



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

Cabinet

Members:

Councillor Steve Gallant (Leader)

Councillor Craig Rivett (Deputy Leader and
Economic Development)

Councillor Norman Brooks (Transport)

Councillor Stephen Burroughes (Customer
Services and Operational Partnerships)

Councillor Maurice Cook (Resources)

Councillor Richard Kerry (Housing)

Councillor James Mallinder (The Environment)

Councillor David Ritchie (Planning & Coastal
Management)

Councillor Mary Rudd (Community Health)

Councillor Letitia Smith (Communities, Leisure
and Tourism)

Members are invited to a **Meeting of the Cabinet**
to be held in the Conference Room, Riverside, Lowestoft
on **Tuesday, 3 March 2020 at 6:30 pm**

An Agenda is set out below.

Part One – Open to the Public

Pages

1 Apologies for Absence

To receive apologies for absence, if any.

2	Declarations of Interest Members and Officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered.	
3	Announcements To receive any announcements.	
4	Minutes To confirm as a correct record the Minutes of the Meeting held on 7 January 2020.	1 - 18
	KEY DECISIONS	
5	East Suffolk Council Funding for Citizens Advice ES/0316 Report of the Cabinet Member with responsibility for Communities, Leisure and Tourism	19 - 30
	NON-KEY DECISIONS	
6	Sale of Land in Uggeshall Close, Lowestoft ES/0317 Report of the Cabinet Member with responsibility for Housing	31 - 40
7	Environment Task Group - Update ES/0319 Report of the Cabinet Member with responsibility for the Environment	41 - 44
8	Exempt/Confidential Items It is recommended that under Section 100A(4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act.	

Part Two – Exempt/Confidential

	NON-KEY DECISIONS	
9	Transfer of Assets in Bungay <ul style="list-style-type: none"> Information relating to any individual. Information relating to the financial or business affairs of any particular person (including the authority holding that information). 	

10 Exempt Minutes

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

Close

A handwritten signature in dark ink, appearing to read "Stephen Baker", with a long horizontal flourish extending to the right.

Stephen Baker, Chief Executive

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Minutes of a Meeting of the **Cabinet** held in the Conference Room, Riverside, on **Tuesday, 7 January 2020 at 6.30 pm**

Members of the Cabinet present:

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

Other Members present:

Councillor Paul Ashdown, Councillor Jocelyn Bond, Councillor Peter Byatt, Councillor Alison Cackett, Councillor Judy Cloke, Councillor Maurice Cook, Councillor Tony Cooper, Councillor Linda Coulam, Councillor Graham Elliott, Councillor John Fisher, Councillor Caroline Topping

Officers present:

Stephen Baker (Chief Executive), Kerry Blair (Head of Operations), Samm Beacham (Senior Environmental Health Officer), Naomi Goad (Senior Energy Projects Officer), Cairistine Foster-Cannan (Head of Housing), Laura Hack (Delivery Manager), David Howson (Housing Strategy Manager), Andrew Jarvis (Strategic Director), Nick Khan (Strategic Director), Brian Mew (Interim Finance Manager), Nicola Parrish (Infrastructure Delivery Manager), Philip Ridley (Head of Planning and Coastal Management), Lorraine Rogers (Finance Manager), Julian Sturman (Senior Accountant), Amber Welham (Senior Accountant), Ben Woolnough (Major Sites & Infrastructure Manager), Nicola Wotton (Deputy Democratic Services Manager)

1 Apologies for Absence

Apologies for absence were received from Councillor M Jepson, Assistant Cabinet Member for Community Health.

2 Declarations of Interest

Councillor R Kerry, Cabinet Member for Housing, declared a Local Non Pecuniary Interest in Item 16 - Sale of Land Adjacent to Felixstowe Ferry Golf Course, as he was a full member of Felixstowe Ferry Golf Club. He advised that he would leave the room for that item of business and would take no part in the discussions and voting thereon.

3 Announcements

There were no announcements on this occasion.

4 East Suffolk Council Engagement During the Development Consent Order Process for ScottishPower Renewables East Anglia One North and East Anglia Two Offshore Windfarm Proposals

Cabinet received report **ES-0239** by Councillor Rivett, Deputy Leader and Cabinet Member for Economic Development, which sought authority to fully engage with the pre-examination and examination stages of the Development Consent Order process in relation to East Anglia One North (EA1N) and East Anglia Two (EA2) offshore wind farm projects. It was noted that ScottishPower Renewables had submitted two separate nationally significant applications for offshore windfarm developments off the East Suffolk coast with onshore infrastructure from the coast at Thorpeness via a cable route to the grid connection location to the north of Friston. The applications, EA1N and EA2 were submitted to the National Infrastructure Unit of the Planning Inspectorate (PINS) on the 25 October 2019 and accepted on 22 November 2019.

The proposals had been the subject of pre-application consultation with the local authority, with four formal rounds of public consultation, the last ending in March 2019. The Council was a statutory consultee in the decision-making process, with the Secretary of State for Business, Energy, and Industrial Strategy making the final decision on the proposals based on the recommendation of the Examining Authority (appointed by the PINS) following an examination process.

The report provided background to both of the projects, a summary of the current position of the Council in relation to the projects, and the Development Consent Order (DCO) procedure and proposals. It was noted that the Council had been working closely with the Department for Business, Energy and Industrial Strategy and others regarding the cumulative impacts of these proposed developments and that meetings had been held with the Minister of State for Business, Energy and Clean Growth to express the Council's concerns and seek the Government's assistance. Councillor Rivett reported that the two new windfarms would bring jobs to the District, citing up to 100 jobs that East Anglia One (EA1) would create within its operation and maintenance base which has been located in Lowestoft. East Coast College had also opened its Energy Skills Centre and had entered into a partnership with Maersk to deliver training there.

Councillor Rivett stated that the Council, as a statutory consultee and not the determining authority, needed to consider the proposals with its usual rigour, highlighting that 80% of planning decisions that had been reviewed on appeal by the PINS in the last three months had been upheld. It was noted that the Council had concerns about the cumulative impact of the proposals and this matter had recently been discussed by the Strategic Planning Committee. Councillor Rivett then invited the Senior Energy Projects Officer to make a presentation to the Cabinet.

The Senior Energy Projects Officer explained that the deadline for Relevant Representations to be submitted to the PINS was 27 January 2020. The Council, as host Authority, had pre-registered as an "Interested Party", the Relevant Representation detailed a summary of the Council's issues / response to the project. The examination was expected to start between March and May 2020; once started the examination process would follow a strict six-month timetable and a decision was expected in the Spring of 2021.

The key revisions to the proposals were highlighted since the Phase 4 consultation relating to seascape, highways, substation site masterplans, National Grid Electricity Transmission works, site drainage, cable route refinement, and working hours. The Cabinet was shown a map which demonstrated the proximity of the proposed offshore locations of EA1N and EA2 to other consented or proposed windfarms within the East Anglia Zone. The Senior Energy Projects Officer highlighted that the applicant had slightly increased the distance between the two developments by reducing the area at the northern end of the EA2 zone and that EA2 would be nearer to the coast than any of the other windfarms in the zone.

Members were provided with the statistics on EA1N and EA2 relating to their operational capacity, the number of households they could power, their distance from shore at its closest point, the number of turbines, the turbine tip heights, and the number and type of offshore platforms that would be required. The Cabinet were also shown images of the types of platforms that could be used. A map outlining where cabling would come ashore at Thorpeness and its route to the proposed substation site immediately north of Friston was displayed. It was confirmed that the onshore cabling would be underground, with the export cables coming ashore at least 85 metres back from the cliff edge to compensate for potential future coastal erosion. Those present received an example layout for the substations; each substation would measure a maximum of 190 metres by 190 metres. The Cabinet was also shown a picture of the existing substation for EA1. The maximum height of substation equipment would be 18 metres and the maximum building height would be 15 metres.

The Senior Energy Projects Officer noted the proximity of the Special Protection Area (SPA) and Site of Specific Scientific Interest (SSSI) to the cable route and detailed where the cable would run alongside the areas before crossing at the narrowest point. Some works to the overhead lines would be required at the substation site in order to connect the infrastructure to the National Grid network. The indicative positions for the onshore substations were also demonstrated. There would be one substation per offshore windfarm, along with a National Grid substation which would be shared by both projects.

The Senior Energy Projects Officer highlighted the concerns raised about the impact of these substations on the settings of nearby listed buildings, discussing how the relationship between the historic buildings and their settings would be disrupted. The construction of the substations would also require the diversion of a public right of way which follows a historic parish boundary. Officers also had significant concerns regarding the impact of operational noise from the substations and considered that this was not fully addressed by the applicant's submissions. Officers had noted that it was not clear within the submissions what impact the noise from the substations would have on both the local ecology and the character of the area and that this would need to be explored further. An illustrative masterplan for the site was displayed, which highlighted the additional planting proposed around the substation site. The presentation also included several visualisations provided by the applicant within their submissions of the proposed substation site, looking from various viewpoints. The visualisations included computer-generated imagery of the substation developments superimposed on to the site and gave examples of what the applicant considered the view would be both at the first year of operation and 15th year of operation. The

visualisations were provided by the applicant to illustrate the level of screening they predicted would be present within these timescales.

The Senior Energy Projects Officer reported that there was concern that the proposed planting would not have reached the levels of maturity suggested by the applicant within the visualisations within 15 years and that the sites would not be screened from view to the degree the applicant had suggested. She outlined the issue of the cumulative impact of future projects including Sizewell C, National Grid ventures (interconnectors Eurolink and Nautilus), the Galloper extension, and the Greater Gabbard extension. Concerns were also raised about the substation site / Friston area becoming a strategic connection point for future energy projects should the National Grid substation be consented in the location proposed.

The Cabinet were reassured that officers had been reviewing the significant number of documents submitted by the applicant, in order to draft the Relevant Representations and Local Impact Reports that needed to be submitted to the PINS. The Senior Energy Projects Officer said that the Council will continue to work with the applicant to identify the means by which the impacts of the proposals could be mitigated and/or compensated.

The Leader of the Council took the opportunity to reiterate that East Suffolk Council was not the planning authority in this instance, it was only a consultee during this process. He confirmed that the Council would put forward its concerns and those of local residents, however local residents needed to be prepared that the project may be permitted in the future. It was important to listen to local people's views and to open up debate about this development.

The Leader then took the opportunity to read out a recent press release about this matter:

"While East Suffolk Council is strongly in favour of renewable energy, Cllr Gallant says he is "disappointed" with the submitted applications in their current form, which lead him to believe that the benefits will be considerably outweighed by the potential impacts of the proposals.

ScottishPower Renewables (SPR) have submitted two separate applications for offshore windfarm developments off the East Suffolk coast with onshore infrastructure from Thorpeness to a substation site immediately north of Friston. During Phase 4 of the consultation the Councils objected to elements of the scheme, with concerns ranging from visual impacts, to environmental concerns and the effect on tourism and visitor numbers.

The Council recognises the national benefit these projects will bring, but only provided this is achieved without significant damage to the local built and natural environment, local communities, and tourist economy. The local impacts of the projects and their cumulative impacts need to be adequately and better addressed.

While there will be positive benefits here and for the wider region, the negative impacts of the developments would be felt almost exclusively by local communities. The approach to these schemes is primarily commercially driven and until sensible and

appropriate mitigation and compensation packages are proposed, we will continue to object to the proposals in their current form.

Cllr Gallant added that the Council will continue to make the necessary approaches to Government Ministers as well as working closely with Suffolk and Norfolk Councils who are experiencing similar pressures. He also compared the issues with the SPR development to the proposals for Sizewell C Nuclear Power Station, which East Suffolk Council were also seeking to resolve.

