

Joint Executive (Cabinet) Committee

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title:	Agenda																																		
Date:	Tuesday 11 December 2018																																		
Time:	6.00 pm																																		
Venue:	Council Chamber District Offices College Heath Road Mildenhall IP28 7EY																																		
Membership:	<p style="text-align: center;">Chairman James Waters</p> <p style="text-align: center;">Vice-Chairman John Griffiths</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Councillor</u></th> <th style="text-align: left;"><u>Portfolio</u></th> </tr> </thead> <tbody> <tr> <td>David Bowman</td> <td>Operations</td> </tr> <tr> <td>Ruth Bowman J.P.</td> <td>Future Governance</td> </tr> <tr> <td>Andy Drummond</td> <td>Leisure and Culture</td> </tr> <tr> <td>Stephen Edwards</td> <td>Resources and Performance</td> </tr> <tr> <td>Robin Millar</td> <td>Deputy Leader/Families and Communities</td> </tr> <tr> <td>Lance Stanbury</td> <td>Planning and Growth</td> </tr> <tr> <td>James Waters</td> <td>Leader</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Carol Bull</td> <td>Future Governance</td> </tr> <tr> <td>Robert Everitt</td> <td>Families and Communities</td> </tr> <tr> <td>Susan Glossop</td> <td>Planning and Growth</td> </tr> <tr> <td>John Griffiths</td> <td>Leader</td> </tr> <tr> <td>Ian Houlder</td> <td>Resources and Performance</td> </tr> <tr> <td>Sara Mildmay-White</td> <td>Deputy Leader/Housing/West Suffolk Lead for Housing</td> </tr> <tr> <td>Jo Rayner</td> <td>Leisure and Culture</td> </tr> <tr> <td>Peter Stevens</td> <td>Operations</td> </tr> </tbody> </table>	<u>Councillor</u>	<u>Portfolio</u>	David Bowman	Operations	Ruth Bowman J.P.	Future Governance	Andy Drummond	Leisure and Culture	Stephen Edwards	Resources and Performance	Robin Millar	Deputy Leader/Families and Communities	Lance Stanbury	Planning and Growth	James Waters	Leader			Carol Bull	Future Governance	Robert Everitt	Families and Communities	Susan Glossop	Planning and Growth	John Griffiths	Leader	Ian Houlder	Resources and Performance	Sara Mildmay-White	Deputy Leader/Housing/West Suffolk Lead for Housing	Jo Rayner	Leisure and Culture	Peter Stevens	Operations
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Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.																																		
Quorum:	Six Members, to include at least three of the total number of Members of each Cabinet.																																		
Committee administrator:	Sharon Turner Democratic Services Officer Tel: 01638 719237 Email: sharon.turner@westsuffolk.gov.uk																																		

Public Information

Forest Heath & St Edmundsbury councils

West Suffolk

working together

Venue:	District Offices College Heath Road Mildenhall Bury St Edmunds Suffolk IP28 7EY	Tel: 01638 719237 Email: democratic.services@westsuffolk.gov.uk Web: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting:	Copies of the agenda and reports are open for public inspection at the above and following address: West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The West Suffolk Councils actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
Public participation:	Members of the public who live or work in the Borough/District are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply. A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.	
Disabled access:	The public gallery is on the first floor and is accessible via stairs. There is not a lift but disabled seating is available at the back of the Council Chamber on the ground floor. Please see the Committee Administrator who will be able to help you.	
Induction loop:	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.	
Recording of meetings:	The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded). Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	
Personal Information	Any personal information processed by Forest Heath District Council or St Edmundsbury Borough Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Data Protection Officer.	

Agenda

Procedural Matters

1. Apologies for Absence

2. Minutes

1 - 6

To confirm the minutes of the meeting held on 6 November 2018 (copy attached).

Part 1 - Public

3. Open Forum

At each Joint Executive (Cabinet) Committee meeting, up to 15 minutes shall be allocated for questions from and discussion with, non-Cabinet members. Members wishing to speak during this session should if possible, give notice in advance. Who speaks and for how long will be at the complete discretion of the person presiding.

4. Public Participation

Members of the public who live or work in the Borough/District are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.

A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.

There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

5. Reports of the Overview and Scrutiny Committees

(a) St Edmundsbury Extraordinary Overview and Scrutiny Committee: 31 October 2018

7 - 10

Report No: **CAB/JT/18/047**

Chairman of the Committee: SEBC Cllr Diane Hind
Lead Officer: Christine Brain

(b) St Edmundsbury Overview And Scrutiny Committee: 7 November 2018

11 - 14

Report No: **CAB/JT/18/048**

Chairman of the Committee: SEBC Cllr Diane Hind
Lead Officer: Christine Brain

(c) Forest Heath Overview and Scrutiny Committee: 15 - 20
8 November 2018

Report No: **CAB/JT/18/049**
Chairman of the Committee: FHDC Cllr Simon Cole
Lead Officer: Christine Brain

6. Report of the Forest Heath and St Edmundsbury (Informal 21 - 26
Joint) Performance and Audit Scrutiny Committee's:
28 November 2018

Report No: **CAB/JT/18/050**
Chairmen of the Committee's: FHDC Cllr Louis Busuttil and
SEBC Cllr Sarah Broughton
Lead Officer: Christine Brain

NON-KEY DECISIONS

7. Recommendations of the St Edmundsbury and Forest 27 - 122
Heath Overview and Scrutiny Committees: 7 and 8
November 2018 - West Suffolk Housing Strategy and West
Suffolk Tenancy Strategy 2018 - 2023

Report No: **CAB/JT/18/051**
Portfolio Holders: West Suffolk Lead for Housing/SEBC Cllr Sara
Mildmay-White, SEBC Cllr Susan Glossop and FHDC Cllr Lance Stanbury
Lead Officers: Julie Baird, David Collinson, Davina Howes and
Simon Phelan

8. Recommendations of the Forest Heath Performance and 123 - 126
Audit Scrutiny Committee: 28 November 2018 - Treasury
Management Report 2018/2019 Investment Activity
(1 April to 30 September 2018)

Report No: **CAB/JT/18/052**
Portfolio Holder: FHDC Cllr Stephen Edwards
Chairman of the Committee: FHDC Cllr Louis Busuttil
Lead Officer: Gregory Stevenson

9. Recommendations of the St Edmundsbury Performance 127 - 130
and Audit Scrutiny Committee: 28 November 2018 -
Treasury Management Report 2018/2019 - Investment
Activity (1 April to 30 September 2018)

Report No: **CAB/JT/18/053**
Portfolio Holder: SEBC Cllr Ian Houlder
Chairman of the Committee: SEBC Cllr Sarah Broughton
Lead Officer: Gregory Stevenson

10. West Suffolk Local Development Scheme (LDS) December 131 - 148
2018: Adoption

Report No: **CAB/JT/18/054**
Portfolio Holders: FHDC Cllr Lance Stanbury and
SEBC Cllr Susan Glossop
Lead Officers: Marie Smith and Ann-Marie Howell

11. West Suffolk Statement of Community Involvement (SCI) December 2018: Adoption 149 - 184

Report No: **CAB/JT/18/055**

Portfolio Holders: FHDC Cllr Lance Stanbury and
SEBC Cllr Susan Glossop

Lead Officers: Marie Smith and Boyd Nicholas

12. Exemption to Contract Procedure Rules: Sub Compact Street and Precinct Sweeper

Portfolio Holders: FHDC Cllr David Bowman and SEBC Cllr Peter Stevens
Lead Officer: Mark Walsh

Summary and Reason for Recommendation:

Purchase of Citymaster 2200 Ex-Demonstrator Street and Precinct Sweeper

Section 4.3 of the West Suffolk Contract Procedure Rules state that: Between £50,001 and the EU Threshold any exemption must be approved by the Officer and the relevant Assistant Director in consultation with the Assistant Director for Resources and Performance. The Officer must produce evidence to support the request for any exemption and the relevant Assistant Director shall prepare a report for the next Cabinet to support the action taken, hence this agenda item.

The exemption, which was exercised on 1st November 2018, the reason for it (together with supporting evidence) has been be forwarded to the Assistant Director for Resources and Performance for approval.

West Suffolk Councils operate a Scarab Minor sweeper, which is due for renewal from the 2018-19 vehicle replacement fund. It is in need of immediate replacement and becoming increasingly uneconomical to repair. The value held in reserve for replacing this vehicle is £80,000. We are being offered, from Hako Sweepers, an Ex Demonstrator 2017 Registered Sweeper for £65,000 and delivery to us within 2 weeks. The new price for the model offered is £80,000.

This will be our fourth Hako on fleet and our second ex-demo. The Sweeper meets the operational and technical requirements of the street cleansing service. The product customer support is good and our in-house vehicle workshops team are familiar with maintaining the product.

The purchase of the Ex-demonstrator vehicle represents a saving equivalent to 15k and quick availability through a very short lead time. The opportunity represents good value for the authority and likely reduced costs compared to a standard procurement.

The total value of the exemption is £65,000 and was made under the following exemption criteria, as stated in Section 4.5 of the Contract Procedure Rules:

Exemption category	
The goods or services are supplied at a fixed price.	1 year old Ex-Demo Sweeper offered by Hako for £65,000. (full price for new equivalent £80,000)
Unforeseen works where delay will adversely impact on the service delivery for the Council(s).	Sweeper is due for replacement this financial year 2018/19. Required urgently to replace defective Sweeper, which is affecting Service Delivery.

Recommendation:

The Joint Executive (Cabinet) Committee is requested to **NOTE** this exemption to the West Suffolk Contract Procedure Rules, as contained in FHDC's and SEBC's Constitutions.

13. Forest Heath and St Edmundsbury Joint Executive (Cabinet) Committee Decisions Plan: 1 December 2018 to 31 March 2019 **185 - 198**

To consider the most recently published version of the Forest Heath and St Edmundsbury Joint Executive (Cabinet) Committee Decisions Plan.

Report No: **CAB/JT/18/056**

Portfolio Holder: FHDC Cllr James Waters and SEBC Cllr John Griffiths
Lead Officer: Ian Gallin

14. Forest Heath and St Edmundsbury Revenues Collection Performance and Write-Offs **199 - 204**

Report No: **CAB/JT/18/057**

Portfolio Holders: FHDC Cllr Stephen Edwards and SEBC Cllr Ian Houlder
Lead Officer: Gregory Stevenson

Part 2 - Exempt

15. Exclusion of Public and Press

To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

NON-KEY DECISIONS

- 16. Exempt Appendices: Forest Heath and St Edmundsbury Revenues Collection Performance and Write-Offs (paras 1 and 2) 205 - 214**

Exempt Appendices 1, 2 and 3 to Report No: **CAB/JT/18/057**
Portfolio Holders: FHDC Cllr Stephen Edwards and SEBC Cllr Ian Houlder
Lead Officer: Gregory Stevenson

(These exempt Appendices are to be considered in private under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, as they contain information relating to an individual and information which is likely to reveal the identity of an individual)

(No representations have been received from members of the public regarding this item being held in private.)

- 17. Investing in our Commercial Asset Portfolio (para 3) 215 - 228**

Report No: **CAB/JT/18/058**

Portfolio Holder: Cllr SEBC John Griffiths
Lead Officer: Ian Gallin

(This report is to be considered in private under paragraph 3 of Schedule 12A of the Local Government Act 1972, as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)

(No representations have been received from members of the public regarding this item being held in private)

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Joint Executive (Cabinet) Committee



Minutes of a meeting of the **Joint Executive (Cabinet) Committee** held on **Tuesday 6 November 2018** at **6.10 pm** in the **Council Chamber, District Offices, College Heath Road, Mildenhall, Bury St Edmunds, IP28 7EY**

Present: **Councillors**
Chairman John Griffiths (SEBC Leader of the Council) (in the Chair)

Forest Heath DC:

Robin Millar
David Bowman
Ruth Bowman J.P.
Andy Drummond
Stephen Edwards

St Edmundsbury BC:

Carol Bull
Robert Everitt
Susan Glossop
Ian Houlder
Sara Mildmay-White
Joanna Rayner
Peter Stevens

By Invitation:

Sarah Broughton

(Chairman of SEBC Performance and Audit Scrutiny Committee)

Simon Cole

(Chairman of FHDC Overview and Scrutiny Committee)

61. **Apologies for Absence**

Apologies for absence had been received from Councillors Lance Stanbury and James Waters.

62. **Minutes**

The minutes of the meetings held on 18 September 2018 and 2 October 2018 were confirmed as a correct record and signed by the Chairman.

63. **Open Forum**

No non-Cabinet Members in attendance wished to speak under this item.

64. Public Participation

There were no questions/statements from members of the public.

65. Report of the Forest Heath and St Edmundsbury (Informal Joint) Performance and Audit Scrutiny Committee's: 27 September 2018 (Report No: CAB/JT/18/039)

The Joint Committee received and noted this report, which informed Members of the following substantive items discussed by the Forest Heath and St Edmundsbury (Informal Joint) Performance and Audit Scrutiny Committee's on 27 September 2018:

- (1) Ernst and Young – Annual Audit Letter 2017-2018.
- (2) Annual Corporate Environmental Performance 2017-2018.
- (3) Work Programme Update.
- (4) Approach to Delivering a Sustainable West Suffolk Budget 2019-2020 and Medium Term Plan (*to be reported to the Shadow Executive Cabinet on 27 November 2018*).
- (5) Decision relating to Complaint to Local Government Ombudsman Report (*considered by the Forest Heath Performance and Audit Scrutiny Committee only*)

Councillor Sarah Broughton, Chairman of the SEBC's Performance and Audit Scrutiny Committee drew relevant issues to the attention of the Joint Committee.

66. Report of the Anglia Revenues and Benefits Partnership Joint Committee: 25 September 2018 (Report No: CAB/JT/18/040)

The Joint Committee received and noted this report, which informed Members of the following substantive items discussed by the Anglia Revenues and Benefits Joint Committee on 25 September 2018:

- (1) Highlight Report, Balance Scorecards and Financial Performance Report.
- (2) Welfare Reform Update.
- (3) Norwich Partnership – Partnership Working Through Section 113 Agreement.
- (4) Forthcoming Issues.

Councillors Stephen Edwards and Ian Houlder, FHDC and SEBC Portfolio Holders for Resources and Performance respectively, drew relevant issues to the attention of the Joint Committee. Particular reference was made to paragraph 1.2.1 (Universal Credit) which provided an update on the current position regarding the operation of the full service for St Edmundsbury and the expected roll-out for Forest Heath in December 2018.

67. **Forest Heath Statement of Licensing Policy 2019 to 2022 and Newmarket Cumulative Impact Assessment (CIA) Area (Report No: CAB/JT/18/041)**

The Joint Committee received this report which explained that local authority Statement of Licensing policies were required to be renewed every five years. The integrated Cumulative Impact Assessment (CIA) Area must now be reviewed every three years or sooner, for example, if it was considered with the overarching Statement of Licensing Policy review.

The current proposal was for the Forest Heath Statement of Licensing Policy to run until December 2022, as this was when the current St Edmundsbury Statement of Licensing Policy expired, allowing a West Suffolk Statement of Policy to be proposed. The changes which had been made to the Forest Heath Statement of Licensing Policy 2014-2019 due to statutory guidance changes and the need to update local area facts and figures were set out in paragraph 1.2.3 and were also marked as red text within Appendix 1.

In the meantime, it was proposed that a West Suffolk Council Statement of Licensing Policy be adopted by the Shadow Council in February 2019, using the identical policy wording of the two Forest Heath and St Edmundsbury policies and putting them into a single document and updating any references to legislation. This would be communicated to stakeholders, alongside the Shadow Council's consideration. This approach had also been agreed with the Ministry for Housing, Communities and Local Government (MHCLG).

RECOMMENDED TO FHDC COUNCIL: (21 November 2018)

That:-

1. The draft overarching Statement of Licensing Policy for Forest Heath 2019-2022, as set out in Appendix 1 to Report No: CAB/JT/18/041, be adopted.
2. The existing Newmarket Cumulative Impact Assessment (CIA) Area (as incorporated within Appendix 1 to Report No: CAB/JT/18/041) be:
 - (a) renewed; and
 - (b) reviewed again within approximately 18 months.

68. **West Suffolk Contaminated Land Strategy 2018 to 2023 (Report No: CAB/JT/18/042)**

The Joint Committee received this report which explained that the proposed West Suffolk Contaminated Land Strategy (as set out in Appendix A to the report), covered the period November 2018 to November 2023 and would form part of a framework affecting the quality and use of land locally.

The Strategy followed the principles of sustainability, aiming to achieve a balance between social, economic and environmental concerns, whilst meeting the Councils' statutory obligations and corporate responsibility to protect and improve human health and the local environment.

In line with statutory guidance, it was good practice to review the Strategy at least every five years. The previous Strategy expired in September 2018. Subject to approval, the Strategy would then form part of a package of policies to be 'rolled forward' to the single West Suffolk Council.

As part of this review, there were no local policy changes proposed and the structural and statutory changes were not viewed as contentious. The revisions were limited to updates according to legislation, creation of a single West Suffolk Council and updated technical guidance.

RESOLVED:

That the draft West Suffolk Contaminated Land Strategy, attached as Appendix A to Report No: CAB/JT/18/042, be adopted for the period November 2018 to November 2023.

69. Use of Chief Executive's Urgency Powers (Report No: CAB/JT/18/043)

The Joint Committee received and noted this report which reported on the use of the Chief Executive's Urgency Powers in relation to the submitting of a bid of £500,089 in order to purchase the site at Wamil Court, Mildenhall, owned by Suffolk County Council.

Forest Heath District Council had since been notified that the offer made was not accepted on the basis of price offered. A higher offer had been provisionally accepted, subject to contract. At this stage, Officers were unable to confirm what the preferred bidders intended use for the site, but would continue to monitor for any early emerging indicators.

70. Forest Heath and St Edmundsbury Joint Executive (Cabinet) Committee Decisions Plan: 1 November 2018 to 31 March 2019 (Report No: CAB/JT/18/044)

The Joint Committee received this report, which was the Forest Heath District Council's and St Edmundsbury Borough Council's Joint Executive (Cabinet) Committee Decisions Plan covering the period 1 November 2018 to 31 March 2019.

Members took the opportunity to review the intended forthcoming decisions within the Plan. However, no further information or amendments were required on this occasion.

71. Forest Heath and St Edmundsbury Revenues Collection Performance and Write-Offs (Report No: CAB/JT/18/045)

The Joint Committee received this report which provided the collection data in respect of Council Tax and National Non-Domestic Rates for both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC) and sought approval for the write-off of the amounts contacted in the Exempt Appendices to this report.

Councillors Stephen Edwards and Ian Houlder, FHDC and SEBC Portfolio Holders for Resources and Performance respectively, drew relevant issues to the attention of the Joint Committee, including the current performance of each authority, as set out in Section 3 of the report.

The Portfolio Holders also explained that the process of vetting cases for write-offs had also been more vigorous this year, to be able to move into a single Council with debts that were economically viable to collect.

Councillor John Griffiths also explained that he had received correspondence from Councillor Diane Hind, Chairman of SEBC Overview and Scrutiny Committee, expressing her concerns over the debt collection and write-off processes. Cllr Griffiths confirmed that he would respond back to Councillor Hind accordingly, addressing the concerns raised.

RESOLVED:

That the write-off of the amounts detailed in the exempt Appendices to Report No: CAB/JT/18/045, be approved as follows:

1. Exempt Appendix 1: FHDC Council Tax totalling £2,731.33.
2. Exempt Appendix 2: SEBC Council Tax totalling £169,454.08.
3. Exempt Appendix 3: SEBC Business Rates totalling £22,292.16.
4. Exempt Appendix 4: FHDC Sundry Debt (Housing Benefit Overpayments) totalling £24,740.18.
5. Exempt Appendix 5: FHDC Sundry Debt (Property Services) totalling £2,902.91.
6. Exempt Appendix 6: SEBC Sundry Debt (Property Services) totalling £5,796.38.

72. Exclusion of Public and Press

As Report No: CAB/JT/18/046 needed to be considered by the Joint Committee in private session, it was proposed, seconded and

RESOLVED:

That the press and public be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item, there would be disclosure to them of exempt categories of information as prescribed in Part 1 of Schedule 12A of the Local Government Act 1972, and indicated against the item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

73. **Exempt Appendices: Forest Heath and St Edmundsbury Revenues Collection Performance and Write-Offs (paras 1 and 2) (Report No: CAB/JT/18/045)**

The Joint Committee considered the Exempt Appendices to this report. However, no reference was made to specific detail and, therefore, this item was not held in private session.

74. **Disposal of Property in Haverhill (paras 1, 2 and 3) (Report No: CAB/JT/18/046)**

The Joint Committee received this report which explained that following a period of unsuccessful attempts to recover unpaid rent, the premises were repossessed by St Edmundsbury Borough Council, through the County Court in February 2018. The premises had remained vacant for several months and had been subject to criminal damage. Despite a range of protective security measures having been undertaken, there remained a risk of further damage to the property.

The Council's appointed agents had marketed the property and since July 2018, several financial offers had been received. In order to secure an early and unconditional sale and to mitigate the identified risks, an urgent decision was required in order to allow the sale of the property to progress and complete in a timely manner.

However, since the publication of the agenda papers, the original buyer, as identified within Report No: CAB/JT/18/046, had withdrawn their offer. Therefore, the Joint Committee were requested to consider an alternative recommendation in relation to the disposal of this property.

RESOLVED:

That the Assistant Director (Operations), in consultation with the Portfolio Holders for Operations, be given delegated authority to agree the sale of the property with a buyer, at or above, the market valuation.

The Meeting concluded at 6.48 pm

Signed by:

Chairman

Joint Executive (Cabinet) Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of St Edmundsbury Extraordinary Overview and Scrutiny Committee: 31 October 2018	
Report No:	CAB/JT/18/047	
Report to and date:	Joint Executive (Cabinet) Committee	11 December 2018
Chairman of the Committee:	Councillor Diane Hind Chairman of SEBC's Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsbc.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	On 31 October 2018, the Overview and Scrutiny Committee held an Extraordinary meeting, and considered the following item: (1) Suffolk County Council Highways Services – Progress Report.	
Recommendation:	The Joint Executive (Cabinet) Committee is requested to <u>NOTE</u> the contents of Report CAB/JT/18/047, being the report of St Edmundsbury's Overview and Scrutiny Committee.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.	

Consultation:	<ul style="list-style-type: none"> See Reports listed under background papers below 		
Alternative option(s):	<ul style="list-style-type: none"> See Reports listed under background papers below 		
Implications:			
Are there any financial implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any staffing implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any ICT implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any legal and/or policy implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Reports listed under background papers below 	
Are there any equality implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Reports listed under background papers below 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Reports listed under background papers below			
Wards affected:		All Wards	
Background papers:		Please see background papers, which are listed at the end of the report.	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Suffolk County Council Highways Services – Progress Report (Report No: OAS/SE/18/029)

- 1.1.1 On 25 October 2017, the Overview and Scrutiny Committee held an Extraordinary meeting to consider Highways Services. Councillor Jane Storey, the then (Substantive Cabinet Member for Highways), Councillor Louis Busuttill (Member with Special Responsibility for Highways Operational Performance) from Suffolk County Council and Jenny Wilson (Suffolk Highways - Head of Strategic Services), were in attendance to discuss how communication could be improved between Highways and various tiers of local government for the benefit of all residents and Councillors in West Suffolk. As an outcome from that meeting, the Committee made a number of recommendations to the Substantive Cabinet Member for Highways.
- 1.1.2 At this meeting, Councillor Mary Evans, the newly appointed Suffolk County Council Cabinet Member for Highways, Transport and Rural Affairs has been invited to update the Committee on progress made in relation to the previous recommendations, her achievements to date and aspirations for the future as the new Cabinet Member for Highways. Also in attendance was Kerry Allen (Principal Transport Planner) and John Clements (Head of Infrastructure Management) from Suffolk County Council (SCC).
- 1.1.3 The Cabinet Member acknowledged there had been some disconnection in the past in how highways had operated. However, since taking over the Cabinet post in late May 2018 with enthusiasm, a new Highways Improvement and Innovations Board had been established. Its first task was to look at the long standing issue of potholes. As part of that work the Board had identified a sample road with potholes and it was reviewing the process of reporting issues; the amount of time road gangs spent travelling to sites; and the number of pothole categories. It had been identified that the only way to gain efficiencies was to reduce the length of time spent on site by road gangs. Also the number of categories in repairing potholes had now been reduced down to three. The Board was also looking at:
- How to manage road closures more efficiently as over the summer months there had been more emergency road closures requested by Anglian Water than normal. Where road closures were in place, a notice should be displayed explaining who was doing the work.
 - Permits for road closures which would mean utility companies would have to apply to SCC for a permit. (Essex County Council was being used as an example).
 - Whether the public was receiving adequate advance notice of road closures and whether road diversions made sense; and
 - The whole grass cutting process.

- 1.1.4 Committee members then had an opportunity to ask questions and comment on what they had heard. Members discussed the new funding from central government; street lights; uneven roads; size of potholes; yellow boxes on roads; service level agreements with parish/town councils; the highways budget/how it was broken down; and a Chapter 8 initiative for working with parish/councils, communications, road gangs and poor workmanship, verge/grass cutting, Bury Town Centre Master Plan and Parkway Roundabout to which comprehensive responses were provided.
- 1.1.5 The Chairman stated there had been a definite improvement in the operation of Highways, and this was down to more direction, control, enthusiasm, and a more hands on approach by the Cabinet Member for Highways.
- 1.1.6 The Committee **Recommended** that the Suffolk County Council Cabinet Member for Highways, Transport and Rural Affairs be asked to give consideration to the following in that:
- 1) Highways officers follow the protocol for the reporting tool to ensure that replies reach the appropriate person;
 - 2) Highways officers actively monitors the poor workmanship of some road gangs;
 - 3) Suffolk County Council Highways seeks more combined working with District; Borough; Town and Parish councils.
 - 4) Suffolk County Council Highways feeds back to the West Suffolk Councils the results of their monitoring of the new roundabout at Parkway, Bury St Edmunds;
 - 5) The Cabinet Member for Highways, Transport and Rural Affairs to be specifically included as an attendee to all future Bury Town Centre Master Plan meetings.

2. Background Papers

- 2.1.1 Report No: [OAS/SE/18/029](#) to the Overview and Scrutiny Committee: Suffolk County Council Highways Services – Progress Report

Joint Executive (Cabinet) Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Report of St Edmundsbury Overview and Scrutiny Committee: 7 November 2018	
Report No:	CAB/JT/18/048	
Report to and date:	Joint Executive (Cabinet) Committee	11 December 2018
Chairman of the Committee:	Councillor Diane Hind Chairman of SEBC's Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsbcc.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>On 7 November 2018, the Overview and Scrutiny Committee considered the following items:</p> <ol style="list-style-type: none"> (1) West Suffolk Housing Strategy and West Suffolk Tenancy Strategy; (2) Garden Waste Collection Service Review – Final Report; (3) Christmas Fayre Review – Final Report; (4) Local Air Quality Management – Vehicle Anti-Idling (5) Annual Portfolio Holder Report – Planning and Growth; and (6) Work Programme. <p>A separate report is included on this agenda for Item (1) above.</p>	

	Items (2) and (3) above were considered by the Shadow Executive (Cabinet), at its meeting on 27 November 2018.		
Recommendation:	The Joint Executive (Cabinet) Committee is requested to <u>NOTE</u> the contents of Report CAB/JT/18/048, being the report of St Edmundsbury's Overview and Scrutiny Committee.		
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.		
Consultation:	<ul style="list-style-type: none"> See Reports listed under background papers below 		
Alternative option(s):	<ul style="list-style-type: none"> See Reports listed under background papers below 		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Reports listed under background papers below 	
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> See Reports listed under background papers below 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Reports listed under background papers below			
Wards affected:		All Wards	
Background papers:		Please see background papers, which are listed at the end of the report.	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 West Suffolk Housing Strategy and West Suffolk Tenancy Strategy (Report No: OAS/SE/18/030)

- 1.1.1 The Committee received the draft West Suffolk Housing Strategy and the draft West Suffolk Tenancy Strategy, which were attached as Appendix 1 and Appendix 2 to Report No: OAS/SE/18/030.
- 1.1.2 A review of the West Suffolk Housing Strategy (Appendix 1), is due in 2018. By adopting the new Strategy, the Council is aligning its priorities for housing with the Strategic Framework 2018-2020 and responding to new legislation and additional duties such as the Homelessness Reduction Act 2017 and the revised National Planning Policy Framework 2018. The Housing Strategy has been the subject of public and stakeholder consultations through a workshop and online survey.
- 1.1.3 A review of the West Suffolk Tenancy Strategy (Appendix 2) is due in 2018. The Localism Act 2011 requires local authorities to produce a Tenancy Strategy that outlines how councils and registered providers approach issues which affect tenants living in their area. The Tenancy Strategy has been the subject of public and stakeholder consultation through an online survey.
- 1.1.4 The Committee examined the documents in detail and asked a number of questions, to which comprehensive responses were provided. In particular discussions were held on homelessness and rough sleepers; the number of new homes needed by 2031 and where the figures came from; who set the criteria for affordable housing and rents set above the Local Housing Allowances by registered providers.
- 1.1.5 The Committee discussed the number of consultation responses currently received, and suggested promoting the consultation more through social media outlets, to which officers agreed to look into.
- 1.1.6 The Committee also referred to paragraph 1.2.1 of the report, and questioned what the number was of rural houses being delivered, and suggested including the figures in the draft Housing Strategy.
- 1.1.7 Comments and suggestions were made by the Committee on the draft West Suffolk Housing Strategy and the draft West Suffolk Tenancy Strategy, which officers agreed to incorporate into the final documents, which would be presented to the Joint Executive (Cabinet) for approval on 11 December 2018, and Council on 18 December 2018, where appropriate.

1.2 Local Air Quality Management – Vehicle Anti-Idling (Report No: OAS/SE/18/033)

- 1.2.1 As there were only five members of the Committee present when it came to this item, the Chairman declared the meeting inquorate under Part 4, Paragraph 4 of the Committee Procedure Rules of the Council's Constitution and announced that this item of business would stand adjourned for consideration at the next meeting of the Overview and Scrutiny Committee on 9 January 2019.

1.3 **Annual Presentation by the Cabinet Member for Planning and Growth (Report No: OAS/SE/18/034)**

1.3.1 The Cabinet Member for Planning and Growth, Councillor Susan Glossop was invited to give an annual update on her portfolio. Report No: OAS/SE/18/034 set out the focus for the annual update.

1.3.2 Prior to the meeting taking place, the Cabinet Member was provided with some key questions from Scrutiny Members on what they would like included in the update, and responses were set out the report.

1.3.3 The Cabinet Member thanked the Committee for the invitation to address the Committee.

1.3.4 The Committee asked a number of follow-up questions relating to the responses provided on growth areas and regeneration, to which comprehensive responses were provided.

1.3.5 There being no decision required, the Committee **noted** the annual update.

1.4 **Work Programme Update (Report No: OAS/SE/18/035)**

1.4.1 The Committee received and **noted** Report No: OAS/SE/18/035, which provided an update on the current status of the Committee's Work Programme for 2019.

1.4.2 The report also requested that Members identify questions they would like the Cabinet Member for Leisure and Culture to cover in their annual report to the Committee on 9 January 2019.

2. Background Papers

2.1.1 Report No: [OAS/SE/18/033](#), [Appendix 1](#), [Appendix 2](#) and [Appendix 3](#) to the Overview and Scrutiny Committee: Local Air Quality Management – Vehicle Anti-Idling

2.2.2 Report No: [OAS/SE/18/034](#) to the Overview and Scrutiny Committee: Annual Presentation by the Cabinet Member for Planning and Growth

2.1.3 Report No: [OAS/SE/18/035](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Work Programme Update

Joint Executive (Cabinet) Committee



Forest Heath
District Council

Title of Report:	Report of Forest Heath Overview and Scrutiny Committee: 8 November 2018	
Report No:	CAB/JT/18/049	
Report to and date:	Joint Executive (Cabinet) Committee	11 December 2018
Chairman of the Committee:	Councillor Simon Cole Chairman of FHDC's Overview and Scrutiny Committee Tel: 07974 443762 Email: simon.cole@forest-heath.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>On 8 November 2018, the Overview and Scrutiny Committee considered the following items:</p> <ul style="list-style-type: none"> (1) West Suffolk Housing Strategy and West Suffolk Tenancy Strategy; (2) Garden Waste Collection Service Review – Final Report; (3) Christmas Fayre Review – Final Report; (4) Universal Credit – Roll out in Forest Heath; (5) Annual Portfolio Holder Report – Operations; and (6) Work Programme. <p>A separate report is included on this agenda for Item (1) above.</p> <p>Items (2) and (3) above were considered by the</p>	

	Shadow Executive (Cabinet), at its meeting on 27 November 2018.		
Recommendation:	The Joint Executive (Cabinet) Committee is requested to <u>NOTE</u> the contents of Report No: CAB/JT/18/049, being the report of Forest Heath's Overview and Scrutiny Committee.		
Key Decision: <i>(Check the appropriate box and delete all those that <u>do not</u> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.		
Consultation:	<ul style="list-style-type: none"> • See Reports listed under background papers below 		
Alternative option(s):	<ul style="list-style-type: none"> • See Reports listed under background papers below 		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Reports listed under background papers below
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Reports listed under background papers below
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Reports listed under background papers below
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Reports listed under background papers below
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> • See Reports listed under background papers below
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Reports listed under background papers below			
Wards affected:		All Wards	
Background papers:		Please see background papers, which are listed at the end of the report.	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 West Suffolk Housing Strategy and West Suffolk Tenancy Strategy (Report No: OAS/FH/18/029)

- 1.1.1 The Committee received the draft West Suffolk Housing Strategy and the draft West Suffolk Tenancy Strategy, which were attached as Appendix 1 and Appendix 2 to Report No: OAS/FH/18/029.
- 1.1.2 A review of the West Suffolk Housing Strategy (Appendix 1), is due in 2018. By adopting the new Strategy, the Council is aligning its priorities for housing with the Strategic Framework 2018-2020 and responding to new legislation and additional duties such as the Homelessness Reduction Act 2017 and the revised National Planning Policy Framework 2018. The Housing Strategy has been the subject of public and stakeholder consultations through a workshop and online survey.
- 1.1.3 A review of the West Suffolk Tenancy Strategy (Appendix 2) is due in 2018. The Localism Act 2011 requires local authorities to produce a Tenancy Strategy that outlines how councils and registered providers approach issues which affect tenants living in their area. The Tenancy Strategy has been the subject of public and stakeholder consultation through an online survey.
- 1.1.4 The Committee examined the documents in detail and asked a number of questions, to which comprehensive responses were provided. In particular discussions were held on rough sleepers/homelessness and bring empty homes back into use (privately owned and registered providers).
- 1.1.5 The Committee did not suggest any amendments to the draft West Suffolk Housing Strategy or the draft West Suffolk Tenancy Strategy.

