Broads National Character Area (NCA). This NCA provides important nectar sources for insects that pollinate commercial arable crops that grow in the Waveney Valley, provide flood-plain grazing for livestock, and improve the landscape, biodiversity and recreation opportunities for those that live in Bungay. These areas are also UK Priority Habitats, meaning that they have been identified as being the most threatened and most requiring of conservation action under the UK Biodiversity Action Plan.
158. There are many areas of biological interest within the neighbourhood area such as Outney Common, Castle Hills, Waveney Marshes, Stow Fen, and the Tin river catchment. Apart from these Priority Habitats, there is also Skinner's Meadow, Olland's Plantation and the churchyards and cemetery that also add to the biodiversity of town, and also need protection.
159. Bungay Town council and a designated working party are in discussion with Suffolk County Council to secure the former middle school playing field off Annis Hill as a community green space. Public consultation in 2021 showed an overwhelming support for the area becoming natural woodland and open meadow, combined with community led garden space and play area. This will help address the need for more, accessible open space, particularly to the south of the town as well as extending the proposed green corridor through the town. The bid for this land has been successful.

Planning Policy ENV3: Landscape and Ecological Character

New development will only be supported where it would not result in unacceptable impact on landscape character, biodiversity or geodiversity, with particular regard to the following sites (see also Figure 7):

- a. Outney Common
- b. Stow Fen
- c. The Waveney Marshes
- d. Skinners Meadow
- e. Ollands Plantation
- f. Annis Hill Green

Figure 7: Key areas of interest relating to ENV3



9.7 Biodiversity

160. We must ensure that any new developments in Bungay do not negatively affect the biodiversity of our local flora and fauna, and actually enhance these by sustainable practices and improving green infrastructure. This should apply to the provision of new open space as well, which can be an excellent opportunity to enhance biodiversity.
161. Degradation of Priority Habitats in Bungay (floodplain grazing marsh, deciduous woodland, acid grassland and high quality semi-improved grassland) is an issue and can lead to a reduction in trees and vegetation and their capacity for carbon storage.
162. Tree planting supports biodiversity, landscape interest and public amenity and can be an effective measure for carbon storage. Where appropriate, we will investigate the planting of trees on land owned by the Bungay Town Council, Bungay Town Trust, on private land with landowner support, and on the least productive agricultural ground surrounding Bungay.
163. Biodiversity net gain (BNG) is now a requirement of the Environment Act 2021. Development proposals from 2023 will be required to deliver a 10% BNG, preferably on-site. BNDP brings in the requirement for BNG earlier.
164. Poorly designed developments can inadvertently harm protected species. This can include preventing hedgehogs moving around because fences prevent them going from garden to garden. In this example, having post and rail fencing or hedgerows would be better. Similarly, through modest design changes, proposals can support other protected species, such as by including bat and swift boxes.

Planning Policy ENV4: Biodiversity

To be supported, proposals for built new development, and proposals for the creation of new open space, must include a detailed assessment of existing biodiversity and achieve at least a 10% net gain in biodiversity, and enhance biodiversity connectivity. Biodiversity net gain should be measured using the most recently available Biodiversity Metric at the time of the submission of the planning application. Within the Broads Authority area reference should be made to the Broads Authority enhancements guide.

Development proposals must explain how they have considered the need to support protected species and habitats, and must demonstrate that, wherever possible, they protect and enhance any existing hedgerows, trees or other important or connective habitat.

9.8 Flooding

165. The flood meadows, wet grassland and marshes that surround Bungay are important not just for their biodiversity value and significance to the local farming community, but they also provide important flood protection. These semi-natural 'softer' solutions for flood control increase the natural upstream storage of water, while simultaneously protecting riverside and flood plain property from flood damage.



166. Flood events are increasing in frequency and severity. The winter of 2020/21 resulted in widespread flooding, including of many homes (see photographs). Sustainable Drainage Systems (SuDS) can help communities adapt to climate change. Changes in weather patterns caused by climate change generate more frequent extreme rain events as well as droughts. SuDS can help in the detention of floodwaters from developments and can also treat and reuse such waters during times of drought. They also provide benefits such as enhancing public open space, providing habitat for wildlife, contributing to the character of the area.

Planning Policy ENV5: Flooding

All proposals must incorporate Sustainable Drainage Systems that are appropriate to the scale and nature of the development and designed to be an integral part of the green infrastructure. These may include:

- a. Attenuation ponds;
- b. Planting;
- c. Introduction of permeable driveways or parking areas;
- d. Rainwater harvesting and storage features; or
- e. Green roofs.

Sustainable Drainage Systems are required unless it can be clearly demonstrated that it would be inappropriate. The neighbourhood plan encourages the use of hard-surfacing materials on new developments that are permeable and which therefore reduce the risk of surface water flooding.

10 Traffic and Transport Policies

167. The principles of directing new development to sustainable locations and of promoting the use of sustainable modes of transport are now well established in national and local planning policies. The need to travel by car should be reduced by planning for a good mixture of homes, employment, shops and essential services, and designed to facilitate walking, cycling and access by public transport, especially for those travelling from further afield. This will contribute to reducing use of energy, carbon emissions and pollution, and promote healthy life styles.
168. Access and transport considerations are an important matter in development management decisions. Proposals that will generate significant movement should be located where the need to travel will be minimised and the use of sustainable transport modes can be maximised. Such proposals will need to be supported where appropriate by a Transport Assessment or Transport Statement and a Travel Plan to help encourage sustainable modes of travel and reduce the cumulative impacts of development. Further guidance on these matters will be provided by the highway authority at Suffolk County Council.
169. The use and design of development should facilitate sustainable modes of travel such as walking, cycling and public transport. Whilst BNDP aims to reduce the need to travel and encourage use of sustainable transport modes, the private car will remain an important means of travel, not least because Bungay serves a wide rural area.

10.1 Vehicle Parking

170. Being a small market town, albeit a very walkable one, means that the use of the car for day to day purposes is inevitable. This means that levels of car ownership tend to be on the high side, with fewer than 18% of households with no car or van compared with 26% for England (Census 2011). Sufficient parking availability in the town is important. However, car parking should be carefully considered so that it does not dominate the street scene. Furthermore, there is a critical difference between car use and car ownership. BNDP supports the need to reduce car usage, particularly for journeys entirely within Bungay, such as by switching to alternative modes, and by retaining employment and retail opportunities within the plan area to ensure good access to them.

10.1.1 Residential parking

171. It is now widely recognised that restricting the off-road space to park vehicles at home through the use of *maximum* parking standards does not restrict car ownership, but instead leads to indiscriminate on-street parking. Similarly, parking areas that are isolated from people's houses are under-used with people preferring to park their vehicles outside their homes. Indeed, the NPPF now requires maximum parking standards to be fully justified.

172. Recent housing developments in Bungay have provided insufficient or inappropriate off-street parking for the number of cars owned by those occupying the dwellings. As a result, there are high levels of unplanned on-street parking. This leads to traffic issues such as congestion, an increase in road danger, including for pedestrians crossing between parked vehicles, and problems with access for larger vehicles such as waste collection vehicles or emergency vehicles.
173. Planning Policy TM1 uses *minimum* parking standards rather than *maximum* standards. These are the same as those set out in the adopted *Suffolk Guidance for Parking Technical Guidance. Third Edition, May 2019. (Suffolk County Council)*. The justification for the standards is explained in that document. The policy recognises that community parking areas such as parking courts may sometimes be the best solution to avoid a street-scene dominated by parked vehicles. However, it is imperative that such provision does not result in the existing issue of indiscriminate on-street parking, and so will only be acceptable where this will not happen, such as where there are on-street parking restrictions.
174. The policy also recognises that some on-street parking is inevitable, such as to accommodate visitors, but that this needs to be an integral part of the road's design to avoid indiscriminate on-street parking. On-street car parking can often act as an informal traffic calming measure, such as by acting as a pinch-point, and so where on-street parking is built into street designs, the opportunity can be taken to promote road safety by reducing traffic speeds.
175. The use of open parking or car ports is encouraged as opposed to garages. Commonly garages are not used for parking and instead are used for storage, thereby failing to address the parking issue. Carports provide an easily accessible off-road parking space whilst still providing the opportunity for storage space to be provided in the roof space.
176. In the neighbourhood plan consultation, electric vehicle charging points were considered as important for new homes to facilitate the transition to electric vehicles. This was also recommended in the Design Guidelines. From 2022, this requirement has become part of the national building regulations.

Planning Policy TM1: Parking Standards for New Residential Development

For all new residential developments, where practicable and feasible, the following *minimum* standards shall apply for the provision of off-road parking:

- 1 bed dwelling, 1 off-road car parking space
- 2 bed dwelling, 2 off-road car parking spaces
- 3 bed dwelling, 2 off-road car parking spaces
- 4+ bed dwelling, 3 off-road car parking spaces

These standards will be applied within the curtilage of each dwelling or on-street in dedicated bays. The use of open parking spaces and car ports instead

of garages will weigh in favour of a proposal. Parking areas such as parking courts or undercroft parking will be considered as an acceptable alternative where:

- a. The impact on the street scene and its function of providing car parking at each dwelling would otherwise be unacceptable;
- b. It is well related to the homes they serve with safe and convenient access for residents;
- c. It is not located on a main through route with open access to the public;
- d. It avoids provision of overly-large communal parking areas that are used by many residents, thereby making it more difficult to recognise legitimate users of the parking court; and
- e. A majority of dwellings have a clear view of the parking court from habitable rooms (not applicable to undercroft parking) or benefits from other informal surveillance.

Additionally, in recognition that on-street parking could occur because of the needs of visitors, streets should be designed to safely accommodate some on-street parking. The level of provision should be such that indiscriminate parking and the obstruction of footways and carriageways is avoided.

Landscaping shall be used to avoid car parking being too obtrusive in the street scene.

10.1.2 Public parking

177. Consultations for the plan found that residents feel that there is insufficient public car parking during the daytime. This was also highlighted in the *Retail & Leisure Needs assessment 2016*. There are currently five council run car parks providing 172 spaces, but there is evidence to suggest that existing public car parks are often full, resulting in people driving around looking for available car parking spaces.

178. The plan aims to encourage more residents of the town to leave their cars at home and use alternatives such as public transport, walking and cycling, especially as the distances into the town centre are generally modest at under a mile for most. However, residents will still need to use their cars at times and evidence suggests almost half of residents will at least sometimes use their cars to drive to the centre. Most importantly, BNDP aims to promote the town centre as a retail and visitor destination. Realistically, visitors from outside of the town will drive into Bungay and will need somewhere convenient to park their vehicles. Furthermore, a lack of parking provision could be further exacerbated by development on the outskirts of the town if the longer travel distance makes people more likely to drive.

Planning Policy TM2: Off-street public car parking

A proposal for an off-street car park in or adjacent to the town centre will be supported in principle provided it can be demonstrated that:

- a. It provides sufficient electric vehicle charging points as identified in Suffolk Guidance for Parking;
- b. It is designed and landscaped to minimise the impact of parked vehicles on the street-scene whilst still affording informal surveillance; and
- c. It includes covered cycle parking provision.

10.2 Traffic management

179. There remains a strong feeling in Bungay that the number of HGVs passing through the town centre is unacceptably high. HGVs and the pollution associated with them are a major problem and 84% of respondents favoured a complete ban on lorries in the town centre. In addition, many people report a problem with vehicle speeds in the town centre, as well as in other parts of the town. With the plan aiming to promote Bungay town centre as a retail and visitor attraction, it will be important that it is made as attractive and welcoming as possible and that visitors can feel safe and enjoy their visit.

180. Suffolk County Council's Local Transport Plan focusses mainly on minimising the impact of heavy goods vehicles in Bungay, particularly through the historic centre. However, this historic built pattern restricts options within the town itself. The A143 forms part of the Strategic Lorry Route identified by the County Council, which by-passes the town. The A144 brings many large lorries onto the A143 from the south. These run through the narrow streets of Bungay, often close to homes, narrow footways and along single width sections where there is street parking. The HGV traffic adds to general congestion and results in adverse impacts on public health and well-being. This also detracts from the attractiveness of the main shopping streets, reducing the chances for any improvement in economic vibrancy.

181. Both the A144 and the B1062, which links Bungay to the A143 via Flixton, are defined as secondary distributor routes in the County Council's hierarchy. The A144 has a significant role in how Bungay is experienced and functions as a place. Multiple homes and businesses front closely onto this road, which passes through the historic marketplace. Running through the heart of the town, the A144 is particularly unsuitable in providing the role of distributor road or through-route, and could make pollution worse.

182. An alternative is the B1062. This is already signed from the A143 as the HGV route for lorries travelling towards Harleston, avoiding the southbound weight restriction on the A144 through Bungay. The B1062 is of reasonable two-way width throughout, and mainly of a straight alignment. Running through generally much less populated countryside, this road is much better suited as a link route. Traffic is generally more free flowing along the B1062 and it is without the same high level of traffic congestion that narrow historic roads through a sizeable town create in Bungay. Greater use of the B1062 as a

relief route offers the most obvious means to reduce the unacceptable effects of HGV through-traffic in Bungay.

183. As there is increasing evidence over the high degree of harm to human health caused by road traffic pollution and noise, exacerbated by the greater degree of congestion in more built-up and populated areas, the status quo in respect of traffic management in Bungay is highly undesirable.

Community Action 8: Town Centre Traffic Management

The community will work with the Highways Authority carry out a review of current traffic management or highway infrastructure measures in Bungay, focusing on historic built environment, public health and economic regeneration impacts, with a view to reducing HGV through traffic and traffic speeds in the town centre.

Planning Policy TM3: HGVs in the town centre

Any Construction Management Plan or HGV routing agreement required as part of a planning application will need to demonstrate that routes for HGVs avoid the Conservation Area and town centre as much as reasonably possible.

10.3 Sustainable transport and safety

184. The NPPF encourages new development to facilitate the use of sustainable transport modes, especially development generating significant travel demand, and to ensure that safe and suitable access can be provided for all people. It aims to promote walking as a way of improving health and social interaction. Walking is known to promote neighbourliness and community spirit. National policy sets out that the planning system can play an important role in facilitating social interaction and creating healthy, inclusive communities. This means promoting opportunities for people to meet in the street, and actively use public spaces.
185. Bungay prides itself on its high levels of walking and access to the surrounding countryside. Almost 50% of Bungay residents work in the town and given that the majority of its retail and leisure offering is centrally based, the town is reasonably self-contained. The town is also fairly flat and virtually all residential areas are within a mile of the town centre. These factors should present good opportunities for walking and cycling and indeed there are higher rates of walking or cycling to work than for the district as a whole according to the Census. A recent survey of residents indicates that walking is the most popular means of travel into the town centre with 79% of respondents indicating that they walked at least sometimes and 15% sometimes used a bike (excluding those who already live in the centre).
186. However, a traffic count survey through the centre of Bungay, repeated annually between 2000-2014 shows a year on year reduction in the number of

cyclists – by over 50% in 10 years. The reduction in cycling suggests the attractiveness of cycling needs improving.

187. Furthermore, not everybody has ready use of a car, which is especially true for older and younger residents. Almost 1 in 5 households in Bungay has no car or van. These households are therefore dependent on non-car means of access.
188. National Cycle Route 1 and Regional Cycle Route 30 link Bungay to Beccles and Harleston. Sections of these routes utilise narrow roads with high speed traffic. Cycle provision in Bungay town itself is limited. Cycle routes connecting the town centre, residential areas and community facilities consist of indirect routes that are fragmented and difficult to navigate. The built-up area follows a north-south axis with existing cycle routes following corridors that have poor surfaces and are not well overlooked.
189. The shortage of continuous, good quality and convenient cycle routes is likely to encourage people to cycle along busy roads such as St John's Hill and Hillside Road to access local services and facilities. With no alternatives available this creates conflict between people and vehicles, including HGVs. There is little provision for cycling in the town centre which reinforces the perception that cyclists are not well catered for in the town. Current provision for cyclists is unlikely to be of a quality that would encourage the less confident rider to cycle through the built-up area.
190. In the southern part of Bungay, community facilities such as schools are likely to be accessed by cycling along busy vehicular routes. Greater provision of clear and easy to follow cycle routes is required linking residential areas to community facilities and the town centre.
191. A key aim is to encourage new development to integrate with existing local services and layouts that encourage walking and cycling for local trips and avoid the generation of significant additional traffic in the town. Everyone within the town should enjoy good access to local facilities, services, amenities – all important for maintaining the existing strong community feel.
192. References in the policy to pedestrian routes or networks will include footways, shared facilities, and Public Rights of Way.
193. Suffolk Parking Guidance includes cycle parking standards for new development.

Planning Policy TM4: Sustainable transport and highway safety

New development should take every reasonable opportunity to provide safe and convenient pedestrian and cycling access. This includes connections to the existing pedestrian and cycling network and creating new safe networks, especially in the Green Corridor as shown in Figure 6. To help deliver the Green Corridor, the provision of off-road cycle routes and the pedestrian network should be integrated with opportunities for enhancing wildlife networks and habitats.

Even outside of the Green Corridor, provision for an expanded public right of way network should be integrated with opportunities for enhancing wildlife networks by utilising and enhancing habitats along cycle and walking routes. These should be a composite element consistent with the Green Infrastructure Strategy (2015) and Cycling Strategy linking new and existing development with services and amenity space.

Supporting cycling will include making appropriate provision for secure cycle parking in line with the Waveney Cycle Strategy 2016 or any update and the Suffolk Parking Guidance, especially in the town centre. Major planning applications will be expected to show how they can take advantage of opportunities to help deliver the Waveney Cycle Strategy 2016 or any update, including relevant route improvements where feasible, particularly to improve sustainable access to the town centre, the High School, and other community facilities.

Layouts for major developments will be supported where they prioritise walking and cycling and create permeable, connected, safe communities with links to amenities in the community and to other residential areas and which improve connectivity within the community for both pedestrians and cyclists.

Development that is well located and can provide safe and convenient walking access to the town centre, countryside, and local services and facilities and to bus stops will be supported. Walking and cycling networks should be supported by good signing to key destinations.

As part of the promotion of sustainable transport, major developments should be laid out to incorporate natural surveillance of pedestrian routes and public open spaces.

Major development schemes that are designed to facilitate traffic speeds of 20 mph or lower on residential streets or lanes will be supported.

In major development schemes car parking provision must be designed to avoid adverse impact on pedestrian or cyclist safety.

The implementation of a new cycleway and pedestrian route connecting any major development to the west of St John's Road to Flixton Road in order to increase access to Stow Fen will be supported.

Appendix A. Supporting information for Policy TC&E1

The results from the town questionnaire are shown below in **Figure 8**, and from the tourism accommodation survey in **Figure 9**.

Figure 8: Local preference for new town centre uses

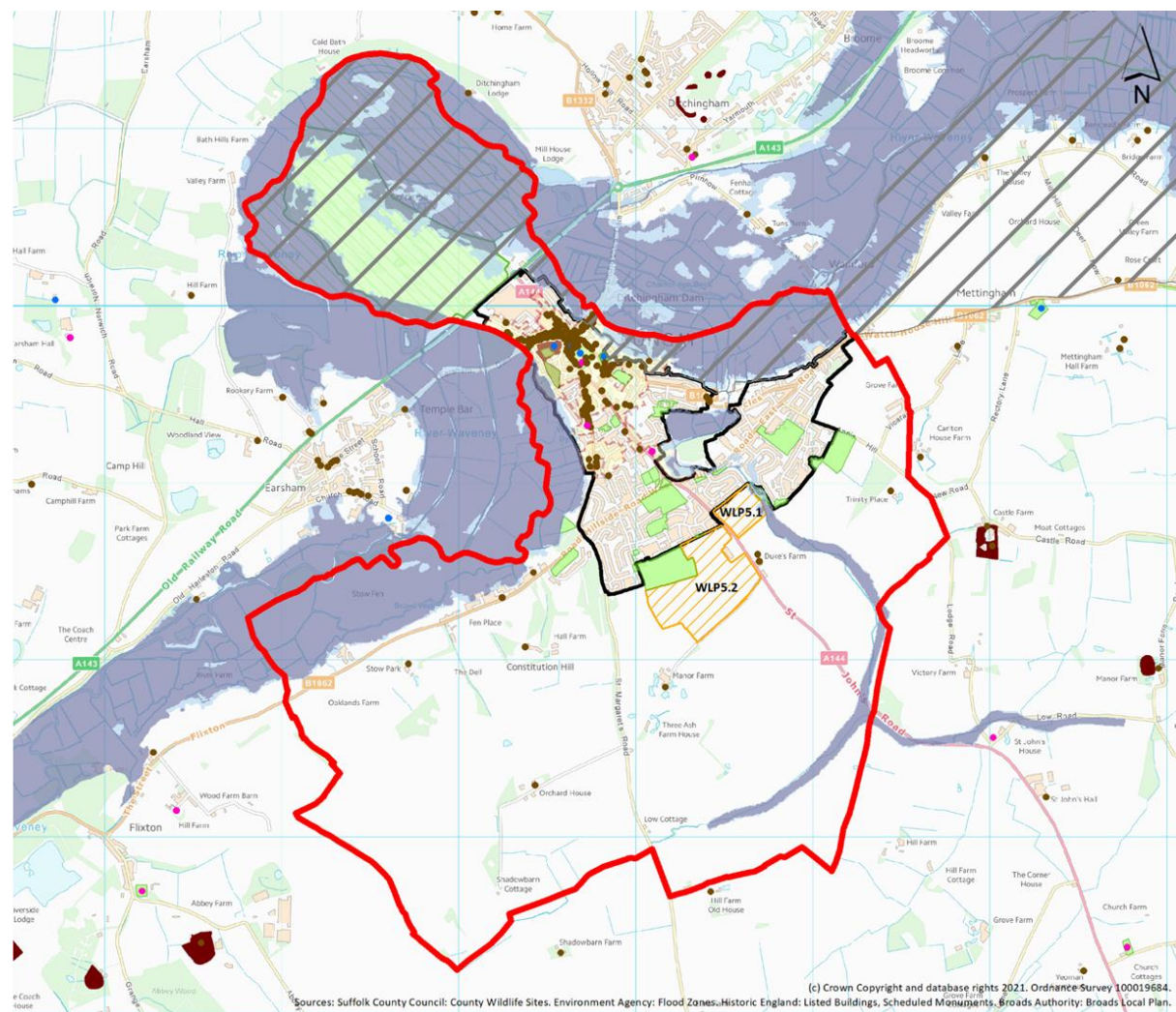
Which of the following should be encouraged	Yes (%)	No (%)	Don't know (%)
Pubs	55	36	9
Restaurants	70	21	9
Cafes	54	35	11
Hot-food takeaways	39	48	13
Professional businesses	87	10	3
Craft workshops	79	6	15
Bank	69	25	6
Dentist	86	6	8

Figure 9: Local support for types of tourism accommodation

Place to stay	Yes (%)	No (%)
Hotel	81	8
Camp site	70	14
Touring caravan site	60	22
Youth Hostel	57	24
B&B	93	2
Guest House	88	3
Holiday let	68	17

These consultation results should be used to guide decision making on proposed changes of use as per **Policy TC&E1**.

Appendix B. Key constraints and key policies from the Waveney Local Plan



- | | |
|--|--|
| Bungay Neighbourhood Area | Flood Zone 3 |
| Broad's Authority Area within East Suffolk | Flood Zone 2 |
| Housing Allocation | Open space on land, play space, sports fields and allotments (DM7) |
| Settlement Boundary | Conservation Area |
| • Grade I Listed Building | County Wildlife Site |
| • Grade II Listed Building | Open Space |
| • Grade II* Listed Buildings | Scheduled Monument |



Worlingham Neighbourhood Plan
2021 - 2036
Referendum Version
July 2022

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1. INTRODUCTION

- 1.1 This document represents the Neighbourhood Plan for Worlingham Parish. It is one part of the development plan for the parish over the period 2021 to 2036, the other parts being the recently adopted local plan for the former Waveney area¹ and the local plan for the Broads². National planning policy will also apply.
- 1.2 The former Waveney District Council (superseded organisationally by East Suffolk Council on 1 April 2019) and The Broads Authority designated a Neighbourhood Area for the whole of the parish area in March 2017 to enable Worlingham Parish Council to prepare the Neighbourhood Plan. The plan has been prepared by the community through the Worlingham Neighbourhood Plan (WNP) Team.
- 1.3 The map overleaf shows the boundary of the Neighbourhood Plan area, which is contiguous with the boundary of Worlingham Parish. The north of the parish also falls within the Broads area. The Broads Authority, as the local planning authority for the Broads, has its own local plan.
- 1.4 The WNP has been prepared in accordance with the Town & Country Planning Act 1990, the Planning & Compulsory Purchase Act 2004, the Localism Act 2011 and the Neighbourhood Planning Regulations 2012 (as amended). The WNP Group has prepared the plan to establish a vision for the future of the parish and to set out how that vision will be realised through planning and managing land use and development change over the plan period 2021 to 2036.
- 1.5 The purpose of the Neighbourhood Plan is to guide development within the parish and provide guidance to any interested parties wishing to submit planning applications for development within the parish. The process of producing a plan has sought to involve the community as widely as possible and the topic areas are reflective of matters that are of considerable importance to the residents of Worlingham.
- 1.6 Each section of the plan covers a different topic. Under each heading there is the justification for the policies presented, which provides the necessary understanding of the policy and what it is seeking to achieve. The policies themselves are presented in the blue boxes. It is these policies against which planning applications will be assessed. It is advisable that, in order to understand the full context for any individual policy, it is read in conjunction with the supporting text.

¹ [Adopted-Waveney-Local-Plan-including-Erratum.pdf \(eastsuffolk.gov.uk\)](#)

² [Local-Plan-for-the-Broads.pdf \(broads-authority.gov.uk\)](#)

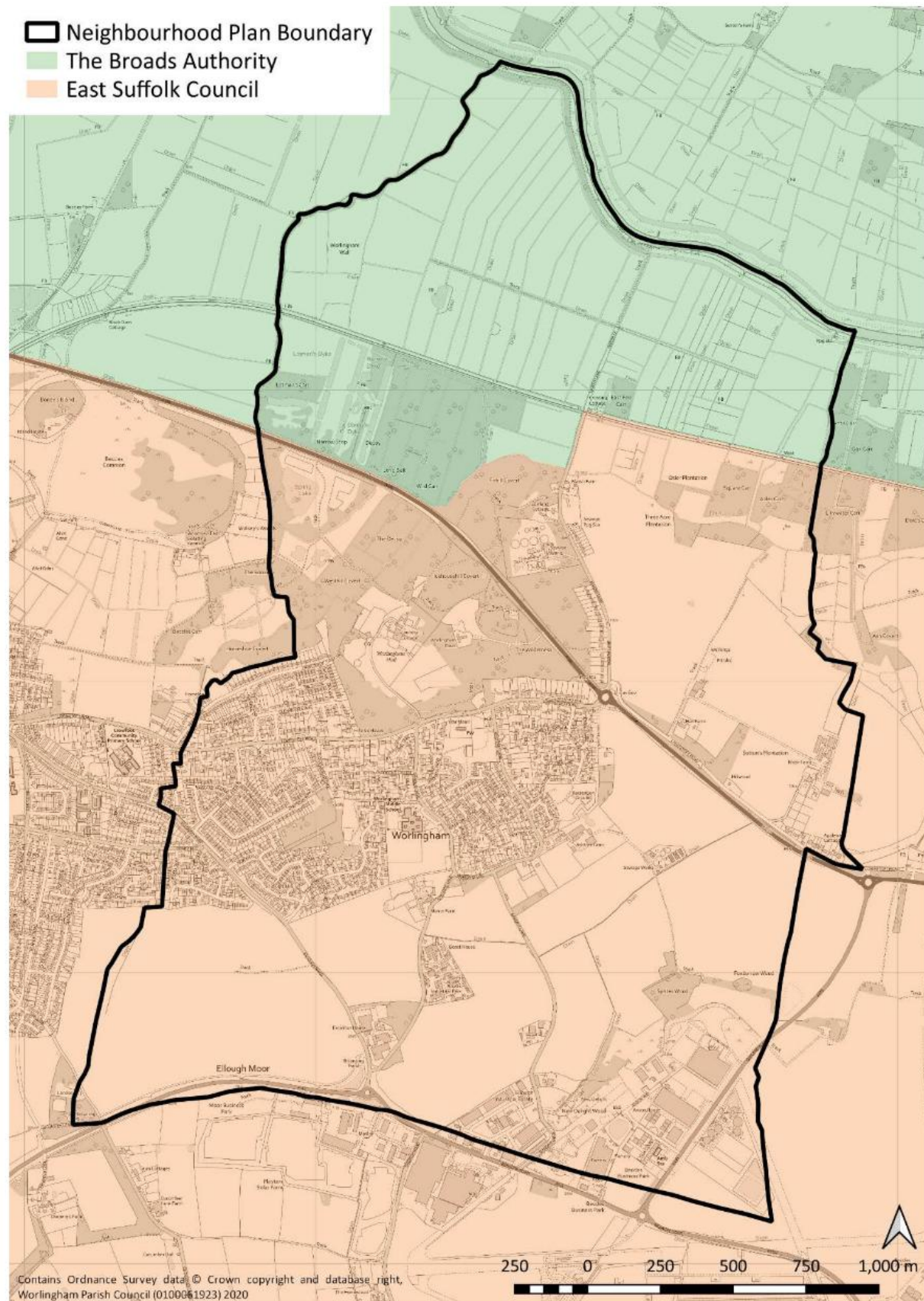


Figure 1 The Worlingham Neighbourhood Plan Area

National policy

- 1.7 The National Planning Policy Framework³ (NPPF) states:

"Neighbourhood plans must be in general conformity with the strategic policies in any development plan that covers their area." Those development plans are the East Suffolk (Waveney) Local Plan and the Local Plan for the Broads.

Developing the Neighbourhood Plan

- 1.8 Worlingham Parish Council began deliberations surrounding neighbourhood planning in 2014. Its neighbourhood plan team (WNP Team) reached out to the community to gauge support. The team subsequently broadened with both resident and parish council members in January 2016.
- 1.9 The enlarged WNP Team identified a number of key issues and set up a work-group structure to probe each of these. Progress was monitored through minuted monthly meetings. The wider community was consulted again at the village fete in September 2016.
- 1.10 A detailed questionnaire⁴ was subsequently distributed to every household in the parish in November 2016. The responses to the questionnaire have contributed substantially to the drafting of the policies and actions in this Neighbourhood Plan.
- 1.11 A Drop-in Day for the community was held in the sports hall of the local primary school on Wednesday 26 May 2017. Displays covered the responses from the Neighbourhood Plan questionnaire, the recommendations from the Housing Needs Assessment⁵, the "Vision" and the "Objectives" for the Neighbourhood Plan, nomination of "Local Green Spaces", and preliminary issues surrounding potential development sites. Residents had the opportunity to comment upon the "Vision" and the "Objectives" and the proposals for the nomination of "Local Green Spaces".
- 1.12 The matter of neighbourhood planning has been a routine agenda item for the monthly public meetings of the Worlingham Parish Council.

³ [National Planning Policy Framework \(publishing.service.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551022/NPPF_2017.pdf)

⁴ See Appendix 1 of Worlingham Neighbourhood Plan Consultation Statement (December 2021)

⁵ Housing Needs Assessment. A study towards the evidence base for Worlingham Neighbourhood Plan. February 2017.

2. LOCAL CONTEXT

History of Worlingham

- 2.1 Worlingham has a long history. It was mentioned in the Domesday Book of 1086. The meaning of Worlingham is “Village of Werel” or “Werwulf’s people” (Suffolk Parish Pack, Suffolk Records Office).
- 2.2 Worlingham grew out of the two manors of Great and Little Worlingham, each having its own parish church (“A Brief History of Worlingham circa 1281 – 1837” by Councillor Stephen Shepherd).
- 2.3 In 1086, the population was some 81 persons. By 1603, this had fallen to 67 adults. In 1674, 31 households were recorded. Occupations recorded for the period 1500 to 1549 include 2 yeomen and 1 “rough” mason (Suffolk Parish Pack, Suffolk Records Office).
- 2.4 In 1818, there was a small day school with 10 pupils. There was a Sunday school with 31 attendees. The National School was built in 1845 and then enlarged in 1910. Average attendance in 1912 was 65. (“Suffolk Parish Pack”, Suffolk Records Office). This school was demolished to make way for the bypass.



Figure 2 Worlingham Primary School



Figure 3 View of the Lowestoft Road

- 2.5 The parish has a number of significant heritage assets including the Grade 1 listed Worlingham Hall, Church of All Saints (Grade II*), Worlingham Manor (Grade II) and the Serpentine Wall (Grade II), which is shown below. The locations of these assets are indicated in the Worlingham Parish Development Context Map in Section 4. (See also Section 8 for photographs of the Lowestoft Road in the vicinity of Worlingham Hall and Church of All Saints.)



Figure 4 The Grade II listed serpentine wall.

- 2.6 Further information concerning historical Worlingham came from the excavations prior to the development of the most recent (“Werel’s Loke”) estate within the eastern part of the settlement boundary, which have led to the following

related archaeological records (ref. Archaeology Data Service): Beaker pits and medieval farmstead activity (Site/SMR codes: WGM007, WGM008); medieval features spanning the 11th to 14th centuries, as well as possible prehistoric burnt features (Site/SMR code: WGM008); two medieval sites fronting of similar 12th-14th century date (Site/SMR code: WGM006); and Bronze Age and medieval and Saxon finds (Site/SMR code: WGM007).

Modern Worlingham and its spatial context

- 2.7 Worlingham is in the northern part of the Waveney area, which since 1 April 2019 is now covered by East Suffolk Council. Waveney, situated in north-east Suffolk, is the most easterly area in Britain and is still a distinct parliamentary constituency.
- 2.8 The former Waveney area has four market towns (Beccles (with Worlingham), Bungay, Halesworth and Southwold (with Reydon)), which have a combined population of 28,310 (or 24.6% of the area's total).
- 2.9 Barnby/North Cove, to the east of Worlingham, lies in the same ward as Worlingham Parish.
- 2.10 Worlingham, itself, has a population of approximately 3,745 (2011 Census). It is bounded to the north by the River Waveney. The adjacent low-lying zone, which is mostly farmland, lies within the Broads Authority within Waveney. Only one dwelling, it is understood, at the northern end of Marsh Lane, lies within this Broads area.
- 2.11 The centre of Beccles is situated a mile to the west; the centre of Lowestoft is situated eight miles to the east, and Norwich is nearly twenty miles to the northwest.
- 2.12 The majority of the built mass of Worlingham is located to the south of the Lowestoft Road that runs from Beccles and towards Lowestoft.
- 2.13 To the north of the Lowestoft Road, west of Worlingham, land within Beccles serves as (and has long been regarded by the communities as) an open space between the town and the village, even though a few properties in Beccles along the north side of the Lowestoft Road and into Park Drive undermines this separation.
- 2.14 Housing along the south side, and farther south, of the Lowestoft Road, apart from the presence of school sports grounds, has become essentially contiguous in nature as the respective communities have grown. However, the housing in Beccles extends farther south relative to the housing in Worlingham. To the immediate south of these residential areas is greenfield land, which is mostly farmland. The spread and topography of that part of the greenfield land lying in southwest Worlingham confers in the vicinity a residual sense of separation between the two communities.
- 2.15 The Ellough industrial estate is located within and around the parish boundary to the south. There are expectations this estate will develop significantly, providing increased employment opportunities. A new bypass (the Southern Relief Road) was completed in 2018. This road was built to remove traffic (particularly heavy goods vehicle traffic) from the roads of Beccles and Worlingham and to provide more direct access to the industrial area.
- 2.16 Facilities in Worlingham comprise a "One Stop" general store (including Post Office), a hairdressing and beauty salon, a fish and chip shop, a newsagent, a pharmacy and a church.
- 2.17 Worlingham now has only one school, which was formed recently when the former

primary school closed and its activities merged with that of the former middle school on the latter's premises, following Suffolk County Council's decision to move from a three-tier to a two-tier system of schooling. In addition, Worlingham has a thriving pre-school group.

