



Developers Guide to **Infrastructure Contributions in Suffolk**

UPDATED April 2025

Summary

This document has been prepared by Suffolk County Council (SCC) with inputs from the lower tier Local Authorities within Suffolk. The Integrated Care Boards and the Suffolk Constabulary have also been involved with the update of this publication.

The first Developers Guide to Infrastructure Contributions in Suffolk was initially published in 2011. This update takes account of legislative and policy changes together with changes to the Community Infrastructure Levy which is implemented in the districts of Babergh, Mid Suffolk and East Suffolk. Consultation took place on an earlier version of this document during 2021 and 2022.

The following table provides a summary of costs that may be sought by SCC to mitigate impacts arising from developments. Please refer to the relevant sections of the guide for further information relating to each service area. Please also refer to Section 4 which provides guidance on the requirement for health and police infrastructure and facilities.

The County Council will update the guide regularly as and when required, if legislative changes or other substantial changes take effect. The summary table will provide a track record of each update.

Table 1: Summary of developer contributions towards SCC Service Areas

SCC Service area	Potential costs sought	Unit	Last update (to provide a track record of changes)
Archaeology	Mitigation for the destruction of any archaeology will be needed for all projects, the details of which will be determined based on archaeological potential per site; this will include fieldwork, reporting and publication, permanent archive storage, preservation and provision for public outreach .	n/a	March 2025
Care and Supported Housing	Case-by-case basis.	n/a	March 2025

SCC Service area	Potential costs sought	Unit	Last update (to provide a track record of changes)
Early Years - standalone Pre-School	Expansion: £21,768* New build: £36,050 (*Includes a 10% increase to meet improved sustainability standards (DfE update 2023).	Per FTE pupil place	March 2025
Education – Primary and Pre-School	Expansion: £21,768* New build: £28,760 (*Includes a 10% increase to meet improved sustainability standards (DfE update 2023).	Per pupil place	March 2025
Education - Secondary	Expansion: £29,939* New build: £47,416 (*Includes a 10% increase to meet improved sustainability standards (DfE update 2023).	Per pupil place	March 2025
Education - Post-16	Expansion: £29,939* New build: £47,416 (*Includes a 10% increase to meet improved sustainability standards (DfE update 2023).	Per pupil place	March 2025
Education -SEND	Case-by-case basis, and often pooled for specific SEND facilities. Average cost: £96,806 (2023).	Per SEND pupil place	November 2024
Education - School transport	£1,701 for mainstream £11,819 for SEND (Inc PRU & Out of County) (x 7 years for primary) (x 5 years for secondary)	Per pupil place per year	October 2024
Fire and Rescue	Retrospective costs for installation of fire hydrants, if not installed by the developer.	n/a	November 2024

SCC Service area	Potential costs sought	Unit	Last update (to provide a track record of changes)
Flood and Water	Case-by-case basis, dependant on water management project.	n/a	November 2024
Highways – Travel Plans	Case-by-case basis, plus monitoring: £1,200 (RPI index linked on an annual basis) per annum for 5 years after either 99 th dwelling occupation or 60% of dwellings occupied, (whichever is the latest) until 1 year after final occupation. Case-by-case basis, plus monitoring: £1,200 (RPI index linked on an annual basis) per annum from first occupation, through to one year after final occupation (if applicable).	Residential development of 80+ dwellings. Workplace development.	March 2025
Highways – Public Transport	Raised kerb (DDA Compliant): £2,500-5,000 Shelter: £4,500-9,000 Real Time Screen: £10,000-15,000	Dependent on location. Dependant on materials. Dependant on type & location.	December 2024
Libraries	Refurbishment and improvement: £245 Books and resources: £16.00	Per dwelling	November 2024
Public Rights of Way (PRoW)	Case-by-case basis.	n/a	November 2022
S106 monitoring and administration fees	£519	Per trigger point	January 2025

SCC Service area	Potential costs sought	Unit	Last update (to provide a track record of changes)
Strategic Transport – Mitigation	Case-by-case basis. Examples include Ipswich Strategic Planning Area (ISPA) and West Suffolk Council Transport Mitigation Report (TMR) funding	n/a	November 2024
Waste Infrastructure	Expansion/ improvement: £11 to £116 (dependant on location) New: £132 to £331 (dependant on location) Transfer Station: £53	Per dwelling	June 2024

Please contact planningcontributions.admin@suffolk.gov.uk in the first instance for any further information into the content of this Guide.

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Abbreviations List

AONB	Area of Outstanding Natural Beauty - now called National Landscapes
BCIS	Building Cost Information Service
B&MSDC	Babergh and Mid Suffolk District Councils
BOAT	Byways Open to All Traffic
CIL	Community Infrastructure Levy
DfE	Department for Education
DFSO	Duty Fire Safety Officer
EfW	Energy from Waste
EHCP	Education, Health and Care Plan
ESC	East Suffolk Council
ESFA	Education and Skills Funding Agency
FTE	Full Time Equivalent
IBC	Ipswich Borough Council
ICB	Integrated Care Board
ICS	Integrated Care System
IFS	Infrastructure Funding Statement
LGV	Large Goods Vehicle
LHA	Local Highway Authority
LLFA	Lead Local Flood Authority
LPA	Local Planning Authority
LTP	Local Transport Plan
MLA	Museums Libraries and Archives

NAO	National Audit Office
NPPF	National Planning Policy Framework
NPPG	National Planning Practice Guidance
ONS	Office of National Statistics
PAN	Pupil Admission Number
PANSI	Projecting Adult Needs and Service Information
POPPI	Projecting Older People Population Information
PRoW	Public Rights of Way
RC	Recycling Centres
S106	Section 106 Agreements, as referred to in The Town and Country Planning Act 1990
SCC	Suffolk County Council
SEN(D)	Special Educational Needs (and Disabilities)
SFRS	Suffolk Fire and Rescue Service
SNTs	Safer Neighbourhood Teams
SoCG	Statement of Common Ground
SuDS	Sustainable Drainage Systems
TA	Transport Assessment
TS	Transport Statement
WSC	West Suffolk Council

Section 1.

Developers Guide to Infrastructure Contributions in Suffolk

UPDATED April 2025

1

Introduction

1 Introduction

1.1 About Suffolk

Suffolk is a diverse county of predominantly small rural settlements, with scattered urban hubs, including the county town of Ipswich, with Lowestoft and Felixstowe to the east, Bury St Edmunds and Haverhill to the west, and with Stowmarket and Sudbury in the centre and south of the county. The landscape is typically low-lying but has some areas of hills, mostly to the west of the county. Agriculture is a key part of the economy; services account for most employment but the UK's largest container port at Felixstowe supports a logistics sector. Connected to the container port is Freeport East, which has been created by the government to boost investment and includes locations at Gateway 14 in Stowmarket and Port One at Great Blakenham. The Suffolk Coasts and Heaths is a National Landscape located in the east of the county, with the Dedham Vale National Landscape to the south, the wetland National Park of the Broads to the north, and Brecks landscape to the north west.

Ipswich has seen the redevelopment of its historically industrial port and waterfront areas in recent decades, including the University of Suffolk. The town has beautiful in-town green spaces of Christchurch, Holywells and Chantry Parks. The county town is approximately 10 miles away from the mouth of the River Orwell and the North Sea and is believed to be one of England's oldest towns having roots as a Roman Empire settlement, later followed by settlements from the Saxons and the Vikings.

Saxon history can be found at the popular archaeological destination Sutton Hoo, where medieval cemeteries in the form of burial mounds or 'barrows' from sixth and seventh centuries are located. Sutton Hoo homes historical artifacts, assorted treasures, and a 27-metre-long burial ship, which is believed to be the burial site of Rædwald, a "King of East Anglia".

To the west of the county is Bury St Edmunds, a historic town featuring many archaeological finds including Roman coins dated from the first and second centuries, and evidence of Saxon and Bronze Age activity. Many historic features include Bury St Edmunds Abbey, the burial site of King Edmund the Martyr, and St Mary's Church, where Mary Tudor Queen of France and sister to Henry VIII was reburied six years after her death. Newmarket, also located in west Suffolk, is a historic town and is considered to be the home of horseracing; boasting a range of stables and two horseracing tracks and hosts the international destination for Tattersalls Sales.

The northwest is characterised by large rural estates and the vast expanse of The Brecks landscape featuring large forests and open heathlands. The Icknield Way passes through this area and is reputed to be the oldest road in Britain, with a history as a trading route going back to Neolithic times 6,000 years ago.

The southwest is rolling landscape peppered with ancient woodlands and springs. It was not a good landscape for growing crops, so lent itself to sheep farming which resulted in the growth of the wool trade. In the Tudor period the wool industry became a major international trade,

resulting in Suffolk becoming very wealthy. The legacy of this period is the Wool Towns; Lavenham is a great example, and Kersey is described as the most picturesque village in Suffolk.

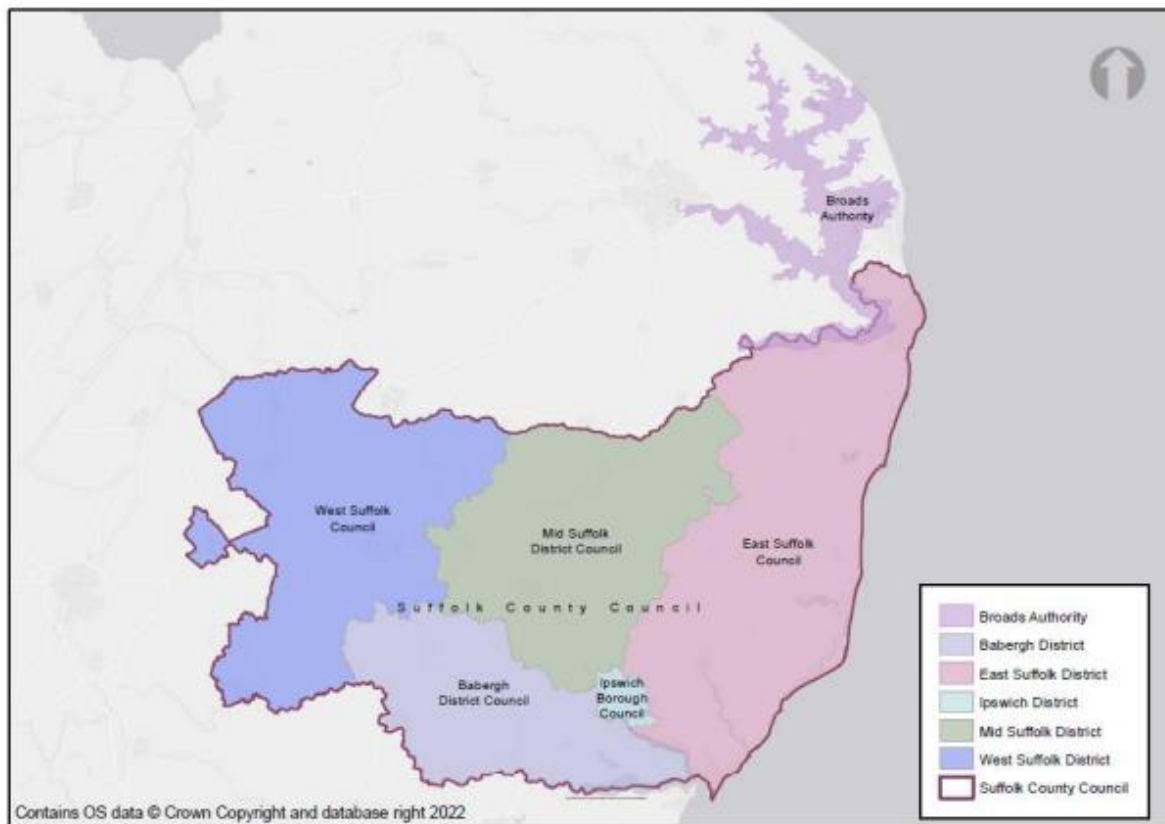
The east has the heritage coast stretching from Felixstowe to Southwold. A key feature of the Suffolk coast is a series of wide estuaries creating perfect habitat for wading birds. The National Landscape has wide expanses of heathlands, Dunwich Heath being the best known, and is home to RSPB Minsmere, one of their most important sites. The southeast is Constable Country and the Dedham Vale National Landscape with its iconic landscapes immortalised by John Constable.

Lowestoft is the northern most part of the Suffolk coast, famous for being the most easterly town in England and first to see the sunrise. This coastal town has recently seen the opening of the Gull Wing bridge crossing over Lake Lothing and was the birthplace of the composer and conductor Benjamin Britten.

1.2 Administrative Areas in Suffolk

There are 5 lower tier Local Authorities responsible for providing public services in Suffolk: Babergh District Council, Ipswich Borough Council, East Suffolk Council, Mid-Suffolk District Council, and West Suffolk Council.

Suffolk County Council is an upper tier authority.



Babergh and Mid Suffolk District Councils operate with a shared staffing structure. They published a [Joint Local Plan](#) in 2023 rather than individual plans for each district. However, each district has its own cabinet and is sovereign regarding planning decisions.

The Broads Authority operates as the Local Planning Authority (LPA) in Norfolk and a small area of north-east Suffolk. The local authorities in those areas do not have planning powers in the Broads but retain all other local authority powers which in Suffolk is administered by East Suffolk. The [Local Plan](#) for the Broads was published in 2019.

East Suffolk is currently covered by two separate local plans: the [Suffolk Coastal Local Plan](#) and the [Waveney Local Plan](#).

Ipswich Borough Council adopted its [Local Plan](#) Review in 2022.

West Suffolk Council have an [emerging Local Plan](#) which has completed its examination in public and is currently awaiting its Inspector's Report.

All councils are now reviewing their Local Plans in line with the 2024 NPPF requirements with the intention of adoption by 2029.

1.3 Population and Demographics

The [Suffolk Observatory](#) provided by Suffolk Office of Data Analysis (SODA) states that the population of Suffolk is 760,688 (2021) and that there is an ageing population of approximately 23.6% of residents aged 65 or over, (in comparison to the rest of the UK, which was 18.6% in 2021) as many people move to the beautiful countryside and coastline to retire.

[The Suffolk Observatory](#) lists the ethnic groups that make up Suffolk's population:

- 93.1% White
- 2.3% Asian/Asian British
- 2.3% Mixed/multiple ethnic groups
- 1.3% Black/African/Caribbean/Black British
- 0.9% Other ethnic group

The demographics vary between the districts, for example the county town of Ipswich has a younger and more ethnically diverse population compared to the County average. For further information please visit [The Suffolk Observatory](#).

1.4 Purpose of the Developers Guide to Infrastructure Contributions in Suffolk

The purpose of the Developers Guide to Infrastructure Contributions in Suffolk is to provide guidance to developers, relevant Local Planning Authorities (LPAs) and other interested stakeholders on a wide range of county council infrastructure issues that may need to be considered by the relevant LPA when determining development proposals. This Guide relates to infrastructure contributions sought by Suffolk County Council. In some cases LPAs have their own Community Infrastructure Levy (CIL) and their own policy priorities for infrastructure, and this Guide should support and be read alongside those.

There are seven LPAs in Suffolk, which include Babergh District Council, Mid Suffolk District Council, East Suffolk Council (formerly Suffolk Coastal and Waveney district councils), West Suffolk Council (formerly Forest Heath District and St Edmundsbury Borough councils), Ipswich Borough Council, Suffolk County Council (for minerals, waste and its own development), and the Broads Authority. This guide has been produced to provide consistent guidelines on the types of planning obligations which may be sought by Suffolk County Council (SCC). This guide sets out the general approach to development in Suffolk and provides developers and other interested parties with information in advance of any planning application.

Whilst this Guide is not a statutory planning document, and it is a guide, it does provide up to date costs, requirements and expectations to enable both developers and local authority officers and planning committee members to understand the infrastructure cost and requirements to mitigate development and provide for infrastructure needs. It is for each local planning authority to take the responsibility of weighing up the importance of the Guide and the identified planning obligations against competing requirements and issues when considering planning applications. In circumstances where required, the County Council will

object to planning applications where mitigation measures and infrastructure requirements are not adequately covered, in relation to highway and transportation matters, education, libraries, waste, flooding and drainage and in our lead role for public health.

It is intended to improve transparency and consistency in planning obligation requirements by providing guidance to statutory agencies, community organisations, developers and all stakeholders involved in the development process. Developer Contributions include planning obligations (S106) and funding from the Community Infrastructure Levy (CIL) that separately, or in combination, mitigate the impacts of development.

The Guide provides the approach to assess the impact of a development as well as the justification to support contributions requested by the county council; what is necessary to mitigate the impact of individual developments. Mitigation often involves 'contributions' which are secured to ensure that new development does not put a strain on any existing services and facilities. It is not a one-size-fits-all approach, as secured contributions will reflect the scale and site-specific circumstances of a development.

Following identification of specific infrastructure needs as a direct result of proposed growth, negotiations with developers will start from the position set out in this guide, which identifies the likely contribution that will be sought from the developer.

The Developers' Guide is not prescriptive but a guidance document to illustrate likely demands placed on new development proposals. Some of its content may not be relevant for all proposals and in certain circumstances additional or alternative elements may need to be addressed.

1.5 Updates and Review

The guide was first published in 2011 and comprised of a main document with separate supporting 'Topic Papers', which covered in further detail the contributions sought from different service areas, such as Highways, Education, Early Years, and Libraries. There have been some updates over the years to specific services, including the Topic Papers for Education and Early Years infrastructure provision.

This latest version of this Guide updates and incorporates the necessary guidance for developers and other stakeholders, on county council-led infrastructure, in one integrated document.

This Guide will be regularly updated to provide current costs and to reflect changes to supporting policies. For example, education cost multipliers are mostly issued annually for expansion by the Department for Education (DfE) and new build by our Design and Building Consultants, in turn influencing the amount of contributions sought for the different school phases. The annual review will also take into account the Building Cost Information Service (BCIS) index and any other inflationary impacts particularly associated with construction costs, or service provision where there is an implication for developer contributions. It is intended to

update the guide when necessary with date changes identified in the summary table of infrastructure costs.

Planning and Infrastructure Bill

The Planning and Infrastructure Bill is the government's proposed commitment for economic growth and raise living standards. The Bill will support delivery of the government's hugely ambitious Plan for building 1.5 million homes in England and fast-tracking 150 planning decisions on major economic infrastructure projects by the end of this Parliament by speeding up and streamlining planning processes to accelerate the delivery of high-quality infrastructure and housing. Any changes as a result of the bill will be reflected in future updates to the guide.

English Devolution White Paper

As part of the English Devolution White Paper which seeks to simplify and streamline council structures, Suffolk was selected for the devolution priority programme, and a consultation was commenced on the proposal to create a Mayoral Combined County Authority across Suffolk and Norfolk. The Mayor would receive the ability to charge new developments in their area. This will be known as the 'Mayoral Community Infrastructure Levy' and the revenue collected is used to help deliver local infrastructure. In areas where both Mayoral and local Community Infrastructure Levy (CIL) exist, the local authority collects both, with the Mayoral CIL being collected on behalf of the Mayor alongside any local CIL. Any changes as a result of this process will be reflected in future updates to the guide. The Mayoral Combined Authority will also plan for development strategically, but local plans will plan for site allocations and these will be produced by the local authorities. At the same time the Government has asked authorities to consider local government reorganisation and bids are being considered for the future shape of local authorities in Suffolk.

1.6 The Environment Act 2021 and the Climate Emergency Declaration

Together with the districts and borough councils, SCC has declared a Climate Emergency in 2019 and the county of Suffolk is striving to be the Greenest in England. Further to this, the Environment Act 2021, which came into force on 17th November 2021, provides the legislation to improve air and water quality, tackle waste, increase recycling, halt the decline of species, and improve the natural environment. Consideration for biodiversity and the natural environment, and their functioning will continue to be a prominent theme in the planning sector. In addition, SCC, in carrying out all of its functions, must have regard to the conservation of biodiversity, in accordance with Section 40 – 'Duty to conserve biodiversity' of the Natural Environment and Rural Communities Act, 2006.

Section 2.

Developers Guide to **Infrastructure Contributions in Suffolk**

UPDATED April 2025

2

Developer Contributions Framework

2 Developer Contributions Framework

2.1 Background

The CIL (2019 as amended) Regulation 122, and paragraph 58 of the National Planning Policy Framework (NPPF) [December 2024] sets out the requirements of planning obligations. Planning obligations are legal obligations that are entered into to mitigate the impact of development, to make it acceptable in planning terms.

Planning obligations sought by an LPA must meet the tests that they are:

- a) *Necessary to make the development acceptable in planning terms;*
- b) *Directly related to the development; and,*
- c) *Fairly and reasonably related in scale and kind to the development.*

Consideration of the above tests form the basis and overriding assessment that should be met throughout the planning process.

The district and borough councils produce their own Infrastructure Funding Statement (IFS), which are viewable on the respective local authorities' websites. For the LPA's that have adopted CIL, what infrastructure they may wholly or partially fund through CIL is set out in their IFS, through their Infrastructure List (which is either towards the end of the document or as an appendix to the IFS).

Individual Local Plan policies may contain infrastructure requirements, and this will be set out generally in the LPA's Infrastructure Delivery Plan, or within a section of a Local Plan. More detailed site-related policies may be provided in area action plans, site allocation documents or in supplementary planning documents. Policies contained in emerging local development plans may be accorded weight where these have been subject to public consultation and are at an advanced stage in the adoption process. The NPPF, paragraph 49, provides context in this matter.

If a specific item of infrastructure is not listed within general infrastructure policies in development plan documents, this does not necessarily preclude contributions being sought for that infrastructure, provided that there is evidence to demonstrate its need and that the mitigation accords with the CIL Regulation tests referred above.