1.2 Introduction of Universal Credit Full Service in the Forest Heath Area (Report No: OAS/FH/18/030)

- 1.2.1 The Committee received Report No: OAS/FH/18/030, to update and inform members of the Council's preparation for the implementation of the Universal Credit (UC) Full Service in the Forest Heath Area.
- 1.2.2 Forest Heath will go live with UC Full Service on 12 December 2018. With the learning from the St Edmundsbury roll out, the plan is to replicate the arrangements in place with the wider partners (through the existing monthly forum) and to accept the support on offer via the Department for Work and Pensions (DWP) own 26 week pre-launch programme (through liaison with the DWP Relationship Manager).
- 1.2.3 The report also included information on learning from the St Edmundsbury implementation; observations from the Anglia Revenues Partnership, the Housing Options Team, Havebury Housing and the Citizens Advice; considerations and plans for the Forest Heath roll out and what's been done so far to prepare.
- 1.2.4 The Committee considered the report in detail and asked a number of questions to which comprehensive responses were provided.

In particular the Committee raised concerns regarding the Government announcement to change the way that funding was being awarded to local authorities, and suggested the council makes representation to the Government because of the following:

- 1) The way the decision was communicated (unexpected with no early warnings/consultation with any of the key agencies, including the DWP.
- 2) The impact the removal of the funding from the council would have on capacity and our ongoing ability to support UC customers.
- 3) In West Suffolk the council already had in place arrangements with the CAB which worked well, and the recent decision could potentially pose a risk to that working relationship.

In response, officers confirmed they could write to the minister, but would continue to monitor the support it provided to UC claimants and potential claimants.

- 1.2.5 There being no decision required, the Committee **noted** the contents of the report, in particular the learning from the St Edmundsbury roll-out and **noted** the support and advice available to residents and councillors.

1.3 **Annual Report by the Cabinet Member for Operations (Report No: OAS/FH/18/033)**

- 1.3.1 The Cabinet Member for Operations, Councillor David Bowman was invited back to give an annual update on his portfolio. Report No: OAS/FH/18/033 set out the focus for the annual update.
- 1.3.2 Prior to the meeting taking place, the Cabinet Member was provided with some key questions from Scrutiny Members on what they would like included in the update, and responses were set out the report.
- 1.3.3 The Cabinet Member thanked the Committee for the invitation to address the Committee.
- 1.3.4 The Committee asked a number of follow-up questions relating to markets, to which comprehensive responses were provided. In particular discussions were held on the make-over and relocation of Newmarket's market to the high street, which had been an overwhelming success.
- 1.3.5 There being no decision required, the Committee **noted** the annual update.

1.4 **Work Programme Update (Report No: OAS/FH/18/034)**

- 1.4.1 The Committee received and **noted** Report No: OAS/FH/18/034, which provided an update on the current status of the Committee's Work Programme for 2019.
- 1.4.2 The report also requested that Members identify questions they would like the Cabinet Member for Leisure and Culture to cover in their annual report to the Committee on 10 January 2019.

2. Background Papers

- 2.2.1 Report No: [OAS/FH/18/030](#) and [Appendix A](#) to the Overview and Scrutiny Committee: Introduction of Universal Credit Full Service in the Forest Heath Area
- 2.2.2 Report No: [OAS/FH/18/033](#) to the Overview and Scrutiny Committee: Annual Report by the Cabinet Member for Operations
- 2.2.3 Report No: [OAS/FH/18/034](#) and [Appendix 1](#) to the Overview and Scrutiny Committee: Work Programme Update

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Joint Executive (Cabinet) Committee



St Edmundsbury
BOROUGH COUNCIL



Forest Heath
District Council

Title of Report:	Report of the Forest Heath and St Edmundsbury (Informal Joint) Performance and Audit Scrutiny Committee's: 28 November 2018	
Report No:	CAB/JT/18/050	
Report to and date:	Joint Executive (Cabinet) Committee	11 December 2018
Portfolio holders: (St Edmundsbury)	Councillor Ian Houlder SEBC Portfolio Holder for Resources and Performance Tel: 07970 729435 Email: ian.houlder@stedsbc.gov.uk	
(Forest Heath)	Councillor Stephen Edwards FHDC Portfolio Holder for Resources and Performance Tel: 01799 530325 Email: Stephen.edwards@forest-heath.gov.uk	
Chairmen of the Committee's: (St Edmundsbury)	Councillor Sarah Broughton SEBC Performance and Audit Scrutiny Committee Tel: 01284 787327 Email: sarah.broughton@stedsbc.gov.uk	
(Forest Heath)	Councillor Louis Busuttil FHDC Performance and Audit Scrutiny Committee Tel: 01638 810517 Email: louis.busuttil@forest-heath.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	

Purpose of report:	<p>On 28 November 2018, St Edmundsbury Borough Council's and Forest Heath District Council's Performance and Audit Scrutiny Committee's held an informal joint meeting together, and <u>considered the following six items jointly:</u></p> <ol style="list-style-type: none"> (1) Mid-Year Internal Audit Progress Report 2018-2019; (2) 2018-2019 Performance Report – Quarter 2; (3) West Suffolk Strategic Risk Register Quarterly Monitoring Report – September 2018 (4) Building Control Business Development Plan Update – November 2018; (5) Work Programme Update; (6) Approach to Delivering a Sustainable West Suffolk Budget 2019-2020 and Medium Term Plan; and (7) Mid-Year Treasury Management Report and Investment Activity (April – September 2018) <p>Item (6) will be considered by the Shadow Executive (Cabinet), at its meeting on 5 February 2019.</p> <p>Separate reports for both Forest Heath and St Edmundsbury's Performance and Audit Scrutiny Committees are included on this Joint Executive (Cabinet) agenda for Item (7) above.</p>
Recommendation:	<p>It is <u>RECOMMENDED</u> that Report No: CAB/JT/18/050, being the report for both St Edmundsbury Borough Council's and Forest Heath District Council's Performance and Audit Scrutiny Committee's, be noted.</p>
Key Decision:	<p>No, it is not a Key Decision - <input checked="" type="checkbox"/> Report for information only.</p>
Consultation:	<ul style="list-style-type: none"> • See reports listed in Section 2 below.
Alternative option(s):	<ul style="list-style-type: none"> • See reports listed in Section 2 below.
Implications:	
<p>Are there any financial implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.</p>
<p>Are there any staffing implications? If yes, please give details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.</p>

<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Please see background papers.
Risk/opportunity assessment:	Please see background papers.
Ward(s) affected:	All Wards
Background papers:	Please see background papers, which are listed at the end of the report.
Documents attached:	None

1. Key issues and reasons for recommendation

1.1 Mid-Year Internal Audit Progress Report 2018-2019 (Report Nos: PAS/SE/18/030 and PAS/FH/18/034)

1.1.1 The Committees received and **noted** the report, which advised members of the work of Internal Audit for the first half of 2018-2019 and gave members a flavour of the variety of activities which were supported through the work of the team. Attached at Appendix A to the report was Mid-year Internal Audit Progress Report 2018-2019.

1.1.2 The report also provided an update on progress made against the 2018-2019 Internal Audit Plan previously approved by the Committee.

1.2 2018-2019 Performance Report – Quarter 2 (Report Nos: PAS/SE/18/031 and PAS/FH/18/035)

1.2.1 The Committees received and **noted** the report, which set out the performance for the second quarter and forecasted financial outturn position for 2018-2019.

1.2.2 In previous years Performance Indicators and Budget Monitoring figures were reported separately. It was now the intention to combine these reports in order to give a clearer indication of the councils' overall performance. This report showed the current Performance Indicators for the second quarter of 2018-2019, as set out in the following appendices, attached to the report:

- Appendix A: 2018-2019 Performance Indicators, Commentary;
- Appendices B to E: Performance Indicators by Strategic Priority;
- Appendix F: West Suffolk Income and Expenditure report;
- Appendices G to K: Financial Performance for Forest Heath District Council;
- Appendices L to P: Financial Performance St Edmundsbury Borough Council.

1.2.3 Each Assistant Director then presented their performance indicators set out either in the commentary section or Appendices A to E and highlighted key areas for the Committees attention.

1.2.4 Members considered the report in detail and asked questions of the Assistant Directors on their indicators, to which comprehensive responses were provided. In particular discussions were held on:

- F2: Number of households in Bed and Breakfast;
- F6: Residual household waste per household (kg)
- F7: Fly-tipping incidents;
- G1: Job growth over time;
- G5: High speed broadband;
- H2: Number of housing units delivered for affordable housing;
- Appendix E: D31 – Planning enforcement cases
- Appendix G: Recycling Performance Payment (Blue Bin)

1.3 **West Suffolk Strategic Risk Register Quarterly Monitoring Report – September 2018 (Report Nos: PAS/SE/18/032 and PAS/FH/18/036)**

1.3.1 The Committees received and **noted** the second quarterly risk register monitoring report in respect of the West Suffolk Strategic Risk Register. The Register was updated regularly by the Risk Management Group and at its recent meeting the Group reviewed the target risk, the risk level where the Council aimed to be, and agreed a current risk assessment. These assessments formed the revised West Suffolk Risk Register (Appendix 1). Some individual controls or actions had been updated and those which were not ongoing and had been completed by September 2018 had been removed from the Register.

1.3.2 There had been no major amendments to current risks during the reporting period, and no existing risk had been closed since the Strategic Risk Register was last report to the Committee.

1.3.3 Members considered the report, and in particular discussed Risk WS8(c) – Failure to deliver: Housing Agenda, to which comprehensive responses were provided.

1.3.4 The Committees did not raise any concerns which needed to be brought to the attention of the Joint Executive (Cabinet) Committee.

1.4 **Building Control Business Development Plan Update – November 2018 (Report Nos: PAS/SE/18/033 and PAS/FH/18/037)**

1.4.1 The Committees received and **noted** the above reports, which provided an update on the initial development areas and now included the new business development plan. This encompassed the original development plan plus more, including the joint approach being taken with Suffolk local authorities via a joint and funded programme.

1.4.2 An overview of the original plan was considered by the Committees in November 2017 (*Report Nos: PAS/SE/17/031 and PAS/FH/17/035*). The report also included an update on performance and income, as well as information on competition; the Hackett Review; resource; marketing; systems development; team/workforce development; shared budgeting model/practices with partners; performance and assurance framework; and an update on the Suffolk Building Control collaborative working.

Attached to the report were a number of Exempt appendices:

- Exempt Appendix 1: Summary of market baseline review
- Exempt Diagram 1: Key milestones for first 12 months once resource in place
- Exempt Diagram 2: Development plan
- Exempt Diagram 3: Partnership objectives

1.4.3 The Committees considered the report in detail, asked a number of questions, to which comprehensive responses were provided.

1.4.4 Members were pleased that there was competition for residents, and wished to congratulate the Building Control Team on its excellent work over the past year, which was a good news story.

1.5 **Work Programme Update Report Nos: PAS/SE/18/034 and PAS/FH/18/038)**

1.5.1 The Committee's received and **noted** the above reports, which provided information on the current status of its forward work programme for 2019.

2. Background Papers

2.1.1 Report No: [PAS/SE/18/030](#) and [PAS/FH/18/034](#) and [Appendix A](#) to the Performance and Audit Scrutiny Committees: Mid-Year Internal Audit Progress Report 2018-2019

2.1.2 Report No: [PAS/SE/18/031](#) and [PAS/FH/18/035](#) to the Performance and Audit Scrutiny Committees: 2018-2019 Performance Report – Quarter 2

2.1.3 Report No :[PAS/SE/18/032](#) and [PAS/FH/18/036](#) and [Appendix 1](#) to the Performance and Audit Scrutiny Committees: West Suffolk Strategic Risk Register Quarterly Monitoring Report – September 2018

2.1.4 Report No: [PAS/SE/18/033](#) and [PAS/FH/18/037](#) to the Performance and Audit Scrutiny Committees: Building Control Business Development Plan Update – November 2018

2.1.5 Report No: [PAS/SE/18/034](#) and [PAS/FH/18/038](#) to the Performance and Audit Scrutiny Committees: Work Programme Update

Joint Executive (Cabinet) Committee

Forest Heath & St Edmundsbury councils



West Suffolk
working together

Title of Report:	Recommendations of the St Edmundsbury and Forest Heath Overview and Scrutiny Committees: 7 and 8 November 2018 - West Suffolk Housing Strategy and West Suffolk Tenancy Strategy 2018 - 2023	
Report No:	CAB/JT/18/051	
	Joint Executive (Cabinet) Committee	11 December 2018
	St Edmundsbury Council <i>(West Suffolk Housing Strategy only)</i>	18 December 2018
	Forest Heath Council <i>(West Suffolk Housing Strategy only)</i>	19 December 2018
Portfolio holders:	<p>Councillor Sara Mildmay-White SEBC Portfolio Holder for Housing/West Suffolk Lead for Housing Tel: 01359 270580 Email: sara.mildmay-white@stedsbc.gov.uk</p> <p>Councillor Susan Glossop SEBC Portfolio Holder for Planning and Growth Tel: 01284 728377 Email: susan.glossop@stedsbs.gov.uk</p> <p>Councillor Lance Stanbury FHDC Portfolio Holder for Planning and Growth Tel: 07970 947704 Email: lance.stanbury@forest-heath.gov.uk</p>	

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<p>Purpose of report:</p>	<p>On 7 and 8 November 2018, the SEBC and FHDC Overview and Scrutiny Committees considered Report No: OAS/SE/18/030, OAS/FH/18/029, Appendix 1, Appendix A, Appendix B, Appendix C, Appendix D, Appendix 2.</p> <p>(1) West Suffolk Housing Strategy</p> <p>A review of West Suffolk’s Housing Strategy is due in 2018. By adopting this new Strategy we are aligning our priorities for housing with the Strategic Framework 2018-2020 and responding to new legislation and additional duties such as the Homelessness Reduction Act 2017 and the revised National Planning Policy Framework 2018.</p> <p>(2) West Suffolk Tenancy Strategy</p> <p>A review of West Suffolk’s Tenancy Strategy is due in 2018. The Localism Act 2011 requires local authorities to produce a Tenancy Strategy that outlines how councils and registered providers approach issues which affect tenants living in their area.</p>
<p>Recommendation:</p>	<p>It is recommended that:-</p> <p>1. Subject to the approval of both St Edmundsbury and Forest Heath Councils, the West Suffolk Housing Strategy 2018-2023, attached as Appendix 1 to Report No: CAB/JT/18/051, be adopted.</p>

2. The West Suffolk Tenancy Strategy 2018-2023, attached as Appendix 2 to Report No: CAB/JT/18/051 be adopted.			
<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>			
<p><i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. These items are included on the Decisions Plan.</i></p>			
Consultation:		See Report Nos: OAS/SE/18/030 and OAS/FH/18/029 and further information contained within this report.	
Alternative option(s):		See Report Nos: OAS/SE/18/030 and OAS/FH/18/029	
Implications:			
Are there any financial implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> See Report Nos: OAS/SE/18/030 and OAS/FH/18/029	
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> See Report Nos: OAS/SE/18/030 and OAS/FH/18/029	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> See Report Nos: OAS/SE/18/030 and OAS/FH/18/029	
Are there any legal and/or policy implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> See Report Nos: OAS/SE/18/030 and OAS/FH/18/029	
Are there any equality implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> See Report Nos: OAS/SE/18/030 and OAS/FH/18/029	
Risk/opportunity assessment: <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
See Report Nos: OAS/SE/18/030 and OAS/FH/18/029			
Ward(s) affected:		All wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		<p><u>St Edmundsbury Overview and Scrutiny Committee: 7 November 2018</u></p> <p><u>Report No: OAS/SE/18/030</u> (West Suffolk Housing Strategy)</p> <p><u>Appendix 1; Appendix A; Appendix B; Appendix C; Appendix E</u></p>	

	<p>(West Suffolk Tenancy Strategy) Appendix 2</p> <p><u>Forest Heath Overview and Scrutiny Committee: 8 November 2018</u> Report No: OAS/FH/18/029 (Appendices as per the St Edmundsbury Overview and Scrutiny Committee on 7 November 2018)</p>
Documents attached:	<p>Appendix 1: Draft Housing Strategy</p> <ul style="list-style-type: none">- Appendix A: Housing tenure- Appendix B: Evidence base- Appendix C: Implementation plan- Appendix D: Equality analysis <p>Appendix 2: Draft Tenancy Strategy</p>

1. Key issues and reasons for recommendation(s)

1.1 Background

(1) Housing Strategy

- 1.1.1 The Overview and Scrutiny Committees received Report Nos: OAS/SE/18/030 and OAS/FH/18/029 which informed Members that a review of West Suffolk's Housing Strategy was due in 2018. Through the review the opportunity has been taken to reflect priorities, actions and projects set out in the Strategic Framework 2018-2020. Furthermore, there are a number of additional duties and fundamental changes to housing legislation that have been reflected in the Housing Strategy.
- 1.1.2 It was no longer a legal requirement for a local authority to have a Housing Strategy in place. However, it was recognised that a strategic overview is necessary in order to set out how we plan to address the housing challenges we are facing and to provide a range of housing options for the growing need for a range of quality housing in West Suffolk.
- 1.1.3 Report Nos: OAS/SE/18/030 and OAS/FH/18/029 provided an overview of progress against the Housing Strategy that covered the period from 2015 to 2018. The Overview and Scrutiny Committees requested figures for the number of affordable houses delivered in towns and in the rural areas, which has been incorporated in the evidence base at Appendix B.

Consultation

- 1.1.4 The Overview and Scrutiny Committees considered the Housing Strategy while the consultation was still ongoing, detail about which can be found in Report Nos: OAS/SE/18/030 and OAS/FH/18/029. The Committees requested that further information relating to the consultation be submitted to Cabinet once it had concluded, as set out below:
- 1.1.5 The formal consultation took place for a six week period between 9 October and 20 November 2018. It involved an online survey available on our webpages which was sent directly to Members, parish councils and a number of our partners.
- 1.1.6 There were a total of 31 responses to the online consultation and three responses submitted by letter which were received from: local residents, partner organisations (including community and voluntary groups), registered providers, housing developers, agents, parish councils and neighbouring local authorities. A focus group with young people also took place.
- 1.1.7 There was strong support for the three priorities that we are proposing in the Housing Strategy, together with the actions.
- 1.1.8 A number of themes emerged during the consultation mainly around the following themes:
- The need for infrastructure and services to support growth.

- The need for social and affordable housing in the towns and rural areas which is appropriate for local needs.
- Providing accessible properties to meet the needs of vulnerable groups and those with additional needs.
- Providing sufficient housing in the right places to ensure that local people can find suitable employment.

Implementation Plan

- 1.1.9 The points raised during the consultation have been addressed through our robust implementation plan. However, the actions in the implementation plan have been further developed and refined during the consultation period.
- 1.1.10 An implementation plan that accompanies the Housing Strategy has been developed so that we can deliver against the priorities and actions set out in the strategy.

(2) Tenancy Strategy

- 2.1.1 A review of West Suffolk's Tenancy Strategy was due in 2018. The Localism Act 2011 required all local authorities to produce a Tenancy Strategy that outlines how councils and Registered Providers (RPs) approach issues which affect tenants living in their area. This Tenancy Strategy updated the previous strategy that ran from 2012-2018 and incorporates all applicable changes from updated legislation.
- 2.1.2 Through the Tenancy Strategy we seek to work with RPs to provide good quality housing where successful tenancies can be sustained. The strategy was intended to promote quality and fairness and to offer a guide to RPs who may manage stock within West Suffolk. While we no longer own our own housing stock, having transferred them to Flagship Housing Group and Havebury Housing Partnership, we still have an interest in how these properties and other properties owned by other RPs are managed for the residents of West Suffolk.

Consultation

- 2.1.3 The formal consultation took place for a six week period between 9 October and 20 November 2018. It involved an online survey available on our webpages and has been sent directly to a number of our partners.
- 2.1.4 There were only three responses received, two from registered providers and one from a resident. There was general support for the principles set out in the strategy, with all respondents agreeing that the maximum affordable rents being charged should be capped at the local housing allowance level. We are still in the process of collecting the necessary monitoring data from some of the registered providers who did not respond to the consultation which will be added to the strategy once received and monitored on an annual basis moving forward.

Draft West Suffolk Housing Strategy 2018 – 2023



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Foreword

When we talk about housing, what we are really talking about are people's homes. They should be a place of sanctuary, a place of comfort, a place of safety and stability where people can live as part of a wider supportive community.

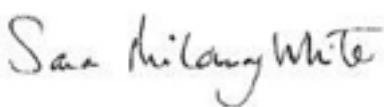
The place that people call home can have a huge impact on their lives not least in terms of their physical and mental health and wellbeing. Poor housing is estimated to cost the NHS £1.4 billion a year in terms of treating the resultant conditions and patients unable to return to suitable homes.

Housing also underpins the success and growth of our local economy – without the availability of homes that people can afford, businesses may struggle to attract new employees and to keep the staff that they have.

Put simply the importance of housing – of homes in all their many forms – cannot be understated.

Home is where the start is. It is important that new housing is built, that we make the best use of the homes we have and that empty homes are brought back into use. By doing this we can ensure that young people can afford to stay in the area if they wish, that companies can continue to compete by attracting and retaining their workforce, and that housing is available and adaptable to meet the requirements of our aging population.

This Housing Strategy sets out our vision for improvement in the quality and delivery of housing to meet local needs, not just now, but for decades to come. The Council is of course, just one partner in all of this but through this Strategy, which will be supported through a range of other plans, we will play a significant role in delivering new homes and making the best use of existing ones. It's a role that supports our residents, our local families and communities including our many businesses – and which will ensure that West Suffolk not only continues to be a place where people want to live, but also a place where they can.



Councillor Sara Mildmay-White
Cabinet Member for Housing




Councillors Susan Glossop and Lance Stanbury
Cabinet Members for Planning and Growth

1. Introduction

Executive summary

At West Suffolk councils we know that good housing plays an important role in the health and wellbeing of people in our area. Our residents need access to suitable housing that is affordable in order to establish a settled home and achieve their ambitions for family life, career development, a fulfilling retirement and other goals. The right housing options are also vital to realising our ambitions for inclusive economic growth.

Providing appropriate housing for our residents can only be achieved by using a number of delivery routes, whether that be at a local level through our own plans and policies, with partners or through our use of legislation. We are committed to using all the powers and levers we have available to enable the delivery of housing and to achieve our housing priorities. This relies on providing new build housing but also making the most of our existing stock through improvement, adaption and bringing empty properties back into use.

We will continually seek to improve the quality and supply of new housing being built, to provide greater choice of the types, location and prices of new homes to meet residents' aspirations and needs. This will include ensuring that there is appropriate housing to meet the needs of older people, young people, vulnerable people and those who are disadvantaged are also delivered alongside our partners.

This supports the health and wellbeing of residents, families and communities, both in our towns and in our rural areas because a decent home can improve quality of life. Our work is aligned with the aims of the Health and Wellbeing Strategy for Suffolk and the Suffolk Growth Strategy. To respond to this challenge the [Homelessness Reduction Strategy 2018-2023](#) was adopted.

Through this Housing Strategy we are also responding to the revised National Planning Policy Framework (NPPF) 2018 which seeks to boost the supply of land for housing development in the right places and ambitions to increase the rate of housing delivery.

2. Our vision

West Suffolk councils are committed to increasing the supply, range and quality of housing for our current and future residents.

This Housing Strategy sets out how we, along with our partners, will respond to the housing challenges we are facing in order to provide a range of housing options so that we can respond to and plan for the growing need for additional housing in West Suffolk. We are doing this through a period of change, brought about not only through new legislation but also the significant financial challenges and increased demands on public services. Furthermore, the government has an ambitious target to deliver more than 300,000 new homes each year by 2025.

Our Strategic Framework 2018-2020 sets out our vision for the local area and contains strategic priorities that we are committed to in order to deliver this vision. Our strategic priority which specifically focuses on housing is to:

Increase and improve the provision of appropriate housing in west Suffolk in both our towns and rural areas.

To deliver this strategic priority, we will use our role as a local housing and planning authority, a regulatory, an investor and local influencer to:

Housing priority one:

Plan for housing to meet the needs of current and future generations throughout their lifetimes, that is properly supported by infrastructure, facilities and community networks.

Housing priority two:

Improve the quality of housing and the local environment for our residents.

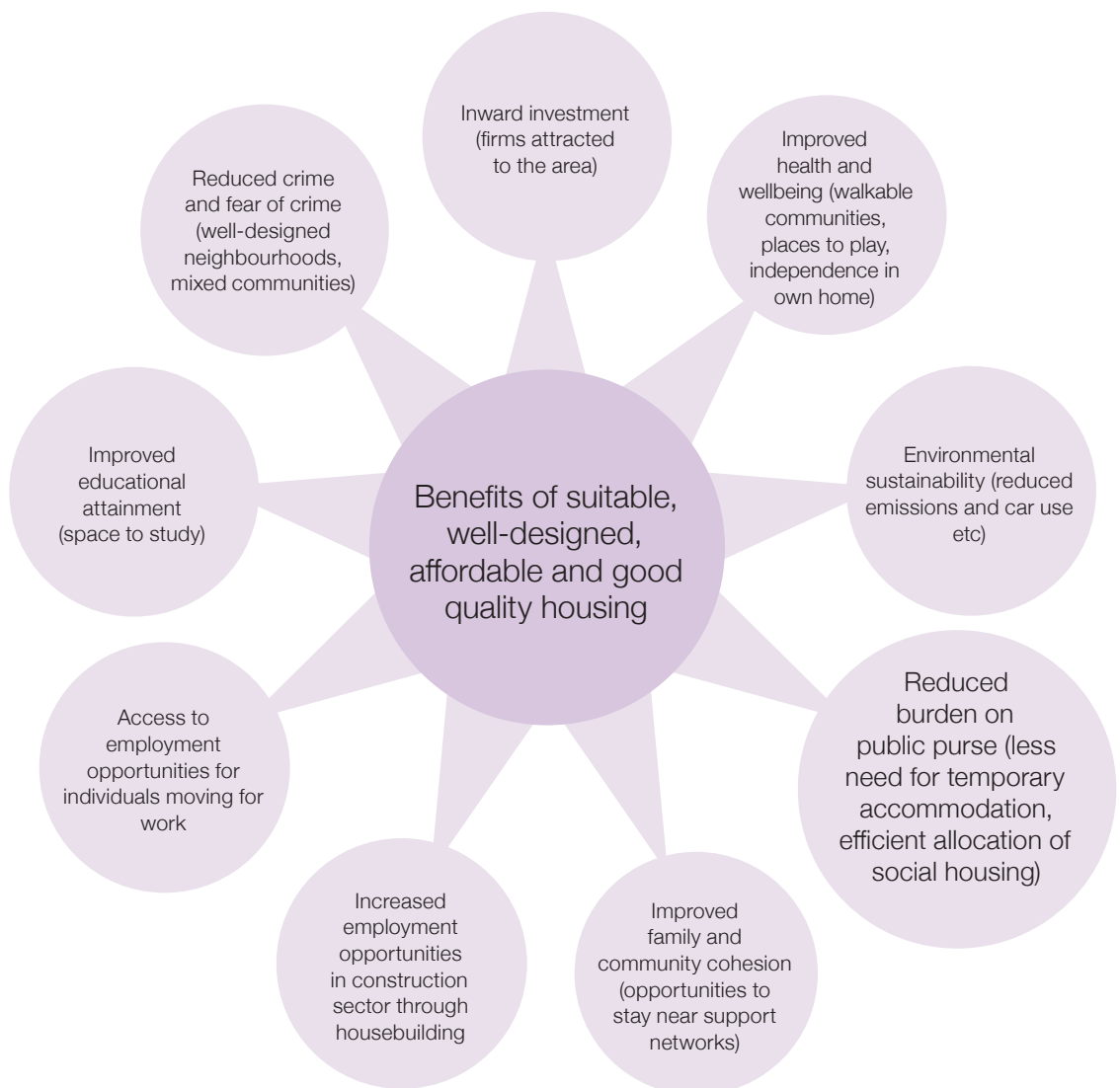
Housing priority three:

Enable people to access suitable and sustainable housing.



Wider benefits of housing

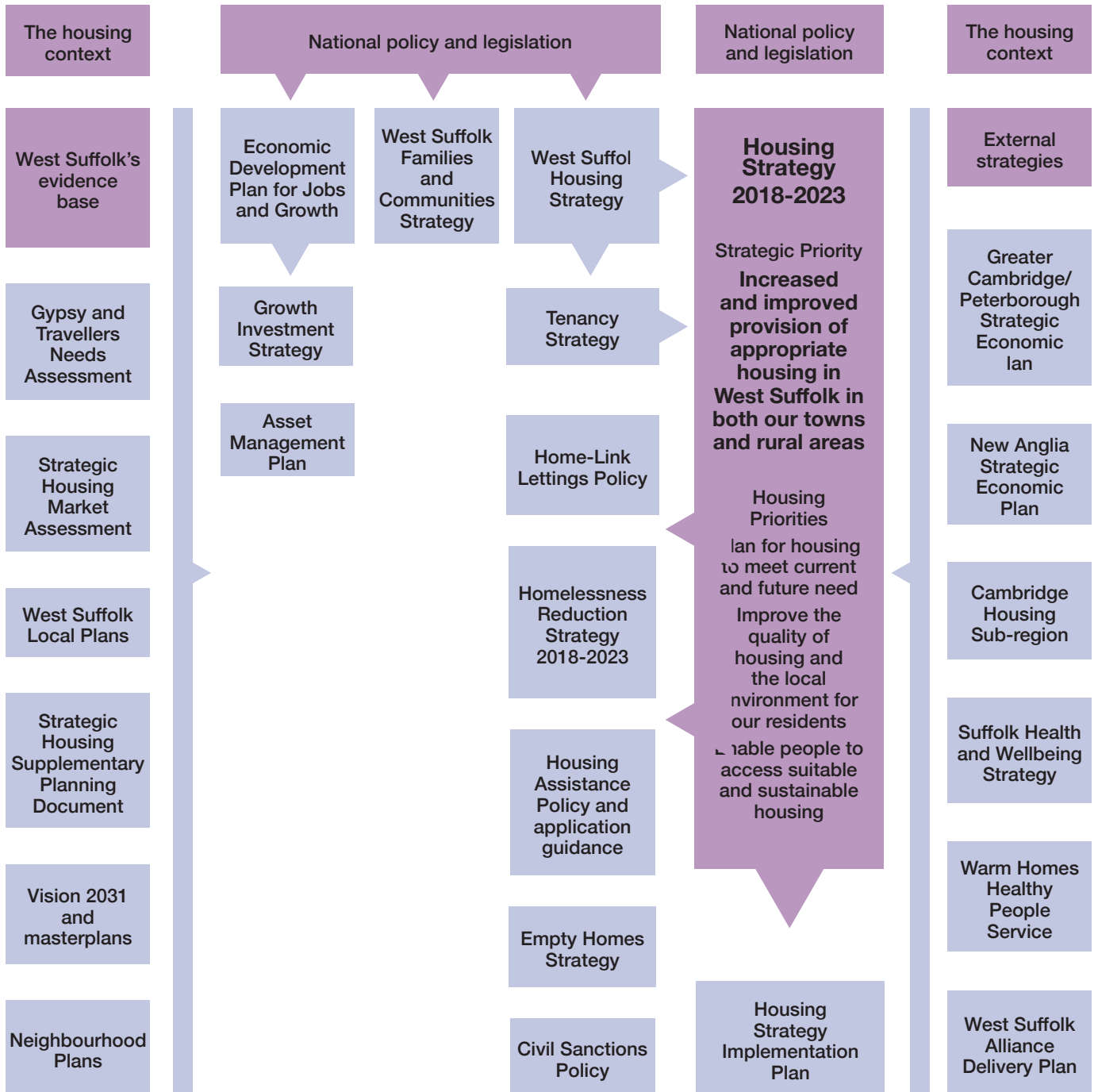
The benefits of improved housing in West Suffolk are far reaching, as demonstrated in the diagram below. Our aspiration to address the challenges we face are therefore fundamental to the achievement of a range of other priorities both within West Suffolk and in partner organisations. We cannot deliver this strategy alone and it is dependent upon joint working with a number of other organisations and on the achievement of West Suffolk's Strategic Framework 2018-2020 and our Medium Term Financial Strategy.



3. The West Suffolk context

Links to strategies and plans

The diagram below identifies the key documents that inform and underpin this Housing Strategy in the context of West Suffolk.



Wider links to health

Good quality housing is critical to health and wellbeing. A safe and settled home is the cornerstone on which individuals and families can thrive. In financial terms, a well-housed population helps to reduce and delay demand for NHS services. It is estimated that the cost of poor housing to the NHS is £1.4 billion per year.¹

NHS organisations and local government across Suffolk are working together to improve the health and care of our communities. Partnerships such as the Suffolk Health and Wellbeing Board have identified health and housing as a key focus and we are working with colleagues to tackle issues such as improving energy efficiency in homes and ensuring there is support for people to maintain tenancies. The Housing and Health Charter for Suffolk is part of the health and wellbeing agenda. The charter was developed to ensure a shared approach and understanding of the issues across Suffolk and to facilitate partnership working and sharing resources. The charter is focusing on areas such as specialist housing for older people, tackling homelessness, supply and access to affordable housing and increased access to decent homes.

Housing tenure

When considering housing it is important to bear in mind that there are different types and tenure of housing available. Our role is to ensure that there is a wide a choice as possible so that people have options as to the housing best suited to their circumstances. Appendix A provides an illustrative summary of the types of housing as well as our role in supporting the delivery and availability of each of these options.

1 Kings Fund, 2018

Housing market area

The Cambridge Sub-region Housing Market Area² comprises the local authority areas of Cambridge, East Cambridgeshire, Fenland, Forest Heath, Huntingdonshire, South Cambridgeshire and St Edmundsbury, as shown in the map below:

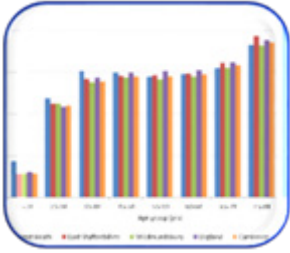


Key data

Key facts relating to West Suffolk's population and housing are provided on the following page. Further data which was used to support the development of this strategy is included in the evidence base attached as Appendix B.