- 2.18 Bus services between Lowestoft and Norwich and between Southwold and Norwich stop in the village. There is also a local service connecting Worlingham and Beccles. (See paragraph 2.52 for details of these bus services.)
- 2.19 There is no doctor or dentist located in the Parish. Police cover is provided by the Beccles and Bungay Safer Neighbourhood Team.
- 2.20 The only community meeting place in the village was the Church Hall, which was closed on health and safety grounds in September 2008. However, plans, strongly supported by Suffolk County Council, for a new community centre are well-advanced, taking advantage of the site vacated by the former primary school.
- 2.21 There are seven play areas distributed across the village. It is generally considered that Worlingham is well served for play provision.
- 2.22 Home ownership (with and without a mortgage) is high by both area (former Waveney area) and national standards.
- 2.23 The population of Worlingham parish, just as that of the former Waveney area, has a higher proportion of elderly residents than is the case for the population of England. Despite this situation, there is very limited supported-living accommodation in Worlingham for older residents, and there is no retirement home and/or retirement village-style provision.
- 2.24 The ethnic mix in Worlingham is predominantly White British, with a small number of other white people and much smaller numbers of people having mixed ethnicity, Caribbean, African, Chinese and other Asian origins (2011 Census: KS201EW).

Profile of the community today

- 2.25 Unless stated otherwise, the profile of the community has come from the 2011 Census for Worlingham Parish (i.e. as opposed to Worlingham Ward). Similarly, demographic changes between 2001 and 2011 are all based upon census data at parish level.

Population

- 2.26 Between 2001 and 2011, the population of Worlingham Parish increased by 13.6% (rising to 3,745 residents in 2011) due to the development of new estates on the outskirts of the village. During this period, the population of the former Waveney area increased by 2.6%, the population of the East of England region increased by 8.5%, and the population of England increased by 7.9%.
- 2.27 192 dwellings were added to Worlingham Parish between 2001 and 2011, representing an increase of 13.5%. During the same period, there was about a 5.8% increase in the number of dwellings in the former Waveney area.
- 2.28 The age structure of Worlingham in 2011, following the period of rapid housing growth, closely approximates that of the former Waveney area. (In 2001, Worlingham Parish had been slightly "younger" than the former Waveney area.) Both have an older population relative to England. This will inform the housing characteristics required for

future development of the village and for the former Waveney area generally.

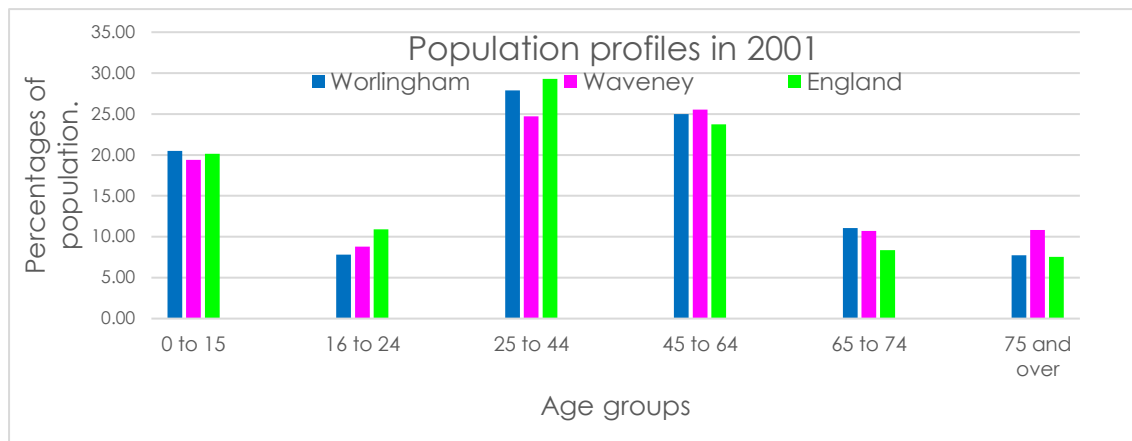


Figure 5 Population age profile derived from 2001 Census data

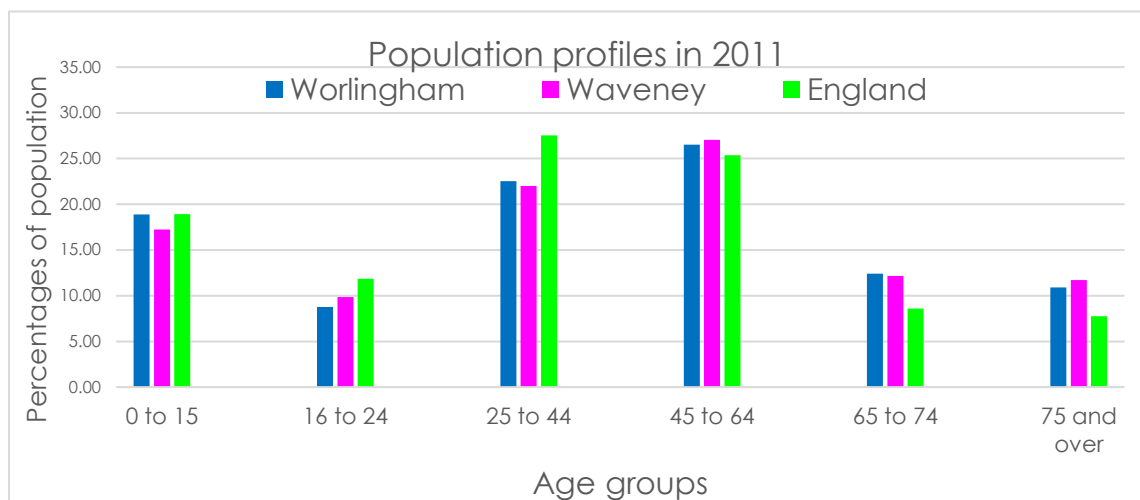


Figure 6 Population age profile derived from 2011 Census data.

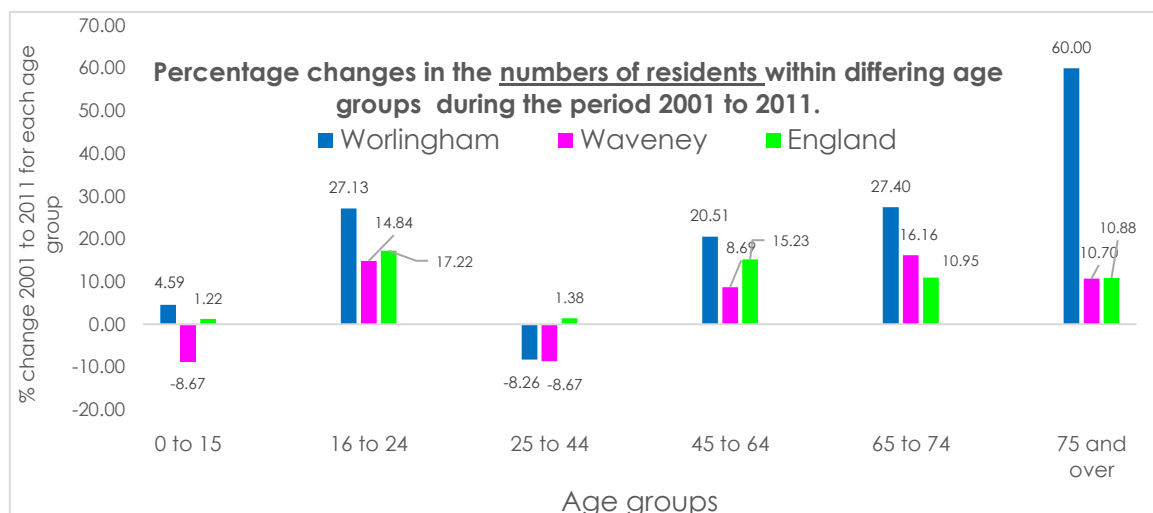


Figure 7 Age profile changes between 2001 and 2011

- 2.29 The highest levels of growth in the population of Worlingham are identified with the “65-74” and the “75 and over” age groups (see Figure 7).

- 2.30 The decline in the numbers of residents aged “25-44” between 2001 and 2011, both in Worlingham Parish and in the former Waveney area as a whole, is a worrying trend as this is the group representing young families.

Work

- 2.31 69.4% of the working-age population of Worlingham Parish is economically active, which is higher than the figure for the former Waveney area (at 65.3%), lower than the figure for the East of England region (at 71.6%) and comparable to the figure for England (at 69.9%). Of those people who are working, the proportion in full-time employment exceeds that for the former Waveney area, but is slightly smaller than at the national level (see Figure 8).
- 2.32 Economic inactivity identified with retirement is 21.1% for Worlingham; 20.3% for the former Waveney area; 14.4% for the East of England; and 13.7% for England.

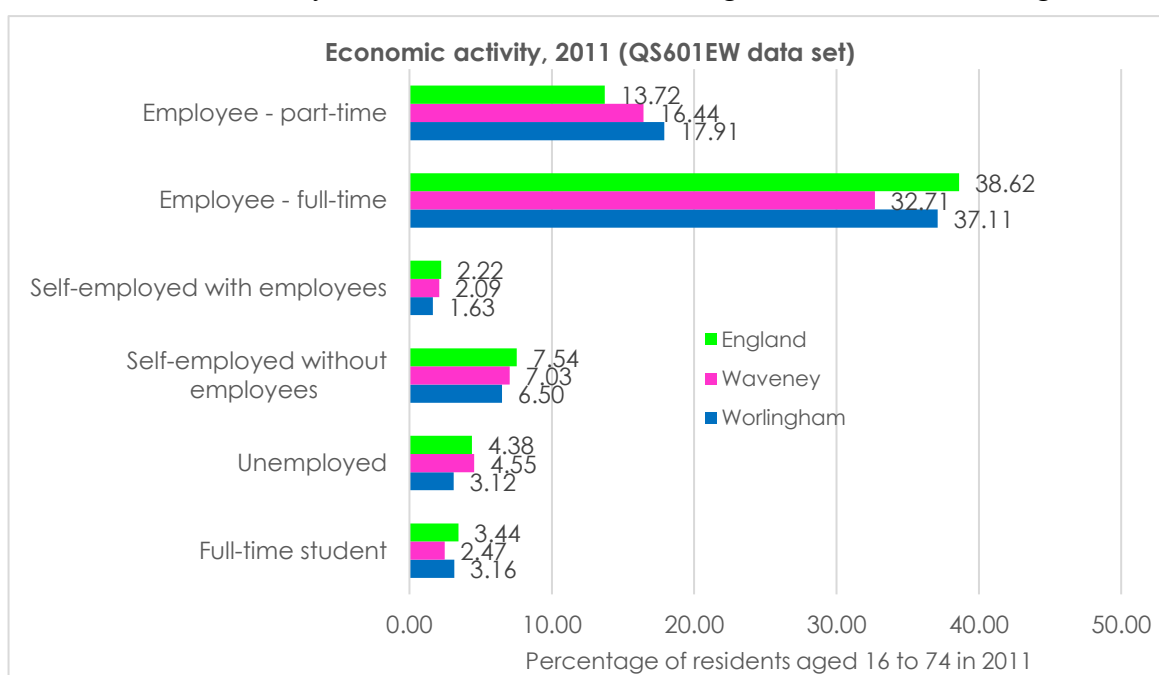


Figure 8 Economic activity categories (derived from 2011 Census date).

- 2.33 The population of Worlingham is relatively healthy, and this in part may account for its higher level of economic activity relative to that of the former Waveney area (see Figure 9).

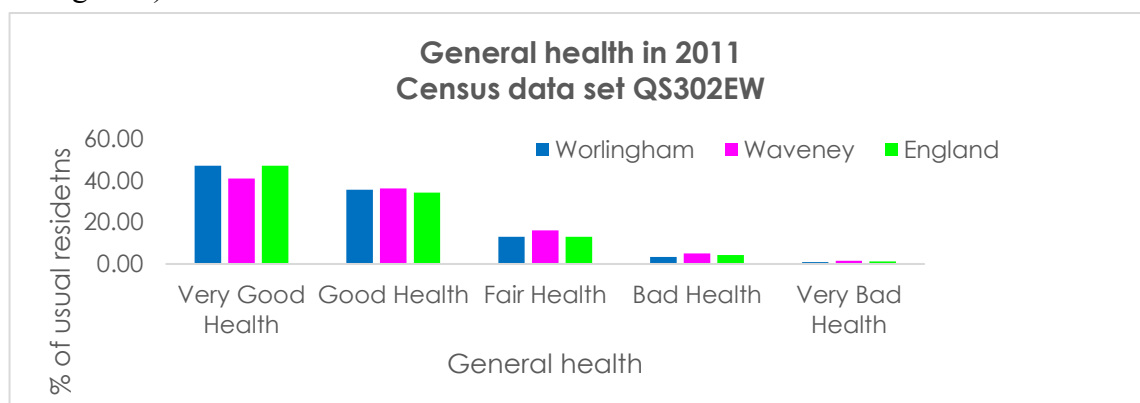


Figure 9 Health profile for residents derived from 2011 Census data.

- 2.34 The sectoral profile of the workforce in Worlingham has a higher connection to the manufacturing sector than is the case for the workforces at the former Waveney area level and national level (see Figure 10). This is a possibly worrying feature in view of the decline of this sector. Examination of the types of manufacturing jobs reveals that a third of those engaged in this sector (in Worlingham Parish) work in “Chemicals, chemical products, rubber and plastic”, almost certainly being linked to plastic packaging (given the two large packaging companies in this part of the former Waveney area). The other most prominent manufacturing sector represented (accounting for nearly 10% of the manufacturing workers in Worlingham) is the “Food, Beverages and Tobacco sector”. Here, the Food industry is the part most likely to be relevant.

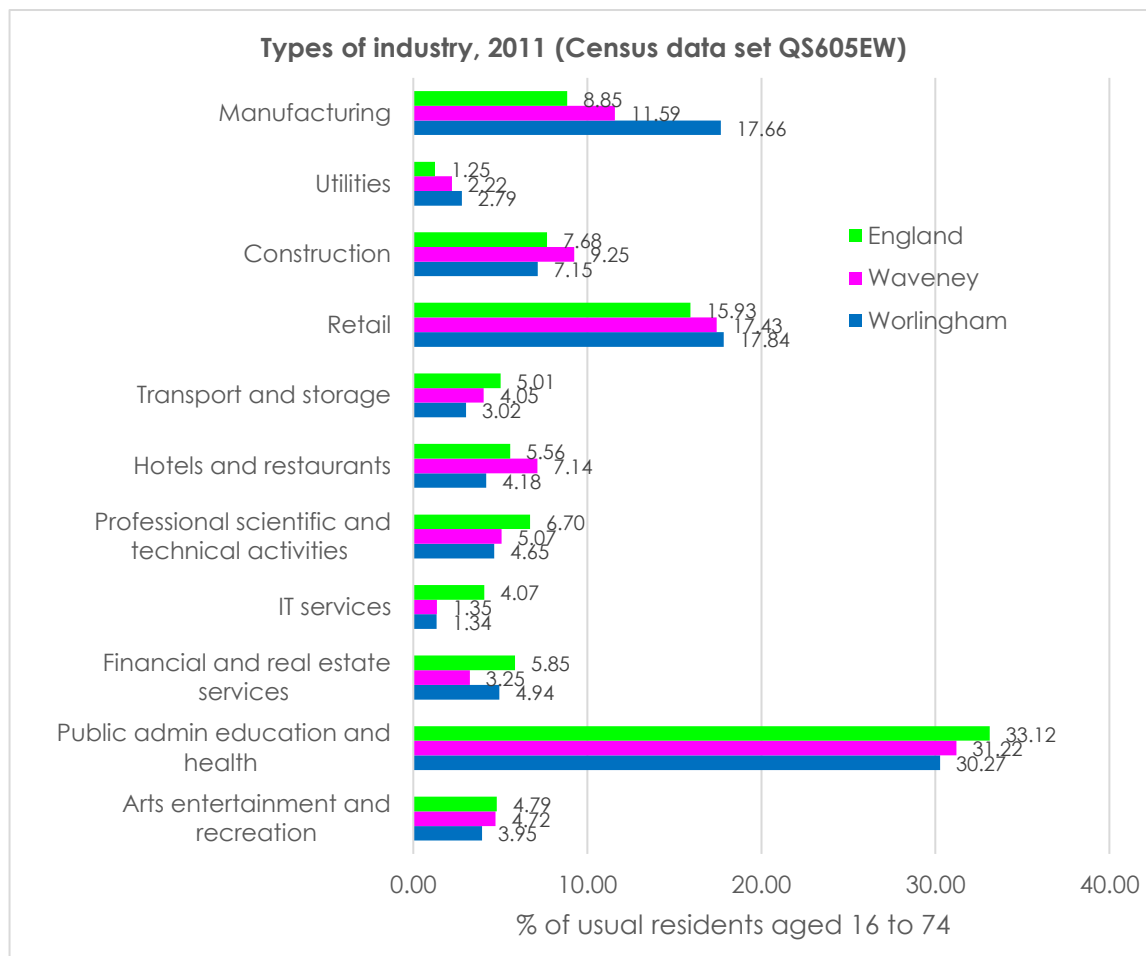


Figure 10 Breakdown of employment sectors derived from 2011 Census data.

- 2.35 Another strong difference in employment is the lower involvement in “Accommodation and Food Service Activities”, indicating less dependence on tourism in Worlingham as compared with the former Waveney area.
- 2.36 The other employment sectors are broadly represented to levels comparable to those for the former Waveney area
- 2.37 Worlingham Parish residents have more pronounced representation, relative to the former Waveney area, in the professional job categories that usually pay higher salaries (see Figure 11).

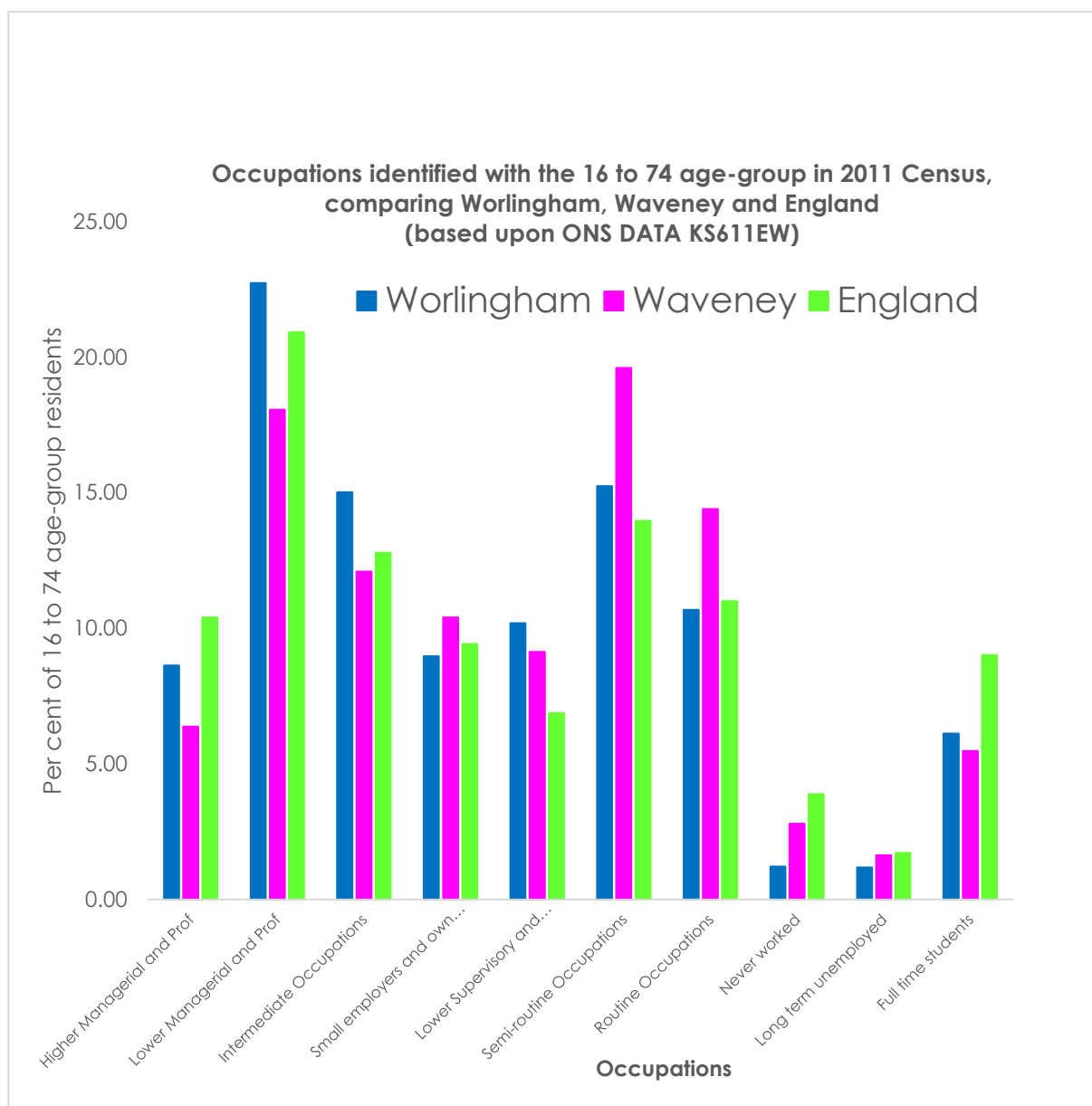


Figure 11 Occupation profiles of residents derived from 2011 Census data.

2.38 The proportion of people educated to Level 4 or higher exceeds that for the former Waveney area, but is smaller than that at the national level (see Figure 12). The educational categories represented are:

- “No qualifications”: No academic or professional qualifications.
- “1 to 4 GCSEs or equivalent”: Level 1 qualifications.
- “5+ GCSEs or equivalent”: Level 2 qualifications.
- “Apprenticeship”: Apprenticeship.
- “2+ A-levels or equivalent”: Level 3 qualifications.
- “Degree level or above”: Level 4 qualifications and above.
- “Other qualifications”: Vocational/Work-related qualifications, foreign qualifications/ qualifications gained outside the UK (NI) (Not stated/level unknown).

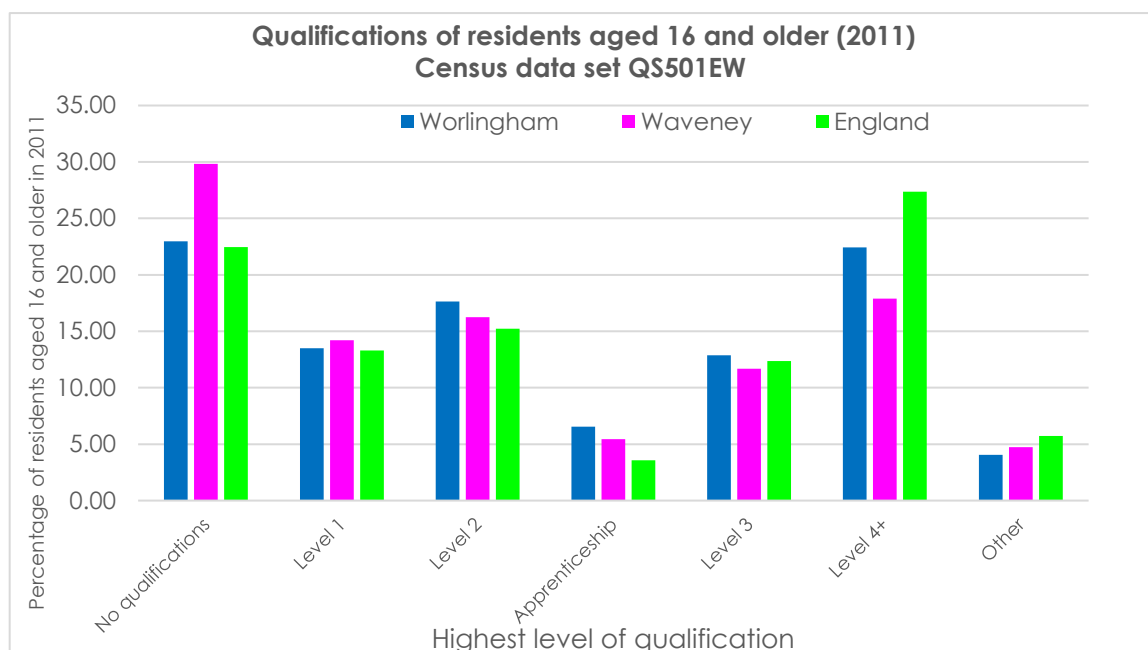


Figure 12 Profile of residents' qualifications derived from 2011 Census data.

- 2.39 The large majority of those in work travel to work by car and do so as the driver of the car (see Figure 14). A smaller percentage walk to work than is the case at the former Waveney area level, reflecting the greater distances to places of work. Although the average distance travelled to work from Worlingham would appear to be comparable to that for the former Waveney area as a whole (around 16 km), the pattern of miles travelled seems to be different (see Figure 13). In 2011, 40.5% of Waveney residents' journeys to work were less than 5 km (3.1 miles). Only about 30% of the journeys to work from Worlingham were less than 5 km. (Note: This commuting-distance data for Worlingham is based on ONS "output areas" that capture about 80% of the village's residents.)

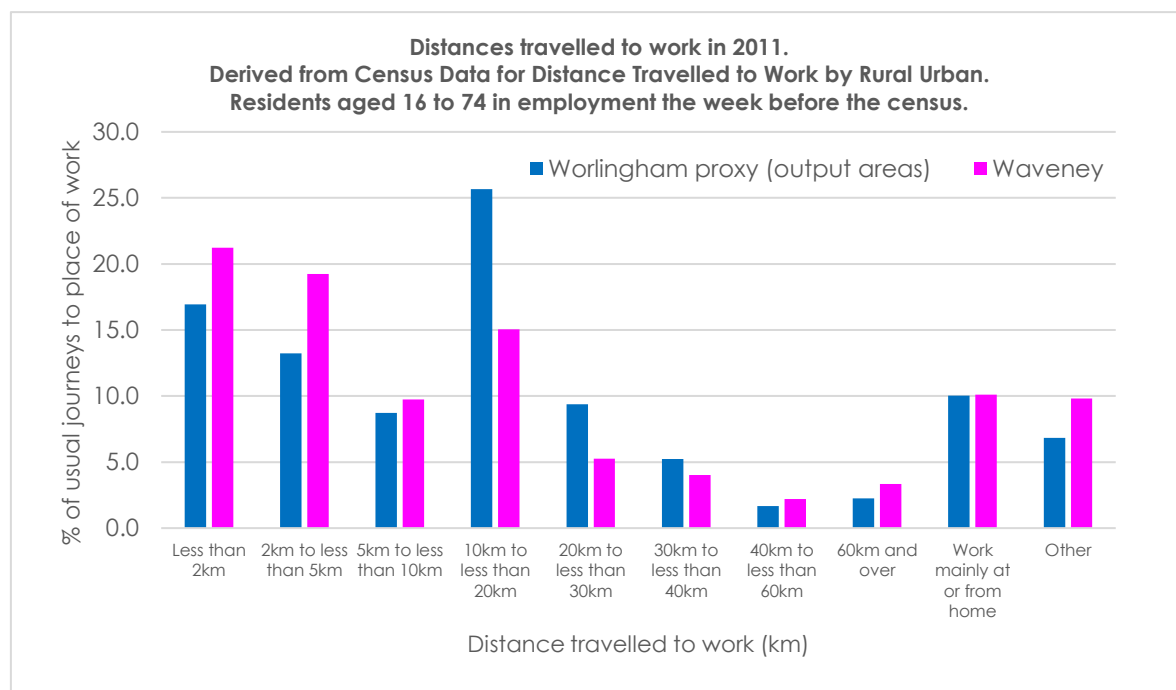


Figure 13 Profile of distances travelled to work derived from 2011 Census data.

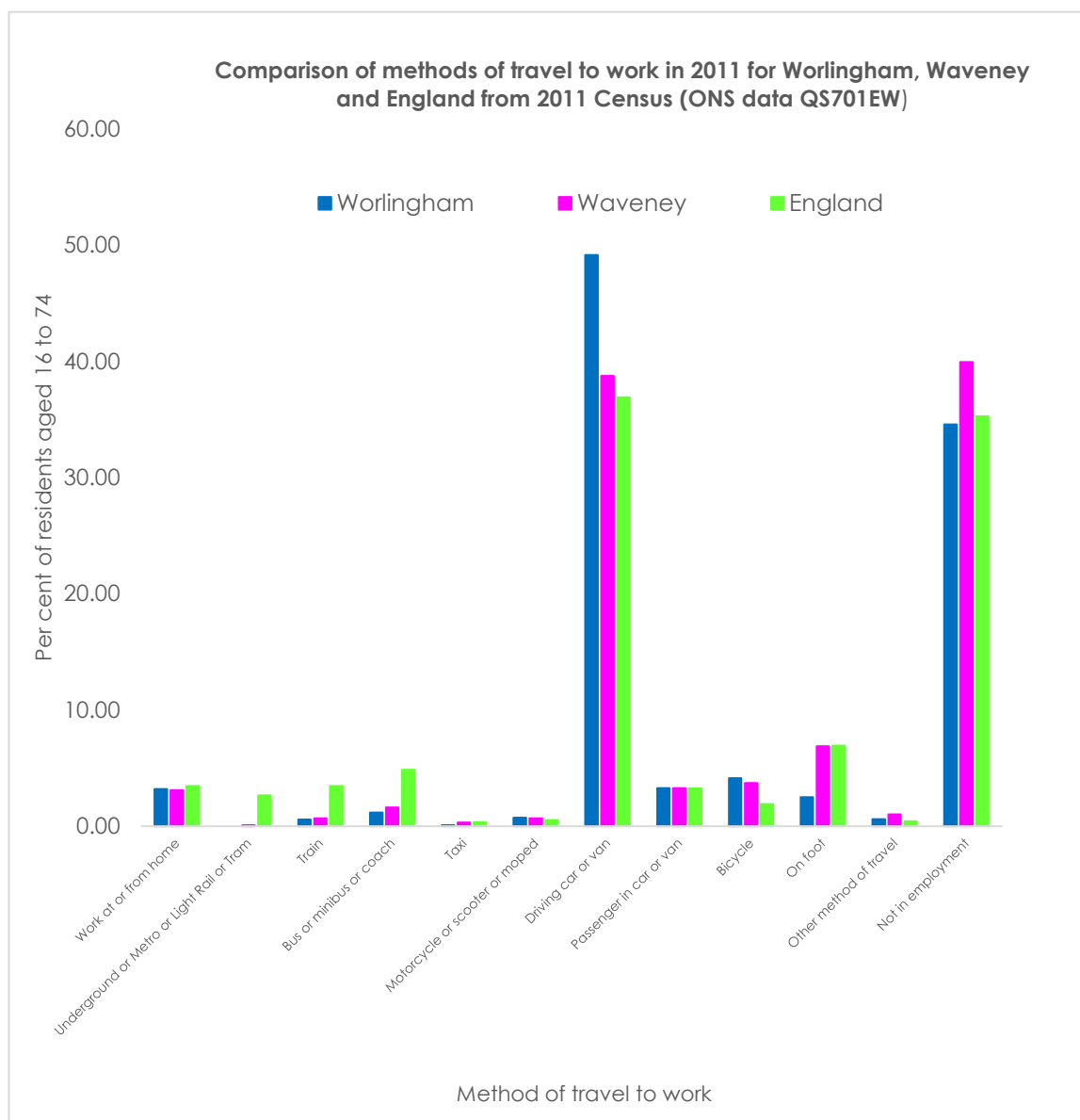


Figure 14 Profile of commuting methods derived from 2011 Census data.

- 2.40 The above is supported by Census figures on access to a car within households. On average, each Worlingham household has access to 1.5 cars. This is significantly higher than for the former Waveney area (1.2 cars per household), the East of England region (1.3 cars per household) and for England (1.2 cars per household).

Housing

- 2.41 Worlingham, even more than the former Waveney area, is dominated by detached houses and bungalows (see Figure 15). Two-thirds of the dwellings are detached. There are few flats or maisonettes.
- 2.42 This is reinforced by the analysis of the numbers of bedrooms that properties in Worlingham have. Worlingham has a higher percentage of 4-bedroom properties than does the former Waveney area or England (see Figure 16). On the other hand, it has extremely few 1-bedroom properties.

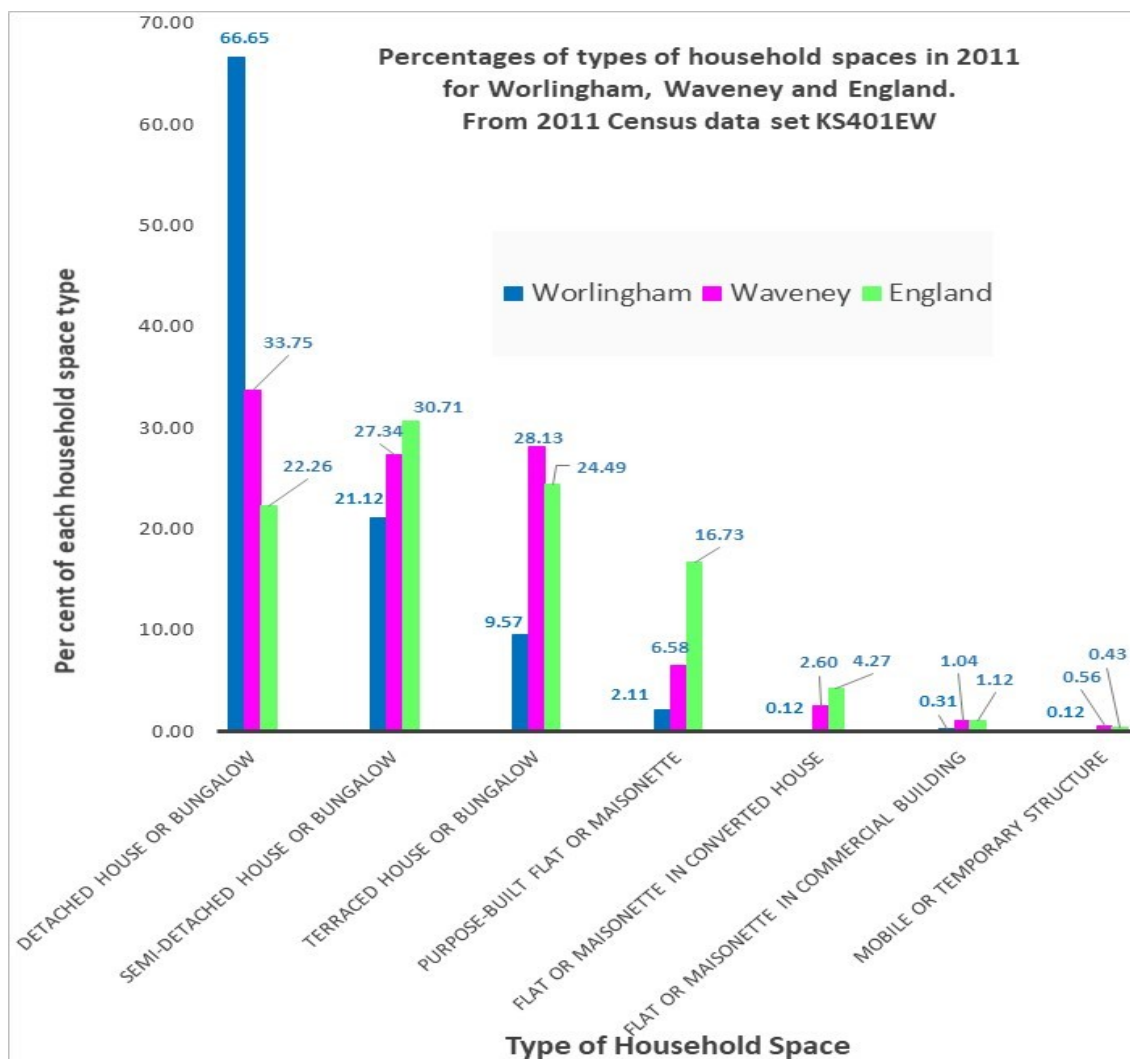


Figure 15 Profile of Housing types derived from the 2011 Census data.