With Sizewell, again, the outcome of the Stage 4 consultation failed to answer questions which we have posed and we do need them answered in the DCO submission. However, we have not objected to the proposals so far because we can see the potential for benefits regarding highway improvements, skills improvements, education benefits and jobs for the local area.

East Suffolk Council's Cabinet would consider a report regarding the Scottish Power Renewables Schemes on January 7 2020. Among the recommendations, the report states: "That this Council continues to engage with SPR to identify means by which the impact of the proposals can be mitigated and/or compensated if the developments do take place and seek appropriate s106 agreements to secure the necessary mitigation and/or compensation."

The Leader then invited questions from the Cabinet and those Members present.

Councillor Kerry queried the 300 metre height of the proposed turbines and how intrusive they would appear from the shore. It was confirmed that the turbines at Galloper and Greater Gabbard were approximately 180 metres high and they could be seen from land. The EA1N and EA2 turbines, which would be taller at 300 metres high, would be further away from the coast. Therefore the assessments provided within the applications have shown the turbines would appear at a smaller height to those of Galloper and Greater Gabbard when viewed from the coast. The offshore footprint of EA2 in particular however runs parallel to the coastline for a significant distance.

Councillor Burroughes raised concerns about the additional planting which was proposed, as the trees appeared to be deciduous and would therefore provide no screening or protection during the winter months. Councillor Rivett advised that there was no detail about the types of trees to be planted within the Cabinet report, however there was some disagreement regarding the suggested growth rates of the trees and the length of time required to provide sufficient cover. It was noted that these issues would be challenged robustly as part of the Council's response.

Councillor Bond commented that the proposed structures would be dominant and seen from all over that area. Councillor Rivett reported that the negotiations were ongoing, however Scottish Power Renewables were happy with the current suggested level of mitigation. He reported that there would be ongoing discussions and Ward Councillors were invited to take part in the various meetings with Scottish Power Renewables. The Leader confirmed that should there be any significant changes to any of the proposals, which could lead to the Council taking a different position on the applications, these would be brought back to Cabinet or Full Council for thorough consideration and debate.

Councillor Cackett queried which methods were being used to predict noise levels at the site and whether best practice was being followed. It was reported that there had been some ongoing disagreements between the findings of the various Noise Consultants and discussions were ongoing in relation to this matter.

Councillor Bond queried whether Scottish Power Renewables had produced any evidence regarding the benefits to the local residents of the development? It was confirmed that the main benefit was economically and related to the creation of jobs and investment through supply chains, but this was likely to be experienced in and around Lowestoft and not within the area immediately surrounding Friston.

Councillor Bond sought reassurance that the proposals would ensure that the local supply chain would receive an uplift from the development, rather than benefiting national or international companies. It was confirmed that reassurances and commitments were being sought in this respect. It was noted that the Head of Economic Development and Regeneration was working to get a Memorandum of Understanding (MOU) in place to provide greater confidence that local companies would be used where possible. It was important for the local area, County and Region to benefit as much as possible from this development.

There being no further questions, Councillor Rivett invited those present to debate the matter.

Councillor Mallinder stated that he had driven around the local area and had concluded that we are lucky to have such beautiful countryside in our district. He reported that he felt conflicted by the proposed development, as he supported any reduction in carbon which would be assisted by this development, however he also wanted to protect the countryside and wildlife from further development. He felt it was important to look at the bigger picture including the need for clean energy and protecting the environment.

Councillor Kerry reported that while he was an advocate of renewable energy, there were pros and cons with all development, it was important to do the best for local people. This was not an East Suffolk Council decision, however the Council could give its views and represent local residents and he supported the recommendations.

Councillor Elliott reported that this matter had been debated in depth by the Strategic Planning Committee at its meeting in December 2019 and it was important for East Suffolk Council to give a robust response, given the significant impacts on that part of the district. He commented that he felt the landscaping proposals were inadequate overall. He also commented on the fragmented and competition based energy market, which was not in the national interest, and which resulted in a disjointed and piecemeal approach to energy supply in the UK. It was important not to jeopardise the development, which was low carbon, however there should be a joined up approach in order to meet the needs of the country for years to come.

Councillor Bond reported that she had a letter which had been signed by 33 parishes, which had been sent to the Secretary of State in December 2019. She queried whether the Council would support this and undertake a review of the potential impact on the

area. The Leader reported that he had been proud of the work of East Suffolk Council to date in this respect and the Council would continue to work to best represent the interests of its local residents.

Councillor Byatt felt that the development would be a blot on the landscape and he queried whether the site of Sizewell A could be redeveloped and reconfigured, instead of using proposed site? He felt that the land should be saved for future generations and that an off shore ring main should be created instead. The Head of Planning and Coastal Management reported that officers were regularly meeting with senior civil servants regarding this development and raising concerns as appropriate. He reported that Sizewell A would need to be decommissioned for many years prior to any potential redevelopment and was therefore not suitable in relation to this project. He stated that an off shore ring main would take approximately 10 years to plan and build and it would be a complex development. Therefore although it may provide a potential solution in the future, the infrastructure could not be provided in time for the current projects. The Head of Planning and Coastal Management reported that approximately 40% of the UK's off shore energy was being or was proposed to be routed through or fully accommodated in Suffolk and Norfolk and the region was receiving only limited, but important economic benefit, from these proposals whilst they would be environmentally damaging, and with it some significant community/social impacts. If these projects are to progress, further discussions with government need to take place to seek to address compensation for the disruption that would be caused.

Councillor Rivett proposed the recommendations contained within the report and these were duly seconded by Councillor Gallant. Upon being put to the vote it was

RESOLVED

1. That the Head of Planning and Coastal Management in consultation with the Deputy Leader and Cabinet Member with responsibility for Economic Development be granted authority to fully engage with the Pre-examination and Examination stages of the Development Consent Order process in relation to EA1N and EA2 offshore wind farm projects. This will include:

- Submission of Written Representations to expand upon the Relevant Representation where necessary,
- Submission of Statements of Common Ground between the applicant and the Council,
- Attending/authorising technical officers to participate at Preliminary Meetings/hearings/accompanied site visits,
- Responding to Examining Authority's questions and requests for further information,
- Commenting on other interested parties' representations and submissions as appropriate,
- Signing planning obligations if required.
- Any other requirements not yet identified.

2. That the Head of Planning and Coastal Management in consultation with the Deputy Leader and Cabinet Member with responsibility for Economic Development be authorised to make amendments to the draft Relevant Representation and early draft

Local Impact Report as agreed with appropriate representatives of this Council prior to their submission to PINS.

3. That following agreement by the Cabinet of East Suffolk Council, the draft Relevant Representation set out in Appendix A and summarised below, subject to any agreed amendments, be submitted to PINS.

4. That PINS be informed by the Relevant Representation that East Suffolk Council recognises the national benefit these projects will bring in meeting the renewable energy targets and creating sustainable economic growth in Suffolk provided this is achieved without significant damage to the local built and natural environment, local communities and tourist economy. Notwithstanding this, the Council has significant concerns on the following matters:

- Landscape and Visual Effects
- Noise
- Design and Masterplan
- Traffic and Transport
- Seascape and Visual Effects
- Cumulative Impacts
- Measures to address residual impacts of the projects

The Council also has concerns or wishes to make representations in a number of additional areas which have been outlined below:

- Socio-Economic Impacts
- Heritage
- Air Quality
- Public Rights of Way
- Flood Risk
- Ecology
- Coastal Change
- Archaeology
- Construction Management

East Suffolk Council is supportive of the principle of offshore wind development, recognising the strategic need for zero carbon energy and the contribution the industry can make to sustainable economic growth in Suffolk. This must however be achieved without significant damage to the environment, local communities and tourist economy of East Suffolk. The projects as designed to date will result in significant impacts as set out above, particularly in relation to the environment around the substation site and significant effects on the designated landscape. Based on the current submissions East Suffolk Council objects to the overall impact of the onshore substations and raises significant concerns regarding the significant effects predicted from the offshore turbines on the Suffolk Coast and Heaths AONB.

5. That following agreement by the Cabinet of East Suffolk Council, the early draft Local Impact Report set out in Appendix B, subject to appropriate amendments, be submitted to PINS by the relevant deadline.

6. That this Council continues to engage with SPR to identify means by which the impact of the proposals can be mitigated and/or compensated if the developments do take place and seek appropriate s106 agreements to secure the necessary mitigation and/or compensation.

7. That Cabinet notes the continued work with Government, namely MHCLG and BEIS with regards to the cumulative impacts on East Suffolk of the numerous energy projects existing and forthcoming.

5 Housing Development Strategy 2020-2024

Cabinet received report **ES-0240** by Councillor Kerry, Cabinet Member for Housing, which sought approval of the Housing Development Strategy for 2020-2024. It was noted that the Housing Development Strategy had been written to provide structure to the Council's intention to build new Council homes and redevelop existing housing stock. The Strategy addressed the approach the Council will take to help achieve its objectives and bring transparency to the process. It also recognised the Council's recent declaration of a climate emergency, by addressing the issues of sustainability and the environment and the Housing Revenue Account (HRA) Business Plan had a target to develop 50 properties each year to 2023.

The number of new developments and the large sum involved (£47m budgeted for between 2017 – 2023) required a greater strategic approach to housing development in East Suffolk, particularly when the Housing Strategy and HRA Business Plan identify development as one of the Council's key priorities. The design of new developments and the procurement of contracts was considered, as well as the important role of communication and tenant involvement in the development process. As well as developing new properties and redeveloping existing properties, the Council would also investigate the feasibility of buying back former Right to Buy Council housing.

Those present took the opportunity to thank the Housing Team for their work on the strategy, which included a robust section on the environment and sustainability.

Councillor Topping queried how the Council could make the public aware that the Council would like to buy back former Right to Buy Council housing, as she was aware that there were currently 4 ex-local authority properties for sale in Beccles. The Head of Housing reported that the Council had been reactive in the past and had been contacting sellers or their solicitors directly. However the new Strategy would enable the Council to become more proactive, which could include contacting all the owners of former Right to Buy Council housing, to inform them that should they think about selling the in the future, the Council would be interested in making an offer for their property.

Councillor Elliott reported that he welcomed the report and would encourage the Council to build more houses for rent. He queried whether the Council would bring back the scheme whereby the Council could buy back the homes of people who had got into difficulties with their mortgages and then rent them back from the Council. The Housing Strategy Manager reported that 10-12 houses had been purchased under the old Mortgage Rescue Scheme, which had been funded by the

Government. It was confirmed that offering a scheme similar to the old Mortgage Rescue Scheme could be considered for its potential in a future scheme.

Councillor Elliott sought clarification about whether monies raised by the sale of Council properties were ringfenced for use in the same area? It was confirmed that monies received from these sales went into the HRA and were ringfenced to deliver new housing and/or business as usual services to tenants. Further information was provided about Avenue Mansions and it was confirmed that the site had not yet been disposed of, as it had only recently become fully void. It had taken some time to find suitable alternative sheltered accommodation for the former residents and this process could not be rushed.

Councillor Byatt sought reassurance that the funds from the sale of the properties in Cleveland Road, Lowestoft, would be ringfenced for the HRA and it was confirmed that this was the case. There followed some discussion in this respect and it was confirmed that the Council was looking to build some single occupancy dwellings as there was significant need for this type of housing in the district. New dwellings would also be built with the environment and sustainability in mind, wherever possible.

There being no further questions or debate, it was

RESOLVED

That the Housing Development Strategy 2020-2024 be approved.

