



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

Full Council

Members: All Councillors

Members are invited to a **Meeting of the Full Council**
to be held in the Deben Conference Room, East Suffolk House, Melton
on **Wednesday, 28 September 2022 at 6.30pm**

This meeting will be broadcast to the public via the East Suffolk YouTube
Channel at https://youtu.be/yfS8BGPC_GA

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.

3 Minutes

1 - 21

To confirm as a correct record the Minutes of the Meeting held on 27 July 2022

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

The following question(s) has/have been submitted by the public in pursuance of Council Procedure Rule 8:

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?

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.

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?

6 Questions from Members

The following question(s) from Members has/have been submitted in pursuance of Council Procedure Rule 9:

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?

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?

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

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?

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 Byatt

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.

b) Motion Submitted by Councillor Beavan

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.

9 Community Governance Review – East Suffolk ES/1285

Report of the Leader of the Council.

		Pages
10	Treasury Management Outturn 2021/22 and Mid-Year 2022/23 Report ES/1287 Report of the Cabinet Member with responsibility for Resources.	51 - 62
11	Capital Programme Review 2022/23 to 2025/26 ES/1286 Report of the Cabinet Member with responsibility for Resources.	63 - 75
12	Authorisation of Officers - Attendance at Magistrates' Court ES/1288 Report of the Cabinet Member with responsibility for Resources.	76 - 80
13	Skin Piercing Byelaws ES/1290 Report of the Cabinet Member with responsibility for Community Health.	81 - 94
14	Temporary Appointments to Little Glemham Parish Council (LGPC) ES/1296 Report of the Leader of the Council.	95 - 99
15	Cabinet Members Report and Outside Bodies Representatives Reports to Council ES/1284 Report of the Leader of the Council.	100 - 112
16	Exempt/Confidential Item 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.	

Part Two – Exempt/Confidential

		Pages
17	North Felixstowe Garden Neighbourhood <ul style="list-style-type: none"> 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, 27 July 2022 at 6:30 PM**

Members present:

Councillor Paul Ashdown, Councillor Edward Back, Councillor David Beavan, Councillor Stuart Bird, Councillor Chris Blundell, Councillor Norman Brooks, Councillor Peter Byatt, Councillor Judy Cloke, Councillor Tony Cooper, Councillor Linda Coulam, Councillor Janet Craig, Councillor Tom Daly, Councillor John Fisher, Councillor Lydia Freeman, Councillor Tony Fryatt, Councillor Steve Gallant, Councillor Andree Gee, Councillor Tony Goldson, Councillor Colin Hedgley, Councillor Mark Jepson, Councillor Richard Kerry, Councillor Stuart Lawson, Councillor Geoff Lynch, Councillor James Mallinder, Councillor Keith Patience, Councillor Malcolm Pitchers, Councillor Sarah Plummer, Councillor Carol Poulter, Councillor Russ Rainger, Councillor Craig Rivett, Councillor Keith Robinson, Councillor Mary Rudd, Councillor Letitia Smith, Councillor Ed Thompson, Councillor Steve Wiles

Officers present:

Stephen Baker (Chief Executive), Chris Bing (Head of Legal and Democratic Services and Monitoring Officer), Andrew Jarvis (Strategic Director), Nick Khan (Strategic Director), Matt Makin (Democratic Services Officer), Sue Meeken (Political Group Assistant for Labour Group), Brian Mew (Chief Finance Officer and Section 151 Officer), Tom Potter (Communications and Marketing Officer), Agnes Ogundiran (Political Group Assistant for the Conservative Group), Dickon Povey (Principal Planner for Policy and Delivery), Fiona Quinn (Head of Environmental Services and Port Health) and Nicola Wotton (Deputy Democratic Services Manager).

Others present:

Cassandra Clements (Managing Director of East Suffolk Services Ltd).

1 Apologies for Absence

Apologies for absence were received from Councillors E Brambley-Crawshaw, S Burroughes, A Cackett, J Ceresa, M Cook, M Deacon, T Gandy, L Gooch, T Green, D McCallum, F Mortimer, T Mortimer, M Newton, M Richardson, D Ritchie, R Smith-Lyte, C Topping and K Yule.

As apologies had been received from Councillor J Ceresa, Chairman of the Council, Councillor C Blundell, Vice Chairman of the Council, chaired the meeting.

2 Declarations of Interest

There were no Declarations of Interest.

3 Minutes

RESOLVED

That the minutes of the Annual Meeting held on 25 May 2022 be agreed as a correct record and signed by the Chairman.

4 Announcements

The Leader of the Council

New Appointment

The Leader took the opportunity to welcome Cassandra Clements, newly appointed Managing Director of East Suffolk Services Ltd, to the meeting. Ms Clements was observing the meeting from the public gallery this evening.

Housing Revenue Account (HRA) Hardship Fund

Councillor Gallant took the opportunity to update Members about one of the questions which had been raised at the Audit and Governance Committee meeting on Monday, in respect of the static balance of £500,000 on the HRA Hardship Reserve.

It was noted that the HRA Hardship Reserve was technically more correctly called the HRA DHP Top-Up Reserve. It was set up in 2012/13 with a fund of £500,000 and had taken the Welfare Reform Act 2012 into account. The reserve recognised the unexpected and exceptional difficulties tenants may face arising from those changes. The reserve was specifically to 'top up' the Discretionary Housing Payments (DHP) made by the Council by the value used by HRA tenants, only if the total payments made were to exceed the value of the DHP grant received by the Council from the Department for Work and Pensions (DWP). It was reported that the Reserve itself was not a grant fund that tenants applied to. To date, the Reserve had not been required, as this DWP funding had increased in recent years. There was 72% uptake of DHP grants in 2020/21, and 84% in 2021/22.

Council tenants can access support in a number of different ways, including external grant funding that the Homelessness Team had available, that can clear arrears or pay deposits. However, as this reserve had not historically been required for the specific purpose that it was established for, and uptake of the DHP grant remained below 100%, we will review it and consider alternative ways that it can be utilised to support Council tenants.

Local Government Association (LGA) Conference Highlights

- This was the first 'in person' LGA conference for 3 years – took place in Harrogate between 28 and 30 June.

- The Council was represented by 6 x Members of the Administration, 4 x Members of the Opposition, as well as the Chief Executive and Strategic Director, and between us we covered a lot of ground.
- As you would expect, much reference was made to the impact the pandemic has had on local government over the last two years and on recognition of the work undertaken to protect the most vulnerable members of the community. There was also an acknowledgement of the important role of local government in providing support to those fleeing Afghanistan and Ukraine. The conference was joined briefly by the Mayor of the Ukrainian city of Mykolaiv who gave a sobering account of the current situation in his local community. He was at pains to thank local authorities in the UK for their ongoing support.
- The Secretary of State for Levelling Up, Michael Gove, addressed the conference for the first time in his current role. He spoke about maximising the opportunities of Levelling Up and the positive impact devolution has on economic growth.
- There was much emphasis on the cost pressures faced by councils this year (£2.4bn) as a result of spiralling inflation, rising energy prices and increases to the National Living Wage. It is anticipated that this figure will rise to £3.6bn in 2024/25.
- On the workshop side, there were several sessions of particular interest including:
 - o How councils can respond to the cost of living pressures with particular emphasis on how a collaborative and participatory approach to policy making can bring about tangible solutions.
 - o The role that arts and culture can play in the recovery from the pandemic – this was of particular relevance to us given the offer that exists within the East Suffolk district.
 - o Adult social care reform and funding and the Government’s vision, including how it needs to be a joint endeavour between local government, national government, the NHS, care providers and others.
- In the Innovation Zone there were excellent examples of ways councils can respond to the climate emergency and achieve net zero. In relation to the latter, examples of pilot partnerships between businesses and local authorities to drive innovation and scale up the impact of net zero projects were given.
- Staying on the theme of net zero, Craig and I were invited to a discussion hosted by a company called Beyond 2050 where we talked through the benefits of hydrogen and where pilots in the north of the country have been successful – this is definitely one we are looking to explore further.
- All in all it was a very enjoyable, informative but exhausting three days and the Conference would be held in Bournemouth next year.

Changes to the Licensing Committee membership

Councillor Gallant reported that, using his delegated powers, he had made some

changes to the membership of the Licensing Committee.

He stated that Councillors Frank Mortimer, Trish Mortimer and Russ Rainger would be replaced by Councillors Alison Cackett, Tony Cooper and Andree Gee, with immediate effect.

Southwold Harbour Management Committee

Councillor Gallant reported that using his delegated powers, he had made a change to the membership of the Southwold Harbour Management Committee. With effect from 4 July 2022, Councillor James Mallinder was replaced by Councillor Mary Rudd.

Changes to the CIL Spending Working Group

Councillor Gallant reported that using his delegated powers, he had made a change to the Terms of Reference of this Executive Working Group, which was included within the CIL Strategy.

In order to assist the meeting being quorate, he had increased the size of the Working Group from 6 to 8 Members, with immediate effect, and their membership was now as follows:

Assistant Cabinet Member for Planning and Coastal Management – Tony Cooper
(Chairman of the CIL Spending Working Group)

Cabinet Member with responsibility for Communities, Leisure and Tourism – Letitia Smith

Cabinet Member with responsibility for the Environment – James Mallinder

Planning Committee North Chairman – Paul Ashdown

Planning Committee South Chairman – Debbie McCallum

Conservative Councillor – Tony Fryatt

Labour Councillor – Mike Deacon

GLI Councillor – David Beavan

‘Ease the Squeeze’ Tackling the Rising Cost of Living Update

Councillor Gallant reported that he was delighted to update Members that since the impact of increasing costs of living had been discussed at the last Council meeting in May, the Community Partnership Board had allocated £100,000 towards the new ‘Ease the Squeeze’ programme. This was in addition to funding already in place from the Covid Community Recovery Fund, 2021/22 Enabling Community Budgets for various food projects and, of course the £52,500 that Members had agreed to allocate through their 2022/23 Enabling Communities Budgets.

Councillor Gallant updated Members that three new Financial Inclusion Officers were now in post in the Communities Team and they will work with the existing Financial Inclusion Officer, in the Housing Service, to provide advice for residents about budgeting, debt, benefits, grants and credit, in a range of community settings in line with the emerging financial inclusion strategy.

In addition to the Councillor briefing on 20 June 2022, which almost half of Members

attended, workshops had been held for staff and partners. From the sixty plus projects identified, a list of priority projects has been identified which included:

- A network of Warm Rooms around the District to help people to manage the cost of heating their own homes this winter whilst reducing loneliness and isolation
- Funding for a Food Network Coordinator to open up local food pathways and support the establishment of Community Pantries and Fridges
- A programme of Cooking on a Budget classes across the District
- The launch of Comfort Food (a free meal and drink in local café's) building on Thin Ice run by Access Community Trust at Sam's Café in Lowestoft last winter
- Food to Fork projects to encourage community gardens and allotments, planters and widow boxes growing fruit and vegetables
- Increased access to microwaves, hobs, slow cookers, and clean, warm bedding

Each of these projects was currently being scoped and costed and had a lead officer within the Communities Team. A new webpage and 'Ease the Squeeze' campaign would commence shortly. Councillor Gallant encouraged Members to contribute and share information about these projects far and wide.

Cabinet Members

There were no Cabinet Member updates on this occasion.

Chief Executive

Mr Baker, Chief Executive, took the opportunity to formally announce that he would be taking retirement and his final day at the Council would be 31 December 2022. His last Full Council meeting would therefore be on 23 November 2022.

He reported that the Council would have a new start in 2023. The recruitment process for a new Chief Executive would commence shortly, however, the recruitment process for the additional Strategic Director post would take place slightly later in the year, to enable the new Chief Executive to be involved in that appointment process.

The Chairman of the Council

The Chairman gave an update on the Civic Engagements that the Chairman and Vice Chairman had attended, since the last Full Council meeting.

The Chairman had attended:

- The President's Lunch at the Suffolk Show, Trinity Park, Ipswich on 1 June 2022.
- The County Service of Celebration - HM Queen's Platinum Jubilee at St Edmundsbury Cathedral in Bury St Edmunds on 12 June 2022.

The Vice Chairman had attended:

- RAF Honington Freedom Parade, Platinum Jubilee Parade and Sunset Ceremony for HM The Queen at the Athenaeum, Angel Hill, Bury St Edmunds on 9 June 2022.

- Suffolk Day 2022 - Gathering of the Civic Leaders to hear the Proclamation at Castle Meadow, Framlingham on 21 June 2022.
- Suffolk Armed Forces Day at Hadleigh on 23 June 2022.
- The Mayor of Ipswich 'At Home' at the Ipswich Transport Museum, Ipswich on 8 July 2022.
- Festival of Suffolk Community Games at Bury St Edmunds Leisure Centre on 9 July 2022.
- Commonwealth Baton Relay at Abbey Gardens, Bury St Edmunds on 9 July 2022.
- Martlesham Play Area New Equipment Opening at the Jubilee Play Area, Martlesham on 15 July 2022.
- Stowmarket Mayor's Civic Service at St Peter and St Mary's Church, Stowmarket on 17 July 2022.

5 Questions from the Public

Councillor Byatt sought clarification about whether Mr Robertson had needed to declare that he was a Carlton Colville Town Councillor, when submitting his public question. There followed some discussion in this respect and the Mr Baker, Chief Executive, confirmed that there was no requirement for Mr Robertson to make any such declaration.

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

As the freeholder of the Gateway Retail Park, how long will East Suffolk Council allow negotiations to continue between the leaseholder Freshwater Group and Peter Aldous MP before enforcing a solution as the freeholder, which will stop the congregation of cars and anti-social behaviour happening at the Retail Park?

Response from Councillor Rudd, Cabinet Member with responsibility for Community Safety

The Council attempted to contact its tenants, Metropolitan Properties (Investments) Limited, in early May without response. We contacted them again in mid-July asking for a response by 29 July 2022 giving full details of what actions are being taken to address the issue. The letter highlighted that if satisfactory action was not taken the Council reserves its rights to take appropriate action, as the issue is contrary to tenant covenants within the lease.

Such action could include a Section 146 notice, however, robust evidence of an ongoing problem would need to be available to underpin any such action. It was important to note that only two reports have been made to the Councils Anti-Social Behaviour Unit (ASBU) in the last six months and four to the Police, including those from Mr Robertson, who has done several FOIs etc, but the Council needs as much evidence as possible to enable it to reinforce the urgent need to act.

When Council and Police officers have visited Gateway Retail Park, anecdotal feedback has been provided by businesses, but I cannot emphasise strongly enough the importance of both local residents and businesses reporting concerns through the

Police, to enable them to use their powers under section 59 of the Police Reform Act 2002, and through the Council's ASBU to enable us to build a picture of the issues. Additional reports from residents and businesses, including completed diary sheets, will be considered alongside information gathered through previous and planned future visits to the site.

6 Questions from Members

a) Question submitted by Councillor Tom Daly to Councillor James Mallinder, Cabinet Member with responsibility for the Environment

Theberton and Eastbridge Parish Council have expended a lot of time and effort to obtain Dark Skies in their area which is classed as category 1, Milky Way quality. Other PCs in the area are looking to follow suit.

They simply need ESC approval to complete the process of securing Dark Skies status.

I have been asking for a response for them since August 2021. Environment is one of the main pillars of our statutory plan; can we please give them the encouragement they deserve in their sterling efforts for their local environment by giving our approval?

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

I am still investigating this and I will respond accordingly to the 3 relevant Ward Members, namely Councillors Russ Ranger, Tony Cooper and Tom Daly, in due course. I would like to reassure you that the Dark Skies are an important principle at East Suffolk Council and it is embedded into the Local Plan, various Supplementary Planning Documents, planning considerations, Neighbourhood Plans and is also a principle of the Area of Outstanding Natural Beauty (AONB).

The Council's Environmental Protection Team also investigate complaints received concerning unnecessary light pollution.

Through my engagement as the Cabinet Member with responsibility for the Environment, Community Partnerships, the work of all Councillors and this Council, we always give encouragement to local environmental initiatives and provide support to local communities.

Supplementary Question from Councillor Daly

This has all being going on for a year now, the Parish Council is getting concerned and is starting to feel that the Council is being obstructive. We need to be working as a team. Please can you keep me informed of any developments, as we need to give the Parish Council hope that we are going to make some progress?

Response from Councillor Mallinder

Yes, we will keep you updated regarding the progress in this matter.

b) Question submitted by Councillor David Beavan to Councillor Richard Kerry, Cabinet Member with responsibility for Housing

Dismayed by the low registration for social homes via HomeChoice in my ward, I decided to test the system by registering myself in March. Why is there no 'save' option for the 17 page online application form whose second page of 38 questions starts by saying, "You must submit this page in the next 15 minutes"? Why is my registration still waiting for approval four months later? Can we make this system fair and fit for purpose?

Response from Councillor Kerry, Cabinet Member with responsibility for Housing

When you first go to the registration page on the Gateway to Homechoice Website, you can see at the top of the page a message that reads "You must submit this page in the next 15 minutes".

Once an applicant starts to complete the application, at the 13-minute mark the system will give a warning, with a pop up message saying "Your session will expire in 2 minutes. If your session expires, you will lose any unsaved data changes you may have made on the current page and will be returned to the Login page. Click 'Ok' below to extend your session by another 15 minutes."

If the applicants follow the instructions by clicking 'ok' the system will extend the session by a further 15 minutes to complete the page and move onto the next one. If the applicant logs out, the system will save what has been completed and when they login back again, it will remember the changes made on the previous pages so that they can continue to work on it.

The application is split into 17 pages with each page having 15 minutes to complete. The 15-minute time frame will reset once the applicant has clicked "next page" and all the information on the previous page is then saved. If an applicant is timed out of a page of the application, all the information that they have previously input will be retained, except that on the page that was timed out (so for example, if timed out on page 8, all information input from page 1 – 7 will be retained and the customer can simply click through these sections and pick up again at page 8).

We do offer assistance with submitting applications over the phone, where a customer requires this – the Gateway specialists in Customer Services currently manage these appointments.

We have raised the concerns shared by Councillor Bevan with Civica, the software provider, and they do not wish to extend the timeframe, as this would add additional risk to the system and all we can do is monitor and report back, should we have any further complaints or issues raised by applicants struggling with this, which, to date, we have not.

In relation to Councillor Beavan's Gateway to Homechoice application, this is currently being processed by Babergh and Mid Suffolk District Councils, due to conflict of

interest. I have made contact with the Team, and they have confirmed that they are awaiting verification information e.g. ID / Income in order to proceed with the application. They wrote to Councillor Bevan, initially, on 22/04/2022 and a second letter was sent on 27/05/2022 asking for this information. They have received some completed paperwork but not everything they requested. They will resend the letter on the 15 July 2022, requesting the information once again, so that the application can be verified and made active. However, I feel that those officers have much more pressing work to be undertaking, for genuine applicants.

Supplementary Question from Councillor Beavan

It would be simple to add a 'save' button so that you can just save as you go along, which would make it much easier to complete the form. I am surprised the developers cannot do this and that it would add additional risk.

I have been watching my 'to do' list on the website and there was no progress at all and I also did not receive any correspondence as a result of my application, until after the papers for the Full Council meeting were published. Within half an hour of receiving the letter, I had sent them all the information they had requested. It appears to take months to be registered and people who are being made homeless are also telling me this. It is taking is far too long and I think that we need to look into this.

Response from Councillor Kerry

The officers work very diligently to prevent people being made homeless. We are 1 of 7 Councils that use this service and I have checked and there have been no other complaints or concerns raised about the application process.

c) Question submitted by Councillor David Beavan for Councillor James Mallinder, Cabinet Member with responsibility for the Environment

How long will the air quality monitoring at the current sites within Woodbridge continue? Bearing in mind that the UK air quality standards are far less strict than WHO's Air Quality Guidelines, which state that 10µg/m³ is the highest safe level of NO₂, and that levels in Woodbridge are still at 25µg/m³, will Cabinet commit to continue monitoring these sites on a permanent basis?

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

Thank you, Councillor Beavan, I am delighted to say that the air quality has improved to such an extent, at this location, that we have been advised by DEFRA that we can remove the air quality management area status. We have been out to consultation to make that suggestion and once the replies have been analysed, I will make the final decision. This is another good news story for East Suffolk, I am sure you would agree.

However, let me reassure you and others that this doesn't mean we will stop monitoring this site. It is just removing the air quality management area status. We have over 70 sites across East Suffolk that we monitor and this Council takes the concept of clean air very seriously. I am delighted to confirm that we meet all

statutory requirements across the district for air quality.

East Suffolk Council has big ambitions and we want to be better than the minimum, so we have launched an Air Quality Strategy to do just that, to make sure this concept is at the heart of East Suffolk and air quality considerations are taken into account in planning, projects, consultations and the decisions that this Council makes.

With regards to any changes to the statutory requirements, I would suggest that you lobby your local MPs.

Comment from Councillor Beavan

I am encouraged that this Council is taking this seriously. However, air quality may worsen in the future due to the traffic caused by the Sizewell C development. There have been reports in the news that air pollution may cause dementia or worsen long Covid, so it is important that we are taking action. Thank you.

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 Craig, and he read out the following:

This Council recognises that the cost of living crisis has had a noticeable impact on the price of freshly-grown food. Some residents already make use of their own outdoor spaces to grow their own vegetables and fruit, and also there are those who are fortunate enough to have access to Allotments.

We believe that there is a simple and positive way to support residents in the long-term to save money and at the same time, to encourage a healthy life-style.

This Council resolves, therefore, to establish a Working Group to liaise with Parish Councils, local Allotment Groups, land-owning Charitable Trusts and other land-holding bodies with the purpose of seeking opportunities to provide additional Allotments across East Suffolk.

In addition, this Working Group will widen its brief to consider the current status of public green and brown spaces across the District, with the purpose of encouraging community groups to adopt these spaces, to establish Pocket Parks, Community Gardens and Orchards.

The Chairman advised that in accordance with Council Procedure Rule 11.4, the Leader of the Council, Leaders of the Opposition Groups and the Chairman of the Council had met to discuss this Motion and agree a way forward. The recommendation from this meeting was that the Motion would be discussed this evening. He 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 invited Members to debate.

The Leader of the Council stated that whilst he was very supportive of people being given the opportunity to grow their own vegetables, he had some concerns about the Motion. This was because allocating officers to support any specific newly formed Working Group was going to impact on the capacity within the Communities Team. This would ultimately inhibit their ability to respond flexibly to the needs of the community in the run up to the autumn and winter period. It would also not be realistic to get food grown and harvested before the crisis started to bite.

The Leader then proposed an amendment to the Motion, which was duly seconded by Councillor Smith. The amended Motion was as follows:

This Council recognises that the cost-of-living crisis has had a noticeable impact on the price of freshly grown food. Some residents already make use of their own outdoor spaces to grow their own vegetables and fruit, and there are those who are fortunate enough to have access to Allotments.

This Council will seek to support residents over the long-term to save money and at the same time, to encourage a healthy lifestyle through our 'Ease the Squeeze' cost of living programme, including a project supporting people living in some of our most deprived communities to learn to grow and cook vegetables and fruit at home .

This Council resolves, to ask the Chairs of the eight Community Partnerships at their next Regular Meeting to debate how they can use their local influence to encourage Town and Parish Councils, local Allotment Groups, land-owning Charitable Trusts, and other land-holding bodies to join them in seeking opportunities to provide additional Allotments and other growing spaces across East Suffolk.