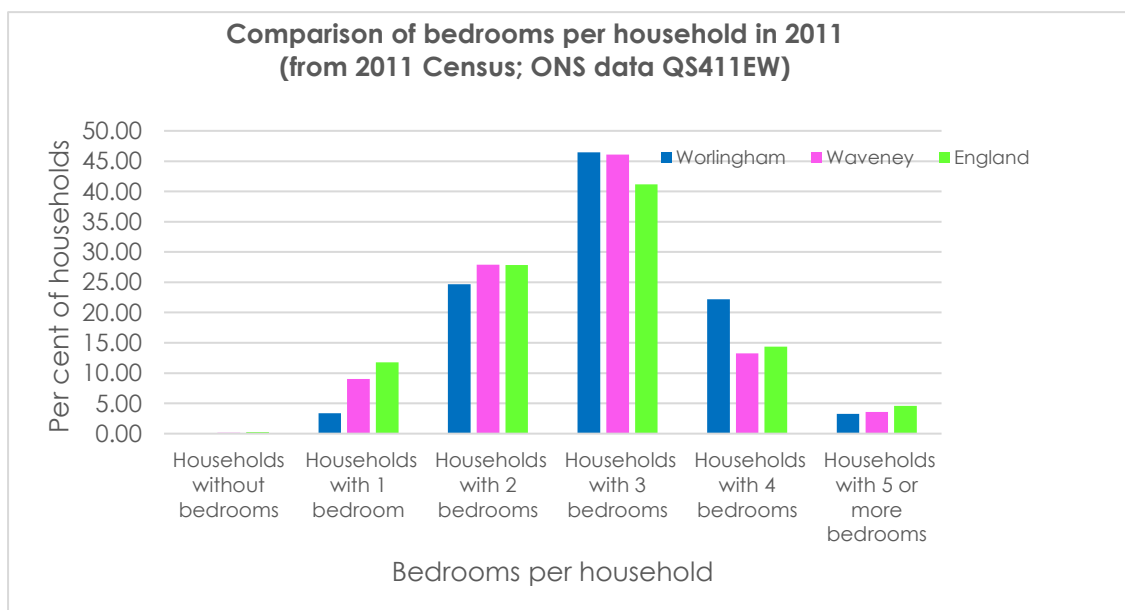


Figure 16 Profile of Housing Sizes derived from 2011 Census data.

- 2.43 It is important to understand how the mix of housing relates to the needs of the community. The occupancy rating measures whether the household's accommodation is overcrowded or under occupied. An occupancy rating of -1 indicates that the household has one fewer room than is required, whereas a rating of +1 indicates that they have one more room than is the standard requirement. See Figure 17.

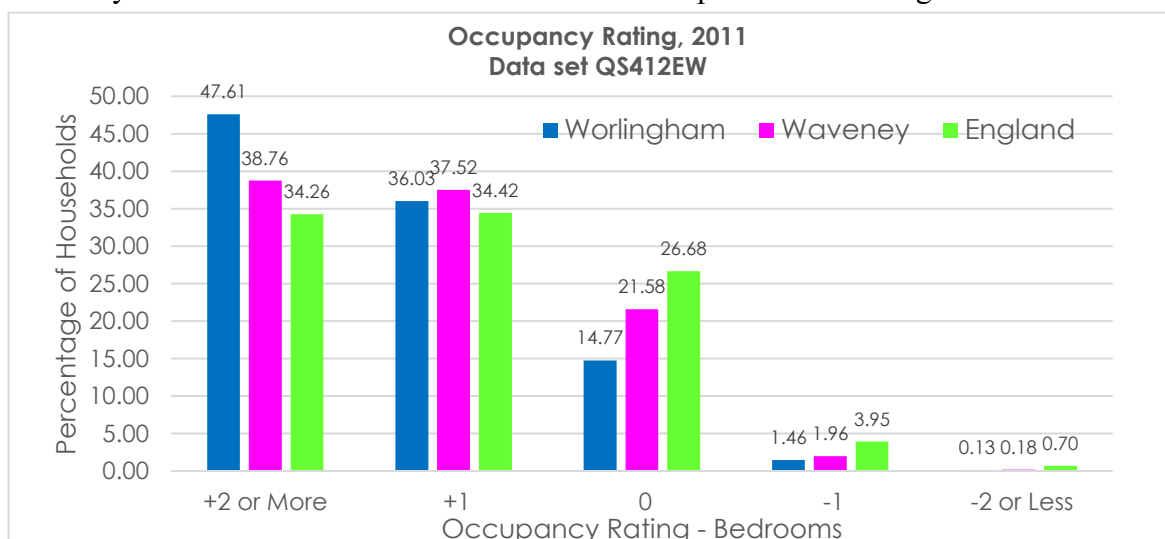


Figure 17 Profile of Occupancy rating derived from the 2011 Census data.

- 2.44 From the above figure, it can be seen that the majority of households in Worlingham have one or more bedrooms than they require. The number of households in Worlingham having two or more bedrooms than required is significantly higher than for the former Waveney area or for England. This suggests that the profile of house sizes is, generally, more than meeting essential needs.
- 2.45 The tenure profile (see Figure 18) of these dwellings shows that approximately 82.6% of households own their home (either with or without a mortgage). This is higher than is the case for the former Waveney area, for the region, and at the national level.

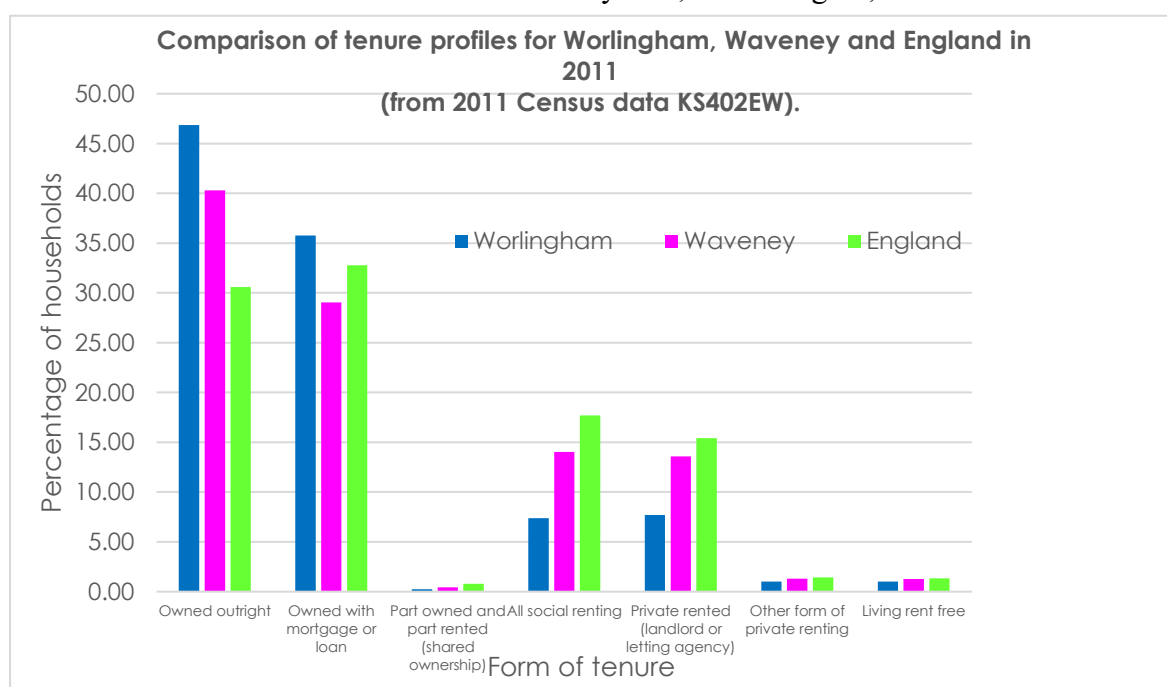


Figure 18 Tenure profile derived from the 2011 Census data.

Local infrastructure

- 2.46 The infrastructure of Worlingham has to be seen in the context of its proximity to the nearby market town of Beccles. Many elements of its infrastructure – or lack thereof – reflect this. Despite the size of its population, as it has access to the facilities of Beccles, Worlingham does not have “larger village” status for planning purposes.
- 2.47 The completion of the A146 bypass, to the north, relieved the Lowestoft Road of its duty as the main route to Lowestoft from the west. However, through-traffic issues, including noise and speeding remained a reported nuisance, in part due to the growth of activities in and around the areas known as the Beccles Business Park and the Ellough Industrial Estate. (Much of the nuisance being from H.G.V. vehicles and, seasonally, from farm vehicles and slurry transporters.) The Worlingham Parish Plan (April 2009) documented many of these concerns and led to the provision of 30 m.p.h. signage and a pedestrian crossing. Anecdotally, the more recently introduced Southern Relief Road has gradually reduced the level of H.G.V. traffic passing through the village. In particular, there are noticeably fewer loudly clanging vehicles of the type used for the transport of aggregate.
- 2.48 The convergence of Lowestoft Road and Ellough Road, at a traffic-signal controlled junction, and the westwards progression of traffic from there along the Lowestoft Road into Beccles are rush-hour “pinch points” (see also Section 7). Concern surrounding this junction is reflected by two mentions in the East Suffolk (Waveney) Local Plan (i.e. on page 14 and in paragraph 3.16 on page 98).
- 2.49 Levels of parking provision are not uniformly adequate for the needs of residents in an area where car dependency is necessarily high. In at least one part of the village, covenants (i.e. parking is not permitted on the driveway or in front of the property) applying to houses having garages have proved unrealistically restrictive. (See Section 7 for more information.)
- 2.50 Since the combining of the former primary school with the former middle school on the latter’s premises (following Suffolk County Council’s decision to move from a three-tier to a two-tier schooling system), traffic congestion and parking in and around Garden Lane at “drop-off” and “pick-up” times have become very inconvenient to nearby residents.
- 2.51 There is no secondary school in the village. There are two in Beccles, one of which has a sixth-form college.
- 2.52 Buses (First Eastern Counties) between Lowestoft and Norwich travel along the Lowestoft Road, through the village and into Beccles at typically fifteen- to twenty-minute intervals. The timetables are subject to periodic revision. As of 9 September 2021, the earliest buses on this route reach the main village stops (those by “Kempton Cross”) at 07:19 a.m. and 06:21 a.m. for the Lowestoft-bound and Norwich-bound weekday services respectively. The journey times are typically thirty-five to forty-five minutes to Lowestoft and about sixty minutes to Norwich. The last weekday buses to Lowestoft and to Norwich are currently at 11:44 p.m. and 10 p.m. respectively. Also stopping at Kempton Cross is a daytime-only bus service (Border Bus) connecting Norwich and Southwold (via Kessingland). In addition, Border Bus runs a local service connecting Worlingham and Beccles that stops on side roads such as Park Drive and Hillside Avenue, and there is a bookable community service for travel to various hamlets in the wider locality. There is no direct bus service to James Paget Hospital in Gorleston.

- 2.53 Travel by car is overwhelmingly the mode of travel adopted by Worlingham residents for commuting to work. The diverse places and hours of work are most practicably accommodated in this way and for many it is the only viable option.
- 2.54 There are 37 Affordable Housing sheltered properties for persons over 60 years of age and having support need. There is no nursing home provision in Worlingham, so once residents require care within institutions they must leave the community.
- 2.55 Although there is a pharmacy, there is no medical centre in the village. Residents use the Beccles Medical Centre.
- 2.56 With the ageing population and the ongoing in-migration of retired people from other areas, the demand for good access to primary health services will increase.
- 2.57 Located in Hillside Avenue, off the Lowestoft Road, is a small parade of shops. The general store sells a limited selection of chilled, frozen and ambient foodstuffs, sweets, greetings cards, cigarettes, alcohol, lottery tickets, mobile phone “top-up” vouchers and some stationery items. It also provides a Post Office service and hosts an externally located ATM machine. The other shops comprise a hairdressing and beauty salon, a “fish and chip” shop and a newsagent.
- 2.58 The church is located along the Lowestoft Road, towards the east of the village. Behind it is a field (All Saints Green, see Section 8.18) used for the village fete.
- 2.59 Further to the east, also along the Lowestoft Road, is a second-hand car dealership. There is no fuel station in the parish.
- 2.60 A privately run household-waste recycling centre, charging fees for waste acceptance, is located in the southeast of the parish within the area known as the Ellough Industrial Estate.
- 2.61 There are no full-size playing fields within the parish.
- 2.62 A walking route extends northwards, through the Broads area, from the eastern end of the parish to the River Waveney, and then westwards to Beccles.
- 2.63 A community centre and housing is to be built on the site of the former primary school.
- 2.64 In part due to the clay substructure, the accumulation of run-off rainwater in the drainage network has caused localised issues. The Woodfield Park and the Park Drive play areas, in particular, have had problems. Also, the local sewerage treatment capacity is close to its limit. The latter will require addressing by Anglian Water to facilitate the further growth of the village.

Local Plan Policy

(Quotation marks surrounding paragraphs denote material reproduced from the East Suffolk (Waveney) Local Plan.)

- 2.65 Hitherto, for planning purposes, Worlingham has been considered together with the nearby market town, Beccles, as “Beccles with Worlingham”. This continues to be the community segmentation context employed within the East Suffolk (Waveney) Local Plan (covering growth over the period 2014 to 2036). The Local Plan for the Broads does not have any specific policies that relate to Worlingham, although any proposals will be assessed against the relevant Strategic and Development Management policies.

2.66 East Suffolk (Waveney) Local Plan Vision for Beccles and Worlingham in 2036:

“Beccles will have continued to fulfil its role as the largest market town in the District serving its local population including Worlingham and the surrounding smaller towns and villages in Waveney and South Norfolk such as Ringsfield, Gillingham and Toft Monks. Beccles, together with Worlingham will have grown at a rate similar to that experienced over the last 20 years and the larger population will support and improve the town centre and services and facilities in the town to the benefit of residents and tourists alike. New development will have been supported by good infrastructure and services including a country park.

The sensitive natural environment to the north of the town will have been protected. The separate identities of the two settlements will also have been preserved. New development will be of an exceptional quality of design including greener environments serving both existing and new residents. The delivery of the Southern Relief Road will have opened up new opportunities for growth and will have diverted heavy goods traffic from the sensitive town centre. Additionally, access to the Ellough employment area by modes other than the car will have been improved.”

East Suffolk (Waveney) Local Plan Strategy for Beccles and Worlingham

- 2.67 The strategic allocation policies directly bearing on Beccles and Worlingham are WLP3.1, WLP3.2 and WLP 3.3. Of these, only WLP 3.1 pertains to actual development within the Worlingham Neighbourhood Plan area.
- 2.68 Policy WLP3.1 provides for the creation of the “Beccles and Worlingham Garden Neighbourhood” (comprising housing, facilities and employment).
- 2.69 Policy WLP3.2 pertains to land west of London Road, Beccles, which is designated for housing development.
- 2.70 Policy WLP3.3 pertains to land south of Benacre Road (at Ellough Airfield, Ellough) for employment.

The Beccles and Worlingham Garden Neighbourhood (Policy WLP3.1)

- 2.71 The site for the Beccles and Worlingham Garden Neighbourhood is bounded by the new Beccles Southern Relief Road to the south, Ellough Road to the east, M&H Plastics to the west and the extant residential edges of Beccles and Worlingham to the north.
- 2.72 A former scrapyards is near the centre of the site and woodland lies along part of the western edge, but the majority of the site is in agricultural use. Industrial sites are situated nearby, to the east and the southeast.

- 2.73 The Beccles and Worlingham Garden Neighbourhood outline masterplan⁶ is reproduced below from the East Suffolk (Waveney) Local Plan document.



Figure 19. Outline Masterplan for the Beccles and Worlingham Garden Neighbourhood.

- 2.74 The final detailed masterplan should be informed by ongoing engagement with the community.
- 2.75 ***“Neighbourhood Plans for Beccles, Worlingham and Weston can play a role in shaping the detailed design of development in this area, promoting local distinctiveness.”***

⁶ [Beccles-and-Worlingham-Garden-Neighbourhood-Masterplan-Report.pdf](https://www.eastsuffolk.gov.uk/Beccles-and-Worlingham-Garden-Neighbourhood-Masterplan-Report.pdf)
([eastsuffolk.gov.uk](https://www.eastsuffolk.gov.uk))

3. VISION AND OBJECTIVES

Challenges for Worlingham

- 3.1 Worlingham Parish (the neighbourhood plan area) faces a number of challenges over the coming years (i.e. to 2036). Those that the Neighbourhood Plan seeks to address or influence are:
- the loss of younger residents and families, which is thought to be at least partly due to the cost of housing;
 - constraints upon the downsizing choices (including retirement/nursing home provision, sheltered housing, and small, manageable dwellings) for the projected rapid increase in the number of older retirees;
 - retention of the sense of community within the parish and the distinctive identity of Worlingham as both it and the neighbouring community of Beccles grow;
 - accommodation of the growth requirements of the residential and employment neighbourhoods within the parish, yet improving ease of movement;
 - retention and improvement of valued open spaces in the face of development pressures;
 - limitations of the current public transport system to offset the need for private car use, particularly for commuting to distant places of work.

Vision for Worlingham

- 3.2 **In 2036, Worlingham has achieved and maintained the strong beliefs of its community. It remains a safe, low-crime, healthy and relatively prosperous place in which to live. It has retained its identity as being distinct from that of Beccles, the local market town, by preserving its natural, countrified setting of mature trees and hedgerows, which date back to its origins within Worlingham Hall garden estate together with replicating these rural features into all new developments.**

A mix of housing needs has been met across the private and affordable housing sectors and much of the green spaces between Worlingham and Beccles has been retained. Housing solutions have been achieved which have permitted more young families and single people to stay in the parish. Similarly, those older residents who had found their previous homes too large to manage have been able to downsize without leaving the community.

Developments have been sensitive and in keeping with the visual character of the village and the landscape. The setting of the Broads in Worlingham has been protected.

Green spaces with good amenity value have been achieved, e.g. small overlooked parks in the new developments, and wildlife corridors have been preserved.

Any retail infrastructure associated with new developments is readily accessible to the wider community and is complementary to the established businesses, rather than being direct duplications.

Concerns about the growing population pressures on the Beccles Medical Centre have been addressed, and steps have been taken to improve its accessibility.

Sports facilities, sensitively located, have been developed, meeting younger residents' needs, as identified in the Parish Plan⁷.

Movements between the residential areas and the industrial areas of the parish can be conveniently undertaken by bus, on foot, or by bicycle as well as by car. Sufficient well-designed off-road parking, both for residents' and visitors' vehicles, has been provided in the new developments to minimise traffic bottlenecks (e.g. to bus movements) and blind spots.

Improved public transport has enabled easier, direct commuting to a wider range of distant job centres (e.g. Norwich industrial areas, Lowestoft, Halesworth, Bungay), reducing dependency upon car ownership.

The new Community Centre has been a great success in knitting the community together.

Neighbourhood Plan Objectives

3.3 The objectives of the Neighbourhood Plan as identified through engagement with the community are as follows:

- A. A mix of housing is delivered which addresses the range of needs of Worlingham, including first-time buyers and elderly residents wanting to downsize.**
- B. The design of development seeks to maintain the character of Worlingham, particularly in respect of housing.**
- C. Development seeks to provide a safe environment through use of traffic calming measures and the provision of sufficient off road parking.**
- D. Increased traffic impact will be assessed and mitigated by the developers.**
- E. The green spaces, wildlife habitats, landscapes and heritage assets that define the character and natural environment of Worlingham will be protected and enhanced.**
- F. Achieve, together with Beccles, new sports and play facilities on the Beccles and Worlingham Garden Neighbourhood that meet the needs (such as those captured in the Worlingham Parish Plan) of the community.**

⁷ Worlingham Parish Plan, published April 2009.

4. PHYSICAL LIMITS AND VILLAGE IDENTITY

Physical limits

4.1 Settlement boundaries (Policy WLP1.2) across the former Waveney area are defined on the Policies Map that forms part of the East Suffolk (Waveney) Local Plan. Land outside of the settlement boundaries and the allocations in that local plan and in neighbourhood plans is considered as the Countryside.

4.2 The Worlingham Parish Development Context Map shows the relationship of the settlement boundary to the parish boundary. It also indicates the industrial area within Worlingham and the extent of the former farm land designated under East Suffolk (Waveney) Local Plan policy (WLP3.1) for use as part of the Beccles and Worlingham Garden Neighbourhood. (Note: Not shown is the newly designated employment development outside the parish, to the south of the Benacre Road, under Policy WLP3.3.)

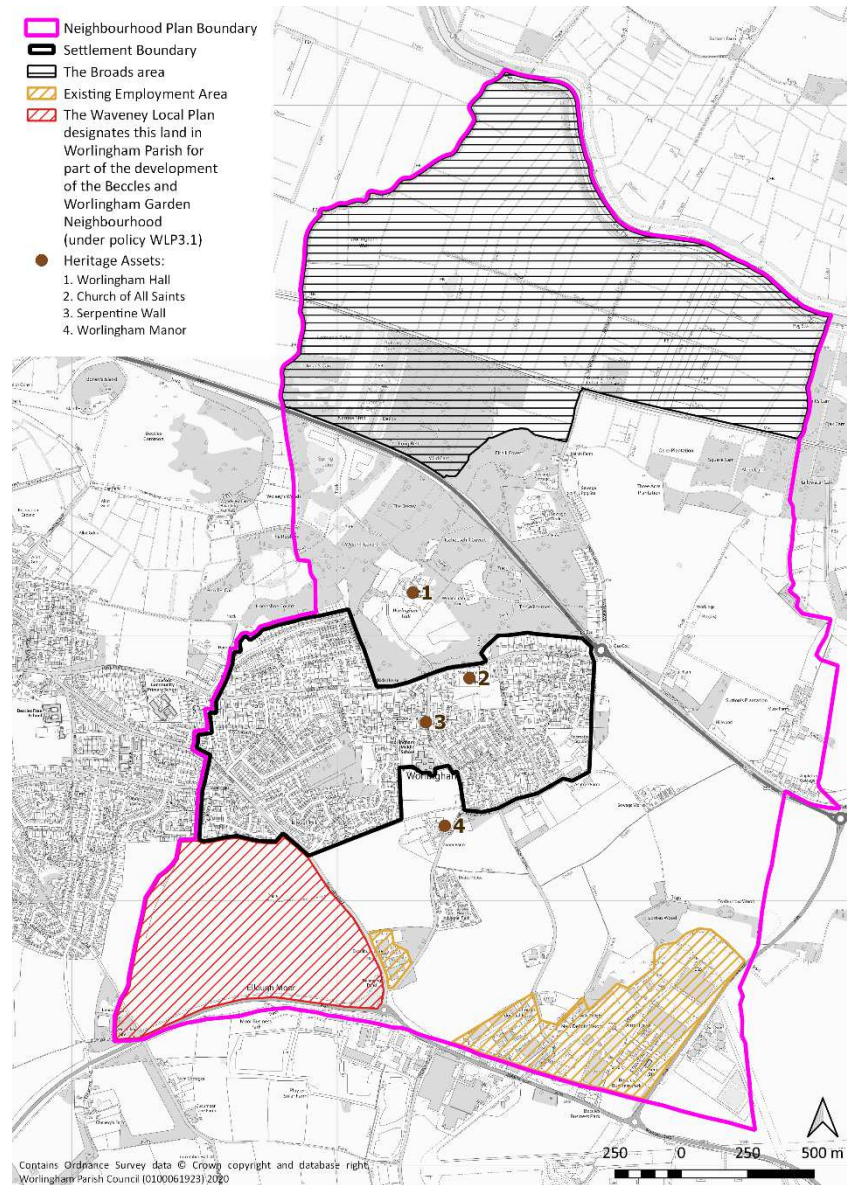


Figure 20. Worlingham Parish Development Context Map

- 4.3 Given the scale and comprehensive nature of the East Suffolk (Waveney) Local Plan Policy WLP3.1, this Neighbourhood Plan will not allocate further sites within or outside the settlement boundary for development of any nature. Nor does it seek to modify the settlement boundary.
- 4.4 However, and notwithstanding the prevailing policy of the local health authority not to augment community health provision away from the environs of the Beccles Medical Centre, this Neighbourhood Plan would provisionally welcome any future proposals to create a satellite medical centre to address travel issues, particularly for the very elderly.

Village identity

- 4.5 **The Neighbourhood Plan intends that Worlingham remains a place that is distinctive within its market-town adjacent context, i.e. comprising a part of the tranquil setting of the Broads; peaceful residential areas with gardens, much greenery and predominantly within-curtilage parking; heritage assets; a highly regarded school; and a developing employment area. In terms of architecture, the Neighbourhood Plan is not highly prescriptive but requires that “windfall” and allocated residential development in and around the settlement area (see figure 20) reflects the prevailing outer-suburban “area type”⁸.**
- 4.6 Apart from village-signage cues, the separation between the existing settlement areas of Worlingham and Beccles only remain apparent to the north of the Lowestoft Road and to the south of the Bluebell Way estate. In the latter case, the topography of the greenfield land and the disposition of the housing in Beccles, away from the shared parish boundary, confers a sense of demarcation (see also paragraphs 2.13 and 2.14).
- 4.7 The setting significance of the above referenced open countryside (north of the Lowestoft Road) between Marsh View (in Beccles) and Park Drive (in Worlingham) was highlighted in the “Waveney Green Infrastructure Strategy 2015; Beccles and Worlingham Area”. Whilst the land concerned is entirely in Beccles parish, it is part of the setting of both communities. A key objective of this neighbourhood plan is to maintain the distinctive identity of Worlingham and, therefore, any protection of the above area of countryside against development would be supported.
- 4.8 In order to achieve settlement identity retention as articulated in the East Suffolk (Waveney) Local Plan vision (see paragraph 2.66) and in the vision and objectives of this Neighbourhood Plan (see Section 3), careful attention is required wherever future development is proposed for the vicinity of the parish boundary. In particular, in regard to the Beccles and Worlingham Garden Neighbourhood (which will lie between the new Beccles Southern Relief Road and the Bluebell Way estate), it would not be compatible with this objective if the finalised masterplan were to convey the impression of a new housing estate that annexes the south-west portion of the parish of Worlingham into Beccles. Ensuring delineation of the applicable part of the parish boundary is important. The clearest way to achieve this would be by avoiding the development of properties (residential, industrial and commercial) that straddle the boundary. Where this is not possible (e.g. for land-use reasons), the incorporation of architectural and/or landscaping design features/cues to acknowledge the presence of the boundary will be

⁸ [National Model Design Code: Part 1 - The Coding Process \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/611111/National_Model_Design_Code_Part_1_-_The_Coding_Process.pdf)

required.

- 4.9 The East Suffolk (Waveney) Local Plan Policy WLP3.1 requires engagement with the community to take place as the masterplan for the “Garden Neighbourhood” is finalised. All opportunities to achieve separation of the housing along the entirety of the western parish boundary within that area should be explored. Ideally this would involve a full-length green corridor or a break of some form in the development’s layout (90.1% of 962 questionnaire respondents selected “Yes” to the question: “In order to maintain the identity of the village, should there be a green open space that clearly defines the boundaries?”). Perhaps this might partially be contributed towards through the layout of the facilities and the design of the landscaping that is to be provided within the required “hub zone”, for example.
- 4.10 As plans are advanced for a long-needed Worlingham Community Centre, which is to be built on the site of the former primary school in Rectory Lane, a similar facility associated with the masterplan development for the Garden Neighbourhood should either not be placed fully within the Neighbourhood Plan area or should complement rather than compete with the aforementioned community centre.
- 4.11 Differing character areas or design approaches either side of the Beccles/Worlingham parish boundary would also assist in demarcating the location of the shared boundary (see also Section 5 for housing design).

Policy WORL1: Village Identity

- A. As appropriate to their nature and size, development proposals in Worlingham must demonstrate how the identity of Worlingham is to be respected, meeting as far as possible feedback as gathered through community engagement. Particular attention must be shown as to how the proposals demonstrate that new community facility proposals have been informed by engagement with the community and positively respond to the community’s needs and aspirations as set out in the Neighbourhood Plan Objectives.
- B. Proposals for major development (as defined in the NPPF) for the Beccles and Worlingham Garden Neighbourhood within the Worlingham Neighbourhood Plan area must demonstrate how they will promote the local distinctiveness of Worlingham, in particular addressing the importance of:
- the parish boundary. Proposals for the new development must demonstrate a strategy to effectively delineate the parish boundary and support appropriately designed, locally distinctive development in the parish of Worlingham.
 - meeting the design requirements of Policy WORL4;
 - having a clear predominance of within-curtilage parking in a mix of residential parking solutions;
 - a high proportion of homes having gardens of sufficient size, shape and access to sunlight for the provision of recreational benefits to the occupants;
 - there being a clear demarcation between public and private land;
 - trees forming the core of landscaping;
 - achieving an overall density of dwellings commensurate with an outer-suburban area type of about 30 dwellings per hectare.

5. HOUSING

- 5.1 The most recent (2017) Strategic Housing Market Assessment (SHMA)⁹ captures the Objectively Assessed Need at Waveney level and underpins the planned level of housing growth within the East Suffolk (Waveney) Local Plan.
- 5.2 The only housing allocation directly applicable to the Worlingham Neighbourhood Plan area is that under the Local Plan Policy WL3.1 (Beccles and Worlingham Garden Neighbourhood). There are, however, several windfall sites within the physical limits boundary (most particularly on the site of the former primary school in Rectory Lane) that have either recently been completed or have planning permission and that are included in the overall housing targets for the Beccles and Worlingham area for the period 2014-2036.
- 5.3 This neighbourhood plan welcomes the East Suffolk (Waveney) Local Plan policy WLP8.33 (Residential Gardens and Urban Infilling), which is intended for applications for new dwellings on gardens and other plots of land (such as parking areas) in urban areas.
- 5.4 It is understood that those extensions and garden buildings which do not meet the requirements of permitted development will be mainly covered under the East Suffolk (Waveney) Local Plan Policy WLP8.29 (Design). This is also welcome as residents have been perturbed by imposing extensions to neighbouring properties.

Affordable Housing

- 5.5 It is not the intention of the Neighbourhood Plan to put forward an affordable housing policy. The aim is to work together with East Suffolk Council in achieving the appropriate local level of affordable housing provision as specified in the East Suffolk (Waveney) Local Plan, subject to preserving community sustainability and cohesion.
- 5.6 The Beccles and Garden Neighbourhood (Policy WLP3.1) is to ultimately comprise approximately 1,250 homes. Of these, 1,055 are expected to be delivered in the plan period to 2036. On the basis of Policy WLP8.2 (Affordable Housing), 30% of the 1,250 homes (i.e. 375) across the development should be affordable.
- 5.7 Policy WLP8.2 also states: ***"Of these affordable dwellings, 50% should be for affordable rent. Sheltered and extra-care housing should be included as affordable units where needed and where practicable."***
- 5.8 A proposal for development of the former primary school site in Rectory Lane will, once approved, enable the construction of a community centre alongside nineteen market houses. The commercial viability of this proposed development unfortunately does not extend to the provision of any affordable housing.

⁹ [Strategic-Housing-Market-Assessment-Part-1.pdf \(eastsuffolk.gov.uk\)](#)

Housing Mix

- 5.9 Given that the Beccles and Worlingham Garden Neighbourhood is treated under a single Local Plan policy (WLP3.1) although it spans distinctive settlements, this Neighbourhood Plan will set out additional policy requirements for housing mix to ensure compatibility with the needs of Worlingham. This is permitted under Policy WLP8.1 (Housing Mix) and is underpinned by the Housing Needs Assessment (HNA) for Worlingham. (For reference, Appendix 1 of this neighbourhood plan document tabulates the recommended mix of new housing at the former Waveney area level as derived from the Strategic Housing Market Assessment (Part 2)¹⁰).
- 5.10 The future housing mix for Worlingham should, in particular, acknowledge the following factors that distinguish the neighbourhood plan area from that of Waveney:
- Whereas the introduction to volume 2 of the Waveney-commissioned SHMA (covering the Waveney Housing Market Area) states that *"Two main drivers of the housing market are the resident population and the local labour market. They affect the nature of housing demand including household formation rates and households' investment in housing..."*, in the cases of Worlingham and Beccles in-migration is a strong business source for local estate agents and this is in part related to retirees. To some degree, this will have influenced the "ageing" of Worlingham (see, for example, paragraph 2.29 of this document) during the period 2001 to 2011. Indeed, some of the many contributors to the neighbourhood planning activities entered the community as retirees during the aforementioned period.
 - The existing profile of housing stock in Worlingham is very different to that of Waveney. It is dominated by detached properties (see paragraph 2.41). It also has much higher percentages of four-bedroom homes and spare rooms (see paragraphs 2.42 and 2.43). Thus the starting point concerning housing mix differs markedly to that of Waveney as captured in the Waveney SHMA, even though both population groupings face similar demographic challenges.
- 5.11 This Neighbourhood Plan (see Section 3 for Objectives) considers that there are three broad housing market needs to prioritize: downsizing retirees; young families and single people; and general family housing.
- 5.12 Younger retirees may have different needs to older ones. Certainly in the case of Worlingham, potential downsizers currently have little or nothing to find in the one-bedroom category. There are only 54 one-bedroom households in the village, representing about 3.4 per cent. And most of the one-bedroom dwellings are of the sheltered housing variety, leaving few to come to market at any given time.
- 5.13 The hollowing out of the village's age profile in the age group 25-44 is something the Neighbourhood Plan wishes to arrest. There may be various socio-economic factors at work, some of which are beyond the capabilities of a village neighbourhood plan. However, to the extent that housing affordability is an issue, some steps may be taken.

¹⁰ [Microsoft Word - SHMA Pt2 24th May - ERRATA \(eastsoffolk.gov.uk\)](#)

The format of homes (i.e. detached, semi-detached, terraced, etc.) has a major impact upon affordability. If the new developments have significantly below the current proportion (66%) of detached dwellings, a substantial improvement in general affordability should be achieved for young families and single people. This would primarily involve a move towards semi-detached and terraced properties.

- 5.14 For the general family housing sector, which may be more aspirational regarding format and size, there should be a greater emphasis, relative to that required at Waveney level (see Appendix 1), on new three-bedroom properties. This is because family sizes are projected to decline and there is already a comparatively high percentage of four-bedroom dwellings in the village. Nonetheless, some provision of larger dwellings to maintain balanced communities and to service any developing need, for example, for working from home, will still be required.
- 5.15 Policy WORL2 requires the housing mix recommendations from the SHMA to be adapted where the HNA evidence provides justification.
- 5.16 Proposals for new housing that deviate from the requirements of Policy WORL2 must provide underpinning evidence based on local needs and be agreed with the local planning authorities.

Policy WORL2: Housing Mix

The mix and type of new housing units proposed for the Worlingham Neighbourhood Plan area, including on the part of the Beccles and Worlingham Garden Neighbourhood (Policy WLP3.1 of the East Suffolk (Waveney) Local Plan) within the Neighbourhood Plan area, must be based on evidence contained within both the Worlingham Housing Needs Assessment (2017 or successor document) and the District level Strategic Housing Market Assessment (or successor document). In particular, schemes must demonstrate how they have considered and addressed the need for provision of:

- a. One and two bedroom dwellings suitable for older people;
- b. Bungalows;
- c. Semi-detached and terraced properties suitable for young people; and
- d. Three-bedroom, family-sized housing.

Such a mix will have regard to local market circumstances, the viability of the development and any additional localised housing need information at the time of determination.

Housing Design

- 5.17 Given the ageing population of Worlingham, it is important to ensure that the requirements of Policy WLP8.31 result in at least 40% of the new dwellings provided on the Beccles and Worlingham Garden Neighbourhood site that fall within the Worlingham Neighbourhood Plan area meet the accessible and adaptable homes M4(2) standard. Therefore, Policy WORL3 makes clear that any application on the Garden Neighbourhood must ensure that at least 40% of the proposed new dwellings within Worlingham parish meet the M4(2) standard. (As planning applications for the Garden Neighbourhood may span the parish boundary, without Policy WORL3 it is conceivable

that Policy WLP8.31 could otherwise be met in a way that leads to fewer than 40% of the units built within Worlingham meeting the standard.)

Policy WORL3: Lifetime Design

Within the part of the Beccles and Worlingham Garden Neighbourhood (Policy WLP3.1 of the Waveney Local Plan) that falls within the Worlingham Neighbourhood Plan area, at least 40% of dwellings built within the neighbourhood area must meet requirement M4(2) of Part M of the Building Regulations for accessible and adaptable dwellings.

- 5.18 The village of Worlingham originally grew along and spread out from the Lowestoft Road. Over the decades it has experienced extensive growth, mainly in the form of successive developments of housing estates to the south. It is difficult to identify a particular typical or characteristic architecture as there is wide variation across the parish. Figure 21 shows the eight differing “character areas”¹¹ that have been identified.

Areas 1 (Park Drive area), 2 (Lowestoft Road), 3 (Hillside Avenue) and 6 (Garden Lane) are the older developments. Areas 4 (Bluebell Way estate), 5 (Cedar Drive estate) and 7 (Werel’s Loke estate) are modern estates, Area 7 being the newest. Area 8 (Marsh Lane) is outside the settlement boundary (i.e. “Countryside”), as is the eastern branch of Area 2.

Photographs and key features of the individual character areas are included in Appendix 2. The maps for each character area are in Appendix 3.