6 Acceptance of Grant Funding

Cabinet received report **ES-0243** by Councillor Kerry, Cabinet Member for Housing, which sought retrospective permission to accept the award of £62,000 for the West Suffolk Stepping Home project. It was noted that in November 2018, the Cabinet had approved the award of funding to deliver the Stepping Home pilot for Ipswich & East CCG, working with patients at Ipswich hospital and in the local community, to facilitate their discharge and prevent admission. The pilot looked to solve housing problems that prevented patients going home or put them at risk of admission. The scheme had proved so successful that the Warm Homes Service had been asked to develop a similar programme with West Suffolk hospital, as Warm Homes was delivered by East Suffolk Council, as a Suffolk-wide service. Due to the urgency of winter pressures, the Head of Housing in consultation with the Cabinet Member for Housing, had provisionally agreed to carry out this work, which would be fully funded by the award. This report sought retrospective approval of that decision.

Members were advised that a bid had also been prepared to deliver a pilot scheme, working with the voluntary sector to pilot a new approach to hoarding and self-neglect. The funding was from the Ministry of Housing, Local Government and Communities (MHCLG). The Council would be informed if the bid had been successful, by the end of December, and the funds must be spent by the end of March 2020. This report also sought retrospective approval to accept the funding.

Those present commended the work of the Housing Team in submitting bids for funding to support these important areas of work.

Councillor Byatt commented that the group 'Lofty Heights' had been very successful in developing best practice around decluttering and he queried whether Access Community Trust (ACT) would have similar skills in order to assist tenants affected in this way. The Head of Housing reported that ACT were a longstanding partner of the Council, which had significant experience in supporting vulnerable people with a variety of mental health issues. ACT would work closely with Lofty Heights to share their good practice around decluttering and the Head of Housing was confident that those tenants in need of support in relation to decluttering issues would receive it. The additional funding would make a significant improvement to many tenants' lives.

RESOLVED

1. That the award of £62,000 for the West Suffolk Stepping Home project be accepted retrospectively.
2. That the Private Rented Sector Enforcement and Innovation Award of £56,950 be accepted.

7 Parking Services: Parking Management and CPE

It was agreed that consideration of this item be deferred to the next meeting of the Cabinet, to be held on 4 February 2020.

RESOLVED

That the Parking Services: Parking Management and CPE report be deferred to the next meeting of the Cabinet on 4 February 2020.

8 Fees and Charges for 2020/21

Cabinet received report **ES-0241** by the Leader of the Council and presented by Councillor M Cook, Assistant Cabinet Member for Resources, which sought approval of the Discretionary and Statutory Fees and Charges for 2020/21, which would be implemented from 1 April 2020. It was noted that fees and charges were a significant source of income for councils. The Local Government Act 1989 gave councils the power to set these fees and charges, to offset the cost of their services. A widely accepted public sector pricing principle was that, fees and charges should be set at a level that recovers the full cost of providing the services, unless there was an overriding policy or imperative in favour of subsidisation. Section 93 of the Local Government Act 2003 enabled local authorities to charge as they choose to for discretionary services; provided they are not restricted by other legislation and they do not make a profit. In setting fees and charges, councils must apply principles of sound financial management and need to consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, as well as balance the affordability and accessibility of their services. Members were informed that other Discretionary Fees and Charges, have been increased by the Retail Prices Index (2.9%, June 2019), subject to rounding.

Councillor Cook reported that the proposed fees for Parking Services would not be included within the recommendation to this report, as the earlier report on Car Parking had been deferred to the next Cabinet meeting on 4 February 2020.

It was noted that some statutory fees were set by Government statute and councils usually have no control over service pricing. In some cases, such as licences, the charges have been prescribed in the original legislation and have not been increased for a number of years.

Councillor Ritchie commented that he supported the report and that it was important for the fees charged by the Council to cover the costs of providing the service.

Councillor Gallant, Leader of the Council, moved the recommendations, including the amendment that the Parking Services fees would be deferred to the 4 February 2020 Cabinet meeting. This was duly seconded and upon being put to the vote it was

RESOLVED

1. That the Discretionary Fees and Charges set out in Appendix A be approved for implementation from 1st April 2020, with the exception of Parking Services in Sections 3.1 to 3.3, which are to be considered as part of a separate report to Cabinet, which has been deferred to February 2020.

2. That Cabinet notes the level of the fees and charges set by statute and the timing of any increase in these as set out in Appendix B.

9 Capital Programme for 2020/21 to 2023/24 including Revisions to 2019/20

Cabinet received report **ES-0246** by the Leader of the Council and presented by Councillor M Cook, Assistant Cabinet Member for Resources, which set out the Council's Capital Programme for the financial years 2020/21 to 2023/24, including revisions to 2019/20. It was noted that the report included the main principles applied to set the programme and provided details of the expenditure and financing for 2019/20 and 2020/21 to 2023/24. The total General Fund Capital investment for the period was anticipated to be £152.612 million. In addition to the use of its internal resources and both internal and external borrowing, the Council would be benefiting from receiving £94.546m of external grants and contributions.

Councillor Cook reported that the total Housing Revenue Account capital investment for the period was anticipated to be £59.077 million and benefiting from receiving £8.977 million of external grants and contributions. The Cabinet was asked to review the Capital Programme for 2020/21 to 2023/24 including revisions to 2019/20 and recommend its approval to Full Council. It was confirmed that the Council would not anticipate receipts and that external funding was only included when it had been received. Reassurance was also provided that the Council would not require external borrowing for the Capital Programme.

Councillor Topping queried whether there was a list of assets for disposal. The Head of Operations reported that should an asset be identified for possible disposal, the preferred option was to transfer assets to the appropriate Town or Parish Council and it was noted that discussions took place with the Town and Parish Councils at an early stage of the process. Reassurance was provided that transfers of assets had to be agreed by the Cabinet and as such all Councillors were made aware of the proposals. Such transfers happened on an ad hoc basis, as appropriate.

Councillor Topping reported that she was concerned that some assets could be missing from the list and were therefore being overlooked. Councillor Rivett, Deputy Leader and Cabinet Member for Economic Development reported that a new Asset Management Strategy had recently been completed, which included an updated Asset Register. Significant work had been undertaken to ensure that the list of assets was correct. As part of the new strategy, a revised process for the transfer or disposal of assets had been created and Ward Councillors were kept informed of developments. The Strategic Director reported that the asset register was available for Councillors to view online and the Head of Operations would circulate a link to the asset register to all Councillors outside of the meeting, for information.

Councillor Rudd, Cabinet Member for Community Safety commented that she was pleased that the Coastal Protection work had been completed within the district, in order that it may prevent a significant landslip, as a large land slip had been experienced in nearby Norfolk recently. Councillor Ritchie, Cabinet Member for Planning and Coastal Protection, reported that when there had been an extended period of rainfall, the land becomes saturated and a landslip could not be prevented.

Councillor Elliott reported that Normanston Bridge had been included in the Capital Programme last year, however it was not mentioned this year and he queried why this was. The Strategic Director reported that there was no specific funding available for the bridge at this time, therefore the bridge had been placed on another list. It had not been forgotten and officers were continuing to bid for funding to complete this important development.

Councillor Burroughes, Cabinet Member for Operational Partnerships and Customer Services, queried how often the coastline was inspected, so that problems could be identified at an early stage. It was confirmed that inspections took place on a regular basis and the Council was working closely with Coastal Protection East.

The recommendation was moved by Councillor Gallant, Leader of the Council, and it was duly seconded by Councillor Burroughes. On being put to the vote it was

RESOLVED

That the Capital Programme for 2020/21 to 2023/24 and revisions to 2019/20 be recommended for approval by Full Council.

10 Housing Revenue Account Budget Report 2020/21

Cabinet received report **ES-0249** by the Leader of the Council and presented by Councillor M Cook, Assistant Cabinet Member for Resources, regarding the Housing Revenue Account Budget for the period 2020/21 to 2023/24, with a forecasted position for 2019/20 and a summary of its reserves and balances. It was noted that the HRA budgets were fully funded from existing funds, to meet the Council's HRA spending plans, including the Capital Investment Programme and reserve balances as per the HRA Financial Business Plan.

In February 2019, the Government set out a new Policy Statement for social housing rents. The Policy Statement will take effect from 1st April 2020 and would be implemented through the 2020 Rent Standard of the Regulator of Social Housing. This

would be the first time Local Authorities would be governed by the Regulator of Social Housing.

Under the new 2020 Rent Standard, Local Authorities can increase rents by up to CPI +1% for 5 years. The September CPI value must be used, which was 1.7%, giving the Council the option to increase rents by up to 2.7%. Rents would be based on a formula rent set by government. The Council continued to collect rent and service charges on a 50-week basis. The proposed rent gives an average weekly rent of £84.95 for 2020/21. An increase of £1.90 compared to 2019/20. Service charges could only recuperate the cost of providing a service. The proposed average weekly General Service Charge for Grouped Homes in 2020/21 would be £12.85. A decrease of £1.02 compared to 2019/20.

The HRA Repairs & Maintenance (R&M) programme was split between Capital and Revenue; the capital element was to be funded by the Major Repairs Reserve (MRR) and the revenue element was to be funded from the income derived from rents. The 2020/21 housing R&M revenue budget had been set at £4.318 million. This was considered sufficient to allow the Council to carry out all necessary works to maintain the decent homes standard in all its properties. The budget proposals gave a forecast HRA working balance for 2020/21 of £4.958 million, maintaining it well above the minimum acceptable limit of 10% of total income.

The recommendation was moved by Councillor Gallant, Leader of the Council, and was duly seconded. Councillor Kerry, Cabinet Member for Housing, confirmed that the HRA had been debated in detail by the Scrutiny Committee at its recent meeting on 16 December 2019. On being put to the vote it was

RESOLVED

That Cabinet recommends to Full Council to:

1. Approve the Housing Revenue Account Budget for 2020/21, and the indicative figures for 2021/22 to 2023/24;
2. Note the forecast outturn position for 2019/20;
3. Approve the movements in Reserves and Balances as presented in Appendix D;
4. Approve the average weekly rent for 2020/21 of £84.95 over a 50-week collection year, an average weekly increase of £1.90 or 2.3%;
5. Note the new Rent Policy Statement and Rent Standard for 2020 with effective from 1st April 2020;
6. Approve the Service Charges and associated fees for 2020/21, Appendix B; and
7. Note the changes affecting public and private sector housing and welfare.

11 Review of the Local Council Tax Reduction Scheme for 2020/21

Cabinet received report **ES-0247** by the Leader of the Council and presented by Councillor Cook, Assistant Cabinet Member for Resources, which provided an update on the findings of the 2019 annual review of the Local Council Tax Reduction Scheme (LCTRS); the consultation on these findings; and the resultant proposals for changes to the LCTRS scheme, to take effect from April 2020 to introduce a tolerance level of £15.00 per week (or £65 per month) before the Anglia Revenue Partnership (ARP) would action any council tax adjustment to an individual's account.

Since the introduction of Universal Credit, the ARP have experienced a 72% increase in revised Universal Credit awards, which is causing customers to become confused as to what amount they are supposed to be paying the Council as the amount of benefit award was continuously changing. It has also had a knock-on impact with regards to the Council's collection rates, with the amount of money collected from Local Council Tax Reduction Scheme claimants reducing.

It was noted that the table in paragraph 3.7 of the report showed the reduction on the number of reassessments for tolerance limits between £5.00 and £25.00. The recommended limit of £15.00 would result in a 32% reduction of reassessments needing to be undertaken. Table 3.12 showed the impact of a £15 tolerance limit on a sample of cases. For a typical claimant currently having 12 monthly reassessments and 12 amended council tax bills, a tolerance limit of £15.00 would reduce this to four monthly reassessments and the weekly difference in support would be £0.27p per week.