In addition, This Council will ask the Chairs of the Community Partnerships to consider the current status of public green and brown spaces across their areas, with the purpose of encouraging community groups to adopt these spaces, to establish Pocket Parks, Community Gardens and Orchards.

The Chairman invited Members to debate the proposed amendment to the Motion.

Councillor Byatt stated that he was supportive of the proposed amendment, as it fulfilled the objective of the original Motion. He felt that taking the matter to the 8 Community Partnerships was a positive step and he reported that he was happy to support the amendment.

Councillor Jepson, Chairman of the Felixstowe Peninsula Community Partnership, reported that his Community Partnership had already been working with local primary schools and had assisted with the installation of raised beds. This had encouraged young people to become involved in gardening and he supported the amendment.

Councillor Fryatt queried whether the Council had any unused land that could be donated for the purpose of encouraging gardening? Councillor Rivett, Deputy Leader and Cabinet Member for Economic Development, reported that all of the assets owned by the Council were listed and available to view on the Council's website. People were encouraged to contact the Assets Team with any suggestions for changes to land use for the purpose of growing food.

Councillor Smith confirmed that she was very supportive of the amended Motion, for the reasons already raised this evening.

Councillor Gallant stated that the amended Motion acknowledged the value of the project and utilised existing and established routes to achieve the desired outcomes.

There being no further debate, the amendment was put to the vote and it was unanimously **CARRIED**.

There being no further discussion, the Chairman invited Members to put the Motion to the vote and it was unanimously **CARRIED**.

b) Notice of Motion Submitted by Councillor David Beavan

The Chairman invited Councillor Beavan to read out his Motion.

Councillor Beavan proposed his Motion, which was seconded by Councillor Daly, and he read out the following:

This Council notes:

- 1. Following the announcement in May of the Levelling Up and Regeneration Bill by DLUHC, ESC will be able to utilise a new discretionary council tax premium of up to 100% on second homes which are not let out or lived in for at least 70 days a year.*
- 2. As of 2021 there were 4,113 second homes in East Suffolk, which inflate the local housing market beyond the reach of local people, depopulating the resident communities for lack of alternative social housing to rent.*
- 3. This could provide up to £7.6m annually for the East Suffolk area from 2024/25, of which ESC would receive £700k.*

This Council resolves to:

- 1. Utilise the full 100% council tax premium on second homes and empty dwellings to fund Community Land Trusts to provide local social housing for rent in the wards affected by second homes. At a cost of roughly £210k per new home, ESC would be able to provide up to three new rented social homes per year.*
- 2. Reach out to Suffolk County Council and the Police and Crime Commissioner to*

explore the possibility of working together to utilise the entire £7.6m pot for the construction of up to 36 homes a year.

The Chairman advised that in accordance with Council Procedure Rule 11.4, the Leader of the Council, Leaders of the Opposition Groups and the Chairman of the Council had met to discuss this Motion and agree a way forward. The recommendation from this meeting was that the Motion would be discussed this evening. He 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 invited Members to debate.

Councillor Beavan stated that taxation needed to be fair and second homes were pricing locals out of the market, when they earned an average wage. He reported that a shared ownership property was up for sale in Southwold for around £400,000, where a wage of £50,000 pa was required to pay the mortgage, which was significantly out of reach of the majority of local people. He had heard of tenants being evicted from their homes, as landlords would be able to gain much greater rents from the holiday market. He was greatly concerned that coastal communities were being hollowed out and would ultimately be left with no residents in future, they would just become holiday parks.

Councillor Beavan reported that house prices were too high for the vast majority of local people. He knew of several local businesses which were having to offer their workers accommodation as part of their remuneration package, as they were unable to afford to rent or buy in Southwold. Councillor Beavan acknowledged that tourism was the lifeblood of the local area, however, he felt that there needed to be a way for tourism to co-exist with a healthy, local community. He stated that additional homes for rent were desperately needed and increasing the Council Tax paid by second home owners could help to fund this much needed additional housing for rent.

Councillor Gallant noted the good intentions contained within the Motion and took the opportunity to remind Members of the actions taken by the Conservative Government and the proactive way that they had reacted to the ongoing issues caused by excessive second home ownership. He stated that this demonstrated how the Conservatives listen, understand and react to local issues. It was also noted that the Cabinet Member with responsibility for Resources had been extremely proactive in leading the Councils representations to Government.

Councillor Gallant stated that the prudent financial stewardship and management of the Council's finances meant that the Council would not commit funds to the Medium-Term Financial Strategy, or any other project, until the funds had been received. The Levelling Up and Regeneration Bill, which dealt with the introduction of a Council Tax premium on 'periodically occupied' properties, was not expected to complete its passage through Parliament until the Spring of 2023. There would then be a requirement for the property owners concerned to be given 12 months' notice of the intended premium. The financial benefits to local authorities would, therefore, not be realised until 2024/25 at the earliest, which also assumed that the Bill received Royal

Assent on that timescale.

Councillor Gallant stated that it was anticipated that these measures, together with the Empty Home's Premium coming in from 2023/24, might incentivise second homes becoming primary residences and may also lead to properties being brought back into use, thus increasing the local supply. In view of these factors, and until the effect of these potential trends had been established, it would be completely contrary to good governance and the financial prudence of the Administration to consider allocating any of this funding in advance of its receipt. He felt that it would amount to an empty promise, something that the Conservative Administration would not make.

Councillor Gallant stated that the current Administration would cease in May 2023 and the new Administration would have ample time to decide upon the allocation of future funds that may be acquired as a result of this initiative. He reported that he saw no value in seeking to tie the hands of the future Administration, who would be more than capable of allocating any funds in an appropriate way. Therefore, he called for Members across the chamber to vote against this Motion.

Councillor Jepson reported that he was Chairman of the Community Safety Partnership and he had attended several meetings of the Police and Crime Commissioner. He stated that the finances of Suffolk Police were constrained, therefore, he felt that Councillor Beavan's Motion was not viable.

Councillor Byatt said that he understood Councillor Beavan's sentiments and he acknowledged the hard work undertaken to date to try and resolve the issues created by second homes. However, he stated that the Council could not commit to building more homes for rent until the funds were available. He also queried whether second home owners would be able to find another loophole, in the future, to avoid paying double Council Tax? Councillor Byatt stated that he and his Group would be abstaining from voting on this Motion. He clarified that they were not opposed to the Motion in principle and they hoped that the new Administration would review the matter again in due course.

Councillor Plummer stated that she understood that the Council could not commit funds that it had not yet received, however, she asked if Members could support the principle of the Motion instead? She felt that those people who visited and enjoyed the area, needed to contribute to the upkeep of the area and facilities.

Councillor Daly reported that the East Suffolk District had the most second homes and short term lets in Suffolk and he felt that this issue was out of control. He was concerned that many places were becoming like ghost towns and they were empty and isolated in the winter. It was important for the Council to try and do something about it and therefore he felt that Members should support the principle and spirit of the Motion.

Councillor Beavan queried how the Chancellor had been able to commit funds for Social Care before it had been received? Therefore, if the Chancellor was able to, why couldn't this Council? He stated that it was important to build relationships between second home owners and their local communities, so they could co-exist. He said that second homes were currently a real threat, which were forcing local families to leave the area, which had a negative impact on jobs, schools, friends, families and the local

community. He stated that this was not right. He asked Members to support the Motion, as it would soon be too late, if no action was taken.

There being no further comments or debate, the Motion was put to the vote and the Motion was **LOST**.

9 Flexible Use of Capital Receipts Strategy 2022/23 - 2024/25

Full Council received report **ES/1221** by Councillor Cook, Cabinet Member with responsibility for Resources, which was presented by Councillor Back, Assistant Cabinet Member with responsibility for Resources. The purpose of the report was to seek Full Council approval of the updated Flexible Use of Capital Receipts Strategy for the period 2022/23 to 2024/25, in accordance with updated Guidance and Directions issued by the Secretary of State in April. It was noted that the Cabinet had recommended approval of the Strategy at its meeting on 5 July 2022.

Councillor Back reported that the Strategy would enable the Council to potentially take advantage of a valuable flexibility enabling funding of the revenue costs of transformation projects generating savings or increased income from capital receipts. He stated that the Council had approved strategies in respect of this flexibility in the past, however, it had not utilised it. This extension was now particularly welcome and timely as the Council not only had a number of key transformation projects with significant upfront costs, but also had recently received a sizeable capital receipt for the Melton Hill site.

Councillor Back confirmed that inclusion in the Strategy did not constitute a commitment to fund through capital receipts, as this decision needed to be taken in light of the Council's overall revenue and capital financing requirements. It was noted that for 2022/23, the Cabinet would determine the actual financing when approving the Council's Capital Programme outturn and financing for the year. For 2023/24 and 2024/25, the Council would approve the budgeted funding of the projects in the strategy, when approving the Budget and the Capital Programme for the year.

The Chairman invited questions to Councillor Back.

Councillor Byatt queried the amount of revenue generated by the sale of the Melton Hill site, given that it had been reported in the press that security and maintenance of the site, whilst it was empty, had reached £1.5 million in costs. The Leader stated that you should not believe everything in the press. He asked Councillor Byatt to email him with his question and he would provide a response outside of the meeting.

Councillor Byatt asked if he could receive information about the sales to date of the new Eastern Edge Beach Huts in South Lowestoft? Councillor Rivett, Deputy Leader and Cabinet Member with responsibility for Economic Development, stated that he would be pleased to provide a detailed report under his Cabinet Member Update at the next Full Council meeting in September. This update would include the Eastern Edge Beach Huts as well as other significant projects and investments in the District.

Councillor Pitchers queried page 59 of the report, which stated that the business case for the creation of East Suffolk Services Ltd had anticipated zero savings. The Leader invited Mr Mew, Chief Finance Officer, to respond to this query. Mr Mew stated that

the zero savings was a typographical error. The savings should be approximately £1.5 million.

Councillor Byatt commented on the cost reductions and efficiency savings and he queried where the detailed figures could be found? Councillor Back invited Mr Mew to respond to that query. Mr Mew reported that the Council was required to report all of the savings achieved and further detailed information would be provided in future finance reports.

There being no further questions, the Chairman invited Members to debate.

There being no debate, the Chairman invited the Leader of the Council to speak as the seconder of the recommendations.

The Leader of the Council reported that he was very pleased to support this report, which would provide additional flexibility for the Council. He then stated that Members were welcome to ask questions of Councillor Cook, Cabinet Member with responsibility for Resources, or Councillor Back, Assistant Cabinet Member with responsibility for Resources, at any time. He confirmed that Members did not need to wait until the next Full Council meeting in order to ask a question to Members of the Cabinet.

There being no further comments, it was

RESOLVED

That the updated Flexible Use of Capital Receipts Strategy attached as Appendix C to the report be approved.

10 Environmental Services Team - Resourcing and Restructure

Full Council received report **ES/1241** of Councillor Mallinder, Cabinet Member with responsibility of the Environment, which was presented by the Leader of the Council. Councillor Gallant advised that he was delivering the report this evening, as it represented a significant financial request to this Council. The report formed part of the Council's ongoing review of its capacity and capability to deliver, in a way that met local residents' expectations and the Council's aspirations, as laid out in the Strategic Plan.

Members noted that the current structure of the Environmental Protection Team had been created in 2012, to align the service across both Suffolk Coastal and Waveney District Councils and it had not been reviewed since. In the last five years, the Environmental Protection Team had seen a sustained and significant increase in the demands and workloads placed on members of staff, which arose from several different sources, including:

- 10 NSIPs (Nationally Significant Infrastructure Projects) including Sizewell C requiring high levels of involvement and expertise in noise, contaminated land, air quality and drinking water assessment and monitoring during application, construction and implementation phases, some of which have timescales of up to 12 years.

- Increase in number and complexity of 'licensable activities' in the animal welfare legislative regime.
- Sustained increase in reactive workload to nuisance complaints such as noise, smoke, air quality (an 18% cumulative rise from 2015 to 2021 from 3500 to 4180 per year).
- Backlog of work, due to Covid pandemic, increased legislative requirements but also due to lack of staff to undertake inspections.
- Increased public and political interest in air quality and additional responsibilities envisaged from the Environment Act 2021.
- Provision of ongoing and daily specialist support to Norse Waste Management officers around data capture and enforcement expertise.
- There are over 500 private water supplies in the District and the burden for these was increased in 2018 by requiring sampling staff to be qualified and accredited to UKAS standards and the increased number of parameters for testing.
- Change in demand for out of hours noise service during the week not just weekends.

It was confirmed that, despite an increase in demand, the Environmental Protection Team had worked hard and flexibly to adapt to the additional pressures where possible. They had streamlined processes and have also continued to provide support and guidance to other areas of the organisation such as the Anti-Social behaviour team, Planning, Norse, Customer Services and Assets. Councillor Gallant reported that, whilst the Team and the Council could and should be proud of this, it should also be noted that the longer-term impact upon staff was beginning to show and there had been a recent increase in the number of service complaints received, in part due to lack of staff resource to provide an adequate and timely response.

It had been identified during the review that the current Team Leader directly line managed 15 staff, a considerable number, which was impacting upon their ability to fully undertake the corporate, financial and strategic requirements of the post. Councillor Gallant advised that the existing team structure also did not facilitate succession planning, and if the Council wanted to train and retain staff, then it must provide a structure which allowed them to progress their career paths through the Council or risk them looking elsewhere for personal development opportunities. In light of all this, a full and detailed review of the implications of the additional burdens on the service, as well as business as usual and project tasks was undertaken.

Councillor Gallant then invited Ms Quinn, Head of Environmental Services and Port Health, to provide a short presentation to outline the proposals for consideration this evening.

Ms Quinn, Head of Environmental Services and Port Health, gave a detailed presentation regarding the current staffing structure, workloads and funding

streams. She then detailed the various options available and outlined the benefits of each.

Councillor Gallant stated that Members had heard the background and the rationale for the request and understood limitations of the current structure and the proposed new structure, which was Option 1 within the report. Members had also been apprised of the financial implications of this initiative. It was noted that residents expected and deserved a better level of service than could currently be delivered within the resources available and he reiterated that the delivery gap would grow overtime, rather than reduce.

The Chairman then invited questions to Councillor Gallant and Ms Quinn.

Councillor Cooper sought clarification regarding the funding from Sizewell C, which was due to last until 2028. Councillor Gallant confirmed that the funding from Sizewell C would be made in phases and there would be a requirement for Environmental Protection involvement throughout the build. It was anticipated that the charge for Environmental Protections services would be similar to a cost recovery basis.

There being no further questions, Councillor Gallant moved the recommendations within the report and this was seconded by Councillor Mallinder.

The Chairman invited Members to debate.

Councillor Byatt took the opportunity to congratulate Ms Quinn on undertaking a restructure so quickly. He also recognised the unprecedented level of major projects requiring the Environmental Protection Team's input and the need for succession planning going forwards. He confirmed he was supportive of the proposal.

Councillor Hedgley stated he had been concerned about the capacity of the Environmental Protection Team. They were incredibly busy, however, he had been very impressed by their exemplary work when dealing with the issues in Little Bealings. He stated that he also supported the proposals.

Councillor Daly stated the Environmental Protection Team undertook crucial work on behalf of the Council. He felt it was very important that they had sufficient resources in order to keep on top of their workloads.

Councillor Mallinder took the opportunity to thank Mr Reynolds, Environmental Protection Manager, for all of his hard work for the Council over the years. It was noted that Mr Reynolds would be retiring shortly and Councillor Mallinder stated that he would miss his guidance and expertise and, on behalf East Suffolk Council, he wanted to thank him for his dedication to his role. He would be greatly missed and Councillor Mallinder wished him well in the next chapter of his life.

Councillor Mallinder confirmed that East Suffolk Council had a strong environmental vision and, unfortunately, some residents and visitors damage the landscapes in the district. Equally, some communities did not understand that there was a climate emergency, where their behaviour could be not tolerated. Therefore, Environmental Protection had a crucial role in supporting local residents and communities in making

sure all stakeholders within East Suffolk adhered to the rules, regarding fire, air, water, animals and noise.

Councillor Mallinder stated that Environmental Protection also responded to planning applications, licensing applications and, of course, many NSIPs. It was imperative that the Team was fit for purpose. East Suffolk Council had big ambitions and part of that involved having a robust system in place dealing with environmental protection issues. He confirmed that he was delighted to support this report and the recommendation to increase the number of officers and make sure the Council could maintain the quality of service and make sure the Team was fit for the future. He reiterated that he was proud to second the recommendation.

Councillor Gallant also sent his best wishes to Mr Reynolds and took the opportunity to thank the Environmental Protection Team for their ongoing hard work for local residents.

There being no further debate, the recommendations were put to the vote and it was unanimously

RESOLVED

That the additional funding required for Option 1 be approved for the following new posts:

- DCO/NSIP (non-SzC) Environmental Impacts Officer (1 FTE)
- Contaminated Land Assistant (1 FTE)
- Air Quality Project Officer (0.6 FTE)
- Environmental Protection Technical Officers (2 FTE)
- Senior Environmental Protection officers (2 FTE)
- SZC Project EPO/EHO (1 FTE from 2028)

to ensure that the Council has sufficient capacity within the Environmental Services team to deliver the Strategic plan and meet its statutory requirements.

11 Lound with Ashby, Herringfleet and Somerleyton Neighbourhood Plan

Full Council received report **ES/1224** by Councillor Ritchie, Cabinet Member with responsibility for Planning and Coastal Management, which was presented by Councillor Cooper, Assistant Cabinet Member with responsibility for Planning and Coastal Management.

Councillor Cooper reported that, after a number of years of hard work, the Lound with Ashby, Herringfleet and Somerleyton Neighbourhood Plan completed its Examination in February 2022 and then passed the referendum on 23 June 2022. 92% of residents had voted 'yes' and there had been a turnout of 34.3%.

Members noted that the plan had been built on wide engagement with the community and it had undergone several rounds of consultation. The Neighbourhood Plan area

also covered part of the Broads Authority executive area. As such, the Broads Authority would be considering whether to 'make' the Neighbourhood Plan at the Broads Authority meeting to be held on 29 July 2022. Officers at East Suffolk Council and the Broads Authority had provided support and guidance to the Parish Councils throughout the course of the development of the plan.

The plan included a number of policies which respond to important local issues. These include (amongst others):

- Masterplanning and design guidance which has been produced specifically for the parishes to help guide and shape new development. This includes dedicated design guidance for three sites which are allocated for development in the East Suffolk Waveney local plan.
- A policy to influence the housing mix of new residential developments which supports smaller 1, 2 or 3 bedroom homes.
- A policy to guide the character of new public open space and encourage native species of plants to improve biodiversity.
- The existing network of footpaths and bridleways which give access to the countryside is safeguarded and new connections to these are encouraged by policy.
- A policy setting minimum parking standards for new residential development and requiring safe and secure cycle storage.
- Policies in the plan support local community facilities with specific support provided for a new village hall and changing rooms at the playing field in Somerleyton.
- Development of new businesses or expansion of existing businesses is also supported by policy.

The Chairman invited questions from Members. There being none, he then invited Members to debate.

Councillor Rivett, Deputy Leader and Cabinet Member with responsibility for Economic Development, thanked Councillor Cooper for the report. He was pleased that there had been significant consultation with Town and Parish Councils and he commended the Planning Service for their ongoing hard work and support.

There being no further debate, the recommendation was put to the vote and it was

RESOLVED

That the Council "make" the Lound with Ashby, Herringfleet and Somerleyton Neighbourhood Plan (Referendum version, May 2022) part of the statutory Development Plan for the part of the Lound with Ashby, Herringfleet and Somerleyton Neighbourhood Area within East Suffolk.

12 Cabinet Members' Report and Outside Bodies Representatives' Report to Council

Full Council received report **ES/1214**, which was presented by the 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 would be taken as read and

he invited relevant questions on their contents.

Councillor Byatt thanked Councillor Rudd, Cabinet Member with responsibility for Community Health, for her report on the event she attended at Waveney Gymnastics Club in Lowestoft. He felt that there needed to be more publicity regarding such events in future.

The Chairman commented on the Communities Update from Councillor Smith, Cabinet Member with responsibility for Communities, Leisure and Tourism. He recommended the update to all Members and stated it was very interesting and informative.

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

The meeting concluded at 8:26 pm.

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Chairman



FULL COUNCIL

Wednesday, 28 September 2022

Subject	Community Governance Review – East Suffolk
Report by	Councillor Steve Gallant Leader of the Council
Supporting Officer	Stephen Baker Chief Executive Electoral Registration Officer Stephen.Baker@eastsuffolk.gov.uk 01394 444378 Karen Last Electoral Services Manager Karen.Last@eastsuffolk.gov.uk 01394 444324

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

Purpose and high-level overview

Purpose of Report:

The purpose of this report is to ask Council to approve the final recommendations of the district-wide Community Governance Review (CGR).

At its meeting on 25 May 2022, Council approved to begin a consultation on the draft recommendations.

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 can be found in Appendix A.

Options:

1. To approve the final recommendations as agreed by the Member Working Group. This will enable any changes to be included in the revised register on 1 December 2022 and for amended governance arrangements to be in place for elections in May 2023, subject to Local Government Boundary Commission for England consent.
2. To amend the final recommendations. Changes to the final recommendations may impact on the timeline. A delay in the timeline could result in final recommendations being approved too late for re-publishing the register and for implementing changes for local elections in May 2023.

Recommendation/s:

1. Council agrees the final recommendations, as set out in Appendix A to this report, be approved by Council.
2. Council agrees 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. 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.

Corporate Impact Assessment

Governance:

In undertaking the review, the Council will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007, the relevant parts of the Local Government Act 1972 and Guidance on CGRs issued by the Department of Communities and Local Government and the Local Government Boundary Commission for England in March 2010.

<p>The Community Governance Review Member Working Group has agreed the final recommendations to be taken to Council following a period of consultation.</p> <p>The final recommendations will need to be approved by Council and consent must be obtained from the Local Government Boundary Commission for England (LGBCE), where necessary, prior to reorganisation orders being made.</p>	
ESC policies and strategies that directly apply to the proposal:	
None	
Environmental:	
None	
Equalities and Diversity:	
No impacts	
Financial:	
Under the Local Government and Public Involvement in Health Act 2007, local authorities have responsibility for undertaking CGRs. The process is prescribed and involves officer time and other associated costs. These costs will be met from within existing budgets.	
Human Resources:	
None	
ICT:	
None	
Legal:	
Under the Local Government and Public Involvement in Health Act 2007, local authorities have responsibility for undertaking CGRs.	
Electoral arrangements put in place by the Local Government Boundary Commission (LGBCE) for England as part of the District and County review are protected for five years and will require the consent of the LGBCE before any Re-Organisation Order can be made.	
Risk:	
The Chief Executive will write to the LGBCE detailing proposed changes to protected arrangements to request consent. The LGBCE will consider the request and will seek to ensure that the proposals do not conflict with the original recommendations of their electoral reviews, and that they are fair and reasonable. If consent is not granted, those changes to electoral arrangements cannot be made.	

External Consultees:	<p>As part of each stage of the CGR, proportionate consultation will be undertaken with stakeholders and those with an interest, including but not limited to:</p> <ul style="list-style-type: none"> • Local Government Electors / district residents • Suffolk County Council • Town and Parish Councils • Parish Meetings • District Councillors • County Councillors
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	<ul style="list-style-type: none"> • Members of Parliament • Suffolk Association of Local Councils
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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? Community Governance Reviews provide councils with an opportunity to review and make changes to community governance arrangements to ensure that town and parish councils provide for cohesive communities, improved community engagement, better local democracy and result in improved effective and convenient delivery of local services.			