- 5.19 The primary overarching features of the above housing areas are:
- Low rise, overwhelmingly one- and two- storey in nature;
 - Gardens. (This is a feature that came up in the interview with a local estate agent as being highly attractive to young families and a distinguishing point relative to Beccles);
 - Dwellings set back from the pavement/road by either front gardens or grassed verges, giving separation from passers-by. (Note: Building to the edge of the pavement is a feature of properties close to the centre of Beccles and is not a characteristic of Worlingham.) The pervading effect is one of a green “urban-scape”, even though much of this is effected within property curtilages.
 - Off-street parking is predominantly within curtilage;
 - Absence of an impression of urban “sprawl”.

¹¹ Worlingham Character Assessment.

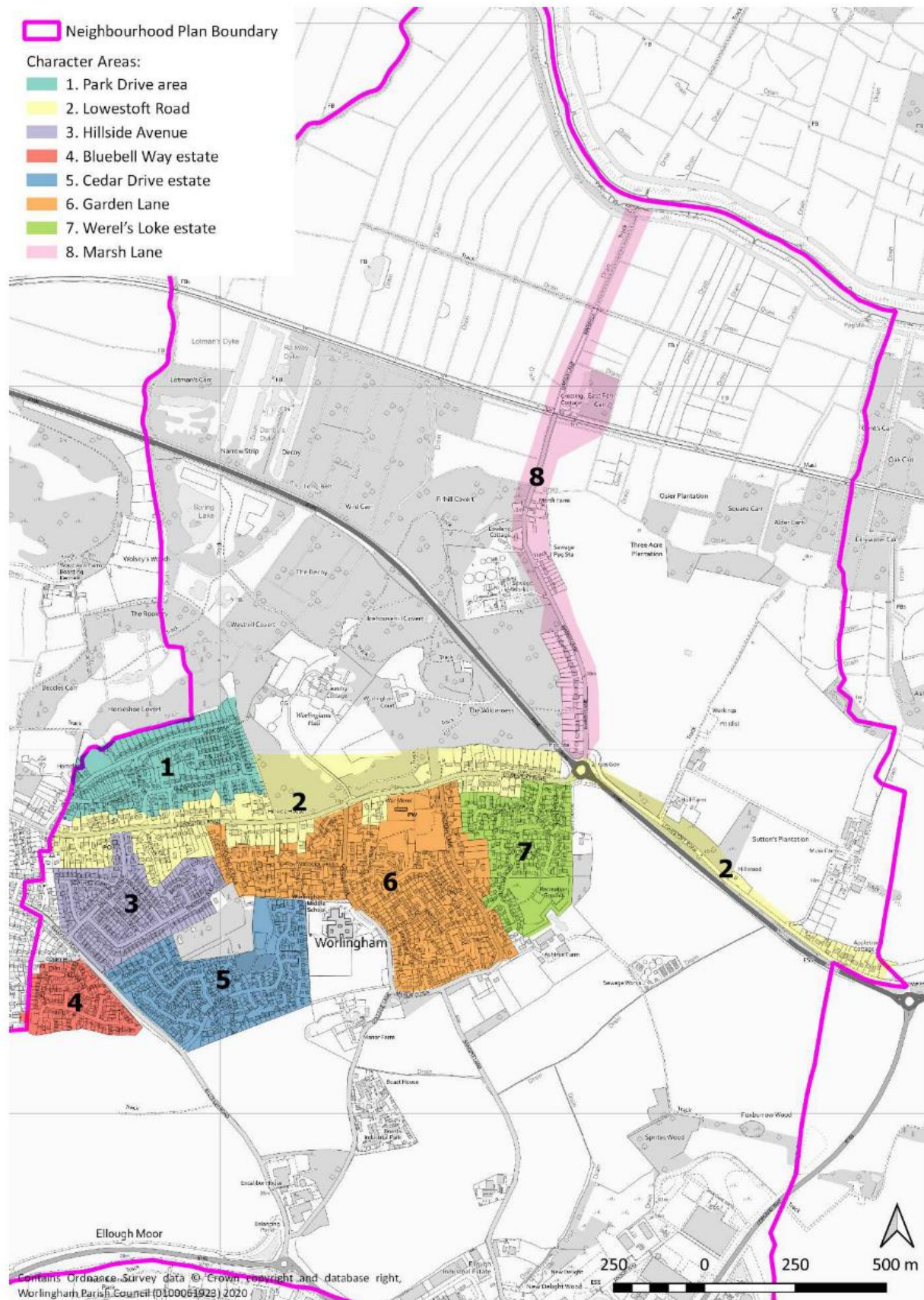


Figure 21. Worlingham Housing Character Areas

- 5.20 Although 85.4% (820 people) of the respondents to the Neighbourhood Plan Questionnaire's question "Should new developments blend with the styles of the existing developments in Worlingham?" selected "Yes", the variety of styles present across the village seemingly provides considerable architectural leeway for new housing estates.
- 5.21 94.1% (952 people) of the respondents to the Neighbourhood Plan Questionnaire answered "Yes" to the question: "Is it important for landscaping to be provided so that developments blend in with the surrounding countryside?" This is particularly important where the land slopes, such as on the northern part of the land allocated for the Garden Neighbourhood. In such areas, it is important that the design and layout ensures mid-distance views of the countryside are retained. Hard edges to development which block sight of the open countryside should be avoided.
- 5.22 The Bluebell Way estate and the Cedar Drive estate incorporate sections of "Serpentine wall" into their peripheral street settings, giving desirable visual linkages to historical Worlingham. See Figure 22 below.



Figure 22. Serpentine wall at the entrance to the Bluebell Way estate.

- 5.23 There are long views from the new Beccles Southern Relief Road towards the 16th century Church of St Michael in Beccles. Long views of this church should also be incorporated into the Worlingham part of the Beccles and Worlingham Garden Neighbourhood development.
- 5.24 Using Building for Life 12¹² as a starting point (since superseded by Building for a Healthy Life¹³), the Worlingham Character Assessment compared the eight character areas and derived positive aspects to which new developments should have regard.

¹² [Building for Life 12 0.pdf \(designcouncil.org.uk\)](#)

¹³ [Building for a Healthy Life BHL - Designing Buildings](#)

- 5.25 Landscaping plays a major role in distinguishing the village of Worlingham from its neighbouring market town. It is important that new developments are in keeping with the visual character of the parish (see Section 3 (Vision for Worlingham) and Section 8 (Landscaping)). Outside the settlement boundary (Figure 20), the residential arrangements are largely rural or village-like in nature and within it the environment is typically “outer suburban” (as opposed to “urban” or “suburban”). Well-designed landscaping is a way of linking the expanding settlement region with its surroundings. For example, long views of the tall trees associated with the Worlingham Hall estate can be appreciated from many parts of the existing housing developments. Aided by topography, the landscaping within the housing developments provides some views in which the greenery of the foreground complements the historical treed background so as to promote a unified sense of place. Similarly, through the placement of individual landscape treatments within a development so that they visually interact or “flow” (i.e. in short and middle views), cues of the wider semi-rural setting can be created. This requires that the layout of streets and the treatment of the associated landscaping be considered as a unified exercise, one that takes into account both topography and the relationships to longer views.
- 5.26 Policy WORL4 applies throughout the Neighbourhood Plan area. It is additional and complementary to the respective Design policies in the East Suffolk (Waveney) Local Plan and the Broads Authority Local Plan. Policy WORL4 requires development proposals, regardless of location, to be respectful of the setting of the extensive Broads area that lies within the northern part of the Neighbourhood Plan area, for example by ensuring that external lighting is fully justified and well designed¹⁴ to shine where it is needed, so as to protect the dark skies of the Broads against light pollution.

¹⁴ [Towards-A-Dark-Sky-Standard-V1.1.pdf \(southdowns.gov.uk\)](https://www.southdowns.gov.uk/towards-a-dark-sky-standard-v1.1.pdf)

Policy WORL4: Housing Design and Character

As appropriate to their scale, nature and location, residential development proposals must demonstrate, where relevant, how they have taken account of the following positive aspects representing the character of Worlingham through high-quality design and layout. They will be supported subject to meeting the following criteria:

- a. Use of the topography of the site to maintain the visibility of distant notable features and maximise the effect of landscaping treatments, e.g. by developing some views within which separate areas of landscaping appear to visually merge or flow into one another and/or with the distant surrounding treed landscape;
- b. Minimise the impact of development on higher ground by careful siting and by comprehensive landscaping;
- c. Maintain sight lines at street corners, avoiding abrupt or blind turnings unless it has been demonstrated that this is not possible;
- d. Gardens having sufficient size, shape and access to sunlight for the provision of recreational benefits to the occupants;
- e. Clear demarcation of private and public land, ideally through the use of high-quality landscaping;
- f. Mix of housing types and sizes along a single street frontage in order to avoid a regimented appearance;
- g. Homes providing good natural surveillance of the streetscape, walkway and cycleway links to neighbouring developments, and any nearby facilities;
- h. Siting and design of any associated new facilities and/or employment development such that these do not lead to significant causes of nuisance to residential areas;
- i. Highly permeable residential layout for cyclists and pedestrians moving within and through the development, and permeable within the development for car-users too;
- j. Landscaping that provides a sense of separation and privacy between neighbouring developments;
- k. Unobtrusive design of dedicated storage for bins;
- l. Boundary treatments should be in keeping with the historic, rural character of Worlingham. Where a hard boundary is deemed appropriate (for example, for clear reasons of security or privacy), the use of "Serpentine" walls in order to provide a link to historical Worlingham is encouraged;
- m. Respectful of the tranquil setting of the Broads and protecting of its dark skies, e.g. lighting needs to be fully justified and well-designed to shine only where it is needed.

- 5.27 From the residents' responses concerning the acceptable limit upon the number of storeys in new housing developments, 4.4% selected one storey; 68.3% selected two storeys; 21.3% selected three storeys; 1.6% selected "greater than three storeys"; and 4.5% gave no opinion.

- 5.28 One- and two-storey dwellings account for the great majority of dwellings in Worlingham. (There is a very small number of three-storey dwellings of a “chalet style” design located in the adjoining eastern edge of Beccles.) As such, this sets the “context height”. Therefore, if a new estate were to have dwellings with more than three storeys, it would be severely out of context to the character of the existing built-up area. Of particular concern would be the loss of openness that tall buildings located close to the street frontage would cause. Whilst the Beccles and Worlingham Garden Neighbourhood is a very sizeable strategic site, any parts of it that create an urbanised feel through the use of tall buildings enclosing the openness would be out of character with Worlingham.

Policy WORL5: Heights of dwellings

- A. In order to reflect the character of Worlingham, residential development is expected to reflect the prevailing context height of the surrounding area. In general, this is never more than three storeys.
- B. Heights of residences with more than three storeys will only be permitted where:
- i) this does not cause a detrimental visual impact when viewed in the wider landscape context;
 - ii) it can be demonstrated how they have been designed to respond to their context and any visual sensitivities which make up their setting.

- 5.29 “Secured by Design”¹⁵ is the flagship police initiative founded on the principles of crime prevention and designing out crime. It includes standards for doors, windows and locks, and guidance on protection of outbuildings and bicycles. The supporting text for Local Plan Policy WLP8.29 (Design) states that “*Development proposals should incorporate ‘Secured by Design’ principles and encourage natural surveillance over public areas.*” Although this Neighbourhood Plan similarly does not necessitate accreditation to be obtained under the “Secured by Design” initiative, evidence that certain key aspects of the guidelines have been incorporated in the new development is required.
- 5.30 Security is one reason for the provision of external lighting. A technical guide¹⁶ produced by “Secured by Design” and the “Institute of Lighting Professionals” includes a section on light pollution.

¹⁵ www.securedbydesign.com

¹⁶ [Lighting Against Crime | Institution of Lighting Professionals \(theilp.org.uk\)](http://Lighting Against Crime | Institution of Lighting Professionals (theilp.org.uk))

Policy WORL6: Housing Design – Security

Any detailed planning application or reserved matters application pertaining to new residential development or to residential property alterations not covered by permitted development rules must be accompanied by a security statement. This statement must demonstrate detailing: how the design and layout facilitates the natural surveillance of parking areas, outbuildings, public spaces and pedestrian routes, and in locations within or with potential to impact on the dark skies in the Broads Authority Area, how any external lighting provided for security reasons reflects the requirements of Policy WORL4(m).

6. INFRASTRUCTURE

Sports Facilities

- 6.1 The Beccles and Worlingham Garden Neighbourhood (Policy WLP3.1) is to be associated with a range of facilities and infrastructure. These facilities will both serve the new residents and meet some unmet needs of the existing communities. (See non-policy action area 10.4(c).)
- 6.2 The Parish Plan (2009) documents the desire for more sporting facilities in Worlingham with keep fit/aerobics and badminton coming top of the list across a wide age range. There is also a need for both indoor and outdoor sporting facilities. The new Worlingham Community Centre that is planned for the former school site should meet some of these needs. However, there also exists among younger residents unmet demands for a swimming pool and for a skate park. (The latter demand has emerged since the Parish Plan, although there is a skate park in Beccles. Worlingham Parish Council has provided two sessions each year of a mobile skate park, held in the grounds of the school, over several years. When the weather has been good, attendances have been up to 90.)
- 6.3 The outline masterplan (Policy WLP3.1) shows a sports area and a multi-use games area within the Worlingham segment of the development. The successful delivery of these facilities will require close engagement between the developer and the communities.
- 6.4 Suitable mechanisms for the management of the sports and also play facilities within the Worlingham part of the Beccles and Worlingham Garden Neighbourhood should be sought through close engagement with the local community.

Policy WORL7: Sports Facilities

Proposals for sports and recreation facilities on the part of the Beccles and Worlingham Garden Neighbourhood that falls within the Worlingham Neighbourhood Plan Area must demonstrate that they have been informed by meaningful and effective community engagement and have been designed to respond to the community's needs and aspirations.

7. TRANSPORT AND MOVEMENT

Residential Parking Standards

- 7.1 It is a concern of the community that all new dwellings should have sufficient parking spaces to cater for those dwellings. This is based on the experiences of existing dwellings and the amount of unstructured on-street parking.



Figure 23. Parking scene from the Bluebell Way estate.



Figure 24. Parking scene along Woodland Avenue.

- 7.2 Housing developments in Worlingham have not uniformly provided sufficient off-street parking for the numbers of cars owned by those occupying the dwellings. Nor has street design been uniformly sensitive to parking needs. As a result, there are instances of on-street parking that make it difficult for larger vehicles to pass. It also makes it more difficult for pedestrians who have to cross the road between parked cars or have to step into the road with pushchairs due to vehicles parking on the pavement. (36.3% of respondents selected “parking on pavements” from the options provided to the household questionnaire question: “Do you face any problems getting around Worlingham?”)
- 7.3 87.5% of the household questionnaire respondents want there to be prescribed numbers of off-street parking places per dwelling.
- 7.4 Paragraph 2.40 reports that households in Worlingham Parish have about a 25% higher level of vehicle access than those of households at Waveney level or in England. This reflects the commuting patterns (see paragraph 2.40) to diverse places of work and to facilities not available in Beccles. Whilst the East Suffolk (Waveney) Local Plan policies underpinning planned employment growth on the allocated land at Ellough could lead to changing local commuting patterns, until such time there is evidence of this the parking provision should reflect actual local needs. It is, therefore, appropriate to impose minimum parking standards for any new housing development.
- 7.5 The standards in Policy WORL8 below slightly exceed in a targeted manner (see Appendix 4) the guidance for minimum provision in the Suffolk Guidance for Parking¹⁷. The guidance notes that “Although the level of car ownership has increased, the growth of traffic on the highway has not increased to the same level. This indicates that a greater number of vehicles are likely to be parked at the owner’s place of residence. It is acknowledged by residents in Suffolk that parking is an issue, especially in residential areas. Hence the move to advisory minimum guidance requirement on

¹⁷ [Parking Standards \(suffolk.gov.uk\)](https://www.suffolk.gov.uk/parking-standards)

residential parking as promoted within this document.”

- 7.6 Whilst a garage is often not used for parking and instead used for storage, it remains popular with residents and for many is a feature looked for when buying homes. Car ports are unpopular with residents for a variety of reasons such as unsightliness and poor amenity. Reserved parking bays are the least preferred form of allocated parking provision (only selected by 1.7% of the respondents to the household questionnaire).
- 7.7 If new cars are to be only fully electric vehicles (EVs) by 2035 (as set out in “The 10-Point Plan for a Green Industrial Revolution”¹⁸), with no new internal combustion engine-only (ICE) cars available from 2030, there will have to be convenient close-by and ubiquitous access to a means of vehicle battery charging. Within curtilage off-street parking does, in principle, enable car charging to be achieved at home without reliance on alternative electrical infrastructure and so facilitate early adoption of non-ICE vehicles. From page 82 of “The Road to Zero”¹⁹: *“EVs offer consumers a more convenient and cost-effective way to refuel, with domestic charging playing a crucial role (some studies indicate this accounts for the vast majority of EV charging). We expect that as EVs go mainstream, charging at home overnight, or at workplaces, will continue to be the most attractive options.”*
- 7.8 On-road parking is associated with higher car insurance premiums²⁰ because of the increased risks of vandalism and collision damage. Whilst the presence of kerbside parked cars may lead to the desirable slowing of traffic, this approach can also lead to small children emerging into the centre of the road in front of passing vehicles. Intrinsic design solutions such as tightness of corner radii at junctions and other traffic calming measures are possible for the influencing of vehicle speeds.
- 7.9 Off-street parking is a prominent feature of Worlingham and should be incorporated as far as possible in new developments, subject to the achievement of a well-landscaped and balanced setting. Where on-road parking provision is proposed, it should be designed so as to encourage user compliance and mitigate the concerns expressed in paragraph 7.8.
- 7.10 Provision is also required for visitors’ cars and service vehicles. The growth of online shopping (e.g. for groceries) increases the need for delivery vehicles to gain close-by parking access to properties. This neighbourhood plan reinforces the requirements of the Suffolk Guidance for Parking for new residential developments to provide 0.25 spaces per dwelling for visitor/delivery vehicle parking.
- 7.11 For the example housing-size mixes considered in Appendix 4, the combination of policies WORL2 (Housing Mix) and WORL8 (Parking Standards) lead to an average of around 2.1 (or 2.35, including visitors’ parking provision) parking places per dwelling, whereas the combination of the SHMA-derived example housing mixes and the Suffolk minimum standards leads to a similar figure of about 2.13 (or 2.38, including visitors’ parking provision) parking places per dwelling. The similarity in parking space requirements for the different housing-mix/parking space combinations

¹⁸ [The Ten Point Plan for a Green Industrial Revolution \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612211/10-point-plan-for-a-green-industrial-revolution.pdf)

¹⁹ [The Road to Zero \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612211/10-point-plan-for-a-green-industrial-revolution.pdf)

²⁰ www.bbc.co.uk/news/business-44483073 “Park on the drive and other tips for cheaper insurance.”
BBC News

is explained by the greater emphasis on the projected need for new 3-bed dwellings (and fewer new 4-bed and 5-bed dwellings) required by Policy WORL2. Further reductions in the number of large homes in the mix would lead to still further reductions in the average number of parking places per dwelling. (For clarity, if the Suffolk minimum parking standards were applied to the example housing mixes (of Appendix 4) associated with Policy WORL2, the average number of parking places per dwelling would decrease by about 4% but would risk not meeting the identified needs (see paragraph 7.4).)

Policy WORL8: Parking Standards

A. Parking provision must meet the requirements of the parking guidance set out in the “Suffolk Guidance for Parking 2019” (or any successor document) unless advised elsewhere in this policy or in Policies WORL9 and WORL10.

B. For all new residential developments within the Worlingham Neighbourhood Plan area, the following minimum standards shall apply for the provision of parking spaces for residents:

- | | |
|---------------------|---------------------------------|
| • 1-bed house/flat | average of 1.5 parking spaces*; |
| • 2-bed house/flat | 2 parking spaces; |
| • 3-bed house/flat | 2 parking spaces; |
| • 4-bed house/flat | 3 parking spaces; |
| • 5+ bed house/flat | 4 parking spaces. |

*Half of the 1-bedroom dwellings on a new development in the Worlingham Neighbourhood Plan area should have 2 parking places to cater for young working couples. The remainder should have 1 parking place. In the case of a development comprising a single 1-bedroom dwelling, the number of parking spaces should be at least 1.

C. On-street parking to meet the required standards should only be provided where it can clearly be demonstrated that off-street parking is not appropriate for the site, for example due to its size or shape. It should be sited close to the homes served.

Policy WORL9: Design of On-Street Parking Provision

The design of on-street parking provision for all new residential developments in the Worlingham Neighbourhood Plan area must:

- a. Include a layout and landscaping so that cars do not dominate the setting;
- b. minimise the potential for poor parking practices such as pavement parking; avoid obstructing routes and the visibility for all users of the highway, in particular ensuring the safety of pedestrians and cyclists, and that the desire lines of these users are unobstructed;
- c. be recessed as a lay-by or as parking bays so as to minimise the occurrence of disorderly road narrowing and the risk of parked vehicle contact with passing traffic;
- d. have parking guidance marks (such as "T-marks") to encourage considerate space utilisation;
- e. avoid continuous street-length rows of on-road parked vehicles; and
- f. be well overlooked and amenable to good natural surveillance.

Parking Courts

- 7.12 Whilst parking courts have not featured heavily in Worlingham to date, it is acknowledged they may have a role in future developments. Experience elsewhere (e.g. Kessingland) has shown poorly designed parking courts are unpopular with residents because of the perception of a crime risk. The result can lead to poor take-up of the allocated parking by residents and recourse to on-street parking close to their dwellings. This in turn can lead to pedestrian safety issues and obstruction of refuse collection vehicles, for example.

Policy WORL10: The Design of Parking Courts

Where the provision of parking courts can be justified within a mix of parking solutions for new developments in the Worlingham Neighbourhood Plan area, such provision must demonstrate how design and siting will encourage high levels of usage. The following elements should be incorporated into any design:

- i) Siting well related to the homes or businesses they serve.
- ii) Safe and convenient access for residents or workers.
- iii) Well overlooked and good natural surveillance.

Accessibility

- 7.13 Most roads within the village have pavements. Exceptions are some of the branching roads within the newer estates. (Lack of pavements and narrow pavements were indicated by 11.4% and 29.4% of residents respectively as being problematic for getting around Worlingham.) It is very important that new development provides pedestrian routes that are designed to be wide enough for all users.
- 7.14 Policy WLP3.1 of the East Suffolk (Waveney) Local Plan addresses the requirements for development of the Beccles and Worlingham Garden Neighbourhood. This identifies that pedestrian and cycle links should be provided from a number of existing roads. Within Worlingham parish these are Bluebell Way, Cedar Drive and Foxglove Close. The policy also requires that a cycle path be provided along the boundary of the site with the Ellough Road.

Policy WORL11: Protection and Enhancement of Key Pedestrian and Cycling Routes

- A. New developments in the Worlingham Neighbourhood Plan area must not have a detrimental impact upon the key pedestrian and cycling routes as shown on the Neighbourhood Plan Policies Map and where appropriate should enhance these routes.
- B. The design of the above new developments should where possible provide direct linkages to existing walkway and cycling routes.

- 7.15 Development should enable opportunities to improve walking and cycling where possible. Contributions from the East Suffolk Community Infrastructure Levy is one source of funding that can be used to deliver these improvements. This Neighbourhood Plan sets out below its priorities in this regard.
- 7.16 Cycling provision needs to be complemented by improvements to routes throughout the parish, particularly those that link existing residential areas to the main destinations, including future community facilities at the Garden Neighbourhood. The Waveney Cycle Strategy 2016²¹ identifies a series of improvements that could be made to cycling infrastructure serving Beccles and Worlingham. In the Worlingham neighbourhood area, these are:
- Lowestoft Road (Hillside Avenue junction to Woodland Avenue junction) – extension of existing cycle lanes to Woodland Avenue.
 - Worlingham roundabout – improvement of crossings over the A146.
 - Ellough Road (service road) – provision of a shared-use path between Ellough Road cul-de-sac and Highland Drive.
 - Beccles Southern Relief Road – extension of the shared-use path along the Relief Road as part of the Garden Neighbourhood development to connect with Ellough

²¹ [Waveney-Cycle-Strategy.pdf \(eastsuffolk.gov.uk\)](https://www.eastsuffolk.gov.uk/wp-content/uploads/2016/06/Waveney-Cycle-Strategy.pdf)

Business Park. This cycle path extension would mostly lie in Ellough Parish, running alongside the Benacre Road (from its junction with Church Road) to Anson Way in the south-east of Worlingham Parish.

- Former Worlingham Primary School – provision of a shared-use path that would link to the path traversing All Saints Green.

- 7.17 The above proposed improvements along the Lowestoft Road and at the Worlingham roundabout would form part of a package of measures to improve the cycle route along the Lowestoft Road to Beccles. Equally, improvements along the Benacre Road in Ellough Parish would help to improve cycling between the employment areas and the residential areas of Beccles and Worlingham.
- 7.18 The existing key cycling routes²² are shown in the Neighbourhood Plan Policies Map (see Section 11). In effect, there are three key cycle routes:
- via Lowestoft Road (Route WCR-East/West 1);
 - via Hillside Avenue (Route WCR-East/West 2); and
 - via Rowan Way (Route WCR-East/West 3), connecting the west part of the parish to the east of the parish, and onwards towards Barnby.
- 7.19 Route WCR-East/West 1 would benefit from the improvement described under Spending Priority (i) and Route WCR-East/West 2 would benefit from the improvements described under Spending Priority (ii) and Spending Priority (iii). (See Neighbourhood Plan Policies Map.) One of these improvements (Spending Priority (iii)) would be delivered by the proposed development of the former primary school site (see paragraph 5.8) in Rectory Lane.
- 7.20 The cycle infrastructure to be provided alongside the Ellough Road, arising from the Worlingham part of the Beccles and Worlingham Garden Neighbourhood will support the creation of a new key route (Route WCR-North/South 1), which will help movement northwards towards Beccles and southwards towards the industrial area. (See Neighbourhood Plan Policies Map.)
- 7.21 If the dual use path running alongside the new Southern Relief Road were to be extended through Ellough Parish (as described in paragraph 7.17 and Spending Priority (iv)), a further new key movement route (Route WCR-East/West 4), one connecting Beccles and Worlingham with the Ellough Industrial Estate, would be achieved. (See Neighbourhood Plan Policies Map.)
- 7.22 There is an emerging “Walking and Cycling Plan for East Suffolk”²³ which has identified potential additional cycling/pedestrian routes and possible improvements to existing ones: a new path along the length of Copland Way (LB11); a new path along the length of Hillside Avenue (LB13); targeted improvements (LB14) to the route labelled by this neighbourhood plan as Route WCR-East/West 3; changes at Cedar Drive/Rowan Way (LB15) that would more directly link Route WCR-East/West 3 to

²² These routes accord with the cycle infrastructure pictured in Figure 5 of the Waveney Cycle Strategy 2016

²³ [East Suffolk Cycling and Walking Strategy | Draft 2021 \(arccgis.com\)](#)

the Beccles and Worlingham Garden Neighbourhood; and a new path along the Benacre Road (LB10), i.e. exactly as envisaged for the establishment of Route WCR-East/West 4 (see paragraph 7.21 above and Spending Priority (iv) below).

- 7.23 The above new strategy consultation-document's recommendations LB13 and LB15 include elements that raise the possibilities of impeded vehicular movements along Hillside Avenue and Cedar Drive respectively. The effects of such restrictions would need further evaluation, as indicated in the strategy document, before implementation and require engagement with the community, particularly given the latter's unease about the future traffic impact of the new Garden Neighbourhood.

Spending Priorities: Walking and Cycling Routes

The identified priorities for developer contributions through the East Suffolk Community Infrastructure Levy and, as appropriate, Section 106, are as follows:

- i) Along Lowestoft Road, particularly between the junctions with Hillside Avenue and Woodland Avenue, and at the roundabout junction with the A146.
- ii) At Ellough Road (service road) and into Hillside Avenue to the junction with Highland Drive.
- iii) At the former Worlingham Primary School site in Rectory Lane, linking to All Saints Green.
- iv) Linking of the dual use path running alongside the Beccles Southern Relief Road to the Ellough Industrial Estate by provision of an extended path alongside the Benacre Road in Ellough. Only the eastern part of this extension will lie in Worlingham parish (i.e. the approach northwards into Anson Way.)

8. ENVIRONMENT AND GREEN SPACES

Landscaping

- 8.1 This neighbourhood plan welcomes East Suffolk (Waveney) Local Plan Policy WLP8.35 (Landscape Character). The relationship between the existing settlement and its landscape setting is particularly important. The role of landscaping in providing visual connections between the outer-suburban context of most of the existing housing with the surrounding rural and semi-rural settings that constitute the majority of the neighbourhood plan area has been essential hitherto for preserving the character of Worlingham (reference Policy WORL4a). To this end, it is recommended that published guidance²⁴ on the principles of landscape design, covering themes such as Unity, Line, Form, Texture, Colour, Scale, Balance, Simplicity, Emphasis and Sequence, be consulted during the development of landscaping proposals.
- 8.2 The Local Plan for the Broads similarly has policies (particularly SP7, DM16 and DM8) to protect and enhance the character and uniqueness of the landscape of the Broads, and to connect areas of green infrastructure through the layout and design of new developments.
- 8.3 The East Suffolk (Waveney) Local Plan Policy WLP3.1 for the Beccles and Worlingham Garden Neighbourhood seeks to preserve existing hedgerows and field boundaries and the indicative masterplan report addresses edge conditions, green movement routes and landscaping to create a green, leafy environment.
- 8.4 It is important that a well-designed landscaping scheme is achieved on the Garden Neighbourhood, taking into account the topography and preserving a soft edge for existing dwellings. Newly planted trees should be physically supported and protected and should reflect a diverse range of native species. Along main routes these could include oak, sweet chestnut, ash and pine. A good example locally is the tree-lined Lowestoft Road (see photographs later in this section relating to the country park).
- 8.5 As part of the residential development, other types of native prickly trees and shrubs are likely to be more suitable, including hawthorn, blackthorn, rowan, silver birch, crab apple, hazel, dogwood, spindle and buckthorn. Not only will this be good for wildlife, minimise the risks of disease, pests and climate change but it will result in development more in keeping with the character of the area.
- 8.6 As identified in Policy WORL4 (Housing Design and Character), high quality landscaping is particularly important where the topography slopes, such as on the northern part of the Garden Neighbourhood site allocation (see photographs 25 and 26 below). Landscaping must properly take account of this.

²⁴ [\(PDF\) CMG GardenNotes #413 Principles of Landscape Design | ming farrant - Academia.edu](#)



Figure 25. From the play area at Foxglove Close looking east.



Figure 26. From Foxglove Close looking west

- 8.7 The Household Questionnaire asked “Should new developments of about 20 houses or more have grassed and tree-lined “open breaks” surrounding them to avoid the perception of overdevelopment and to potentially support the development of linked wildlife corridors.” 92.1% of 984 respondents answered “Yes” to this question. To the ancillary question, “If you answered ‘Yes’ to the previous question, what width do you think the ‘open break’ should have?”, of the 934 respondents, 17.2% selected 10 metres; 28.9% selected 15 metres; 27.4% selected 20 metres; and 13.7% selected ‘Greater than 20 metres’ (12.9% had no opinion). Plotting the “accumulating percentage of positive respondents” against an increasing width of “open break” shows that an open-break width of 20 metres would satisfy 73.6% of the respondents to the latter question, whereas a width of 15 metres would satisfy only 46.2%. (Note: This question did not consider the potential effects arising from differing degrees of terrain slope.)

Policy WORL12: Landscaping

- A. For all major development proposals (both residential and non-residential, as defined by the NPPF) in Worlingham, the applicant must demonstrate how the design of landscaping throughout the built environment will reference as far as possible, and as most appropriate, the surrounding semi-rural, rural or Broads settings that constitute the majority of the neighbourhood plan area.
- B. Development proposals for the Beccles and Worlingham Garden Neighbourhood within the neighbourhood plan area must:
- i) Incorporate a comprehensive soft landscaping scheme at the edge of the Beccles and Worlingham Garden Neighbourhood site (described by Local Plan Policy WLP3.1) to achieve a verdant setting for the existing dwellings in the neighbourhood area and which supports routes for movement as indicated on the Beccles and Worlingham Garden neighbourhood outline masterplan. The landscaping scheme must take into account the topography of the area.
 - ii) Demonstrate how the comprehensive landscape scheme for the part of the Beccles and Worlingham Garden Neighbourhood that lies in Worlingham has been shaped by the views of the community as captured in this neighbourhood plan and as further gathered from the community during the masterplan-development process.
 - iii) Demonstrate that the comprehensive landscape scheme for the part of the Beccles and Worlingham Garden Neighbourhood that lies in Worlingham includes a diverse range of shrub/tree species in order to maximise resilience to the risks of disease, pests and climate change, and to benefit native pollinator species.

Country Park

- 8.8 A country park will be incorporated within the Beccles and Worlingham Garden Neighbourhood (Policy WLP3.1). Given the increased urbanisation of the two settlements, this should prove to be a valued facility.
- 8.9 The layout and positioning of the country park remains to be settled. In so doing, opportunities should be explored for the country park to assist in the preservation of the respective identities of the two settlements (see section 3) and to allow for ease of pedestrian and bicycle access from multiple directions. (The layout of the country park that is associated with the masterplan for a large Garden Neighbourhood development at Bury St Edmunds demonstrates that elongated forms can be explored.)
- 8.10 The tree-lined, winding Lowestoft Road is the “public face” of Worlingham to passers through (see photographs below). Near the east of the village along this road lies the entrance to Worlingham Hall, the estate of which still occupies much land to the north of the Lowestoft Road and south of the northern bypass (A146).



Figure 27. A view looking east along the Lowestoft Road



Figure 28. Another view looking east along the Lowestoft Road.



Figure 29. Main entrance to Worlingham Hall.



Figure 30. A third view looking east along the Lowestoft Road.



Figure 31. View looking west, from the Church of All Saints, along the Lowestoft Road.



Figure 32. Bench near the bus stop that is close to the main entrance to Worlingham Hall.

- 8.11 The country park, where it lies within the neighbourhood plan area, should attempt to capture (albeit over an extended period of tree and plant maturity²⁵) something of the rural character of the above scenes of the Lowestoft Road. This would help to visually tie the Worlingham portion of the Garden Neighbourhood to historical Worlingham.
- 8.12 The composition of the extensive, multi-functional country park (see paragraph 3.15 of the East Suffolk (Waveney) Local Plan) also remains to be established. It would be undesirable if associated facilities were to be of a nature and placement whereby users significantly disturbed the peace of settled residents. This factor should be taken into account in determining the facilities and layout of the country park.
- 8.13 A suitable mechanism for the management of the country park should be developed through close engagement with the local community and the parish council.
- 8.14 Masterplan development for the Beccles and Worlingham Garden Neighbourhood requires the applicants to undertake meaningful community engagement²⁶. This engagement will need to cover a number of matters. Where matters include the subject of landscaping, opportunities to compare and correlate feedback should be progressed. For example, it might be appropriate to combine community consultation concerning the country park (see Policy WORL13) with that for the comprehensive landscaping scheme (see Policy WORL12).

²⁵ [Letter from Councillors in response to COP26 » East Suffolk Council](#)

²⁶ [Statement-of-Community-Involvement.pdf \(eastssuffolk.gov.uk\)](#)

Policy WORL13: Country Park Landscaping and Management

A) Landscaping proposals for any part of the Beccles and Worlingham Garden Neighbourhood Country Park (which is required by Local Plan Policy WLP3.1) lying in the Worlingham Neighbourhood Plan area must reflect as far as possible the feedback from the local community as captured within this neighbourhood plan and as further sought and gathered from the community during the masterplan-development process. Such proposals should take as their starting point the planting of the native species of trees found along the Lowestoft Road through Worlingham and on the parkland associated with Worlingham Hall.

B) The layout of the above multi-functional country park must as far as possible take on the character of a landscaped open space (for walking, dog-walking, jogging, casual ball games and the encouragement of wildlife) as/if it approaches the existing housing to the north of the site in Worlingham.

C) A suitable mechanism for the management of the country park should be developed through close engagement with the local community and the parish council.