The recommendation was moved by Councillor Gallant, Leader of the Council, and it was duly seconded by Councillor Brooks. The Leader took the opportunity to thank Councillor Cook and the Finance Team for their ongoing hard work and support on behalf of the Council. On being put to the vote it was

RESOLVED

1. That Cabinet recommends to Full Council that the Council retains the current Local Council Tax Reduction Scheme for 2020/21 as the 8.5% benefit scheme, i.e. the maximum benefit to working age claimants is 91.5%.
2. That Cabinet recommends to Full Council that the Council introduces a tolerance to the treatment of Universal Credit income in the Local Council Tax Reduction Scheme as detailed in this report.

12 Beccles Lido Ltd Improvement Bid - Exceptional CIL Funding Request

Cabinet received report **ES-0244** by Councillor Ritchie, Cabinet Member for Planning and Coastal Management, which sought approval for an exceptional case award of District CIL funding of £75,000 to make improvements to Beccles Lido. It was noted that in 2010, Waveney District Council had handed over the ownership of Beccles Lido to Beccles Lido Ltd, a company with Charitable status, without additional cost to that group. Improvements were made to Beccles Lido over time and it provided an amenity that benefits Beccles, East Suffolk and wider communities. In 2018 a record 48,000 visitors used the Lido, however in 2019 there was a reduction to 45,000 visitors. It was considered that the reduction in numbers was due in part to a deterioration in the main pool and its water quality.

A project had commenced in October 2019, to undertake robust repairs and improvements in order to create a modern and efficient swimming pool, able to be operated for longer opening hours and a longer season, for many years to come. Beccles Lido Ltd had been successful in securing £423,000 of external funding, in order to allow the project to commence. Beccles Lido Ltd had also applied for £75,000 from the District Community Infrastructure Funding (CIL) as they were short of this amount, which equated to 18% of the total costs, which would enable the pool to be open by May 2020.

It was noted that whilst all applications for District CIL funding had been closed during the current review of the CIL spending processes, exceptional bids have been considered. Due to the urgent nature of the request, the Cabinet Member for Planning and Coastal Management and the Major Sites and Infrastructure Team had agreed to put this bid forward for Cabinet to consider, as an exceptional case. It was reported that a response was still awaited from HMRC regarding the VAT position of the project (£86,000). The project would help to ensure the long term sustainability and viability of Beccles Lido for the future.

Councillor Byatt queried whether the project would help to reduce the carbon footprint of Beccles Lido. It was confirmed that once the work had been completed on the heat exchanges, this would improve the carbon footprint of the Lido.

Councillor Mallinder queried the timescales when other bids could be accepted for CIL funding. It was reported that bids would be accepted between April and May 2020.

Councillor Elliott took the opportunity to thank all of the officers involved in this report. The Lido had been in a poor condition when it had been transferred to Beccles Lido Ltd. Hard work had seen the loss making Lido making a profit and become a valuable asset, which was used and enjoyed by many people. The Lido also created 40 jobs over the summer and it was important to celebrate and publicise the success that the Lido had become. He felt that this example of Community Outsourcing was probably one of the most successful in the UK and the Council should publicise it widely.

Councillor Ritchie moved the recommendations contained within the report and they were duly seconded by Councillor Smith. Upon being put to a vote it was unanimously

RESOLVED

1. That this exceptional case for an award of District CIL funding of £75,000 for the improvements to Beccles Lido is approved by Cabinet, as the CIL spending process review means bidding for District CIL funds remains closed for this year.
2. Where HMRC feedback or other research confirm that VAT could be applied to the project at 5% or £0 rate, the offer of £75,000 District CIL funding should be treated as recoverable forward funding pending final confirmation of the VAT position.
3. That the CIL funding is released to Beccles Lido Ltd on receipt of copy invoices confirming the full construction and plant (equipment) costs related to the funding gap.

13 Infrastructure Team Service Improvements and CIL Spending Strategy

Cabinet received report **ES-0245** by Councillor Ritchie, Cabinet Member for Planning and Coastal Management, which sought approval of additional staffing resource for the team to undertake two key tasks - the implementation of new software (Exacom) to manage the Developer Contributions and the implementation of the new CIL Spending Strategy informed by collection and priorities for spending.

It was noted that the Council retained 5% of the CIL collected to cover its administration and further monitoring and pre-application charges were still being explored to cover the costs of providing the service. The majority of housing developments now required CIL to be paid and where it was liable, it still required a process of administration. The pot of CIL the Council holds had now reached £13 million and this increased the need for a new evidence led strategy to spend this on the necessary infrastructure across the District.

Councillor Ritchie reported that the Government had recently introduced new CIL legislation which provided for greater transparency around the recording and reporting of developer contributions for CIL and S106, including how it was spent. The legislation also included a data standard and the requirement for an annual Infrastructure Funding Statement for developer contributions that required information to be recorded, presented and shared in a set format. The additional staffing resource and the implementation of the new software would meet these requirements.

Members noted that a draft CIL Spending Strategy had been produced and was attached as Appendix A to the report. The strategy was based on an evidence led approach, to be informed first of all by plan-led infrastructure spending priorities to ensure that the infrastructure recognised in the Local Plans and Neighbourhood Plans was delivered. This would also be guided by the infrastructure delivery timings of key infrastructure providers eg County Education Authority, Highway Authority and the NHS.

The Leader commented that this work was extremely positive and would greatly improve access to information regarding CIL and future developments. Councillor Ritchie proposed the recommendations contained within the report, which was duly seconded by Councillor Rivett. Upon being put to the vote it was

RESOLVED

1. That the introduction of the Exacom software be noted and that the staffing resource required to implement the Exacom project and service improvements over a two-year period (as set out at paragraph 2.22) be agreed.
2. That the Draft CIL Spending Strategy and Terms of Reference for the CIL Spending Working Group be agreed, to enable the governance of spending District CIL funds and receive recommendations for the projects to be funded and reported in the annual Infrastructure Funding Statement.

14 Exempt/Confidential Items

RESOLVED

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

15 Purchasing of eight Section 106 Properties in Darsham

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

16 Sale of Land Adjacent to Felixstowe Ferry Golf Course

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

17 Disposal of Property in Wrentham

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

18 Transfer of Assets in Melton

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

The meeting concluded at 8.45 pm

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Chairman



CABINET

Tuesday 3 March 2020

EAST SUFFOLK COUNCIL FUNDING FOR CITIZENS ADVICE

EXECUTIVE SUMMARY

1. This report asks Cabinet to confirm funding (from New Homes Bonus) for Citizens Advice in East Suffolk of £199,600 (at the same level as the last five years) and to endorse the allocation of an additional £7,500 to enable the three CAs to secure independent support to explore opportunities for the full transformation of Citizens Advice services in East Suffolk over the next twelve months.
2. A further report will be brought back to Cabinet on transformation progress early in 2021 in order to confirm the release of funding for the 2021-22 and 2022-23 financial years.

Is the report Open or Exempt?	Open
Wards Affected:	All
Cabinet Member:	Councillor Letitia Smith Cabinet Member with responsibility for Communities, Leisure and Tourism
Supporting Officer:	Nicole Rickard Head of Communities 01502 523231 Nicole.rickard@eastsoffolk.gov.uk

1 INTRODUCTION

- 1.1 The East Suffolk Council area is served by three Citizens Advice – North East Suffolk, Leiston and Saxmundham and Felixstowe and District. These three independent, sovereign bureaux provide services to almost 250,000 people, many of whom are vulnerable and present with a range of complex issues.
- 1.2 East Suffolk Council currently provides funding totalling £199,600, allocated across the three bureaux as follows:
 - Citizens Advice North East Suffolk: £78,000
 - Leiston and Saxmundham CA: £63,900
 - Felixstowe and District CA: £57,700
- 1.3 The funding for the financial year 2019/20, given the formation of the new Council in May 2019 (i.e. after the start of the financial year), was rolled forward at the same level as in 2018/19.
- 1.4 Now is an ideal time to review the funding provided for Citizens Advice services in East Suffolk and to consider making a three-year funding commitment until the end of the current Council term in 2023.
- 1.5 There are a number of drivers for this review, including the recent review of funding for Citizens Advice across Suffolk by Suffolk County Council, the disparity of funding allocated to our three Bureaux (based on historical funding arrangements under the previous Suffolk Coastal and Waveney Councils) and the opportunities, in the context of the formation of the new single Council, for the further transformation of advice services in East Suffolk.
- 1.6 There is no intention to reduce the overall funding envelope i.e. almost £200,000 will continue to be available for Citizens Advice Services in the District.

2 SUFFOLK COUNTY COUNCIL FUNDING

- 2.1 In December 2019, Richard Rout, Cabinet Member for Environment and Public Protection at Suffolk County Council wrote to the Chief Executive and Leader of this Council updating them on their intentions in terms of funding for Citizens Advice across the County for 2020-21 onwards.
- 2.2 As part of the 2019-20 SCC budget setting process it was agreed to reduce the SCC contribution to CA services, initially by 50% to £185,000 (across seven CAs) in 2019-20 and then potentially to zero in 2020-21. However, following discussion with the CAs and partners it is now proposed not to apply this reduction to zero next year but to instead provide £120,000 per year for the next three years across the CA network.
- 2.3 This funding is subject to *'annual review against criteria relating to efficiencies through transformation; income generation activities, and impact in supporting the County Council's key priorities'*.
- 2.4 When the SCC funding was reduced for the 2019-20 financial year, NHS Ipswich and East Suffolk CCG and NHS West Suffolk CCG together agreed to bridge the gap, in recognition of the importance of CA services and their interrelationship with health, by providing £187,000 of funding across the network each year for two years, paid through SCC. It is our understanding that the funding may not be available to continue this for 2021-22. The Suffolk CAs therefore potentially face a collective reduction in funding from £374,553 to £120,000 between 2017-18 and 2021-22.
- 2.5 From this £120,000, the proportion of SCC funding allocated to the three Citizens Advice in East Suffolk is 32.9%, therefore when the SCC funding is reduced to £120,000, their

funding will equate to £39,480 across the three Bureaux, a reduction of £83,778 from their original allocation of £123,228.

- 2.6 One of the specifics included in the 'ask' from SCC was that transformational progress should include a reduction to four CAs across Suffolk from the seven CAs in the county currently. The two West Suffolk CAs have recently moved to one entity and therefore removing West Suffolk and Ipswich CAs from the equation effectively means a reduction from five CAs to two CAs across Babergh, East Suffolk and Mid Suffolk, three of which are in East Suffolk.
- 2.7 The other asks from SCC are that CAs should exploit additional sources of funding and income to develop greater financial independence; to share accommodation with at least one partner organisation where this is practicable and to demonstrate their social and economic impact (more closely aligned to SCC priorities).