The NPPF contains a number of references to the presumption in favour of sustainable development, and the need to support social, environmental, and economic growth through the planning system. It sets out the Government's planning policies for England and how these are expected to be applied. The presumption in favour of sustainable development sends a strong signal to those involved in the planning process about the need to plan positively for appropriate new development. Through futureproofing proposals as they enter

the planning process, both plan-making and development management are proactive and driven by the search for opportunities to deliver sustainable development, rather than barriers. In support of this, the NPPF evokes the significant potential to improve the efficiency and effectiveness of the planning application system for all parties, by engaging at a pre-application stage and front loading. This guide seeks to support that aim by providing increased clarity for developers and other stakeholders in the planning process. Planning conditions and obligations are covered in paragraphs 56 - 59 of the NPPF [December 2024].

Prioritisation

Different areas in Suffolk have differing priorities for service and infrastructure provision. Therefore, prioritisation between service needs may be necessary, having regard to specific local needs and viability of development proposals. The relevant district or borough council will prioritise planning obligations and developer contributions in line with Local Plans and Infrastructure Delivery Plans, which will provide the basis for prioritisation of service and infrastructure provision. However, the detailed strategy to be used in any case will be based on real time and forecasted local evidence, including studies undertaken, local strategies and community views.

Other organisations and/or partnerships bring together representatives from the local statutory, voluntary, community and private sectors to identify and address local problems, promote initiatives and avoiding working in isolation. In addition, as part of the emerging localism agenda and Neighbourhood Plans, town and parish councils will continue to be an important part of the engagement process.

Cross Border Issues

Where proposed developments may have an impact on a neighbouring authority in Norfolk, Cambridgeshire or Essex, then appropriate consultation will take place and Section 106 (s106) contributions may be secured to mitigate any negative impacts on the neighbouring authority. Alternatively, where proposed developments in neighbouring areas impact on Suffolk, then appropriate consultation will take place and developer contributions may be secured to mitigate impacts following the principles set out in this Guide that apply to development in Suffolk. The relevant LPAs will take the lead role in assessing the need for any cross-border issues. An appreciation and consideration of cross-border service changes (such as, modal shift, land-use change, availability of school provision, and much more) in the planning process is highly important to achieve sustainable consistency and interlinkage.

To consider Suffolk in isolation without considering cross-border issues, including the use of infrastructure and services from adjoining and neighbouring areas, would be both unrealistic and unsustainable for planning purposes.

2.2 Developer Contributions

Developer contributions generally include s106 planning obligations or funding through the CIL. Planning obligations are legal obligations entered into to mitigate the impacts of a development proposal, to make it acceptable in planning terms.

2.2.1 Section 106 Agreements and Unilateral Undertakings

'S106 Agreements' and 'Unilateral Undertakings' are types of Planning Obligations authorised by s106 of the Town and Country Planning Act 1990.

In most cases, it is expected that LPAs and developers will finalise planning obligations by agreement: a bilateral planning obligation. In some cases, a developer may instead enter into a planning obligation unilaterally. A unilateral undertaking is an obligation offered by the applicant to the planning authority as a single party offering either in support of a planning application or at planning appeals.

2.2.2 Determining Developer Contributions via Planning Obligations

The impact of a development proposal will be determined using various sources of information. Sources include the developers and/or landowners, the district, borough and county councils, and other appropriate information sources, such as from the relevant town or parish council together with the approach and methodologies contained within this guide. Regard will also be had for national and local policies and, where appropriate, emerging policies (including Local and Neighbourhood Plans) and guidance.

The thresholds for assessing and securing developer contributions from a development may vary depending on each LPA. The county council will normally undertake an assessment of 'major development' proposals where the number of dwelling-houses to be provided is ten or more, or the provision of a building/s where the floor space to be created by the development is 1,000 square metres (m²) or more. This is based on the definition of 'major development' in the Town and Country Planning (Development Management Procedure) (England) Order 2015. However, district and borough councils may request developer contributions using lower and/or different thresholds, e.g. for affordable housing, open space etc. SCC, as the Local Highway Authority (LHA) and Lead Local Flood Authority (LLFA), is a statutory consultee on all planning applications which may have an impact on highways and/or flood and water management issues.

2.2.3 Pre-Application Discussions

The pre-application services provided by the district and borough councils are intended to provide an early indication to potential applicants of planning issues that will need to be considered and addressed, including the level and range of likely planning obligation requirements. Partaking in pre-application services is beneficial to developers and/or other interested parties because early engagement has significant potential to improve the efficiency and effectiveness of the planning application system. Good quality pre-

application discussion enables early consideration of any fundamental issues associated with a proposal, including the need for local infrastructure and improved outcomes for the community.

It is important that full use is made of pre-application discussions, to develop draft s106 heads of terms in agreement with the developer, prior to submission of an 'outline' or 'full' application. These discussions will be coordinated by the relevant LPA, who will then seek appropriate input from the county council and other service providers and/or stakeholders.

In many instances, studies and/or impact assessments will be required to be undertaken to inform final s106 heads of terms. Where these are required to be undertaken by developers, information on the scope of the studies or assessments will be provided by the local authorities in liaison with other relevant stakeholders."

Once an assessment of a development has been conducted, the information is provided to the developers and district and borough councils by the county council. Normally this is time-limited for a period of six months from the date of information being provided. If an outline or full application is submitted following a previous pre-application for the same or similar proposal, the information and planning obligations previously stated will be re-assessed to ensure the content remains reflective of up-to-date policies. The final decision regarding the level and range of developer contributions rests with the relevant LPA that will determine the planning application. In planning appeal situations, the final decision will either be made by an Inspector or the Secretary of State.

2.2.4 Formulae and Standard Charges

Formulae and standard charges may be used, where practicable, to provide consistency and transparency. However, all contributions sought will be assessed on a site-by-site basis directly related to an individual development proposal and comply with Regulation 122 of the CIL regulations 2010 (as amended).

The impact of a proposed development on an area must be assessed and following this, the total cost of the required infrastructure to mitigate any impacts must be calculated. This total contribution cost will be proportionate to the value of improving and enhancing the existing provisions and/or reflect an area's demand for new provision to deal with growth. In the case of the transfer of land and apportionment of this to multiple developments, the calculation must consider land value.

Contributions may be pooled from several developments in order to enable provision of infrastructure, which would not be feasible in connection with a single development. Examples of such infrastructure include new schools, and larger road schemes. In the context of new schools, if an area were exceeding capacity at existing schools and the remediation strategy for this required a new school, any developments coming forward that would utilise the new provision would pay 'new build' contributions. It is unlikely that any singular development proposals would be generating enough pupils to occupy a new school. As result, the

contributions for the provision are ‘pooled’ from various schemes, in order to make the new school build viable and to meet a community need.

This approach is dependent on all of the identified contributing developments coming forward. Any timescale for expenditure specified in the planning obligation must therefore be realistic by the local authority. In the event of uncertainty regarding future development coming forward, alternative sources of funding for the infrastructure should be examined, in order to safeguard potential financial shortfalls for required provision.

In many cases, it will be a requirement for infrastructure to be provided in advance of all pooled contributions having been collected, for example within an early phase of a development. It will therefore be necessary to obtain funding from alternative sources and to collect developer funding retrospectively for these projects.

2.3 Community Infrastructure Levy (CIL)

CIL is a charge which can be levied by LPAs on new development in their area. It can be an important tool for local authorities to use to help them deliver the infrastructure needed to support development, particularly where strategic infrastructure is required to support growth.

CIL only applies in areas where a LPA has consulted on, and approved, a charging schedule which sets out its CIL rates and has published the schedule on its website. Most new development which creates net additional floor space of 100 m² or more, or creates a new dwelling, is potentially liable for the levy.

The following councils in Suffolk have implemented a CIL and are CIL Charging Authorities. Please refer to the authority’s website for further information on their CIL Charging Schedules (rates), bidding processes and Infrastructure Funding Statements.

Table 2: CIL Charging Authorities in Suffolk

CIL Charging Authorities in Suffolk	Website for further information in each CIL Charging Authorities Charging Schedule (CIL rates), CIL bidding processes, Infrastructure Funding Statements, etc.
Babergh District Council	https://www.babergh.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/
East Suffolk Council (Covering the former Suffolk Coastal District and Waveney District areas)	https://www.eastsuffolk.gov.uk/planning/developer-contributions/community-infrastructure-levy/

CIL Charging Authorities in Suffolk	Website for further information in each CIL Charging Authorities Charging Schedule (CIL rates), CIL bidding processes, Infrastructure Funding Statements, etc.
Mid Suffolk District Council	https://www.midsuffolk.gov.uk/community-infrastructure-levy

The CIL (Amendment) (England) (No. 2) Regulations 2019/1103 came into force in September 2019 as a Statutory Instrument, replacing previous pooling restrictions enforced by CIL Regulations 2010/948. In summary, this means that the pooling of contributions is not limited to a specific number of proposals.

2.4 Infrastructure Funding Statement (IFS)

Since 2019, any LPA that has received developer contributions (s106 planning obligations and/or CIL) must annually publish an IFS detailing the sum, modification, and discharges of planning obligations by 31 December. Implementing an IFS provides an accounting mechanism to assign contributions from developments to infrastructure needs over wider areas.

SCC, through its IFS also publishes information to show the infrastructure projects for which borrowings have been used as a means of forward funding infrastructure projects. In those cases, the County Council will look to retrospectively recover the infrastructure investment made through s106 and/or CIL bids.

2.5 Monitoring of Planning Obligations

District and borough councils and the county council are working together to ensure that s106 obligations and trigger points are monitored as appropriate, before, during and after development takes place. Information is shared between these local authorities regarding stages of work on site and contact details of developers. Each planning obligation is proactively monitored and each trigger brought to the attention of the developer promptly. Information regarding payments received and other infrastructure requirements complied with is shared between authorities. Final contributions will be index linked as defined in the s106 Agreement. Index linking or indexation refers to the change of cost in correlation with inflation. Where contributions are paid late there will be a minimum late payment interest of 4% above of Bank of England Base Rate.

2.6 Fees for Monitoring and Legal Costs.

Changes were made to the Community Infrastructure Levy Regulations through the Community Infrastructure Levy (Amendment) (England) (No.2) Regulations 2019 which came into force on 1 September 2019, to allow LPAs to charge monitoring fees. SCC started charging monitoring fees from this date to be in accordance with the amended CIL regulations.

This is specified in The CIL (Amendment) (England) (No. 2) Regulations 2019, part 10, which means that the legal tests that restrict planning obligations do not apply to sums paid for the annual cost of monitoring and reporting planning obligations.

SCC charges a minimum monitoring fee of £519 (January 2025 costs) for each trigger point in a planning obligation towards administration costs. The fee is based upon the occurrence of triggers for compliance of a planning obligation rather than each obligation individually and will be reviewed regularly. The monitoring fee is to be paid at completion of the s106 legal Deed, to enable the county council to monitor the commencement of development.

The monitoring fee includes the following activities:

- Data entry and maintenance of planning obligations database;
- Securing outstanding payments;
- Contacting developer for confirmation of compliance;
- Site visits where necessary;
- Arranging bank transfer of financial obligations;
- Contacting service teams;
- Reviewing projects to comply with legal obligations;
- Monitoring obligations spent to ensure money is spent within time limits; and,
- Regular reporting which will contribute to the County Council's IFS.

Fees are based on an assumed 200 triggers managed by the county council annually, percentage of officer(s) time spent on the above activities per trigger, subscription to cost indices, and the annual cost of software licences per trigger.

All obligations will require some degree of these elements even if they are triggered prior to commencement. These fees will be periodically reviewed to ensure continued coverage of administration costs.

In addition to monitoring fees, the legal costs arising in connection with the preparation of the s106 Agreement will be payable by the applicant. Any legal costs incurred are required to be covered, regardless of whether or not the s106 Agreement proceeds to completion. Additional costs may be sought for the involvement by officers in the development and delivery of a project, for example the Schools Planning Manager. This will be directly related to the development and will take place solely to mitigate the impact caused by the development. Monitoring fees and legal costs must be paid by the applicant before completion of the s106 Agreement. See the Further Information section for an example of a s106 Agreement.

2.7 Enforcement

The onus is on developers to comply with s106 Agreements associated with their development. In the event of non-compliance, the relevant district or borough council and/or the county council will, if necessary, enforce the terms of the planning obligations in the courts.

2.8 Viability

When local plans are being prepared, viability is assessed at an early stage through this process, in accordance with the NPPF, paragraph 35:

Plans should set out the contributions expected from development. This should include setting out the levels and types of affordable housing provision required, along with other infrastructure (such as that needed for education, health, transport, flood and water management, green and digital infrastructure). Such policies should not undermine the deliverability of the plan.

In cases where viability is in question, this must be assessed using open book accounting, viability testing, and must consider whether a project is viable currently and at a specified time in the future. This should be considered in relation to the life of the development.

The LPA has the final decision on whether to accept the outcomes of the viability assessment, however SCC may have a view on the assessment, particularly where developer contributions are being reviewed.

Guidance and information on viability testing is provided by Homes England. See the Further Information section.

In considering questions of viability, there are a range of available advisory sources. A suitably qualified person (e.g. a Chartered Surveyor), may be sought in order to provide an independent opinion.

Section 3.

Developers Guide to **Infrastructure Contributions in Suffolk**

UPDATED April 2025

3

Contributions and Service Areas

3 Contributions and Service Areas

3.1 Archaeology

3.1.1 Introduction

A high density of archaeological remains survive in Suffolk and the preservation of those remains is a material consideration in the granting of planning consent. Therefore, developers must consult with SCC Archaeological Service, who advise local planning authorities, prior to submission of planning applications. To assess the potential impact of their proposed development on archaeological remains.

Applicants are likely to be required to undertake an appropriate evaluation (including field evaluation) pre-application, in line with Chapter 16 of the NPPF, and relevant accordance with local plan policies. Further information on archaeology and development can be found on SCC Archaeological Service website, [Archaeological planning and countryside advice | Suffolk County Council](#). Where consent is granted, it will likely be subject to conditions or obligations to mitigate for impacts on archaeological remains.

3.1.2 Developer Contributions

In cases of significant in situ archaeology SCCAS would advocate for the remains to be preserved in situ and positively managed. Provision may be secured through conditions or obligations to protect archaeological remains *in situ* within the context of development. This may be achieved through agreement of acceptable foundation or open space design, which is most appropriate at pre-application stage, so that protection of archaeological remains and heritage assets can be incorporated into the design of the scheme. Obligations particularly will be used where necessary to secure longer term management and enhancement of heritage assets. This may involve condition monitoring, conservation, and repair, display of remains preserved *in situ*, or through landscape management regimes.

Where archaeological remains are defined during pre-determination archaeological evaluation or sites lie within areas of high archaeological potential, planning consent will be subject to provision being made to secure the investigation, recording and excavation of any archaeological features and finds prior to development, alongside appropriate reporting, dissemination, and archiving. If preservation in situ is not feasible, excavation (or alternative mitigation such as archaeological strip, map and excavation or continuous archaeological monitoring) to preserve via record will be required. This work can be secured through appropriately worded planning conditions. If archaeological fieldwork takes place planning obligations will also be used to secure the conservation and storage in perpetuity of archaeological finds recovered and the interpretation of the results of archaeological investigation for example, through publication, touring exhibition, or display. Contributions to SCCAS archive facilities (as the only collector of all archaeological archives for the county) and provision for racking for storage might also be appropriate.

Obligations may also be used in certain circumstances where there is a particular need for engagement and outreach beyond that which may usually be developed as part of a programme of work to fulfil planning conditions. The NPPF promotes enhanced understanding of heritage assets, which can be achieved for example through the running of open days, tours, volunteer training digs, blogs, vlogs, and brochures, such as homeowner packs. For large-scale long-term developments, employment of a community archaeologist may be appropriate as part of community place-making, co-ordinating cultural heritage outreach, and preparing education packages for schools. As part of a development scheme, archaeological and heritage themes may be relevant in an agreement, for the shaping of public space and art/design elements of a scheme, including the provision of signboards and permanent displays.

It is the responsibility of the developer to pay for any and all archaeological work required as advised by SCCAS. This will include any desk-based heritage assessments, fieldwork, the analysis of findings after fieldwork, conservation of objects where appropriate, report writing and publication, the deposition of the archaeological archive for permanent curation and any educational outreach and material required to explain the site or findings to the public. The Archaeological Service can provide a list of archaeological organisations available to carry out work in Suffolk. The scope of any work that needs to be done should be agreed in advance with the Archaeological Service.

3.2 Care and Supported Housing

3.2.1 Introduction

This section sets out how SCC will work in partnership with housing and health partners, service providers and residents to respond to housing needs including accommodation for people with care, support needs and key workers. Suffolk's demographic is changing and in the last decade there has been a significant increase in the elderly population, particularly within the over 85 age group. This means that the system needs services that are able to respond to the level of frailty and to complexity of care needs including extra care housing, supported housing, and nursing home provision.

Current Key Demographics (2021)

- Total Suffolk population – 760,688 Suffolk Observatory
- Over 85s – 24,462 Office of National Statistics (ONS)
- Over 65s – 179,100 (ONS)
- People living with dementia – 13,510 (Projecting Older People Population Information (POPPI) and Projection Adult Needs and Service Information (PANSI))

Forecasting of future needs (2030)

- Total Suffolk Population –3.8% increase
- Over 85s – 34,565 (ONS), 33.3% increase
- Over 65s – 220,301 (ONS), 22.6% increase
- People living with dementia – 17,940 (POPPI and PANSI), 32.8% increase

There are over 300 people with complex needs living out of county, i.e. learning difficulties, autism, and mental health.

Although Adult Community Services are not required to own or maintain housing themselves, they do have a responsibility within the [Care Act](#) of ensuring that people with support needs are adequately and safely housed, and that 'suitability of living accommodation' is specifically cited as a key element of ensuring an individual's well-being. There is also a duty on the county council to cooperate with other statutory services, including housing and health authorities, to bring forward the aims of the Care Act.

A partnership approach is required to understand what needs delivering, so that it is reflected in the building of suitable accommodation. This can include dementia and autism friendly environments, wandering with purpose, complex reablement, and transforming care for people with learning disabilities and mental health needs. There is also a need to explore innovative models that are able to deliver quality accommodation and care for people with complex needs.

3.2.2 Key Principles

SCC is keen to support people to live in their own homes for as long as possible. This means that housing needs to be 'future-proofed' in terms of being suitable or readily adaptable as a general principle. It is also important that affordable housing is developed with consideration to the site location and its accessibility to public transport.

It is important that a proportion of affordable and market housing is built to Accessible and Adaptable Standards as set out in the [Building Regulations Standards](#) (M4(2)) and to Wheelchair User Dwelling Standards (M4(3)). This is assisting in meeting the changing needs of people. The Local Plans for Ipswich, Babergh and Mid Suffolk, and the East Suffolk Local Plans for Suffolk Coastal and Waveney have set policies for housing to be built to M4(2) standards. The emerging West Suffolk Local Plan proposes similar. On occasions, the delivery of care/supported housing will be sought as obligations via s106 as part of the affordable housing requirement that a site is delivering to meet a specific local need, such as that identified in Local Plan policy.

It is crucial that market and affordable housing meets the needs of an increasing proportion of the population that is over 65 or disabled. There is an increased need for supported accommodation, such as extra care housing, nursing care homes, residential care and supported living. The county council is committed to decreasing residential care home and nursing home dependence for the elderly, where they can be supported to remain more independent in their own homes or a housing-based supported accommodation setting, such as extra care housing.

The council aims to provide care in:

- People's own homes
- Private and local authority rented accommodation
- Extra care housing (residents living in own accommodation or as tenants)
- Supported housing accommodation which responds to the increase or decrease of support needs.

3.2.3 Our Approach

SCC will work with partners to develop housing models that enable a shift from over-reliance on residential care homes, and instead towards supported living accommodation with flexible care and support.

The county council also recognise that there will be a need for enhancing care homes and nursing homes in line with population growth.

The council will work with current partners to review current accommodation and to upgrade, expand or convert care homes to suitable supported living accommodation where possible.

Where gaps are identified, SCC will work with partners to provide new build extra care housing for the elderly, supporting housing moves into more appropriate housing, as their care needs increase and homes become unsuitable.

SCC would support the district councils as Housing Authority in seeking conditions or obligations towards:

- General needs housing and adaptations in people's homes
- Housing with care / extra care housing provision for elderly
- Sheltered accommodation
- Supported living (housing with care) for working age adults with special needs.
- Key worker housing – for teachers, nurses, and police officers etc

SCC will look to maximise opportunities to increase healthier places to live, addressing lifestyles, embedding good air quality, active living, green spaces, active travel with good and safe connections to public transport and amenities within new and existing developments in line with the [Healthy Suffolk](#) agenda.

The county council's Care and Supported Housing team will continue to liaise with LPAs, to engage with all the relevant health care and social care partners, and commissioning bodies, as well as responding to relevant county council planning applications.

There is not a specific formula for contributions sought for care and supported housing, and this will be considered on a case-by-case basis for incoming applications. This may be secured through condition.

3.3 Early Years and Child Care Provision

3.3.1 Introduction

Early years provision covers all early education and childcare, as defined in [Childcare Choices](#). This provision is provided throughout Suffolk by full day care, pre-schools, registered childminders and school nurseries. Only members of the SCC 'List of Providers' are able to deliver funded childcare, which is administered by SCC direct to providers.