Background and Justification for Recommendation

1 Background facts	
1.1	The Local Government and Public Involvement in Health Act 2007 transferred full responsibility for parish reviews, now called Community Governance Reviews, to principal councils in England.
1.2	East Suffolk Council has a duty to keep parish arrangements under review and it is considered good practice for a full CGR of parish arrangements to be undertaken every 10 to 15 years.

2 Current position	
2.1	At its meeting on 26 January 2022, the Council agreed to commence a district-wide Community Governance Review.
2.2	Stage one of the CGR invited initial submissions to be put forward on future arrangements in accordance with the terms of reference for this review.
2.3	A Member Working Group was established to consider the submissions and to agree draft recommendations for Council to approve for consultation.
2.4	Stage two of the CGR invited submissions in response to the draft recommendations as agreed by Council.
2.5	The Member Working Group reconvened to consider the consultation submissions on the draft recommendations and to agree final recommendations for Council to approve.

3

How to address current situation

3.1

Approving the final recommendations will afford the Council an opportunity to amend parish arrangements to ensure that parish and town councils and parish meetings provide for cohesive communities, improved community engagement, better local democracy and result in improved effective and convenient delivery of local services.

3.2

The indicative timeline and key stages of the CGR are:

Stage	Action	Dates
Commencement	Terms of Reference approved by Council.	26 January 2022
Stage One	Consultation with Stakeholders – initial submissions invited on future arrangements.	Feb-April 2022
Stage Two	1. Consideration of submissions received. 2. Draft recommendations prepared.	April – May 2022
Stage Three	Draft recommendations to be considered by Council and approved for further consultation.	25 May 2022
Stage Four	1. Consultation with Stakeholders on draft recommendations. 2. Final recommendations prepared.	30 May – 8 July July – September

	Stage Five	Final recommendations to be considered by Council with resolution to make a Re-organisation Order.	28 September 2022
	Completion	Re-organisation Order made.	October 2022
3.3	It should be noted that any Order made following a CGR should, for administrative and financial reasons, take effect on 1 April following the date on which the Order is made. Electoral arrangements will come into force at the first scheduled elections following the date on which the Order is made.		

4 Reason/s for recommendation	
4.1	The stage two consultation period invited submissions on the CGR draft recommendations as agreed by Council. The Member Working Group has considered those submissions and agreed final recommendations to be agreed by Council.
4.2	The CGR process, including consultation stages, is prescribed within the Local Government and Public Involvement in Health Act 2007.

Appendices

Appendices:	
Appendix A	Final Recommendations

Background reference papers:		
Date	Type	Available From
31.03.2010	Guidance on Community Governance Reviews	Guidance on community governance reviews (publishing.service.gov.uk)

No.	Area or properties under review	Parishes directly affected	Final Recommendation
1	Framlingham Town Council	Framlingham	Increase number of seats on Framlingham Town Council from 11 to 13
Final recommendation of CGR Member Working Group: The seats on Framlingham Town Council should be increased from 11 to 13 seats.			
<p>Framlingham Town Council was uncontested in 2015 and 2019.</p> <p>Framlingham Town Council currently has 8 councillors out of a possible 11.</p> <p>Elector/Councillor Ratio – December 2021 – 299.8 : 1</p> <p>Predicted Elector/Councillor Ratio (2027) with 13 councillors: 260.3 : 1</p>			
Reasons for recommendation:			
<p>The member working group felt that with more councillors to share the burden of responsibility, more candidates could be attracted to the role of Framlingham Town Councillor.</p> <p>The recommendation has local support – suggestion submitted by Framlingham Town Council.</p>			

No.	Area or properties under review	Parishes directly affected	Final Recommendation
2	Great Bealings Parish Council	Great Bealings	Reduce number of seats on Great Bealings Council from 8 to 7
Final recommendation of CGR Member Working Group: The seats on Great Bealings Parish Council should be reduced from 8 to 7 seats.			
<p>Great Bealings Parish Council was uncontested in 2015 and 2019.</p> <p>Great Bealings Parish Council currently has 7 councillors out of a possible 8.</p> <p>Elector/Councillor Ratio – December 2021 – 28 : 1</p> <p>Predicted Elector/Councillor Ratio (2027) with 7 councillors: 32 : 1</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Great Bealings Parish Council.</p> <p>The seat has remained vacant since July 2021.</p>			

No.	Area or properties under review	Parishes directly affected	Final Recommendation
3	Great Glemham Parish Council	Great Glemham	Reduce number of seats on Great Glemham Council from 12 to 9
Final recommendation of CGR Member Working Group: The seats on Great Glemham Parish Council should be reduced from 12 to 9 seats.			
<p>Great Glemham Parish Council was uncontested in 2015 and 2019.</p> <p>Great Glemham Parish Council currently has 9 councillors out of a possible 12.</p> <p>Elector/Councillor Ratio – December 2021 – 14.6 : 1</p> <p>Predicted Elector/Councillor Ratio (2027) with 9 councillors: 19.4 : 1</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Great Glemham Parish Council.</p> <p>Seats have remained vacant since 2019.</p>			

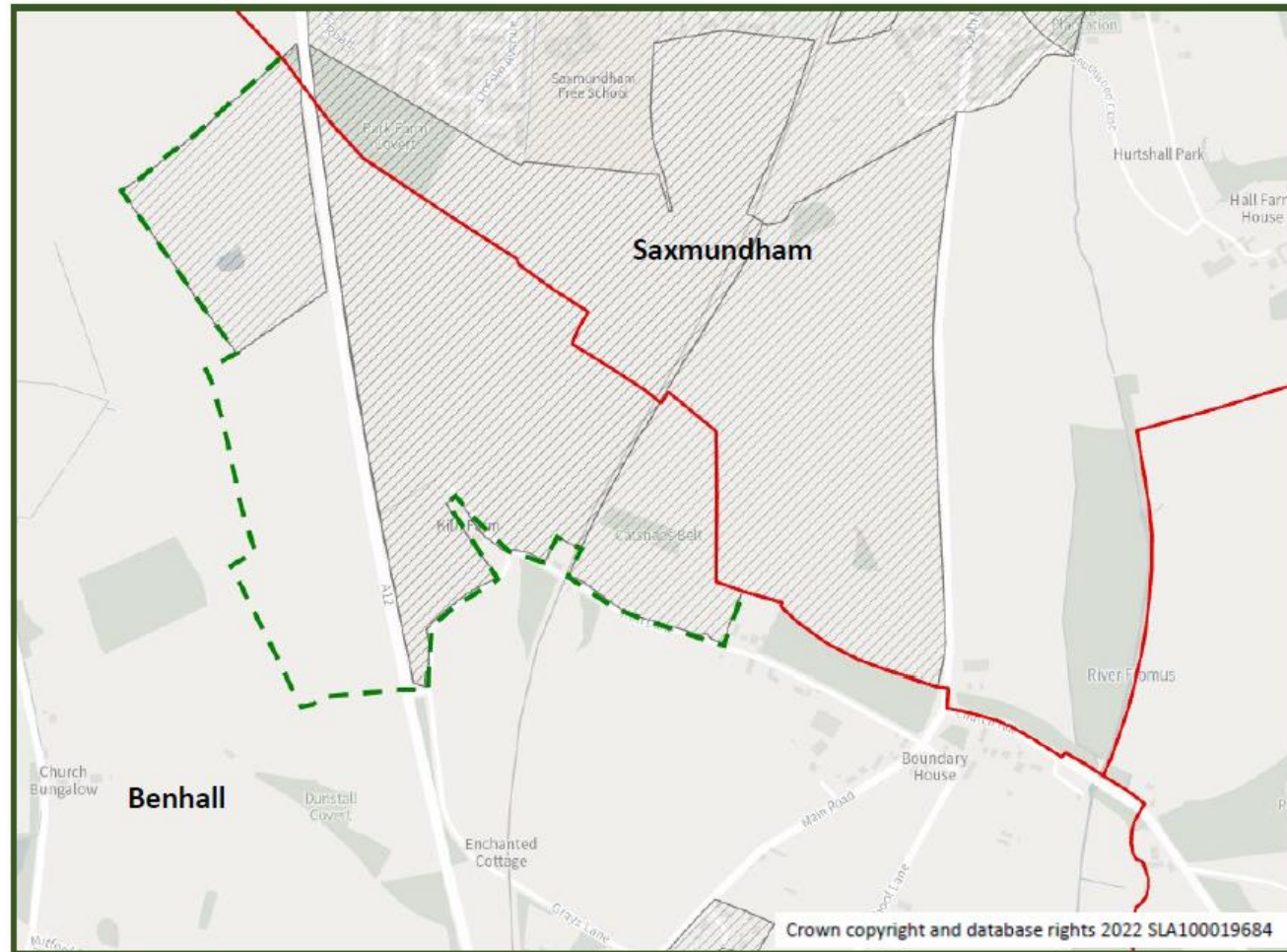
No.	Area or properties under review	Parishes directly affected	Final Recommendation
4	Kesgrave Town Council	Kesgrave	Reduce number of seats on Kesgrave Town Council from 16 to 14
Final recommendation of CGR Member Working Group: The seats on Kesgrave Town Council should be reduced from 16 to 14 seats.			
<p>Kesgrave Town Council was uncontested in 2015 and 2019.</p> <p>Kesgrave Town Council currently has 10 councillors out of a possible 16.</p> <p>Elector/Councillor Ratio – December 2021 – Kesgrave East – 620.8 : 1 Kesgrave West – 677.6 : 1</p> <p>Predicted Elector/Councillor Ratio (2027) with 14 councillors: Kesgrave East – 709.4 : 1 Kesgrave West – 774.7 : 1</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Kesgrave Town Council.</p> <p>Seats have remained vacant since 2019.</p> <p>LGBCE consent will be required for this recommendation.</p> <p>Kesgrave Town Council Parish Wards will change as a consequence of the County Council electoral review.</p>			

No.	Area or properties under review	Parishes directly affected	Final Recommendation
5	Purdis Farm Part of Brightwell, Foxhall & Purdis Farm grouped Parish Council	Purdis Farm	Reduce number of seats for Purdis Farm on Brightwell, Foxhall & Purdis Farm Parish Council from 7 to 6
Final recommendation of CGR Member Working Group: The seats for Purdis Farm on Brightwell, Foxhall & Purdis Farm Parish Council should be reduced from 7 to 6 seats.			
<p>Purdis Farm was uncontested in 2015 and 2019.</p> <p>Purdis Farm currently has 3 councillors out of a possible 7.</p> <p>Elector/Councillor Ratio – December 2021 – 226.9 : 1</p> <p>Predicted Elector/Councillor Ratio (2027) with 6 councillors: 264.7 : 1</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Brightwell, Foxhall and Purdis Farm Parish Council.</p> <p>Seats have remained vacant since 2019.</p>			

No.	Area or properties under review	Parishes directly affected	Final Recommendation
6	Sotterley Part of Shadingfield, Sotterley, Willingham & Ellough grouped Parish Council	Sotterley	Reduce number of seats for Sotterley on Shadingfield, Sotterley, Willingham & Ellough Parish Council from 4 to 2.
Final recommendation of CGR Member Working Group: The seats for Sotterley on Shadingfield, Sotterley, Willingham & Ellough Parish Council should be reduced from 4 to 2 seats.			
<p>Sotterley was uncontested in 2015 and 2019.</p> <p>Sotterley currently has 3 councillors out of a possible 4.</p> <p>Elector/Councillor Ratio – December 2021 – 23.8 : 1</p> <p>Predicted Elector/Councillor Ratio (2027) with 6 councillors: 47.5 : 1</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Shadingfield, Sotterley, Willingham & Ellough Parish Council.</p> <p>Reducing the seats will result in a more equitable representation for the electors of the grouped parishes.</p>			

No.	Area or properties under review	Parishes directly affected	Final Recommendation
7	South Saxmundham Garden Neighbourhood development area	Benhall and Saxmundham	<p>Boundary move between Benhall and Saxmundham – the new South Saxmundham Garden Neighbourhood development to be wholly situated within Saxmundham parish. All properties currently within Benhall to remain within Benhall Parish.</p> <p>Saxmundham Town Council seats to increase from 11 to 12.</p>
Final Recommendations of CGR Member Working Group			
<p>See Map 1</p> <p>The boundary between Benhall and Saxmundham should be moved resulting in the whole of the South Saxmundham Garden Neighbourhood development sitting wholly in Saxmundham.</p> <p>The boundary should move as per the green dashed line on Map 1.</p> <p>The draft recommendations would have resulted in 3 properties transferring from Benhall to Saxmundham Parish. The residents within those properties responded to the consultation and it was clear that there was no support to include those properties within the Saxmundham parish boundary. The proposed new boundary has been redrawn resulting in all properties currently within the Parish of Benhall remaining within Benhall.</p> <p>Saxmundham Town Council should increase from 11 councillors to 12 in preparation for the increased electorate.</p> <p>Elector/Councillor Ratio – December 2021 – 295.5 : 1</p> <p>Predicted Elector/Councillor Ratio (2027) with 12 councillors: 288.5 : 1</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Benhall Parish Council and Saxmundham Town Council.</p> <p>LGBCE consent will be required for this recommendation.</p> <p>The current District ward boundary between Saxmundham and Aldeburgh & Leiston follows the parish boundary and as such will need to be altered.</p>			

Map 1 – Benhall and Saxmundham boundary



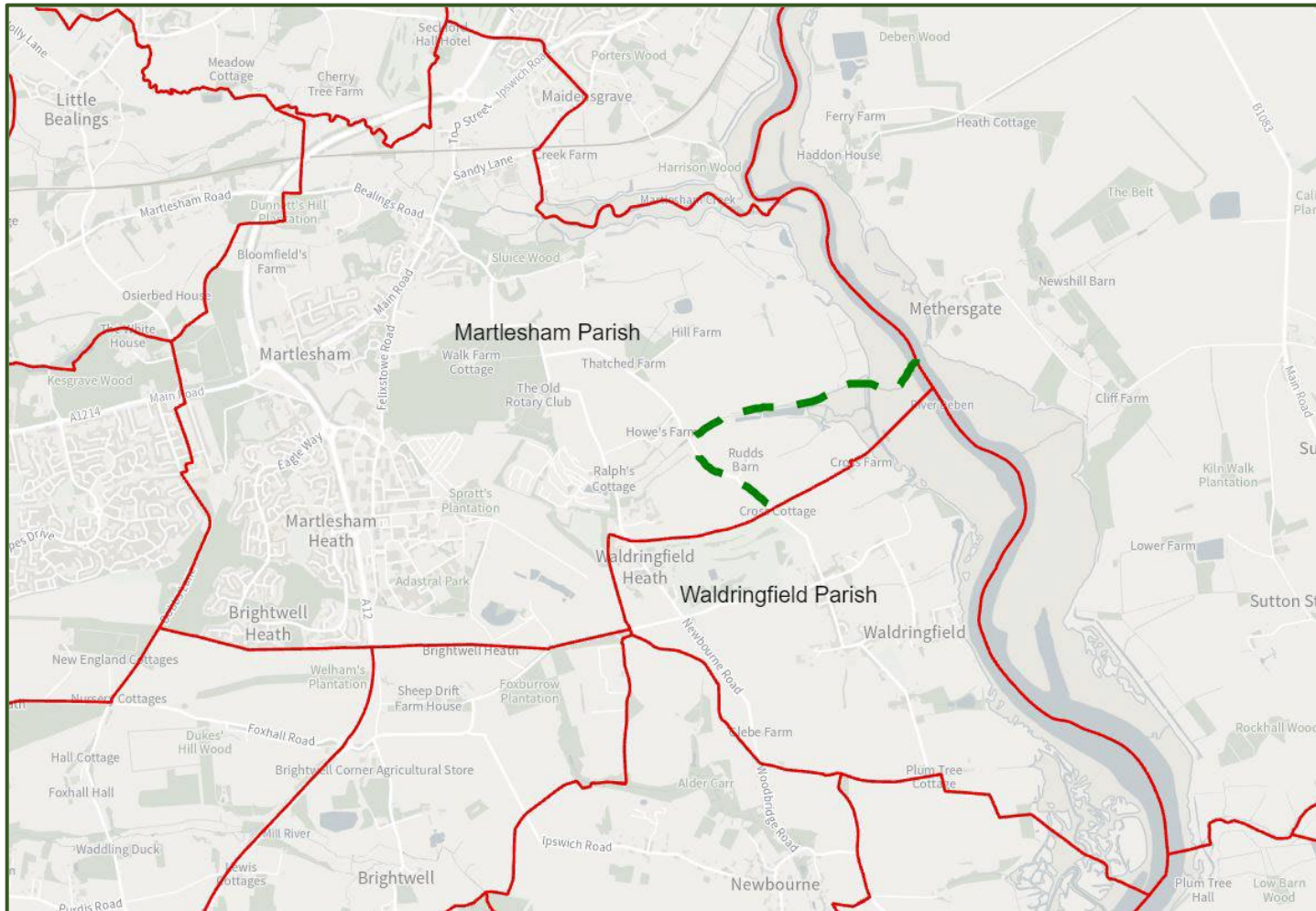
Current Parish and District boundary _____

Final recommendation to change boundary - - - - -

No.	Area or properties under review	Parishes directly affected	Final Recommendation
8	Charsfield Parish	Charsfield	No change – outside of scope of a CGR.
Final recommendation of CGR Member Working Group			
<p>The draft recommendations included a change to the district boundary between Framlingham and Carlford & Fynn Valley resulting in Charsfield transferring from Carlford & Fynn Valley to Framlingham ward.</p> <p>No changes to the Parish boundary were suggested.</p> <p>Boundary reviews of district or county boundaries only, are conducted by the Local Government Boundary Commission and are not within the scope of a Community Governance Review.</p> <p>Therefore, the change to the District Boundary has not been included in the final recommendations.</p>			
Reasons for recommendation:			
<p>Boundary reviews of district or county boundaries only, are conducted by the Local Government Boundary Commission and are not within the scope of a Community Governance Review.</p> <p>Therefore, the change to the District Boundary has not been included in the final recommendations.</p>			

No.	Area or properties under review	Parishes directly affected	Final Recommendation
9	Rudds Barn, Martlesham	Martlesham and Waldringfield	Parish boundary move between Martlesham and Waldringfield – Rudds Barn to be transferred from the parish of Martlesham to the parish of Waldringfield.
Final recommendation of CGR Member Working Group:			
<p>See Map 3</p> <p>The parish boundary between Martlesham and Waldringfield should be moved resulting in one property, Rudds Barn, transferring from Martlesham to Waldringfield parish.</p> <p>Approximately 2 electors.</p> <p>The boundary should move as per the green dashed line on Map 3.</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by the owners of Rudds Barn. Martlesham Parish Council has no objections to the proposal.</p> <p>The homeowners feel that Rudds Barn lies in a rural area that identifies more closely with the small rural parish of Waldringfield than it does with Martlesham. The property is much closer to the centre of Waldringfield and as such, people consider that the property is in Waldringfield. The suggested boundary follows natural features (road and stream) and would only affect one property, Rudds Barn.</p> <p>LGBCE consent will be required for this recommendation.</p> <p>The current District ward boundary between Martlesham & Purdis Farm and Orwell & Villages follows the parish boundary and as such will need to be altered.</p>			

Map 3 – Rudds Barn

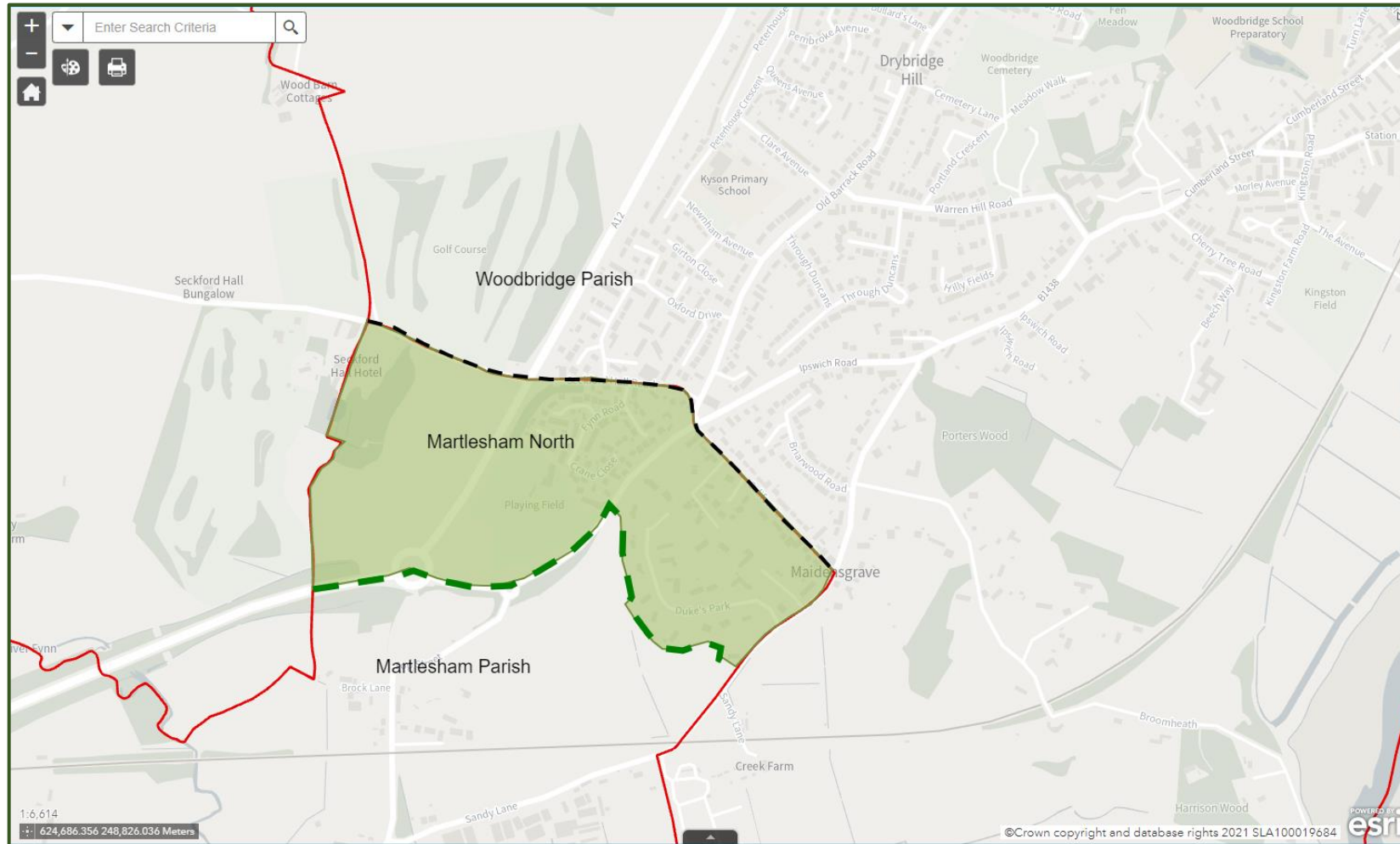


Current Parish and District boundary ———

Final recommendation to change boundary - - - - -

No.	Area or properties under review	Parishes directly affected	Final Recommendation
10	Martlesham North Parish Ward	Martlesham and Woodbridge	The boundary between Woodbridge and Martlesham should be amended so that the current Martlesham North Parish Ward becomes part of the Woodbridge Riverside Parish Ward. All properties would transfer from the parish of Martlesham to the parish of Woodbridge.
Final recommendation of CGR Member Working Group:			
<p>See Map 4</p> <p>The households within the Martlesham North Parish Ward (shown green on Map 4) have been consulted to see whether they feel that the boundary between Martlesham and Woodbridge should be moved resulting in those electors transferring from Martlesham to Woodbridge parish.</p> <p>142 Properties - approximately 260 electors were consulted.</p> <p>The boundary should move as per the green dashed line on Map 4.</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Martlesham Parish Council and supported by Woodbridge Town Council.</p> <p>52 responses from households were received – 65% of which were in favour of moving the boundary and becoming part of Woodbridge parish.</p> <p>Martlesham North was excluded from the Martlesham Neighbourhood area and already lies within the same District Ward and County Division as Woodbridge.</p>			