3 THE EAST SUFFOLK COUNCIL POSITION

- 3.1 For the last five years, Suffolk Coastal District Council and Waveney District Council (and from 2019/20 East Suffolk Council) have provided a total of £199,600 of funding per year for the three Citizens Advice – Citizens Advice North East Suffolk (CANES), Felixstowe and District CA and Leiston and Saxmundham CA - that cover the East Suffolk geography, this is allocated as follows:

Table 1

Citizens Advice	£	%
SLA Felixstowe & District CA	57,700	29%
SLA Leiston and Saxmundham CA	63,900	32%
SLA Citizens Advice North East Suffolk	78,000	39%
TOTAL	199,600	

- 3.2 Our Citizens Advice provide an invaluable service to the population of East Suffolk. Appendix One is a one-page overview for each CA for the calendar year 2019 i.e. from January to December 2019.
- 3.3 The Appendix shows that the majority of client contacts at Felixstowe (55%) and North East Suffolk (49%) CAs were in person. 35% of contacts at Leiston and Saxmundham were in person and 37% by phone – this potentially reflects the more rural nature of the catchment area of this CA.
- 3.4 40% of clients seen across all three CA's had a disability or long-term health condition, with the peak age group accessing CA services being 60-64-year olds (across all three CAs).
- 3.5 The table below shows the top 5 issues dealt with, by number of issues and number of clients, per CA:

Table 2

CA	Benefits and Tax Credits	Benefits – Universal Credit	Debt	Housing	Employment
North East Suffolk	3404 issues 1,362 clients	2,396 issues 981 clients	3,913 issues 978 clients	1,194 issues 693 clients	717 issues 390 clients

Leiston and Saxmundham	1,214 issues 488 clients	637 issues 335 clients	953 issues 299 clients	589 issues 333 clients	389 issues 179 clients
Felixstowe and District	2,382 issues 762 clients	1,128 issues 486 clients	1,060 issues 325 clients	634 issues 313 clients	596 issues 238 clients

- 3.6 The top benefit issues vary between areas, but include initial claim, Personal Independence Payment, Employment Support Allowance, Housing element, Housing Benefit and Council Tax reduction.
- 3.7 The top debt issues again vary by area but include Debt Relief Order (top by far for both CANES and Leiston and Saxmundham), Credit, Store and Charge Card debts, Council Tax arrears, Unsecured personal loan debts and Housing Association rent arrears.
- 3.8 Between them in 2019 the three CAs enabled £1.65 million of debt to be written off and secured £1.2 million of income gain. There is no doubt that our Citizens Advice provide a unique and invaluable service to the East Suffolk population

4 FUTURE FUNDING PROPOSALS

- 4.1 This section of the report focusses on the proposed approach to funding Citizens Advice in East Suffolk for the next three years. The proposal is to offer a three-year funding agreement in order to give the Citizens Advice a stable platform upon which to build and transform their services. The funding for Citizens Advice comes from New Homes Bonus (NHB) and NHB is under review by the current government and therefore funding beyond 2023 will be contingent on this funding still being available at current levels.
- 4.2 There is clearly no appetite to reduce the level of overall funding provided to Citizens Advice services in East Suffolk. However, in the interests of equity and in recognition of the fact that we are now one Council with one population, now is an opportunity time to revisit the outcomes that ESC funds Citizens Advice to deliver on our behalf and the balance of funding between areas.

Number of CA Clients per CA

- 4.3 The three CAs dealt with the following numbers of East Suffolk clients in 2019 (the total number of clients shown in the Appendix is higher, but this includes clients who live outside East Suffolk e.g. in Norfolk and Ipswich):

Table 3

	CANES	Felixstowe	Leiston & Saxmundham	Total
Clients 2019	3,570	1,779	1,527	6,876
% of Total	51.9%	25.9%	22.2%	100%
Cost per Client	£21.83	£32.43	£41.85	-

- 4.4 This table shows that CA North East Suffolk saw 51.9% of the client resident in East Suffolk in 2019 and Leiston/Felixstowe together saw 48.1% of the clients resident in East Suffolk. Looking at delivery by each CA in terms of cost per client based on demand, Leiston CA received almost twice as much funding per client (£41.85) seen in 2019 as CA North East Suffolk (£21.83), with Felixstowe and District CA in the middle at £32.43.

- 4.5 The funding provided to the Citizens Advice is a historic allocation primarily based on the levels of resource available to the two previous Councils. The two CA's covering the south of the area receive 61% of the East Suffolk funding and CA North East Suffolk receive 39%.

Population served per CA

- 4.6 Using the 2018 Suffolk Observatory population estimates, the population based in the former Suffolk Coastal District and served by Leiston and Saxmundham and Felixstowe and District CAs was 129,938 or 52% of the total population and the population of the former Waveney District, served by CA North East Suffolk was 118,331 or 48%. The current funding allocations therefore do not reflect the populations served, level of demand met or cost per client.
- 4.7 One approach would be to rebalance the funding allocated across the East Suffolk area, based on population and need in the interests of equity across the area, taking into account both the levels of deprivation within the populations served and the additional costs of providing services to a rural, dispersed population.
- 4.8 However, as outlined below, there is a more pressing need for the three CAs in East Suffolk to work together to determine their own future in terms of the best structures through which to deliver Citizens Advice services to the East Suffolk population and it is therefore proposed to include the allocation of funding between CAs in the transformation programme depending on what it felt to be the optimum delivery model.

5 TRANSFORMATION OF CITIZENS ADVICE SERVICES

- 5.1 Whilst ESC is not proposing to reduce the total amount of funding available to Citizens Advice in East Suffolk during the term of this Council, the Council shares the County Council ambition of supporting our Citizens Advice to further transform CA services and explore the benefits (and disbenefits) of reducing the number of independent sovereign bureaux within the District. It is the exception for an area such as East Suffolk to be covered by three separate CAs, indeed many counties are covered by one CA operating a hub and spoke model.
- 5.2 Leiston and Saxmundham and Felixstowe CA's have already provided the Council with a business case outlining the rationale behind their preference for the retention of three offices in East Suffolk. This includes:
- The current arrangement has main office locations in the north, centre and south of a large geographic area
 - The need to provide outreach provision to those who find it difficult to access the main offices due to disability, caring or transport issues
 - Feedback from clients indicating that they value face to face contact
 - Local bases mean that CA is responsive to local conditions and can deliver bespoke services by working with local organisations e.g. Flagship Housing drop in sessions
 - Being local, CA can be agile and adaptable, able to react quickly to changing conditions and demand
 - Both offices are volunteer led with only a small paid staff which enables them to offer a cost-effective value for money service
 - Initial cost analysis indicates that savings would be relatively low
- 5.3 However, the Council believes that a move from three to two or even one CA in East Suffolk could offer the opportunity to reinvest savings from reduced management costs into additional outreach services, therefore potentially offering an enhanced face to face service, rather than a reduced service, to our rural areas. In the context of diminishing public sector resources, it is important that the CAs move further towards self-sufficiency.

- 5.4 The three CAs between them already provide a range of outreach service at different locations including Beccles, Bungay, Halesworth, Aldeburgh, Alderton, Framlingham, Saxmundham, Wickham Market, Woodbridge and Felixstowe Library. A reduction in the number of independent CAs should not mean the loss of CA bases in each of the locations where they are currently, rather that the funding saved could be used to increase the number of outreach hours into more rural or deprived communities.
- 5.5 The other dimension that the Council would like CAs to consider is the opportunity for colocation with other VCSE or public sector services in shared buildings, including Council owned buildings. Each of the CAs currently has their own (owned or rented) premises and whilst there are obviously specific requirements in terms of soundproofed rooms for private interviews, we believe that these could be accommodated in other spaces.
- 5.6 The Council would like to enable the three CAs and their Trustee Boards over the next twelve months to explore the transformation of Citizens Advice services in East Suffolk. In order to facilitate this process, East Suffolk Council proposes to provide an additional £7,500 towards the cost of independent support – to be sourced by the three CAs collectively in conjunction with ESC. This support should facilitate the CAs to explore options and identify the optimum structures to maximise their impact with the reduced overall funding now available to them. We would be keen to work with our CAs to define the scope of this review and to be a recipient of the final report. We would urge our CAs to be ambitious and focus on what advice services for the East Suffolk population of the future could look like, based on what we know about demographic changes over the coming years.

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

- 6.1 The funding that the Council provides for Citizens Advice in East Suffolk contributes to the delivery of the following critical success factors:
- Economic Development & Tourism - A strong, sustainable, and dynamic local economy offering our communities more stable, high quality and high value jobs, with increased opportunities for all.
 - Housing - Improved access to appropriate housing to meet existing and future needs, including more affordable homes for local people
 - Benefits - Timely access to welfare benefits for those in need within our communities.
 - Customers - Putting customers first in the planning and design of services; and making improvements to services following customer feedback. Ensuring services and information are easily accessible through different communication channels, with customers receiving a consistent, accurate and holistic service at the first point contact
 - Communities - A diverse mix of resilient and supportive communities that value their rural and coastal heritage; which feel engaged, valued and empowered; and where people's needs are met and where they can make a difference to their community.
 - Community Health - Enabling people to take responsibility for their own mental and physical health and well-being, helping them to live active and healthy lives, while remaining safe within their homes and communities.

7 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 7.1 The £199,600 funding for Citizens Advice in East Suffolk is already profiled within the New Homes Bonus budget and therefore this report does not propose a change in funding, rather a potential reallocation of resources from 2021-22 onwards to better reflect the distribution of the population of East Suffolk and potentially transformed

delivery structures. The additional £7,500 funding will be made available from within existing budgets.

- 7.2 New Service Level Agreements would need to be developed between ESC and CAs and it is proposed that a new set of performance measures will be co-produced with the Trustees and Officers of the CAs.

8 OTHER KEY ISSUES

- 8.1 No Equality Impact Assessment has been undertaken at this stage as no specific changes are proposed. An Equality Impact Assessment will be undertaken once further information is available from the three CAs about the preferred structure and distribution of funding from 2021-22 onwards.

9 CONSULTATION

- 9.1 Consultation has been undertaken at an early stage with all three Citizens Advice, including inviting a response from Leiston & Saxmundham and Felixstowe and District CAs on why a reduction in the number of Citizens Advice would be of detriment to the local population. CA North East Suffolk has made a strong case that the allocation of funding between CAs in East Suffolk should be reviewed to better reflect population served, number of clients seen and cost per client.
- 9.2 A number of Councillors, particularly in the Kesgrave and Martlesham area, have been approached by CA Ipswich for funding from their Enabling Communities Budgets to support clients from their wards who choose to access CA services in Ipswich. Ipswich CA has requested that the Council consider core funding for them as part of this review. However, the difference between the number of East Suffolk residents accessing Ipswich CA and the number of Ipswich residents accessing CA services in East Suffolk (particularly from Felixstowe and District CA) appears to fluctuate year on year and more information is needed on this.
- 9.3 The Council is keen to work with our CAs over the next twelve months to support them in their transformation process and provide whatever reasonable support is necessary.

10 OTHER OPTIONS CONSIDERED

- 10.1 The other main options considered were to a) retain the funding at the current level i.e. with no requirement or support for transformation or b) to rebalance the funding available across East Suffolk for the 2020-21 financial year prior to the outcomes of the transformation work to be undertaken over the next twelve months.
- 10.2 It is clear that there is a case for the redistribution of funding between CAs in East Suffolk based on population, demand and cost per client but that this should be considered as part of a wider transformation programme that looks at the optimum structure to deliver Citizens Advice services across the new East Suffolk Council area. There is a clear precedent, demonstrated by the formation of the single East Suffolk Council and successful transformation of CA services both in Suffolk and nationally, for reducing the number of organisations whilst maintaining (and indeed increasing) both the number of locations from which key services are delivered and the range of services provided, including additional prevention and early intervention activity.

11 REASON FOR RECOMMENDATION

- 11.1 The recommendation is based upon an initial review of Citizens Advice in East Suffolk that is rooted in a recognition of the importance of the support that Citizens Advice

provide to individuals and families in East Suffolk, particularly those who are vulnerable for a range of reasons.