² In 2013, a Strategic Housing Market Assessment was undertaken for the Cambridge Sub-region and this analysed a range of economic and housing market indicators to define a Cambridge Sub-region Housing Market Area comprising all of Cambridgeshire and the Western part of Suffolk.

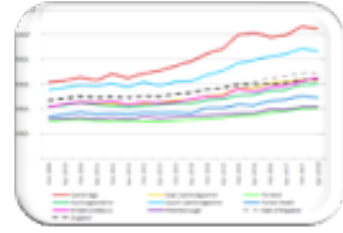




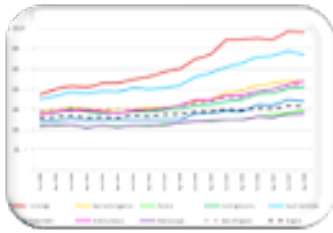
West Suffolk's population.
179,200 (Nomisweb 2017)



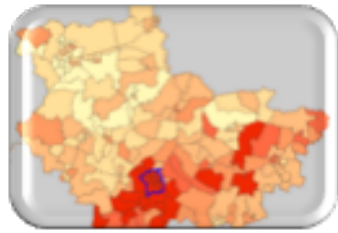
New homes needed by 2031:
18,280 in West Suffolk



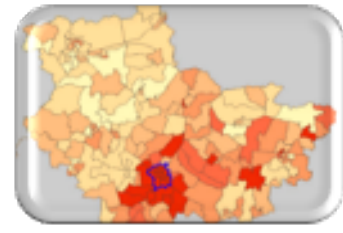
Average house price across
West Suffolk: £284,363 (April 2018)



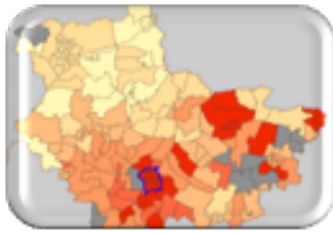
Lower quartile house price:
£195,000 (April 2018)



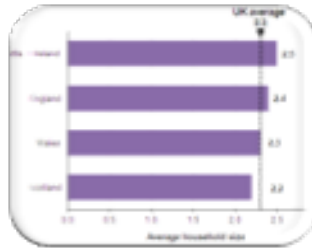
Ratio of median house prices
to median incomes for
West Suffolk: 7.7



Ratio of lower quartile house
prices to lower quartile incomes
for West Suffolk: 10.6

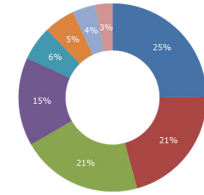


Weekly median private rents:
1 bed = £144; 2 beds = £217;
3 bed= £230; 4 bed = £320



Average household size:
2.4 people

Household Composition (2011)



Proportion of West Suffolk
households aged 75 and over:
8.5%



Approx. number of households
on social housing register: 2,313



There are 4918 homes with
planning permission which
have not started or are
currently under construction
(March 2017)



Number of affordable housing
completions in West Suffolk
in the past five years: 842

Unless otherwise stated, all data was taken from the [Housing Market Bulletin](#), published in June 2018 and using data from April 2018.

4. Housing priorities 2018-2023

This five year strategy covers the period 2018-2023, and seeks to further strengthen the partnership working in place in West Suffolk and to increase the supply of, and access to, suitable housing. This will help to improve the health and wellbeing of local people, strengthen the resilience of families and communities, and realise our ambitions for inclusive economic growth. This will be achieved through the adoption of the following three priorities. Key actions across each of the three priorities are detailed in the implementation plan attached as Appendix C.

Housing priority one: plan for housing to meet the needs of current and future generations throughout their lifetimes, that is properly supported by infrastructure, facilities and community networks.

We have a real opportunity to explore new ways of increasing the rate of housing delivery and be more creative in encouraging the development of new types of housing that meet the current and future needs and aspirations of our residents.

It is clear that the rate of housing delivery lags well behind the number of planning applications that are being approved. Nationally nine out of ten planning applications are passed and there are twice as many unfulfilled approved applications than those that are currently being built.

We know no-one can live in a planning permission. We need to find new innovative ways to help developers speed up the rate that they build new homes, through making the planning system as efficient as it can be, supporting the provision of required infrastructure and using all the powers we have to act where housebuilding has been significantly delayed or slow to come forward.



This section sets out our key actions in the following areas:

- 1.1** Understanding our local housing market – key challenges for investment and growth
- 1.2** Planning policies that support the delivery of new homes
- 1.3** Increasing the rate of housing delivery
- 1.4** Ensuring the provision of infrastructure needed to support new homes
- 1.5** Building sustainable communities

1.1 Understanding our local housing market - key challenges for investment and growth

Overall housing requirements

The current [Objectively Assessed Housing Need](#) report provides evidence and an assessment for development needs for housing, both market and affordable. The adopted St Edmundsbury and emerging Forest Heath local plans together plan for 18,280 new homes over a twenty year plan period to 2031 to meet the projected demands for new homes. As at 31 March 2017 West Suffolk has delivered 3268 homes since 2012 when the local plans started.

Housing need will in the future be assessed using the standard method, the full details of this will be published in the National Planning Policy Guidance (NPPG) alongside the NPPF 2018. The implications for West Suffolk will be considered when the details are available and this new method will inform the preparation of the West Suffolk Local Plan.

Land supply for housing

We therefore know from this assessment that we need to build more homes each year in order to meet the needs and aspirations of people either currently living in West Suffolk or people who might want to move into the area. Data relating to the number of house completions is available in the evidence base at Appendix B.

West Suffolk has a number of environmental constraints with approximately 35% of the area having special designations, plus the presence of two large United States Air Force (USAF) airbases and horse racing restrictions around Newmarket. Further information relating to the Strategic Housing Land Availability Assessment (SHLAA) is available in the evidence base at Appendix B.

Work is underway to prepare a Local Plan for West Suffolk. Through the new Local Plan we will ensure that the supply of housing meets the needs of the current and future population of West Suffolk.

Affordable housing requirements

Affordable housing includes social rent, affordable rent and intermediate accommodation, such as shared ownership (part rent/part buy). These terms, and affordable housing generally, are defined in [Annex 2 of the National Planning Policy Framework 2018](#).

In 2016 West Suffolk had an identified need for 6,407 (or 320 per year) new affordable homes up to 2031. This need was based on a previous definition of affordable homes which has since been broadened for example by including starter homes and affordable private rent. From March 2013 to March 2018, 842 new affordable homes have been delivered in West Suffolk. Data relating to the number of affordable homes delivered each year since 2013 can be found in the evidence base at Appendix B.

Rural housing

Approximately 43% of West Suffolk's population live outside of the major towns. The provision of rural housing is therefore vital for the creation and maintenance of sustainable communities.

Outside the five main settlements in West Suffolk, house prices for all property types are well above the West Suffolk median at £284,363, compared to the median of £247,741 for the five main settlements³. In addition, the availability of affordable properties for rent in rural areas is much lower than in our towns. The NPPF 2018 also introduces entry-level exception sites to support development of sites suitable for first time buyers.

In order to address these issues we will:

1. Identify potential barriers and develop ways to accelerate delivery on sites which are currently allocated in our local plans, through the commissioning of a Housing Delivery Plan.
2. Through the creation of a new West Suffolk local plan, identify sufficient land to meet our current and future housing needs to give certainty for residents and developers.



3 Land Registry update, September 2018

3. Identify solutions to respond to specific housing needs such as first time buyers, key workers, affordable housing, self-build, Co-Housing, Community Land Trusts and specialist housing.

1.2 Planning policies that support the delivery of new homes

Our [Local Plans](#) highlight our ambitions for the area which seek to deliver significant economic and housing growth.

West Suffolk councils rely significantly on the market to provide a mix of open market and affordable housing, both open market and affordable, through landowners' Section 106 obligations. All practical steps are taken to ensure there is a timely delivery of housing in accordance with the supply forecasts which will be detailed within West Suffolk's Housing Delivery Plan.

Demand for affordable housing

There continues to be an increased demand for affordable housing from those whose housing needs cannot be met by the open market, particularly young people, families on low incomes, vulnerable and older people.

[West Suffolk's current policy requirement](#) is for 30% affordable housing to be provided on all residential developments of 10 units or more. There are two main ways of delivering affordable homes: (i) by private developers through Section 106 agreements; and (ii) registered providers (RPs) building their own schemes through their development programmes.

The housing sector continues to operate in a climate of uncertainty and heightened risk, leading to more challenges over the financial viability of schemes. As a consequence there is risk that reduced levels of affordable housing is being delivered through Section 106 agreements. These financial uncertainties have also lead to a number of registered providers (RPs) reducing their own development programmes.

In order to address these issues we will:

1. Promote, develop and review planning policies to support affordable housing provision.
2. Work with developers to ensure that they are meeting the full affordable housing obligations through S106 agreements
3. Support the development of neighbourhood plans to encourage local communities to identify solutions to address local housing needs.

1.3 Increasing the rate of housing delivery

Housing Delivery Plan

We are playing a direct role in increasing the rate of housing delivery, which was demonstrated with the creation of the Councils' own housing development company, Barley Homes (Group) Limited in March 2016. Barley Homes is developing its first site.

We have commissioned an assessment of the past and current rates of housing delivery across West Suffolk. This information will be used to develop a Housing Delivery Plan. The plan will set out a wide range of interventions that West Suffolk can use in an enabling role to increase the rate of housing delivery on existing and emerging sites and local plan housing allocations. We recognise that we will need to do this in partnership with both the private sector and other public sector partners, in order to speed up the rate of housing delivery, in the short, medium and long-term.

Small to Medium Sized Enterprises and Self-Build

With the government setting ambitious targets to accelerate the rate of housing delivery, there is a recognised lack of capacity within the larger and mainstream house builders. We will explore new ways of delivery, such as modern methods of construction and continue to work with Small to Medium Sized Enterprise (SME) builders.

The development of new homes using self-build in both the UK and West Suffolk has been very low compared to the rates in Europe. We will take positive action to support and advise SME builders and self-builders. There are a number of options we can pursue including bringing forward small sites and making them available to smaller builders, "de-risking" sites and making the planning process as straight forward as possible or offering sites with outline planning permission or planning in principle. This will be facilitated



by using the Council's self-build register and brownfield sites register. Where appropriate we may also offer financial assistance from West Suffolk's Growth Innovation Fund.

Whilst the speed of delivery is important, this must not be at the expense of good design or quality and we will encourage developers to have due regard to the concepts set out in the emerging Suffolk Design Guide.

In order to address these issues we will:

1. Work with developers to encourage the sub-division of large sites where this could help to speed up the delivery of homes.
2. Explore opportunities to encourage SME builders to work collaboratively to bring forward the development of housing sites.
3. Work with site owners and developers to identify ways to restart or bring forward development on sites where the rate of build has significantly slowed or stalled.
4. Use the councils' housing company Barley Homes (Group) Limited to bring forward housing development, including working with other public sector partners.

1.4 Ensuring the provision of infrastructure needed to support new homes

Effective planning and funding for infrastructure can unlock land for development, enable growth and enhance our local area. Good planning for infrastructure increases certainty, creates efficiencies, reduces costs and helps to manage the phasing of development. Infrastructure delivery depends on many different public and private sector partners and funding often comprises a mix of investment solutions.

For the private sector, the role of infrastructure costs in establishing development viability is critical. Sharing of information and being transparent about requirements and costs is essential. We take guidance from the NPPF and NPPG regarding viability. <https://www.gov.uk/government/collections/planning-practice-guidance>

West Suffolk will have a proactive flexible approach to providing solutions to make development work and will explore further opportunities to assist on difficult sites. This may include using our [Growth Investment Strategy](#) directly investing to de-risk sites by addressing environmental and infrastructure issues or by securing outline planning permission.

In order to address these issues we will:

1. Ensure the necessary infrastructure is available to ensure the appropriate number of houses can be delivered and that they are located in high quality sustainable locations.
2. Attract a variety of high quality developers and housing investment to deliver high quality development and secure the delivery of appropriate housing across all tenures to meet need and demand.

1.5 Building sustainable communities

West Suffolk is committed to supporting the development and maintenance of balanced sustainable communities that support our residents. We will work with developers and RPs to encourage high quality and sustainable developments, which incorporate the concepts of quality design. This work is linked to section 2.4 in this document (communities that provide a better place to live).

Some of our residents are unable to afford their own home and rely on homes provided by RPs or from private landlords. Others may find themselves living in a home that does not meet their changing needs as they grow older or where they have requirements for specialist housing. We can help to address this situation.

Affordability

Affordable Rent was introduced by central Government in 2011 to replace Social Rents, to provide a way in which RPs could deliver new affordable homes without public subsidy. Affordable Rents are generally set at 80% of market rents, which is the upper limit, as opposed to social rents, which are generally nearer to 65% of market rents. For some individuals and families even the Affordable Rent is unaffordable. This is particularly the case for larger homes, such as four bedroom houses. It is our intention that new, larger homes, and in particular four bedroom homes, are set below 80% of market rents and ideally at social rents.

We acknowledge this may affect the financial viability of schemes, so any decisions about rent levels will be taken with this consideration in mind. In any event, through our Tenancy Strategy and Section 106 agreements we will seek to ensure that all new Affordable Rented homes are capped at no more than the Local Housing Allowance (LHA) levels. We will also work with RPs to explore the possibility of developing new social rented homes, particularly in areas where private rents are very high and well



above LHA levels, which may involve direct funding from the councils.

Ageing population and people with care and health needs

Appropriate housing that meets the decent standards plays a fundamental role in the health and wellbeing of residents.

West Suffolk's total population is expected to increase by 10% by 2039, compared with 11% across England. The growth in population for those residents aged 75 and over is expected to be much larger. For residents in West Suffolk aged 75 and over we are expecting to see 84% growth with resident numbers rising from 16,600 to 30,600. The growth of this age group across England is expected to be 76%.

The number of residents in the groups between 20 and 59 years of age is expected to decrease by 2039. The 60 to 74 age group will increase by 1%. Further details relating to population forecasts can be found in the evidence base at Appendix B.

In West Suffolk we mirror the national picture in that there is a real shortage of the right type of housing such as extra care housing, bungalows or smaller accessible homes to assist with down-sizing to meet the changing needs of our ageing population. Working with partners, providers and older people we will seek to ensure more housing choices become available to support the increasing ageing population or those with specialist housing needs.

Private Renting

Private rental rates in West Suffolk have increased significantly in recent years, reflecting the fact that demand is greater than supply. We are seeing this situation because home ownership is now out of reach for many, in particular young people.

Furthermore there is a high demand for private rented accommodation, in 2015 37.2% of Forest Heath's and 25.54% of St Edmundsbury's total housing stock was privately rented⁴. This is partly fuelled by many residents being unable to buy housing on the open market due to the inability to be able to access mortgage finance (including the need for large deposits) and because of the high house prices in the area, when compared to average earnings. The average house price in West Suffolk for December 2017 was

4 <https://cambridgeshireinsight.org.uk/wp-content/uploads/2018/06/hmb-edition-37.pdf>

£284,363⁵. The cost of private renting in certain parts of West Suffolk is also very high, largely influenced by the presence of two USAFE air bases that inflate rental levels.

Whilst we will seek to address this by taking concerted action to ensure there is a timely delivery of housing generally, and by focusing on the supply of more affordable homes, we are also exploring opportunities to encourage developers to provide affordable private rent homes.

In order to address these issues we will:

- 1.** Contribute to diversifying the housing stock for all residents across West Suffolk and meeting housing needs by achieving the right tenure, size and mix of provision on new developments.
- 2.** Review the impact of affordable rents on demand and develop an approach to rent setting for affordable homes to ensure properties are affordable for those most in need.
- 3.** Ensure that all new accommodation for older people is adaptable so that their accommodation remains suitable as older people become less mobile.
- 4.** Set an ambition that all new housing built will meet either building regulations accessible and adaptable or wheelchair user standards.

⁵ <https://cambridgeshireinsight.org.uk/wp-content/uploads/2018/06/hmb-edition-37.pdf>



Housing priority two: Improve the quality of housing and the local environment for our residents

We are committed to maximising the use of the existing housing stock and to improving its quality and suitability. This can be achieved through our own actions and by working with partners. We have an important role to play in the prevention of poor health and the impact of poor health on the wider health and care system. We know that living in a decent home can significantly improve quality of life.

This section outlines our key actions in the following areas:

- 2.1** Suitable homes for disabled, vulnerable and older residents
- 2.2** Bringing homes back into use
- 2.3** Making homes safe in the private sector
- 2.4** Safe and vibrant communities
- 2.5** Improving energy efficiency and addressing fuel poverty

2.1 Suitable homes for disabled, vulnerable and older residents

Residents will be supported to live independently in their own homes, whether in their existing property or a more suitable one. Living independently may mean that adaptations need to be made to peoples' homes, through a Disabled Facilities Grants or other schemes relating to minor works and equipment.

In order to address these issues we will:

- 1.** Put the needs of residents first and work with health, social care and housing partners to help people maintain independence.
- 2.** Review the way in which we deliver support for maintaining independence in the home

2.2 Bringing homes back into use

There are still too many long-term empty homes, therefore we will use all available tools to encourage and compel owners to bring their homes back into use.

In order to address these issues we will:

1. Provide support, encouragement and funding to help owners of empty homes bring them back into use. Use enforcement powers as an option if negotiations fail.

2.3 Making homes safe in the private sector

Our [Civil Sanctions Policy](#) is key to driving up standards in the private rented sector. Whilst we recognise that the majority of private sector landlords provide decent, safe and warm homes, we will target the landlords who do not meet the required standards.

Extended licensing of houses in multiple occupation (HMOs) will provide us with more opportunities to be proactive. Well managed HMOs provide much needed, affordable rented accommodation and we use these to relieve pressures from housing demand.

We have a Housing Assistance Policy designed to support vulnerable residents to live in a decent home.

In order to address these issues we will:

1. Improve standards in the private rented sector by working with landlords to deliver best practice and target 'rogue landlords'.
2. Improve much needed accommodation provided through HMOs. Work in line with licensing laws that raise the management and standards of HMOs.
3. Deliver our programme to improve fire safety of flats above commercial premises.
4. Review the purpose and scope of our Housing Assistance Policy.



2.4 Safe and vibrant communities

The quality of the environment is also important to our residents and it is a key driver to what makes people feel happy, safe and secure. We ensure that individuals and communities are properly protected from environmental impacts such as noise, odour or smoke. We also want to use planning to support sustainable communities and well-designed places through the emerging Suffolk Design Guide (referenced in Housing Priority One).

In order to address these issues we will:

1. Take a more targeted approach to investigating complaints of nuisance, which can have an adverse impact on quality of life.
2. Work with partners to reduce anti-social behaviour and crime.
3. Use our [Families and Communities Strategy](#) to support and encourage resilient families and communities.
4. Protect the amenity of the local environment through our consultation work in the planning process.
5. Respond to the Suffolk Design Guide that aims to raise the quality of design being delivered in communities and neighbourhoods and ensure that good growth takes place across Suffolk.

2.5 Improving energy efficiency and addressing fuel poverty

Heating and powering homes in West Suffolk currently accounts for around 21% of total energy consumption and 23% of CO₂ emissions. Buildings and particularly homes are seen by many as the sector which councils and their partners are best able to influence in terms of improving energy efficiency and helping to deliver low and zero carbon energy. An estimated 8.6% of households in West Suffolk are in fuel poverty.

As set out in our Home Energy Conservation Report and Energy Framework, we wish to cut greenhouse gas emissions and secure affordable warmth for households and communities in West Suffolk.

In order to address these issues we will:

1. Target vulnerable households to help improve energy efficiency and the household's circumstances, maximising the use of local and national funding including Energy Company Obligation (ECO) funding.
2. Work with RP partners and private landlords to secure energy improvement in their property.
3. Provide home energy advice and support to residents and community groups on the benefits of energy efficiency and lower carbon energy generation for heating and power supply.

Housing priority three: Enable people to access suitable and sustainable housing

We want to help people access suitable and sustainable housing. This can mean providing advice and support to find suitable accommodation or to help them stay in their current home. We work with partners to assist as soon as problems arise and respond when people find themselves in crisis situations, for example homelessness.

This section outlines our key actions in the following areas:

- 3.1 Homelessness prevention and reduction
- 3.2 Housing allocations

3.1 Homelessness prevention and reduction

West Suffolk is committed to preventing and reducing homelessness, tackling the main causes of homelessness and supporting those in need. [West Suffolk Homelessness Reduction Strategy 2018 – 2023](#) sets out in detail the actions we will take to prevent and reduce homelessness. All the detail is available in the strategy but in summary our vision is to:

Deliver a focused and accessible service to prevent homelessness and assist homeless people to find a settled home.



The main objectives are to:

1. Provide a service with a focus on preventing or relieving homelessness ensuring those people have access to effective support services.
2. Ensure that homeless people are supported to secure a settled home
3. Work collaboratively in finding housing solutions for those people threatened with homelessness.

In order to achieve these objectives, we have identified five priorities to deliver.

- Homelessness priority one: Homelessness prevention
- Homelessness priority two: Tackling rough sleeping
- Homelessness priority three: Supporting vulnerable households
- Homelessness priority four: Increasing accommodation options
- Homelessness priority five: Supporting the implementation of welfare reforms

A [delivery plan](#) accompanies the Homelessness Reduction Strategy and sets out in detail the key actions that we will take to achieve our priorities.

3.2 Housing allocations

In West Suffolk, as in many parts of the country, social and affordable housing is scarce and demand far outstrips supply. We cannot house everyone that applies to, and is accepted on, our housing register (known as Home-Link). Our [Lettings Policy](#) sets out how we prioritise the allocation of social and affordable rented homes across West Suffolk and the Cambridge sub-region. The Lettings Policy ensures that applicants on the housing register, with the highest level of housing need and/or urgent need to move are prioritised for housing/rehousing. As the supply of social and affordable housing remains scarce, it is a priority for the Council to allocate homes fairly, and in line with our Lettings Policy.

Having a settled home enables people to access support services, integrate into their local community and to obtain and sustain work and training. We will manage the expectations of customers and ensure that we maximise access and availability not only to social rented accommodation but to other housing options. We discuss the availability of private rented housing and opportunities for rent through our [West Suffolk Lettings Partnership](#). We support people to explore their housing options and help meet their aspirations.

In order to address these issues we will:

- 1.** Operate an effective Home-Link service to provide access to affordable and social housing to those most in need.
- 2.** Review the Lettings Policy, in conjunction with colleagues across the Cambridge sub-region, to ensure that it is fit for purpose.
- 3.** Ensure that people are provided with effective advice, preventative and information services on a range of accessible housing options so they are supported to make the best choice for them and their families.
- 4.** Increase access to the private rented sector, including through our West Suffolk Lettings Partnership.



5. Governance and implementation of the strategy

The Councils are committed to ensuring that together with partners, we have the skills, structures and infrastructure in place to be able to implement the actions to deliver on the strategy's priorities over the next five years.

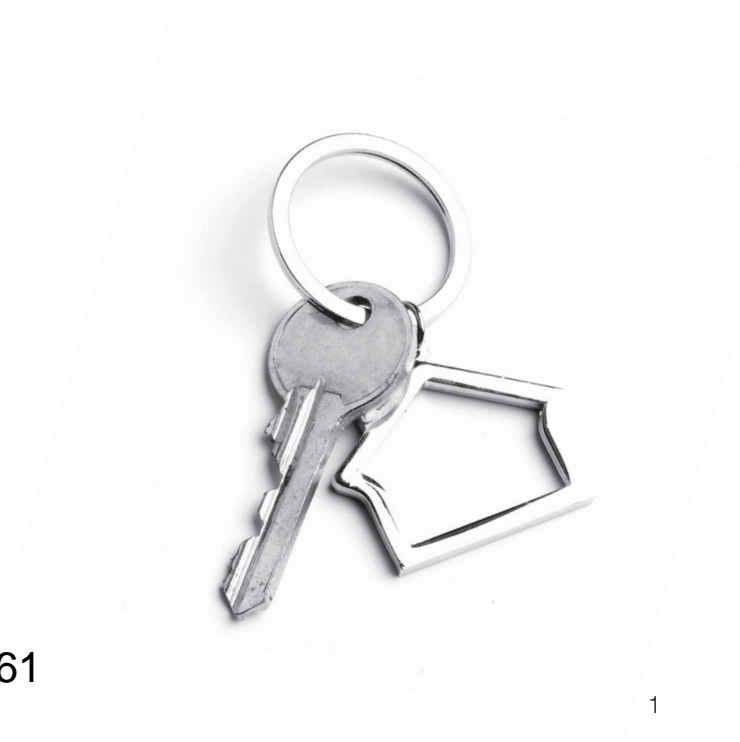
The actions in this Housing Strategy will be achieved using the implementation plan (Appendix C) that identifies the main tasks needed to increase and improve the provision of appropriate housing over the next five years. Given the context of rapid change, the implementation plan will be reviewed every year to ensure that the tasks remain relevant and are revised where appropriate. A mid-term review is also planned for 2020.

Progress towards the Housing Strategy implementation plan (Appendix C) will be monitored with feedback, if necessary, on the barriers to delivering the Housing Strategy.

Draft West Suffolk Housing Strategy
2018 – 2023








Appendix A

Housing tenure











Housing tenure

1. Types of accommodation in West Suffolk

<p>General housing (owner occupied)</p> 	<ul style="list-style-type: none"> • Open market • Key worker and other specialist • Park homes • Modular homes • Self Build
<p>Private rental</p> 	<ul style="list-style-type: none"> • Private rental • Lodgings • Shared housing (including HMOs) • Tied housing (for example, agriculture, military, horseracing, hospital accommodation)
<p>Social housing</p> 	<ul style="list-style-type: none"> • Affordable rents • Social rents • Shared ownership • Shared Equity
<p>Supported housing</p> 	<ul style="list-style-type: none"> • Provided by registered providers and VCS through SCC contracts • Central referral system and allocation • Mixed level of support – low support needs to high risk • Specialist provision for young people, mental health, probation • Some private / charitable supported accommodation
<p>Specialist housing</p> 	<ul style="list-style-type: none"> • Older Person Housing including Extra Care and sheltered housing • Housing with care • Specialist and adapted housing • Student accommodation • Publically provided Gypsy & Traveller accommodation • Alms Houses
<p>Temporary accommodation</p> 	<ul style="list-style-type: none"> • RP owned and managed • Council owned and externally leased / managed • Mixture of selfcontained and shared accommodation • Mixed level of support provide
<p>B&B and emergency</p> 	<ul style="list-style-type: none"> • Private providers of B&B • RP and VCS provide emergency beds (SCC contract) • Use of hotels
<p>Severe weather provision</p> 	<ul style="list-style-type: none"> • Emergency provision between October and March • Provided by registered provider with some support of VCS









2. Current position in West Suffolk

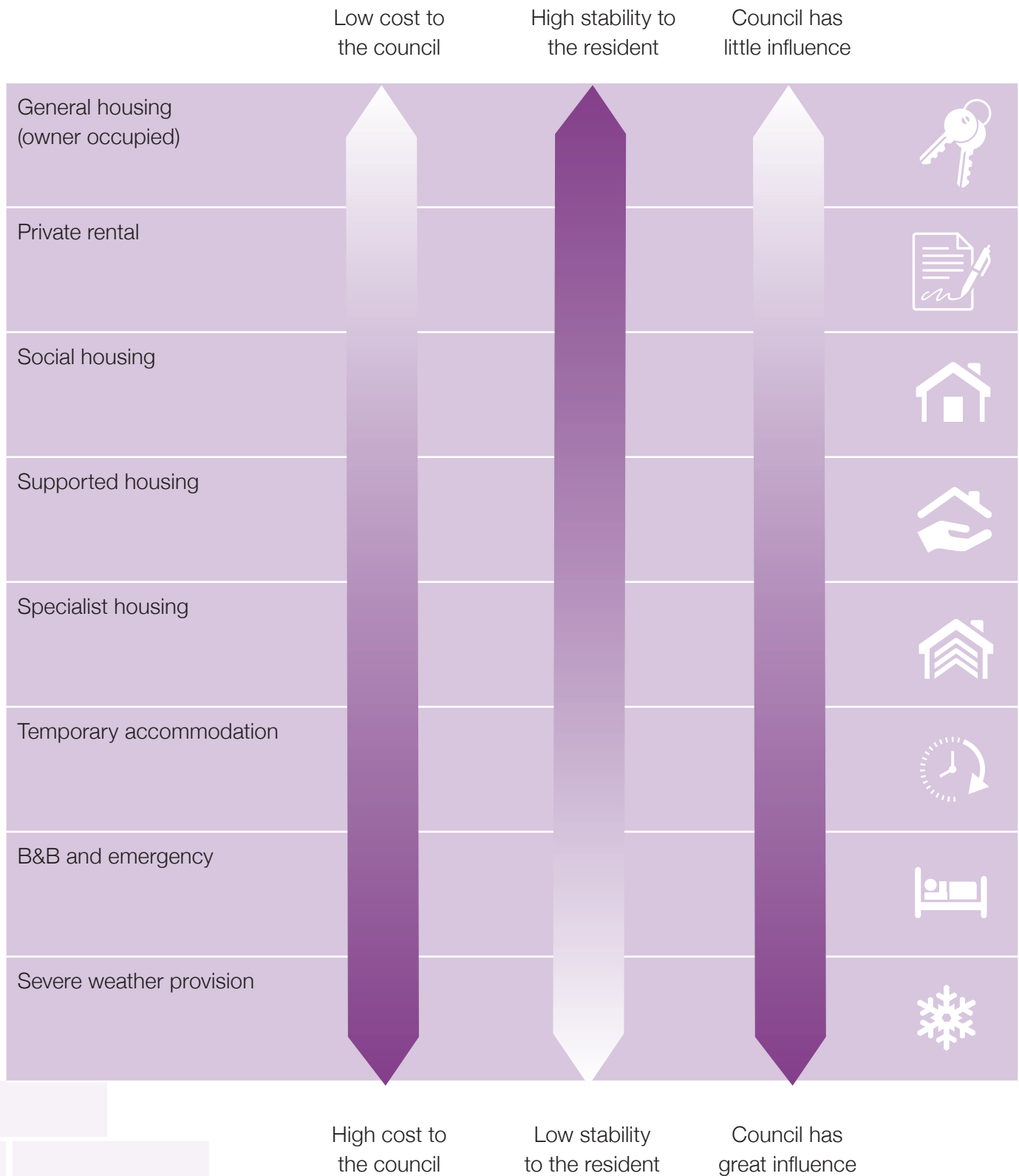
<p>General housing (owner occupied)</p> 	<ul style="list-style-type: none"> • Prohibitive cost of buying ratio of income to house price • Lack of access for vulnerable and low income • Under occupation in some properties • Downsizing opportunities limited • Some empty properties
<p>Private rental</p> 	<ul style="list-style-type: none"> • Prohibitive cost of renting • Lack of access for vulnerable and low income • Loss of AST largest contributor to homelessness • Limited options for shared housing and lodging schemes in particular • 59 landlords using WSLP • 62 properties on WSLP list • 47% of properties to rent above LHA. Those under LHA harder to let
<p>Social housing</p> 	<ul style="list-style-type: none"> • 2500 on housing register • Average re-let and new build per year 625 • Average homeless acceptances per year 250 • Total number RP owned properties 12,802 • Average number of new affordable properties built over past five years 427
<p>Supported housing</p> 	<ul style="list-style-type: none"> • 157 supported housing bed spaces • 193 waiting list
<p>Specialist housing</p> 	<ul style="list-style-type: none"> • Currently 4557 places for older people • Includes 1663 sheltered, extra care and age exclusive housing places • 1316 residential care home places • 1578 supported and specialist places for older people
<p>Temporary accommodation</p> 	<ul style="list-style-type: none"> • 70 beds / units (some temporary for one year only) • Average length of stay 15 weeks
<p>B&B and emergency</p> 	<ul style="list-style-type: none"> • 20 units B&B • £140,479 cost of B&B • 30% approx cost not recovered via HB • 12 emergency beds (SSEA) 6 funded by SCC the remainder are funded through housing benefit claims made directly with providers
<p>Severe weather provision</p> 	<ul style="list-style-type: none"> • 14 beds currently. Suggest 7-10 in future • 100% of costs incurred by council. No HB subsidy • Approx £50,000 per year to the councils

3. Councils' role

<p>General housing (owner occupied)</p> 	<ul style="list-style-type: none"> • Enable through planning process – establish future housing needs • Effective s106 negotiation • Encourage / enforce housing standards • Accelerate housing delivery (subject to commissioned work) • Direct provision through Barley Homes
<p>Private rental</p> 	<ul style="list-style-type: none"> • Encourage / enforce housing standards • Incentivise landlords – WSLP • Could use a third party lodging scheme (can be expensive) • Purchase housing, via Barley Homes, to rent on AST (subject to agreement)
<p>Social housing</p> 	<ul style="list-style-type: none"> • Secure percentage of all new builds through s106 negotiation • Monitor through Tenancy Strategy • Effective s106 negotiation • Analysis of need – type and number • Encourage registered providers to adopt different models – shared accommodation, 6 month tenancies • Protocols in place to refer tenants who are at risk of losing tenancy • Direct provision via Barley Homes
<p>Supported housing</p> 	<ul style="list-style-type: none"> • Influence commissioners (and building case for need / demand) • Enable providers (top up funding as an option) • Direct relationship with providers (not rely on commissioners) • Specialist provision via Barley Homes (long term) • Building capacity and skills in the support / VCS sector • Accessing additional funding to increase provision
<p>Specialist housing</p> 	<ul style="list-style-type: none"> • Help to promote independent living and provide opportunities for older people to move to more appropriate accommodation as their needs change • Work with partners and relevant agencies to deliver a range of housing schemes to meet the identified housing needs for West Suffolk • Help to secure funding to deliver specialist housing schemes
<p>Temporary accommodation</p> 	<ul style="list-style-type: none"> • Manage reduction in demand – including tighter approvals for TA decisions • Ensure effective move-on • Direct purchase of properties for use as TA – capital investment • Consider use of council-owned stock • Ensure quality and standard of accommodation • Actively manage arrangements in place (some on long term with RPs and peppercorn agreements)
<p>B&B and emergency</p> 	<ul style="list-style-type: none"> • Minimise use of B&B and emergency accommodation • Ensure limited / no use of B&B for families • Ensure quality and standard of accommodation • Provide effective move on options
<p>Severe weather provision</p> 	<ul style="list-style-type: none"> • Duty to provide SWEP arrangements • Establish a sustainable longterm provision for winter shelter • Consider options for a year round shelter • Secure funding, including best option for Housing Benefit subsidy • Increase capacity of voluntary sector • Identify ways of increasing skills base / availability of support workers

4. Gaps / priority action

<p>General housing (owner occupied)</p> 	<ul style="list-style-type: none"> • Revise and update Strategic Housing Market Assessment and West Suffolk Local Plan • Introduce minimum space standards on new build housing • Work with private developers to diversify housing offer • Direct intervention in market through Barley Homes supplying additional housing • Speed up rate of housing delivery on larger strategic sites
<p>Private rental</p> 	<ul style="list-style-type: none"> • Increase incentives for private landlords – explore options and liability for councils (business case needed) • Encourage / invest in lodging schemes (business case needed) • Purchase / lease of private sector accommodation (subject to business cases)
<p>Social housing</p> 	<ul style="list-style-type: none"> • Continue challenge where private developers claim viability in order to reduce social housing obligations • Development of rural exception sites and Community Land Trusts • Influence registered providers – rent levels / affordability capped to LHA • Encourage RPs to offer different tenancy options, including shared accommodation for under 35s
<p>Supported housing</p> 	<ul style="list-style-type: none"> • Ensure access to external funding – bidding rounds • Monitor existing contracts • Provide support to establish evidence base for new HRS contracts (April 2020) change in government funding
<p>Specialist housing</p> 	<ul style="list-style-type: none"> • Work closer with partners and developers to ensure that the delivery of housing is sufficient to the needs of the council. • Stimulate innovative ideas, approaches and best practice to respond to identified housing needs • Promote informed choices and planned moves to support independent living
<p>Temporary accommodation</p> 	<ul style="list-style-type: none"> • Refurbish existing council owned property (subject to business cases) • Assess properties on the market for investment (subject to business cases and Asset Management Strategy) • Effective monitoring of existing contracts • Monitor impact of use of TA following new Act
<p>B&B and emergency</p> 	<ul style="list-style-type: none"> • Effective management of cases to reduce the need for emergency accommodation • Increase option of other accommodation to reduce use and effective move on (links to other types of housing)
<p>Severe weather provision</p> 	<ul style="list-style-type: none"> • Establish arrangements for beyond winter 2018/19 • Implement the No Second Night Out partnership • Reduce level of rough sleepers • Increase support (and funding) from other agencies • Implement actions in the Homelessness Strategy



Appendix B

Housing Strategy Evidence Base

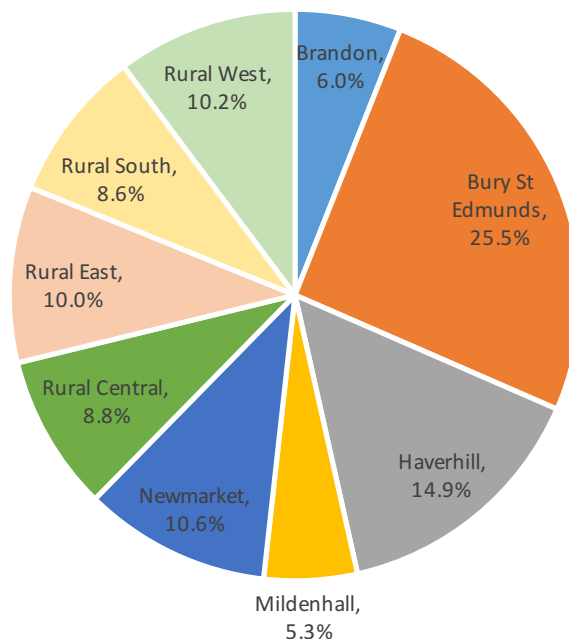


Household location

West Suffolk’s households are spread across a large rural area, plus 5 main settlements.