3.3.2 Statutory Requirements – Legislation

SCC has a duty to secure sufficient childcare, for all eligible children from 9 months to 4 years. Local authorities have a duty to ensure sufficient early years childcare provision within the terms set out in the Childcare Acts 2006 and 2016.

The Childcare Act 2006 places a range of duties on local authorities regarding the provision of sufficient, sustainable, and flexible childcare that is responsive to parents' needs. Local authorities are required to take a lead role in facilitating the childcare market within the broader framework of shaping children's services in partnership with the private, voluntary, and independent sector.

The Childcare Act 2016 and Secretary of State places a statutory duty on local authorities and the county council to secure the equivalent of 15 or 30 hours funded childcare for 38 weeks of the year for qualifying children and 15 hours of childcare for disadvantaged 2 year olds.

3.3.3 Process for Determining Sufficiency Levels

Early years and childcare use the most recent and relevant information available to monitor sufficiency levels in early education and childcare across Suffolk.

To ensure that the early education sufficiency¹ requirements of the county are met, the number of places available needs to directly correspond to the number of children eligible for funded places. This needs to occur in the summer term, as this is the point where the largest number of children are attending in each academic year.

SCC's Early Years and Childcare Service uses local knowledge of the registered places to measure the capacity of early education provider provision. When examining the potential impact a development could have on the sufficiency levels, the existing capacity of providers within the ward of the development will be considered.

In addition to providing funded places, many childcare providers sell additional places to parents. For example, a working parent may require 60 hours of childcare; 30 hours of this are likely to be funded and 30 hours sold directly to the parent. One FTE place is 30 hours, so

¹ <https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/childcare-sufficiency-report>

this one child takes up two FTEs places. The more hours that are sold by providers, results in less available funded places.

3.3.4 Developer Contributions

The 'Securing developer contributions for education' guidance from the DfE states in paragraph 36 *"Developer contributions for early years provision will often be used to fund places at existing or new school sites, incorporated within primary schools. Therefore, we recommend that the per pupil cost of early years provision is assumed to be the same as for a primary school, unless you have alternative local/regional cost data for new or expanded standalone settings (either maintained or PVI sector) that more accurately reflect the type of new early years provision required in your area"*. And in paragraph 35 of the guidance states; "Where you have a reasonable expectation of higher costs based on local planning policy requirements, known site abnormalities or recent trends of higher delivery costs for projects in your area, these can be used in preference to the regional average in the school places scorecard".

Contributions to negate any negative impact on sufficiency for early education will be sought through a number of ways; the method applied to individual development proposals will be on a case-by-case basis and dependent on the local level of sufficiency and other proposals in the area.

Where a development generates need for a new setting by itself, then a new provision will be sought within the development site by the Early Years and Childcare Services. This will include the transfer of land for a new premises, to SCC, for the price of £1, to be secured through s106 agreement. Please note, this new provision will likely form part of a wider Primary School provision if the development also gives rise to the need for a new Primary School. The contribution cost for provision of a new premises, per FTE place arising from the development, is set out in Table 2 below.

43.4 % of Suffolk's full daycare providers are tenants of Suffolk County Council. In some cases, the County Council may be approached by developers to build Early Years facilities directly. As the duty of childcare sufficiency sits with the County Council who has evidence of being able to build and lease out childcare provision with developer contributions; it is for the developer to provide evidence of how they can deliver a building that is registerable with Ofsted on terms that make it viable for childcare providers, some of whom are charities. Obligations that restrict the use of the building in perpetuity and cap market rents would be expected.

Where a development does not generate the need for a new provision, SCC will look at alternative ways to manage the increase in demand for places. This can include extensions to existing provision, to increase registered places. The contribution cost for extensions and/or improvements to existing facilities, per FTE place arising from the development, is set out in Table 2 below, based on the most recent DfE local authority school places scorecard of 2023,

as well as new build cost estimates for standalone pre-schools. For pre-schools delivered in conjunction with a primary school see Table 8.

The Department for Education has published the 2023 Scorecard (27 June 2024) with adjusted regional location factors. Based on the 2023 scorecard, the costs sought per pupil place are set out in the table below along with cost estimates for new build settings.

The DfE has updated its 'Basic Need Allocations for 2028: Explanatory note on methodology'. The Department for Education has calculated that the rate per pupil place must be uplifted by 10% to meet improved sustainability standards for a typical school, as set out in its updated School Output Specification (March 2025: <https://www.gov.uk/government/publications/basic-need-allocations>).

When a new developer enquiry is made, the calculation provides a surplus or deficit, taking into account all currently approved applications, pending applications, and proposed local plan development.

Table 2: FTE costs and early year places per dwelling, based on DfE guidance.

Cost per FTE place				Places arising / dwelling (average)
Expansion		Expansion (DfE Score Card June 2024)	+ 10% increase to meet improved sustainability standards (DfE update June 2024)	0.12
		£19,789	£21,768	
Bespoke new build average construction costs per place for standalone ¹ pre-school [March 2025 costs].	30 place	£44,033		
	60 place	£36,050		

¹ For pre-schools delivered in conjunction with a primary school see Table 8.

3.3.5 FTE Places Arising from New Development

In Suffolk it is estimated that statutory requirements generate an average need for 12 additional FTE places per 100 new dwellings calculated as set out below. Depending on ward eligibility this FTE figure will change.

The government's funding is only for 38 weeks of the year meaning an annual total of 570 hours for 15 hours a week of funding or 1140 hours annually for 30 hours per week of funding. Providers who open for more than 38 weeks can offer to stretch the funded hours so parents can have fewer funded hours per week for more weeks per year. This means the amount of FTE places available in a setting increases as children attend less funded hours per week.

Data giving the numbers of children registered with a GP in May 2024, looking at the numbers of children by age living in completed housing developments, indicates that 100 dwellings accommodate twenty-five children aged up to four. These break down as five children from each year of age.

Please note, children begin attending Primary School from age 5 and cease to require early years and childcare provision.

100% of three- and 58% of four-year olds are eligible for 15-hours free provision. 4yr olds born between April and August are in reception year at school.

In Suffolk, 25% of two-year olds are eligible for 15 hours under economic disadvantage criteria.(based on a 3year average of DWP data)

44.5% of three- and four-year olds are eligible for a further 15 hours (30-hours total). (based on 3 year average of claims for 3&4yr olds -those claiming extended hours)

44.5% of children aged 9months to 2years are also eligible for 30 hours as they have working parents. (based on 3 year average of claims for 3&4yr olds -those claiming extended hours as a proxy for working parents)

This generates a total demand as shown in Table 3.

Table 3: Worked Example - Calculation of 15-hr and 30-hr FTE places required for 25 children, arising from 100 dwellings using Suffolk averages

15 and 30 hr Calculator						
Age	% Age Breakdown	Number of Children	% Eligible for 15 hrs	Number of Children	% Eligible for 30 hrs	Number of Children
0yrs Working parents	20%	5			44.5%	0.6
1yrs Working parents	20%	5			44.5%	2.2
2yrs Disadvantaged	20%	5	25%	1.3		
2yr Working parents					44.5%	2.2
3 yrs Universal	20%	5	100%	5.0		
3yr Working parent (additional 15hrs)			44.5%	2.2		
4 yrs Universal**	20%	5	58%	2.9		
4yr Working parent (additional 15hrs)			44.5%	1.3		
Total***		25		13		5

*Only 25% of this population are eligible as the entitlement starts at 9 months

**Only 58% of this population are eligible as some 4 yr olds are already in school.

***rounding – a Rounding Up is applied at the end of the calculation.

One FTE figure is equivalent to 30 hours, which can be provided as two 15 hour slots. The 15-hour total is halved and added to 30 hour total to provide an FTE figure (in this case 12 FTE). This is calculated step-by-step, below:

Case study

2 x15 hours provision = 30 hours = 1FTE

9.2 children are eligible for 15 hours, of whom 3.5 are eligible for a further 15 hours (30 total). This means 5.7 children are eligible for 15 hours only.

Therefore, 5.7 slots of 15 hours = 2.85FTEs. The remaining 3.5 children are eligible for 30 hours each = 3.5FTEs.

An additional 5 children are eligible for 30 hours = 5FTs

2.85FTEs + 3.5FTEs + 5FTEs = 12FTEs places required per hundred dwellings (with rounding up)

With 12FTE places required per hundred dwellings this equates to a requirement of 0.12 FTE places per dwelling, and it is this figure which is used to estimate demand arising from new developments. This is explained above. The number of bedrooms in dwellings doesn't impact the number of EY children because young children are far more likely to share a room with siblings or parents.

Ward by Ward variance

In Suffolk when calculating places arising from new developments the same yield is always used (0.25).

However, the calculator uses a different % of working parents for each ward and disadvantaged 2 year olds for each ward. This is to account for varying demand across the wards and eligibility.

- % working parents

The data used for calculating this is the take up of extended claims among three and four year olds. This looks at the total number of claims and the % that take up more than the universal offer of 15 hours. This is a 3 year average of claims data from summer term 22,23 and 24. The average in Suffolk is 44.5%

This same % is used as a proxy for working parents with children aged 0-2 (as seen in the worked example above)

- % of disadvantaged two year olds

The data used for calculating this is the 2yr old entitlement policy data provided to Suffolk County Council (SCC) from the Department of education (DfE).

This gives the actual number of children who are eligible based on a combination of benefit data and child benefit claims from the Department for work and pensions (DWP).

This is then compared against the GP registrations data to give a percentage of the population

This is a 3 year average of data from summer term 22, 23 and 24. The average % in Suffolk is 25%.

3.3.6 Minimum Spatial Requirements for Early Years and Childcare Facilities

Table 4 shows the site areas, based on statutory guidance.

Table 4: Early Years site area requirements

Early Years Setting Size	Minimum Site Area (m ²)
30 place setting	1400 (0.14ha)
60 place setting	2200 (0.22ha)
90 place setting	3200 (0.32ha)

Generally standalone new settings are as a result of a wider residential development; therefore the above site areas are based on BNG and Drainage being provided as part of wider development. Should this not be the case, larger site areas will be required (for instance a 60 place setting site area becomes 0.154ha).

Suffolk CC uses a quantum of 30 places when delivering a new setting as it is the most cost-effective way to operate a nursery. There is a 1:13 child ratio when a Qualified Teacher or

Early Years Teacher is in staff. A childcare business would not be feasible with 2 members of staff so with another staff member 30 places can be accommodated.

The land should be:

- Rectangular in shape, and flat;
- No existing trees including root protection zones within the site area;
- Connected to a site wide strategy for drainage and BNG;

Fencing will be 2.4m weld mesh fence to form a secure line around the site. The car park will be outside of this secure line, but a gated pedestrian access point off of the car park will be needed. There will also need to be access for pedestrians to enter the site without mixing with cars.

In accordance with DfE guidance for 'Securing Developer Contributions for Education' (paragraph 54), new build sites for 30 places are required to be built on land large enough to be capable to accommodate an expansion to become a 60-place setting, if future needs arise. This means, should a development give rise to over 20 FTE places in an area with no surplus, a site area of 2200sqm will be sought within the development site for a new 30 place setting, capacity for expansion to a 60 place setting.

Early education provision for two, three and four year olds should include the following:

- Main play space calculated with a minimum of 2.5 m² per child;
- Adequate storage for resources;
- A ratio of one toilet and one hand basin per 10 children;
- Nappy changing facilities;
- Accessible WC which can be used also as a staff toilet;
- A staff room/office with secure storage for files, and space to meet parents;
- Kitchen area for meal preparation;
- External play area, including a covered area from the external doors to provide free flow play and/or shade/shelter; and,

- Parking as set out in the [Suffolk Parking Guide](#)



Photo of Bosmere Community Primary School and Early Years Foundation

3.4 Education

3.4.1 Introduction

The county council has the statutory responsibility for education and has a duty to ensure that there are sufficient school places to meet the needs of the population now and in the future (Education Act 1944, Education Act 1996). The county council acts as the statutory authority for school place planning and ensures there are a sufficient number of school places through the expansion of existing provision or provision of new schools.

To mitigate the impact of the development of new dwellings, SCC will seek financial contributions from developers to cover land and/or build costs to provide education facilities where appropriate and justified. In most instances, financial contributions for education will be secured to provide additional facilities at existing schools, but some individual or co-located development proposals will be large enough to generate the need for a new school.

3.4.2 How the Need for Additional School Places is Assessed

Any development of 10 or more dwellings will be assessed and could generate a request for a contribution. Applications for minor developments will be exempt from paying contributions unless their co-location to other sites necessitates an area-wide view of the cumulative impacts.

The county council uses the most up to date information available to produce pupil forecasts of future school rolls. This includes data from the latest school census and Area Health Authority statistics on GP registrations. Pupil forecasts also take account of pupil arrival rates and pupils from new approved housing development (including those that have not yet

commenced or completed). Whilst it is recognised that this data may not be 100% accurate, it is considered by SCC to be the most reliable data to produce pupil forecasts and is a similar model to that used by a large number of Local Education Authorities across the country.

Forecast demand is generally measured against the amount of permanent accommodation at each school. The presence of temporary accommodation should be taken as evidence that a school is already under pressure for places. Although some temporary class bases can remain on school sites, they will eventually be removed if not needed by the existing community and have a shorter lifespan than a permanent build. Temporary classrooms are used in exceptional circumstances to deal with pupil bulges and are a temporary measure to house that demand.

Data may vary from published information because of movement of temporary class bases, the construction of permanent accommodation, and internal works undertaken during the year which will affect the net capacity of the school. Developers are advised to contact the developer contributions team (planningcontributions.admin@suffolk.gov.uk) to request the latest schools' position from SCC at the pre-application stage. Whilst forecasting and school plans are regularly updated to reflect known changes, any information provided is time limited (usually for a maximum period of six months from the date of providing the information) as local circumstances can change.

Education provision in an area should not be assessed on the basis that all capacity is available to be used. There needs to be a degree of surplus to allow for parental preference, in-year admissions, contingency planning and accommodation of pupils arising from development of less than 10 dwellings. SCC uses a 5% buffer (or 95% capacity) for school place planning to accommodate these variables which cannot be forecast. This is at the lower end of the 5-10% range identified by the Audit Commission in 1996 (Trading Places the Supply and allocation of School Places), 2002 (Trading Places - A review of progress on the supply and allocation of school places) as noted by the [National Audit Office](#) (NAO), and Department of Education document Capital Funding for New School Places (2013). This position has been upheld by the Inspector at Land at Oakley Farm, Cheltenham (3273053 para 95 onwards). The NAO identified the 5% buffer as the bare minimum for education authorities to meet their statutory duty with operational flexibility, while enabling parents to have some choice of schools. It should be noted that the DfE uses a 2% uplift to pupil forecasts when calculating and allocating funding for Basic Need, but this is different to the operational surplus required for school place planning.

When a new developer enquiry is made, the calculation provides a surplus or deficit, taking into account all currently approved applications, pending applications, and proposed neighbourhood and local plan development.

Contributions towards the provision of additional places will only be sought if there is a justified need. These contributions may be used to provide education facilities where there is no present shortfall of places but where it is reasonably expected to occur, either when existing approved development is commenced/completed or within the period for which forecast roll figures are available. Where such contributions are deemed justified, the county council will

provide the district and borough councils and, on request, the developer, with data on catchment areas, existing permanent and temporary accommodation, and existing projected school rolls.

3.4.3 Calculating the Demand from New Housing Development

When estimating the number of children (pupil yield) that will require a school place arising from a new housing development, the county council takes account of the number of bedrooms in houses and flats that will accommodate children. Student and elderly accommodation (with restrictive conditions) are excluded from the calculation. It should be noted that the pupil yields cover both market and affordable housing. It is widely acknowledged that affordable housing and larger properties tend to generate more pupils. When assessing the pupil yield for a development proposal, the county council will apply the relevant pupil yields according to the expected housing mix.

The county council's pupil yields are taken from the 'headline' yields for Suffolk provided by the Department for Education [Pupil Yield Data Dashboard](#). The DfE guidance *Estimating pupil yield from housing development* (August 2023) recommends at paragraph 15 that the "starting point is the "headline" pupil yield factors for 2021/22, as these are based on the full sample of developments between 2008 and 2022". These yields are considered a baseline position which could be supplemented or adjusted to local circumstances and evidence. The DfE dashboard provides a technical note to accompany the data, and when reviewing the data it is important to only select Suffolk along with the dwelling type, size and all tenure from the filters.

For contributions toward primary and secondary places the pupil yield is calculated to 2 decimal places per individual dwelling and a whole number for calculations per 100 dwellings. For sixth form places the pupil yield is calculated to 3 decimal places per individual dwelling and to 1 decimal place for calculations per 100 dwellings. The calculated pupil yield will be rounded up to the nearest whole number to determine the total number of places required per phase of education.

This pupil yields will be used to forecast the education needs for each type of education provision arising from new housing developments in the County. The pupil yield factors allow for estimation of the number of early years, primary, secondary, and post-16 places required as a direct result of development. The school phase age yields from qualifying dwellings (flats or houses) are set out in Table 5, below:

Table 5: Estimated pupil yields for different dwelling types

Dwelling Type	Primary pupil yield (2021/22)		Secondary pupil yield (2021/22)		Sixth Form pupil yield (2020/21 reporting year. DfE figures for the 2021/22 year are not available)	
	Per Dwelling	Per 100 Dwellings	Per Dwelling	Per 100 Dwellings	Per Dwelling	Per 100 Dwellings
Flats with 1 bedroom	0.03	3	0.02	2	0.015	1.5
Flats with 2 or more bedrooms	0.18	18	0.05	5	0.017	1.7
Houses with 1 bedroom	0.13	13	0.06	6	0.024	2.4
Houses with 2 or more bedroom	0.32	32	0.15	15	0.055	5.5

Academies and Free Schools

The county council has a statutory responsibility to ensure there are sufficient school places to meet the needs of the population now and in the future. Developer contributions will still be justified and secured by SCC as part of the development management process, because SCC retains the statutory responsibility for school place planning. The principle that contributions secured will be spent at the most appropriate schools in the local vicinity serving the development will still apply, which may mean that some contributions secured will be spent at an Academy or Free School.

3.4.4 Expansion projects

When the county council identifies a potential project to expand a school, a number of issues need to be considered before a project can be confirmed. The quantum of growth is vital to ensure enough pupils are arising to give a sustainable PAN (Published Admission Number). It is only when the correct number of pupils is forecast that a project can be delivered. A school expansion project will usually be half or a full form of entry.

If a new school is not planned to be built, financial contributions will be used to fund capital works to add additional capacity at academies, free schools or maintained schools in the

appropriate area. The ability of a school being able to expand will be based on a number of factors including site constraints and performance. Additional consideration will need to be given to academies, free schools and voluntary aided schools who are in control of how and if their schools expand.

In some instances, it is not practical or desirable to use developer contributions to provide additional capacity at the nearest school because, for example, the site may be constrained, the expansion could result in an unacceptable admission number, or the school may not have the necessary infrastructure to support the increased capacity. In addition, due to legislation that enables voluntary aided schools, free schools and academies to refuse proposed expansion, the County Council may be forced to look further afield. In these circumstances the contributions could be used to provide additional capacity through extension, refurbishment, or remodelling of other schools where the needs could be best met.

Where extension, refurbishment, or remodelling of an existing school is deemed appropriate, the County Council will not normally seek a contribution towards land costs. However, where expansion of an existing school necessitates the need for additional land, the developer will be expected to provide a free site and/or financially contribute full or proportionate costs of acquiring the additional land. If no such land is available and a local school is unable to expand any further, the County Council may object to the planning application as it would be unable to accommodate any additional pupils as a result of the development.

Where a school cannot be expanded, we may consider the relocation of an existing school to a new site which can accommodate all children. In these circumstances we would work with the developer to identify land above and beyond that needed by the developer's needs to ensure we have sufficient room to deliver a new school and replace existing places.

3.4.5 New Schools

The Education and Skills Funding Agency currently looks to establish two-form entry primary schools (420 places), to ensure financial viability. The county council supports this approach and, when considering new primary school sites, an area of approximately 2.2 hectares will usually be sought as a minimum. Standard practice is to ask for 2.2 hectares to include early years provision. This is in line with DfE guidance set out in Building Bulletin 103 (BB103).

420 / 2 forms of entry (FE) primary-age pupils are likely to be generated by approximately 1312 new houses with two or more bedrooms. However, it must be recognised that if suitable existing local schools cannot be expanded, a new school may become necessary to cater for a lower number of new homes. A new school would usually be built in phases, starting with 210 (1 FE) places.

Generally, secondary schools accommodate at least 600 pupils or four forms of entry (one form of entry = five age groups x 30 per class). 600 secondary-age pupils are likely to be generated by approximately 4000 new or existing houses with two or more bedrooms.

In the case of both age groups, there is no exact growth threshold for establishing a new school and the following factors need to be considered when deciding whether a particular development should include land for a school:

- The ability of local schools to expand sufficiently and the impact of a new school on existing schools
- Cumulative impacts of other residential development proposals and the needs of the existing community
- The viability of a new school (particularly in the first years)

Where a new school is deemed appropriate, the county council will expect full or proportionate financial contributions from developers to meet total build costs. The developer will also be expected to either provide a free site and/or financially contribute full or proportionate costs of acquiring the site. The county council may also request, on occasion, that additional land is set aside to future proof the new school site and allow for its potential future expansion. The extent of futureproofing would be representative and determined on a site-by-site basis. This is in accordance with the DfE Securing developer contributions for education guidance paragraph 53 and NPPF paragraph 100. Land for the provision of a new school, required on-site as part of a development, will be expected to be transferred to the county council for the price of £1, to be secured by s106 agreement. Vehicular access to the school will need to be to adoptable standards. The owner/developer will be required to undertake any necessary surveys including ecological and archaeological surveys. Please note, use of land for a school refers to use classes E(e-f) and F1 uses set out in the Town and Country Planning (Use Classes) Order 1987, as amended. Full details of Suffolk County Council's site specification can be found at Appendix A.