- 11.2 No reduction in funding is proposed, indeed it is proposed that ESC funding levels should be maintained over the next three years and that a small amount of additional funding should be made available to support the transformation of Citizens Advice in East Suffolk, a process that should be led by the three Citizens Advice but supported by an independent and objective facilitator who can help to guide them through this process. This should include consideration of the allocation of funding across the area to better reflect the population in the catchment area of each Citizens Advice (should the optimum model result in a recommendation that there should be more than one CA), whilst recognising that clients are free to access services in any Citizens Advice they choose and the policy of Citizens Advice is not to turn them away.
- 11.3 There is a strong case to revisit the potential transformation of Citizens Advice in East Suffolk as there are clearly opportunities for savings and transformational change by moving from three to two or even one Citizens Advice serving the population through a hub and spoke model – although this is clearly ultimately a decision for the three organisations and their Trustee Boards.
- 11.4 We also believe that transformation could release capacity and resources in order to enable Citizens Advice to work more closely with the Council on preventative activity, for example based on the Low Income Family Tracker policy tool recently purchased by the Council which allows us to target those who may be in need of support more directly, and earlier (i.e. before they reach crisis point) than ever before.

RECOMMENDATIONS

1. That the funding for Citizens Advice in East Suffolk be maintained at £199,600 for the three financial years 2020-21, 2022-23 and 2023-24.
2. That an additional sum of £7,500 be made available to enable the three CAs to secure independent support to help them to explore the transformation of Citizens Advice services in East Suffolk focussed on identifying the optimum structures to deliver the best outcomes for the East Suffolk population.
3. That East Suffolk Council should be directly involved in working with the three CAs to define the scope of this transformation review and receive the final report.
4. That the three Citizens Advice in East Suffolk be encouraged to explore all of the transformation opportunities available in the District over the next twelve months, with a view to freeing up resource for greater involvement in prevention activity and additional outreach into identified and agreed target areas. Reorganisation, and potentially a reduction in the number of Citizens Advice, may well be the best way to achieve this but objective support should enable the three CAs to work together to fully understand both the opportunities and barriers to change.
5. That future funding beyond the end of the 2020-21 financial year would depend on evidence of progress towards transformation and that therefore a further report should be presented to Cabinet early in 2021, with a view to developing a new funding and performance framework for 2021-22 onwards.

APPENDICES	
Appendix A	2019 Overview of Citizens Advice Services

BACKGROUND PAPERS None.

Key Statistics

North East Suffolk (member)

01/01/2019 31/12/2019



Summary

Clients 4,390

Quick client contacts 144

Issues 15,626

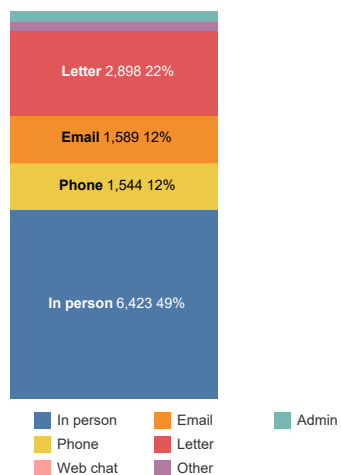
Activities 13,094

Cases 5,430

Outcomes

Income gain	£639,673
Re-imbursements, services, loans	£34,051
Debts written off	£840,650
Repayments rescheduled	£21,590
Other	£25,498

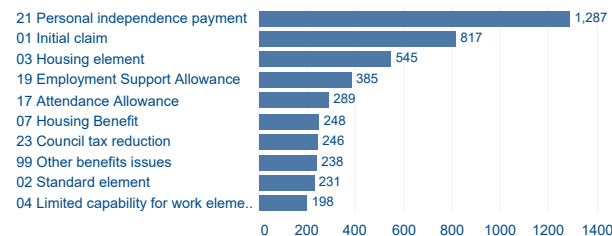
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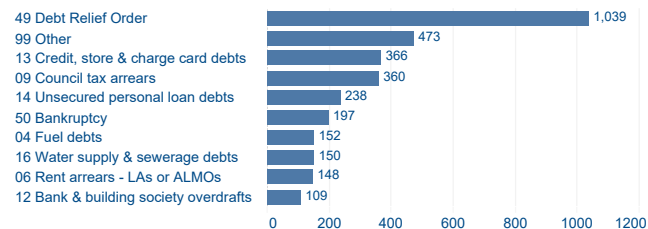
Issues

Issues	Clients
Benefits & tax credits	3,404
Benefits Universal Credit	981
Consumer goods & services	169
Debt	978
Discrimination & Hate & GVA	41
Education	32
Employment	390
Financial services & capability	309
Health & community care	368
Housing	693
Immigration & asylum	65
Legal	305
Other	336
Relationships & family	439
Tax	96
Travel & transport	212
Utilities & communications	145
Grand Total	15,626

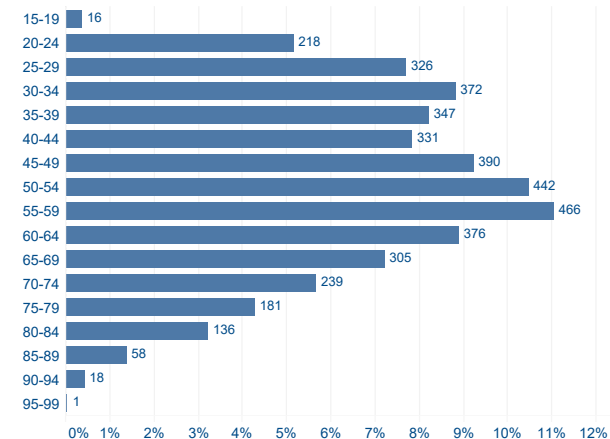
Top benefit issues



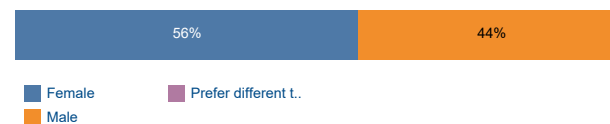
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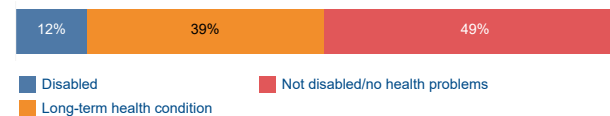
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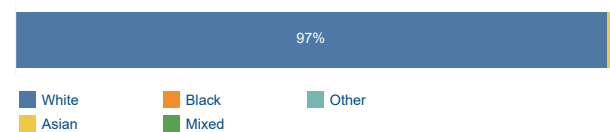
Gender



Disability / Long-term health



Ethnicity



Key Statistics

Felixstowe Citizens Advice Bureau (member)

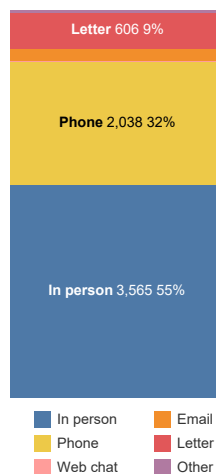
02/01/2019 30/12/2019



Summary

Summary	
Clients	2,148
Quick client contacts	212
Issues	8,451
Activities	6,452
Cases	1,985
Outcomes	
Income gain	£528,803
Re-imbursements, services, loans	£2,232
Debts written off	£55,016
Repayments rescheduled	£80,276
Other	£16,206

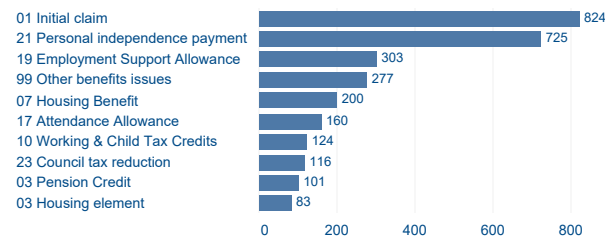
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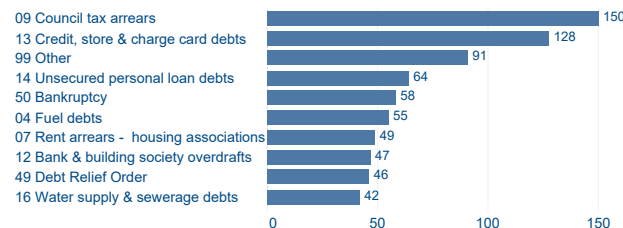
Issues

Issues	Clients
Benefits & tax credits	762
Benefits Universal Credit	486
Consumer goods & services	113
Debt	325
Discrimination & Hate & GVA	16
Education	10
Employment	238
Financial services & capability	141
Health & community care	92
Housing	313
Immigration & asylum	35
Legal	210
Other	77
Relationships & family	308
Tax	69
Travel & transport	98
Utilities & communications	105
Grand Total	8,451

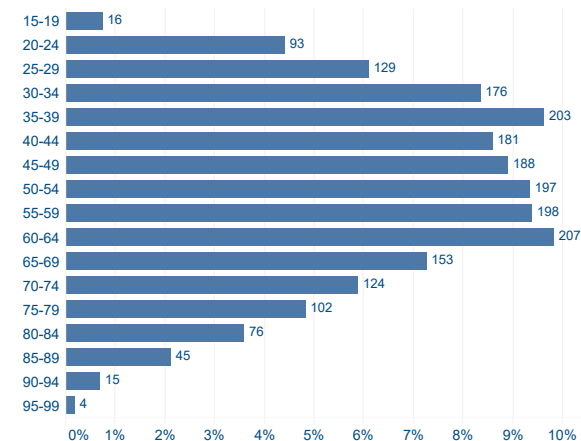
Top benefit issues



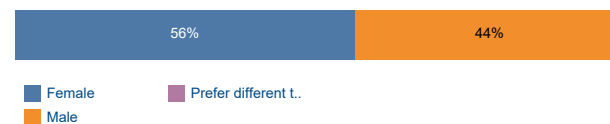
Top debt issues



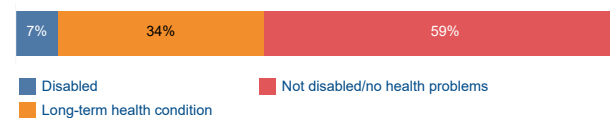
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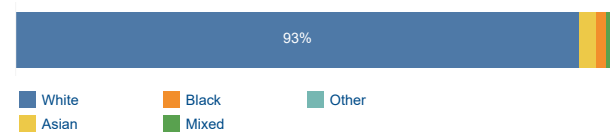
Gender



Disability / Long-term health



Ethnicity



Key Statistics

Leiston Saxmundham District (member)

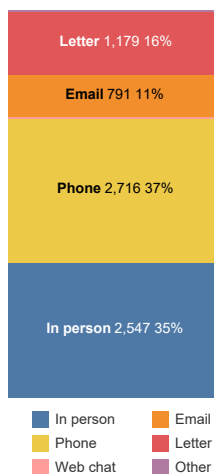
02/01/2019 24/12/2019



Summary

Clients	1,712
Quick client contacts	22
Issues	5,548
Activities	7,267
Cases	2,135
Outcomes	
Income gain	£38,531
Re-imbursements, services, loans	£10,603
Debts written off	£758,695
Other	£3,168

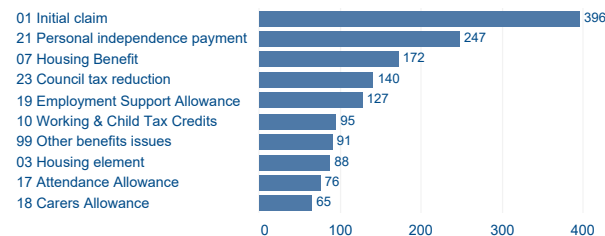
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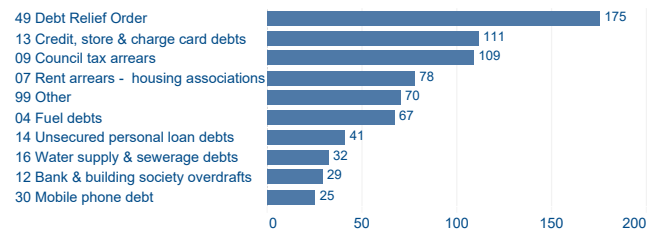
Issues