Biodiversity and Wildlife Corridors

- 8.15 The Local Plan for the Broads and the East Suffolk (Waveney) Local Plan have policies (SP6 and WLP8.34 respectively) that specifically cover matters surrounding biodiversity protection and enhancement.
- 8.16 The NPPF (particularly para. 174(d)) says that planning policies and decisions should contribute to and enhance the natural and local environment by minimising impacts on and providing net gains for biodiversity. NPPF paragraphs 176 and 177 emphasise the importance of landscape and wildlife enhancement for National Parks, the Broads and Areas of Outstanding Natural Beauty.
- 8.17 The Environment Act 2021 contains provisions for the protection and improvement of the environment, including the elevating of “Biodiversity Net Gain” (BNG) to a statutory footing. However, secondary legislation will need to pass through the parliamentary process to bring the mandatory Biodiversity Net Gain requirement into force.
- 8.18 There are several Priority Habitats in Worlingham Parish, including floodplain grazing marsh, ponds, wet woodland, mixed deciduous woodland and the historic parkland surrounding Worlingham Hall.
- 8.19 The neighbourhood plan area is spanned by part of the Broads. As nature is clearly blind to organisational boundaries, the proximity to County Wildlife Sites (CWS) such as the River Waveney CWS and the North Cove Alder Carrs CWS should be recognised in local assessments of biodiversity.
- 8.20 Wildlife corridor creation should focus on linking and buffering the existing ecological assets of the neighbourhood plan area, including Priority Habitats and local green spaces and future green space creation within the Beccles and Worlingham Garden Neighbourhood. This could be achieved with native planting and wildlife friendly verge management as well as the creation of nectar rich arable field margins and ponds.
- 8.21 Worlingham is a stronghold for species such as hedgehogs, with a high number of

records across the parish (Suffolk Biodiversity Information Service), that depend on the protection, enhancement and creation of wildlife corridors. Birdlife is well documented with some 76 species recorded adjacent to or on the proposed development site in Worlingham for the Garden Neighbourhood (Policy WLP3.1).

- 8.22 Worlingham has experienced a high level of development (housing and industrial) since 2001. The Beccles and Worlingham Garden Neighbourhood development (Policy WLP3.1) requires much built infrastructure and the largest housing development so far experienced within the neighbourhood plan area. Provision of biodiversity net gain will be an important element in delivering this site.
- 8.23 86.7% (828 people) answered “Yes” to the question “Should new developments include wildlife corridors and habitat links to the wider countryside?”
- 8.24 The scale of the development required under East Suffolk (Waveney) Local Plan policy WLP3.1 will urbanise the countryside to the south of the built-up areas of Worlingham and Beccles, and, in effect, extend those areas. Mitigation of the impact upon wildlife could be achieved by “wildlife corridors”, containing native vegetation, that traverse the site. This needs, however, to ensure through a biodiversity strategy supported by detailed fieldwork that such corridors would allow a wide range of species to thrive.
- 8.25 It is understood that the Suffolk Wildlife Trust, which is currently considering the area along the Beccles Southern Relief Road for a Roadside Nature Reserve, would be prepared to advise about such matters.
- 8.26 A resident systematically monitoring the fields in question has noted 75 species of bird since 2007. Many are “fly-overs”, but many others have been sighted on the fields. The latter include barn owl, black-tailed godwit, common buzzard (regular in winter, feeding on worms), fieldfare and redwing (winter visitors), golden plover (regular winter visitor in high numbers), grey and red-legged partridge, hobby, kestrel, lapwing (possible breeding), linnet, marsh harrier (often in winter), meadow pipit, mistle thrush, linnet, oystercatcher, peregrine falcon (feeding on gull kill), ruff, skylark (breeding), snipe (winter), sparrowhawk, stock dove, whitethroat, and woodcock (winter). Foxes, hares (winter, often 6 or 8 at a time), muntjac deer, Chinese water deer and roe deer have also been seen. Bats are regular visitors over adjacent gardens in summer. (Monitoring of bat boxes on the footpath alongside the field is carried out by the Suffolk Bat Group (i.e. Suffolk Wildlife Trust).
- 8.27 Although not a native species, *Pyracantha* hedging (also known as Firethorn) is of great interest to wildlife. The dense evergreen foliage and thorny branches make a desirable habitat for birds and hedgehogs. Its bright swollen berries are a source of food for birds, whilst the white summer flowers attract bees and butterflies. It is suggested that it be considered as a potential bridging habitat between established residential gardens, where appropriate, and the native mixes required for the wildlife corridors.
- 8.28 The indicative outline Masterplan for the Beccles and Worlingham Garden Neighbourhood already indicates one possible such corridor running north-south along the parish boundary between the two settlements and exploiting a topographical feature of the terrain.
- 8.29 An east-west wildlife corridor, perhaps immediately south of the Bluebell Way estate and building upon the landscaping required under Policy WORL13, could provide a “connection” both to the farmland south of the Cedar Drive estate and to the important wooded area to the east of the latter housing estate. However, as noted above, this would need to be subject to more detailed assessment but would help the development to

- achieve net biodiversity gain, as required by the NPPF and the Environment Act 2021.
- 8.30 Depending upon the final arrangement of the Country Park (see Policy WORL13), the functions of the park and the proposed wildlife corridors might be able to strongly interact and support each other.
- 8.31 The ongoing maintenance of such corridors must be considered, especially where they are to also allow pedestrian and cycle movement. Possible concerns include vegetation overgrowth and “out-of-sight” illegal dumping of waste.

Policy WORL14: Biodiversity Net Gain and Wildlife Corridors

A. Proposals for major development (e.g. 10 or more dwellings) in the Worlingham Neighbourhood Plan area must provide for a minimum Biodiversity Net Gain of 10% that is secured for at least 30 years and is subject to the following criteria:

- The whole of the net gain must be delivered on site unless exceptions permitting off-site delivery within the neighbourhood plan area are formally agreed with the Local Planning Authority;
- In the case of a development site spanning the neighbourhood plan boundary, the 10% (minimum) Biodiversity Net Gain requirement of this policy applies to that part of the site lying within the neighbourhood plan area;
- Biodiversity Net Gain should be measured using the most recently available Biodiversity Metric at the time of submission of the planning application, unless otherwise agreed with the Local Planning Authority.

The requirements of this policy will be superseded by legislative requirements once mandatory Biodiversity Net Gain comes into force.

B. Proposals that identify, protect and enhance wildlife corridors in the Worlingham Neighbourhood Plan area will be supported where they provide a net gain in biodiversity, through creation and enhancement of natural habitats, and restoring fragmented biodiversity networks. These must be designed and implemented to maximise their wildlife value, provide connectivity through the site for terrestrial and aerial species. They must exploit suitable opportunities to link with the maintained and varied habitats provided by established residential gardens adjacent to the site. They must also be maintained as dark corridors as far as possible to increase their value for nocturnal species.

C. Development proposals for the part of the Beccles and Worlingham Garden Neighbourhood (described under Local Plan Policy WLP3.1) in the Worlingham Neighbourhood Plan area must demonstrate through a biodiversity strategy supported by field surveys that they have maximised the opportunity to protect and facilitate wildlife corridors that link the site with key wildlife features on or close to its boundary.

Local Green Spaces

- 8.32 Under the NPPF, neighbourhood plans have the opportunity to designate Local Green Spaces which are of particular importance to the local community. This will afford protection from development other than in very special circumstances. Paragraph 102 of the NPPF says that Local Green Spaces should only be designated where the green space is:
- in reasonably close proximity to the community it serves;
 - demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
 - local in character and not an extensive tract of land.
- 8.33 There are three satellite parks in Worlingham (All Saints Green, Woodfield Park and Werel's Loke). They all have the status of Open Spaces under the East Suffolk (Waveney) Local Plan policy WLP8.23.
- 8.34 From the "Waveney Green Infrastructure Strategy (2015)":- "Parks are well integrated into residential areas of Worlingham increasing their accessibility and value to the community. Shared-use paths through these open spaces provide good connectivity between residential areas and community facilities and improve surveillance. Together, these features are likely to encourage greater use of these open spaces..."; "All parks are of at least medium quality and medium value..."; "18% of households are within 400m of a small park and 11% within 1,000m of a large park..." and "Park provision in Worlingham is good and should be protected."
- 8.35 The sites that have been identified for designation as Local Green Spaces (see Appendix 5) are:
- All Saint's Green;
 - Woodfield Park.
 - Werel's Loke Park
- 8.36 Each of the above is described and illustrated below. Their locations are shown on the Neighbourhood Plan Policy Map (see Section 11).

All Saints Green

This site is situated behind the grade II* listed Church of All Saints and is very much part of its setting. For many years it has served as the location for the annual Worlingham Village Fete (see photos below). It is partly overlooked by housing and has the rear of the church as its picturesque northern backdrop.

This area is part of the historical centre of the village, which grew initially around the nearby section of the Lowestoft Road.

The planned development of the Community Centre and new houses on the adjoining site that formerly belonged to a primary school is expected to add to the appeal of All Saints Green as a local amenity.



Figure33. View of the Church of All Saints from All Saints Green.



Figure 34. Residents enjoying the village fete.

The Worlingham Village Fete takes place on the Green each September, making it a focal point for community activity.



Figure 35. Tug o' war competition at the fete on All Saints Green



Figure 36. Fundraising for charity at the village fete on All Saints Green.



Figure 37. Outdoor gym area at All Saints Green

Woodfield Park

This site is to the east of the wooded area between Woodland Avenue and Holly Close, which is identified in the Beccles Biodiversity Audit for protection of the wildlife and green corridors.

The park provides relief for the woodland from otherwise complete urbanisation of its surroundings.

Although the park suffers from drainage issues, it is highly valued by the local community. It provides a scenic backdrop to the play space, a picnic area, and avoids the impression of overdevelopment. It is part of the foot and cycle route to the primary school from Cedar Drive, Rowan Way, Sycamore Close and Holly Close.



Figure 38. View of Woodfield Park



Figure 39. Path through Woodfield Park

Werel's Loke Park

This park is located on the highest point in the village at the south-east corner of the settlement boundary. It directly serves the community living on the Werel's Loke estate, which is the most recently developed part of the village. It includes both a play area for young children and a multi-use games area for sports activities.

The park is surrounded by wildlife habitats. Development of the neighbouring estate required the movement of a population of Great Crested Newts (a species listed as a European Protected Species under Annex IV of the European Habitats Directive and protected under the Wildlife and Countryside Act (1981)) and the installation of a newt net to provide separation from the housing.



Figure 40. A view of Werel's Loke Park.



Figure 41. Play area at Werel's Loke Park



Figure 42. Another view of Werel's Loke Park



Figure 43. Games area at Werel's Loke Park

Policy WORL15: Protection of Local Green Spaces

- A. The following sites, as identified on the Worlingham Neighbourhood Plan Policies Map and in Appendix 5, are designated as Local Green Spaces:
- a. All Saints Green
 - b. Woodfield Park
 - c. Werel's Loke Park
- B. Proposals for built development on any of these Local Green Spaces will only be permitted in very special circumstances.

9. DRAINAGE

- 9.1 Parts of Worlingham have a history of rainwater drainage problems (e.g. at Woodfield Park and the play area in Park Drive). This arises from the combination of a clay substructure with the topography.
- 9.2 With particular reference to the development of the Beccles and Worlingham Garden Neighbourhood (under Local Plan Policy WLP3.1), there is concern among residents that rainwater runoff northwards towards Bluebell Way may be exacerbated. This matter is important not only to the potentially affected residents but also for routine access to the facilities of the site from the north.



Figure 44. Rainwater running down the slope towards the Bluebell Way estate.

- 9.3 The matter of drainage/flooding is covered by the NPPF (paragraphs 159 to 169). National planning policy requires planning applications to ensure that flood risk is not increased elsewhere and priority is given to the use of SuDS. In addition, East Suffolk (Waveney) Local Plan Policy WLP8.24 (Flood Risk) requires SuDS systems to be integrated into the landscaping system and the green infrastructure provision of the development, and not detract from the design quality of the scheme. The best way of achieving attractive SuDS provision is to design it with a focus on ensuring it provides a rich habitat for wildlife, plants and other species. This will in turn assist the development in achieving the requirement for net biodiversity gain. The Broads Authority Local Plan policy SP2 (Strategic flood risk) requires incorporation of appropriate surface water drainage mitigation measures and the implementation of SuDS principles to minimise the new development's own risk of flooding and not materially increase the flood risk to other areas.



Figure 45. An example of creative SuDS provision that maximises biodiversity.

Policy WORL16: Drainage

- A. Sustainable Drainage Systems (SuDS) within Worlingham must be designed to enhance wildlife and biodiversity and must use a wide range of creative solutions appropriate to the site, such as providing SuDS as part of green spaces, green roofs, permeable surfaces and rain gardens.
- B. Development Proposals for the Beccles and Worlingham Garden Neighbourhood (described under Local Plan Policy WLP3.1) within Worlingham must make it clear how the issue of water runoff towards the northern boundary of the Beccles and Worlingham Garden Neighbourhood in Worlingham will not be exacerbated.

10 NON-POLICY ACTION AREAS

There are a number of matters requiring action that link to the Vision and Objectives which are either not planning policy matters or within the scope of neighbourhood planning. However, they are still important issues that require action.

1. **Delivery of Affordable Housing (including sheltered housing)**

This sensitive area is complex and subject to evolving national policy development concerning the forms of provision and tenure.

It is not the intention of the Neighbourhood Plan to attempt to set policies in this area, but rather to work with East Suffolk Council in better identifying the level and nature of the need and the implications upon housing delivery.

2. **Green Space between Worlingham and Beccles**

A recommendation of “Waveney Green Infrastructure Strategy 2015; Beccles and Worlingham Area” is that the open countryside to the north of the Lowestoft Road, located between Marsh View (in Beccles) and Park Drive (in Worlingham) should be considered for protection as an open break as part of a future review of the Local Plan.

Whilst the land concerned is entirely in Beccles parish, it is part of the setting of both communities as one passes along the connecting main road. A key objective of this neighbourhood plan is to maintain the distinctive identity of Worlingham and, therefore, it would support protection of the above area of countryside against development.

3. **The phasing of housing development**

The intentions of the Neighbourhood Plan to deliver balanced housing according to the Vision and Objectives would be negated by a rush to build. The concern is that the financial goals of the developer(s) and the housing targets and policy constraints (e.g. the management of a 5-year land supply) of the District Council may override the primary aim of the Neighbourhood Plan to achieve sustainable development for the evolving community it serves.

There seems little that the Neighbourhood Plan can do in this area beyond monitoring and providing a timely commentary drawing attention to these matters as/if they arise.

4. **Facility provision**

a) Health

The community has very strong concerns about the future provision of medical services, particularly in the context of both an ageing and growing population.

The Parish Council is in regular communication with the Beccles Medical Centre and would look favourably upon a proposal for a satellite Medical Centre in Worlingham.

b) Retail

The Neighbourhood Plan recommends that any future proposals relating to retail provision be carefully assessed by the Parish Council against the services currently available. In the context of a village community, particularly one with an ageing population, the breadth of the local retail offering would seem more important than the advantages from competition.

c) Sports and play (see also Policy WORL7 in section 6)

The Worlingham and Beccles communities must be involved in the determination of the design requirements for the range of sports, play and recreational facilities to be provided on the Beccles and Worlingham Garden Neighbourhood development.

Suitable engagement forums, management vehicles and ongoing funding arrangements must be agreed by the Parish Council with relevant stakeholders.

d) Education

There will be a new 2 form entry primary school including a pre-school on the Beccles and Worlingham Garden Neighbourhood (Policy WLP3.1).

The outline masterplan shows these as being within the Worlingham section of the development. It is recommended that the Parish Council considers the implications.

e) Arts/Crafts and Culture

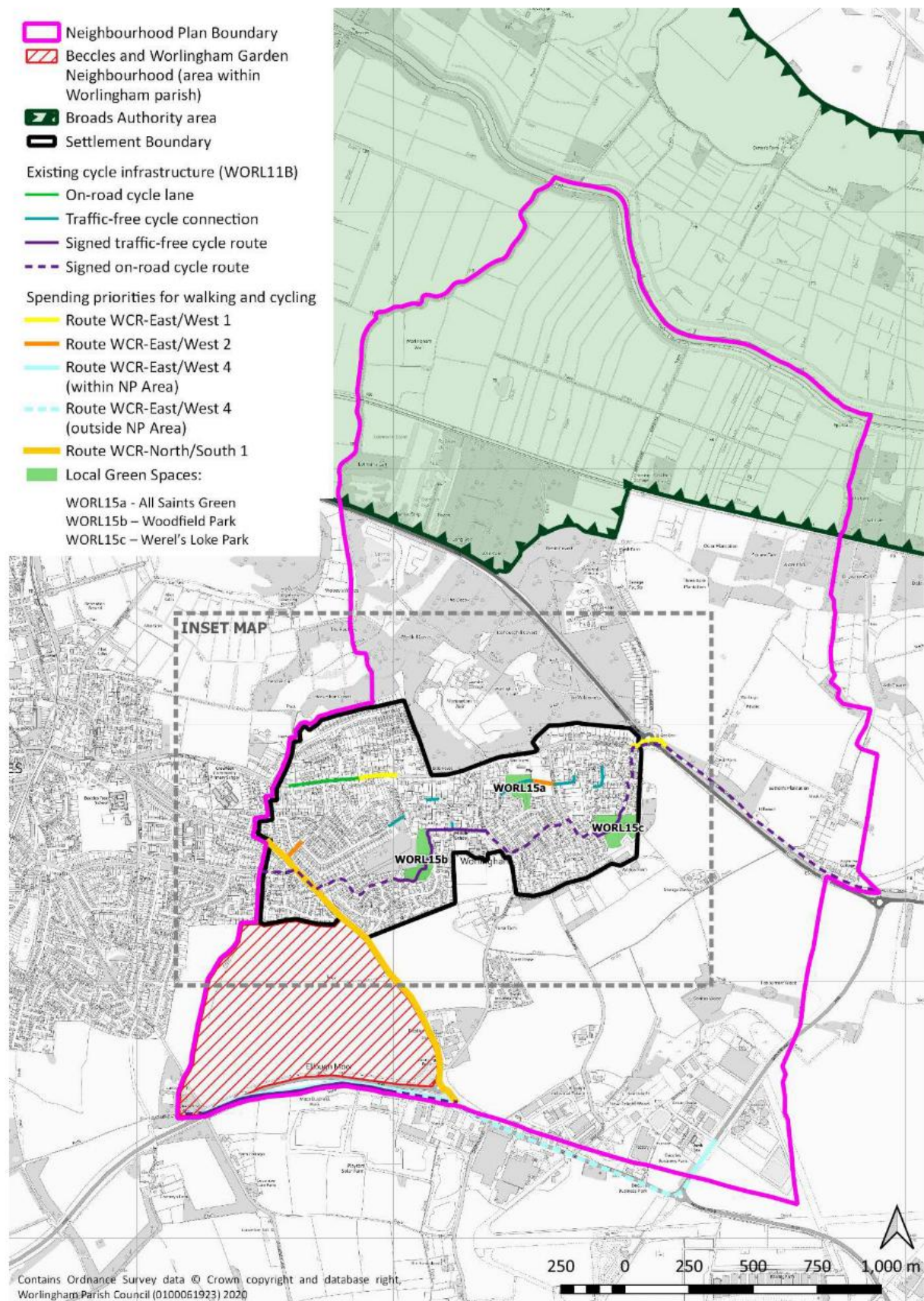
It is recommended that the Parish Council identify and progress opportunities to promote the new Community Centre(s) as a venue (as venues) for arts, crafts and culture.

5. Transport and Movement

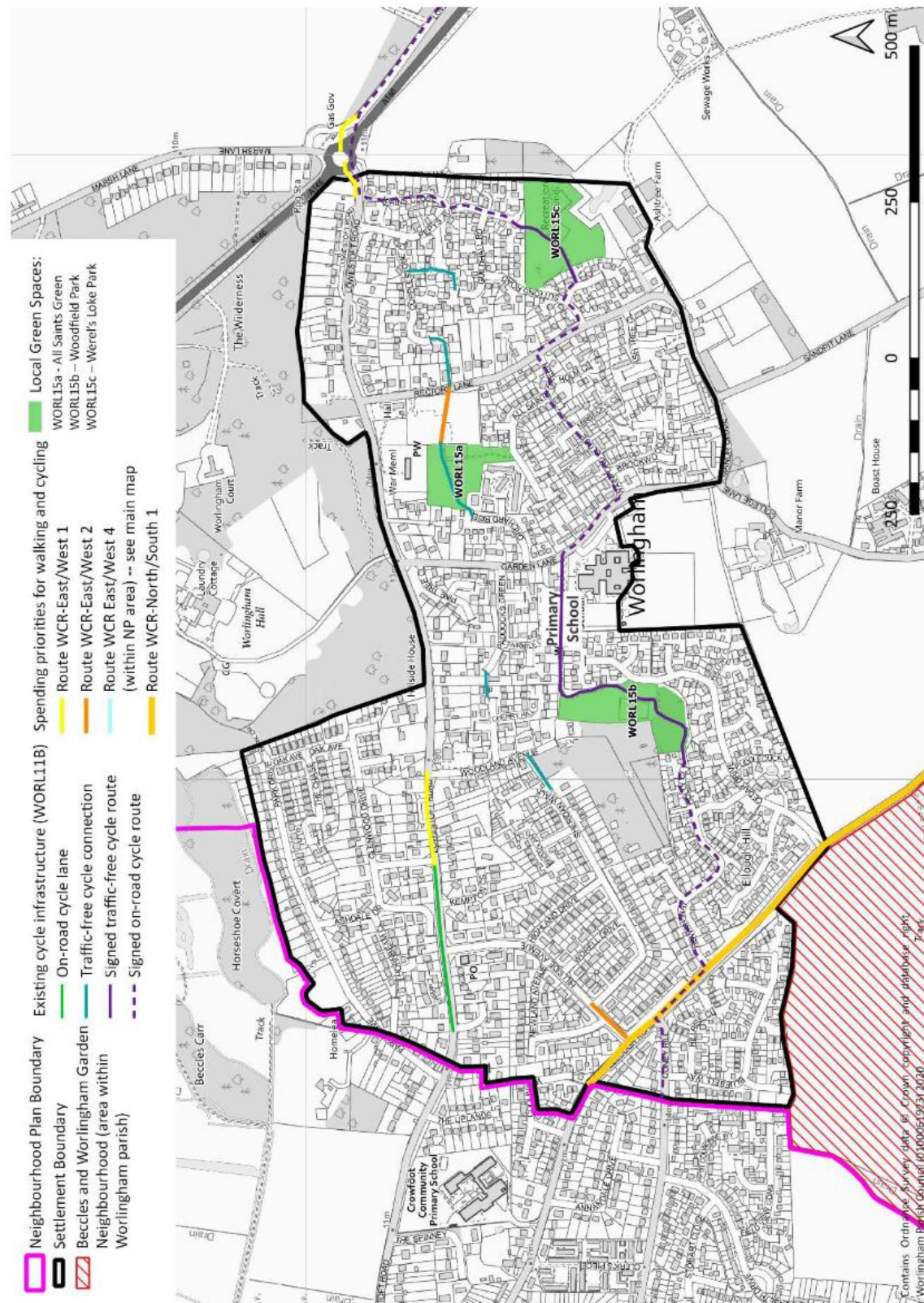
a) Completion of the Southern Relief Road, in principle, opens the possibility for introducing a vehicle weight limit on the key movement route along the Lowestoft Road through the village. The implications of such a weight limit will be explored in consultation with Beccles Town Council and with Suffolk Highways.

b) As the populations of Worlingham and Beccles increases in line with the Local Plan, demands on the local road system will also increase. A particular concern is the junction of Lowestoft Road and Ellough Road at peak hours, and the movement eastwards along the Lowestoft Road into Beccles. It is recommended that the Parish Council keeps this matter under review, in association with Beccles Town Council.

11 NEIGHBOURHOOD PLAN POLICIES MAP



INSET MAP (FOR NEIGHBOURHOOD PLAN POLICIES MAP)



12. GLOSSARY

Affordable Housing – Social rented, affordable rented, and intermediate housing (see below), provided to eligible households whose needs are not met by the market. Subsidised ownership schemes such as Starter Homes (see below) also come under this category.

Market Housing – this term is used here to denote all dwellings (freehold, leasehold and private rent) purchased or rented from the open housing market without any subsidies or discounts derived from Government policies.

Local Plan – the planning policy document produced by East Suffolk Council, covering Worlingham Parish. This addresses a full range of strategic and ‘development management’ planning matters. The Worlingham Neighbourhood Plan, as required by the National Planning Policy Framework, must be in general conformity with the strategic policies in the East Suffolk (Waveney) Local Plan 2019.

Intermediate tenure housing – homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition above. These can include shared equity (shared ownership and equity loans), other low-cost homes for sale and intermediate rent, but not affordable rented housing.

National Planning Policy Framework – the national planning policy document which sets out the Government’s planning policies for England and how these are expected to be applied.

Sheltered Housing – a group of flats or bungalows where all residents are older people (usually over 55). With a few exceptions, all developments provide independent, self-contained homes with their own front doors. There are usually some common facilities that all residents can use – such as a residents’ lounge, a garden, a guest suite, and often a laundry.

Output Areas – a unit of area for which statistical data (including for the UK Census) is collected.

Housing Needs Assessment – a study applying the methodology intended for “Strategic Housing Market Assessments” (see below), but in a way that is proportionate for neighbourhood planning.

Strategic Housing Market Assessment – a study undertaken at “Housing Market Area” level (often at District level) to assess the quantity of housing required in the period to be covered by a Local Plan. It uses household growth projections derived from population projections, and adjusts these according to a range of demographic, market and economic trends and indicators (including outputs from models of the effects of differing industrial policies). It also considers the nature of the housing required.

Appendix 1 Housing Mix from the Strategic Housing Market Assessment.

This appendix summarises the housing growth and housing mix requirements for Waveney over the period 2014 to 2036.

Chapter 4 of the Waveney 2017 SHMA (volume 2) projects from the objectively assessed need (OAN) data the profile of new home types required for the district over the period 2014-2036 according to home size and to the type of tenure. These projections have been extracted and collated for tabulation here as below. (Note: The projections show the numbers of discount home ownership/Starter Homes that would be potentially required should this product become available to house some households that would otherwise reside in the private rented sector.)

Table A1.

SHMA projections of the types of new homes required for Waveney (2014 to 2036)

Size of new homes	Numbers of new homes based on size	% new dwellings based on size of home	Owned with or without mortgage	“Starter Homes” (i.e. discounted)	Private Rent	Shared Ownership	Social Rent
1 bedroom	990	12.9%	483	78	47	103	279
2 bedroom	2,088	27.2%	1,303	141	218	156	270
3 bedroom	2,638	34.4%	1,633	174	286	162	383
4 or more bedroom	1,946	25.4%	1,280	60	166	57	383
Totals	7,660	100%	4,697	454	716	478	1,315
% new dwellings according to tenure type			61.3%	5.9%	9.3%	6.2%	17.2%

However, the above 7,660 new dwellings over the twenty-two year period 2014 to 2036 have to be adjusted to account for the district’s vacancy rate of 6.86 per cent. This increases the required new dwellings to 8,223. (Note: the vacancy rate in Worlingham is only around 2.4%. One factor is that in comparison with the coastal settlements there is less market distortion because of holiday-home ownership).

Chapter 7 of the Waveney 2017 SHMA (volume 2) discusses recent policy moves concerning the nature of affordable housing and suggests the tenure profile should be 67% market housing (combining the owner occupied and private rented tenures), 17.3% affordable rent, and 15.7% affordable home ownership (of which 8.9% could be Shared Ownership and 6.8% be Starter Homes). It also graphically displays in its Figure (7.5) the adjusted numbers of homes required according to tenure type and size. Unfortunately, the data shown in that figure is not also provided in tabular form, but in general **ratio terms** the breakdowns according to dwelling size

seem to mirror closely those in the data tabulated here in Table A1 above. **And it is this ratio of housing sizes required for new housing in the former Waveney area that is of most relevance to the policy adjustments required by this neighbourhood plan.**

For completeness concerning the background to the East Suffolk (Waveney) Local Plan's homebuilding targets, the planning authority has made a further allocation of 12.3%, lifting the required 8,223 dwellings (see above) to 9,235 to help enable more affordable homes to be delivered and provide confidence that the objectively assessed need target (of 8,223 dwellings) will be met within the plan period.

Appendix 2 Overview of existing housing “character areas” in Worlingham?

Character area	Street layout	Dwelling types	Pavements and landscaping	Available Parking	Other notable features
1. Park Drive	Branching arrangement.	Mainly detached bungalows, but also detached and terraced houses.	Pavements. Houses have front and rear gardens.	Predominantly within curtilage. Garages common.	Rare tree. Play area.
2. Lowestoft Road	Linear	Mainly older detached house and bungalows. Some semi-detached.	Pavements with grassy and treed verges. Houses have front and rear gardens.	Predominantly within curtilages. Garages common.	Scenic oak, ash and pine trees, mostly within private curtilages. Benches. Worlingham Hall estate. All Saints Church. Worlingham Motors. Pharmacy.
3. Hillside Avenue	Grid-like arrangement.	Older detached and semi-detached bungalows. A few chalet bungalows and semi-detached houses.	Pavements with grassy and treed verges. Houses have front and rear gardens.	Predominantly within curtilage. Some recessed on-road parking.	Parade of shops nearby. Private wooded area nearby.
4. Bluebell Way estate	Branching arrangement.	Detached and semi-detached houses.	Pavements. Frontages either gardens or set back with verges. Rear gardens.	Predominantly within curtilage. Garages/drives common.	Modern “Serpentine wall”. Play area.
5. Cedar Drive estate	Branching arrangement.	Detached and semi-detached houses.	Pavements except on some branch roads. Frontages either gardens or set back with verges. Rear gardens.	Predominantly within curtilage. Garages common.	Park and play area. Modern “Serpentine wall”.
6. Garden Lane area	Grid-like arrangement.	Detached houses and bungalows and semi-detached houses.	Pavements. Frontages either gardens or set back with verges. Rear gardens.	Predominantly within curtilage, but also some on-road. Garages common.	Listed “Serpentine wall”. Leads to All Saints Green. Junior school.
7. Werel’s Loke estate	Branching arrangement.	Mainly detached houses and bungalows.	Pavement on main estate road, but not on all branch roads. Frontages either gardens or set back with verge. Rear gardens.	Predominantly within curtilage. Garages common.	Park and sports area.
8. Marsh Lane	Linear	Detached and semi-detached houses. Bungalows.	Grass verge. Front and rear gardens.	Within curtilage. Garages common.	Scenic view of open countryside.

Character area 1: Park Drive area



Character area 2: Lowestoft Road



Character area 3: Hillside Avenue area



Character area 4: Bluebell Way estate



Character area 5: Cedar Drive estate



Character area 6: Garden Lane area

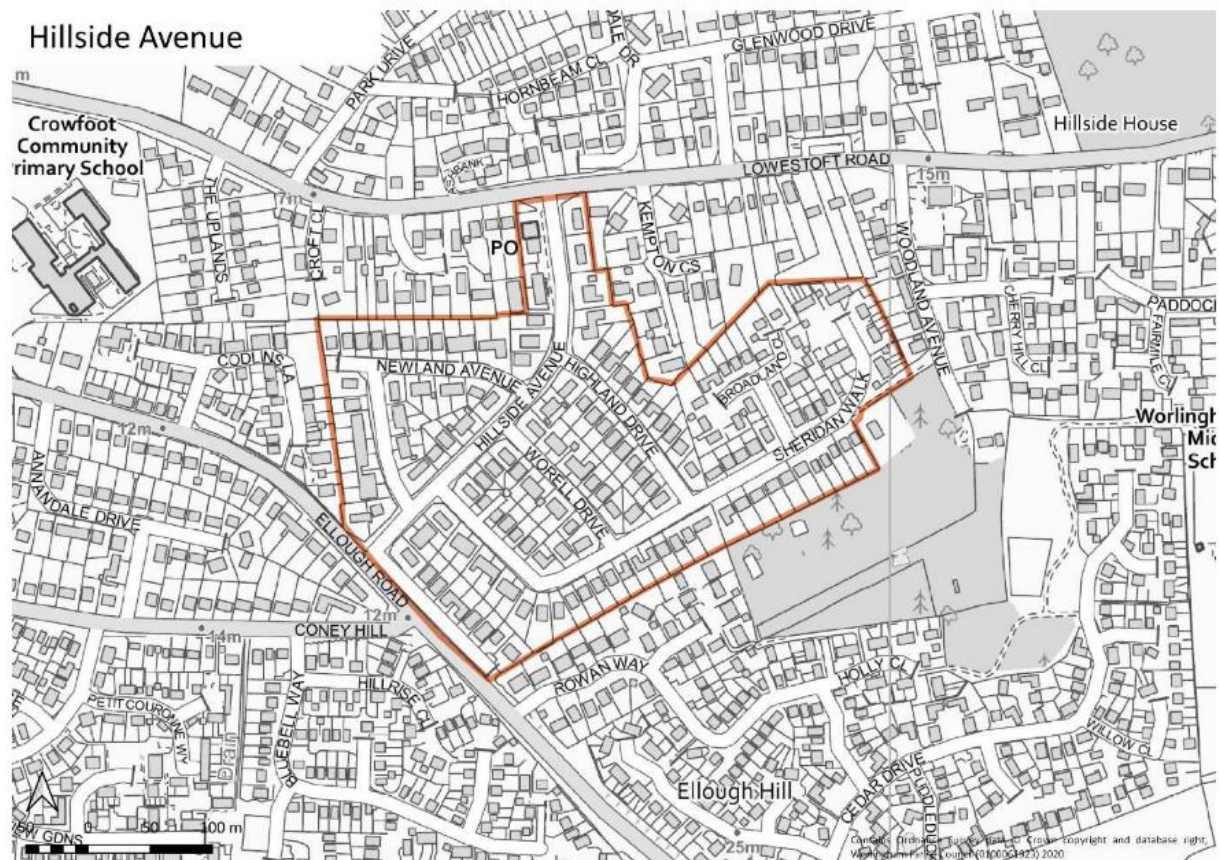
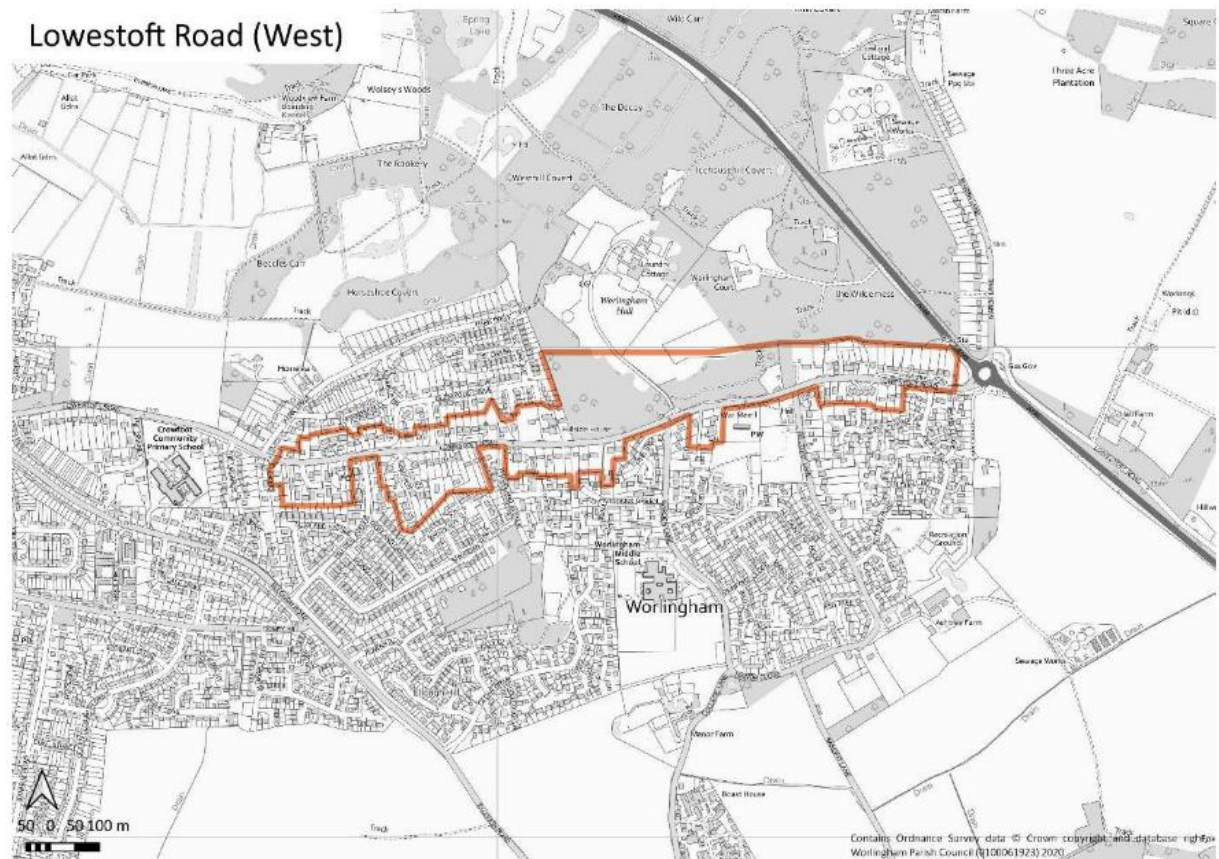