Map 4 – Martlesham North

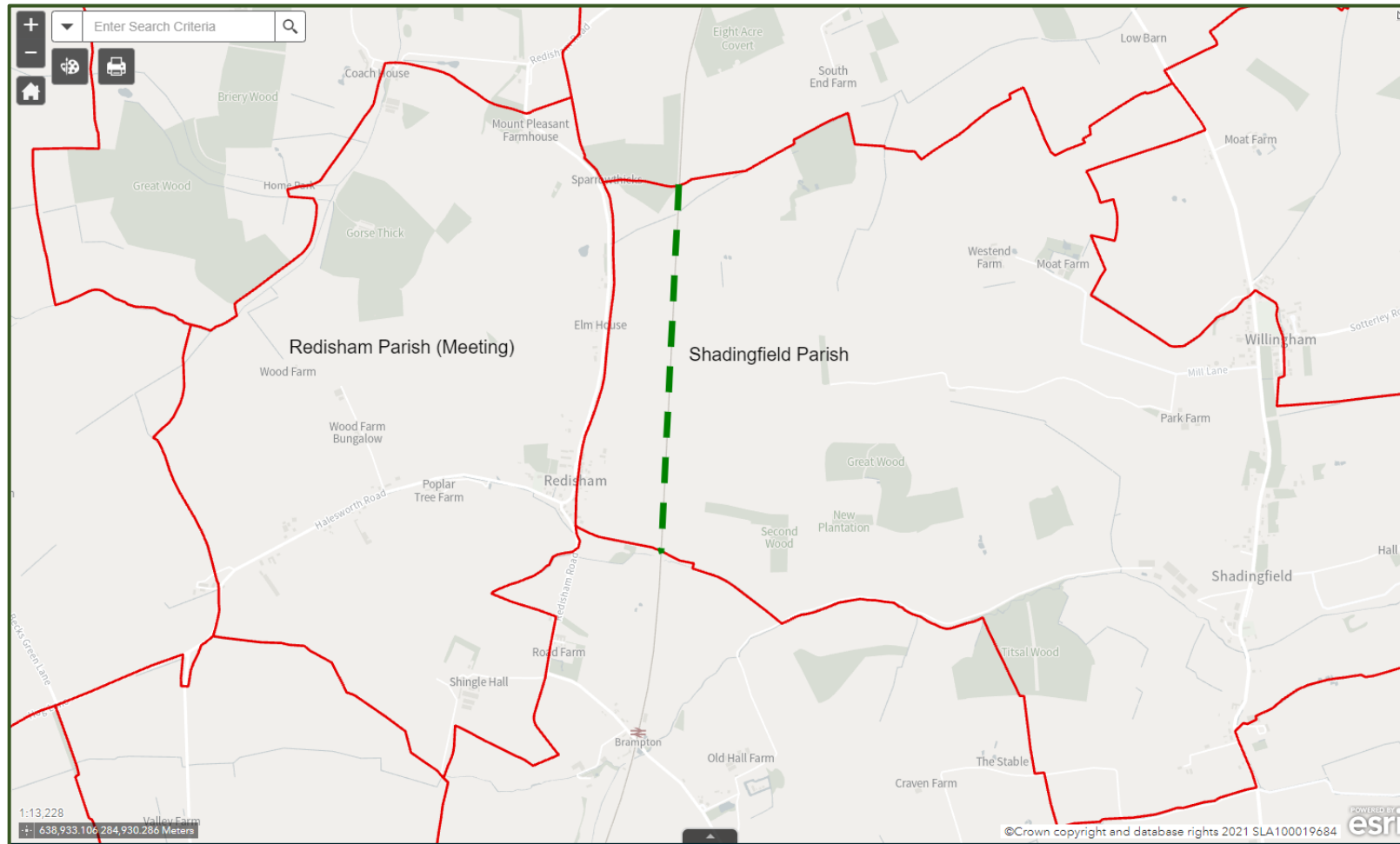


Current Parish boundary - - - - -

Final recommendation for new boundary - - - - -

No.	Area or properties under review	Parishes directly affected	Final Recommendation
11	Properties in Shadingfield addressed as Redisham or Redisham Corner.	Redisham and Shadingfield	Parish boundary move between Redisham and Shadingfield – properties in Shadingfield to be transferred from the parish of Shadingfield to the parish of Redisham.
Final recommendation of CGR Member Working Group			
<p>See Map 5</p> <p>The parish boundary between Redisham and Shadingfield should be moved resulting in thirteen properties, transferring from Shadingfield to Redisham parish.</p> <p>Approximately 20 electors.</p> <p>The boundary should move as per the green dashed line on Map 5.</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Redisham Parish Meeting and Shadingfield, Sotterley, Willingham and Ellough Parish Council. All residents have been consulted and 100% of responses received were in favour of the proposal.</p> <p>The boundary will be moved to follow the railway line.</p>			

Map 5 – Redisham and Shadingfield

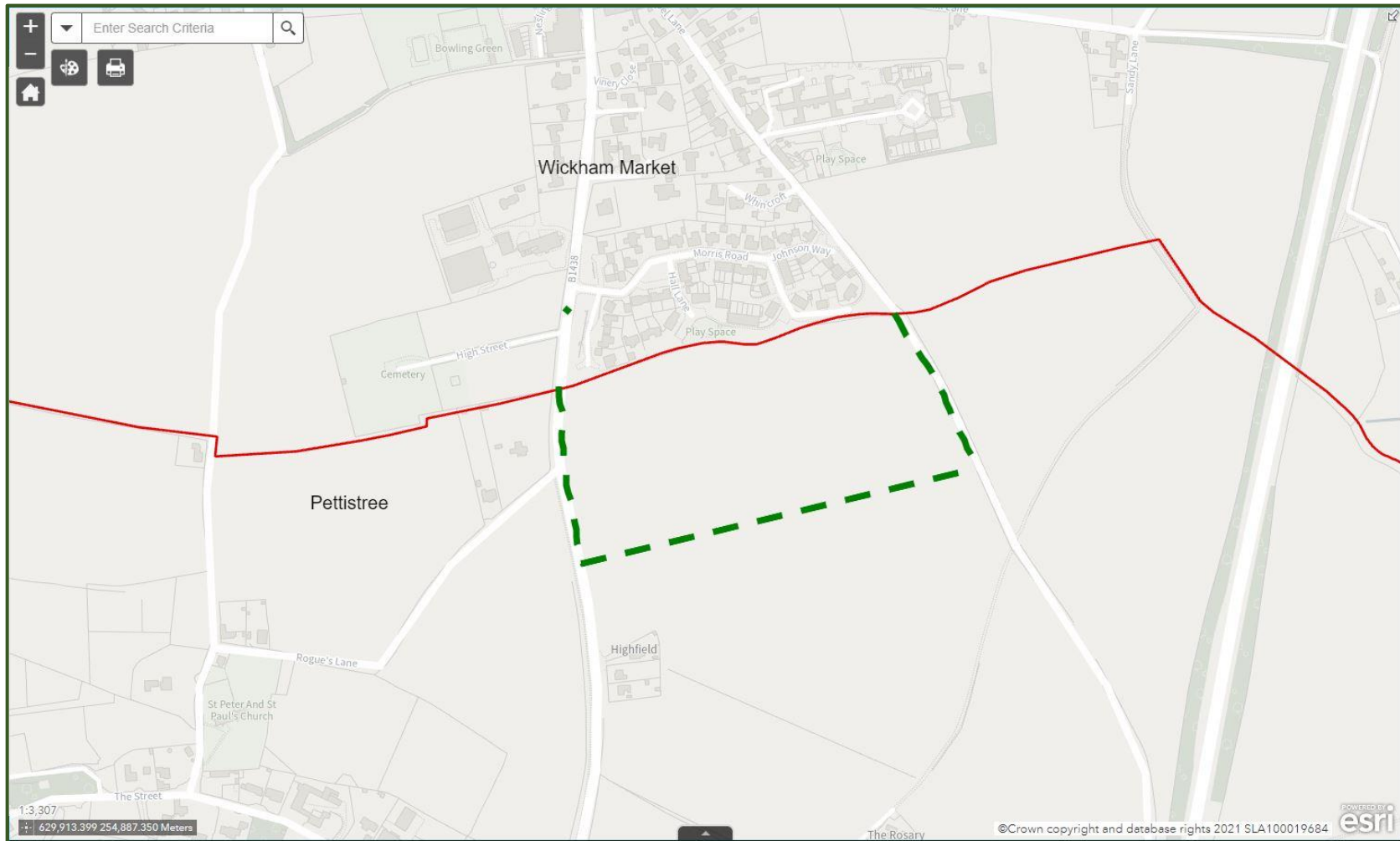


Current Parish boundary ———

Final recommendation to change boundary - - - - -

No.	Area or properties under review	Parishes directly affected	Final Recommendation
12	Wickham Gate development area	Wickham Market and Pettistree	Boundary move between Wickham Market and Pettistree – the new Wickham Gate development to be wholly situated within Wickham Market parish.
Final recommendation of CGR Member Working Group			
<p>See Map 6</p> <p>The boundary between Wickham Market and Pettistree should be moved resulting in the whole of the Wickham Gate development sitting wholly in Wickham Market.</p> <p>The boundary should move as per the green dashed line on Map 6.</p>			
Reasons for recommendation:			
<p>The recommendation has local support – suggestion submitted by Wickham Market and Pettistree Parish Council.</p> <p>The development abuts Wickham Market and over half a mile from the centre of Pettistree. Pettistree is a rural parish and residents of Wickham Gate will look towards Wickham Market for all amenities.</p>			

Map 6 – Wickham Gate

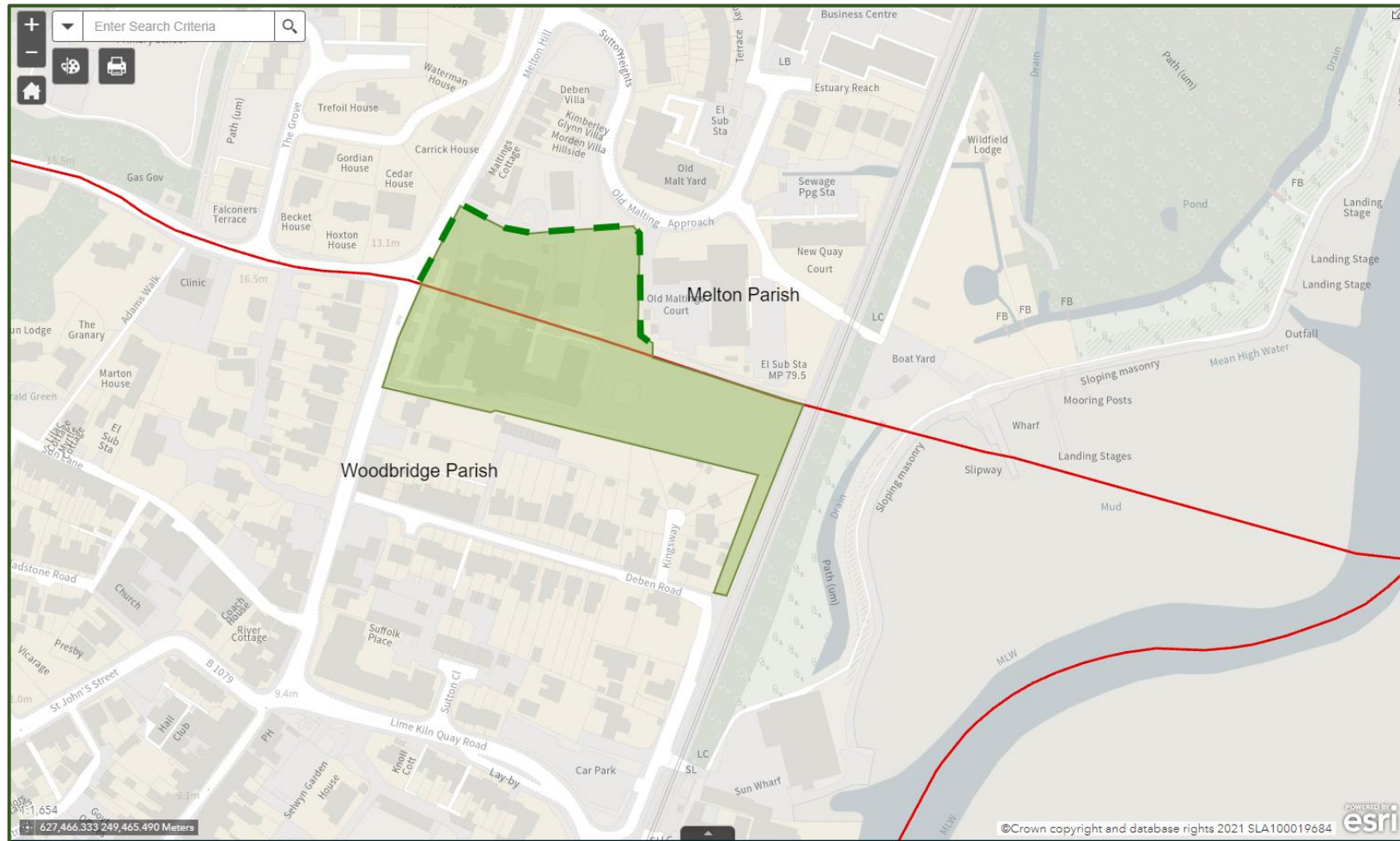


Current Parish boundary ———

Final recommendation to change boundary - - - - -

No.	Area or properties under review	Parishes directly affected	Final Recommendation
13	Melton Hill Development area	Melton and Woodbridge	Boundary move between Melton and Woodbridge – the new Melton Hill development to be wholly situated within Woodbridge parish.
Final recommendation of CGR Member Working Group			
<p>See Map 7</p> <p>The boundary between Melton and Woodbridge should be moved resulting in the whole of the Melton Hill development sitting wholly in Woodbridge.</p> <p>The boundary should move as per the green dashed line on Map 7.</p>			
Reasons for recommendation:			
<p>The recommendation has local support – Melton Parish Council and Woodbridge Town Council responses suggested that the development should be wholly situation in either Melton or Woodbridge.</p> <p>The majority of the existing buildings are in the parish of Woodbridge. Residents are likely to look towards Woodbridge for shops and other local amenities. The previous Council Offices that occupied the area had a Woodbridge address.</p> <p>LGBCE consent will be required for this recommendation.</p> <p>The current District ward boundary between Melton and Woodbridge follows the parish boundary and as such will need to be altered.</p> <p>Parish Wards will be created for Melton as a consequence of the County Council review which will also need to be altered.</p>			

Map 7 – Melton Hill

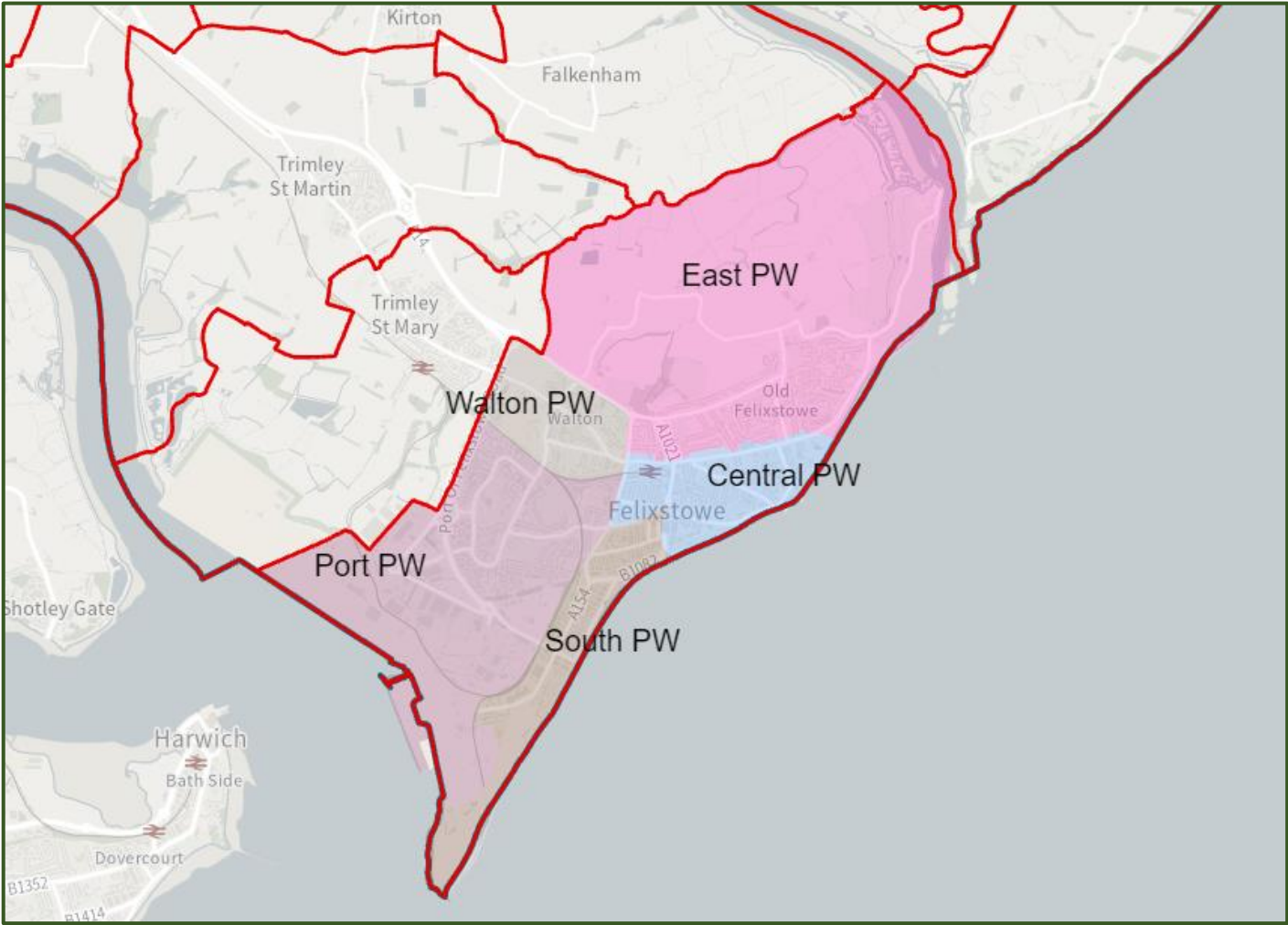


Current Parish boundary ———

Final recommendation to change boundary - - - - -

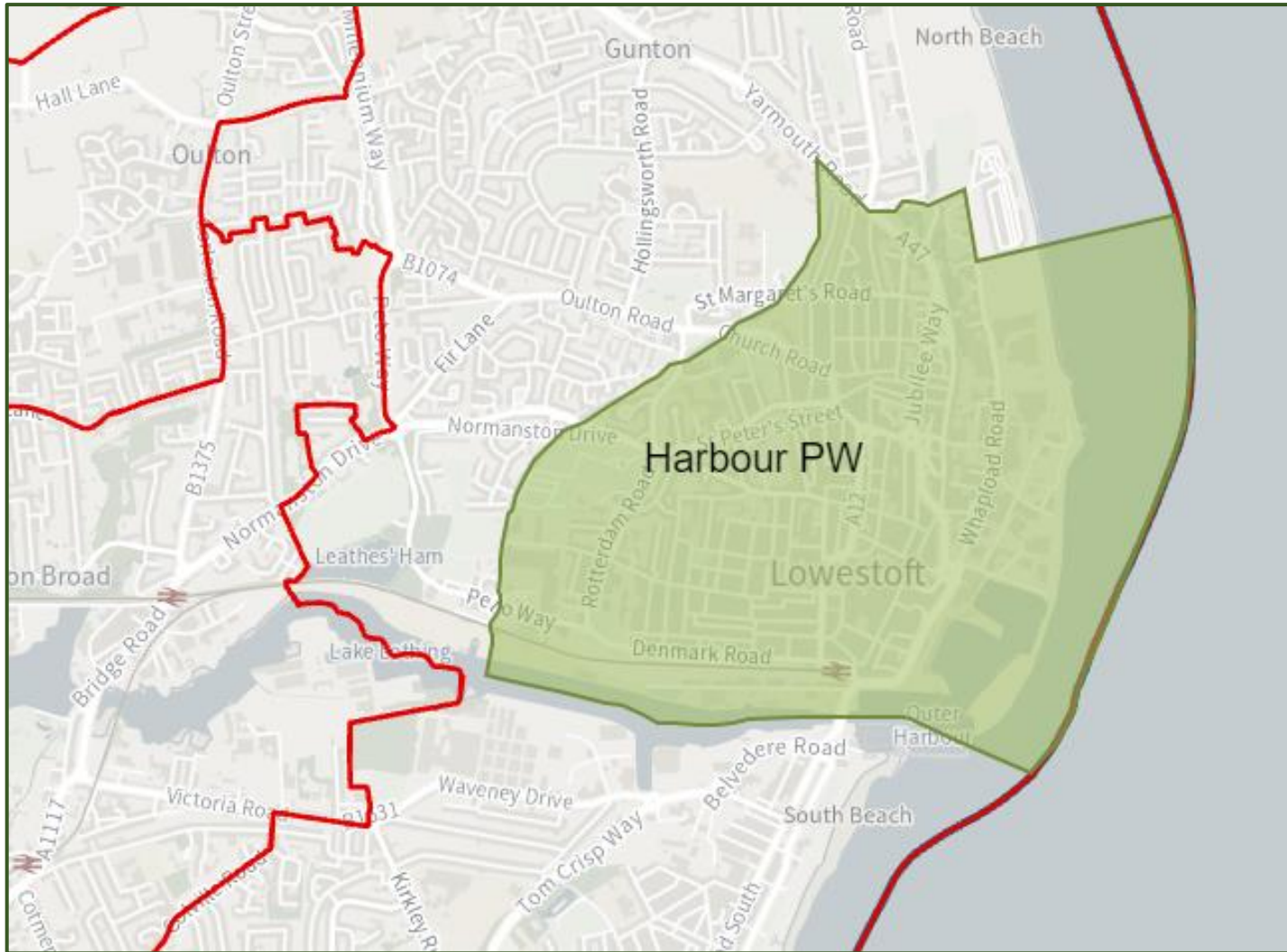
No.	Area or properties under review	Parishes directly affected	Final Recommendation
14	Felixstowe	Felixstowe	The consequential changes to Parish Wards from the County Council review should take effect for the elections in May 2023 (brought forward from 2027)
Final recommendation of CGR Member Working Group			
<p>See Map 8</p> <p>The consequential changes to Parish Wards from the County Council review should be brought forward to take effect from May 2023.</p> <p>The revised parish wards contribute to more effective and convenient governance.</p> <p>The Parish Wards for Felixstowe would be as follows:</p> <p>Central – 3 Councillors East – 3 Councillors Port – 5 Councillors South – 2 Councillors Walton – 3 Councillors</p>			
Reasons for recommendation:			
<p>The recommendation allows for more effective and convenient local governance.</p> <p>The new parish wards are due to take effect from 2027, this proposal makes no changes to the LGBCE recommendations, just brings the effective date forward to the 2023 local elections.</p> <p>LGBCE consent will be required for this recommendation.</p>			

Map 8 – Felixstowe Parish Wards



No.	Area or properties under review	Parishes directly affected	Final Recommendation
15	Lowestoft Harbour Parish Ward	Lowestoft	The consequential changes to Parish Wards from the County Council review result in a large Harbour Parish Ward – this should be split into two parish wards to contribute to more effective and convenient governance from 2027.
Final recommendation of CGR Member Working Group			
See Map 9			
The consequential changes to Parish Wards from the County Council review should be altered when they come into effect in 2027.			
The consequential changes from the County Council review have resulted in a large single parish ward for the Harbour area. This parish ward should be split into two parish wards resulting in more effective and convenient local governance.			
The LGBCE proposed Parish Wards for Lowestoft in 2027 are as follows:			
Elmtree – 2 Councillors			
Gunton – 1 Councillor			
Harbour – 5 Councillors			
Kirkley – 3 Councillors			
Normanston – 1 Councillor			
Pakefield – 2 Councillors			
Pakefield Park – 1 Councillor			
St Margaret’s East – 2 Councillors			
St Margaret’s West – 1 Councillor			
Tom Crisp – 1 Councillor			
Uplands – 1 Councillor			
A review will be carried out by the Electoral Services Team at East Suffolk to identify the most appropriate split of Harbour parish ward. The split will provide for one parish ward with 2 Councillors and one parish ward with 3 Councillors.			
Reasons for recommendation:			
The recommendation allows for more effective and convenient local governance. Lowestoft Town Council support the recommendation.			
Splitting Harbour Parish Ward would result in more manageable and cost effective by-elections for Lowestoft Town Council.			
The new parish wards are due to take effect from 2027, this proposal makes no changes to the effective date.			
LGBCE consent will be required for this recommendation.			