(source: Census 2011)

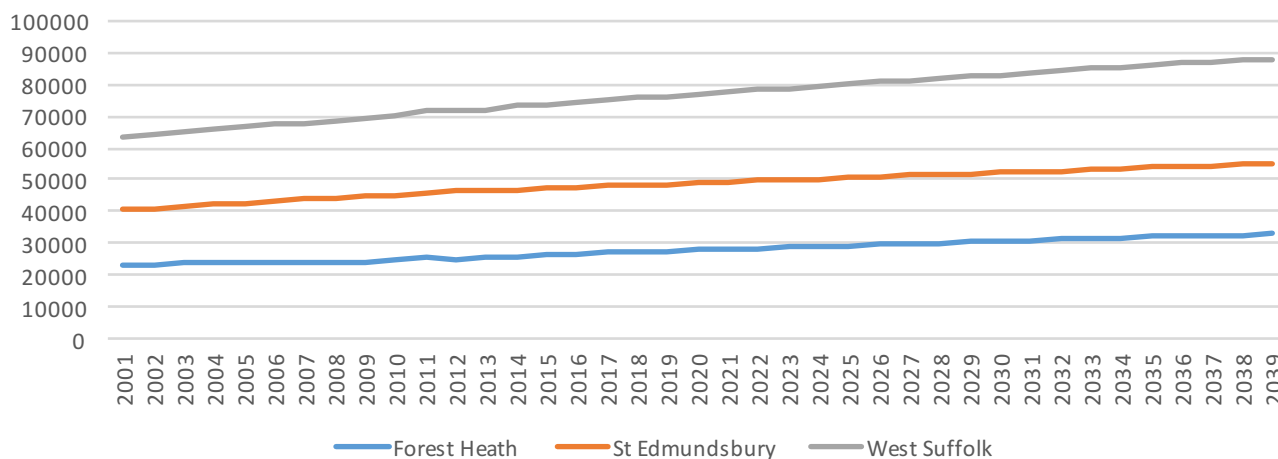
The location of households are shown across West Suffolk’s nine geographies (right).



Growth in number of households

Between 2011 and 2018, the number of households in West Suffolk increased by 6% (7% in Forest Heath and 5% in St Edmundsbury) compared to 7% in England. By 2039 the number of houses in West Suffolk is expected to increase further with a 16% increase from 2018 to 2039, compared to an 18% increase in England (21% increase in Forest Heath and 14% increase in St Edmundsbury).

(Source: ONS Household projections 2014 based)

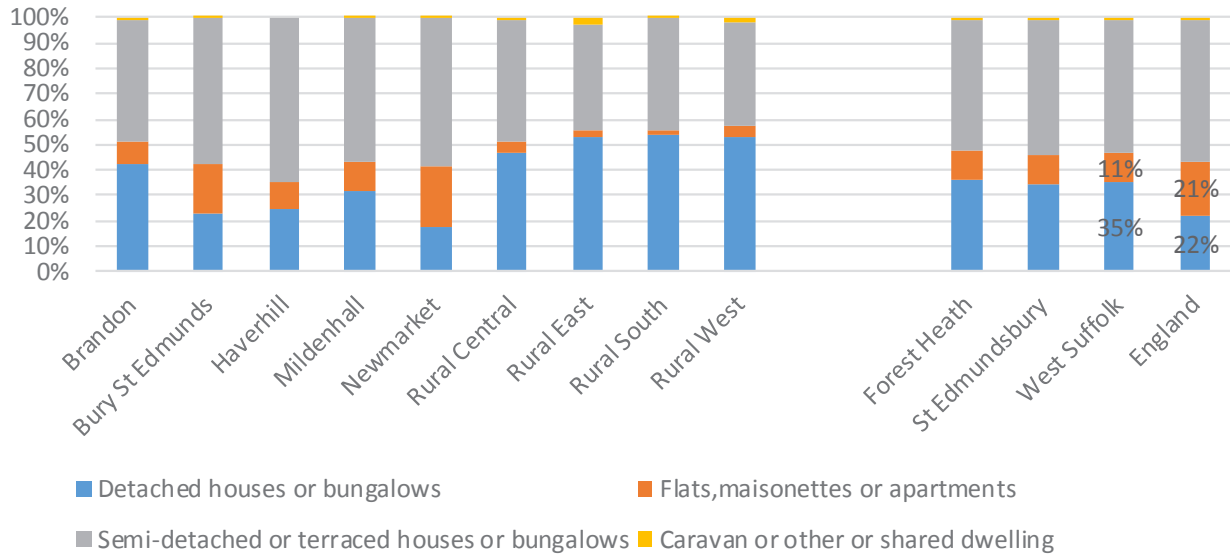


Projected no of households	% increase					
	2011	2018	2039	2011-18	2011-2039	2018-2039
English	22103878	23696830	28003598	7%	27%	18%
Suffolk	311669	327730	375245	5%	20%	14%
Forest Heath	25456	27330	33046	7%	30%	21%
St Edmundsbury	46014	48326	54870	5%	19%	14%
West Suffolk	71470	75656	87916	6%	23%	16%

Dwelling type

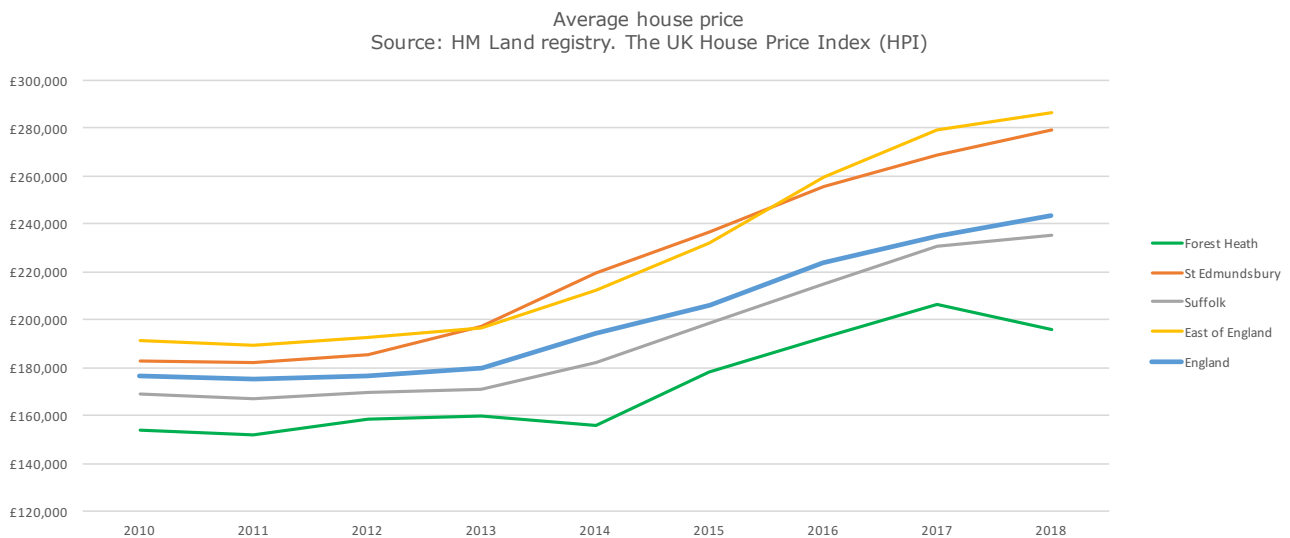
West Suffolk has a higher percentage of dwellings that are detached houses and bungalows and a lower proportion of flats, maisonettes and apartments than the England average.

(source: Census 2011)



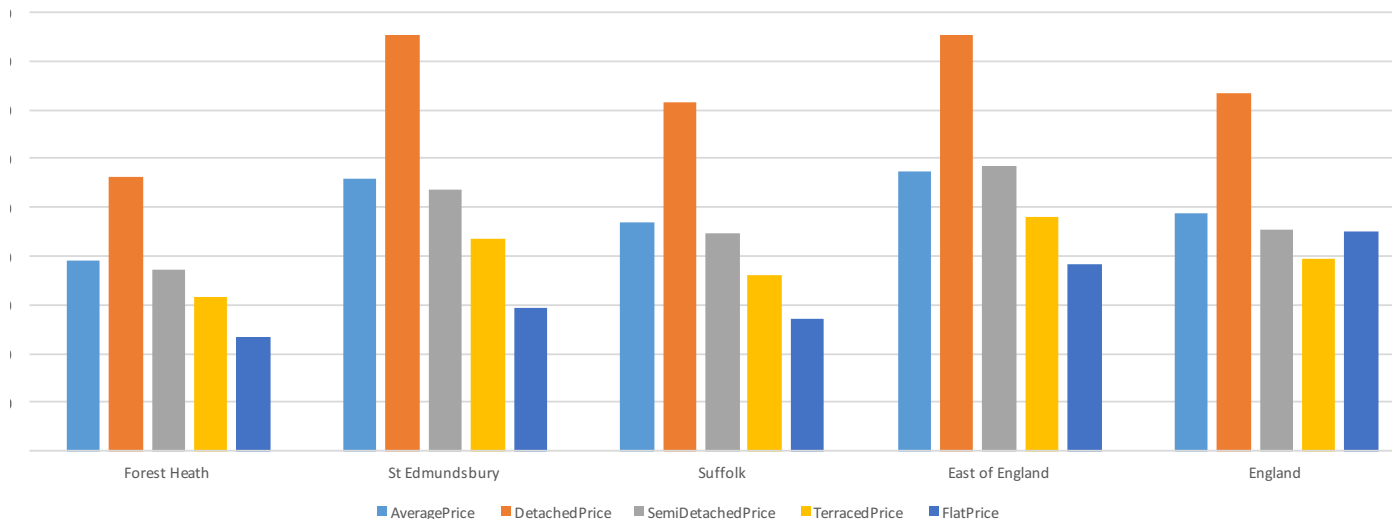
House price – average house price

Data from the Land Registry’s House Price Index shows how average house prices in Suffolk fell dramatically in 2008, before a recovery in late 2009 and a further increase of 7.4 during 2013/14.



House price by property type

House price by property type.
Source: HM Land Registry. The UK House Price Index (HPI) April 2018



Affordability ratios: median quartile

This table shows the median house price to median income ratio between March 2016 and April 2018 when buying a property. The ratios show how many “times” income the local house prices represent. It is usually accepted that house prices of 3 to 3.5 times income are considered affordable.

Source: Housing Market Bulletin June 2018

	Mar 16	Jun 16	Sep 16	Dec 16	Mar 17	Jun 17	Sep 17	Dec 17	Apr 18	Jun 18
Forest Heath	6.6	6.7	6.9	7.2	7.1	6.9	7	7.1	7.4	7.4
St Edmundsbury	8	8.1	8.1	8.2	7.7	7.3	7.5	7.7	7.9	7.9
East of England	8	8	8.2	8.5	8.2	8	8.2	8.2	8.4	8.4

Affordability of buying and renting housing: lower quartile

Ratio of lower quartile house price to lower quartile gross annual workplace-based earnings

HM Land Registry's measure of affordability of housing is the ratio between an area's earnings and house prices. A person in Suffolk, on the lower quartile salary, would need to pay over 10 times their salary to afford a house with the lower quartile price.

This may be due to Forest Heath's proximity to Cambridge and the use of the private rented sector by USAFE personnel.

Cost of renting a property (£)

	FHDC	SEBC	East of England	England
1 bed	144	144	158	173
2 bed	173	173	196	178
3 bed	242	219	233	207
4 bed	319	321	323	353

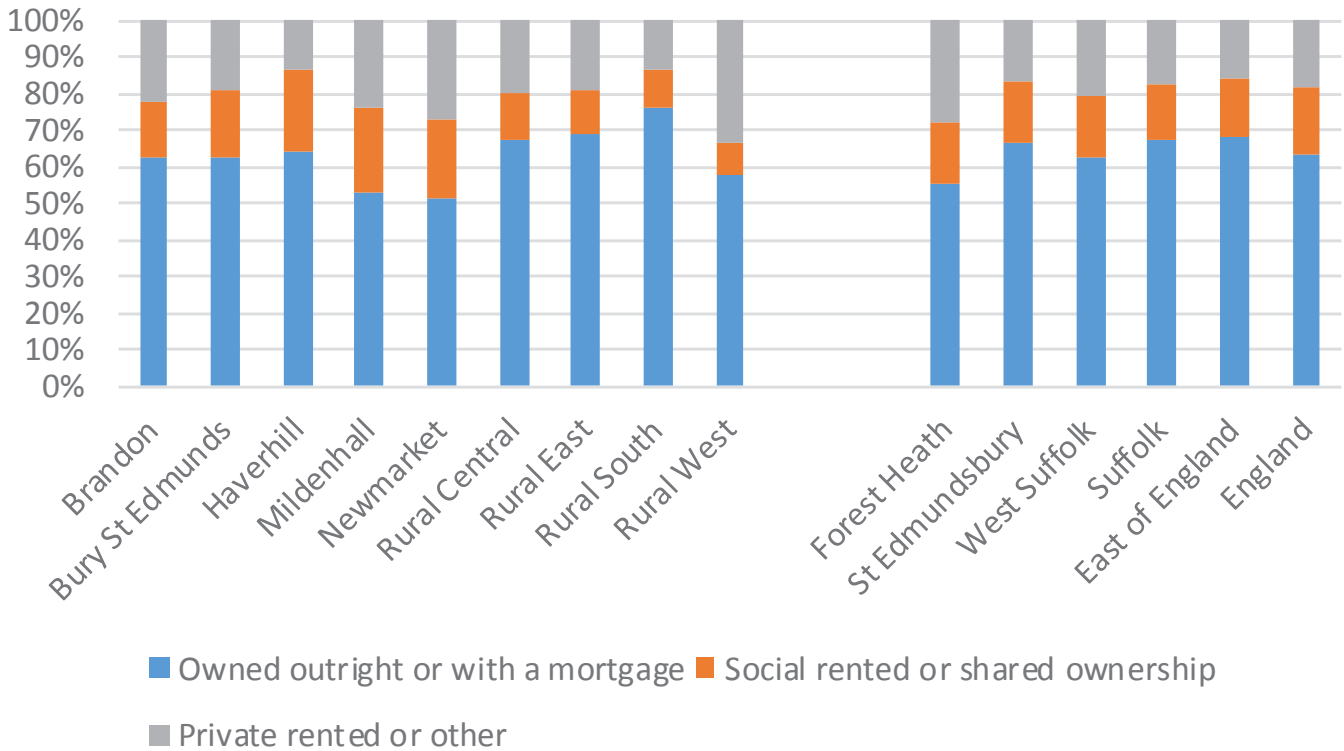
Buying a property

	June 2018
Forest Heath	10.3
St Edmundsbury	11
East of England	11



Housing tenure

West Suffolk's tenure mix has a lower than average proportion of social housing than the national average. St Edmundsbury has a higher proportion of owner occupied, and Forest Heath has a higher proportion of private rented properties than average.



Land supply for housing

Through the Strategic Housing Land Availability Assessment (SHLAA) we assess potential sites for future housing development and have identified land for 21,272 new homes on Greenfield and Brownfield sites over the next 15 years - 8,990 are in Bury St Edmunds, 5,947 in Haverhill, 606 in Newmarket, 1,470 in Mildenhall and 3,369 in rural West Suffolk.

www.westsuffolk.gov.uk/planning/Planning_Policies/upload/Main-body-of-report.pdf

		2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/18	Total
Forest Heath	Completions	332	363	246	182	188	344	380	2035
	Target	340	340	340	340	340	340	340	2380
	Difference	-8	23	-94	-158	-152	4	40	-345
	Difference (%)	97.65%	106.76%	72.35%	53.53%	55.29%	101.18%	111.7%	85.5%
St Edmundsbury	Completions	134	133	238	414	441	388	235	1983
	Target	481	481	481	481	481	481	577	3463
	Difference	-347	-348	-243	-67	-41	-93	-342	-1480
	Difference (%)	27.86%	27.65%	49.48%	86.07%	91.48%	80.67%	40.7%	57.26%



Affordable homes delivered

Across West Suffolk, 842 affordable homes have been delivered over the past five years.

	Forest Heath	St Edmundsbury
2013/14	51	68
2014/15	49	96
2015/16	15	185
2016/17	33	109
2017/18	61	175
2018/19	209	633

The following table shows the number of affordable houses delivered in towns and rural areas over the last three years:

	Forest Heath		St Edmundsbury	
	Town	Rural	Town	Rural
2015/16	0	15	69	116
2016/17	16	17	85	24
2017/18	54	121	22	39

Empty homes 2017

Data from the Empty Homes Agency show that the percentage of homes in Forest Heath that were empty and long term empty in 2011 was higher than the county, regional and national averages.

Source: gov.uk/livatables on dwelling stock

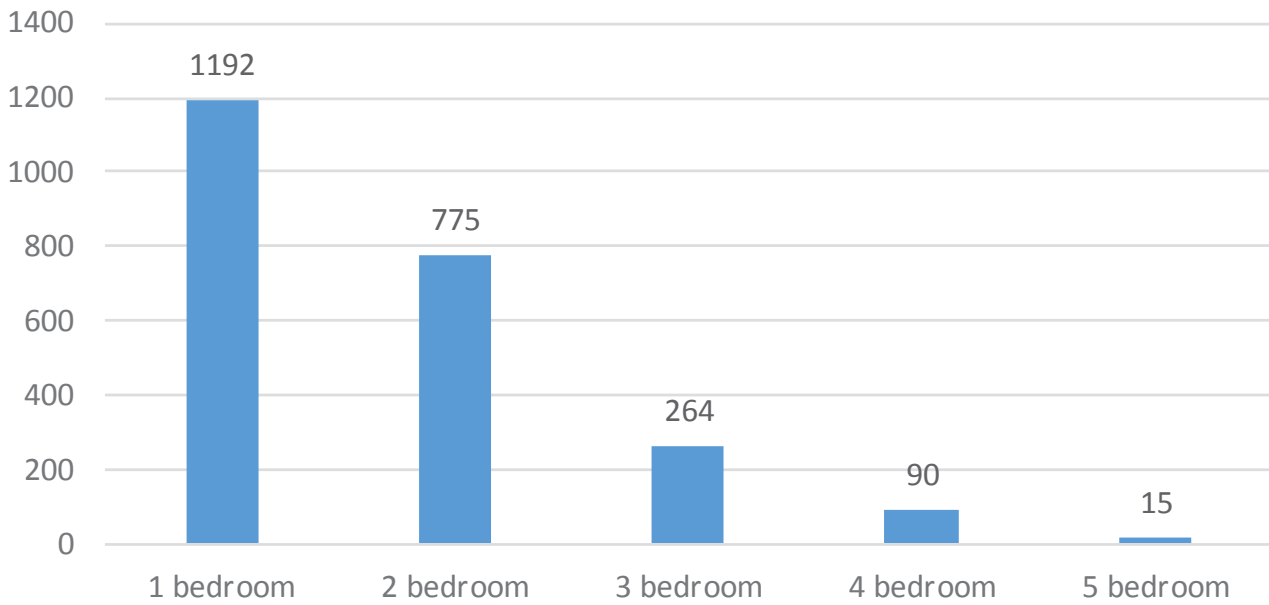
	% of all homes that are empty	% of all homes that are long term empty
Forest Heath	2.90%	0.85%
St Edmundsbury	1.99%	0.57%
West Suffolk	2.33%	0.68%
Suffolk	2.26%	0.71%
East of England	2.23%	0.70%
England	2.53%	0.86%

Housing size – need and demand on housing

Source: Housing Register database

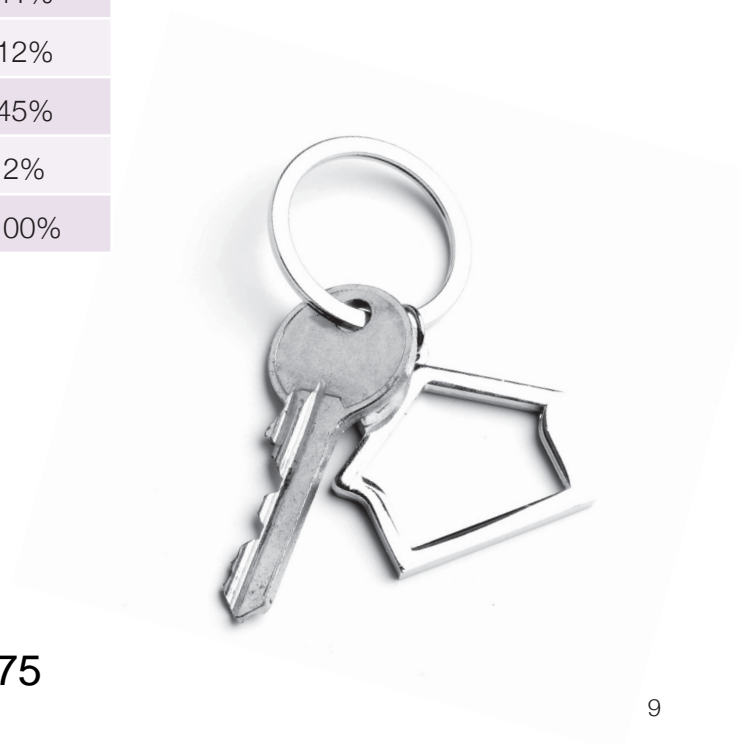
The majority of households currently on the Housing Register in West Suffolk are waiting for a 1 or 2 bed home.

Current demand for property sizes in West Suffolk, 1 July 2018



Who is on the housing register – 1st July 2018

Single	41%
Couples	12%
Family with children	45%
Other HH types	2%
	100%



Household size

Data on average household size is calculated by looking at the number of projected households and Subnational Population Projections.

	Average household size 2011	Average household size 2018	Average household size 2039
Forest Heath	2.3	2.42	2.39
St Edmundsbury	2.4	2.35	2.25
West Suffolk		2.38	2.3
Suffolk	2.3	2.29	2.19
East of England	2.4	2.36	2.27
England	2.4	2.37	2.26

Age profile: population growth

The table below shows the expected population growth between 2016 and 2039. From 2016 to 2039 the population is expected to grow by 11% in England and 10% in West Suffolk. The growth in population for those residents aged 75+ is much larger. For residents in West Suffolk aged 75+ we can expect to see 84% growth with resident numbers rising from 16,600 to 30,600

The table below shows the percentage growth from 2016 to 2039

	England	West Suffolk
All ages	11%	10%
0-14	2%	3%
15-19	11%	13%
20-24	5%	4%
25-34	2%	-2%
35-44	-1%	-3%
45-59	2%	-6%
60-74	22%	16%
75+	76%	84%

Source: Subnational population projections 2016 (published May 2018)

Age profile: percentage population by age

The table below shows the percentage of population by age band for 2016 and 2039.

Currently in West Suffolk 1 in 11 residents are aged 75 and over. By 2039 it is predicted that 1 in 6 residents will be aged 75 and over.

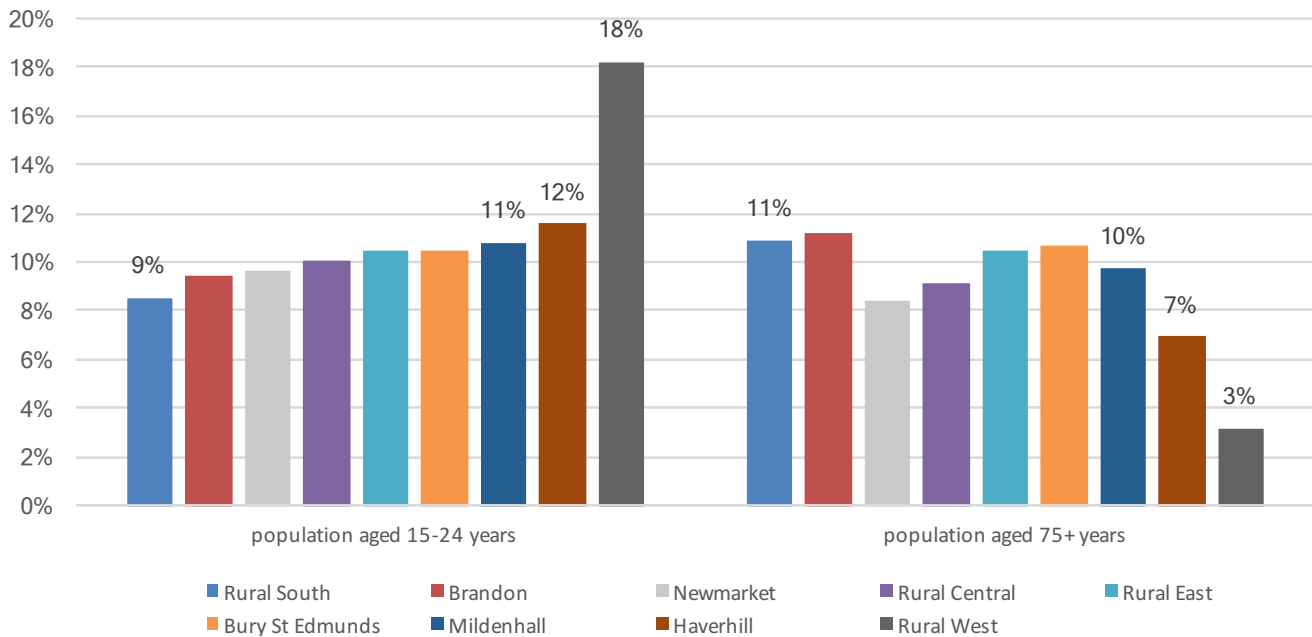
	2016	2039	2016	2039
Age band	England		West Suffolk	
0-14	18%	16%	18%	17%
15-19	6%	6%	5%	5%
20-24	6%	6%	6%	5%
25-34	14%	13%	14%	13%
35-44	13%	11%	12%	10%
45-59	20%	18%	20%	17%
60-74	15%	17%	17%	18%
75+	8%	13%	9%	16%

Source: Subnational population projections 2016 (published May 2018)



Age profile – differences across the region

Some areas of West Suffolk, for example Mildenhall, Haverhill and Rural West have a more youthful population. 18% of the population in Rural West is aged between 15-24 years with only 3% of their population aged 75 and over. In comparison, Rural South has an older population with only 9% aged between 15-24 years and 11% aged 75 plus.



Source: Mid-year estimates 2016
(published Oct 2017)

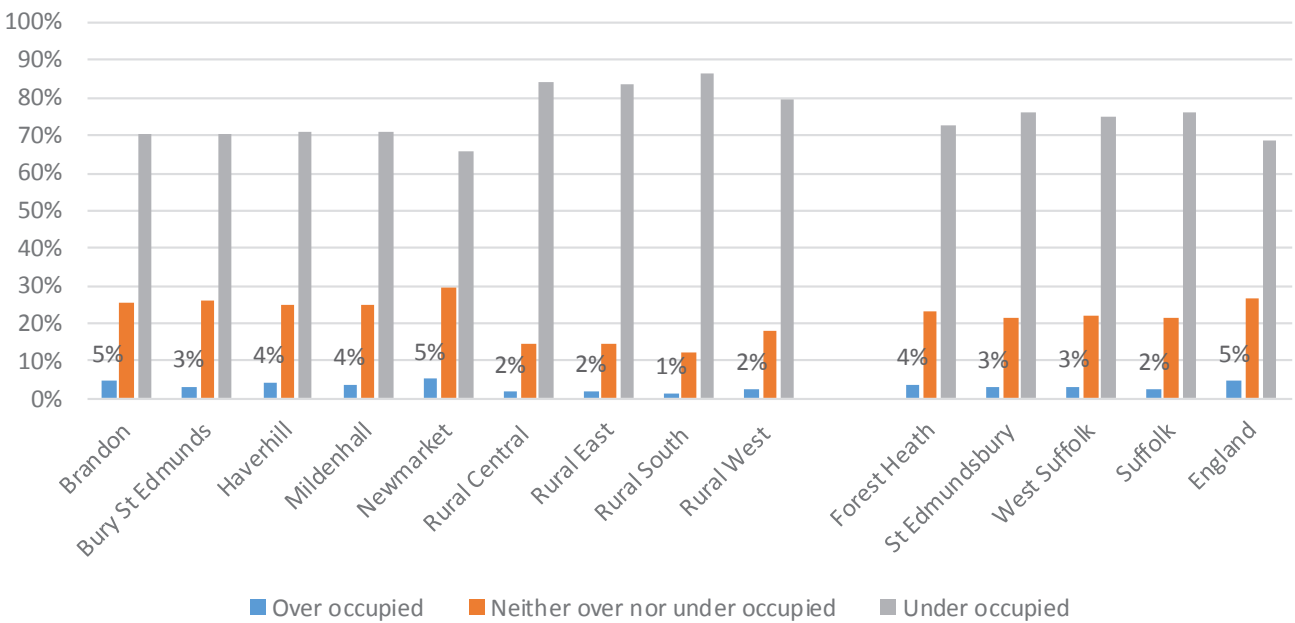
Rural South	Rural West
Cavendish	Eriswell and the Rows
Chedburgh	Exning
Clare	Lakenheath
Hundon	Manor
Kedington	South
Wickhambrook	
Withersfield	

Overcrowding/under occupancy

A slightly higher proportion of homes in West Suffolk are under occupied when compared to the national average (i.e. they have 1 or 2 more bedrooms per household than needed). The percentage of under occupied homes increases in the rural areas. In West Suffolk 3% of homes are over occupied but this increases to 4% and 5% in Haverhill, Mildenhall, Brandon and Newmarket.

NB. These figures are from before the Spare Room Subsidy was introduced.

Source: Census 2011



Housing register applicants

West Suffolk		
	01-Jul-18	%
Band A	264	11
Band B	658	28
Band C	605	26
Band D	809	35
Total	2336	
Homeseeker	1640	70
Transfer	696	30

333 of the 2336 applicants on the housing register (14%) are aged over 65. 39% of applicants were placed in Bands A or B (high need)

Source: Housing Register database



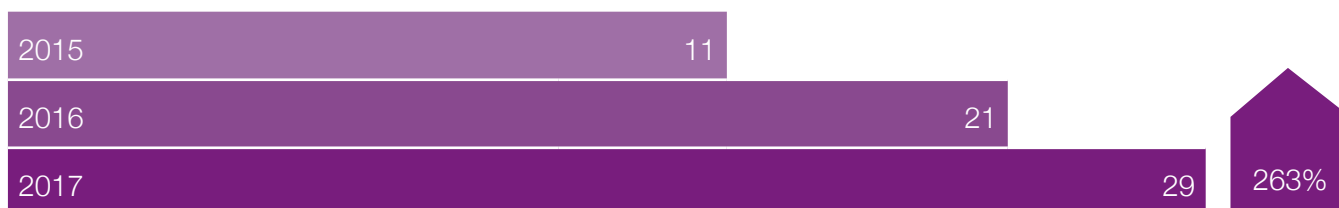
Homelessness (revised data)

	Homelessness per 1000 households (2017/18)
Forest Heath	3.8
St Edmundsbury	2.9
West Suffolk	3.2
Suffolk	2
East of England	2.4
England	2.4

Source: MHCLG.gov.uk/livatables on homelessness

The chart below shows that the number of rough sleepers across West Suffolk has increased dramatically.