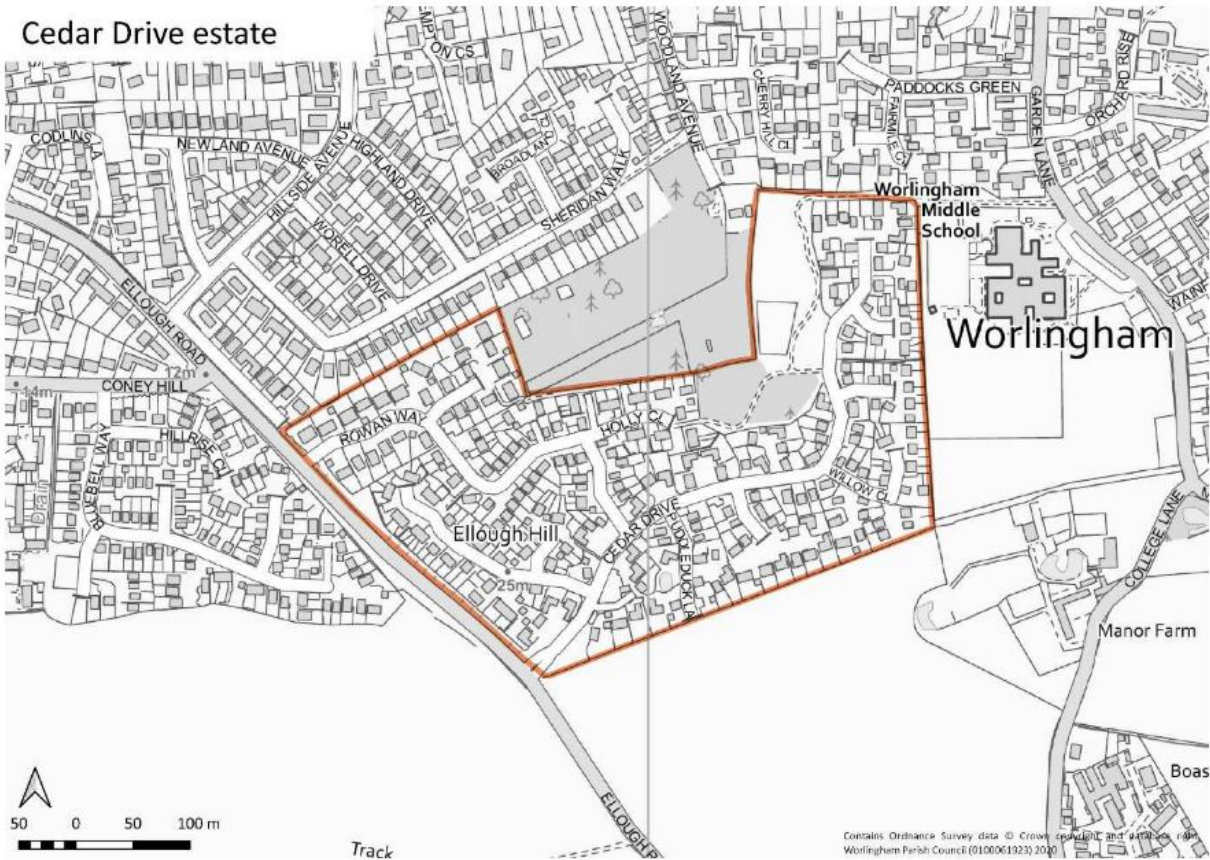
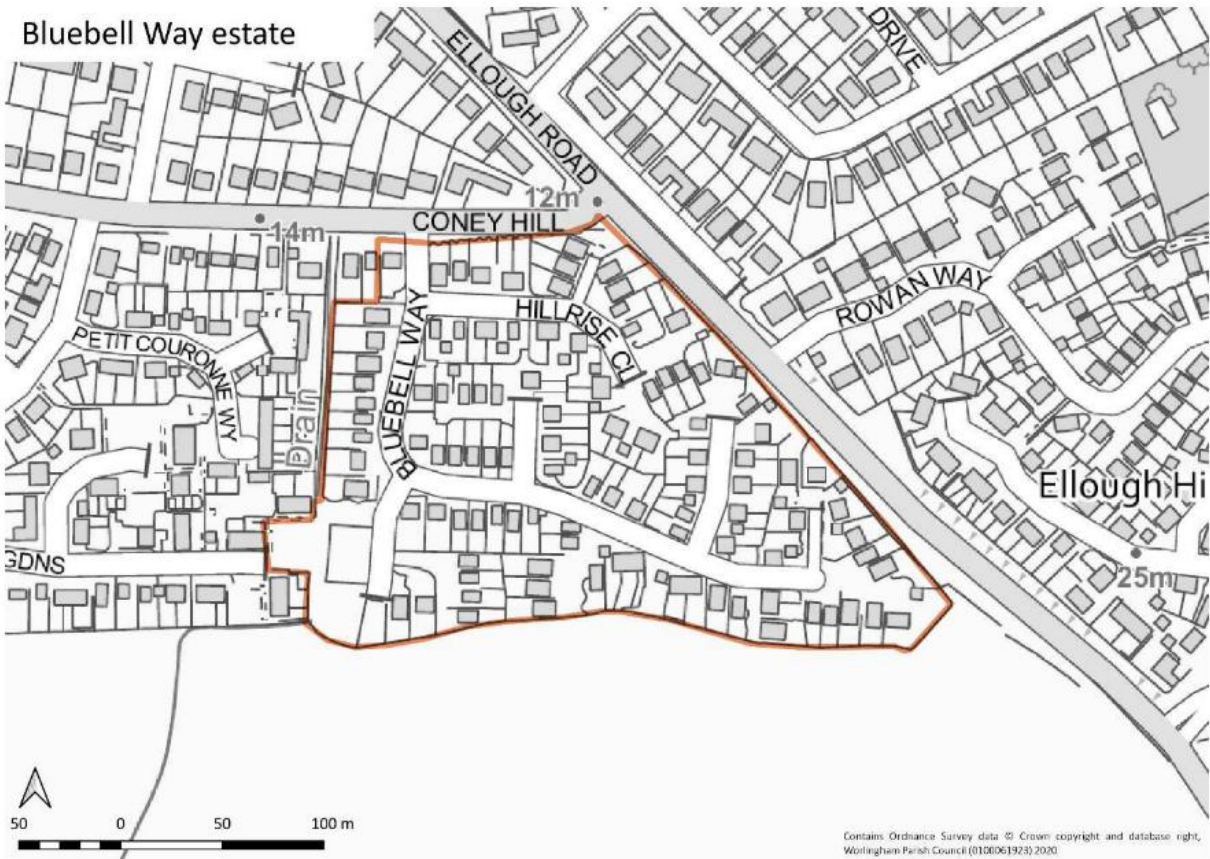
Character area 7: Werel's Loke estate

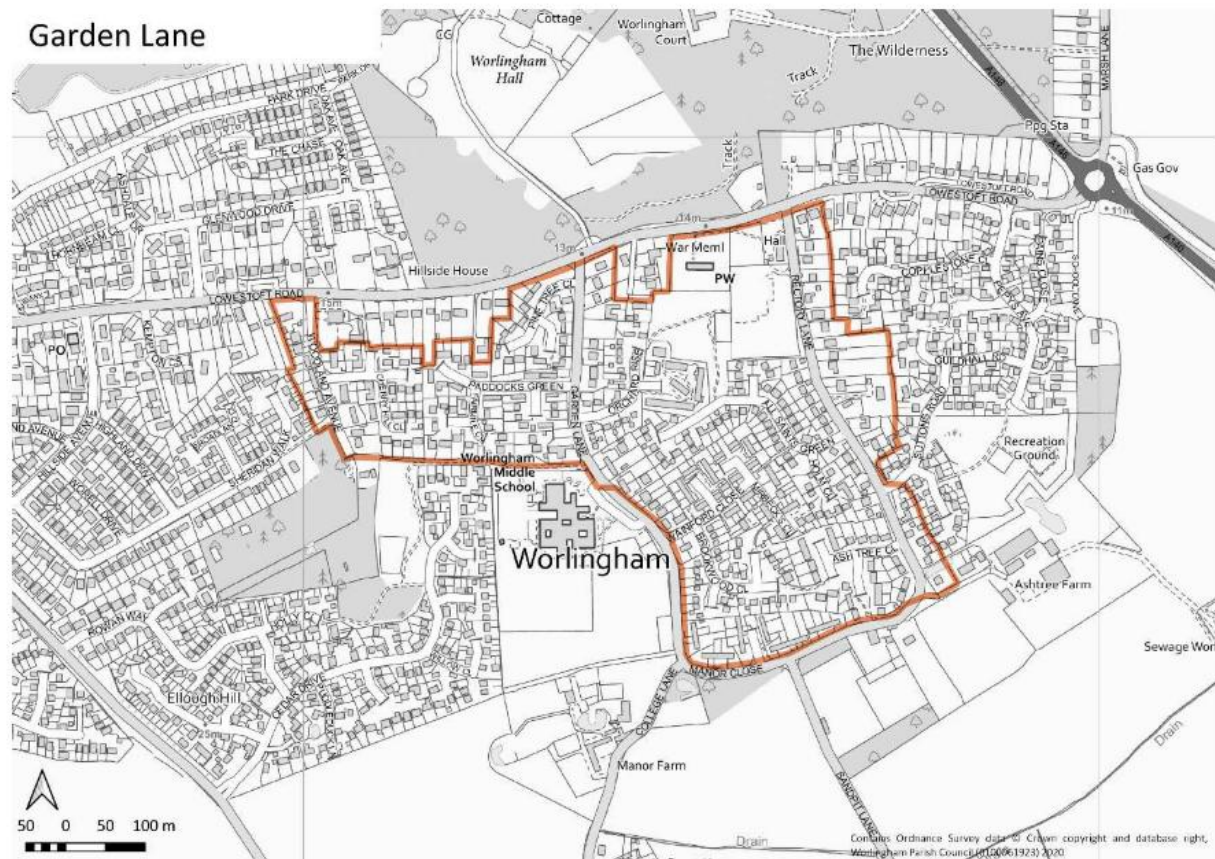


Character area 8: Marsh Lane

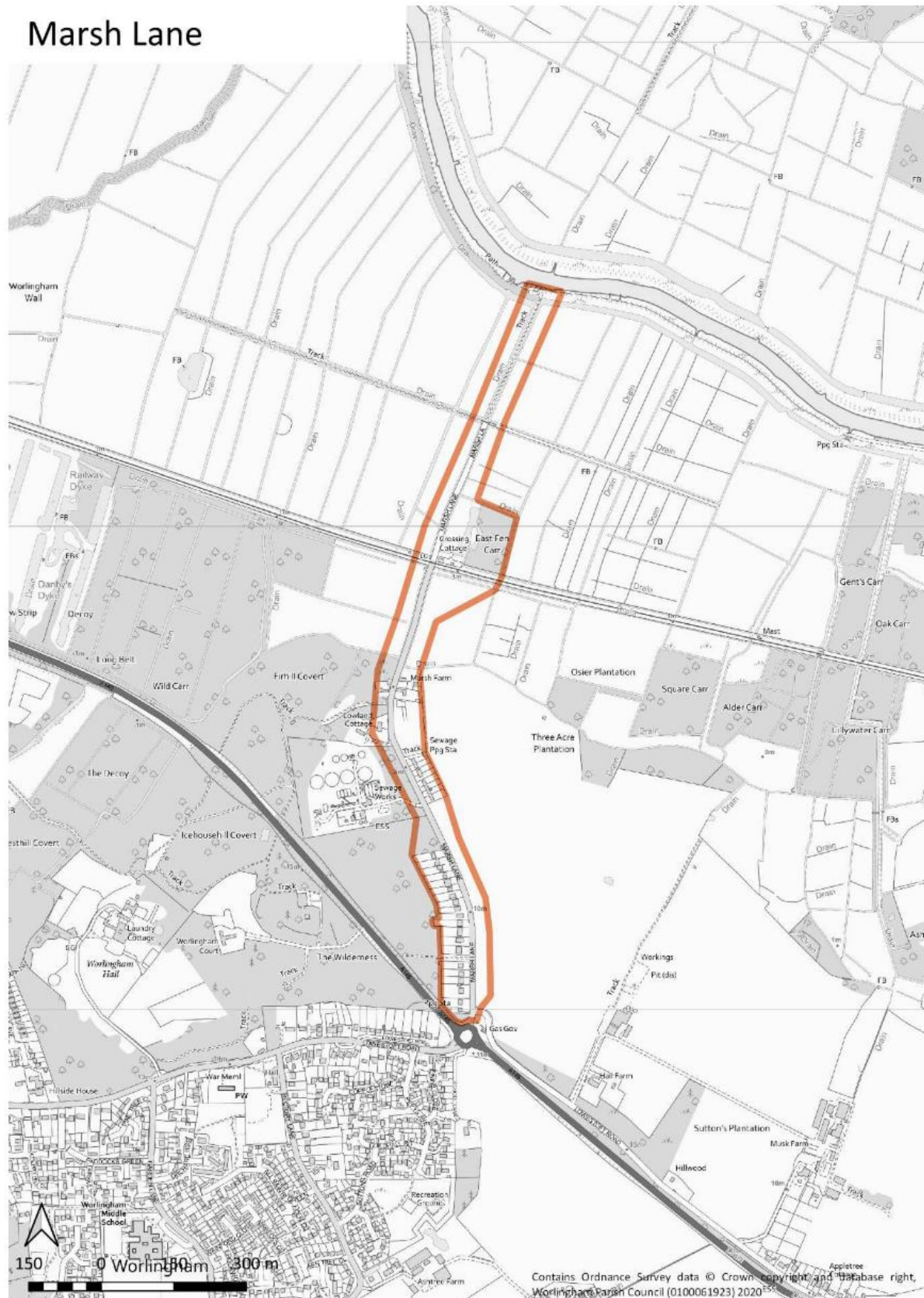








Marsh Lane



Appendix 4. Supporting evidence and analysis for Parking Policy WORL8

Table 1. Comparison of car access per household derived from 2011 Census data.

Region	Car access per household
<i>Worlingham</i>	<i>1.5</i>
Waveney	1.2
East of England	1.3
England	1.2

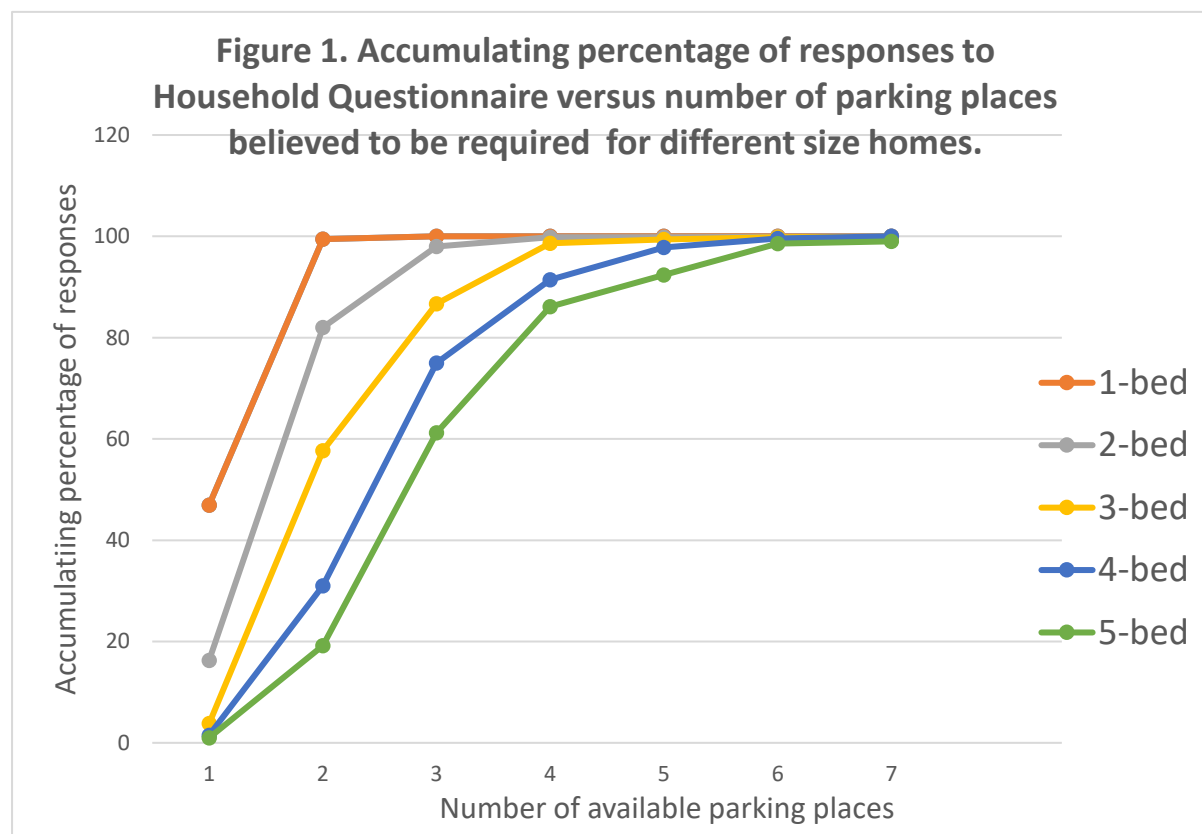


Table 2. Car ownership in Worlingham (2011 Census)

Number of cars/vans per household.	Number of Households	Percentage of Households (%)
0	150	9.5
1	693	44.1
2	549	34.9
3	141	9.0
4+	38	2.4

Table 3: Comparison of the requirements of Policy WORL8 with the minimum Suffolk standards.

Size of home	Minimum Suffolk standards Parking places per dwelling	Policy WORL8 Parking places per dwelling
1-bed	1	1.5
2-bed	2	2
3-bed	2	2
4-bed	3	3
5-bed+	3	4

Calculations of required parking places as function of housing mix.

The following table considers four example home-size mixes. Mixes A and B are example mixes that are compatible with the findings of the SHMA as tabulated in Appendix 1. (*Note: The Waveney SHMA treats 4- and 5-bedroom homes as 4+ bedroom*). Mixes C and D are example mixes as modified from the SHMA recommendations by the recommendations of the Worlingham HNA (see Neighbourhood Plan Policy WORL2).

Table 4. Example Home-Size Mixes.

Size of home	Waveney SHMA	Waveney SHMA	Policy WORL2	Policy WORL2
	A	B	C	D
1-bed	12.9%	12.9%	12.9%	12.9%
2-bed	27.2%	27.2%	27.2%	27.2%
3-bed	34.4%	34.4%	42%	50%
4-bed	20.4%	22%	15.9%	7.9%
5-bed	5%	3.4%	2%	2%

Table 5. Parking places per dwelling, excluding visitor parking, based on the example Housing Mixes in Table 4.

Housing Mix Model	Suffolk Min. Standards*** Parking places per dwelling	Policy WORL8 Standards. Parking places per dwelling	% Difference in number of parking places per dwelling.
A	2.13	2.24	5.16
B	2.13	2.22	4.23
C	2.05	2.13	3.90
D	1.97	2.05	4.06

Table 6. Parking places per dwelling, including visitor parking, based on the example Housing Mixes in Table 4.

Housing Mix Model	Suffolk Min. Standards*** Parking places per dwelling	Policy WORL8 Standards Parking places per dwelling	% Difference in number of parking places per dwelling.
A	2.38	2.49	4.62
B	2.38	2.47	3.78
C	2.30	2.38	3.48
D	2.22	2.3	3.60

Conclusions:

i) Although car access is 25% higher for Worlingham compared to that for the former district of Waveney (see Table 1), adoption of the parking requirements of Policy WORL8 would involve “only” about 3.6 to 4.6% (see Table 6, which includes visitor parking) more parking places relative to the Suffolk minimum standards for the example housing mixes (of Table 4) that are compatible with either the Waveney SHMA or with Policy WORL2.

ii) The combination of policies WORL2 (Housing Mix) and WORL8 (Parking Standards) lead to an average of around 2.1 (or 2.35, including visitors’ parking provision) parking places per dwelling, whereas the combination of the SHMA-derived example housing mixes and the Suffolk minimum standards leads to a figure of about 2.13 (or 2.38, including visitors’ parking provision) parking places per dwelling. The similarity in parking space requirements for the different housing-mix/parking space combinations is explained by the greater emphasis on the projected need for new 3-bed dwellings (and fewer new 4-bed and 5-bed dwellings) required by Policy WORL2. Further reductions in the number of large homes in the mix would lead to still further reductions in the average number of parking places per dwelling.

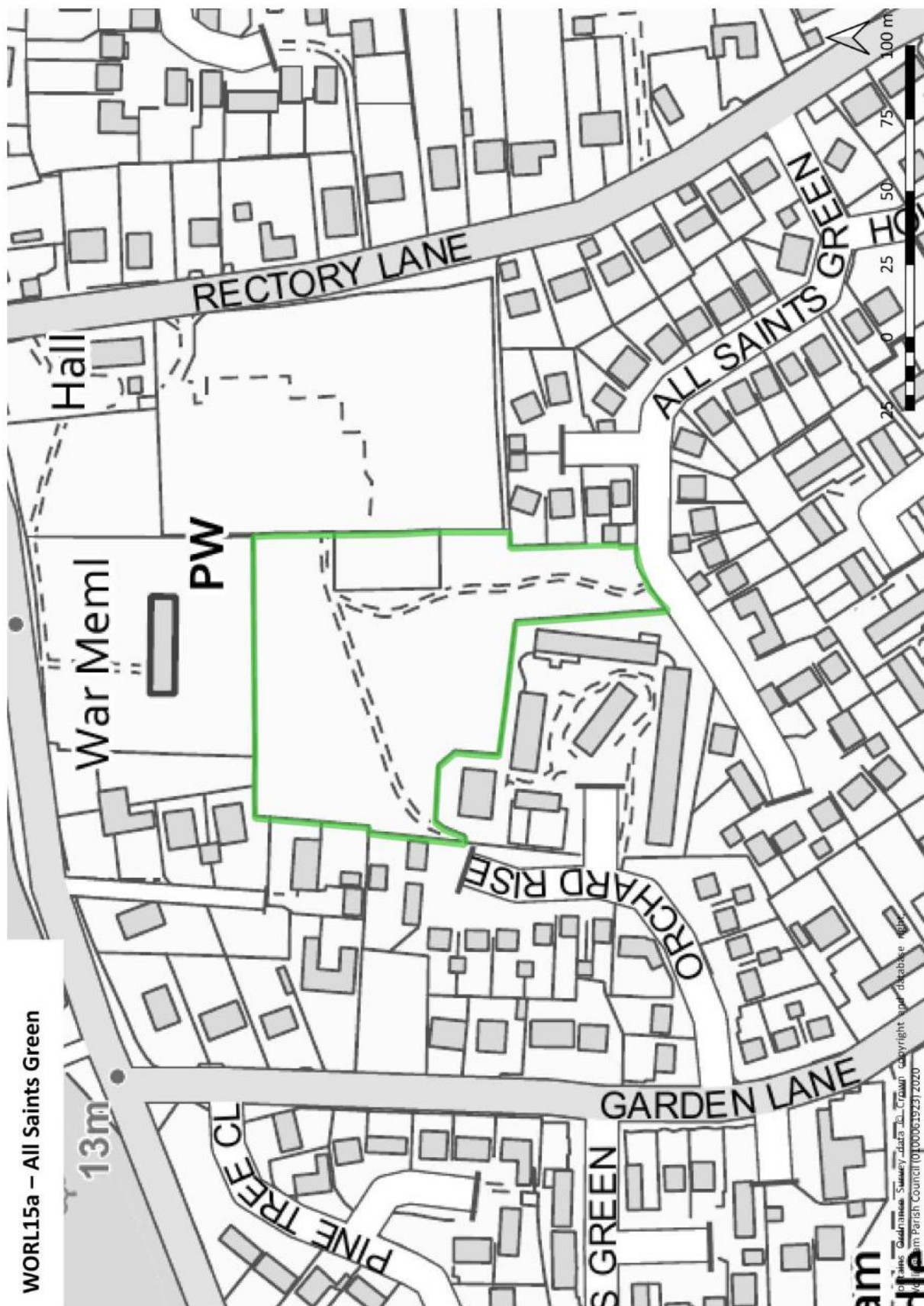
iii) Similarly, variations on the above considered example house-size mixes having more 2-bed dwellings and fewer 1-bed dwellings (whilst maintaining the total percentage from both at about 40% of each mix) would lead to slight increases in all cases for the average number of parking places per dwelling. However, in such mixes, the relative impact of Policy WORL8 (i.e. relative to the application of the Suffolk minimum parking standards) will diminish still further.

iv) Figure 1 shows the feedback from the Household Questionnaire. The parking standards of Policy WORL8 can to a degree be reassuringly viewed against the interpolated “75% satisfaction level” associated with each dwelling size. Whilst this feedback suggests parking provision should also be raised for 3-bed dwellings, this has not been implemented in Policy WORL8 because of the increasing dominance of this dwelling size, i.e. the imposition of a higher (“fractional”) parking space provision for the major 3-bed category would complicate housing scheme design and undermine the delivery of Policy WORL2, which promotes this dwelling size. Instead, the adjusted parking standards have been restricted to only the smallest and largest dwelling sizes, for which it is thought that such changes can offer the most benefits

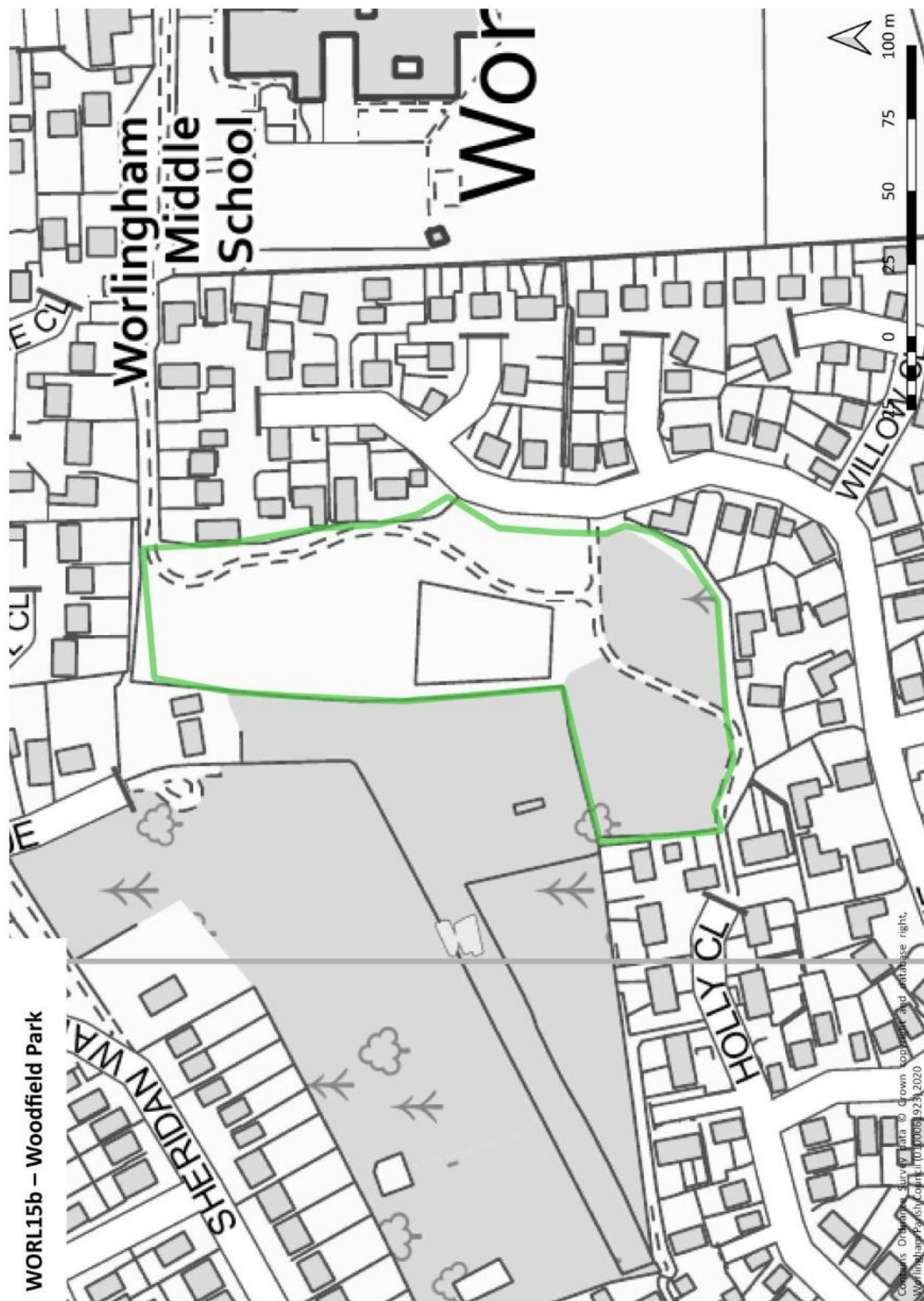
to the sustainability of the new housing developments by, for example, meeting the needs of commuting working couples in 1-bed homes and by attempting to address the high vehicle ownership of a small number of large households, which would otherwise be formally unmet (see Table 2).

Appendix 5. Local Green Spaces

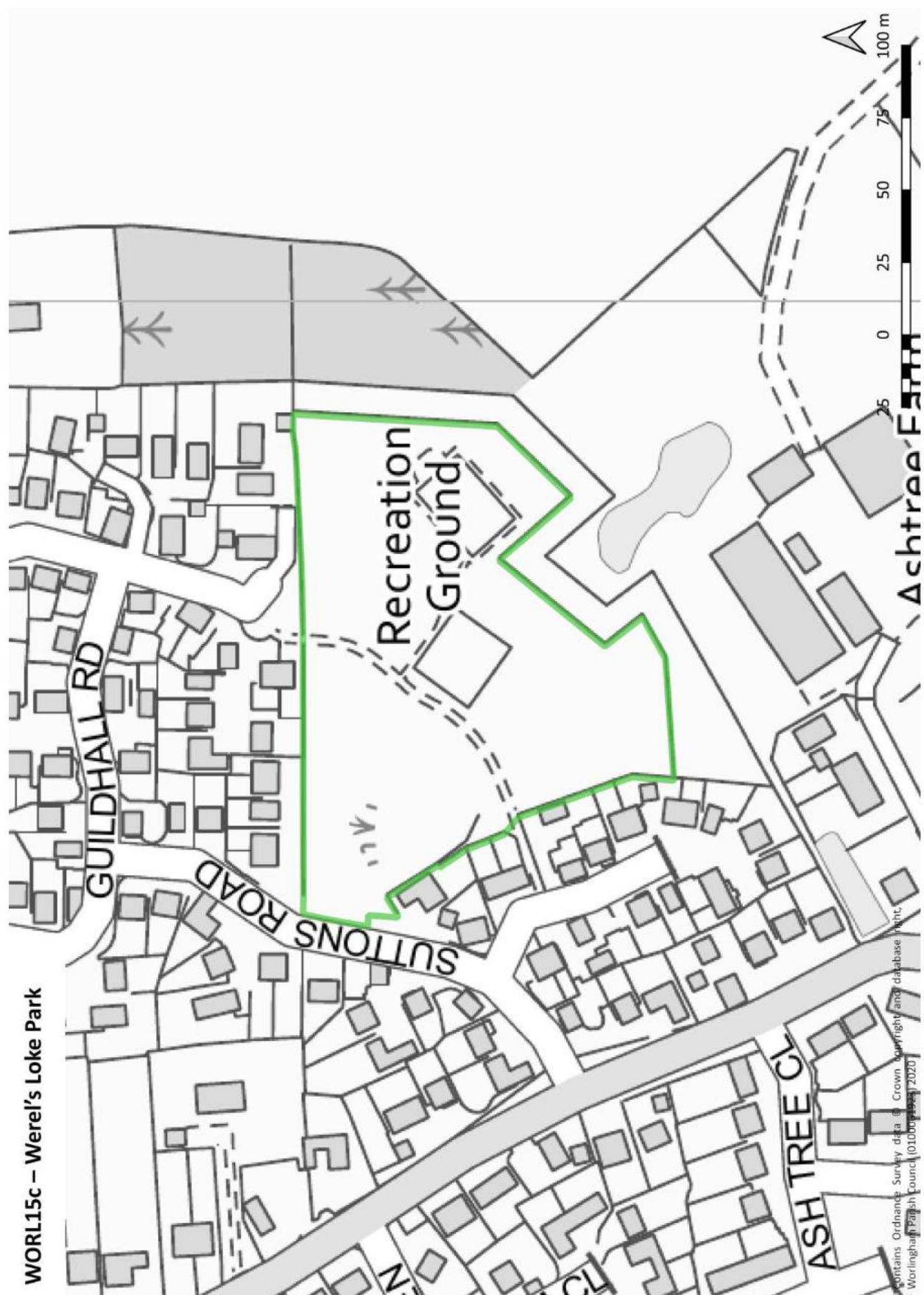












File ref: WNP 150722





FULL COUNCIL

Wednesday, 23 November 2022

Subject	Continuation of East Suffolk Community Partnerships and Enabling Communities Budgets
Report by	Councillor Letitia Smith, Cabinet Member for Communities, Leisure and Tourism
Supporting Officers	Nicole Rickard, Head of Communities Nicole.rickard@eastsuffolk.gov.uk Luke Bennett, Partnerships Manager Luke.bennett@eastsuffolk.gov.uk

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

Purpose and high-level overview

Purpose of Report:

To seek commitment to continue to support the East Suffolk Community Partnership Board and eight individual Community Partnerships, and the Councillor Enabling Budgets, including by investing the necessary resources and funding to enable their continuation.

Options:

- i) Invest funding and other resources as laid out in this report to further embed Community Partnerships as an effective mechanism for Councillors to engage with their communities and work in partnership with other stakeholders to deliver lasting solutions to local priorities. To continue the Councillor Enabling Communities Budgets.

Advantages:

- Build on the excellent impact Community Partnerships are already having on the ground in East Suffolk Communities as laid out in this report.
- Continue to increase the total value of the match funding and resources levered in by the Community Partnership Board, and the eight individual Community Partnerships, against their core budget.
- Further increase the Council's reputation as an organisation that takes an innovative, collaborative approach to working with its key stakeholders, including East Suffolk communities, to meet its vision and objectives
- Enable Councillors to continue to support small scale grassroots projects emerging within their wards through the Enabling Communities Budgets.

Disadvantages:

- None identified – other than the financial investment

- ii) Continue the Community Partnership Board, Community Partnerships and Enabling Communities Budgets but invest a reduced amount of funding and resources than those laid out in this report.

Advantages:

- Reduced investment by the Council.

Disadvantages:

- Reduced impact of Community Partnerships in their communities
- Potential reduction in value for money as match funding reduces.
- Reputational risk amongst communities and partner organisations who have invested time and resources into making the Community Partnerships work.
- Reduced impact at ward level in terms of number of projects funded through Enabling Communities Budgets

- iii) Discontinue Community Partnerships and identify an alternative way/ways for the Council to develop solutions to local issues in collaboration with their communities.

Advantages:

- None identified, during the development of Community Partnerships, extensive work was carried out to identify, and plan in detail, the best model for East Suffolk.

Disadvantages:

- Another solution would need to be developed to address the concerns raised during the consultation on the creation of East Suffolk Council over the combined effect of fewer councillors with larger wards and populations to serve.
- Potential reputational damage amongst communities and partner organisations who have worked with us to invest time and resources into making the Community Partnerships work.
- Loss of momentum and three years of effort to maximise the impact of the Community Partnerships and Board, including through the Covid-19 pandemic
- Loss of impact at grassroots level after four years of investment through Enabling Communities Budgets

Recommendations:

That Full Council:

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

Corporate Impact Assessment

Governance:

During the consultation process on the creation of East Suffolk Council concerns were expressed about the larger wards which were proposed, and the increased populations in each, then averaging 3,670 residents per Councillor, and now 4,552 per councillor. There was also concern about the size of the geographical areas of each ward to be covered by the 55 newly elected Councillors. It was anticipated that it would be a challenge for Councillors to develop and maintain good working relationships with the Town and Parish Councils in their wards, as some would have more than 40 Parish Councils and Meetings to attend.