Map 9 – Lowestoft Harbour Parish Ward





FULL COUNCIL

Wednesday, 28 September 2022

Subject	Treasury Management Outturn 2021/22 and Mid-Year 2022/23 Report
Report by	Councillor Maurice Cook, Cabinet Member with responsibility for Resources
Supporting Officer	Brian Mew Chief Finance Officer and Section 151 Officer Brian.mew@eastsuffolk.gov.uk 01394 444571

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

Purpose and high-level overview

Purpose of Report:

The Treasury Management Policy Statement for 2021/22 requires an annual report (Outturn) and mid-year report on the Treasury Management function to be produced annually. The report reviews performance of the treasury management function including prudential indicators for 2021/22 and incorporates a mid-year review (Quarter 2) of 2022/23

Options:

To comply with the CIPFA Treasury Management code the report is required to be produced and presented to members, and consequently, no other options have been considered.

Recommendation/s:

That the Annual Report on the Council's Treasury Management activity for 2021/22 incorporating the Mid-Year review for 2022/23 be noted.

That the Prudential Indicators Outturn position for 2021/22 in Appendix B be noted

Corporate Impact Assessment

Governance:

The report complies with the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management code to provide information and scrutiny on the Councils Treasury Management function.

ESC policies and strategies that directly apply to the proposal:

East Suffolk Council Strategic Plan

Environmental:

No impacts.

Equalities and Diversity:

No impacts.

Financial:

Management of the Council's cash flows; banking; and capital market transactions.

Human Resources:

No impacts.

ICT:

No impacts.

Legal:

No impacts.

Risk:

Treasury Management in Local Government is governed by the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management in the Public Services and in this context is the “management of the Council’s cash flows, its banking and its capital market transactions; the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks”. This Council has adopted the Code and complies with its requirements.

External Consultees: None

Strategic Plan Priorities

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

How does this proposal support the priorities selected?

Production of the Treasury Management Outturn and Mid-Year report is a requirement under the CIPFA Treasury Management Code demonstrating the Council's governance of its investment and loans portfolio.

Background and Justification for Recommendation

1 Background facts	
1.1	<p>The Treasury Management Policy Statement for 2021/22 requires an annual report and mid-year report on the Treasury Management function to be produced annually.</p> <p>The report reviews performance of the treasury management function including prudential indicators for 2021/22 and incorporates a mid-year review of 2022/23.</p> <p>2021/22 Summary:</p> <ul style="list-style-type: none">• East Suffolk Council's short-term Investments totalled £87.5m, long term investments totalled £40.53m and liquidity investments totalled £15.34m as at 31st March 2022• Total Investments as at 31st March 2022 was £143.37• Interest received on investment balances during the year totalled £1.08m.• East Suffolk Council operated within its approved Prudential Indicator Limits for 2021/22. <p>2022/23 Summary to date:</p> <ul style="list-style-type: none">• Total investments at 31st August 2022 totalled £145.57m• These investments are summarised as Short-term Investments £80.00m, Long-term Investments £35.57m and Liquidity Investments £30.00m.• Interest received to 31st August 2022 totalled £0.30m.
2 Current position	
2.1	<p>TREASURY MANAGEMENT OUTTURN 2021/22</p> <p>BORROWING</p> <p>During 2021/22 the Council did not enter any new borrowing arrangements.</p> <p>The debt portfolio for 2021/22 can be seen in the table below and is summarised by £60.40m attributable to the HRA which includes £58m of Self-Financing loans taken out in 2011/12 and £5.41m of General Fund loans.</p>

	<table><tr><th>Loans as at 31st March 2022</th><th>Principal £m</th><th>Rate Range %</th><th>Maturity Range (years)</th></tr><tr><td>PWLB Fixed Rate Maturity/Equal Instalments of Principal Loans</td><td>65.81</td><td>3.01 - 8.38</td><td>2.0- 41.0</td></tr><tr><td>Total</td><td>65.81</td><td>3.01 - 8.38</td><td>2.0 - 41.0</td></tr></table>	Loans as at 31 st March 2022	Principal £m	Rate Range %	Maturity Range (years)	PWLB Fixed Rate Maturity/Equal Instalments of Principal Loans	65.81	3.01 - 8.38	2.0- 41.0	Total	65.81	3.01 - 8.38	2.0 - 41.0			
Loans as at 31 st March 2022	Principal £m	Rate Range %	Maturity Range (years)													
PWLB Fixed Rate Maturity/Equal Instalments of Principal Loans	65.81	3.01 - 8.38	2.0- 41.0													
Total	65.81	3.01 - 8.38	2.0 - 41.0													
2.2	<p>INVESTMENT ACTIVITY</p> <p>The average cash balances held during the year was £149.02m, this included Covid-19 grant being paid to local businesses. Investment income received was £1.08m which exceeded the planned budget of £650k. This is mainly due to the increased return on the Property Investment and Diversified Income investments along with an upward trend in investment rates due to the Bank of England base rate increases from December 2021.</p> <table><tr><th></th><th>Balance at 1st April 2021</th><th>Investment made</th><th>Investments repaid</th><th>Balance at 31st March 2022</th></tr><tr><th>INVESTMENTS</th><th>£m</th><th>£m</th><th>£m</th><th>£m</th></tr><tr><td>Term Investments (liquidity & term <60 months)</td><td>129.67</td><td>238.0</td><td>-224.30</td><td>143.37</td></tr></table> <p>Details of the Councils investment balances at 31st March 2022 can be seen at Appendix A.</p> <p>Security of capital remained the Council’s main investment objective. This was maintained by following the Council’s counterparty policy as set out in its Treasury Management Strategy Statement for 2021/22.</p> <p>Investments during the year included call accounts, deposits with UK Banks and Building Societies and Local Authorities, CCLA and NinetyOne. During the year there were no investments placed with counterparties outside of the UK. Externally Managed Pooled Funds: £20.53m of investments are held in externally managed strategic pooled multi-asset and property funds where short-term security and liquidity are lesser considerations, and the objectives instead are regular revenue income and long-term price stability.</p>		Balance at 1 st April 2021	Investment made	Investments repaid	Balance at 31 st March 2022	INVESTMENTS	£m	£m	£m	£m	Term Investments (liquidity & term <60 months)	129.67	238.0	-224.30	143.37
	Balance at 1 st April 2021	Investment made	Investments repaid	Balance at 31 st March 2022												
INVESTMENTS	£m	£m	£m	£m												
Term Investments (liquidity & term <60 months)	129.67	238.0	-224.30	143.37												
2.3	<p>COMPLIANCE WITH PRUDENTIAL INDICATORS</p> <p>The Council complied with its Prudential Indicators for 2021/22, these were approved by Full Council on 27th January 2021. The Prudential Indicators for 2021/22 can be found at Appendix B.</p>															

3 How to address current situation

3.1 TREASURY MANAGEMENT MID YEAR REVIEW 2022/23

The East Suffolk Council Treasury Management Strategy Statement (TMSS) for 2022/23 was approved by Council on 26th January 2022 and there have been no amendments during the first half of 2022/23.

3.2 DAILY CASH MANAGEMENT

The Council's counterparty list (investment list) is continuously reviewed and updated taking into account published credit rating information, financial accounts, share prices, asset size, Government support and information from the Council's Treasury Advisors, Arlingclose.

3.3 INVESTMENT PORTFOLIO 2022/23

The Council held £145.57m of investments at the 31st of August 2022; the table below illustrates the maturity of investments over the forthcoming months and the average interest rate achieved on the investment.

	1 st April 2022 £m	1 st April Interest Rate %	31 st August 2022 £m	31 st August 2022 Interest Rate %
Call Accounts (Liquidity Funds)	15.30	0.08% - 0.10%	20.00	0.08% - 0.10%
Money Market Funds	0.00	0.00	10.00	0.00
Term Investments: 3 to 24 months	107.50	0.05% – 1.0%	95.00	0.10% - 1.75%
Property Investment Fund	10.82	4.49%	10.82	4.49%
Multi Asset Fund	9.75	3.36% - 3.82%	9.75	3.36% - 3.82%
Total	143.37		145.57	

3.4 COMPLIANCE

3.4.1 The Chief Finance Officer reports that all treasury management activities undertaken during the first half of the financial year complied fully with the principles in the TM Code and the Authority's approved Treasury Management Strategy.

3.4.2 Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 7 below.

	2022/23 Q2 (to 31st August)	2022/23 Operational Boundary	2022/23 Authorised Limit	Complied? Yes/No
Borrowing	£65.73m	£153m	£155m	Yes

3.4.3 Compliance with specific investment limits is demonstrated in the table below.

		2022/23 Q2 (to 31st August)	31.8.22 Actual	2022/23 Limit Per Counterparty	Complied? Yes/No
	Any single organisation, except the UK Government	£525m	£115m	£25m	Yes
	Unsecured investments with building societies	£15m	£0	£15m	Yes
	Money Market Funds	£20m	£10m	£20m	Yes
	Strategic pooled funds	£60m	£20.57m	£20m	Yes
	Real Estate Investment Trusts	£0	£0	£10m	Yes

3.4.4

The Authority measures and manages its exposures to treasury management risks using the following indicators.

3.4.5

Security: The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit score of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	Q2 (to 31st August)	2022/23 Target	Complied?
Portfolio average credit score	4.8	4	Yes

3.4.6

Liquidity: The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing.

3.4.7

Interest Rate Exposures: This indicator is set to control the Authority’s exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interests was:

Interest rate risk indicator	Q2 (to 31st August)	2022/23 Target	Complied?
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£-10k	£150k	Yes
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£0	£150k	Yes

3.4.8

Principal Sums Invested for Periods Longer than a year: The purpose of this indicator is to control the Authority’s exposure to the risk of incurring losses by seeking early

	repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:			
		2022/23	2023/24	2024/25
	Limit on principal invested beyond year end	£40m	£30m	£30m
	Actual principal invested beyond year end	£5m	£0	£0
	Complied?	Yes	Yes	Yes

4 Reason/s for recommendation

4.1	The CIPFA Treasury Management code requires a report to be produced and noted at Full Council of the Treasury Management outturn position for the previous financial year and an update on the current year on or around the mid-year point.
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Appendices

Appendices:

Appendix A	Investment Balances as at 31/3/2022
Appendix B	Prudential Indicators Outturn position for 2021/22

Background reference papers:

None.

Appendix A

INVESTMENTS	Balance at 31 st March 2022 £m	Rate Range	Institution
Short Term Investments			
April 2021 to April 2022	3.00	0.14%	Local Authority
April 2021 to April 2022	5.00	0.15%	Local Authority
June 2021 to June 2022	5.00	0.35%	Local Authority
June 2021 to June 2022	5.00	0.10%	Local Authority
July 2021 to July 2022	4.00	0.35%	Local Authority
September 2021 to September 2022	5.00	0.10%	Local Authority
September 2021 to September 2022	5.00	0.18%	Local Authority
September 2021 to September 2022	5.00	0.10%	Local Authority
October 2021 to October 2022	5.00	0.18%	Local Authority
October 2021 to October 2022	5.00	0.12%	Local Authority
October 2021 to October 2022	5.00	0.18%	Local Authority
December 2021 to June 2022	2.00	0.12%	Local Authority
December 2021 to June 2022	1.00	0.10%	Local Authority
December 2021 to June 2022	3.50	0.10%	Local Authority
December 2021 to September 2022	5.00	0.20%	Local Authority
January 2022 to July 2022	4.00	0.40%	Local Authority
February 2022 to February 2023	5.00	0.70%	Local Authority
February 2022 to February 2023	5.00	0.75%	Local Authority
March 2022 to March 2023	5.00	0.75%	Local Authority
March 2022 to March 2023	5.00	1.05%	Local Authority
Long Term Investments			
August 2020 to August 2022	5.00	0.90%	Local Authority
September 2020 to September 2022	5.00	0.90%	Local Authority
October 2020 to October 2022	5.00	0.90%	Local Authority
September 2021 to September 2023	5.00	0.20%	Local Authority
Long Term Investments - Externally managed funds			
Property Investment Fund	10.78	4.49%	CCLA
Diversified Income Fund	9.75	3.36% & 3.82%	CCLA & Ninety One
Total	128.03		

East Suffolk Council - Compliance with Prudential Indicators 2021/22

1 ESTIMATED AND ACTUAL CAPITAL EXPENDITURE

- 1.1 This indicator is set to ensure that the level of proposed investment in capital assets remains within sustainable limits and in particular to consider the impact on the Council Tax and in the case of the HRA, housing rent levels.

	2021/22	2021/22	2021/22
	Estimated £m	In Year Forecast	Outturn £m
Capital Expenditure			
Non-HRA	54.78	16.82	15.64
HRA	22.71	6.84	4.23
Total Capital Expenditure	77.49	23.66	19.87

- 1.2 The £1.18m variance on non-HRA and the £2.61m HRA variance relates to programme delivery being deferred until 2022/23. These were reported to Cabinet on 5 July 2022 part of the Councils Outturn report for 2021/22.

2 ESTIMATED AND ACTUAL RATIO OF FINANCING COSTS TO NET REVENUE STREAM

- 2.1 This is an indicator of affordability and demonstrates the revenue implications of capital investment decisions by highlighting the proportion of the revenue budget required to meet the borrowing costs associated with capital spending. The financing costs include existing and proposed capital commitments. Any increase in the percentages requires an increased contribution from the revenue account to meet the borrowing cost. The variances are primarily related to how the expenditure has been financed, with both the non-HRA and HRA benefiting from increased external financing and Reserve financing.

	2021/22	2021/22
	Estimated %	Outturn %
Ratio of Financing Costs to Net Revenue Stream		
Non-HRA	2.88	1.34
HRA	20.25	13.67

3 CAPITAL FINANCING REQUIREMENT

3.1 The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose. In order to ensure that over the medium-term net borrowing will only be for a capital purpose, the Council ensures that net external borrowing does not, except in the short term, exceed the CFR in the preceding year plus the estimates of any additional CFR for the current and next two financial years.

3.2 The Council met this requirement in 2021/22.

	2021/22	2021/22
	Estimated £m	Outturn £m
Capital Financing Requirement		
Non-HRA	61.39	52.70
HRA	67.21	67.21
Total	128.60	119.91

4 AFFORDABLE BORROWING LIMIT, AUTHORISED LIMIT AND OPERATIONAL BOUNDARY FOR EXTERNAL DEBT

4.1 **Authorised Limit:** This is the maximum amount of external debt that can be outstanding at one time during the financial year. The limit, which is expressed gross of investments, is consistent with the Council's existing commitments, proposals for capital expenditure and financing and with its approved treasury policy and strategy and provides headroom over and above for unusual cash movements. This limit was set at £155m for 2021/22, with the actual total borrowing being £77.25m.

4.2 **Operational Boundary:** This limit is set to reflect the Council's best view of the most likely prudent (i.e., not worst case) levels of borrowing activity and was set at £153m for 2021/22 with the actual borrowing amount being £77.25m.

4.3 The levels of debt are measured on an ongoing basis during the year for compliance with the Authorised Limit and the Operational Boundary. The Council maintained its total external borrowing and other long-term liabilities within both limits.

5 UPPER LIMITS FOR FIXED INTEREST RATE EXPOSURE AND VARIABLE INTEREST RATE EXPOSURE

5.1 These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates. The exposures are calculated on a net basis, i.e., fixed rate debt net of fixed rate investments. The upper limit for variable rate exposure allows for the use of variable rate debt to offset exposure to changes in short-term rates on our portfolio of investments.

	2021/22	2021/22
	Estimated	Outturn
	%	%
Upper Limit for Fixed Rate Exposure	100	100
Upper Limit for Variable Rate Exposure	50	0

6 MATURITY STRUCTURE OF FIXED RATE BORROWING

- 6.1 This indicator highlights the existence of any large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates and is designed to protect against excessive exposures to interest rate changes in any one period and in particular in the course of the next ten years.
- 6.2 It is calculated as the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate.

Maturity structure of fixed rate borrowing	Upper limit %	Lower limit %	Actual Borrowing as at 31 March 2022 £m	Percentage of total as at 31 March 2022 %
under 12 months	50	0	0	0
1 year and within 2 years	50	0	2.0	3
2 years and within 5 years	75	0	10.0	15
5 years and within 10 years	75	0	10.01	15
10 years and within 20 years	75	0	40.96	62
20 years and above	100	0	3.0	5

- 6.3 All borrowing has been taken in conjunction with advice from the Council's Treasury Management Advisors.

7 TOTAL PRINCIPAL SUMS INVESTED FOR PERIODS LONGER THAN 364 DAYS

- 7.1 The Council has £10.82m invested in a long-term property fund, £9.75m invested in long-term multi asset income fund and £20m invested with local authority.

FULL COUNCIL

Wednesday, 28 September 2022

Subject	Capital Programme Review 2022/23 to 2025/26
Report by	Councillor Maurice Cook, Cabinet Member with responsibility for Resources
Supporting Officer	Brian Mew Chief Finance Officer and Section 151 Officer Brian.mew@eastssuffolk.gov.uk

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

Purpose and high-level overview

Purpose of Report:

The Capital Programme plays an important part in the delivery of the Council's Medium-Term Financial Strategy (MTFS), which in turn supports the East Suffolk Strategic Plan. The Council is required to agree a programme of capital expenditure for the coming four years as part of the budget setting process and the current programme for the financial years 2022/23 to 2025/26 was approved by Full Council in January 2022.

In addition, there is a need to accurately reflect the capital schemes of the recently approved Resilient Coasts Project in the programme.

The economic climate and the circumstances surrounding a number of major schemes has changed significantly since the current programme was formulated and approved. In particular, schemes in the programme are experiencing substantial inflationary cost pressures and phasing issues. Consequently, it is considered appropriate to bring forward a mid-year review of the General Fund Capital Programme for consideration by Cabinet and Full Council.

Options:

The Capital Programme forms part of the Council's Budget and Policy Framework. As an alternative to a mid-year review, the Council could delay this until the normal budget setting process which would entail approval of a revised programme in January 2023. However, without this review, it is likely that a number of revisions would require piecemeal approval by Cabinet and / or Council prior to that date.

Recommendation/s:

That the revised General Fund Capital Programme for 2022/23 to 2025/26 including revisions as shown in Appendix B be approved by Full Council.

Corporate Impact Assessment

Governance:

As set out in the Council's Financial Procedure Rules, the Chief Finance Officer is responsible for preparing and submitting capital budgets to Cabinet and Council

ESC policies and strategies that directly apply to the proposal:

- East Suffolk Council Strategic Plan
- East Suffolk Council Medium Term Financial Strategy
- East Suffolk Council Treasury Management Strategy and Treasury Management Policy
- East Suffolk Council Capital Strategy
- Annual Governance Statement
- Financial Procedure Rules

Environmental:

All projects in the Programme are intended to contribute to the Strategic Plan Priority of Caring for our environment.

Equalities and Diversity:

No direct impact from this report, where subsequent individual business cases are presented Equality Impact Assessments are prepared.

Financial:

All capital expenditure must be financed, either from external sources (Government grants and other contributions), the Council's own resources (revenue, reserves, and capital receipts) or debt (borrowing and leasing). Debt is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as "Minimum Revenue Provision" (MRP). Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance.

The Council's cumulative outstanding amount of debt finance is measured by the Capital Financing Requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP. Re-phasing of the programme as outlined in this report means that the CFR is now not expected to increase significantly between 2022/23 and 2025/26, as capital projects in this timeframe will not need to be financed through borrowing. Statutory guidance is that debt should remain below the CFR.

The Council expects to comply with this in the medium term, but borrowing may need to be undertaken from 2026/27 onwards. The programme as presented does not pre-empt the realisation of capital receipts, but now includes reference to the availability of capital receipts that have been realised in respect of the former SCDC Melton Hill offices and Jubilee Beach Huts in Lowestoft.

At its meeting on 27 July 2022, Full Council approved a revised Flexible Use of Capital Receipts Strategy, under which eligible capital receipts can be used in the period 2022/23 to 2024/25 to fund transformation projects that produce long-term savings or reduce the costs of service delivery. In the revised Strategy, potential maximum use of capital receipts of £3.6m has been earmarked for use on eligible projects.

In addition, external funding is expected to be secured in respect of other major projects in the Programme, assisting the overall position and the ability of the Council to deliver on its Strategic Plan.

Human Resources:

No impacts directly arising from this report.

ICT:

No impacts directly arising from this report.

Legal:

No impacts directly arising from this report.

Risk:

No impact directly arising from this report.

External Consultees:

External consultation has been carried out on a range of individual projects and programmes within the overall Capital Programme, and a number of programmes such as the Lowestoft Flood Risk Management Project, the Resilient Coasts Project, and the Lowestoft Town Investment Plan feature programme boards which include key external stakeholders as part of their governance arrangements.