Number of rough sleepers in West Suffolk



Useful links

Further information about housing can be found at the following links:

- Strategic Housing Market Assessment: <https://cambridgeshireinsight.org.uk/housing/local-housing-knowledge/our-housing-market/shma/>
- Cambridge sub-region housing market bulletin: <https://cambridgeshireinsight.org.uk/wp-content/uploads/2018/09/hmb-38.pdf>

Appendix C: Housing Strategy – Implementation plan

This plan has been developed so that we can deliver against the priorities and actions set out in the Housing Strategy. It will be regularly reviewed and updated as we make progress in our priorities and as circumstances change.

Housing priority one: Plan for housing to meet the needs of current and future generations throughout their lifetimes, that is properly supported by infrastructure, facilities and community networks

1.1 Understanding our local housing market – key challenges for investment and growth

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
1.1.1	Identify potential barriers and develop ways to accelerate delivery on sites which are currently allocated in our local plans, through the commissioning of a Housing Delivery Plan.	<p>Approval of Asset Management Strategy and Plan February 2019.</p> <p>Housing Delivery Plan to be adopted March 2019.</p> <p>Development of Implementation Plan September 2019.</p>	<ul style="list-style-type: none"> Increased rate of housing delivery Monitored through Annual Monitoring Report Increased delivery through modern methods of construction Increase supply of high quality homes in a range of sizes, types and tenures to meet the diverse needs and aspirations of our communities Identify opportunities to create additional housing land through our Asset Management Plan and One Public Estate. Focus on 'stalled' sites with planning consent, and if necessary use a range of 	Grant aid to be sought wherever possible	Planning and Growth	Developers, land owners, agents, registered providers, Homes England Suffolk County Council, One Public Estate partners, utility companies local enterprise partnerships

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
			<p>powers to bring forward development</p> <ul style="list-style-type: none"> Identify a range of options to increase the rate of housing delivery by working with public sector partners, Homes England, private developers and registered providers 			
1.1.2	Through the creation of a new West Suffolk local plan, identify sufficient land to meet our current and future housing needs to give certainty for residents and developers.	<p>Deliver the number of homes identified using the new NPPF standard method for assessing local housing need (currently 18,600 new homes) across West Suffolk for the plan period to 2031.</p> <p>Adopt Local Development Scheme, setting the timetable for West Suffolk Local Plan preparation and Adoption. Meet the key milestones set out within the adopted Local</p>	<ul style="list-style-type: none"> Identify and allocate sufficient development land to meet future housing need Where possible utilise brownfield land Consider development where appropriate on land that no longer performs its original function Review existing allocations and sites and consider new sites for allocation as part of the Local Plan preparation process Prepare policies which seek to deliver a range of housing types and size to meet the existing and future population need Allocate a range of site sizes to encourage smaller scale developments which would assist SMEs' 	Within existing resources	Planning and Growth	Homes England, local enterprise partnerships, development partners, landowners, developers

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
		Development Scheme.				
1.1.3	Identify solutions to respond to specific housing needs such as first time buyers, key workers, affordable housing, self-build, Co-Housing, Community Land Trusts and specialist housing.	30% affordable housing achieved on all sites of 10 units and above. Seek to secure 5% of self-build plots on future strategic sites Work with parish council and land owners to secure affordable housing exception sites in rural areas.	<ul style="list-style-type: none"> • Work closely with other public landowners to encourage them to prioritise affordable housing delivery on their surplus or under-utilised sites • Monitor the self-build register and look to identify land opportunities which match their need • Work with parish councils to facilitate housing for local people in rural areas • Work with the Suffolk County Council and other partners to develop a range of specialist housing schemes 	Within existing resources	Planning and Growth	Suffolk County Council, Barley Homes, parish councils, Community Land Trust association, community groups

1.2 Planning policies that support the delivery of new homes

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
1.2.1	Promote, develop and review planning policies to support affordable housing provision.	<p>Adopted revised Affordable Housing Supplementary Planning Document, September 2019.</p> <p>Establish a Housing Supply Implementation Group, made up of representatives from key service areas to oversee the delivery of a range of potential housing solutions.</p>	<ul style="list-style-type: none"> Encourage innovation such as mixed use schemes in order to balance competing demands on well positioned sites Ensure that West Suffolk's emerging Local Plan contains robust planning policies and our Affordable Housing Supplementary Planning Document supports these 	Within existing resources	Planning and Growth	Private developers, registered providers, Homes England, Barley Homes
1.2.2	Work with developers to ensure that they are meeting the full affordable housing obligations through S106 agreements.	<p>Agree use of commuted sums to subsidise open market costs.</p> <p>Develop protocol arrangements between Housing Enabling and Development Management to facilitate the provision of additionality.</p>	<ul style="list-style-type: none"> Be creative and flexible in securing the levels of affordable housing needed and consider many forms and types of affordable housing within the context of new government policy, including affordable home ownership, affordable private rent, starter homes, discounted market sales housing. Explore potential for empty properties being 	Within existing resources	Planning and Growth	Private developers, registered providers, Homes England, Barley Homes

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
			refurbished and let at affordable rents			
1.2.3	Support the development of neighbourhood plans to encourage local communities to identify solutions to address local housing needs.	Engagement with Neighbourhood Plan Groups. Monitoring the number of neighbourhood plans adopted.	<ul style="list-style-type: none"> • Member training and engagement activities identified which will be carried out on an annual basis. • Local neighbourhood groups supported to develop local plans • Identification of local/community led housing schemes 	With existing resources Local groups supported to secure external funding	Planning and Growth Strategic Planning Strategic Housing	Parish and town councils

1.3 Increasing the rate of housing delivery

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
1.3.1	Work with developers to encourage the sub-division of large sites where this could help to speed up the delivery of homes.	Housing Delivery Plan to be adopted March 2019. Development of Implementation Plan September 2019.	<ul style="list-style-type: none"> Increased rate of housing delivery achieved on larger strategic sites 	Within existing resources	Planning and Growth Strategic Housing Strategic Planning	Private developers, Homes England
1.3.2	Explore opportunities to encourage SME builders to work collaboratively to bring forward the development of housing sites.	Housing Delivery Plan to be adopted March 2019. Development of Implementation Plan September 2019. Establish an SME forum for builders.	<ul style="list-style-type: none"> Adopt an enabling role to develop conversations and support SMEs and self or custom builders. 	Within existing resources	Planning and Growth	Small scale private developers, New Anglia Local Enterprise Partnership
1.3.3	Work with site owners and developers to identify ways to restart or bring forward development on sites where the rate of build has significantly slowed or stalled.	Re-establish a developers and agents forum to improve dialogue.	<ul style="list-style-type: none"> Adopt an enabling role to develop conversations and support developers Seek to support housing delivery using a range of pro-active interventions and mechanisms 	Within existing resources	Planning and Growth	Homes England, development partners, landowners, developers

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
1.3.4	Use West Suffolk's housing company Barley Homes (Group) Limited to bring forward housing development, including working with other public sector partners.	Approval and adoption of second Business Plan September 2019.	<ul style="list-style-type: none"> • Agree funding requirements to support Barley Homes to deliver more open market and affordable homes • Be proactive in seeking opportunities to create additional housing land through our Asset Management Plan and the One Public Sector Estate programme 	Within existing resources	Planning and Growth	One Public Estate partners, Homes England, Suffolk County Council

1.4 Ensuring the provision of infrastructure needed to support new homes

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
1.4.1	Ensure the necessary infrastructure is available to ensure the appropriate number of houses can be delivered and that they are located in high quality sustainable locations.	Preparation of an Infrastructure Delivery Plan as part of the development of the new West Suffolk Local Plan.	<ul style="list-style-type: none"> • Work with partners and stakeholders to accelerate the delivery of housing and infrastructure in and around West Suffolk. • Where appropriate, work with developers and public sector partners to directly provide funding through our Growth Investment Fund or help to secure financing or grants for vital infrastructure such as Infrastructure funding and Get Britain Building Funding from Homes England. 	Within existing resources	Planning and Growth Strategic Planning Strategic Housing Economic Development	Private developers, Suffolk County Council, New Anglia Local Enterprise Partnership, Cambridgeshire Combined Authority, specialist housing providers, utility agencies
1.4.2	Attract a variety of high quality developers and housing investment to deliver high quality development	Housing Delivery Plan to be adopted March 2019. Adoption of the Suffolk Design Guide.	<ul style="list-style-type: none"> • Ensure everyone has access to a suitable home and residents are able to live as healthily, safely, independently as possible. • Ensure strong relationships with residents, developers and partners that enable us to deliver housing and 	Within existing resources	Planning and Growth	Suffolk Growth and Programme Board, private developers, registered providers, local enterprise partnership partners, planning agents,

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
	and secure the delivery of appropriate housing across all tenures to meet need and demand.	Development of new West Suffolk Local Plan.	<p>services effectively, and to innovate where appropriate.</p> <ul style="list-style-type: none"> • Monitor housing completions to ensure a variety of homes are delivered to meet demand and need 			landowners and agents, neighbourhood plan groups, parish councils

1.5 Building sustainable communities

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
1.5.1	Contribute to diversifying the housing stock for all residents across West Suffolk and meeting housing needs by achieving the right tenure, size and mix of provision on new developments.	<p>Produce new Strategic Housing Market Assessment.</p> <p>Where appropriate undertake research to identify the needs of specialist groups</p>	<ul style="list-style-type: none"> • Work with partners including the Clinical Commissioning Group and Suffolk County Council to identify the future need for specialist housing, including housing for the elderly, people with disabilities, Gypsy and Travellers and keyworkers • Explore innovative ways for how we can work with private developers and registered providers to help older people who may wish to downsize. • Explore opportunities for the creation of co-housing schemes which support inter-generational living. • Use planning powers to ensure that new homes contribute to a zero carbon future, including applying the zero carbon target to all major developments and promoting cleaner heating solutions within the draft West Suffolk Plan. 	<p>Within existing resources</p> <p>Seeking external funding opportunities</p>	Planning and Growth	Private Developers, registered providers, specialist housing providers, West Suffolk Clinical Commissioning Group

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
1.5.2	Review the impact of affordable rents on demand and develop an approach to rent setting for affordable homes to ensure properties are affordable for those most in need.	<p>Adoption of new Tenancy Strategy in 2018.</p> <p>Review of affordability levels for all new affordable rented properties particularly in relation to larger homes.</p> <p>Include the requirement that rents on all new affordable rented properties must not exceed LHA levels.</p>	<ul style="list-style-type: none"> Regular monitoring of adherence by registered providers to priorities set out in the Tenancy Strategy. Explore opportunities to develop new social rented homes, involving providing direct funding to facilitate the development in areas where private rents are well above LHA levels. 	Within existing resources	<p>Planning and Growth</p> <p>Strategic Housing</p> <p>Housing Options</p>	Registered providers, private developers
1.5.3	Ensure that all new accommodation for older people is adaptable so that their accommodation remains suitable as older people become less mobile.	Increase the amount and range of housing with care available for older and disabled people, improve the quality of life for people with accommodation needs and support people to remain living.	<ul style="list-style-type: none"> Explore the potential for incorporation of specific requirements into a Supplementary Planning Document Negotiate into S106 agreements Work with Suffolk County Council to establish a consistent position across the county through development 	<p>Existing Staff Resource/time</p> <p>Seek external grant funding where appropriate</p> <p>Homes England</p>	<p>Growth</p> <p>Strategic Housing</p>	Suffolk County Council, West Suffolk Commissioning Group, specialist housing providers

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
		independently, avoiding admission to hospital and/or residential care where possible.	<p>of a Housing with Care Strategy</p> <ul style="list-style-type: none"> • Work with Suffolk County Council to identify sites their ownership that can be used for extra care housing • Work with registered providers to encourage and assist with the building of housing for older people 			
1.5.4	Set an ambition that all new housing built will meet either building regulations accessible and adaptable or wheelchair user standards.	Jointly commission a new Strategic Housing Market Assessment (SHMA). This will capture the needs of older people and identify a target population of new housing that should be developed for older people on suitable well-connected sites close to local amenities.	<ul style="list-style-type: none"> • On Home-link we will regularly review the specific accommodation needs of households (under 65) and families with disabilities so that we can cater for their needs on a site by site bases through our s106 negotiations and through our own pipeline of new affordable housing 	<p>Within existing resources</p> <p>Seek external grant funding where appropriate</p> <p>Homes England</p>	<p>Planning and Growth</p> <p>Strategic Housing</p> <p>Strategic Planning</p>	<p>District housing and planning authorities across the Cambridge-Sub Region, Suffolk County Council</p> <p>West Suffolk Clinical Commissioning Group</p>

Housing priority two: Improve the quality of housing and the local environment for our residents

2.1 Suitable homes for disabled, vulnerable and older residents

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
2.1.1	Put the needs of residents first and work with health, social care and housing partners to help people maintain independence.	<p>Allocate sufficient funds for non-Disabled Facilities Grants schemes through Better Care Fund</p> <p>Meet the needs of residents through schemes including adaptations, equipment/minor works funded by Disabled Facilities Grants allocation</p>	<ul style="list-style-type: none"> • Ensure the needs of residents are met to maintain independence in the home • Target in Balanced Scorecard for 2018/19 is 350 residents supported per quarter • Help to prevent hospital admissions and facilitate quicker discharge 	<p>Better Care Fund/Home Improvement Agency contract</p> <p>Suffolk Partnership</p>	Housing Standards	Home Improvement Agency, Suffolk County Councils, local authorities across Suffolk, NHS (admission prevention team)
2.1.2	Review the way in which we deliver support for maintaining independence in the home.	Review current Home Improvement Agency contract and identify future option(s).	<ul style="list-style-type: none"> • The most efficient system to meet the needs of residents, V4M, cost effective & efficient • Maximise funding 	Within existing resources	Housing Standards	All Suffolk partners

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
			<ul style="list-style-type: none"> Recommended method for delivering Disabled Facilities Grants 			

2.2 Bringing homes back into use

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
2.2.1	Provide support, encouragement and funding to help owners of empty homes bring them back into use. Use enforcement powers as an option if negotiations fail.	<p>Allocate priority empty homes for interventions.</p> <p>Ensure sufficient associated funding for repairs to rent.</p> <p>Utilise all available enforcement tools.</p> <p>Maximum council tax levy/charge.</p>	<ul style="list-style-type: none"> Meet the quarterly targets in the Balanced Scorecard. In 2018/19 this is to reduce 52 Long Term Empty Homes cases and bring empty homes back into use Utilise the Housing Assistance Policy 	Within existing resources	Housing Standards	Anglia Revenues Partnership, West Suffolk Lettings Partnership, Empty Homes Network

2.3 Making homes safe in the private sector

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
2.3.1	Improve standards in the private rented sector by working with landlords to deliver best practice and target 'rogue landlords'.	Landlords Forums. Adequate information/ Website. Civil Sanctions Policy Explore ways to incentivise better Landlords.	<ul style="list-style-type: none"> • Meet the quarterly targets in the balanced scorecard. In 2018/19 this is to help 350 households and resolve 80% of service requests relating to poor housing standards per quarter. • Intelligence led investigations • Civil Penalty Notices rather than prosecutions • Effective recovery of fines • Links to West Suffolk Lettings Partnership, accreditation, grants for innovative and best practice 	Within existing resources	Housing Standards	Eastern Landlords Association, West Suffolk Lettings Partnership
2.3.2	Improve much needed accommodation provided through Houses in Multiple Occupation. Work in line with licensing laws that raise the management	Implementation of Houses in Multiple Occupation legislation (extended licensing). Inspection programme (risk rated).	<ul style="list-style-type: none"> • Links to Balanced Scorecards intervention target and service request resolution 	Within existing resources	Housing Standards	Fire Service, local authorities, central Government

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
	and standards of Houses in Multiple Occupation.	Enforcement action to ensure compliance.				
2.3.3	Deliver our programme to improve fire safety of flats above commercial premises.	Towns and timescales to be agreed for inspections.	<ul style="list-style-type: none"> • Numbers inspected and compliance • Links to balanced scorecard inspection target 	Within existing resources	Housing Standards	Suffolk Fire and Rescue
2.3.4	Review the purpose and scope of our Housing Assistance Policy.	Undertake an extensive review to ascertain the most effective use of local funding.	<ul style="list-style-type: none"> • Supporting the most vulnerable residents • Scope of the policy (home owners/Empty Home owners/Landlords) • Links to Warm Homes Healthy People/Energy efficiency obligations • Explore innovative ways to utilise funding to improve standards and increase the supply of decent housing 	Within existing resources	Housing Standards	Form group with representative partners

2.4 Safe and vibrant communities

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
2.4.1	Take a more targeted approach to investigating complaints of nuisance, which can have an adverse impact on quality of life.	Identify hot spots and trends. Plan to reduce noise complaints.	<ul style="list-style-type: none"> • GIS mapping for patterns and concentration of noise • Planning application responses to control noise nuisance • In the balanced scorecard, quarterly target of 80% resolution of noise complaints in 2018/19 	Within existing resources	Housing Standards	Families and Communities Team, Ant-social behaviour group, Suffolk police
2.4.2	Work with partners to reduce anti-social behaviour and crime.	Ongoing through the anti-social behaviour group.	<ul style="list-style-type: none"> • Address high risk, repeat or vulnerable cases of anti-social behaviour determined through use of Risk Assessment Matrix • Resolve cases referred to reduce the detrimental effect for those impacted by the behaviour • Ensure all individuals are known/referred to appropriate services through any gaps identified • Monitor through use of a case management system 	Within existing resources	Families and Communities Team	Anti-social behaviour group, County Lines, Families and Communities Team, Public Health and Housing, Waste Management, Suffolk Police, registered providers, Youth Justice Service (formally Youth Offending Service), Children and Young Peoples Service, Adult and Community

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
						Services, child exploitation
2.4.3	Use our Families and Communities Strategy to support and encourage resilient families and communities.	Ongoing through delivery of the Families and Communities Strategy.	<ul style="list-style-type: none"> Safe and vibrant local areas that lead to improved outcomes for communities. Individuals and households that feel safe and secure. 	Within existing resources	Families and Communities Team	Environmental Health, Suffolk Health and Wellbeing Board, police, voluntary and community groups
2.4.4	Protect the amenity of the local environment through our consultation work in the planning process.	Planning application responses.	<ul style="list-style-type: none"> Meet the quarterly targets as defined for Planning and Regulation Services. For 2018/19 this is 95% of planning and licensing consultations responded to within the required time period. 	Within existing resources	Strategic Planning	
2.4.5	Respond to the Suffolk Design Guide that aims to raise the quality of design being delivered in communities and neighbourhoods and ensure that good growth	<p>Adoption of the Suffolk Design Guide</p> <p>Ensure development in West Suffolk is undertaken in line with the principles set out in the guide</p>	<ul style="list-style-type: none"> New developments that will contribute to Suffolk's unique identity, that it is appropriate and in keeping with the local area. 	Within existing resources	Planning and Regulatory Services	Central Government, local authorities across Suffolk, private sector partners

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
	takes place across Suffolk.					

2.5 Improving efficiency and addressing fuel poverty

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
2.5.1	Target vulnerable households to help improve energy efficiency and the household's circumstances, maximising the use of local and national funding including Energy Company Obligation (ECO) funding.	Support delivery of the Suffolk Warm Homes Healthy People programme.	<ul style="list-style-type: none"> Number of households assisted through the programme Number of measures carried out to improve the home or assist the householder Monthly report from central Government. 	<p>Delivered within existing resources</p> <p>Any external funding opportunities will be explored by partners in the programme</p>	Environmental Health	Suffolk local authorities, Public Health Suffolk and installers.
2.5.2	Work with registered provider partners and private landlords to secure energy improvement in their property.	Support and promote energy efficiency programmes aimed at improving private rented accommodation.	<ul style="list-style-type: none"> Number of households assisted through the programme Number of measures carried out to improve the home or assist the householder 	<p>Delivered using existing resources</p> <p>Any external funding opportunities will be explored by partners in the programme</p>	Environmental Health	Suffolk local authorities, Public Health Suffolk and installers.
2.5.3	Provide home energy advice and support to residents and community groups on the	Support and promote Suffolk Energy Action to residents and communities in West Suffolk as	<ul style="list-style-type: none"> Number of households participating in energy programmes developed by the Suffolk Climate Change Partnership. 	<p>Delivered using existing resources</p> <p>Any external funding</p>	Environmental Health	Suffolk local authorities as part of the Suffolk Climate Change Partnership

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
	benefits of energy efficiency and lower carbon energy generation for heating and power supply.	part of our role in the Suffolk Climate Change Partnership.	<ul style="list-style-type: none"> Number of communities engaged in West Suffolk. 	opportunities will be explored by partners in the programme		

Housing priority three: Enable people to access suitable and sustainable housing

3.1 Homelessness prevention and reduction

For section 3.1, please see the delivery plan for the [Homelessness Reduction Strategy](#) for the latest information about how we are delivering against our priorities.

3.2 Housing allocations

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
3.2.1	Operate an effective Home-Link service to provide access to affordable and social housing to those most in need.	Explore provision of new IT provider for the Home-Link system, including an option for mutual exchange – from December 2018.	<ul style="list-style-type: none"> Weekly monitoring of Home-Link activity Introduce measures for customer satisfaction/feedback – following new system installation, June 2019 	Within existing resources (annual cost of system within core budget)	Housing Options and Homelessness	Home-Link partners (local authorities and registered providers across Cambridge sub-region, customer services)
3.2.2	Review the Lettings Policy, in conjunction with colleagues across the Cambridge sub-region, to ensure that it is fit for purpose.	Review policy alongside the approval and installation of a new Home-Link system – from December 2018 onwards.	<ul style="list-style-type: none"> Monitored via the Home-Link Operations Group and Board Continue monitoring to respond to legislative and case law changes 	Within existing resources	Housing Options and Homelessness	Home-Link partners (local authorities and registered providers across Cambridge sub-region)
3.2.3	Ensure that people are provided with effective advice, preventative and information services on a	<p>Quarterly monitoring of prevention statistics.</p> <p>Quarterly monitoring of</p>	<ul style="list-style-type: none"> Successful homeless preventions Increased use of online resources (website and Home-Link site) 	Within existing resources	Housing Options and Homelessness	Customer Services

No	Action	Key milestones	Outcomes and monitoring	Resource implications	Service area	Key partners
	range of accessible housing options so they are supported to make the best choice for them and their families.	website and customer service data.	<ul style="list-style-type: none"> Monitoring customer contact to establish if online and self-help has affected the amount or frequency of contact Monitoring to identify emerging best practise and self-help tools. In the balanced scorecard, monthly target to provide advice and prevent homelessness cases. 			
3.2.4	Increase access to the private rented sector, including through our West Suffolk Lettings Partnership.	<p>Quarterly Landlord Forums.</p> <p>Regular landlord new bulletins.</p> <p>Review of effectiveness of partnership – from September 2018.</p>	<ul style="list-style-type: none"> Effective support is in place to enable more households to retain short hold tenancies Monitoring through the private sector offer available in the area. Monitoring number of households housed through the Lettings Partnership Increase levels of satisfaction amongst private sector landlords housed through the Lettings Partnership 	Within existing resources	Housing Options and Homelessness	Public Health and Housing, Anglia Revenues Partnership, West Suffolk Landlords Forum

Equality analysis

An equality impact assessment (EqIA) has been undertaken on this strategy to ensure that there are no adverse effects for any particular group. The strategy contains priorities and actions which will be delivered to provide a range of housing options so that we can respond to and plan for the growing need for additional housing in West Suffolk.

It is anticipated that all residents in West Suffolk could benefit from the proposals. The strategy intends to increase the supply of affordable housing and improve the quality of existing housing throughout West Suffolk, to help meet the needs of current and future populations.

In terms of how it will impact on those with a protected characteristic, the strategy sets out how West Suffolk intends to improve housing provision for the following groups:

- those with a disability;
- elderly people and younger people;
- those living in rural isolation;
- and those on a low income.

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DRAFT
WEST SUFFOLK
TENANCY STRATEGY
2018-2023

28 November 2018

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1. Introduction

The Tenancy Strategy provides guidance for Registered Providers (RPs) operating throughout West Suffolk, the area covered by Forest Heath District and St Edmundsbury Borough Councils. Registered Providers are the bodies that own and manage affordable housing, they tend to be non-commercial, not for profit organisations.

The Localism Act (2011) introduced a duty for Local Authorities to produce a Tenancy Strategy which outlines both the Councils and Registered Providers approach to issues which affect tenants living in their area. This Tenancy Strategy is an updated version of the previous strategy which ran from 2012 – 2018, and incorporates all applicable changes from updated legislation.

This Tenancy Strategy sets out our position on the provision of affordable housing including the use of Flexible Tenancies, Affordable Rents and the use of private sector tenancies for homeless households. It should be read in conjunction with the West Suffolk Housing Strategy 2018-2023, which sets out our wider ambitions for housing.

2. Vision and Objectives

Our Strategic Framework 2018-2020 sets out the vision for the local area and contains strategic priorities that we are committed to in order to deliver this vision. Our strategic priority that specifically focuses on housing is to:

Increase and improve the provision of appropriate housing in west Suffolk in both our towns and rural areas.

To deliver this strategic priority, we will use our roles as a local housing and planning authority, a regulatory, an investor and local influencer to:

- Housing priority one: Plan for housing to meet the needs of current and future generations throughout their lifetimes that is properly supported by infrastructure, facilities and community networks.
- Housing priority two: Improve the quality of housing and the local environment for our residents.
- Housing priority three: Enable people to access suitable and sustainable housing.

Through this vision we will seek to work with RPs to provide good quality housing where successful tenancies can be sustained. This vision is at the heart of our aims to support vibrant, mixed communities and to encourage and manage ambitious growth to deliver prosperity and quality of life for all.

This Strategy is intended to promote clarity and fairness, and to offer a guide to RPs who may manage stock within West Suffolk. While we no longer own our own housing stock, having transferred them to two RPs, Flagship Housing Group (Forest Heath in 2004) and Havebury Housing Partnership (St Edmundsbury in

2002), we still have an interest in how these properties are managed for the residents of West Suffolk.

The objectives of this Tenancy Strategy are to:

- provide access to decent accommodation that people can afford
- stimulate a diverse and resilient economy
- provide opportunities for all the community

These objectives reflect priorities within West Suffolk's Housing Strategy 2018 as well as reflecting the Council's approach in its Allocation Policy and its Homeless Action Plan.

(https://www.westsuffolk.gov.uk/housing/Housing_options/upload/West-Suffolk-Homelessness-Strategy-2015-2018-FINAL.pdf)

3. Scope of West Suffolk's Tenancy Strategy

This strategy mainly covers the following areas, as required by Section 150 of the Localism Act (2011):

- Flexible Tenancies
- Affordable Rents
- The Housing Register
- Using the private sector to house homeless people
- Disposals of social and affordable housing stock

Although the Voluntary Right to Buy does not fall into the category of prescribed policies set out in the Localism Act, it is included in this strategy update as it relates closely to the other subjects covered.

4. Housing in West Suffolk

West Suffolk covers a large geographic area within Suffolk and is one of five district council areas in Suffolk. As of March 2017, there were 12,812 social and affordable properties across West Suffolk including General Needs, Support Housing and Low Cost Home Ownership (Homes England RP Housing Stock). This represents approximately 16.5% of West Suffolk's total housing stock. These dwellings are split between the thirty one RPs currently operating throughout our area, many of whom are also actively developing new affordable housing, see appendix one.

Population

There are approximately 176,700 people living in West Suffolk, according to Nomisweb 2016 estimates. (www.nomisweb.co.uk) West Suffolk's main urban settlements are Brandon, Bury St Edmunds, Clare, Haverhill, Mildenhall and Newmarket which together account for 60% of the population. The rest of the population is spread across the rural area, living in various sized villages.

Housing Need

West Suffolk has high levels of housing need and demand for affordable housing. The combined Housing Register had over 2,280 applicants as of June 2018. The annual number of new lets and relets via the Housing Register over the past two years was:-

Year	Number of Lets
2016/2017	737
2017/2018	829

There is also a high demand for private rented accommodation, in 2011 24.4% of Forest Heath’s and 14.9% of St Edmundsbury’s total housing stock was privately rented which compares to 14% for Suffolk (2011 ONS). This is partly fuelled by many residents being unable to buy housing on the open market due to the inability to be able to access mortgage finance (including the need for large deposits) and because of the high house prices in the district, when compared to average earnings in the district. The average house price in West Suffolk in December 2017 was £284,363. (Source: <https://cambridgeshireinsight.org.uk/wp-content/uploads/2018/06/hmb-edition-37.pdf>) The cost of private renting in certain parts of West Suffolk is also very high, largely influenced by the presence of two USAFE air bases, that inflate rental levels.

5. Providing new affordable homes

The Strategic Housing Market Assessment (<https://cambridgeshireinsight.org.uk/housing/local-housing-knowledge/our-housing-market/shma>) identifies an annual need for 320 new affordable homes to be built across West Suffolk until 2031 in order to meet our current and future demand. However, over the last five years a total of only 842 new affordable homes have been delivered, which means the need for additional affordable homes continues to increase.

Year	Forest Heath	St Edmundsbury
2012/2013	51	68
2013/2014	49	96
2015/2016	15	185
2016/2017	33	109
2017/2018	61	175

Delivery

There are two main routes for the delivery of new affordable housing, these are:

- Registered Provider led sites

The Homes and Communities Agency (now Homes England) signed agreements with Registered Providers to provide homes under the 2015 – 2018 Affordable Homes Programme and now the Shared Ownership and Affordable Homes Programme 2016 – 2021, and made it clear that new affordable homes should

be provided with a minimum of public subsidy. Registered Providers are expected by Homes England to use their income generation facilities through the use of the affordable rent model, together with their own resources to fund the building of new homes.

- s106 planning gain

Homes provided on open market developments as part of s106 planning agreements, these are normally provided without any public subsidy. The West Suffolk [Economic Viability Report 2010](#) identified that should be financially viable to deliver 30% affordable housing on sites within West Suffolk, provided they do not have additional factors affecting viability.

The rate of delivery through both these routes has slowed over recent years due to both financial uncertainty in the housing development sector and delays in some large strategic sites coming forward, coupled with changes in rent levels RPs have been able to charge leading to the reductions in their development programmes.

6. Tenancies Provided by Registered Providers

Affordable Rented housing:

Rented housing let by RPs to households who are eligible for social rented housing. Affordable Rent is not subject to the national rent regime but is subject to other rent controls that require a rent of no more than 80 per cent of the local market rent.

Social rented housing:

Usually owned by local authorities and RPs, for which guideline target rents are determined through a national rent regime, rents are normally around 50-60% of local market rents.

Intermediate housing:

Refers to homes where the purchaser buys a proportion of the property, usually up to 35-40% and pays rent on the remainder at a cost above social rent but below market levels subject to the affordable housing definition as defined by the NPPF. This type of housing can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rented housing.

Tenancies available to new social tenants in West Suffolk:

Flexible Tenancies

The Localism Act gave RPs the ability to offer flexible tenancies with the aim of making better use of existing homes in a diminishing market and encouraging tenants to use affordable housing opportunities as a springboard to other more aspirational tenures. These tenancies included:

- Fixed term tenancies at Social Rent (circa 50% of open market level rent)
- Fixed term tenancies at Affordable Rent (80% of open market level rent)

- Starter tenancies (which has the option to convert to a fixed term tenancy after 1 year)
- Introductory tenancies (which has the option to convert to a fixed term tenancy after 1 year)

Fixed Term Tenancies

The minimum recommended term for fixed term tenancies is two years, with five years as the norm, although the Housing and Planning Act (2016) gave an additional option of offering ten year fixed term tenancies, if the household has a child under the age of 9 years.

We want to continue to see a balance of available tenancies which shows an effective use of stock; creating sustainable communities where affordable housing tenancies can provide an opportunity for households to build a stable future.

The previous Tenancy Strategy recommended that fixed term tenancies should be for a **minimum of five year tenancies** and we still support this statement.

Lifetime tenancies

We believe that for some tenants the offer should still be a lifetime tenancy and we would expect this to apply to long term supported housing for people in long term accommodation requiring support. (But in most cases, not in adapted properties). This is because for these groups of people, social housing is likely to fill the need for a secure home; rather than act as a springboard to other tenures. A lifetime tenancy gives security to these tenants as well as to their carers and families. (Insert how many lifetime tenancies have been granted in past five years)

7. Challenges faced by Affordable Rents in West Suffolk

Affordability

Affordable Rent was introduced as a means to assist RPs to raise funds to build additional Affordable Homes. RPs can charge up to 80% of the local open market rent levels – higher than the social rents previously charged, which were nearer to 50-60% of open market rents. Affordable rents can be charged on all new properties and on a proportion of re-let homes.

- Ability to afford

The government has an aim of promoting work to reduce levels of benefit dependency, so it is important that rent levels do not deter tenants from entering employment.

The introduction of the Benefits Cap in April 2019 is likely to impact on those tenants who are dependent on benefit payments to meet their rental responsibilities. The aim of Benefits Cap is to set a maximum level of benefit that will be paid to an individual or family and will therefore set a limit on the amount they have available to meet their rental costs.

Nationally it is also considered a reasonable benchmark that an **individual or family should spend no more than 35% of their total household income on their housing costs**, including any benefit awarded towards paying their rent, (https://england.shelter.org.uk/_data/assets/pdf_file/0007/1376926/2017_05_12_Living_Rent_Homes_briefing.pdf) We strongly supports this statement.

- Capping the level of Affordable Rent to match the Local Housing Allowance

We continue to support the use of Affordable Rents because we want to see new developments meet the housing needs of our residents.

However, in order that the affordable homes provided still meets local need, the we believe that Affordable Rents should be **capped at a level to match Local Housing Allowance (LHA)**, the maximum level of housing benefit that can be paid to a private tenant toward their housing costs.

We expect RPs to consider the local market context when setting rents, including the relevant LHA. We want to avoid a situation where high rents prove a disincentive for people to take up employment or create tenancies which are unaffordable and unsustainable.

For the calculation of LHA West Suffolk falls into two Broad Market Rental Areas for housing benefit, Bury St Edmunds and Cambridge. However, due to the influence of two large USAFE bases in Mildenhall and Lakenheath private rents are considerably higher than the rest of Suffolk and in fact are the second highest within the Cambridgeshire Housing Sub Region <https://cambridgeshireinsight.org.uk/housing/local-housing-knowledge/our-housing-market/housing-market-bulletins/>. Currently in certain parts of West Suffolk the LHA cap does not meet 80% of market rents meaning that if Affordable Rent's exceed the LHA cap they can become unaffordable.