Issues	Clients
Benefits & tax credits	488
Benefits Universal Credit	335
Consumer goods & services	120
Debt	299
Discrimination & Hate & GVA	15
Education	18
Employment	179
Financial services & capability	109
Health & community care	91
Housing	333
Immigration & asylum	20
Legal	161
Other	72
Relationships & family	256
Tax	48
Travel & transport	86
Utilities & communications	83
Grand Total	5,548

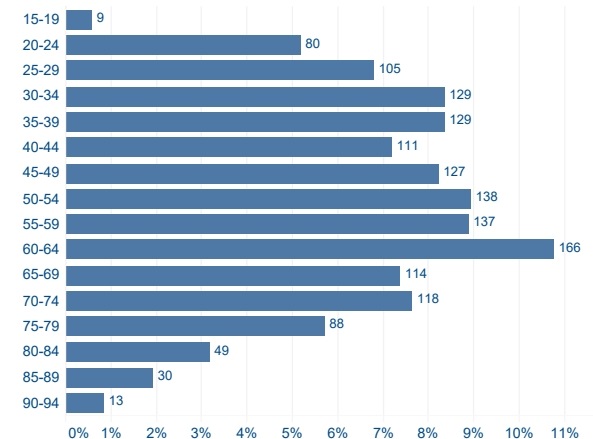
Top benefit issues



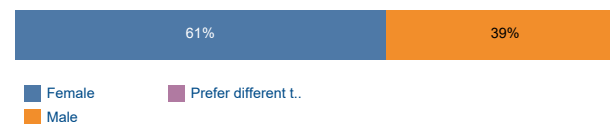
Top debt issues



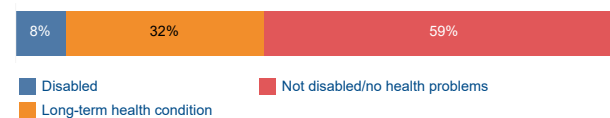
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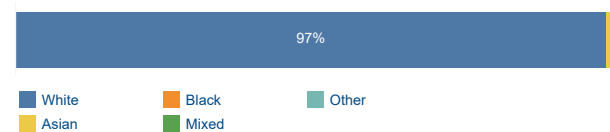
Gender



Disability / Long-term health



Ethnicity





CABINET

Tuesday 3 March 2020

SALE OF LAND IN UGGESHALL CLOSE, LOWESTOFT

EXECUTIVE SUMMARY

1. The current tenant has an ongoing application for a Right-to-buy and would like to purchase land adjacent to their home to include as part of their garden.
2. The removal of this land from Housing Revenue Account will reduce the ongoing grounds maintenance the Council will be responsible for.
3. The land is not suitable for development due to its size and lack of access.

Is the report Open or Exempt?	Open
Wards Affected:	Gunton and St Margarets
Cabinet Member:	Councillor Richard Kerry Cabinet Member with responsibility for Housing
Supporting Officer:	Samantha Shimmon Tenant Services Manager 01502 523451 Samantha.Shimmon@eastsoffolk.gov.uk

1 INTRODUCTION

- 1.1 On 20/11/2018 the Tenant living at 5 Uggeshall Close, Lowestoft made a Right-To-Buy (RTB) application to purchase their home.
- 1.2 During the application, a request was made to purchase a piece of land that is adjacent to the property and belongs to East Suffolk Council.
- 1.3 This land is not part of the original secure tenancy and is therefore a separate disposal of land.

2 DISPOSAL OF LAND

- 2.1 The land is owned by East Suffolk Council's Housing Revenue Account (HRA).
- 2.2 There is an ongoing financial commitment to the HRA for grounds maintenance of the land, following disposal the Council will no longer be liable for this, which will form a saving to the Council. In addition, whilst the Council owns the land the Council is potentially liable to any member of the Public who may injure themselves whilst on the land, disposal of the land removes this risk.
- 2.3 The land is not suitable for development purposes due to the size and lack of vehicular access to the land.
- 2.4 The land has been valued at £4,970 by ESC's Asset Management team and the buyer has agreed to pay this price and the Council's legal fees of £550.
- 2.5 The deed for the land will include a covenant preventing the land being used for development purposes without the express permission of the Council. The land has been valued taking this covenant into account.
- 2.6 The Council's Asset Management team have consulted with Assura Medical who own the doctor's surgery the land is adjacent to. Enquiries were made as to whether Assura would be interested in the land, and a deadline for a response was given. To date we have received no response to this letter and the deadline is now passed.
- 2.7 Orwell Housing own the properties across the road from the piece of land, they have also been approached and have confirmed they have no interest in purchasing this land.

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

- 3.1 The funds from this sale will go into the HRA, which re-invests in its own stock as well as developing new affordable housing. This sale will reduce the ongoing maintenance responsibilities of ESC's HRA.
- 3.2 The HRA provides affordable housing, and revenue into the HRA will benefit the wellbeing of all its tenants by ensuring its stock is kept in good condition. The HRA also provides additional affordable housing with its new development and re-development programme which benefits those in the district in housing need.

4 FINANCIAL AND GOVERNANCE IMPLICATIONS

- 4.1 The valuation provided by the Council's Asset Management team has been agreed with the purchaser together with our legal costs, with all the proceeds going into the HRA.
- 4.2 Since agreeing the price with the purchaser, Asset Management have advised that a sale price higher than the valuation should be achieved if possible. All future sales will take this into account, but a price had already been agreed for this piece of land and it is felt

that the Council's reputation will be damaged if it goes back on its word following a deal being agreed.

5 OTHER KEY ISSUES

- 5.1 This report has been prepared having taken into account the results of an Equality Impact Assessment: This a private sale and doesn't have any impact either positive or negative on any group that display and of the protected characteristics.

6 CONSULTATION

- 6.1 The residents of both 6a & 6b Uggeshall Close have been consulted and have not registered any concerns over the sale. These properties are owned by Orwell Housing who have also not registered any concerns in the sale or interest in purchasing the property themselves.
- 6.2 Councillor Linda Coulam and Councillor Mary Rudd were consulted on this sale as ward Councillors. Neither raised any concerns and Councillor Linda Coulam felt the sale would benefit not only the buyers of number 5 but it would protect 6a and 6b from being overlooked from the doctor's surgery car park.

7 OTHER OPTIONS CONSIDERED

- 7.1 The land could be retained within the HRA, this would provide ongoing maintenance liability which would continue to have to be financed by the HRA. There is also the risk that the Council would be liable if any person who enters land injures themselves. The land is not suitable for development and surplus to requirement for the HRA.
- 7.2 The land could be sold on the open market, it is unlikely to be in demand by anyone except the current purchaser and this would cost the Council money to advertise the land for sale and therefore reduce the amount being transferred into the HRA.

8 REASON FOR RECOMMENDATION

- 8.1 The sale of the land gives the best financial return for the HRA to invest in its current/new stock in the district.

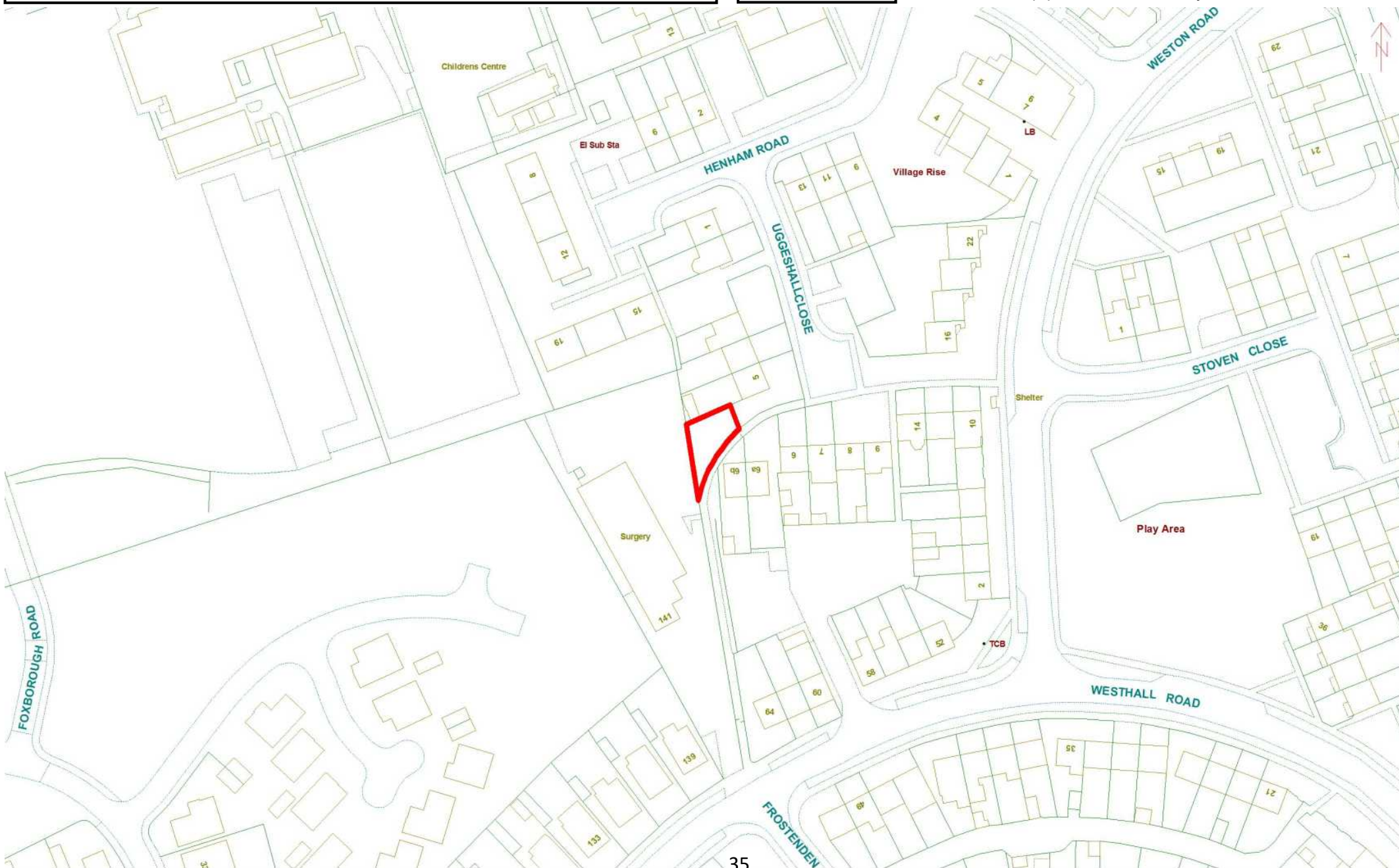
RECOMMENDATIONS

1. That the piece of land marked on Appendix A be sold to the buyer of 5 Uggeshall Close, Lowestoft for £4,970 + £550 for the Council's Legal fees.
2. That the title deed includes a covenant for the land to not be used for development purposes except with the express permission of the Council.