Where development does not generate the full need for a new school on its own, an education use land value of £100,000 per acre will be used to calculate proportionate contributions towards the provision of a new school. This contribution will be secured by s106 agreement. Additional land for existing schools will be secured at 2 x agricultural land value.

New primary schools are expected to open in June ahead of the new school year, and generally take 36 months for design, planning and construction.

3.4.6 Temporary Accommodation and Costs

In certain circumstances, there may be a requirement to secure education contributions in order for the county council to provide temporary accommodation to meet the needs of pupils arising from development prior to the completion of school extension, refurbishment, or remodelling, or the opening of a new school. This is assessed on a site-by-site basis.

In the short term, ahead of a new school being built, where the existing school capacity is expected to be exceeded as a result of new housing, temporary arrangements may need to be put in place to accommodate additional children arising from the new development. A double mobile classroom would accommodate 60 pupil places (2 classrooms). The use of the DfE Score Cards provides a realistic cost estimate per pupil place to provide temporary expansions, represented in the table below. The County Council will treat each case individually to find the most appropriate solution to provide temporary accommodation.

Table 6: Cost per pupil place for temporary expansions, based on DfE LA scorecard 2023 guidance

School Phase	Cost per pupil place
	Temporary Expansions
Primary	£9,356
Secondary (age 11-16)	£10,503
Sixth Form (age 16-18)	£10,503

3.4.7 School Site Areas

The area of land required for schools is based on the current [DfE Building Bulletin](https://www.gov.uk/government/collections/school-design-and-construction) (BB103) and other relevant publications (<https://www.gov.uk/government/collections/school-design-and-construction>). BB103 provides recommended minimum and maximum site areas for all schools. The county council will always seek sites equivalent to the maximum recommended site area to allow schools flexibility in the design of their buildings and the way in which they use the site. The table below indicates the benchmark basis as guidance for minimum site areas for schools. As the county council aims to provide on site Early Years provision on all new primary schools, an allowance has been made for Early Years on all primary school sites. The site sizes do not include any additional allowance for BNG or SuDS. Generally new schools are as a result of a wider residential development and therefore the site areas are based on BNG and Drainage being provided as part of wider development. Should this not be the case, larger site areas will be required.

Table 7: School Site Area Requirements

School Type	Site Area (hectares)
Primary (ages 5-11, 1 form of entry): 210 places + 30 EY	1.3
Primary (ages 5-11, 2 forms of entry): 420 places + 60 EY	2.2

School Type	Site Area (hectares)
Primary (ages 5-11, 3 forms of entry): 630 places + 90 EY	3.3
Secondary (ages 11-16, 4 forms of entry): 600 places	4.9
Secondary (ages 11-16, 6 forms of entry): 900 places	6.8
Secondary (ages 11-16, 8 forms of entry): 1200 places	8.7
Secondary (ages 11-16, 10 forms of entry): 1500 places	10.6

SCC will ask for sixth form contributions from all developments based on the current pupil per unit calculation. However, contributions may not be collected for a named sixth form as this will depend on the strategy for providing post-16 provision in that area (e.g., the local secondary school does not have a sixth form so contributions will be directed to the appropriate provision(s) that serve the area).

If a new secondary school is built to mitigate pupil demand arising from housing, the development of an associated sixth form will depend on the post-16 strategy for that area. It might be that contributions are instead sought to expand other local provision(s) that serve that local area. However, if a new sixth form is required, the county council will work with the academy trust who have been approved to run the new secondary school to agree the size of the sixth form as this will depend not only on the Published Admission Number (PAN) of the new school but also the breadth of other local provision.

3.4.8 Additional Site Requirements

A new school site must be rectangular (or as close to rectangular as possible) in shape, on level ground and located on a gyratory road (i.e., not a cul-de-sac) near to the centre of the development and close to other community facilities. A rectangular shape is required, as this enables the best planning and management of the site, and better expansion possibilities in the future if required. The site must be free of contamination, compaction, and cleared of any previous land use, especially if the site was once industrial land. The site must also not be within, or in close proximity to, Flood Zones 2 or 3 and consideration must be given to noise pollution. The cost of all ecological and archaeological surveys and remedial work must be met by the developer. On larger sites, the phasing of the site and infrastructure must be carefully considered in order to deliver school sites at the correct time in the development.

The owner/developer will be required to provide the following services, to location(s) agreed with SCC on the school and/or early years site, including but not limited to:

- Water plus drainage/outlet to the local sewer system;
- Connection to surface water drainage with no attenuation on the school site;
- Electricity;
- ICT connections including superfast broadband;
- Access for pedestrians, cyclists and motor vehicles;

These services will be provided free of charge to the county council. Further criteria for determining site suitability are set out in Appendix A.



Photo of Barrow CEVC Primary School

3.4.10 Sustainability

In line with government policy, future school projects must be designed to account for high sustainability credentials. SCC declared a climate emergency in March 2019, and in July 2020 the SCC's Cabinet agreed to develop detailed, costed, policies, projects and working practices for approval which will contribute to SCC achieving the ambition of net zero emissions for its own operations by 2030. This includes ensuring that all newly constructed council controlled buildings, extensions, and retrofits are designed to achieve net zero emissions by 2030.

3.4.11 The Cost of Additional School Places

The current 'Securing developer contributions for education' [DfE guidance](#) (August 2023) recommends using cost data based on the [DfE local authority school places scorecards](#) to help establish developer contributions per school place, adjusting the national average for region and inflation. This allows differentiation between the average per pupil costs of a new school, permanent expansion, or temporary expansion, ensuring developer contributions are fairly and reasonably related in scale and kind to the development.

The Department for Education published the 2023 Scorecard (27 June 2024) with adjusted regional location factors. Based on the 2023 scorecard, the costs sought per pupil place are set out in the table below. However, the DfE scorecard costs do not represent the true cost of capital works for schools. The scorecards are based on costs reported in 2018 and have been updated in line with inflation. These are based on local authority reported projects between 2015/16 and 2017/18 adjusted for inflation and regional variations to 1Q24 prices. Therefore, cost estimates are provided which reflect the true costs of delivery and are reviewed annually.



Photo Stowupland High School Expansion

In recent years there have been factors that have increased the cost of school capital projects, these include but are not limited to;

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- Material price changes
- Increased labour costs
- Net zero requirements
- Changes in building control
- Changes to the DfE design brief

The DfE has updated its 'Basic Need Allocations 2023-24 and 2024-25: Explanatory note on methodology' and has calculated that the rate per pupil place must be uplifted by 10% to meet improved sustainability standards for a typical school, as set out in its updated School Output Specification (28 March 2022: <https://www.gov.uk/government/publications/basic-need-allocations>).

Based on the uplift of Basic Need calculated by the Department for Education, to accommodate the additional cost of building sustainable schools, the County Council will be seeking an additional 10% contribution per pupil place, towards provision of a new school or school expansion meeting the sustainability standards expected by the Department for Education (see table 8 below).

It is unlikely that the County Council will seek delivery of education facilities by developers building them directly as we wish to ensure that buildings are built to SCC's timeline and specification.

The DfE guidance 'Securing developer contributions for education' makes clear at paragraph 35, that where there is 'reasonable expectation of higher costs based on local planning policy requirements, known site abnormal or recent trends of higher delivery costs for projects in your area, these can be used in preference to the regional average in the school places scorecard.'

Higher delivery costs are set out below and a full explanation of these costs is set out in '[New School Baseline Estimates Report](#)' produced by Concertus. This will be updated annually and will update the costs below.

Table 8: Cost per pupil place per school phase

School projects			New school use Gross cost/place	
School type	Type of project	Places	Cost/place ¹	Total cost
Preschool	New site not on a school site	30	£44,033	£1,321,000
Preschool	New site not on a school site	60	£36,050	£2,163,000
Preschool	Expand on site	30	-	-
Primary School + Preschool	New site	240	£34,996	£8,399,000
Primary School + Preschool	New site	480	£28,760	£13,805,000
Primary School	Expansion	-	£21,768 ²	-
Secondary School	New site	750	£47,416	£35,562,000
Secondary School	Expansion	-	£29,939 ²	-
All Through School ³	New Site	60 place Pre-School, 420 place Primary, 600 place Secondary	£35,666	£37,470,000

¹ Figures rounded to the nearest pound – total cost will calculate differently.

² due to small number of sample projects, existing DfE scorecards have been used. These would need to be reviewed following the completion of a feasibility study for an existing school's expansion.

³ Cost information is based on an "all Through school" where the Primary and Secondary School are delivered as a single setting, with an element of shared facilities. (cost information as of Feb 2024).

3.4.12 Special Education Needs and Disabilities

In addition to SCC's statutory obligation to provide sufficient school places to meet the needs of the population, it also has a statutory obligation to provide a suitable education placement for young people with Special Education Needs and Disabilities (SEND) up to the age of 25 years where appropriate to their needs. This requirement to provide SEND places up to the age of 25 years comes from the [SEND Code of Practice](#).

Current [Department for Education guidance](#) (Securing developer contributions for education, August 2023, paragraph 24, 25, 26 and 37) and Planning Policy Guidance (PPG) (paragraph: 008 Reference ID: 23b-008-20190315) confirms the expectation that as well as securing developer contributions towards mainstream and early years education, local authorities should also ensure that they secure contributions towards the additional cost of providing education facilities for children with SEND generated by the development of new dwellings.



Photo of The Bridge School

At the January 2024 school census, there were 3,043 pupils attending special schools, specialist units, independent and out of county special schools, bespoke or alternative provision, or waiting for provision. At this census there were 100,081 children in mainstream primary, secondary, or post-16 schools, meaning the number of children and young people

requiring specialist provision equates to 3% of the number in mainstream provision. Therefore, the SEND pupil yield has been calculated by adding the primary, secondary, and post-16 pupil yields for each dwelling type and multiplying this by 3%. The SEND pupil yield per dwelling type is outlined in Table 9.

A bespoke pupil yield has been used for SEND rather than the Department for Education SEND pupil yield because the sample used in the DfE data for Suffolk is too small to give meaningful figures for SEND/Alternative Provision. For example, the DfE pupil yield data for Suffolk are based on over 4,000 children, for secondary it is over 2000, and for post-16 it is nearly 700 children. The same data for SEND/Alternative Provision only includes 138 children.

It is SCC's intention that developer contributions will be pooled to improve or enhance facilities at the most appropriate provision. This may not be the provision closest to the development as pupils with SEND are provided transport (see school transport section) to the facility best able to provide for their needs, as confirmed in their EHCP. **Any development of 10 or more dwellings will be assessed and the yield from a new development will be calculated as follows:**

Table 9: SEND pupil yield per dwelling type

Dwelling Type	SEND / Alternative Provision Pupil Yield	
	Per Dwelling	Per 100 Dwellings
Flats with 1 bedroom	0.002	0.2
Flats with 2 or more bedrooms	0.007	0.7
Houses with 1 bedroom	0.007	0.7
Houses with 2 or more bedroom	0.016	1.6

The cost of providing a SEND place is generally greater than that of a primary or secondary place depending on the type of need to be met. The average cost for SEND places according to [National School Delivery Cost Benchmarking](#) is £96,806 (2023).

Contributions towards SEND places may not necessarily be used locally to any development and as such may be pooled with other developments to provide the most appropriate provision for young people with additional learning and support needs in the area. As the spaces and facilities required are not as generic as those provided for mainstream education, and as the yield of pupils is far lower, there is no rounding to the nearest whole number.

All new school sites within new developments will be considered for the provision of special needs facilities and appropriate bespoke contributions will be requested if a need is identified.

3.4.13 Early Years

Provision for Early Years is dealt with in 3.3, however co-location and/or close proximity to primary schools is considered important from a customer/service perspective. For new primary schools it is preferred to co-locate an Early Years facility alongside the school.

3.4.14 Disposal of Surplus Education Facilities

Any capital receipt received from a disposal of a surplus education facility which, for example, may have arisen from the outcome of School Organisation Review in a local area has already been accounted for in the budgeting process for service re-provision. Any surplus capital asset is committed into the wider SCC capital programme, and will not be an alternative source of funding to mitigate the impacts of development.

3.4.15 School Transport Contributions

The county council is required by law as set out in the [School Travel Policy](#) to provide funded school transport for four categories of children:

- (1) Children who live more than the statutory walking distance from their nearest suitable school
- (2) Children who live less than the statutory walking distance from their nearest suitable school but who cannot walk to school safely
- (3) Children who are unable to walk to school because of a SEN, disability, or mobility problems
- (4) Certain children whose family have a low income

Funded transport will be provided for children attending their nearest suitable school, inside or outside of Suffolk, where the distance from home to school is over the statutory walking distance:

- More than two miles (3218 m) from home for children aged under eight
- More than three miles (4827 m) from home for children aged eight and over

For transport purposes the nearest suitable school is the closest school by walking distance to the child's home address, with places available that provides education appropriate to the age, ability, and aptitude of the child, and any special educational needs the child may have. Distances are measured by the shortest available route along which a child, accompanied as necessary, may walk with reasonable safety.

An assessment of safe walking and cycling routes must be carried out by the applicant. The presumption is that all pupils arising from proposed developments will be able to access schools within safe walking distance which will minimise the length and number of journeys.

Where a housing development is proposed and such routes are not available, SCC will look for an additional developer contribution to mitigate the impact of additional school-aged children living in an area that, in school transport terms, is ‘unsustainable’.

Contributions prior to occupation, may be required as a result to reduce travel distances and/or improve safety, where there is not a safe walking route within the statutory walking distance, where a development is located over the statutory walking distance, or where the catchment school does not have places in the interim, and children will have to be bussed to surrounding schools. Contributions may also be sought towards the provision of specific education journey infrastructure, such as cycle stands, parent waiting shelters, public transport to appropriate education establishments, or for education materials and activities. The costs sought per pupil place per annum for the provision of school transport are set out in the table below, and the following Case Study explains how contributions would be calculated if any of the above situations arose:

Table 10: School transport costs per pupil per annum

Service User	Average Cost per Seat Type (2024)
Mainstream pupil	£1,701
Special Education Needs (SEN) (inc Pupil Referral Unit and Out of county pupil)	£11,819

Case Study

- (1) If **four** primary-aged pupils were forecast to arise from a proposed development, developer s106 contributions would be sought to fund school transport provision for a minimum of **seven** years for primary-aged pupils.

The s106 contribution is **£1,701** (the annual transport cost) x **4** (number of pupils) x **7** years (number of primary school years) = **£47,628**.

- (2) If **three** secondary-aged pupils were forecast to arise from a proposed development, developer s106 contributions would be sought to fund school transport provision for a minimum of **five** years for secondary-aged pupils.

The s106 contribution is **£1,701** (the annual transport cost) x **3** (number of pupils) x **5** years (number of secondary school years) = **£25,515**.

- (3) Secured s106 contributions will be retained for a minimum period of 10 years from the completion of development.

Where a development includes a proposal for building new educational or training spaces, the developer will be required to work with SCC's Road Safety teams to develop and implement a travel plan and associated safer journeys to school infrastructure programme. This will involve consideration of access to the school site, and the walking and cycling routes to it.

SCC has statutory duties to promote the use of sustainable methods of transport for all education and training related journeys, from pre-school age to post 16 students. Under the Education and Inspections Act 2006 authorities are encouraged to develop Travel Plans with schools. Developers will be expected to help minimise the carbon footprint produced by the impacted schools through the design and layout of the development. For example, there must be a presumption against providing car pick up or drop off points.



Photo Bungay High School

3.4.16 Collection, Investment and Use of Developer Contributions

CIL

The CIL charging authorities define what infrastructure projects are to be funded by CIL. Regarding education, additional places at existing early years, primary schools, and secondary schools, and post-16 places are capable of being funded through CIL, but this will be set out in the CIL charging authority's IFS and CIL Expenditure Framework.

Through collaboration with CIL charging authorities, SCC submits CIL bids for funding at the appropriate time to deliver the infrastructure necessary to ensure development is sustainable. When responding to planning applications the county council will set out the amount of any future CIL request based on mitigating the development, but any future bid will be based on the latest cost multipliers published at the time of the CIL bid.

S106

Contributions will be ring-fenced to the school(s) stated in the s106 Agreement. This will normally be the local catchment school(s) or local schools which do not operate a catchment. Contributions may only be used for the purpose stated in the legal agreement and will be held by the county council in a ring-fenced account.

Payment will be required 14 days prior to commencement of development or in accordance with an agreed phased arrangement set out in the legal agreement, depending on the circumstances.

After a specified period (at least 10 years after the completion of the development) the county council will repay uncommitted monies, with accrued interest, to the party that paid the contribution.

If the actual cost of providing the necessary infrastructure falls below the level of contribution taken, the relevant district or borough council may decide to negotiate the use of the surplus monies for other infrastructure which the developer considered could not be funded at the original grant of planning permission. The circumstances where this would apply would be set out in the legal agreement. See Further Information section for more information on a template s106 Agreement.

Where land is being provided by the developer for a new school site, the county council will normally seek to obtain an option for the transfer of the site within a specified period of time, i.e. the land will remain the landowner's responsibility until required by the county council.

3.4.17 Role in Negotiation

Please see the '[Section 106 Planning Obligations – Code of Practice Protocol](#)' for local authority approaches. Where appropriate, developers will be expected to pay the additional

costs borne by the LPA of entering into legal agreements. A Planning Performance Agreement may be entered into, seeking contributions for initial design work for the school to address site specific concerns where more detailed consideration of design is necessary to input into the s106 Agreements.

3.5 Fire and Rescue

3.5.1 Introduction

The Suffolk Fire and Rescue Service (SFRS) works on an integrated, countywide structure, consisting of and running 35 fire stations in Suffolk.

This section covers the provision of fire hydrants and sets out a protocol to be followed by developers, district, and borough councils by securing such provision by means of a planning condition required by the SFRS and is in no conjunction with any other Fire and Rescue Service. The Fire and Rescue Services Act 2004 places a duty on the Fire Authority to ensure the supply of water for firefighting purposes. It enables the Fire and Rescue Service to discharge their duties by rescuing lives and saving properties from the impact of fire. Fire appliances can acquire mains fed water through fire hydrants.

It may also be a requirement for new fire service infrastructure to be provided in connection with major planned development, and these requirements will also be subject to separate advice under s106. In addition to proposed new residential and commercial developments, hydrants are required in connection with changes of use and any developments attracting increased volumes of people.

Suffolk Fire and Rescue Service recommends that proper consideration be given to the potential life safety, economic, environmental and social benefits derived from the provision of an automatic fire sprinkler system. Fire hydrants, and access to firefighting water is an essential part of any development. Access to buildings for fire appliances and firefighters must meet with the requirements specified in Building Regulations Approved Document B, (Fire Safety), 2019 Edition, Volume 1 and 2 - Part B5, regarding dwelling houses, and, buildings other than dwelling houses.

3.5.2 Protocol

The developer may require guidance and information on the number of fire hydrants required, flow rates or hose laying routes for firefighting. In this instance the developer can contact SFRS Water Team via fire.planning@suffolk.gov.uk. The Water team will provide guidance towards the relevant guidelines, documents containing all the relevant information, requirements, and benchmarks. The Water Team's advice is informal and supports the pre-application stage of the process. The formal decisions on fire hydrants will be made at a later stage of the process by the SFRS Water Officer.

If the SFRS identifies a need for provision of new fire hydrants under pre-application, the relevant district or borough council will impose a condition on any planning permission granted, which requires the submission and approval of details of fire hydrant provision, including location of hydrants, prior to commencement of development. In the event of works commencing on site without compliance with the planning condition, appropriate action shall be taken by the LPA, and the SFRS shall be kept informed of any action.

If ownership of a development site or any individual phase of the development site changes ownership before or after planning permission has been granted, SFRS requests that the LPA updates SFRS with any amended ownership and contact details. The new development owner will adopt all the existing conditions.

Upon receipt of the condition the developer will contact the water company in order to secure a water main drawing which will indicate the agreed size of mains being laid. No fire hydrant will be installed on a main lower than 90 mm. If a fire hydrant is required where a 63 mm main is being laid, the SFRS reserve the right to request an upgrade of said main to meet the flow rate requirements of any fire hydrant.

The LPA responsible for granting the application emphasizes the need to adhere to the above protocol in order to ensure that fire hydrants are secured and funded by the developer. If for any reason this does not occur, then the Fire and Rescue Service will provide hydrants and will then retrospectively seek to recover funding.

On behalf of the developer, SFRS will settle all invoices relating to the installation of fire hydrants in line with the planning application condition (where an agreement to has not been agreed with a water authority to pay for the installation of fire hydrants at the time of securing the mains services), and then actively seek funding from the developer using the signed agreement and providing copies of settled invoices to prove payment.

The developer must refer to the Discharge of Conditions, to ensure that there is no occupation of dwellings until the requested fire hydrant(s) are in the ground and formally adopted by the SFRS.

If appropriate fire hydrants cannot be provided, due to lack of sufficient network infrastructure, then an alternative emergency water supply may be considered.

3.5.3 Building Regulations

Building Regulations places a duty to identify and implement the requirements for access for firefighting appliances and fire hydrants. Regulation 3 of the Building Regulations defines 'building work' as:

- a) The erection or extension of a building;
- b) The provision or extension of a controlled service or fitting; and,
- c) The material alteration of a building or a controlled service or fitting.