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 checked="" type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P05	Support and deliver infrastructure	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P23	Protection, education, and influence	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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? <p>The Capital Programme forms part of the Council's Budget and Policy Framework and outlines the Council's capital investment in the assets, services, and infrastructure of the district in accordance with the key priorities and objectives of the Strategic Plan.</p>			

Background and Justification for Recommendation

1 Background facts	
1.1	The Capital Programme feeds directly into the Council's MTFS which in turn is the mechanism by which the key Strategic Plan objective of Financial Sustainability will be delivered over the medium term. The Capital Programme contributes directly

to the Council's specific actions within the Strategic Plan and identifies the financing for these projects.

2 Current position

2.1	<p>Capital expenditure within the Council is split into two main components, the General Fund Capital Programme, and the Housing Revenue Account (HRA) Capital Programme.</p>
	<p>The capital programme has been compiled taking account of the following main principles, to:</p> <ul style="list-style-type: none"> • maintain an affordable four-year rolling capital programme. • ensure capital resources are aligned with the Council's Strategic Plan, • maximise available resources by actively seeking external funding and disposal of surplus assets; and • not to anticipate receipts from disposals until they are realised
2.2	<p>General Fund Capital Programme Summary</p> <p>Capital expenditure relates to the acquisition of fixed assets or expenditure that adds to (and not merely maintains) the value of an existing fixed asset.</p> <p>Following the review and revisions to programme by project officers the revised capital programme is presented at:</p> <ul style="list-style-type: none"> • Appendix A :- General Fund Capital Programme 2022/23 to 2025/26 Summary, shows a summary of the capital programme and planned financing. • Appendix B :- General Fund Capital Programme Revisions 2022/23 to 2025/26, shows budget revisions to previously approved projects <p>The General Fund capital programme for 2022/23 through to 2025/26 has a total financing requirement of £273.46m which will be financed through both internal and external resources.</p> <p>The programme from 2022/23 to 2025/26 benefits from £169.24m (62%) of external grants and contributions, the use of £18.93m (6%) of reserves, the use of £5m of capital receipt (3%) and internal/external borrowing of £80.29m (29%).</p> <p>Where projects have identified external funding, if this is not secured then those projects will look to secure other funding or will not be pursued. Similarly with projects funded by borrowing these will require robust business cases to underpin the investment. Where any project is identified as having a significant borrowing requirement (over £10 million) the project business case should be presented to Council for approval prior to the borrowing being secured.</p>
2.3	<p>Housing Revenue Account (HRA) Capital Programme</p> <p>Whilst subject to many of the same current pressures as the General Fund capital programme, the HRA capital programme is essentially comprised of three large block allocations of funding to Repairs, Project Development and the New Build Programme, the management and precise allocation of which is delegated to the Cabinet and officers. There is unlikely to be any need for the approval of additional</p>

	funding at this point in the year, and consequently the HRA capital programme will not be revised until the normal budget process later in the year.
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3 How to address current situation

3.1	The General Fund Capital Programme which was previously approved by Full Council on 26 January 2022 has been updated to reflect the current required budgets and is fully detailed in the appendices to this report.
3.2	The main increases in the capital programme centre around budgets being carried from 2021/22 and updates for inflationary costs and also the opportunity to update the programme with additional projects that have been approved since January 2022.
3.3	<p>The carry forwards from 2021/22 and budget increases which are reflected in the 2022/23 revised budgets total £5.68m, new projects total £3.2m (shown below) and rephasing of 2022/23 budgets to later years being £12.14m. The net adjustment to the 2022/23 capital programme totals £-3.26m</p> <p>Additional 2022/23 projects totalling £3.2m:</p> <ul style="list-style-type: none"> • 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 ICT Set up £0.4m (£0.1m 23/24)
3.4	The ESSL ICT set up costs were previously budgeted for in revenue from the transformation reserve which has now been transferred to capital as the purchases would be capital in nature.

4 Reason/s for recommendation

4.1	The Council's constitution requires the CFO to prepare and present to Cabinet and Full Council the Council's capital programme for approval.
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Appendices

Appendices:

Appendix A	General Fund Capital Programme 2022/23 to 2025/26 Summary
Appendix B	General Fund Capital Programme Revisions 2022/23 to 2025/26

Background reference papers:

None.

General Fund Capital Programme 2022/23 to 2025/26 Summary

SUMMARY - GENERAL FUND PROGRAMME	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	2025/26	2022/23 to 2025/26 £000	2022/23 to 2025/26 £000
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Total	Revised Total
Capital Expenditure										
Economic Development & Regeneration	4,943	5,586	11,409	17,260	10,289	10,140	9,259	9,110	35,900	42,096
Environmental Services & Port Health	406	406	50	50	50	50	50	50	556	556
Financial Services	400	400	0	0	0	0	0	0	400	400
ICT - Digital & Programme Management	527	927	450	550	250	250	250	250	1,477	1,977
Operations	18,707	13,901	34,155	32,205	34,105	30,505	505	22,305	87,472	98,916
Planning & Coastal Management	19,432	19,432	22,009	31,109	36,774	36,774	36,200	36,200	114,415	123,515
Housing Improvement	1,000	1,000	1,000	1,000	1,000	1,000	1,500	1,500	4,500	4,500
Long Term Debtors	1,000	1,500	0	0	0	0	0	0	1,000	1,500
Total Capital Expenditure	46,415	43,152	69,073	82,174	82,468	78,719	47,764	69,415	245,720	273,460
Financed By:-										
Borrowing	19,205	8,595	27,500	21,100	30,200	26,400	2,700	24,200	79,605	80,295
Capital Receipt	0	1,000	0	4,000	0	0	0	0	0	5,000
Contributions	0	0	0	0	0	0	0	0	0	0
Grants	24,210	25,534	37,218	50,379	49,363	49,214	44,259	44,110	155,050	169,237
Reserves	3,000	8,023	4,355	6,695	2,905	3,105	805	1,105	11,065	18,928
Total Financing	46,415	43,152	69,073	82,174	82,468	78,719	47,764	69,415	245,720	273,460

General Fund Capital Programme Revisions 2022/23 to 2025/26

ECONOMIC DEVELOPMENT & REGENERATION	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	Funding Type
Towns Fund - Delivery	143	0	149	0	149	0	149	0	EG
Towns Fund - Cultural Quarter (Phase 1)	600	600	6,000	6,000	8,640	8,640	9,110	9,110	EG/IB
Towns Fund -Station Quarter (Main Railway Building)	0	0	0	0	0	0	0	0	EG
Towns Fund -Station Quarter (Former Post & Sorting Office)	3,000	3,000	0	0	0	0	0	0	EG/IB
Towns Fund -Station Quarter (Public Realm)	0	0	830	830	0	0	0	0	EG
Towns Fund - Historic Quarter	1,000	1,000	2,210	2,210	0	0	0	0	EG
Towns Fund - Port Gateway Improvement Project	100	100	1,050	1,050	1,500	1,500	0	0	EG
Towns Fund - Seafront Vision Delivery	100	100	1,170	1,170	0	0	0	0	EG
UKSPF	0	600	0	6,000	0	0	0	0	ER/CG
Lowestoft Former Post & Sorting Office - Façade refurbishment	0	186	0	0	0	0	0	0	EG/ER
Total Budgeted Expenditure	4,943	5,586	11,409	17,260	10,289	10,140	9,259	9,110	
Financed By:-									
Internal Funding:									
Internal Borrowing	1,000	0	3,000	3,000	4,500	4,500	2,500	2,500	
Capital Receipt	0	600	0	0	0	0	0	0	
Reserve	0	0	0	0	0	0	0	0	
	1,000	600	3,000	3,000	4,500	4,500	2,500	2,500	
External Funding:									
Grants	3,943	4,986	8,409	14,260	5,789	5,640	6,759	6,610	
Contributions	0	0	0	0	0	0	0	0	
Borrowing	0	0	0	0	0	0	0	0	
	3,943	4,986	8,409	14,260	5,789	5,640	6,759	6,610	
Total Budgeted Financing	4,943	5,586	11,409	17,260	10,289	10,140	9,259	9,110	

ENVIRONMENTAL SERVICES & PORT HEALTH	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	Funding Type
Port Health	406	406	50	50	50	50	50	50	ER
Total Budgeted Expenditure	406	406	50	50	50	50	50	50	
Financed By:-									
Internal Funding:									
Internal Borrowing	0	0	0	0	0	0	0	0	
Capital Receipt	0	0	0	0	0	0	0	0	
Reserve	406	406	50	50	50	50	50	50	
	406	406	50	50	50	50	50	50	
External Funding:									
Grants	0	0	0	0	0	0	0	0	
Contributions	0	0	0	0	0	0	0	0	
Borrowing	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	
Total Budgeted Financing	406	406	50	50	50	50	50	50	

Funding Type Key:

CR Capital Receipt	EG External Grant
EB External Borrowing	ER Earmarked Reserve
EC External Contribution	IB Internal Borrowing

FINANCIAL SERVICES	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	Funding Type
Short Term Transit Site	400	400	0	0	0	0	0	0	ER
Total Budgeted Expenditure	400	400	0	0	0	0	0	0	
Financed By:-									
Internal Funding:									
Internal Borrowing	0	0	0	0	0	0	0	0	
Capital Receipt	0	0	0	0	0	0	0	0	
Reserve	400	400	0	0	0	0	0	0	
	400	400	0	0	0	0	0	0	
External Funding:									
Grants	0	0	0	0	0	0	0	0	
Contributions	0	0	0	0	0	0	0	0	
Borrowing	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	
Total Budgeted Financing	400	400	0	0	0	0	0	0	

ICT - Digital & Programme Management	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	Funding Type
Corporate IT Requirements	350	527	450	450	250	250	250	250	ER
Members Webcasting	177	0	0	0	0	0	0	0	ER
ESSL ICT	0	400	0	100					ER
Total Budgeted Expenditure	527	927	450	550	250	250	250	250	
Financed By:-									
Internal Funding:									
Internal Borrowing	0	0	0	0	0	0	0	0	
Capital Receipt	0	0	0	0	0	0	0	0	
Reserve	527	927	450	550	250	250	250	250	
	527	927	450	550	250	250	250	250	
External Funding:									
Grants	0	0	0	0	0	0	0	0	
Contributions	0	0	0	0	0	0	0	0	
Borrowing	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	
Total Budgeted Financing	527	927	450	550	250	250	250	250	

OPERATIONS	2022/23 £000	2022/23 £000	2023/24 £000	2023/24 £000	2024/25 £000	2024/25 £000	2025/26 £000	2025/26 £000	Funding Type
	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget	
Bath Tap Chalets, Felixstowe	100	100	500	500	0	0	0	0	ER
Brackenbury Beach Hut replacement Handrailing	0	88	0	0	0	0	0	0	ER
Cemeteries	0	388	0	0	0	0	0	0	IB
Cliff House Chalets Felixstowe	0	10	0	0	0	0	0	0	ER
Cliff House, Felixstowe	250	250	750	750	0	0	0		IB/ER
Clifflands car park, Felixstowe	0	100	0	0	0	0	0	0	ER
Community Asset transfer fund	100	0	100	0	100	0	0	0	ER
East Point Pavilion	250	1,216	0	0	0		0		ER
Estates Management	200	500	200	500	200	500	200	500	ER
Felixstowe Beach Village	0	1,000	0	1,500	0	0	0	0	IB
Felixstowe Ferry	0	100	0	0	0	0	0	0	ER
Felixstowe Lighting	0	50	0	250	0		0		ER
Felixstowe North - Garden Neighbourhood Regeneration Project (Leisure Centre)	0	0	17,500	1,000	17,500	16,500	0	17,500	EB
Felixstowe North - Garden Neighbourhood Regeneration Project (Leisure Centre Land Purchase & Access Road)	1,500	1,000	4,500	5,000	3,000	3,000	0	0	EB
Felixstowe North - Garden Neighbourhood Regeneration Project (Infrastructure)	2,000	0	2,000	0	2,000	2,000	0	4,000	EB
Felixstowe South - Public Realm and Martello Tower	1,500	0	2,000	2,000	2,000	2,000	0	0	IB
Felixstowe Sports Hub	0	135	0	0	0	0	0	0	ER
Fishing Hut Felixstowe	0	26	0	0	0	0	0	0	ER
Footway Lighting Works - Northern (cyclical replacement)	30	30	30	30	30	30	30	30	ER
Former Deben High School Felixstowe	2,350	350	0	500	0	0	0	0	IB
Former Deben High School Felixstowe - BC	0	150	0	2,200	0	0	0	0	IB
Leisure Centres (South)	0	87	0	0	0	0	0	0	ER
Leisure Centre Lowestoft (Roof)	1,200	1,200	0	0	0	0	0	0	IB/ER
Lowestoft Beach Hut -replacement Beach Huts phase 3	500	500	100	100	0	0	0	0	IB/CR
Lowestoft Boardwalk	0	48	0	0	0	0	0	0	ER
Newcombe Road Lowestoft	0	150	0	2,800	2,800	0	0	0	EB

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Northern Car Park Works	220	200	0	0	0	0	0	0	IB
Orford Road Felixstowe Access Ramp	0	95	0	0	0	0	0	0	ER
Play Areas (District wide)	0	200	200	200	200	200	0	0	IB
Public Conveniences Programme	345	322	0	0	0	0	0	0	IB
Railway Building - Lowestoft	1,500	1,500	0	0	0	0	0	0	EB
Ravine (Jubilee) Bridge	1,000	1,000	0	0	0	0	0	0	EC/IB
Rushmere St Andrew Church Wall	0	35	0	0	0	0	0	0	ER
Seafront Gardens Beach Hut Sites & Relocations	0	495	0	0	0	0	0	0	IB
Southwold Caravan Site redevelopment	1,640	40	0	1,600	0	0	0	0	EB
Southwold Enterprise Hub	0	600	0	0	0	0	0	0	IB
Southwold Harbour - Pump out station	0	80	0	0	0	0	0	0	ER
Southwold Harbour - Visitor Moorings	450	450	0	0	0	0	0	0	ER
Southwold Harbour South Pier	150	200	6,000	6,000	6,000	6,000	0	0	EG
St Marys Church Woodbridge - Wall	0	144	0	0	0	0	0	0	ER
Operational Grounds Equipment	25	100	25	25	25	25	25	25	ER
Operational Vehicles/Equipment	250	815	250	4,250	250	250	250	250	ER/CR
Barnards Way, Lowestoft	3,000	0	0	3,000	0	0	0	0	ER/IB
Council Offices Leiston	67	67	0	0	0	0	0	0	ER
Felixstowe Beach Shower	10	10	0	0	0	0	0	0	ER
Memorial Wall Felixstowe	45	45	0	0	0	0	0	0	ER
Woodbridge Model Boat Pond	25	25	0	0	0	0	0	0	ER
Total Budgeted Expenditure	18,707	13,901	34,155	32,205	34,105	30,505	505	22,305	
Financed By:-									
Internal Funding:									
Internal Borrowing	10,365	4,205	300	7,500	200	200	0	0	
Capital Receipt	0	400	0	4,000	0	0	0	0	
Reserve	1,552	5,190	3,855	4,305	2,605	2,805	505	805	
	11,917	9,795	4,155	15,805	2,805	3,005	505	805	
External Funding:									
Grants	150	1,416	6,000	6,000	6,000	6,000	0	0	
Contributions	0	0	0	0	0	0	0	0	
Borrowing	6,640	2,690	24,000	10,400	25,300	21,500	0	21,500	
	6,790	4,106	30,000	16,400	31,300	27,500	0	21,500	
Total Budgeted Financing	18,707	13,901	34,155	32,205	34,105	30,505	505	22,305	

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PLANNING & COASTAL MANAGEMENT	2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget	Funding Type
Bawdsey East Lane	35	35	0	0	0	0	0	0	EG
Coast Protection - Minor Capital Works	200	200	200	200	200	200	200	200	IB
Corton & North Corton Hybrid Scheme	200	200	7,000	7,000	7,000	7,000	0	0	EG
Lowestoft Flood Risk Management Project Phase 1 (Tidal Walls, Pluvial & Fluvial)	6,000	6,000	4,000	4,000	0	0	0	0	EG
Lowestoft Flood Risk Management Project Phase 2 (Tidal Gate)	7,907	7,907	10,809	10,809	29,574	29,574	36,000	36,000	EG
Slaughden Coast/Estuary	0	0	0	0	0	0	0	0	EG
Southwold Harbour Fender	0	75	0	0	0	0	0	0	IB/EG
Southwold Harbour North Wall	0	400	0	0	0	0	0	0	ER/EG
Thorpeness (Externally Funded)	3,300	3,300	0	0	0	0	0	0	EG
Thorpeness Emergency Works	0	115	0	0	0	0	0	0	EC/EG
Resilient Coasts Project	0	0	0	7,310	0	0	0	0	EG
Pakefield Coastal Emergency works & Resilience project	1,790	1,200	0	1,790	0	0	0	0	ER/EG
Total Budgeted Expenditure	19,432	19,432	22,009	31,109	36,774	36,774	36,200	36,200	

Financed By:-								
Internal Funding:								
Internal Borrowing	200	200	200	200	200	200	200	200
Capital Receipt	0	0	0	0	0	0	0	0
Reserve	115	1,100	0	1,790	0	0	0	0
	315	1,300	200	1,990	200	200	200	200
External Funding:								
Grants	19,117	18,132	21,809	29,119	36,574	36,574	36,000	36,000
Contributions	0	0	0	0	0	0	0	0
Borrowing	0	0	0	0	0	0	0	0
	19,117	18,132	21,809	29,119	36,574	36,574	36,000	36,000
Total Budgeted Financing	19,432	19,432	22,009	31,109	36,774	36,774	36,200	36,200

GENERAL FUND - HOUSING IMPROVEMENT	2022/23 £000	2022/23 £000	2023/24 £000	2023/24 £000	2024/25 £000	2024/25 £000	2025/26 £000	2025/26 £000	Funding Type
	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget	
Disabled Facilities Grant	1,000	1,000	1,000	1,000	1,000	1,000	1,500	1,500	EG
Total Budgeted Expenditure	1,000	1,000	1,000	1,000	1,000	1,000	1,500	1,500	
Financed By:-									
Internal Funding:									
Internal Borrowing	0	0	0	0	0	0	0	0	
Capital Receipt	0	0	0	0	0	0	0	0	
Reserve	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	
External Funding:									
Grants	1,000	1,000	1,000	1,000	1,000	1,000	1,500	1,500	
Contributions	0	0	0	0	0	0	0	0	
Borrowing	0	0	0	0	0	0	0	0	
	1,000	1,000	1,000	1,000	1,000	1,000	1,500	1,500	
Total Budgeted Financing	1,000	1,000	1,000	1,000	1,000	1,000	1,500	1,500	

GENERAL FUND - LONG TERM DEBTORS	2022/23 £000 Original Budget	2022/23 £000 Current Budget	2023/24 £000 Revised Budget	2023/24 £000 Current Budget	2024/25 £000 Revised Budget	2024/25 £000 Revised Budget	2025/26 £000 Current Budget	2025/26 £000 Revised Budget	Funding Type
LATCO - Loan funding	1,000	1,500	0	0	0	0	0	0	IB
Total Budgeted Expenditure	1,000	1,500	0	0	0	0	0	0	
Financed By:-									
Internal Funding:									
Internal Borrowing	1,000	1,500	0	0	0	0	0	0	
Capital Receipt	0	0	0	0	0	0	0	0	
Reserve	0	0	0	0	0	0	0	0	
	1,000	1,500	0	0	0	0	0	0	
External Funding:									
Grants	0	0	0	0	0	0	0	0	
Contributions	0	0	0	0	0	0	0	0	
Borrowing	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	
Total Budgeted Financing	1,000	1,500	0	0	0	0	0	0	

2022/23 £000 Original Budget	2022/23 £000 Revised Budget	2023/24 £000 Original Budget	2023/24 £000 Revised Budget	2024/25 £000 Original Budget	2024/25 £000 Revised Budget	2025/26 £000 Original Budget	2025/26 £000 Revised Budget
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Capital Programme total	46,415	43,152	69,073	82,174	82,468	78,719	47,764	69,415
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FULL COUNCIL

Wednesday, 28 September 2022

Subject	Authorisation of Officers: Attendance at Magistrates' Court
Report by	Councillor Maurice Cook Cabinet Member with responsibility for Resources
Supporting Officer	Chris Bing Monitoring Officer & Head of Legal and Democratic Services chris.bing@eastsoffolk.gov.uk 01394 444408

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 recommend 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.

Options:

No other options were considered.

Recommendation/s:

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.

Corporate Impact Assessment

Governance:

None.

ESC policies and strategies that directly apply to the proposal:

None.

Environmental:

None.

Equalities and Diversity:

None.

Financial:

None.

Human Resources:

None.

ICT:

None.

Legal:

Officers will be authorised to represent East Suffolk Council in the Magistrates' Court in accordance with Section 223 of the Local Government Act 1972.

Risk:

None.

External Consultees:

None.

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 checked="" type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>
How does this proposal support the priorities selected? <p>Therefore, to have a number of officers authorised to appear in court will provide resilience and effective cover, thus improving our ability to recover Council Tax.</p>			

Background and Justification for Recommendation

1 Background facts	
1.1	Section 223 of the Local Government Act 1972 allows 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.
1.2	The Section 223 power is 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.

2 Current position	
2.1	East Suffolk Council is one of five authorities which form part of the Anglia Revenues Partnership. The Partnership operates under a Partnership Agreement approved by the council.
2.2	The officers currently listed in East Suffolk Council's Constitution as being authorised by East Suffolk Council to appear in the Magistrates' Court are Thereza Lawson, Paul Montgomery and Joanna Andrews. Paul and Joanna no longer work for the Council and so their names can be deleted from this list.

3 How to address current situation	
3.1	Steven Oxborough is an employee of Breckland District Borough Council. In accordance with Section 113 of the 1972 Act he is also being put at the disposal of East Suffolk Council, and it is therefore possible for this council to authorise him to appear in court under section 223.
3.2	Lucy Talbot is employee of West Suffolk Council. In accordance with Section 113 of the 1972 Act she is to obtain authorisation to appear in court under section 223 and represent East Suffolk Council.
3.3	Peter Seeley is an employee of West Suffolk Council. In accordance with Section 113 of the 1972 Act he is also being put at the disposal of East Suffolk Council, and it is therefore possible for this council to authorise him to appear in court under section 223.
3.4	Rachel Marsden is employee of East Suffolk Council. In accordance with Section 113 of the 1972 Act she is to obtain authorisation to appear in court under section 223 and represent East Suffolk Council.
3.5	Michael Cartwright is employee of Breckland District Borough Council. In accordance with Section 113 of the 1972 Act he is to obtain authorisation to appear in court under section 223 and represent East Suffolk Council.
3.6	Nigel Adams is employee of Fenland Council. In accordance with Section 113 of the 1972 Act he is to obtain his authorisation to appear in court under section 223 and represent East Suffolk Council.
3.7	Kieran Kingston-Mills is employee of West Suffolk Council. In accordance with Section 113 of the 1972 Act he is to obtain his authorisation to appear in court under section 223 and represent East Suffolk Council.
3.8	As part of the shared services arrangements between East Suffolk Council and the Anglia Revenues Partnership, in order to improve the flexibility and efficiency of

	local tax enforcement, it is proposed that these officers be authorised under section 223 to represent this Council in the Magistrates' Court.
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4 Reason/s for recommendation

4.1	To authorise Steven Oxborough, Lucy Talbot, Peter Seeley, Rachel Marsden, Michael Cartwright, Nigel Adams and Kieran Kingston-Miles to appear in the Magistrates' Court for East Suffolk Council.
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Appendices

Appendices:

None.