We believe that RPs should take into account the availability of property and the demographics of West Suffolk when setting rents. For example, market rents around the two USAF bases and rural areas can be extremely high, while wages can be lower than average. We would encourage RPs who are building in these specific areas **to set rents lower than 80% of the market rent** and we will work jointly with RPs to assess information on local incomes. We will also encourage the RPs to access Homes England funding to support this approach.

Where rents appear to be unduly high we will reserve the right to see and challenge the RPs rental valuations and if necessary refer rents to the Rent Officer service for adjudication.

We will also look to limit rents to LHA levels on all new affordable homes secured through S106 agreements.

- Conversions of re-let properties to Affordable Rent

We understand that RPs may need to convert a level of re-let properties to Affordable Rent in order to support new development. We will support **RPs converting up to one third of their re-let vacancies (excluding supported housing) to Affordable Rents**, although affordability should still be monitored

and rents should not exceed the LHA. (add in details to confirm that RPs have not converted more than a third of properties following consultation)

We would encourage RPs to:

- Spread the number of conversions as evenly as possible throughout the year, so that a variety of rental levels are available
- Select properties for conversion with an even distribution over West Suffolk (as far as possible)
- Select properties for conversion predominantly from two and three bedroomed stock, allowing smaller properties to be let to single persons and larger properties to be re-let at proportionately lower rent levels

We will monitor the number and proportion of conversions to ensure that:

- no more than one third of rents are converted on re-let from Social Rent to Affordable Rent
- a reasonable distribution of social rented opportunities exists across West Suffolk
- rents and service charges do not exceed the Local Housing Allowance
- Monitoring the effect of Affordable Rents

We will work with RPs to monitor the effect of lettings at Affordable Rents, through the use of bi-annual one-to-one meetings. We will monitor the bidding levels through Choice Based Lettings to compare the bids of all properties let, and will ask RPs to supply information on the sustainability of Affordable Rent tenancies on an annual basis.

This information will enable us to contact those applicants who have not bid on an adequate property. If this is due to the properties being unaffordable we will monitor the rent level set, property type, size and the RP to determine if there is a pattern and then use this information to review this Strategy where appropriate.

8. Specialist housing

- Older peoples' housing

We would usually expect that lifetime tenancies are offered to people moving into specialist older people's housing, especially for downsizers who are giving up a larger home and a lifetime tenancy, and who might be put off from moving if a less secure tenancy is offered.

- Supported housing

We expect lifetime tenancies will usually be issued to tenants in specialist supported housing as homes for life, where health conditions mean that they require long term support or who have permanent disabilities. Where support is being delivered in these circumstances it may be more appropriate for support providers to assess whether residents have an improved level of independence

which would enable them to move on as circumstances change rather than at a fixed point of tenancy review.

The levels of rent and service charges for those households in specialist housing should not act as a deterrent to those people who are in a position to seek or continue with employment while receiving housing related support.

To achieve this we will require that the total sum of rent and service charge is still within the Local Housing Allowance rates.

- Properties with adaptations

We will expect that homes which have been purpose built or adapted to accommodate people with physical disabilities will be let on flexible tenancies. Adaptations are made to make it easier for people with physical disabilities to occupy their homes. Such adaptations can be expensive and it is important that these homes are let to people who need them.

We believe that where there is a change of circumstances and the adaptations are no longer needed, the household should be re-housed.

We also believe that the use of fixed term tenancies can help ensure that properties adapted for use by occupants with a disability should continue to be made available for those who need adapted properties. In the past five years we have seen xxxx of new households move into adapted properties. (detail to be added following consultation)

9. Tenancy review

At the end of a tenancy

The government guidance requires that the end of the tenancy period should be accompanied by a tenancy review, conducted in good time. **We believe that this should take place between 6 – 9 months before the date the tenancy is due to end.** RPs need robust arrangements in order to be aware of when tenancies are due for review.

We do not anticipate that homelessness will be an outcome for RP tenants at the end of a tenancy, but that a variety of options will be considered. Where the decision is made to not extend a tenancy, we would expect to see that RPs are confident that tenants have received all the advice and support necessary to provide a new housing solution which better meets their needs and prevents homelessness. Where tenants who are over working age do not have their tenancy renewed we expect that the RP will make an offer of alternative accommodation that meets their needs, using existing stock available to them.

10. Disposal of Homes by Registered Providers

We recognise that there may be good operational or financial reasons why an RP may wish to dispose of a particular property. However, when making these decisions there are two key issues that we would request are considered:

- Which specific properties and location are being identified for disposal,
- Where the income from property disposals is being reinvested.

We would request that RPs talk to us at the earliest stage about which properties they are proposing to dispose of prior to any decision being made as we may wish to:

- Seek to influence the choice of individual properties;
- Discuss alternative options;
- Acquire or enable others to acquire those properties to meet housing need.

In relation to disposals RPs should focus on the settlement policies in the Local Plans published by Forest Heath and St Edmundsbury Council (*prior to the completion of the West Suffolk Local Plan*) in conjunction with this Tenancy Strategy, to ensure that we are able to maintain balanced communities, this is especially important where the number of affordable properties in a particular community is limited. The Councils would wish to work together with RPs to explore opportunities to maximise alternatives to disposal or potential joint redevelopments to meet both housing needs and RP development programmes.

We would request that RPs share details of monies gained from disposals that have taken place in West Suffolk. We understand the need for strategic decisions relating to affordable stock but consider transparency essential so that we can aid the RPs to recycle and retain monies within West Suffolk. (Insert number of properties disposed and their value post consultation)

10. Mobility

Moving for employment/social and welfare reasons

We support the government's aim to make it easier for tenants who wish to move for employment or social and welfare reasons and we would expect that RPs will offer assistance to their residents in these circumstances from the stock available to them.

Downsizing

We expect all RPs to be open to their tenants wishing to downsize. Whilst the Spare Room Subsidy financially penalises working age Housing Benefit claimants who under-occupy social properties, downsizing also offers advantages of smaller, more accessible properties being easier and cheaper to run and also frees up much needed family accommodation for those that require it.

RPs should continue to see whether tenants who are in properties of a size they don't require would consider moving to smaller properties within their own stock, especially vulnerable tenants and older people, and offer a support service where necessary to facilitate a move. We will continue to work with RPs to aid in this activity. (Insert number of households who have downsized as a result of bedroom tax)

12. Voluntary Right to Buy

We are supportive of creating new opportunities for those who wish to get onto the property ladder and own their own home. However we are also acutely aware that the need to maintain the availability of affordable rented accommodation in West Suffolk is also paramount, with needs only increasing.

We support RPs offering the opportunity for tenants to purchase their homes where eligibility and availability avail themselves, however we ask that the following criteria be considered for creating an exemption for specific properties;

- Properties in rural locations, where there is a population of less than 3000 individuals
- Designated elderly persons accommodation
- Specialist or supported forms of housing
- Disabled adapted properties – secured through planning obligations
- Shared accommodation

We request that RPs keep us informed of any proposed Right to Buy purchases, similar to how we are currently informed of any disposals. This is to ensure that we can maintain a robust and up to date understanding of the affordable housing stock which is available within West Suffolk. Insert number of RTB sales in past five year following consultation

13. Governance – Monitoring and Reviewing

We will monitor and review the Tenancy Strategy in co-operation with individual RPs. This includes reviewing RPs records of tenancy sustainment. The Registered Providers Management Forum will support us in assessing the effectiveness of this strategy, by analysing trends in housing need and homelessness. The outcomes of this monitoring have influenced the updating and revision of this Strategy.

14. Risk

We has a strong, preventative approach to homelessness, which is covered by West Suffolk Homelessness Prevention Action Plan (<https://www.westsuffolk.gov.uk/housing/upload/WestSuffolkHomelessnessReductionStrategy2018-23withAppendicies.pdf>) Through the West Suffolk Housing Strategy (insert link) we want to create an environment which enables people to be part of their own housing solutions and we see the support offered during a social housing tenancy and at the end of the tenancy as a contributory factor.

We will aim to mitigate risk through careful discussion with RPs about rent levels, tenancies and affordability on both new properties and conversions; through partnership working to improve tenants' financial circumstances and by continuing our successful prevention work offered through the Housing Options team's early intervention protocol.

15. Equalities

The original Tenancy Strategy produced in 2012 was subject to an Equality Impact Assessment which has been reviewed and updated in light of this revised strategy.

We will also expect Registered Providers to carry out Equality Impact Assessments when devising their own tenancy policies.

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Appendix One – Registered Providers operating in West Suffolk (2018)

	General needs	Supported	Older peoples	LCHO
Abbeyfield Society			13	
bpha	7		13	19
Brandon Poor's Estate			>5	
Broadland Housing Association	91			
Catalyst Housing				<5
Clarion Housing Group	32			28
Co-op Homes (South)	<5			
Cotman Housing Association	40			11
Estuary Housing Association				<5
Flagship Housing Group	3057	28	259	235
Genesis Housing Association		180		
Golden Lane Housing		<5		
Hanover Housing Association			176	
Hastoe Housing Association	37			17
Hastoe Wyvern	9			

Appendix 2

Housing Association				
Havebury Housing Partnership	5611	102	349	78
Home Group		18		
Housing & Care 21			87	
Metropolitan Housing Trust	151	17		30
Orbit South Housing Association	288	64	80	81
Orwell Housing Association	131	12		
Papworth Trust	<5	6		
Reside Housing Association		13		
Riverside Group	16	57		
Saffron Housing Trust		<5		<5
Sanctuary Housing Association	185	17	34	43
Southern Home Ownership				<5
Stonewater	226			10
Suffolk Housing Society	712	46	167	25
YMCA Trinity Group		25		

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Joint Executive (Cabinet) Committee



Forest Heath
District Council

Title of Report:	Recommendations of the Forest Heath Performance and Audit Scrutiny Committee: 28 November 2018 – Mid-Year Treasury Management Report 2018-2019 and Investment Activity (1 April – 30 September 2018)	
Report No:	CAB/JT/18/052	
Report to and dates:	Joint Executive (Cabinet) Committee	11 December 2018
	Forest Heath Council	19 December 2018
Portfolio holder:	Councillor Stephen Edwards FHDC Portfolio Holder for Resources and Performance Tel: 01799 530325 Email: Stephen.edwards@forest-heath.gov.uk	
Chairman of the Committee:	Councillor Louis Busuttil FHDC Performance and Audit Scrutiny Committee Tel: 01638 810517 Email: louis.busuttil@forest-heath.gov.uk	
Lead officer:	Gregory Stevenson Service Manager (Finance and Performance) Tel: 01284 757264 Email: Gregory.stevenson@westsuffolk.gov.uk	
Purpose of report:	The report provides information on the Council's Mid-Year Treasury Management Report summarising the investment activities for the period to 30 September 2018.	

Recommendation:	It is <u>RECOMMENDED</u> that, subject to the approval of Forest Heath District Council, the Mid-Year Treasury Management Report 2018-2019 and Investment Activity (1 April to 30 September 2018) being Report No: PAS/FH/18/040, be approved.		
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>		
Consultation:	• See Report No: PAS/FH/18/040		
Alternative option(s):	• See Report No: PAS/FH/18/040		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/18/040		
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/18/040		
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/18/040		
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/18/040		
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: PAS/FH/18/040		
Risk/opportunity assessment: <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
See Report No: PAS/FH/18/040			
Ward(s) affected:	All Wards		
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	Annual Treasury Management and Investment Strategy – 2018/19 (COU/FH/18/003)		
Documents attached:	None		

1. Key issues and reasons for recommendation(s)

1.1 Mid-Year Monitoring Report 2018-2019 and Investment Activity (April to September 2018)

- 1.1.1 The total amount invested at 1 April 2018 was £16.005m and at 30 September 2018, £19.800m. The increase in balances over the period was due primarily to timing differences in respect of the collection of local taxes, the payment of precepts and changes in the profile of the Capital Programme.
- 1.1.2 The 2018/19 Annual Treasury Management and Investment Strategy (Report PAS/FH/18/009) sets out the Council's projections for the current financial year. The budget for investment income in 2018/19 was £224,000, which was based on a 0.75% target average rate of return on investments.
- 1.1.3 As at the end of September 2018, interest actually earned during the first six months of the financial year amounted to £62,722 (average rate of return of 0.676%) against a profiled budget for the period of £112,000; a budgetary deficit of £49,278. The budgetary deficit was due to lower cash balances as a result of re-phasing of some income generating projects. These projects were budgeted to be funded through external borrowing which would have temporarily boosted the cash balances and resultant interest. In addition, investments were made on a shorter term basis for liquidity resulting in lower yields.
- 1.1.4 The report also included assumptions on borrowing for capital projects included within it. The borrowing was based around seven specific projects as per their agreed business cases. The report included a summary of capital borrowing budget 2018-2019, and a summary of capital borrowing for quarter two. As at the end of quarter two, there had been no requirement to borrow externally over and above the £4.0m Barclays loan. Therefore the only interest payable for quarter two was the £169,000 relating to this.

1.2 Performance and Audit Scrutiny Committee

- 1.2.1 The Performance and Audit Scrutiny Committee considered the report and has put forward a recommendation as set out on page two of this report.

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Joint Executive (Cabinet) Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Recommendations of the St Edmundsbury Performance and Audit Scrutiny Committee: 28 November 2018 – Mid-Year Treasury Management Report and Investment Activity (1 April – 30 September 2018)	
Report No:	CAB/JT/18/053	
Report to and dates:	Joint Executive (Cabinet) Committee	11 December 2018
	St Edmundsbury Council	18 December 2018
Portfolio holder:	Councillor Ian Houlder SEBC Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk	
Chairman of the Committee:	Councillor Sarah Broughton SEBC Chairman of the Performance and Audit Scrutiny Committee Tel: 01284 787327 Email: sarah.broughton@stedsbc.gov.uk	
Lead officer:	Gregory Stevenson Service Manager (Finance and Performance) Tel: 01284 757264 Email: Gregory.stevenson@westsuffolk.gov.uk	
Purpose of report:	On 28 November 2018, the Performance and Audit Scrutiny Committee considered Report No: TMS/SE/18/004 , which was scrutinised by the Treasury Management Sub-Committee on 19 November 2018.	

	The report provides information on the Council's Mid-Year Treasury Management Report summarising the investment activities for the period to 30 September 2018.		
Recommendation:	It is <u>RECOMMENDED</u> that, subject to the approval of St Edmundsbury Borough Council, the Mid-Year Treasury Management Report 2018-2019 and Investment Activity (1 April to 30 September 2018), being Report No: TMS/SE/18/004, be approved.		
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>		
Consultation:	• See Report No: TMS/SE/18/004		
Alternative option(s):	• See Report No: TMS/SE/18/004		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: TMS/SE/18/004	
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: TMS/SE/18/004	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: TMS/SE/18/004	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: TMS/SE/18/004	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/> • See Report No: TMS/SE/18/004	
Risk/opportunity assessment: <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
See Report No: TMS/SE/18/004			
Ward(s) affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		Annual Treasury Management and Investment Strategy – 2018/19 (COU/SE/18/002) Annual Treasury Management and Investment Strategy Statements (report COU/SE/18/002 approved 20 February 2018)	
Documents attached:		None	

1. Key issues and reasons for recommendation(s)

1.1 Mid-Year Monitoring Report 2018-2019 and Investment Activity (April to September 2018)

- 1.1.1 Following the Treasury Management Sub-Committee's consideration of Report No: TMS/SE/18/0044 on 19 November 2018, the Chairman, Councillor Sarah Broughton verbally reported on the Sub-Committee's consideration of the report, which provided a summary of investment activities for the first six months of 2018-2019.
- 1.1.2 The total amount invested at 1 April 2018 was £36.35m and at 30 September 2018, £44.95m. The increase in balances over the period was due primarily to timing differences in respect of the collection of local taxes, the payment of precepts and changes in the profile of the Capital Programme.
- 1.1.3 The 2018/19 Annual Treasury Management and Investment Strategy Statements (Report COU/SE/18/002 approved 20 February 2018) sets out the Council's projections for the current financial year. The budget for investment income in 2018/19 is £308,000 which is based on a 0.70% target average rate of return on investments.
- 1.1.4 As at the end of September 2018, interest actually earned during the first six months of the financial year amounted to £155,169 (average rate of return of 0.688%) against a profiled budget for the period of £154,000 (average rate of return of 0.70%); a budgetary surplus of £1,169.
- 1.1.5 The report also included assumptions on borrowing for capital projects included within it. The borrowing was based around four specific projects as per their agreed business cases. The report included a summary of capital borrowing budget 2018-2019, and a summary of capital borrowing for quarter two – all of which was currently internally borrowed from the Councils overall cash balances. As at the end of quarter two, there had been no requirement to borrow externally, therefore there was no interest payable in quarter two.
- 1.1.6 The Treasury Management Sub-Committee on 19 November 2018, scrutinised the Investment Activity for 1 April to 30 September 2018, and asked questions to which comprehensive responses were provided.

1.2 Performance and Audit Scrutiny Committee

- 1.2.1 The Performance and Audit Scrutiny Committee considered the report and has put forward a recommendation as set out on page two of this report.

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Joint Executive (Cabinet) Committee

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Title of Report:	West Suffolk Local Development Scheme (LDS) December 2018: Adoption	
Report No:	CAB/JT/18/054	
Report to and dates:	Joint Executive (Cabinet) Committee	11 December 2018
	St Edmundsbury Council	18 December 2018
	Forest Heath Council	19 December 2018
Portfolio holders:	Councillor Lance Stanbury FHDC Portfolio Holder for Planning and Growth Tel: 07970 947704 Email: Lance.stanbury@forest-heath.gov.uk	Councillor Susan Glossop SEBC Portfolio Holder for Planning and Growth Tel: 01284 728377 Email: susan.glossop@stedsb.gov.uk
Lead officer:	Marie Smith Service Manager (Strategic Planning) Tel: 01638 719260 Email: marie.smith@westsuffolk.gov.uk	Ann-Marie Howell Principal Planning Policy Officer Tel: 01284 757342 Email: ann-marie.howell@westsuffolk.gov.uk
Purpose of report:	To inform Members of the revised Local Development Scheme (LDS) and to adopt the revised LDS as a timetable for the preparation of the West Suffolk Local Plan.	
Recommendation:	It is <u>RECOMMENDED</u> that the Joint Executive (Cabinet) Committee: (1) Notes the revised West Suffolk Local Development Scheme (LDS)(as set out in Working Paper 1 to Report No: CAB/JT/18/054); and	

	(2) Recommends to Forest Heath District and St Edmundsbury Borough Councils that the West Suffolk Local Development Scheme (LDS) is adopted (as set out in Working Paper 1 to Report No: CAB/JT/18/054).
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>
<i>The decisions made as a result of this report will usually be published within 48 hours. This item is included on the Decisions Plan.</i>	
Consultation:	<ul style="list-style-type: none"> • None associated with this report
Alternative option(s):	<ul style="list-style-type: none"> • None. The Planning and Compulsory Purchase Act requires Local Planning Authorities to prepare, maintain and publish a Local Development Scheme (LDS)
Implications:	
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • There is a requirement for Local Planning Authorities to produce a LDS under section 15 of the Planning and Compulsory Purchase Act 2004 as amended by the Localism Act 2011 and the Town and Country Planning (Local Planning (England) Regulations 2012.
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Risk/opportunity assessment:	<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i> The Local Development Scheme December 2018 (Working Paper 1) Section 7 includes a risk assessment that could affect the Councils' ability to deliver the Local Plan in accordance with the programme. Actions to manage the risks have also been identified. Failure to produce an up to date Local Plan programme may result in an unsound development Local Plan or a legal challenge.

Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Significant public opposition	High	Local Plan documents have the potential to be highly contentious. Whilst every effort will be made to build cross-community consensus, there is a high risk of significant public opposition.	Medium
Loss of Staff	Low	The structure and staffing levels within the Planning and Growth team will be constantly monitored and reviewed to ensure that the appropriate level of skills and resources are maintained.	Low
Financial shortfall	Low	In the short/medium term, the Council has allocated funds through its Financial Services Planning process to allow for the preparation of the Local Plan. In the longer term, should costs increase, a review of the financial allocation will be required.	Low
Changing Political Priorities	Low	Proposals are discussed with Members of all parties via a variety of means. This helps build consensus and reduce the likelihood of wholesale change of direction from local politicians.	Low
Legal Challenge	High	As a measure of last resort anyone may issue a legal challenge within six weeks of adoption of the Local Plan. Officers will continue to seek to ensure that local plan documents are prepared within the legal framework in order to reduce the risk of successful legal challenge.	Medium

Ward(s) affected:	All Wards
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	Forest Heath District Council and St Edmundsbury Borough Council - Joint Local Development Scheme June 2016 https://www.westsuffolk.gov.uk/planning/Planning_Policies/upload/C23-Joint-Local-Development-Scheme.pdf
Documents attached:	Working Paper 1 – West Suffolk Councils Local Development Scheme – December 2018

1. Key issues and reasons for recommendation(s)

1.1 Revised Local Development Scheme – December 2018

- 1.1.1 The Local Plan is the tool used to deliver the land use elements of the wider place-making function of the Council. It is part of the suite of corporate strategies/plans and programmes which collectively deliver the strategic priorities.
- 1.1.2 As the starting point for considering whether planning applications can be approved. The Local Plan provides the framework for good development across West Suffolk.
- 1.1.3 A review of the existing Local Plans is now required to meet our Council ambitions and to safeguard communities from speculative unsustainable growth – development in the wrong locations and without the necessary strategic infrastructure. The Local Plan will provide a positive, flexible and deliverable planning policy framework for West Suffolk.
- 1.1.4 Before starting work on the West Suffolk Local Plan, the Council has reviewed and updated the Local Development Scheme which sets out what development plan documents are to be produced, their subject matter and broad timetable for their preparation including consultation, examination and adoption.
- 1.1.5 A revision to the 2016 joint St Edmundsbury and Forest Heath LDS is now required in order to;
- reflect recent changes to the planning system
 - prioritise plan preparation and progression in order to meet the single council consequential order clause which requires West Suffolk to prepare a Local Plan across the administrative area within 5 years of becoming a single council (April 2024)
 - to update progress on the development plan documents currently in preparation; and
 - to roll the programme forward to 2023 for the preparation of a West Suffolk Local Plan. The revised LDS is attached at Working Paper 1 to this report.
- 1.1.6 Annex 1 to the LDS document is the programme chart with milestones for the preparation of the West Suffolk Local Plan. The key milestones are set out below for information.

Stage	Dates
First regulation 18 public consultation on issues and options	November 2019 - January 2020

Second regulation 18 public consultation on preferred options	August – October 2020
Pre-submission consultation	April - May 2021
Submission to the Secretary of State	July 2021
Examination in public	January - February 2022
Adoption of West Suffolk Local Plan	May 2023

- 1.1.7 The programme takes a realistic and inclusive approach, based on the time taken to achieve key milestones during the preparation of previous Local Plans and to ensure proper engagement and consultation. Progress will be measured against milestones to assess whether there is any need to revise the published timetable. The timeline is a 'live' document and will be updated on the West Suffolk Council's website as necessary.

West Suffolk

Local Development Scheme (LDS)

December 2018



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1. Introduction

The Council sees the Local Plan as positive tool in supporting delivery of our corporate priorities.

The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare, maintain and publish a Local Development Scheme (LDS) which sets out what development plan documents are to be produced, their subject matter and broad timetable for their preparation including consultation, examination and adoption.

A revision to the 2016 joint St Edmundsbury and Forest Heath LDS is now required in order to reflect recent changes to the planning system, to update progress on the development plan documents currently in preparation and to roll the programme forward to 2023 for the preparation of a West Suffolk Local Plan.

From April 2019 St Edmundsbury Borough's and Forest Heath District's functions and services will be transferred to a single new council, to be known as West Suffolk Council. This LDS covers the period 2018-2021 and provides information on the new West Suffolk Local Plan and related documents. The new West Suffolk Local Plan will ultimately replace the adopted and emerging development plan documents of St Edmundsbury and Forest Heath (hereafter referred to as West Suffolk Councils).

2. What is the Local Plan?

Local Plans are a statutory requirement for each council area (or can be produced jointly if working together). A Local Plan can be a single document or a suite of documents which can cover specific policies. The 2018 NPPF states that a local plan can consist of either strategic or non-strategic policies, or a combination of both.¹ The documents which form a Local Plan are called Development Plan Documents.

There are a number of supporting documents to a Local Plan, including;

- **Local Development Scheme** – the timetable for the preparation of local development plans;
- **Statement of Community Involvement** – sets out the Council's approach to engaging with local communities during plan preparation, the assistance given to communities in the preparation of Neighbourhood Plans and when consulting on planning applications;
- **Authority Monitoring Report** – sets out the progress in terms of producing development plan documents and implementing policies;
- **Supplementary Planning documents** – documents which add further detail to policies in a Local Plan. These do not form part of the LDS.

¹ Strategic policies are those policies and site allocations which address strategic matters. Non-strategic policies are those in a Neighbourhood Plan, or those in a local plan which are not strategic.

The Local Plan will also include a Policies Map which illustrates the geographic extent of policies and proposals on a map base.

3. Neighbourhood Plans

Neighbourhood Plans are not compulsory. However, when duly made/adopted they are a statutory document that forms part of the development plan. In parished areas such as ours, these are prepared by a parish or town council or councils. They must be in general conformity with the strategic policies of a council's local plan. Details of those parish/town council's currently preparing neighbourhood plans can be seen on the council's website at www.westsuffolk.gov.uk/neighbourhoodplanning

4. Community Infrastructure Levy (CIL)

CIL is a mechanism introduced under the Planning Act 2008 to provide a standard tariff approach to determining financial contributions from new development towards local infrastructure provision. CIL is a form of securing planning obligations to supplement and co-exist with s106 contributions. It has been designed to be generally paid up front and is a levy calculated on the size and type of development.

Although CIL is not currently in use in West Suffolk, work has begun to explore its introduction but at this time no final decision has been made to introduce it. Production of a CIL charging Schedule is therefore not included in this LDS.

5. West Suffolk Local Plan documents

On the publication of this LDS, the development plans for West Suffolk Councils comprise:

St Edmundsbury

- St Edmundsbury Core Strategy (2010)
- Bury St Edmunds Vision 2031 (2014)
- Haverhill Vision 2031 (2014)
- Rural Vision 2031 (2014)

Forest Heath

- Forest Heath Core Strategy (2010)
- Saved policies of the 1995 Forest Heath Local Plan (1995)

West Suffolk Councils

- Joint Development Management Policies Document (2015)

Neighbourhood Plans

- Hargrave Neighbourhood Plan (July 2018)

The Forest Heath Single Issue Review of Core Strategy Policy CS7 and the Site Allocations Local Plan have been through Examination and the Inspectors' reports are expected by the end of 2018. At this point the documents will be

taken to Council for adoption and will become part of the development plan until superseded by the West Suffolk Local Plan.

6. Timetable for the West Suffolk Local Plan review

West Suffolk Councils are commencing work on a review of the current and emerging Local Plans and associated documents. The Government does not set out precise details of how a plan should be prepared, but rather considers Councils are best placed to decide the exact process and how to engage with their communities. However, the Regulations do prescribe certain stages where the public are to be consulted.

The Council is committed to early and meaningful engagement, collaborating with neighbourhoods, local organisations and businesses is essential. This commitment is echoed by Government. The Regulations include a requirement for public participation at an early stage in plan preparation before the plan is finalised with the detail left for councils to determine. The Regulations also stipulate that the final document should be published for formal consultation prior to it being submitted for independent examination. The various stages of development plan document preparation are summarised in the table below:

Development Plan Document Stage	Stage
Early tasks	This stage involves the Council gathering evidence, including concerns and proposals the community may wish to make regarding planning issues. This stage also involves consultation on the Sustainability Appraisal Scoping Report.
Pre-submission (regulation 18)	The Council will have a minimum of one consultation on issues and options in the early stages of this process and will continue to engage with stakeholders and the community throughout the pre-submission stage.
Pre-submission Consultation or publication stage (regulation 19)	This stage involves a formal consultation on the final version of the DPD, when the Council will invite all interested parties to submit representations.
Submission (regulation 22)	The Council will formally submit the DPD to the Secretary of State for independent examination.
Examination	Interested parties can seek to make representations to the independent Planning Inspector. Following the examination the Planning Inspector will produce a report and may recommend changes.
Adoption	This is a formal process for West Suffolk Councils to adopt the documents as part of the Local Plan.

The profile table below sets out detail on the content and timetable for the production of the West Suffolk Local Plan, which can also be seen in the timeline of key milestones at Annex 1. The timetable is taking a realistic approach and is based on the time taken to achieve key milestones during the preparation of previous Local Plans. Progress will be measured against milestones to assess whether there is any need to revise the published timetable. The timeline is a 'live' document and will be updated on the West Suffolk Council's website as necessary.

West Suffolk Local Plan 2041	
Overview	
Role and content	<ol style="list-style-type: none"> 1. To set out the strategic and local policies for the area 2. To set the overall housing provision and distribution; 3. To identify land use sites to meet housing, employment, leisure and community needs; 4. To set out specific criteria against which planning applications will be considered.
Coverage	St Edmundsbury Borough and Forest Heath District (to be known as the West Suffolk Council administrative area from April 2019)
Status	Development Plan Document
Chain of conformity	With the 2018 National Planning Policy Framework, national legislation and case law
Timetable and milestones	
Start evidence base, scoping and issues	November 2018
Public consultation on issues and options (regulation 18)	November 2019 - January 2020
Public consultation on preferred approach (regulation 18)	August – October 2020
Public consultation on submission draft plan (regulation 19)	April – May 2021
Submission (regulation 22)	July 2021
Examination in Public (regulation 24)	January – February 2022
Adoption (regulation 26)	May 2023
Arrangements for Production	
Lead	Portfolio Holder for Growth
Service Area	To be prepared by the Strategic Planning Service
Internal resources required	Other services involved will include: Economic Growth, Housing, Policy, Families and Communities, Development

	Management and Environment Service Areas.
Community and stakeholder involvement	Parish and Town Councils, Partner Organisations, and others as identified in the Regulations and the Statement of Community Involvement. Stakeholders and the community will be involved in the preparation of the Local Plan through direct contact with the relevant organisations, groups and individuals – including duty to co-operate requirements – and through formal publication procedures as set out in the Local Planning (England) Regulations (2012)
Monitoring and Review	Authority Monitoring Report

7. Risk Assessment

An assessment has been carried out of the factors that could affect the ability of the councils to deliver the Local Plan(s) in accordance with the indicated programme. Actions to manage these risks have been identified.

Risk	Risk / Implications	Mitigating Measures
Timescales	A single Local Plan with multiple parts presents potential risks to its deliverability.	Robust scoping. Prioritised LDS. Sound project planning. The progress made on Plans prepared to date provides increasing confidence. Preparation of Statement of Common Ground.
Available resources & skills	Pressure on financial resources with implications on service budgets	Continued cooperate commitment of the Council to resourcing this statutory function. Robust management of staff resources and cross service and partnership working.
Evidence base	Inadequate / incomplete evidence risk to soundness. Financial risk to evidence gathering.	Early and thorough assessment of available evidence and need. Prioritise further work. Council wide commitment.
Planning Inspectorate	Abortive or inappropriate progress due to change in	Early and consistent engagement with the Planning Inspectorate and

Risk	Risk / Implications	Mitigating Measures
/ legislation engagement	guidance / legislation, advice from the Planning Inspectorate	ensuring consistent and ongoing legal advice.
Political change	Potential changes in political support for all or elements of the Local Plan	Ongoing engagement and ownership of Local Plan preparation and progression with Portfolio Holder for Growth and Members of the Council.
Tests of Soundness	Risk of being found unsound and the potential resultant major delay to the implementation of the policies and proposals.	Continuous soundness self-assessment. Consultation with the Planning Inspectorate before and during publication of a document. Self-assessment using Planning Advisory Service Tool Kit.
Introduction of significant changes	The Inspector may suspend the process should there be significant changes made to the Local Plan which may have not been consulted upon	Consultation on significant changes made following publication in accordance with the Inspectors requirements.

8. Further information

For further information on this Local Development Scheme, or any of the documents mentioned, please contact the Planning Policy team using the contact details below. Information on the existing and emerging Local Plans is also available on the Council's website www.westsuffolk.gov.uk

By E-mail: planning.policy@westsuffolk.gov.uk

By Telephone: 01284 757368

Annex 1: LDS timeline

The LDS timeline below is a live document and will be kept up to date on West Suffolk Council’s website.

https://www.westsuffolk.gov.uk/planning/Planning_Policies/supportinginformatioin.cfm

Local Development Scheme December 2018

	2018		2019					2020					2021					2022					2023										
	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M		
West Suffolk Local Plan																																	

Key	
Document in preparation	
Consultation (Regulation 18) (Issues and Options / Preferred Approach)	
Consultation (Regulation 19) (Pre Submission)	
Submission to Secretary of State (Regulation 22)	
Examination in Public (Regulation 24)	
Modification report and consultation	
Inspectors Report	
Adoption of document (Regulation 26)	

Annex 2: Glossary of Terms

Adoption: The formal approval by a Council of the final version of a development plan document once the inspector has found it sound.

Allocation: Land identified as appropriate for a specific use.

Authority Monitoring Report (AMR): A report prepared by the Council setting out progress on the Local Plan and the effectiveness of the policies it contains.

Community Infrastructure Levy (CIL): A standard charge levied by councils on developers towards the cost of local and strategic infrastructure to support development.

Core Strategy: The key development plan document, setting out the long term spatial vision for the area, the spatial objectives and strategic policies.

Development plan: an authority's development plan consists of the adopted Local Plans, made neighbourhood plans and published spatial development strategies Neighbourhood plans that have been approved at referendum are also part of the development plan, unless the local planning authority decides that the neighbourhood plan should not be made.

Development plan document: a planning document which is part of the Local Plan, subject to extensive consultation and independent examination.

Issues and options: an informal early stage of the development plan document preparation, aimed at engaging the public and stakeholders in formulating the main issues that the Plan should address and the options available.

Local Development Document (LDD): A document that forms part of the Local Plan and can be either a development plan document or a supplementary planning document.

Local Development Scheme: A document setting out the timescales for the production of the development plan documents.

Local Plan: The plan for the future development of the area drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. A local plan can consist of either strategic or non-strategic policies, or a combination of the two.

Neighbourhood Plans: A plan prepared by a Parish Council, a Town Council or a Neighbourhood Planning Forum for a particular neighbourhood area.

Publication Draft: First full draft of the development plan document prepared for formal consultation.

Spatial planning: spatial planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with

other policies and programmes which influence the nature of places and how they function.