Advice may be given under the Building Regulations process to developers regarding the location of hydrants. SFRS is the statutory body charged with fire hydrant provision and final decision on the location and quantity of fire hydrants in new developments.

All premises should be provided with a supply of water for firefighting. Firefighters must be able to lay out hose(s) between the water supply and the fire appliance, so these distances

should be kept to a minimum. Hydrants should be in positions that are near to building entry points:

- A building requires additional fire hydrants if both of the following apply.
 - .1. a. It has a compartment with an area of more than 280m² .
 - .2. b. It is being erected more than 100m from an existing fire hydrant.
- For buildings provided with dry fire mains, hydrants should be provided within 90 m of a dry riser fire main inlet on a route suitable for ground laying hose;
- For buildings not provided with fire mains (or where the building is fitted with a wet fire mains), hydrants should be provided within 90 m of an entry point to the building, and no more than 90 m apart.

Water mains and hydrants should be capable of delivering enough flow of water to enable effective firefighting to be undertaken. Further guidance can be found in the National guidance document on the provision of water for firefighting.

3.5.4 Planning Conditions

No development shall commence until a scheme has been submitted and agreed by the relevant district or borough councils in consultation with SFRS, for the provision of required fire hydrants (served by mains water supply) forming part of the development with a relevant planning condition in place.

No dwelling shall be occupied until the hydrants serving the development have been provided to the satisfaction of the district or borough councils in consultation with SFRS.

3.6 Flood and Water

3.6.1 Introduction

The Flood and Water Management team at SCC is a statutory consultee for surface water drainage proposals for major developments. As Lead Local Flood Authority (LLFA) it is part of their responsibility under the Town and Country Planning Order 2015 to investigate and provide informative responses concerning the susceptibility of a site to flooding, suitability for development, and which Sustainable Drainage System (SuDS) mitigation or conditional actions are required.

3.6.2 Developer Contributions and SuDS

Section 14 of the NPPF seeks to meet the challenges of climate change, flooding and coastal change. Paragraph 170 - 182 refers to planning and flood risk, and paragraph 182 states:

“Major developments should incorporate sustainable drainage systems unless there is clear evidence that this would be inappropriate. The systems used should:

- a) take account of advice from the lead local flood authority;
- b) have appropriate proposed minimum operational standards; and
- c) have maintenance arrangements in place to ensure an acceptable standard of operation for the lifetime of the development.

Paragraph 182 says, *Applications which could affect drainage on or around the site should incorporate sustainable drainage systems to control flow rates and reduce volumes of runoff, and which are proportionate to the nature and scale of the proposal. These should provide multifunctional benefits wherever possible, through facilitating improvements in water quality and biodiversity, as well as benefits for amenity. Sustainable drainage systems provided as part of proposals for major development should:*

- a) *take account of advice from the Lead Local Flood Authority;*
- b) *have appropriate proposed minimum operational standards; and*
- c) *have maintenance arrangements in place to ensure an acceptable standard of operation for the lifetime of the development.*

It is required that all major developments (defined as a site that includes 10 or more dwellings, or has an area of 0.5 hectares or more) incorporate SuDS unless there is clear evidence that this would be inappropriate.

Developers should achieve the top tiers of the Hierarchy of Drainage, prioritising infiltration (where possible), and utilise SuDS to achieve the four pillars:

- Mitigating and reducing flood risk;

- Improving water quality;
- Contributing for biodiversity and;
- Providing recreational and amenity value.

As an aspect of good design, developers are expected to include sufficient space within their layouts to accommodate appropriate SuDS features, and early engagement to identify and scope these is encouraged. There is a direct relationship between development and flood risk, due to an increase in impermeable surface area (e.g., the laying of roads), which reduces the amount of water that can infiltrate into the ground, subsequently increasing the rate and volume of run-off. On this basis, through identifying and implementing SuDS in the early phases of the development process, the natural hydraulic regime of a development site can be mimicked resulting in enhancements across the four pillars. A combination of national and local policy and guidance is used to determine whether proposals are appropriate. The LLFA assesses each planning proposal independently and requests that all project promoters, developers, and consultants contact them at an early stage of development to ensure that an acceptable SuDS strategy is pursued from the outset. See the [Suffolk Flood Risk Partnership](#) for further guidance.

3.6.3 S106 Contributions and Projects

Where there is need and opportunity to provide a large-scale flood and water management scheme, s106 contributions may be requested from proposed developments within the catchment to provide a cumulative mitigation response to flood risk in a specific area.

The ongoing operation, management and safeguarding of functional SuDS may require appropriate s106 obligations. Where these may have foreseeable impact on the LLFA, then it may be necessary to seek appropriate contributions.

The cost of these will be subject to various site-specific factors and constraints, including topography, scale of site, and scheme infrastructure.

3.7 Highways

3.7.1 Introduction and Statutory Function of SCC as the LHA

SCC are the Local Highway Authority (LHA) for most of the roads in Suffolk, with the exception of the strategic road network (A14, A11, A12(T) and A47) which is the responsibility of National Highways. SCC are consulted on Planning Applications by the LPAs and comment on the highways and transportation implications of the scheme.

As a statutory consultee during the planning process the LHA's key role is to make an assessment of the transport impacts of a development and make a judgement if the residual impacts, after the effects of any mitigation have been applied would be 'severe' in planning terms (NPPF paragraph 115). Where this is the case, it would be recommended to refuse planning permission to the LPA, although the final decision rests with the Planning Authority. In most cases the LHA are able to secure adequate highways mitigation through a series of planning conditions and obligations.

When considering if impacts are severe the following are considered:

- Road safety
- Congestion
- Sustainability

The LHA operates under the same planning rules as all other bodies, and any obligations or conditions must be:

- Necessary to make the development acceptable in planning terms;
- Directly related to the development; and,
- Fairly and reasonably related in scale and kind to the development.

3.7.2 Role of the LHA in the Planning Process

SCC as the LHA will consider the overall transport requirements of a development proposal, and for significant developments will request a Transport Assessment (TA) or Transport Statement (TS). TAs will accord with documents supported by the Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities & Local Government '[Travel Plans, Transport Assessments and Statements](#)' (2014)', and 'Transport evidence bases in plan making and decision taking (2014)'. TAs assess the likely impacts of a proposal, demonstrate how car use will be minimised, and propose mitigation to deal with residual traffic. This will require detailed assessment of sustainable opportunities and utilisation of existing and potential public transport, walking, and cycling options. In addition, this involves ensuring that those necessary improvements connect the development with destinations. Generally, a TA will be supported by more evidence on the likely trip generation from a development site, and traffic modelling on the likely cumulative impacts on the wider highways network. However, TAs that only focus on vehicular trips will not be acceptable, and a full consideration of all modes of travel, including sustainable and active transport options will be required.

Full transport assessments will be required for residential developments that generate 'significant traffic', in Suffolk this threshold tends to start around 50 dwellings, and other uses in line with requests for Travel Plans as per the Department for Transport's Guidance on Transport Assessment (2007). Smaller scale developments will require a simplified version, a TS, where the transport issues arising from a development proposal are limited. Further assessment may be required in individual cases, particularly where a site is located near to other development sites. Those sites already identified within a Local Plan, will ideally state whether either a TA or TS is required.

SCC strongly supports early pre-application engagement as transport issues are becoming more complicated. Initial scoping of the TA or TS can greatly assist in identifying the key issues under review on a given development proposal. Larger development proposals need to be supported by an appropriate strategic traffic modelling, generally a Saturn or VISUM model, or micro-simulation for assessing the projected traffic distribution from strategic sites. SCC has the Suffolk County Transport Model (SCTM), which is a cost effective and appropriate tool available to be used by developers, for a modest access fee.

SCC as the LHA will assess the overall transport requirements of proposals, to include a comprehensive assessment of opportunities for use of public transport, travel planning, walking, and cycling. Contributions to highways and transport improvements should be considered part of a holistic package to facilitate sustainable travel, as reflected by Suffolk's Local Transport Plan (LTP) and in line with the priorities set out in the Suffolk Local Cycling and Walking Infrastructure Plan. For those towns specifically identified within the LTP, the holistic approach should take account of the proposed transport network improvements for each town.

The three strands of the LTP strategy are:

1. Reducing demand for travel;
2. Making efficient use of transport networks; and,
3. Improving infrastructure.

Taking a holistic approach to sustainable transport involves considering the full range of access opportunities for walking and cycling, including the Public Rights of Way (PRoW) network, which is set out in more detail in the following section of this guide. The considerable public health benefits of active travel need to be considered in applications, and all new residents should have access to a range of sustainable transport routes and options, for all journey types, including; commuting, leisure, education, and retail trips.

In recent years there has been a much greater focus on active travel and sustainable transport options, such as walking, cycling and public transport. This has been enhanced through changes to national policy and guidance, and is necessary to suppress existing vehicle trips to create the headroom for further growth, in constrained areas. SCC has developed a [Suffolk Streets guidance](#) document to assist developers and their consultants in designing attractive highways and transportation infrastructure, to enhance the overall design and usability of new developments.

Depending on the size of the development, a travel plan will be an essential element because it will identify the opportunities to minimise car use and set targets for this. New developments may be expected to contribute to improvements, as identified by the LTP implementation plan where relevant, but not be limited to these, i.e. further mitigation may be required.

In some instances, a 'pooled' approach to developer contributions may be used, for example, in relation to the provision of major new road schemes where these are necessitated by more than one development.

A breakdown of contributions for specific network, public transport, and sustainable transport initiatives to serve the development will be derived from the TA, travel plans and relevant strategies. The onus will be on the developer to demonstrate with evidence any proposed alternative solution to that put forward by the LHA. Indicative thresholds for TA are available in Local Plans.

3.7.3 Travel Plans

Much local and national policy aims to reduce dependency on vehicles and increase the use of sustainable transport, both to reduce congestion and improve health. Residential, Workplace and Educational Travel Plans are an important tool to drive this change in behaviour. SCC will require Travel Plans to be submitted by developments that fall within the thresholds identified in the [Suffolk Travel Plan Guidance](#).

The simplest form is a Travel Pack, which may only provide information to new occupiers with information such as public transport timetables and local PRoW or cycling routes. Conversely, where opportunity exists on large sites to positively change behaviour, start-up funding for car share clubs, subsidised public transport, new or improved footways and cycleways (with secure storage and changing facilities) can be provided. In some circumstances reduced parking or parking charges may be applicable. All outcomes of a Travel Plan should be measurable.

SCC offer the option of a Travel Plan Delivery Contribution for SCC to create and deliver an approved Residential Travel Plan sufficient to discharge any relevant conditions / obligations. The county council will implement some of the required soft measures in the approved Travel Plan document on behalf of the developer using the county council's Way To Go branding, to be funded by the developer. If the developer does not wish to take up the offer of the county council taking on the delivery of the Travel Plan on their behalf, a Travel Plan Evaluation and Support Contribution of £1,200 per annum will be required to cover the cost of SCC officer time with engaging with the Travel Plan Coordinator the developer appoints, in accordance with Section 93 of the 2003 Local Government Act, and Section 3 of the 2011 Localism Act in charging for discretionary services. The mechanism to secure the Travel Plan will need to be discussed and agreed in writing between SCC and the Applicant at the planning application stage.

The thresholds on which fees are based and a schedule of charges for residential land use are listed in Table 11 below. Any fees will need to be justified and be CIL compliant.

Table 11: Fees and charges for residential development

Size of development	Travel Plan/Travel Pack Delivery Contribution	Annual Travel Plan Evaluation and Support Contribution
Residential development starting around 80 dwellings	Bespoke to each individual site and based on the estimated budget identified in the submitted Travel Plan document for fully implementing the Travel Plan.	Case-by-case basis, plus monitoring: £1,200 (RPI index linked on an annual basis) per annum for 5 years after either 99 th dwelling occupation or 60% of dwellings occupied, (whichever is the latest) until 1 year after final occupation.
Workplace development	Bespoke to each individual site and based on the estimated budget identified in the submitted Travel Plan document for fully implementing the Travel Plan.	Case-by-case basis, plus monitoring: £1,200 (RPI index linked on an annual basis) per annum from first occupation, through to one year after final occupation (if applicable).

In addition to the fees above, if SCC are not taking on the delivery of the Travel Plan, and the Travel Plan has vehicular reduction targets linked to the supporting TA to prevent a severe impact on the existing highway network, a Travel Plan Bond or Cash Deposit may also be required. The cost of the Travel Plan Bond/Cash Deposit will be calculated by the county council, based on the cost of funding additional hard and soft highway mitigation needed to prevent a severe highway impact if the Travel Plan's targets are not achieved. The use of bonds for Travel Plans (or other forms of indemnity for highway works) can cause issues of double counting when developers prepare viability statements. Although the bonds will likely be reimbursed to the developer, they have to be listed on the balance sheet, and it is therefore important to bear this in mind when looking at viability statements.



Photo of Belisha Beacon Pedestrian Crossing, Framlingham

3.7.4 Public Transport

Public transport accessibility within new development must be taken into account in the design and layout, in terms of the road widths, bus routes and linkages with existing routes, distances of residential properties from bus stops (maximum 400m) and pedestrian accessibility (including attractiveness of routes) to bus stops.

Improvements to public transport are either to the services or supporting infrastructure. For many larger developments s106 obligations pre-fund new or extended services while the site develops and becomes self-funding.

Individual developments may be expected to provide new bus stops and/or shelters generally through the S38 or S278 of the Highways Act (1980). In some developments, a financial obligation towards improvements to bus or rail stations where such funding is not funded from the CIL should be provided.

The publication in March 2021 of the “Bus Back Better” national bus strategy has set ambitious goals for accessibility, connections to the passenger transport network and modal shift away from private cars. New developments have a part to play in that through design choices, provision of infrastructure and supporting services.

A key principle for any development should be that homes, shops, schools or other facilities and places of employment should be accessible by regular bus services. For large sites this will mean an internal road network suitable for use by all types of buses.

All bus stops within a new development should be linked to pedestrian routes across the site, with suitable crossing points featuring dropped kerbs wherever internal roads must be crossed. Stop locations should be identified in consultation with the council and assessed for safety as part of the design process.

Bus-only access points in and out of a development can further enhance bus services and encourage their use over the private car. If a bus has priority in joining the local network, then it immediately has an advantage over other modes of transport. Such features can be designed with signal control or other physical measures to prevent unauthorised use.

Where it will not be possible to gain bus access to a new development or route through (e.g. a linear scheme with no suitable turning head at the far end) then stops should instead be created or improved on the main road where the site joins the road network. If there are existing bus stops nearby these may be suitable for use by the occupants of the new development in situ or if relocated if that does not cause inconvenience to existing service users. Such stops should be provided with the same amenities as any new ones created within a site, as far as is practical under existing conditions. Pedestrian links from these stops to the site must also be created.

As per NPPF 56, such works can be secured through s38, and s278 (whichever is most appropriate to the specific site circumstances), and only via planning obligation where it is not possible to address unacceptable impacts through a planning condition. In all cases it is best that stop works are carried out as part of the main site construction rather than requiring retrofitting after roads have been adopted.

Creation and/or improvement of bus stops should also be matched by enhancements to bus routes covering the site. This can be through direct agreement with a local bus company or via s106 agreements with the council for the procurement of services. All new or improved services should be provided without impacting on the viability of existing bus routes. Since deregulation of the local bus market (outside London) by the 1985 Transport Act, the bus companies act as commercial entities and are free to set their own routes, fares and timetables without reference to the council. This will be changing under the “Bus Back Better” strategy, but future regulations are not yet set. The council has the power to tender for services not provided commercially, and will use these powers in conjunction with s106 contributions to ensure that developments are suitably served.

Where bus services can be diverted into a new development, this will increase journey length and potentially mean that current frequencies cannot be maintained without additional vehicle resource. Similarly, where there are no existing services nearby then new routes will have to be created and will again require additional vehicles in the fleet. Under the current model of commercial operations, and especially in the aftermath of the Covid-19 pandemic, the bus companies do not have surplus funds to invest in new or improved routes where they cannot be certain that investment will generate sufficient income. As such, routes for new developments will need funding through developer contributions to get them started and operate until they reach commercial sustainability. This can take between three and five years depending upon the nature of the routes (e.g. an extension to an existing commercial service is likely to return to profit faster than an entirely new route) so suitable funding needs to be agreed between the developer, council and operator(s) in advance of services starting.

For some developments, a Demand Responsive transport solution may be more appropriate than a traditional bus service. In deeply rural areas, population density, distances to the nearest facilities and conflicting destination priorities for residents make traditional A to B bus services operating on a fixed timetable unviable. In such instances a “go anywhere” service or one that offers a range of destinations and times of operation is more useful than simply being able to go to the nearest market town. Such services also play a role in urban areas as again they can offer greater choice of travel times and destinations than having to wait for the next bus in the right direction.

Technology now permits such services to be “hailed” by app when the vehicle is already on route, rather than requiring pre-booking 24-48 hours in advance and are attractive to the younger demographic.

Whatever the form of service provided, it must be operated within the framework of current legislation using fully accessible vehicles. Such services must be capable of accepting any multi-operator, multi-modal ticketing product developed by the council under the Bus Back Better strategy and operators will be required to join any Enhanced Partnership or similar developed as a result.

In order to facilitate modal shift, it is vital that services start as soon as possible in relation to site occupancy. Knowing that there is a bus service running before deciding to purchase a house or occupy an industrial unit is an influencing factor when considering travel choices. If construction programmes do not allow buses onto/through a site at the time residents start moving in, then the improved buses should at least start along the nearest possible main road.

Residents/site users should be encouraged to make use of bus services through the Travel Plan for the site.

The costs set out in Table 12 below will be considered on a case-by-case basis subject and dependent upon local provision and needs. Table 12 provides an indication of the costs of public transport infrastructure:

Table 12: Public transport infrastructure costs

Public Transport Infrastructure Costs	Costs
Bus Stop Improvement works	£2,000-9,000 (depending on location and whether that includes raised kerbs, clearway markings, a shelter base and/or bus stop pole).
Shelter (supply and installation)	£4,500-6,000 (installation charge for metal/glass styles) £7,000-9,000 (installation charge for wooden styles).
Real Time Screen	£10,000-12,000 (depending on type and proximity of power supply).

The images below are some examples of public transport infrastructure that have been delivered across Suffolk:



Photo of bus shelter, Gazeley

Location: Gazeley, West Suffolk.

Example: Creation of raised kerb, with dropped kerb for access in front of existing parish council-owned bus shelter and seat.

Costs: £1,277.84 (design),
£3,115.00 (construction).



Photo of bus shelter, Newton

Location: Newton, Babergh.

Example: Creation of shelter base behind existing footway. Assistance from Suffolk Highways with shelter installation.

Costs: £2,000.00 (construction),
£6,800.00 (shelter 2015 price).



Photo of bus shelter, Capel St Mary

Location: Capel St Mary, Babergh.

Example: Rearward extension of footway to create shelter base.

Costs: £984.06 (design),
£1,078.93 (construction),
£4,286.00 (metal and glass shelter).



Photos of Real Time Passenger Information Screens, Suffolk

Example: Real Time Passenger Information screens throughout Suffolk. Costs: £8,478.00, includes bracket and sun hood. Extras, such as the poles and power supply will vary on a site-by-site basis.

3.7.5 Transport Mitigation Strategy Funding

When transport modelling evidence shows that growth across an area would cause a severe, cumulative impact on the function of the highway network in a town and on the surrounding strategic highway network a transport mitigation strategy is needed. Opportunities to address this impact through highway capacity improvements alone are insufficient and would also not be compatible with Net Zero Carbon commitments across an area and the need to improve air quality. Significant shift towards sustainable modes of transport is required to avoid severe, cumulative traffic impacts and in influencing existing trip patterns through smarter travel choice measures further headroom is created.

Examples of this include Ipswich Strategic Planning Area (ISPA) and West Suffolk Council Transport Mitigation Report (TMR) funding.

Measures in a strategy for which developer contributions will be sought together with other funding sources includes, but are not limited to:

- Walking and cycling infrastructure; including access to public transport
- Bus services, including a quality bus partnership;
- Park and ride;
- Demand responsive transport;
- Smarter choices;
- Enabling technologies; and,
- Monitoring
- Traffic calming measures
- Public realm improvements
- Access to public transport

Contributing towards delivery of a mitigation strategy does not preclude other appropriate transport requirements, such as site access improvements and mitigation of direct impacts, or the need for effective travel plans. Other sources of funding, such as from the Central Government, are anticipated to form a part of the overall approach to funding.

In the ISPA example a steering group was set-up at the early outset of establishing the need for a mitigation strategy and a Statement of Common Ground (SoCG) was been signed by the local authorities in the ISPA area. As such, Outcome I2 of the ISPA SoCG (Version 7, March 2021) states: "*The authorities are committed to the production of a transport mitigation and funding strategy, to identify funding and delivery mechanisms to implement the Transport Mitigation Strategy developed by Suffolk County Council.*" An officer group involving representatives from each ISPA authorities is developing the funding mechanisms together with the detail and delivery of the mitigation measures.

3.8 Libraries and Culture

3.8.1 Introduction

High quality, sustainable and well-located arts, library and museum facilities are an important component of sustainable communities, giving them a sense of place, purpose, and pride. Library authorities (unitary, county or metropolitan borough councils) have a statutory duty under the [Public Libraries and Museums Act 1964](#) 'to provide a comprehensive and efficient library service for all persons'.

In addition, the NPPF in Chapter 8 paragraph 98 highlights the importance of providing the social, recreational, and cultural facilities and services the community needs.