Background reference papers:

None.



FULL COUNCIL

Wednesday, 28 September 2022

Subject	Skin Piercing Byelaws
Report by	Councillor Mary Rudd Cabinet Member with responsibility for Community Health
Supporting Officer	Fiona Quinn Head of Environmental Services and Port Health fiona.quinn@eastsuffolk.gov.uk 07385 948900

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

Purpose and high-level overview

Purpose of Report:

The Council is responsible for registering businesses that carry out certain skin piercing activities such as acupuncture, tattooing, electrolysis and ear piercing and inspect these businesses to ensure that the premises and practices are hygienic and there are controls in place to prevent the risk of blood-borne infection.

Following the creation of East Suffolk Council, there are two sets of byelaws which need to be consolidated and brought in line with national model byelaws produced by the Department of Health.

Options:

This report seeks the approval of the Council to:

- i) agree to make a consolidated set of byelaws for the regulation of acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis in East Suffolk for submission to the Secretary of State for Health for confirmation;
- ii) agree that the current byelaws relating to acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis and hairdressing be revoked on confirmation of new consolidated byelaws.

The option of retaining the two existing standards has been considered but ruled out as being inequitable, confusing and not setting a suitable standard for the hygiene of skin piercing operations.

Recommendation/s:

It is recommended that Full Council:

1. Approves the adoption of the byelaws set out in Appendix A of this report;
2. Authorises the Head of Environmental Services and Port Health 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. Authorises the affixing of the common seal of the Council to the new byelaws;
4. Approves the revocation of the existing byelaws referred to at paragraphs 6 to 10 of the byelaws set out in Appendix A of this report, upon the coming into force of the new byelaws.

Corporate Impact Assessment

Governance:

The Head of Environmental Services and Port Health will undertake Governance of this procedure together with the Legal Team.

ESC policies and strategies that directly apply to the proposal:

This proposal supports the Council's Enabling Our Communities key theme within Strategic Plan, maximising health, well-being and safety in our district.

Environmental:

New consolidated byelaws covering skin piercing activities across the district will ensure a common standard is applied and public health is protected.

Equalities and Diversity:

The Food and Safety Team will make direct contact with all existing businesses and persons who are registered to undertake skin piercing and notify them of the impending changes to the byelaws. An advert describing the changes to the byelaws will be posted within the local press and full information will be made available on the Council's website. This report has been prepared having taken into account the results of an Equality Impact

Assessment. No significant issues have been identified and no mitigating impacts are anticipated.	
Financial: <p>A registration fee for skin piercing practitioners and premises allows the Council to recover the cost of registration and the initial inspection. Fees are reviewed and set annually. The criteria for registration are set out in the Local Government (Miscellaneous Provisions) Act 1982 and these are not changed by the consolidation of the byelaws. There are no additional financial implications for the Council from the recommendation in this report and the financial implications for businesses that will need to comply with the new byelaws is considered to be very small as most, if not all, meet the standard being proposed.</p> <p>The results of the consultation will enable a more informed assessment of the impact on businesses.</p>	
Human Resources: <p>The change to model byelaws has no impact on staffing requirements, they are an update and consolidation and of the existing byelaws which require little in the way of organisational or management change.</p>	
ICT: <p>The change of byelaws is unlikely to impact the ICT team. There will be some changes to the Council's webpages and minor changes to the current skin piercing database, but this is not anticipated to adversely impact ICT team. Registrations and payments are already managed via an existing Council online application process.</p>	
Legal: <p>The Council's Legal Team has been consulted on the draft byelaws when this was presented to the Licensing Committee and the Legal Team will be instrumental in affixing the common seal of the Council to the new byelaws.</p>	
Risk: <p>There are no perceived risks as the proposal is for the introduction of model byelaws which are more appropriate than our existing byelaws and are already widely used throughout the country.</p>	

External Consultees:	Letters and emails have been sent to existing skin piercing businesses and operatives advising that the Council is considering updating its byelaws and asking for comments. Only favourable comments have been received to date.
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
T01	Growing our Economy		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>
How does this proposal support the priorities selected? By introducing new byelaws, the Council builds towards a better environment where skin piercing, tattooing and other similar treatments are better regulated, improving the selling point of the district. The new byelaws will maximise the health, well-being and safety of the public by taking positive action to improve existing standards. Introducing new controls over semi-permanent skin-colouring, cosmetic piercing and electrolysis will enable a new range of charges to be introduced, whilst optimising and streamlining registration. Use of online registration and intuitive learning via the website will play an important role in improving skin piercing training. Most importantly the improved set of byelaws offers better protection for members of the public whilst educating and			

influencing local businesses to take better precautions when undertaking treatment. The introduction of the model byelaws brings us in line with the most up to date national standards and indicates professional governance.

Background and Justification for Recommendation

1 Background facts	
1.1	The Council is required under the Local Government (Miscellaneous Provisions) Act 1982, Part VIII to register business and individuals who provide certain skin piercing services such as tattooing, electrolysis and ear piercing. On receipt of an application for registration of a business and/or an individual an inspection is carried out to ensure that individuals and the premises they operate from are hygienic and exercise appropriate controls to prevent the spread of blood-borne infections.
1.2	Byelaws provide defined roles and responsibilities for operators and proprietors at relevant businesses. They also define minimum hygiene standards for registered premises and for persons carrying out relevant practices. Clearly defined standards provided by byelaws help businesses to provide and maintain premises and practices that are safe, hygienic and minimise risk of potentially serious infection to customers. Of particular concern are blood-borne viral infections including HIV and Hepatitis C.
2 Current position	
2.1	In the absence of byelaws, the Council would have to rely on the goalsetting aims of the Health and Safety at Work etc Act 1974 to regulate skin piercing businesses. This Act places general duties on employers etc. to ensure the health, safety and welfare of those affected by their undertaking allowing an open approach to how this is done. This approach is not compatible with the strict hygiene standards expected of skin piercing businesses to prevent the risk of infection.
2.2	There are currently two sets of byelaws which were adopted by Suffolk Coastal and Waveney District Councils, these are outdated and in need of consolidation in order to be equally applied throughout the Council area. In addition, the national model byelaws produced by the Department of Health have introduced controls over a new range of skin treatments not previously covered by the old byelaws.
3 How to address current situation	
3.1	On 15 July 2019, the Licensing Committee resolved the recommendations above to Full Council.
3.2	A prescribed procedure for adoption of byelaws is specified in section 236 of the Local Government Act 1972 as follows: i) The Council makes the byelaws under common seal; ii) An advert is placed in the press stating that the Council intends to apply for confirmation of the byelaws, and a copy of the byelaws is to be deposited at East Suffolk Council's offices and made available for public inspection at reasonable hours; iii) Consultation with interested parties also takes place;

	<p>iv) After the expiry of the notice period an application is made to the Secretary of State for Health for confirmation of the byelaws;</p> <p>v) If the byelaws are confirmed, the Secretary of State for Health will give the date for the new byelaws to come into force, or alternatively the byelaws will come into force one month after confirmation.</p>
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4 Reason/s for recommendation

4.1	To ensure that the Council has a single set of clear and up to date byelaws covering skin piercing activities within the district.
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Appendices

Appendices:

Appendix A Draft Skin Piercing Byelaws

Background reference papers:

Date	Type	Available From
15 Jul 2019	Licensing Committee Report and Minutes	https://eastsuffolk.cmis.uk.com/eastsuffolk/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/50/Committee/9/SelectedTab/Documents/Default.aspx
13 Dec 2007	Acupuncture, Tattooing and Semi-permanent Skin Colouring, Cosmetic Piercing and Electrolysis (Waveney District Council)	https://www.eastsuffolk.gov.uk/assets/Business/Licensing/WDC-Skin-Piercing-Bylaws.pdf
13 Mar 1984	Ear Piercing and Electrolysis Byelaws (Suffolk Coastal District Council)	https://www.eastsuffolk.gov.uk/assets/Business/Licensing/SCDC-Skin-Piercing-Bylaws.pdf Page 2
13 Mar 1984	Tattooing Byelaws (Suffolk Coastal District Council)	https://www.eastsuffolk.gov.uk/assets/Business/Licensing/SCDC-Skin-Piercing-Bylaws.pdf Page 5
7 Feb 1996	Hairdressers and Barbers Byelaws (Waveney District Council)	environment@eastsuffolk.gov.uk
27 Aug 1980	Hairdressers and Barbers Byelaws (Suffolk Coastal District Council)	https://www.eastsuffolk.gov.uk/assets/Business/Licensing/SCDC-Skin-Piercing-Bylaws.pdf Page 8

01 Aug 2 0 2 2	Equality Impact Assessment ref. EQIA441300059	environment@eastsoffolk.gov.uk
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EAST SUFFOLK COUNCIL

The Local Government (Miscellaneous Provisions) Act 1982

Local Government Act 2003

Local Authority Byelaws Currently in Draft Form

Acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis

Byelaws for the purposes of securing the cleanliness of premises registered under sections 14(2) or 15(2) or both of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in such premises and of persons registered under sections 14(1) or 15(1) or both of the Act and persons assisting them and of securing the cleansing and, so far as appropriate, sterilization of instruments, materials and equipment used in connection with the practice of acupuncture or the business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis, or any two or more of such practice and businesses made by East Suffolk Council in pursuance of sections 14(7) or 15(7) or both of the Act.

Interpretation

1.—(1) In these byelaws, unless the context otherwise requires—

“The Act” means the Local Government (Miscellaneous Provisions) Act 1982;

“client” means any person undergoing treatment;

“hygienic piercing instrument” means an instrument such that any part of the instrument that touches a client is made for use in respect of a single client, is sterile, disposable and is fitted with piercing jewellery supplied in packaging that indicates the part of the body for which it is intended, and that is designed to pierce either—

(a) the lobe or upper flat cartilage of the ear, or

(b) either side of the nose in the mid-crease area above the nostril;

“operator” means any person giving treatment, including a proprietor;

“premises” means any premises registered under sections 14(2) or 15(2) of the Act;

“proprietor” means any person registered under sections 14(1) or 15(1) of the Act;

“treatment” means any operation in effecting acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis;

“the treatment area” means any part of premises where treatment is given to clients.

(2) The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

2.—(1) For the purpose of securing the cleanliness of premises and fittings in such premises a proprietor shall ensure that—

- (a) any internal wall, door, window, partition, floor, floor covering or ceiling is kept clean and in such good repair as to enable it to be cleaned effectively;
- (b) any waste material, or other litter arising from treatment is handled and disposed of in accordance with relevant legislation and guidance as advised by the local authority;
- (c) any needle used in treatment is single-use and disposable, as far as is practicable, or otherwise is sterilized for each treatment, is suitably stored after treatment and is disposed of in accordance with relevant legislation and guidance as advised by the local authority;
- (d) any furniture or fitting in premises is kept clean and in such good repair as to enable it to be cleaned effectively;
- (e) any table, couch or seat used by a client in the treatment area which may become contaminated with blood or other body fluids, and any surface on which a needle, instrument or equipment is placed immediately prior to treatment has a smooth impervious surface which is disinfected—
 - (i) immediately after use; and
 - (ii) at the end of each working day.
- (f) any table, couch, or other item of furniture used in treatment is covered by a disposable paper sheet which is changed for each client;
- (g) no eating, drinking, or smoking is permitted in the treatment area and a notice or notices reading “No Smoking”, and “No Eating or Drinking” is prominently displayed there.

(2) (a) Subject to sub-paragraph (b), where premises are registered under section 14(2) (acupuncture) or 15(2) (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) of the 1982 Act, a proprietor shall ensure that treatment is given in a treatment area used solely for giving treatment;

(b) Sub-paragraph (a) shall not apply if the only treatment to be given in such premises is ear-piercing or nose-piercing using a hygienic piercing instrument.

(3) (a) Subject to sub-paragraph (b), where premises are registered under section 15(2) (tattooing, semi-permanent skin-colouring and cosmetic piercing) of the 1982 Act, a proprietor shall ensure that the floor of the treatment area is provided with a smooth impervious surface;

(b) Sub-paragraph (a) shall not apply if the only treatment to be given in such premises is ear-piercing or nose-piercing using a hygienic piercing instrument.

3.—(1) For the purpose of securing the cleansing and so far as is appropriate, the sterilization of needles, instruments, jewellery, materials and equipment used in connection with treatment—

(a) an operator shall ensure that—

- (i) any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such article used in treatment—
 - (aa) is clean and in good repair and, so far as is appropriate, is sterile;
 - (bb) has not previously been used in connection with another client unless it consists of a material which can be and has been adequately cleansed and, so far as is appropriate, sterilized.
- (ii) any needle, metal instrument, or other instrument or equipment used in treatment or for handling such needle, instrument or equipment and any part of a hygienic piercing instrument that touches a client is sterile;
- (iii) any jewellery used for cosmetic piercing by means of a hygienic piercing instrument is sterile;
- (iv) any dye used for tattooing or semi-permanent skin-colouring is sterile and inert;
- (v) any container used to hold dye for tattooing or semi-permanent skin-colouring is either disposed of at the end of each treatment or is cleaned and sterilized before re-use.

(b) a proprietor shall provide—

- (i) adequate facilities and equipment for—
 - (aa) cleansing; and
 - (bb) sterilization, unless only pre-sterilized items are used.
- (ii) sufficient and safe gas points and electrical socket outlets;
- (iii) an adequate and constant supply of clean hot and cold water on the premises;
- (iv) clean and suitable storage which enables contamination of the articles, needles, instruments and equipment mentioned in paragraphs 3(1)(a)(i), (ii), (iii), (iv) and (v) to be avoided as far as possible.

4.—(1) For the purpose of securing the cleanliness of operators, a proprietor—

(a) shall ensure that an operator—

- (i) keeps his hands and nails clean and his nails short;
- (ii) keeps any open lesion on an exposed part of the body effectively covered by an impermeable dressing;
- (iii) wears disposable examination gloves that have not previously been used with another client, unless giving acupuncture otherwise than in the circumstances described in paragraph 4(3);

- (iv) wears a gown, wrap or protective clothing that is clean and washable, or alternatively a disposable covering that has not previously been used in connection with another client;
 - (v) does not smoke or consume food or drink in the treatment area; and
- (b) shall provide—
 - (i) suitable and sufficient washing facilities appropriately located for the sole use of operators, including an adequate and constant supply of clean hot and cold water, soap or detergent; and
 - (ii) suitable and sufficient sanitary accommodation for operators.
- (2) Where an operator carries out treatment using only a hygienic piercing instrument and a proprietor provides either a hand hygienic gel or liquid cleaner, the washing facilities that the proprietor provides need not be for the sole use of the operator.
- (3) Where an operator gives acupuncture, a proprietor shall ensure that the operator wears disposable examination gloves that have not previously been used with another client if—
 - (a) the client is bleeding or has an open lesion on an exposed part of his body; or
 - (b) the client is known to be infected with a blood-borne virus; or
 - (c) the operator has an open lesion on his hand; or
 - (d) the operator is handling items that may be contaminated with blood or other body fluids.
- 5.— A person registered in accordance with sections 14 (acupuncture) or 15 (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) of the Act who visits people at their request to give them treatment should observe the requirements relating to an operator in paragraphs 3(1)(a) and 4(1)(a).
- 6. — The byelaws relating to acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis that were made by Waveney District Council on the 13 December 2007 and were confirmed by the Secretary of State for Social Services on 11 April 2008 are revoked.
- 7. — The byelaws relating to ear piercing and electrolysis that were made by Suffolk Coastal District Council on the 13 March 1984 and were confirmed by the Secretary of State for Social Services on 25 July 1984 are revoked.
- 8. — The byelaws relating to tattooing that were made by Suffolk Coastal District Council on the 13 March 1984 and were confirmed by the Secretary of State for Social Services on 25 July 1984 are revoked.
- 9. — The byelaws relating to Hairdressers and Barbers that were made by Suffolk Coastal District Council on 27 August 1980 and were confirmed by the Secretary for State for Environment on 20 October 1980 are revoked.

10. —The byelaws relating to Hairdressers and Barbers that were made by Waveney District Council on 7 February 1996 and were confirmed by the Secretary for State for Environment on 12 April 1996 are revoked.

COUNCIL'S SIGNATURE

COUNCIL'S SEAL

The foregoing byelaws are hereby confirmed by the Secretary of State for Health
on and shall come into operation on

**Member of the Senior Civil Service
Department of Health**

NOTE – THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS

Proprietors shall take all reasonable steps to ensure compliance with these byelaws by persons working on premises. Section 16(9) of the Local Government (Miscellaneous Provisions) Act 1982 provides that a registered person shall cause to be prominently displayed on the premises a copy of these byelaws and a copy of any certificate of registration issued to him under Part VIII of the Act. A person who contravenes section 16(9) shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 2 on the standard scale (see section 16(10)).

Section 16 of the Local Government (Miscellaneous Provisions) Act 1982 also provides that any person who contravenes these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale. If a person registered under Part VIII of the Act is found guilty of contravening these byelaws the Court may, instead of or in addition to imposing a fine, order the suspension or cancellation of the person's registration. A court which orders the suspension of or cancellation of a person's registration may also order the suspension or cancellation of the registration of the premises in which the offence was committed if such premises are occupied by the person found guilty of the offence. It shall be a defence for the person charged under the relevant sub-sections of section 16 to prove that he took all reasonable precautions and exercised all due diligence to avoid commission of the offence.

Nothing in these byelaws extends to the practice of acupuncture, or the business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis by or under the supervision of a person who is registered as a medical practitioner, or to premises in which the practice of acupuncture, or business of tattooing, semi-permanent skin-colouring, cosmetic piercing or electrolysis is carried out by or under the supervision of such a person.

Nothing in these byelaws extends to the practice of acupuncture by or under the supervision of a person who is registered as a dentist, or to premises in which the practice of acupuncture is carried out by or under the supervision of such a person.

The legislative provisions relevant to acupuncture are those in section 14. The provisions relevant to treatment other than acupuncture are in section 15.

The key differences in the application of requirements in respect of the various treatments are as follows:

*The references in the introductory text to provisions of section 14 (acupuncture) of the Local Government (Miscellaneous Provisions) Act 1982 **only apply to acupuncture.***

*The references in the introductory text to provisions of section 15 (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) of the Local Government (Miscellaneous Provisions) Act 1982 **do not apply to acupuncture.***

*The references in paragraph 1(1) in the definition of “premises” to provisions of section 14 (acupuncture) **only apply to acupuncture.***

*The references in paragraph 1(1) in the definition of “premises” to provisions of section 15 (tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis) **do not apply to acupuncture.***

*The requirement in paragraph 2(2) that treatment is given in a treatment area used solely for giving treatment **applies to acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis but not to ear-piercing or nose-piercing using a hygienic piercing instrument.***

*The requirement in paragraph 2(3) that the floor of the treatment area be provided with a smooth impervious surface **applies to tattooing, semi-permanent skin-colouring and cosmetic piercing but not to acupuncture or electrolysis or ear-piercing or nose-piercing using a hygienic piercing instrument.***

*The requirements relating to dye or a container used to hold dye used for treatment in paragraphs 3(1) (a) (iv) and (v) **apply to tattooing and semi-permanent skin-colouring.***

*The requirement in paragraph 4(1)(a)(iii) that an operator wears disposable examination gloves that have not previously been used with another client **does not apply to acupuncture otherwise than in the circumstances described in paragraph 4(3).***

*The provisions of paragraph 4(2) in relation to washing facilities **apply to cosmetic piercing using only a hygienic piercing instrument.***

*The exception whereby the byelaws do not apply to treatment carried out by or under the supervision of a **dentist applies only to acupuncture (see section 14(8) of the Act).***



FULL COUNCIL

Wednesday, 28 September 2022

Subject	Temporary Appointments to Little Glemham Parish Council (LGPC)
Report by	Leader of the Council – Councillor Steve Gallant
Supporting Officer	Chris Bing Head of Legal and Democratic Services and Monitoring Officer

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:	Wickham Market

Purpose and high-level overview

Purpose of Report:

The purpose of this report is 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 can be quorate and conduct business.

Options:

Use Section 91 powers to make temporary appointments to LGPC, so that it can be quorate and conduct business.

OR

Do not use Section 91 powers to make temporary appointments to LGPC, so that it remains inquorate and cannot conduct business.

Recommendation/s:

That Full Council approves 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.

Corporate Impact Assessment

Governance:

Whilst LGPC remains inquorate, it is unable to transact any business. The Council needs to have persons appointed temporarily to carry out business, to fulfil its statutory duties and to represent local interests.

If agreed by Full Council, an Order will be made by ESC, under Section 91 of the Local Government Act 1972, appointing two persons on a temporary basis, until May 2023 when members are elected to each Council.

ESC policies and strategies that directly apply to the proposal:

Not applicable

Environmental:

Not applicable

Equalities and Diversity:

Not applicable

Financial:

Not applicable

Human Resources:

Not applicable

ICT:

Not applicable
Legal: <p>The use of Section 91 of the Local Government Act 1972 is a non-executive function which has not been delegated to officers.</p> <p>Two copies of every order made under Section 91 must be sent to the Secretary of State for Levelling Up, Housing and Communities.</p>
Risk: <p>Not applicable</p>

External Consultees:	Mr Al Besly, the Clerk to LGPC
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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 type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>

T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input type="checkbox"/>	<input type="checkbox"/>
How does this proposal support the priorities selected?			
LGPC needs to be quorate to conduct business for and on behalf of persons living in Little Glemham.			

Background and Justification for Recommendation

1	Background facts		
1.1	After resignations from Glemham Parish Council (LGPC), LGPC currently has only one parish councillor. Quorum is three.		
2	Current position		
2.1	LGPC is currently inquorate and cannot conduct any business.		
3	How to address current situation		
3.1	Where there are “so many vacancies in the office of parish or community councillor that the parish or community council are unable to act”, then, under Section 91 of the Local Government Act 1972, “the district council may by order appoint persons to fill all or any of the vacancies until other councillors are elected and take up office”. Any order made under Section 91 Local Government Act 1972 must be copied to the Secretary of State.		
3.2	Two parishioners have expressed an interest to the Clerk of LGPC in being appointed to the Parish Council. These parishioners are Lynne Gibbs and Laura Tregent.		
3.3	There are no qualifications or criteria which have to be applied to those persons who wish 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. If appointed, Lynne Gibbs and Laura Tregenet, would then serve as parish councillors until the May 2023 elections, when all seats on the parish council will be up for election.		
4	Reason/s for recommendation		
4.1	Parish Councils form an important tier of local government, representing their communities at the most local level. The Parish Council must have persons either elected or appointed, to carry out their business. By making temporary appointments to LGPC, ESC is enabling the Parish Council to be quorate and function; and enabling its communities is one of the themes of the Strategic Plan.		

Appendices

Appendices: None

Background reference papers: None



FULL COUNCIL

Wednesday, 28 September 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 Craig Rivett – Deputy Leader and Cabinet Member with responsibility for Economic Development
Contact Details:	craig.rivett@eastsuffolk.gov.uk Tel: 07831 370806

ED&R

1. UK Shared Prosperity Fund

In April 2022, the Government launched the UK Shared Prosperity Fund (UKSPF) to support its Levelling Up agenda. ESC has been allocated £2.75m to invest during 2022/23 - 24/25 in initiatives that will address inequality and contribute to levelling up. The funding can only be unlocked upon submission of an Investment Plan which is approved by both the council and the government.