Spatial vision: A brief description of how an area will change by the end of a plan period.

Statement of Community Involvement (SCI): A document which informs how a council will involve the community in the preparation of planning documents and on all major planning applications.

Strategic policies: Policies and site allocations which address strategic priorities in line with requirements of the Planning and Compulsory Purchase Act 2004.

Strategic Environmental Assessment (SEA): A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of plans and programmes which are likely to have significant effects on the environment.

Submission draft: Final draft of the development plan document submitted to the Secretary of State for independent examination by the Planning Inspectorate.

Supplementary planning document (SPD): Documents which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites or can be topic based for example, design. SPDs are capable of being a material consideration in planning decisions but are not part of the development plan.

Sustainability Appraisal (SA): Examines the social, environmental and economic effects of strategies and policies in local development documents from the outset of its preparation.

Sustainable development: National planning policy defines this as being meeting the needs of the present without compromising the ability of future generations to meet their own needs.

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Joint Executive (Cabinet) Committee



Title of Report:	West Suffolk Statement of Community Involvement (SCI) December 2018: Adoption	
Report No:	CAB/JT/18/055	
Report to and dates:	Joint Executive (Cabinet) Committee	11 December 2018
	St Edmundsbury Council	18 December 2018
	Forest Heath Council	19 December 2018
Portfolio holders:	Councillor Lance Stanbury FHDC Portfolio Holder for Planning and Growth Tel: 07970 947704 Email: Lance.stanbury@forest-heath.gov.uk	Councillor Susan Glossop SEBC Portfolio Holder for Planning and Growth Tel: 01284 728377 Email: susan.glossop@stedsbc.gov.uk
Lead officer:	Marie Smith Service Manager (Strategic Planning) Tel: 01638 719260 Email: marie.smith@westsuffolk.gov.uk	Boyd Nicholas Principal Planning Policy Officer Tel: 01638 719248 Email: boyd.nicholas@westsuffolk.gov.uk
Purpose of report:	To inform Members of the review of the Joint Statement of Community Involvement (SCI) and to adopt the revised SCI as a framework for involving the community in planning policy and development management processes in West Suffolk.	
Recommendation:	It is RECOMMENDED that the Joint Executive (Cabinet) Committee: (1) Notes the revised West Suffolk Statement of Community Involvement (SCI)(as set	

	<p>out in Working Paper 1 to Report No: CAB/JT/18/055); and</p> <p>(2) Recommends to Forest Heath District and St Edmundsbury Borough Councils that the West Suffolk Statement of Community Involvement (SCI) is adopted (as set out in Working Paper 1 to Report No: CAB/JT/18/055).</p>		
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>		
<p><i>The decisions made as a result of this report will usually be published within 48 hours. This item is included on the Decisions Plan.</i></p>			
Consultation:	<ul style="list-style-type: none"> • Not required by virtue of PPG para 30. 		
Alternative option(s):	<ul style="list-style-type: none"> • None. The preparation and publication of a Statement of Community Involvement is a requirement of the Planning and Compulsory Purchase Act 2004. 		
Implications:			
<p><i>Are there any financial implications? If yes, please give details</i></p>		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p><i>Are there any staffing implications? If yes, please give details</i></p>		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p><i>Are there any ICT implications? If yes, please give details</i></p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • Web based consultation commitments in SCI. 	
<p><i>Are there any legal and/or policy implications? If yes, please give details</i></p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • There is a requirement for LPAs to produce a SCI, (part 18 of the Planning and Compulsory Purchase Act, 2004). 	
<p><i>Are there any equality implications? If yes, please give details</i></p>		<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • As detailed in the report. 	
Risk/opportunity assessment:			
<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>			
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
Without evidencing proper community engagement in the planning process there is a risk that the local plan documents could not proceed to examination /adoption and planning appeals being upheld, with	High	Adoption of the consultation procedures detailed in the Statement of Community Involvement attached at Working Paper 1 of this report.	Low

the possible award of costs against them.			
Ward(s) affected:	All Wards		
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	Forest Heath District Council & St Edmundsbury Borough Council Statement of Community Involvement (SCI) Adopted - February 2014. https://www.westsuffolk.gov.uk/planning/Planning_Policies/upload/Adopted-version-SCI.pdf		
Documents attached:	Working Paper 1 - West Suffolk Statement of Community Involvement (December 2018)		

1. Key issues and Reasons for Recommendation(s)

1.1 Revised Statement of Community Involvement – December 2018

- 1.1.1 The Local Plan is the tool used to deliver the land use elements of the wider place-making function of the Council. It is part of the suite of corporate strategies/plans and programmes which collectively deliver the strategic priorities.
- 1.1.2 As the starting point for considering whether planning applications can be approved. The Local Plan provides the framework for good development across West Suffolk.
- 1.1.3 A review of the existing Local Plans is now required to meet our Council ambitions and to safeguard communities from speculative unsustainable growth – development in the wrong locations and without the necessary strategic infrastructure. The Local Plan will provide a positive, flexible and deliverable planning policy framework for West Suffolk.
- 1.1.4 Before starting work on the West Suffolk Local Plan, the Council has reviewed and updated its Statement of Community Involvement which explains how they will engage local communities and other interested parties in producing their Local Plan and determining planning applications.
- 1.1.5 Section 18 of the Planning and Compulsory Purchase Act 2004 introduced the requirement for local planning authorities to produce a Statement of Community Involvement (SCI). The current joint Forest Heath DC and St Edmundsbury BC SCI was adopted in February 2014.
- 1.1.6 Recently, a number of legislation changes have resulted in the need to update the SCI. These include, through the Neighbourhood Planning Act 2017, a requirement for the SCI to set out the local planning authority's policies for giving advice and assistance in relation to making and modifying neighbourhood plans and neighbourhood development orders. The Neighbourhood Planning Act also requires the SCI to include the authorities' policies for involvement in relation to the preliminary stages of plan production.
- 1.1.7 The NPPF 2018 also introduced new requirements to produce Statements of Common Ground under the Duty to Cooperate. The requirement for the SCI to be subject to examination and for any review to be the subject of public consultation has also been removed. Reviewing the SCI also provided an opportunity to reflect changes to the Councils' practices such as the introduction of charging for pre-application advice and the forthcoming creation of a single West Suffolk Council.
- 1.1.8 A reviewed version of the SCI taking into account recent legislative and procedural changes is attached. It is for this version that Officers are seeking Members approval.

**West Suffolk
Statement of Community Involvement
(SCI)**

December 2018



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Our Approach to Community Involvement

This statement is part of a wider commitment to create and maintain effective working relationships with all sectors of the community, based on trust, openness and constructive challenge. Consulting and engaging with local people is essential in helping us to develop quality services.

At the time of writing Forest Heath District Council and St Edmundsbury Borough Council are politically separate local authorities which share a joint planning service. However from April 2019 the authorities will join to form a single council for West Suffolk. This document has been written in that context and refers to West Suffolk as the local planning authority area.

This document sets out how we will consult and engage with you in relation to the majority of our planning functions. Getting community engagement right is a challenging task, but involving more people actively in decision-making and feeling informed about issues that affect them, is our primary aim.

We would urge you, as residents, businesses and stakeholders, to use this Statement and the protocols set out within it, to hold the local planning authority to account and ensure that all local people have sufficient opportunities to have their say. It is recognised that consultation and engagement activities are constantly evolving and this Statement will be re-visited at regular intervals to ensure it is fully up-to-date and reflects local and national priorities, practices and policies.

Introduction

This Statement of Community Involvement (SCI) sets out:

- our **vision and strategy** for involving the wider community in the preparation of new planning documents; and
- how our communities can become **more involved** and have a **greater say** in the handling of the planning applications that we receive.

The SCI is effectively a statement of our intent to seek positive and meaningful engagement with our local communities in the delivery and improvement of all of our planning services.

The consultation activities set out in this SCI are a minimum requirement. This document, gives an assurance to communities and other key stakeholders about what they can expect from us in terms of consultation and involvement. We may however, undertake additional consultation activities; if it is considered to be necessary depending on the scale and impact of a particular project, proposal or, document.

We will regularly monitor whether this document is aligned with the latest planning policy, legislation and guidance and whether the procedures set out in this statement are achieving a representative level of involvement across all sections of the community and will review the document if necessary.

Why are we producing a new Statement of Community Involvement?

Our shared vision and strategic priorities

The West Suffolk Strategic Framework (2018-2020) makes a commitment to review our SCI. The Council aims to put the interests of local communities at the heart of everything it does and believes in local decisions and local actions for the benefit of local communities.

The Strategic Framework outlines our shared vision and strategic priorities on which we intend to concentrate our efforts: increased opportunities for economic growth, resilient families and communities that are healthy and active, and homes for our communities. Communities and businesses have an important part to play in helping to deliver this vision by getting involved in the planning process at both the local plan-making stage and at the planning application stage.

Legislative changes

There have also been a number of changes in planning legislation since the adoption of our first joint SCI in 2014 and this review is therefore vital to ensure that we are meeting the latest statutory requirements and doing all we reasonably can to encourage involvement in the planning process.

Recent legislative changes include:

- Neighbourhood Planning Act 2017 Regulations
- The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017
- National Planning Policy Framework (2018) and associated guidance
- The Town and Country Planning (Development Management Procedure) (England) Order 2015
- The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2018

Keeping communities informed of evidence gathering and plan-making:

Local planning authorities must set out in their SCI how they will engage communities on the preliminary stages of plan-making, and specifically the evidence gathering / survey stage. A Local Development Scheme (which outlines planning policy documents the Council intend to produce and the timescale for their preparation) should be kept up to date and publically available.

There is now no requirement for the Council to consult when reviewing and updating their SCI (Planning Practice Guidance para. 30). However, to keep communities informed and involved in the plan making process the Council will publish the SCI and any other documents forming part of their evidence base as they are completed on their website in an accessible format, rather than waiting until a formal development plan consultation.

Under the new regulations a Council is also required to:

- support the creation and modification of Neighbourhood Plans in its area (see below).
- review SCIs every five years starting from the date of adoption.
- publish reasons if, after undertaking a review, the Council concludes that an update of the SCI document is not necessary.
- publish the SCI on the website once adopted.

There is no longer a requirement for the SCI to be examined and approved by the Secretary of State because SCIs are no longer defined as 'development plan documents'.

Neighbourhood Plans:

Councils are obliged to set out how they will provide advice and assistance to neighbourhood planning groups:

- The Council must set out in the SCI how they will discharge their duty to give advice or assistance to qualifying bodies to facilitate proposals for neighbourhood development plans (NDPs) or neighbourhood development orders (NDOs), including proposals for modification.
- The Council or the Secretary of State must also notify neighbourhood planning bodies of planning applications or alterations to applications in their area once an NDP has been adopted or examined, unless the neighbourhood planning group has opted out.

Principles of Engagement

The SCI will aim to meet a number of objectives to ensure that involvement in the planning process is as easy to understand, accessible and as meaningful as possible.

Our key principles of engagement are:

- 1 'Frontloading' and early engagement**
Encouraging pre-application advice, by advising applicants to discuss future development proposals prior to submitting a planning application.
- 2 Reaching out to those whose voices are seldom heard**
Being inclusive, fair and representative in the plan-making and decision taking processes.
- 3 Empowering communities**
Local capacity building is supported through neighbourhood planning and community-related planning activities.
- 4 Avoiding jargon and communicating clearly**
Planning information should be accessible to the whole community. The Council will do its best to write all consultation documents in plain English, avoiding jargon and over-use of abbreviations
- 5 Being informative**
To make our information clear so people can make informed choices when replying to our consultations.
- 6 Improving involvement**
To make sure everyone knows why we are asking for involvement and when and how they can get involved.
- 7 Making it easy for you to get involved**
To make sure any public exercises are appropriate and accessible, and making use of existing community involvement networks and groups.
- 8 Providing feedback and being transparent**
Summarising the responses received and provide feedback on how these have been considered ensuring transparency and consistency.
- 9 Creating value for money**
Balancing cost, time constraints and available Council resources.
- 10 Being flexible and responding to change**
To make sure the ways we involve people are working, and to change them where necessary.

PART 1 – PLAN MAKING

1.1 How we produce our Local Plan documents

What is a Local Plan?

A Local plan is a document produced by a local planning authority which sets out planning policies for the future development of a local area, drawn up by the local planning authority in consultation with the community. A local plan can consist of:

- **Strategic policies which set out an overall strategy for the pattern, scale and quality of development and / or,**
- **non-strategic policies which can include allocating sites, the provision of infrastructure and community facilities at a local level, establishing design principles, conserving and enhancing the natural and historic environment and other development management policies.**

A Local Plan should provide the formal statutory framework for sustainable development and economic growth, whilst protecting our most valuable natural and built environmental assets. These 'Plans' can be reviewed in whole or in part and should be responsive to changing social, economic and environmental circumstances.

These Local Plan documents are seen as the key to delivering development that reflects the vision and aspirations of our local communities and for this to happen, a wide section of the community needs to be actively involved in their preparation. We must also ensure that in producing these Plans, we consult with our neighbouring Local Authority areas and communities, in addition to the County Councils, to ensure that we are inclusive and take into account those wider issues that cut across administrative boundaries.

On the publication of this SCI, the local plans in West Suffolk are:

- St Edmundsbury Core Strategy (2010)
- Bury St Edmunds Vision 2031 (2014)
- Haverhill Vision 2031 (2014)
- Rural Vision 2031 (2014)
- Forest Heath Core Strategy (2010)
- Saved policies of the 1995 Forest Heath Local Plan (1995)
- West Suffolk Joint Development Management Policies Document (2015)

Two additional plans are at an advanced stage in the plan preparation process. The *Forest Heath Single Issue Review of Core Strategy Policy CS7* and the *Site Allocations Local Plan* have been through Examination and the Inspectors' reports are expected by the end of 2018. The documents will then be taken to Council for adoption and will become part of the development plan.

A new Local Plan will then be prepared for West Suffolk in line with this SCI and national legislation, this plan will replace the existing Forest Heath and St Edmundsbury plans once adopted.

In addition the Hargrave Neighbourhood Plan (2018) forms part of the development plan for West Suffolk.

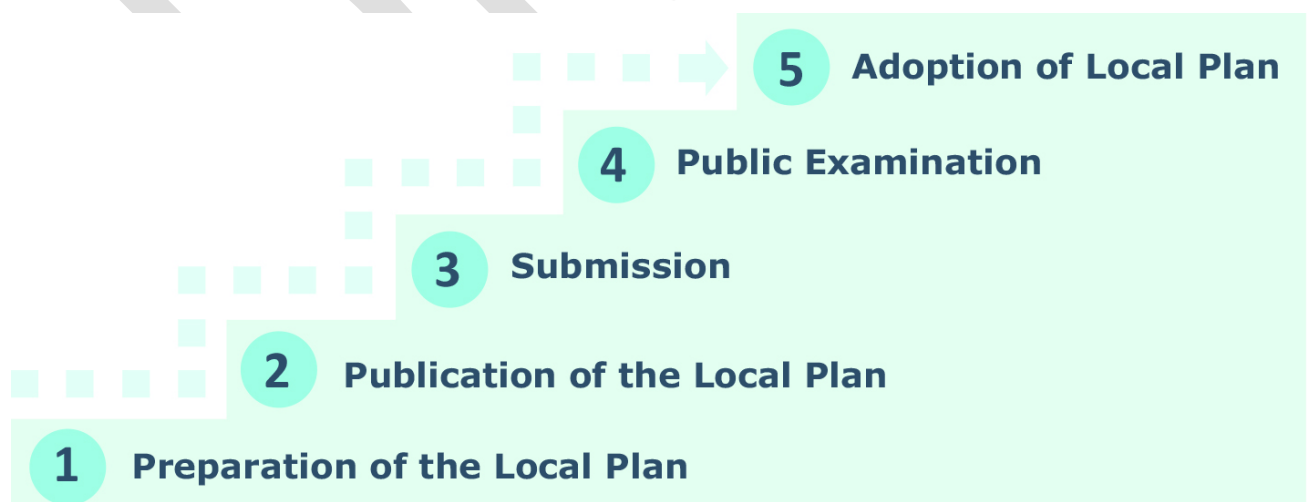
Further details of the documents being produced and the timescales for consultation and adoption are set out in the Local Development Scheme (LDS).

1.2 Procedure for producing Local Plans

What are the key stages in the preparation of a Local Plan document?

There are a number of key steps involved in the preparation of Local Plan documents as set out in the diagram below. These stages are required by Government planning legislation and regulations and are designed to ensure that the process is as transparent as possible and that communities have sufficient input so that the Plans that are ultimately adopted are robust and justified:

Steps in preparation of a Local Plan



Following the process above there is a set protocol that all Authorities must follow when they wish to bring a Local Plan document through to adoption.

Consultation on Development Plan Documents (DPDs)

1 Preparation of the Local Plan (Regulation 18)

Summary

- The information needed for the plan is prepared and issues and options are identified.
- The Council notify and consult on scope of plan for a period of **6 weeks**.

What the Council is required to do by legislation

- Invite statutory and general consultees, residents and businesses in the West Suffolk area to comment on **what the Local Plan should include**.
- The Council will notify people on our consultation database through emails and letters.

What the Council will also do at this stage

- Minimum of **one** consultation
- Hold **workshops/exhibitions** to help decide issues to be included in the plan
- Add **consultation information** on **Council website** and **social media sites**

- The information gathered in stage 1 helps to **shape detailed policy** and options for **allocating development sites**.
- Depending on the level of complexity, the draft Local Plan stage may involve more than one period of consultation.

Drafting of the Local Plan

- **Publish draft documents and supporting documents for consultation** for a minimum of **six weeks**, including Sustainability Appraisal and Habitat Regulation Assessment if necessary
- Consultation documents are made available on the **Council website**
- Issue **press release** to local media
- Add information on the Council's **social media sites**
- Arrange **exhibitions and community roadshow events** in defined locations (focussed exhibitions will also take place where there is a direct and significant impact on that settlement)
- Make hard copies available for inspection at the **Council offices**

2 Publication of the Local Plan (Regulation 19)

Summary

- The submission version of the Local Plan is finalised and published for a last stage of consultation (minimum of **six weeks**)
- Comments at this stage will only be sought on soundness and legal compliance.
- At this stage we will also consult on the Sustainability Appraisal Report and Habitat Regulation Assessment which assesses the potential impact the Local Plan will have on the economy, the environment and on society.

What the Council is required to do by legislation

- **Publish the Local Plan** and supporting documents for a minimum of **six weeks**
- Make **hard copies available for inspection** at Council offices
- Publish electronic copies of all the documents on the **Council website**
- **Send letters/emails** to statutory and general consultation bodies and individuals and organisations on the consultation database

What the Council will also do at this stage

- **Arrange exhibitions** in defined locations (focussed exhibitions and Parish Council meetings will also take place where requested and practicable)
- Add information on the Council's **social media sites**
- Issue **press release** to local media

3 Submission (Regulation 22)

Summary

- The Local Plan, and all supporting documents and the comments received from public consultation, are submitted to the Secretary of State, who appoints an independent Planning Inspector.
- Supporting documents include a Sustainability Appraisal/Strategic Environmental Assessment and a consultation statement, (summarising the representations made to the previous rounds of consultation).

What the Council is required to do by legislation

- Make hard copies available for inspection at **Council offices**
- Publish electronic copies of all the documents on the **Council website**
- Notify people who have specifically requested to be **notified of submission** by email or letter

What the Council will also do at this stage

- Add information on the Council's **social media sites**
- Issue **press release** to local media

4 Public Examination (Regulation 24)

Summary

- The Local Plan and the comments received are examined by the Planning Inspector.

- At least 6 weeks before the start of the examination in public, anyone who made a representation and indicated that they wish to **attend and speak at the public hearings** will be informed of the date, time, venue and format of the hearings.

- The Council will provide details of the examination in public and public hearings by **letter, email, website and public notice**.

- Following the examination, the Inspector's recommendations and their reasons for making those recommendations will be available for inspection at **Council offices** and on our **website**.

- The Council will also **advise people who specifically asked to be notified** that the report is available for inspection.

5 Adoption of Local Plan (Regulation 26)

Summary

- The Local Plan is adopted by Full Council following the Council's consideration of the recommendations.

What the Council is required to do by legislation

- Make the **Inspector's report** available for inspection on the **Council's website** and at **Council offices**
- **Inform consultees** who previously made representations about the availability of Inspector's Report
- Following adoption of the Local Plan, we will **publish the Local Plan**; make electronic copies available on the **Council website** and hard copies available at **Council offices**
- Send **adoption statement** to the Secretary of State, consultation bodies and those who made representations at previous stages or those who have asked to be notified of the adoption

- Make the Sustainability Appraisal and other **supporting documents** available for inspection for six weeks after adoption

What the Council will also do at this stage

- Add adoption information on Council's **social media sites**
- Make hard copies available for inspection at **local libraries**

Consultation on the Strategic Environmental Assessment, (SEA), and Sustainability Appraisal, (SA)

What is a Sustainability Appraisal (SA)/Strategic Environmental Assessment (SEA)?

Sustainability Appraisals provide an assessment of the social, environmental and economic impacts of each Local Plan document and relevant supplementary planning document. The key aim is to identify and enhance any positive effects whilst minimising any adverse impacts of planning policies.

Our Local Plan documents will be subject to a Sustainability Appraisal, (SA), carried out jointly with a Strategic Environmental Assessment, (SEA). These processes will assess the environmental, social and economic implications of the Local Plan document so that their policies accord with the principles of *sustainable development* and cause least 'harm' to the environment.

Sustainability Appraisal is an iterative process and a SA/SEA report will be published at each stage of a Local Plan document's preparation. This allows any interested party the opportunity to comment on the potential environmental, social and/or economic effects of a particular proposal or policy as it emerges.

Due to their technical nature, these documents will be shared with specific social, economic and environmental consultees for their input but will also be made available to all with an interest in or likely to be affected by the proposal(s) being assessed. As a minimum we will meet the consultation requirements set out in the relevant regulations. Copies will be available on the West Suffolk website or on request.

1.3 Supporting the Neighbourhood Planning process

We are committed to encouraging local people to engage in the planning and development of their own areas. To enable this we will provide guidance and technical assistance where and when our communities wish to produce Neighbourhood Plans and Orders.

We will aim to tailor our support to take account of local circumstances, such as the complexity of the Neighbourhood Plan or Order being prepared, the skills and resources of the neighbourhood planning group and being mindful to make the most efficient use of available resources.

It must be remembered that the Neighbourhood Planning is led and owned by local community groups themselves, not the Council, and that the process will need to have regard to the relevant legislation and government guidance as well as the principles of consultation and engagement identified within this Statement.

How the Council will help with each stage of Neighbourhood Plan preparation is set out below.

In the initial stages and area designation we will:

- Meet local communities who contact us expressing an interest in neighbourhood planning, in order to provide initial advice and information and discuss options. Wherever possible, this should take place in advance of a Neighbourhood Area application being submitted.
- Check and confirm receipt of any neighbourhood area application we receive and advise the applying qualifying body of any requirements omitted.
- Map neighbourhood area boundaries required for the designation of the neighbourhood area or business area.
- Consider, in accordance with the Regulations, the boundary of the proposed neighbourhood area. Where the boundary is not considered 'coherent, consistent and appropriate in planning terms we will work with the town/parish council to come to a suitable resolution.
- Carry out statutory consultation on the proposed neighbourhood area in accordance with the Regulations. Consultation is not necessary for applications submitted by town/parish councils who are designating the whole of their area as a neighbourhood area.
- Publish details of all neighbourhood plan areas or business areas on our website and through other appropriate means as soon as practicable following formal designation.

To support the preparation of Neighbourhood Development Plans we will:

- Provide advice on which issues are considered to be relevant planning matters, and are suitable for inclusion in neighbourhood plans.

- Provide information on relevant European and national legislation and policies, and adopted and emerging Local Plan policies with which any neighbourhood plan will need to be in general conformity, including the identification of which adopted local policies are considered to be strategic.
- Share existing information and evidence base work held by the local planning authority as appropriate (subject to any data protection or confidentiality issues) and provide advice on any areas where new evidence may be required or beneficial to support the preparation of the Plan.
- Help communities communicate with local partners and/or organisations where required, including in the preliminary stages of neighbourhood plan making.
- Provide constructive comments on the emerging plan and other supporting documents prior to formal submission.
- Carry out screening / scoping to identify and provide an opinion and advice on the need for a Strategic Environmental Assessment, Sustainability Appraisal or Habitats Regulations Assessment.
- Notify parish/town councils or neighbourhood forums of planning applications in their neighbourhood areas.

We are unable to:

- Undertake consultation exercises, distribute consultation questionnaires, collect, collate or analyse responses on behalf of communities for consultation arising from requirements placed on qualifying bodies in the Regulations.
- Provide project management services for the production of the neighbourhood plan.
- Draft the neighbourhood plan or any part or policy therein, although we can identify examples in which similar plans or policies have been prepared and which may be helpful points of reference and can provide advice on wording.
- Undertake the Strategic Environmental Assessment, Sustainability Appraisal, Habitats Regulations Assessment or Appropriate Assessment. Even if required, consultants will be expected to undertake these.

For more information on the Localism Act and/or Neighbourhood Planning see: https://www.westsuffolk.gov.uk/planning/Planning_Policies/neighbourhood-planning/ or contact the local plans team on neighbourhood.planning@westsuffolk.gov.uk

1.4 How we produce our Supplementary Planning Documents

What is a supplementary planning document (SPD)?

SPDs are documents which are prepared to provide further detailed supporting guidance to existing planning policies. They do not carry the same weight as a Local Plan document but they are still a 'material consideration' in determining planning applications, (i.e. their content is taken into account in the decision making process).

Supplementary Planning Documents or SPDs add further detail to the policies contained within a 'parent' Local Plan document. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design or affordable housing. SPDs are capable of being a material consideration in planning decisions but are not part of the formal Development Plan.

What are the key stages in the preparation of a supplementary planning document (SPD)?

Supplementary planning documents require fewer rounds of consultation than a Local Plan document and are not subject to an independent examination. The key stages in the preparation of an SPD are set out below:

Consultation on Supplementary Plan Documents (SPDs)

1 Public Participation Stage (Regulation 12)

Summary

- Before we adopt an SPD, a draft version, will be the subject of a minimum **four week** period of public consultation.
- If there are any major changes to the SPD there may be a need to re-consult on the changes or on a revised draft.

What the Council is required to do by legislation

- **Publish the Draft SPD** for consultation for a minimum of four weeks
- Electronic copies of the plan and supporting documents to be made available on the **Council website**
- Make hard copies available for inspection at **Council offices**

What the Council will also do at this stage

- Extend the statutory consultation period to a minimum of **6 weeks**
- **Letters/emails** sent to consultation bodies and individuals and organisations on the consultation database
- Issue a **press release** to the local media
- Consultation information added to Council's **social media** sites

2 Adoption of SPD (Regulation 14)

Summary

- The Council will consider the representations received through the consultations and make any amendments necessary before adopting the SPD.

What the Council is required to do by legislation

- Publish SPD – electronic copies and any supporting documents to be made available on the Council website and hard copies available at **Council offices**
- Send an **adoption statement** to those who have made representations during the previous consultations and those who have asked to be notified of the adoption of the SPD

What the Council will also do at this stage

- Add adoption information on the Councils **social media** sites

Concept Statements, Masterplans and Development Briefs

What are Concept Statements, Masterplans and Development Briefs?

- **Concept Statement** – a simple, clear expression of the kind of place that a new development should create. It sets out how the policies and objectives of a Local Plan will apply to a specific site in order to deliver the best possible economic, social and environmental benefits. They are prepared by the Local Planning Authority and are subject to consultation before approval.
- **Masterplan** – a detailed scheme for the development of a site, prepared by a developer but agreed by the Local Planning Authority and subject to consultation before they are approved. A Masterplan will be required where a concept statement has been prepared and on any other sites identified by the authority as requiring a masterplan approach, due to the size, location or mix of uses on a site.
- **Development Brief** – a detailed framework for the development of a site where a full master-planning approach is not required. They are normally prepared by the developer and are subject to consultation before approval by the Local Planning Authority.

From time to time there will be a need to prepare planning guidance that will provide a detailed framework for the development of a specific site. This will commonly take the form of a 'concept statement', 'masterplan' or 'development brief' and will be prepared either by the local planning authority, the landowner or developer. In preparing such frameworks there will be a need for consultation and engagement which should involve the principles set out in the pre-application section below, (section 2.1 of this Statement). These documents will be considered for adoption by the Council and at that time a report of consultation and the changes to the draft document made as a result of the consultation, will also be published.

Other policy documents will be prepared from time to time, such as conservation area appraisals and non-statutory land-use strategies. Consultation on draft documents will take place in accordance with the framework detailed within this SCI and will only be considered for adoption by the Council if a report of consultation and report of any changes resulting from the consultation are published with the final draft.

Article 4 Directions

An Article 4 Direction removes 'permitted' development (pd) rights in specific areas. This means that a planning application may need to be submitted for work which normally does not require one. Article 4 directions are made when the character, appearance or amenity of an area of acknowledged importance could be threatened by permitted development and are most common in conservation areas.

If the Council proposes to introduce an Article 4 Direction it must satisfy itself that development that would normally benefit from permitted development rights should not be carried out unless permission is granted for it on an application. We must also identify clearly the potential harm that the direction is intended to address and provide an evidenced justification for the withdrawal of permitted development rights.

Designation is a two stage process:

Article 4 Directions	Community Involvement
<p>Stage 1: Propose the Introduction of the Article Four Direction</p>	<p>Public consultation to include the following statutory measures:</p> <ul style="list-style-type: none"> • published a notice in a local newspaper, • Post a notice at no fewer than two locations within the area to which the direction relates; • send a copy of the notice on every owner and occupier within the area to which the direction relates unless it is impracticable to do so; • notify the Secretary of State. <p>• in addition, the notice, order and evidence base will be available on the Council's website;</p>
<p>Stage 2: Confirm the Introduction of the Article Four Direction</p>	<p>Fully consider consultation responses and report them to committee before deciding whether or not to confirm the order.</p> <p>If the decision is made to designate the Article 4 Direction the actions in the 5 bullet points above are repeated giving notice that the order has been confirmed.</p>

Please visit the Buildings conservation and Article 4 directions webpage on the West Suffolk website <https://www.westsuffolk.gov.uk/planning/Conservation/index.cfm> or contact us if you would like more information on Article 4 Directions.

1.5 How we plan strategically across local boundaries

Local planning authorities and county councils have a duty to cooperate with each other, and with other prescribed bodies, on strategic matters that cross their administrative boundaries. In particular, joint working should help to determine where additional infrastructure is necessary, and whether development needs that cannot be met wholly within a particular plan area can be met elsewhere.

We will work with our neighbouring strategic policy-making authorities to identify the relevant strategic matters which we need to address in our plans. We will also engage with the local community and other relevant bodies including Local Enterprise Partnerships, Local Nature Partnerships, infrastructure providers, elected Mayors and combined authorities if required.

There are a number of existing forums where this collaboration takes place. Meetings will continue with adjoining authorities, parishes, the Local Enterprise Partnerships, (LEPs), local nature and heritage groups and infrastructure providers.

In order to demonstrate effective and on-going joint working we will, as appropriate, prepare and maintain one or more statements of common ground documenting what cross-boundary matters are being addressed, progress in cooperating to deal with them and where effective co-operation is and is not happening in the plan-making process. These will be produced using the approach set out in national planning guidance, and be made publicly available throughout the plan-making process to provide transparency and as evidence that we have complied with the duty to cooperate.

When will the statement of common ground be prepared, published and updated?

A Statement / Statements will be prepared and maintained on an on-going basis throughout the plan making process. As a minimum, a statement will be published when the area it covers and the governance arrangements for the cooperation process have been defined, and substantive matters to be addressed are determined. A statement / statements of common ground will be available on the West Suffolk website by the time the relevant draft plan is published.

Once published, we will endeavour to ensure that it reflects the most up to date position in terms of joint working across the area and will update as soon as practically possible when either agreements are reached, or a decision is taken to update strategic policies in the area covered by the statement.

1.6 Our methods for community engagement

In order for consultation and community engagement to be effective it should be approached in a systematic manner. We aim to reduce inequality by ensuring that the harder-to-reach sections of the community are consulted and their needs reflected in the planning and delivery of our services.

Some of the ways in which we will seek to engage with you are identified in table 1 below.

Specifically, the Councils will aim to engage with:

- a) all statutory consultees – those bodies which the government specifically asks us to keep informed with progress that we make with our Local Plan documents and SPDs which include the Environment Agency, Historic England, Natural England and the Highways Agency;
- b) our Parish and Town Councils and neighbouring Parish and Town Councils where appropriate;
- c) Suffolk County Council and our neighbouring District and County Councils where appropriate;
- d) local bodies and organisations, e.g. business forums and community groups; and,
- e) individuals and organisations who have expressed an interest in or a willingness to be involved in the plan-making process, such as interested members of the public, landowners and developers.

We maintain a 'Local Plan contact list' with details for all of the individuals and organisations that have previously been involved in the plan making process. This contact list also contains the details of organisations that act in the interests of a number of harder-to-reach groups who face additional barriers and constraints and require specific approaches tailored to the needs of each group.

If you wish to be added to the local plan contact list and informed of any forthcoming local plan consultations please telephone planning policy on 01284 763233 or send your details and request by email to planning.policy@westsuffolk.gov.uk

Table 1: How we will engage with our communities

At various stages in the production of our Local Plan documents we may utilise some or all of the following methods of community engagement. We will meet any statutory requirements as a minimum and attempt to tailor the method(s) of communication to the requirements of specific groups or communities if it is considered that this will aid their understanding of issues relevant to them.