Alongside this, various pieces of legislation require local authorities to collect, preserve and provide access to records of historical interest. SCC remains the statutory library authority and since 1 June 2025, delivers the service. In July 2011, SCC adopted a new Vision and Access Model for library services. The Access Model, outside the urban areas of Ipswich, and Lowestoft, uses Borough and District Council Local Plans as the framework for library services. This is because they support and sustain rural communities; they identify centres of services across the county, from Major Centres to Towns to Key Service Centres to Local Service Centres and Primary Villages. SCC has arranged library services around these frameworks as they cater for patterns and tiers of service access across the county and build on a sustainable planning model.

The Access Model, for the long-term future, is based on a mix of libraries and community outreach. It recognises the opportunities that sharing premises with other services and businesses brings and encourages an innovative approach where library services might be co-located in existing or new premises. Creating hub type models allows for communities to be able to access central hubs situated in the local community where people can access all their needs and services to support their health and learning. There are 45 libraries serving Suffolk.

Alongside libraries, SCC invests in high quality arts and museum facilities that reach communities across Suffolk through a mix of venue based and outreach services. There are 38 Accredited museums in the county. The Accreditation scheme is managed by Arts Council England, and sets out nationally agreed standards which inspire the confidence of the public and funding/governing bodies. Accredited museums are sustainable, focused, and trusted organisations which offer people a great experience. By investing in Accredited museums, the council can ensure that they manage their object collections properly as they develop, engage with the growing population, and support communities through volunteering opportunities and other activities.

The Suffolk Archives Service is inspected and approved as an appointed 'place of deposit' for local public records, as it provides secure, environmentally controlled facilities for their long-term preservation and safe keeping, as well as access in public Search rooms. Historical records dating from the 12th century come from a wide range of sources, including councils, churches, schools, hospitals, courts, businesses, charities, estates, and individuals. The

material all relates to the history of Suffolk and can be in any format, such as in the form of maps, plans, newspapers, photographs, drawings, accounts, correspondence, and minutes, and can be found on, parchment, paper, microfilm, or in electronic files. The collections continue to grow each year as new items are added; in correlation with the increasing pressure on space arising from new development and growth.

3.8.2 Libraries

The Department for Digital, Culture, Media and Sport (DCMS) oversee and promote the improvement of local government's provision of public library services in England. The Libraries Team sits in the Arts, Heritage and Tourism directorate at the DCMS.

DCMS is responsible for public libraries policy; working within government to promote the value of libraries and what they deliver to decision makers. This involves talking to a wide range of people in different departments advocating for the strengths of libraries in supporting their agendas – whether that is health and well-being, business support, skills, or supporting places like rural communities, high streets and towns. Part of the Secretary of State's statutory duty is to promote the improvement of the public library service provided by councils in England. To support this, they monitor developments in library services across England and work with Arts Council England as the national development agency for libraries.

Local authorities have a duty under the 1964 Public Libraries and Museums Act to provide a comprehensive and efficient library service to all who live, work or study in the area.

The Arts Council England (ACE) in Partnership with The National Archives has published [guidance on seeking and securing developer contributions for library and archive provision in England](#) (November 2023). This references the Museums, Libraries and Archives Council (MLA) publications Public Libraries, Archives and New Development: A Standard Charge Approach [May 2010] and [Museums, libraries, archives, arts provisions and new development: Progress report on the adoption of standard charge approaches](#). As discussed below, despite the abolition of the MLA the guidance continues to be referenced by the successor body (ACE) and other professional bodies, and its approach is still one of the methods for assessing library provision in connection with new development.

SCC is also tasked with maintaining adequate stocks of books, other printed materials, and audio-visual stock and other material sufficient in number and range and quality to meet the general requirement and any special requirements of adults and children.

The DCMS previously published national standards for library provision and used to monitor library authorities' performance against the standards. Whilst these standards are no longer a statutory requirement, local authorities are encouraged to benchmark activities with each other. For example, these include the proportion of households living within 2 miles of a static library, number of new items added annually per 1,000 population and number of electronic workstations per 1,000 population.

The MLA document says in Part 1 on page 2, Public libraries are at the heart of communities. They provide free access to books and information services, and the internet, as well as opportunities for learning and leisure. Local authorities must ensure that their libraries provide the quality of service that people need, expect and will use. In many areas experiencing housing growth or regeneration, existing library buildings and library services will need to be upgraded or replaced. Many library services are being developed in partnership; collocated in shared premises.

Library activities have evolved and now also include supporting people to find employment, reduce social isolation and support vulnerable people including older people and people with mental health issues.

The Town and Country Planning Association (TCPA) publication: Improving culture, arts and sporting opportunities through planning; a good practice guide [June 2013]. Paragraph 6.1 on page 30 in this document says, Museums, libraries and archives make a major contribution to communities. Their presence fosters learning and skills, supports community cohesion and local identity, and plays a role in strengthening local economies. In many towns and cities, they are important landmarks and represent crucial pieces of heritage. In rural areas, libraries and local museums are often not just key parts of the cultural infrastructure, but important public spaces and organisations, promoting economic growth and strong communities. Museums are a key part of the tourist economy infrastructure. The TCPA guide on page 31 references the MLA publication: Public Libraries, Archives and New Development: A Standard Charge Approach.

The Arts Council England in partnership with The National Archives publication: Championing archives and libraries within local planning: Guidance for archives and libraries [June 2019, weblink: <https://www.artscouncil.org.uk/publication/championing-archives-and-libraries-within-local-planning>] also references the MLA publication Public Libraries, Archives and New Development: A Standard Charge Approach.

In general and to summarise some of the points made above, library services are community hubs which:

- Provide for reading and literacy through the borrowing of physical books, e-books, audio books, and/or partaking in activities
- Address loneliness and social isolation, and provide a shared community space where people feel safe including initiatives such as 'warm spaces'.
- Help with learning, skills, and employment guidance
- Provide activities that improve health and wellbeing
- Provide information, internet access, both via self-service and with the help of skilled staff
- Loan of films and music, through physical CDs/DVDs and digital download services
- Offer a mobile library service
- Support their customers through click and collect service
- Deliver the Home Library Service
- Support customers to access and navigate IT services, supporting customer wellbeing

The Library Services published its updated [Suffolk Needs Assessment](#) in March 2024. This document identifies areas of need within the county's population, with further analysis of needs within each library catchment area.

3.8.3 Developer Contributions

New housing developments will impact existing library provision and increase the demand for developer funding towards library projects.

The MLA and ACE documents mentioned above help planners, developers and cultural professionals plan appropriate cultural infrastructure as part of regeneration and new development. Integral to this are the documents, Public Libraries, Archives and New Development: A Standard Charge Approach, and [guidance on seeking and securing developer contributions for library and archive provision in England](#). These set out an approach for calculating and securing developer contributions as part of section 106 agreements and for application under CIL. The financial charge for the developers is based on a national benchmark charge for each person expected in a new housing development. The charges are based upon average cost and space benchmarks for library, archives and museum provision, supported by extensive survey work.

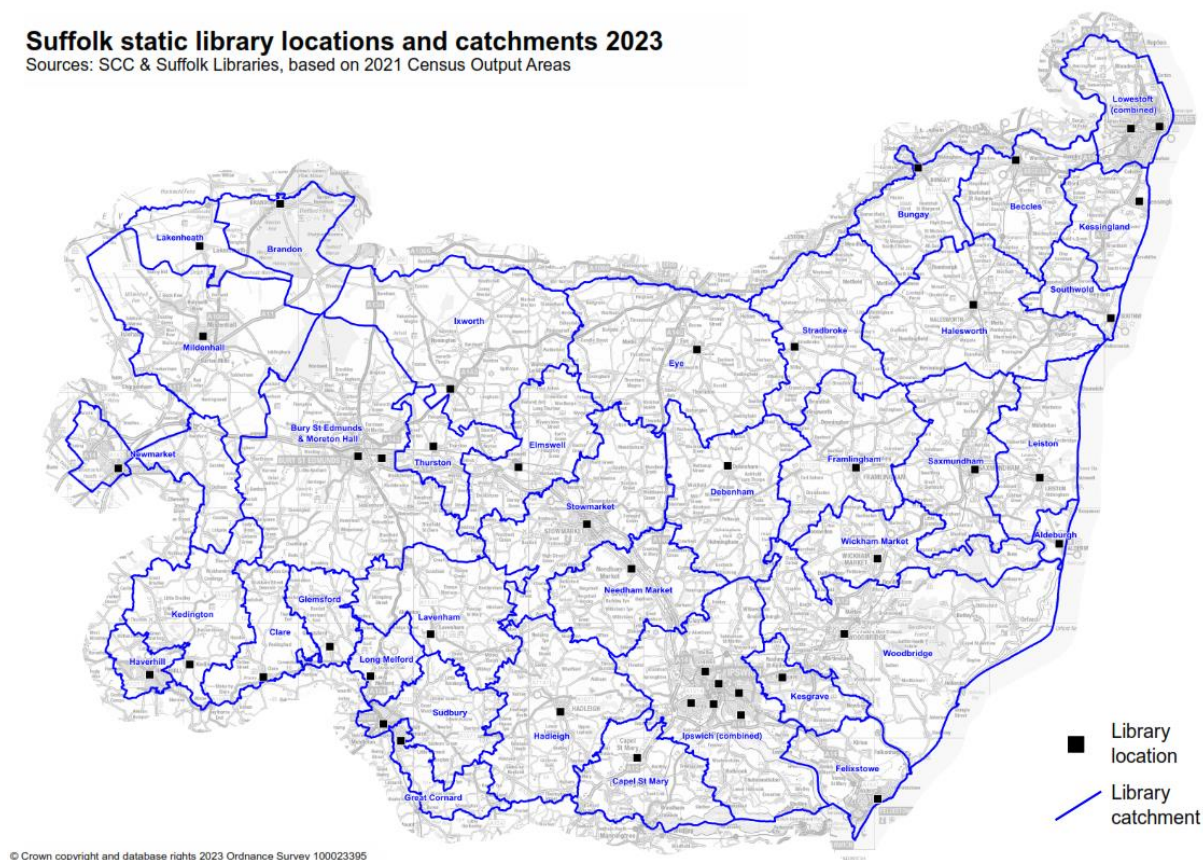
It is also important to add that the guidance suggests that in the case of built provision this may take the form of an assessment of the square metres provided per 1,000 population for each library geographical catchment areas – with maps produced to guide the contributions process.

As well as dealing with the options of a standard charge, the MLA guidance also recognises that contributions may not always be used to construct new library floor space but might be used to upgrade or refurbish existing provision (there is a worked example on page 6, with guidance on pooled contributions on page 7). For example, it is suggested a contribution based on the MLA benchmark figure could be used for IT provision, the reorganisation of library space within buildings and other refurbishments to increase public access.

The guidance also highlights the importance of mitigating the additional pressures, from new development, that are placed on library buildings and services that are at capacity based on the adopted space standards. To assist with this, library catchment areas in Suffolk are defined by data collected on library usage by postcode. This data is analysed to assess how best libraries can support the demographics in their catchment. Catchments are shown below or a web based catchment map is available from <https://arcq.is/0LagD5>.

Suffolk static library locations and catchments 2023

Sources: SCC & Suffolk Libraries, based on 2021 Census Output Areas



There are several options for of a standard charge for public libraries set out in the ACE document on pages 31-33 which include new build, extensions and refurbishment.

- Space standard. A recommended figure of 30 square metres per 1,000 population as a benchmark for local authorities; and,
- A construction and initial fit out cost for refurbishment; the national average, and currently recommended benchmark figure, is £3,469 per square metre. This figure does include an allowance for initial book stock etc and IT. BCIS Local Cost Adjustment Factor for East of England is 99.

A calculation using the national benchmark figure above for **refurbishment** is as follows:

Rehabilitation / Conversion (refurbishment) rate including external works, design costs, and fit out costs of £3,469.07 per square metre for libraries.

BCIS Local Cost Adjustment Factor for East of England of 0.99 reduces this to £3,434.38.

This gives a cost of $(30 \times 3,434.38) = 103,031.40$ per 1000 population or £103.03 per person for refurbishment of libraries.

The average household size in the United Kingdom in 2021 is 2.36 persons, with the East of England average 2.37 persons per household [Source: ONS 2021]. $2.37 \times £103.03: £245$

Total is £245 per dwelling¹

Where an identified project covers new build or an extension, the figures in the ACE document on page 33 Table C will be used instead in the calculation. This will exclude land costs and exceptional site-factors which are additional.

Local authorities seek to ensure that their libraries meet national standards and expectations, and provide the quality of service that people need, expect, and will use.

In some circumstances it may be necessary for a contribution towards books and resources only. Each new dwelling is expected to generate the need for 2.8 library items per annum (Suffolk standard level of stock per 1000 population is 1,174, CIPFA Library Survey 2015). The average cost of library stock in Suffolk is £5.66 per item. This includes books and physical non-book items, like spoken word and music CDs, and DVDs, as well as daily newspapers and periodicals. This gives a cost per dwelling of $2.8 \text{ items} \times £5.66 = \textbf{£16 per dwelling}$.

For significant development in Towns, Key Service Centres or Core Villages (or equivalent as defined in the Local Plans) where there is no existing static library provision, SCC will expect a contribution towards establishing an outreach point in a community building. Where a library already exists, a contribution to increasing or improving the library's facilities is expected. For development proposals in or adjacent to urban areas, such as in Ipswich and Lowestoft (taken in isolation or co-located), which may generate a population of around 5,000 people, an assessment of whether there is a need for a new library, or static and co-located service point will be made.

Table 13: Library contribution costs per dwelling

Cultural service	Cost per dwelling
Libraries (refurbishment of library provision to serve the increased catchment population)	£245

¹ Based on RICS Building Cost Information Service data and the 'Guidance on seeking and securing developer contributions for library and archive provision in England, September 2023' issued by the Arts Council England.

Cultural service	Cost per dwelling
Books and resources	£16.00

3.8.4 Wider Cultural Services

Within the national guidance referred above ([Museums, libraries, archives, arts provisions and new development: Progress report on the adoption of standard charge approaches – June 2010](#)) which outlines the libraries benchmark figures, the guidance also includes figures for museums, archives, and arts.

Guidance on seeking and securing developer contributions for museum and arts provision in England - The section that might be most useful can be found in Appendix 03: Standard Charge Approach cost update. Cost Multipliers for Museums and Arts organisations triggered by new housing growth (£ per person and £ per dwelling).

Museums: *A national survey of a sample of local authorities has resulted in an MLA recommended benchmark for museums of 28 square metre of provision per 1,000 population at a cost of £3,250 per square metre. This is £91 per person in new housing.*

Archives: *National research on recent archive provisions suggest an appropriate benchmark of six square metre per 1,000 population of archive space at an initial construction and fit out cost of £3,600 per square metre is needed in association with new development. This is £21.60 per person in new housing.*

Arts: *National survey evidence suggests the average build cost across the three types of provision is £3,125 per square metre, or £141 per person in new housing.*

The costs set out above will be considered on a case-by-case basis, subject to local provision and needs and if the costs can be justified in accordance with the NPPF paragraph 58, where:

Planning obligations must only be sought where they meet all of the following tests:

- a) necessary to make the development acceptable in planning terms;*
- b) directly related to the development; and*
- c) fairly and reasonably related in scale and kind to the development.*

New communities with a population of around 2,000 people should be assessed against the Library Access Model. In these instances, a financial contribution to allow outreach and/or improvements to the local library will be considered.

Developer contributions calculated in accordance with the above methodology will be requested where existing facilities are unsuitable to cater for increased use arising from a planned development. The contributions will be used either to fund improvements to existing facilities, or to fund the provision of new facilities.

In many instances, socio-economic impact assessments (to inform policy and decision makers about the potential benefits, as well as the probable adverse impacts) will be required to be undertaken to inform final heads of terms.

3.9 Public Rights of Way

3.9.1 Introduction

Suffolk contains one of England's most extensive networks of Public Rights of Ways (PRoW). The network exceeds 3,500 miles (5,700 km), compared with approximately 4,000 miles (6,500 km) of roads.

PRoW are categorised as:

- Footpaths (for walking, running, mobility scooters or powered wheelchairs. New public footpaths must have a minimum width of 1.5 m);
- Bridleways (as footpaths, plus cycling and horse riding. New bridleways must have a minimum width of 3 m);
- Restricted byways (as bridleways, plus any vehicle without a motor. New restricted byways must have a minimum width of 3 m); and,
- Byways Open to All Traffic (abbreviated to BOAT, for all uses, including motor vehicles. The minimum width of a BOAT is usually around 3 m, it is not possible to create a new BOAT).

Where a PRoW has a width recorded in the definitive statement which accompanies the definitive map, this is the minimum width that legally must be protected.

Contributions and/or improvements to the PRoW network will be sought through s106, s278 or CIL depending on circumstances.

3.9.2 Suffolk Green Access Strategy (2020-2030)

The [Suffolk Green Access Strategy \(2020-2030\)](#) sets out the council's commitment to ensuring and promoting sustainable travel options for all. The strategy focuses on walking and cycling for commuting, accessing services and facilities, and for leisure reasons. Specifically, the Green Access Strategy (2.1) *"Seeks opportunities to enhance public rights of way, including new linkages and upgrading routes where there is a need, to improve access for all and support healthy and sustainable access between communities and services. Funding to be sought through development and transport funding, external grants, other councils and partnership working."*



Photo of bridleway improvement scheme, Sudbury

3.9.3 Development and PRow

Government guidance considers that the effect of development on a PRow is a material consideration in the determination of applications for planning permission. LPAs should ensure that the potential consequences are taken into account whenever such applications are considered ([Rights of Way Circular 1/09 – Defra October 2009, para 7.2](#)) and that PRow should be protected and enhanced where appropriate.

PRoW can support all three key sustainability objectives of the NPPF: an economic objective, a social objective and an environmental objective. Specifically, PRoW support NPPF Sections 8; 'Promoting Healthy and Safe Communities', NPPF Section 9; 'Promoting Sustainable Transport' and NPPF Section 15 'Conserving and Enhancing the Natural Environment, including paragraph 105 which states that PRoW should be protected and enhanced.



Photo of footpath improvement scheme, Hadleigh

3.9.4 Planning Applications and PRoW

In the experience of the county council, early contact with the relevant PRoW officer avoids problems later on when they may be more time consuming and expensive for the applicant to address. Where a development will affect the PRoW network, all relevant plans should show the definitive legal alignment of PRoW within and in the vicinity of the site. Detailed plots of Suffolk's Definitive Map can be provided and must be requested by the developer. Failure to plot PRoW accurately will result in a consultation being objected to. Plans should also show the proposed route if a diversion is required; detail how PRoW will be protected during

construction; ensure PRow are protected during construction; and detail how PRow will be reinstated after construction.

The applicant, and any future owners, residents, and visitors, must have private rights to take motorised vehicles over a PRow other than a Byway Open to All Traffic (BOAT). To do so without lawful authority is an offence under the Road Traffic Act 1988. The PRow must be suitable for shared use. Any damage to a PRow resulting from works must be made good by the applicant. SCC is not responsible for the maintenance and repair of PRow beyond the wear and tear of normal use for its classification and will seek to recover the costs of any such damage it is required to remedy. We do not keep records of private rights and suggest that a solicitor is contacted.

The granting of planning permission is separate to any consents that may be required in relation to PRow. It does not give authorisation for structures such as gates to be erected on a PRow, or the temporary or permanent closure or diversion of a PRow. Nothing may be done to close, alter the alignment, width, surface or condition of a PRow, or to create a structure such as a gate upon a PRow, without the due legal process being followed, and permission being granted from the PRow Team. Permission may or may not be granted depending on all the circumstances.

Under Section 167 of the Highways Act 1980 any structural retaining wall within 3.66 metres of a PRow with a retained height in excess of 1.37 metres, must not be constructed without the prior written approval of drawings and specifications by the PRow Team. The process to be followed to gain approval will depend on the nature and complexity of the proposals. Construction of any retaining wall or structure that supports a PRow or is likely to affect the stability of the PRow may also need prior approval at the discretion of the PRow Team. Applicants are strongly encouraged to discuss preliminary proposals with the PRow Team at an early stage.

In almost all instances, PRow should be set within an open and green corridor allowing for safe and secure use with clear sight lines and an open aspect. They must not be placed within a corridor of fencing or planting. If in exceptional circumstances hedges are required adjacent to PRow, they must be planted a minimum of 2 metres from the edge of the PRow in order to allow for annual growth and cutting back by the landowner, and they must not obstruct the PRow in any way. Some hedge types, such as blackthorn, will also need additional space, and this must be taken into account. If in exceptional circumstances fencing is required it must be positioned a minimum of 0.5 metres from the edge of the path to allow for cutting and maintenance of the path, and should also not obstruct the PRow.

Where a development will necessitate the diversion or modification of the PRow route, then this should be the subject of early discussion with the relevant PRow Officer and may need to be managed within the s106 process to ensure PRow is appropriately safeguarded during the development process.

3.9.5 PRow Within the Development Site

Development will lead to increased pressure on existing PRow as a direct result of an increase in the local population and from people wanting to, or needing to, use the PRow network to access the developed site. Depending on the nature and scale of the development, increased use of the PRow network may be for leisure reasons, commuting journeys or to access goods or services. Improvements to existing routes will be required as a condition of planning permission. In most cases this will require the developer to deliver the improvements through a Section 278 agreement under the Highways Act 1980. Such improvements would need to be delivered under instruction from the PRow team to ensure those improvements meet required specifications. The delivery of improvements may also be subject to Grampian Conditions.