The fund's three investment priorities:

- Communities and Place
- Supporting Local Business
- People and Skills

ESC submitted its Investment Plan in July and a decision on our submission will be made in October 2022.

Through this Investment Plan, we hope to achieve a range of outcomes such as:

- Rehabilitated premises and land in our high streets
- Support community members through the cost-of-living crisis
- Support businesses to start-up and grow
- Modernise and upgrade training centres and hubs
- Support decarbonisation whilst growing the local economy
- Provide direct support to those that are economically inactive
- Support people to engage with life skills or gain a vocational license through providing financial support

2. Freeport East

The incorporation of Freeport East, creating Freeport East Limited, will be achieved in September 2022. The company will be responsible for employing the Freeport East delivery team. The new Chair and Chief Executive are due to commence their roles on 12 September 2022 and the Programme Manager post has been shortlisted with interviews due to take place in September 2022. The remainder of the delivery team will be recruited over the autumn and winter.

The Full Business Case (FBC), setting out how Freeport East will achieve its objectives around levelling up, innovation and trade/ investment, is reaching the final phase of the approval process with government. The final stage is assessment by HMT's Assessment Panel which is due in October 2022. Final approval of the FBC will result in the release of £25m of Capital Seed Funding for investment in the three Tax Sites (Felixstowe, Gateway 14 in Mid Suffolk and Harwich). Following final approval Freeport East will be required to sign a Memorandum of Understanding with government which, effectively commits Freeport East to deliver its objectives as set out within the FBC.

The first major business investment has been announced at the Gateway 14 tax site. The Range propose to establish an innovative logistics hub employing up to 1650 at this £200m development. Discussions are also underway with potential investors in the Felixstowe and Harwich tax sites.

3. The Towns Fund

Business cases have been approved by Government for the delivery of all 5 towns Deal projects signalling the start of the release £24.9m of grant funding.

Cultural Quarter – Appointed architects Chaplin Farren in partnership with Hemmingway Design to build concepts to detail design for the former Battery Green Car park and customer services building. Grant Agreement approved with Marina Theatre to progress concept and feasibility work.

Station Quarter - Ongoing conservation works to the former post office due to complete by Jan 2023, concept designs completed for the future use of the building. The next step is to progress to detailed design. Concept designs also completed for station building, public consultation event took place on the 25th August, further structural surveys being undertaken.

Seafront Vision – Concept design work through to achieving planning permission will be tendered shortly, this work will be guided by the details set out within the seafront masterplan.

Port Gateway – the main element of the project is being delivered by ABP with the opportunity to create up to 250 jobs to the town. ESC are currently finalising the grant agreement with ABP.

Historic Quarter – the core element of this project is the redevelopment of the former Lowestoft Town Hall building which, is being delivered by Lowestoft Town Council. The grant agreement for phase 1 of the project is currently with LTC to agree.

4. Towns Programmes

Town Development Programme (joint ED and Communities town focussed programme) Activity is currently focussed on Bungay, Halesworth and Saxmundham. Following stakeholder engagement and an evidence-based analysis of need and opportunity, investment plans are being developed. Many of the initiatives are building on the success of the People and Places work and supporting the development of East Suffolk Towns Initiative (ESTI) related projects.

Halesworth – Marketing workshop held in July with town stakeholders with the follow up session to be held September to ensure a more joined up approach to communication and project development. Funding secured to develop improvements to signage in Town with the stakeholder consultation beginning week commencing 12th September. The team is currently supporting the town’s ambition to develop a community hub.

Bungay – Funding provided through programme to expand the weekly market. Working with Bungay Community Support to establish a Warm Rooms/Food Pantry initiative within a town centre building. Also working collaboratively with the local Stakeholder Group to mitigate some of the existing fragmented approaches to project development and agree priorities.

Saxmundham – Working with the Town Council to scope what support is needed to deliver existing initiatives, particularly in relation to ESTI funded projects. The team are currently facilitating the asset transfer of Fromus Square and support the town council’s ambition to use this space for events and markets.

5. Heritage Action Zone (HAZ)

The North Lowestoft HAZ programme ends in March 2023 and has fully allocated the grant funding of £450k to 16 priorities along the Historic High Street.

Crown Score Wall is now complete and both sides of the footpath are re-opened resulting in very positive comments on social media. Working with SCC to repair the handrail ahead of the Scores Race on 28 August.

The Small Shopfront Grant Scheme has recently launched to fund improvements to shop fronts in the HAZ area to reverse unsympathetic alterations.

Works on the Post Office conservation repairs continue, almost completed lime and stone repairs to the façade, re-roofing underway, window repairs complete. It is anticipated the project will finish this winter.

A highly successful 1940s weekend event was held in Kirkley by the Seagull Theatre. Shops reported a significant increase in sales and footfall during the weekend, and the business community are keen to find funding to make this an annual event.

A community grant was offered to Kirkley Pocket Park Group who have purchased some new planters to replace the defective tin ones on London Road South. These have been planted and installed by the local community and bring colour to the area and a positive response on social media.

6. First Light Festival

Following a 2 year hiatus, due to the pandemic, the First Light Festival returned to Lowestoft South Beach on the weekend of 17 – 19 June. Despite the mixed weather the numbers attending exceeded the 2019 festival with approximately 35,000 attendees. The full evaluation report is yet to be completed, however other notable positive benefits included:

- 100% occupancy of local hotels and B&Bs over the festival weekend,
- all 16 traders at the festival reporting excellent sales,
- 20 Lowestoft based community groups and all local schools involved in the development and delivery of the event
- Over £210k of external investment secured
- 297 arts professionals and 29 arts organisations involved in event development and delivery
- 40% of volunteering roles taken by Kirkley and Pakefield residents
- Highly successful launch of the reimagined and redeveloped East Point Pavillion

The 2022 festival programme, with more than 140 free activities, built on the learning of the previous years increasing in size and scope, with a diverse mix of renowned performers, community projects and a focus on supporting and showcasing new talent. Live streaming with sign language and captioning created free access for audiences unable to engage in large scale events. The reimagined and redeveloped East Point Pavilion was a key attraction at the festival and signalled a new chapter for Lowestoft's seafront with a contemporary food and drink offer and music/ events venue.

The focus now turns to ensuring a sustainable future for the festival and its wider cultural development and engagement programme. ESC's Cabinet is being asked to support First Light Festival CIC's bid to the Arts Council for National Portfolio Organisation status. If successful in this bid, FLF CIC will secure £660k over three years and in combination with ongoing financial and development support from ESC and other funders, this will support the delivery three more annual festivals and a much wider Lowestoft based cultural development and engagement programme.

The festival and cultural programme represent a central part of the Lowestoft Town Investment Plan. In particular the positive regional and national profile this activity is generating for the town is crucial in changing the town's previous negative narrative and securing investment across all sectors.

Assets

1. Lowestoft beach huts – both sales volumes and rental uptake.

The Eastern Edge beach huts were completed in July 22 and have been offered for sale and for rent. Both sales and rentals have been slightly slower than anticipated. Five of the 32 lease units have been sold, which derives an income for ESC of £150,000.

Rental levels have also been lower than anticipated. The business case was predicated on around 50% occupancy of rental units – but this has not been hit at this point. In response to this, ESC has taken a number of steps:

- Revised the price of rental units
- Introduced a new rental structure – to include daily hires (the original model was weekly hire only)
- Exploring the costs of 'fitting out' some of the units to increase their appeal
- Increased marketing – including in local and regional press

Two points should be borne in mind:

1. ESC was required to carry out work on the site to stop cliff slippage. All sales of huts go to help offset the costs we incurred.
2. Other locations – such as Gorleston – have seen slow hut sales in the initial period. In each case, the huts have been sold in time. We are confident that the location and quality of the build mean that there is interest in the remaining huts.
3. We are submitting a funding bid for further improvements to the site as part of the Levelling Up Fund.

2. East Point Pavilion

East Point Pavilion opened in June and has enjoyed a very successful summer. Trader units are fully occupied. Traders are smaller, independent businesses Tres Hermanas (Jo Jos), Rock the Kasbah, Oishii, Black Dog Pizza, Sir Toby's Beers and Black Dog Deli.

Footfall has been high, and a trading has been brisk during a busy summer period. First Light CIC were appointed as the operator of the building on the basis that they would create a series of events in the venue to drive visitors. They have been able to demonstrate the success of this approach over the summer, with large events, such as the 'East Pint' beer festival, and smaller, weekly live music and DJ events. Later in the year the Pavilion will host the Oktoberfest, and there are many smaller events planned through the year.

From a financial perspective – early indications are that taking are in line with forecasts. EPP will benefit from further stages of the Towns Fund public realm works – with work on the fountains expected to start in 2023 and improvements to the wider outside space.

Energy Projects

Sizewell C

The Secretary of State granted development consent for Sizewell C on 20 July this year. There was a six week period for the submission of a Judicial Review which seeks to challenge the lawfulness of the decision. It is understood that at least one such legal challenge has been submitted. Until the point at which a judge makes a decision to the contrary, the Development Consent Order (DCO) granted will remain valid. ESC is continuing to engage with EDF in relation to the project, including the DCO requirements, Deed of Obligation and construction programme. Due to the time delays experienced at the start and during the examination, ESC has also been considering and determining a number of planning applications in relation to some ground investigation and ecological mitigation works. Linked to the Sizewell C development, ESC is also currently considering reserved matters and condition discharge applications in relation to the Sizewell B relocated facilities hybrid application, which was determined in 2021 (DC/20/4646).

SPR

The main construction works associated with the East Anglia One project are complete, ESC however continues to engage with ScottishPower Renewables (SPR) regarding the final

restoration works. Construction on the East Anglia Three project has now commenced with works occurring in relation to two construction compounds in East Suffolk and at a construction compound and the converter station site in Mid Suffolk. ESC has worked with the developer to ensure the relevant requirements are discharged in relation to the works to ensure appropriate controls are in place. The East Anglia One North and East Anglia Two projects received consent at the end of March this year, these projects are now subject to Judicial Reviews. It is understood that the matter will be heard in the courts in November this year. SPR has confirmed that activity in relation to the projects this year will be minimal and limited to non-intrusive walkover surveys. In addition to the regular engagement ESC has with SPR, I requested and held a specific meeting with the developer to discuss the current level of engagement between the developer and local community. During the meeting I requested that SPR engage more with the community regarding their project programme and also provide further updates on their website.

Other Energy Projects

National Grid are proposing a number of projects within Suffolk to provide the network reinforcements to enable the connection and transportation of the low carbon and green energy required to facilitate the delivery of the Net Zero ambition. Sea Link is a new high voltage undersea electricity link between Suffolk and Kent. ESC anticipates that the developer will hold a non-statutory consultation on the project after the summer. ESC is also continuing to engage in relation to additional network reinforcement projects which are not proposing the construction of physical infrastructure within our district, but may still have indirect impacts, these projects include Bramford to Twinstead and East Anglia Green. ESC's response to National Grid's non statutory consultation on East Anglia Green is available to view on our website - [ESC-Response-to-East-Anglia-GREEN-Non-Statutory-Consultation-June-2022.pdf \(eastsuffolk.gov.uk\)](#). I wrote a joint update along with Cllr Rout from SCC in August to the relevant Ward Members, to share with local parish and town councils, in relation to the transmission projects proposed in Suffolk to keep local communities informed.

ESC continues to engage with the Offshore Transmission Network Review (OTNR) and associated consultations. The OTNR includes workstreams on three different time periods (Early Opportunities, Pathway to 2030 and Enduring Regime), ESC recently responded to an Ofgem consultation related to the longer term enduring regime proposals. Ofgem's minded-to decisions on the initial findings of the Electricity Transmission Network Planning Review recognised many of the concerns the Council had identified in our earlier response provided in December last year, particularly in relation to the aspects which seek to address environmental and community impacts and the need for transparency in the process. ESC has also continued to write to the Rt Hon Greg Hands MP raising concerns regarding the need for tangible outcomes from the Early Opportunities workstream and the need for strategic Government-led and project-level community benefits. I most recently wrote jointly with Cllr Rout from SCC at the end of July 2022. The letter expressed ESC's disappointment, that whilst National Grid's Sea Link project, National Grid Ventures Nautilus and Eurolink projects, North Falls and Five Estuaries projects, all fall within the Early Opportunities workstream, these projects have not yet been identified as Pathfinder

projects. It was requested that greater pressure be put on the developers to commit to the projects becoming Pathfinders, to ensure the delivery of tangible early outcomes 'on the ground' from the OTNR. The Rt Hon Greg Hands MP has acknowledged the concerns expressed in the letter. Whilst ESC will continue to push for tangible outcomes from the OTNR, ESC anticipate that there will be a consultation on community benefits this year which is welcomed.

Alongside engagement with the OTNR ESC is also continuing to strive to achieve greater coordination between the NSIPs, and recently held a meeting between all the NSIP developers (both consented and proposed) to discuss this issue. In addition to the strategic engagement and engagement on the transmission projects, ESC continues to engage directly with interconnector and offshore wind promoters directly affecting East Suffolk and recently responded to a non statutory consultation held in relation to the Five Estuaries project.

There are a number of NSIPs and associated examinations which ESC is also engaging with and responding to, where the project is not proposed within or off the coast of East Suffolk. This need has arisen due to potential requirements to deliver compensation for impacts on specific bird species within the district.

Cabinet Member:	Councillor Mary Rudd, Cabinet Member with responsibility for Community Health
Contact Details:	mary.rudd@eastsoffolk.gov.uk Tel: 07867 372976

I am pleased to report that Delivery of services against the Food and Health and Safety Service Plan for 2021/23 approved by full council on 23 November 2023 are broadly on track and there are no significant variances. The Food and Safety Team has been involved significant reactive work, including a Health and Safety at Work etc. Act prosecution, liaising with police and Crown Prosecution Service on a fatality, and investigating a swimming pool drowning resulting in the reprioritisation of some work.

The Food and Safety Team has successfully recruited new staff, including three from the Port Health service, to fill all the vacancies from September 2022 and has also appointed a new lead food officer.

The Corporate Health and Safety Team has been focused on supporting team leaders to effectively manage health, safety and welfare with an emphasis on those who may be young/inexperienced or have joined during the pandemic and may be more vulnerable as a result. The Council has renewed its contract to provide a technology based lone worker protection system and over 250 staff now have been issued with a new device with the most up to date software. Policies relating to the management of asbestos and the growth of legionella have been revised.

The Port Health service has engaged with an exceptionally wide range of issues from the delivery of business as usual, both in a COVID and COVID recovery environment, through to engagement with His Majesties Government on policy shaping and design activities.

This time last year, Port Health was gearing up to implement controls on EU goods entering GB. It had successfully recruited, trained and was ready to deploy this service alongside its existing service. This is no longer the case, and as a consequence of a political decision, Port Health is now in the process of closing this service. The Port Health service are actively involved with development of the future Target Operating Model (TOM) for checks which is anticipated to be released for consultation in late autumn.

Cabinet Member:	Councillor Stephen Burroughes – Cabinet Member with responsibility for Customer Experience, ICT and Commercial Partnerships
Contact Details:	stephen.burroughes@eastsoffolk.gov.uk Tel: 07783 357940

- **CUSTOMER SERVICES & EXPERIENCE TEAMS**

We were all saddened to learn of the passing of HM Queen Elizabeth II on Thursday 8th September. The protocols for such an event were quickly put together and a book of condolences was opened at our Marina Customer Service Centre in Lowestoft for those wishing to pay their respects and share their thoughts on such an occasion. The staff were superb in making this process so seamless and it just shows how well East Suffolk Customer Services steps up when such a moment arrives.

There have been several members of staff moving on to greater things and we wish them well for the future, but this is just a part of the challenging nature of this type of work environment, and we have successfully recruited new members of the team to fill vacancies supported by sound training and induction.

Our redesigned customer access and digital coaching approach is going extremely well. Historically, our CS public facing offer was only delivered at Marina CS Centre, and Felixstowe, Beccles and Woodbridge libraries 5 days a week. Since the pandemic, the analysis of the operational data has shown a significant shift in the ways public contact and use council services. We always said, we didn't want to 'sleepwalk back into the way things were' and as a result we now have a presence in more locations across the district than ever before. Together with our digital coaching approach, we now operate 2 days a week in at the Marina CS Centre in Lowestoft, but also now in Aldeburgh, Felixstowe, Halesworth, Leiston, Saxmundham & Woodbridge Libraries. This is based on demographic need but also allows us to be available for those who have specific needs and who need support in a face-to-face setting.

We are very aware of the pressures facing people and families with the current squeeze on finances with the cost of living crisis and we offer a comprehensive support service to

customers particularly for those who have limited online experience and ability or who are simply nervous about going online, that is why we have our 'digital champions' offering help and guidance to assist in building user confidence and walking customers through the online journey helping them access services with confidence. Clearly, there are residents within areas of East Suffolk who are vulnerable and challenging and that is where we offer specific customer access points to offer specific assistance where required. This gives us greater flexibility to react and adapt where demand is needed at less cost. We are continuously looking at how the service can evolve over time and greater data analysis and research helps us to do just that.

Lastly, we are excited to be able to celebrate National Customer Services Week from 3rd to 7th October, promoting all the amazing work such teams do across the UK. Please look out for what is happening within East Suffolk and help us to celebrate and promote the great work we do in supporting our residents.

- **COMMERCIAL PARTNERSHIPS**

The transitioning and planning of services in readiness for transferring over to East Suffolk Services from Norse in July 2023 continues apace, and there are still many challenges ahead with a huge amount of work to get through from collating data, rigour testing processes, examining functionality, making sure the various systems are fit for purpose and generally working collaboratively to ensure East Suffolk is in a strong position ready for 2023. The new Managing Director, Cassandra Clements, was appointed in July and is preparing the ground for a successful changeover. The teams have worked well through the very hot temperatures experienced during the summer, with limited impact on service. Any gaps in service such as any missed bin collections have been quickly resolved, this has sometimes been as a result of a vehicle breakdown which happens with RCV's travelling many miles and with some reaching the end of their working lives.

Our leisure partners, (Places Leisure and Everyone Active) have enjoyed a very successful summer with large numbers of customers taking to the pool during the summer weather, this is reflected in very positive growth in the numbers of customers using the facilities resulting in a surge in bookings, swimming clearly being the strongest. The partnership board meetings across both operators continue to explore East Suffolk's outreach offer to promote and encourage the importance of exercise and living healthy lifestyles and publicising what great facilities our leisure centres have to offer, putting us firmly on the map.

- **ICT & DIGITAL**

East Suffolk's Digital Towns programme marches on with more towns joining the free town centre public Wi-Fi across the 11 towns within the district together with the package of business support to digitally enable businesses. Football monitor installations have gone very well in Lowestoft and Felixstowe, and free WiFi has now been delivered in Woodbridge and Southwold. The other towns of Beccles, Bungay and Halesworth will follow shortly in this phased approach, completing by the end of this year.

These new Wi-Fi zones have been created by installing equipment in each town that will give visitors access to the internet in the main pedestrian areas. When residents access the free Wi-Fi, they will be asked to create an account and provide some basic information, and they

can also sign-up to receive marketing emails about the town. Once they sign-in to the Wi-Fi they will be directed to a landing page which will be set to the town's local website e.g. Visit Felixstowe, Framlingham, Lowestoft or Discover Woodbridge with pages being added as the role out moves forward. This will give greater visibility to the existing town promotional assets and direct visitors to relevant local information.

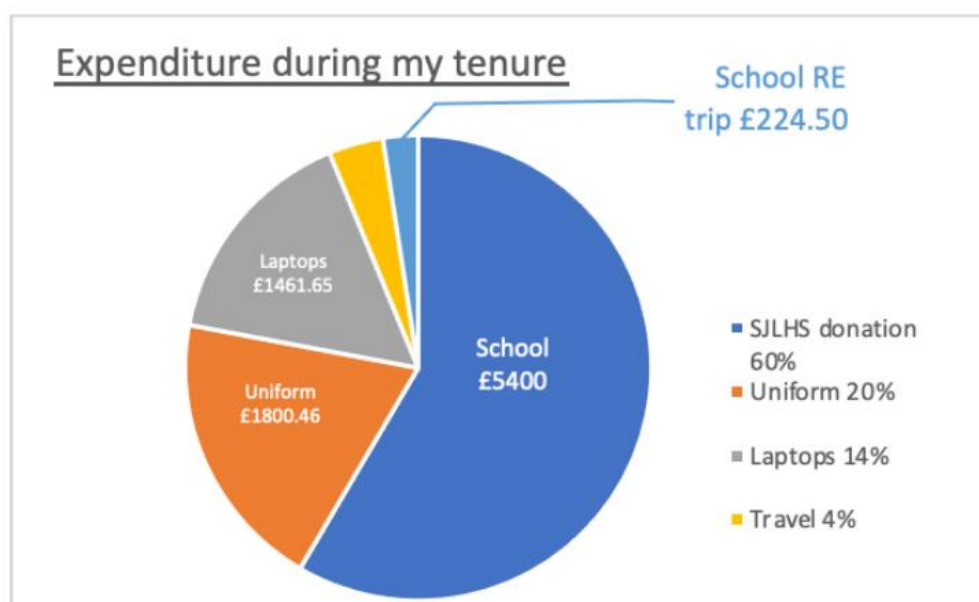
The value of our 'Digital Towns' project was highlighted at the recent First Light Festival in Lowestoft during the summer with huge amounts of data being collected and providing a unique 'digital' experience to visitors both local and visiting, just proving the value of such an investment and how it can add value to both businesses and tourists enjoying the East Suffolk Coast.

We are still 'well chuffed' with our customer rating for East Suffolk Council online services which continue to attract excellent star ratings with 4.2 out of 5.0 stars from a response of over c.12,000 ratings. Great news for a top performing council I hope you will agree!

Outside Bodies Representatives' Reports

Fauconberge Educational Trust	
Representative:	Councillor Caroline Topping
Contact Details:	caroline.topping@easstsuffolk.gov.uk Tel: 07825 421117

This pie chart shows expenditure since the clerk started (hence the title 'Expenditure during my tenure', September 2019). The next meeting is 6th September and at that meeting Trustees are going to be looking at whether the constitution and purpose of the Trust needs adapting as society and needs have changed in the years since the trust was established. This will obviously be done sympathetically to the original purpose of the trust, but more fit for current times.



Suffolk Waste Partnership and Coastal Partnership East	
Representative	Councillor James Mallinder, Cabinet Member with responsibility for the Environment
Contact Details:	james.mallinder@eastsuffolk.gov.uk Tel: 07810 815879

Although reluctantly, I continue as Chair of the Suffolk Waste Partnership for one final year.

At our last meeting, the majority of discussion covered updates on our services. There is much anticipation now for Westminster to pass secondary legislation in homogenising

waste collections throughout the UK and, of course, produce responsibly, along with the deposit return scheme.

Although frustrating, in having more delays in this important legislation we have spent the time wisely and we continue to fully investigate how some of these proposals might look in reality. I will endeavour to keep this Council fully updated when more information becomes available.

Coastal Partnership East

I attended the Coastal Partnership East Board meeting and was given a full update on projects and running of the group.

Appendices

Appendices: None

Background reference papers:

None.