Therefore, the Constitution and Governance Working Group of the Shadow Authority for the Council, at its meeting on 22/10/19, endorsed the concept of Community Partnerships as an effective means to address these concerns. The Council's Constitution acknowledges the importance of collaboration in assisting it to meet its vision and objectives.

Since their establishment, the Council has been the accountable body for Community Partnerships. The Chair of each Community Partnership is an East Suffolk Councillor, with several Vice Chairs from partner organisations.

A role description has been developed for the Chairman and Vice Chairman of a Community Partnership, to assist them in their role and this can be found in the Council's Constitution. The role description covers Accountability, Purpose and Activity, Governance, Ethical Standards and Relationships. The Community Partnership Chairmen are also entitled to a Special Responsibility Allowance (SRA), which is currently £2,587.57 per year. It is proposed that this allowance should continue.

To facilitate collaborative working and secure maximum buy in from our key partners, it is proposed that Community Partnerships should continue to host interactive and participatory meetings and workshops rather than formal 'area committees'. Meetings will be held in the Community Partnership area in a suitable, accessible venue and/or online.

The Enabling Communities Budgets are administered by the Funding Team, which sits within the Economic Development and Regeneration Service, working closely with the Head of Communities.

ESC policies and strategies that directly apply to the proposal:

At Paragraph 13 of the Summary of the Council's Constitution, on page 15, under the heading "Partnership Working", ESC acknowledged the importance of collaboration, in assisting it to meet its vision and objectives. It specifically stated that the Council may establish up to eight Community Partnerships which would cover the district.

The first priority of the 'Enabling our Communities' section of the Council's Strategic Plan states: "We will facilitate Community Partnerships, to connect people and places at a local level, encourage collective problem solving and ensure a needs-based approach to delivering local solutions to local issues...enabling East Suffolk voices to be heard."

The Council's Enabling Communities Strategy explains more about how our ambitions around enabling our communities are being delivered through Community Partnerships and Enabling Communities Budgets. The Strategy is accompanied by an Enabling Communities Toolkit which has been used by individual Community Partnerships to support problem solving in their Community Partnership area.

Environmental:

To date the eight individual Community Partnerships have generally not identified the environment as a priority, feeling that this agenda was already being progressed through other partnerships and organisations. The exception to this is the Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership's 'Environmental Care' initiative. Going forward the Partnerships would continue to have the potential to deliver environment impacts and benefits in their communities.

The Community Partnership Board Transport and Travel Programme is helping enable the delivery of East Suffolk Council Strategic Plan's Environment Theme aspirations in several key areas. In particular, the programme is supporting the 'Caring for our environment' pillar of the ESC plan on the 'Lead by example' and 'Protection, education, influence' priorities by improving access to demand responsive public transport in rural areas. This

will help reduce car journeys, supporting Suffolk and the nation's net zero emissions targets.

Equalities and Diversity:

The ambition of the Board and Community Partnerships is to focus on the issues that really matter to local communities, considering and reflecting the needs of all ten local protected characteristic groups. An Equality Impact Assessment was undertaken when the Community Partnerships were first established, and is still relevant, and EqlAs are undertaken on individual projects developed by the Board and eight Community Partnerships where appropriate.

The Board has funded a rural proofing programme, led by Community Action Suffolk, to ensure benefit across all parts of the District and that all Community Partnerships are thinking 'rural' in commissioning, developing and delivering project activity.

Financial:

The total cost of supporting the Community Partnerships, Board (and associated delivery activity) and the Enabling Communities Budgets at the current level of £7,500 per Councillor for all 55 Councillors is currently £1,064,000 per annum. The total cost of continuing Community Partnerships, the Board and the Enabling Communities Budgets for four years is therefore just over £4.25 million.

It is proposed that this funding should come from the New Homes Bonus (as in the last four years). Whilst there is uncertainty as to whether there will be a further round of NHB funding in 2023/24, there is sufficient funding in the NHB pot to enable the full costs of both Community Partnership and ECBs to be met in 2023/24 and 2024/25. The Council's NHB allocation, if any, will be notified in the Provisional Local Government Finance Settlement due in December 2022.

The CP budgets are/and will continue to be allocated against clear criteria (linked to the ESC Business Plan) designed to ensure that funding is not used for purposes beyond the ESC's powers or indeed the law. A robust assessment of each project is currently, and will be in the future, undertaken by the Funding Team of all projects and this is/will be presented to the Cabinet Member for Communities, Leisure and Tourism for sign off. Monitoring would be undertaken to ensure that each project achieves its intended outcomes.

Similarly the ECB's are allocated by Councillors against clear criteria set out in the guidance notes [ECB-Guidance.pdf \(eastsoffolk.gov.uk\)](#) and within the application form which can be found at [ECB-Application.docx \(live.com\)](#) .

The proposed funding allocation for four years through the New Homes Bonus is shown below. It is proposed that Cabinet recommend that funding be agreed for FY 2023-24 to ensure that Community Partnerships continue to operate, and each Councillor has an Enabling Communities Budget until the new Council is in a position to decide on funding after that.

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	Total £'000
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Community Partnerships [8 x £25,000)	£200	£200	£200	£200	£800
Community Partnership Board	£300	£300	£300	£300	£1,200
Resourcing and Engagement [Partnerships Manager, Lowestoft Communities Officer 0.5FTE, Funding Officer 0.5FTE, Room Hire, VCSE Engagement, Town and Parish Council Engagement]	£152	£156	£160	£164	£632k
Enabling Communities Budgets	£412	£412	£412	£412	£1,648
TOTAL	£1,064	£1,068	£1,072	£1,076	£4,280

Human Resources:

Currently the funding available through New Homes Bonus supports three staff – the Partnerships Manager and two part time roles in the Communities and Funding Teams to provide additional support for the Lowestoft and Northern Parishes Community Partnership area due to its size (almost double the population of other Community Partnerships) and funding processes associated with the Community Partnerships respectively.

ICT:

There are no ICT implications associated with the proposal to extend the Community Partnerships or Enabling Communities Budgets.

Legal:

Legal and Democratic Services are full embedded in the planning and operation of the Community Partnerships and Community Partnership Board. The Head of Service is part of the Community Partnership Delivery Group.

Risk:

The key risk of not continuing to fund and support the Community Partnerships and Enabling Communities Budgets is a reputational one – significant investment of resources has been made into establishing the Community Partnerships and Board, sustaining them through the Covid-19 pandemic and continually seeking to improve the way in which they work and their impact. Particular effort has been made to engage Town and Parish Councils and Voluntary, Community and Social Enterprise (VCSE) organisations in the partnerships, working collaboratively with (and providing funding to enable this) with Suffolk Association of Local Councils (SALC) and Community Action Suffolk (CAS).

The ECBs have operated since 2014 in the Suffolk Coastal area and since the new Council was formed in 2019 across the whole East Suffolk area. More than £1.4 million has been allocated since May 2019. In 2020 all Councillors allocated £1,000 each to the Covid Community Response Fund to enable the response to the Covid-19 pandemic and in 2022/23 almost all Councillors have allocated £1,000 to the Ease the Squeeze programme to mitigate the impacts of the rising cost of living.

<p>External Consultees:</p>	<p>In 2021, a ‘deep dive’ Peer Challenge of East Suffolk Community Partnerships was undertaken in advance of the full LGA Peer Challenge of East Suffolk Council.</p> <p>The Peer Challenge Team consisted of: Steven Pleasant, Chief Executive, Tameside Council & Accountable Officer at Tameside and Glossop CCG Cllr Isobel Darby, Buckinghamshire Council Rachel Joyce, Director of Corporate Affairs, Harrogate Borough Council Rob Gregory, Assistant Director Communities and Neighbourhoods, Stevenage Borough Council</p> <p>And was supported by: James Mehmed, LGA Peer Challenge Manager Rachel Stevens, LGA Project Support Officer</p> <p>The challenge took place over three days 12 – 14 October 2021 and focussed on people, process and outcomes. Feedback from the team was hugely positive, highlighting the ‘scale of opportunity’ for Community Partnerships. See section 1.2 below for the key outcomes of the Peer Challenge.</p> <p>A selection of statements of support from Members of the Community Partnership Board are below:</p> <p><i>"East Suffolk Council showed vision and a desire to take practical action to support local communities by the setting up of the Community Partnership structure covering the whole of the Council area but localised to deliver the vision and financial support through 8 local Community Partnership groups. The 8 groups involve a range of stakeholders and have already promoted a compelling range of practical projects and support for those led by others. Local, especially rural, transport needs are very much on the Community Partnership radar, and I continue to be proud to have been asked to chair the Transport and Travel Group reporting to the CP Board."</i></p> <p>Alexander Nicoll, Board Member and Chair of the Transport and Travel Task and Finish Group</p> <p><i>"From their conception I have always been a huge supporter of community partnerships. They really represent the new way of working in local government by reaching out to communities to understand their concerns and then helping to empower them to find solutions. Through empirical evidence and practical experiences we manage to drill down to get the help where it is needed most. The variety of projects across the district clearly illustrates that no two communities are the same and by allowing the local community partnership autonomy in their decision</i></p>
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	<p><i>making, East Suffolk continues to embed community first into its projects”</i></p> <p>James Mallinder, Chair Woodbridge, Melton and Deben Peninsular CP</p> <p><i>The approach taken by East Suffolk in establishing the Community Partnership model is unique and effective. I know this through involvement in other organisations, such as the East of England Leadership Board of Business in the Community. Several businesses are keen to get further engaged with their local communities and to help tackle the difficult challenges we are experiencing post pandemic and in the cost of living crisis. Many of the ideas generated in the BitC network are already well developed by the CPs and the overall Board. I have raised the CP model here as a perfect way of businesses, local authorities, the voluntary sector and communities working together and identifying efficient and productive ways of making a real difference to those most in need in our local area. After undertaking some research into other districts and boroughs in the six counties of the East of England, no other has adopted such an approach. In my view this means it is harder to coordinate, inform and make a difference. We are lucky to have our Community Partnerships, the full throttled support of councillors and officers. Bravo East Suffolk!</i></p> <p>Tom McGarry, Board Member</p> <p><i>“Community Partnerships cast the widest possible net in order to ensure that every community partner who may have interest and/or involvement is invited to attend. This includes educations, mental health providers, medical providers, and any services that address issues affecting our communities...the more community involvement, through mechanisms like Community Partnerships, the better-quality services communities/families will receive.”</i></p> <p>Tony Cooper, Chair, Aldeburgh, Leiston, Saxmundham and Villages Community Partnership</p>
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
T01	Growing our Economy		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T02	Enabling our Communities		
P06	Community Partnerships	<input checked="" 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 checked="" type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>
How does this proposal support the priorities selected? <p>Community Partnerships are a specific priority within the Strategic Plan and the breadth of reach of both the Community Partnership/Board and the Enabling Communities Budgets means that they positively impact almost all other priorities in the Strategic Plan, with a particular impact on Health and Wellbeing, Community Pride and Taking Action on What Matters Most. The work of the Community Partnerships had been data-led with each agreeing its priorities for action based on a data pack combined with local intelligence.</p>			

Background and Justification for Recommendation

1	Background facts
1.1	<p>The key background information relating to the establishment of the Community Partnerships and overarching Board is set out in the two reports below:</p> <ol style="list-style-type: none"> 1. Report to Cabinet 3 September 2019 on the establishment of Community Partnerships and minutes of the meeting 2. Full Council report September 2019 on the establishment of Community Partnerships and minutes of the meeting
1.2	<p>The key recommendations from the LGA peer challenge of Community Partnerships, undertaken in October 2021, were:</p> <ol style="list-style-type: none"> 1. Take time to reflect, review and reset the compass for Community Partnerships. 2. Celebrate what you have achieved. 3. Manage the transition from virtual meetings to an increased face-to-face format to support relationship building. 4. More effective communication within and across the CPs and the CP Board 5. Further engage with communities of interest e.g. young people 6. Invest in creating increased capacity and capability in the wider system. 7. Create a learning and development plan to support the next phase of delivery. (Chairs, Vice Chairs and Officers) 8. Quick win – Improve communication between CPs and outwards with localities 9. Consider strategic sponsorship of CPs from across the organisation 10. Build stronger linkages through locality teams e.g. economic development and health 11. Ensure all related processes and commissioned support are congruent with your vision for CPs 12. Review grant and funding processes 13. Move away from traditional meeting style 14. Understand how you identify success, impact, and ROI 15. Make the shift to more facilitative problem solving 16. Develop a robust evaluation framework. 17. Strengthen oversight – ensure grip. 18. Engage all stakeholders internal and external on the next steps for Community Partnerships <p>See Community Partnership Board Report on the LGA peer challenge of Community Partnerships for more detail.</p>
1.3	<p>These recommendations have been turned into an Action Plan, which is overseen by the Community Partnerships Delivery Group, chaired by the Cabinet Member for Communities, Leisure and Tourism. See Draft Action Plan</p>
1.4	<p>The impact of the Community Partnerships and the Board is highlighted in more detail in the next section but a good overview is provided by the Annual Report 2021-22 presentation to the Community Partnership Board on 13 June 2022.</p>
1.5	<p>As an important part of the Councils approach to enabling communities, the Enabling Communities Budget provide an opportunity for each of the 55</p>

	Councillors to support grassroots projects within their ward which may align with the priorities of the Community Partnership for that area but equally may be for something that is seen as a priority at a very local level. Each Councillor has had an allocation of £7,500 for the initial four years of the Council.
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2 Current position

2.1	<p>Each of the eight Community Partnerships set their own priorities in late 2019 based on the contents of a new data pack for their area and the outcomes of their own community stakeholder workshop. These priorities can be categorised under social isolation and loneliness; mental and physical health and wellbeing; transport, travel and road safety; support and facilities for young people; tackling inequalities, community spaces and environment. The Community Partnership Board has focussed on those issues that gained the most votes across all eight Community Partnership areas through the prioritisation process – social isolation and loneliness, transport and mental health and wellbeing. The Board is now also focussing on tackling inequalities including the current cost of living crisis.</p> <p>Periodically the Community Partnerships have reviewed their priorities considering new data and emerging issues like the Covid-19 pandemic (where the Community Partnerships played a key role in enabling the community response). Currently the partnerships are again demonstrating their agility by responding to issues emerging from the rising cost of living and are actively supporting the East Suffolk ‘Ease the Squeeze’ campaign and programme of projects.</p> <p>The two key mechanisms by which each Community Partnership have addressed their priorities are by commissioning projects and/or running targeted small grant schemes for community groups and voluntary organisations.</p> <p>In 2021-22, over 120 projects and activities had been funded, with £151,687.15 of CP funding committed to them. Substantial additional funding has been levered in to match these Community Partnership contributions. To illustrate, across all eight partnerships in FY2021-22 there was a total of £373,042.30 match funding which equates to £2.60 for each £1 of Community Partnership funding. The corresponding figures for the Community Partnership Board over the same period are, total Community Partnership Board spend of £163,830.39, with match-funding of £184,000.00 which equates to £1.77 for each £1 spent.</p> <p>A considerable number of the projects and activities Community Partnerships have commissioned or supported have been targeted broadly at the whole community and/or at younger people specifically. Slightly fewer, but still a considerable number, have targeted older people. Some projects and initiatives have been targeted at specific groups – for example, men over 40, those with long Covid symptoms, or families. A significant opportunity remains to target projects at more specific groups in the future.</p> <p>From monitoring information returned (and summarised in Appendix 2), we know that at least 6,000 people have been directly impacted by these Community Partnership projects. In addition, a substantial number of projects and initiatives have been aimed at facilities where participant numbers have not necessarily been</p>
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	<p>monitored (e.g., village hall improvements or provision of play equipment) so the actual number is much higher.</p> <p>There are many examples where Community Partnership have had an impact without any or much budget spend. For example, The Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership has developed a successful local road safety forum with excellent engagement from the parish councils, county and district councils, police, and other stakeholders like Brake, the road safety charity. This collaboration has revolutionised the approach to road safety in the area.</p> <p>Community Partnerships are continually striving to improve the way they measure the impact they have on their area. Currently all eight partnerships are working up even more focused, SMART objectives to support their priorities, which will make their impact more measurable.</p> <p>Each year the Community Partnerships come together to hold a successful annual forum to share good practice and lessons learned. This year's event on 25 March 2022 attracted 211 delegates who participated in a range of discussions (12 x 60-minute workshop / seminar sessions on offer and each delegate attended two). 30 organisations hosted a stall in the 'marketplace' and a further three organisations had their project vehicles on display outside. From delegate feedback 100% respondents found the event useful, 100% respondents found the networking useful, 100% respondents shared information and knowledge on challenges and opportunities in East Suffolk, and 92% respondents will change the way they work because of attending.</p> <p>The funding and resources allocated by Council to both the operation of Community Partnerships and on project delivery is scheduled to end on 31 March 2023 at the end of the initial 3.5 year funding period.</p>
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3 How to address current situation

3.1	The proposed approach is for the Council to continue to fund the eight Community Partnerships, Community Partnership Board and Enabling Communities Budgets at a similar level for the next four years, initially (in 2023/24 and 2024/25) through New Homes Bonus funding.																
3.2	<p>It is proposed to continue eight Community Partnerships to cover East Suffolk, based on their existing geographical groupings of communities (using the ESC ward boundaries as the building blocks). Each Councillor for an area will be a member of their Community Partnership, which means that there will be between 4 and 14 ESC Councillors per Community Partnership. See table below, which also shows the electoral population in each Community Partnership area (latest figures 2020):</p> <table><tr><th colspan="4">Community Partnerships</th></tr><tr><th>Name</th><th>Wards</th><th>Cllrs</th><th>Population</th></tr><tr><td>Lowestoft & Northern parishes</td><td>5, 10, 12, 16, 17, 21</td><td>14</td><td>66,72</td></tr><tr><td>Beccles, Bungay & Halesworth & Villages</td><td>2, 3, 11</td><td>7</td><td>32,08</td></tr></table>	Community Partnerships				Name	Wards	Cllrs	Population	Lowestoft & Northern parishes	5, 10, 12, 16, 17, 21	14	66,72	Beccles, Bungay & Halesworth & Villages	2, 3, 11	7	32,08
Community Partnerships																	
Name	Wards	Cllrs	Population														
Lowestoft & Northern parishes	5, 10, 12, 16, 17, 21	14	66,72														
Beccles, Bungay & Halesworth & Villages	2, 3, 11	7	32,08														

	Carlton Colville, Kessingland, Southwold & Villages	6, 15, 25, 29	5	22,742
	Framlingham, Wickham Market & Villages	9, 13, 27	4	17,572
	Aldeburgh, Leiston, Saxmundham & Villages	1, 24	4	16,990
	Woodbridge, Melton & Deben Peninsular	7, 19, 22, 28	5	23,514
	Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley	4, 14, 18, 23	8	36,391
	Felixstowe Peninsular	8, 20, 26	8	34,349
3.3	Community Partnerships will continue to be supported to evolve differently in each of the eight localities, within a framework already agreed by Council and partners. The framework is defined in the Terms of Reference that are reviewed and endorsed annually by each Community Partnership and the Cabinet Member for Communities, Leisure and Tourism. They will not all be the same because the areas that they cover are not the same in terms of geography, population or needs.			
3.4	The Chair of each Community Partnership automatically joins the Community Partnership Board. This provides an opportunity for the eight Chairs to work alongside strategic partners such as the Police, County Council, Integrated Care Boards, VCSE (voluntary, community and social enterprise organisations), business sector and other key stakeholders like the Suffolk Community Foundation and Greenprint Forum. This approach enables the development and delivery of collaborative solutions to issues that are common to more than one Community Partnership.			
3.5	It is also proposed that there will continue to be an annual Community Partnership Forum where representatives from the Community Partnership Board and all eight Community Partnerships can come together with community stakeholders, business representatives and other strategic partners to jointly problem-solve, promote their achievements and share examples of good practice. This will further evolve the existing Forum which meets annually at Trinity Park and regularly attracts around 200 delegates.			
3.6	It is proposed to continue to operate the ECB's as currently, subject to the annual review of the ECB guidance notes and application form. The ECB process has been subject to several audits during its lifetime, each of which has resulted in tweaks to the process to ensure that it is as robust but simple as possible for Councillors and community groups to complete and submit an application.			

4 Reason/s for recommendation	
4.1	<p>A commitment was made by Council to develop and deliver Community Partnerships, in response to concerns about a potential democratic deficit caused by the Council having fewer Councillors, covering larger geographical areas, with larger populations than before it was created. A significant amount of time was spent investigating different models at a national level and scoping out the proposed form and function of the Community Partnerships.</p> <p>The model originally proposed has proved to be an exciting, fresh opportunity to engage with our communities and their representatives in an innovative and unique way. It has involved the Community Partnerships in addressing local issues based on data, evidence and insight and in developing solutions, using devolved funding, in exactly the way the Government intended under the Localism Act 2011.</p> <p>The model has been externally challenged by the LGA Peer Review Team in October 2021. The Teams general observations were that there is lots of evidence that Community Partnerships are ‘adding value’ and there has been a lot of support to give them a “great start”. They recognised how we have brought people together and used a strong evidence base to identify local priorities (for example around mental health and social isolation). They recognised that the Council have backed up their priority by making a significant investment and they noted great examples of how we are also using the assets across the district. They flagged up the enthusiastic, energetic and committed staff and Members and also the positive feedback from partners describing Community Partnerships as “dynamic” and “innovative”.</p> <p>The proposals contained in this report to continue to operate, resource and fund the Community Partnerships are based on the evidence of impact in the first three and a half years, albeit during the Covid restrictions, feedback from the Peer Challenge and the opportunities that the Community Partnerships provide for co-ordinated activity to address both local challenges and those facing the whole of the district including the cost of living crisis.</p>

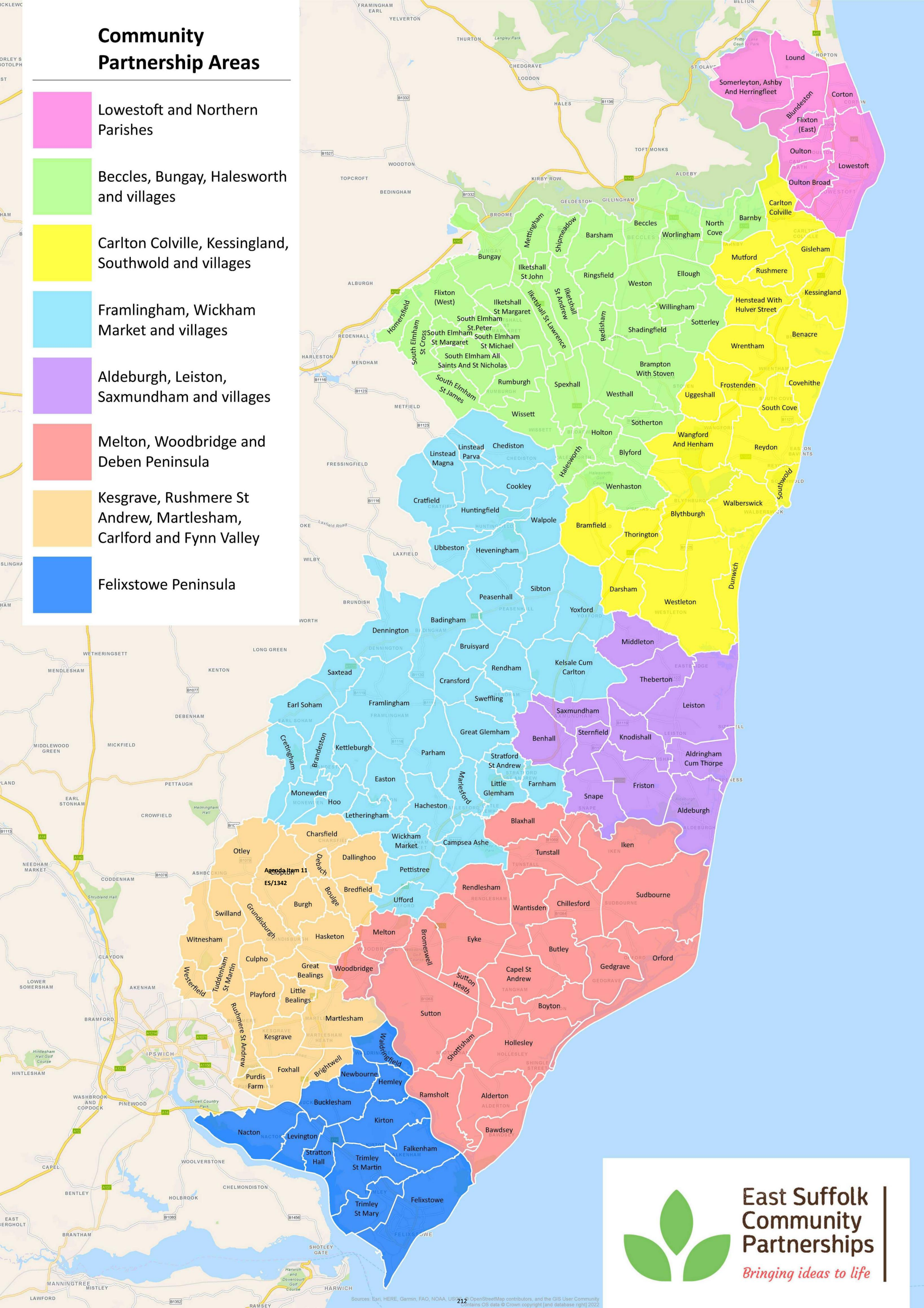
Appendices

Appendices:	
A	Map showing Community Partnership Areas
B	Community Partnership Project Summary

Background reference papers:	
Community Partnership Board Terms of Reference	

Community Partnership Areas

-  Lowestoft and Northern Parishes
-  Beccles, Bungay, Halesworth and villages
-  Carlton Colville, Kessingland, Southwold and villages
-  Framlingham, Wickham Market and villages
-  Aldeburgh, Leiston, Saxmundham and villages
-  Melton, Woodbridge and Deben Peninsula
-  Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley
-  Felixstowe Peninsula

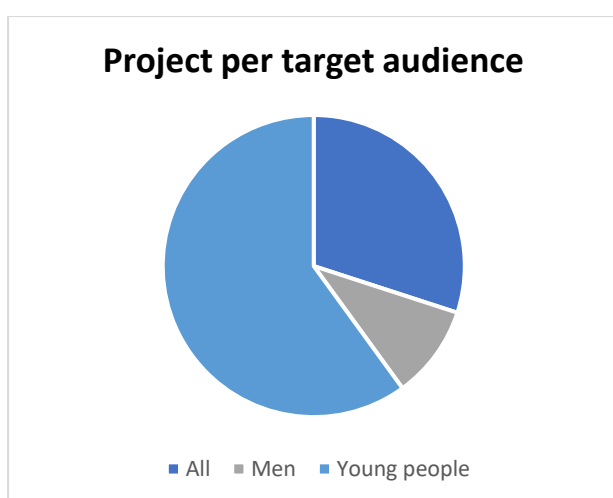


East Suffolk
Community
Partnerships
Bringing ideas to life

Community Partnerships: activity summary

Aldeburgh, Leiston, Saxmundham & Villages

Priority	Project count per Priority*	Spend against Priority
Reduce social isolation and loneliness	4	£6,901
Encourage and enable everyone to be more physically active and healthy	4	£9,395
Education, Opportunities and Aspirations	4	£15,754



Project example

Early Minds at Leiston Primary: £2,950

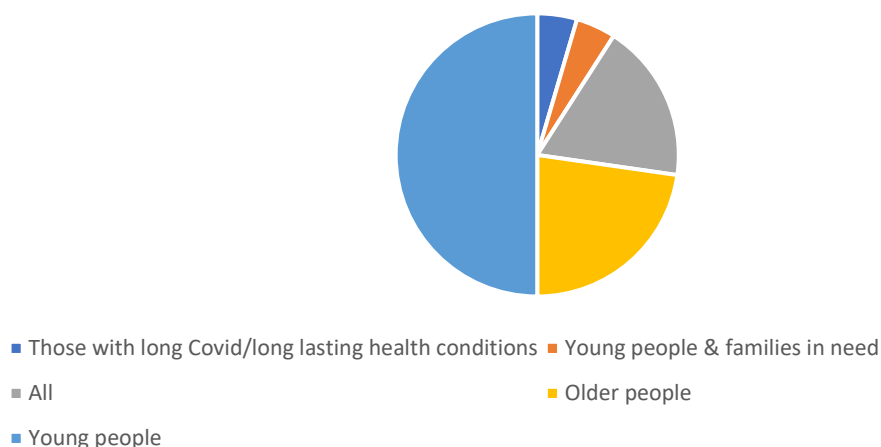
500 students were provided access to specialised support services for emotional wellbeing and mental health. 20 staff from Leiston Primary school were trained to ensure the sustainability of the approach for future years.

*Please note that many projects are linked to multiple Priorities so the Project count per Priority for all CP's is higher, in total, than the total number of projects

Beccles, Bungay, Halesworth and villages

Priority	Project count per Priority	Spend against Priority
Reduce social isolation and loneliness for all age groups including young people	22	£17,109
Improve wellbeing, enable people to live healthy lives and encourage physical activity including walking and cycling	13	£7,945

Projects per target audience



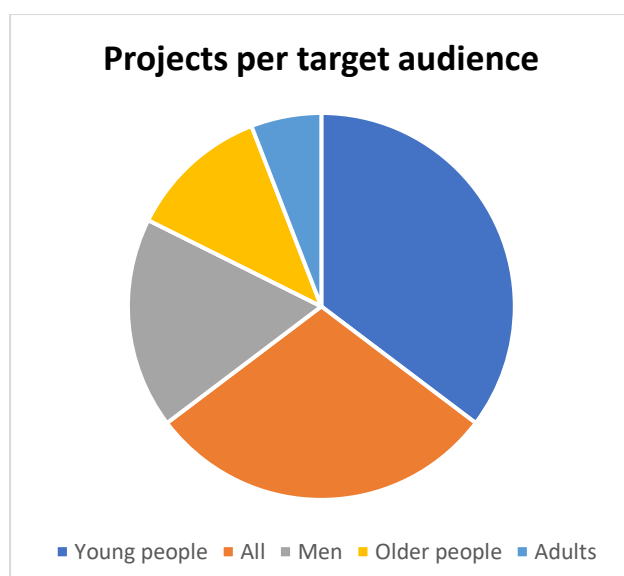
Project example

Dental health in primary children: £1,500

600 students were provided with oral hygiene packs, driving increased awareness of oral health. 43% of respondents said they had made changes to looking after their teeth while 40% of those surveyed are brushing longer than before they received the packs.

Carlton Colville, Kessingland, Southwold and villages

Priority	Project count per Priority	Spend against Priority
Reduce social isolation and loneliness	15	£24,255
Facilities, activities, and employment for young people	8	£13,055
Active and sustainable transport provision, particularly rural	0	£0



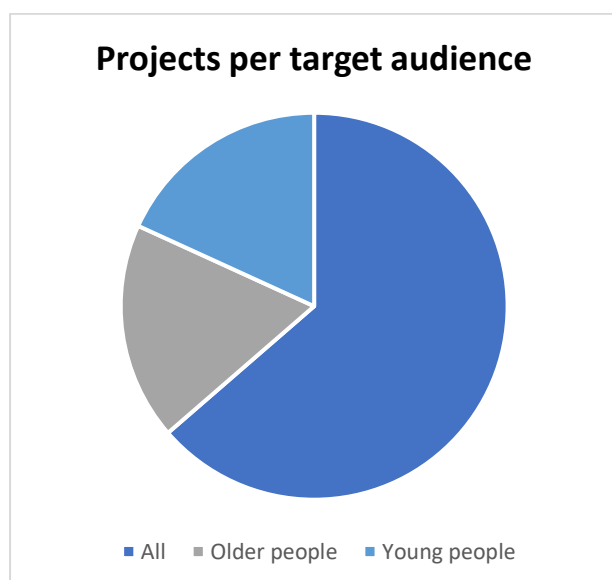
Project example

Reydon social benches: £1,000

Install a group of picnic benches with shading near to the play area to increase the social space within the recreation ground and make it a social hub for friends and families to come together.

Felixstowe Peninsula

Priority	Project count per Priority	Spend against Priority
Tackle social isolation and loneliness	8	£15,458
Improve physical and mental health and wellbeing	9	£15,046
Education – aspirations, ambitions, and standards	0	£0



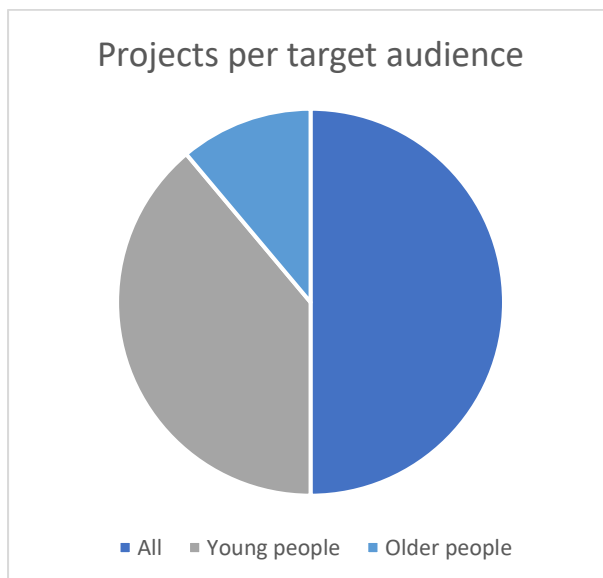
Project example

New hut at Felixstowe allotment: £3,000

Replace existing, dilapidated sheds with new purpose-build 'Hut', for use as a conversation, refreshment and rest facility and for hosting social events. Used regularly by nearly 300 members and by eight local schools for educational sessions.

Framlingham, Wickham Market and villages

Priority	Project count per Priority	Spend against Priority
Reduce social isolation and loneliness	16	£18,523
Facilities, activities, and employment for young people	9	£8,240
Alternative, active, and sustainable transport provision	2	£952



Project example

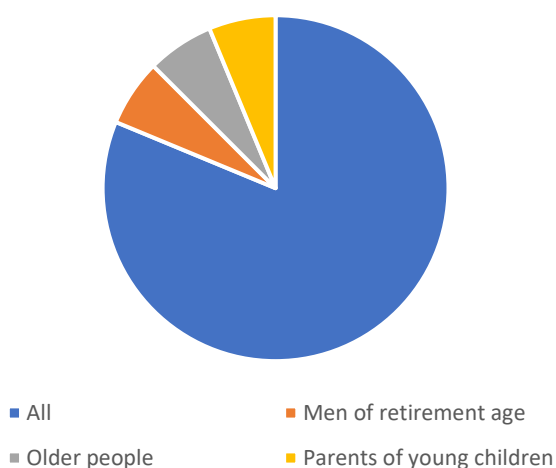
Wi-fi in Wickham Market village hall: £1,154

Add wi-fi to the hall so that organisations like the Gardening Club and WI can have Zoom meetings for those, due to Covid or other ill health, are unable to attend in person, keeping them connected. Also allow guest speakers from further afield to present and share their knowledge.

Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley

Priority	Project count per Priority	Spend against Priority
Reduce social isolation and loneliness	7	£14,791
Traffic and road safety	7	£15,957
Environmental care and sustainable transport	6	£5,111

Projects per target audience



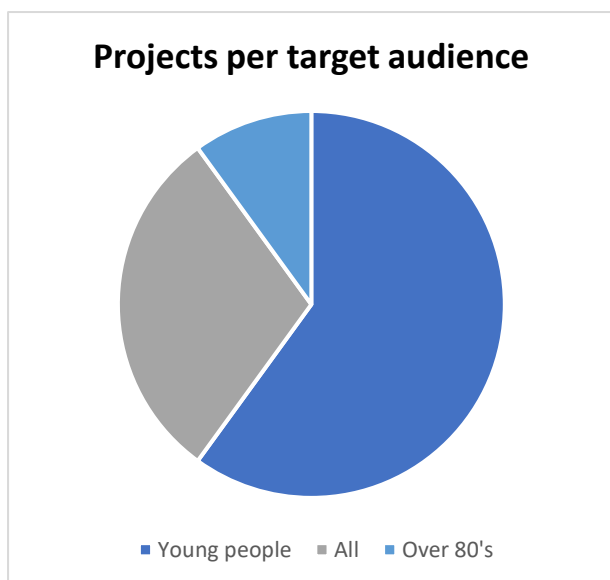
Project example

SPOT Wellbeing: £7,840

Health and wellbeing courses run over a 6 week period designed by skilled NHS background health professionals to support physical and mental wellbeing whilst helping make connections with others. Sessions include: Benefits of exercise, Mindfulness and Relaxation, and Nutrition. 60 participants over 90% of whom reported better physical health and over 65% reported feeling less lonely.