APPENDICES

Appendix A	Plan of piece of land to be sold
Appendix B	Valuation of Land by Asset Management team
Appendix C	Google Map plan of area

BACKGROUND PAPERS		
Date	Type	Available From
11/11/19	Equality Impact Assessment	Housing Team





East Suffolk Council
Housing and Estate Management
The Depot
Rotterdam Road
Lowestoft
Suffolk, NR32 2EF

Your ref: RTB/1913
Our ref: AJW
Date: 6th September 2019
Please ask for: Angus Williams
Customer Services: 03330 162 000
Direct dial: 01502 523352
Email: Angus.Williams@eastsuffolk.gov.uk

CLIENT REPORT

Dear Sir/Madam

RE: Land to the rear of 5Uggeshall Close, Lowestoft, NR32 4PU

Thank you for your instructions to undertake a valuation of the above property. My report is detailed below.

1 Client

- 1.1 This report has been prepared for the Housing Department of East Suffolk Council. Upon receipt of their instructions to undertake a valuation.

2 Purpose of Valuation

- 2.1 The purpose of the report is to provide an opinion of the Market Value of the above premises.
i) Of the land as freehold with vacant possession.
- 2.2 The report must not be used other than for its specified purpose.

3 Subject Premises

- 3.1 Land to the rear of 5Uggeshall Close, Lowestoft, NR32 4PU

LEGAL ADDRESS East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT
DX: 41400 Woodbridge

POSTAL ADDRESS Riverside, 4 Canning Road, Lowestoft NR33 0EQ
DX: 41220 Lowestoft

4 The Interest to be Valued

- 4.1 The interest to be valued is assumed to be that of freehold with vacant possession.

5 Basis of Valuation and its Definition

- 5.1 The property has been valued on the basis of Market Value (MV). This is defined in International Valuation Standards 104 of the RICS Valuation Global Standards 2017 as:

‘The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm’s length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.’

6 Date of Valuation

- 6.1 The date of valuation of the premise is 18th July 2019

7 Restrictions

- 7.1 The valuation supplied is based on a number of assumptions and caveats outlined in the report.

8 Special assumptions

- 8.1 None.

9 Assumptions

- 9.1 It is assumed that the use of the land for its current purpose is lawful, that planning permission exists and that any conditions have been complied with, that the uses are immune from any enforcement action and that there are no outstanding notices or breaches of planning legislation. No formal enquiries have been made of the Local Planning Authority.

10 Extent of investigation

- 10.1 The property was inspected externally from the ground and internally by Angus Williams on 15th July 2019

11 Description of property

LEGAL ADDRESS East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT
DX: 41400 Woodbridge

POSTAL ADDRESS Riverside, 4 Canning Road, Lowestoft NR33 0EQ
DX: 41220 Lowestoft

- 11.1 The Property comprises an area of open grass of approximately 142msq with one single large oak tree. The northern Boundary of the property abuts the southern boundary of the rear garden of 5 Uggeshall Close. The Eastern Boundary abuts the western boundary of the side garden of 5 Uggeshall Close.

The front and side garden of 5 Uggeshall Close is used for parking (albeit with no dropped kerb).

5 Uggeshall Close sits on a plot (inc side and rear gardens) of Approximately 309sqm. It has an existing rear garden approximately of 108m² (measurements made electronically taken off GGP software)

The South Eastern boundary of the property lies adjacent to a tarmac footpath/ cycle lane which runs from Uggeshall Close to Westhall Road.

The Western Boundary abuts the boundary of Crestview drive medical centre. This boundary is currently marked with steel railings approximately 6' in height,

Steel railings approximately 6' in height mark the boundary to the North and West, while the eastern boundary is marked with half height steel railings. The far side of the cycle path is currently shown with half height railings.

12 Valuation Commentary

- 13.1 Subject to the caveats and assumptions in this report, this report refers to one valuation, set out in section 2 as above.

14 Valuation

- 14.1 Comparable evidence suggests if placed on the open market the property would achieve a value of **£4970 (FOUR THOUSAND, NINE HUNDRED AND SEVENTY POUNDS)**, disregarding any tenant's improvements.

15 Publication

- 15.1 The valuation report is provided for the stated purpose only and for the sole use of the client for his/her appointed representative only. Any publication of any part or all of the report shall not be made without our prior written consent.

LEGAL ADDRESS East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT
DX: 41400 Woodbridge

POSTAL ADDRESS Riverside, 4 Canning Road, Lowestoft NR33 0EQ
DX: 41220 Lowestoft

16 Responsibilities of Third Parties

- 16.1 No responsibility to any third party for the valuation report or the contents of the report will be accepted.

17 Identification and status of Valuer

- 17.1 This report has been prepared internally by a valuer with the relevant experience and professional expertise. The valuer has acted with independent professional judgement.

18 Valuation approach and reasoning

- 18.1 The valuer has used the comparable method in reaching their opinion of Market Value

19 Nature and source of information relied upon

- 19.1 The valuer has had regard to evidence of sale prices of comparable properties published by HM Land registry, available to the public through online publishers and held within the Councils private database of similar transactions.

We trust that the above is in accordance with your requirements but please let us know if you require any further advice.

Yours sincerely



ANGUS WILLIAMS
JUNIOR SURVEYOR
Asset Management

LEGAL ADDRESS East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT
DX: 41400 Woodbridge

POSTAL ADDRESS Riverside, 4 Canning Road, Lowestoft NR33 0EQ
DX: 41220 Lowestoft



**CABINET**

Tuesday 3 March 2020

ENVIRONMENT TASK GROUP UPDATE**Report by the Cabinet Member with responsibility for the Environment – Councillor James Mallinder**

Since declaring a climate emergency in July 2019 the Council's Environment Task Group has been established and will meet quarterly to consider what action needs to be taken to meet the Council's challenging target of becoming carbon neutral by 2030. As Chairman of the task group and Cabinet member for the Environment I will be reporting to Cabinet on a quarterly basis on progress with this important new strategic priority for the Council. I will also bring reports to Cabinet where changes are required to Council policy or investment is recommended by the task group to achieve the Council's goal.

As well as looking internally at what the Council can do to reduce its carbon emissions and improve its environmental performance the task group will also be looking at what can be delivered with partners and stakeholders to reduce carbon emissions across Suffolk to help the County of Suffolk become carbon neutral by the target date of 2030.

OCTOBER 2019 MEETING: COUNCIL EMISSIONS

To assist the task group to prioritise actions to reduce the Council's own carbon emissions Groundwork Suffolk was commissioned to carry out an external independent review of the Council's annual greenhouse gas reports for the last three years and this review along with recommendations for action were presented to members at the first meeting of the task group.

The review confirmed that in 2018/19 the Council's carbon emissions were 6,262 tonnes of carbon dioxide equivalent (tCO₂e) and compared with emissions for the year 2016/17 the Council has reduced its total greenhouse gas emissions by 1,859 tonnes (22.9%). This has been achieved through action already taken such as the move to new, more energy efficient office accommodation, use of renewable energy on Council property including the installation of 251 air-source heating units and 233 solar panel arrays on Council houses and solar panels on our Sheltered Housing Scheme properties. Measures taken nationally to decarbonise the electricity supply have also contributed to this reduction. Although progress

has already been made, the Council faces a significant challenge if it is to become carbon neutral by 2030.

The largest proportion of the Council's carbon emissions arise from its fleet vehicles at 39% and electricity and gas consumption account for 28% and 27% respectively with a further 4% arising from business mileage and the remaining 2% from electricity transmission and distribution.

In response to the climate declaration and the Groundwork report the task group are overseeing the development of an East Suffolk Climate Action Plan which will provide a pathway for the reduction of the Council's own emissions. This action plan will be presented for Cabinet approval and where specific projects or improvements requiring investment are recommended by the task group, individual business cases will be presented for Cabinet approval.

Actions that have already been delivered or are being developed since the Council's declaration include:

- A programme of staff awareness events delivered at each of the five main office locations to promote energy efficiency and wider environmental awareness amongst Council employees to help behavioural change and start to embed the Council's new strategic priority.
- Planning for a programme of Eco Driver training for the Housing Maintenance Team which could deliver a 5% reduction in fuel use and associated emissions. There may be the potential to roll this out more widely to essential car users.
- Continuation of the programme of leisure centre refurbishment with the installation of a combined heat and power unit at Bungay Pool and Gym.
- Development of a business case for the provision of solar PV at East Suffolk House.
- Commissioning a review of the refuse collection vehicles (HGV's) which visit every house in the District every week with the aim of trialling the use of a biodiesel mix in the Council's refuse freighters as a short-term improvement measure and transition to non-diesel fleet over the term of the current vehicle replacement programme.
- Provision of EV charging infrastructure at Ufford and Rotterdam Road Depots and provision of 3 electric lease vehicles and 4 electric vans for the Norse fleet.
- Drafting of a sustainable development guide for developers to encourage the adoption of high environmental standards in new build.
- Exploring opportunities for the use of Council land for tree planting or rewilding by local community groups as a means of offsetting emissions and improving natural habitats and encouraging biodiversity.
- Testing alternatives to the use of glyphosates for weed control
- Carrying out environmental improvements at our East Suffolk House site including general rewilding and environmental planting.
- Engaged with our east Suffolk communities through a climate change conference for local community representatives and members of the public sponsored by the East Suffolk Greenprint Forum and the Council's Environment Task Group. The event attracted a maximum capacity audience of 75 at the Riverside Road conference rooms with some excellent speakers including Peter Aldous MP. The Greenprint

Steering Group will be reviewing the output from the conference and how best to support local community groups in taking local action on climate change.

JANUARY 2020 MEETING: SUFFOLK EMISSIONS

The focus of the task group meeting in January was to consider a presentation from David Walton, Suffolk Climate Change Partnership Manager, on the work that the partnership has delivered since its formation in 2007 with the support of all Suffolk local authorities. The partnership has successfully bid for a total of £19.7M of grant funding to support free energy efficiency services for businesses across Suffolk through the BEE Anglia project, support for local communities including two rounds of Solar Together Suffolk which has drawn in £2.7M of funding from Suffolk residents for the installation of solar PV on their own homes and £1.6M of DECC funding for central heating upgrades. The partnership has also been looking for investment opportunities for solar PV installations with one already funded and installed on the University of Suffolk building.

The latest national data indicates that in 2017 Suffolk emissions were 4,000,000 tonnes CO₂ with transport now being the largest contributing factor. In a similar approach to that taken by East Suffolk Council, the Suffolk Climate Change Partnership has commissioned a review of the data for the county which is being undertaken by Ricardo Energy & Environment. Their report is due in March and will:

- Set an emission baseline and reduction pathway to achieve carbon neutrality in Suffolk by 2030 for each key sector – business/commercial, residential and transport;
- Identify what levers Suffolk local authorities can use to bring about change where they do not have direct control;
- Feasibility test the options recommended in the report.

The findings will be subject to wide stakeholder consultation in the spring with a view to developing a new Suffolk Climate Change Action Plan in the summer.

As well as receiving the presentation on the work of the Suffolk Climate Change Partnership the task group were given an update on some of actions being taken forward and were consulted on a draft East Suffolk Climate Action Plan.

ENVIRONMENT TASK GROUP FORWARD PLAN

The next meeting of the task group will be held on 23 April 2020 and will focus on Planning Services and a draft Sustainable Development Guide for developers which will encourage higher environmental standards in new build.

The meeting on 15 July will focus on waste and recycling with a presentation from Rob Cole, Suffolk Waste Management Partnership.

Other areas that the task group will focus on at future meetings include housing services, procurement and biodiversity.

RECOMMENDATION

That Cabinet notes the update on the work of the Environment Task Group.

BACKGROUND PAPERS: None.

Supporting Officer – Phil Gore – Head of Environmental Services and Port Health
Email: phil.gore@eastsuffolk.gov.uk - Telephone: 01394 444286