There may also be a requirement to create new PRow to link to the wider access network of PRow and other formal links such as footways, cycle tracks and cycleways, to form effective connections between dwellings, places of work, local services, and leisure destinations. In such instances, new PRow will need to be delivered through Public Path Creation Agreements under Section 25 of the Highways Act 1980. There is a fee for order making.

Furthermore, the status of existing PRow may need to be upgraded to legally permit higher usage, for example, upgrading a public footpath to bridleway to allow for cycling. This would also need to be delivered with a Public Path Creation Agreement under Section 25 of the Highways Act 1980. There is a fee for order making.

In nearly all circumstances, on site PRow should be retained on their existing alignment, within a green and open corridor that enhances biodiversity. Where PRow do need to be diverted permanently desire lines should be retained, again within a green and open corridor.



Photo of footpath improvement scheme, Stowmarket

3.9.6 PRoW Outside the Development Site

A significant increase in footfall is expected on PRoW outside a development site because of the increase in the local population and as a result of greater movement of the population. The extent of the impact on the PRoW network will vary greatly depending on the size, scale and nature of the development and its proximity to local destinations such as leisure destinations, places of interest, work places, and services and facilities.

As part of the county-wide approach to encourage and promote active travel, obligations and contributions to improve, enhance, or mitigate harm from increased use within the highway and of the PRoW network may be sought in appropriate cases. Where there are opportunities to increase active travel through adding routes to the PRoW network, then obligations may be sought to deliver and secure both public rights and infrastructure.

Improvements to the PRoW network outside the development site will be funded through a Section 106 obligation under the Town and Country Planning Act 1990 and delivered by the PRoW team.

In some instances, off-site improvements will be delivered by the developer under instruction from the PRoW team through a Section 278 agreement under the Highways Act 1980. This

may be the case where on-site works link directly to off-site improvements and this therefore avoids complications with delivery timescales and ensures continuity of path specification.

New developments can often change patterns of movements by people and create new desire lines. As such, there may be a requirement to create new PRow to ensure effective links to new destinations and connect places of work, local services, and leisure facilities. In such instances, new PRow will need to be delivered through public path creation agreements or orders under sections 25 or 26 of the Highways Act 1980. The developer will need to cover the cost of order making and other associated costs to create those new links.

The status of existing off-site PRow may also need to be upgraded to legally permit higher usage, for example, upgrade a public footpath to a bridleway to allow for cycling. This is to ensure and encourage easy movement and effective on-going journeys for walking and cycling, in line with the NPPF. Such changes would need to be delivered through a public path creation agreement or order under sections 25 or 26 of the Highways Act 1980 and the developer will need to cover the cost of order making and other associated costs to create those links.

Urban PRow. In most instances these will have a sealed surface and be incorporated within a green corridor allowing light and air on to the PRow to allow it to dry out after inclement weather. At road junctions, design should facilitate access with, for example, controlled crossings, raised tables, dropped kerbs and appropriate markings/signage.

Urban Edge PRow. These often provide green access into the countryside and connect with the wider PRow network. These routes may require an unsealed or a sealed surface to ensure they are usable throughout the year and blend in with more natural surroundings. Where the surface is unsealed then it must be firm, compacted, slightly cambered, free draining aggregate construction – an example of this could be a granite crushed stone with finings. The surface will need to be agreed with Suffolk County Council's PRow team.

Commercial/Industrial Development. As with Urban and Urban Edge PRow, PRow through these types of development will usually need a sealed surface, incorporated into a green corridor where practical allowing light and air on to the PRow to allow it to dry out after inclement weather, and be developed to facilitate access to and within the site with, for example, controlled crossings, raised tables, dropped kerbs and appropriate markings/signage at road junctions.

Rural PRow. In rural locations a PRow may still require a constructed surface. The surface must be firm, compacted, slightly cambered, free draining aggregate construction – an example of this could be a granite crushed stone with finings. The surface will need to be agreed with Suffolk County Council's PRow team. Where the PRow retains a natural surface, the surface must be level and well-drained.

3.10 Waste Infrastructure

3.10.1 Introduction

SCC, as the Waste Disposal Authority, has statutory responsibilities as prescribed in section 51 of the Environmental Protection Act 1990 as follows:

“It shall be the duty of each waste disposal authority to arrange:

- a) for the disposal of the controlled waste collected in its area by the waste collection authorities, and*
- b) for places to be provided at which persons resident in its area may deposit their household waste and for the disposal of waste so deposited.”*

The above legislation renders SCC responsible for the treatment and disposal of waste from all households and some businesses across the county, and for the provision of household waste Recycling Centres (RC). District and borough councils are responsible for collecting waste.

Appropriate infrastructure is an important component in the delivery of these duties. In particular, the majority of municipal waste is now treated through the Suffolk Energy from Waste (EfW) Facility or through a Materials Recycling Facility. A network of localised delivery points or Waste Transfer Stations is essential to the cost-effective movement of waste from where it is generated by households and businesses across the county to the treatment and recycling facilities. In practice this involves several Collection Authorities across the county delivering waste into Waste Transfer Stations from where it is then transported in bulk to the EfW Facility or the Materials Recycling Facility.

The county, district, and borough councils in Suffolk, working in partnership as the Suffolk Waste Partnership, identified the need to provide three strategic Waste Transfer Stations in or near to the strategic lorry network to avoid haulage on rural roads.

SCC also provides a network of 11 RCs where residents and small businesses may take a wide variety of items for reuse, recycling, and disposal.

New developments place additional pressure on the waste service (for both the Waste Collection and Disposal Authorities), which needs to be considered and addressed when planning applications are determined.

A Waste Infrastructure Board has been established to oversee the management of infrastructure projects and budgets. This Board receives regular reports on each ongoing infrastructure project and approves expenditure. A new project will be submitted to the Board via a Project Brief, Plan and Communications Strategy before approval to proceed is given.

3.10.2 Energy from Waste Facility, Transfer Stations and Food Waste

The EfW facility was built through a Private Finance Initiative arrangement at a total cost of £180 million and has a permit and planning authorisation to process 295,000 tonnes per annum of residual waste, the majority of which will be municipal waste. The facility is currently running at full capacity, processing all of Suffolk's residual waste, and 20,000 tonnes (until April 2027) per annum of Norfolk's residual waste, plus waste deposited by third parties in contract with the facility's operator. Whole-system cost-modelling by the Suffolk Waste Partnership resulted in the agreement for SCC to provide three sites with optimal locations for Waste Transfer Station provision in Suffolk: Lowestoft, East Ipswich, and Bury St Edmunds. These Transfer Stations are all now operational.

There is a possibility that, depending on the extent of housing growth in other areas, additional Waste Transfer Stations may become necessary in those areas, for which no funding currently exists and for which proportionate contributions would be requested. Based on 383,196 households (census 2021 plus projected growth), the average capital share per household for the Waste Transfer Station project is £53 and this contribution may be sought in circumstances where further investment in facilities is required and can be justified.



Photo of Lytham Road, Ransomes Waste Transfer Station.

New regulations are currently being introduced which will require the collection and disposal of food waste from each household from 2026. In order to achieve this, each Waste Transfer Station in Suffolk will need to be modified to take in food waste. The cost of these changes currently calculates out at £3 per household contribution. This contribution will apply to all

households in Suffolk other than the catchment area feeding into the Lowestoft waste transfer station as a project is already underway.

3.10.3 Co-Location Projects

Strong partnership working between the Suffolk councils has identified that there are potential opportunities to increase operational efficiency through the co-location of waste infrastructure that supports county and district council services, e.g. waste/recycling collection vehicle depot with transfer station or recycling centre, and these co-location opportunities will be pursued wherever appropriate.

The West Suffolk Operational Hub project, designed to incorporate a Waste Transfer Station and Recycling Centre alongside a West Suffolk depot, is now complete and operational. This was a partnership project between SCC and West Suffolk Council, which has provided a first-class operational waste centre that manages waste in West Suffolk more efficiently, saves money, and future-proofs waste management for the area's growing communities.



Photo of West Suffolk Operational Hub



Photo of West Suffolk Operational Hub



Photo of West Suffolk Operational Hub



Photo of Recycling Centre sorting containers

3.10.4 Recycling Centres

SCC provides a network of 11 RCs which serve the total population of Suffolk (333,537 households). By 2043 this total is projected to increase to 383,196 households. Some of the current waste sites are historic and are operating at capacity in order to meet existing demand. Any additional service demand due to household growth will require improvement or replacement at several sites.

When developing a new RC, SCC will aim to provide a facility that meets the following criteria:

- Ideally a regular shape (square/rectangle) of circa 2.5 acres.
- Split level containerised facility in order to eliminate the need for members of the public to access the containers via steps;
- Provision of reuse containers or reuse facility;
- Good access in order to minimise potential for queuing off-site, and good road links with main roads for large goods vehicle (LGV) traffic;

- Adequate parking provision for site staff and provision of welfare facilities;
- Adequate parking provision for members of the public adjacent to containers;
- One-way traffic management system for members of the public, with separate entrance and exit if possible;
- Operational (LGV) and public vehicle movements to be kept separate, facilitated by the site being split level, e.g. LGV on lower tier and public on upper tier;
- Compliance with environmental regulations; and,
- Preferably with existing connections to existing services.

The Waste Infrastructure Board has prioritised each site according to current challenges and future demands.

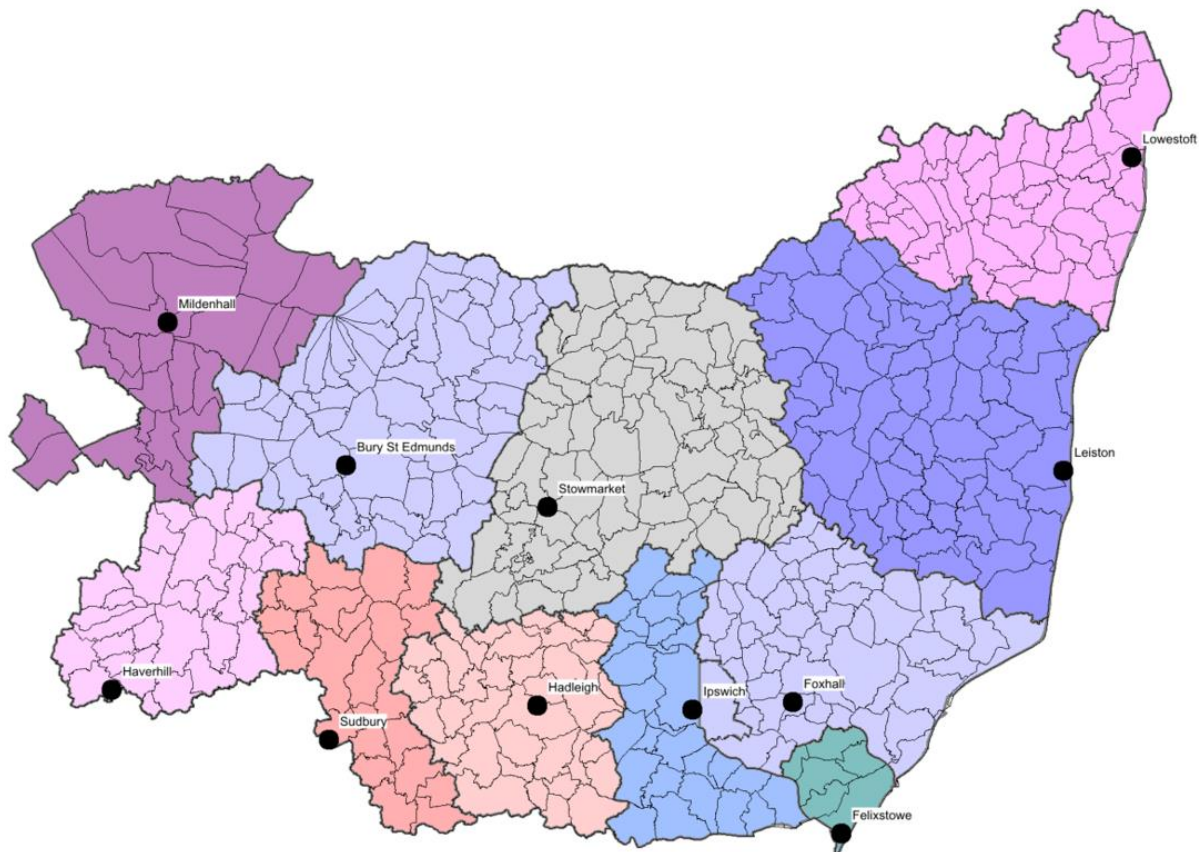
Table 14: Waste priority sites and costs

Site	Priority	Requirement	Cost band (million (m))
Lowestoft	1	Project established to consider potential improvements to current site	£3.1m
Ipswich	2	Relocation to new site required in order to resolve current and future capacity levels	£7m
Stowmarket	3	Current project allows for site improvement and possible small expansion. In the long-term, however, a new recycling centre to meet future capacity demands would be preferable.	£1m
Sudbury	4	Relocation to new site – part of larger scale development project.	£7m
Hadleigh	5	Re-surface whole site	£150k
Felixstowe	6	Re-surface whole site	£150k
Foxhall	Complete	Project completed to extend current site and modern improvements. In order to serve growth in the catchment, the RC needed to provide increased capacity.	£8.3m
Bury St Edmunds (actual cost)	Complete	Relocated in 2019 as part of West Suffolk Operational Hub development. Contributions requested for SCC forward capital investment.	£5.49m
Haverhill	Complete	New recycling centre built on site co-located with WTS in Haverhill. New site comprises split level facility and capacity for future growth in this area.	£2.5m

The map below shows the catchment areas of each Recycling Centre. These catchment areas have been identified using customer postcodes collected at each site during an annual customer survey process. As some residents use more than one RC, where a development is close to a catchment boundary, a contribution may be requested to another project which is different to the catchment they are in.

For the purpose of calculating developer contributions, the map is accompanied with parish boundaries which enables identification of which recycling centre catchment a development proposal is located in.

Suffolk Recycling Centre catchment areas:



An online version is available from <https://arcg.is/0z8W4H1>

Households often choose another Recycling Centre rather than the catchment RC identified above especially in near boundaries. In these situations, it may be necessary to request a contribution towards a specific Recycling Centre rather than the catchment RC as show in the map above.

Each RC development can vary substantially in cost due to the associated individual construction costs. Factors include:

- RCs often located on or adjacent to previous landfill sites necessitating expensive drainage and groundworks solutions.
- Variety of drainage solutions including large tank installations, pumping solutions etc.
- Highway access issues requiring major highway improvements.

3.10.5 Household Contribution for RC Improvements and Expansions

If it is possible to make improvements at a current RC, the costs will involve ground investigation works, site works, drainage, external services, minor building works, fees etc. A household contribution rate has been calculated for households within each RC catchment area using the actual project costs for that RC or an average cost based on previous projects. The resulting contribution rate can be seen in the table at below.

3.10.6 Household Contribution for Expanded or New RC Provision

Where a RC is built on a new site or a substantial expansion carried out at an existing site the costs involved would include land purchase, preliminary site investigation works, site works, drainage, external services, access road construction, building works, design, planning, highways, legal and licence fees etc.

A household contribution rate has been calculated for households within each RC catchment area using the actual new build project costs where available, or an average new build cost, based on previous projects. The resulting contribution rate can be seen in the table below. The build costs used will be updated annually based on BCIS uplift.

The table shows the household contribution rate for each RC, dependant on the priority and specific project for each.

Table 16: Per dwelling contribution rate for each Recycling Centre

Contributions nil – Recycling Centre fit for purpose	Improvement/expansion of the Recycling Centre	New build Recycling Centre
Mildenhall RC	Lowestoft RC - £56	Ipswich (Portman's Walk) RC - £140 (£143 with £3 WTS food waste changes)
Leiston RC	Hadleigh RC - £11 (£14 with £3 WTS food waste changes)	Foxhall RC ¹ - £137 (£140 with £3 WTS food waste changes)
	Stowmarket RC - £33 (£36 with £3 WTS food waste changes)	Haverhill RC ² - £132 (£135 with £3 WTS food waste changes)
	Felixstowe RC - £8 (£11 with £3 WTS food waste changes)	Bury St Edmunds RC ³ - £163 (£166 with £3 WTS food waste changes)
		Sudbury RC - £331 (£334 with £3 WTS food waste changes)

Along with the new regulations requiring the collection and disposal of food waste from each household from 2026 an additional £3 per household is required towards modifying each Waste Transfer Station (except Lowestoft area – see 3.10.2).

¹ Project complete and future growth in East Suffolk factored into successful CIL bid. SCC committed significant forward. Funding applies to the Ipswich area of the catchment.

² Project complete. Significant SCC forward funding.

³ Project complete. Significant SCC forward funding.

3.10.7 Design Guidance

One of the primary objectives of all Councils in Suffolk is to minimise waste and increase reuse and recycling. With this objective in mind, all developers are advised to consider how best their development will achieve waste segregation, recycling and collection when planning the design and layout of developments. A document setting out waste design and technical guidance in this respect has been produced by the Suffolk Waste Partnership and information can be obtained via local District and Borough Councils Waste teams. This document includes details on provision and storage of wheeled waste bins, access for refuse collection vehicles, provision of bring site recycling facilities.

3.10.8 Biodiversity Considerations

When waste infrastructure projects are planned, consideration will be given to what was there before construction and, if any biodiversity loss has occurred, then it must be compensated for in full. Biodiversity net gain will also be sought in the new construction.

In addition, the local immediate environment will be considered, and if possible and appropriate, connections made into it for a range of species. Examples may include:

- Roof surface area for water harvesting, or green cover (sedum etc)
- Verge areas can be used for biodiverse tree, shrub, or wildflower planting
- Surface water can be managed in pond and reed bed systems.
- Lighting schemes must consider implications for bats
- Any mammal routes must be protected (badgers etc)

Section 4.

Developers Guide to **Infrastructure Contributions in Suffolk**

UPDATED April 2025

4

Further Advice on
Key Issues

4. Further Advice on Key Issues

4.1 Healthcare Infrastructure

The Department of Health and Social Care (DHSC) and the Suffolk and North East Essex Integrated Care Board (SNEE ICB), the Norfolk and Waveney Integrated Care Board (NW ICB) and the Cambridgeshire and Peterborough ICB (CP ICB) have statutory responsibility to invest public funds in the commissioning of healthcare services for the territories they each cover in Suffolk. These services can be delivered by a range of organisations, including GP Partnerships, NHS Trusts and Foundation Trusts, and private and voluntary organisations. This collaboration between organisations within the NHS is called an Integrated Care Partnership (ICP) which enables integrated working with shared goals and ambitions.

At a place based level, for the Suffolk and North East Essex Integrated Care Board (which covers an area of circa 750,000 people), these collaborative opportunities are managed through an Alliance Delivery Group. There are two Alliance Delivery Groups in Suffolk. West Suffolk Alliance and Ipswich & East Suffolk Alliance. Each one has an Alliance Director whom is jointly appointed by the NHS and county council to oversee delivery of health and care services.

Similar to the Suffolk and North East Essex Integrated Care Board, the Norfolk and Waveney Integrated Care Board are responsible for the commissioning of healthcare services in the Waveney district area which has a population of circa 120,000 people, and work with East Suffolk Council (Covering the former Suffolk Coastal District and Waveney District areas) to ensure the best possible outcomes for healthcare service provision through developer contributions.

These contributions are requested to mitigate the impact a proposed development will have on all healthcare provision and services (physical & digital) including Primary Care, Mental Healthcare, Community Healthcare, Acute healthcare and the Ambulance Trust (EEAST).

Previously, developer contributions were only requested to NHS England for the provision of Primary Care services affected by the development. The ICBs respond to planning applications as part of their statutory responsibilities to request mitigation for Healthcare infrastructure. This could be in the form of infrastructure to support integrated services as well as Primary Care infrastructure, both physical and digital, as referred above. This may include NHS Trusts and Foundation Trusts as part of a combined approach across the health sector. The ICBs have a responsibility to improve and protect health and wellbeing. Their role is carried out in association with partner organisations and specialist support from the public, voluntary, community and private sectors, to plan, develop, and secure healthcare and wellbeing services.

Projected Growth and Requirements for Health Infrastructure

The anticipated housing growth of approximately 40,000 dwellings across the district and borough councils' local plans will have a major impact on all of health infrastructure, from GP practices, acute trusts and mental health trusts, and their ability to maintain services across Suffolk.

The levels of growth projected to occur in Suffolk will give rise to an increased impact on healthcare and wellbeing provision necessitating additional healthcare infrastructure, resources and funding. This may comprise of:

- Enhanced or increased GP clinical floor space and facilities, including fit out, refurbishment or new build;
- Enhanced or increased acute and mental health floor space and facilities, including fit out, refurbishment or new build;
- Provision to increase the Ambulance Service provision across the county in the form of increased infrastructure or equipment to enable emergency response.
- Provision for increasing capacity via use of technology, e.g. increased network infrastructure to enable more online consultations;
- NHS key worker housing; and,
- Improve access into existing or new community health and social care infrastructure settings that can accommodate prevention measures and services for smoking cessation, weight management, increasing physical activity and health checks aimed at preventing non-communicable diseases, health conditions and reducing social isolation.

Infrastructure provision and/or developer contributions may therefore be sought from new developments in order to provide for additional healthcare infrastructure. Contributions to funding and resources will ensure strong, healthy, and active communities are created and maintained, and sustainable development is delivered.

Contributions sought for health infrastructure will be considered on a case-by-case basis for incoming applications.