Lowestoft and northern parishes

Priority	Project count per Priority	Spend against Priority
Improve mental health and wellbeing	10	£11,209
Reduce social isolation – all ages	7	£9,638
Tackle childhood obesity	4	£3,572



Project example

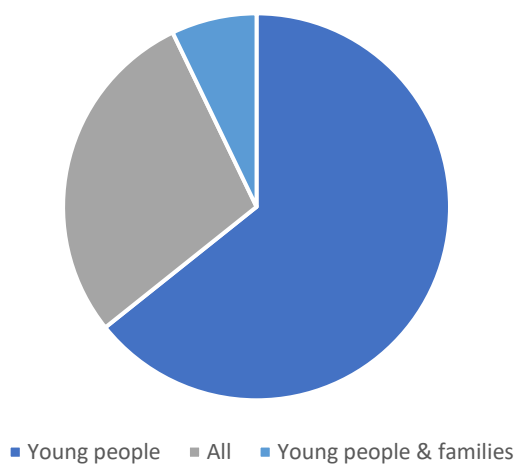
School planters: £3,166

The CP identified 2,990 children affected by income deprivation. Planters have now been provided to 12 schools to grow food to help those children. Lound Nursery, the partner in the programme, is also a destination for school trips for education around growing food.

Melton, Woodbridge, and Deben Peninsula

Priority	Project count per Priority	Spend against Priority
Village Hub – bringing services to people	3	£5,261
Youth engagement, opportunities, and services	11	£19,059
Active and sustainable transport provision	0	£0

Projects per target audience



Project example

Back to Nature: £2,394

Making woodland accessible to young people and improving facilities. By the end of September 2022, we will have provided opportunities to learn new skills to 36 young people attending the care farm, provided an additional 15 forest school places and helped the mental and physical wellbeing of 150 children and young people.



FULL COUNCIL

Wednesday, 23 November 2022

Subject	Scrutiny Committee Annual Report 2021/22
Report by	Councillor Stuart Bird, Chairman of the Scrutiny Committee
Supporting Officer	Sarah Davis Democratic Services Officer Sarah.davis@eastsuffolk.gov.uk 01502 523521

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

Purpose and high-level overview

Purpose of Report:

This report provides a formal summary of the activities and achievements of the Scrutiny Committee during the 2021/22 Municipal Year.

Options:

No other options were considered.

Recommendation:

That Full Council receives and notes the Scrutiny Committee's Annual Report.

Corporate Impact Assessment

Governance:

In accordance with 6.3 of the Scrutiny Committee Procedure Rules within the Constitution, the Scrutiny Committee is required to report annually to Full Council on its activities.

ESC policies and strategies that directly apply to the proposal:

The policies and strategies that directly apply to this proposal depends on the contents of the Scrutiny Committee's Work Programme.

Environmental:

Not applicable

Equalities and Diversity:

Not applicable

Financial:

Not applicable

Human Resources:

Not applicable

ICT:

Not applicable

Legal:

Not applicable

Risk:

Not applicable

External Consultees:	Not Applicable
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Strategic Plan Priorities

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

Background and Justification for Recommendation

1 Background facts	
1.1	In accordance with the Constitution, the Scrutiny Committee is required to provide Full Council with an annual report of its activities and achievements.
2 Current position	
2.1	The Scrutiny Committee reviewed and approved the Annual Report for the 2021/22 Municipal Year at its meeting on 29 September 2022.
3 How to address current situation	
3.1	Not applicable
4 Reason for recommendation	
4.1	To ensure that Full Council has an opportunity to review and comment on the Scrutiny Committee's activities and achievements.

Appendices

Appendices:		
Appendix A	Annual Report 2021/22	
Background reference papers:		
Date	Type	Available From
	Not Applicable	



SCRUTINY COMMITTEE

ANNUAL REPORT 2021/22



September 2022

Our Vision for Scrutiny Activity

Scrutiny at East Suffolk Council aims to enhance the quality of life for all who live and work in the District by ensuring the provision of a safe, clean, attractive and prosperous environment for our communities.

Scrutiny aims to be objective, evidence-based, transparent and constructive and to reflect the interests and concerns of local communities.

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- The principles of good public scrutiny
- What we do not do

Scrutiny Committee	Page 6
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- Roles and responsibilities
- The Scrutiny Committee's Work Programme 2021/22
- Member Working Groups/Task and Finish Groups
- Membership of Outside Bodies
- Call-ins and Councillors' Calls for Action
- Training
- Budget

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Foreword by the Chairman

**Councillor Stuart Bird,
Scrutiny Committee Chairman 2021/22**

As Chairman of the Scrutiny Committee, I am delighted, once again, to be able to present my foreword to the Annual Report of East Suffolk Council's Scrutiny Committee. This Report provides a retrospective record of the work undertaken by the Committee, its activities, and achievements in the 2021/22 Municipal Year.

I continue to be supported by Councillor Mike Deacon, a very experienced and enthusiastic Vice-Chairman, as well as the other 11 dedicated Members of the Committee. We all work together, cross-party, to support and facilitate this extremely important statutory function.

The Committee's main priorities each year are as follows:

1. To act as a counterbalance that complements the decision-making powers of Cabinet in terms of the strategic direction of the Council.
2. To examine various areas of the Council's work and, in some cases, the work of partner organisations that have significance for our local communities and residents.
3. To scrutinise as a "critical friend" individual Cabinet Members on their key deliverables for the year, thereby enabling the Committee to identify if they can add any value to the pre-decision stages and the ultimate outcomes for the Council.

The Committee decided to focus on particular issues of importance or concern to East Suffolk's communities and residents including:

- Community Partnerships, the Council's flagship community engagement programme
- A review of NHS dental provision across the district
- The final review of the response to Covid 19.

I would like to take this opportunity to acknowledge and thank everyone who has participated in this year's Scrutiny process, in particular the specialist guest speakers who took part in the review of NHS Dental Provision, and the representatives from our partner organisations who were involved in the review of Community Partnerships and the Review of Covid 19.

In addition to scrutinising specific topics and Cabinet Members on their portfolios, the Scrutiny Committee also continues to look at ways in which to improve its own processes and procedures to ensure that it provides responsive and meaningful scrutiny of issues that matter to our residents and benefits the Council.

I hope this Report reflects what I feel has been a very productive year in Scrutiny and that you find it informative and interesting.

Stuart Bird

THE ROLE OF SCRUTINY

What we do

The Local Government Act 2000 introduced a new set of “political management arrangements” for the running of Councils, including the formalising of executive arrangements for local government to be balanced by a strong scrutiny function to ensure decision-makers were held to account.

To carry out this scrutiny function, the arrangements included the power to do *anything they consider likely to promote or improve the economic, social, or environmental well-being of the area.*

The role and purpose of scrutiny is to add value to the delivery of public services through providing strong but measured challenge both to the Cabinet and to external organisations where there are issues of public concern. It acts as a 'critical friend' to decision makers by beneficially examining the Council's policies, key decisions, and service provision to ensure they are appropriate, efficient, transparent, accountable and in the best interests of the District's residents. Since 2010, several pieces of legislation have further emphasised the value of scrutiny within modern and effective government, including reviewing issues which lie outside the Council's responsibilities. This is achieved by having co-operative relationships between scrutinised bodies and the Committee.

Scrutiny is led by local, elected Councillors working with other local bodies and local communities to help the constructive improvement of services. Scrutiny uses open and transparent processes and is an influencing, rather than a decision-making, body. It provides co-ordinated reviews of policy and service performance in line with strategic objectives and corporate priorities. Its challenges are constructive and purposeful. It is objective, focused, and realistic in its reviews. These are evidence-based so demonstrating that scrutiny is credible and useful at adding value.

Scrutiny is a catalyst for positive change, promotes and acknowledges good practice and challenges under-performance.

Meetings of the Committee are open to the public and mostly held in the evenings. The Committee has endeavoured to engage with the wider community and to involve stakeholders at its meetings, as appropriate.

The Scrutiny Committee is also the Council's designated **Crime and Disorder Committee** for the purposes of the Police and Social Justice Act 2006 (s19-22) and this requires the Committee to review community safety issues annually.

The Health and Social Care Act 2012 (s190) gave Councils powers to scrutinise local NHS trusts, including Primary Care Trusts. The Local Government and Public Involvement in Health Act 2007 gave more powers to local government to scrutinise other public organisations, including bodies such as, for example, the Environment Agency. In 2020/21, the Committee did not review any aspects of health provision, but the power remains available to do so as considered necessary.

The Scrutiny Committee conducts its proceedings in accordance with its Terms of Reference (as set out in Part 2, Section C, Functions and Responsibilities of the Constitution) and the Scrutiny Procedure Rules (as set out in Part 3, Procedure Rules, of the [Constitution](#)).

The Principles of Good Public Scrutiny

The Centre for Governance and Scrutiny promotes the value of scrutiny in modern and effective government and has identified the following four principles of good public scrutiny:

- ***To provide a critical friend “challenge” to executive policymakers and decision-makers***
 - ***To enable the voice and concerns of the public***
- ***To be carried out by “independent minded governors” who lead and own the scrutiny role; and***
 - ***To drive improvement in public services***

What we do not do

The Scrutiny Committee does not deal with quasi-judicial matters such as Planning or Licensing, except if there were to be a significant system issue. It does not deal with issues that are, or should be, resolved by the separate corporate complaints procedure or through internal systems within Service Teams. The Committee does not deal with vexatious or discriminatory issues or matters that are not of wider community significance, the latter being more appropriately pursued through the relevant Service Team, Ward Councillor or Cabinet Member with responsibility for the area in question.

Scrutiny does not become involved where there would be duplication of existing work, or if its review would be untimely or would not lead to effective outcomes.

SCRUTINY COMMITTEE

Membership 2021/22

The Committee comprises 13 Members and is politically balanced with 9 Conservatives, 2 Labour and 2 GLI Members as follows:



Stuart Bird (Chairman) (CON)
Chairman since May 2019-



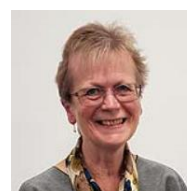
Mike Deacon (Vice-Chairman) (LAB)
Vice-Chairman since May 2019-



Edward Back (CON)
Member since May 2019-



David Beavan (GLI)
Member since May 2019-



Judy Cloke (CON)
Member since May 2019-



Linda Coulam (CON)
Member since May 2019-



Andree Gee (CON)
Member since May 2019-



Louise Gooch (LAB)
Member since May 2019-



Tracey Green (CON)
Member since May 2019-



Colin Hedgley (CON)
Member since May 2021-



Geoff Lynch (CON)
Member since May 2019-



Keith Robinson (CON)
Member since May 2019-



Caroline Topping (GLI)
Member since May 2019-

Roles and Responsibilities

The Council's Constitution contains detailed role descriptions outlining the purpose, duties, and responsibilities of the various members of the Committee, as well as the qualities and skills required. They are designed to be used as a guide and a working document but are not intended to be prescriptive or exclusive. These can be found within [Part 2, Functions and Responsibilities](#), of the Constitution on our website, but a brief summary is also provided below.

Chairman and Vice Chairman of the Committee

At East Suffolk, the Chairman is a member of the Administration Group of the Council; the Vice-Chairman is a member of an Opposition Group.

The Chairman provides leadership and ensures the Committee is Member-led and has ownership of its work programme. S/he aims to develop positive relationships and encourages contributions from Members. The Chairman also ensures the Committee works inclusively and that the role of scrutiny is conducted in an enabling environment.

Committee Members

Members of the Committee contribute actively at the meetings with fairness and impartiality. They will participate, as appropriate, in the collection and assessment of evidence to produce effective recommendations and follow up on any recommendations made. Committee members take an overview of all the activities the Council is involved in and can decide to scrutinise issues.

Partner and public involvement

The views of local people are of importance to the primary aim of scrutiny – *improving the quality of life for the local community*. Partners and the public can contribute specific expertise to topics being examined from the perspective of either a service provider or a service user. Their involvement adds value and strengthens the links with stakeholders.

The work of the Scrutiny Committee also provides Members with additional opportunities to engage with groups within the community who may not readily get involved directly in the work of the Council. Therefore, it remains important for the Scrutiny Committee to be outward-looking and to consider how partners and the public might be involved in its work.

Such involvement may be through formal 'co-option' or invitations to representatives of groups to contribute expert knowledge or evidence, or to members of the public to contribute their views.

Scrutiny welcomes and encourages our Partners as well as members of the public who live or work in the District to get involved and suggestions for the work of our Committee will be considered for their suitability. Please email our Scrutiny Support Officer Sarah.Davis@eastsuffolk.gov.uk in the first instance.

The Committee's Work Programme 2021/22

The Committee decided to continue scheduling 11 meetings per year in its Work Programme as it enabled Members to focus on one topic per meeting and avoided the need to arrange ad-hoc meetings. Meetings were held on the following dates:

20 May 2021
17 June 2021
15 July 2021
16 September 2021
21 October 2021
16 December 2021
20 January 2022
17 February 2022
17 March 2022
19 April 2022

Each year, the Committee has a number of reviews it must carry out such as the Budget (16 December 2021 and 20 January 2022) as well as a requirement to sit at least once a year in its statutory role as the Council's Crime and Disorder Committee (17 March 2022).

For the remainder of its meetings in 2021/22, Members decided to focus primarily on those issues that were deemed to be of particular importance to the District's communities and residents. Below is a brief summary of the key highlights of the Committee's discussions - the related full formal Committee reports and resulting minutes may also be viewed on the Council's [website](#):

20 May 2021 - Review of Community Partnerships

Key points discussed	Resolution(s)
<ul style="list-style-type: none">• How town/parish council, VCSE and Community Sector membership would be boosted• Ensuring equality between town/parish councils in CPs regardless of size• Looking at transport issues• Monitoring of good practice and Peer Review• CP Funding allocation regardless of area's size• Assisting groups to identify funding opportunities• How CPs would meet in the future• The annual review of CPs' priorities	That, having received the written report and questioned its contents, the Committee agreed to formally thank the Cabinet Member, all Officers within the Communities team and the Chairs of the eight Community Partnerships for their excellent work and achievements to date.

17 June 2021 - Review of Waste Management (part 2)

Key points discussed	Resolution(s)
<ul style="list-style-type: none"> • Current state of littering and cost to the taxpayer • Impact of litter on the environment, including wildlife impacts • Bins to be in the right place and emptied regularly • Role of councillors and MPs in addressing littering • Increase in bin collections in tourist areas • Microchipped bins • Education on littering through Greenprint Forum • Dissemination of information on littering via social media and partnership working • Litter issues and bin contamination in Lowestoft • Cost in lost recycling payments • Disparities between the north and south of ES • Waste separation at Haddenham Road site • Recycling centre booking system • Bulky waste collection • Comparison of ESC to other local authorities • Recycling rates • Enforcement powers against individuals and companies that continually contaminate • Recycling practices abroad • Impact of the Environmental Bill • Staff deployment for litter pickers/street cleansers • Communication between litter pick groups • Possible pilot of returning deposits on plastic bottles and packaging • Mechanism to communicate with SCC about clearing highways and verges • ESC control over setting fixed penalty notices • Impact of reduction of single-use plastics on recycling contract • Combined bin to separate recyclables • Reporting littering and fly tipping • Evidence collection for contamination of bins • Profile of littering in school education programmes • Officer resources to tackle the issue 	<ol style="list-style-type: none"> 1. That, having considered the report on Waste Management in East Suffolk, it was agreed that a number of recommendations would be circulated to Committee Members for approval prior to submission to Cabinet. 2. That the Cabinet Member and Officers be thanked for their assistance on this review and be asked to email details of the Norse litter picking schedule to Members to avoid duplication with community litter pick groups, and further details be sent to Members on the approach to fly tipping on private land particularly in rural areas.

16 September 2021 – Housing Development Programme Update

Key points discussed	Resolution(s)
<ul style="list-style-type: none"> • Data analysis by Ward • Affordable Homes Programme from government • Shared ownership being classified as affordable housing • New builds • Housing Strategy 2017-23 • The Council's housing stock numbers • Housing waiting lists • Social housing – apparent discrepancy between ESC and government figures • Target to complete 50+ houses per year • Town Centre housing development in Lowestoft • Reaching zero carbon standard • Right to Buy scheme • National shortage of building materials • Value for money on the open market for housing land • Development of the Sanyo site in Lowestoft • Digital inclusion and assistive technology • Integrated housing • Affordable home ownership target • Borrowing funding from the HRA to build more homes 	<p>That Cabinet be asked to support this Committee's recommendation for Officers to draw up a Business Case within 3 months of the Cabinet decision on the resources required in order to increase the existing target of delivering 50 new build Council houses per annum to 100 new build per annum</p>

16 September 2021 – Empty Homes Update

Key points discussed	Resolution(s)
<ul style="list-style-type: none"> • Definition of an empty home • New Homes Bonus receipt for bringing properties back into use • Resources to follow up on annual exercise of reviewing empty homes • Number of empty properties brought back into use at neighbouring local authorities • Officer resources to bring empty properties back into use • Who to contact about empty properties 	<ol style="list-style-type: none"> 1. That Officers produce guidance notes to help Members when dealing with empty homes cases. 2. That Cabinet be asked to support this Committee's recommendation that the process for tackling long term empty homes in East Suffolk be reviewed within 3 months of the Cabinet decision, including liaising with other Local Authorities to ensure best practice and a Business Case being drawn up to provide resources in order for us to engage a dedicated Empty Homes Officer

21 October 2021 – Review of NHS Dental Provision in East Suffolk

Key points discussed	Resolution(s)
<ul style="list-style-type: none"> • 30m appointments lost for dental patients – amounted to half a million courses of treatment or interactions with dentists • NHS national contract’s negative impact on delivery of care across the region • Move to a commissioning model • Underperformance in relation to contracts and reasons why • Failure to keep pace with NHS targets • Procurement of dental services • Clawback of monies • Lack of contractual obligation between dental practices and patients • Recruitment issues in dentistry • Issues recruiting dentists from overseas • Impact of Brexit on EU nationals working in dentistry • Posting for vocational training • Morale and retention in the workforce • Preventative measures for patients and work hygienists can do • The Dental Strategy • Practitioners moving from NHS to private practice • Potential changes to the NHS dental contract • Dentistry training • Excessive waiting lists • Gulf in provision in the region • Accessibility of services • Impact of COVID-19 on dentistry provision • Frequency of treatment for patients with good oral health • Potential new dental contract in April 2022 	<ol style="list-style-type: none"> 1. That Councillor Back be asked to report back to the Suffolk Health Scrutiny Committee on the findings of this review. 2. That a letter be sent to the Minister emphasising the importance of creating a new national contract as soon as possible. 3. That a letter be sent to the Universities of East Anglia and Suffolk regarding the creation of a dental school in the region which could be attached to the universities. 4. That the Cabinet Member and Head of Communities discuss potential interventions the Council could make, possibly through the Community Partnerships, including an early year’s programme to improve oral health and contacting practices regarding better communication.

17 February 2022 – Review of Covid 19

Key points discussed	Resolution(s)
<ul style="list-style-type: none"> • The role, work and funding of the Suffolk Joint Emergency Planning Unit (JEPU) • Communication with volunteers throughout the pandemic • Emergency Planning Groups • Designated emergency persons for town and parish councils • Emergency plans held by towns and parishes • Role of councillors in an emergency • Data protection requirements during an emergency • Rest Centre training for Members • The role of the voluntary sector during the pandemic • Funding requests during the pandemic • Move to online service provision • Volunteers not returning to roles post lockdowns • The refreshed Volunteering Strategy • The importance of volunteers during the pandemic • The potential overuse and overreliance on volunteers in East Suffolk • Examples of activities and programmes provided during the pandemic by local communities • Partnership working • The Good Neighbour Scheme • Planning and preparedness for future booster programmes • Use of schools as vaccination centres • Possible exclusion through digitalisation • Encouraging intergenerational volunteering • Volunteer Passport Scheme • DBS checks • Home But Not Alone Scheme • Referral routes • Results of the CAS community group survey – June 2021 • Mental Health and Wellbeing Task & Finish Group formed by Community Partnership Board • PinkOrange Scheme • Budget advice and support • Free school meals • Increasing engagement with Financial Inclusion services • Emerging needs and early intervention • Community pantries/larders 	<ol style="list-style-type: none"> 1. That progress in relation to key areas of the Council's response to the Covid-19 pandemic, specifically community response groups, volunteering and emergency planning, as well as the emerging needs be noted. 2. That Ben Hogston liaise with Councillor Beavan regarding a potential venue in Southwold for the next booster rollout. 3. That the Head of Communities raise the possible development of an app with the Collaborative Communities Board. 4. That the Cabinet Member for Communities discuss the promotion of Emergency Plans with the District Emergency Planning Officer.

In addition, the Committee received updates from the following Cabinet Members regarding their portfolios:

- 20 May 2021 - Cllr Letitia Smith – Cabinet Member with responsibility for Communities, Leisure and Tourism
- 15 July 2021 - Cllr Stephen Burroughes – Cabinet Member with responsibility for Customer Services, ICT & Commercial Partnerships
- 15 July 2021 - Cllr Steve Gallant – Leader of the Council
- 16 September 2021 - Cllr Richard Kerry – Cabinet Member with responsibility for Housing
- 16 December 2021 - Councillor Maurice Cook – Cabinet Member with responsibility for Resources

Member Working Groups/Task and Finish Groups

There were no Task and Finish Groups held during the period of this report.

Membership of Outside Bodies

The Leader of the Council has requested that the Scrutiny Committee decide on the appointment of representatives to external forums with a scrutiny function. In May 2021, the Committee considered and appointed the following for the 2021/22 Municipal Year:

- **Suffolk County Council Joint Health Scrutiny Committee** – Cllr Colin Hedgley as the named representative with Councillor Ed Back as the nominated Substitute – these roles were swapped in September 2021 with Councillor Back becoming the named representative and Councillor Hedgley the nominated Substitute.
- **Suffolk County Council Joint Flood Risk Management Scrutiny Committee** – Cllr Linda Coulam as the named representative with Councillor Keith Robinson as the nominated Substitute.

Call-ins and Councillors' Calls for Action

There have been no Call-ins or Calls for Action in the period of this report.

Training

The provision of training developed specifically for Scrutiny Committee Members is vitally important to support the continued development of the Committee. The Committee received a training session on 12 August 2021 entitled "Developing Scrutiny and Building the Team". The session was

facilitated by David McGrath, a respected and experienced trainer with over 15 years specialising in providing scrutiny training to Councils.

Budget

The Scrutiny Committee has an annual budget of £6000. In the 2021/22 Municipal Year, the Committee spent £1768.39 on scrutiny-specific training and refreshments for the Work Programme Away Evening in February 2022.

LOOKING AHEAD

The Scrutiny Committee continues to evolve by looking at its processes and procedures to ensure that the Committee works effectively and efficiently.

With this in mind, the Chairman authorised a review carried out by the Scrutiny Support Officer, Sarah Davis, which took place from December 2021 to February 2022. The review included 1:1 interviews with each individual Scrutiny Committee Member to find out their views about how the Committee operated, and also with several other Senior Members and Officers, who had attended and supported the Committee with recent reviews, in order to gain their perspectives and any suggested ideas for improvement.

The results of the review and a reminder of the Government's Statutory Scrutiny Guidance were discussed with the Chairman and Vice-Chairman and circulated to Committee Members. This approach ensured that any potential changes accorded with the Guidance. It was agreed that the following changes would be introduced for the new Municipal Year:

1. Scoping Forms

The requirement for Members to complete a Scoping Form for potential topics was scrapped as it was felt this process put some Members off from suggesting topics and there was also some disparity in the level of detail on the completed forms which could result in topics not being scrutinised as fully as possible.

2. Work Programme

Members had previously suggested potential review topics for the Work Programme at the end of regular Committee meetings but it was considered that this was not the optimal time to enable Members to give topics the right amount of consideration. It was agreed, therefore, that an annual "Away evening" would be held to agree the Work Programme for the following Municipal Year as this gave Members dedicated time in an informal setting to discuss each topic in greater detail and decide if it should be reviewed using the following:

Key features of an effective work programme

A Member led process, shortlisting and prioritising topics – with support from officers – that:

- **reflects local needs and priorities – issues of community concern as well as Corporate Plan and Medium Term Financial Strategy priorities**
 - **prioritises topics for scrutiny that have most impact or benefit**
 - **involves local stakeholders**
 - **is flexible enough to respond to new or urgent issues**

The Committee's Away Evening took place on 21 February 2022 and each Member was encouraged to suggest at least one review topic for discussion. Although 15 review topics were considered in total, Members decided that only one review topic would be programmed in for each meeting to ensure that any chosen topic had sufficient time devoted to it. On this basis, six review topics were agreed for the 2022/23 Work Programme and these were initially scoped out in draft by Members before being reviewed and scheduled with Officers, prior to

final agreement by Committee Members. Two months were also left clear in the Work Programme to provide flexibility and enable Members to slot in any reviews which arose during the year.

It was felt that this was a much more structured and inclusive process that enabled Members to consider in more detail the benefits of scrutinising particular topics and also enabled Officers, as the technical experts, to have a greater input at an earlier stage.

3. Cabinet Member Sessions

These were made much more focussed by identifying in advance the two areas within each portfolio which the Committee wished to scrutinise.

The Committee remains committed to regularly reviewing all its processes and procedures to identify any areas for development so that we continue to focus on the 'big things' where a positive impact may be delivered for the Council and residents.



FULL COUNCIL

Wednesday, 23 November 2022

Subject	Cabinet Members' Report and Outside Bodies Representatives' Report to Council
Report by	Councillor Steve Gallant Leader of the Council

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable.
Wards Affected:	All Wards
Purpose of Report: To receive the Cabinet Members' Report and the Outside Bodies Representatives' Report to Council, for information.	
Options: Not applicable.	

Cabinet Members' Reports to Council

Cabinet Member:	Councillor Mary Rudd, Cabinet Member with responsibility for Community Health
Contact Details:	mary.rudd@eastsoffolk.gov.uk Tel: 07867 372976

Licensing Services

Licensing Services is continuing to support licensed premises and drivers during the recovery from the pandemic and global economic difficulties caused by the war in Ukraine.

In terms of numbers:

- (a) In relation to alcohol and entertainment, in October 2021 there were 1091 licensed premises and clubs in East Suffolk and in October 2022 there has actually been a small increase in this number, against a decrease in the number of licensed premises nationally year on year (since 2012 in the case of drink led premises and since 2017 in the case of food led premises), to 1120 Premises and Club Premises Licences issued in East Suffolk.
- (b) In relation to taxis, there was a significant reduction in the number of licensed hackney carriage vehicles in East Suffolk over the last 12 months and large increase in private hire vehicles. In October 2021, there were 94 licensed hackney carriage vehicles, 319 licensed private hire vehicles and 79 private hire operators in East Suffolk. In October 2022, there were 69 licensed hackney carriage vehicles, 375 licensed private hire vehicles and 77 private hire operators. It is hoped that the new fare increase for the North of the district may reverse this shift from Hackney Carriage to private hire.
- (c) In relation to gambling establishments in East Suffolk, in October 2021, there were 37 Gambling Premises Licences issued and by October 2022 there was a small reduction to 35 Gambling Premises Licences in East Suffolk.

In terms of festivals, Members will be aware Latitude went ahead between 21 and 24 July 2022. I attended Latitude with the Deputy Cabinet Member with responsibility for Community Safety and officers from Licensing Services who were there to monitor compliance with the Premises Licence and carry out enforcement checks on site. The Suffolk Show returned after a year's absence and enjoyed good attendance figures, as did local carnivals.

Licensees in East Suffolk have had to be very resilient over the last year as the global financial difficulties have severely impacted their businesses with a significant drop in income through loss of custom coupled with an increase in expenditure. East Suffolk Council will do whatever it can to enable these businesses to grow in East Suffolk in East

Suffolk where the hospitality sector and night-time economy are of great importance to everyone who lives, works in and visits East Suffolk.

Outside Bodies Representatives' Reports

Greenways Countryside Project	
Representative:	Councillor Mark Newton
Contact Details:	mark.newton@easstsuffolk.gov.uk Tel: 07788 456641

This report covers a small part of the work of the Greenways Countryside Project during the 2021-2022 financial year. More information about any of the sites we work at can be obtained on request from the Greenways Project team.

The Project

The project is a long-standing partnership between three local authorities (Ipswich Borough, Babergh and east Suffolk Council) and the wider community. It looks after around 50 nature reserves and green spaces around the project area. About nine of these sites are in east Suffolk and include Sites of Special Scientific Interest (SSSI), Local Nature Reserves (LNR) and County Wildlife Sites (CWS). The project also looks after several ponds, green spaces and woods in east Suffolk which do not have an official designation.

Project Funding

The project continues to suffer from the withdrawal of funds by Suffolk County Council in March 2018 and continues to seek extra funding. Last financial year, despite considerable income generation work, Ipswich Borough Council has met any shortfall in the project's budget. There are currently no unallocated reserves. Ring fenced reserves cover possible future staff redundancy (approx. £28k) and vehicle replacement (approx. £33k). The total cost of the project for the year is around £110,000, of which the three remaining partners contribute around £35,000. The remaining (larger part) of the budget is generated from external income by the Project team by carrying out work for the partners, Parish Councils, schools, householder associations, developers, private landowners and third sector organisations. We also seek grants and other contributions wherever possible and have some minor sales income. The need to generate income inevitably means that some work the project has traditionally done can no longer be achieved. As partner contributions have not increased to match inflation for many years, whilst real costs are escalating fast, the income generation target increases sharply each year - inevitably meaning more work for the small Project team and volunteers, which in turn leads to changes in the way we have to operate. In recent years this has meant that many of our traditional activities have had to be stopped or reduced in order to accommodate the new (income generating) work. Contributions from Parish Councils and other local community organisations have become critical to our future, as are grants and other sources of income. If more funds cannot be found, the project may well have to reduce its activities or increasingly charge for its work.

The Role and Value of Volunteers

Since the Covid pandemic lockdowns and other restrictions, the way we work with volunteers has changed to some degree in parallel with our need to be slightly more

'business-like'. However, the role of volunteers has not been diminished, in fact the importance of our volunteers has inevitably increased as the workload has risen. The Project has just 2 staff members, compared with approximately 6 'full-time equivalents' in the form of volunteers. The number of volunteer days worked per year has decreased since Covid, somewhat inevitably, but our practical productivity has increased. Volunteers help us with everything from practical site-based management work to producing this magazine! Volunteers are central to the public events that we run and work tirelessly to create thousands of 'wildlife homes' - bug homes, bird boxes and hedgehog houses - usually in kit form to be assembled by children and families at events.

The Nature Reserves and Green Spaces

Most of the sites we help to look after are fully open to the public to come and enjoy in lots of ways. Thus, we need to maintain and improve the visitor infrastructure just as much as we have to maintain and improve the wildlife habitats on each site. Autumn and winter are our busiest times with most of the habitat management work carried out in these short months whilst much wildlife is dormant or less active. Spring and summer tend to be focussed on people! Keeping paths clear, repairing and building new paths, bridges and boardwalks, installing signs and information boards, and inevitably, picking litter! In this year, we worked on 45 different sites carrying out an extraordinarily broad range of activities. Here are three examples of our work in east Suffolk:

Rushmere St Andrew:

The project has continued to look after the Sandlings and Mill Stream Local Nature reserves in Rushmere St Andrew – working closely with Rushmere St Andrew Parish Council. This relationship is extremely important as the Parish can access funds for improvement works in the reserves, and Greenways can then deliver the work to help us reach our large income generation target. Routine work has included maintenance of paths, seats, signage and regular litter picking of the Jubilee Walk Route, along with annual meadow management, coppicing of scrub to maintain ideal bird nesting habitat, and scrub removal to keep the meadow and wetland areas open.

Martlesham:

The project has also been carrying out considerable site management work in Martlesham, both on the Common (near Tesco beside the A12) and of the Heath (Western Corridor Site of Special Scientific Interest (SSSI)), on behalf of the Parish Council and Martlesham Heath Householders respectively. These are two vitally important remnants of the once widespread Sandlings Heath that stretched from Ipswich to Kessingland. Heathland needs a substantial amount of routine maintenance to ensure the habitat remains open and light, favouring the often rare and vulnerable species that have adapted to this habitat over thousands of years.

Kesgrave and Grundisburgh:

The project has also continued to work with Kesgrave Town Council and Grundisburgh Parish Council to manage their wildflower areas with our volunteers using our specialist mowing equipment.

Local Wildlife News

Finally, the project produces a magazine, “Local Wildlife News”. Hopefully all Councillors will have found a PDF copy of this in their inboxes.

Waveney, Lower Yare and Lothingland Internal Drainage Board	
Representative:	Councillor Peter Byatt
Contact Details:	peter.byatt@easstsuffolk.gov.uk Tel: 07979841475

A new Vice-Chairman was elected – Ben Blower – until 2024 . Peter Cargill was nominated to serve temporarily on the Consortium Management Committee.

A pot of £10,000 – £15,000 is to be established to fulfil the Board’s Statutory duty to conserve and enhance the natural environment, delivering biodiversity net gains when undertaking operations. A question was raised as to how these funds would be spent. The Environmental Manager agreed to prepare a report detailing a breakdown of spend on each project to bring to the Board.

Differential Rating Sub-Districts – currently 37 – proposed that consideration be given to reducing to 2 to simplify management – one District for ‘gravitational areas’ and one for ‘pumped areas.’

Reports from the Capital Works Programme, Project Delivery, Operations, Environment and Sustainable Development were approved. Details on IDB Web-page.

An application has been approved to create two new habitat shelves at Finningham Beck.

The Internal Audit Report was approved and ‘substantial assurance’ was welcomed by the Board.

Auditors were appointed for 2022/23 from Fenland District Council.

The Financial Report and reconciliation to the Annual Governance and Accountability Return was approved, with no matters arising.

It was agreed that the rising costs of energy and fuel costs would be added to the Risks Register.

Next meeting 31st January 2023

East Suffolk Internal Drainage Board	
Representative:	Councillor Peter Byatt
Contact Details:	peter.byatt@easstsuffolk.gov.uk Tel: 07979841475

The Health and Safety Review was confirmed as having taken place. Details on the IDB Web-page.

The Capital Works Programme Update was approved. Details on the IDB Web-page.

Operations Report - A member asked about the monitoring of the condition of tidal hinges as part of regular maintenance and if proactive replacement should be undertaken. The Area Manager agreed to review this.

A Member asked about the issues with flooding at Ufford Bridge. The Area Manager referred the Board to the report previously circulated the with proposals to alleviate flooding in Ufford. It was agreed that the Area Manager and the Operations Manager should investigate the proposed solutions in more detail and begin liaising with the Environment Agency, Highways, Suffolk County Council, etc regarding contributions (financial/in-kind) with an in-principle agreement that the Board would meet the estimated cost of £45,000 .

Environmental Report – the Area Manager reported that the planned re-introduction of wild beaver colonies to sites in England could impact IDB systems. He also commented that new Legislation came into effect on 1st October 2022 to protect beavers. In addition the Environmental Manager is already working to obtain a licence to permit mitigating activities, if needed, should any colonies be established in the ES IDB.

A Member agreed the need to draw up a Carbon Reduction Plan and asked what the Board were already doing to reduce carbon use. The Finance and Rating Manager confirmed that Water Maintenance Alliance (WMA) Consortium had already been looking at this, and also assessing the main costs, particularly for Pumping Stations. The Chief Executive confirmed that the new office building would feature solar panels. The Programme Manager added that the WMA was one of the first to produce a Carbon Reduction Strategy.

Sustainable Development Report – Details on the IDB Web-page.

The Audited Annual Governance and Accountability Return for 2021/2022 was approved. There were no matters raised by the External Auditor. Details on the IDB Web-page.

Financial Report – the Finance and Rating Manager advised that she would be contacting all Pump Attendants to take meter readings monthly, backed up by photographic evidence, to ensure an clear measure of KWH usage. This would help to better forecast usage and costs, but mostly to ensure that bills received from Anglia Farmers (AF) were accurate, given previous issues with AF and their electricity suppliers

The Finance Manager reported a small amount of drainage rate payments outstanding.

It was queried who would pay for the Deputy Chief Executive post. The Finance and Rating Manager confirmed that this post would largely be funded by the Bedford Group of IDBs and that there would be no financial detriment to the WMA Boards.

There was discussion about the Full Risk Register. Three items were added to the Register :

- The risk of power cuts enforced by the National Grid
- The risk of the re-introduction of Beavers into our IDB area
- The risk of increasing electricity costs

Business Plan Policy – no items raised. Details on IDB Web-page.

Next meeting – 6th February 2023

Appendices

Appendices:
None.

Background reference papers:
None.