Letters and emails	<ul style="list-style-type: none"> • Emails are our preferred means of communication as they are better for environmental and cost reasons rather than sending a letter in the post.
Newspaper articles, press releases and adverts	<ul style="list-style-type: none"> • Good method of summarising topics and issues in a user friendly manner. • Reaches a potentially large audience. • Opportunity to place articles in relevant newspapers circulating in the local area should their publication be timely. • Press releases also made available on the Council websites.
Exhibitions	<ul style="list-style-type: none"> • A more visual rather than a written means of putting across ideas and concepts.
Drop-in information sessions	<ul style="list-style-type: none"> • Opportunities for people to have discussions with planning staff on the content of a draft Local Plan document.
Website/Social Media	<ul style="list-style-type: none"> • Virtual notice board for the community to engage in their own time and at their own pace. • Online interaction, (including an online representation facility for the statutory consultation stages). • Use of other forms of social media to encourage interactions/debate among groups of people and share/exchange information and ideas within virtual communities and networks. • Availability of public access computer terminals at main Council offices on which Local Plan documentation and planning applications can be viewed. • Requirement to use website under current planning regulations.
Leaflets and Newsletters	<ul style="list-style-type: none"> • Good means of cascading information to a large number of people. • Distribution can be targeted at specific groups.
Dissemination of information via Councillors	<ul style="list-style-type: none"> • Means of cascading information to both the community at large and to groups on which they sit. • Powerful advocates for local communities and their community leadership role provides them with a major input into the consultation process.
Parish/Town Council Workshops and Briefings	<ul style="list-style-type: none"> • Useful means of engaging with Parish/Town councils in the development of Local Plan documents and in establishing local opinion on various issues and options.
Consultation with specific groups and stakeholders	<ul style="list-style-type: none"> • Sharing information via stakeholder groups can be an effective way of disseminating information to a wide range of people.
Focus Groups	<ul style="list-style-type: none"> • We can facilitate these to discover perceptions, opinions and attitudes towards development proposals and other planning matters. • Group settings can enable participants to talk freely with other group members/residents and share concerns.
Line of sight publicity	<ul style="list-style-type: none"> • Posters and displays located in prominent positions within Council offices, around town centres and in other locations/facilities.
Early warning of consultation periods	<ul style="list-style-type: none"> • The Council's Local Development Scheme will provide information on the timetable for producing Local Planning Documents. Where possible local groups will be advised of forthcoming consultation exercises through e-mail alerts.
Focussed meetings with recognised lobby groups	<ul style="list-style-type: none"> • These will be considered when requested and where there are clear and significant implications for the settlement represented by the lobby group as a result of emerging policy documents at publication stage.

PART 2 – PLANNING APPLICATIONS

As a planning authority the Council are responsible for deciding whether development should go ahead. Opportunities exist for the community and stakeholders to get involved in this process at the pre-application, application, and if necessary appeal stages.

Planning legislation sets out the minimum requirements for publicising and consulting the community and stakeholders on planning applications. This section sets out how the Council meets these requirements through the development management process, and also the role of the developer in engaging with the local community.

2.1 The Pre-application stage

We encourage applicants for all types of development to engage in pre-application discussions with planning officers, especially in regards to development that involves a degree of sensitivity. During a pre-application discussion the planning officer will, if possible, be able to:

- Advise whether or not the principle of development would be acceptable,
- Highlight matters that should be addressed before the submission of the planning application; and
- Verify the format, type and level of information required for submission with the planning application.

It is hoped that undertaking pre-applications discussions will result in better applications where the appropriate information is submitted and therefore the rest of the planning application process can be progressed without delay.

Applicants with major or sensitive proposals are also encouraged to undertake pre-application consultations with other interested/relevant bodies such as the County Highways Department, Natural England and/or the Environment Agency.

Developers for major or sensitive proposals, are also encouraged to engage with local communities, prior to the application being submitted. The form and extent of such engagement(s) will vary depending on the particular proposal but should include one or more of the methods of consultation outlined in table 1 above.

Applicants for smaller proposals are encouraged to consult with their neighbours and adjoining landowners so that any concerns can be addressed before the planning application is submitted.

We provide a range of pre-application advice options, including planning performance agreements (PPAs) for more complex schemes. Charges are payable for most options with a few exceptions. Further information can be found on the West Suffolk website on the following link:

https://www.westsuffolk.gov.uk/planning/planning_applications/preapplicationadvice.cfm

Screening and Scoping Opinions (Environmental Impact)

An Environmental impact assessment (EIA) is a procedure required for certain projects to ensure that decisions are made in full knowledge of any likely significant effects on the environment. Screening is the process of deciding which projects require an Environmental Impact Assessment (EIA). A scoping opinion considers what information should be included in an EIA if required.

Where a screening opinion is requested under the Environment Impact Assessment (EIA) Regulations, we will place the request, Opinion / Direction on the public register and website. Once an Opinion is adopted or a direction from the Secretary of State is received we will notify local ward member(s) and the relevant Town or Parish Council(s) accordingly.

We will consult the statutory consultation bodies as defined in the Environment Impact Assessment Regulations on the content of any scoping opinion.

2.2 Publicising our planning applications

The Development Management Procedural Orders and Planning, Listed Building and Conservation Area Regulations set out the statutory requirements for publishing the applications that we receive. These are set-out below:

What we will do, as a minimum, when publicising applications and notifications:

<i>Application Type</i>	<i>West Suffolk Website</i>	<i>Neighbour Notification</i>	<i>Site Notice (21 days)</i>	<i>Notice in Local Newspaper</i>
Major applications	√		√	√
Applications subject to an Environmental Impact Assessment	√		√	√
Proposals which depart from the Development Plan	√		√	√
Applications that affect a right of way	√		√	√
Applications for Listed Building Consent	√		√	√*
Applications within a Conservation Area	√		√	√
Tree preservation order applications	√			
Trees in Conservation Area applications	√	√		
Applications not included in the above categories	√	√	√	
Permitted Development notifications	As required by the General Permitted Development Order (GPDO)			

Note: See Glossary for definition and more information on Application Types.

* Minor internal works to listed buildings may not require a notice in the press

2.3 How we will engage with our communities

As appropriate we will:

<i>Consultation Method</i>	<i>Description</i>
West Suffolk Website	We will publish the following information on the West Suffolk website (www.westsuffolk.gov.uk): <ul style="list-style-type: none"> • The address or location of the proposed works, • the nature of the proposed works, • the date by which any representations about the application must be made, (which will be after the 21 day consultation period), • where and when the application may be inspected, and, • how representations may be made about the application.
Neighbour Notification	Occupiers of buildings opposite and adjacent to the application site will be sent a letter notifying them of the application.
Site Notice	The site notice includes the date on which the notice was displayed and gives interested parties 21 days from the date of the notice being displayed within which to submit their comments. The notice also specifies the application site address, a description of the proposal, the planning application number and details of where the application can be inspected. It also advises that any representations should be made in writing.
Notice in a Local Newspaper	We will place an advert in one or more of the local newspapers which circulate in the locality. Members of the public are advised that they have 21 days from the date of the advert to submit their comments.

Viewing Planning Applications

All planning applications are available to view on the West Suffolk website by visiting www.westsuffolk.gov.uk and clicking on the 'Planning and building regulation' tab.

All planning applications are also available electronically for public inspection at the Council Offices whose addresses can be found in Appendix C of this Document.

2.4 How you can give us feedback and comment on a planning application

Comments are welcomed on any planning application that either support, object, or simply comment on particular proposals. Any comments received in writing will be used to help inform the decision making process and will be published on the West Suffolk website. We would prefer that these comments are made online. It is also possible to make a comment by contacting the appropriate member of the planning staff via email or the post. Any anonymous comments made on an application will not be accepted. If we receive a representation saying simply 'No objection' it will be treated simply as a neutral comment.

It is particularly important that you send your written comments to the appropriate planning officer as the responses received through this process may well help decide how the application is ultimately determined, either by delegated powers or by the Development Control Committee. However, for comments to be taken into account they must be a material planning consideration. If it is decided that a planning application will have to go to the Development Control Committee for a decision to be made, there will be the opportunity for an objector and the applicant to present verbal comments to the Committee.

Further advice on viewing and commenting on applications can be found at:
<https://www.westsuffolk.gov.uk/planning/vieworcommentonplanningapplications.cfm>

A privacy statement explaining how we use any personal information we collect about you when contacting the planning service can be found at:
<https://www.westsuffolk.gov.uk/privacy/privacy-notice-for-development-management.cfm>

Part 3. Monitoring and reviewing the Statement of Community Involvement

This Statement of Community Involvement (SCI) will be monitored regularly to ensure methods are kept up to date and are relevant to the local community. Changes to the document will be considered in the following circumstances:

- where changes to planning legislation or government guidance affect consultation procedures and requirements;
- where in the light of experience and feedback from community involvement exercises, changes are necessary to improve arrangements;
- where the Council makes new arrangements for community engagement, which are not reflected in the existing SCI;
- the need to reflect examples of best practice emerging from elsewhere in the country.

There is a statutory minimum requirement for this document to be reviewed every five years, however earlier review may be appropriate taking into account the circumstances listed above. We will also regularly review the procedures for involving the community, as outlined within this statement, to ensure they meet our principles of engagement and achieve a representative level of public involvement across all sections of the community.

This document is particularly important for the plan preparation process. At the examination stage, the Planning Inspector checks whether the submitted development plan has been positively prepared and is compliant with the requirements of the SCI. A statement of compliance with the SCI will be prepared as part of the self-assessment process which is submitted to the Secretary of State.

Any necessary reviews of the SCI will be reported through the Council's Annual Monitoring Report.

Part 4. Obtaining alternative planning advice

Planning staff at both Authorities are committed to providing independent and professional planning advice. However, an external body called 'Planning Aid' exists which is a voluntary service linked to the Royal Town Planning Institute, (RTPI), offering free, independent and professional advice on town planning matters to community groups. Planning Aid enables local communities, particularly those with limited resources, to participate effectively in planning matters. Among other activities, Planning Aid:

- provide information and training on the planning system,
- advise and assist groups in playing their part in the development of plans and policies at the national and local level,
- help communities develop their own strategies for their own area, including advice on producing Neighbourhood Plans and Orders,
- organise educational projects for all age groups.

Contact details for Planning Aid are provided below:

Planning Aid England

RTPI

41 Botolph Lane

London

EC3R 8DL

Tel: 020 7929 8338

e-mail: advice@planningaid.rtpi.org.uk

Appendix A: Acronyms

CS	Core Strategy
CAT	Conservation Area Tree
DM	Development Management
DMPO	Development Management Procedure Order
DPD	Development Plan Document
EC	European Commission
EIA	Environmental Impact Assessment
EiP	Examination in Public
FHDC	Forest Heath District Council
GDPO	General Development Procedure Order
GPDO	General Permitted Development Order
JDMPD	Joint Development Management Policy Document
LPWG	Local Plan Working Group
LPA	Local Planning Authority
LDS	Local Development Scheme
NDO	Neighbourhood Development Order
NPPF	National Planning Policy Framework
PPG	Planning Practice Guidance
RTPI	Royal Town Planning Institute
SA	Sustainability Appraisal
SALP	Sites Allocation Local Plan document
SEA	Strategic Environmental Assessment
SEBC	St Edmundsbury Borough Council
SIR	Single Issue Review of Core Strategy Policy CS7
SoS	Secretary of State
SPD	Supplementary Planning Document
TPO	Tree Preservation Order
TCA	Tree in a Conservation Area

Appendix B: Glossary

Applications for Listed Building Consent – There is a requirement for separate permission called listed building consent for applications which affect a listed building. Listed building consent is required for all works of demolition, alteration or extension to a listed building that affect its character as a building of special architectural or historic interest.

Application subject to an EIA – A planning application that is subject to an Environmental Impact Assessment (EIA) or accompanied by an environmental statement

Applications that are a departure from the local plan – A planning application that does not accord with the provisions of the Development Plan in force in the area in which the land to which the application relates is situated.

Application within or affecting a conservation area – A planning application that is situated within or may have an effect on a designated conservation area.

Core Strategy – Outlines the key principles regarding the development and use of land in a local authority's area.

Conservation Area – An area of special architectural or historical interest that has been designated by the Council. The character or appearance of a conservation area should be preserved or enhanced.

Development Management Policies Document – This document contains policies which will be applied to ensure that all development meets the overall vision and strategic policies as set out within the overarching Core Strategy. When we make decisions about planning applications, we will take these policies into account.

Development Plan - This includes adopted Local Plans, and neighbourhood plans and is defined in section 38 of the Planning and Compulsory Purchase Act 2004.

Development Plan Contact List – Forest Heath and St Edmundsbury administer a shared contact list with details of all statutory consultees and all other groups and individuals with an interest in the development plan making process.

Local Development Scheme (LDS) – This sets out a programme for the preparation of Local Plan documents. It is a project management tool that identifies which documents are to be prepared, the various stages required in their production together with a detailed timetable.

Localism Act – The Localism Act 2011 is an Act of Parliament that changed the powers of local government in England. The aim of the act is to facilitate the devolution of decision-making powers from central government control to individuals and communities.

Local Plan – The plan for the future development of the local area, drawn up by the Local Planning Authority, (LPA), in consultation with the community. In law this is described as the Development Plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current Core Strategies or other planning policies, which under the regulations would be considered to be Development Plan documents,

form part of the Local Plan. The term can include old policies which have been saved under the 2004 Act.

Local Planning Authority (LPA) - The public authority whose duty it is to carry out specific planning functions for a particular area.

Material Consideration - A factor which will be taken into account when reaching a decision on a planning application or appeal. Under Section 38 of the Planning and Compulsory Purchase Act 2004, decisions on planning applications 'must be made in accordance with the [development] plan unless other material considerations indicate otherwise'.

Major application: A planning application that involves one or more of the following;

- a) The winning and working of minerals or the use of land for mineral-working deposits;
- b) Waste development;
- c) The development involves the provision of dwellings where –
 - i. The provision of 10 or more dwellings;
 - ii. The development area is 0.5 hectares or more and it is not known whether the development falls within criterion c) i.;
- d) The development will create 1000 square metres or more of floor space;
- e) The site area of the development is 1 hectare or more.

National Planning Policy Framework (NPPF) - Designed to consolidate all national policy statements, circulars and guidance documents into a single, simpler National Planning Policy Framework. The Framework is intended to provide clear policies for making robust local and neighbourhood plans and development management decisions.

Neighbourhood Development Orders (NDO) - An Order made by a Local Planning Authority, (under the Town and Country Planning Act 1990), through which Parish Councils and neighbourhood forums can grant planning permission for a specific development proposal or classes of development.

Neighbourhood Plans – A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area, (made under the Planning and Compulsory Purchase Act 2004).

Non-Major application – A planning application for minor development or that requires a householder application or other planning application.

Permitted development notification – a notification of development that accords with the most up to date General Permitted Development Procedure Order.

Planning Practice Guidance – The Government's web based resource which brings together its guidance on planning issues in one place adding detail to the policies in the NPPF.

Pre-application stage – Discussions may take place and in many cases are expected, between the Local Planning Authority and potential applicants before a planning application is submitted. Pre-application discussions can help to clarify the nature of the proposal and can point to the need for additional material to accompany a planning application when it is finally made.

Site Specific Allocation Policies – Policies that relate to the allocation of land for development.

Supplementary Planning Documents (SPD) – Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the formal Development Plan, (see above).

Sustainability Appraisal (SA) – This is a tool for appraising policies to ensure that they reflect sustainable development objectives. An appraisal is required by legislation for all Local Plans and many SPDs.

Strategic Environment Assessment (SEA) – the European Strategic Environment Assessment Directive, (2001/42/EC), requires an assessment of certain plans and programmes including those related to planning and land-use.

TPO application – A Tree Preservation Order, (TPO), is an Order made to preserve a tree(s) that is considered to bring amenity value to the surrounding area by the local authority. The order makes it an offence to cut down, uproot, prune, lop or damage the tree in question without first obtaining the Council's consent. A TPO can apply to a single tree, a group of trees, and area or a woodland.

TCA application – Trees in Conservation Areas which are already protected by a TPO are subject to the TPO protection outlined above. Trees within a conservation area, but are not subject to a TPO have special protection. Anyone proposing to cut down or carry out work on any trees within a conservation area, is required to give the Council six weeks prior notice. This is to give the Council an opportunity to consider whether a TPO should be made in respect of the tree.

Appendix C: FHDC/SEBC 'Principal Offices'

The places below are referred to within this SCI as our 'Principal Offices' and are the locations in which we will make our Local Plan and Supplementary Planning Documents available for public inspection.

West Suffolk House
Western Way
Bury St Edmunds
IP33 3YU
01284 763233

District Council Offices,
College Heath Road,
Mildenhall,
IP28 7EY

Customer Information,
The Brandon Centre,
Bury Road,
Brandon,
IP27 0BQ

Haverhill House,
Lower Downs Slade,
Haverhill,
Suffolk
CB9 9EE

Area Office,
63 The Guineas,
Newmarket,
Suffolk,
CB8 8HT

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Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 December 2018 to 31 March 2019

Publication Date: 9 November 2018

The following plan shows both the key decisions and other decisions/matters taken in private, that the Joint Executive (Cabinet) Committee of Forest Heath District (FHDC) and St Edmundsbury Borough Councils (SEBC), or Officers under delegated authority, are intending to take up to 31 March 2019. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

Executive decisions are taken at public meetings of the Joint Executive (Cabinet) Committee and by other bodies provided with executive decision-making powers. Some decisions and items may be taken in private during the parts of the meeting at which the public may be excluded, when it is likely that confidential or exempt information may be disclosed. This is indicated on the relevant meeting agenda and in the '*Reason for taking the item in private*' column relevant to each item detailed on the plan.

Members of the public may wish to:

- make enquiries in respect of any of the intended decisions listed below;
- receive copies of any of the documents in the public domain listed below;
- receive copies of any other documents in the public domain relevant to those matters listed below which may be submitted to the decision taker; or
- make representations in relation to why meetings to consider the listed items intended for consideration in private should be open to the public.

In all instances, contact should be made with the named Officer in the first instance, either on the telephone number listed against their name, or via email using the format firstname.surname@westsuffolk.gov.uk or via Democratic Services, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU; or District Offices, College Heath Road, Mildenhall, Suffolk IP28 7EY.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
11/12/18 (NEW) Page 186	<p><i>(PROVISIONAL – subject to receipt and content of Inspector’s Report)</i></p> <p>Forest Heath District Council: Core Strategy Single Issue Review / Site Allocations Local Plan Adoption</p> <p>Following the completion of the Examination in Public into the Local Plans, the appointed Planning Inspectors have concluded that, subject to a series of recommended modifications, the Plans provide an appropriate basis for the planning of the Forest Heath District. The Cabinets will be asked to recommend to Forest Heath District Council that Members agree to the adoption of the Forest Heath Core Strategy Single Issue Review: Policy CS7 Overall Housing Provision and Distribution</p>	Not applicable	(R) – FHDC Council 19/12/18	Joint Executive (Cabinet) Committee/ FHDC Council	Lance Stanbury FHDC Planning and Growth 07970 947704	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Marie Smith Service Manager (Strategic Planning) 01638 719260</p>	All FHDC Wards	Report to Joint Executive (Cabinet) Committee with recommendations to FHDC Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	and the Forest Heath Site Specific Allocations Local Plan.							
11/12/18 (NEW) Page 187	Local Development Scheme The Cabinets will be asked to consider recommending to both Forest Heath District and St Edmundsbury Borough Councils, the adoption of the Local Development Scheme, which is required as part of the development of the new West Suffolk Local Plan.	Not applicable	(R) – SEBC Council 18/12/18 (R) – FHDC Council 19/12/18	Joint Executive (Cabinet) Committee/ Councils	Lance Stanbury FHDC Planning and Growth 07970 947704 Susan Glossop SEBC Planning and Growth 01284 728377	Julie Baird Assistant Director (Growth) 01284 757613 Marie Smith Service Manager (Strategic Planning) 01638 719260	All Wards	Report to Joint Executive (Cabinet) Committee, with recommendations to Councils.
11/12/18 (NEW)	Statement of Community Involvement The Cabinets will be asked to consider recommending to both Forest Heath District and St Edmundsbury Borough Councils, the adoption of the Statement of Community Involvement,	Not applicable	(R) – SEBC Council 18/12/18 (R) – FHDC Council 19/12/18	Joint Executive (Cabinet) Committee/ Councils	Lance Stanbury FHDC Planning and Growth 07970 947704 Susan Glossop SEBC Planning and Growth 01284 728377	Julie Baird Assistant Director (Growth) 01284 757613 Marie Smith Service Manager (Strategic Planning) 01638 719260	All Wards	Report to Joint Executive (Cabinet) Committee, with recommendations to Councils.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	which is required as part of the development of the new West Suffolk Local Plan.							
11/12/18 Page 188	Revenues Collection Performance and Write Offs The Cabinets will be asked to consider writing-off outstanding debts for both Forest Heath District and St Edmundsbury Borough Councils, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Stephen Edwards FHDC Resources and Performance 07904 389982 Ian Houlder SEBC Resources and Performance 07970 729435	Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Report to Joint Executive (Cabinet) Committee with exempt appendices
11/12/18 (Deferred from 26/06/18)	West Suffolk Joint Tenancy Strategy The Localism Act (2011) introduced a duty for Local Authorities to produce a Tenancy Strategy. The Strategy outlines both the West Suffolk Councils' (Forest Heath and St Edmundsbury) and Registered Providers' approach to issues which affect tenants living in	Not applicable	(D)	Joint Executive (Cabinet) Committee	Sara Mildmay-White SEBC and West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Joint Executive (Cabinet) Committee, including Tenancy Strategy

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	West Suffolk, including the management and allocation of affordable housing.							
11/12/18 <i>(Deferred from 26/08/18)</i>	<p>Review of West Suffolk's Housing Strategy</p> <p>West Suffolk's Housing Strategy 2014 is due to be reviewed in 2018. Through the review of the Housing Strategy, the opportunity to reflect priorities, actions and projects set out in the recently adopted West Suffolk Strategic Framework 2018-2020 will be taken. Furthermore, there are a number of additional duties and fundamental changes to housing legislation that will be reflected in the Housing Strategy. The draft Strategy will have previously been considered by the FHDC and SEBC Overview and</p>	Not applicable	(R) – SEBC Council 18/12/18 FHDC Council 19/12/18	Joint Executive (Cabinet) Committee / Councils	Sara Mildmay-White SEBC and West Suffolk Lead for Housing 01359 270580	<p>Davina Howes Assistant Director (Families and Communities) 01284 757070</p> <p>David Collinson Assistant Director (Planning and Regulatory) 01284 757306</p> <p>Julie Baird Assistant Director (Growth) 01284 757613</p>	All Wards	Report to Joint Executive (Cabinet) Committee with draft Strategy, overview of existing Housing Strategy review and results of consultation. Recommendations to Councils.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Scrutiny Committees.							
11/12/18 Page 190	<p>Treasury Management Report 2018/2019 – Investment Activity (1 April to 30 September 2018)</p> <p>The Cabinets will be asked to recommend to each Council, the approval of the respective FHDC / SEBC Treasury Management Report 2018-2019 which summarised the investment activity for the period 1 April to 30 September 2018.</p>	Not applicable	<p>(R) – SEBC Council 18/12/18</p> <p>FHDC Council 19/12/18</p>	Joint Executive (Cabinet) Committee / Councils	<p>Stephen Edwards FHDC Resources and Performance 07904 389982</p> <p>Ian Houlder SEBC Resources and Performance 07970 729435</p>	<p>Greg Stevenson Service Manager (Finance and Performance) 01284 757264</p>	All Wards	<p>Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Councils.</p>
	<p>Asset Management Strategy and Asset Management Plan</p> <p>This item has been removed from this Decisions Plan. It is expected that the Strategy and Management Plan will not now become effective until after 1 April 2019, therefore it is now considered appropriate for</p>				<p>Lance Stanbury FHDC Planning and Growth 07970 947704</p> <p>John Griffiths SEBC Leader 07958 700434</p>	<p>Julie Baird Assistant Director (Growth) 01284 757613</p>		

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	the item to be considered by the Shadow Executive (Cabinet) on or after 5 February 2019 instead.							
<p>(Deferred from 18/06/18)</p> <p>(Deferred: New timeline to be confirmed)</p> <p>191</p>	<p>West Suffolk Joint Affordable Housing Supplementary Planning Document</p> <p>The Affordable Housing supplementary planning document (SPD) provides additional guidance to Core Strategy Policies CS5 (St Edmundsbury Borough Council) and CS9 (Forest Heath District Council) 'Affordable Housing' to ensure that applicants and developers have a clear understanding of affordable housing requirements when considering submission of a planning application. The Cabinets will be asked to recommend to each Council approval of this SPD.</p>	Not applicable	<p>(R) – SEBC Council To be confirmed</p> <p>FHDC Council To be confirmed</p>	Joint Executive (Cabinet) Committee / Councils	<p>Sara Mildmay-White SEBC and West Suffolk Lead for Housing 01359 270580</p>	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Simon Phelan Service Manager (Strategic Housing) 01638 719440</p>	All Wards	Report to Joint Executive (Cabinet) Committee, including Supplementary Planning Document. Recommendations to Councils.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
22/01/19 (NEW) Page 192	Housing Delivery Plan: Update on First Phase The Cabinets will be asked to consider recommending to both Forest Heath District and St Edmundsbury Borough Councils, the adoption of a housing delivery plan for West Suffolk. The Plan will set out a range of actions and interventions that the Council can take to increase the rate of housing delivery developed from a detailed analysis of the local housing market.	Not applicable	(D)	Joint Executive (Cabinet) Committee	Sara Mildmay-White SEBC and West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Joint Executive (Cabinet) Committee.
22/01/19	Treasury Management Report 2018/2019 – Investment Activity (1 April to 31 December 2018) The Cabinets will be asked to recommend to each Council, the approval of the respective FHDC / SEBC Treasury Management Report 2018-	Not applicable	(R) – SEBC Council 19/02/19 FHDC Council 20/02/19	Joint Executive (Cabinet) Committee / Councils	Stephen Edwards FHDC Resources and Performance 07904 389982 Ian Houlder SEBC Resources and Performance 07970 729435	Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Councils.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	2019 which summarised the investment activity for the period 1 April to 31 December 2018.							
12/03/19 Page 193	Revenues Collection Performance and Write Offs The Cabinets will be asked to consider writing-off outstanding debts for both Forest Heath District and St Edmundsbury Borough Councils, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Stephen Edwards FHDC Resources and Performance 07904 389982 Ian Houlder SEBC Resources and Performance 07970 729435	Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Report to Joint Executive (Cabinet) Committee with exempt appendices.

NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended)

The public may be excluded from all or part of the meeting during the consideration of items of business on the grounds that it involves the likely disclosure of exempt information defined in Schedule 12(A) of the Act, as follows:

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

- Page 494
1. Information relating to any individual.
 2. Information which is likely to reveal the identity of an individual.
 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
 4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
 7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

In accordance with Section 100A(3) (a) and (b) of the Local Government Act 1972 (as amended)

Confidential information is also not for public access, but the difference between this and exempt information is that a Government department, legal opinion or the court has prohibited its disclosure in the public domain. Should confidential information require consideration in private, this will be detailed in this Decisions Plan.

NOTE 2: KEY DECISION DEFINITION

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
 - (i) be significant in terms of its effects on communities living or working in the Borough / District; or
 - (ii) result in any new expenditure, income or savings of more than £100,000 in relation to the Borough / District Council's revenue budget or capital programme;
 - (iii) comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of the FHDC / SEBC Constitutions.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Joint Executive (Cabinet) Committee:

Authority	Cabinet Member	Portfolio
Forest Heath District Council	Councillor James Waters Councillor Robin Millar Councillor David Bowman Councillor Ruth Bowman J.P. Councillor Andy Drummond Councillor Stephen Edwards Councillor Lance Stanbury	FHDC Leader of the Council FHDC Deputy Leader of the Council/ Families and Communities FHDC Portfolio Holder for Operations FHDC Portfolio Holder for Future Governance FHDC Portfolio Holder for Leisure and Culture FHDC Portfolio Holder for Resources and Performance FHDC Portfolio Holder for Planning and Growth
St Edmundsbury Borough Council	Councillor John Griffiths Councillor Sara Mildmay-White Councillor Carol Bull Councillor Robert Everitt Councillor Susan Glossop Councillor Ian Houlder Councillor Joanna Rayner Councillor Peter Stevens	SEBC Leader of the Council SEBC Deputy Leader of the Council/ Housing SEBC Portfolio Holder for Future Governance SEBC Portfolio Holder for Families and Communities SEBC Portfolio Holder for Planning and Growth SEBC Portfolio Holder for Resources and Performance SEBC Portfolio Holder for Leisure and Culture SEBC Portfolio Holder for Operations

(b) Membership of Forest Heath Cabinet and their Portfolios:

Cabinet Member	Portfolio
James Waters	Leader of the Council;
Robin Millar	Deputy Leader of the Council; Families and Communities
David Bowman	Operations
Ruth Bowman J.P	Future Governance
Andy Drummond	Leisure and Culture
Stephen Edwards	Resources and Performance
Lance Stanbury	Planning and Growth

(c) Membership of St Edmundsbury Cabinet and their Portfolios:

Cabinet Member	Portfolio
Councillor John Griffiths Councillor Sara Mildmay-White	Leader of the Council Deputy Leader of the Council/ Housing
Councillor Carol Bull Councillor Robert Everitt Councillor Susan Glossop Councillor Ian Houlder Councillor Joanna Rayner Councillor Peter Stevens	Portfolio Holder for Future Governance Portfolio Holder for Families and Communities Portfolio Holder for Planning and Growth Portfolio Holder for Resources and Performance Portfolio Holder for Leisure and Culture Portfolio Holder for Operations

(d) **Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council , St Edmundsbury Borough Council and Waveney District Council** (Membership: one Member/two Substitutes per Authority)

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full Fenland District Council Cabinet Member	Full Forest Heath District Council Cabinet Member	Full Suffolk Coastal District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member	Full Waveney District Council Cabinet Member
Cllr Paul Classen	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry (Chairman)	Cllr Ian Houlder	Cllr Bruce Provan (Vice Chairman)
Substitute Breckland Cabinet Members	Substitute East Cambridgeshire District Council Cabinet Members	Substitute Fenland District Council Cabinet Members	Substitute Forest Heath District Council Cabinet Members	Substitute Suffolk Coastal District Council Cabinet Members	Substitute St Edmundsbury Borough Council Cabinet Members	Substitute Waveney District Council Cabinet Members
Cllr Sam Chapman-Allen	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Stuart Lawson	Cllr Sara Mildmay-White	Cllr Mark Bee
Cllr William Nunn	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Chris Punt

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Jennifer Eves
 Assistant Director (HR, Legal and Democratic Services)
 Date: 9 November 2018

Joint Executive (Cabinet) Committee



Title of Report:	Forest Heath and St Edmundsbury Revenues, Collection, Performance and Write-Offs	
Report No:	CAB/JT/18/057	
Report to and date:	Joint Executive (Cabinet) Committee	11 December 2018
Portfolio holders:	Councillor Stephen Edwards FHDC Portfolio Holder for Resources and Performance Tel: 07904 389982 Email: stephen.edwards@forest-heath.gov.uk	Councillor Ian Houlder SEBC Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk
Lead officer:	Gregory Stevenson Service Manager (Finance and Performance) Telephone: 01284 757264 Email: gregory.stevenson@westsuffolk.gov.uk	
Purpose of report:	To consider the current revenue collection performance and to consider writing off outstanding debts, as detailed in the exempt Appendices.	
Recommendation:	<p>The write-off of the amounts detailed in the exempt Appendices to Report No: CAB/JT/18/057 be approved, as follows:</p> <ol style="list-style-type: none"> 1. Exempt Appendix 1: FHDC Council Tax totalling £48,553.67 2. Exempt Appendix 2: FHDC Business Rates totalling £2,551.59 3. Exempt Appendix 3: FHDC Housing Benefit Overpayment totalling £4,562.16. 	

Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i>			
Consultation:		Leadership Team and the Portfolio Holder for Resources and Performance have been consulted with on the proposed write-offs.	
Alternative option(s):		See paragraphs 2.1 and 2.2	
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • See paragraphs 3.1 to 3.3	
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> The recovery procedures followed have been previously agreed; writing off uncollectable debt allows staff to focus recovery action on debt which is recoverable.	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> The application of predetermined recovery procedures ensures that everybody is treated consistently. Failure to collect any debt impacts on either the levels of service provision or the levels of charges. All available remedies are used to recover the debt before write off is considered. The provision of services by the Council applies to everyone in the area. 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
Debts are written off which could have been collected.	Medium	Extensive recovery procedures are in place to ensure that all possible mechanisms are exhausted before a debt is written off.	Low
Ward(s) affected:		All wards are affected.	

<p>Background papers: <i>(all background papers are to be published on the website and a link included)</i></p>	None
<p>Documents attached:</p>	<p>1. Exempt Appendix 1: FHDC Council Tax totalling £48,553.67</p> <p>2. Exempt Appendix 2: FHDC Business Rates totalling £2,551.59</p> <p>3. Exempt Appendix 3: Housing Benefit Overpayment totalling £4,562.16.</p>

1. Key issues and reasons for recommendation(s)

- 1.1 The Revenues Section collects outstanding debts in accordance with either statutory guidelines or Council agreed procedures.
- 1.2 When all these procedures have been exhausted the outstanding debt is written off using the delegated authority of the Assistant Director, Resources and Performance for debts up to £2,499.99 or by Cabinet for debts over £2,500.00.
- 1.3 It is best practice to monitor the recovery procedures for outstanding debts regularly and, when appropriate, write off irrecoverable debts.
- 1.4 Provision for irrecoverable debts is included both in the Collection Fund and the General Fund and writing off debts that are known to be irrecoverable ensures that staff are focussed on achieving good collection levels in respect of the recoverable debt.

2. Alternative options

- 2.1 The Council currently uses the services of the ARP Enforcement Agency to assist in the collection of business rates and Council Tax and also has on line tracing facilities. It is not considered appropriate to pass the debts on to another agency.
- 2.2 It should be noted that in the event that a written-off debt become recoverable, the amount is written back on, and enforcement procedures are re-established. This might happen, for example, if someone has gone away with no trace, and then they are unexpectedly 'found' again, through whatever route.

3. Financial implications and collection performance

Forest Heath District Council

- 3.1 Provision is made in the accounts for non-recovery but the total amounts to be written off are as follows with full details shown in Exempt Appendices 1, 2 and 3.
- 3.2 As at 31 October 2018, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of Forest Heath District Council (as the billing Authority) is £25.4m per annum. The collection rate as at 31 October 2018 was 63.61% against a profiled target of 63.21%
- 3.3 As at 31 October 2018 the total Council Tax billed by Anglia Revenues Partnership on behalf of Forest Heath District Council (includes the County, Police and Parish precept elements) is £29.9m per annum. The collection rate as at 31 October 2018 was 64.24% against a profiled target of 65.20%.

St Edmundsbury Borough Council

- 3.4 As at 31 October 2018, the total National Non Domestic Rates (NNDR) billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (as the billing Authority) is just over £48.4 million per annum. The collection rate as at 31 October 2018 was 66.84% against a profile of 66.81%.

- 3.6 As at 31 October 2018, the total Council Tax billed by Anglia Revenues Partnership on behalf of St Edmundsbury Borough Council (includes the County, Police and Parish precept elements) is £61 million per annum. The collection rate as at 31 October 2018 was 66.44% against a profile target of 67.32%

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