4.2 Police Infrastructure & Facilities

The NPPF advises that the purpose of the planning system is to contribute to the achievement of sustainable development, incorporating a social objective to support strong, vibrant, and healthy communities by fostering a well-designed and safe built environment. The NPPF also requires planning policies and decisions to achieve healthy, inclusive safe places which are accessible, so that crime and disorder, and the fear of crime do not undermine the quality of life or community cohesion. Planning policies should also promote public safety, including through the layout and design of developments.

The [Crime and Disorder Act 1998](#) (Section 17) also places a duty on local authorities to reduce crime and disorder within the community.

This section outlines the need for developer funded police facilities and good quality layout and design, to provide for the necessary community safety, cohesion and policing to mitigate and manage the crime impacts arising from the increased population, associated with major new housing developments within Suffolk.

Where developers are promoting major new housing developments of 250 dwellings or more, it is recommended that pre-application advice is sought from Suffolk Constabulary at an early stage, in order to agree a suitable level of police facilities provision, reflected in s106 Heads of Terms of Agreement where applicable. Suffolk Constabulary's pre-application advice concerning the layout and design principles for residential schemes is also recommended for major new housing developments of 50 dwellings or more.

The Need for Police Facilities

The Suffolk Policing Model delivers community safety, cohesion, and policing across the county at a local level through Safer Neighbourhood Teams (SNTs). The SNTs include warranted SNT officers, non-warranted Police Community Support Officers and warranted specialist officers, such as Response and Criminal Investigation Department units.

Both the construction and operational phases of residential development lead to an increase in the incidence of criminal activity.

At the construction phase this includes property-based theft and vandalism, as evidenced by Suffolk Constabulary's Crime Information Systems, and acknowledged by the Chartered Institute of Building in its publications concerning Crime in the Construction Industry. Such incidents lead to an increased impact on police facilities and a greater draw on Suffolk Constabulary's SNT resources.

At the operational phase increased populations give rise to an increase in crime and incidents against the person (e.g. violence, sexual, burglary, vehicle theft and criminal damage) as evidenced by Suffolk Constabulary's Crime Information Systems. New residents

would be the victims of such crime, leading to an increased impact on police facilities and a greater draw on its SNT resources, including specialist unit support officers.

Emerging new communities need to be integrated with existing communities, and an appropriate level and duration of community safety, cohesion and policing would therefore need to be provided across the occupational phases of developments.

Major new housing developments therefore give rise to significant additional resource needs and implications for SNT (including specialist officers supporting SNT's), requiring appropriate funding by developers in order to mitigate and manage the community safety, cohesion and policing requirements, including the crime impacts arising.

Suffolk Constabulary therefore requires additional police facilities to be funded and/or provided by developers either through CIL (where the LPA has adopted CIL) or through s106 agreements, or via both approaches where this would apply. Any requests for CIL or s106 funding would be supported by evidence to identify the need, which may be in the form of the following assets:

Principally funded by CIL (where the LPA has adopted CIL)

- Additional or enhanced police station (SNT) floor space and facilities, including fit out and refurbishment¹;
- Custody facilities;
- Mobile Police Stations;
- Communications including ICT;
- Automatic Number Plate Recognition Technology;

Principally funded by Planning Obligations

- Police Vehicles;
- Funding for additional staff resources, incorporating the tasking of Police Community Support Officers (during the construction phase of residential development) and Safer Neighbourhood Team Officers (during the operational phase of residential development) including recruitment, training and equipment.

For Safer Neighbourhood Team (SNT) Officers Suffolk Constabulary advises that a funding period of 3 years would usually be sought to reflect the retrospective nature of the Home Office Grant Settlement, based on a calculation of the increase in population attributable to major new housing developments. The Home Office grant settlement is usually based on a defined population level derived from ONS mid-year estimates at a 'fixed' or 'baseline year'. The funding award is then projected forward at the baseline population level for 3 years and does not take into account any subsequent population increase arising from housing growth within

¹ Refurbishments, such as repairs and maintenance, are not funded through the Babergh and Mid Suffolk CIL Expenditure Framework.

the intervening period before the next grant settlement is awarded. This process therefore leads to a 3-year funding lag.

The Need for Good Layout and Design

Good layout and design can help to achieve healthy, inclusive, safe, and accessible places where the quality of life and community cohesion is increased, and anti – social behaviour, crime and the fear of crime is reduced.

Suffolk Constabulary's publication ['Designing Out Crime Residential Design Guide – Crime Prevention Works Play Your Part'](#), has been produced to assist developers and designers to consider the impact of design on crime, and plan for new communities accordingly. Major new housing developments should therefore have regard to this design guide and incorporate principles of design which reduce the opportunity for crime to occur, increase the likelihood of detection of criminal activity, and improve public perceptions of safety.

As outlined above, Suffolk Constabulary encourage early engagement with developers to discuss and agree an appropriate level of police facilities, funding and provision, and a suitable approach to designing out crime at the pre-application stage, which will assist in achieving sustainable development and a more efficient planning process for applicants.

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Developers Guide to **Infrastructure Contributions in Suffolk**

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Additional Information

5. Additional Information

5.1 Contact with Local Planning Authorities

Developers are strongly advised to check the scope and level of potential obligations prior to purchasing development land or submitting a planning application. In the first instance developers should contact the Local Planning Authority responsible for the area in which their proposed development lies. Their contact details are as follows:

Table 17: Contact details of Local Planning Authorities

Local Planning Authority	Email	Telephone
Babergh and Mid Suffolk District Councils	planning@baberghmidsuffolk.gov.uk	0300 123 4000 (Opt 5)
Broads Authority	planning@broads-authority.gov.uk	01603 610734
East Suffolk Council	planning@eastsuffolk.gov.uk	01394 444832
Ipswich Borough Council	development.management@ipswich.gov.uk	01473 432913
Suffolk County Council	planning@suffolk.gov.uk	01473 265066
West Suffolk	planning.help@westsuffolk.gov.uk	01284 757675

5.2 Contact with service areas of Suffolk County Council

Table 18: Contact details for Suffolk County Council service areas

SCC Service Area	Email
Archaeology	archaeology@suffolk.gov.uk
Early Years	earlyyearsadmin@suffolk.gov.uk

SCC Service Area	Email
Education	schools@suffolk.gov.uk
Flood Management	floods.planning@suffolk.gov.uk
Planning Contributions	planningcontributions.admin@suffolk.gov.uk
Public Health	phplanning@suffolk.gov.uk
Waste	waste.management@suffolk.gov.uk

5.3 Contact with other service areas external to Suffolk County Council

Table 19: Contact details for external service areas

Service Area	Email
Health	
Suffolk and North East Essex Integrated Care Board (SNEE ICB)	chris.crisell@suffolk.nhs.uk
Norfolk and Waveney Integrated Care Board (NW ICB)	thomas.clare1@nhs.net craig.boyles@nhs.net
East of England Ambulance Service	zoe.may@eastamb.nhs.uk
Police	
Suffolk Constabulary	leigh.jenkins@suffolk.police.uk

5.4 Further guidance and information

The below table provides a list of the different guidance and information sources that are referred in this document together with the relevant weblink.

Table 20: Weblinks to guidance and information referred in this document

Further Documents / Guidance
Education
Securing Developer Contributions for Education
Flood and Water
Flooding Drainage and the LLFA
Police
Residential design guide
Libraries and Culture
Championing archives and libraries within local planning
Design
Suffolk Design: Streets Guide
Other
Building for a Healthy Life
Template s106 Legal Agreement . Please see individual district council websites for specific examples of s106 Agreements or templates they may choose to provide.
Further guidance and information on viability testing , provided by the Homes and Communities Agency.

For further information about this guide, please contact:
planningcontributions.admin@suffolk.gov.uk

Section 6.

Developers Guide to **Infrastructure Contributions in Suffolk**

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Appendices

6. Appendices

Appendix A: New School Site Requirements

Checklist for determining school site suitability¹	
Site	Unencumbered freehold title to site. Site is to be provided for £1 or peppercorn with services available for connection. If applicable all non servient easements, wayleaves, overhead lines and public rights of way are to be diverted around site.
Site configuration and levels	Site shape is to be rectangular (with long side no longer than twice the short side). There is to be a minimum of 130m road frontage. The site shall be level and the maximum gradient across any direction shall not exceed 0.25m across whole site. Refer to specific level requirements for pitches (hard and Soft).
Quality of Location	The location of the school site will be agreed as part of the Masterplan scheme. The location will be in a position that suits the school use and complements the development. The school site will not be in a cul-de-sac or a part of the site known to be contaminated or have other features that will result in higher-than-average build costs. Any previously contaminated land will require confirmation of land being classified as inert by the EA or similar. SCC will not accept a currently contaminated site, or a site liable to flood.
Site Plans	To provide: <ul style="list-style-type: none">• Draft transfer plan to maximum scale of 1:500, in both PDF and DWG/DXF format;• Layout plan of entire development showing existing highway network; and• Layout plan to include boundary co-ordinates.

¹ Where requirements set out in the appendix A are not secured, developers will be required to compensate the local authority or meet any additional resulting costs.

Checklist for determining school site suitability¹

General site issues	<p>Site shall be clear of refuse at time of transfer.</p> <p>Clean topsoil shall be included and shall not be removed or stored in unprotected spoil heaps (which should comply with the relevant British Standards) prior to transfer. Site shall be free from constraints such as contamination, ancient hedgerows, drainage ditches or extensive ecological features.</p> <p>Sites should not be transferred with a lower Biodiversity value than when originally obtained.</p>
Protection of the School Site - compaction	The developer covenants not to store soil or other materials on the school site. SCC requires a site free from soil compaction.
Protection of the School Site – security	The developer is responsible for site security to prevent any trespass or encampment. SCC will require vacant possession upon exercise of the option.
Protection of the School Site – environmental Factors	The developer will ensure that open land is mown/cut back every quarter to prevent growth and to mitigate the risk of new environmental issues arising. This is important to protect SCC's school project from additional costs or delays in the grant of planning permission. SCC will require an indemnity from the landowner/developer.
Surveys & Investigations	<p>To provide the following documents insured by collateral warranties to provide the Council with redress from the provider in the event of error or inaccuracy:</p> <ul style="list-style-type: none"> • Planning statement of the site to confirm existence of any listed buildings or scheduled monuments and confirm whether the site is within or near a Conservation Area, SSSI or TPO's. • Soil investigation report. • Full site topographical survey (electronic format compatible with AutoCAD 2007 (copyright to be passed to SCC)) to include boundaries, site features, all existing underground and above ground services, identifying type, level and route across the site, levels expressed relative to Ordnance Datum at 5m grid centres, drainage levels, adjacent development proposals for highways and infrastructure.

Checklist for determining school site suitability¹

	<ul style="list-style-type: none"> • Full archaeological survey as required by planning authority. • Detail and location plans of known previous site disturbances, eg, depth and location of previous archaeological excavations carried out by the developer could impact on foundation design and construction. • Results of site investigation carried out to the relevant current British and European Standards, including BS 5930, BS EN 1997-1, BS EN 1997-2 and all related standards referred to therein. This shall determine load bearing capacity of soils, soil types (and depths), type and location of any contamination and ground water level. • The developer should provide an initial assessment of the land to be developed and establishment of the baseline habitat conditions <p>The Council shall be granted a Licence with no fee payable to enter the site to carry out any independent pre-construction surveys.</p>
Timing of Construction	<p>SCC will not forward-fund any infrastructure required by the school.</p> <p>SCC will look to the phasing of the Masterplan to provide access to the school site at least 18 months before the new school is required to be opened.</p> <p>A new school would open at the beginning of a school term, and there is a strong preference for this to be in July ahead of the September term.</p>
Payment – site solely for the Masterplan	<p>Where the new school is required solely to meet the needs of the new development, SCC expects to receive a site for nil consideration, in addition to s106 or CIL payments.</p>
Payment – where demand for a school exists independently from the Masterplan	<p>In circumstances where an educational need exists independently from the Masterplan development, SCC will pay a consideration for the proportion of the site that supports the independent requirement.</p> <p>This payment to be a reasonable uplift on the existing use value up to a maximum of £100,000 per acre.</p> <p>The maximum figure is based on 2018/19 values and will be Index linked for future years.</p>

Checklist for determining school site suitability¹

	The index will be the 'All Items' index of the Index of Retail Prices from the National Statistics Office.
Payment – when the developer wants to achieve a flagship building/more positive aesthetic than permitted by the EFA funding per pupil place.	SCC is dependent on funding from the Education and Skills Funding Agency (ESFA) which is strictly based on unit cost per pupil place. Any higher aesthetic required by the developer, will need to be funded by the developer.
Tenure	SCC requires the freehold interest.
Vacant Possession	The land will be transferred with vacant possession. For clarity this means that it will be in a clean and tidy condition with any fly tipping removed.
Fully Serviced Site	<p>SCC requires a fully serviced site, which meets the current environmental requirements and Building Regulations at the time of transfer, this includes:</p> <ul style="list-style-type: none"> • Water; • electricity; • gas (site dependent and unlikely to be required to meet net zero); • foul sewer; • Free from open water features - surface water drainage connection into overall development's sustainable drainage system; • Fire hydrants; • Free of encumbrances, Not crossed by overhead lines, Public Rights of Way, easements or restrictive covenants that may run with the land; • Telephone communications; and, • super-fast broadband for a school of a stated capacity. • Free of other general site restrictions (such as flight paths) <p>Re drainage - Confirmation that the surface water drainage connection should be agreed once a technical assessment is undertaken to prevent a restricted connection being created, which will result in onsite storage being required and increasing SCC costs.</p>

Checklist for determining school site suitability¹

	<p>Full vehicular and pedestrian access is required, and the road must be constructed to highway adoption standards. All highway visibility requirements must be accommodated from the larger development site at no cost to SCC. All servicing costs will be met by the owner/developer. The technical assessment of fully serviced must be based on the stated long-term capacity of the school. If no long-term capacity is stated for a school, the default size will be a 420 place primary school, or a 900 place Secondary School. SCC will retain the capital sum due for purchase of the site, until it is confirmed that all services are present at the site.</p>
Communications masts/above ground high tension cables	<p>All site boundaries to be a minimum distance of 2000m from the nearest communications mast and 440,000v power cables.</p> <p>Site boundaries shall be a minimum distance of 100m from 11,000v overhead cables.</p>
Sound	<p>The acoustic requirements for the school site stated in BB93 should be applicable to the school site at all stages of any surrounding development and on completion of the development. For example, before, during and after construction of adjoining or nearby development that forms part of the same overall development and under the control of the same developer.</p>
Indemnity	<p>To fully indemnify Suffolk County Council for costs of relocating, re-routing, remediating, removing or disposing of any live service, underground obstruction or contamination.</p>
Boundaries	<p>When contemplating design and uses for adjoining development developers should be aware of typical school boundary specification. An example follows:</p> <p>All site boundaries (other than front boundary) fenced with 2400mm high weld mesh on steel posts in accordance with BS 1722 (Technical Annex 2b: external spaces). One pedestrian entrance to be provided on front boundary, a second on an alternative boundary in agreed position, each with steel gates, and three vehicular entrances (on differing boundaries) with steel gates complete with crossovers of pavements to adopted highways. Any and all boundary treatments, hedges, etc required by planning conditions are to be provided in-situ. Each entrance to have level access to roads that are or shall be adopted.</p>

Checklist for determining school site suitability¹

Highway	<p>Adjacent roads, pavements and cycleways to be constructed up to base course level, final wearing courses to be laid within 12 months of site transfer or at a time to be agreed with the Council.</p> <p>Highway infrastructure adjoining site to be adopted by Highway Authority.</p>
Services generally	<p>All easements, wayleaves and associated installations to serve the site shall have been completed to the site boundary.</p> <p>In the event that incomplete agreements or installations threaten to delay delivery of the school the transferor shall undertake to provide temporary services to the site.</p> <p>Detailed as-built DWG and PDF's will be required when services are installed to ensure exact locations are known</p>
Water	<p>Supply to terminate no less than 1 metre within site boundary at a position to be agreed with the Council. Size of main and water pressure to be agreed with the Council to ensure adequate supply, with appropriate stop valves/terminations/meters in the appropriate boxes/pits/inspection chambers.</p>
Fire hydrant	<p>A minimum of one hydrant to be located approximately 1 metre within the front boundary at a position to be agreed with the Council with appropriate stop valves/terminations/meters in the appropriate boxes/pits/inspection chambers. Consultation will be required, and a technical review undertaken to confirm any additional hydrants. For example, a secondary school will likely require 2 – 3 to allow for appropriate tender coverage</p>
Gas	<p>In the unlikely event that a gas supply will be necessary, supply to terminate no less than 1 metre within site boundary at a position to be agreed with the Council.</p> <p>Natural gas main to size and pressure to be agreed with the Council to ensure adequate supply, with appropriate stop valves/terminations/meters in the appropriate boxes/pits/inspection chambers.</p>
Electricity	<p>Supply to terminate no less than 1 metre within site boundary at a position to be agreed with the Council. Size of supply to be agreed with the Council to ensure adequate supply with appropriate terminations/meters in the appropriate boxes/pits/inspection chambers.</p>

Checklist for determining school site suitability¹

Telecoms	Broadband connection to terminate no less than 1 metre within site boundary at a position to be agreed with the Council. Sufficient number of telephone lines (20 as a guide) to be agreed with the Council to ensure adequate supply, with appropriate terminations in the appropriate boxes/pits/inspection chambers.
Foul & surface water drainage	<p>Site to be serviced as part of Sustainable Drainage System prepared as a development-wide strategy. Such a scheme may include attenuation, swales, balancing ponds, soakaways and discharging into watercourses etc, and may have to be built to an adoptable standard. The onus for design, construction and approvals scheme to the site boundary is to remain with the developer even though the school site may make use of and discharge into the system.</p> <p>If there is a requirement for pumping then this is not part of the school design, all associated infrastructure shall be off site and adopted by the drainage authority.</p> <p>If there are any restrictions on outfall from the site then these need to be stated by the developer, this usually applies to surface water and may dictate whether attenuation is required on the site.</p> <p>No open water features shall be located adjacent to the school site.</p> <p>Connections to the foul sewerage system (to be adopted) shall be made available to accommodate the minimum requirement of the maximum sized Primary and Early Years provision, based on the site area, no less than 1 metre, within the site boundary, at a position to be agreed with the Council.</p>
Sub-stations	Any substation or pumping house is to be located beyond the site and not within 10m of school site boundary.
Design code	Should the Council be required to meet expectations set out in the design code, for example, which exceed the DfE output spec required or require material which would not otherwise be used in the school build, the developer will be required to meet the additional costs incurred to meet the standards set out in the code. Detail on how the

Checklist for determining school site suitability¹

	assessment of enhanced design requirements, to meet a design code, will be undertaken and confirmed.
Restrictive Covenants	Any restrictive covenant restricting the site for educational use will endure for a period of 10 years from the opening date of the school. After this the school use will be protected by the Schools Standards and Framework Act 1998 Schedule 1 for the built area and Section 77 for the playing fields.
Assignment of the option agreement	SCC will require the flexibility to assign the option agreement relating to the whole or a part of the site to a selected education provider. This recognises the wide range of options under which a new school can be provided, e.g. by ESFA, a Foundation, Free School, or Academy.
Use	In addition to a school, uses also includes early years education, and community purposes such as a library or community uses of the facilities outside school operational hours. SCC reserves the right to use the site for a breadth of use classes F1 and F2. Ancillary uses such as fundraising and grounds maintenance service to be regarded as included within the definition of use F1.
Option Sum	£1
Option Term	SCC can exercise the Option at any time. The Option will have a long stop date of 20 years from completion of the document.
Planning Conditions and s106 obligations and CIL	This Option is a complementary document to the planning conditions imposed on a developer's planning application, and to any s106 or CIL Payments.
Planning Obligations that are required to be triggered by the landowner	SCC requires that the seller agrees to planning obligations on request of SCC, subject to the obligations upon the landowner ceasing on transfer of the land. SCC will indemnify the landowner for the costs of this work.
If there is charge on the Option Land	The seller must provide written evidence that any power of sale under the charge will be subject to the Option.
Land Registry Protection for the Option	The Option will be protected by notice on the seller's title at the Land Registry.
Deduction of Title	The seller will promptly deduce title if requested by SCC. SCC will bear the reasonable cost of this work.

Checklist for determining school site suitability¹

Entry to the Site	<p>SCC will have the right to enter the site within the Option period to undertake survey work and other studies relevant to its own development.</p> <p>The site visits will be subject to the seller's prior approval (not to be unreasonably withheld).</p> <p>Crop loss payment will be made by SCC where appropriate.</p>
Public Liability Insurance	<p>The seller will hold public liability insurance with a minimum of £5M cover applicable to the school site and indemnify SCC against all claims prior to transfer of the legal title.</p>
Legal and Surveyors fees	<p>Each party to bear their own professional costs.</p>
VAT	<p>Payments made under the Option agreement are exclusive of VAT.</p>
Support for SCC Due Diligence	<p>SCC requires the developer to support the authority's own due diligence in preparation for building the school. This will involve the sharing of any information already known on topics such as soil type, footpaths, historic services, impediments on the legal title, early replies to Central Public Sector Enterprises (CPSE) questions. This information will be further reviewed by SCC, and the authority does not intend to take any warranty from the developer.</p>
BNG	<p>SCC reserve the right to request additional site area to meet the site specific BNG requirements if the school is not incorporated into a site wide strategy, and/or a decision is made for it to be considered as a Regulation 3² planning application. The requirement to meet BNG enhancement will be calculated based on the overall development, and the school site requirement should be factored into this.</p>

² Town and Country Planning General Regulations 1992



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